

**County of Orange Social Services Agency  
Family Self-Sufficiency Division**

**Program/Area:** CalWORKs/Welfare-To-Work  
**Title:** **Adding/Discontinuing a Person to/from The Assistance Unit**  
**Number:** 100-C4 A **Status:** *Signature on file*  
**Effective Date:** 04/04 **Revision Date:** (R10/22/15)  
**Approved:**

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**PURPOSE** The purpose of this policy is to provide instructions on how to add/discontinue persons to/from the Assistance Unit (AU).

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**ADDING AN ADULT AND/OR A CHILD TO THE AU - ANNUAL REPORTING/CHILD ONLY (AR/CO)** For a CalWORKs AR/CO case, a change in household composition is a mandatory report. A recipient is required to report changes in household composition verbally or in writing, within 10 days of the change, even if it occurs mid-year. The worker must take action with timely and adequate notice regardless of whether the change results in an increase or decrease to the grant.

If a mandatory change is reported in CalWORKs, the worker is required to act on the reported information in the Public Assistance CalFresh (PACF) case mid-period.

**Mandatory Report Results in Ineligibility**

If a recipient is determined to be ineligible based on the addition of a person, discontinue the case with timely and adequate notice effective the end of the month in which the change occurred.

**Mandatory Report Results in Decrease**

If a recipient's benefits would decrease based on the addition of the person, decrease the benefits, with timely and adequate notice, for the remainder of the 12-month period, effective the first of the month following the month in which the change occurred.

**Note:** An overpayment should be established for months in which benefits were released at the previous level because a 10-day Notice of Action (NOA) could not be provided.

Refer to [Policy 100-E13 Annual Reporting/Child Only \(AR/CO\)](#) for more information.

**ADDING AN ADULT  
AND/OR  
A CHILD TO THE AU  
- SEMI-ANNUAL  
REPORTING (SAR)  
VOLUNTARY MID-  
PERIOD REPORT**

For a CalWORKs SAR case, mid-period changes in household composition are considered voluntary reports and are not required to be reported within 10 days. Recipients may voluntarily report changes in the AU household composition at any time during the semi-annual period, but the worker may only take action to increase CalWORKs benefits mid-period as a result of a voluntary report involving household composition changes. If the household composition change is not verified at the time of the voluntary mid-period report, it must be reported on the SAR 7 Eligibility Status Report (SAR 7) or reported at the annual redetermination (RRR) following the change.

**Note:** An AU is not required to report income in excess of the Income Reporting Threshold (IRT) mid-period if the income is received by a new person who has not been added to the AU.

For CalFresh, a voluntary report of a household composition change is considered Verified Upon Receipt (VUR) and must be acted on.

If the recipient **voluntarily** reports a new person in the home mid-period, the worker shall:

- Review eligibility for the new person to determine if he/she is a mandatory AU member. Refer to [Policy 100-C4 Assistance Unit](#) for more information.
- Determine if deprivation would continue and if not, take no action mid-period.

**Note:** Benefits cannot be decreased or discontinued based on changes in deprivation until the SAR 7 is processed. Refer to [Policy 100-D1 Unemployed Parent Deprivation](#) for more information.

- Determine if the mandatory AU member or optional person has income that would be considered in the benefit calculation. An optional person's income is treated the same as a mandatory AU member's income. Refer to [Policy 100-B2 Treatment of Income](#) for more information.
- Evaluate if benefits will increase or decrease when adding the person, and if other eligibility factors are met.

**If benefits will increase:**

- Send CalWIN [Client Correspondence CSF 10 Add a Person Appointment Letter](#), [CW 2200 Request for Verification](#), and a [CW 8 Statement of Facts for an Additional Person](#) or [CW 8A Statement of Facts to Add a Child Under Age 16](#).

- Add the person to Medi-Cal effective the month in which the change was reported, provided all CalWORKs eligibility conditions are met.
- Add the person to the Assistance Unit and CalFresh household (AU/CFHH) the first of the month following the month in which the change is reported and all required verifications are received.
- If verification is not received within 10 days, send a CalWORKs No-Change NOA M44-316.31 (SAR) to the AU/CFHH reminding them to report and provide verifications regarding the new person on the next SAR 7 or RRR.
- If the AU/CFHH brings in the verification more than 10 days after the voluntary report, the date the verification is provided is considered the new report date.

**EXAMPLE (Increase):**

A parent and child are receiving CalWORKs and CalFresh in the semi-annual period of January through June. In February, the parent voluntarily reports that the child's other parent with no income moved into the home in February. After establishing eligibility for the other parent, on February 12, he/she is added to the AU/CFHH effective March 1 and Medi-Cal effective February 1 (the month in which he/she was reported in the home and verification was provided).

In the scenario above, if the parent does not report the other parent until May, the other parent is added to the AU/CFHH effective June 1 (the first of the month following the month in which the change was reported and verification was provided) and Medi-Cal effective May 1 (the month in which he/she was reported in the home and verification was provided).

**If benefits will decrease:**

- Do not process the CalWORKs change until the complete SAR 7/RRR is received/completed (with the reported change in the AU, if not previously verified) for the upcoming SAR Payment Period.
- Send a CalWORKs No-Change NOA M44-316.31 (SAR).
- Add the person to Medi-Cal, effective the month in which the change was reported, provided all CalWORKs eligibility conditions are met and verifications are received.
- Add the person to the CFHH effective the first of the following month with timely notice.

**Note:** For CalFresh, a voluntary report of a household composition change is considered VUR and must be acted on if no other verification is needed to make an eligibility determination. If more information or verifications are needed to determine CalFresh eligibility, send a

CalFresh request for verification [CF 377.6 Information/Verification Needed](#). If verifications are not received, send a CalFresh QR 377.4 No Change NOA and add the person the first month of the next SAR Payment Period.

- Add the person to the CalWORKs AU effective the first month of the next SAR Payment Period and provide a 10-day notice of action to decrease benefits.

**EXAMPLE (Decrease):**

A parent and child are receiving CalWORKs and CalFresh in the semi-annual period of January through June. On February 11, the parent voluntarily reports that the child's other parent moved into the home in February. The other parent's income has been verified and would cause benefits to decrease.

- Take no action to decrease CalWORKs benefits in the current semi-annual period. The action to add the other parent and his/her income to the CalWORKs case must be held over until the next semi-annual period. The earliest opportunity to decrease benefits to the AU based on the other parent's income, is the first month of the upcoming SAR Payment Period in July.
- Send a CalWORKs No-Change NOA M44-316.31 (SAR).
- Add the other parent to the CFHH effective March 1 (the month following the report, because all verifications were received and 10-day notice was provided).
- Establish Medi-Cal eligibility for the other parent as of the month of February (the month in which he/she was reported in the home and all verifications were provided).

In the scenario above, if the reported change was not verified, a CalFresh request for verification [CF 377.6 Information/Verification Needed](#) is sent asking for the required verification within 10 days. If verification is not received within 10 days, a CalFresh QR 377.4 No Change NOA is sent to the client reminding him/her to report the other parent's return and provide the necessary verification on the next SAR 7 or RRR.

**If the AU will no longer be eligible:**

- Send a CalWORKs No-Change NOA M44-316.31 (SAR).
- Document all voluntary mid-period reported changes in CalWIN Case Comments and if verification was not previously received, review the SAR 7/RRR to ensure the reported information is consistent.
- Discontinue the CalWORKs case at the end of the current SAR Payment Period, with 10-day notice.

- When verification is received, discontinue CalFresh effective the first of the following month with a timely notice.
- If applicable, send a split Referral for Medi-Cal using the [eform F063-19-944](#) for the other parent.
- Refer the discontinued members to Transitional Medi-Cal.
- Establish Transitional CalFresh if CalWORKs and CalFresh are discontinued in the same month.

**EXAMPLE (Ineligibility):**

A parent and child are receiving CalWORKs and CalFresh in the semi-annual period of January through June. In February, the parent voluntarily reports that the child’s other parent moved into the home in February. The other parent has income that would make the family ineligible for CalWORKs and CalFresh.

- Take no action to terminate CalWORKs benefits in the current semi-annual period. The action to add the other parent and his/her income to the CalWORKs case must be held over until the next semi-annual period.
- Send a CalWORKs No-Change NOA M44-316.31 (SAR).
- Send a split Referral for Medi-Cal [eform F063-19-944](#) for the other parent, effective the month in which the change was reported (February).
- Discontinue CalFresh benefits for the parent and child effective March 1 if verifications are received and 10-day notice is provided.
- Discontinue the parent and child from CalWORKs upon receipt of the SAR 7 at the end of the SAR Payment Period (June 30), with appropriate 10-day notice.
- Refer discontinued members to Transitional Medi-Cal.

**Note:** Transitional CalFresh would not be established.

Refer to Policy 100-E5 SAR and Budget Process and Policy 100-E5.A Mid-Period Reporting in SAR for more information.

**INTERVIEW**

When adding a person to the AU who is already in the home, but not

**PROCESS WHEN**

aided (e.g., fleeing felon, change in immigration status), he/she can be

**ADDING A PERSON**

added based on the SAR 7 or RRR if there is enough documentation in the case file to determine continuing eligibility for the AU.

When adding a new person to the AU who is not a current or former member of the AU, a completed [CW 8 Statement of Facts for an Additional Person](#) or [CW 8A Statement of Facts to Add a Child Under Age 16](#) and all required verifications must be provided to add the new

person.

**Note:** When adding a child, the parent/caretaker does not need to attend a face-to-face interview unless additional eligibility factors must be reviewed. In this instance, the [CW 8A Statement of Facts to Add a Child Under Age 16](#) would be sufficient.

Send the [CSF 10 Add a Person Appointment Letter, CW 2200 Request for Verification](#), and [CW 8 Statement of Facts for an Additional Person](#) or [CW 8A Statement of Facts to Add a Child Under Age 16](#) to schedule a face-to-face interview after the new person is reported in the home.

At the interview:

- Complete a new Statement of Facts in CalWIN.
- Review verifications and documentation.
- If parents are unmarried, complete the referral process to the Child Support Services to establish paternity. Refer to [Policy 100-A1 Child Support](#) for more information.
- Complete Statewide Fingerprint Imaging System (SFIS) process, if appropriate.
- Evaluate for potential Welfare-To-Work (WTW) exemptions, if applicable.
- If the new person is WTW mandatory/voluntary, provide a WTW overview prior to referring him/her to a Case Manager.

**Note:** When adding a newborn, refer to [Policy 100-C4.B Adding a Newborn/Parent to the Assistance Unit](#), for more information.

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**BEGINNING DATE  
OF AID -  
MANDATORY  
REPORTED  
CHANGES ON  
THE SAR 7**

When a new person is first reported on the SAR 7/RRR, benefits will be calculated for the next SAR Payment Period after all verifications have been received. Benefits are not re-calculated for any months in the current period.

If the new person was not reported on the SAR 7/RRR but was previously reported and not verified as a voluntary mid-period report, the worker must act to resolve the discrepancy.

- An overpayment (O/P) may be established after the discrepancy has been resolved and all verifications have been received if the addition of the new person would have resulted in reduced benefits.
- The O/P recoupment may begin in the first month of the SAR Payment Period following the period in which the change actually occurred and should have been reported. Refer to [Policy 100-B15 Overpayments and Underpayments](#) and [CalWIN Benefit](#)

[Recovery Resource Guide](#) for more information.

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**REPORTING ON A  
LATE SAR 7**

When the recipient reports a new person on a late SAR 7, determine if the change results in an increase or decrease of benefits. After all verifications have been received, if benefits:

**Increase**

- Add the person effective the first month of the next SAR Payment Period. For example, if the SAR 7 is received on August 25 and the income has decreased, the person will be added September 1.
- Authorize a supplement if the benefits could not be increased the first month of the next SAR Payment Period. A 10-day NOA is not required to increase benefits.

**Decrease**

- Authorize benefits for the first month of the next SAR Payment Period for the prior grant amount, if the benefits could not be decreased because a 10-day NOA could not be provided. For example, if the SAR 7 is received on August 25 and the income has increased, the person will be added September 1 and an O/P will be established for the month of September.
- An O/P recoupment may begin the first month of the SAR Payment Period. Refer to the [CalWIN Benefit Recovery Resource Guide for](#) more information.
- Reduce benefits for the second month of the next SAR Payment Period when a 10-day NOA can be provided to decrease benefits.

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**DISCONTINUING  
AN ADULT AND/OR  
CHILD FROM THE  
AU MANDATORY  
MID-PERIOD  
REPORT - SAR**

Under SAR, recipients are mandated to report specified changes within 10 calendar days of the date the change becomes known to the household, such as fleeing felon status or violation of conditions of probation or parole. The worker shall document the information reported, as well as, the date of the report in CalWIN Case Comments.

Refer to [Policy 100-E5.A Mid-Period Reporting](#) for more information on other mandatory mid-period reporting requirements.

- Send a 10-day NOA to discontinue the no longer eligible AU/CFHH member effective the end of the month in which the mandatory mid-period change occurred.
- If unable to provide a 10-day NOA, discontinue the AU/CFHH member at the end of the month for which a 10-day NOA can be provided and establish an O/P if benefits were authorized at a higher grant amount than the AU was entitled to receive. Refer to

the [CalWIN Benefit Recovery Resource Guide](#) for more information.

**Example:**

A two-parent AU is in the SAR Payment Period of January through June. On March 19, the AU timely reports that one parent has violated a condition of his/her parole on March 15. The parent is removed from the AU/CFHH effective April 1 with timely and adequate notice. If however, the AU did not report the parole violation until April 10, the parent would be removed from the AU/CFHH effective May 1 with timely and adequate notice and an O/P will be created for his/her portion of the April grant. CalWORKs will continue for the other parent and child. An Overissuance (O/I) will not be assessed for CalFresh.

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**DISCONTINUING AN ADULT AND/OR CHILD FROM THE AU MANDATORY MID-PERIOD REPORT – AR/CO**

When a CalWORKs AR/CO case experiences any mandatory mid-year reporting changes, such as household composition, fleeing felon status, or court findings of probation or parole violation, the recipient must report the change, verbally or in writing, to the county within 10 days of the occurrence.

If a mandatory change is reported in the CalWORKs AR/CO case, the worker is required to act on the reported information in the PACF SAR case mid-period.

**Example:**

An AR/CO recipient reports on July 10, that two of her three aided children moved out of the home on July 3. The worker determines that the AU is still eligible, grant will be reduced beginning in August. The worker sends out a 10-day notice before NOA deadline, informing the AU that their CalWORKs grant and CalFresh benefits will be reduced effective August 1.

Refer to Policy [100-E13 AR/CO](#) for more information.

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**VOLUNTARY RECIPIENT REQUEST FOR DISCONTINUANCE OF BENEFITS - SAR**

Under SAR, a recipient may voluntarily request mid-period that:

1. The entire AU/household be discontinued; or
2. Any individual of the AU/household who is no longer in the home or is an optional member be discontinued.

Clarify which program(s) the AU/household is requesting to discontinue. Make certain the client understands that the discontinuance may result in a decrease in benefits and the decrease/discontinuance is the client's



option.

- If the request is made verbally, the worker shall provide a timely and adequate 10-day notice before discontinuing or decreasing benefits at the end of the month.

A 10-day notice is not required if the request for discontinuance is made in writing. The worker shall discontinue or decrease benefits at the end of the month with only adequate notice.

If the worker is notified mid-period that an AU member has died, the worker shall inform the AU/household that it is optional to discontinue the person mid-period, since it will result in a decrease in benefits. If the AU/household wishes to proceed with discontinuance, the worker shall treat the information as a voluntary request for discontinuance of benefits.

- If the information is received verbally, benefits for the deceased individual will be discontinued at the end of the month in which timely and adequate NOA can be provided.
- If the information is received in writing, benefits for the deceased individual will be discontinued at the end of the month in which an adequate NOA can be provided.

**Note:** If the AU/household does not report that an AU member dies until the next SAR 7 or RRR, an OP/OI would not be assessed and a fraud referral would not be sent.

Refer to [Policy 100-E5.A Mid-Period Reporting for](#) more information.

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**VOLUNTARY  
RECIPIENT  
REQUEST FOR  
DISCONTINUANCE  
OF BENEFITS –  
AR/CO**

Under AR/CO, a recipient may voluntarily request discontinuance of the entire AU at any time mid-year. The worker shall clarify which program(s) the AU/household is requesting to discontinue.

- If the request is made verbally, the worker shall provide a 10-day notice before discontinuing benefits.
- If the request is made in writing, the worker shall discontinue the case at the end of the month in which the request is made and simultaneously issue an adequate notice informing the AU of the discontinuance.

A request for discontinuance of an AU member who moved out of the home would not be considered voluntary, because changes in household composition are considered mandatory mid-year reports

under AR/CO. If an AU member has died, it is a change in household composition, and considered a mandatory mid-year report.

An optional member may request discontinuance from the AU, regardless of whether he/she moved out of the home. Because changes in household composition pertain to an individual moving into or out of the home, an optional member living in the home and requesting removal from the AU is not considered a mandatory report.

Refer to [Policy 100-E13 AR/CO](#) for more information.

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**COUNTY INITIATED MID-PERIOD ACTIONS** In addition to making mid-period adjustments to benefits as a result of mandatory and voluntary recipient reports, there are other **county-initiated** changes that are effective at the end of the month in which timely and adequate notice can be provided, even if it results in a decrease in aid. County-initiated changes related to household composition include, but are not limited to:

- Adult reaches the CalWORKs time on aid (TOA) limit
- A sanction or financial penalty is imposed or removed on an individual in the AU
- Child reaches age limit
- Child is placed in Foster Care
- A Non-Minor Dependent is transferred into his/her own AU
- Aid has been approved for a child or other individual who is currently being aided in another household
- When an AU becomes a Family Reunification case
- A Refugee Cash Assistance (RCA) recipient reaches the end of RCA
- An AU member is no longer a California resident
- When it becomes known that an AU member is deceased
- An AU is transferred to a Tribal TANF program or
- When it becomes known that an individual is confined in a correctional facility on the first of a month and is expected to remain for a full calendar month or more

Refer to Policy [100-E5.A Mid-Period Reporting in SAR](#) and [Policy 100-E13 AR/CO](#) for further details and examples of county initiated mid-period changes that must be acted upon mid-period.

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**BEGINNING DATE OF AID FOR CASH-BASED MEDI-CAL** Medi-Cal eligibility based on cash aid for a new AU member is established the month the new person joined the AU provided eligibility has been verified.

Cash-based Medi-Cal eligibility is established as follows:

<b><i>If the new person was...</i></b>	<b><i>Then Cash-Based Medi-Cal is effective...</i></b>
Reported on the SAR 7	The month the county received the report.
Voluntarily reported mid-period	The month the person was reported in the home.
Reported on the late SAR 7	The month the county received the report.

Refer to the [CalWIN Categorically Eligible Persons Resource Guide](#) for more information.

**ACTION TO ADD THE NEW AU MEMBER TO CASH-BASED MEDI-CAL** To approve cash-based Medi-Cal, an individual must meet all CalWORKs eligibility factors. The worker must receive necessary verifications to establish eligibility and take the following actions:

- Determine that the new member would not make the AU ineligible.
- Determine the beginning date of aid for Medi-Cal eligibility.
- If eligible, approve cash-based Medi-Cal for the appropriate months of Medi-Cal eligibility. Refer to the [CalWIN Resource Guide Add a Person](#) for more information.

**Note:** If cash-based Medi-Cal is denied, follow current procedures in the [CalWIN Resource Guide Non-Categorically Eligible Persons](#).

**ATTACHMENTS** [CF 377.6 Information/Verification Needed](#)  
[CSF 10 Add a Person Appointment Letter](#)  
[CW 8 Statement of Facts for an Additional Person](#)  
[CW 8A Statement of Facts to Add a Child Under Age 16](#)  
[CW 2200 Request for Verification](#)

**REFERENCES** ACIN I-84-03, ACIN I-58-13, ACIN I-58-13E, ACL 14-77, ACL 12-25, ACL 12-25E  
EAS Manual; 40-119; 40-121; 44-315; 44-316; 44-317; 44-318; 80-301, 80-310  
[Policy 100-A1 Child Support](#)  
[Policy 100-B2 Treatment of Income](#)  
[Policy 100-B15 Overpayments and Underpayments](#)  
[Policy 100-D1 CalWORKs Deprivation](#)  
[Policy 100-E5.A Mid-Period Reporting In SAR](#)  
[Policy 100-E5 Semi Annual Reporting \(SAR\) and Budgeting Process](#)  
[Policy 100-E13 Annual Reporting/Child Only \(AR/CO\)](#)

**RESOURCE** [Benefit Recovery Resource Guide](#)  
[Use Effective Months \(UEM\) Resource Guide](#)

## GUIDES

[Categorically Eligible Persons Resource Guide](#)

[Add A Person Resource Guide](#)

[Non-Categorically Eligible Person Resource Guide](#) (previously known as  
Medi-Cal Splits Resource Guide)

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