



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

May 2, 2014

ALL COUNTY LETTER (ACL) NO. 14-34

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL CONSORTIA PROJECT MANAGERS

SUBJECT: REVISED CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) CASH GRANT CASELOAD MOVEMENT REPORT CA 237 CW (4/14), CalWORKs REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT CA 253 CW (4/14), CalWORKs REPORT ON REASONS FOR DENIALS AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT CA 255 CW (4/14)

REFERENCE: [ACL 13-70](#), DATED SEPTEMBER 6, 2013; WELFARE AND INSTITUTIONS CODE (W&IC) [11251.3](#), [11486](#), AND [17012.5](#); MANUAL OF POLICIES AND PROCEDURES (MPP) [82-832](#), [82-833](#)

This letter provides the revised form for the CalWORKs Cash Grant Caseload Movement Report, CA 237 CW, reporting instructions and validations. Effective October 1, 2013, CalWORKs Safety Net, Drug and Fleeing Felon Cases (SN/DFE) were reassigned new aid codes. ACL 13-70 instructed counties on implementation of the new aid codes.

The following are changes to the CA 237 CW form:

- Column titled “Safety Net Cases (E)” in Part B. Caseload (All) has been revised to “SN/DFE Cases (E).”
- “Part C. Safety Net” has been revised to “Part C. Safety Net and Drug or Fleeing Felon.”

The reporting instructions are revised to address cases in which all adults in the assistance unit have reached the 48-month time limit for cash aid (Safety Net cases), or are a drug or fleeing felon and reside with an eligible child that continues to receive assistance.

As instructed in ACL 13-70, all CalWORKs Safety Net cases and all CalWORKs cases with Drug or Fleeing Felon adult(s) will be reassigned to aid codes K1 and 3F, respectively. As a result, both types of cases will be tracked on the CA 237 CW report in the Safety Net/Drug or Fleeing Felon reporting sections in Parts B and C.

Additionally, the following are changes to the CA 253 CW and CA 255 CW forms & instructions:

- Column titled “Safety Net Cases (E)” in both Part A and B have been revised to “SN/DFF Cases (E).”
- All prior references to “Safety Net (SN)” now include “Drug and Fleeing Felon (DFF)” stated as SN/DFF.

The California Department of Social Services (CDSS) recognizes that capturing these new aid codes is contingent upon the Statewide Automated Welfare Systems (SAWS) consortia staff programming them into the counties’ respective systems. Therefore, counties should begin using the updated form as soon as aid codes K1 and 3F become available in the consortia systems. When revising prior month reports, counties should use the previous report versions applicable for that time period.

To complete the electronic form, counties are to download a copy of the CA 237 CW, CA 253 CW and CA 255 CW form using the following link: <http://www.cdss.ca.gov/dssdb/>. The electronic form contains all three report forms and links to the instructions and validations. All counties are required to submit the report via e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at dssdb@dss.ca.gov by the 18th calendar day of the month following the report month. The CA 237 CW, CA 253 CW and CA 255 CW forms, instructions and validations are attached in PDF as reference material.

If you have any questions regarding the completion of these reports, please contact DSSDB at (916) 651-8269. Program related questions should be directed to the CalWORKs Employment Bureau at (916) 654-2137.

Sincerely,

Original Document Signed By:

M. AKHTAR KHAN, Chief
Research Services Branch
Administration Division

Attachments

**California Work Opportunity and Responsibility to Kids
(CalWORKs)
Cash Grant Caseload Movement Report
CA 237 CW**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
E-MAIL COMPLETED REPORT FORM TO:
dssdb@dss.ca.gov

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR			
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION						
1. Applications/requests carried forward from last month.....			1			
a. Item 5 from last month's report, as reported to CDSS.....			2			
b. Adjustment (Item 1 minus Item 1a, positive or negative number, explain in Comments if not 0).....			3			
2. Applications/requests received during the month (Item 2a plus Item 2b).....			4			
a. Applications.....			5			
b. Requests for restoration.....			6			
3. Total applications/requests on hand during the month (Item 1 plus Item 2).....			7			
4. Applications disposed of during the month (Sum of Items 4a, 4b and 4c).....			8			
a. Applications approved (Item 7a plus Item 7b (all columns)).....			9			
b. Applications denied (Same as Item 1, CA 255 CW)			10			
1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW)			11			
c. Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW)			12			
5. Applications/requests pending at the end of the month (Item 3 minus Item 4).....			13			
PART B. CASELOAD (ALL)		Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	SN/DFF Cases (E)
Cases Added						
6. Cases carried forward from last month.....		14	15	16	17	18
a. Item 12 from last month's report, as reported to CDSS.....		19	20	21	22	23
b. Adjustment (Item 6 minus Item 6a, positive or negative number, explain in Comments if not 0).....		24	25	26	27	28
7. Cases added during the month (Sum of Items 7a through 7d).....		29	30	31	32	33
a. Applications approved.....		34	35	36	37	38
b. Restorations approved.....		39	40	41	42	43
c. Transfers from other counties.....		44	45	46	47	48
d. Other approvals (appeal cases, SAR 7, etc.).....		49	50	51	52	53
1) Other approvals due to AB 959 SAR 7.....		54	55	56	57	58
Caseload						
8. Total cases open during the month (Items 6 plus 7; also equal to Items 8a plus 8b).....		59	60	61	62	63
a. Cases receiving cash grant (\$10 or more).....		64	65	66	67	68
1) Children in Item 8a cases.....		69	70	71	72	73
2) Adults in Item 8a cases.....		74		75	76	
3) Total persons (Item 8a1 plus Item 8a2).....		77	78	79	80	81
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		82	83	84	85	86
1) Children in Item 8b cases.....		87	88	89	90	91
2) Adults in Item 8b cases.....		92		93	94	
3) Total persons (Item 8b1 plus Item 8b2).....		95	96	97	98	99

PART B. CASELOAD (ALL) (Continued)	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed- Out Cases (D)	SN/DFP Cases (E)
Case Exits					
9. Cases discontinued during the month (Same as Item 1, CA 253 CW).....	100	101	102	103	104
10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW).....	105	106	107	108	109
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW).....	110	111	112	113	114
12. Cases open at the end of the month [Item 8 minus (Sum of Item 9 and Item 10) plus Item 11].....	115	116	117	118	119
PART C. SAFETY NET AND DRUG OR FLEEING FELON					
13. Cases open during the month (Item 13a plus Item 13b).....	120		121		
a. Cases receiving cash grant (\$10 or more).....	122		123		
1) Children in Item 13a cases (Same as Cell 73).....	124		125		
b. Other cases (zero grant cases, less than \$10 cases, etc.).....	126		127		
1) Children in Item 13b cases.....	128		129		
COMMENTS					
REVISIED REPORT EXPLANATION					
CONTACT PERSON	TELEPHONE		EXTENSION	FAX	
JOB TITLE/CLASSIFICATION	E-MAIL			DATE SUBMITTED	

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
CASH GRANT CASELOAD MOVEMENT REPORT
CA 237 CW (4/14)**

INSTRUCTIONS

CONTENT

The monthly CA 237 CW report contains statistical information on CalWORKs caseload movement for Two-Parent Families, Zero Parent Families, All Other Families, Temporary Assistance for Needy Families (TANF) Timed-Out Cases, and Safety Net/Drug or Fleeing Felon Cases (SN/DFF). This report includes data on the number of applications requested or restored, cases added, cases exiting, and cases transferred from other counties during the month.

PURPOSE

Title 45, Code of Federal Regulations, Part 265.3 (a) and (b), requires states to collect on a monthly basis and file on a quarterly basis data specified in the TANF Data Report or be subject to a penalty. This report provides the data necessary to comply with federal TANF requirements. Additionally, this report provides county and state entities with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs, if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb>, complete the downloaded form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at dssdb@dss.ca.gov. The electronic submission process contains automatic computation of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding completion or submission of the report, contact DSSDB at (916) 651-8269.

For reference purposes, copies of the report form, instructions and validations can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research>. The report's released monthly statewide and county-specific data is also available on the website.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, fax number, and e-mail address of the person to contact if there are questions about the report. This contact

person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months, and not previously reported, are to be reported as an adjustment. Whenever an adjustment is reported, the county must include a footnote in the Comments section of the report, explaining why an adjustment was needed.

All Other Families: All families that have not been identified as either a Two-Parent or a Zero Parent family. These cases are coded as 30, 3E, 3L or 3P. See ACL 99-54, dated August 12, 1999 for aid code descriptions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program was implemented on January 1, 1998.

Cancellation: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denial: An application or request for restoration of cash grant that is denied. A denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Drug Felon: Is an individual defined in MPP Section 82-832 (j) and excluded under the drug felon rules as described in WIC sections 11251.3 and 17012.50.

Fleeing Felon: Is an individual defined in MPP Section 82-832 (h) and excluded under the fleeing felon rules as described in WIC section 11486.5.

Intercounty Transfer: Movement of cases from one county to another (i.e., a family moves from one county to another). The receiving county adds this case to the report via the "Transfers from other counties" Item 7c. The county from which the family is moving would count the case as a discontinuance in Item 9.

Intraprogram Status Change: Change in status from one part of the same program to the other. For example, when the father returns to an All Other Families case during the report month, that case will become a Two-Parent Families case effective the next month. Therefore, for statistical reporting purposes, that case is theoretically deducted from the All Other Families column, Item 10 and is added to the Two-Parent Families column, Item 11.

Movement: CalWORKs case flow within this report. Some examples include:

- A case transfers between the different program segments.
- An active case receiving a cash grant becomes an active case which receives no cash grant during the report month, and vice versa.
- A case terminates from the CalWORKs program.

DEFINITIONS (Continued)Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 CW case count in one of two ways:
 1. If the child creates a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 CW report as a new application and is processed accordingly, within the report.
 2. If the child joins an existing AU, then that child is brought into the CA 237 CW caseload by adding him/her to the person count in Item 8a1) or Item 8b1) or in Item 13a1) or in Item 13b1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; and approval of a SAR 7 discontinuance where completion of a new application is deemed unnecessary. ***This also includes SAR 7 approvals pursuant to AB 959, W&IC Section 11265.4(a).***

Other Cases: (Not receiving a cash grant) (See Item 8b and 13b): Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include:

- Cases approved for aid during the report month, which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

Payment Responsibility: The county sending the recipient is responsible for payment of aid until the end of the transfer period, at which time the receiving county becomes responsible.

Restoration: An application of aid when the applicant has been a recipient in the same county within the last 12 months regardless of program segment (MPP Section 40-103.42).

Safety Net or Drug or Fleeing Felon Child-Only Cases (SN/DFF): Families in which all adults have been discontinued and removed from the AU for reaching the CalWORKs 48-month time limit, or are a drug or fleeing felon who resides with an eligible child that continues to receive assistance. These cases are coded K1 and 3F.

The new aid code, K1: Non Two-Parent Safety Net/Drug Felon or Fleeing Felon Child-Only Family, is to be used for (1) cases previously categorized as Safety Net in which all adults have been discontinued from cash aid and removed from the AU due to reaching the CalWORKs 48-month time limit. (These cases were previously coded 3A); and (2) cases previously categorized as Zero-Parent in which the adult in the home is an un-aided drug felon or fleeing felon, and there is at least one aided child.

The new aid code 3F: Two-Parent Safety Net/Drug or Fleeing Felon Family, is to be used for (1) cases previously categorized as Safety Net, in which both parents are discontinued from cash aid and removed from the AU for reaching the CalWORKs 48-month time limit. (These cases were previously coded 3C).

DEFINITIONS (Continued)

(Note that since adults in two-parent cases may reach the 48-month limit at different times, the case is shifted to aid code 3F only when the second parent times out.); and (2) cases previously categorized as Zero Parent, which include two or more un-aided drug felon or fleeing felon parents and at least one aided child. See ACL 13-70, dated September 6, 2013 for aid code descriptions.

TANF Timed-Out Cases: Families that include an adult head-of-household or a spouse of a head-of-household, (including minors that are head-of-household) who have received Federal TANF assistance for a total of 60 cumulative months. These cases are coded 32 and 3W. See ACL 01-66, dated September 18, 2001 for aid code descriptions.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two-Parent Families: AUs that include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This also includes Two-Parent AUs in which only one adult reaches the CalWORKs time limit. These cases are coded 35, 3M or 3U. See ACL 99-54, dated August 12, 1999 for aid code descriptions.

Withdrawals: Applications or requests for restoration that are withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Parent Families: AUs in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 99-54, dated August 12, 1999 for aid code descriptions. This category does not include Safety Net cases, which comprise a separate child-only category.

ITEM INSTRUCTIONS**PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION**

Part A is a summary of intake activity during the report month.

1. Applications/requests carried forward from last month: Enter the number of applications/requests pending from the previous month. This number should be the same figure as Item 5 (Cell 13) of the previous month's report. If the number is different than Item 5 of the previous month's report, enter the new figure in Item 1 and the automated form will calculate an adjustment in Item 1b (Cell 3).
[Cell 1]
 - a. Item 5 from last month's report, as reported to CDSS: Enter Item 5, "Applications/requests pending at the end of the month" exactly as it was reported to CDSS in last month's report.
[Cell 2]
 - b. Adjustment (Item 1 minus Item 1a, positive or negative number, explain in Comments if not 0): ***This item is automatically calculated.*** If an adjustment has been calculated (either a positive or negative number), explain in the "Comments" section with the precise reason(s) for the change. An adjustment is only calculated when last month's Item 5 is not exactly the same number as this month's Item 1. If there is no adjustment, a zero will display in this cell. [Cell 3]
2. Applications/requests received during the month (Item 2a plus Item 2b): ***This item is automatically calculated*** from Items 2a and 2b. [Cell 4]
 - a. Applications: Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
[Cell 5]

ITEM INSTRUCTIONS (Continued)

- b. Requests for restoration: Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment. [Cell 6]
3. Total applications/requests on hand during the month (Item 1 plus Item 2): **This item is automatically calculated** from Items 1 and 2. [Cell 7]
4. Applications disposed of during the month (Sum of Items 4a, 4b and 4c): **This item is automatically calculated** from Items 4a, 4b and 4c. [Cell 8]
- a. Applications approved [Item 7a plus Item 7b (all columns)]: **This item is automatically calculated** from Items 7a and 7b (all columns). [Cell 9]
- b. Applications denied (Same as Item 1, CA 255 CW): **This item is automatically calculated** from the CA 255 CW Part A, Item 1 (Cells 1 – 5), “Total case denials of cash grant during the month,” CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. [Cell 10]
- 1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW): **This item is automatically calculated** from the CA 255 CW Part A, Item 10 (Cells 46 – 50), “Cases denied due to Diversion,” CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. [Cell 11]
- c. Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW): **This item is automatically calculated** from the CA 255 CW Part B, Items 11 (Cells 51 – 55) plus 12 (Cells 56 – 60), “Cases with application cancelled or withdrawn during the month” plus “Cases with applicant who moved or cannot be located during the month,” CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. [Cell 12]
5. Applications/requests pending at the end of the month (Item 3 minus Item 4): **This item is automatically calculated**. This item entry is equal to the difference between Item 3 “Total applications on hand during the month” less Item 4 “Applications disposed of during the month.” [Cell 13]

PART B. CASELOAD (ALL)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

Two-Parent Families, Column (A): Codes 35, 3M and 3U

Zero Parent Families, Column (B): Codes 33, 3G, 3H and 3R

All Other Families, Column (C): Codes 30, 3E, 3L and 3P

TANF Timed-Out Cases, Column (D): Codes 32 and 3W

Safety Net/Drug or Fleeing Felon Cases (SN/DFF), Column (E): Codes 3F and K1

NOTE: Refer to ACL 99-54, dated August 12, 1999, ACL 01-66, dated September 18, 2001, ACL 02-66, dated September 3, 2002 and ACL 13-70, dated September 6, 2013 for aid code descriptions.

Cases Added

6. Cases carried forward from last month: Enter the number of cases brought forward from the previous month. This number should be the same figure as Item 12 (Cells 115 – 119) of the previous month’s

ITEM INSTRUCTIONS (Continued)

report. If the number is different from Item 12 of the previous month's report, enter the new figure in Item 6 and the automated form will calculate an adjustment in Item 6b. [Cells 14-18]

- a. Item 12 from last month's report, as reported to CDSS: Enter Item 12 "Cases open at the end of the month" exactly as it was reported to CDSS in last month's report. [Cells 19-23]
 - b. Adjustment (Item 6 minus Item 6a, positive or negative number, explain in Comments if not 0): ***This item is automatically calculated.*** If an adjustment has been calculated (either a positive or negative number), explain in the "Comments" section with the precise reason(s) for the change. An adjustment is only calculated when last month's Item 12 is not exactly the same number as this month's Item 6. If there is no adjustment, a zero will display in this cell. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a and are not to be reported in Item 7d. [Cells 24-28]
7. Cases added during the month (Sum of Items 7a through 7d): ***This item is automatically calculated*** from Items 7a through 7d. Cell 29 is the sum of Cells 34, 39, 44 and 49. Cell 30 is the sum of Cells 35, 40, 45 and 50. Cell 31 is the sum of Cells 36, 41, 46 and 51. Cell 32 is the sum of Cells 37, 42, 47 and 52. Cell 33 is the sum of Cells 38, 43, 48 and 53. [Cells 29-33]
- a. Applications approved: Enter in the appropriate columns the number of applications approved for cash grant. The sum of Items 7a and 7b, (all columns) should equal Item 4a. [Cells 34-38]
 - b. Restorations approved: Enter in the appropriate columns the number of restoration requests approved. The sum of Items 7a and 7b, (all columns) should equal Item 4a. [Cells 39-43]
 - c. Transfers from other counties: Enter in the appropriate columns the number of cases for which the reporting county accepted responsibility for payment of aid during the report month. [Cells 44-48]
 - d. Other approvals (appeal cases, SAR 7s, etc.): Enter in the appropriate columns the number of cases approved for reasons other than Items 7a through 7c. This includes appeal cases, cases erroneously denied or discontinued, or SAR 7 discontinuances where completion of a new application is deemed unnecessary. ***This also includes SAR 7 approvals pursuant to AB 959, W&IC Section 11265.4(a).*** Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d but are shown as adjustments in Item 6b. [Cells 49-53]
 - 1) Other approvals due to AB 959 SAR 7s: Enter in the appropriate columns the cases restored when the recipient submits a complete SAR 7 within the month following the discontinuance for an incomplete SAR 7 or for nonsubmission of a SAR 7 (MPP Section 40-125.92). This item is a subset and should be included in the count for Item 7d "Other approvals (appeal cases, SAR 7s, etc.)" [Cells 54-58]

Caseload

8. Total cases open during the month (Item 6 plus 7; also equal to Items 8a plus 8b): ***This item is automatically calculated*** from Items 6 and 7, and should also equal the sum of Items 8a and 8b. These are cases active during the report month (i.e., those cases where an official authorization for aid was in effect at some time during the month). [Cells 59-63]
 - a. Cases receiving cash grant (\$10 or more): Enter in the appropriate columns the number of cases receiving a cash grant during the report month. [Cells 64-68]

ITEM INSTRUCTIONS (Continued)

- 1) Children in Item 8a cases: Enter in the appropriate columns (Cells 69-72) the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. **Safety Net/Drug or Fleeing Felon (Cell 73) is automatically calculated** from Item 13a1) (Cells 124 and 125). [Cells 69-73]
 - 2) Adults in Item 8a cases: Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only. [Cells 74-76]
 - 3) Total persons (Item 8a1 plus Item 8a2): **This item is automatically calculated** from Items 8a1) and 8a2) for each applicable column. [Cells 77-81]
- b. Other cases (zero grant cases, less than \$10 cases, etc.): Enter in the appropriate columns the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases. [Cells 82-86]
- 1) Children in Item 8b cases: Enter in the appropriate columns (Cells 87-90) the number of children who were authorized to receive aid for the current month only. Children who are fully abated by child support payments should be reported in this item. **Safety Net/Drug or Fleeing Felon (Cell 91) is automatically calculated** from Item 13b1) (Cells 128 and 129). [Cells 87-91]
 - 2) Adults in Item 8b cases: Enter in the appropriate columns the number of adults or minor heads of household who were authorized to receive aid for the current month only. [Cells 92-94]
 - 3) Total persons (Item 8b1 plus Item 8b2): **This item is automatically calculated** from Items 8b1) and 8b2) for each applicable column. [Cells 95-99]

Case Exits

9. Cases discontinued during the month (Same as Item 1, CA 253 CW): **This item is automatically calculated** from the CA 253 CW Part A, Item 1 (Cells 1 – 5) "Total cases discontinued during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. [Cells 100-104]
10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW): **This item is automatically calculated** from the CA 253 CW Part B, Item 12 (Cells 85 – 89), "Total cases transferred to another program segment during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. [Cells 105-109]
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW): **This item is automatically calculated** from the CA 253 CW Part B, Item 13 (Cells 110 – 114), "Total cases transferred from another program segment during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. [Cells 110-114]
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11]: **This item is automatically calculated**. This item is equal to Item 8 less (Items 9 and 10) plus Item 11. [Cells 115-119]

ITEM INSTRUCTIONS (Continued)**PART C. SAFETY NET AND DRUG OR FLEEING FELON (SN/DF)**

Safety Net cases are cases in which all adults are no longer aided due to the parent/caretaker relative receiving 48 months of State CalWORKs, but State Law requires that the children be aided. Drug or Fleeing Felon cases are cases in which all adults are subject to the drug felon or fleeing felon ineligibility rules. Report these cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children should also be included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net/Drug or Fleeing Felon [Two-Parent Families, Child-Only]: Code 3F

Safety Net/Drug or Fleeing Felon [Non Two-Parent Families, Child-Only]: Code K1

NOTE: Refer to ACL 13-70, dated September 6, 2013 for aid code descriptions.

13. Cases open during the month (Item 13a plus Item 13b): ***This item is automatically calculated*** from Items 13a and 13b. These two data cells breakout total cases by Two-Parent and Non Two-Parent cases and their sum should equal Item 8, Column (E), Cell 63. *[Cells 120-121]*
- a. Cases receiving cash grant (\$10 or more): Enter in the appropriate columns the number of cases receiving a cash grant during the report month. These two data cells breakout cash grant cases and their sum should equal Item 8a, Column (E), Cell 68. *[Cells 122-123]*
- 1) Children in Item 13a cases: Enter in the appropriate columns the number of children who received aid for the current month only. These two data cells breakout cash grant children and their sum ***automatically calculates*** Item 8a1), Column (E), Cell 73. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. *[Cells 124-125]*
- b. Other cases (zero grant cases, less than \$10 cases, etc): Enter in the appropriate columns the number of cases not paid aid, but which had an authorization to receive aid during the report month. These two data cells breakout zero grant cases and their sum should equal Item 8b, Column (E), Cell 86. *[Cells 126-127]*
- 1) Children in Item 13b cases: Enter in the appropriate columns the number of children who were authorized to receive aid for the current month only. These two data cells breakout zero grant children and their sum ***automatically calculates*** Item 8b1), Column (E), Cell 91. Children who were fully abated by child support payments should be reported in this item. *[Cells 128-129]*

COMMENTS

Use the Comments section to:

- Explain any adjustments (Item 1b/Cell 3 and Item 6b/Cells 24 through 28) in the Adjustment Explanation boxes.
- Explain any submitted revisions in the Revised Report Explanation box.
- Explain any major fluctuations in data in the Comments box.
- Provide any other comments the county determines necessary in the Comments box.

CalWORKs Cash Grant Caseload Movement Report CA 237 CW

VALIDATION RULES AND EDITS

CELLS 1 - 129 Each data cell in this report must be a whole number equal to or greater than zero (0), except Item 1b (Cell 3) and Item 6b (Cells 24-28), which may be either positive or negative numbers. Except as noted for Item 1b and Item 6b, do not enter negatives; this also includes self-calculated cells. Do not enter decimals. No data cells should be left blank, unless otherwise noted.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

ITEM 1a *Item 1a must be equal to Item 5 in the previous month's report*
CELL 2 **Cell 2** must be equal to Cell 13 in the previous month's report

ITEM 1b *Item 1b must be equal to (Item 1 minus Item 1a) (positive or negative number)*
CELL 3 **Cell 3** must be equal to (Cell 1 minus Cell 2) (positive or negative number)

ITEM 2 *Item 2 must be equal to (Item 2a plus Item 2b)*
CELL 4 **Cell 4** must be equal to (Cell 5 plus Cell 6)

ITEM 3 *Item 3 must be equal to (Item 1 plus Item 2)*
CELL 7 **Cell 7** must be equal to (Cell 1 plus Cell 4)

ITEM 4 *Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)*
CELL 8 **Cell 8** must be equal to (Cell 9 plus Cell 10 plus Cell 12)

ITEM 4a *Item 4a must be equal to Item 7a plus Item 7b (all columns)*
CELL 9 **Cell 9** must be equal to (Cell 34 plus Cell 35 plus Cell 36 plus Cell 37 plus Cell 38 plus Cell 39 plus Cell 40 plus Cell 41 plus Cell 42 plus Cell 43)

ITEM 4b *Item 4b must be equal to Item 1 (all columns) on the CA 255 CW report*
CELL 10 **Cell 10** must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5 on the CA 255 CW report)

ITEM 4b1 *Item 4b1 must be equal to Item 10 (all columns) on the CA 255 CW report*
CELL 11 **Cell 11** must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50 on the CA 255 CW report)

ITEM 4c *Item 4c must be the equal to Item 11 (all columns) plus Item 12 (all columns) on the CA 255 CW report*
CELL 12 **Cell 12** must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54 plus Cell 55 plus Cell 56 plus Cell 57 plus Cell 58 plus Cell 59 plus Cell 60 on the CA 255 CW report)

ITEM 5 *Item 5 must be equal to (Item 3 minus Item 4)*
CELL 13 **Cell 13** must be equal to (Cell 7 minus Cell 8)

PART B. CASELOAD (ALL), Cases Added

ITEM 6a Item 6a Column A must be equal to Item 12 Column A in the previous month's report
CELL 19 **Cell 19** must be equal to Cell 115 in the previous month's report

ITEM 6a Item 6a Column B must be equal to Item 12 Column B in the previous month's report
CELL 20 **Cell 20** must be equal to Cell 116 in the previous month's report

ITEM 6a Item 6a Column C must be equal to Item 12 Column C in the previous month's report
CELL 21 **Cell 21** must be equal to Cell 117 in the previous month's report

ITEM 6a Item 6a Column D must be equal to Item 12 Column D in the previous month's report
CELL 22 **Cell 22** must be equal to Cell 118 in the previous month's report

ITEM 6a Item 6a Column E must be equal to Item 12 Column E in the previous month's report
CELL 23 **Cell 23** must be equal to Cell 119 in the previous month's report

ITEM 6b Item 6b Column A must be equal to (Item 6 Column A minus Item 6a Column A)
CELL 24 **Cell 24** must be equal to (Cell 14 minus Cell 19) (positive or negative number)

ITEM 6b Item 6b Column B must be equal to (Item 6 Column B minus Item 6a Column B)
CELL 25 **Cell 25** must be equal to (Cell 15 minus Cell 20) (positive or negative number)

ITEM 6b Item 6b Column C must be equal to (Item 6 Column C minus Item 6a Column C)
CELL 26 **Cell 26** must be equal to (Cell 16 minus Cell 21) (positive or negative number)

ITEM 6b Item 6b Column D must be equal to (Item 6 Column D minus Item 6a Column D)
CELL 27 **Cell 27** must be equal to (Cell 17 minus Cell 22) (positive or negative number)

ITEM 6b Item 6b Column E must be equal to (Item 6 Column E minus Item 6a Column E)
CELL 28 **Cell 28** must be equal to (Cell 18 minus Cell 23) (positive or negative number)

ITEM 7 Item 7 Column A must be equal to (Item 7a Column A plus Item 7b Column A plus Item 7c Column A plus Item 7d Column A)
CELL 29 **Cell 29** must be equal to (Cell 34 plus Cell 39 plus Cell 44 plus Cell 49)

ITEM 7 Item 7 Column B must be equal to (Item 7a Column B plus Item 7b Column B plus Item 7c Column B plus Item 7d Column B)
CELL 30 **Cell 30** must be equal to (Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)

ITEM 7 Item 7 Column C must be equal to (Item 7a Column C plus Item 7b Column C plus Item 7c Column C plus Item 7d Column C)
CELL 31 **Cell 31** must be equal to (Cell 36 plus Cell 41 plus Cell 46 plus Cell 51)

ITEM 7 Item 7 Column D must be equal to (Item 7a Column D plus Item 7b Column D plus Item 7c Column D plus Item 7d Column D)
CELL 32 **Cell 32** must be equal to (Cell 37 plus Cell 42 plus Cell 47 plus Cell 52)

ITEM 7 Item 7 Column E must be equal to (Item 7a Column E plus Item 7b Column E plus Item 7c Column E plus Item 7d Column E)
CELL 33 **Cell 33** must be equal to (Cell 38 plus Cell 43 plus Cell 48 plus Cell 53)

ITEM 7d1 *Item 7d1 Column A must be less than or equal to Item 7d Column A*

CELL 54 **Cell 54** must be less than or equal to Cell 49

ITEM 7d1 *Item 7d1 Column A must be zero if Item 7d Column A is zero*

CELL 54 **Cell 54** must be zero if Cell 49 is zero

ITEM 7d1 *Item 7d1 Column B must be less than or equal to Item 7d Column B*

CELL 55 **Cell 55** must be less than or equal to Cell 50

ITEM 7d1 *Item 7d1 Column B must be zero if Item 7d Column B is zero*

CELL 55 **Cell 55** must be zero if Cell 50 is zero

ITEM 7d1 *Item 7d1 Column C must be less than or equal to Item 7d Column C*

CELL 56 **Cell 56** must be less than or equal to Cell 51

ITEM 7d1 *Item 7d1 Column C must be zero if Item 7d Column C is zero*

CELL 56 **Cell 56** must be zero if Cell 51 is zero

ITEM 7d1 *Item 7d1 Column D must be less than or equal to Item 7d Column D*

CELL 57 **Cell 57** must be less than or equal to Cell 52

ITEM 7d1 *Item 7d1 Column D must be zero if Item 7d Column D is zero*

CELL 57 **Cell 57** must be zero if Cell 52 is zero

ITEM 7d1 *Item 7d1 Column E must be less than or equal to Item 7d Column E*

CELL 58 **Cell 58** must be less than or equal to Cell 53

ITEM 7d1 *Item 7d1 Column E must be zero if Item 7d Column E is zero*

CELL 58 **Cell 58** must be zero if Cell 53 is zero

PART B. CASELOAD (ALL), Caseload

ITEM 8 *Item 8 Column A must be equal to (Item 6 Column A plus Item 7 Column A)*

CELL 59 **Cell 59** must be equal to (Cell 14 plus Cell 29)

ITEM 8 *Item 8 Column A must be equal to (Item 8a Column A plus Item 8b Column A)*

CELL 59 **Cell 59** must be equal to (Cell 64 plus Cell 82)

ITEM 8 *Item 8 Column B must be equal to (Item 6 Column B plus Item 7 Column B)*

CELL 60 **Cell 60** must be equal to (Cell 15 plus Cell 30)

ITEM 8 *Item 8 Column B must be equal to (Item 8a Column B plus Item 8b Column B)*

CELL 60 **Cell 60** must be equal to (Cell 65 plus Cell 83)

ITEM 8 *Item 8 Column C must be equal to (Item 6 Column C plus Item 7 Column C)*

CELL 61 **Cell 61** must be equal to (Cell 16 plus Cell 31)

ITEM 8 *Item 8 Column C must be equal to (Item 8a Column C plus Item 8b Column C)*

CELL 61 **Cell 61** must be equal to (Cell 66 plus Cell 84)

ITEM 8 *Item 8 Column D must be equal to (Item 6 Column D plus Item 7 Column D)*

CELL 62 **Cell 62** must be equal to (Cell 17 plus Cell 32)

ITEM 8	<i>Item 8 Column D must be equal to (Item 8a Column D plus Item 8b Column D)</i>
CELL 62	Cell 62 must be equal to (Cell 67 plus Cell 85)
ITEM 8	<i>Item 8 Column E must be equal to (Item 6 Column E plus Item 7 Column E)</i>
CELL 63	Cell 63 must be equal to (Cell 18 plus Cell 33)
ITEM 8	<i>Item 8 Column E must be equal to (Item 8a Column E plus Item 8b Column E)</i>
CELL 63	Cell 63 must be equal to (Cell 68 plus Cell 86)
ITEM 8	<i>Item 8 Column E must be equal to (Item 13 Column A plus Item 13 Column C)</i>
CELL 63	Cell 63 must be equal to (Cell 120 plus Cell 121)
ITEM 8a	<i>Item 8a Column A (cases) must be less than or equal to Item 8a3 Column A (persons)</i>
CELL 64	Cell 64 (cases) must be less than or equal to Cell 77 (persons)
ITEM 8a	<i>Item 8a Column A (cases) must be zero if Item 8a3 Column A (persons) is zero</i>
CELL 64	Cell 64 (cases) must be zero if Cell 77 (persons) is zero
ITEM 8a	<i>Item 8a Column B (cases) must be less than or equal to Item 8a3 Column B (persons)</i>
CELL 65	Cell 65 (cases) must be less than or equal to Cell 78 (persons)
ITEM 8a	<i>Item 8a Column B (cases) must be zero if Item 8a3 Column B (persons) is zero</i>
CELL 65	Cell 65 (cases) must be zero if Cell 78 (persons) is zero
ITEM 8a	<i>Item 8a Column C (cases) must be less than or equal to Item 8a3 Column C (persons)</i>
CELL 66	Cell 66 (cases) must be less than or equal to Cell 79 (persons)
ITEM 8a	<i>Item 8a Column C (cases) must be zero if Item 8a3 Column C (persons) is zero</i>
CELL 66	Cell 66 (cases) must be zero if Cell 79 (persons) is zero
ITEM 8a	<i>Item 8a Column D (cases) must be less than or equal to Item 8a3 Column D (persons)</i>
CELL 67	Cell 67 (cases) must be less than or equal to Cell 80 (persons)
ITEM 8a	<i>Item 8a Column D (cases) must be zero if Item 8a3 Column D (persons) is zero</i>
CELL 67	Cell 67 (cases) must be zero if Cell 80 (persons) is zero
ITEM 8a	<i>Item 8a Column E (cases) must be less than or equal to Item 8a3 Column E (persons)</i>
CELL 68	Cell 68 (cases) must be less than or equal to Cell 81 (persons)
ITEM 8a	<i>Item 8a Column E (cases) must be zero if Item 8a3 Column E (persons) is zero</i>
CELL 68	Cell 68 (cases) must be zero if Cell 81 (persons) is zero
ITEM 8a	<i>Item 8a Column E (cases) must be equal to (Item 13a Column A plus Item 13a Column C)</i>
CELL 68	Cell 68 must be equal to (Cell 122 plus Cell 123)
ITEM 8a1	<i>Item 8a1 Column B must be equal to Item 8a3 Column B</i>
CELL 70	Cell 70 must be equal to Cell 78
ITEM 8a1	<i>Item 8a1 Column E must be equal to (Item 13a1 Column A plus Item 13a1 Column C)</i>
CELL 73	Cell 73 must equal to (Cell 124 plus Cell 125)
ITEM 8a1	<i>Item 8a1 Column E must be equal to Item 8a3 Column E</i>
CELL 73	Cell 73 must be equal to Cell 81

ITEM 8a3 *Item 8a3 Column A must be equal to (Item 8a1 Column A plus Item 8a2 Column A)*

CELL 77 **Cell 77** must be equal to (Cell 69 plus Cell 74)

ITEM 8a3 *Item 8a3 Column B must be equal to Item 8a1 Column B*

CELL 78 **Cell 78** must be equal to Cell 70

ITEM 8a3 *Item 8a3 Column C must be equal to (Item 8a1 Column C plus Item 8a2 Column C)*

CELL 79 **Cell 79** must be equal to (Cell 71 plus Cell 75)

ITEM 8a3 *Item 8a3 Column D must be equal to (Item 8a1 Column D plus Item 8a2 Column D)*

CELL 80 **Cell 80** must be equal to (Cell 72 plus Cell 76)

ITEM 8a3 *Item 8a3 Column E must be equal to 8a1 Column E*

CELL 81 **Cell 81** must be equal to Cell 73

ITEM 8b *Item 8b Column E must be equal to (Item 13b Column A plus 13b Column C)*

CELL 86 **Cell 86** must equal to (Cell 126 plus Cell 127)

ITEM 8b *Item 8b1 Column B must be equal to Item 8b3 Column B*

CELL 88 **Cell 88** must be equal to Cell 96

ITEM 8b1 *Item 8b1 Column E must be equal to (Item 13b1 Column A plus Item 13b1 Column C)*

CELL 91 **Cell 91** must be equal to (Cell 128 plus Cell 129)

ITEM 8b1 *Item 8b1 Column E must be equal to Item 8b3 Column E*

CELL 91 **Cell 91** must be equal to Cell 99

ITEM 8b3 *Item 8b3 Column A must be equal to (Item 8b1 Column A plus Item 8b2 Column A)*

CELL 95 **Cell 95** must be equal to (Cell 87 plus Cell 92)

ITEM 8b3 *Item 8b3 Column B must be equal to Item 8b1 Column B*

CELL 96 **Cell 96** must be equal to Cell 88

ITEM 8b3 *Item 8b3 Column C must be equal to (Item 8b1 Column C plus Item 8b2 Column C)*

CELL 97 **Cell 97** must be equal to (Cell 89 plus Cell 93)

ITEM 8b3 *Item 8b3 Column D must be equal to (Item 8b1 Column D plus Item 8b2 Column D)*

CELL 98 **Cell 98** must be equal to (Cell 90 plus Cell 94)

ITEM 8b3 *Item 8b3 Column E must be equal to Item 8b1 Column E*

CELL 99 **Cell 99** must be equal to Cell 91

PART B. CASELOAD (ALL), Case Exits

ITEM 9 *Item 9 Column A must be equal to Item 1 Column A on the CA 253 CW report*

CELL 100 **Cell 100** must be equal to Cell 1 on the CA 253 CW report

ITEM 9 *Item 9 Column B must be equal to Item 1 Column B on the CA 253 CW report*

CELL 101 **Cell 101** must be equal to Cell 2 on the CA 253 CW report

ITEM 9 *Item 9 Column C must be equal to Item 1 Column C on the CA 253 CW report*

CELL 102 **Cell 102** must be equal to Cell 3 on the CA 253 CW report

ITEM 9	<i>Item 9 Column D must be equal to Item 1 Column D on the CA 253 CW report</i>
CELL 103	Cell 103 must be equal to Cell 4 on the CA 253 CW report
ITEM 9	<i>Item 9 Column E must be equal to Item 1 Column E on the CA 253 CW report</i>
CELL 104	Cell 104 must be equal to Cell 5 on the CA 253 CW report
ITEM 10	<i>Item 10 Column A must be equal to Item 12 Column A on the CA 253 CW report</i>
CELL 105	Cell 105 must be equal to Cell 85 on the CA 253 CW report
ITEM 10	<i>Item 10 Column B must be equal to Item 12 Column B on the CA 253 CW report</i>
CELL 106	Cell 106 must be equal to Cell 86 on the CA 253 CW report
ITEM 10	<i>Item 10 Column C must be equal to Item 12 Column C on the CA 253 CW report</i>
CELL 107	Cell 107 must be equal to Cell 87 on the CA 253 CW report
ITEM 10	<i>Item 10 Column D must be equal to Item 12 Column D on the CA 253 CW report</i>
CELL 108	Cell 108 must be equal to Cell 88 on the CA 253 CW report
ITEM 10	<i>Item 10 Column E must be equal to Item 12 Column E on the CA 253 CW report</i>
CELL 109	Cell 109 must be equal to Cell 89 on the CA 253 CW report
ITEM 11	<i>Item 11 Column A must be equal to Item 13 Column A on the CA 253 CW report</i>
CELL 110	Cell 110 must be equal to Cell 110 on the CA 253 CW report
ITEM 11	<i>Item 11 Column B must be equal to Item 13 Column B on the CA 253 CW report</i>
CELL 111	Cell 111 must be equal to Cell 111 on the CA 253 CW report
ITEM 11	<i>Item 11 Column C must be equal to Item 13 Column C on the CA 253 CW report</i>
CELL 112	Cell 112 must be equal to Cell 112 on the CA 253 CW report
ITEM 11	<i>Item 11 Column D must be equal to Item 13 Column D on the CA 253 CW report</i>
CELL 113	Cell 113 must be equal to Cell 113 on the CA 253 CW report
ITEM 11	<i>Item 11 Column E must be equal to Item 13 Column E on the CA 253 CW report</i>
CELL 114	Cell 114 must be equal to Cell 114 on the CA 253 CW report
ITEM 12	<i>Item 12 Column A must be equal to (Item 8 Column A minus Item 9 Column A minus Item 10 Column A plus Item 11 Column A)</i>
CELL 115	Cell 115 must be equal to (Cell 59 minus Cell 100 minus Cell 105 plus Cell 110)
ITEM 12	<i>Item 12 Column B must be equal to (Item 8 Column B minus Item 9 Column B minus Item 10 Column B plus Item 11 Column B)</i>
CELL 116	Cell 116 must be equal to (Cell 60 minus Cell 101 minus Cell 106 plus Cell 111)
ITEM 12	<i>Item 12 Column C must be equal to (Item 8 Column C minus Item 9 Column C minus Item 10 Column C plus Item 11 Column C)</i>
CELL 117	Cell 117 must be equal to (Cell 61 minus Cell 102 minus Cell 107 plus Cell 112)
ITEM 12	<i>Item 12 Column D must be equal to (Item 8 Column D minus Item 9 Column D minus Item 10 Column D plus Item 11 Column D)</i>
CELL 118	Cell 118 must be equal to (Cell 62 minus Cell 103 minus Cell 108 plus Cell 113)

ITEM 12 *Item 12 Column E must be equal to (Item 8 Column E minus Item 9 Column E minus Item 10 Column E plus Item 11 Column E)*

CELL 119 **Cell 119** must be equal to (Cell 63 minus Cell 104 minus Cell 109 plus Cell 114)

PART C. SAFETY NET AND DRUG OR FLEEING FELON (SN/DFP)

ITEM 13 *Item 13 Column A must be equal to (Item 13a Column A plus Item 13b Column A)*

CELL 120 **Cell 120** must be equal to (Cell 122 plus Cell 126)

ITEM 13 *Item 13 Column C must be equal to (Item 13a Column C plus Item 13b Column C)*

CELL 121 **Cell 121** must be equal to (Cell 123 plus Cell 127)

ITEM 13a *Item 13a Column A must be equal to (Item 8a Column E minus Item 13a Column C)*

CELL 122 **Cell 122** must be equal to (Cell 68 minus Cell 123)

ITEM 13a *Item 13a Column A must be less than or equal to Item 13a1 Column A (children)*

CELL 122 **Cell 122** (cases) must be less than or equal to Cell 124 (children)

ITEM 13a *Item 13a Column A (cases) must be zero if Item 13a1 Column A (children) is zero*

CELL 122 **Cell 122** (cases) must be zero if Cell 124 (children) is zero

ITEM 13a *Item 13a Column C must be equal to (Item 8a Column E minus Item 13a Column A)*

CELL 123 **Cell 123** must be equal to (Cell 68 minus Cell 122)

ITEM 13a *Item 13a Column C (cases) must be less than or equal to Item 13a1 Column C (children)*

CELL 123 **Cell 123** (cases) must be less than or equal to Cell 125 (children)

ITEM 13a *Item 13a Column C (cases) must be zero if Item 13a1 Column C (children) is zero*

CELL 123 **Cell 123** (cases) must be zero if Cell 125 (children) is zero

ITEM 13b *Item 13b Column A must be equal to (Item 8b Column E minus Item 13b Column C)*

CELL 126 **Cell 126** must be equal to (Cell 86 minus Cell 127)

ITEM 13b *Item 13b Column C must be equal to (Item 8b Column E minus Item 13b Column A)*

CELL 127 **Cell 127** must be equal to (Cell 86 minus Cell 126)

**California Work Opportunity and
Responsibility to Kids (CalWORKs) Report on
Reasons for Discontinuances of Cash Grant
CA 253 CW**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
E-MAIL COMPLETED REPORT FORM TO:
dssdb@dss.ca.gov

COUNTY NAME	VERSION		REPORT MONTH			REPORT YEAR	
	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REVISED					
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT			Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	SN/DFP Cases (E)
1. Total cases discontinued during the month (Sum of Items 2 through 11) (Same as Item 9, CA 237 CW).....			1	2	3	4	5
2. Cases with no eligible child.....			6	7	8	9	10
3. Cases with children no longer deprived of support or care.....			11	12	13	14	15
4. Cases with resources that exceed limits.....			16	17	18	19	20
5. Cases with income that exceeds standards (Sum of Items 5a through 5f)....			21	22	23	24	25
a. Earnings increased.....			26	27	28	29	30
b. Benefits or pensions increased.....			31	32	33	34	35
c. Support from person inside home increased.....			36	37	38	39	40
d. Support from person outside home increased.....			41	42	43	44	45
e. Requirements reduced.....			46	47	48	49	50
f. Timed-out adult and income ineligible.....			51		52	53	
6. Cases with client who moved or cannot be located.....			54	55	56	57	58
7. Cases discontinued due to recipient initiative.....			59	60	61	62	63
a. Cases discontinued due to SAR 7 noncompliance.....			64	65	66	67	68
8. Cases excluded by law for reasons other than time limits and citizenship....			69	70	71	72	73
9. Cases transferred to another county.....			74	75	76	77	78
10. Cases transferred to Kin-GAP Program.....				79			
11. Cases transferred to Foster Care Program.....			80	81	82	83	84

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	SN/DFF Cases (E)
12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW)	85	86	87	88	89
a. Cases transferred from Zero Parent to Two-Parent Families	90				
b. Cases transferred from All Other to Two-Parent Families	91				
c. Cases transferred from TANF Timed-Out to Two-Parent Families	92				
d. Cases transferred from SN/DFF to Two-Parent Families	93				
e. Cases transferred from Two-Parent to Zero Parent Families		94			
f. Cases transferred from All Other to Zero Parent Families		95			
g. Cases transferred from TANF Timed-Out to Zero Parent Families		96			
h. Cases transferred from SN/DFF to Zero Parent Families		97			
i. Cases transferred from Two-Parent to All Other Families			98		
j. Cases transferred from Zero Parent to All Other Families			99		
k. Cases transferred from TANF Timed-Out to All Other Families			100		
l. Cases transferred from SN/DFF to All Other Families			101		
m. Cases transferred from Two-Parent to TANF Timed-Out Cases				102	
n. Cases transferred from Zero Parent to TANF Timed-Out Cases				103	
o. Cases transferred from All Other to TANF Timed-Out Cases				104	
p. Cases transferred from SN/DFF to TANF Timed-Out Cases				105	
q. Cases transferred from Two-Parent to SN/DFF Cases					106
r. Cases transferred from Zero Parent to SN/DFF Cases					107
s. Cases transferred from All Other to SN/DFF Cases					108
t. Cases transferred from TANF Timed-Out to SN/DFF Cases					109
13. Total cases transferred from another program segment during the month (Same as Item 11, CA 237 CW)	110	111	112	113	114
COMMENTS					
REVISED REPORT EXPLANATION					
CONTACT PERSON	TELEPHONE		EXTENSION	FAX	
JOB TITLE/CLASSIFICATION	E-MAIL			DATE SUBMITTED	

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CaIWORKs)
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT
CA 253 CW (4/14)**

INSTRUCTIONS

CONTENT

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CaIWORKs program, classified by primary reason for discontinuing aid.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, and program planning.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs, if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb>, complete the downloaded form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at dssdb@dss.ca.gov. The electronic submission process contains automatic computation of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding completion or submission of the report, contact DSSDB at (916) 651-8269.

For reference purposes, copies of the report form, instructions and validations can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research>. The report's released monthly statewide and county-specific data is also available on the website.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, fax number, and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

For Items 2 through 11, collect the applicable reasons as indicated on the attached Discontinuance Reason List. All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

1. Total cases discontinued during the month (Sum of Items 2 through 11) (**Same as Item 9, CA 237 CW**): ***This item is automatically calculated.*** This is the total number of discontinuances. This item must equal the sum of Items 2 through 11 and must equal the monthly total of **Part B, Item 9 (Cells 100-104), “Cases discontinued during the month,” on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report. [Cells 1-5]**
2. Cases with no eligible child: Enter the number of discontinuances that occurred because there is no longer an eligible child in the home. [Cells 6-10]
3. Cases with children no longer deprived of support or care: Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support. [Cells 11-15]
4. Cases with resources that exceed limits: Enter the number of discontinuances that occurred because the recipient family’s resources and/or property now exceed limits permitted for CalWORKs eligibility. [Cells 16-20]
5. Cases with income that exceeds standards (Sum of Items 5a through 5f): ***This item is automatically calculated.*** This is the sum of Items 5a through 5f. [Cells 21-25]
 - a. Earnings increased: Enter the number of discontinuances that occurred because of excessive income due to increased earnings. [Cells 26-30]
 - b. Benefits or pensions increased: Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions. [Cells 31-35]
 - c. Support from person inside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home. [Cells 36-40]
 - d. Support from person outside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home. [Cells 41-45]
 - e. Requirements reduced: Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements. [Cells 46-50]
 - f. Timed-out adult and income ineligible: Enter the number of discontinuances that occurred because of excessive income where an adult has timed-out. [Cells 51-53]

ITEM INSTRUCTIONS (Continued)

6. Cases with client who moved or cannot be located: Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program. *[Cells 54-58]*
7. Cases discontinued due to recipient initiative: Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc. *[Cells 59-63]*
 - a. Cases discontinued due to SAR 7 noncompliance: Enter the number of discontinuances due to the recipient's failure/refusal to provide the Eligibility Status Report (SAR 7). This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, Cases discontinued due to recipient initiative. *[Cells 64-68]*
8. Cases excluded by law for reasons other than time limits and citizenship: Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc. *[Cells 69-73]*
9. Cases transferred to another county: Enter the number of discontinuances that resulted from the recipient transferring to another county. *[Cells 74-78]*
10. Cases transferred to Kin-GAP Program: Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued. *[Cell 79]*
11. Cases transferred to Foster Care Program: Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued. *[Cells 80-84]*

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

Parent(s) in the Two-Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW): Enter where indicated, the total of the following cells. These items must equal the monthly totals of **Part B, Item 10 (Cells 100-104), "Cases deducted due to transfers to another program segment during the month," on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report.** *[Cells 85-89]*

Column (A), Two-Parent Families, Cell 85 = the sum of Cells 94, 98, 102 and 106

Column (B), Zero Parent Families, Cell 86 = the sum of Cells 90, 99, 103 and 107

Column (C), All Other Families, Cell 87 = the sum of Cells 91, 95, 104 and 108

Column (D), TANF Timed-Out Cases, Cell 88 = the sum of Cells 92, 96, 100 and 109

Column (E), SN/DFF Cases, Cell 89 = the sum of Cells 93, 97, 101 and 105

ITEM INSTRUCTIONS (Continued)

- a. Cases transferred from Zero Parent to Two-Parent Families: Enter in Column (A) the number of cases which left the Zero Parent segment and will be moved to the Two-Parent segment as of the beginning of the next month. *[Cell 90]*
- b. Cases transferred from All Other to Two-Parent Families: Enter in Column (A) the number of cases which left the All Other segment and will be moved to the Two-Parent segment as of the beginning of the next month. *[Cell 91]*
- c. Cases transferred from TANF Timed-Out to Two-Parent Families: Enter in Column (A) the number of cases which left the TANF Timed-Out segment and will be moved to the Two-Parent segment as of the beginning of the next month. *[Cell 92]*
- d. Cases transferred from SN/DFP to Two-Parent Families: Enter in Column (A) the number of cases which left the SN/DFP segment and will be moved to the Two-Parent segment as of the beginning of the next month. *[Cell 93]*
- e. Cases transferred from Two-Parent to Zero Parent Families: Enter in Column (B) the number of cases which left the Two-Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 94]*
- f. Cases transferred from All Other to Zero Parent Families: Enter in Column (B) the number of cases which left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 95]*
- g. Cases transferred from TANF Timed-Out to Zero Parent Families: Enter in Column (B) the number of cases which left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 96]*
- h. Cases transferred from SN/DFP to Zero Parent Families: Enter in Column (B) the number of cases which left the SN/DFP segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 97]*
- i. Cases transferred from Two-Parent to All Other Families: Enter in Column (C) the number of cases which left the Two-Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 98]*
- j. Cases transferred from Zero Parent to All Other Families: Enter in Column (C) the number of cases which left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 99]*
- k. Cases transferred from TANF Timed-Out to All Other Families: Enter in Column (C) the number of cases which left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 100]*
- l. Cases transferred from SN/DFP to All Other Families: Enter in Column (C) the number of cases which left the SN/DFP segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 101]*
- m. Cases transferred from Two-Parent to TANF Timed-Out Cases: Enter in Column (D) the number of cases which left the Two-Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 102]*

ITEM INSTRUCTIONS (Continued)

- n. Cases transferred from Zero Parent to TANF Timed-Out to Cases: Enter in Column (D) the number of cases which left the Zero Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 103]
- o. Cases transferred from All Other to TANF Timed-Out Cases: Enter in Column (D) the number of cases which left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 104]
- p. Cases transferred from SN/DFF to TANF Timed-Out Cases: Enter in Column (D) the number of cases which left the SN/DFF segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 105]
- q. Cases transferred from Two-Parent to SN/DFF Cases: Enter in Column (E) the number of cases which left the Two-Parent segment and will be moved to the SN/DFF segment as of the beginning of the next month. [Cell 106]
- r. Cases transferred from Zero Parent to SN/DFF to Cases: Enter in Column (E) the number of cases which left the Zero Parent segment and will be moved to the SN/DFF segment as of the beginning of the next month. [Cell 107]
- s. Cases transferred from All Other to SN/DFF Cases: Enter in Column (E) the number of cases which left the All Other segment and will be moved to the SN/DFF segment as of the beginning of the next month. [Cell 108]
- t. Cases transferred from TANF Timed-Out to SN/DFF Cases: Enter in Column (E) the number of cases which left the TANF Timed-Out segment and will be moved to the SN/DFF segment as of the beginning of the next month. [Cell 109]
13. **Total cases transferred from another segment during the month (Same as Item 11, CA 237 CW):** Enter where indicated, the total of the following cells. These Items must equal the monthly totals of **Part B, Item 11 (Cells 105-109), “Cases added due to transfers from another program segment during the month,” on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report.** [Cells 110-114]

Column (A), Two-Parent Families, Cell 110 = the sum of Cells 90, 91, 92 and 93

Column (B), Zero Parent Families, Cell 111 = the sum of Cells 94, 95, 96 and 97

Column (C), All Other Families, Cell 112 = the sum of Cells 98, 99, 100 and 101

Column (D), TANF Timed-Out Cases, Cell 113 = the sum of Cells 102, 103, 104 and 105

Column (E), SN/DFF Cases, Cell 114 = the sum of Cells 106, 107, 108 and 109

NOTE: The sum of Columns (A), (B), (C), (D) and (E) for Item 12 must equal the sum of Columns (A), (B), (C), (D) and (E) for Item 13.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data in the Comments box.
- Explain any submitted revisions in the Revised Report Explanation box.
- Provide any other comments the county determines necessary in the Comments box.

CalWORKs Report on Reasons for Discontinuances for Cash Grant CA 253 CW

VALIDATIONS RULES AND EDITS

CELLS 1 - 114 Each data cell in this report must be a whole number equal to or greater than zero (0).
Do not enter negatives; this also includes self-calculated cells.
Do not enter decimals.
No data cells should be left blank, unless otherwise noted.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

ITEM 1 *Item 1 Column A must be equal to (Column A's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11)*

CELL 1 **Cell 1** must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 54 plus Cell 59 plus Cell 69 plus Cell 74 plus Cell 80)

ITEM 1 *Item 1 Column A must be equal to Item 9 Column A of CA 237 CW report*

CELL 1 **Cell 1** must be equal to Cell 100 of CA 237 CW report

ITEM 1 *Item 1 Column B must be equal to (Column B's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11)*

CELL 2 **Cell 2** must equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 55 plus Cell 60 plus Cell 70 plus Cell 75 plus Cell 79 plus Cell 81)

ITEM 1 *Item 1 Column B must be equal to Item 9 Column B of CA 237 CW report*

CELL 2 **Cell 2** must be equal to Cell 101 of CA 237 CW report

ITEM 1 *Item 1 Column C must be equal to (Column C's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11)*

CELL 3 **Cell 3** must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 56 plus Cell 61 plus Cell 71 plus Cell 76 plus Cell 82)

ITEM 1 *Item 1 Column C must be equal to Item 9 Column C of CA 237 CW report*

CELL 3 **Cell 3** must be equal to Cell 102 of CA 237 CW report

ITEM 1 *Item 1 Column D must be equal to (Column D's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11)*

CELL 4 **Cell 4** must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 57 plus Cell 62 plus Cell 72 plus Cell 77 plus Cell 83)

ITEM 1 *Item 1 Column D must be equal to Item 9 Column D of CA 237 CW report*

CELL 4 **Cell 4** must be equal to Cell 103 of CA 237 CW report

ITEM 1 *Item 1 Column E must be equal to (Column E's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11)*

CELL 5 **Cell 5** must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 58 plus Cell 63 plus Cell 73 plus Cell 78 plus Cell 84)

ITEM 1	<i>Item 1 Column E must be equal to Item 9 Column E of CA 237 CW report</i>
CELL 5	Cell 5 must be equal to Cell 104 of CA 237 CW report
ITEM 5	<i>Item 5 Column A must be equal to (Column A's Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f)</i>
CELL 21	Cell 21 must be equal to (Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46 plus Cell 51)
ITEM 5	<i>Item 5 Column B must be equal to (Column B's Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f)</i>
CELL 22	Cell 22 must be equal to (Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)
ITEM 5	<i>Item 5 Column C must be equal to (Column C's Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f)</i>
CELL 23	Cell 23 must be equal to (Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48 plus Cell 52)
ITEM 5	<i>Item 5 Column D must be equal to (Column D's Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f)</i>
CELL 24	Cell 24 must be equal to (Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49 plus Cell 53)
ITEM 5	<i>Item 5 Column E must be equal to (Column E's Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f)</i>
CELL 25	Cell 25 must be equal to (Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)
ITEM 7	<i>Item 7 Column A must be greater than or equal to Item 7a Column A</i>
CELL 59	Cell 59 must be greater than or equal to Cell 64
ITEM 7	<i>Item 7 Column B must be greater than or equal to Item 7a Column B</i>
CELL 60	Cell 60 must be greater than or equal to Cell 65
ITEM 7	<i>Item 7 Column C must be greater than or equal to Item 7a Column C</i>
CELL 61	Cell 61 must be greater than or equal to Cell 66
ITEM 7	<i>Item 7 Column D must be greater than or equal to Item 7a Column D</i>
CELL 62	Cell 62 must be greater than or equal to Cell 67
ITEM 7	<i>Item 7 Column E must be greater than or equal to Item 7a Column E</i>
CELL 63	Cell 63 must be greater than or equal to Cell 68
ITEM 7a	<i>Item 7a Column A must be less than or equal to Item 7 Column A</i>
CELL 64	Cell 64 must be less than or equal to Cell 59
ITEM 7a	<i>Item 7a Column B must be less than or equal to Item 7 Column B</i>
CELL 65	Cell 65 must be less than or equal to Cell 60
ITEM 7a	<i>Item 7a Column C must be less than or equal to Item 7 Column C</i>
CELL 66	Cell 66 must be less than or equal to Cell 61
ITEM 7a	<i>Item 7a Column D must be less than or equal to Item 7 Column D</i>
CELL 67	Cell 67 must be less than or equal to Cell 62
ITEM 7a	<i>Item 7a Column E must be less than or equal to Item 7 Column E</i>
CELL 68	Cell 68 must be less than or equal to Cell 63

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

ITEM 12 Item 12 Column A must be equal to (Item 12e Column B plus Item 12i Column C plus Item 12m Column D plus Item 12q Column E)

CELL 85 **Cell 85** must be equal to (Cell 94 plus Cell 98 plus Cell 102 plus Cell 106)

ITEM 12 Item 12 Column A must be equal to Item 10 Column A on the CA 237 CW report

CELL 85 **Cell 85** must be equal to Cell 105 on the CA 237 CW report

ITEM 12 Item 12 Column B must be equal to (Item 12a Column A plus Item 12j Column C plus Item 12n Column D plus Item 12r Column E)

CELL 86 **Cell 86** must be equal to (Cell 90 plus Cell 99 plus Cell 103 plus Cell 107)

ITEM 12 Item 12 Column B must be equal to Item 10 Column B on the CA 237 CW report

CELL 86 **Cell 86** must be equal to Cell 106 on the CA 237 CW report

ITEM 12 Item 12 Column C must be equal to (Item 12b Column A plus Item 12f Column B plus Item 12o Column D plus Item 12s Column E)

CELL 87 **Cell 87** must be equal to (Cell 91 plus Cell 95 plus Cell 104 plus Cell 108)

ITEM 12 Item 12 Column C must be equal to Item 10 Column C on the CA 237 CW report

CELL 87 **Cell 87** must be equal to Cell 107 on the CA 237 CW report

ITEM 12 Item 12 Column D must be equal to (Item 12c Column A plus Item 12g Column B plus Item 12k Column C plus Item 12t Column E)

CELL 88 **Cell 88** must be equal to (Cell 92 plus Cell 96 plus Cell 100 plus Cell 109)

ITEM 12 Item 12 Column D must be equal to Item 10 Column D on the CA 237 CW report

CELL 88 **Cell 88** must be equal to Cell 108 on the CA 237 CW report

ITEM 12 Item 12 Column E must be equal to (Item 12d Column A plus Item 12h Column B plus Item 12l Column C plus Item 12p Column D)

CELL 89 **Cell 89** must be equal to (Cell 93 plus Cell 97 plus Cell 101 plus Cell 105)

ITEM 12 Item 12 Column E must be equal to Item 10 Column E on the CA 237 CW report

CELL 89 **Cell 89** must be equal to Cell 109 on the CA 237 CW report

ITEM 13 Item 13 Column A must be equal to (Column A's Item 12a plus Item 12b plus Item 12c plus Item 12d)

CELL 110 **Cell 110** must be equal to (Cell 90 plus Cell 91 plus Cell 92 plus Cell 93)

ITEM 13 Item 13 Column A must be equal to Item 11 Column A on the CA 237 CW report

CELL 110 **Cell 110** must be equal to Cell 110 on the CA 237 CW report

ITEM 13 Item 13 Column B must be equal to (Column B's Item 12e plus Item 12f plus Item 12g plus Item 12h)

CELL 111 **Cell 111** must be equal to (Cell 94 plus Cell 95 plus Cell 96 plus Cell 97)

ITEM 13 Item 13 Column B must be equal to Item 11 Column B on the CA 237 CW report

CELL 111 **Cell 111** must be equal to Cell 111 on the CA 237 CW report

ITEM 13 *Item 13 Column C must be equal to (Column C's Item 12i plus Item 12j plus Item 12k plus Item 12l)*

CELL 112 **Cell 112** must be equal to (Cell 98 plus Cell 99 plus Cell 100 plus Cell 101)

ITEM 13 *Item 13 Column C must be equal to Item 11 Column C on the CA 237 CW report*

CELL 112 **Cell 112** must be equal to Cell 112 on the CA 237 CW report

ITEM 13 *Item 13 Column D must be equal to (Column D's Item 12m plus Item 12n plus Item 12o plus Item 12p)*

CELL 113 **Cell 113** must be equal to (Cell 102 plus Cell 103 plus Cell 104 plus Cell 105)

ITEM 13 *Item 13 Column D must be equal to Item 11 Column D on the CA 237 CW report*

CELL 113 **Cell 113** must be equal to Cell 113 on the CA 237 CW report

ITEM 13 *Item 13 Column E must be equal to (Column E's Item 12q plus Item 12r plus Item 12s plus Item 12t)*

CELL 114 **Cell 114** must be equal to (Cell 106 plus Cell 107 plus Cell 108 plus Cell 109)

ITEM 13 *Item 13 Column E must be equal to Item 11 Column E on the CA 237 CW report*

CELL 114 **Cell 114** must be equal to Cell 114 on the CA 237 CW report

**California Work Opportunity and Responsibility to Kids
(CalWORKs) Report on Reasons for Denials and
Other Non-Approvals of Applications for Cash Grant
CA 255 CW**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
E-MAIL COMPLETED REPORT FORM TO:
dssdb@dss.ca.gov

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH			REPORT YEAR	
PART A. REASONS FOR DENIALS OF CASH GRANT		Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	SN/DFP Cases (E)
1. Total case denials of cash grant during the month (Sum of Items 2 through 10) (Same as Item 4b, CA 237 CW)		1	2	3	4	5
2. Cases with no eligible child.....		6	7	8	9	10
3. Cases with children not deprived of support or care.....		11	12	13	14	15
4. Cases with resources that exceed limits.....		16	17	18	19	20
5. Cases with income that exceeds standards.....		21	22	23	24	25
6. Cases that failed to comply with procedural requirements.....		26	27	28	29	30
7. Cases with ineligible non-citizen.....		31	32	33	34	35
8. Cases excluded by law for reasons other than time limits and citizenship.....		36	37	38	39	40
9. Cases with nonresident.....		41	42	43	44	45
10. Cases denied due to Diversion (Same as Item 4b1, CA 237 CW)		46	47	48	49	50
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS						
11. Cases with application cancelled or withdrawn during the month.....		51	52	53	54	55
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12; Same as Item 4c, CA 237 CW)		56	57	58	59	60
COMMENTS						
REVISED REPORT EXPLANATION						
CONTACT PERSON		TELEPHONE	EXTENSION	FAX		
JOB TITLE/CLASSIFICATION		E-MAIL			DATE SUBMITTED	

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CaIWORKs) REPORT ON REASONS FOR DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (4/14)**

INSTRUCTIONS

CONTENT

The monthly CA 255 CW report contains statistical information on applications and requests for restoration of the CaIWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs, if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb>, complete the downloaded form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at dssdb@dss.ca.gov. The electronic submission process contains automatic computation of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding completion or submission of the report, contact DSSDB at (916) 651-8269.

For reference purposes, copies of the report form, instructions and validations can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research>. The report's released monthly statewide and county-specific data is also available on the website.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, fax number, and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. Total case denials of cash grant during the month (Sum of Items 2 through 10) (Same as Item 4b, CA 237 CW): ***This item is automatically calculated.*** This is the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 10. Also, sum of Item 2 through 10 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), “Applications denied,” on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report. [Cells 1-5]**
2. Cases with no eligible child: Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs. [Cells 6-10]
3. Cases with children not deprived of support or care: Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care. [Cells 11-15]
4. Cases with resources that exceed limits: Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility. [Cells 16-20]
5. Cases with income that exceeds standards: Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility. [Cells 21-25]
6. Cases that failed to comply with procedural requirements: Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility. [Cells 26-30]
7. Cases with ineligible non-citizen: Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility. [Cells 31-35]
8. Cases excluded by law for reasons other than time limits and citizenship: Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, drug and fleeing felons, etc. [Cells 36-40]

ITEMS INSTRUCTIONS (Continued)

9. Cases with nonresident: Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility. *[Cells 41-45]*
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW: Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this item must equal the monthly total of the figures reported in **Part A, Item 4b1 (Cell 11), “Applications denied due to receipt of Diversion payments or services,” on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report.** *[Cells 46-50]*

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

11. Cases with application cancelled or withdrawn during the month: Enter the number of applications disposed of due to the cancellation or withdrawal of the application. *[Cells 51-55]*
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as 4c, CA 237 CW): Enter the number of applications denied because the agency was unable to locate the applicant, or because the applicant moved to another jurisdiction or state. Sum of Item 11 plus Item 12 must equal **Part A, Item 4c (Cell 12), “Other application dispositions (cancellations and withdrawals),” on the CA 237 CW (4/14), CalWORKs Cash Grant Caseload Movement Report.** *[Cells 56-60]*

Use the Comments section to:

- Explain any major fluctuations in data in the Comments box.
- Explain any submitted revisions in the Revised Report Explanation box.
- Provide any other comments the county determines necessary in the Comments box.

CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant CA 255 CW

VALIDATION RULES AND EDITS

CELLS 1 - 60 Each data cell in this report must be a whole number equal to or greater than zero (0).
Do not enter negatives; this also includes self-calculated cells.
Do not enter decimals.
No data cells should be left blank, unless otherwise noted.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. REASONS FOR DENIALS OF CASH GRANT

ITEM 1 *Item 1 Column A must be equal to (Column A's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10)*

CELL 1 **Cell 1** must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46)

ITEM 1 *Sum of Item 1 Columns A - E on the CA 255 report must be equal to Item 4b on the CA 237 CW report*

CELL 1 Sum of Cells 1, 2, 3, 4 and 5 on the CA 255 CW report must be equal to Cell 10 on the CA 237 CW report

ITEM 1 *Item 1 Column B must be equal to (Column B's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10)*

CELL 2 **Cell 2** must be equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)

ITEM 1 *Sum of Item 1 Columns A - E on the CA 255 report must be equal to Item 4b on the CA 237 CW report*

CELL 2 Sum of Cells 1, 2, 3, 4 and 5 on the CA 255 CW report must be equal to Cell 10 on the CA 237 CW report

ITEM 1 *Item 1 Column C must be equal to (Column C's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10)*

CELL 3 **Cell 3** must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48)

ITEM 1 *Sum of Item 1 Columns A - E on the CA 255 report must be equal to Item 4b on the CA 237 CW report*

CELL 3 Sum of Cells 1, 2, 3, 4 and 5 on the CA 255 CW report must be equal to Cell 10 on the CA 237 CW report

<i>ITEM 1</i>	<i>Item 1 Column D must be equal to (Column D's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10)</i>
CELL 4	Cell 4 must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49)

<i>ITEM 1</i>	<i>Sum of Item 1 Columns A - E on the CA 255 report must be equal to Item 4b on the CA 237 CW report</i>
CELL 4	Sum of Cells 1, 2, 3, 4 and 5 on the CA 255 CW report must be equal to Cell 10 on the CA 237 CW report

<i>ITEM 1</i>	<i>Item 1 Column E must be equal to (Column E's Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10)</i>
CELL 5	Cell 5 must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)

<i>ITEM 1</i>	<i>Sum of Item 1 Columns A - E on the CA 255 report must be equal to Item 4b on the CA 237 CW report</i>
CELL 5	Sum of Cells 1, 2, 3, 4 and 5 on the CA 255 CW report must be equal to Cell 10 on the CA 237 CW report

<i>ITEM 10</i>	<i>Item 10 on the CA 255 CW report must be equal to Item 4b1 on the CA 237 CW report</i>
CELL 46	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 47	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 48	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 49	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 50	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

<i>ITEMS 11 & 12</i>	<i>The sum of Item 11 plus Item 12 on the CA 255 report must be equal to Item 4c on the CA 237 CW report</i>
CELL 51	Sum of Cells 51 +52+53+54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 52	Sum of Cells 51+ 52 +53+54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 53	Sum of Cells 51+52+ 53 +54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 54	Sum of Cells 51+52+53+ 54 +55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 55	Sum of Cells 51+52+53+54+ 55 +56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 56	Sum of Cells 51+52+53+54+55+ 56 +57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 57	Sum of Cells 51+52+53+54+55+56+ 57 +58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 58	Sum of Cells 51+52+53+54+55+56+57+ 58 +59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 59	Sum of Cells 51+52+53+54+55+56+57+58+ 59 +60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 60	Sum of Cells 51+52+53+54+55+56+57+58+59+ 60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report