

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



March 8, 2001

ALL COUNTY LETTER NO. 01-19

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

SUBJECT: CA 237 CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CALWORKS) CASH GRANT
CASELOAD MOVEMENT REPORT [CA 237 CALWORKS (03/01)]REFERENCE: ALL COUNTY LETTER 99-59, DATED SEPTEMBER 2, 1999
ALL COUNTY INFORMATION NOTICE I-19-00, DATED MARCH 1, 2000

The purpose of this letter is to transmit the revised CA 237 CalWORKs (03/01) form which is central to meeting Federal reporting requirements and fulfilling State needs for CalWORKs information. Corresponding instructions are included. The implementation date for the revised report is May 1, 2001. Counties should continue to use the CA 237 CalWORKs (10/99) up until the May report month.

This report includes a few minor changes, the most significant being that the expenditure data is no longer included. The entire sections for Part C (Net Expenditures – All) and Part E (Net Expenditures – Non-Citizen) were removed and Part D (Non-Citizen Caseload) and Part F (To Be Used Only Upon Instruction From California Department of Social Services) were relocated to accommodate the blank areas. As stated in ACIN 1-19-00, we are deleting the expenditure data from this report since the CDSS is already collecting this data from the CA 800 series reports. Please ensure that program and reporting staff read and thoroughly understand this revised form and instructions.

County Welfare Directors
Page Two

Enclosed are camera-ready copies of the form and instructions. This report continues to be due on the 18th calendar day after the report month. Therefore, the first revised report (May 2001 report month) is due on or before June 18, 2001. Reports should be sent to:

California Department of Social Services
Data Systems and Survey Design Bureau, MS 9-081
P.O. Box 944243
Sacramento, CA 944244-2430
FAX (916) 657-2074

If you have questions regarding completion of this form, please contact Pam Kian of the Data Systems and Survey Design Bureau at (916) 657-4355. Program related questions should be directed to your CalWORKs Program analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
Lois VanBeers on 3/8/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Enclosures

California Work Opportunity and Responsibility To Kids (CalWORKs)

Cash Grant Caseload Movement

Send one copy to:
 California Department of Social Services
 Data Systems & Survey Design Bureau, MS 9-081
 P. O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 657-2074

1. Version	2. County	3. Code	4. Month/Year
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Part A. Applications For Aid and Requests for Restoration				
1. Pending from last month (Item 5 from last month's report).....			5	
a. Adjustment (explain in PART D.).....			6	
2. Number of applications received during the month (sum of 2a + 2b below).....			7	
a. Applications.....			8	
b. Requests for restoration.....			9	
3. Total during the month (sum of 1 + 2 above).....			10	
4. Disposed of during the month (sum of a, b and c, below).....			11	
a. Approved [equals sum of Items 7a. and 7b. (all columns) below].....			12	
b. Denied (Same as Item 1, Form CA 255 CalWORKs).....			13	
(1) Denied due to receipt of Diversion payment(s) or services.....			14	
c. Other dispositions (cancellations and withdrawals).....			15	
5. Number of applications/requests pending at the end of the month (Item 3 - Item 4).....			16	
Part B. Caseload (All)		2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
Cases Added				
6. Brought forward from last month (Item 12 last month's report).....		17	18	19
a. Adjustment (explain in PART D.).....		20	21	22
7. Cases added during the month (sum of a through d, below).....		23	24	25
a. Applications approved.....		26	27	28
b. Restorations approved.....		29	30	31
c. Transfers from other counties.....		32	33	34
d. Other approvals (appeal cases, CW 7s, etc.).....		35	36	37
Caseload				
8. Cases open during the month (sum of a + b, below).....		38	39	40
a. Cases receiving cash grant (\$10 or more).....		41	42	43
(1) Children in Item 8a cases.....		44	45	46
(2) Adults in Item 8a cases.....		47	48	49
(3) Total persons [sum of 8a(1) and 8a(2) above].....		50	51	52
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		53	54	55
(1) Children in Item 8b cases.....		56	57	58
(2) Adults in Item 8b cases.....		59	60	61
(3) Total persons [sum of 8b(1) and 8b(2) above].....		62	63	64

Case Exits	2 Parent Families (1)	Zero Parent Families (2)	All Other Families (3)
9. Total cases discontinued during the month (Same as Item 1, Form CA 253 CalWORKs).....	65	66	67
10. Total cases deducted due to transfers to another program segment during the month.....	68	69	70
11. Total cases added due to transfers from another program segment during the month.....	71	72	73
12. Carried forward to next month [Items 8 minus (9 and 10) plus 11above].	74	75	76
Part C. Non-Citizen Caseload			
13. Cases open during the month (sum of 13a + 13b, below).....	77	78	79
a. Cases receiving cash grant (\$10 or more).....	80	81	82
(1) Children in Item 13a cases.....	83	84	85
(2) Adults in Item 13a cases.....	86	87	88
(3) Total persons [sum of 13a(1) and 13a(2) above].....	89	90	91
b. Other cases (zero grant cases, less than \$10 cases, etc.).....	92	93	94
(1) Children in Item 13b cases.....	95	96	97
(2) Adults in Item 13b cases.....	98	99	100
(3) Total persons [sum of 13b(1) and 13b(2) above].....	101	102	103
Part D. To Be Used Only Upon Instruction From California Department of Social Services			
104. Report prepared by	105. Telephone ()		106. Date

California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report: Form CA 237 CalWORKs (03/01)

CONTENT

This report provides monthly data on the status of a case at the end of the report month: the number of individuals who receive a cash grant and a count of individuals who opt for the diversion program in lieu of aid.

PURPOSE

The purpose of this report is to provide state and federal entities with an unduplicated case count needed for federal reporting, budgeting, staffing, program planning, and other administrative responsibilities. Information from this report is included in the monthly publication "Public Welfare in California" and is distributed to county welfare departments, other interested agencies, and individuals.

DUE DATE

This report is due on or before the 18th calendar day of the month following the report month. Send reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, MS 9-081
P. O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

GENERAL INSTRUCTIONS

Complete the information requested at the top and bottom of the report form, cells numbered: 1.) Version, 2.) County, 3.) Code, 4.) Month/Year, 104.) Report prepared by, 105.) Telephone, and 106.) Date. Please enter the figures required for each item. If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable cell(s) of the reporting document. Do not leave a cell item blank.

PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

A summary of intake activity during report month.

1. Pending from last month: Enter the number of applications pending from the previous month. This number must be the same figure as Item 5 of the previous month's report. See below (Item 1a.) to adjust, if needed.
 - 1a. Adjustment: If an adjustment to the above number is required, enter the *net* adjustment number (either plus or minus) and explain in PART D (or attach another sheet of paper) with the precise reason(s) for the change.
2. Number of applications received during the month: Enter the sum of Items 2a. and 2b.
 - 2a. 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.
 - 2b. 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.
3. Total during the month: Enter the sum of Items 1 and 2.
4. Disposed of during the month: Enter the sum of Items 4a., 4b., and 4c.
 - 4a. Approved: Enter the number of applications and restoration requests approved for cash grant. This item should equal sum of Items 7a. and 7b., (all columns).

- 4b. **Denied:** Enter the number of applications and restoration requests denied. *This number must agree with Part A, Item 1 (cells 4 – 6), “Total Denials of Cash Grant”, on the CA 255 (10/99), Reasons for Denials and Other Non-Approvals of Applications for Cash Grant report.*
- 4b.(1) **Denied due to receipt of Diversion payment(s) or services:** Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should be included in the count for Item 4b., Denied. *This number must agree with the number entered on Part A, Item 10 (cells 31 – 33), “Denied due to Diversion”, on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report.*
- 4c. **Other dispositions (cancellations and withdrawals):** Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. *This number must agree with the total of Part B, Items 12 and 13 (cells 37 – 42), “Application cancelled or withdrawn” and “Unable to locate or moved”, on the CA 255 (10/99), Reasons for Denials and Other Nonapprovals of Applications for Cash Grant report.*
5. **Number of applications/requests pending at the end of the month:** Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between total applications and restoration requests during the month (Item 3) less the number of disposed cases (Item 4).

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 (1): Code 35, 3M, and 3U
- Zero Parent Families, Column (2): Codes 33, 3G, 3H, and 3R
- All Other Families, Column (3): Codes 30, 3E, 3L, and 3P

NOTE: Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

CASES ADDED

6. **Brought forward from last month:** Enter the number of cases brought forward from the previous month. This number must be the same figure as Item 12 of the previous month’s report. See below (Item 6a.) to adjust, if needed.
- 6a. **Adjustment:** If an adjustment to the above number is required, enter the net adjustment number (either plus or minus) and explain in PART D (or attach another sheet of paper) with the precise reason(s) for the change. 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.
7. **Cases added during the month:** Enter the sum of Items 7a. through 7d.
- 7a. **Applications approved:** Enter in the appropriate column the number of applications approved for cash grant.
- 7b. **Restorations approved:** Enter in the appropriate column the number of restoration requests approved. The sum of Items 7a. and 7b., (all columns) should equal Item 4a.
- 7c. **Transfers from other counties:** Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.

- 7d. Other approvals (appeal cases, CW 7s, etc.): Enter the number of cases approved for reasons other than Items 7a. through 7c., i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. 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 6a.

CASELOAD

8. Cases open during the month: Enter the number of 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. The sum of Items 8a. and 8b. should equal Item 8. Item 8 should also equal the sum of Items 6 and 7.
- 8a. Cases receiving cash grant: Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
- 8a.(1) Children in Item 8a. cases: Enter in the appropriate columns 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 FC 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.
- 8a.(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.
- 8a.(3) Total persons: Enter the sum of Items 8a.(1) and 8a.(2) for each applicable column.
- 8b. Other cases (zero grant cases, less than \$10 cases): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
- 8b.(1) Children in Item 8b. cases: Enter in the appropriate columns 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.)
- 8b.(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.
- 8b.(3) Total persons: Enter the sum of Items 8b.(1) and 8b.(2) for each applicable column.

CASE EXITS

9. Total cases discontinued during the month: Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. *This number must agree with Part A, Item 1 (cells 4-6), "Total Cases Discontinued," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report.*
10. Total cases deducted due to transfers to another program segment: Enter in the appropriate column the number of cases which left the Two Parent, Zero Parent, or All Others Families segments due to transfers as of the end of the month. NOTE: Do not include transfers to FC. *This number must agree with Part B, Item 13 (cells 56-58), "Total cases transferred to another program segment," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report.*
11. Total cases added due to transfers from another program segment: Enter in the appropriate column the number of cases which were added to the Two Parent, Zero Parent, or All Others Families segments due to transfers as of the end of the month. NOTE: Do not include transfers from FC. *This number must agree with Part B, Item 14 (cells 65-67), "Total cases transferred from another program segment," on the CA 253 (10/99), Reasons for Discontinuance of Cash Grant report.*
12. Carried forward to next month: Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. NON-CITIZEN CASELOAD

Non-Citizen cases are cases, which are not federally eligible, but State Law requires that the individual be aided. Report those Non-Citizen cases and individuals who are eligible to or have received "state-only" cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. Caseload (All).

Two Parent Families, Column (1): Codes 3M and 3U
 Zero Parent Families, Column (2): Codes 3G and 3H
 All Other Families, Column (3): Codes 3E and 3L

NOTE: Refer to ACL 99-54, dated August 12, 1999 for Aid Code definitions.

13. Cases open during the month: Enter the number of Non-Citizen cases active during the report month, i.e., those cases where an official authorization for State-Only aid was in effect at some time during the month. This is equal to the sum of Items 13a. and 13b.
- 13a. Cases receiving cash grant: Enter in the appropriate columns the number of Non-Citizen cases receiving a State-Only cash grant during the report month.
- 13a.(1) Children in Item 13a. cases: Enter in the appropriate columns the number of Non-Citizen children who received aid for the current month only. 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 FC 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.
- 13a.(2) Adults in Item 13a. cases: Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who received State-Only cash grants for the current month only.
- 13a.(3) Total persons: Enter the sum of Items 13a.(1) and 13a.(2) for each applicable column.
- 13b. Other cases (zero grant cases, less than \$10 cases): Enter the number of Non-Citizen cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
- 13b.(1) Children in Item 13b. cases: Enter in the appropriate columns the number of Non-Citizen children who were authorized to receive aid for the current month only. (Children who were fully abated by child support payments should be reported in this item.)
- 13b.(2) Adults in Item 13b. cases: Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who were authorized to receive aid for the current month only.
- 13b.(3) Total persons: Enter the sum of Items 13b.(1) and 13b.(2), for each applicable column.

PART D. TO BE USED ONLY UPON INSTRUCTION FROM CDSS

This part of the report is to be used upon instruction from the department to report special one-time or short-run data. It is also used to explain adjustments from PART A, Item 1a. and PART B, Item 6a.