

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 5, 1991

ALL COUNTY LETTER NO. 91-63

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION OF SB 623 REGULATIONS - APPLICATION  
PROCESSING

REFERENCE: SENATE BILL 623, APPROVED 9-30-90  
RDB 191-01

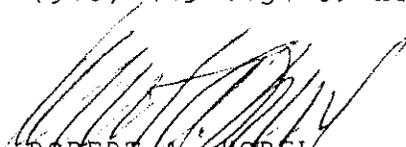
The purpose of this letter is to provide implementation information regarding revision of the regulations governing processing of applications for AFDC.

The provisions of SB 623 (Chapter 1586, Statutes of 1990) change the requirements that govern how County Welfare Departments (CWDs) process AFDC applications as of August 1, 1991.

These regulations do not apply to "add person" actions (i.e., requests for an individual's inclusion in an existing Assistance Unit - AU) or to any actions relating to cooperation by recipients, including those resulting from a request for an inter-county transfer.

This letter includes an explanation of the changes, revised regulations, forms and Notices of Action (NOAs) to implement this change.

If you have any questions or need further information regarding the regulations or implementation in general, please contact Jim Lucas of the Welfare Policy Implementation Bureau (WPIB) at (916) 324-2725 or ATSS 454-2725. Questions regarding forms issues should be directed to LeAnne Torres of WPIB at (916) 324-2016 or ATSS 454-2016. Concerns relating to the Notices of Action or the AFDC NOA Handbook process can be addressed by John Honeycutt of WPIB at (916) 445-1131 or ATSS 485-1131.

  
ROBERT A. MOREL  
Deputy Director

Attachments

cc: CWDA

IMPLEMENTATION INFORMATIONImplementation Date

The revised regulations, forms and NOAs must be used with new and pending applications for AFDC as of August 1, 1991. A discussion of application processing requirements is included with this letter (see ATTACHMENT 3).

In addition, the provisions requiring CWDs to re-open applications denied for "failure to cooperate" apply to applications denied on or after 7-1-91 when the Filing Unit supplies the missing evidence or undertakes the necessary action on or after August 1, 1991 (see ATTACHMENT 3, Page 5).

EXAMPLE: A Filing Unit applies for AFDC. The CWD requests cooperation of the Filing Unit, which does not respond within the CWD cooperation timeframe. The CWD denies for "failure to cooperate" on July 15. The Filing Unit supplies the missing evidence or undertakes the necessary action and notifies the CWD on August 1, on or before the 30th calendar day after the effective date of the denial. The CWD must rescind the denial, re-open the application and take appropriate action.

Summary of Significant Changes

The major program and form changes are:

- o Former recipients requesting restoration of AFDC benefits must complete a new SAWS 1.
- o The CWD may require only evidence necessary to establish current or past AFDC eligibility, current or past AFDC grant amount or the delivery of a current aid payment.
- o The CWD must notify an applicant in writing of the evidence and actions needed for that specific Filing Unit to establish AFDC eligibility and provide a statement of alternative evidence or actions if such exist. This notification must be provided to the applicant no later than the tenth calendar day after the date of application.
- o The CWD must assist the applicant in obtaining necessary evidence of eligibility from a third party when the applicant has made a good faith effort to obtain the evidence and the third party fails or refuses to provide the evidence. As part of this process, the CWD must pay some fees charged by the third party.
- o Except under certain conditions, the CWD may not deny an application for failure to provide evidence of eligibility (this includes failure to undertake actions needed to establish eligibility) as long as the person who must provide the evidence is cooperating.

- o The concepts of "failure to cooperate" and "refusal to cooperate" have been clarified.
- o The CWD must rescind a denial and reopen and process applications previously denied for "failure to cooperate" should the Filing Unit supply all necessary evidence and complete all required actions by the end of the 30th calendar day after the date of the denial Notice of Action (NOA).
- o When a former recipient applies for AFDC after the calendar month following the effective date of discontinuance but within one year, and cannot provide necessary evidence of eligibility for certain specified reasons, the CWD must review the existing casefile to locate the evidence.
- o The "rounding rule" for determining components of grant payments and overpayment adjustments has changed. These amounts will now be rounded to the next lower whole dollar amount.
- o There are new informing requirements at application, when cooperation by an AFDC applicant is requested and when an application for AFDC is denied for "failure to cooperate".

### Regulations

MPP 40-121.31 has been repealed. A new section, MPP 40-126.3, has been added. MPP 40-171.22, MPP 44-207.1, 44-315.4, 44-352.411(b)(1) and 44-402.1 have been revised. A copy of the regulations is included with this letter (see ATTACHMENT 2).

### Forms

Form TEMP 1801 (6/91) has been developed to meet the informing requirement of the provisions of MPP 40-126.36, 40-125.93 and 40-126.35. This informing element will be added to the SAWS 2A in early 1992. Until then, the TEMP 1801 must be provided to all AFDC applicants at the same time the SAWS 2A is provided. The TEMP 1801 includes informational elements in the English, Spanish, Cambodian, Chinese, Lao and Vietnamese languages.

"Boilerplate" language has been developed for CWDs to add to the current CWD form used to request cooperation from an AFDC applicant to provide facts and proofs and undertake necessary actions to establish eligibility. This language has been developed to meet the informing requirements of MPP 40-126.333.

A reproducible copy of the TEMP 1801 and the boilerplate language is included with this letter (see ATTACHMENT 4). In addition, the DSS Language Services Bureau will send camera-ready copies of the TEMP 1801 to County Forms Coordinators who currently receive Asian translation transmittals. The transmittal letter is expected to be ready by June 30, 1991. The form will not be stocked in the DSS Warehouse. Counties may call the Language Services Bureau at (916) 323-9562 or ATSS 473-9562 for additional camera-ready copies.

Notices of Action (NOAs)

Denial NOAs relating to cooperation by an AFDC applicant have been developed or revised to meet the informing requirements of MPP 44-126.341 and .344 and to distinguish between "failure to cooperate" and "refusal to cooperate".

"Boilerplate" language has been developed for CWDs to add to current NOAs used to deny an application due to "failure to cooperate".

Copies of the applicable NOAs and the "boilerplate" language are included with this letter (see ATTACHMENT 5). The NOAs may be filed as part of your AFDC Notice of Action Handbook, but will also be issued under separate cover.

ATTACHMENT 2

Amend Section 40-103.4 to read:

40-103 DEFINITIONS AND DESIGNATIONS - GENERAL (Continued)

40-103

.4 Applications for Aid

An application is a request for aid in writing made to the county welfare department on the ~~CAI~~ SAWS 1 (Rev. 9/90) either by the applicant or on his or her behalf. (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: 45 CFR 206.10(a)(1)(ii) and Welfare and Institutions Code Section 11056. .

Amend Section 40-115.212 to read:

40-115 THE APPLICATION PROCLSS (Continued)

40-115

.2 Steps in the Application Process

.21 Discussion of Circumstances Leading to Application (Continued)

.212 If the applicant indicates on the ~~CA~~ SAWS 1 (Rev. 9/90) that he/she is in immediate need or indicates at any time during the application process that he/she is in an emergency situation where his/her resources are insufficient to meet the cost of the emergency situation, the county at that time shall make a determination of whether immediate need exists. (See Section 40-129, Immediate Need.) "Applicants" under this section include those who do not need to submit an application under Section 40-121.3.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: 45 CFR 206.10(a)(1)(ii) and Welfare and Institutions Code Section 11056.

Amend Section 40-121.3 to read:

40-121 COMPLETING THE APPLICATION (Continued)

40-121

.3 The Application Form

The application is recorded on the form ~~CA 1~~  
SAWS 1 (Rev. 9/90). A copy of the completed  
application shall be given to the applicant at the  
time he/she applies. An application shall not be  
required for:

~~.31~~

~~A request for restoration of aid.~~

~~.31~~

(Reserved)

.32

(Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: 45 CFR 206.10(a)(1)(ii) and Welfare and Institutions Code Section 11056.

Amend Section 40-125 title to read:

40-125 ~~PROCESSING APPLICATIONS/~~ REAPPLICATIONS, ~~AND~~ RESTORATIONS, AND  
COUNTY OF RESPONSIBILITY (Continued)

40-125

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11349, Government Code; and Sections 10554 and 11023.5,  
Welfare and Institutions Code.

Amend Section 40-126 (title) and Section 40-126.1, and adopt Sections 40-126.3 et seq. to read:

40-126 ~~PROMPTNESS REQUIREMENT~~ PROCESSING APPLICATIONS

40-126

.1 Promptness Requirement

The determination of eligibility, including the gathering of any necessary evidence, shall be completed promptly. One of the following must be mailed within 45 calendar days starting with the first day after the filing of the application: ~~An~~ aid payment, a notice of denial, or a notice that the applicant is eligible.

.211 Inability to Complete the Determination of Eligibility

Inability to complete the determination of eligibility within the 45-day period shall not be a basis for denying the application unless the delay is caused by the refusal of the applicant to participate in the gathering of evidence in accordance with Section 40-157. (See Section 40-171.11.) The specified time limit may be exceeded in situations where completion of the determination of eligibility is delayed because of circumstances beyond the control of the agency, in which instances the case record shows the cause for delay. These instances include:

.2111

(Continued)

.2112

(Continued)

.2113

(Continued)

.2

(Reserved)

.3 Requirements for Obtaining Evidence

.31 Require Only Evidence of Eligibility

The county shall require only evidence necessary to determine past or present eligibility for the amount or delivery of aid.

.32 Notice of Required Evidence

Within ten calendar days of application, the county shall provide written notice to the applicant of the required evidence and examples of alternative evidence, if any, to determine eligibility.

.321

The ten day requirement shall be waived if the applicant fails to attend the scheduled interview or if the applicant requests that the interview be delayed beyond ten calendar days following application.

.33 Assist the Applicant in Obtaining Evidence

.331 Good Faith Effort

The county shall assist the applicant in obtaining evidence of eligibility from a third party when the county has determined that the applicant has made a good faith effort to obtain the evidence and the third party fails or refuses to provide the evidence.

(a)

A "good faith effort" means that the applicant has attempted to comply within the limits of his/her resources.

HANDBOOK BEGINS HERE

(b)

An applicant needs evidence showing the amount in a bank account to complete the AFDC application. The applicant lacks the evidence. The applicant goes to the bank and discovers that the bank will charge a fee to provide the applicant with the evidence. The applicant has no money to pay the fee. The applicant returns to the county and asks that the county help get the evidence. The applicant has made a good faith effort to obtain the evidence.

HANDBOOK ENDS HERE

.332 Third Party Fees

If necessary, the county shall pay a third party fee to obtain existing evidence of eligibility on behalf of the applicant.

.333 Notice Requirement

The county shall notify the applicant, in writing, of the requirements of Section 40-126.33 at the time that such evidence is requested.

.334 Document Failure to Make Good Faith Effort

The county shall document an applicant's failure to make a good faith effort in obtaining necessary evidence of eligibility in the case file.

.34 Cooperation in Providing Evidence of Eligibility

The county shall not deny an application for failure to provide evidence of eligibility if the county has determined that the applicant is continuing to cooperate by attempting to comply in obtaining necessary evidence.

.341 Denial for Failure to Cooperate in Providing Evidence of Eligibility

A denial due to failure to cooperate shall be made when a presumption of noncooperation has been established by the county but an act of refusal has not occurred.

HANDBOOK BEGINS HERE

- (a) An applicant owns property which may cause the family to exceed the AFDC property limits. The applicant is told that evidence of the value of the property will be required to establish eligibility for aid. The applicant states that he/she must obtain the needed information from another state. The applicant is given an appointment in two weeks at which time he/she is expected to have the needed evidence. The applicant misses the appointment and does not call. The next day the applicant calls to say that he/she will be in on the following Wednesday. On Wednesday the applicant fails to show-up or call. On Thursday the eligibility worker sends a letter specifying the evidence required and allows the applicant ten days to provide the evidence. The applicant fails to respond to the letter by the tenth day. The application is denied based on failure to cooperate and the provisions of Sections 40-126.341 and .342 would apply.

HANDBOOK ENDS HERE

- .342 Rescind Denial The county shall rescind a denial and grant aid if the applicant is otherwise eligible based on the original application when:
- (a) The denial is based solely on the applicant's failure to cooperate in providing evidence of eligibility; and
- (b) The county receives the needed evidence within 30 calendar days of the date of denial.
- .343 Notice of Action When the county denies an application based on failure to cooperate in providing needed evidence of eligibility, the notice of action must advise the applicant of his/her rights to submit evidence within 30 calendar days of the date of denial for the denial to be rescinded.
- .344 Failure Versus Refusal to Cooperate The provisions of Sections 40-126.341 and .342 shall not apply to applications which are denied based on the applicants refusal to cooperate pursuant to Section 40-157.3.
- (a) A denial based on refusal to cooperate shall only be made as the result of the applicant's active refusal either orally or in writing to cooperate in the investigation of eligibility.

HANDBOOK BEGINS HERE

Example

(b)

An applicant owns property which may cause the family to exceed the AFDC property limits. The applicant is told that evidence of the value of the property will be required to establish eligibility for aid. The applicant states that the value of the property is irrelevant to his current need and states that he will not provide any additional information. The application is denied due to refusal and the provisions of Sections 40-126.341 and .342 would not apply.

HANDBOOK ENDS HERE

.35 Retrieve Case File

The county shall retrieve and examine those existing case files which are in the possession of the county or its agents, in a timely manner, to determine if needed evidence of eligibility is already in the possession of the county when:

.351 Within One Year

An applicant applies within one year of the effective date of discontinuance of aid, and

.352 Reasons

The applicant is unable to provide the needed evidence of eligibility due to one of the following:

(a)

The applicant does not have easy access to the needed evidence; or

(b)

There is a cost associated with obtaining the evidence; or

(c)

The time needed to obtain the evidence would delay the application.

.36 Evidence Not in Case File

The county shall not be required to examine the existing case file if it would be unreasonable for the evidence to be in the possession of the county because the circumstances for which the verification is needed did not exist during the period the applicant previously received aid.

.361

This evidence includes, but is not limited to, verification of circumstances which can change such as earnings and bank accounts, and evidence of eligibility relating to an individual not previously in the assistance unit.

HANDBOOK BEGINS HERE

.362 Example:

A family was discontinued from aid in November. In January a second child is born. The family reapplies for aid the following May. It would be unreasonable to expect the birth certificate of the second child who was born after the family was last on aid to be in the possession of the county.

HANDBOOK ENDS HERE

.37 Notice Requirements

At the time an applicant described in Sections 40-125.93 and 40-126.35 applies for aid, the county shall inform the applicant in writing of the requirements of Sections 40-125.93, 40-126.35, and 40-126.36.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Sections 10554 and 11275, Welfare and Institutions Code.

Amend Section 40-171.22 to read:

40-171 ACTION ON APPLICATIONS, INTERPROGRAM TRANSFERS AND INTRAPROGRAM STATUS CHANGES (Continued) 40-171

- .2 Actions -- General (Continued)
- .22 Application or Request for Restoration Denied
- .221 County action shall be taken to deny aid if:  
(Continued)
- (i) Failure to cooperate in providing evidence of eligibility in accordance with Section 40-126.343(b).
- (j) Refusal to cooperate in accordance with Section 40-105.1. (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11275, Welfare and Institutions Code.

Amend Section 44-207.113 to read:

44-207 INCOME ELIGIBILITY (Continued)

44-207

.1 General (Continued)

.11 Minimum Basic Standard of Adequate Care (MBSAC) (Continued)

.113 The amount of 185% of the MBSAC shall be computed by multiplying the appropriate MBSAC amount by a factor of 1.85 and if the product does not end in a whole dollar amount, ~~a remainder of 50 cents or more shall be rounded off to the next whole dollar and a remainder of 49 cents or less shall be disregarded~~ the amount shall be rounded to the next lowest dollar.

HANDBOOK BEGINS HERE

(a) Effective ~~July~~ August 1, 19891, the amount of 185 percent of the MBSAC shall be as follows:

Size of FBU	185% of Minimum Basic Standard of Adequate Care
1	\$ 63 <u>1</u> 0
2	\$1,036
3	\$1,28 <u>4</u> 3
4	\$1,524
5	\$1,739
6	\$1,955
7	\$2,146
8	\$2,340
9	\$2,536
10	\$2,75 <u>4</u>

HANDBOOK ENDS HERE

.12 (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11017, Welfare and Institutions Code.

Amend Sections 44-315.412, .421, and .424 to read:

44-315 AMOUNT OF AID (Continued)

44-315

.4 Determining Amount of  
Grant -- AFDC-FG/U

.41 Basic Grant: The amount of the basic grant shall be calculated as follows: (Continued)

.412 Round to the next lower nearest dollar the net nonexempt income from the budget month (Section 44-100), including in-kind income/. *With amounts of 50 cents or more rounded to the next dollar figure/* (Continued)

.42 Special Needs: The amount of the Special Needs shall be calculated as follows:

.421 Round to the next lower nearest dollar the amount of recurring special needs (see Section 44-211/3) the Assistance Unit (FAU) is eligible to receive. *Amounts ending in 50 cents should be rounded to the next higher dollar figure/*

.422 (Continued)

.423 (Continued)

.424 Round to the next lower nearest dollar the amount of nonrecurring special needs (Section 44-211/3) the FAU is eligible to receive. *Amounts ending in 50 cents should be rounded to the next higher dollar figure/*

.425 (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11017, Welfare and Institutions Code.

Amend Section 44-352.411(b)(1) to read:

44-352 OVERPAYMENT RECOUPMENT (Continued)

44-352

.4 (Continued)

.41 Grant Adjustment:

.411 (Continued)

(b) Determine the required need allowance

(1) Multiply the Maximum Aid Payment plus any special needs for the ~~FBAU~~ by .90 and round the amount to the next lower ~~nearest~~ dollar, unless the overpayment was caused by agency error. If the overpayment was caused by agency error multiply the MAP plus any special needs for the ~~FBAU~~ by .95 and round to the next lower ~~nearest~~ dollar.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11017, Welfare and Institutions Code.

Correct Handbook Section 44-402.1 to read:

44-402 COMPUTATION OF A REDUCED INCOME SUPPLEMENTAL PAYMENT

44-402

.1 (Continued)

HANDBOOK BEGINS HERE

80% of MAP Level:  
~~July~~ August 1, 1989 ~~through June 30, 1990~~

Size of AU	80% of Maximum Aid Payment
1	\$2772
2	448
3	555
4	659
5	752
6	845
7	928
8	1012
9	1092
10 or more	1174

HANDBOOK ENDS HERE

.11 (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Section 11017, Welfare and Institutions Code.

APPLICATION PROCESSINGSAWS 1 at Restoration

With the repeal of MPP 40-121.21, a SAWS 1 must now be completed for former AFDC recipients requesting restoration of benefits. The requirements for statistical reporting of restoration actions have not changed.

Required Evidence

MPP 40-126.31 provides that the CWDs may require evidence necessary to establish current or past eligibility for AFDC, the amount of a current or past aid payment or information needed to allow delivery of an aid payment.

This means that, under certain circumstances, the CWD may deny an application for failure to provide information that does not affect current eligibility. It is expected that CWDs will not request information on the applicant's past circumstances without a good reason. When CWDs do request such information, the CWD must document the reasons for the request in the casefile.

EXAMPLE: Former recipient AU requests restoration. CWD reviews circumstances and finds information indicating that the Filing Unit may have had unreported income during the time they were on aid. The Filing Unit is otherwise currently eligible for AFDC.

The CWD requests information on the earned income from the past months. The Filing Unit refuses to provide this information. The CWD documents the reason for the request in the casefile and denies the application.

Notification of Required Evidence and Necessary Actions

As specified in MPP 40-126.32, the CWD must notify an applicant in writing of the specific evidence and actions needed for that specific Filing Unit to establish eligibility for AFDC. This notification must be provided to the applicant no later than the tenth calendar day after the date of application.

This requirement does not apply when the applicant's failure to attend an interview or the applicant's request for rescheduling of an interview prevents the CWD from providing the information.

Usually, this notification requirement is met by the CWD providing a request document showing what the Filing Unit must do to establish eligibility. The document itself or other casefile documentation must establish the date on which the requirement was

met. If the notification requirement does not apply, the casefile must show the reason why the requirement was not met. In cases in which the CWD notifies the Filing Unit and then must re-instruct the Filing Unit regarding cooperation requirements, only the first such notification must be within the timeframe.

EXAMPLE: A Filing Unit applies for AFDC on August 5. The CWD reviews the application on August 8 and provides a request document containing the specific actions that the Filing Unit must take to establish AFDC eligibility. On August 16, the Filing Unit provides further information on its circumstances and the CWD re-instructs the applicant regarding necessary evidence and actions. At that time, new requirements are introduced.

Since the first request for cooperation was made within the timeframe, the CWD met its responsibility.

#### CWD Assistance in Evidence-Gathering

MPP 40-126.33 provides that the CWD must assist the applicant in obtaining necessary evidence of eligibility from a third party when:

- o The applicant has made a "good faith" effort to obtain the evidence; and
- o The third party fails or refuses to provide the evidence.

A "good faith" effort means that the applicant has attempted to act within the limits of the applicant's capabilities and resources.

As part of this process, the CWD must pay some necessary fees charged by the third party. The CWD must meet the cost of obtaining any existing evidence or to obtain a compilation or summation of existing records. However, the CWD is not required to pay for actions needed to construct evidence that did not previously exist or meet the personal expenses of applicants in obtaining evidence.

EXAMPLE: A Filing Unit applies for AFDC. As part of the application process, the Filing Unit must supply evidence of the balance in their bank accounts.

The Filing Unit makes a "good faith" effort to obtain the necessary evidence regarding the bank account. However, the Filing Unit lacks the bank records and cannot afford to pay the fees the bank wants to provide the information or the cost to travel to the location of the bank. There is no other way to verify the information. The CWD must pay the bank fees on behalf of the Filing Unit but is not required to pay the Filing Unit's travel costs to the location of the bank.

### Cooperation and Denials

The CWD may not deny an application for failure to provide evidence of eligibility, including failure to undertake actions, except when one of the following exists:

- o The CWD has determined "failure to cooperate". "Failure to cooperate" is an assumed intent not to provide evidence or undertake necessary actions as shown by the absence of performance over time (MPP 40-126.341).

EXAMPLE: A Filing Unit applies for AFDC. The CWD requests cooperation from the Filing Unit regarding necessary elements of eligibility within the timeframe the CWD has established for such requests. The Filing Unit agrees to cooperate, but never re-contacts the CWD. Upon expiration of the timeframe, the CWD denies the application for "failure to cooperate".

- o The CWD has determined "refusal to cooperate". "Refusal to cooperate" is an active expression of an intent not to provide evidence or undertake necessary actions (MPP 40-126.344(a)).

EXAMPLE: A Filing Unit applies for AFDC. The CWD requests cooperation from the Filing Unit regarding necessary elements of eligibility within the timeframe the CWD has established for such requests. The Filing Unit tells the CWD that it will not cooperate. The CWD denies the application for "refusal to cooperate".

- o The CWD has determined that all available evidence has been obtained without eligibility resulting (MPP 40-171.221(b)).

EXAMPLE: A Filing Unit applies for AFDC. The CWD requests cooperation from the Filing Unit regarding necessary elements of eligibility within the timeframe the CWD has established for such requests. The Filing Unit tries to cooperate but cannot, but contacts the CWD to assure the CWD that the Filing Unit is attempting to cooperate. The CWD attempts to assist the Filing Unit in obtaining the evidence. After a time, the CWD determines that all reasonable evidence has been gathered without eligibility resulting. The CWD denies the application in accordance with MPP 40-171.221(b).

Re-opening Applications Denied for "Failure to Cooperate"

When an application is denied for "failure to cooperate" and the Filing Unit supplies all necessary evidence and completes all required actions by the end of the 30th calendar day after the date of the denial NOA, the CWD must rescind the denial and reopen and process the application. This includes situations in which some members of the Filing Unit are denied cash aid while aid is approved for others. If the 30th calendar day is not a CWD workday, the date is advanced to the next CWD workday. Processing is based on the original application date.

There is no "rescind and reopen" requirement for applications denied due to no completed JA 2 or other statement of facts form, no completed monthly report forms (including senior parent or sponsor report forms), no application interview, "refusal to cooperate" or applications denied based on MPP 40-171.221(b).

- EXAMPLES:
- 1) The CWD requests cooperation of a Filing Unit, which does not respond within the CWD cooperation timeframe. The CWD denies for "failure to cooperate". The Filing Unit supplies the missing evidence or undertakes the necessary action and notifies the CWD by the end of the 30th calendar day after the date of the denial NOA. All evidence is in and the Filing Unit is eligible. The CWD rescinds the denial, reopens the application and approves aid, using the original application date.
  - 2) The CWD requests cooperation of a Filing Unit, which does not respond within the CWD cooperation timeframe. The CWD denies for "failure to cooperate". The Filing Unit supplies the missing evidence or undertakes the necessary actions and notifies the CWD by the end of the 30th calendar day after the date of the denial NOA. All evidence is in, but the Filing Unit is ineligible. The CWD rescinds the denial, reopens the application and sends a new denial NOA based on the reasons for ineligibility.
  - 3) The CWD requests cooperation of a Filing Unit, which does not respond within the CWD cooperation timeframe. The CWD denies for "failure to cooperate". The Filing Unit supplies the missing evidence or undertakes the necessary actions and notifies the CWD by the end of the 30th calendar day after the date of the denial NOA. However, more information is now needed to process the case. The CWD must rescind the denial, re-open the application and give the Filing Unit a new chance to cooperate using the usual CWD cooperation timeframe.

### Case Review When a Former AFDC Recipient Reapplies

When a former recipient of AFDC reapplies within the calendar month after discontinuance, the CWD cannot require the Filing Unit to supply necessary evidence that the CWD already has (MPP 40-125.93). Usually, this requires that the CWD review the existing casefile.

When a former recipient applies for AFDC after the calendar month following the effective date of discontinuance, but within one year, and the Filing Unit cannot provide necessary evidence of eligibility for certain specified reasons, the CWD must review the existing case record in an attempt to locate the evidence.

- o The CWD need not review the existing casefile if it is unreasonable to expect that the CWD has the evidence because the condition verified by the evidence did not exist during the time period covered by the evidence in the casefile.
- o The CWD must review the existing casefile only when the Filing Unit is unable to provide the information for one of these reasons:
  - o The Filing Unit does not have easy access to the evidence.

A Filing Unit has "easy access" to the evidence when the evidence is in the Filing Unit's possession, located at the Filing Unit's residence or is in a location within the city in which the Filing Unit resides such that the Filing Unit can obtain the evidence within the CWD cooperation timeframe.

- o There is a cost associated with obtaining the evidence that the Filing Unit cannot meet.

A "cost" is a direct monetary expense to the Filing Unit.

- o The time needed to obtain the evidence would delay processing of the application.

The "time needed to obtain the evidence" results in a "delay" of processing when the time is in excess of the CWD cooperation timeframe.

ROUNDING

The changes in the rounding rule are summarized as follows:

- o As provided in the revised MPP 44-207.113, the amount of 185% of the MBSAC/Special Need (MBSAC/SN) amount for purposes of the gross income test is to be rounded down to the nearest dollar.

If a SN amount is used, round the result of 185% of the MBSAC/SN amount. If no SN amount is used, round the result of 185% of the MBSAC amount.

- EXAMPLES
- 1) A CWD is projecting gross income eligibility for an AU of three persons with no SN. The MBSAC for the AU is \$694. The result of 185% of this figure is \$1283.90, rounded down to \$1283.
  - 2) A CWD is projecting gross income eligibility for an AU of three persons with an Recurring Special Need (RSN) of \$15 monthly. The MBSAC for the AU is \$694. The result of 185% of the combined MBSAC/SN amount is \$1311.65, rounded down to \$1311.

- o As provided in the revised 44-315.4, each component of the final grant amount is to be rounded down to the nearest whole dollar. These components include the amount of net nonexempt income, the amount of RSN and the amount of nonrecurring special needs (NRSN).

- EXAMPLES
- 1) The CWD is computing the grant amount for an AU with net nonexempt income and an RSN. The amount of net nonexempt income is \$100.50, rounded down to \$100. The amount of RSN is \$25.60, rounded down to \$25.
  - 2) The CWD is computing the amount of a Temporary Shelter Homeless Assistance (TS) payment for an AU of five persons. A TS payment is a form of NRSN. The AU is eligible to \$37.50 daily. The CWD pays TS in payments that allow for three days' TS. The amount of each payment is \$112.50, rounded down to \$112.

- o As provided in the revised MPP 44-352.411(b)(1), the amount of 90% and 95% of the MAP amount, used for purposes of computing the allowable overpayment adjustment, is to be rounded down to the nearest dollar.

## EXAMPLES

- 1) A CWD is computing 90% of MAP for an AU of three persons. The MAP for the AU is \$694. The 90% figure is \$624.60, rounded down to 624.
- 2) A CWD is computing 95% of MAP for an AU of three persons. The MAP for the AU is \$694. The 95% figure is \$659.30, or \$659.

ATTACHMENT 4

## IMPORTANT INFORMATION FOR CASH AID APPLICANTS

- If you ask for Cash Aid within one month of the date it stopped, the County Welfare Department (CWD) must not ask for any proof you already gave UNLESS:
  - it is not in the case file, and
  - it is needed to figure your current aid.
- If you ask for Cash Aid within one year of the date it stopped, the CWD must look at your prior case file for proof needed to figure your Cash Aid when:
  - you can't get the proof, or

- there is a cost to you to get the proof, or
- your Cash Aid would be delayed because it would take too long for you to get the proof.

**Note:** If you ask for Cash Aid within one month or within one year of the date it stopped AND, if the CWD doesn't have your prior case file, then the CWD will not be able to find proof you already gave.

- If you have new changes since you last got Cash Aid, the CWD will need new proof.

## INFORMACION IMPORTANTE PARA SOLICITANTES DE ASISTENCIA MONETARIA

- Si pide asistencia monetaria antes que pase un mes a partir de la fecha en que paró, el Departamento de Bienestar del Condado (CWD) no tiene que pedirle pruebas que usted ya les dió A MENOS QUE:
  - no estén en el expediente del caso, y
  - se necesiten para calcular su asistencia monetaria actual.
- Si pide asistencia monetaria antes que pase un año a partir de la fecha en que paró, el CWD tiene que buscar en el expediente anterior del caso suyo, las pruebas necesarias para calcular su asistencia monetaria cuando:

- usted no pueda conseguir las pruebas, o
- le cueste a usted dinero conseguir las pruebas, o
- se retrasaría su asistencia monetaria, porque le tomaría demasiado tiempo a usted obtener las pruebas.

**Nota:** Si pide asistencia monetaria antes que pase un mes, o antes que pase un año a partir de la fecha en que paró Y, si el CWD no tiene el expediente de su caso anterior, entonces el CWD no podrá encontrar las pruebas que usted ya les dió.

- Si usted ha tenido cambios nuevos desde la última vez que recibió asistencia monetaria, el CWD necesitará pruebas nuevas.

## DỮ KIẾN QUAN TRỌNG CHO NHỮNG NGƯỜI XIN HƯỞNG TRỢ CẤP TIỀN MẶT

- Nếu quý vị hỏi xin Trợ Cấp Tiền Mặt trong vòng một tháng kể từ ngày trợ cấp này của quý vị bị ngưng, CWD (Ty Xã Hộ) sẽ không đòi hỏi được cung cấp bất kỳ một giấy tờ chứng từ nào mà quý vị đã có nộp cho Ty Xã Hộ, TRỪ KHI:
  - chứng từ đó hiện không có trong hồ sơ lưu, và
  - chứng từ đó cần có để chiết tính trợ cấp hiện tại của quý vị.
- Nếu quý vị hỏi xin Trợ Cấp Tiền Mặt trong vòng một năm kể từ ngày trợ cấp này của quý vị bị ngưng, CWD sẽ phải kiểm xem trong hồ sơ lưu trước đây của quý vị để tìm giấy tờ chứng từ cần có để chiết tính Trợ Cấp Tiền Mặt của quý vị khi:

- quý vị không thể tìm kiếm được giấy tờ chứng từ này, hoặc
- quý vị phải tốn kém phí tổn để có được chứng từ này, hoặc
- Trợ Cấp Tiền Mặt của quý vị sẽ bị chậm trễ bởi vì quý vị sẽ phải mất một thời gian khá lâu để tìm có được chứng từ này.

**Ghi chú:** Nếu quý vị hỏi xin Trợ Cấp Tiền Mặt trong vòng một tháng hoặc trong vòng một năm kể từ ngày trợ cấp này của quý vị bị ngưng VÀ, nếu CWD hiện không có hồ sơ lưu trước đây của quý vị, khi đó CWD sẽ không thể tìm được giấy tờ chứng từ mà quý vị đã nộp.

- Nếu có những sự thay đổi mới kể từ khi quý vị nhận lãnh Trợ Cấp Tiền Mặt lần chót, CWD sẽ cần có giấy tờ chứng từ mới.



ATTACHMENT 4

"Boilerplate" Language for CWD Documents Used to Request  
Cooperation from AFDC Applicants

CWDs must add the language below to any documents used to request that an AFDC applicant provide evidence or undertake actions necessary to determine eligibility.

A denial for "failure to cooperate" made based on a document to request cooperation that does not contain the following language is not a valid denial.

Here is the required language:

"If you try your best to get proof the county needs and you can't get it, the county must help you. If you have to pay money to someone else to get the proof, and you don't have the money, the county has to pay the money for you."

ATTACHMENT 5

ATTACHMENT 5

"Boilerplate" Language for Denial NOAs Involving "Failure to Cooperate"

CWDs must add the language below to any NOA used to deny an AFDC application, reapplication or request for restoration when the basis for denial is "failure to cooperate" and the "rescind and reopen" requirement applies to the failure to cooperate.

There is no "reopen" requirement for applications denied due to no completed JA 2 or other statement of facts form, no completed monthly report form (including senior parent and sponsor reports), no application interview, "refusal to cooperate" or applications denied based on MPP 40-171.221(b). Therefore, the "boilerplate" language should not be added to NOAs used to deny applications for such reasons.

- o Here is the required language when the entire Filing Unit is denied for "failure to cooperate":

"The County has denied your application because you didn't do what we asked. If you do what we asked and you give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application."

In the blank, enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy).

- o Here is the required language when one or more members of the Filing Unit have been denied for "failure to cooperate" but cash aid for one or more members of the Filing Unit has been approved:

"The County has denied your application for \_\_\_\_\_ because this person didn't do what we asked. If this person does what we asked and you give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application for this person."

In the top blank, enter the name of the person(s) denied for "failure to cooperate".

In the bottom blank, enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy).

New and Revised NOAs

Attached are reproducible copies of Turner approved Notice of Action language in English. Translations in Spanish and the four Indochinese languages will follow. The following new and revised NOAs are attached:

<u>Number</u>	<u>Title</u>
M40-157A1	Approve - Required Documentation - Incomplete Citizen/Alien Documentation (Revised)
M40-157A3	Deny - Required Documentation - Incomplete Citizen/Alien Documentation (Revised)
M40-171A	Deny - Application Processing - Failure to Cooperate (New)
M40-171B	Deny - Application Processing - Refusal to Cooperate (New)
M40-181C	Deny - Application Processing - No Completed Monthly Report at Restoration (Monthly Report, Senior Parent Monthly Report, Sponsor Monthly Report) (New)
M41-440H*	Deny - Deprivation, Federal AFDC-U - Failure to Work Register at EDD-JS (Revised)
M41-604B	Deny - Deprivation, State AFDC-U - Failure to Work Register at EDD-JS (Revised)
M41-606A	Deny - Deprivation, Technical Conditions - AFDC-U PE Apply for or Accept UIB (Revised)
M42-431A1	Approve - Required Documentation - No Proof of Eligible Alien Status (Revised)
M42-431A2	Change - Required Documentation - No Eligible Alien Status or No Proof of Eligible Alien Status (Revised)
M42-431A3	Deny - Required Documentation - No Proof of Eligible Alien Status (Revised)
M42-431A4	Disc - Required Documentation - No Eligible Alien Status or No Proof of Eligible Alien Status (Revised)
M42-431B1	Approve - Required Documentation - No Eligible Alien Status (New)
M42-431B2	Deny - Required Documentation - No Eligible Alien Status (New)

Obsolete NOA

The following NOA is obsolete due to the above changes:

<u>Number</u>	<u>Title</u>
M43-119B	Deny - Sponsored Alien - Sponsor's Failure to Report (replaced by M40-181C)

State of California  
Department of Social Services

Manual Msg. No.: M40-157A1, Page  
1 of 2  
Action : Approve  
Reason : Required  
Documentation  
Title : Incomplete  
Citizen/Alien  
Documentation

Auto ID Number : A707A  
Flow Chart No. :  
Source : SAVE, SB 623  
Regulations : 40-126.342, 40-157.3, WIC 11054, IRCA Section 121

Form Number : NA 200  
Effective Date : 03/01/89  
Revision Date : 05/31/91

MESSAGE: As of \_\_\_\_\_, the County has approved cash aid for some members of your family.

Your first day of cash aid is \_\_\_\_\_. Your first month's cash aid amount is \$\_\_\_\_\_.

This amount is based on the full monthly cash aid figured on this notice.

Aid has been denied for \_\_\_\_\_.

Here's why:

This person did not give us a completed declaration form to show that he/she is a citizen or alien. A person must be a citizen or eligible alien to get aid. The declaration form is the statement of facts form or the Statement of Citizenship/Alien Status form.

The County has denied your application for \_\_\_\_\_ because this person didn't do what we asked. If this person does what we asked and you give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application for this person.

State of California

Manual Msg. No.: M40-157A1, Page  
2 of 2

Department of Social Services

Action : Approve  
Reason : Required  
Documentation  
Title : Incomplete  
Citizen/Alien  
Documentation

Auto ID Number : A707A

Form Number : NA 200

Flow Chart No. :

Effective Date : 03/01/89

Source : SAVE, SB 623

Revision Date : 05/31/91

Regulations : 40-126.342, 40-157.3, WIC 11054, IRCA Section 121

INSTRUCTIONS: Use to approve cash aid for an Assistance Unit and deny aid for an optional member of the Filing Unit who is ineligible due to failure to complete a declaration of citizenship or alien status.

In the action line, show the effective date of the approval action (mm/dd/yy).

In the body of the message:

- o Enter the first day for which cash aid is to be paid (mm/dd/yy).
- o Enter the dollar amount of the first month's cash aid.
- o Enter the name of the person denied for incomplete citizen/alien documentation.
- o Enter the name of the person denied for incomplete citizen/alien documentation.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

Show the budget computation in the right hand column.

**This message replaces M40-157A1 (3/01/89).**

State of California  
Department of Social Services

Manual Msg. No.: M40-157A3  
Action : Deny  
Reason : Required  
Documentation  
Title : Incomplete  
Citizen/Alien  
Documentation

Auto ID Number : D0716A

Form Number : NA 290

Flow Chart No. :

Effective Date : 03/01/89

Source : SAVE, SB 623

Revision Date : 05/31/91

Regulations : 40-126.342, 40-157.3, WIC 11054, IRCA Section 121

MESSAGE: The County has denied you application for cash aid dated  
\_\_\_\_\_ .

Here's why:

You did not give us a completed declaration form to show that you and/or your family are citizens or aliens. A person must be a citizen or eligible alien to get aid. The declaration form is the statement of facts form or the Statement of Citizen/Alien Status form.

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny cash aid when the Filing Unit is ineligible due to failure to complete a declaration of citizenship or alien status.

In the action line, show the date of the cash aid application (mm/dd/yy).

In the body of the message, enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

**This message replaces M40-157A3 (3/01/89).**

State of California  
Department of Social Services

Manual Msg. No.: M40-171A  
Action : Deny  
Reason : Application Processing  
Title : Failure to Cooperate  
Form Number : NA 290  
Effective Date : 05/31/91, New  
Revision Date :  
Regulations : 40-126.342, 40-171.221(i), WIC 11054

Auto ID Number : D0302A

Flow Chart No. :

Source : SB 623

Regulations : 40-126.342, 40-171.221(i), WIC 11054

MESSAGE: The County has denied your application for cash aid dated \_\_\_\_\_ .

Here's why:

You must give us facts and proof we need and do the other things we need you to as best you can. You haven't \_\_\_\_\_ .

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny cash aid to a Filing Unit when the Unit has failed to cooperate in providing evidence or undertaking necessary actions.

In the action line, show the date of application for cash aid (mm/dd/yy).

In the body of the message:

- o Enter a description of what the Filing Unit has failed to do.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

State of California  
Department of Social Services

Manual Msg. No.: M40-171B  
Action : Deny  
Reason : Application Processing  
Title : Refusal to Cooperate  
Form Number : NA 290  
Effective Date : 05/31/91, New  
Revision Date :

Auto ID Number : D0312A  
Flow Chart No. :  
Source : SB 623  
Regulations : 40-171.221(j), WIC 11054

MESSAGE: The County has denied your application for cash aid dated  
\_\_\_\_\_ .

Here's why:

You must give us facts and proof we need and do the other things we need you to as best you can. You have told us in person or in writing that you won't \_\_\_\_\_ .

INSTRUCTIONS: Use to deny cash aid to a Filing Unit when the Unit has refused orally or in writing to cooperate in providing evidence or undertaking necessary actions.

In the action line, show the date of application for cash aid (mm/dd/yy).

In the body of the message, enter a description of what the Filing Unit has refused to do.

State of California

Manual Msg. No.: M40-181C, Page  
1 of 2

Department of Social Services

Action : Deny  
Reason : Application Processing  
Title : No Completed Monthly Report at Restoration (Monthly Report, Senior Parent Monthly Report, Sponsor Monthly Report)

Auto ID Number : D0313A, D0314A, D0315A

Flow Chart No. :  
Source : SB 623  
Regulations : 40-118, 40-125.92, 40-126.342, 40-128, 40-171.221(d), 40-181.241(i), 40-181.25

Form Number : NA 290  
Effective Date : 05/31/91, New  
Revision Date :

MESSAGE: The County has denied your application for cash aid dated

Here's why:

You have not given us the completed monthly report form we asked you for. You must give us a completed monthly report form because you applied for aid in the month after we stopped your aid. We can't figure your cash aid without it.

- [ ] You haven't given us a completed Monthly Eligibility Report form for the month of \_\_\_\_\_ .
- [ ] When you are a minor parent living in the home of your parent, you must give us a completed Senior Parent monthly report form about your parent. You haven't given us a completed Senior Parent monthly report form for the month of \_\_\_\_\_ .
- [ ] When you are a sponsored alien, you must give us a completed Sponsor monthly report form about your sponsor and your sponsor's spouse, if any. You haven't given us a completed Sponsor monthly report form for the month of \_\_\_\_\_ .

State of California  
Department of Social Services

Manual Msg. No.: M40-181C, Page  
2 of 2  
Action : Deny  
Reason : Application  
Processing  
Title : No Completed  
Monthly Report  
at Restoration  
(Monthly  
Report, Senior  
Parent Monthly  
Report, Sponsor  
Monthly Report)

Auto ID Number : D0313A, D0314A, D0315A

Flow Chart No. :  
Source : SB 623  
Regulations : 40-118, 40-125.92, 40-126.342, 40-128, 40-171.221(d),  
40-181.241(i), 40-181.25

Form Number : NA 290  
Effective Date : 05/31/91, New  
Revision Date :

INSTRUCTIONS: Use to deny cash aid to a Filing Unit when the applicant has failed to complete a monthly report form when aid is requested within the calendar month following discontinuance and the report form is needed to determine eligibility or grant amount.

In the action line, show the date of application for cash aid (mm/dd/yy).

In the body of the message:

- o If the denial involves failure to complete the basic monthly report form, check the first checkbox and enter the calendar month the report covers.
- o If the denial involves failure to complete the Senior Parent monthly report form, check the second checkbox and enter the calendar month the report covers.
- o If the denial involves failure to complete the Sponsor monthly report form, check the third checkbox and enter the calendar month the report covers.

State of California  
Department of Social Services

Manual Msg. No.: M41-440H\*  
Action : Deny  
Reason : Deprivation,  
Federal AFDC-U  
Title : Failure to Work  
Register at  
EDD-JS

Auto ID Number : D0504A  
Flow Chart No. :  
Source : SAWS, SB 623  
Regulations : 40-126.342, 40-169.2, 41-440.1(c), 41-440.23, 42-625.2

Form Number : NA 290  
Effective Date : 04/01/87  
Revision Date : 05/31/91

MESSAGE: The County has denied your application for cash aid dated \_\_\_\_\_.

Here's why:

The principal earner in your family has not registered with EDD-JS.

The principal earner is the parent who has earned the most money in the 24 months before your application for the Federal AFDC Unemployed Parent program.

The principal earner in your family is \_\_\_\_\_.

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny Federal AFDC-U when the principal earner is exempt from GAIN registration due to remoteness and fails or refuses to register with EDD-JS.

In the action line, show the date of application for cash aid (mm/dd/yy).

In the body of the message:

- o Enter the name of the principal earner.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

**This message replaces M41-440H\* (4/01/87).**

State of California  
Department of Social Services

Manual Msg. No.: M41-604B  
Action : Deny  
Reason : Deprivation,  
State AFDC-U  
Title : Failure to Work  
Register at  
EDD-JS

Auto ID Number : D0510A  
Flow Chart No. :  
Source : SAWS, SB 623  
Regulations : 40-126.342, 40-169.2, 41-602.6, 41-604.1, 41-604.4

Form Number : NA 290  
Effective Date : 05/28/88  
Revision Date : 05/31/91

MESSAGE: The County has denied your application for cash aid dated \_\_\_\_\_.

Here's why:

The principal earner in your family has not registered with EDD-JS.

The principal earner is the parent selected by you or, if you can't decide, by the County.

The principal earner in your family is \_\_\_\_\_.

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny State-only AFDC-U when the principal earner is not exempt from work registration and has refused to register with EDD-JS.

In the action line, show the date of the cash aid application (mm/dd/yy).

In the body of the message:

- o Enter the name of the principal earner.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

This message replaces M41-604B (5/28/88).

State of California  
Department of Social Services

Manual Msg. No.: M41-606A  
Action : Deny  
Reason : Deprivation,  
Technical  
Conditions  
Title : AFDC-U PE  
Apply for or  
Accept UIB

Auto ID Number : D0503A

Form Number : NA 290

Flow Chart No. :

Effective Date : 05/28/88

Source : SAWS, WRL, SB 623

Revision Date : 05/31/91

Regulations : 40-126.342, 41-606.1, 41-606.2, WIC 11054

MESSAGE: The County has denied your application for cash aid dated  
\_\_\_\_\_.

Here's why:

The County determined that the principal earner in your family could get Unemployment Insurance Benefits (UIB). When a principal earner can get UIB, he/she must apply for UIB, take any UIB that is available and/or do what EDD asks so that he/she can keep getting UIB. The principal earner in your family didn't do this.

The principal earner in your family is \_\_\_\_\_.

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny State-only AFDC-U when the principal earner does not apply for, accept and/or meet all conditions of eligibility for any UIB to which EDD determines he or she may be eligible.

In the action line, show the date of the cash aid application (mm/dd/yy).

In the body of the message:

- o Enter the name of the principal earner.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

This message replaces M41-606A (5/28/88).

State of California  
Department of Social Services

Manual Msg. No.: M42-431A1, Page  
1 of 2

Action : Approve  
Reason : Required  
Documentation  
Title : No Proof of  
Eligible Alien  
Status

Auto ID Number : A0703A  
Flow Chart No. :  
Source : SAVE, SB 623  
Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

Form Number : NA 200  
Effective Date : 03/01/89  
Revision Date : 05/31/91

MESSAGE: As of \_\_\_\_\_, the County has approved cash aid for some members of your family.

Your first day of cash aid is \_\_\_\_\_. Your first month's cash aid amount is \$\_\_\_\_\_.

This amount is based on the full monthly cash aid figured on this notice. Aid has been denied for \_\_\_\_\_.

Here's why:

You didn't give us proof of this person's alien status. You must be a citizen or eligible alien to get aid.

The County has denied your application for \_\_\_\_\_ because this person didn't do what we asked. If this person does what we asked and you give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application for this person.

State of California  
Department of Social Services

Manual Msg. No.: M42-431A1, Page  
2 of 2  
Action : Approve  
Reason : Required  
Documentation  
Title : No Proof of  
Eligible Alien  
Status

Auto ID Number : A0703A  
Flow Chart No. :  
Source : SAVE, SB 623  
Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121  
Form Number : NA 200  
Effective Date : 03/01/89  
Revision Date : 05/31/91

INSTRUCTIONS: Use to approve cash aid for an Assistance Unit when a member of the Filing Unit lacks proof of eligible alien status.

In the action line, show the effective date of the approval action (mm/dd/yy).

In the body of the message:

- o Enter the date of the first day of cash aid payment (mm/dd/yy).
- o Enter the dollar amount of the first month's cash aid payment.
- o Enter the name of the Filing Unit member denied because they lack proof of eligible alien status.
- o Enter the name of the Filing Unit member denied because they lack proof of eligible alien status.
- o Enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

Show the budget computation in the right hand column.

**This message replaces the "no proof" provisions of M42-431A1 (3/01/89).**

State of California  
Department of Social Services

Manual Msg. No.: M42-431A2, Page  
1 of 2  
Action : Change  
Reason : Required  
Documentation  
Title : No Eligible  
Alien Status or  
No Proof of  
Eligible Alien  
Status

Auto ID Number : C0710A, C0711A, C0712A, C0713A  
Form Number : NA 200  
Flow Chart No. : Effective Date : 03/01/89  
Source : SAVE Revision Date : 05/31/91  
Regulations : 42-431.2, 42-433.3, WIC 11054, IRCA Section 121

MESSAGE: As of \_\_\_\_\_, the County is changing your cash aid from  
\$ \_\_\_\_\_ to \$ \_\_\_\_\_ .

Here's why:

We're stopping cash aid for \_\_\_\_\_ .

- [ ] You must be a citizen or eligible alien to get aid. This person is not an eligible alien because \_\_\_\_\_ .
- [ ] You didn't give us proof of this person's alien status. You must be a citizen or eligible alien to get aid.

State of California

Manual Msg. No.: M42-431A2, Page  
2 of 2

Department of Social Services

Action : Change  
Reason : Required  
Documentation  
Title : No Eligible  
Alien Status or  
No Proof of  
Eligible Alien  
Status

Auto ID Number : C0710A, C0711A, C0712A, C0713A

Form Number : NA 200

Flow Chart No. :

Effective Date : 03/01/89

Source : SAVE

Revision Date : 05/31/91

Regulations : 42-431.2, 42-433.3, WIC 11054, IRCA Section 121

INSTRUCTIONS: Use to change cash aid for an Assistance Unit when aid will be stopped for a member of the Assistance Unit who either lacks eligible alien status or who lacks proof of eligible alien status.

In the action line, show:

- o The effective date of the change in cash aid (mm/dd/yy).
- o The dollar amount of the monthly grant before the change.
- o The dollar amount of the monthly grant after the change.

In the body of the message:

- o Enter the name of the member of the Assistance Unit whose aid is being stopped.
- o If the reason for aid being stopped is because the persons lacks eligible alien status, check the first checkbox and enter a description of the reason why the person lacks eligible alien status.
- o If the reason for aid being stopped is because the person lacks proof of eligible alien status, check the second checkbox.

Show the budget computation in the right hand column.

**This message replaces M42-431A2 (3/01/89).**

State of California  
Department of Social Services

Manual Msg. No.: M42-431A3  
Action : Deny  
Reason : Required  
Documentation  
Title : No Proof of  
Eligible Alien  
Status

Auto ID Number : D0711A, D0712A, D0713A, D0714A

Flow Chart No. :

Form Number : NA 290

Source : SAVE, SB 623

Effective Date : 03/01/89

Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

Revision Date : 05/31/91

MESSAGE: The County has denied your application for cash aid dated  
\_\_\_\_\_ .

Here's why:

You didn't give us proof of your alien status. You must be a citizen or eligible alien to get aid.

The County has denied your application because you didn't do what we asked. If you do what we asked and give us all the proof and facts we need before \_\_\_\_\_, we will take another look at your application.

INSTRUCTIONS: Use to deny an application for a Filing Unit when all members of the Filing Unit lack proof of eligible alien status.

In the action line, show the date of the cash aid application (mm/dd/yy).

In the body of the message, enter the date representing the 30th calendar day after the date of the denial NOA (mm/dd/yy). When this day is not a CWD workday, enter the date of the next CWD workday.

This message replaces the "no proof" provisions of M42-431A3 (3/01/89).

State of California  
Department of Social Services

Manual Msg. No.: M42-431A4  
Action : Disc  
Reason : Required  
Documentation  
Title : No Eligible  
Alien Status or  
No Proof of  
Eligible Alien  
Status

Auto ID Number : E0710A, E0711A, E0712A  
Form Number : NA 290  
Flow Chart No. :  
Source : SAVE  
Regulations : 42-431.2, 42-433.3, WIC 11054, IRCA Section 121  
Effective Date : 03/01/89  
Revision Date : 05/31/91

MESSAGE: As of \_\_\_\_\_, the County is stopping your cash aid.

Here's why:

- You must be a citizen or eligible alien to get aid. You are not an eligible alien because \_\_\_\_\_.
- You didn't give us proof of this person's alien status. You must be a citizen or eligible alien to get aid.

INSTRUCTIONS: Use to discontinue cash aid for an Assistance Unit when all Assistance Unit members either lack eligible alien status or lack proof of eligible alien status.

In the action line, show the effective date of the discontinuance action (mm/dd/yy).

In the body of the message:

- o If the reason for aid being stopped is because the persons lacks eligible alien status, check the first checkbox and enter a description of the reason why the person lacks eligible alien status.
- o If the reason for aid being stopped is because the person lacks proof of eligible alien status, check the second checkbox.

**This message replaces M42-431A4 (3/01/89).**

State of California  
Department of Social Services

Manual Msg. No.: M42-431B1  
Action : Approve  
Reason : Required  
Documentation  
Title : No Eligible  
Alien Status  
Form Number : NA 200  
Effective Date : 05/31/91, New  
Revision Date :  
Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

Auto ID Number : A0705A, A0706A  
Flow Chart No. :  
Source : SAVE, SB 623  
Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

MESSAGE: As of \_\_\_\_\_, the County has approved cash aid for some members of your family.

Your first day of cash aid is \_\_\_\_\_. Your first month's cash aid amount is \$\_\_\_\_\_.

This amount is based on the full monthly cash aid figured on this notice. Aid has been denied for \_\_\_\_\_.

Here's why:

You must be a citizen or eligible alien to get aid. This person is not an eligible alien because \_\_\_\_\_.

INSTRUCTIONS: Use to approve cash aid for an Assistance Unit when a member of the Filing Unit lacks eligible alien status.

In the action line, show the effective date of the approval action (mm/dd/yy).

In the body of the message:

- o Enter the date of the first day of cash aid payment (mm/dd/yy).
- o Enter the dollar amount of the first month's cash aid payment.
- o Enter the name of the Filing Unit member denied for lack of eligible alien status.
- o Enter a description of the reason why the person lacks eligible alien status.

Show the budget computation in the right hand column.

This message replaces the "no eligible alien status" provisions of M42-431A1 (3/01/89).

State of California  
Department of Social Services

Manual Msg. No.: M42-431B2  
Action : Deny  
Reason : Required  
Documentation  
Title : No Eligible  
Alien Status  
Form Number : NA 290  
Effective Date : 03/01/89  
Revision Date : 05/31/91  
Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

Auto ID Number : D0715A

Flow Chart No. :

Source : SAVE, SB 623

Regulations : 40-126.342, 42-431.2, 42-433.3, WIC 11054, IRCA Section  
121

MESSAGE: The County has denied your application for cash aid dated  
\_\_\_\_\_ .

Here's why:

You must be a citizen or eligible alien to get aid. You are not an  
eligible alien because \_\_\_\_\_ .

INSTRUCTIONS: Use to deny an application for a Filing Unit when all  
members of the Filing Unit are not eligible aliens.

In the action line, show the date of the cash aid application  
(mm/dd/yy).

In the body of the message, enter a description of the reason why the  
Filing Unit members are not eligible aliens.

**This message replaces the "no eligible alien status" provisions  
of M42-431A3 (3/01/89).**