

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 22, 1999

ALL-COUNTY LETTER NO. 99-04

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: FORM CA 812 – QUARTERLY REPORT OF OVERPAYMENT AND
COLLECTIONS (CalWORKs)

The purpose of this letter is to transmit the revised CA 812. The revision affects the following sections:

1. A separate column for active and closed cases is no longer required. Active and closed cases have been combined, eliminating two columns.
2. Section 7 has changed in several respects. Data collection for Discontinued and Reopened Claims has been eliminated. Claims and Dollars transferred to other counties have been added to the report. Section 7 has been reduced from 5 to 4 lines.
3. At the bottom of the report, a certification statement has been added to eliminate the need to annually complete requests for “certification of accuracy” as required by federal law.

Implementation of these changes is effective with the March, 1999 quarterly report. This report is due by the 8th day of the month following the report quarter: The first report on this form is due April 8, 1999. A copy of the revised CA 812 with instructions is enclosed for your use. Counties should make additional copies as needed. Please mail the report to:

California Department of Social Services
Data Operations Branch, M.S. 19-81
P. O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 322-9254

Page Two

If you have any questions regarding completion of the CA 812, please contact Mary Clark, Data Systems and Survey Design Bureau at (916) 445-6828. Questions regarding overpayment collections should be directed to Judy Miller, Fraud Bureau at (916) 322-6527.

***Original Document Signed By
Bruce Wagstaff on 1/15/99***
BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosure

c: CWDA

Quarterly Report of Overpayments and Collections - CalWORKs

Send one copy of this report to:
 California Department of Social Services
 Data Operations Branch - M.S. 19-81
 P. O. Box 944243
 Sacramento, CA 94244-2430
 FAX (916) 322-9254

County	Quarter Ending: (Month/Year)	
Description	Claims (1)	Amount (2)
1. BALANCE OF OVERPAYMENTS AT THE BEGINNING OF THE QUARTER (Ending Balance Last Quarter or Explain)		\$
2. TOTAL OVERPAYMENTS IDENTIFIED DURING QUARTER		\$
3. REDUCTION OF ASSISTANCE PAYMENTS		
a. Claims and amounts of grant reduction		\$
b. Balancing overpayment vs. underpayment		\$
c. TOTAL REDUCTION OF ASSISTANCE PAYMENTS.....		\$
4. CASH COLLECTIONS		
a. Cash collections		\$
b. Tax intercept collections		\$
c. TOTAL CASH COLLECTIONS.....		\$
5. OVERPAYMENTS FOR WHICH COLLECTION WILL NOT BE PURSUED		\$
6. OVERPAYMENTS FULLY RECOVERED		
7. BALANCE AT THE END OF THE QUARTER.....		\$
a. Claims/dollars transferred from other counties		\$
b. Claims/dollars transferred to other counties		\$
c. Other adjustments (plus or minus).....		\$
d. NET BALANCE AT THE END OF THE QUARTER.....		\$

COMMENTS:

I certify that the above information is true and correct to the best of my knowledge.

Report prepared by:	Telephone ()
Title:	Date

INSTRUCTIONS
QUARTERLY REPORT OF OVERPAYMENTS
AND COLLECTIONS - CalWORKs

GENERAL INSTRUCTIONS

This report is used by the California Department of Social Services Fraud Bureau, Recovery and Overpayment Collections Unit, to track county collections activity and to determine funding levels resulting from the CalWORKs Fraud Incentive. The report is to be submitted within 8 days after the end of the quarter.

DEFINITIONS

1. **Claims:**
Individual claims (overpayments) are counted (i.e., if more than one claim exists on a CalWORKs case, each claim is counted). For Sections 3 and 4, since collection can only be made on one claim at a time, count one claim for each collection. If collection is made by any of the methods indicated on Lines 3a, 3b, 4a or 4b, count a claim and enter the amount on the appropriate line. When an overpayment is being collected from two cases (i.e., individuals from the original claim are now in different CalWORKs cases), count these as two claims in Sections 3 and 4.
2. **Amounts:**
These are the dollar amounts for the corresponding cases on each line.
3. **Comments:**
Use this space to explain any adjustments from last quarter's balance to the beginning balance on current quarter.
4. **County Source:**
Where appropriate, note on the line provided in these instructions, your county's source documents for each data item. This will assist the county employee responsible for form preparation and will help ensure accuracy and continuity in completing this report.

LINE-BY-LINE INSTRUCTIONS

General: Enter county name and quarter/year at the top of the report. Enter name of person preparing report, title, phone number, and date at the bottom. If there is nothing to report on an item, enter "0"; do not leave any item blank.

Line 1:

Enter the number of claims and dollar amounts shown as the ending balance (7d) from the previous report. If this figure differs from last quarter's ending balance, use comments section to explain.

Line 2:

Enter the number of claims and dollar amounts for overpayments (claims) identified during the quarter. Newly identified overpayments to claims included on Line 1 will be included on Line 2. Claims entered on Line 2 do not include cases that are transferred from another county. These should be entered on Line 7a.

County Source: _____

Line 3a:

Enter the number of claims and dollar amounts collected by reduction of the CalWORKs grant during the quarter. If your records show a grant reduction on a CalWORKs case for more than one month in the quarter, count this as one claim.

County Source: _____

Line 3b:

Enter the number of claims and dollar amounts collected by balancing underpayments against the existing overpayments. The full amount of the underpayment that is applied against the overpayment balance is reported as a collection in Column 2.

County Source: _____

Line 3c:

Enter the sum of lines 3a and 3b for each column.

INSTRUCTIONS
QUARTERLY REPORT OF OVERPAYMENTS
AND COLLECTIONS - CalWORKs

Line 4a:

Enter the number of claims and dollar amounts for which recovery was obtained through cash collections during the quarter. Claims for which collections were made during the quarter for both grant reduction and cash collection should be counted on Lines 3a and 4a, respectively. The amounts in this line item do not include Tax Intercept Collections.

County Source: _____

Line 4b:

Enter the number of claims and dollar amounts collected from Tax Intercept during the quarter.

County Source: _____

Line 4c:

Enter the sum of lines 4a and 4b for each column.

Line 5:

Enter the number of claims and dollar amounts for closed cases determined during the quarter to be uncollectable according to state regulations (MPP 44-350.16) and county policy. Although these are "written off" and will be subtracted from the balance, the county must maintain information on these claims to facilitate collection if circumstances change.

County Source: _____

Line 6:

Enter the number of claims for which overpayments have been fully recovered.

County Source: _____

Line 7 (Claims):

Compute the end of quarter Claims balance for Column (1).
Formula: Line 7 = Line 1 plus Line 2, minus Line 5, minus Line 6.

Note: While dollar amounts collected are deducted from the balance, claims being collected are not deducted until fully repaid; i.e., claims in Sections 3 and 4 are not included in this computation.

Line 7 (Amount):

Compute the end of quarter Amount balance for Column (2).
Formula: Line 7 = Line 1 plus Line 2, minus Line 3c, minus Line 4c, minus Line 5.

Line 7a:

Enter the number of claims and dollar amounts for cases transferred into your county from another county. These are not counted in Line 2 as new claims because they have already been established as an overpayment in another county.

County Source: _____

Line 7b:

Enter the number of claims and dollar amounts for cases transferred out of your county to another county. Do this only after overpayment information has been forwarded to the new county and that county has confirmed that collection has been initiated. Overpayment records must be maintained in case the recipient returns to your county.

County Source: _____

Line 7c:

Enter any other adjustments (plus or minus). These adjustments must be explained in the "Comments" section or on a separate page. These include changes made to correct errors or to comply with court orders, etc.

County Source: _____

INSTRUCTIONS
QUARTERLY REPORT OF OVERPAYMENTS
AND COLLECTIONS - CalWORKs

Line 7d:

Enter the net balance for the quarter. These figures will be used for Line 1 on the next quarter's report.

Formula: Line 7d = Line 7 plus 7a, minus 7b, plus 7c. (7c may be a positive or negative number.)

County Source: _____