

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 29, 1999

ALL-COUNTY LETTER NO. 99-33

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

SUBJECT: REVISION OF THE CalWORKs CASH GRANT CASELOAD MOVEMENT AND EXPENDITURES REPORT (CA 237 CalWORKs)

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) I-08-99

This letter transmits the revised CalWORKs Cash Grant Caseload Movement and Expenditures Report (CA 237 CalWORKs, formerly the CA 237 FG/U) and the corresponding instructions and definitions, including questions and answers pertaining to reporting. The purpose of the CA 237 CalWORKs is to collect caseload and expenditure data on CalWORKs applicants and recipients.

The CA 237 CalWORKs has a number of significant changes.

- 1) The FG and U caseload counts include subdivisions for 1-Aided Adult, 2-or more Aided Adults and Zero-Aided Adults.
- 2) A new section for State-only caseload counts and expenditures has been added.
- 3) A count of applications denied due to receipt of diversion has been added.
- 4) The sections on Special Information and Quarterly Information on the processing of applications have been deleted.

Some of these changes generated questions from county advisory committees, and the attached questions and answers address those issues.

In order to provide counties with sufficient time to make necessary program changes to existing data collection systems, the implementation date for the revised report is July 1, 1999.

As you are aware, the federal government has recently released the TANF Final Rule regulations. It should be noted that our initial review of these regulations reveals no significant impact on this revised CalWORKs report at this time. However, a thorough analysis of the regulations may reveal the need for revision. If changes are indicated, counties will be appropriately notified and a revised report will be developed.

As mentioned in ACIN I-08-99, this revised form will serve as a pilot vehicle for electronic transmission of completed data reports between the counties and the Data Operations Branch (DOB). Electronic transmission of data has many advantages, including reduced work for support staff and automatic calculation of some cell values. Alternate submission via paper will continue as an option, at least for the time being.

The electronic version of the form is now being tested by DOB and will be field tested by representative counties during May 1999. To utilize the electronic option, users will need to have Microsoft Office 97, a CD-ROM, and e-mail capability. An ACIN containing detailed information and instructions about electronic submission will be released in June 1999.

Enclosed are the two-page CA 237 CalWORKs form, instructions (four pages), definitions (two pages), and a questions and answers document. The form, instructions and definitions are copied back-to-back. This report is due 18 calendar days after the report month. Therefore, the first revised report (July 1999 report month) is due on or before **August 18, 1999**. If counties do not use the electronic submission process, paper copies of the reports should be sent to:

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

If you have questions regarding completion of the CA 237 CalWORKs form, please contact Joyce Miyagi of the Data Systems and Survey Design Bureau at (916) 445-6757. Program related questions should be directed to your CalWORKs Eligibility analyst at (916) 654-1322. Questions about the alternative completion methods can be addressed to Nguyet Nguyen, Reports Unit, at (916) 445-6921. As mentioned before, complete information on electronic reporting will follow in a June ACIN.

Sincerely,

**Original Document Signed By
M. S. Howland on 4/29/99**

M. S. HOWLAND, Deputy Director
Program Planning and Performance Division

Enclosures

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

**California Work Opportunity and Responsibility
 To Kids (CalWORKs) Cash Grant Caseload
 Movement and Expenditures Report**

1. County	2. County Code	3. Report Month/Year
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PART A. APPLICATIONS FOR AID & REQUESTS FOR RESTORATION

1. Pending from last month (item 5 last month or explain in PART F.).....	4
a. Inventory adjustment (explain in PART F.).....	5
2. Number of applications received during the month (sum of a + b below).....	6
a. Applications.....	7
b. Requests for restoration.....	8
3. Total during the month (sum of 1 + 2 above)	9
4. Disposed of during month (sum of a, b and c, below).....	10
a. Approved (equals sum of items 7a. and 7b. (both columns)).....	11
b. Denied.....	12
(1) Denied due to receipt of Diversion payment(s) or services.....	13
c. Other dispositions (cancellations and withdrawals).....	14
5. Number of applications/requests pending at the end of the month (item 3 - item 4).....	15

PART B. CASELOAD (ALL)

CASES ADDED	FAMILY GROUP (FG)			UNEMPLOYED (U)		
6. Brought forward from last month (item 12 last month or explain in PART F.).....	16			17		
a. Inventory adjustment (explain in PART F.).....	18			19		
7. Cases added during the month (sum of a through d, below).....	20			21		
a. Applications approved.....	22			23		
b. Restorations approved.....	24			25		
c. Transfers from other counties.....	26			27		
d. Other approvals (appeal cases, CA 7s, etc.).....	28			29		

CASELOAD

	1 Aided Adult (1)	2 or more Aided Adults (2)	Zero Aided Adults (3)	1 Aided Adult (4)	2 or more Aided Adults (5)	Zero Aided Adults (6)
8. Cases open during month (sum of a + b, below (all columns)).....	30	31	32	33	34	35
a. Cases receiving cash grant (\$10 or more).....	36	37	38	39	40	41
(1) Children in Item 8a cases.....	42	43	44	45	46	47
(2) Adults in Item 8a cases.....	48	49	50	51	52	53
(3) Total persons (sum of 8a(1) and 8a(2) above).....	54	55	56	57	58	59
b. Other cases (zero grant cases, less than \$10. cases, etc.).....	60	61	62	63	64	65
(1) Children in Item 8b cases.....	66	67	68	69	70	71
(2) Adults in Item 8b cases.....	72	73	74	75	76	77
(3) Total persons (sum of 8b(1) and 8b(2) above).....	78	79	80	81	82	83
9. Total cases open during the month (sum of Item 8. Columns 1-3 for FG and 4-6 for U).....	84			85		

CASE EXITS

10. Total cases discontinued from FG or U during the month.....	86			87		
11. Total cases changing status during the month.....	88			89		
a. Number of cases transferring from FG to U.....	90			91		
b. Number of cases transferring from U to FG.....	92			93		
12. Carried forward to next month (items 9 - 10 - 11 + (11a or 11b))....	94			95		

PART C. NET EXPENDITURES (ALL)

	FAMILY GROUP (FG)	UNEMPLOYED (U)	TOTAL
13. Total net expenditures (minus item 13a FG and U below).....	96	97	98
a. Total child support collections.....	99	100	101

PART D. STATE-ONLY CASELOAD	FAMILY GROUP (FG)			UNEMPLOYED (U)		
	1 Aided Adult (1)	2 or more Aided Adults (2)	Zero Aided Adults (3)	1 Aided Adult (4)	2 or more Aided Adults (5)	Zero Aided Adults (6)
STATE-ONLY CASELOAD						
14. Cases open during month (sum of a + b, below (all columns)).....	102	103	104	105	106	107
a. Cases receiving cash grant.....	108	109	110	111	112	113
(1) Children in Item 14a cases.....	114	115	116	117	118	119
(2) Adults in Item 14a cases.....	120	121	122	123	124	125
(3) Total persons (sum of 14a(1) and 14a(2) above).....	126	127	128	129	130	131
b. Other cases (zero grant cases, less than \$10. cases, etc.).....	132	133	134	135	136	137
(1) Children in Item 14b cases.....	138	139	140	141	142	143
(2) Adults in Item 14b cases.....	144	145	146	147	148	149
(3) Total persons (sum of 14b(1) and 14b(2) above).....	150	151	152	153	154	155
PART E. NET EXPENDITURES (STATE-ONLY)	FAMILY GROUP (FG)			UNEMPLOYED (U)		TOTAL
15. Total net expenditures (minus item 15a FG and U below).....	156		157		158	
a. Total child support collections.....	159		160		161	
PART F. TO BE USED ONLY UPON INSTRUCTIONS FROM CALIFORNIA DEPARTMENT OF SOCIAL SERVICES						

162

163. Report prepared by	164. Telephone ()	165. Date
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**Caseload Movement and Expenditures Report for the California Work Opportunity
and Responsibility to Kids (CalWORKs) Program: Form CA 237 CalWORKs (7/99)**

GENERAL INFORMATION

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. Counties shall report the status of a case at the end of the report month: the number of individuals who received a cash grant, the net amount of all cash grant assistance paid during the report month, and a count of individuals who opt for the diversion program in lieu of aid. 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. This report is due on or before the 18th calendar day of the month following the report month. When data is unavailable, or has not been reconciled, transmit a report by the due date containing all available information and indicate in Part F when the department can expect to receive the final report. Missing data should be sent as soon as possible so that timely submission of quarterly reports to the federal government is not jeopardized. Send reports to:

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

LINE ITEM INSTRUCTIONS

Fill in the information requested at the top and bottom of the report form (county, county code, report month and year, name, telephone number, and date) and enter the figures required for each item. If there is nothing to report on an item, enter "0"; do not leave any 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. If it is not, complete 1a.
- 1a. Inventory adjustment: Enter the *net* adjustment number (either plus or minus) and explain in PART F (or attach another sheet of paper) with the precise reason(s) for the change.
2. Total 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 of the same category of aid in the same county within the last 12 months.
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 a cash grant. This item should equal sum of Items 7a. and 7b.
- 4b. Denied: Enter the number of applications and restoration requests denied. *This number must agree with the number entered on the "total denials of cash grant" line, PART A, on the ABCD 255 (4/93), Reasons for Denials and Other Nonapprovals 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 **Line 11c. on the ABCD 255(4/93), 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.
5. 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 federal and State-Only cases and individuals eligible to or receiving a cash grant during the report month.

CASES ADDED

6. Cases brought forward from last month: Enter the number of cases brought forward from the previous month. If not the same figure as entered in Item 12 of the previous month's report, complete Item 6a.
- 6a. Inventory adjustment: Enter the net adjustment number (either plus or minus) and explain in PART F (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: Enter in the appropriate column the number of restoration requests approved. The sum of items 7a. and 7b. 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. See "Definitions" for case movements between CalWORKs and Foster Care.
 - 7d. Other approvals: Enter the number of cases approved for reasons other than Items 7a. through 7c., i.e., appeal cases, cases erroneously denied or discontinued, or CA 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. Total 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. Columns (1), (2), and (3) and 8b Columns (4), (5), and (6) should equal Item 8.
- 8a. Cases receiving a cash grant (\$10 or more): Enter in the appropriate columns the number of cases receiving a cash grant of \$10 or more 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, excluding counts from previous months. 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. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs; the FC payment is shown on the CA 237 FC.

- 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, excluding counts from previous months.
- 8a.(3) Total persons: Enter the sum of Items 8a.(1) and 8a.(2) for all columns.
- 8b. Other cases: (Not receiving a cash grant – see Definitions): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month.
- 8b.(1) Children in Item 8b. cases: Enter in the appropriate columns the number of children who received aid for the current month only, excluding counts from previous months. (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 received aid for the current month only, excluding counts from previous months.
- 8b.(3) Total persons: Enter the sum of Items 8b.(1) and 8b.(2) for all columns.
9. Total cases open during the month: Enter the sum of Item 8, Columns (1), (2), and (3) for FG and the sum of Item 8, Columns (4), (5), and (6) for U. The FG column should equal the sum of Item 6 plus Item 7, FG column. The U column should equal the sum of Item 6 plus Item 7, U column.

CASE EXITS

10. Total cases discontinued from FG or U during the month: Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. Also include cases (AUs) terminated and combined with other cases or cases transferred to another county. *This number must agree with the total cases discontinued on Form ABCD 253, Reasons for Discontinuance of Cash Grant report (10/90).*
11. Total cases changing status during the month: Enter in the appropriate column the number of cases which left the FG or U segment as of the end of the month. (Reference instructions below for Item 11a. or 11b.)
- 11a. Number of cases transferring from FG to U: Enter the number of cases which left the FG segment and will be moved to the U segment as of the beginning of the next month. (Must equal Item 11, FG Column or explain.)
- 11b. Number of cases transferring from U to FG: Enter the number of cases which left the U segment and will be moved to the FG segment as of the beginning of the next month. (Equals Item 11, U Column or explain.)
12. Cases carried forward to next month: Enter the number of open cases carried forward to next month. Item 9 less (Items 10 and 11) plus Item 11a. or 11b. for the appropriate columns.

PART C. NET EXPENDITURES (ALL)– Summary of the net amount (federal and State) of aid issued to or on behalf of recipients during the report month.

13. Total net expenditures: Enter the net amount of aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Sum the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).
- 13a. Total child support collections: Enter the amount of child support collections. This amount is the sum of both the *Current* and *Former* Assistance Summaries, CS 800 (3/98), Column 5, Cell 75, which is applied to the total monthly expenditures in obtaining the net expenditures.

PART D. STATE ONLY CASELOAD

STATE-ONLY CASELOAD – State Only cases are those cases which are not federally eligible, but State Law requires that the individual be aided. Report those 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 items).

14. Total cases open during the month: Enter the number of 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 14a. and 14b.
- 14a. Cases receiving a cash grant: Enter in the appropriate columns the number of cases receiving a State-Only cash grant during the report month.
- 14a.(1) Children in Item 14a. cases: Enter in the appropriate columns the number of children who received aid for the current month only, excluding counts from previous months. Report children who are fully abated by child support payments in Item 14b. 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. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs, and the FC payment is shown on the CA 237 FC.
- 14a.(2) Adults in Item 14a. cases: Enter in the appropriate columns the number of adults or minor heads of household who received State-Only cash grants for the current month only, excluding counts from previous months.
- 14a.(3) Total persons: Enter the sum of Items 14a.(1) and 14a.(2) for all columns.
- 14b. Other cases: (Not receiving a cash grant – see Definitions): Enter the number of cases not paid aid but had an authorization to receive aid during the report month. Include the following cases:
- 14b.(1) Children in Item 14b. cases: Enter in the appropriate columns the number of children in cases reported in "Item 14b., Other Cases" for the current month only, excluding counts from previous months. Children who were fully abated by child support payments should be reported in this item.
- 14b.(2) Adults in Item 14b. cases: Enter in the appropriate columns the number of adults or minor heads of household reported in "Item 14b., Other Cases" for the current month only, excluding counts from previous months.
- 14b.(3) Total persons: Enter the sum of Items 14b.(1) and 14b.(2), for all columns.

PART E. NET EXPENDITURES (STATE-ONLY) - Report net amount of State-Only aid issued to or on behalf of recipients during the report month.

15. Total net expenditures: Enter the net amount of State-Only aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (CA 800 series).
- 15a. Total child support collections: Enter the amount of child support collections. This amount is the sum of both the *Current* and *Former* Assistance Summaries, CS 800 (3/98), Column 5, Cells 39, 46, 53, 60, and 67 which is applied to the total monthly expenditures in obtaining the net expenditures.

PART F. 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 inventory adjustments from PART A, Item 1a., and PART B, Item 6a.

Definitions for Terms Used in Completing the Form CA 237 CalWORKs

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

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

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

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

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

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

Family Group (FG): Family Group cases are assistance units where eligibility is based upon deprivation other than unemployment.

Inter-county Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" line item (7 c.). The county from which the family is moving would count the case as a discontinuance (line item 10.).

Intraprogram Status Change: Change in status from one part of the same program to the other. This occurs for FG and U only. This occurs when an FG case becomes a U case and vice versa, i.e., the father returns to an FG case during the report month. That case will become a U case effective the next month, therefore, for statistical reporting purposes, that FG case is theoretically discontinued from the FG column and reappears in the U column in item 11a./11b. and vice versa.

(Note: When there are changes between zero-aided adult, 1-aided adult or 2 or more aided adult cases, these changes are effective the beginning of the next month, therefore, when these changes occur, they should be reported in the appropriate category in the next monthly report.)

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

Issued Warrant: A warrant is considered issued as of the payment date.

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

- an application is approved and moves into the FG or U segment of the CalWORKs caseload
- a case transfers from the FG segment to the U segment or vice versa
- an active case receiving a cash grant becomes an active case which receives no cash grant during the report month and vice versa or a case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 case count in one of two ways:
 1. If the child is going to create a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 report as a new application and processed accordingly, within the CA 237 report.
 2. If the child is going to join an existing AU, then that child would be brought into the CA 237 caseload by simply adding him/her to the person count in Item 8a(1) or Item 8b(1) or in Item 14a(1) or in Item 14b(1).

One Aided Adult Cases: One (1) aided adult or minor head of household in the AU.

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of a CA 7 discontinuance where completion of a new application is deemed unnecessary.

Other cases (Not receiving a cash grant) (See Item 8b and 14b): Enter the number of cases not paid aid but which had an authorization to receive aid during the report month. Include the following cases:

- Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs FG or U, but whose grant was not paid because it was less than ten dollars (\$10).

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

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

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

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

Two or More Aided Adult Cases: Two (2) or more aided adults or one (1) aided adult and a minor head of household in the AU.

Unemployed (U): Unemployed cases are assistance units where eligibility is based upon the unemployment of the principal earner.

Withdrawals: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Aided Adult Cases: Cases where only the child(ren) is aided.

QUESTIONS AND ANSWERS

CA 237 FG/U Revision:
CA 237 CalWORKs (7/99)

May 1999

INVENTORY ADJUSTMENTS

1. **Rather than use Lines 1a. and 6a. for an Inventory Adjustment can we resubmit a corrected/revised report for the month the error was made?**

Counties may use Lines 1a. and 6a. for inventory adjustments. An alternative process is to submit a corrected/revised report, if it is done in a timely fashion. If this alternative process is used, all reports for months subsequent to the revised report month must also be corrected to reflect the change(s).

2. **What are examples of adjustments that might need to be made to PART B, Item 6?**

For example, it is discovered that one case discontinued several months ago was counted as active. In this instance, the count for cases brought forward, PART B, Item 6, would be one case less than Item 12 in the prior month's report. The Inventory Adjustment of one case would be shown in Item 6a. and an explanation would be entered in PART F. (The same procedure may also be made for applications in PART A, Item 1 and 1a.)

DIVERSION

3. **Why isn't the Diversion program treated as a separate outcome as approved and denied are?**

The Diversion program is considered a subset of denials. MPP Regulation 81-215.332 states: "If the applicant chooses to receive diversion services in lieu of receiving aid, the CalWORKs cash aid application shall be denied when the diversion payment is authorized."

4. **What denial code will be used for denial due to diversion payment or services received, PART A, Line 4 (b)(1)? Will this code be added to the ABCD 255 report to ensure that both reports balance?**

The denial code 004 will be used to identify CalWORKs applicants who have chosen the diversion program, as indicated in the ISAWS memorandum dated March 31, 1998. This count will be reported on PART A, Line 4 (b)(1) on the CA 237 and Line 11(c) on the ABCD 255 (4/93).

5. **The AFDC-Family Group and Unemployed Report On Reasons For Denials and Other Nonapprovals of Applications for Cash Grants (ABCD 255) is used to capture data for PART A, Lines 4b and 4c on the CA 237 report. Will the ABCD 255 be changed to**

5. reflect the addition of the Line 4(b)(1) on the revised CA 237, which captures denials due to the diversion program?

As a result of the CA 237 revision, a review of the ABCD 255 is necessary and will be addressed in the near future. In the interim, counties are to report denials due to diversion on Line 11(c) of the current ABCD 255 report (4/93).

Changes to the ABCD 253 (10/90), AFDC Report On Reasons For Discontinuance Of Cash Grant, are also needed. Please refer to Question 18 listed under Counts.

6. Should PART C and PART E include diversion expenditures?

No, diversion **expenditures** should not be reported on the CA 237. Initially, the ISAWS Fiscal Users Group was advised to include the diversion expenditures. After reconsideration, it was determined that it is inappropriate to include these funds with the case grant expenditures. However, **denials** for diversion should be reported in PART A, Line 4(b)(1).

AID CODES

7. What aid codes should be included in PARTS B, C, D, and E?

All CalWORKs federally-funded aid codes, except the diversion code 004, should be included in PARTS B and C. These federally funded aid codes are 30, 35, 3P, 3R, 32, 33, 3G, and 3H. The diversion code 004 is counted in PART A, Line 4(b)(1).

State-only aid codes have been established for the legal immigrant who is not federally eligible under TANF. They are codes 3L (FG) and 3M (U) and are reported in PARTS B, C, D, and E.

Mixed cases that have at least one federally eligible legal immigrant and one non-federally eligible immigrant, are coded 3E (FG) and 3U (U). Mixed cases are reported as federal cases and the expenditure is prorated between the state and federal funds. Therefore, mixed cases are reported in PART B. Expenditures are prorated by case and are reported in both PARTS C and E. The entire expenditure amount is reported in PART C and the state-only portion is reported in PART E.

Please refer to CFL 97/98-41, dated December 19, 1997, for verification of complete information on aid payments and codes.

DEFINITIONS

8. Why are we continuing to use the FG and U designations which no longer are appropriate as a result of welfare reform?

The report continues to request that cases be identified on the basis of deprivation. Within each of these groupings, however, the county is asked to further identify the cases by the number of aided adults in each case. The department requires the continuation of FG and U designations for at least one full year. This data is needed for the identification of trends and estimation of program budgets.

This issue will be revisited and a determination will be made at that time whether to continue the designations of FG and U.

9. Since regulation does not allow for the sub-definitions of cancellations and withdrawals, why aren't they being eliminated as data elements?

According to MPP Regulation 40-171.24, an application is considered cancelled if the applicant dies before the determination of eligibility is made. The disposition of this application could not be counted as denied nor approved, therefore, it would be counted as a cancellation.

MPP Regulation 40-171.23 states that there is no requirement that denial action be taken on an application which has been withdrawn. The Notice of Applicant Who Withdraws Application form is mailed or given to the applicant unless the county elects to take denial action.

Therefore, to arrive at a more precise number of dispositions of applications and requests for restoration, the number of cancellations and withdrawals should also be included, given that their disposition is not necessarily a denial or approval.

10. Why does the CA 237 report use the categories 1 Aided-Adult, 2 or More-Aided Adults and Zero-Aided Adults rather than conform to Aided Parent(s) which are needed to report the federally-required Work Participation Rates?

It is true that federal language refers to Aided Parent(s) to report the work participation rates. However, Section 407(b)(1)(B)(i) in the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 explains the monthly participation rates calculation and refers to adults. It states that the work participation rate "...expressed as a percentage, is the number of families receiving assistance under the State program funded under this part that include **an adult or a minor child head of household** (emphasis added)..."

After much discussion, county work groups and CDSS agreed to use the aided-adult designations when revising the CA 237. It is important to note that this report is only one, albeit an important one, of the data sources used to calculate the State work participation rate.

11. Do we count a zero child case as a one parent case if the child is not aided?

Count the number of adults in the AU to determine the appropriate category, either 1-Aided Adult, 2 or More-Aided Adults, or Zero-Aided Adults.

12. Why is it necessary to break down the AU to either a paid case or a zero-basic grant (ZBG) case as indicated on PART B, Line 8b and PART D, Line 14b? ZBG cases are not distinguished from other cases, and while it may be possible to develop a method to provide a case count, we cannot provide the number of aided parents/persons in each AU. Is this information required by federal or state law?

Historically, the CA 237 report has required the case count to be divided between cases receiving cash grants and “other cases.” Other cases are not simply defined as zero-grant cases, but include approved cases which will receive an initial warrant dated the following month, and cases authorized to receive aid, but are discontinued during the reporting month and no warrant is issued. In order to calculate the average cash grant per case, it is necessary to identify those cases that actually receive a cash grant.

The revised form does require a breakout for children and adults in the “other cases” category. CDSS and county work groups have determined that this additional data for the “other cases” category would provide greater consistency and, thereby, more meaningful data.

13. How is the definition of “Payment Responsibility” relevant to this report?

This definition is included because it relates to PART C, Net Expenditures, Line 13. It is used to determine expenditure data.

14. The definition for “Rescinds” does not allow for the distinction of erroneous actions.

Yes, this is correct. Rescinds is defined as an action to repeal or nullify a previous action. The collection of outcome data, not the cause, is the focus of the report. It is not the purpose of this report to collect data on erroneous actions.

COUNTS

15. Why is there not a total line for children, adults, and persons (total of PART B, Lines 8a and 8b counts)?

PART B, Line 9 on the CA 237 form has been added to capture the total number of FG and U cases. The total of cases in the 1-Aided Adult, 2or More-Aided Adults, and the Zero-Aided Adults categories can be calculated with internal programming.

16. Are Reduced Income Supplemental Payments (RISP) counted in PART D, State Only Caseload or is this section strictly for State Only regular aid?

RISP payments are not included in caseload counts for either PART B or PART D. Since these are supplemental payments, the cases have already been counted, either in PART B or in both PART B and PART D, as caseload. However, the expenditure should be reported in Net Expenditures, PART C and, if appropriate, PART E, State Only.

17. Under “Intraprogram Status Change”, the *note* in the previous instructions indicates that these changes are effective at the beginning of the next month. ACL 98-31 states that counties shall report the status of a case at the end of the report month. By reporting at the beginning of the next month this is also not consistent with the Beginning Date of Aid rules. To be consistent, should the status of the cases be reflective of the status of the last day of the month?

The referenced *note* in the previous instructions applies to changes that occur between the categories of 1-Aided Adult, 2or-More Aided Adults, and Zero-Aided Adults. These changes are reported in the next monthly report. Intraprogram Status Changes (from FG to U and U to FG) are effective at the beginning of the month. This is a reporting device to prevent cases from being double counted. Beginning dates of aid are effective on the date the applicant becomes eligible to receive aid which can be any day during the month. Beginning date of aid and Intraprogram Status Changes are independent of each other. There is no relation between the two that would tie both to the same reporting time frame.

18. What is the relationship between the ABCD 253 (10/90) and the CA 237 CalWORKs?

We understand that Item 10 of the CA 237 CalWORKs report (previously Line 9 of the March 1988 version) will no longer correspond to the total cases discontinued count on the ABCD 253. This is the result of the addition of a separate count, Line 11, for cases changing program status during the month (FG to U and vice versa) and the deletion of Line 7d, Intraprogram Status Changes. Therefore, the sum of Lines 10 and 11 of the revised CA 237 will equal the total cases discontinued on the ABCD 253. Refer to Question 5 under Diversion.

Please note: The counts on the CA 237 CalWORKs must be correct.

STATE-ONLY

19. Should State Only cases and expenditures be included in PARTS B (Caseload) and C (Expenditures)?

Yes, State Only cases and expenditures should be included in PARTS B and C with other cases and expenditures and also provided in PARTS D and E, State Only sections.

20. What State Only scenario includes aided children?

Those cases where all individuals are qualified aliens, who do not meet exception criteria are State Only cases. These cases often include aided children.

DELETED FROM 3/88 REPORT VERSION

21. The revised CA 237 does not include sections titled SPECIAL INFORMATION and QUARTERLY INFORMATION ON THE PROCESSING OF APPLICATIONS that appear on the current CA 237 (3/88). Will there be another report that will require this information or is it no longer required?

This information is no longer required. It has been deleted from the revised CA 237 and will not be collected on another report.