

- CalSAWS DD&I     
  C-IV M&O     
  CalWIN M&O     
  LRS M&E

<b>Distribution Date:</b>	August 12, 2020
<b>To:</b>	Committee.CalWORKs_CalFresh.All; PPOC.40; Consortium.RegionalManagers.All;
<b>CIT Name:</b>	<b>ACIN I-03-20 CalWORKs Clarification of Mandatory Inclusion Regulations for Assistance Unit (AU) Composition</b>
<b>From:</b>	CalSAWS Project

**PPOCs, please forward to the appropriate impacted staff in your county:**

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| <input type="checkbox"/> General<br><input checked="" type="checkbox"/> Policy<br><input checked="" type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p><b>Purpose (This CIT affects all LRS and C-IV counties)</b>                  The purpose of the CIT is to provide LRS and C-IV counties with the process of CalWORKs Assistance Unit (AU) composition for households with a sibling or half-sibling that may meet a basis of deprivation but remain an ineligible child for inclusion in the AU per <a href="#">ACIN I-03-20</a>.</p> <p><b>Background</b>                  ACIN I-03-20 provides counties clarification on mandatory inclusion regulations for CalWORKs A) composition.</p> <p><b>Mandatory Inclusion rules</b> require that a parent, sibling or half-sibling be included in the AU with the applicant or eligible child.                  The Filing Unit is comprised of all individuals who are required to be included on the Statement of Facts.</p>
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**AU** is defined as a group of related persons living in the same home who have been determined eligible for CalWORKs and for whom cash aid has been authorized.

**Linking eligibility** factors are those single conditions that link an applicant to a categorical aid program. These factors are blindness and deprivation of parental care or support.

**Non-linking eligibility** factors are those factors that establish whether an individual is entitled to assistance under the program to which the applicant is linked. The non-linking eligibility factors are age, property, residence, financial status and institutional status.

A CalWORKs eligible child must be both deprived and needy, meaning that the child meets the requirements of all necessary linking and non-linking eligibility factors. Linking eligibility factors are those single conditions that link an applicant to a categorical aid program.

### **Additional Information**

The CalWORKs applicant/recipient can decide whether an optional person will be included in the AU based in part on the effect of including or excluding the optional person.

**SCR CA-213385 CIV-106318** have been created to Add EDBC logic to determine eligibility for parent and the half-sibling who meets the linking and non-linking eligibility factor to aided on the CalWORKs case. A release date for these SCRs has not been determined at this time.

### **County Action**

Until SCR CA-213385/CIV-106318 is implemented, below are two suggested process to use based on new application or on-going approved case.

The scenarios described to create the new AU. The AU must consist of an unmarried couple with at least one common child and at least one non-mutual child.

**Reminder:** The primary applicant must be the adult caretaker of the eligible child.

### **For New application – Intake Pending cases (Reference Scenario 5 in the [ACIN I-03-20](#))**

Currently, in LRS and CIV, after run EDBC the CalWORKs case will be denied for exceeded income, if income is over the Minimum Basic Standards of Adequate Care (MBSAC).

CalWORKs application contain an unmarried couple: Parent E and Parent F and three children: Child 7, Child 8, and Child 9. Child **9** is their common child. Child 7 and Child 8 are the non-mutual child of Parent E and Parent F.

Parent F is the Primary Wage Earner (PWE) and receiving Unemployment Insurance Benefits (UIB) which exceed the MBSAC for a family of five.

Assuming you completed the update of the data for the intake case and run EDBC. The CalWORKs EDBC results shows: Case Status Denied with Status Reason Over Income.

Do not Accept the EDBC result.

CalWORKs Case Status shows Pending.

1. Place the cursor over **Eligibility** in the **Global** navigation bar, click **Customer Information** in the **Local** navigation bar,
2. Click **Unempl. Depriv.** in the Task navigation bar to access the **Unemployment Deprivation List** page, click **Edit** button,
3. Change the <100 Hr> from **Less Than 100** to **100 or More** (even if the Parent F work less than 100): Make sure Parent F is the **PWE** for Child 9.
4. Click **Save and Continue** button.
5. Run **EDBC** and the EDBC result should be:
  - i. Parent E and Child 7 have **Active Status**.
  - ii. Parent F, Child 8, and Child 9 have **Denied** Status with Status Reason for Child 9 is **No Deprivation**, Parent F and Child 8 are **Mandatory/Optional Rules**.
  - iii. They all have Role as **MEM**.
  - iv. Parent F's UIB income is not used in the CalWORKs benefits calculation for Parent E and Child 7.
6. Review NOAs. Accept / Reject / Generate manual NOA as appropriate.
7. Journal all actions per your county's business process.

**Note:** For the intake case that is already denied, you can rescind the Denial Action (Reference to JA Reapplications and Rescissions), once the CalWORKs case Status shows Pending then follow the upper suggested steps 1 – 6 to process the case.

**For Discontinue cases – (Reference scenario 2 in the [ACIN I-03-20](#))** as an example. Currently in LRS and CIV, if the AU's total gross income (earned and unearned income) is more than the CalWORKs Tier 2 IRT, after run EDBC the CalWORKs case will be discontinued for exceeded income.

CalWORKs approves case contain an unmarried couple: Parent A and Parent B and three children: Child 1, Child 2, and Child 3. Child 3 is their common child. Child 1 and Child 2 are the non-mutual children of Parent A and Parent B.

1. On the 1<sup>st</sup> of the discontinuance month, click **View Detail** button in the CalWORKs block of the **Case Summary** page to the CalWORKs Detail page.
2. On the **CalWORKs Detail** page, click **Edit** button,
3. Change the **View date** to the discontinued date.
4. In the **Program Persons** section, click the **Reapply** button.
5. On the **New/Reapplication Detail** page, complete all the mandatory fields. Then click **Save and Return** button to return to the **Case Summary** page.
6. Place the cursor over **Eligibility** in the **Global** navigation bar, click **Customer Information** in the **Local** navigation bar,
7. Click **Unempl. Depriv.** in the Task navigation bar to access the **Unemployment Deprivation List** page: Make sure Parent B is the **PWE** for Child 2. <100 hr.> = **100 or More** (even if the Parent B work less than 100).
8. Review all the necessary data collection pages. Make update if needed.
9. Run EDBC and the EDBC result should be:
  - a. Parent A and Child 1 have **Active** Status.

	<p>b. <u>Parent B</u>, <u>Child 2</u>, and <u>Child 3</u> have <b>Denied</b> Status with Status Reason for <u>Child 3</u> is <b>No Deprivation</b>, <u>Parent B</u> and <u>Child 2</u> are <b>Mandatory/Optional Rules</b>.</p> <p>c. Only <u>Parent A's</u> income is used in CalWORKs benefits calculation.</p> <p>10. Review NOAs. Accept /Reject / Generate manual NOA as appropriate.</p> <p>11. Journal all actions per your county's business process.</p> <p><b>Note:</b> <u>Scenario 4</u> from the ACIN I-03-20 <b>user needs to override the EDBC Result.</b> <u>Scenario 1 and 3</u> process as usual. EDBC has the correct result for these scenarios.</p>
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Attachments:	<p>CIT 0087-20 ACIN I-03-20.pdf CIT 0087-20 JA Reapplications and Rescissions TR19.11.docx</p>
Web Portal Link:	<p><a href="#">CIT Folder</a></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2020" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>