ADDING A NEWBORN TO THE ASSISTANCE UNIT		100-C4. B
Approved:	***Signature on file***	Date: 6/03 (R2/10)

Purpose	To provide instructions on how to add a newborn and the father to the Assistance Unit.
Adding a Newborn When Pregnancy Special Need Is Allowed	When Pregnancy Special Need (PSN) is allowed for a pregnant woman, the newborn is added to the AU following the rules of mandatory inclusion. Reference: CalWORKs Policy 100-D2 Pregnancy Special Needs/Aid Based on Pregnancy.
Voluntary Mid-Quarter Report Of A Newborn	If the recipient reports voluntarily mid-quarter the birth of the newborn and the **newborn is a mandatory AU member**, schedule an appointment to add the newborn to the case. Send Client Correspondence CSF10 “Add a Person Appointment Letter” and include a list of required verifications. Evaluate if benefits will increase or decrease when adding the father and/or newborn and if other eligibility factors are met. If benefits increase: • Discontinue the PSN at the end of the month the birth is reported. • Add the newborn and, if appropriate, the father to the AU the first of the month after the PSN has ended (first of the month following the reported change). If benefits decrease: • Do not process the change until the complete QR 7 is received (with the reported change in AU) for the upcoming QR Payment Quarter. • Send No Change NOA CalWIN MT40-001. • Continue to pay PSN through the end of the current quarter. • Add the father and/or the newborn to the AU the first of the month after the PSN has ended (first of the month of the next payment quarter). If the AU is no longer eligible:

- Discontinue the case at the end of the current quarter.
- To ensure the information reported is consistent, document all voluntary mid-quarter reported changes in case comments and review when the QR 7 is received.

Note: If adding the father and/or newborn results in increased benefits, but the father and/or newborn do not meet other eligibility factors (deprivation, property limits), benefits continue unchanged for the remainder of the current quarter. Action to discontinue benefits based on changes in deprivation or property will made when the QR 7 for the quarter is received and processed.

If the recipient voluntarily reports the birth of the newborn mid-quarter and the **newborn is not a mandatory AU member:**

- Discontinue PSN at the end of the quarter.

Important: If the parent is under 19 years of age, take action to enroll the parent into the Cal-Learn program, if not currently enrolled.

Mandatory Reporting Of A Newborn – QR 7

If the recipient reports the birth of the newborn for the first time on the QR 7 and <u>the newborn is a mandatory AU member:</u>

Schedule an appointment to add the father and/or newborn via CalWIN correspondence CSF 10.

- Discontinue the PSN payment at the end of the current quarter.
- Send timely notice.
- Add the newborn and, if appropriate, the father to the AU the first of the upcoming QR Payment Quarter, once eligibility is established.

<u>The newborn is not a mandatory AU member</u>:

- Discontinue the PSN at the end of the quarter.

Note: If a timely NOA to discontinue the PSN cannot be given, subsequent payments are an administrative overpayment. When appropriate, the overpayment may be offset by the addition of the newborn to the AU.

It is the worker's responsibility to follow up with the AU if the birth

is not reported.

Interview Process	Schedule a face-to-face interview as soon as possible after the reported birth of the child. At the interview: • Complete a new Statement of Facts in CalWIN. • Review deprivation. • Review verifications and documentation. <u>If the father is in the home</u>: • Deprivation will be unemployment, incapacity or Alternately Sentenced Parent (ASP). • Confirm the case record has appropriate documentation of deprivation (federal requirements for unemployment, incapacitated or Alternately Sentenced Parent). • Complete the referral process to the Child Support Services to establish paternity if parents are unmarried. See CalWORKs Policy 100-A1 Child Support Referral. • Complete SFIS process if appropriate. <u>If the father is not in the home</u>: • Deprivation is absent parent or deceased parent. • Complete the referral process to the Child Support Services. See CalWORKs <u>Policy 100-A1</u> Child Support Referral.
Verification Requirement	Verification is <u>not</u> required prior to authorizing aid for the newborn when: • The parent(s) has already been determined to be CalWORKs eligible **and** • The newborn is a mandatory included person. The required information may be obtained via telephone in order to immediately authorize **cash linked Medi-Cal** for the newborn pending receipt of necessary CalWORKs cash aid verifications. Upon notification of the birth, name, and gender of the newborn, take immediate action to authorize Medi-Cal eligibility and issue a card for the newborn effective the date of birth.

During CalWIN interactive interview:

- Establish 10-day control to gather all information/verifications necessary to support the CalWORKs eligibility determination for the newborn.
- Establish a control to receive verification of application for newborn's SSN by the last day of the month following the month the mother is released from the hospital. Form SSA2853 Enumeration at Birth is acceptable.

Note: Verifications are required before adding the father to the AU.

CalWORKs Beginning Date Of Aid

A newborn is added to an existing AU the first of the month following the reported change **or** the beginning of the quarter depending on:

- When the change is reported, **and**
- If the reported change in AU results in an increase or decrease in benefits.

See Attachment 1 and Attachment 2 for examples of CalWORKs and Medi-Cal beginning dates of aid when the newborn is:

- Voluntarily reported mid-quarter.
- Reported for the first time on the QR 7.
- Reported later than the first QR 7.

Refusal To Co-operate

The entire AU will be ineligible if the client refuses to complete the interactive interview. If the AU is discontinued for refusal to complete the interactive interview and later reapplies for aid, the beginning date of aid on reapplication is the date the new SAWS 1 is signed (if otherwise eligible).

Only the newborn will be discontinued from aid if the parent/caretaker refuses to comply or fails to follow up with the SSN requirements. If later the parent/caretaker complies with the SSN requirements, the beginning date of aid (BDA) for the child would be the 1st of the following month after the eligibility factors are met.

Exception: If the newborn is the only eligible child, the entire AU is ineligible.

- Send Client Correspondence F063-30-720 Request to Obtain SSN as a reminder to provide the SSN for the newborn.
- Send Client Correspondence M40-105 to discontinue the newborn for failure to provide the SSN within the appropriate time frames.
- Send Client Correspondence F063-30-721 Citizenship 90-day follow-up to verify citizenship.
- Review all MEDS alerts for newborns.

Adding A Newborn When Pregnancy Special Need Is NOT allowed

When Pregnancy Special Need (PSN) is not allowed for a pregnant woman (i.e. excluded mother, CalWORKs sanctioned, timed out adult) the newborn is added to the AU following the rules of mandatory inclusion and additional persons.

Reference: CalWORKs Policy 100-D2 Pregnancy Special Needs/Aid Based on Pregnancy.

Voluntary Mid-Quarter Report Of A Newborn

If the recipient reports voluntarily mid-quarter the birth of the newborn and the **newborn is a mandatory AU member**, schedule an appointment to add the newborn to the case.

Send CalWIN Correspondence CSF 10 “Add a Person Appointment Letter” and include a list of required verifications.

Evaluate if benefits will increase or decrease when adding the father and/or the newborn and if other eligibility factors are met.

If benefits increase:

- Add the newborn and, if appropriate, the father to the AU the first of the month following the reported change.

If benefits decrease:

- Do not process the change until the complete QR 7 is received (with the reported change in AU) for the upcoming QR Payment Quarter.
- Send No Change NOA CalWIN MT40-001.
- Add the father and/or newborn to the AU the first month of the next payment quarter.

If the AU is no longer eligible:

- Discontinue the case at the end of the current quarter.
- To ensure the information reported is consistent, document all voluntary mid-quarter reported changes in case comments and review when the QR 7 is received.

Note: If adding the father and/or newborn results in increased benefits, but the father and/or newborn do not meet other eligibility factors (deprivation, property limits), benefits continue unchanged for the remainder of the current quarter. Action to discontinue benefits based on changes in deprivation or property will be made when the QR 7 for the quarter is received and processed.

If the recipient reports voluntarily mid-quarter the birth of the newborn and the **newborn is not a mandatory AU member**:

- Send appropriate denial NOA.

Mandatory Reporting Of A Newborn-QR7

If the recipient reports for the first time on the QR 7 the birth of the newborn and:

<u>the newborn is a mandatory AU member</u>:

Schedule an appointment to add the father and/or newborn via CalWIN Correspondence CSF 10

- Add the newborn and, if appropriate, the father to the AU the first of the upcoming QR Payment Quarter, once eligibility is established.

<u>The newborn is not a mandatory AU member</u>:

- Send appropriate denial NOA.

Adding A Newborn To A Pregnant Woman Only Case

In Pregnant Woman Only (PWO) cases, the father of the unborn child is living in the home but is excluded from the AU until the child is born.

If benefits increase:

- Discontinue the PSN payment at the end of the month the birth was reported. Add the father and the newborn into the AU the first of the month following the report of the

birth.

If benefits decrease:

- Continue to issue PSN through the end of the quarter.
- Add the newborn and father to the AU the first of the next payment quarter.

Adding A Newborn To A Maximum Family Grant (MFG) Case

If the addition of a newborn does not result in increased benefits due to the application of Maximum Family Grant (MFG) rules, add the newborn to the AU as follows:

If benefits increase/no change:

- These will be cases where the mother did not receive PSN. Example: Mother is excluded from the AU.
- Add the newborn to the AU effective the first of the month following the month in which the birth was reported, after eligibility has been established and verified.

If benefits decrease:

- These will be cases where the mother received the PSN.
- Add the newborn the first of the next payment quarter after eligibility has been established and verified.
- In cases in which the MFG rules apply, the PSN payments continue through the end of the quarter in which the child was born.

Reference: CalWORKs Policy 100-H3 Maximum Family Grant.

Adding A Newborn When The Newborn Has Income

If the newborn has income (example: child support paid on behalf of the child) that would cause the AU to be ineligible or would result in **decreased** benefits:

- Do not change the benefits mid-quarter.
- The PSN payment continues through the end of the quarter.
- Changes will be effective the first of the next payment quarter.

Adding A Newborn To

Beginning Date of Aid for Cash Linked Medi-Cal:

Cash Linked Medi-Cal	• The newborn is entitled to receive cash-linked Medi-Cal effective the first of the month the newborn was born. • See Attachment 1 and Attachment 2 for "Cash-Linked Medi-Cal" beginning date of aid examples.
Cash Linked Medi-Cal For MFG Child With No Deprivation	• The newborn is not considered an AU member because there is no deprivation. The newborn would not be eligible to cash based Medi-Cal. • Follow current procedures in CalWIN Resource Guide Non-Categorically Eligible Persons (previously know as Medi-Cal Splits Resource Guide).
Welfare-To-Work (WTW) Program Requirements	All changes that occur in the CalWORKs case, whether they have a positive or negative impact on eligibility benefits, must continue to be timely communicated to the Case Manager (CM) for appropriate actions

ATTACHMENTS:

Attachment 1	Newborn Beginning Date Of Aid For CalWORKs and Medi-CAL
Attachment 2	Beginning Date Of Aid Based On Voluntary And Mandatory Reporting Of The Newborn