

**County of Orange Social Services Agency
Family Self-Sufficiency Division**

Program/Area: CalWORKs/Welfare-To-Work

Title: Adding a Newborn/Parent to the Assistance Unit

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PURPOSE

The purpose of this policy is to provide instructions on how to add a newborn and the other parent, if applicable, to the Assistance Unit (AU).

**ANNUAL
REPORTING/CHILD
ONLY (AR/CO)**

For a CalWORKs AR/CO case, the birth of a newborn is a mandatory report. A recipient must report the birth of the newborn, verbally or in writing, within 10 days of the birth, even if the birth occurs mid-year. The worker must take action with timely and adequate notice regardless of whether the change results in an increase or decrease in benefits.

If a mandatory change is reported in CalWORKs, the worker is required to act on the reported information in the Public Assistance CalFresh (PACF) case mid-period.

When the newborn's birth is reported, the Pregnancy Special Need (PSN) payment is discontinued at the end of the month prior to the month the newborn is added to the AU.

Refer to CalWORKs [Policy 100-D2](#) Pregnancy Special Needs/Aid Based on Pregnancy for more information.

Mandatory Report Results in Ineligibility

If a recipient is determined to be ineligible based on the addition of the newborn, discontinue the case with timely and adequate notice effective the end of the month in which the change occurred.

Mandatory Report Results in Decrease

If a recipient's benefits would decrease based on the addition of the newborn, decrease the benefits, with timely and adequate notice, for the remainder of the 12-month period, effective the first of the month following the month in which the change occurred.

Note: An overpayment should be established for months in which benefits were released at the previous level because a 10-day Notice of Action (NOA) could not be provided.

Refer to CalWORKs [Policy 100-E13](#) Annual Reporting/Child Only (AR/CO) for more information.

SEMI-ANNUAL REPORTING (SAR) VOLUNTARY MID-PERIOD	For a CalWORKs SAR case, the birth of a newborn is a voluntary report. If the recipient voluntarily reports mid-period the birth of the newborn, and the newborn is a mandatory AU member , schedule an appointment to add the newborn to the case.
REPORT OF A NEWBORN/PARENT	Send CalWIN Client 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 newborn and the other parent, if appropriate, and if other eligibility factors are met.

If benefits increase:

- Discontinue the PSN payment at the end of the month the birth is reported.
- Add the newborn and the other parent, if appropriate, to the Assistance Unit/CalFresh (AU/CF) household the first of the month after the PSN payment has ended (first of the month following the reported change).

If benefits decrease:

- Do not process the change until the completed SAR 7/RRR forms are received (with the reported change in AU) for the upcoming SAR Payment Period.
- Send a CalWORKs No-Change [NOA M44-316.31 \(SAR\)](#).
- Continue the PSN payment through the end of the current SAR Payment Period.
- Add the newborn and/or the other parent, if appropriate, to the AU/CF household the first of the month after the PSN payment is discontinued (first of the month of the next SAR Payment Period).

If the AU is no longer eligible:

- Discontinue the case at the end of the current SAR Payment Period.
- Document all voluntary mid-period reported changes in CalWIN Case Comments and review when the SAR 7/RRR forms are received to ensure the information reported is consistent.

Note: If adding the newborn and the other parent, if applicable, results in increased benefits, but the newborn and the other parent do not meet

other eligibility factors (i.e. deprivation, property limits), benefits continue unchanged for the remainder of the current SAR Payment Period. Action to discontinue benefits based on changes in deprivation or property will be made when the SAR 7/RRR forms for the SAR Payment Period are received and processed.

For Public Assistance CalFresh (PACF) cases, increases to the CalFresh allotment due to the addition of a new household member are effective the first of the month following the reported change.

EXAMPLE OF VOLUNTARY MID-PERIOD REPORT:

An AU consisting of mother and two children in the SAR Payment Period January through June. Mother voluntarily reports on February 15 that her baby was born on January 10.

- If adding the newborn to the AU would cause an increase in benefits, the beginning date of eligibility would be March 1. The worker will:
 - Discontinue the PSN payment at the end of February
 - Add the newborn to the AU/CF household effective March 1
 - Approve Medi-Cal effective January 1
- If adding the newborn to the AU will cause a decrease in benefits, the newborn's potential beginning date of eligibility is July 1. The worker will:

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

- Discontinue the PSN payment at the end of the SAR payment period.

Important: If the parent is under 19 years of age, take action to register the parent into the Cal-Learn program, if not currently registered. Refer to CalWORKs [Policy 100-C7](#) Cal-Learn Program for more information.

Mandatory Reporting Of A Newborn – SAR 7/RRR

If the recipient reports the birth of the newborn for the first time on the SAR 7/RRR forms and **the newborn is a mandatory AU member:**

- Schedule an appointment to add the other parent and/or newborn via CalWIN Client Correspondence CSF 10 Add a Person Appointment Letter
- Discontinue the PSN payment at the end of the current SAR Payment Period with timely notice.
- Add the newborn and, if appropriate, the other parent to the AU/CF household the first of the upcoming SAR Payment Period, once eligibility is established.

If the newborn is not a mandatory AU member:

- Discontinue the PSN payment at the end of the SAR Payment Period.

Note: If a timely NOA to discontinue the PSN payment cannot be given, subsequent payments are considered 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.

EXAMPLE OF MANDATORY REPORT ON SAR 7/RRR:

An AU consisting of mother and two children in the SAR Payment Period January through June. Mother reports on the May SAR 7 submitted on June 5 that her baby was born on January 10.

The worker will:

- Delete the PSN payment at the end of June
- Add the newborn to the AU/CF household effective July 1
- Approve Medi-Cal effective January 1

**INTERVIEW
PROCESS**

Schedule a face-to-face interview as soon as possible, after the reported birth of the newborn.

At the interview:

- Complete a new Statement of Facts in CalWIN.
- Review deprivation.
- Review verifications and documentation.

If the other parent is in the home:

- Deprivation will be unemployment, incapacity or absent parent if the other parent is an Alternately Sentenced Parent (ASP).
- Confirm the case record has appropriate documentation of deprivation.
- Complete the referral process to the Child Support Services to establish paternity if parents are unmarried. Refer to CalWORKs [Policy 100-A1](#) Child Support for more information.
- Complete Statewide Fingerprint Imaging System (SFIS) process if

appropriate.

If the other parent is not in the home:

- Deprivation will be absent parent or deceased parent.
- Complete the referral process to the Child Support Services. Refer to CalWORKs [Policy 100-A1](#) Child Support for more information.

VERIFICATION REQUIREMENT

Verification is not 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 (e.g. birth certificate and Statement of Facts).

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 the CalWIN interactive interview:

- Establish a 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 the newborn's SSN by the last day of the month following the month the mother is released from the hospital. Social Security Administration form SSA-2853 Enumeration at Birth (EAB) may be used as acceptable verification. The EAB receipt is provided by the hospital, when applicable, as proof that the parent elected to have a SSN assigned to the newborn.

Note: Verifications are required before adding the other parent to the AU.

CALWORKS BEGINNING DATE OF AID

For SAR, a newborn is added to an existing AU/CF household the first of the month following the reported change **or** the beginning of the SAR Payment Period depending on:

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

For AR/CO, a newborn is added to an existing AU/CF household the first of the month following the report of the newborn. The worker must take action with

timely and adequate notice, regardless of whether the change results in an increase or decrease.

REFUSAL TO COOPERATE

The entire AU will be ineligible for benefits if the client refuses to complete the interview. If the AU is discontinued for refusal to complete the interview and later reapplies for aid, the beginning date of aid (BDA) 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 relative refuses to comply or fails to follow up with the SSN requirements. If later the parent/caretaker relative complies with the SSN requirements, the beginning date of aid for the child would be the first day 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 CalWIN Client Correspondence [F063-30-720 Request to Obtain SSN as a reminder to provide the SSN](#) for the newborn.
 - Send CalWORKs [NOA M40-105](#) to discontinue the newborn for failure to provide the SSN within the appropriate time frames.
 - Send CalWIN Client Correspondence [F063-30-721 Citizenship 90-day Follow-up](#) to verify citizenship.
 - Review all MEDS alerts for newborns.
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PSN PAYMENT

Whether a PSN payment is allowed for a pregnant woman or not allowed (i.e. excluded mother, CalWORKs sanctioned, timed out adult) the newborn is added to the AU based on whether the newborn is a mandatory or optional AU member.

Refer to CalWORKs [Policy 100-D2](#) Pregnancy Special Needs/Aid Based on Pregnancy and [Policy 100-B2](#) Treatment of Income for more information.

SAR VOLUNTARY MID-PERIOD REPORT OF A NEWBORN WHEN A PSN PAYMENT IS NOT ALLOWED

If the recipient voluntarily reports mid-period the birth of the newborn when a PSN payment is not allowed and the newborn is a mandatory AU member, follow the applicable steps in the [SAR Voluntary Mid-Period Report of a Newborn](#) section of this policy.

If the recipient voluntarily reports mid-period the birth of the newborn and the newborn is not a mandatory AU member, send appropriate denial NOA.

MANDATORY

If the recipient reports for the first time on the SAR 7 the birth of the newborn

REPORTING OF A NEWBORN - SAR when a PSN payment is not allowed and:

7/RRR WHEN A PSN PAYMENT IS NOT ALLOWED The newborn is a mandatory AU member, follow the applicable steps in the [Mandatory Reporting of a Newborn SAR 7/RRR](#) section of this policy.

The newborn is not a mandatory AU member, send appropriate denial NOA.

ADDING A NEWBORN/PARENT TO A PREGNANT WOMAN ONLY CASE In Pregnant Woman Only (PWO) cases, the other parent of the unborn may or may not be living in the home but is excluded from the AU until the baby is born.

If benefits increase:

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

If benefits decrease:

- Continue to issue a PSN payment through the end of the SAR Payment Period.
- Add the newborn and the other parent to the AU the first of the next SAR Payment Period.

EXAMPLE OF PWO:

PWO case (with excluded other parent of the unborn) is receiving CalWORKs in the January through June SAR Payment Period. On March 15, the mother reports that her baby was born on March 3. The newborn and other parent are added to the CalWORKs case effective April 1.

- Medi-Cal is established for the other parent and newborn as of March 1, the month of the birth and the month the birth was reported.

Same scenario as above, except the mother does not report the birth until April 2. The newborn and the other parent are added to the CalWORKs case effective May 1.

- Medi-Cal is established for the newborn effective in March (the month of the birth) and for the other parent effective in April (the month the birth was reported).
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ADDING A NEWBORN TO A MAXIMUM FAMILY GRANT For a SAR 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:

(MFG) CASE

If benefits increase/no change:

- These will be cases where the mother did not receive a PSN payment. **Example:** Mother is excluded from the AU.
- Add the newborn to the AU/CF household 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 a PSN payment.
- Add the newborn to the AU the first of the next SAR Payment Period after eligibility has been established and verified.
- Add the newborn to the CF household effective the first of the month following the month in which the birth was reported.
- In cases in which the MFG rules apply, the PSN payments continue through the end of the SAR Payment Period in which the child was born.

Refer to CalWORKs [Policy 100-H3](#) Maximum Family Grant for more information.

EXAMPLE OF MFG:

AU of three is in the SAR Payment Period of January through June. Mom is pregnant with an MFG child. Mom reports on March 20 that her baby was born on March 3. Since adding the newborn to the CalWORKs AU will result in a decrease to the grant (due to discontinuance of the PSN payments), the newborn will not be added to the CalWORKs AU until the beginning of the next SAR Payment Period (July 1). Mom's PSN payments will continue through the end of the current SAR Payment Period (June 30).

- Medi-Cal is established for the newborn as of March 1, the month of the birth.

Same scenario as above, except that Mom does not report the birth until she submits her SAR 7 on June 10. The newborn will be added to the CalWORKs case effective the beginning of the next SAR Payment Period (July 1).

- Medi-Cal is established for the newborn as of March 1, the month of the birth.

For an AR/CO case, refer to the [AR/CO](#) section of this policy.

ADDING A NEWBORN WHEN THE NEWBORN HAS INCOME

For a SAR case, 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-period.
- The PSN payment continues through the end of the SAR Payment Period.
- Changes will be effective the first of the next SAR Payment Period.

For an AR/CO case, refer to the [AR/CO](#) section of this policy.

ADDING A NEWBORN TO CASH-LINKED MEDI-CAL

Beginning date of aid for cash-linked Medi-Cal:

- The newborn is entitled to receive cash-linked Medi-Cal effective the first of the month the newborn was born, regardless of when reported.

Refer to the examples noted above in the following sections:

- [SAR VOLUNTARY MID-PERIOD REPORT OF A NEWBORN](#)
 - [MANDATORY REPORTING OF A NEWBORN – SAR 7/RRR](#)
 - [ADDING A NEWBORN TO A PREGNANT WOMAN ONLY CASE](#)
 - [ADDING A NEWBORN TO A MAXIMUM FAMILY GRANT \(MFG\) CASE](#)
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CASH LINKED MEDI-CAL FOR MFG CHILD WITH NO DEPRIVATION

An MFG child with no deprivation is not considered an AU member. The newborn would not be eligible to cash-linked Medi-Cal.

Follow current procedures in the [Non-Categorically Eligible Persons 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 communicated timely to the Case Manager (CM) for appropriate actions, as applicable.

ATTACHMENTS

CalWORKs [No-Change NOA M44-316.31 \(SAR\)](#)

CalWORKs [NOA M40-105](#)

[CSF 10 Add a Person Appointment Letter](#)

[F063-30-720 Request to Obtain SSN](#)

[F063-30-721 Citizenship 90-day Follow-up](#)

[SAWS1 Initial Application For CalFresh, Cash Aid, And/Or Medi-Cal/Health Care Programs](#)

REFERENCES

[ACL 03-46](#), [ACL 12-25](#), 12-49

EAS Manual 40-105.22, 44-205, 44-209.235, 44-211.6, 44-318, 82-820.3, 82-832.1

CalWORKs [Policy 100-E13](#) Annual Reporting/Child Only (AR/CO)

CalWORKs [Policy 100-C7](#) Cal-Learn Program

CalWORKs [Policy 100-A1](#) Child Support

CalWORKs [Policy 100-H3](#) Maximum Family Grant

CalWORKs [Policy 100-D2](#) Pregnancy Special Needs/Aid Based on Pregnancy

**RESOURCE
GUIDES**

[Non-Categorically Eligible Person Resource Guide](#)

OCCSSA