Approved: ***Signature on File*** **10/22/12 (R1/14)**

PURPOSE

To provide instructions for restoring CalWORKs benefits when a complete SAR 7 is submitted in the calendar month following discontinuance for failure to submit a SAR 7.

BACKGROUND

Effective July 1, 2012, when a recipient submits a complete SAR 7 within the month following the discontinuance for not submitting a SAR 7 or submitting an incomplete SAR 7, benefits must be restored to the Assistance Unit (AU) without requiring a new application or intake interview, provided all other eligibility criteria are met. Eligibility and benefits shall be determined based on the completed SAR 7 and benefits are prorated from the date the complete SAR 7 and all verifications are received.

PROGRAM REQUIREMENTS

In the month following SAR 7 discontinuance, AUs have the opportunity to resolve the discontinuance by providing a complete SAR 7 with all required verifications. When restoration requirements are met:

- Eligibility will be restored and benefits prorated from the date the AU resolves the discontinuance
- Restored AUs are considered recipient cases and shall not be subject to applicant eligibility criteria
- A new application or interview is not required
- The AU is subject to the recipient earned income disregards when earnings are reported. The applicant earned income disregard is not applied
- These cases are not subject to the applicant 100-hour rule to establish U-parent deprivation
- The AU is not entitled to Immediate Need (IN)
- Statewide Fingerprint Imaging (SFIS) is not required

Benefits are based on information reported on the completed SAR 7 submitted with appropriate verifications.

RESTORATION PERIOD

The "restoration period" is defined as the calendar month following discontinuance for no receipt of a completed SAR 7 or for non-submission of a SAR 7. There is no change to extended filing date. For instance, a June SAR 7, due in July would have a restoration period consisting of the month after the date of discontinuance, July 31.

Example: An AU is required to submit a February SAR 7 in the month of March. If the AU submits a completed February SAR 7 with verifications by:

- April 1 (extended filing date) – the case will be rescinded regardless of determination of good cause
- April 2-30 is the restoration period, the case will be restored unless good cause is determined

GOOD CAUSE AND ERRONEOUS DISCONTINUANCES

Before a case is restored, it still must be evaluated to determine if a client had good cause for submitting a late or incomplete SAR 7 (refer to CW Policy 100-E5 Semi-Annual Reporting (SAR) and Budgeting Process).

If during the restoration process, it is determined that a case was erroneously discontinued, the case will be rescinded and full benefits will be issued.

SAR CYCLE

When a case is restored, the SAR Cycle and RRR date remains the same as if the case were never discontinued. Since no new application is processed, a restored case is considered to have no break in aid, although benefits are pro-rated. If the information reported on the complete SAR 7 results in a decrease in benefits, then benefits will be restored at the decreased level. This will not be considered a mid-period decrease because the SAR 7 cycle was disrupted when benefits were terminated.

WHEN A CASE WILL NOT BE RESTORED

The AU's eligibility and benefits will not be restored when the AU has been:

- Discontinued for failure to complete the RRR
- Determined to not be otherwise eligible for aid
- Discontinued for any reason other than failure to submit a complete SAR 7

CDSS

NOTICE REQUIREMENTS

An adequate approval notice is required, including the prorated benefit amount when a case is restored. There is no denial notice necessary if a case does not meet Restoration of Aid criteria since the case remains in a discontinued status.
Note: 10-day notice is not required when benefits are restored to a lower grant amount since Restoration of Aid is considered a positive action.

ROLES AND RESPONSIBILITIES

Continuing worker

• When a case discontinues for not submitting a SAR 7 or submitting an incomplete SAR 7 the continuing worker will retain the CalWORKs case for an additional calendar month before transferring the case to XXOB.
• Send TMC referrals following current business process.
• In the event there is a restoration of aid or the CalWORKs program is rescinded, control of the Medi-Cal program will return to the CalWORKs continuing worker.
• Notes:
• Only restored cases will be counted in web statistics.
• Do not hold TMC referrals during the restoration period.
• If the client contacts the continuing worker via phone regarding their SAR 7 discontinuance the worker will discuss the case discontinuance with the client and evaluate for good cause.
• If good cause is established the continuing worker will obtain the SAR 7 and/or requested verifications and rescind the case per current business practices
• If good cause does not exist the continuing worker will:
  - Evaluate the client for restoration of aid
  - Obtain and review the SAR 7 and/or related verifications for completeness
  - Update Case Comments in CalWIN
  - Restore benefits
• Submit completed SAR 7 and/or verifications for imaging
• If the client submits their completed SAR 7 and /or requested verifications to the continuing worker, after the case has discontinued and past the extended filing date, the worker will evaluate for good cause
• If good cause is established, the continuing worker will rescind the case per current business practices
• If good cause does not exist, the continuing worker will:
  - Review SAR 7 and/or related verifications for completeness
  - Update Case Comments in CalWIN
  - Restore benefits
  - Submit completed SAR 7 and/or verifications for imaging

Reception

• If a client was referred to Initial Services Reception or if client reapplies on their own after a SAR 7 related discontinuance the Receptionist will:
• Clear CalWIN to determine if case is still assigned to an continuing worker
• If CalWORKs case is assigned to an continuing worker refer the client to their assigned worker
• If the client does not have an assigned worker the receptionist will follow current business practices:
• Client will be given and asked to complete the SAWS1, Reception Referral and Application Questionnaire
• Completed SAWS1 and Reception Referral will be forwarded to the Data Entry Technician (DET) HUB per current business practices
• Note: If a case discontinues in Initial Services for no SAR 7, the client will be returned to the intake worker that discontinued the case to evaluate for good cause/restoration.

REFERENCES

ACL 12-35

ATTACHMENTS

1. Restoration of Aid Questions & Answers

CCSSA