

## 4. Adding a Person to the AU

### 4.0.1 BDA Rules

The Beginning Date of Aid (BDA) for persons being added to the AU is based on the date the person is reported to be in the home, and the affect adding the person has on the amount of the grant.

SAR principals provide two potential BDA's for individuals being added to an existing CalWORKs AU. If otherwise eligible, and ALL verification are provided, aid shall begin as follows, IF the budget calculation results in:

- An increase in the CalWORKs grant amount; the BDA is the first of the month AFTER the change is reported.
- A decrease or No Change in the CalWORKs grant amount; the BDA is the first of the month of the next payment period AFTER the change is reported.

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## 4.1 Forms Required

The applicant or recipient joining an existing AU must sign one of the following, before aid is granted:

- A "Statement of Facts to Add a Child Under 16 Years" (CW 8A), or
- A "Statement of Facts for Additional Persons" (CW 8), or
- A "Statement of Facts for Cash Aid, Food Stamps, and Medi-Cal/CMSP" (SAWS 2) when it is determined that additional eligibility factors need review or the annual Redetermination (RD) is due.



#### Exception:

Newborns. [Refer to "[Immediate Medi-Cal Authorization For Newborn](#)," page 4-3]



#### Reminder:

Prior to granting aid an interview (face-to-face or telephone) is required when adding a new adult member to the household. A home visit may be conducted if the applicant has physical or mental barriers limiting his/her ability to attend a face-to-face interview. The home visit must have prior Supervisor approval.

[Refer to "[Application](#)," page 2-1] for information on the completion of the process and forms.]

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## 4.2 Requesting Information

The person being added to the AU must provide required information and meet all eligibility requirements. When the EW needs additional information/forms, a written request must be made.

The request for information should be done on the [“Eligibility Verification Checklist” \(SCD 1121\)](#) clearly stating what is required and the due date. The “Appointment Notice and Brief Message to Client” (SCD 50) can also be used as long as all the required information is given.

The client must be allowed 10 calendar days to provide the information. An adverse action cannot be taken unless the above has occurred.

### Impact of Semi-Annual Reporting on AU Changes

Existing rules regarding who must be included in the AU, as outlined in MPP Section 82-820.3 remain unchanged under SAR rules. Under SAR, an AU is required to demonstrate that it is eligible only once each six-month payment period based upon the information reported in the SAR 7. The AU may voluntarily report changes in household composition during the six-month payment period, but the EW may only increase benefits mid-period, as a result of voluntarily reported household composition changes. A voluntary report of a change in household composition in a payment period, that would result in ineligibility of the AU or a decrease in benefits, cannot be processed until the corresponding SAR 7 is received.

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## 4.3 Newborns

### 4.3.1 Beginning Date of Aid (BDA)

The Beginning Date of Aid (BDA) for adding a newborn to the AU is the month following the date of birth when the mother received the pregnancy special need.



#### Reminder:

When adding a newborn who was born on or after September 1, 1997, the EW must make a Maximum Family Grant (MFG) determination for the child. [\[Refer to “Maximum Family Grant \(MFG\) \(Obsolete\),” page 48-1\].](#)

The beginning date of aid for a newborn is set by the date the birth is reported. This applies even when the mother is not eligible (i.e., ineligible non-citizen) or if the mother has not previously notified the EW of the pregnancy.

### Ineligible Mother

**Example:**

Pregnant mother is an ineligible non-citizen and has two children receiving CalWORKs. The baby is born November 3rd, the SAR 7 for November is received December 8th and the birth is reported. The CW 8A is sent to the client. The completed CW 8A and all verifications are provided. The beginning date of aid for the newborn is the first of the month of the next payment period, which in this example is January.

### Untimely Reporting

**Example:**

Mother receives CalWORKs for herself and two children. When she comes in for her RD on March 16, she informs the EW that she had a baby on December 22. She had never previously notified the EW of the pregnancy or the birth. The beginning date of aid is April 1, the first of the month following when she requested aid and provided verifications.

**Note:**

EWs must advise pregnant women to inform their EW of the birth as soon as the baby is born.

## 4.3.2 Immediate Medi-Cal Authorization For Newborn

All mandatory inclusion rules and other eligibility requirements continue to apply.

### Newborn Reported Timely

Medi-Cal must be granted immediately for a newborn, including a newborn determined to be an MFG child, upon notification of the newborn's name, date of birth, gender, and if the child is residing with the mother. The newborn's information may be obtained from the parent via telephone pending receipt of necessary CalWORKs cash aid verification (e.g. birth certificate, application for a Social Security Number, "Statement of Facts to Add Child Under Age 16" (CW 8A).

The newborn is deemed CalWORKs eligible when the mother was receiving Medi-Cal at the time of the newborn's birth and the newborn resides with the mother.

**Note:**

This also applies when the mother is an ineligible non-citizen.

### 4.3.3 Interview Requirement

The face-to-face interview requirement does not apply when adding a newborn if all the above conditions are met. The verifications and forms may be returned via mail and the EW must take the following action:

- Review the “Statement of Facts to Add Child Under Age 16” (CW 8A) for completeness,
- Compare the signature on the CW 8A with the SAWS 2 and other signed documents on file to ensure there are no discrepancies, and
- Interview both parent/caretakers on the telephone, assure they understand and document such in the [Case Comments] window of CalWIN.



#### Note:

The EW will require the parents to attend a face-to-face interview when contact is necessary to complete absent parent, paternity forms, etc., or clarify inconsistent information discovered.

### Newborn Not Reported Timely

When the AU does NOT report the birth of a newborn timely (i.e. on the first SAR 7 following the birth), cash-linked Medi-Cal for the newborn will begin in the month following the child’s birth after eligibility has been established and all verification has been provided.

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## 4.4 Second Parent of the Newborn

### 4.4.1 BDA

When adding the second parent of the newborn to the AU, the BDA is the date the newborn child becomes eligible, the date the second parent meets eligibility conditions and the addition of the second parent will not cause a decrease, whichever is later.

### 4.4.2 AU of 1, Second Parent in Home

In cases where a pregnant mom is an AU of 1 and the second parent is in the home at application, the EW will add the second parent and the newborn, when born, into the AU the first of the month following the report of the birth, after all verification has been provided, **unless** adding them would result in a decrease to the grant. The second parent and the unborn may be added to the AU of One case separately, when circumstances allow to maximize the cash aid. It is not a requirement to add them at the same time. The CW 8 is required for the second parent and the CW 8A is required for the newborn.

If...	Then...
Adding the newborn will result in an increase to the grant amount,,	add the newborn the first of the month after the birth is reported and all conditions of eligibility have been met.
Adding the newborn will result in a decrease in the grant amount,	add the newborn the first day of the next SAR Payment Period, and after all conditions of eligibility have been met.
Adding the second parent will result in an increase to the grant amount,	add the second parent the first of the month after the birth is reported and all conditions of eligibility have been met.
Adding the second parent will result in a decrease in the grant amount,	add the second parent the first day of the next SAR Payment Period, and after all conditions of eligibility have been met.



**Reminder:**

Review work registration requirements; there may have been changes since the last determination.



**Example:**

An AU of One case where the parents are married and residing in the home at CW application. The second parent is employed part-time, working 10 hours a week with a gross monthly income of \$225. The pregnant parent is approved for CW with unemployed parent deprivation and the AU’s SAR payment period is January through June.

In April, the AU reports that the second parents’ income increased to an amount under the AU’s IRT in February. It is also reported that the birth of the newborn occurred in March. While both were reported in the same month, the events are two separate changes and should be treated accordingly. Each change shall be evaluated independently and only act on that which results in an increase to the cash aid.

The eligibility of the newborn must be evaluated to determine deprivation and financial eligibility, if deprivation exists, and all other conditions of eligibility are met, the newborn may be added the first of the month following the reported birth.

The determination of adding the second parent must be evaluated. If adding the second parent would result in an increase to the cash aid, the second parent will also be added the first of the month following the reported birth, as long as all other conditions of eligibility are met.

In this example, even though the change in income took place prior to the birth of the child, it

occurred after the AU of One was already established and the income is under IRT, therefore, the report is considered voluntary. The income that was considered at application will continue to be used in determining the cash grant amount for the remainder of the payment period for the AU of two. Since the increased income would result in a decrease to the existing AU's cash aid, the second parent would be added the first day of the month of the following SAR payment period.

#### 4.4.3 AU of 1, Second Parent Returns Home Prior to Birth

When the second parent returns to the home at any time after application but before the birth of the newborn, deprivation and other eligibility factors must be redetermined.

An eligibility redetermination must be made and a new SAWS 2 must be signed, to determine that deprivation exists.

If the family (second parent, pregnant woman and unborn) is eligible, the pregnant woman's aid continues and the second parent is added to the AU the month following the newborn date of birth or the first of the month following the SAR payment period, whichever is most advantageous for the AU.



#### Reminder:

When both parents are in the home, deprivation must be established. Regardless of who the principal earner is in a U-case, however, only the mother can be in the AU of one.

#### 4.4.4 Second Parent Returns Home After the Birth

When the second parent returns to the home after the birth of his child, deprivation and other eligibility factors must be re-established for the family:

- Data Collection windows in CalWIN must be updated,
- A new SAWS 2 must be signed, and
- The beginning date of aid rule for including mandatory persons applies using SAR/prospective budgeting rules.
- Any change in eligibility or cash aid amount resulting from a change in deprivation shall be effective the first day of the next SAR payment period.

**Example 1** An unmarried AU of One case where the partially employed second parent of the unborn moves into the home after the AU of One is established. The pregnant parent was approved for CW in January with absent parent deprivation, and the SAR payment period is January through June.

In April, it is reported that the newborn was born in February and the second parent moved into the home in March. After evaluating the second parent's income and recalculating the cash grant for the remainder of the SAR payment period for an AU of three, it is determined that including the second parent's income would cause a

decrease in the grant, but it would not render the entire AU ineligible. As deprivation has been established for the newborn, and all other conditions of eligibility are met for the AU, adding only the newborn would have a positive impact on the grant. The second parent would be added effective July 1, the first month of the following SAR payment period.

**Example 2** An unmarried AU of One case in which the fully employed second parent of the unborn moves into the home after the AU of One is established. CW is granted in January with absent parent deprivation, and the SAR payment period is January through June.

In April, it was reported that the newborn was born in February and the fully employed second parent moved into the home in March. Deprivation alone cannot be acted upon mid-period as this is a voluntary mid-period report. Each change must be evaluated separately and sequentially.

Although deprivation existed at birth, the birth of the newborn was not reported until April. In this case, even if deprivation would have continued, the newborn no longer meets the financial eligibility criteria, as the income from the second parent exceeds the eligibility limit for an AU of three. Since this results in a negative action to the case, SAR rules require that the eligibility be deferred until the following SAR payment period for the newborn and second parent. The AU of One maintains current eligibility, including the pregnancy special need payment, until the end of the current payment period.

Had the birth been reported in February and the child added to the AU prior to the second parent moving into the home, the AU of two would have remained eligible for the remainder of the SAR payment period.

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## 4.5 Mandatory Members of the AU

A “Coversheet and Application for Cash Aid, Food Stamps and/or Medi-Cal/State County Medical Services Program (CMSP)” (SAWS 1) is not required when adding a mandatorily included person to the AU.



### Example:

The grandmother of a child is a needy caretaker relative and receives CalWORKs for herself and one grandchild. The mother of the child moves into the home temporarily, on January 6, while she looks for adequate housing for herself. The grandmother continues to be the

caretaker of the child, even though the mother is in the home.

The grandmother notifies the EW, in a timely manner (January 13), that the mother is now in the home. They must complete all forms (Statement of Facts) to have the mother added to the AU. A determination of caretaker relative status must be completed to insure that the grandmother remains the caretaker entitled to receive CalWORKs. However, due to the mandatory inclusion rule, the mother must be in the AU, with all her income and resources counted. The BDA is the 1st of the month of the next payment period, assuming all eligibility requirements are met.



### Example:

The AU consists of a mother and her two separate children. The unmarried second parent and the common child have been excluded as the second parent, who is the Principal Earner (PE), was fully employed. At the RD on May 6th, the EW discovers that the unmarried second parent has been unemployed since February 1st, and receiving UIB.

The common child has U-parent deprivation. The income and resources of the unmarried second parent are counted to the AU as of the date that eligibility would have started (for example, after he had been unemployed for four weeks [March 1]). For the period U-deprivation was not reported, the second parent and his child are considered non-AU members and his income (UIB) is included in the CalWORKs budget. The BDA for the second parent and the common child is June 1, the 1st of the month following when the EW became aware of the deprivation for the common child, providing eligibility can be established as of that date.



### Example:

An absent second parent who is employed returns home on August 6. The mother reports his return on the August SAR 7, received September 5. On August 21, the second parent who is the PE, lost his job. Since he has not been unemployed for four weeks (28 calendar days), he is not eligible to be included in the AU until October.

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## 4.6 Optional Person Added to the AU

### 4.6.1 Rule

Optional persons are those who are not required to be in the AU. However, the caretaker relative may choose to have them included. The SAWS 1 or the SAR 7 is used as the application form. For more information and a complete discussion of AU Composition, [[Refer to "AU Composition," page 25-1](#)].

The EW must explain to the caretaker relative the effect of having the optional person in the AU.

If Adding the Optional Person Will. . .	Then the Optional Person. . .
Result in an <b>increase</b> to the grant,	Will be added the 1st of the month following the month aid is requested.
Result in a <b>decrease</b> to the grant,	Will not be added until the 1st of the upcoming SAR payment period.



#### Note:

All conditions of eligibility must be met, the necessary windows in Data Collection completed and the Statement of Facts signed to add the person, prior to the date aid is authorized.



#### Example:

The grandmother of a child receives CalWORKs for that child only. She has been working and is not needy. Her job stops and she has no income, so she calls the EW. The EW explains to her the option of being in the AU as a needy caretaker relative. The client decides that she wants CalWORKs for herself as well as for the grandchild, so she comes into the office, provides all necessary information, signs all the required forms and clears eligibility. Her beginning date of aid is the 1st of the month following the date she contacted the EW.

## 4.7 Adding the Sanctioned Person

### 4.7.1 Sanctioned Person

When adding a sanctioned person back into an AU, the cash aid is restored the first day of the month following the date that the individual successfully completes the program requirement.

### 4.7.2 CWES Sanctioned Person

When adding a CWES sanctioned person back into an AU, the cash aid is restored the first day of the month following the date that the individual successfully completes the curing process. The EW will be notified by Employment Services (ES) via the "CalWORKs Sanction/Penalty Action" (SC 473) when the client has cured their sanction and the SC 473 will indicate the "lift sanction" date.

**Note:**

For CWES sanctions it is extremely IMPORTANT EWs take timely action on the SC 473. Processing the request with a future positive action date in CDS makes the ES record available for ES staff to provide supportive services to our client.

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## 4.8 Adding Needs of the Penalized/Non-Cooperating Person

The penalized/non-cooperating person's needs are added back into the AU the month following the date that person complies with the requirements which caused their needs to be excluded from the AU, or the date the person meets all eligibility conditions, whichever is later.

**Example:**

Mom is receiving CalWORKs for herself and her child (age 7). At her annual CalWORKs RD the EW becomes aware that the child is not attending school. The mother's needs are removed from the AU. Several months later the school district provides verification that the child is now regularly attending school and has been for more than 40 consecutive days. The mother has no other source of income so the EW will add the mother's needs back to the AU effective the 1st of the following month.