



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

August 22, 2012

ALL COUNTY INFORMATION NOTICE NO. I-38-12

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL COUNTY CALFRESH SPECIALISTS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CONSORTIUM PROJECT MANAGERS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM: TREATMENT OF STUDENT FINANCIAL AID WHEN DETERMINING CALWORKS ELIGIBILITY AND NEW NOTICE OF ACTION (NOA) FOR STUDENT FINANCIAL AID

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP)
SECTIONS 44-111.4, 44-111.43 to 44-111.437,
ALL COUNTY LETTER (ACL) 87-43

The purpose of this notice is to remind County Welfare Departments (CWDs) of the policy regarding treatment of financial aid when determining CalWORKs eligibility and calculating the amount of cash aid. This letter also releases a new Notice of Action (NOA) message to be used for recipients reporting a change in income due to student financial aid.

CalWORKs rules currently exclude most educational grants, loans, and scholarships from consideration as income when determining the eligibility and grant amount for CalWORKs (MPP Section 44-111.43 to 44-111.437). Portions of the grant, loan or scholarship that are used to cover the attendance costs of a student attending school on at least a half-time basis, as defined by the institution is excluded in CalWORKs computations for determining eligibility and calculating the amount of cash aid. Attendance costs are defined as tuition, fees, rental or purchase of required equipment, materials or supplies, books, transportation, dependent care and miscellaneous personal educational expenses.

The necessary costs of transportation to and from school shall be allowed based on the mode most economically available and feasible in the particular circumstances. If it is determined that personal car usage meets the criteria above, all actual transportation costs will be prorated based on the percentage of miles driven to and from school to

total miles driven. Allowable transportation costs for the use of a personal car for school attendance purposes include car payments, car insurance, car registration, parking fees and gasoline. The student must appropriately document his or her educational expenses to receive this exemption.

If the student financial aid monies are used to meet current needs not associated with school attendance costs, that portion is treated as income in the month received and any remaining portion as a resource in the following months.

Educational loans, grants, and scholarships that are excluded under the CalWORKs rules (MPP Section 44-111) include:

- Loans and grants received under the Carl D. Perkins Vocational and Applied Technology Education Act.
- Loans and grants received under Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance program even if the loan or grant is only partially funded under this Act or program, such as:
 - Pell Grants
 - Carl D. Perkins Loans (this differs from the financial assistance under the Carl D. Perkins Vocational Act)
 - Robert C Byrd Honors Scholarship Program
 - Paul Douglas Teacher Scholarship Program
 - State Student Incentive Grants (Cal Grants)
 - Any College Work Study Program
 - Income Contingent Loan (ICL) Program
 - Bureau of Indian Affairs Higher Education Grant
 - Indian Health Service Scholarship Program
 - Supplemental Educational Opportunity Grant Program
 - National Science Scholars Program
 - Federal Family Education (FFEL) Program
 - Guaranteed Student Loan (GSL) Program
 - Stafford Loan Program
 - Consolidation Loan Program
 - Supplemental Loans for Students (SLS) Program
 - Parent Loans for Students (PLUS) Program
- Any other grant to any undergraduate student for educational purposes made or insured under any program administered by the Federal Secretary of Education.
- Educational grants to undergraduate students when awarded on the basis of need. The recipient of such grants shall provide a certification from the official at the student's school (preferably the Financial Aid office) concerning the student's eligibility for this income exemption. The certification must state that the award is based on need and that the Public Assistance grant was considered in making the award.

CW 2200 AND NOTICE OF ACTION MESSAGE - M44-113H (8/12)

If documentation has not been provided at the time the recipient reports receipt of the student financial aid, the CW 2200 is sent to the recipient requesting verification of how the money was or will be used in order for CWDs to determine the amount of student financial aid that can be excluded. The student must document their educational expenses and provide written verification of the financial aid award from the educational institution (MPP 44-111.435(b) and 44-111.437(a)(1)(2)).

If no verification is provided, the money is counted as income in the month received and NOA Message M44-113H (8/12) is sent to the recipient using the NA 200 or the NA 1239 to inform the recipient of the change in the amount of cash aid.

CAMERA READY COPIES OF FORMS

For a camera-ready copy in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access, you may obtain these forms from the CDSS webpage http://www.cdss.ca.gov/cdssweb/FormsandPu_271.htm .

If you have any questions please contact your county CalWORKs program consultant or the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

c: CWDA

Attachments

Auto ID No.:
Source :
Issued by :
Reg Cite : 44-111.4, 44-111.43 to 44-111.437

Use Form No. : NA 200 or NA 1239
Original Date : 08-10-12 - New
Revision Date :

MESSAGE:

As of _____, the County is changing your monthly cash aid from \$_____ to \$_____.

Here's why: You reported getting money from a school scholarship, loan, or grant and did not show proof that the money is for your education costs.

Certain educational funds are exempt (not counted as income) if you show proof that they are used to meet your education costs. You can ask your worker for a list of student aid money that does not count as income.

If you give us proof of the kind of student aid you got and that it is for your education costs, we may not count the income.

Education costs include tuition, fees, materials or supplies, the cost to rent or buy required equipment, books, transportation, dependent care, or other personal costs for your education. Ask your worker if you have questions.

Your family income has changed. When your income changes, your cash aid amount also changes.

Your new cash aid amount is figured on (this page/the next page).

INSTRUCTIONS: Use to change the grant amount when an assistance unit (AU) reports a change in income because of student financial aid, monetary educational awards, or scholarships and did not submit documentation that the money is for educational costs.

Print message on NA 200 or NA 1239 with the budget in right column if income averaging is necessary.

REQUEST FOR VERIFICATION FORM

CASE NAME: _____

CASE NUMBER: _____

WORKER NAME: _____

WORKER NUMBER: _____

DATE: _____

You have asked for Cash Aid (*CalWORKs*) Food Stamps Medi-Cal.

We need proof from you to see if you can get (*or keep getting*) cash aid or other benefits. **You must give this proof to your worker by _____.** If you cannot get this information by _____, give us this form with whatever proof you **do** have. We may be able to help you get the proof. We have listed the information we need below.

Due Date	Item	Person	Program	Check (✓) if can't get proof and need help	Check (✓) if already turned in this proof

We have attached a list of items you can use for proof. Sometimes we can accept other proof. Call your worker to be sure.

Tell us if you are having problems getting the proof. Your worker information is below.

- We will help you try to get the proof.
- If there is a cost to get the proof, we may be able to pay the fee for you.
- If you cannot get the proof, you may be able to sign a sworn statement instead.

If you cannot give us *all* the proof by _____:

- Give us whatever proof you do have; **and**
- Check the box above that says "can't get proof and need help" for what you don't have and turn this form in **or** call your worker before _____.
- We can try to get the proof for you. Fill out the attached "Authorization for Release of Information" form and return it to your worker.

If we do not get the proof or hear from you by _____, we may have to deny, cut, or stop your benefits.

You can get a receipt for any proof you turn in to us. Keep a copy of this form and any proof you send us for your records, or ask the county to make copies for you.

Your workers are:

TYPES OF VERIFICATION/SOURCES OF PROOF

If you have other types of proof not listed, please call your worker.

Birth/Citizenship

- Birth certificate
- Passport
- Baptismal certificate (*with date and place of birth*)
- Statement of witness to birth
- Original birth certificates for Medi-Cal

Income

- Most recent paycheck stub(s)
- Letter from employer
- Copy of child support check or payment stub
- Benefits award letter (*Social security/veterans/unemployment/disability, etc.*)
- Self-employment tax forms (*IRS Schedule C, etc.*)
- Receipts for self-employment income for work-expenses
- School grants/loans/financial aid statements
- Sponsor statement form

Immigration Status (non-citizens)

- Immigration papers/forms/cards (*copy of both sides*)
- Certificate of naturalization
- Other proof from immigration (*USCIS*), such as: work authorization, letter of decision or court order on your case, etc.

Property/Resources

- Vehicle registration
- Proof of loans or debts/liens on property
- Statement of joint ownership
- Most recent mortgage bill(s)
- Property deed
- Most recent bank statements
- Life insurance policy, stocks, bonds, IRAs
- Most recent retirement account statement(s)
- Sponsor statement form
- Settlements such as lawsuits and insurance claims
- Burial plots/crypts

Other Proof

- Child/dependent care receipts
- Statement from child/dependent care provider
- Receipts for school expenses
- Cancelled check/receipt of child/spousal support payments
- Death certificate, obituary, witness statement of death
- Court papers (*child support or spousal support order*)

Identity

- Drivers license or identification card
- Photo ID (*from DMV, school, etc.*)
- Passport
- USCIS documents

Relationship

- Court papers (*divorce, guardianship, etc.*)
- Marriage certificate
- Domestic partner certificate
- Birth certificate

Housing and Utility Costs

- Rental agreement or rent receipts
- Mortgage bill
- Utility bill
- Property tax statement
- Home or renter's insurance bills
- Hotel/motel receipt
- Cancelled checks or copies
- Statement explaining housing arrangement

Residence

- A postmarked envelope or postcard addressed to you
- Utility bill
- Rental agreement
- Bill or other document(s) with name and address
- Driver's license or Identification card
- Eviction notice/notice to pay rent or quit

Medical Expenses

- Medical bills or receipts
- Medical transportation bills or receipts
- Health or dental insurance policies or premiums
- Medicare card (*for Medi-Cal only*)

Medical Verification

- Proof of pregnancy from doctor or clinic, with expected due date
- Doctor statement or disability funding by an agency (*SSA/SDI/VA, etc.*)
- Pharmacy bill

Immunization Records (for kids under 6 years old)

- Statement that immunizations are against your beliefs
- Statement from parent or caretaker relative explaining why you can't get immunizations
- Statement from doctor that immunizations are not available
- Stamped shot record

AUTHORIZATION FOR RELEASE OF INFORMATION

If you cannot get the proof you need, we may be able to get it for you. Fill out and this form and send it to your worker by _____.

If you have questions about this form, or need help filling it out, ask your worker. You can also ask your worker for more copies. Use a separate "Authorization for Release of Information" form for each person.

To: _____,

I, _____, at _____

(PRINT NAME)

(ADDRESS)

give permission to _____ to give to _____

(NAME OF AGENCY, INSTITUTION, INDIVIDUAL PROVIDER)

(COUNTY SOCIAL SERVICES DEPARTMENT)

information regarding _____.

This permission ends by _____, or 60 days from the date signed, if no date is listed.

(Fill out form completely before signing.)

SIGNATURE OF APPLICANT/RECIPIENT

DATE

IF THIS IS FOR INFORMATION OF A MINOR, ENTER RELATIONSHIP TO MINOR
