

# CALFRESH BENEFITS

## HOW TO REPORT HOUSEHOLD CHANGES

Everyone who receives CalFresh benefits must report when their income or household situation changes. If you're not sure how to report changes, what changes to report, or what proof we need, be sure to ask your local county office. You are receiving this notice because:

- You have been approved for CalFresh benefits and will be reporting changes on a Semi-Annual basis.
- Your household was previously assigned Change Reporting status and will now be reporting on a Semi-Annual basis. Semi-Annual Reporting requirements are described below.

### SEMI-ANNUAL REPORTING

As a semi-annual reporting household, you will need to turn in a completed Semi-Annual Report form (SAR 7) due by the 5th day of the 6th month after your most recent certification. If you do not turn in your completed SAR 7 by the end of the first working day of the next (7th) month, your benefits will stop.

Your worker will use the income and expense information reported on the SAR 7 to calculate your CalFresh benefits for the remainder of the certification period.

For example:

You completed your annual recertification in May. Your SAR 7 will be due 6 months later, on November 5th and you will report what income you had in October. You will also report any income changes you expect to have in December, January, February, March, April and May. You must turn in your completed SAR 7 by no later than the first working day in December or your benefits will stop. You will lose benefits unless you had a good reason for being late. Your annual recertification will be due in May six months later. Your next SAR 7 will be due for the following certification period six months later.

#### What you must report on a Semi-Annual Report (SAR 7):

- Earned income from any source;
- Unearned income of any kind;
- Anyone getting free rent or utilities;
- Anyone who has expenses that are paid by someone else;
- Reduced hours of work or training;
- Someone moves in/out of your home;
- If you move;
- Any real or personal property bought, sold or exchanged;
- Any change in legally obligated child support paid by a household member;
- Anyone's citizenship/immigration status changes or receives correspondence from the U.S. Citizenship and Immigration Services (USCIS) (formerly INS);
- Anyone gets a job or payments for training or school expenses;
- Anyone has a job, training or school costs such as for dependent care or supplies;

### REPORTING MANDATORY CHANGES DURING THE CERTIFICATION PERIOD

You must report the following changes within ten (10) days even if it is not your report month. You are to report:

- When your household's income is more than 130% of federal poverty level, for your household size (CalFresh IRT).
- If you are meeting the Able Bodied Adult Without Dependents (ABAWD) work rule by working and your work hours drop below 20 hours a week or 80 hours a month. CalFresh rules limit the receipt of CalFresh benefits to 3 months in a 3-year period for ABAWDs who are not working or participating in other allowable activities. You are excused from the ABAWD work rule and do not need to report a drop in your work hours if you are:
  - Living in a county where the ABAWD work rule is waived because of high unemployment rates;
  - Under 18 or 50 years of age or older;
  - Medically certified as physically or mentally unfit for employment;
  - Meeting the CalWORKs Welfare-To-Work rules;
  - Caring for an injured or sick person who will need help for more than 30 days;
  - Participating in an alcohol or drug treatment program that keeps you from working 30 hours or more per week;
  - Getting or have applied for Unemployment Insurance benefits.

### REPORTING VOLUNTARY CHANGES

You may also report other information voluntarily, even when it is not your report month. Reporting information voluntarily may cause your household benefits to go up or down. See examples below. The county will take action within ten (10) days after you provide verification. One exception is when the increase results from adding another person to your case. In that situation, the county will take action to increase benefits the first of the month after you provide verification. **Even if you have already reported something to the County, you must also report it on your next SAR 7 or recertification.**

Some examples of voluntary reporting that may cause your benefits to go up include:

- Loss of income;
- Member becomes disabled or 60 years old;
- Member begins to pay court-ordered child support;
- New household member in the home;
- Shelter/housing cost increases;
- If any member who is disabled or age 60 or older has increased or new medical expenses.

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## REPORTING VOLUNTARY CHANGES - Continued

Some examples of voluntary reporting that may cause your benefits to go down include:

- Gain or increase of income that is less than your CalFresh IRT;
- Someone with no income moves out of your home;
- Someone in your home who had no income dies;
- Someone with income moves into your home;
- Shelter cost decrease.

You **MAY** report changes during your households certification period either by:

- Mail, telephone or in person at the county CalFresh office or by turning in a Mid-Certification Period Status Report or SAR 3.

## OTHER CHANGES

There are other circumstances that will require the county to decrease or discontinue your benefits during the certification period in which they happen. Here are some examples:

- A household member is sanctioned;
- Someone in your household receives benefits in another household;
- A California Food Assistance Program status changes.

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## TRANSITIONAL CALFRESH BENEFITS

California's Transitional CalFresh program provides CalFresh benefits for five months to households that leave CalWORKs.

If your household begins receiving transitional CalFresh benefits, you do not have to report while receiving these benefits.

If you are receiving Transitional CalFresh benefits, you may reapply to see if you can get more benefits. If you reapply and are approved for regular CalFresh benefits, then all normal reporting rules will apply.