

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

**Program/Area:** CalWORKs/Welfare-To-Work

**Title:** **Adding a Newborn/Second Parent to the Assistance Unit**

**Number:** 100-C4.B

**Status:** *Signature on file*

**Effective Date:** 06/03

**Revision Date:** 8/26/20

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**PURPOSE**

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

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**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.

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**SEMI-ANNUAL  
REPORTING  
(SAR)  
VOLUNTARY  
MID-PERIOD  
REPORT OF A  
NEWBORN/SECOND  
PARENT**

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.

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 second 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 second 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 second 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 second parent, if applicable, results in increased benefits, but the newborn and the second 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 second 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 second 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

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**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 second parent is in the home:

- Deprivation will be unemployment, incapacity or absent parent if the other second 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.

If the second 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.

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**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 second 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 reappplies 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.

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#### **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.

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#### **MANDATORY REPORTING OF A NEWBORN - SAR 7/RRR WHEN A PSN PAYMENT IS NOT ALLOWED**

If the recipient reports for the first time on the SAR 7 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 [Mandatory Reporting of a Newborn SAR 7/RRR](#) section of this policy.

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

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**ADDING A  
NEWBORN/SECOND PARENT TO A  
PREGNANT  
PERSON ONLY  
(PPO) CASE**

In Pregnant Person Only (PPO) cases, the second parent of the unborn may or may not be living in the home but is excluded from the AU until the baby is born.

When evaluating when to add the newborn and second parent to the AU keep in mind that they are treated distinctly, and a separate analysis may be required to determine how each would affect the CalWORKs grant for the existing Assistance Unit (AU). The second parent and the newborn child may be added to the PPO case separately, when the circumstances allow, to maximize the cash aid.

**Adding the newborn:**

Evaluate the newborn's eligibility. As long as the newborn maintains deprivation, and all other conditions of eligibility are met, the newborn may be added the first of the month following the reported birth.

**Adding the second parent:**

Review whether adding the second parent would result in an increase or decrease in aid.

**If benefits increase:** the second parent will also be added the first of the month following the reported birth, assuming all other conditions of eligibility are met.

**If benefits decrease:** add the second parent to the AU the first of the next SAR period.

**Scenario 1:**

Parents are married and residing in the home at CalWORKs application.

The pregnant parent is approved for CalWORKs with unemployed parent deprivation, SAR payment period is January through June. The second parent is employed part-time, working 10 hours a week with a gross monthly income of \$225. **In April**, the AU reported an increase in the second parent's income under the AU's IRT that occurred in February and the birth of their child that occurred in March.

While both were reported in the same month, the events are two separate changes and should be treated accordingly. Evaluate each change independently and only act on that which results in an increase to the cash aid.

Even though the change in income took place prior to the birth of the child, it occurred after the PPO AU was already established and under the IRT; therefore, the report is considered voluntary.

Only use the income considered at application when adding the newborn and second parent in determining the cash grant amount for the remainder of the payment period.

As the change in income results in a decrease to the existing AU's cash aid, the worker shall wait until the first of the following SAR payment period before taking action.

### **Scenario 2:**

An unmarried couple where the partially employed second parent of the unborn child moves into the home **after** the PPO AU is established.

The pregnant parent was approved for CalWORKs in January with absent parent deprivation, the SAR payment period is January through June.

In **April**, it is reported that the child was born in February and the partially employed 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.

In this scenario, because the second parent moved into the home after the PPO AU was already established, the newborn would be added mid-period as adding only the newborn would have a positive impact on the grant, while the second parent and their income would be added effective July 1, the first month of the following SAR payment period.

### **Scenario 3:**

An unmarried couple case where the fully employed second parent of the unborn child moves into the home **after** the PPO AU is established.

CalWORKs is granted in January with absent parent deprivation, and the SAR payment period is January through June.

In **April** it was reported that the child was born in February, and the fully employed second parent moved into the home in March. Since deprivation changes are not acted on mid-period and these are voluntary mid-period reports, the impact of each report must be determined separately and sequentially.

Although deprivation existed at birth, the birth of the child was not reported until April. After evaluating whether the newborn could be added in May, it is concluded that even if deprivation continues, 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.

As this results in a negative action to the case, SAR rules require that the eligibility determination for the newborn and the second parent be deferred until the following SAR payment period while the existing PPO AU maintains current eligibility, including the pregnancy special need payment (PSN), 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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### **CHILD SUPPORT ENFORCEMENT AND COOPERATION REQUIREMENTS**

Unless exempt, each CalWORKs (CW) applicant/recipient must cooperate with Child Support Services (CSS) as a condition of CW eligibility.

If a referral is required, even if it is known that the second parent will be added to the case prior to the next SAR payment period, staff will initiate the referral process unless the custodial party has requested a good cause review or the county has notified CSS of a finding of good cause.

Refer to Child Support policy 100-A1 for more information on child support requirements.

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### **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.

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### **ADDING A NEWBORN/ SECOND PARENT 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.
- The second parent is entitled to receive cash-linked Medi-Cal effective the month the birth of the newborn was 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 PERSON ONLY CASE](#)

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**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.

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**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](#)

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**REFERENCES**

[ACL 03-46](#), [ACL 12-25](#), ACL 12-49, ACIN I-16-20  
 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-D2](#) Pregnancy Special Needs/Aid Based on Pregnancy

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**RESOURCE GUIDES**

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