

**California Work Opportunity and Responsibility to Kids  
(CalWORKs)  
Cash Grant Caseload Movement Report**

SEND ONE COPY OF THIS REPORT TO:  
California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
FAX: (916) 657-2074

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR
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**PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION**

1. Applications carried forward from last month (Item 1a plus Item 1b).....	1
a. Item 5 <b>from last month</b> .....	2
b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments).....	3
2. Applications received during the month (Item 2a plus Item 2b).....	4
a. Applications.....	5
b. Requests for restoration.....	6
3. Total applications on hand during the month (Item 1 plus Item 2).....	7
4. Applications disposed of during the month (Items 4a, 4b and 4c).....	8
a. Applications approved [Item 7a plus Item 7b (all columns)].....	9
b. Applications denied (Same as Item 1, CA 255 CW).....	10
1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW).....	11
c. Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW).....	12
5. Applications/requests pending at the end of the month (Item 3 minus Item 4).....	13

**PART B. CASELOAD (ALL)**

Cases Added	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
6. Cases carried forward from last month (Item 6a plus Item 6b).....	14	15	16	17	18
a. Item 12 <b>from last month</b> .....	19	20	21	22	23
b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments).....	24	25	26	27	28
7. Cases added during the month (Items 7a through 7d).....	29	30	31	32	33
a. Applications approved.....	34	35	36	37	38
b. Restorations approved.....	39	40	41	42	43
c. Transfers from other counties.....	44	45	46	47	48
d. Other approvals (appeal cases, CW 7s, etc.).....	49	50	51	52	53

**Caseload**

8. Total cases open during the month (Item 8a plus Item 8b).....	54	55	56	57	58
a. Cases receiving cash grant (\$10 or more).....	59	60	61	62	63
1) Children in Item 8a cases.....	64	65	66	67	68
2) Adults in Item 8a cases.....	69		70	71	
3) Total persons [Item 8a1) plus Item 8a2)].....	72	73	74	75	76
b. Other cases (zero grant cases, less than \$10 cases, etc.).....	77	78	79	80	81
1) Children in Item 8b cases.....	82	83	84	85	86
2) Adults in Item 8b cases.....	87		88	89	
3) Total persons [Item 8b1) plus Item 8b2)].....	90	91	92	93	94

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR			
<b>Case Exits</b>		<b>Two-Parent Families (A)</b>	<b>Zero Parent Families (B)</b>	<b>All Other Families (C)</b>	<b>TANF Timed-Out Cases (D)</b>	<b>Safety Net Cases (E)</b>
9. Cases discontinued during the month (Same as Item 1, CA 253 CW).....		95	96	97	98	99
10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW).....		100	101	102	103	104
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW).....		105	106	107	108	109
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11].....		110	111	112	113	114
<b>PART C. SAFETY NET</b>						
13. Cases open during the month (Item 13a plus Item 13b).....		115		116		
a. Cases receiving cash grant (\$10 or more).....		117		118		
1) Children in Item 13a cases.....		119		120		
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		121		122		
1) Children in Item 13b cases.....		123		124		
COMMENTS						
CONTACT PERSON (Print)		TELEPHONE (     )		DATE COMPLETED		
TITLE/CLASSIFICATION		FAX (     )				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)  
CASH GRANT CASELOAD MOVEMENT REPORT  
CA 237 CW (12/02)**

**INSTRUCTIONS**

**CONTENT**

The monthly CA 237 CW report contains statistical information on CalWORKs caseload movement for Two-Parent Families, Zero Parent Families, All Other Families, Temporary Assistance for Needy Families (TANF) Timed-Out Cases, and Safety Net Cases. This report includes data on the number of applications requested or restored, cases added, cases exiting, and cases transferred from other counties during the month.

**PURPOSE**

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

**DUE DATE AND CONTACT**

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18<sup>th</sup> calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:  
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

**GENERAL INSTRUCTIONS**

Enter in the boxes provided near the top of the form the report's version number, county name, county code, and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

## DEFINITIONS

Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an adjustment. Whenever an adjustment is reported, the county must include a footnote in the Comments section of the report, explaining why an adjustment was needed.

All Other Families: All families that have not been identified as either a Two-Parent or a Zero Parent family. These cases are coded as 30, 3E, 3L or 3P. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

Cancellation: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denial: An application or request for restoration of cash grant that is denied. A denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Intercounty Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" Item 7c. The county from which the family is moving would count the case as a discontinuance in Item 9.

Intraprogram Status Change: Change in status from one part of the same program to the other. For example, when the father returns to an All Other Families case during the report month, that case will become a Two-Parent Families case effective the next month. Therefore, for statistical reporting purposes, that case is theoretically discontinued from the All Other Families column, Item 10 and is added to the Two-Parent Families column, Item 11.

Movement: CalWORKs case flow within this report. Some examples include:

- A case transfers between the different program segments.
- An active case receiving a cash grant becomes an active case which receives no cash grant during the report month, and vice versa.
- A case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 CW case count in one of two ways:
  1. If the child creates a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 CW report as a new application and is processed accordingly, within the report.

**DEFINITIONS CONTINUED**

2. If the child joins an existing AU, then that child is brought into the CA 237 CW caseload by adding him/her to the person count in Item 8a1) or Item 8b1) or in Item 13a1) or in Item 13b1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; and approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

Other Cases: (Not receiving a cash grant) (See Item 8b and 13b): Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include:

- Cases approved for aid during the report month, which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.
- Suspended cases.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

Payment Responsibility: The county sending the recipient is responsible for payment of aid until the end of the transfer period, at which time the receiving county becomes responsible.

Restoration: An application of aid when the applicant has been a recipient in the same county within the last 12 months regardless of program segment.

Safety Net Cases: Families in which all adults have been discontinued and removed from the assistance unit for reaching the CalWORKs 60-month time limit. These cases are coded 3A and 3C. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

TANF Timed-Out Cases: Families that include an adult head-of-household or a spouse of a head-of-household, (including minors that are head-of-household) who have received Federal TANF assistance for a total of 60 cumulative months. These cases are coded 32 and 3W. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two-Parent Families: Assistance Units (AU) that include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This also includes Two-Parent AUs in which only one adult reaches the CalWORKs time limit. These cases are coded 35, 3M or 3U.

Withdrawals: Applications or requests for restoration that are withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

**DEFINITIONS CONTINUED**

Zero Parent Families: Assistance Units (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 02-66, dated September 3, 2002 for aid code descriptions. This category does not include Safety Net cases, which comprise a separate child-only category.

**ITEM INSTRUCTIONS****PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION**

Part A is a summary of intake activity during the report month.

1. Applications carried forward from last month (Item 1a plus Item 1b): [Cell 1] Enter the number of applications pending from the previous month. This number should be the same figure as Item 5 of the previous month's report. If the number is different than Item 5 of the previous month's report, enter the new figure in Item 1 and enter the adjustment in 1b.
  - a. Item 5 from last month: [Cell 2] Enter the number from **last month's report**, Item 5, "Applications/requests pending at the end of the month."
  - b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments): [Cell 3] If an adjustment to Item 1a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change.
2. Applications received during the month (Item 2a plus Item 2b): [Cell 4] Enter the sum of Items 2a and 2b.
  - a. Applications: [Cell 5] Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
  - b. Requests for restoration: [Cell 6] Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment.
3. Total applications on hand during the month (Item 1 plus Item 2): [Cell 7] Enter the sum of Items 1 and 2.
4. Applications disposed of during the month (Items 4a, 4b and 4c): [Cell 8] Enter the sum of Items 4a, 4b and 4c.
  - a. Applications approved [Item 7a plus Item 7b (all columns)]: [Cell 9] Enter the number of applications and restoration requests approved for cash grant. This item should equal the sum of Items 7a and 7b (all columns).
  - b. Applications denied (Same as Item 1, CA 255 CW): [Cell 10] Enter the number of applications and restoration requests denied. This number must agree with **Part A, Item 1 (Cells 1 – 5), "Total case denials of cash grant during the month," on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
    - 1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW): [Cell 11] Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should

**ITEM INSTRUCTIONS CONTINUED**

be included in the count for Item 4b, Applications denied. This number must agree with the number entered on **Part A, Item 10 (Cells 46 – 50), “Cases denied due to Diversion,” on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**

- c. **Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW):** [Cell 12] Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. This number must agree with **Part B, Items 11 plus 12 (Cells 51 – 60), “Cases with application cancelled or withdrawn during the month” plus “Cases with applicant who moved or cannot be located during the month,” on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
5. **Applications/requests pending at the end of the month (Item 3 minus Item 4):** [Cell 13] Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between Item 3 “Total applications on hand during the month” less Item 4 “Applications disposed of during the month.”

**PART B. CASELOAD (ALL)**

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

Two-Parent Families, Column (A): Codes 35, 3M and 3U  
Zero Parent Families, Column (B): Codes 33, 3G, 3H and 3R  
All Other Families, Column (C): Codes 30, 3E, 3L and 3P  
TANF Timed-Out Cases, Column (D): Codes 32 and 3W  
Safety Net Cases, Column (E): Codes 3A and 3C

**NOTE:** Refer to ACL 02-66, dated September 3, 2002 for aid code descriptions.

**Cases Added**

6. **Cases carried forward from last month (Item 6a plus Item 6b):** [Cells 14-18] Enter the number of cases brought forward from the previous month. This number should be the same figure as Item 12 of the previous month’s report. If the number is different than Item 12 of the previous month’s report, enter the new figure in Item 6 and enter the adjustment in Item 6b.
- a. **Item 12 from last month:** [Cells 19-23] Enter the number from **last month’s report**, Item 12, “Cases open at the end of the month.”
- b. **Adjustment to Item 6a (Positive or negative number) (Explain in Comments):** [Cells 24-28] If an adjustment to Item 6a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a and are not to be reported in Item 7d.
7. **Cases added during the month (Items 7a through 7d):** [Cells 29-33] Enter the sum of Items 7a through 7d.
- a. **Applications approved:** [Cells 34-38] Enter in the appropriate column the number of applications approved for cash grant.

**ITEM INSTRUCTIONS CONTINUED**

- b. Restorations approved: [Cells 39-43] Enter in the appropriate column the number of restoration requests approved. The sum of Items 7a and 7b, (all columns) should equal Item 4a.
- c. Transfers from other counties: [Cells 44-48] Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.
- d. Other approvals (appeal cases, CW 7s, etc.): [Cells 49-53] Enter the number of cases approved for reasons other than Items 7a through 7c, i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d but are shown as adjustments in Item 6b.

**Caseload**

- 8. Total cases open during the month (Item 8a plus Item 8b): [Cells 54-58] Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a and 8b should equal Item 8. Item 8 should also equal the sum of Items 6 and 7.
  - a. Cases receiving cash grant (\$10 or more): [Cells 59-63] Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
    - 1) Children in Item 8a cases: [Cells 64-68] Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
    - 2) Adults in Item 8a cases: [Cells 69-71] Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
    - 3) Total persons [Item 8a1) plus Item 8a2]): [Cells 72-76] Enter the sum of Items 8a1) and 8a2) for each applicable column.
  - b. Other cases (zero grant cases, less than \$10 cases, etc.): [Cells 77-81] Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
    - 1) Children in Item 8b cases: [Cells 82-86] Enter in the appropriate columns the number of children who were authorized to receive aid for the current month only. Children who are fully abated by child support payments should be reported in this item.
    - 2) Adults in Item 8b cases: [Cells 87-89] Enter in the appropriate columns the number of adults or minor heads of household who were authorized to receive aid for the current month only.
    - 3) Total persons [Item 8b1) plus Item 8b2]): [Cells 90-94] Enter the sum of Items 8b1) and 8b2) for each applicable column.

**Case Exits**

- 9. Cases discontinued during the month (Same as Item 1, CA 253 CW): [Cells 95-99] Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. This number must agree with **Part A, Item 1 (Cells 1 – 5) “Total cases**



**ITEM INSTRUCTIONS CONTINUED**

**discontinued during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**

10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW): [Cells 100-104] Enter in the appropriate column the number of cases which left the Two-Parent, Zero Parent, All Other Families, TANF Timed-Out, or Safety Net Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers to Foster Care. This number must agree with **Part B, Item 12 (Cells 82 – 86), “Total cases transferred to another program segment during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW): [Cells 105-109] Enter in the appropriate column the number of cases which were added to the Two-Parent, Zero Parent, All Other Families, TANF Timed-Out, or Safety Net Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers from Foster Care. This number must agree with **Part B, Item 13 (Cells 107 – 111), “Total cases transferred from another program segment during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11]: [Cells 110-114] Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

<b>PART C. SAFETY NET</b>
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Safety Net (SN) cases are cases which all adults are no longer aided, due to the parent/caretaker relative receiving 60 months of State CalWORKs (and in some cases 60 months of federal TANF), but State Law requires that the children be aided. Report those SN cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children should also be included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net [Two-Parent Families, Child-Only Case]: Code 3C

Safety Net [All Other Families, Child-Only Case]: Code 3A

13. Cases open during the month (Item 13a plus Item 13b): [Cells 115-116] Enter in the appropriate columns the number of SN cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. These two data cells breakout total SN cases by Two-Parent and All Other Safety Net cases and their sum should equal Item 8, Column (E), Cell 58.
  - a. Cases receiving cash grant (\$10 or more): [Cells 117-118] Enter in the appropriate columns the number of SN cases receiving a cash grant during the report month. These two data cells breakout SN cash grant cases and their sum should equal Item 8a, Column (E), Cell 63.
    - 1) Children in Item 13a cases: [Cells 119-120] Enter in the appropriate columns the number of SN children who received aid for the current month only. These two data cells breakout SN cash grant children and their sum should equal Item 8a1), Column (E), Cell 68. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
  - b. Other cases (zero grant cases, less than \$10 cases, etc): [Cells 121-122] Enter the number of SN cases not paid aid, but which had an authorization to receive aid during the report month.

**ITEM INSTRUCTIONS CONTINUED**

Include suspended cases. These two data cells breakout SN zero grant cases and their sum should equal Item 8b, Column (E), Cell 81.

- 1) Children in Item 13b cases: [Cells 123-124] Enter in the appropriate columns the number of SN children who were authorized to receive aid for the current month only. These two data cells breakout SN zero grant children and their sum should equal Item 8b1), Column (E), Cell 86. Children who were fully abated by child support payments should be reported in this item.

**COMMENTS**

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.