

**California Work Opportunity and Responsibility to Kids
(CalWORKs) Report on Reasons for Denials and
Other Non-Approvals of Applications for Cash Grant**

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

COUNTY NAME	REPORT MONTH AND YEAR				
PART A. REASONS FOR DENIALS OF CASH GRANT	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
1. Total case denials of cash grant during the month (Items 2 through 10) (Same as Item 4b, CA 237 CW).....	1	2	3	4	5
2. Cases with no eligible child.....	6	7	8	9	10
3. Cases with children not deprived of support or care.....	11	12	13	14	15
4. Cases with resources that exceed limits.....	16	17	18	19	20
5. Cases with income that exceeds standards.....	21	22	23	24	25
6. Cases that failed to comply with procedural requirements.....	26	27	28	29	30
7. Cases with ineligible non-citizen.....	31	32	33	34	35
8. Cases excluded by law for reasons other than time limits and citizenship.....	36	37	38	39	40
9. Cases with nonresident.....	41	42	43	44	45
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW).....	46	47	48	49	50
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS					
11. Cases with application cancelled or withdrawn during the month.....	51	52	53	54	55
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as Item 4c, CA 237 CW).....	56	57	58	59	60
COMMENTS					
CONTACT PERSON (Print)	TELEPHONE ()		DATE COMPLETED		
TITLE/CLASSIFICATION	FAX ()				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) REPORT ON REASONS FOR DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (12/02)**

INSTRUCTIONS

CONTENT

The monthly CA 255 CW report contains statistical information on applications and requests for restoration of the CalWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

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 18th calendar day of the month following the report month. Fax or mail reports to:

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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 county name 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

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

For Items 2 through 12 collect the applicable reasons as indicated on the Denial Reason List. See ACL 99-59 dated September 2, 1999 for the list. Denial reason items are required data elements, and all tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. Total case denials of cash grant during the month (Items 2 through 10) (Same as Item 4b, CA 237 CW): [Cells 1-5] Enter the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 10. Also, Item 2 through 10 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), “Applications denied,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 6-10] Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs.
3. Cases with children not deprived of support or care: [Cells 11-15] Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care.
4. Cases with resources that exceed limits: [Cells 16-20] Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards: [Cells 21-25] Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility.
6. Cases that failed to comply with procedural requirements: [Cells 26-30] Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility.
7. Cases with ineligible non-citizen: [Cells 31-35] Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility.

ITEMS INSTRUCTIONS CONTINUED

8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 36-40] Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. Cases with nonresident: [Cells 41-45] Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility.
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW: [Cells 46-50] Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this item must equal the monthly total of the figures reported in **Part A, Item 4b1 (Cell 11), “Applications denied due to receipt of Diversion payments or services,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

11. Cases with application cancelled or withdrawn during the month: [Cells 51-55] Enter the number of applications disposed of due to the cancellation or withdrawal of the application.
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as 4c, CA 237 CW): [Cells 56-60] Enter the number of applications denied because the agency was unable to locate the applicant, or because the applicant moved to another jurisdiction or state. Item 11 plus Item 12 must equal **Part A, Item 4c (Cell 12), “Other application dispositions (cancellations and withdrawals),” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**

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.