

TUOLUMNE COUNTY DEPARTMENT OF SOCIAL SERVICES
Eligibility Division of Policies and Procedures

Subject: Good Cause Determination for Submitting a
Late Quarterly Report

Effective Date: May 7, 2012

Section No:

Revision Date: (Update County Website)

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Background	Eligibility Assistance and Standards (EAS) manual section 40-181.23 and DSS ACL 03-18 requires the county to determine good cause for submitting a late quarterly report for the CalWORKs and CalFresh programs.
Policy	The Eligibility Worker conducts an automatic review of good cause beginning the 2nd working day of the month through the last working day of the month following the effective date of discontinuance due to the client's failure to submit a complete quarterly report. Once the full calendar month has passed since the effective date of discontinuance the client may not claim good cause and must reapply for CalWORKs and CalFresh benefits.
Good Cause Criteria	Third party verification of physical or mental illness. Third party verification of domestic abuse.
Request for Good Cause	A request for good cause constitutes any of the following actions: • Reapplication for CalWORKs or CalFresh benefits in the month following the effective date of discontinuance. • Request for a fair hearing in the month following the effective date of discontinuance • Any clear verbal or written request the client wants an opportunity to present an explanation for not meeting the quarterly reporting requirements.
Procedure	The Eligibility Worker reviews the client's request for good and if the client meets a Good Cause criteria proceed as follows: • Obtain a complete QR-7 • Restored benefits effective the date of discontinuance • Determine eligibility and benefits using the information reported on the QR-7