

Sample MSR Reporting Cycle: New 12-Month Period

Jan One	Feb Two	Mar Three	Apr Four	May Five	Jun Six	Jul Seven	Aug Eight	Sep Nine	Oct Ten	Nov Eleven	Dec Twelve
New 12 Month Period Begins				MSR Mail Month Mail to be received by the 10th	MSR Due Month Due by 5th					Mail Annual Packet by end of month	Annual Packet Due

County automated systems have been programmed to notify eligibility staff, in advance, when a beneficiary's MSR is due so that the beneficiary receives the necessary paperwork in a timely manner. Counties must update their current MSR process to follow these new MSR Mail Month and MSR Due Month guidelines.

CalWORKs Cases Transitioning to Medi-Cal Only

A CalWORKs beneficiary who is discontinued from CalWORKs for failure to submit a status report (QR7) is transitioned to Medi-Cal only (aid code 3N). As such, the former CalWORKs beneficiary is no longer exempt from the MSR requirements unless the beneficiary is transitioned to another exempt category. The county shall require

non-exempt beneficiaries to complete a MSR six months after their initial CalWORKs eligibility month or their most recent RV effective date.

For example, if a CalWORKs beneficiary fails to submit a QR7 three months after their initial CalWORKs eligibility month or their most recent RV effective date and the beneficiary is subsequently transitioned to Medi-Cal only, the beneficiary will be required to submit the MSR six months after their CalWORKs initial eligibility month or most recent RV effective date, whichever is sooner.

Jan One	Feb Two	Mar Three	Apr Four	May Five	Jun Six	Jul Seven	Aug Eight	Sep Nine	Oct Ten	Nov Eleven	Dec Twelve
Initial Eligibility Month		QR7 not returned		MSR Mail Month Mail to be received by the 10th	MSR Due Month Due by 5th					Mail Annual Packet by end of month	Annual Packet Due