Always report income that goes over your income reporting threshold (IRT)

What is IRT?
Your IRT is the total monthly gross income that you have to report. By “total monthly gross income” we mean any money your household receives before taxes.

What do I do if my household’s gross income goes over my IRT?
If at any point in time your household’s gross income goes over your IRT, you must report your new gross income to your worker within 10 calendar days of receiving it.

How do I report that my new income is over my IRT?
You can report your new income by calling the customer service center at (866) 613-3777, U.S. Mail, or in-person at your local DPSS office.

Example: Your IRT for your family of 4 is $2,839. You made $3,165 this month, which is $326 above your IRT. You must report it within 10 calendar days of receiving the money.

If you have any questions, please call customer service at (866) 613-3777 or for more information, visit the DPSS website at dpss.lacounty.gov.
**2 COMPLETE AND SUBMIT YOUR SEMI ANNUAL REPORT (SAR 7) TIMELY**

**What Is a SAR 7?**
A SAR 7 is a CalFresh report where you must provide the current status of your Household data. Household data includes income, number of people living in the home, expenses, address, etc.

**What Information Do I Update on My SAR 7?**
You must answer all the questions on your SAR 7 report. **If you are reporting any changes, you must provide verification** such as check stubs, the social security number for new household members, etc.

**When Do I Fill out My SAR 7?**
Most households must complete and submit a SAR 7 once a year, which is due on the **5th calendar day of the “submit month.”** Your “submit month” follows your “report/data month,” which is indicated on your SAR 7 report.

**How do I submit my completed SAR 7?**
Submit your SAR 7 and verifications **online** through the YBN website at dpss.lacounty.gov, by U.S. Mail, or in-person at your local DPSS office.

*Example:* You had a baby in November, and your report/data month is November.

**You must submit your complete SAR 7 with verifications by December 5th (the 5th calendar day of your submit month).**

**3 COMPLETE A RECERTIFICATION PACKET & PHONE INTERVIEW**

**What Is a Recertification?**
A Recertification is a re-evaluation of your CalFresh benefits and household information. This consists of a **Recertification application** and a **scheduled phone interview.**

**When Do I Need to Complete My Recertification Application and Phone Interview?**
Most households must complete a recertification every 12 months. DPSS will mail you a Recertification application and schedule a phone interview with you. You must complete and submit your Recertification application to your worker by the **25th of the month you receive it.** This must be done before you participate in your scheduled phone interview.

**How Do I Submit My Recertification Application?**
You can submit your Recertification application **online** on the YBN website at dpss.lacounty.gov, by U.S. Mail, or in-person at your local DPSS office.

*Example:* Your CalFresh benefits were approved in January. You will receive your Recertification application on November 12 and your Recertification phone interview will be scheduled for December 8.

**You must submit your Recertification application by November 25 before completing your scheduled phone interview on December 8.**