

SAR-7 & Annual Recertification Renewal Guide

Updated Winter 2025

Thank you for taking the time to renew your SAR-7/Annual Recertification! Completing this process timely and diligently will ensure you continue receiving your benefits. Please find information on how to complete your renewal and required verification documents below.

If you need assistance with your SAR-7 or Annual Recertification, we highly recommend visiting our office hours. We can help you submit your form and ensure all necessary documents are included. You may also email us at calfreshinitiative@cpo.ucla.edu for guidance.

Before submitting, please review the “How to Renew SAR-7” and “Required Documents” sections carefully to avoid delays in processing your benefits. You can submit your SAR-7 anytime online at <https://benefitscal.com>.

What is the SAR-7/Annual Recertification?

The **SAR-7 (Semi-Annual Report)** is a required form for individuals receiving CalFresh, CalWORKs, or Medi-Cal benefits in California. It is used to report any changes in address, income, household size, employment, and expenses to determine continued eligibility for benefits. This form helps the county maintain or adjust your grant amount based on any changes 6 months after enrolling in the program.

The **Annual Recertification** is a required process for CalFresh recipients to reapply for benefits each year and confirm continued eligibility. Unlike the SAR-7 (Semi-Annual Report), which is submitted every six months, the Annual Recertification is a full renewal of your benefits and involves a more detailed review of your household’s income, expenses, and other eligibility factors and a phone call interview the same as your initial certification process.

SAR-7 Renewal Guide

The SAR-7 must be submitted **6 months** after your last application or renewal. Check your Notice of Action or contact your county office to confirm the due date, as submitting late may result in a delay or loss of benefits. Please refer to the “SAR-7 & Annual Recertification Timeline” section below to verify your due date.

→ **Required Documents:**

- ☐ Proof of income (pay stubs, self-employment records, benefits statements, etc.)

- ☐ Any changes in expenses (rent/mortgage, utilities, child care, medical expenses, etc.)
- ☐ Proof of household changes (new household members, changes in employment, etc.)
- ☐ Bank statements (if applicable)

SAR-7 & Annual Recertification Timeline

Timeline Overview

	Initial Application Date		SAR-7 Date		Recertification Date	
1	January		June	5th	December	5th
2	February		July	5th	January	5th
3	March		August	5th	February	5th
4	April		September	5th	March	5th
5	May		October	5th	April	5th
6	June		November	5th	May	5th
7	July		December	5th	June	5th
8	August		January	5th	July	5th
9	September		February	5th	August	5th
10	October		March	5th	September	5th
11	November		April	5th	October	5th
12	December		May	5th	November	5th

ex. If you completed your initial application in January, you will need to submit your SAR-7 by June 5th, and your Recertification by December 5th.

Process Details

- **4 to 5 months after application:**
 - Keep track of changes in income, residence, and household size.
 - Regularly check BenefitsCal and your mailbox for county notices.
 - Look out for the SAR-7 document in the mail and through BenefitsCal.

→ *If you signed up to receive texts, look out for a text with a link to fill out the SAR-7*

- **6 to 7 months after application:**
 - Submit your SAR-7, through:
 - Mail, or
 - Online, via your BenefitsCal portal.
 - It must be postmarked by the 5th of the month in the 6th month after application or recertification.
 - Your application will be considered late if the county has not received it by the 11th of the 6th month.
 - You will stop receiving CalFresh if a complete report is not received by the 1st business day of the following month, i.e., the 7th month.
 - If the household turns in a completed SAR 7 any time in the month after the SAR 7 was due, the household (if otherwise eligible) will be restored to aid and the benefits prorated from the date the form was turned in.
- **After you submit your SAR-7:**
 - Confirm that your application has been delivered and received.
 - Continue keeping track of changes in preparation for recertification, which is a process that will happen a few months later.

Contact Us!

The CalFresh Initiative at UCLA

Summer 2025 Office Hours: Drop-ins welcome Mondays 12:30-2 pm PST at SAC B202 cubicle, drop-ins are welcome Wednesday 12-2:30pm PST via [Zoom](#); Thursdays 5:30-7:30 via [Zoom](#); and Fridays 5-7:30pm PST via [Zoom](#)

Book an Appointment: <https://calendly.com/uclacalfresh>

Email: calfreshinitiative@cpo.ucla.edu

Facebook: [CalFresh Initiative at UCLA](#)

Instagram: [@uclacalfresh](#)

Sign up for our newsletter: tinyurl.com/calfreshnewsletter

UCLA Basic Needs Committee: <https://basicneeds.ucla.edu/>

Food Resources eGuide:  [Food Resources at UCLA.pdf](#)