Food Stamp Policy

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FS 63-100 GENERAL PROVISIONS

FS 63-100 – GENERAL PROVISIONS **FS 63-101.1 – General Purpose and Scope**	**<u>What is the purpose of the Food Stamp program?</u>** The Food Stamp program is designed to promote the general welfare and to safeguard the health and well being of the nation's population by raising the levels of nutrition among low-income households.

FS 63-102 - DEFINITIONS **Definition of Food Stamp Related Words**	*<u>Account Balance</u>* The amount a participant has available in their EBT account(s). Account balances may be provided on EBT transaction receipts. Account balance can also be found on established LEADER formal from the EBT Benefit Inquiry and EBT Case/Client Inquiry on the Method Details screen. *<u>Account Status</u>* This refers to the status (active, inactive, dormant, expunged) of the EBT account. *<u>Administrative (Agency) Error (AE)</u>* An overpayment claim caused by an action or failure to take action by the county. (The only exception is an overpayment caused by a household transacting an untampered EBT card). *<u>Administrative (Admin) Terminal</u>* Provides direct access to the EBT system and specific functions (e.g., inquiry, PIN unlock, adjustment information) that are not available through LEADER. This is also used as a contingency for emergency benefit and card issuances, repayments, account reactivations and cancellations.
	<u>Allotment</u> The total value of benefits a household is authorized to receive during each calendar month of certification. *<u>Alternate Cardholder (AC)</u>* This is a generic term on LEADER for other cardholders designated and authorized by the participant (primary cardholder).
	<u>Application</u> • The forms that are completed by a household

member or authorized representative when applying for Food Stamps; or

- The forms used to apply for CalWORKs by households in which all members apply for or receive Public Assistance (PA), including any necessary Food Stamp program attachments approved by The Food And Nutrition Service (FNS).

Authorized Representative (AR)
The person designated and authorized by the participant to act on their behalf at application for Food Stamps and to have full access to the EBT Food Stamps account. For LEADER purposes, this will be known as an Alternate Cardholder (AC), a generic term for cash and Food Stamp cases.

Automated Response Unit (ARU)
The telephone system used to accept data from touch-tone telephones and respond to most basic questions regarding a household's EBT account. Information available through this system includes account balance information or to authorize manual transactions. The toll-free numbers are (1-877) 328-9677 or for TTY (1-800) 735-2929.

Automated Teller Machine (ATM)
This is an unattended terminal from which one or more cash EBT and/or banking transactions can be performed, including balance inquiries and cash withdrawals. Access to the terminal will require an EBT card and a personal identification number (PIN).

Availability Date
This is the date that the EBT system deposits benefits into the participant's account for access. The benefits are available at 5:00 a.m. (Pacific Standard Time) on the availability date. This is usually the stagger day when benefits are available for the participant to use. The only exception is the issuance of supplemental benefits, which are available once they are authorized.

Availability Status
Refers to the indication whether benefits are available to the participant on EBT. When the status is "Posted to Account," on LEADER or the Admin. Terminal they are available to the cardholder and are included in the Account Balance. When the status is "Pending-Not Yet Posted," they are not available to the participant and are not included in the Account Balance.

	Batch This is the overnight (daily) transmission process of data on LEADER. *Benefit Month* This is the benefit accrual month. *Benefit Type* This is the program and Aid Code.
	California Food Assistance Program (CFAP) The state program that provides Food Stamp benefits to non-citizens who are legally present in the United States prior to August 22, 1996 and have been determined ineligible for federal Food Stamp benefits due solely to their immigration status. The establishment of legal presence can be verified through INS at application. CFAP also provides Food Stamp benefits to certain non-citizens who are eligible for CFAP if they entered the U.S. on or after August 22, 1996.
	California Work Opportunities and Responsibilities to Kids (CalWORKs) The financial aid program for needy children who lack parental support and care. This term refers to the program in general, regardless of the source of funding. • Federally funded CalWORKs is authorized under Title-IV of the Social Security Act of 1935, as amended. Households entitled to federal CalWORKs must meet federal eligibility requirements. • State-only CalWORKs is the state and county-funded CalWORKs program for otherwise eligible persons who do not meet specific federal eligibility requirements.
	Card Activation PIN Selection (CAPS) Terminal This is the terminal used by designated staff for the EBT PIN selection process. *Categorical Eligibility* This means being considered eligible for Food Stamps because of the household's eligibility for Public Assistance or General Relief.
	Child/Spousal Support Disregard Payment Those payments received from an absent parent and issued to participants of CalWORKs. These payments are disregarded as income for CalWORKs, but shall be

	considered income for Food Stamps.
	Combined Households Those households that contain participants of the federal Food Stamp program and CFAP.
	Commercial Boarding House An establishment licensed as an enterprise that offers meals and lodging for compensation and profit. In a county without licensing requirements, a commercial boarding house shall be defined as a commercial establishment that offers meals and lodging for compensation with the intent of making a profit. The number of boarders residing in a boarding house shall not be used to determine if a boarding house is a commercial enterprise.
	Compliance with Time Limits Taking action within the time frames specified. If the last day for taking action falls on a Saturday the EW shall take action on or before that date. When the last day for taking action falls on a Sunday or other holiday, the EW shall take action on the next normal working day except for Expedited Service time frames.
	County Welfare Department (CWD) The agency of county government that has been delegated the responsibility for the administration of the federally aided public assistance programs within the county. *Customer Service Center* This is a 24/7 service provided by the EBT contractor, JP Morgan, to answer any questions about the EBT card. Callers will reach the Automated Response Unit (ARU) and most questions can be answered without the need to talk to a Customer Services Representative. The toll-free numbers are 1-877) 328-9677 or for TTY at 1-800) 735-2929.
	Date of Entry or Date of Admission The date established by the United States Citizenship & Immigration Services (UNSIS) as the date the sponsored non-citizen was admitted for permanent residence.
	Delinquent Claim Either a claim that has not been paid by the due date and a satisfactory payment arrangement has not been made, or a payment arrangement has been made and a scheduled payment has not been made by the due date.

	Demagnetized Card This is when the magnetic stripe on the EBT card was damaged and the information cannot be read when the card is swiped. A replacement card must be issued.

	Disaster
	• "Lesser Disaster" means a disaster such as, but not limited to, a flood, fire, other catastrophe or temporary emergency that has not been declared a major disaster but is severe enough to have disrupted commercial channels of food distribution.
	
	• "Major Disaster" means one of the following occurrences which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby:
	
	  • any natural catastrophe (such as a hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought); or
	
	  • regardless of cause, any fire, flood or explosion.

	Dormant Account The status of an EBT account where no debit activity has taken place (transacted) in the last 90 days. These benefits are deactivated and can only be reactivated after the participant contacts his/her EW. *Drug Addiction or Alcohol Treatment and Rehabilitation (D/ATC) Program* Any drug addiction or alcohol treatment and rehabilitation program conducted by a private nonprofit organization or institution or a publicly operated community mental health center.
	Elderly or Disabled A member of a household who: • is 60 years of age or older; or • receives Supplemental Security Income (SSI) benefits under Title XVI or disability or blindness payments under Title II (Social Security Disability

	Insurance Program) of the Social Security Act; **NOTE:** SSI recipients shall be included as a member of the household for purposes of household composition. However, they shall be excluded from the household for the purpose of determining household size, eligibility or benefit level. • receives disability retirement benefits from a governmental agency because of a disability considered permanent under the Social Security Act; or • receives interim assistance benefits pending receipt of SSI, provided that the eligibility to receive those benefits is based upon disability or blindness criteria which are at least as stringent as those used under Title XVI of the Social Security Act; or • receives disability-related medical assistance under Title XIX (Medi-Cal) of the Social Security Act; or • receives disability-based General Relief benefits, provided that the eligibility to receive those benefits is based upon disability or blindness criteria which are at least as stringent as those under Title XVI of the Social Security Act; or • is a veteran with a service-connected or non-service connected disability rated by the Veteran's Administration (VA) as total or paid as total by the VA; or • is a surviving spouse of a veteran and considered by the VA to be in need of regular aid and attendance or permanently housebound or a surviving child of a veteran and considered by the VA to be permanently incapable of self-support; or • is a surviving spouse or surviving child of a veteran and considered by the VA to be entitled to compensation for a service-connected death or pension benefits for a non-service connected death and has a disability considered permanent under the Social Security Act. "Entitled" as used in this definition refers to those veterans' surviving spouses and surviving children who are receiving the compensation or pension benefits stated or

	have been approved for such payments, but are not yet receiving them; or • receives an annuity payment under the Railroad Retirement Act of 1974 and is determined to be eligible to receive Medicare by the Railroad Retirement Board; or is determined to be disabled under the Railroad Retirement Act of 1974 based upon the criteria used under Title XVI of the Social Security Act.
	Electronic Benefit Transfer (EBT) A system used to deliver benefits electronically by utilizing debit card technology. This is an alternative to Food Stamp coupons and checks. *EBT Card* This is a plastic card, bearing the Quest® mark, used for electronic transactions. This is also known as the Golden State Advantage Card in California. *EBT Host* The central computer account management component of the EBT system. *Eligible Food* • Any food or food product intended for human consumption except alcoholic beverages, tobacco and hot foods and hot food products prepared for immediate consumption. • Seeds and plants to grow food for personal consumption of eligible households. • Meals prepared and delivered by an FNS authorized meal delivery service to households eligible to use benefits for the purchase of delivered meals; or meal service by a communal dining facility for the elderly to households eligible to use benefits for communal dining.
	Eligibility System The mechanism by which data is shared between LEADER and the EBT system. *Entrant Cash Assistance (ECA)* Cash assistance provided to Cuban or Haitian entrants under the same conditions and to the same extent, as such assistance is provided to refugees receiving Refugee Cash Assistance (RCA).

	Expunged Account This refers to the status of an EBT account where no debit activity has taken place for 270 days. *Expunged Benefits* Benefits that have not been accessed in 270 days from when they were deposited to the cash/Food Stamps EBT account. These benefits are removed from access and only CalWORKs, RCA and CAPI expunged benefits may be reinstated.
	FNS The Food and Nutrition Service of the U.S. Department of Agriculture
	Fingerprint Imaging The process that automatically scans an individual's fingerprint and produces a fingerprint image. This image is added to the Statewide Fingerprint Imaging System (SFIS) database. *Fleeing Felon* This means an individual who is fleeing to avoid prosecution, or custody or confinement after conviction, under the law of the place from which the individual is fleeing, for a crime or attempt to commit a crime, that is a felony under the law of the place from which the individual is fleeing or that in the case of New Jersey, is a high misdemeanor under the law of New Jersey. The existence of a warrant for arrest shall be presumed to be evidence of fleeing, unless rebutted by other evidence sufficient to prove that the individual had no knowledge that he/she was being sought by law enforcement. *Food Stamp Program* This is a food assistance program governed by the Food and Nutrition Service of the U.S. Department of Agriculture.
	General Relief (GR) Cash or another form of assistance, excluding in-kind assistance, financed by county funds which provides assistance to cover living expenses or other basic needs intended to promote the health or well-being of participants. *Golden State Advantage Card* The official name of the EBT card in California.
	Group Living Arrangement (GLA) A public or private non-profit residential setting, serving

	no more than 16 residents, that is licensed by the Department of Social Services. To be eligible for Food Stamp benefits, a resident of such an arrangement must be blind or disabled and receiving benefits under Title II (Retirement, Survivors, and Disability Insurance benefits) or Title XVI (SSI) of the Social Security Act.
	Homeless Assistance Payments for CalWORKs are considered "non-recurring lump sum payments" and include: • Payments for "temporary shelter assistance" for a homeless family seeking permanent housing, not to exceed the current temporary shelter consecutive-day time limit. • Payments for "permanent housing" to pay for security deposits and utility deposits once permanent housing is located. **NOTE:** "CalWORKs Interim Shelter" payments are not be included in "Homeless Assistance" under this definition.

	Homeless Individual
	An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:
	
	• A supervised shelter designed to provide temporary accommodations (such as a congregate shelter or a welfare hotel where an individual is referred by the county); or
	
	• A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized; or
	
	• A temporary accommodation in the residence of another individual for no more than 90 days as follows:
	
	  • The 90-day period begins on the date when the individual is temporarily residing in the residence of another and is a Food Stamp participant. In no circumstance shall the 90-day period be considered to have started prior to September 22, 1996.
	
	  • If the recipient moves into a different

	temporary residence situation, a new 90-day period begins. There is no limit on the number of times an individual can be identified as homeless. • A place not designed for, nor ordinarily used, as a regular sleeping accommodation for human beings (e.g., a hallway, a bus station, a lobby, etc.). *Host to Host* This is the real-time (instantaneous), online access between LEADER and the EBT system.
	IEVS The Income and Eligibility Verification System.
	Inaccessible Resource The resource or vehicle that is exempt from consideration if its equity value is $1,500 or less. *Inactive Account* Refers to the status of an EBT account that has no debit activity by the cardholder posted for 45 calendar days.
	Indigent Non-Citizen A sponsored non-citizen whose own income, the cash contributions from the sponsor and from others, including the value of any in-kind assistance the sponsor and others provide is not more than 130% of the poverty income guideline for the household size.
	Initial Application and Certification The first application for certification filed, or an application for certification filed after any break in certification. For the purpose of prorating benefits: • The first application for benefits a household has ever filed, or • An application for certification filed after any period during which the household was not certified for participation except for migrant and seasonal farm worker households. Migrant and seasonal farm worker households that have a break in participation of 30 days or less shall be considered to have continuous participation. For the purpose of determining verification requirements: • The first application for benefits a household has

	ever filed, or • An application for certification filed after at least a one month break since the household was last certified, or • An application received from any household which was immediately previously certified in another project area regardless of whether or not there has been a one month break since the household was last certified.
	IPV Intentional Program Violation *JP Morgan* This is the State of California contractor used to design, develop and implement the EBT system in California.
	Last Applied Amount The amount of the last financial transaction that occurred on the account, either the amount of the benefit posted to that account or the amount of the last purchase/ATM withdrawal made. *Last Applied Date* The last date a financial transaction occurred on the case, either the date the benefits posted to the account or the last date a purchase/ATM withdrawal was made. *LA Net* Los Angeles County-Wide Area Network, is a network that provides the ability for most of the Los Angeles County systems to communicate with each other. *LEADER* Los Angeles Automated Determination Evaluation and Reporting System
	Liquid Resources Those resources that are in the form of cash or are readily converted into cash. Such resources shall include, but not limited to, cash on hand, money in checking or savings accounts, savings certificates, trust deeds, notes receivable, stocks or bonds and nonrecurring lump-sum payments.
	Magnetic Strip This is a strip of magnetic tape that is affixed on the reverse side of the EBT card.

	Meal Delivery Service A private nonprofit organization or a private establishment which contracts with a local agency for the preparation and delivery of meals at concessional prices to elderly persons and their spouses; and to the physically or mentally handicapped and their spouses.
	Meal Provider for the Homeless A public or private non-profit establishment that feeds homeless persons (e.g., soup kitchen or shelter) which has been authorized by FNS to accept EBT.
	Migrant Farm worker An individual who does not live at his/her own home, but who travels from place to place outside the project area in which the individual resides, to seek employment in an agricultural production activity. A migrant household is a household that includes a member who is a migrant farm worker during the certification period.
	Mixed Household A Food Stamp household in which not all members receive public assistance in addition to Food Stamp benefits. For purposes of these regulations, mixed households shall be considered non-assistance households and shall be subject to the same procedures as non-assistance households except as otherwise specified.
	Notice of Action (NOA) A notification used to inform participants of any changes to their benefits and the effective dates. Fair hearing instructions are also provided. *Non-Assistance Household* A household which receives Food Stamps and in which none or less than all of its members also receives public assistance.
	Non-Liquid Resources Those resources that are not in the form of cash and are not readily converted into cash. Such resources shall include, but are not limited to, personal property, buildings, land, recreational properties and any other property.
	Offline This refers to an EBT system or transaction in which individual purchases are authorized without telecommunication between the POS device or ATM and the EBT host.

	Online This is the same day or emergent transmission process of data between LEADER and the EBT system. *Overissuance* The amount by which benefits issued to a household exceed the amount it was eligible to receive.
	Parental Control A minor child shall not be considered under the parental control of the individual with whom he/she resides if any one of the following conditions exists: • The minor entered into a valid marriage, whether or not such marriage has terminated by dissolution; or • The minor is on active duty with any of the armed forces of the USA. (**NOTE:** A person who was in the armed forces but was discharged before reaching the age of 18 are still considered under parental control); or • The minor who has been emancipated by a court order. If none of the above conditions exist then whether or not a minor should be considered under the parental control of the individual with whom he/she resides shall be determined using the following criteria. The EW shall assess the relative importance of the criteria below to each individual case in determining whether or not parental control exists: • The minor is economically self-supporting and managing his/her own affairs. • The closer a minor is to 18 years the more significant age becomes in the determination of parental control. • The minor is absent from the individual with whom he/she is residing for significant periods of time and comes and goes without the individual's approval. *PIN* The Personal Identification Number is a unique 4 character numeric code used for the EBT system and is issued to or selected by the EBT cardholder.

	PIN Lockout The term used when the EBT card is deactivated by the EBT system after 4 consecutive unsuccessful attempts were made on a calendar day to enter the correct PIN. The EBT card is immediately deactivated until 12:00 midnight PST. The PIN is automatically reset at 12:01 a.m. PST and the EBT card is reactivated. *Point of Sale (POS)* A terminal at a retail location used to initiate the electronic debit of participant accounts and credit to retail accounts as a purchase is made.
	Primary Cardholder. This is the case regular payee for benefits. *Primary Work Registrant (PWR)* The PWR is the household member (including excluded members) who had the greatest source of earned income in the 2 months prior to the month of application.
	Prospective Eligibility The determination of a household's eligibility for an issuance month based on an estimate of a household's income, circumstances and composition which will exist in that issuance month.
	Receipt This is a hard copy description of a transaction that took place at the POS or ATM, containing at a minimum the date, merchant name and location, primary account number, type of account accessed, amount, reference number and an action code. *Recipient Claim* This is an amount owed because benefits were overissued or benefits were trafficked. *Refugee Cash Assistance (RCA)* Cash assistance provided under Title IV of the Immigration and Nationality Act to refugees who are ineligible to CalWORKs or SSI and who have resided in the U.S. for less than a 12-month period from their initial entry into the country.
	Retail Food Store • An establishment or recognized department of an establishment, or a house-to-house trade route, whose eligible food sales volume, as determined by visual inspection, sales records, purchase

	records or other inventory or accounting record keeping methods that are customary or reasonable in the retail food industry, is more than 50% for food items for home preparation and consumption. • Public or private communal dining facilities and meal delivery services, drug addict or alcohol treatment and rehabilitation programs, public or private non-profit shelters for battered women and children or public or private non-profit group living arrangements which accept EBT in exchange for meals and public or private non-profit establishments that feed homeless persons (e.g., soup kitchens or shelters), which have been authorized by FNS to accept EBT. • Drug addict or alcohol treatment and rehabilitation programs or public or private non-profit group living arrangements that redeem benefits directly through wholesalers. • Any private non-profit cooperative food purchasing venture, including those whose members pay for food prior to receipt of the food. • A farmer's market.
	Seasonal Farm worker A non-migrating individual who is employed seasonally in an agricultural production activity during the certification period. A seasonal farm worker household is a household where any member is a seasonal farm worker.
	Self-Employed Farmer A farmer who receives or anticipates receiving annual gross proceeds of $1,000 or more from the farming enterprise. • For the purpose of this section, "farming enterprise" shall be defined as the growing of agricultural products or the raising of livestock for income.
	Self-employed Fisherman A Fisherman who receives or anticipates receiving annual gross proceeds of $1,000 or more from a fishing enterprise. The fisherman, like a farmer, must produce food and is subject to the same chances as farmers that can result in losses, such as market demands, weather conditions and the environment. This includes fishermen who are involved in catching or harvesting fish or other

	types of water life.
	Shelter for Battered Women and Children A public or private non-profit residential facility that services battered women and/or women with children. A shelter: • may have FNS authorization as a retail food store to redeem benefits through wholesalers; or • may accept EBT benefits from residents in payment for meals prepared by the shelter; or • may redeem benefits at retailers as the authorized representative; or • residents may use benefits to purchase food and prepare meals.
	Sponsor A person who has executed an Affidavit of Support (INS Form I-864 and/or I-864A) required by the UNSIS on behalf of a non-citizen as a condition of the non-citizen's admission into the U.S. *Sponsored Non-Citizen* A non-citizen for whom a sponsor has executed an Affidavit of Support (INS Form I-864 and/or I-864A) on behalf of the non-citizen.
	Spouse Either of 2 individuals who would be defined as married to each other under applicable state law or who are cohabitating and are holding themselves out to the community as husband and wife by representing themselves as such to relatives, friends, neighbors or trades people.
	Statewide Fingerprint Imaging System (SFIS) The automated system designed to detect and prevent duplicate participation in the Food Stamp program by matching the fingerprint images of applicants and participants against those already in the SFIS database. *Trafficking* This is the buying or selling of an EBT card or authorization documents for cash or consideration other than for eligible food, or the exchange of firearms, ammunition, explosives or controlled substances for benefits.

	Transitional Food Stamps (TFS) Food Stamp benefits to be provided to households who are terminating their participation in the CalWORKs program without the need to re-establish Food Stamp eligibility.
	Underissuance The allotment received by the household is less than the allotment the household was entitled to. *United States Citizenship & Immigration Services (UNSIS)* Formerly the Immigration and Naturalization Service (INS), U.S. Department of Justice.
	Violation of Probation or Parole This means an individual who is in violation of a condition of probation or parole. The initial offense for which probation or parole was ordered need not have been a felony.

FS 63-300 APPLICATION PROCESS

FS 63-300 – APPLICATION PROCESS **FS 63-300.1 – Application Process**	 **<u>What is the application process?</u>** The applicant completes and signs the DFA 285-A1, Application for Food Stamps-Part 1, the DFA 285-A2, Application for Food Stamps-Part 2, and the DFA 285-A3, Your Rights & Responsibilities. If the applicant is applying for CalWORKs, the SAWS 1, Application for Cash Aid, Food Stamps and/or Medi-Cal, and the SAWS 2, Statement of Facts-Cash Aid and Food Stamps, must be completed. The EW's responsibilities are: • Reviewing the SAWS 1/DFA 285 A-1 for potential Expedited Services request/eligibility; • Interviewing the applicant; • Verifying information; and • Certifying the household or denying the application. See **Screening/Intake Process-Eligibility Staff** for details
FS 63-300.2 – Application Documents **DFA 285-A1**	**<u>What documents are used for the Food Stamp application?</u>** All applications for Food Stamp eligibility shall be made on the DFA 285-A1, DFA 285-A2 and DFA 285-A3 QR, Important Facts For Food Stamp Applicants. **<u>What is the DFA 285-A1, Application?</u>**
    DFA 285-A2	This is used to capture the application date and request for Expedited Service benefits. If the applicant is requesting CalWORKs and Food Stamps, a SAWS 1 must also be completed. **<u>What is the DFA 285-A2, Statement of Facts?</u>** This is designed to be completed by the EW during the face-to-face interview with the applicant. It is used to collect all necessary remaining information to determine eligibility and benefit level. If the applicant is applying for

	CalWORKs and Food Stamps, the SAWS 2 is completed. The household has not completed the application process and cannot be certified to receive Food Stamps until both the DFA 285-A1/SAWS 1 and the DFA 285-A2/SAWS 2 have been completed, signed and filed in the correct district office.
DFA 285-A3 QR	**What is the DFA 285-A3 QR, Important Facts For Food Stamp Applicants?** The DFA 285-A3 QR is to be given to all applicants at intake along with the application. The form ensures that the client is informed of his/her rights and responsibilities. It is also mailed to all households at recertification. ABAWD requirements are also explained. The participant and the EW sign the form.
DFA 285-C	**What is the DFA 285-C, Supplemental Application-Special Medical Deductions?** This is a supplemental application form used to request Special Medical Deductions. It is completed if the household contains a member who meets the definition of elderly or disabled and the household is requesting a medical deduction for that person. (See **FS 63-102 - DEFINITIONS**).
FS 22 QR	**What is the FS 22 QR, Applying for Food Stamp Benefits?** This document provides participants with important information on how to apply for Food Stamp benefits and what verification documents they need to provide. It is given to the applicant when he/she applies for Food Stamps.
FS 23 QR	**What is the FS 23 QR, How to Report Household Changes?** The information in this document is compiled from the DFA 285 A3 QR to create a separate informing document. This is necessary to ensure that the applicant is not overwhelmed by including information that can wait until certification to received Food Stamp benefits is approved. Basically, this document is given to the household after the interview.
TEMP 2215	**What is the TEMP 2215, EBT Responsibilities Certification?** The participant signs the TEMP 2215 when benefits are

	approved, and at recert/redetermination, to inform them of their EBT responsibilities. One copy is given to the participant and the original is filed in the case record.
Concurrent CalWORKs/FS Applicants	**<u>What are concurrent CalWORKs/FS Applications?</u>** When the applicant wishes to apply for both CalWORKs and Food Stamps, the SAWS 1 and SAWS 2 are completed. **NOTE:** CalWORKs/FS and CalWORKs/Mixed FS include those CalWORks/RRP/CHEP cases in which at least one person is classified as CalWORKs-federally eligible. If no member of the CalWORKS/RRP/CHEP case is CalWORKs-federally eligible, the case is NAFS.
CalWORKs Approved Food Stamp Applicants	**<u>Who are CalWORKs approved Food Stamp applicants?</u>** A CalWORKs approved household who is now requesting Food Stamps must be allowed to complete a DFA 285-A1 and DFA 285-A2 to have its Food Stamp eligibility determined.
FS 63-300.22 – IEVS Interface	**<u>When is IEVS requested?</u>** All applicants for, and recipients of, Food Stamps shall be notified in writing at the time of application and at each recertification, that information available through IEVS will be requested, used and may be verified through collateral contact when discrepancies are found, and that such information may affect the household's eligibility and level of benefits.
FS 63-300.23 – Privacy Act Statement	**<u>When does the Privacy Act Statement apply?</u>** For all households applying for or being recertified for Food Stamp benefits, the following applies: The collection of information, including the Social Security Number (SSN) of each household member, is authorized under the Food Stamp Act of 1997. This information will be used to determine if a household is eligible or continues to be eligible to participate in the Food Stamp program and will also be used to monitor compliance with program regulations. The information may be disclosed to other federal and state agencies for official examinations and to law enforcement for apprehending persons fleeing to avoid the law.

	If a claim is made against a household, the information on the application, including all SSN's, may be referred to federal and state agencies and private claims collection agencies for claims collection action. **NOTE:** Providing the requested information, including SSNs of each household member, is voluntary. However, failure to provide this information will result in denial of Food Stamp benefits to each individual failing to provide a SSN.
FS 63-300.25 – Recertification of Non-Monthly Reporting Households	**When are non-monthly reporting households recertified?** Non-monthly reporting households shall have their Food Stamp eligibility redetermined by using the forms specified in **FS 63-300.2 Application Documents**.
FS 63-300.3 – Filing Notice of Right to File and Withdrawal	**Who can file an application for Food Stamps?** An application for Food Stamps may be filed by the applicant or his/her Authorized Representative (AR) either in person or by mail. Each household shall be advised of their right to file an application; either paper or electronic, on the same day they contact the Food Stamp office during office hours. The household shall be advised that it does not have to be interviewed before filing the application and may file an incomplete application form as long as the form contains the applicant's name and address and is signed by a responsible member of the household or the household's authorized representative. Applications contain the penalty of perjury statement and must be signed by one adult household member or authorized representative or a responsible minor when the household is composed entirely of minors and has no adult to act on its behalf. One adult household member or authorized representative shall attest, under penalty of perjury, that all eligible members of the Food Stamp household are either U.S. citizens, or lawful non-citizen residents.
FS 63-300.34 – Contacting the District Office	**Who should contact a district office and when should contact be made with the district office?** The district office shall encourage households to file an

	application form the same day the household or AR contacts the district office in person or by telephone and expresses interest in obtaining Food Stamp assistance. If a household contacting the district office by telephone does not wish to come to the district office to file the application, an application form shall be mailed to the household on the same day the telephone request is received. An application shall also be mailed on the same day a written request is received. If a household contacts the wrong district office, the district office shall, in addition to meeting the above requirements, give the household the address and telephone number of the appropriate office. The incorrect district office shall also offer to forward the household's application to the appropriate office on that same day if the household has completed enough information on the application to file. The household shall be informed that its application will not be considered filed and the processing standards shall not begin until the appropriate office receives the application. If the household has mailed its application to the wrong district office, that office shall mail the application to the appropriate office on the same day as received. The filing date will be the day the appropriate district office receives the application. See **Application Date/Number-Locate** for details
FS 63-300.35 – Notice of Right to File	**<u>How are applicant's made aware of the application processing standards and their rights?</u>** District offices are supplied with signs that explain the application processing standards and the right to file an application on the day of initial contact. These signs must be posted in the reception area of all certification offices.
FS 63-300.36 – Withdrawing an Application	**<u>When and how can an application be withdrawn?</u>** A household may withdraw an application if it voluntarily chooses to do so. An application may be withdrawn at any time before eligibility/ineligibility is determined. To document the reason for the withdrawal, the EW/EW Screener and the applicant shall complete the reverse side of the PA 2320F, Food Stamp Screening Checklist. See **Withdraw an Application** for details
FS 63-300.37 – Written Statement of Verification Requirements	**<u>How is the household informed of required verification?</u>**

	At the time of application or recertification, the EW shall provide the household with the FS 8, Important Information About Required Verification-Food Stamp Program. The notice shall inform the household that the EW will assist them in obtaining required verification
FS 63-300.38 – Beginning Date of Application When District Office is Closed on Normal Work Days	**<u>How do you determine the "date of application"?</u>** In the event the district office is closed during the regular eight hours of a working day and an application for Food Stamp benefits is deposited in a drop box, mail slot or other reasonable accommodation, the "date of application" shall be the date the application is deposited. In the event the district office is closed during the regular eight hours of a working day and an applicant calls to make a request for emergency benefits, the date of application shall be the date the telephone call is received.
FS 63-300.4 – Interviews-Overview	**<u>When and how should an interview be conducted?</u>** An interview in the District Office shall take place between the EW/EW Screener and the head of household, spouse, any other responsible household member or an authorized representative (AR). No household is required to report for an in-office interview during their certification period, though the county may request households to do so. The EW shall consider each household's need for a face-to-face interview exemption and may grant an exemption when appropriate. Interviews may be conducted at the district office or other mutually acceptable location, including the household's residence. The EW must take into consideration the needs of households with special circumstances, including working households, people who are disabled, have transportation problems, etc. If the applicant household misses the initial interview, the EW must notify the household via NOA that they are responsible for rescheduling another appointment. The EW cannot deny a household before the 30th day of application for missing an initial interview. The 30-day requirement does not apply when the household attends an interview, but fails to provide verification. **NOTE:** If the household misses its first scheduled interview and the household requests a 2nd interview within 30 days of the application date and is determined eligible, the EW must issue prorated

	benefits from the date of application. If the household misses the 2nd interview, a notice of denial must be issued no earlier than the 30th day following the date of application.
Waiving the Office Interview Case-By-Case	**<u>When can the EW waive an office interview?</u>** The office interview must be waived under certain circumstances. In other situations, EW has the option of waiving the office interview. When a household requests a waiver of an office interview, the EW shall document in the Case Comments screen on LEADER the reason for granting or denying the waiver. If granted, the interview shall then be conducted by either telephone or a home call.
Scheduling Interviews	**<u>When should an interview be conducted? What is the EW's responsibility during this interview?</u>** An interview is to be conducted on the same day the application is filed in the appropriate district office, unless one of the following circumstances exists: • The person filing the application does not remain in the district office for the interview; or • The application is received in the mail. This interview is considered the first scheduled interview appointment. During the interview, the EW shall review information provided on the application for Food Stamps, explore and resolve unclear and incomplete information, determine eligibility for Expedited Services and give the applicant/AR a VCL, Verification Checklist (LEADER generated), listing all required verification. Households are not required to submit the verification in person. To reduce district traffic, households should be encouraged to submit the verification by mail. (The EW must retain a copy of the VCL to document the date of the request and the verification requested). See **Appointments – Schedule/Cancel/Reschedule** for details

FS 63-300.41 - Failing First Appointment/Scheduling Second Appointment	**<u>What procedure is followed if the applicant/AR fails appointment(s) for interview?</u>** Applicants/ARs who leave the district office after completing the DFA 285-A1, without being interviewed, shall be scheduled for a second interview (regardless of whether or not they notify the Receptionist before leaving).
FS 63-300.42 – Failing Second Appointment	**<u>What action is taken if the applicant/AR fails a second appointment?</u>** If the applicant/AR fails to appear for the second interview appointment, the EW shall immediately prepare a DFA 377.1A, Food Stamp Notice of Denial or Pending Status, and forward it with the Intake packet to the Receptionist. Refer to the Intake Operations Handbook for further processing instructions.
FS 63-300.43 – Failing Two Appointments but Appearing for Interview Before Initial 30-day Filing Period Expires	**<u>What action is taken if the applicant/AR fails 2 appointments but appears for an interview before the initial 30-day filing period expires?</u>** If the applicant/AR fails 2 appointments but appears by the 30th day from the date of the application, states that he/she previously filed an application and requests a new interview appointment, the appointment shall be made and the original application must be processed based on the original date of filing. The EW shall complete processing of the application as soon as possible, but no later than 60 days following the date the application was originally filed. If the household is otherwise eligible, the case shall be certified effective the first day of the month following the month in which the application was filed, unless the EW can complete the processing of the application within the first 30-day period. If the applicant appears after the 30th day, he/she must file a new application.
FS 63-300.44 – Informing Household of the Right to Call Collect	**<u>Which applicants/recipients may call the district office collect?</u>** Households living 17 or more miles from the district office shall be advised verbally at application and at recertification of their right to call their EW collect if they have Food Stamp questions or need help in completing their QR 7. Currently, this policy affects households living within the boundaries of the Lancaster and Santa Clarita Branch Districts and Refugee households living in the San

	Fernando/Lancaster areas who are serviced by the Glendale District.
FS 63-300.5 - Verification	**<u>What is verification?</u>** Prior to approving all regularly processed intake cases or acting on reported changes, the EW must obtain documentation or information from a collateral contact to verify necessary information. *<u>Persons Information</u>* • Non-Citizen status • Sponsored NON-CITIZEN requirements • Identity • Residency • Application for Social Security Numbers • Work registration by either a DE 8435 FS, registration which meets CalWORKs/GR/WIN requirements, OR receipt of UIB or registration for work at EDD as part of the UIB application process • Exemption from work registration due to disability **NOTE:** If a non-citizen does not wish to contact UNSIS (formerly The Immigration and Naturalization Service) or give permission for the EW to contact UNSIS, the household shall be given the option of withdrawing its application or participating without that member. The EW should inform non-citizen applicants about this option early in the application process. The option for a non-citizen to choose to be excluded from the household applies **only** to NAFS and is **not** available in CalWORKs. *<u>Income</u>* • Gross non-exempt income including a statement of no income; or • Tuition and mandatory fees paid from deferred payment educational loans, scholarships and other educational income; or

	• Personal loans *Deductions* • Dependent care costs; or • Child support obligation and actual payments; or • Medical expenses.
FS 63-300.51 – Household's Refusal to Cooperate with Quality Control	**What action is taken if a household refuses to cooperate with Quality Control (QC)?** *QC Review (Non-federal vs. Federal)* • *Non-federal QC Reviewer* - refusal to cooperate with a State or County QC reviewer renders a household ineligible for 95 days from the end of the annual review period or until it cooperates with the State or County QC reviewer, whichever occurs first. • *Federal QC Reviewer* - refusal to cooperate with a Federal QC reviewer renders the household ineligible for 7 months after the end of the annual review period or until it cooperates with the Federal QC reviewer, whichever occurs first. Households terminated for these reasons and which apply after 95 days or 7 months, whichever is applicable, must provide verification of all eligibility requirements, including items that would normally only be verified if questionable. The QC annual review period is always October 1 through September 30 of the following calendar year. The 95th day will be January 3 and the 7-month period ends after April 30. *Time Allowed to Provide Verification* Intake household's may submit the required verification at any time during the intake process, but no later than the end of the 30th day from the date of application. However, the household must receive notification of the required verification at least 10 calendar days prior to the end of the 30-day period. Verification returned by mail is considered to be timely if the postmark on the return envelope is no later than the 30th day from the date of application. *Denying Application Due to Missing Verification*

	Except for those situations discussed above, the household's application shall be denied if the household fails to provide the required verification within the specified time period or refuses to cooperate. *Acceptable Verification* Acceptable sources of verification include documentary evidence and/or collateral contacts. The EW must allow the household a reasonable opportunity (10 days) to provide the necessary verification or assist the household in providing the necessary verification. *Verification Standard for Cash Grant Food Stamp Cases* If the cash grant and Food Stamp requirements are the same, verification in the cash grant case record is sufficient to meet Food Stamp requirements. However, if a cash grant program verification requirement is stricter than the Food Stamp requirement, the Food Stamp application cannot be delayed or denied because the EW applied a requirement, which was more stringent than the Food Stamp requirement. If a Food Stamp verification requirement has not been met in the cash grant case or it is stricter than the cash grant program requirement, the eligibility factor must be verified according to Food Stamp verification requirements.
FS 63-300.52 – Special Requirement Exceptions to Mandatory Verification Requirements	**What are the exceptions to the mandatory verification requirements?** • Expedited Service; or • Gross Non-Exempt Income If the person or organization providing gross non-exempt income refuses to verify the income and no other source of verification is available, the EW shall determine eligibility based on the best information available; or • Deductible Expenses If a deductible expense requiring verification cannot be verified by the end of the 30-day processing period, the household's eligibility and benefit level will be determined without allowing the deduction. Households who request actual utility costs, but who do not provide the required verification shall be allowed the Standard Utility Allowance (SUA) provided they have met the SUA verification requirement. Once the SUA is budgeted the household cannot switch to actual costs for 12 months.

	months. These household's shall be advised verbally that their eligibility and benefit level will be determined without allowing the deduction or by using the SUA if verification is not received within the 30-day processing period and that if the SUA is used the household will not be allowed to switch to actuals for 12 months. This household's can only be certified within the 30-day period at the participant's written request and only after the household has been allowed to go less than 10 calendar days from the date it was given the VCL. Household's that are not eligible unless the deductible expense is allowed and have not provided the required verification shall have their application denied but not until the end of the 30-day period. Certified household's that provide verification of the deductible expense after the 30-day processing period shall have the expenses allowed for the issuance month following the report month. **NOTE:** Expedited Service households with postponed verification for deductible expenses must be terminated if the verification is not received within the processing period.
FS 63-300.53 – Verification of Questionable Information	**<u>What is questionable information and how do you verify it?</u>** To be considered questionable, information on the application must be inconsistent with statements made by the applicant, inconsistent with other information on the application or previous applications, or inconsistent with other information received. **EXCEPTION:** For households previously terminated for refusal to cooperate with a Quality Control Reviewer who are reapplying, all eligibility requirements shall be verified, whether or not they are questionable. *<u>Exception-General Requirements</u>* The following shall be verified only if questionable or if the household refused to cooperate with a Quality Control reviewer:

	• Household's reported expenses exceed income; or • Household composition; or • Citizenship; or • Work registration exemption other than disability; or • Good cause for voluntary quit; or • Liquid resources; or • Household size. *Exception-Specific Requirements* It must be documented in the Case Comments screen in LEADER why the information was considered questionable or when the household refused to cooperate with a Quality Control reviewer, where in the case file the inconsistency exists and what documentation was obtained to resolve the question. The EW shall request the additional verification. If the household fails to provide the required verification within the specified time limits or within 10 days of a requested change that could result in an increase of benefits, or refuses to cooperate, the application shall be denied in accordance with **FS 63-301.3 Denying the Application** or the change shall not be allowed.

FS 63-300.54 – Sources of Verification **Persons Information**	**<u>What are acceptable forms of verifications?</u>** ***<u>Person's Information</u>*** *<u>Alien Status</u>* A United States Citizenship & Immigration Services (UNSIS) document. Specific acceptable UNSIS documents are addressed in **FS 63-403.3 Verification.** *<u>Sponsored Alien</u>* Pay stubs, income tax returns, checks, etc., may be used to verify the sponsor's/spouse's income. *<u>Identity</u>* One or more of the following are acceptable verification of identity: • driver's license or DMV ID • Social Security Card

	• work or school ID • ID for health benefits • voter registration card • wage stubs • birth certificate • U.S. Passport • Immigration and Naturalization forms • credit/check cashing cards, etc. Any document(s) which reasonably establishes the applicant's or AR's identity must be accepted. No requirement for a specific type of document may be imposed. **NOTE:** Only if these items are unavailable is a collateral contact acceptable to verify identity. *Residency* Information from rent or mortgage payments, utility expenses, identity documents or collateral contact. *Work Registration* Annotate on the DFA 285-A2 with the date of interview. *Exemption from Work Registration Due to Unfitness* If unfitness is obvious, the EW's observation is sufficient. If unfitness is not obvious, a written statement from a physician or with a DFA 440, Verification of Physical or Mental Incapacity, must verify it.
Disability	***Disability*** *Receives disability or blindness Social Security payments* Social Security disability check or award letter. *Veteran with service or non-service disability rated or paid as total by the VA* Statement from VA. *Veteran's surviving child is permanently incapable of self-support* Proof child is receiving VA disability benefits. *Receives disability retirement benefits from a governmental agency due to a disability considered permanent under the Social Security Administration's (SSA) criteria* Statement from physician or psychologist. *Veteran's surviving spouse/child entitled to service or non-service connected VA death benefits/pension and has a disability considered permanent under the SSA criteria.*

	Statement from physician or psychologist. *Receives a Railroad Retirement annuity payment and is eligible for Medicare* Award letter or RR disability check. Letter showing eligibility for Medicare. *Receives SSI benefits under Title XVI of the Social Security Act* SSI check, SSA statement, MEDS printout with Medi-Cal aid code 10 or 60. Bank statement showing SSA/SSI direct deposit. *Receives GR benefits pending receipt of approved SSI* SSI Award letter filed in case record. *Receives disability-related Medi-Cal* MEDS printout with Medi-Cal aid code 64 or 67. See **Disability Determination** for details
Deductions	***Deductions*** Medical, dental or hospital bills which show the household's cost/share of cost, prescription drug receipts, health and hospitalization insurance policy premium statements, grocery receipts for dog food and veterinarian bills (for seeing eye/guard dog), receipts for psychotherapy or rehabilitation services, receipts for eye glasses, contact lenses, dentures, hearing aids, prosthetics and assistive devices, clients' written or verbal statement regarding medical transportation costs, written statement/billing from attendant, homemaker health aid or child care services housekeeper, including a statement whether meals are furnished to the attendant.
Household's Reported Expenses Exceed Income	***Household's Reported Expenses Exceed Income*** Explore with the household how it is managing its finances, whether excluded income or other resources are present and how long the household has managed under its current circumstances.
Household Composition Size	***Household Composition Size*** *Boarder Status* Payments received from a boarder as compensation for meals and lodging must be verified under the mandatory income verification requirements. **NOTE:** Due to the difficulty in verifying whether or not a group of individuals customarily purchases and prepares meals together, per State regulations, the household's statement shall be accepted along with case documentation.

	Parent/Child/Siblings Relationship Birth records or other documents indicating the person in question's relationship to others in the household. *Whether the household member requesting separate household status is a spouse* Divorce papers if previously married. Income tax returns, income tax withholding status on paycheck or statement from a member of the community or relative. *Household size - verify that all persons claimed as household members actually reside at the address given* Extend the verification requirements for identity and residency to include all household members.
Voluntary Quit	***Voluntary Quit*** Documentary evidence from the previous employer, employee associations, union representatives, grievance committees or organizations. If documentary evidence cannot be obtained, a collateral contact shall be substituted. **NOTE:** If verification cannot be obtained because the quit resulted from circumstances that for good reason cannot be verified, such as resignation due to discrimination practices, unreasonable demands by an employer or the employer cannot be located, the EW shall waive the verification requirements.
Dependent Care Costs	***Dependent Care Costs*** Written statement from the provider, listing the actual monthly costs or childcare payment receipts signed by the provider.
Liquid Resources	***Liquid Resources*** Checking or savings account books, statement or passbook, stock, bond or saving certificates, trust deed or note receivable statements, income tax refunds, rebate or credit bills, other non-recurring lump-sum payments, etc.
Citizenship	***Citizenship*** Specific requirements for verification of citizenship are in **FS 63-403 CITIZENSHIP AND NON-CITIZEN STATUS**.
Work Registration Exemptions	***Work Registration Exemption*** *If a household member's exemption from Food Stamp work registration is due to participation in GAIN* GAIN Contract Agreement or telephone contact with the GAIN Case Manager.

	If exemption is based on receipt of UIB UIB check made out to the member. PVS match showing current receipt of UIB. *If exemption is based on application for UIB, the member must have been work registered with EDD in conjunction with making the UIB claim* Application for UIB is verified by viewing the DE 1275A, Claimant Handbook or the California Award letter. EDD work registration is verified by viewing a DE 1275, Claimant Card or by viewing a DE 1275A, with a 3 or 9 in the space for the "Dot Code" entry.
FS 63-300.55 - Responsibility for Obtaining Verification	**Who has responsibility for obtaining verification(s)?** The household has primary responsibility for providing required documentation. To ensure that the household understands what verification it needs to provide, the EW shall complete and give the household a VCL, at the time of the initial interview or whenever a change is reported requiring verification that will result in an increase of benefits. (The EW shall retain a copy of the VCL to document the request).
FS 63-300.56 - Documentation	**What is documented?** The Case Comments screen on LEADER must be documented to support eligibility, ineligibility and benefit level determinations.
Documentary Evidence-Definition	**What is the definition of documentary evidence?** Documentary evidence consists of a written confirmation of a household's circumstances and shall be the primary source of verification for all items except residency and household size. These two can be verified through readily available documentary evidence or collateral contact without a requirement being imposed that documentary evidence is the primary source.
Documentary Evidence-Documentation	**How do you document documentary evidence?** On all applications, details of the documentation seen, such as dates, amounts and types of documents must be entered in the Case Comments screen on LEADER.
Collateral Contacts-Definition	**What is a collateral contact?** A collateral contact is initiated by the EW to a person, agency or other entity outside the Food Stamp household,

	including a relative who can furnish accurate and reliable information regarding the applicant household. The contact may be made by telephone, letter, office interview or home visit. Examples of collateral contact are employer, neighbor, social agencies, etc.
Collateral Contacts-Authorizations	**<u>What document must be signed by the applicant before a collateral contact is made?</u>** An ABCDM 228, Applicant's Authorization for Release of Information, must be completed and signed by the applicant/AR for each collateral contact to be made. If the client refuses to sign the ABCDM 228 and there is no other way to obtain the needed verification, the application shall be denied
Collateral Contacts-Documentation	**<u>How do you document collateral contacts?</u>** The results of each collateral contact must be recorded the in the Case Comments screen on LEADER.
FS 63-300.6 – Special Procedures for Processing Applications Made by Sanctioned Households	**<u>What are the special procedures used for processing applications made by sanctioned households?</u>** *<u>Refusal to cooperate in a federal quality control (QC) review</u>* • Household is not eligible until it cooperates; • Household may reapply at least 7 months after the end of the annual review period in which the refusal to cooperate occurred. **NOTE:** Before Food Stamps can be reapproved, the household must provide verification of all eligibility requirements, even those that would normally be verified only if questionable. *<u>Refusal to cooperate in a non-federal quality control (QC) review</u>* • Household is not eligible until it cooperates; • Household may reapply at least 95 days after the end of the annual review period in which the refusal to cooperate occurred. **NOTE:** Before Food Stamps can be reapproved, the household must provide verification of all eligibility requirements, even those that would normally be verified only if questionable.

	See **Sanctions/Penalties/POI** for details
	
	Primary Work Registrant (PWR) failed to comply with work requirements
	
	• Household may reapply 2 months after the sanction is imposed;
	
	• Entire household is ineligible unless eligibility can be reestablished as provided in **FS 63-407.6 Ending a Sanction**.
	
	Household member other than PWR failed to comply with work requirements
	
	• Household member is ineligible for 2 months unless eligibility can be reestablished as provided **in FS 63-407.6 Ending a Sanction**.
	
	• Remaining household members may receive Food Stamps during the sanction period.
	
	Voluntary Quit
	
	• Entire household is disqualified for a period of 90 days from the date of the quit, unless eligibility can be reestablished as provided in **FS 63-408.6 Ending the Voluntary Quit Disqualification.**
	
	• Persons who quit a job as PWR take the disqualification with them if they join a new household as the PWR.
	
	Intentional Program Violation
	
	• The person found guilty of an IPV is disqualified from participating in the Food Stamp program as follows:
	
	  • 6 months for the first violation
	  • 12 months for the second violation
	  • permanently for the third violation
	
	Resource ineligible/disposition of resources
	
	• Households which have knowingly transferred resources within 3 months prior to application for the purpose of qualifying or attempting to qualify for Food Stamp benefits shall be disqualified from participation in the program for up to one year from

	the date of discovery of the transfer. • The length of the disqualification period shall be based on the amount by which non-exempt transferred resources, when added to other countable resources, exceeds the allowable resource limits.
FS 63-301 – APPLICATION PROCESSING TIME STANDARDS **FS 63-301.1 – Normal Processing Standard**	**<u>What is the normal processing standard?</u>** No later than 30-calendar days after an application is filed, the household must be provided with a Notice of Approval, Denial or Pending status. If approved, the household must be able to receive its benefits within the 30-day period. See **Application – Select for Processing** for details
Applications Pending 25-days	**<u>What is done when an application is pending for 25 days or more?</u>** If the applicant is eligible, the EW shall take immediate approval action. Otherwise, the EW shall immediately prepare a Denial or Pending status notice. If the application is to be denied, the EW shall ensure that the denial notice is dated and mailed on the 30th day following the date the application was filed. An Approval notice will be automatically computer-generated by the approval action on LEADER. **NOTE:** Some denial actions will not produce a computer issued notice. In these instances the EW will be required to send a manually prepared denial notice.
Applicant Applied for CalWORKs and Food Stamps at the Same Time and Food Stamps is Being Approved Prior to CalWORKs	**<u>What action is taken when both CalWORKs and Food Stamps are applied for at the same time and Food Stamps is being approved prior to CalWORKs?</u>** If the applicant applied for both CalWORKs and Food Stamps, and Food Stamps are being approved prior to CalWORKs, special language is required on the Food Stamp Approval Notice of Action. The required statement informs the household that if cash aid is approved, Food Stamps could be reduced or terminated without further notice. The statement is printed on the approval notices. **NOTE:** These special approval notice provisions do not

	apply to GR/FS cases.
When Processing of an Application Cannot be Completed by the 30th Day	**<u>What do you do if the application cannot be processed by the 30th day?</u>** • If the household is responsible for the delay, the application shall be denied. • If the household is responsible for the delay, but subsequently provides the needed information in the next 30 days and is determined eligible, the application shall be reactivated and approved effective the 1st day of the month following the month in which the application was filed. • If the agency is responsible for the delay, the application shall be processed promptly and Food Stamps shall be approved effective the date the application was filed.
FS 63-301.2 – Opportunity to Participate-Approval	**<u>What is the opportunity to participate?</u>** An opportunity to participate consists of providing households with an EBT card in order to obtain its allotment. The agency shall assure that the benefits can be transacted before the standard 30-day expires.
FS 63-301.21 – Proration of Benefits	**<u>How do you determine the initial month's benefits?</u>** Initial month benefits shall be prorated based on the number of days remaining in the application month from the date of application. An initial month is the 1st month of certification following any period in which the household was not certified for participation. Initial month proration applies to households that apply any day after the last day of its certification period as well as to households that have never participated. If the initial month's prorated allotment is computed to be less than $10, no issuance for the initial month shall be made.
FS 63-301.22 – Expedited Service	**<u>When do you issue Expedited Service?</u>** If the household is entitled to Expedited Service, the application shall be processed within 3-calendar days. See **Expedited Service – FS** for details

FS 63-301.23 – Timely Delivery of Benefits	**<u>What is the criteria for a timely delivery of benefits?</u>** <u>*First Month Benefits*</u> An approved household must be able to transact benefits within the 30-day processing period. If the initial authorization is processed through LEADER, it must be input to LEADER by the 25th calendar day following the application date to allow time for mail delivery of the household's Electronic Benefits Card (EBT). <u>*Second Month Benefits for Households Applying After the 15th of the Month*</u> Households that apply after the 15th of the month who are eligible for the initial month and the subsequent month, that do not have verification postponed, must receive their 1st month's prorated allotment and the 2nd month's allotment at the same time. **NOTE:** LEADER is programmed to automatically issue the 2nd month's benefits with the 1st month's on all applications filed after the 15th of the month.
FS 63-301.24 – Retroactive Benefits	**<u>How do you generate retroactive benefits?</u>** When an approval action is submitted in a month subsequent to the 1st month of eligibility, and the household is entitled to benefits retroactive to the date of application, LEADER will generate the retroactive benefits for up to 2 months prior to the current month, based on the effective date input by the EW. **NOTE:** EW's may issue retroactive benefits on-line on LEADER back to the date of application. **<u>EXAMPLE</u>** Mrs. Jones applies on July 22, and the EW approves the application on August 1, with an effective date of July 22. LEADER will authorize retroactive benefits for the prorated amount to cover the last 10 days of July (7/22 – 7/31) and benefits for the month of August. The July benefits will have an expiration date of August 31.
FS 63-301.25 – Households That Are <u>Eligible</u> Only in the Application Month	**<u>How do you process an application for a household that is only eligible in the application month?</u>** Households determined eligible for the month of application, but ineligible in the following month, shall be approved and assigned a 6-month certification period. The case shall then be terminated effective the first of the month following the issuance of a 10-day advance notice of adverse action in accordance with the timeliness

	requirements. **NOTE:** Although the effective date to terminate benefits on LEADER is the last day of the month, the effective date of termination on a Food Stamp NOA is the 1st of the month which benefits are stopped. *Approval Action* The computer generated approval notice, DFA 377-1, Notice of Approval, must show that the household is entitled to zero benefits for the month following the month of application. This will prevent the household from being entitled to aid paid pending based on the amount of benefits issued for the 1st month if the household appeals the subsequent termination. LEADER will generate an approval notice, showing the initial month's benefits and zero benefits for the balance of the certification period. **NOTE:** The EW may have the termination notice, DFA 377-4 QR, Food Stamp Notice of Change For Change Reporting Households, issued by LEADER it will reach the household in time. Otherwise, it must be manually prepared.
FS 63-301.26 – Households That Are Ineligible Only in the Application Month	**How do you process an application for a household that is ineligible only in the month of application?** When it is determined that the household is ineligible for the month of application, but eligible for the subsequent months, the EW does not submit a denial. The EW shall submit an approval action to LEADER using the application date as the effective date. The following actions must also be taken: • If ineligible due to income, the EW shall input the household's actual circumstances, including the excess income, for the application month. • Upon receipt of the LEADER document for the approval action, the EW shall annotate it with the actual circumstances. • In both of the above situations, the EW shall document the Case Comments screen on LEADER with the actual circumstances. • The household's certification period and first "beginning month" shall begin with the 1st month of

	"beginning month" shall begin with the 1st month of eligibility, i.e., the month following the month of application. • The LEADER generated approval notice that is generated when the 1st month of eligibility begins will not adequately explain why the application month's benefits are zero. Therefore, the EW must manually complete a DFA 377-1A, Notice of Denial or Pending Status, to inform the household that Food Stamps are being denied for the application month only.
FS 63-301.3 – Denying the Application	**When do you deny an application?** Households determined to be ineligible shall be sent a notice of action denying their application as soon as possible but no later than 30 days following the date the application was filed. See **Denying an Application** for details
FS 63-301.31 – Concurrent Cash Grant/Food Stamp Applications	**How do you process concurrent Cash Grant/FS Applications?** On a concurrent cash grant/Food Stamp application, if the cash grant (CalWORKs, GR or Refugee) is denied, the household's Food Stamp eligibility must still be evaluated on the basis of the original application. Food Stamps cannot be denied solely because the cash grant application was denied. When the cash grant application is withdrawn/denied and a signed Food Stamp application is still pending, the cash grant EW will continue to process the Food Stamp application for approval/denial.
FS 63-301.32 – Failure to Provide Verification	**When do you deny an application where the household has failed to provide verification?** Denial action shall be taken on the 30th day following the date the application was filed when the household fails to provide verification, if a VCL or other record in the case verifies that the household was allowed at least 10-calendar days to submit necessary verification. If the household has not been given 10 days, refer to **FS 63-301.43 Reactivating a Denied Application.**
FS 63-301.33 – Failing Two Interview Appointments	**When do you deny an application after the household has failed 2 interview appointments?**

	Denial action shall be taken immediately after the 2nd interview appointment date if the applicant/AR fails to appear for 2 scheduled interviews. The NOA may be sent on or before the 30th day following the date of application, but it will not be effective until the 30th day following the date of application.
FS 63-301.34 – Refusing To Cooperate	**<u>When do you deny an application for refusing to cooperate?</u>** Denial action shall be taken immediately if the household/AR refuses to cooperate in completing the application, being interviewed or providing verification. Any denial for refusal to cooperate must be fully documented in the Case Comments screen in LEADER. **NOTE:** A household that has been denied benefits for refusing to cooperate cannot be certified for Food Stamps until it cooperates. Thus, if the household reapplies, the certification shall be effective no earlier than the 1st day of the month in which the household cooperates.
FS 63-301.35 – Denying For Other Reasons	**<u>When do you deny an application for other reasons?</u>** For reasons other than failure to provide verification, denial action shall be taken as soon as a household is determined to be ineligible.
FS 63-301.36 – Issuing The Denial Notice of Action	**<u>How is a Notice of Action generated?</u>** The LEADER denial action will generate a computer issued denial notice in most cases. Refer to **FS 63-504.2 Notices of Action** for requirements for manually prepared and computer-generated denial notices.
FS 63-301.4 – Delayed Actions (and Reactivating Previously Denied Application)	**<u>How do you proceed with a delayed action application?</u>** If the EW does not determine a household's eligibility and provide an opportunity to participate within 30 days of the date the application was filed, the following actions shall be taken:
FS 63-301.41 – Determining Causes	**<u>When do you determine cause?</u>** Unlike other programs, some Food Stamp applications that have been denied, must be reactivated. When an application is reactivated, the EW must process the original application, using the original application filing date.

	If the original application was denied because essential information was not received within the required processing time period, the EW must determine if the county or the applicant was the cause for the delayed action.
FS 63-301.42 – Delays Caused by the Household	**<u>When do you deny an application due to delays caused by the household?</u>** If by the 30th day of the application-processing period, the EW cannot take further action on the application due to the fault of the household, the household shall lose its entitlement to benefits for the month of application. When the application is denied, the EW must send a notice of denial on the 30th day after application for missed interview, or by the 30th day if verification has not been received, to be effective on the 30th day.
FS 63-301.43 – Reactivating a Denied Application	**<u>When can you reactivate a denied application?</u>** If the application was denied due to an applicant caused delay, the denied Food Stamp application shall be reactivated only when one of the following conditions occur: • The applicant/AR failed 2 interview appointments, however, within 30 days of the original application date, the client requests a new interview appointment. • Denial was for failure to provide necessary verification that was requested after the date of application. However, the household takes the required action within 60 days from the original application filing date. **NOTE:** If all necessary verification was requested on the date the application was filed, the household has no reactivation right.
Eligibility Worker Actions to Reactivate an Application	**<u>When an applicant reactivates an application, what actions must the EW take?</u>** • Obtain the original application packet. • Process the application using the original filing date. • Determine the effective date of benefits, if eligible, as follows:

	• If the process is completed within 30 days from the date of application, aid effective the date of the original application. • If the process is not completed within the initial 30-day period, benefits are effective the first of the month following the date of application, if eligible. • The reactivated application shall be assigned as a new Intake and must be processed no later than 30 days from the date of reactivation.
Eligibility Worker Receives Missing Verification in the Mail	**What action is taken by the EW if missing verification is received from the applicant or in the mail after the denial?** If the original EW should receive the missing verification from the applicant or in the mail, the EW shall complete a PA 363, Notification of Reactivated Food Stamp Application, and forward with the verification to the Receptionist via the ES. The PA 363 and verification shall be attached to the new Intake packet and assigned as a new Intake. If possible, the reactivated application should be assigned to the original EW.
Household Has Moved Out of District	**What action is taken if the household has moved to another district?** If the household has moved to another district and the applicant decides not to return to the original district to request the reactivation, he/she must reapply in the new district.
Delays Caused by the County	**What action is taken if the EW fails to process the application by the 30th day?** If application processing is not completed by the 30th day due to a delay caused by the agency, the application shall not be denied. The EW shall send a NOA (pending status notice) to the household on the 30th day following the date of application. The EW shall determine eligibility/ineligibility status and complete the application process as soon as possible. Food Stamps shall be approved effective the date the application was filed. However, if the application cannot be processed by the end of the second 30-day period due to a delay caused by

	the household, the application shall be denied. **NOTE:** A pending status notice shall be sent only if eligibility/ineligibility cannot be determined because of missing information/verification. If there is sufficient information/verification to determine eligibility/ineligibility, approval or denial action shall be taken immediately and a NOA provided to the household.

FS 63-301.5 – Expedited Service
 	
FS 63-301.51 – Entitlement to Expedited Service
	<u>Who is entitled to receive Expedited Service?</u>
	
	The following households, when otherwise eligible, are entitled to Expedited Service:
	
	A household, other than a migrant or seasonal farm worker household if:
	
	• Its liquid resources do not exceed $100; and
	
	• It has less than $150 in monthly gross income.
	
	A migrant or seasonal farm worker household if:
	
	• Its liquid resources do not exceed $100; and
	
	• It is destitute as defined in **FS 63-503.4 Households with Special Circumstances.**
	
	A household in which all members are homeless individuals. A homeless individual is a person who either:
	
	• Has no fixed and regular nighttime residence; or
	
	• Is using one of the following places as his/her primary nighttime residence:
	
	  • A supervised shelter that provides only temporary accommodations (such as a "Welfare Hotel" or group shelter); or
	
	  • A "halfway house" or similar facility that provides a temporary residence for persons intended to be institutionalized; or
	
	  • A place which is not usually considered habitable, such as a lobby, bus station, hallway, freeway underpass, etc.; or

FS 63-301.52 – Identifying Households Needing Expedited Service	• Temporary accommodation in another person's residence. **NOTE:** The accommodation/residence is considered temporary if it is time-limited (for any length of time). The determination is based on information obtained from the applicant as to his/her intent regarding the arrangement. Households whose gross income for the application month and current liquid resources, when combined, are less than the household's housing and utility costs. **<u>How is the applicant/AR made aware of Expedited Service?</u>** The district's application procedures are designed to ensure that: • All applicants are orally informed of the right to Expedited Service and how to initiate the process; and • All applicants are informed of the availability of assistance in filling out the Expedited Service application; and • All applications are screened as they are filed to identify those who are requesting Expedited Service. *<u>Informing Applicants of Expedited Service</u>* The Receptionist shall give all persons applying for Food Stamps the PA 1810, How to Apply For and Use Food Stamps brochure, along with the DFA 285-A1 and DFA 285-A2 application documents. *<u>Screening for Expedited Service Eligibility</u>* The EW shall make an immediate evaluation of eligibility if the applicant requests Expedited Service. The EW shall also identify an applicant as being in need of Expedited Service if a review of the DFA 285-A2 shows the household meets one of the definitions stated above.
FS 63-301.53 - Processing Standards	**<u>What is the processing standard?</u>** Expedited Service means processing a Food Stamp application within 3-calendar days, following the date the initial application was filed, by postponing some verification.

	NOTE: A weekend (Saturday and Sunday) shall be considered as 1 calendar day. *Expedited Service Households* • The expedited benefits must be provided no later than 3rd calendar day following the date of application. • Expedited benefits (California Advantage Card) mailed to the household must be mailed in time to ensure that the household, not only receives the Advantage Card, but also can utilize it. • If the 3rd calendar day falls on a weekend, Expedited Service benefits must be given to or received in the mail on or before Saturday. • If the 3rd calendar day falls on a holiday, Expedited Service benefits must be given to the recipient or be received in the mail on the day preceding the holiday. *Recertified Households* For households that are being recertified or applying after less than a 30-day break in aid, Expedited Service means processing the application within 3-calendar days following the date the application was filed or by the household's normal Food Stamp issuance date, whichever is later. *D/ATC's and GLA's* The 3-calendar day processing/issuance time frame also applies when issuing expedited benefits to an eligible resident of a Drug/Alcohol Treatment Center (D/ATC) or a Group Living Arrangement (GLA). *Out-of-Office Interviews* If a household mails an application and it contains sufficient information to indicate entitlement to Expedited Service, the EW shall conduct the interview (unless the household cannot be reached), and complete the application process within the Expedited Service standards. The first day of the count is the first calendar day following the filing of the application. If the application is not complete and the EW conducts a telephone interview, the EW shall mail the application to the household for signature. The mailing time involved shall not be calculated in the Expedited Service standards. Mailing time shall only include the days the application is in the mail to and from the household and the days the application is in the household's possession pending signature and return mailing.

	signature and return mailing. *Late Determinations* If, at some point after the application is filed, the EW discovers that the household is entitled to Expedited Service, the 3-day count shall begin the day after the date of discovery. *Counting Income for Expedited Service* When determining eligibility to Expedited Service and when computing the initial month's benefits, the EW shall only count that income the household has actually received in the application month or that income which the EW knows with reasonable certainty will be received in the application month. (Reasonable certainty means the actual date of receipt and the amount are known.) Cash aid grants shall be counted only if the cash aid has been authorized.
FS 63-301.54 - Special Procedures for Expedited Service	**What are the special procedures used when processing Expedited Service?** *Postponing Verification/Other Requirements* All reasonable efforts must be made to verify the household's residency, income, resources and other eligibility factors within the Expedited Service processing time period. Verification may be postponed as outlined below. **NOTE:** Completion of the DFA 285-A1 and DFA 285-A2 cannot be postponed. • Verification of the applicant's identity is required for Expedited Service and may not be postponed. • Income verification (including a statement that the household has no income), alien status and residence shall be postponed only if verification or collateral contacts cannot be obtained during the Expedited Service processing time period. **NOTE:** "Homeless" households are exempt from the residency verification. With the exception of curing an Employment and Training sanction, verification of other items (such as work registration exemption) may be postponed. However, the EW must give the applicant/AR a PA 2322 listing the postponed verification and set a calendar control for the return of the verification.

	• Households entitled to Expedited Service shall not be required to furnish or apply for a Social Security Number until after they have received their first month's benefit allotment. However, these households must furnish or apply for an SSN prior to their next issuance.
Certification Periods	**<u>How should a certification period be determined?</u>** Households shall be assigned a normal certification period if all mandatory verification has been obtained prior to the expedited certification. *<u>Postponed Verification</u>* Household's who apply by the 15th of the month and qualify for Expedited Service shall be assigned a one-month certification period when mandatory verification has been postponed. They shall be assigned a 2-month certification period if they applied after the 15th of the month. However, the second month's benefits cannot be issued until all the required postponed verification has been received. *<u>Required Verification - All Households</u>* A household shall have its benefits terminated when it fails to provide postponed verification which affects the household's eligibility or benefit level, such as income, resources and deductions (shelter, dependent care and medical expenses) within 30 days from the date of application. However, if the postponed verification is an individual eligibility factor such as a Social Security Number or nn-citizen status of an individual, and the verification is not provided within 30 days of the application date, only the affected individual shall be terminated from the program.
Time Frame for Issuing Second Month Benefits	**<u>What is the time frame for issuing second month benefits?</u>** *<u>Applications Made Before the 15th of the Month</u>* Second month benefits for households applying before the 15th of the month are to be issued within 5 days of receipt of the postponed verification or the first working day of the following month, whichever is later. *<u>Applications Made on or After the 15th of the Month Verification Not Postponed</u>* Households that apply on or after the 15th of the month who are eligible for the initial month and the subsequent month, who do not have verification postponed, must

	receive their first month's prorated allotment and the second month's allotment at the same time. *Verification Is Postponed* Households applying on or after the 15th of the month and who provide required postponed verification must be able to pick up their second month's benefits no later than 5 work days from receipt of the postponed verification or on the first work day of the second month, whichever is later, disregarding the household's regular pick-up day. *Disregarding the Regular Pick-Up Date - Applications On or After the 15th of the Month* The EW shall "override" the household's regular pick-up date on LEADER for the following (second) month when the application date and the initial Expedited Service on-line issuance date are on or after the 15th of the month and verification has been postponed. *Expedited Service Notice of Requirements* Expedited Service Notice of Requirements can be met via a computer-generated notice if the notice is generated at the same time as the Expedited Service notice. LEADER will generate a DFA 377.1, Notice of Approval, to households on all benefit approvals. This includes approval actions with Expedited Service on-line issuances. EWs must manually prepare the NOA on Expedited Service on-line issuances if: • Verification has been postponed (the EW must list on the notice what verification is still needed); or • Approval action cannot be entered on LEADER at the same time as the Expedited Service issuance. *Postponed Verification - Manually Prepared Notice* If verification is postponed and a certification period of more than one month is assigned, the DFA 377.1 approval notice must be manually prepared. This notice must advise the applicant that: • The required verification must be received within 30 days from the date of application or benefits will be terminated; • The second month's benefits cannot be issued until the required verification is received; and • The second month's benefits may be reduced or terminated without advance notice if the verification results in a change in benefits or eligibility

	results in a change in benefits or eligibility. Because special language is required, these approval notices must be manually prepared and issued by the EW. *Termination or Reduction Notice* When subsequently terminating or reducing second month benefits due to receipt of the postponed verification, an adequate-only notice of action is required (it does not have to be sent 10 days in advance.) The EW can request that this notice be computer-generated by input of the appropriate action on LEADER. **NOTE:** No notice of action is required if benefits are being terminated because the household failed to provide verification that was postponed for Expedited Service.
Multiple Requests for Expedited Service	**Is there a limit to the number of Expedited Service issuances a household may be entitled to?** There is no limit to the number of times a household may be eligible to Expedited Service. However, before the household can again be certified under Expedited Service procedures, the household must have been certified under normal certification procedures or all mandatory verification, which was postponed, must have been received.
Denial of Expedited Service Request-Agency Conference	**What is the procedure for denying an Expedited Service request?** Households requesting, but not entitled to, Expedited Service shall have their request denied and their applications processed according to normal standards. The households shall be advised of the Expedited Service denial by being given a copy of the DFA 285-A1/SAWS . An agency conference shall be offered to all households who wish to contest a denial of Expedited Service. • The ES shall schedule an agency conference within 2 workdays of the request for an agency conference. • Agency conferences shall be attended by the ES, and the household and/or its representative and may be attended by the EW. • Households must be advised that an agency conference is optional and in no way delays or

	replaces the State Hearing process. • The Case Comments screen in LEADER must be documented as to the action taken at an agency conference.
FS 63-301.6 - PA Households	**<u>What is a Public Assistance (PA) household?</u>** Households in which all members are applying for public assistance (PA) shall be informed that they may apply for Food Stamp benefits at the same time and shall be required to complete only one application for both programs. The Food Stamp eligibility and benefits levels for these households shall be based solely on Food Stamp eligibility criteria. Households, whether jointly processed and/or eligible because of their PA status, shall be certified in accordance with the notice, procedural and timeliness requirements of the food stamp regulations.
FS 63-301.61 - Single Interview	**<u>What is the definition of a single interview?</u>** If a person applies for both CalWORKs and Food Stamps (including mixed CalWORKs/FS households), the EW must conduct a single interview for both CalWORKs and Food Stamp purposes. The EW is to conduct a single interview when a person applies for both GR or RCA/ECA and Food Stamps, whenever possible. Following the interview, the EW shall process both applications (including CalWORKs mixed, GR mixed or Refugee mixed assistance). **NOTE:** When the cash grant application is withdrawn/ denied and a signed Food Stamp application is still pending, the cash grant EW will continue to process the Food Stamp application for approval or denial. Food Stamps may not be denied solely because of the cash grant denial. *<u>Expedited Service</u>* An exception to the mandatory CalWORKs/FS single interview requirement is permitted when processing CalWORKs households for Expedited Service. Separate interviews may be conducted for Food Stamps and CalWORKs to avoid delay in the processing of Expedited Service. The CalWORKs EW shall open and process both applications and conduct both interviews on these cases.
FS 63-301.62 - Verification Procedure	**<u>What is the verification procedure?</u>** Factors of eligibility applicable to Food Stamp requirements only are verified via procedures described in **FS 63-300.5 Verification**. The PA verification rules may

	be applied to factors needed for both the PA and Food Stamp eligibility determination. However, Food Stamp benefits shall not be delayed if the Food Stamp verification requirements are met and the PA requirements cannot be met. *SAWS 1 Application* When an applicant wants to apply for PA/FS the "Food Stamp box" on the SAWS 1 is checked "yes" and a SAWS 2 is completed. If during the interview the applicant decides he/she does not want Food Stamps, application withdrawal procedures apply. When an applicant household does not wish to apply for Food Stamps, the Food Stamp box is checked "no." If this box is not checked on the SAWS 1, a Food Stamp application must be taken. *Initial PA Payment* The anticipated PA payment shall be used in determining Food Stamp eligibility only if the PA payment has been authorized and will be issued within the month. *Retroactive PA Payments* That portion of the initial PA grant payment issued for a previous month (i.e., retroactive payment) is disregarded as a lump sum payment.

FS 63-301.7 - Categorically Eligible PA Households	**What is a categorically eligible PA household?**
	
	Any household, in which all Food Stamp eligible members receive or are authorized to receive PA benefits, shall be considered eligible for Food Stamps because of their status as PA participants. The following shall also be considered categorically eligible:
	
	• The eligibility factors which shall be accepted for Food Stamp eligibility without verification:
	  • gross and net income limits;
	  • social security number information;
	  • sponsored non-citizen information; or
	  • residency.
	
	• When determining whether a household is to be considered PA categorically eligible, the EW shall verify the following factors, only when questionable:

	• The household shall contain only Food Stamp eligible members that are PA participants. • The household shall meet the definition of a household as specified in **FS 63-402 HOUSEHOLD CONCEPTS.** • The household shall include all persons who purchase and prepare food together in one Food Stamp household regardless of whether or not they are separate units for PA purposes. • The household has not been disqualified or does not include persons who have been disqualified. • The following households **shall not** be considered categorically eligibly and are subject to all Food Stamp eligibility and benefits provisions if: • Any household member is disqualified for an Intentional Program Violation, per **FS 63-805 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICTION.** • • The following persons **shall not** affect the eligibility of an otherwise categorically eligible PA household: • Ineligible non-citizens; • Ineligible students; • SSI recipient; • SSN-disqualified persons; • Persons institutionalized in an unauthorized facility; • Household members who are disqualified for failure to comply with work requirements; or • GR participants who receive benefits from a GR program appropriate for categorical eligibility.
FS 63-301.8 - General Relief Households	**<u>How are General Relief household applications processed?</u>**

	EWs shall advise all General Relief (GR) applicant households of the potential for Food Stamp benefits and provide these households with a DFA 285-A1 and DFA 285-A2. GR households shall not be considered categorically eligible for Food Stamp benefits unless they receive, or are authorized to receive, benefits from a GR program.

FS 63-301.82 - Categorically Eligible GR Households	**<u>What is a categorically eligible GR household?</u>**
	
	Any household, except those listed below, in which all Food Stamp eligible members receive or are authorized to receive GR benefits which meets the following criteria, shall be considered eligible for Food Stamps because of their status as GR participants.
	
	• The eligibility factors which shall be accepted for Food Stamp eligibility without verification are:
	  • gross and net income limits;
	  • sponsored non-citizen information; and
	  • residency.
	
	• A household **shall not** be considered categorically eligible and is subject to all Food Stamp eligibility and benefits provisions if:
	  • The household refuses to cooperate in providing information to the EW that is necessary for making an eligibility determination or for completing any subsequent review of eligibility; or
	  • The household is disqualified because the head of household fails to comply with a work requirement; or
	  • The household is ineligible under the striker provisions in **FS 63-402.8 Participation of Strikers**; or
	  • The household is ineligible because they knowingly transferred resources for the purpose of qualifying or attempting to qualify for assistance.
	
	• The following individuals **shall not** be included as a member of an otherwise categorically eligible household if that person:

	• Is disqualified for Intentional Program Violation; or • Is not the head of household and disqualified for failure to comply with work requirements; or • Fails to provide or apply for a social security number; or • Is an ineligible non-citizen; or • Is an ineligible student; or • Is an SSI recipient; or • Is institutionalized in a non-exempt facility.
FS 63-301.9 - Mixed Food Stamp Household	**<u>What is a Mixed Food Stamp household?</u>** Mixed Food Stamp households are Food Stamp applicant households in which some, but not all, members are in the PA assistance unit. Mixed Food Stamp households **shall not** be considered categorically eligible for Food Stamp benefits. EWs shall exclude any resource of Food Stamp household members receiving PA. If a resource is jointly held by a Food Stamp household member who is receiving PA and a Food Stamp household member who is not receiving PA, then exclude the amount that was counted in determining the PA eligibility. Mixed Food Stamp households must meet the Food Stamp gross and net income standards of eligibility

FS 63-400 ELIGIBILITY STANDARDS

FS 63-401 - RESIDENCY	
FS 63-401.1 - Residency Definition	**<u>What is the definition of residency and what are the requirements in Los Angeles County?</u>** The individual/household must live in the county in which the application for participation is filed. Homeless persons who state that they are living in Los Angeles County and are not here for vacation purposes meet the Food Stamp residency requirement. Neither a fixed residence nor an intent to reside permanently in Los Angeles County is required. Persons in the county for vacation purposes shall not be considered residents.
FS 63-401.12 - Verification of Residency	**<u>When is verification of residency not required?</u>** *<u>Homeless Persons</u>* In cases of homeless applicants, verification of residency may not exist. If verification cannot be obtained, the EW shall approve Food Stamps without the verification provided that: • The applicant has made reasonable effort to obtain verification; and • The applicant's statement regarding residency is not questionable. The determination that verification of residency cannot be obtained shall be documented in the Case Comments screen on LEADER. **NOTE:** The EW is responsible for assisting the applicant in obtaining verification, if necessary. These household's shall be assigned a 12-month certification period. In addition, residency requirements are waived for homeless households that are unable to provide residency verification at recertification. Verification of residence shall, however, be required of these households when they are no longer homeless. See **Homeless – Food Stamps** for details
Expedited Service	**<u>Can Expedited Service be issued when residency has not been verified?</u>** All reasonable effort shall be made to verify within the expedited processing standards the household's residency

	through collateral contacts or readily available documentary evidence. However, benefits shall not be delayed beyond the delivery standards because residency has not been verified. Verification of residency shall be postponed if unobtainable within the expedited processing standards.
FS 63-401.13 - Households With No Mailing Address	**<u>How do you maintain activity on households with no mailing address?</u>** <u>*Special Notice-PA 1815*</u> Food Stamp regulations do not require eligible households to have a mailing or residential address. Homeless applicants shall be encouraged to obtain at least a mailing address as soon as possible because an address is needed to mail the EBT card for benefits, notices of action, appointment letters, etc. The EW must explain the need for an address and that he/she must pick up DPSS documents each month until a mailing address is obtained. The EW must document that the household received the explanation by having the applicant/recipient sign the PA 1815, Important Food Stamp Notice Regarding a Mailing Address. Until the recipient obtains a mailing address, the district office address will be used. <u>*Timely Issuance of Benefits and Notice of Action*</u> Once the homeless applicant/participant has been informed of the importance of having a mailing address and told to contact the EW during each month in which he/she has no mailing address, the timeliness requirements for issuing benefits and notices of action have been met if the benefit authorization (LEADER input) or notice is actually prepared timely. To approve the case and authorize benefits, the EW shall input to LEADER, per established procedures, with the district office address shown as the mailing address. <u>*Budgeting Procedures*</u> If the case is unknown to LEADER or a previously issued EBT card is now “Expunged,” the EW will process for an EBT card or, or if the EBT card is “Dormant,” the EW will change the status of the EBT card back to “Active.” The EBT card and notices shall be given to the household upon their next visit to the district office. **NOTE:** NOAs will be mailed to the district and the EW must ensure that the participant’s mail is given to him/her when the participant visits the district office.

FS 63-401.14 - Households Using Commercial Mail Receiving Agent (CMRA)/ Mail Drop Addresses	**<u>What is the policy on household's who are using a Commercial Mail Receiving Agent (CMRA)/Mail Drop Address?</u>**
	
	Food Stamp households may **not** use a CMRA or mail drop address as their residence address. LEADER will not accept a CMRA or mail drop address in the residence field.
	
	If the EW receives an exception the address must be clarified before benefits can be issued by doing the following:
	
	• Contact the participant by telephone and request he/she clarify his/her residence situation. If no phone, send the participant a termination/denial notice of action for whereabouts unknown and terminate/deny benefits. (A 10-day advanced notice must be issued on approved cases.)
	
	• If the participant responds to a termination notice before the termination effective date and clarifies his/her residence address to the EW's satisfaction, release the benefits and input the correct residence address to LEADER. Participants responding to a denial notice must make a new application.
	
	NOTE: Food Stamp participants do not need to be living at a post office recognized address. They can be homeless indefinitely, in which case the district office may be used as the residence address.
	
	• If the participant states he/she wants to receive mail at the CMRA or mail drop, the EW must also input the CMRA or mail drop address as the mailing address.
	
	• If the participant fails to respond or does not satisfactorily clarify the residence issue, benefits are to be terminated/denied for Whereabouts Unknown.
	
	• If Food Stamp benefits have been issued on the case, it is to be referred to Welfare Fraud Prevention and Investigation (WFP&I) for investigation.
	
	  • When completing the PA 140, Request for Investigation, write "CMRA" or "mail drop" in the "Special Project Alert" box in the upper right corner of the form.
	
	  • The EW should indicate in the "Remarks"

	section the length of time the participant has used the CMRA or mail drop as a residence address prior to being discontinued. See **Initiate Fraud Referral** for details

FS 63-402 - HOUSEHOLD CONCEPTS **FS 63-402.1 – Food Stamp Households-Overview**	**<u>What is a Food Stamp household?</u>** A household may be composed of any of the following individuals or groups of individuals, provided that such individuals or groups are not residents of an institution, except as specified in **FS 63-402.4 Residents of Institutions** or boarders, except as specified in **FS 63-402.3 Boarders.** If an excluded person is contacted for verification, this collateral contact must be documented in the Case Comments screen in LEADER. See **Food Stamp Household – Create/Change** for details
FS 63-402.11 - An Individual Living Alone	**<u>What is an individual living alone?</u>** A person who does not live with any others is a separate household.
FS 63-402.12 - Separate Food Stamp Household	**<u>What is a separate Food Stamp household?</u>** A separate household is a(n) individual(s) living with others, who customarily purchase <u>and</u> prepares food for home consumption separate and apart from the others. “Customarily” means purchasing food and preparing meals for the majority of the person’s or household’s meals. More than one Food Stamp household may reside in the same house. EWs are responsible for determining which members of a group are to be included as members of a Food Stamp household. To be eligible for separate household status, persons applying for Food Stamps must be “purchasing and preparing” separately <u>at the time the application is filed</u>. When a household claims separate household status from others living in the home, the EW shall document the following: • The names of persons for whom food is purchased

	and prepared in common; and • The applicant's/recipient's statement which substantiates separate household status; and • The basis for the EW's decision if separate household status is approved.
FS 63-402.13 - Two or More Persons Living Together	**<u>How do you define households when there are 2 or more persons living together?</u>** A group of individuals who live together and customarily purchase food or prepare their meals together for home consumption shall be one household. "Living together" is defined as: • ordinarily using the same kitchen, bathroom or sleeping areas; or • having access to other commonly used rooms, such as the living room, dining room, etc. "Independent living situations" can exist among persons living on the same parcel of land or in the same single family dwelling provided they could demonstrate they are separate independent living units. Circumstances which would support independent living arrangements include (but are not limited to): • having separate entrances to their respective quarters; or • having separate mailing addresses; or • having separate utility bills; or • having a formal landlord/tenant relationship by a signed lease. The mere existence of one or more of these circumstances does not necessarily mean there is an independent living unit. The decision of whether a dependent or independent living arrangement exists must be based on an evaluation of the total situation. For instance, a person living in a tent in the backyard could have a separate entrance from the main house but would be dependent on the main house's kitchen and bathroom facilities. The dependency of the facilities in the main house would take precedence.

	Each case must be decided based on its individual circumstances and the decision must be documented in the Case Comments screen on LEADER. See **Household Relationship Screen – Completion** for details
FS 63-402.14 - Separate Food Stamp Households-Composition	**<u>How do you determine household composition on households that include children, spouses and boarders?</u>** The following persons living together shall be considered one Food Stamp household, regardless of whether they customarily purchase or prepare food together: *<u>Children</u>* Children (other than foster children) under 18 years of age, living with someone other than a parent, if the children are under the parental control of the individual with whom they reside, as defined in **FS 63-102 DEFINITIONS**. Parental control of a minor living with an adult (related or unrelated) is assumed whether or not the adult member of the household is eligible for Food Stamps unless the minor: • has entered into a valid marriage, even if terminated by dissolution. An annulled marriage is not considered valid; or • is on active duty with the armed forces (minor's discharged before age 18 could still be considered under parental control); or • has been emancipated by court order. If none of the above conditions exist, claims of exemption from the parental control provisions shall be determined on a case-by-case basis following the criteria listed in **FS 63-102 DEFINITIONS**. Children living with their natural, adopted or stepparents unless the child is 22 years of age or older and purchases food and prepares meals for home consumption separately from his/her parents. *<u>Spouses</u>* Spouses must always be one household. If one or both spouse is a resident of an FNS-approved drug/alcoholic treatment center, special rules apply. Refer to **FS 63-503.4 Households with Special Circumstances**.

	Boarders Boarders may not receive Food Stamps separate from the household providing the board. **NOTE:** Residents of commercial boarding houses are considered residents of institutions and are not boarders. See **FS 63-402.3 Boarders**.
FS 63-402.15 - Minors Whose Parents Share Joint Physical Custody	**How do you determine Food Stamp household composition when parents share joint physical custody of the minor(s)?** In custody situations where both parents have physical custody of a child an equal number of days during the month, Food Stamp household composition shall be determined based on, but not limited to, the following: • The child shall be a member of the household in which he/she eats more meals during the month unless the parents mutually agree as to which household the child shall participate. If there is parental agreement, the child may participate in the agreed-to household, regardless of where the majority of meals are taken. • If the child lives an equal number of days and eats an equal number of meals in both households during the month and there is no parental agreement as to the parent with whom the child shall participate, then the first parent to apply shall be allowed to participate with the child.
FS 63-402.17 - Elderly-Disabled Persons	**How do you determine Food Stamp household composition when there is an elderly-disabled person in the household?** Persons who are 60 years of age or older (including parents) may be considered a separate household even though their food is purchased and prepared together with other individuals in the home if they meet the following conditions: • The elderly person must be unable to prepare and purchase meals because he/she meets one of the disability conditions stated in **FS 63-102 DEFINITIONS**. The applicant is responsible for providing medical verification that his/her disability prevents him/her from purchasing and preparing meals if the disability is questionable. The spouse of the elderly-disabled person must be included in the

	elderly-disabled person's household. • The gross income of the others with whom the elderly-disabled person and his/her spouse reside (excluding the income of the elderly-disabled persons spouse) cannot exceed 165% of the federal poverty level for the household size with which the elderly-disabled person resides. The elderly-disabled person cannot be a separate household from his/her own children under 22 years of age or from a child under 18 years of age if the elderly-disabled person is exerting parental control over the child.
FS 63-402.2 - Non-Household and Excluded Household Members	**Who is considered a non-household member when determining Food Stamp household composition?** The following individuals residing with a household shall not be considered household members when defining a household or in determining the household's eligibility or allotment. These individuals may participate in the Food Stamp program as separate households, if otherwise eligible. *Roomers* Individuals to whom a household furnishes lodging, but not meals, for compensation. *Live-In Attendants* Individuals who reside with a household to provide medical, housekeeping, childcare or other similar personal services. *Others* Other persons, such as another family, who share living quarters but do not customarily purchase and prepare food with the household are not members of the "host" household. When determining the household composition, non-household member status can never be applied to spouses. It cannot be applied to persons related to a household member as a parent, child or sibling unless they meet one of the exceptions listed under **FS 63-402.1 Food Stamp Households-Overview**.
FS 63-402.22 - Excluded Household Members	**Who is considered an excluded household member when determining Food Stamp household composition?** The following individuals residing with a household shall be included as a member of the household for the purpose of defining a household under **FS 402.1 Food Stamp**

	Household-Overview. However, such individuals shall be excluded from the household for the purpose of determining household size, eligibility, or benefit level, or when determining categorical eligibility. The income and resources of excluded household member(s) shall be handled in accordance with **FS 63-503.44 Treatment of Income and Resources of Excluded Members**. Excluded household members shall **not** participate in the Food Stamp program as separate households. *Ineligible Non-Citizens* Individuals who do not meet the citizenship or eligible non-citizen status in **FS 63-403.1 Citizens & Eligible Non-Citizens** or the eligible sponsored non-citizen requirements in **FS 63-403.3 Verification**. **NOTE:** All resources are counted. Income and expenses are prorated and all but the excluded person's share is counted. See **FS 63-503.4 Households with Special Circumstances.** *SSN Disqualified* Individuals disqualified for refusal or failure, without good cause, to provide or obtain a SSN as required in **FS 63-404.4 Failure to Comply**. **NOTE:** When determining the Food Stamp household composition, an excluded person is considered as a member of the Food Stamp household. However, an excluded member must be excluded from the household size count in determining benefits. *Intentional Program Violation Disqualified* Individuals disqualified for committing act(s) of intentional program violation, as set forth in **FS 63-805 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICTION**. **NOTE:** Income, expenses and resources are counted in their entirety to the eligible household. *Fleeing Felons and Probation/Parole Violators* • Individuals who are fleeing felons as specified in **FS 63-102 DEFINITIONS**; and/or • Persons in violation of their probation or parole as specified in **FS 63-102 DEFINITIONS**. **NOTE:** An individual convicted (under federal or state law) of any felony that has as an element of the possession, use or distribution of a controlled

possession, use or distribution of a controlled substance is disqualified from the Food Stamp program. This is a permanent exclusion and shall only affect eligibility if the conviction is for conduct occurring after August 22, 1996.

Workfare Sanctioned
Individuals sanctioned while as a participating member of a household disqualified for failure to comply with the requirements of the Workfare Program.

NOTE: Income, expenses and resources are counted in their entirely to the eligible household.

See **Sanctions/Penalties/POI** for details

SSI/SSP Recipients
No person receiving Supplemental Security Income/State Supplementary Program (SSI/SSP) payments are eligible to receive Food Stamp benefits. Under the provisions of PL 95-458: 1) most California SSI/SSP recipients receive as part of the benefits a cash amount in lieu of Food Stamp benefits; 2) all SSI/SSP recipients in California are ineligible to receive Food Stamps. A person must actually receive, not merely have applied for SSI/SSP benefits to be determined ineligible for the Food Stamp program. If the county provides payments at least equal to the level of SSI/SSP benefits to persons who have been determined eligible for SSI/SSP awaiting receipt of benefits, receipt of these substitute payments will terminate Food Stamp program eligibility. Once receiving SSI/SSP benefits, the person will remain ineligible for Food Stamp benefits until actually terminated from the SSI/SSP program; periods of non-receipt or suspension of SSI/SSP payments does not restore Food Stamp eligibility.

NOTE: Any resource owned exclusively by the SSI/SSP recipient is **not** counted. Income and expenses of the SSI/SSP recipient are considered not available to the household unless the SSI/SSP recipient makes a cash contribution to the household and/or shares in the expenses.

Ineligible Students
Any person enrolled in an institution of higher education is ineligible because they fail to meet the eligibility criteria set forth in **FS 63-406.2 Eligibility Requirements**.

NOTE: All resources owned exclusively by the student are **not** counted. Income and expenses are considered **not** available to the household until the student makes a cash contribution to the

	household and/or shares in the expenses. *Work Requirements Disqualified* Individuals disqualified for noncompliance with the work requirements of **FS 63-407.4 Compliance With Work Registration Requirements**. **NOTE:** Income, expenses and resources are counted in their entirety to the eligible household. *Convicted Drug Felon* An individual who has been convicted in a state or federal court of a felony that has as an element, the possession, use or distribution of a controlled substance. The conviction must be for conduct occurring after August 22, 1996. Controlled substance is defined in Section 102(6) of the Controlled Substances Act [21 U.S.C. Section 802(6)].
FS 63-402.3 - Boarders **Reasonable Compensation**	**How is a boarder defined for Food Stamp household composition purposes?** A boarder is defined as an individual residing with a household and paying reasonable compensation to the household for lodging and meals. **NOTE:** Commercial boarding house residents are considered residents of institutions and are not boarders. Residents of commercial boarding houses are not eligible for participation in the Food Stamp program, except under the conditions listed in **FS 63-402.4 Residents of Institutions**. **What is considered reasonable compensation for a boarder?** A reasonable monthly payment shall be either of the following: • Where board arrangement is for more than 2 meals a day, a boarder shall pay an amount which equals or exceeds the monthly benefit allotment at zero net income for the appropriate number of boarders, as specified in **FS 63-1101 TABLES**; or, • When board arrangements are for 2 meals or less per day, a boarder shall pay an amount that equals or exceeds the two-thirds of the monthly benefit allotment at zero income for the appropriate number of boarders, as specified in **FS 63-1101 TABLES**.
FS 63-402.32 - Person Does Not	**Who is a person that does not meet the definition of a**

Meet Definition of Boarder	**<u>boarder?</u>** An individual furnished both meals and lodging by the household, but paying compensation of less than the reasonable amount, will be considered a member of the household that provides the meals and lodging. When payments for the room are distinguished from payments for the meals, only the amount paid for meals will be evaluated to determine if reasonable compensation is being paid for meals. The reasonable monthly payments for meals shall be paid in cash. When payments for the room and meals are indistinguishable, the monthly benefit allotment at zero net income for the appropriate number of boarders, as specified in **FS 63-1101TABLES** shall be considered the cost of meals.
FS 63-402.33 - Person Meets Definition of Boarder	**<u>What is the definition of a boarder?</u>** Boarders are **not** eligible to participate in the Food Stamp program independent of the household providing the board. **NOTE:** For individuals living in a group setting, such as an Alcohol Recovery Treatment Center, see **FS 63-402.4 Residents of Institutions**. Any household providing board to an individual may request that the boarder participate as a member of the same household. The income and resources of the boarder are considered available to the household and the boarder payment is disregarded. If the household does not request that the boarder be added to the household count, the boarder is ineligible to Food Stamps. The boarder payment shall be treated as self-employment earned income. To determine the allowable self-employment deductions from the boarder payments, see **FS 63-503.4 Households with Special Circumstances**.
FS 63-402.4 - Residents of Institutions	**<u>Are residents of institutions eligible to Food Stamps?</u>** Persons living in an institution (e.g., hospital, jail, nursing home, commercial boarding house) are **not** eligible to Food Stamps if the institution provides them with the majority of their meals. The following persons are exempt from this restriction:

	• Residents of shelters for battered women. • Children in foster homes shall be considered as non-household members of the household providing the foster care. Foster children are **not** eligible to participate in the Food Stamp program as separate households. However, the Food Stamp household providing the foster care does have the option to include the foster child(ren) in its household. • Children in SDSS-licensed group homes are only eligible if they qualify as being residents of a GLA. • Residents of public or private nonprofit temporary shelters for the homeless.
FS 63-402.5 - Head of Household **FS 63-402.51 - Intake Cases**	**<u>During the intake process, who is considered to be the Head of Household?</u>** At the time of application the household shall designate a <u>responsible eligible household member</u> as the Head of Household. The person designated as the Head of Household is shown as payee on LEADER. An excluded household member or non-household member may **not** be the Head of Household. Such persons may be designated as the households Authorized Representative (AR) in accordance with **FS 63-402.6 Authorized Representative (AR's)**. However, if the household consists entirely of minor children, the EW may assign the household's Authorized Representative (AR) as the <u>payee</u> on LEADER. The provisions of **FS 63-402.6 Authorized Representative (AR's)** must be applied. The Eligibility Supervisor must review the case record on all approvals to ensure that the person assigned as payee (Head of Household) is: • an eligible household member; or • if the household consists entirely of minors, the person has been designated as the household's AR in accordance with **FS 62-402.6 Authorized Representatives (AR)**.
FS 63-402.52 - Approved Cases	**<u>How do you process a change of Head of Household (payee) on an approved case?</u>**

	If a Food Stamp household requests to change its Head of Household (payee) designation, the EW must document the Case Comments screen on LEADER with the reason for the change. The Eligibility Supervisor (ES) must approve all payee changes. The ES is to review the case record to ensure that the new designee meets the requirements listed above. Special attention must be paid to changes of the payee and the address on a case, particularly if the payee is also new to the household.
FS 63-402.6 - Authorized Representatives (AR's)	**What is and who can be an Authorized Representative (AR)? What is the AR allowed to do on behalf of the Food Stamp household?** An AR is a person designated to act on behalf of the Food Stamp household in one or all of the following situations: • applying for benefits; • obtaining the EBT card; and • using the EBT card. The AR may be designated by the Head of Household, his/her spouse, any responsible household member, the administrator of a Group Living Arrangement (if the resident has been determined to be physically or mentally incapable) or by the EW (if the household consists entirely of minor-aged children). An AR could be a non-household member, an excluded household member or a representative of a Drug/Alcohol Treatment Center or Group Living Arrangement. *Applying for Benefits* To designate an AR to complete the Food Stamp application for benefits, the conditions in this section must be met. A TEMP 2201LA, Cash/FS EBT Request for an Alternate Cardholder, signed by a responsible member of the applicant household must be on file before the receptionist can accept an application from the AR. The applicant household member must include in the signed statement the reason a member of the household cannot apply for Food Stamp benefits.

	The EW shall inform the household that the household will be held liable for any over-issuance that results from erroneous information given by the AR. A responsible adult member of the household should review the application if the AR prepares it. See **Authorized Representative** for details *Obtaining the EBT Card* *Regular AR/AC* Households should be encouraged to designate a person other than the payee to transact benefits even if the person is not needed at the time of application. The person designated may be an AR/AC or another responsible eligible member of the household. However, the household may designate only one person other than the payee to transact its benefits. • If an AR/AC is designated to transact the benefits, the household must designate the person in writing on the application and on the TEMP 2201LA. • If the person designated to transact the benefits is an eligible household member, the designation is not required in writing. • On LEADER, the person designated must be identified as the AC even if the person is a household member. *Using the EBT Card* The AR/AC may use the EBT card to purchase food for the Food Stamp household.
FS 63-402.62 - Drug/Alcohol Treatment Center (D/ATC) or a Group Living Arrangement (GLA) as an AR/AC	**Who can be an AR/AC in a D/ATC or GLA?** Drug addicts or alcoholics who regularly participate in a drug or alcohol treatment program on a resident basis shall apply and be certified for Food Stamp benefits only through an AR of the center. The D/ATC may assign more than one employee to act as AR. The D/ATC and its AR are held liable for any overissuance occurring while the participant is a resident. A D/ATC may represent more than one Food Stamp household. A TEMP 2201LA must be on file in each household's case record. The AR, however, may not represent a resident who has left the center.
FS 63-402.64 - Restrictions on	**What are the restrictions on an AR/AC and who cannot**

AR/AC Designations	**<u>be an AR/AC?</u>** Meal providers for the homeless (MPHs) shall not be allowed to act as an AR for homeless Food Stamp participants. The following persons may not be designated as AR's unless it has been determined that there is no other person available. If one of the following persons is designated as the AR, the reason for the designation must be fully documented in the Case Comments screen on LEADER. • DPSS employees who are involved in the certification and/or issuance process. • Food Stamp retailers who are authorized to transact EBT cards. **NOTE:** When an employee of a Food Stamp authorized center is designated as an AR, the District Director shall send the AR's name to: Program Deputy DPSS Special Operations Section 3435 Wilshire Blvd. Los Angeles, CA 90010 • An individual serving a disqualification penalty for an IPV.
FS 63-402.66 - AR/AC Suspected of Misuse of EBT Benefits	**<u>What is the procedure used when misuse is suspected of an AR/AC at a D/ATC or GLA?</u>** Districts that suspect that an AR for a D/ATC or GLA is not properly using benefits, should report the circumstances to: DPSS Special Operations Section (SOS) 3435 Wilshire Blvd., Los Angeles, CA 90010. SOS will then follow through by referring the matter to the Food and Nutrition Service of the United States Department of Agriculture through SDSS.
FS 63-402.67 - Using the Name of the Drug/Alcohol Treatment Center (D/ATC) as AR/AC-County Procedures **District Procedures**	**<u>What are the procedures used in the district when a D/ATC is designated as an AR/AC?</u>** *<u>D/ATC Facility Names</u>* Each D/ATC facility in Los Angeles County has been

	assigned a first/last name abbreviation. The abbreviated name is to be used as the AR name for LEADER. SOS maintains and distributes a list, by district, of the D/ATC facilities and their appropriate first/last name abbreviations. *TEMP 2201LA, Cash/FS EBT Request for an Alternate Cardholder* A new TEMP 2201LA shall be completed in conjunction with a residents' new application/approvals and whenever the D/ATC employee AR changes or the D/ATC adds new employees to their list of AR's. *D/ATC Overview* SOS is the departmental liaison with the D/ATC. SOS will provide instructions, procedures and forms to the D/ATC facilities. Each D/ATC will provide SOS with a signature card containing the names and signatures of the facility's staff that are currently assigned as AR/AC's. The center must file a new signature card with SOS whenever the D/ATC changes AR/AC's.
FS 63-402.8 - Participation of Strikers **FS 63-402.81 - Striker Definition**	**What is the definition of a striker?** A striker is defined as anyone involved in a strike or concerted work stoppage by employees (including a work stoppage because a collective bargaining agreement has expired) and any concerted slowdown or other concerted interruption of operation by employees. The following persons shall **not** be considered strikers: • Employees subject to a lockout (the workplace is closed by an employer). • Employees unable to work as a result of the striking employee's activities. • Employees not wanting to cross a picket line due to fear of personal injury or death. • Persons who would have been exempt from work registration under **FS 63-407.2 Work Registration Exemptions and Deferrals** on the day prior to the strike for reasons other than employed. • Employees whose employers have hired permanent

	replacements for the striking employees' job. (The fact that the striking employees are offered other jobs does not affect their status as they must be able to return to the same job.)
FS 63-402.82 - Determining Initial Eligibility at Application	**<u>How do you determine if a striker is eligible to Food Stamps and when are they eligible?</u>** Households containing a member who is on strike are not eligible for Food Stamps unless the household was eligible one day prior to involvement in the strike and are eligible on the day of application. This means that for these cases **<u>2</u>** determinations of eligibility are required. *<u>One Day Prior to Strike</u>* The EW must first determine pre-strike eligibility based on household circumstances as they existed on the day before the household member went on strike. The regulations, which were in effect on that date, are to be applied on this determination even if they have subsequently been changed. The following eligibility factors must be considered: • Income • Resources • Citizenship and alien status • Household size and composition • Voluntary quit provisions of work registration • Student Status Residence is not a factor in this determination as it is assumed that the household was living in a Food Stamp program area. Regular Work Registration and Social Security Number requirements are not used in these pre-strike determinations. *<u>Current Circumstances</u>* Based on the above determination, if the household was eligible on the day prior to the day the household member went on strike, a second eligibility determination is required based on current household circumstances. The EW shall compare the striker's income as it was 1 day

	prior to his/her going on strike to the income which can be reasonably anticipated to be received in the application month (such as strike benefits or temporary employment during the strike). The higher of the 2 amounts shall be added to the income of non-striking members during the month of application. Deductions shall be calculated for the month of application as for any household. The earnings deduction shall be allowed for all earned income, including pre-strike earnings. If the household meets both eligibility determination tests, the household may be approved for benefits, providing all other points of eligibility are met.
FS 63-402.83 - Determining Eligibility on Certified Households	**<u>If Food Stamps are already certified and a household member goes on strike, how do you determine continued eligibility?</u>** If the household is certified for Food Stamps, ongoing benefit levels are based on current circumstances except that the income of the striker shall be either the pre-strike income or his/her current income, whichever is higher.
FS 63-402.84 - Verification	**<u>How do you verify data to determine eligibility when a household member goes on strike?</u>** In order to determine Food Stamp eligibility, the DFA 285A-LA, Supplemental Information-Strikers, is to be used in conjunction with the DFA 285-A2, Food Stamp Application. The DFA 285-LA is used to gather information regarding the household's circumstances on the last day the striker worked prior to going on strike.
FS 63-402.85 - Work Registration Requirements for Strikers	**<u>What are the Work Registration requirements for strikers?</u>** Strikers shall be subject to the Work Registration requirements unless exempt under **FS 63-407.2 Work Registration Exemptions and Deferrals**.
FS 63-403 - CITIZENSHIP AND NON-CITIZEN STATUS **FS 63-403.1 - Citizens and Eligible Non-Citizens**	**<u>Who is eligible to receive Food Stamp benefits and what documents are needed at the time of application?</u>** To receive Food Stamps, an individual must be a U.S. resident and meet the definition of either a U.S. citizen or an eligible non-citizen as defined in this section.

	See **Naturalized Citizen** for details All household members must sign a declaration of citizenship/legal non-citizen status before they can be aided. The following forms should be used for this purpose: • Non-assistance Food Stamp (NAFS) Households-CW 64, Declaration of Citizenship/Non-Citizen Status. • Each adult member of the household must sign the CW 64. In addition, an adult must sign the CW 64 for each minor child. Any household member who has not signed a CW 64 shall be treated as an excluded ineligible non-citizen. See **FS 63- 403.2 Ineligible Non-Citizens**. **NOTE:** Under Food Stamp Expedited Service rules, signing of the CW 64 and/or receipt of acceptable documentation of non-citizen status can be postponed. • Public Assistance Food Stamps (PAFS) Households-SAWS 2, Statement of Facts-Cash Aid and Food Stamps. • The SAWS 2 meets the declaration requirement for all children listed on the form and for the adults who sign. A CW 64 is required only if there are other remaining household members not listed on the SAWS 2. **NOTE:** If a PAFS case is transferred to a mixed or NAFS status, a new CW 64 is not required as long as a copy of the SAWS 2 is included in the NA file. *A person can be a U.S. citizen by either:* • Birth in the United States; • Birth in foreign country providing both parents were U.S. citizens. (If only one parent was a U.S. citizen, the person may or may not have U.S. citizenship depending on the year of birth and other factors); or • Naturalization. **NOTE:** The United States is defined as the 50 states and the District of Columbia, Puerto Rico, Guam and the Virgin Islands of the United States. In

	addition, citizens of American Samoa, Swain's Island and the Northern Mariana Islands living in the United States shall be regarded as U.S. citizens. *A person can be an eligible non-citizen if he/she is admitted to the U.S. with a non-citizen status of:* • Permanent Resident as an Immigrant under 101(a)(15) or 101(a)(20) of the Immigration and Naturalization Act (INA); • Permanent Resident Under Color of Law-Continuous Residence beginning prior to 1/1/72; • Refugee (including Amerasian immigrants); • Parolee; • Special Agricultural Worker (SAW) and Additional Special Agriculture Worker (ASAW) lawfully admitted for temporary residence; • Permanent Resident under 145A of the INA, (i.e., Amnesty Alien) who is not SSI aged, blind or disabled and who was granted the status of Temporary Resident at least 5 years prior to the Food Stamp application; • Canadian born North American Indian lawfully admitted for permanent residence under the provisions of the Jay Treaty of 1794. **NOTE:** A North American Indian born in Canada is a permanent resident of the United States if he/she possesses at least 50% North American Indian blood. However, a Canadian Indian who does **not** possess 50% Indian blood, but who entered and has maintained residency in the United States since prior to December 24, 1952, shall also be regarded as having been admitted for permanent residence under the Jay Treaty.
FS 63-403.2 - Ineligible Non-Citizens **FS 63-403.21 - Income, Resources and Expenses**	**How are ineligible non-citizens classified and how are their income, resources and deductible expenses treated?** Ineligible non-citizens are classified as excluded household

	members. The income, resources and deductible expenses of excluded household members are treated in accordance with **FS 63-503.4 Households with Special Circumstances**.
FS 63-403.3 - Verification **FS 63-403.31 - Verification of Citizenship**	**<u>When and how is citizenship verified?</u>** Verification is not required unless questionable. "Questionable" is interpreted to mean that the EW has factual information which casts doubt on the applicant's claim of citizenship, such as: • The applicant provides conflicting information during the interview. • The applicant's current statement conflicts with documents previously reviewed or information previously recorded in the case history. • The EW receives information from another source, which makes the applicant's claim of citizenship questionable. *<u>Documentation of Requested Verification</u>* Whenever the EW requires the applicant/participant to provide additional verification of citizenship, the EW must document in the Case Comments-Citizenship screen on LEADER: • The reason the case was judged to be questionable; and • The additional verification requested and supplied by the applicant/participant. *<u>Acceptable Verifications</u>* There are 3 ways of becoming a U.S. citizen. The types of acceptable verification for each are as follows: • Persons born in the United State (birth certificates, religious records or U.S. Passport). • Persons born outside the U.S. of U.S. Citizen Parentage (a "Certificate of Citizenship" issued by the State Department, Authentication Officer, Washington, DC 20520). • Naturalized Citizens (additional acceptable evidence

	includes identification cards provided by INS for use of resident citizens in the U.S. [INS Form I-179 or I-197]). *Affidavits* If the above forms of verification are not available, the EW may accept a signed statement from a U.S. citizen who declares, under penalty of perjury, that the member in question is a U.S. citizen. This is to be done when the above forms of verification cannot be obtained. The PA 853, Affidavit and PA 405, Affidavit Cover Letter, is to be used for this purpose. Once the affidavit is received, the person's citizenship status is no longer questionable. Caution must be exercised to ensure that verification by this method is not abused. The EW, in most cases, should attempt to have the form completed in his/her presence. In all cases, the household and the person making the statement must be made aware of the penalties of helping a person to fraudulently obtain Food Stamps. If the person making the declaration cannot come into the district office, the PA 853 must be mailed and the person advised that the form must be sworn to before a Notary Public. *Pending Verification* Pending verification of citizenship, the person shall be excluded as an ineligible alien. Remaining household members shall be approved for Food Stamp participation, if otherwise eligible. The excluded person's income, resources and expenses shall be treated in accordance with **FS 63-503.4 Households with Special Circumstances**. If verification of citizenship is received later, it shall be treated as a reported change in household membership.
FS 63-403.32 - Verification of Non-Citizen Status	**When is verification of non-citizen status required? What is acceptable verification? When should an application be processed on an undocumented non-citizen?** A non-citizen who has any of the following in his possession is classified as an eligible non-citizen: • INS Form I-151, Permanent Resident Non-Citizen Card, except for those with code W16, W26 or W36. These are also known as "Green Cards." The I-151 is an old version of the Green Card; the I-551 is the

	new version. • All Green Cards issued 11/7/88 or later to the Temporary Residents under Section 245A of the INS will contain a code number on the front of the I-551. The codes denoting non-citizens ineligible for Food Stamps are as follows: ▪ W16-Non-Citizen who entered illegally prior to 1/1/82. ▪ W26-Non-Citizen whose non-immigrant visa expired before 1/1/82. ▪ W36-Non-Citizen under voluntary departure. **NOTE:** These 245A non-citizens are ineligible for Food until 5 years after their Temporary Residence status unless they meet SSI aged, blind or disability criteria. • INS Force I-132, Re-entry Permit, for lawful permanent resident non-citizens. • INS Form Letter I-181b, Record of Lawful Admission, which must have the INS stamp “Processed for I-551. Temporary Evidence of Lawful Admission For Permanent Residence Valid Until (date entered here must not have expired) Employment Authorized.” • INS Form G-641, Application for Verification of Information from Immigration and Naturalization Records, annotated by an INS representative as evidence of lawful admission for permanent residence or parole for humanitarian purposes. • INS Form I-94, Arrival/Departure Record. **NOTE:** Unless evidence to the contrary is provided, the letters (A) through (L) on an INS Form I-94 shall be considered verification that the non-citizen is ineligible. Forms annotated (A) through (L) are issued to non-immigrants. However, the letters ‘AM’ on the INS Form I-94 denote an Amerasian immigrant with an eligible status. • INS Form I-94S, Immigration Parolee Card, regardless of the expiration date of the card. • INS Form I-688, Temporary Resident Card, provided the expiration date has not passed.

Those non-citizens whose cards are annotated with Section .210(a) are eligible non-citizens as of June 1, 1987.

Those non-citizens whose cards are annotated with Section 245A are ineligible non-citizens.

NOTE: INS Form I-688A is issued to applicant aliens while their application for legal temporary residence status is being processed. An I-688A is not acceptable verification.

See **Alien Registration Numbers** for details

For Canadian born North American Indians with at least 50% North American Indian blood, the following is acceptable verification of permanent resident status:

- Birth records
- Affidavit from a tribal official
- Canadian Band card
- Letters from the Canadian Department of Indian Affairs
- INS letter acknowledging application for adjustment to permanent residence status
- Other acceptable documentation as specified in this section

NOTE: A Canadian Band card will verify the person is a Canadian born North American Indian. However, it does not indicate the individual's North American Indian blood as being 50%. Therefore, additional verification is needed (such as an affidavit from tribal officer, etc.) on the percentage of North American blood, if entry is after 12/24/52.

Other than the INS letter, the verification must indicate that the individual was born within the boundaries of Canada and possesses at least 50% North American Indian blood, or, if not 50% North American Indian, that he/she entered the United State prior to 12/24/52 and has maintained residency in the United States.

Other conclusive evidence that clearly shows that the alien classified under one of the INS sections listed in **FS 63-403.1 Citizens and Eligible Non-Citizens**. Particular

Processing Application of Undocumented Non-Citizens	**403.1 Citizens and Eligible Non-Citizens**. Particular attention must be paid to the effective date of legal residency. Once the non-citizen has provided acceptable verification of his/her non-citizen status, the EW must reverify the submitted documentation through the Systematic Alien Verification for Entitlement (SAVE) system per existing procedures. While waiting to receive the SAVE response printout, the EW will continue processing the Food Stamp application per existing procedures, aiding the non-citizen(s), if otherwise eligible. Upon receipt of the SAVE printout, the EW will: • Review the document; and • Document the data in the Case Comments screen on LEADER if it verifies the non-citizen's status; or • Follow the existing SAVE secondary verification procedures if the SAVE printout is inconclusive. **NOTE:** If there is no non-citizen number issued to the non-citizen, such as in the case of Canadian born North American Indians, follow the SAVE secondary verification procedures. If the SAVE response (either via the printout or secondary verification) indicates that the non-citizen does not have an eligible non-citizen status for Food Stamp purposes, the non-citizen is to be deleted from the Food Stamp household per existing procedures. **<u>What is the procedure for processing an application of an undocumented non-citizen?</u>** Non-citizens with no documentation shall be informed that: • They are ineligible to the Food Stamp program until acceptable verification is received. They may contact the United States Citizenship and Immigration Services (USCIS) (formally Immigration and Naturalization Service [INS]) directly to obtain the necessary verification; and • That they must still provide required verification of their income and resources and that all of their resources and a prorated share of their income will be charged to the remaining eligible household

Verification of Eligible Non-Citizen Status Received	be charged to the remaining eligible household members. Pending receipt of the USCIS documentation, the non-citizen is ineligible to participate in the Food Stamp program. If the non-citizen does not wish to contact USCIS, the household may either withdraw its application or participate without the undocumented member. **NOTE:** If the household elects to contact USCIS, the application must be processed through to denial or approval; a withdrawal is not taken. Such applications must be approved with the undocumented non-citizen(s) excluded or held for the 30-day processing period prior to denial. **When verification of eligible non-citizen status is received, what action shall be taken by the EW?** If verification of eligible non-citizen status is received on a certified case, it shall be treated as a reported change in household membership and the non-citizen shall be added to the Food Stamp household. **NOTE:** The non-citizen information of the added person must be submitted to SAVE.
FS 63-403.33 - Verification Responsibilities of Sponsored Non-Citizen's	**If a non-citizen has a sponsor, what are the responsibilities of the sponsor?** If a non-citizen has a sponsor, the sponsored non-citizen must provide information and documentation of the sponsor's income, resources and other information necessary to determine the non-citizen's eligibility and benefit level. If the sponsored non-citizen refuses to cooperate, other adult members of the non-citizen's household are responsible for providing and/or verifying the necessary information. *Completion of the QR22 by the Sponsor* The QR 22, Sponsor's Statement of Facts Income/resources, shall be used to obtain/document the needed information. The sponsor must complete the QR 22 at the time of initial application and at each recertification. Pending verification of the information/verification on the sponsor, the sponsored non-citizen shall be ineligible to participate in the Food Stamp program. The resources and prorated income of the excluded non-citizen shall be considered available per **FS 63-503.4 Households with Special Circumstances**.

	Computation of Sponsor's Income The County Use Only section of the QR 22 shall be used to compute the available income. The method of computing the sponsor's income and resources charged to the Food Stamp household is stated in **FS 63-503.4 HHs With Special Circumstances**. Reported changes of the sponsor's income during the certification period shall be documented in the Case Comments screen on LEADER and recomputed.
FS 63-403.4 - Reporting of Illegal Non-Citizens	**If an EW becomes aware of an illegal non-citizen, does he/she report this to UNSIS?** Regulations require that if an EW discovers that a household member is in the United States in violation of the Immigration and Nationality Act (I&N Act), the EW must notify the local UNSIS office. A non-citizen is considered in the U.S. in violation of the I&N Act **only** if he/she is under an order of deportation. Non-citizens in the U.S. on a temporary visa such as visitors for business or pleasure or non-citizen students, while not eligible non-citizens for purposes of Food Stamp participation, shall **not** be reported to USCIS. In addition, non-citizens who are unable or unwilling to produce non-citizen documents are **not** reported. They are treated as undocumented non-citizens. They are ineligible to Food Stamps until acceptable non-citizen status verification is received and they are to be advised that they may contact the INS office to obtain the necessary documents. If they request that the EW contact USCIS on their behalf, the CW 6 referral system is to be used. **NOTE:** For purposes of USCIS reporting, the term household members refers to a person who would be a Food Stamp household members except for his/her status.
FS 63-403.41 - Interviews and Determination of Non-Citizen Status in the U.S.	**What questions are asked by the EW to determine non-citizen status?** EWs shall only ask questions pertaining to documentation of non-citizen status as related to Food Stamp eligibility (i.e., to determine if the non-citizen has the documentation required to be considered an eligible non-citizen). Food Stamp regulations prohibit questions not relevant to the eligibility determination process; in particular, EWs are prohibited from asking questions to determine if an undocumented non-citizen is "illegal" or under an order of deportation.

	However, if the EW is presented with an official USCIS document that states a non-citizen is under an order of deportation, the EW must complete a PA 1811, Report to INS.
FS 63-403.42 - Case Documentation	<u>**How is UNSIS data documented in the case records?**</u> The UNSIS document stating the order of deportation shall be photocopied and filed in the case records. The Case Comments screen on LEADER is to be documented.
FS 63-403.43 - Report Letter to UNSIS, PA 1811	<u>**How is the PA 1811 processed?**</u> If the EW discovers a household member is under order of deportation, the EW shall complete a PA 1811 in duplicate, providing the name, address, birth date and birthplace of the person. The letter must be signed by the EW and reviewed/ countersigned by the Eligibility Supervisor and Deputy District Director before forwarding to UNSIS. The ES/DDD shall review the case circumstances to ensure the EW based his/her determination on actual proof of an order to deportation.
FS 63-404 - SOCIAL SECURITY NUMBERS **FS 63-404.1 - Social Security Numbers-Overview**	 <u>**When must an applicant apply for and provide a SSN?**</u> Members of a CalWORKs Categorically Eligible (CE) Food Stamp household follow the CalWORKs requirements for providing and applying for a Social Security Number (SSN). All other persons applying for or participating in the Food Stamp program with the exception of **FS 63-404.2 Exemption for Expedited Processing Applicants**, must provide either a SSN or verification that they have applied for one <u>prior</u> to certification. If any member has more than one SSN, all numbers must be provided by the applicant and recorded on the DFA 285.A2.
FS 63-404.11 - Providing the SSN	<u>**How is verification done on a provided SSN?**</u> The SSN reported by a household shall be input to LEADER. The applicant/participant need only provide the number; he/she does **not** have to provide verification the SS card. Verification of the SSN will be done by computer matching of the SSN on LEADER to the Social Security

FS 63-404.12 - Applying for a SSN	Administration's (SSA) records through the CDB/MEDS Process. Certification shall **no**t be delayed pending verification of the SSN. **<u>What are the procedures for applying for a SSN?</u>** If a person does not have a SSN, he/she must be referred to SSA via the MC 194LA, Social Security Administration Referral Notice. The MC 194LA verifying that he/she has applied for or attempted to apply for a SSN must be received prior to certification. A member who provides verification that he/she has applied for a SSN need take no further action. He/she doe not need to notify the EW of the SSN when it is received. SSA will notify the EW of the SSN assigned to the applicant/participant via a SS10, County Eligibility Worker Alert. The SS10 will also notify the EW of the reason a SSN was not provided by SSA. If the person verifies that he/she attempted to apply for a SSN but was unable to complete an application, the EW must determine if good cause exists in accordance with **FS 63-404.5 Good Cause Determination**. All newly assigned SSNs received via the SS10 alert must also be input to LEADER.
FS 63-404.2 - Exemption for Expedited Processing Applicants	**<u>When can an exemption be made in either applying for or providing a SSN?</u>** Whenever possible, the SSN for all members on an Expedited Service household should be provided before issuing the first month's expedited benefits. However, if this would cause a delay, then those persons entitled to Expedited Service shall **not** be required to furnish a SSN or apply for one until after they have received their first allotment. These households must either provide the missing SSNs or the required verification of application for a SSN before the next issuance. The household must be sent a DFA 377.1, Food Stamp Approval Notice, explaining the requirement that either the SSN or proof of an application for a SSN must be provided prior to the issuance of the household's second month's benefits.
FS 63-404.3 - Obtaining the Social Security Number (SSN)	**<u>How does the applicant apply for a SSN?</u>** Any household member, who does not have a SSN or is otherwise unable to provide a SSN prior to certification or being added as a new household member, must apply for a

	SSN at the SSA office. *Referral Form* All applicants' needing a SSN shall be referred to the local SSA office by being given a MC 194LA. The MC 194LA must be used to refer the applicant to SSA even if the household applied for a SSN prior to applying for Food Stamps. The MC 194LA is required because it contains the DPSS case identifying information SSA needs to send the SSN to the County when it is issued.
FS 63-404.32 - Participation Pending Receipt of a SSN	**What is the participation policy pending receipt of a SSN?** Household members who return the MC 194LA completed and signed by a SSA representative stating that an application for a SSN has been filed shall be allowed to participate pending notification of the SSA-issued SSN via a SS10 alert. Sometimes SSA will not permit an applicant to file a SSN application due to missing documentation or other problems. Household members who return the MC 194LA signed by a SSA representative showing that an attempted Application for a SSN has been made may be aided for one month in addition to the month of application if good cause for the delay in filing the application exists in accordance with **FS 63-404.5 Good Cause Determination**. Thereafter, for a household member to continue to participate, good cause must be shown on a monthly basis.
FS 63-404.4 - Failure to Comply	**What is the procedure when a household member fails to comply with SSN requirements?** When a household member has failed to provide his/her SSN or to apply for a SSN, the EW shall make a good cause assessment of the reason. If the EW determines that a household has failed to provide or apply for a SSN without good cause, the member shall be ineligible to participate until he/she complies. The resources, income and expenses of the SSN disqualified member shall be treated according to the procedures in **FS 63-503.4 Households with Special Circumstances**.
FS 63-404.5 - Good Cause Determination	**How do you determine good cause for not providing or applying for a SSN?**

	In determining if good cause exists, the EW shall consider the information provided by the applicant and, if questionable, contact the local SSA office for further clarification. If the EW determines by documentary evidence or by collateral information that the client has applied for or attempted to apply for a SSN and is making every effort to supply the SSA with the information and documents necessary to process the application, this shall be considered good cause. If the household member is having difficulty obtaining the necessary document or information to comply with SSA requirements, the EW shall make every effort to assist the individual. **NOTE:** Good cause does not include delays due to illness, lack of transportation or temporary absence.
FS 63-404.6 - Verification **FS 63-404.61 - Verifying a SSN**	**<u>How is a SSN verified?</u>** SSA shall validate all SSNs through the computer validation process. When a SSN has been verified, CDB/MEDS will be updated to reflect the SSA validation code. (Refer to the DPSS Operations Handbook for a list of the codes and correct legends).
FS 63-404.62 - Verifying Application/Attempted Application for a SSN	**<u>How is an application/attempted application for a SSN verified?</u>** Verification that an application or attempted application for a SSN has been made may be accomplished by the MC 194LA, the SSA 5028, Receipt for an Application for a Social Security Number or the hospital issued SSA 2853-OP4 (receipt showing that the parent of the newborn has requested a SSN for the newborn). The document must be filed in the case record.
FS 63-404.63 - SSN Not Validated by SSA	**<u>What procedures are followed when SSA does not validate a SSN?</u>** EWs will receive a SS30, SSA Validation Alert when SSA has been unable to verify an SSN. The SS30 will indicate that the discrepancy between the County's records and SSA records prevented the validation of the SSN. If the member was referred to SSA with a MC 194LA, the EW will

	receive a SS10 instead of a SS30. The EW shall review the case record to compare the data on the SS30 or SS10 with the data input to LEADER to clarify the discrepancy in accordance with the requirements contained in DPSS Operations Handbook Section 20-005.6 noting the following policy: • If documentation is required to clarify the discrepancy, the applicant/participant must provide the documentation within 10 days of the request. • If the household has no documentation or the documentation provided does not clarify the discrepancy and a MC 194LA referral to SSA is required to clarify the discrepancy, the MC 194LA showing that the household has requested SSA clarification must be returned to the EW within 10 days of the date of the referral. A household member, who fails to cooperate with this process without good cause, shall be disqualified from participation in accordance with **FS 63-404.4 Failure to Comply**.
FS 63-404.7 – Ending Disqualification	**What is the procedure for ending a disqualification?** If a household member is disqualified due to a failure to provide or apply for a SSN, that member may become eligible by either providing his/her SSN, providing verification of application for a SSN or be showing good cause for failing to apply for a SSN. If a member has been disqualified due to a failure to provide information necessary to clarify a discrepancy, the member may become eligible only if he/she provides the necessary information to eliminate the discrepancy or a MC 194LA verifying he/she has requested SSA to clarify the discrepancy.
FS 63-406 - STUDENTS **FS 63-406.1 - Applicability**	**How is a student defined?** Any person who is: 1) aged 18 but not yet 50 years old; 2) physically and mentally fit; and 3) enrolled at least half-time in an institution of higher education, is **ineligible** for Food Stamps **unless** he/she meets at least one of the criteria listed in **FS 63-406.2 Eligibility Requirement**. • General physical or mental “unfitness” cannot be

	assumed for students participating in drug/alcohol rehabilitation programs. The disability guidelines given in **FS 63-407.2 Work Registration Exemptions and Deferrals** are to be applied on an individual basis. When a student claims to be physically or mentally unfit, but the condition is not evident to the EW, verification is required. Appropriate verification may consist of receipt of temporary or permanent government or private disability benefits, or of a statement from a physician or licensed or certified psychologist. The DFA 440, Verification of Physical or Mental Incapacity, may be used to obtain this verification. • Enrollment status begins on the first day of the school term and continues through both attendance and vacation periods unless the student graduates or drops out. Half-time enrollment is as defined by the school. If questionable, verification is required. • An "institution of higher education" is one that normally requires a high school diploma or equivalency certificate for enrollment, including but not limited to a college, university or vocational/technical school at the post-high school level. Community and junior colleges are considered an "institute of higher education" even though a high school diploma or equivalency certificate may not be required for enrolment. • These student requirements do not apply to persons participating in on-the job training programs or to those enrolled exclusively in non-credit GED or ESL (English as a Second Language) courses.

FS 63-406.2 - Eligibility Requirement	**<u>What criteria needs to be met for a student to be eligible for Food Stamp participation?</u>**
	
	A student, as defined above, must meet at least one of the following criteria to be eligible for Food Stamp participation:
	
	• Be employed or self-employed a minimum of 20 hours per week and be paid for such employment.
	
	  • If self-employed, the student's gross earnings must be at least equal to the federal minimum wage for 20 hours. ($5.15 x 20 = $103.00).
	
	  • The required 20 hours per week may be an average of hours worked over a period of no

	more than one month.
	
	• Is participating in a State or federally financed work-study program during the regular school year, as defined by the institution.
	
	• Have parental control over a dependent household member who is under the age of 6. Parental control is defined in **FS 63-102 DEFINITIONS**.
	
	• Have parental control over a dependent household member who is 6 through 11 years of age and for whom adequate childcare services are not available. The unavailability of adequate childcare must prevent the student from attending class and working 20 hours per week or participating in a State or federally financed work-study program during the school year.
	
	  • Unless questionable, the student's statement regarding the availability of adequate childcare services shall be accepted.
	
	• Be a recipient of CalWORKs.
	
	• Be assigned to or placed in an institution of higher education through a program under one of the following:
	
	  ▪ Job Training Partnership Act (JTPA)
	
	  ▪ A Food Stamp Employment or Training Program (FSET)
	
	  ▪ A JOBS program under Title IV of the Social Security Act
	
	  ▪ A program under Section 236 of the Trade Act of 1974
	
	  ▪ A state or local government employment and training program
	
	• Be enrolled full time in an institution of higher education and is a single parent with responsibility for the care of a dependent child under the age of 12.

FS 63-406.22 - Student Applications	**<u>When is the student eligibility criteria applied?</u>** The student eligibility criteria shall be applied on the date of the Food Stamp interview when the applicant is a student

	including those who are in the final month of student status.
FS 63-406.23 - Determining Adequate/Available Child Care	**<u>How do you determine adequate/available child are?</u>** In determining adequate childcare, the following factors shall be considered: • Accessibility of the childcare facility to the child's home and school; • Convenience for the student household member and suitability of the hours of the child care with respect to the student's school schedule; and • Appropriateness of the childcare services to the age and special needs of the child.
FS 63-406.3 - Treatment of Income and Resources	**<u>How are the income and resources of an ineligible student treated?</u>** A student who is ineligible based on the criteria in **FS 63-406.2 Eligibility Requirements** is an excluded household member. The income and resources of an ineligible student living with a household are not considered in determining the eligibility and benefit level of the remaining household. Case contributions and payments from the ineligible student to the household are income to that household. Reference **FS 63-503.4 Households with Special Circumstances** for treatment of income and expenses shared by the eligible household and excluded ineligible student. *<u>Student Financial Aid</u>* Reference **FS 63-502.2 Income Exclusions** for the treatment of funds received by eligible students as educational loans, grants, scholarships, etc. See **Income – Student** for details
FS 63-406.4 - Eligibility Determination/Documentation	**<u>How is eligibility/ineligibility determined and documented for students?</u>** The eligibility/ineligibility of each student aged 18 but not yet 50, enrolled in an institution of higher education, shall be determined and documented on the PA 136, Student Eligibility Worksheet. A PA 136 shall be completed at the time of initial application and at each recertification for any household containing a student between 18 and 49. It shall also be completed during the certification period whenever a student is being added or a certified household member becomes a student.

	A separate worksheet is completed for each student. The completed worksheet constitutes case documentation that the student rules have been applied. The PA 135, Student Eligibility Decision Table may be used as a guide in determining student eligibility/ineligibility.
FS 63-407 - WORK REGISTRATION REQUIREMENTS **FS 63-407.1 - Persons Required to Register**	**<u>Who must register for work?</u>** All Food Stamp recipients between 16 and 60 years of age must be registered for work and comply with Food Stamp Work Registration (WR) requirements unless they meet one of the criteria for exemption/deferral listed in **FS 63-407.2 Work Registration Exemptions and Deferrals.**
FS 63-407.11 - Input of Food Stamp Employment or Training Program (FSET) Control Code	**<u>When is a FSET control code used?</u>** A FSET control code is mandatory for each Food Stamp work registrant. An FSET control code is **not** needed for persons who are exempt from WR as specified in **FS 63-407.2 Work Registration Exemptions and Deferrals**. *<u>Approvals</u>* At the Food Stamp approval an FSET control code is needed for each mandatory work registrant in the household**. It is not to be input on pending or denied applications.** *<u>Recertification Reviews</u>* If an individual is no longer a mandatory work registrant (i.e., becomes exempt as specified in **FS 63-407.2 Work Registration Exemptions and Deferrals**), the FSET control code is not necessary. If, during a certification period an individual has a change that affects his/her work registration status (e.g., found employment), the EW must evaluate the individual's work registration status. *<u>Changes During Certification Period</u>* If an individual is exempt from WR, the EW shall document in the in the Case Comments screen in LEADER. **NOTE:** Refugees and CalWORKs State-U individuals who are work registered at the CIU or EDD as required by the case aid program are considered "deferred" from Food Stamp WR because they are work

	registered for that program
FS 63-407.2 – Work Registration Exemptions and Deferrals **FS 63-407.21 - Exemptions**	**<u>Under what conditions can a work registrant be exempt?</u>** <u>*Under 16/60 or Over*</u> A person under 16 or over 60 years of age is exempt. (A person turning 16 during the certification period shall be required to fulfill the WR requirements at the next regularly scheduled recertification.) <u>*16-17 Years Old*</u> A person age 16 or 17 is exempt due to age if living with his/her parent or guardian and the parent/guardian is Food Stamp GAIN, CIU or UIB registered or employed a minimum of 30 hours weekly or receiving earnings equal to the federal minimum wage multiplied by 30 ($5.15 x 30 = $154.50 per week). **NOTE:** The GR criteria for exempting 16 and 17-year olds does not apply to Food Stamps. A 16 or 17-year old GR/FS participant must be Food Stamp WR unless he/she meets the above criteria. <u>*Physically or Mentally Unfit*</u> A person physically or mentally unfit for employment is exempt. In cases of obvious disability, the EW may exempt the applicant/participant from WR requirements. Evidence of physical unfitness includes: • Actual observation of the disability, such as broken limbs, wheelchair; or • Receipt of disability payments including private insurance disability benefits. Disability Insurance Benefits (DIB), or disability payments under RSDI (Social Security). If a cash aid participant is exempt from WR requirements under the cash aid program due to physical or mental unfitness, the determination used by the cash aid program will be acceptable for Food Stamp purposes. The EW's determination of physical or mental unfitness must be documented on the application, Case Comments,

	the PA 597, Determination of Needs Special Assistance (NSA) or Administratively Unemployable (A) Status, or by obtaining a PA 1676, General Relief Medical/Psychiatric Evaluation, signed by a physician (for GR/FS). If the EW is unable to determine unfitness following the guidelines presented, documentation may be obtained from the applicant's/participant's physician by means of a written statement or DFA 440, Verification of Physical or Mental Incapacity. This statement must include the nature of the disability. In addition, the DFA 440 must indicate the expected duration of the disability. If the DFA 440 states the household member is disabled indefinitely and the EW cannot determine, based on other statements of the DFA 440, whether the individual is permanently disabled or only disabled until a redetermination is made, the DFA 440 is considered valid until the next regularly scheduled recertification, at which time a new physician's statement is required. If the physician does not return the DFA 440 within the 30-day processing period, the applicant/participant must be work registered. A statement from a physician that a participant is pregnant is **not** verification of unfitness. The physician must state that the pregnancy is causing the individual to be unfit for employment for the verification to be acceptable for exemption from WR. **NOTE:** Although pregnancy does not exempt an individual from WR, it is considered a physical limitation, which would preclude participation in Food Stamp FSET as specified in **FS 63-407.8 FS Employment and Training Program (FSET**. *GAIN Registered* A person registered in the GAIN program is exempt from Food Stamp WR. This exemption applies whether or not the person is participating in a GAIN project or has only registered. However, he/she must comply with any requirement of GAIN that is comparable to a Food Stamp WR requirement specified in **FS 63-407.4 Compliance With Work Registration Requirements**. *Caretaker of Child Under 6/Incapacited Person* A parent or other household member who is responsible for the care of a dependent child under 6 or an incapacitated person is exempt. If the dependent child reaches 6 years of age or incapacity of a dependent ceases during the certification period, the

	caretaker must be work registered at the next recertification unless he/she is exempt for another reason. *UIB Applicant/Participant* A person who receives UIB or who has applied for UIB is exempt from Food Stamp WR, provided the person was required to register for work at EDD when making the UIB claim. However, he/she must comply with any UIB requirement, which is comparable to a Food Stamp WR requirement. Persons registered at EDD under UIB requirements are considered exempt until the UIB claim is denied or UIB stops. *Rehabilitation Program Participant* A regular participant in a drug addiction or alcohol treatment and rehabilitation program is exempt. Participation must be verified with the administrators of the treatment and rehabilitation program. The participant need not be a resident of the facility, nor does residence alone in such a facility exempt the applicant/participant from WR requirements. *Employed* A person who is employed, self-employed and working a minimum of 30 hours weekly is exempt from WR regardless of the amount of earnings received for work. Some compensation for this work, however, must be received. Compensation is any gain over the amount of out-of-pocket expenses. For example, a person who worked 30 hours weekly for a church transporting senior citizen members to doctors appointments and received $10 weekly for gas, would not be considered employed. The $10 gas money is considered a reimbursement for out-of-pocket expenses and is not a gain or profit to the person. In addition, persons working less than 30 hours per week, but earning the equivalent of the federal minimum wage multiplied by 30 hours weekly are also exempt. The federal minimum wage is $5.15. Therefore, weekly earnings must be $5.15 x 30 = $154.50. *Students* A student enrolled in a school or training program at least half time is exempt. What constitutes “half time” is to be defined by the school involved. Persons taking correspondence courses are not considered students because there is no class attendance involved. **NOTE:** A student attending an institution of higher

	education must also meet the criteria of student eligibility in **FS 63-406.2 Eligibility Requirement** to be eligible for Food Stamps.
FS 63-407.22 – Loss of WR Exemption	**<u>Under what circumstances can a work registrant have a loss of WR exemption(s)?</u>** <u>*Changes in Circumstances **Not** Subject to Monthly Reporting Requirements*</u> A person losing his/her exemption status due to a change in circumstances not subject to the reporting requirements (such as a child turns 5 years of age) shall be Food Stamp work registered at the next certification. <u>*GAIN/UIB Registered*</u> A person who is work registered with the GAIN program or for UIB who becomes ineligible to participate in one of these programs due to a change in household circumstances other than failing to comply with the WR requirements of the program shall be Food Stamp work registered within 10-calendar days from the date he/she loses eligibility for that program. The EW shall cross out the exemption code and enter the date of work registration on the DFA 285-A2 in the WR column and input the FSET control code on LEADER. For treatment of persons who fail to comply with a GAIN or UIB WR requirement, see **FS 63-407.5 Failure to Comply**.
FS 63-407.23 - Deferred Due to Refugee or CalWORKs State-U WR with CIU or EDD	**<u>Under what circumstances can a work registrant be deferred?</u>** A person who is work registered under CalWORKs State-U or Refugee Resettlement programs shall be considered work registered for Food Stamps and, therefore, deferred from Food Stamp WR. However, he/she must comply with any CIU or State-U EDD WR requirement that is comparable to a Food Stamp WR requirement specified in **FS 62-407.4 Compliance With Work Registration Requirements**.
Loss of Deferral	**<u>What action is taken when a participant has a loss of deferral?</u>** Persons becoming ineligible to participate in a Refugee or State-U CalWORKs program for reasons other than failure to comply with the WR requirements of that program, shall be required to work register for Food Stamps within 10 days of the date they lose eligibility for that program. For treatment of persons who fail to comply with a CIU or EDD WR requirement, see **FS 63-407.5 Failure to**

	Comply.
FS 63-407.3 - EW Requirements **FS 63-407.31 - Work Registration Rights And Responsibilities**	**<u>What is the responsibility of the EW upon determining a household member is a mandatory work registrant?</u>** The EW must verbally explain the WR requirements in **FS 63-407.4 Compliance With Work Registration Requirements** to the applicant and, if assigned to a FSET program, the requirements in **FS 63-407.8 FS Employment & Training Program (FSET)**. Also explain the rights and responsibilities of each work registrant and the consequences for failing to comply with the requirement. This information is contained on the forms listed below. *<u>Written Statement of Rights & Responsibilities</u>* Provide the applicant or the Authorized Representative (AR) with a PA 1865, Food Stamp Work Registration Rights and Responsibilities, for each registrant at application and at recertification. Also, provide the PA 1865 to each person who was previously exempt, or who is being added to the household and is a mandatory work registrant. The PA 1865 is printed on the reverse of page 5 of the DFA 285-A2. This PA 1865 may be used for one work registrant in the household. The EW must complete the bottom of page 5, entering the name of the applicant or AR being interviewed. As there are 2 page 5's, one may be kept in the case record and one given to the applicant. A separate PA 1865 must be prepared for each additional work registrant in the household. If the work registrant is assigned to a FSET component, the EW must provide the applicant or AR with the appropriate form for the FSET component; ABP 85 for job search or ABP 811 for workfare.
FS 63-407.32 - Work Registration Documentation	**<u>When is an individual considered to be Food Stamp work registered?</u>** An individual is considered Food Stamp work registered when the date of registration is input to LEADER at approval.
FS 63-407.4 - Compliance With Work Registration Requirements	**<u>What are the applicant's/participant's compliance requirements with work registration?</u>** All persons who are work registered under the Food Stamp program or under a GAIN, CIU, State-U EDD or UIB

	program are required to do the following: • Comply with the FSET requirements, described in **FS 63-407.8 Food Stamp Employment and Training Program (FSET),** if assigned to a FSET component. This includes complying with a GAIN, CIU, State-U EDD or UIB requirement that is comparable to one of the Food Stamp FSET requirements. • Respond to a request for supplemental information regarding employment status or availability for employment. This includes keeping a GAIN, CIU, State-U EDD or UIB scheduled appointment when the purpose of the appointment is to obtain information regarding employment status or availability for employment. • If a GAIN work registrant fails the 2 initial GAIN appointments for appraisal, GAIN staff will notify the individual of a cause determination appointment. If GAIN staff determines that the individual had no good reason for failing the appointments or if the individual fails to appear for the case determination interview, the EW shall be notified that the work registrant has failed the WR requirements without good cause. • Report to a suitable employer to whom referred. See **FS 63-407.7 Employment** for definitions of "suitable employment." • Accept a bona fide offer of suitable employment.
FS 63-407.5 - Failure to Comply	**<u>What happens to an individual who fails to comply with Food Stamp work registration requirements?</u>** Mandatory Food Stamp work registrants as well as persons exempted from Food Stamp WR due to enrollment in GAIN, UIB, CIU or State-U EDD, must comply with the WR requirements outlined in **FS 63-407.4 Compliance With Work Registration Requirements**. Failure to comply without good cause shall result in disqualification from the Food Stamp program for 2 months. The good cause determination is made by the staff person (e.g., EW, GAIN worker, FSET worker, etc.) responsible for the WR activity.
FS 63-407.51 - Determining the Principal Work Registrant (PWR)	**<u>How and when does the EW determine who the Principal Work Registrant (PWR) is?</u>** The PWR is the household member (including excluded members) who was the greatest source of earned income in

	the 2 months prior to the month of non-compliance. This provision applies only if the employment involved 20 hours or more per week or provided weekly earnings of at least the federal minimum wage multiplied by 20 (i.e., $5.15 x 20 = $103.00). If no member was the greatest source of earned income, the head of household shall be considered the PWR. No person of any age shall be considered the PWR if he/she is living with his/her parent or guardian and the parent or guardian is registered under the Food Stamp program. GAIN, CIU, CalWORKs State-U EDD or UIB is employed at least 30 hours weekly or is receiving earnings equal to the federal minimum wage multiplied by 30 (i.e., $5.15 x 30 = $154.50).
FS 63-407.52 - PWR Fails to Comply	**What happens if the PWR fails to comply?** If the PWR refused or failed to comply with the WR requirements, the entire household shall be denied/ terminated and sanctioned for 2 months unless eligibility can be reestablished as provided in **FS 63-407.6 Ending a Sanction**.
FS 63-407.53 - Other Household Member Fails to Comply	**What happens if a household member other than the PWR fails to comply?** If a household member other than the PWR has refused or failed to comply with the WR requirements, he/she shall be deleted or denied and sanctioned for a period of 2 months unless eligibility can be reestablished as provided in **FS 63-407.6 Ending a Sanction**. The remaining household members may receive Food Stamps during the sanction period.
FS 63-407.54 - UIB/Refugee/State-U Work Registrant Fails to Comply	**What happens if a UIB/Refugee/State-U work registrant fails to comply?** When a registrant fails to comply with a GAIN, CIU, State-U EDD or UIB requirement, the EW must determine whether the failed requirement is comparable to a Food Stamp WR requirement. The requirement shall be considered comparable if there is an equal mandatory requirement in the Food Stamp WR criteria **FS 63-407.4 Compliance With Work Registration Requirements** and the level of effort does not exceed that of the Food Stamp requirement.

	Cash Aid or UIB Requirement is Comparable If the cash aid requirement is comparable to a Food Stamp WR requirement, the individual (or the entire household if the non-complying member is the PWR) shall be disqualified for a 2-month period. *Cash Aid or UIB Requirement is **Not** Comparable* If the cash aid requirement is not comparable to a Food Stamp WR requirement, no action is necessary unless UIB is terminated or a cash aid sanction is imposed. If UIB is terminated or a cash aid sanction is imposed, the non-complying member loses his/her exemption from Food Stamp WR and must be within 10-calendar days of losing his/her exemption.
FS 63-407.55 - Period/Control of Disqualification	**When does the EW take action to delete/deny/terminate after a work registrant fails without good cause to comply?** When a work registrant has failed without good cause to comply with any of the requirements of **FS 63-407.4 Compliance With Work Registration Requirements**, the EW must take delete/denial/termination action and apply a 2-month sanction within 10 days of determining that the non-compliance was without good cause. *Date of Deletion/Termination/Sanction-Approved Cases* If a household member who is not the PWR fails to comply, he/she shall be deleted and disqualified for 2 months beginning the first of the month following the 10-day adverse notice period. Benefits to the remainder of the household shall continue. If the household's PWR fails to comply, the entire household shall be terminated and disqualified for 2 months beginning the 1st of the month following the 10-day adverse notice period. *Date of Denial/Sanction-Pending Cases* If an individual who is **not** the PWR fails to comply with a WR requirement, he/she shall be excluded from the approval and disqualified for 2 months beginning the 1st of the month following the 10-day adverse action period. The remainder of the household shall complete the application process. If the household's PWR fails to comply, the entire household shall be denied effective the date of application and disqualified for 2 months beginning the 1st of the month following the 10-day adverse action period.
FS 63-407.56 - Notice of	**When must the household be notified when a**

Disqualification	**<u>disqualification action is to be taken?</u>** Within 10 days of the determination that a work registrant failed without good cause to comply with a WR requirement, the EW must notify the household of the disqualification and of the corresponding reduction/denial/termination via the DFA 377.10, Food Stamp Notice of Disqualification. When deleting a disqualified individual at approval, a DFA 377.1, Food Stamp Notice of Approval shall be required in addition to the DFA 377.10. This will provide notification of approval to the remaining eligible household.
FS 63-407.57 - Determining Good Cause	**<u>How does the EW determine good cause</u>**? The EW shall be responsible for determining if a work registrant had good cause for failing to comply with a Food Stamp WR requirement. However, if an individual fails a comparable WR requirement in the GAIN, CIU, CalWORKs State-U EDD or UIB programs, or if the individual fails to cooperate with the EARN program, the responsible staff person for that program shall determine good cause and notify the EW. In these instances the EW shall take immediate disqualification action and send the DFA 377.10. However, the EW may reevaluate good cause if contacted by the individual in response to the DFA 377.10. In determining of good cause exists, all facts and circumstances of the non-compliance such as, but not limited to, illness, illness of a household member requiring the registrant's presence, household emergency, unavailable transportation, lack of adequate child care for children under 12 years of age, unsuitable employment or the registrant's inability to speak, read or write English, shall be taken into consideration when making the good cause determination.
FS 63-407.6 - Ending a Sanction **FS 63-407.61 - Ending Sanction At The End Of 2 Months**	**<u>What actions need to be taken to end a sanction following the 2-month sanction?</u>** Following the end of the 2-month sanction for failing to comply with a WR requirement, a disqualified individual or household must reapply to establish eligibility.
FS 63-407.62 - Ending Sanction Prior to the 2-Month Sanction Period	**<u>What actions can be taken prior to the end of the 2-month sanction period?</u>** Prior to the end of the 2-month sanction period, a household may reapply and reestablish eligibility only if the

	member who caused the disqualification meets one of the following: • Meets one of the WR exemption/deferral requirements as specified in **FS 63-407.2 Work Registration Exemptions and Deferrals**, except for becoming registered in GAIN, UIB, CIU or State-U EDD. The Food Stamp WR sanction cannot be stopped because the Food Stamp sanctioned individual registers in one of these programs. • Leaves the household. If the member joins another household as the PWR, the new household shall be ineligible for the remainder of the sanction period. If he/she joins another household and is **not** the PWR, he/she shall be ineligible for the remaining sanction period; the other members may be aided. • Complies with the failed requirements as specified below: ▪ **Failed an appointment to provide supplemental information regarding employment status or availability for employment**. Reschedules appointment and provides the requested information. ▪ **Failed to report to an employer when referred.** Reports to job, if still available, or reports to another job to which referred. ▪ **Failed to accept an offer of suitable employment when referred.** Accepts job, if still available, accepts another job with weekly earnings equal to the refused job or accepts another job with earnings equal to federal minimum wage multiplied by 30 hours (i.e., $5.15 x 30 = $154.50). ▪ **Failed to comply with FSET requirement.** Complies with the job search requirements.
FS 63-407.63 - Criteria to End WR Sanction Not Met	**<u>What action is taken if a sanctioned person reapplies and fails to complete work registration requirements to end the sanction?</u>** If a sanctioned individual reapplies during the sanction period but fails to complete the assignment to end a WR sanction, he/she (or the entire household if the individual is the PWR) shall be denied for failure to provide verification.

FS 63-407.7 - Employment
 	
FS 63-407.71 - Unsuitable Employment
	<u>What is considered unsuitable employment?</u>
	
	Any employment shall be considered unsuitable if:
	
	• The wage offered is less than the highest of:
	  ▪ The applicable federal minimum wage; or
	  ▪ The applicable state minimum wage; or
	  ▪ 80% of the federal minimum wage if neither the federal nor state minimum wage is applicable.
	
	• The employment offered is on a piece-rate basis and the average hourly yield the employee can reasonable be expected to earn is less than the applicable hourly wages specified above.
	
	• The household member, as a condition of employment or continuing employment, is required to join, resign from or refrain from joining any legitimate labor organization.

FS 63-407.72 - Suitable Employment, With Exceptions	**<u>What is considered to be suitable employment?</u>** In addition, employment shall be considered suitable unless the household member involved can demonstrate that: • The degree of risk to health and safety is unreasonable. • The member is physically or mentally unfit to perform the employment, as documented by medical evidence or by reliable information from other sources. • The employment offered within the first 30 days of registration is not in the member's major field of experience. • The distance from the member's home to the place of employment is unreasonable considering the expected wage and the time and cost of commuting. Employment shall not be considered suitable if daily commuting time exceeds 2 hours per day, not including the transporting of a child to and from a childcare facility. Nor shall employment be considered suitable if the distance to the place of

	employment prohibits walking and neither public nor private transportation is available to transport the member to the jobsite. • The working hours or nature of the employment interferes with the member's religious observances, convictions or beliefs. For example, a Sabbatarian could refuse to work on the Sabbath.
FS 63-407.8 - Food Stamp Employment and Training Program (FSET) **Food Stamp Job Search (FSJS)**	**<u>What are the requirements for FSJS?</u>** *<u>Mandatory FSJS Participants</u>* Food Stamp applicant's/participant's who are GR-E shall be subject to the FSJS requirements as a condition of eligibility for Food Stamps. Failure to comply with the FSJS requirements without good cause shall result in Food Stamp WR sanction. *<u>Notification of FSJS Requirements</u>* Upon beginning FSJS, each participant shall be verbally advised of the FSJS requirements, what constitutes non-compliance and the consequences of non-compliance. The participant shall also be advised, in writing, by the APB 85, Employment Contacts. *<u>FSJS Participation Requirements</u>* At application and at each annual recertification, each mandatory FSJS participant shall do 8 weeks of FSJS at 12 job searches per month (24 per 8 week period). The requirements and procedures for FSJS are the same as in the GR program, except that FSJS is limited to the 8-week period once a year.
Food Stamp Workfare Project (FSWP)	**<u>What are the requirements for FSWP?</u>** *<u>Mandatory FSWP Participants</u>* Food Stamp participants who are GR-E shall be subject to the FSWP requirements as a condition of Food Stamp eligibility. *<u>Notification of FSWP Requirements</u>* Each GR-E/FS applicant shall be advised verbally of the FSWP requirements during the interview. They shall be advised in writing of the requirements if the APB 811, Food Stamp Workfare Project Requirements, approves the Food Stamp application.

	FSWP Requirements Each GR-E/FS recipient shall be required to perform work in the FSWP. The number of hours worked shall be based on the monthly Food Stamp allotment divided by the State minimum wage ($6.75). The FSWP requirements and procedures are the same as in the GR program.
FS 63-407.83 - Food Stamp Job Prep/Job Club	**What are the requirements for the Food Stamp Job Prep/Job Club?** *Mandatory Earnings Alternative Resource Network (EARN)* Some GR-E/FS participants may be enrolled in the DPSS job prep/job club program called EARN. If a participant is enrolled in this program, he/she shall be subject to its requirements as a condition of Food Stamp eligibility. *Notification of Food Stamp EARN Requirements* If a participant is selected for the EARN program, the requirements will be explained to the enrollee by the EARN staff. *Food Stamp EARN Requirements* The Food Stamp EARN requirements are the same as the GR EARN program.
FS 63-407.84 - Transportation Allowance	**What is transportation allowance?** FSET participants shall be allowed an allowance each month to cover expenses necessary for FSET. The only necessary expense at this time is for transportation The Food Stamp transportation allowance is issued through the GR Budgeting system.
FS 63-407.85 - Temporary Deferral from FSET	**Who can be temporarily deferred from FSET?** Persons with one of the following temporary problems preclude their participation in FSET shall be deferred: • Physical/mental limitations (including pregnancy); or • Illness; or • Medical/dental appointment which cannot be rescheduled; or • Transportation; or • Conflicting job interview appointment or part-time employment hours; or

	• Court/law enforcement appointment; or • Death in the immediate family. Deferral shall continue until the condition, which precludes participation no longer exists.
FS 63-407.86 - Failure to Comply	**<u>What action is taken when a participant fails to comply with FSET?</u>** Failure to comply with the FSET requirements without good cause shall result in disqualification from Food Stamps as specified in **FS 63-407.5 Failure to Comply**, unless eligibility is reestablished as specified below.
FS 63-407.87 - Ending a FSET Sanction	**<u>How does the EW end a FSET sanction?</u>** *<u>Determining if a FSET Sanction Exists</u>* If a GR sanction alert appears on any Food Stamp application, the EW must determine if a FSET sanction is in effect by reviewing the previous case record or by contacting the previous GR EW. *<u>Processing Applications for FSET Sanctioned Individuals</u>* If an applicant household has a FSET sanction in effect, the EW must do the following: • Determine whether the individual who caused the sanction is now exempt from Food Stamp WR. • If he/she is exempt, the sanction must be ended and the application processed per existing procedures. • If not exempt, the individual must be given an opportunity to end the FSET sanction by complying with the number of job searches he/she failed to complete if FSJS was failed or by completing 5 job searches if FSWP or Food Stamp EARN was failed. If the individual failed both FSJS and FSWP or EARN, he/she shall do either the number of job searches missed or 5 job searches, whichever is greater. • Food Stamp benefits may not be issued until the job search assignment is resumed and a validated APB 85 is returned. • If, on the date of application, the EW cannot reach the previous EW or cannot locate the case record to determine the number of job searches needed to end

	the sanction, the EW shall require the individual to do 5 job searches pending receipt of the necessary information. The EW shall document these actions in Case Comments. If it is subsequently found that the individual failed FSJS and was required to do more than 5 job searches, he/she shall complete the remainder (e.g., does 5, needed 12, now must complete 7). The approval date in this instance shall be the date the 1st validated APB 85 is received (the APB 85 with the 5 completed job searches). *Job Search Forms* The EW shall provide the APB 85, Employment Contacts, to the individual to record his/her job search contacts. The APB 85 must be completed with pertinent case data prior to providing it to the applicant. The number of job searches the individual is required to complete and the due date/time are entered in the space as indicated. In accordance with Food Stamp application processing policy, an applicant must be allowed at least 10 calendar days to provide the documents necessary to approve his/her application. However, while 10 days must be allowed to provide the completed APB 85, the EW must ensure that the applicant understands that the effective date of his/her approval will be the date that the APB 85 is returned. **NOTE:** Per existing Food Stamp regulations, denial action due to missing verification may not be taken prior to the 30th day following the date of application. Therefore, if the applicant misses the due date to return the APB 85, but does return it by the 30th day following the date of application, the application cannot be denied for not meeting the original due date. *Validating Job Search* Intake EWs shall complete the job search validation process using the existing GR procedures explained below, when the APB 85 is returned with the completed job searches. The validation process consists of randomly choosing one line entry on the back of the APB 85 and calling the prospective employer to inquire whether the applicant conducted the appropriate job search activity. Subsequent

	action by the EW will depend on the response received from the prospective employer. Upon completion of this process, the APB 85 is filed in the Food Stamp/Financial Folder (Employability Folder if GR/FS). **NOTE:** Unless specifically asked, the EW performing these validations may **not** disclose the fact that he/she is a DPSS employee or that the person whose job contact is being validated is a Food Stamp applicant. *Valid Job Search Contact* If the response is that the individual applied for or inquired about employment, the APB 85 is considered validated. One valid response validates the entire APB 85 and no further validation is necessary. To document the valid responses the EW shall enter "valid" on the back of the APB 85 in the County Use Only section next to the prospective employer who was contacted. The County Use Only section on the front of the APB 85 shall be completed by entering a check mark in the "Valid Response" box, the EW's name, date, etc., indicating that the APB 85 has been validated. *Invalid Job Search Contact* If the response is that the individual did not inquire about or apply for employment or that no such firm/location/employer etc., exists, the APB 85 is invalid. No further attempt to validate is necessary. To document the invalid response, the EW shall enter "invalid" and the reason the job contact was invalid on the back of the APB 85 in the County Use Only section next to the contacted prospective employer. The EW shall enter a check mark in the "Invalid Response" box, the EW's name, date, etc., on the front of the APB 85, indicating that the APB 85 is invalid. *Inclusive Response* An inconclusive response means that the validity of the job contact cannot be determined (e.g., the company has no record of the individual's application or inquiry, the employment contact person does not remember the individual, the employment contact person is not available or the telephone number designated is unreachable). If an inconclusive response is received from a prospective employer, the EW shall contact additional employers until either a valid or invalid response is reached.

	To document inconclusive responses, the EW shall enter "inconclusive" and the reason for the determination on the back of the APB 85 in the County Use Only section next to the prospective employers who were contacted. If all responses are inconclusive, no adverse action shall be taken. The applicant shall be determined to have met the job search requirement. In this case, the EW shall enter a check mark in the "All Inconclusive Responses" box on the front of the form, the EW's name, etc., indicating that no valid or invalid responses were found. *Approval Date* Once the APB 85 is validated (either valid or all inconclusive), the Food Stamp application shall be approved effective the date the completed APB 85 was returned to the EW. **This applies only when taking action to end a FSET sanction.** Because LEADER requires that the approval date must equal the Food Stamp application date, the original application date registered to LEADER must be changed to the date the APB 85 is received.
Criteria to End the FSET Sanction Not Met	**What action does the EW take when an individual does not meet the criteria to end a sanction?** When an individual does not meet one of the qualifying criteria to end the sanction, Food Stamp benefits shall be denied effective the date of application. In addition, if an individual restarts the FSET assignment in an attempt to comply, but does not complete the assignment by the 30th day after the application date, or, the APB 85 is determined invalid, Food Stamp benefits shall be denied effective the date of application.
FS 63-408 - VOLUNTARY QUIT	**How is voluntary quit defined for Food Stamp purposes?** An applicant or certified household who's Principal Work Registrant (PWR) voluntarily quits a job within 60 days of application without good cause shall be ineligible to Food Stamps. For purposes of this section, employment shall mean 20 hours or more per week or weekly earnings equal to the federal minimum wage multiplied by 20 hours. • Effective 9/1/97, the federal minimum wage is $5.15 x 20 = $103.00.

	A reduction in hours of work while working for the same employer, termination of self-employment or resignation from a job at the demand of the employer, shall **not** be considered voluntary quit. If an individual quit a job, secured a new job at equal pay or hours and was then laid off, or, through no fault of his/her own lost the second job, the earlier quit shall not be a basis for determining ineligibility or disqualification. Each applicant shall be advised of the consequences of the PWR quitting his/her job and of the consequences of the individual joining another household as the PWR if he/she has voluntarily quit a job.
FS 63-408.1 - Applicant Households	**What does the EW look for when reviewing the Food Stamp application, in reference to voluntary quit?** When a household files an application or reapplication, the EW shall review Question 6 of the DFA 285-A2 and the previous case record (if any) to determine: • If any mandatory work registrant has quit a job in the last 60 days, **and** • If a disqualification is currently in effect. If a quit has occurred, the PA 153, Voluntary Quit Determination Worksheet shall be used to document the determination of whether or not the voluntary quit rules apply.
FS 63-408.12 - Determination of Principal Work Registrant (PWR)	**How does the EW determine who the PWR is?** If voluntary quit is established, the EW must determine if the member who quit is the PWR. The PWR is defined as the household member who was the primary source of earned income in the 2 months prior to the month of the quit. The employment history of both eligible and excluded members shall be used for this determination. However, no person of any age shall be considered the PWR if he/she is living with his/her parent or guardian and that parent or guardian meets one of the following conditions: • Is registered for work under the Food Stamp program;

	• Is GAIN registered; • Is receiving UIB or has applied for UIB and was required to register for work at EDD as part of the UIB application process; or • Is employed a minimum of 30 hours weekly or receives earnings at least equal to the federal minimum wage multiplied by 30 hours. (Effective 9/1/97, the federal minimum wage is $5.15 x 30 = $154.50.)
FS 63-408.13 - Determination of Good Cause	**When is good cause determined?** Upon a determination that the PWR voluntarily quit employment, the EW shall determine if the voluntary quit was with good cause as defined in **FS 63-408.4 Approved Households**.
FS 63-408.14 - Disqualification Period	**What is the disqualification period?** If there was **no** good cause for the voluntary quit, the household's application shall be denied effective the date of application and the entire household shall be disqualified for a period of 90 days starting from the date of the quit. If a voluntary quit occurred prior to approval, but is discovered after the case is approved, the household shall be disqualified as specified in **FS 63-408.2 Approved HHs**.
FS 63-408.15 - Notice of Action	**What are Notice of Action requirements on a voluntary quit?** The household shall be advised via the DFA 377.10, Food Stamp Notice of Disqualification & Right to Request a State Hearing, that a household member has failed to comply with Food Stamp Work Registration requirements, and consequently, the member or the household is being disqualified. It additionally notifies a household if the disqualification results in a denial and how to end the disqualification period.
FS 63-408.2 - Approved Households **FS 63-408.21 - Evaluation of Reported Loss of Earnings**	**What action is taken by the EW when a household has a reported loss of earnings?** When a participating household has lost a source of earned income, the EW shall determine if the PWR voluntarily quit his/her job without good cause and whether he/she meets

	one of the exemptions listed in **FS 63-408.3 Exemptions From Voluntary Quit Provisions**. The PA 153 and the Case Comments screen on LEADER shall be used to document this determination.
FS 63-408.22 - Disqualification Period	**What is the disqualification period?** If there was no good cause for the voluntary quit, per **FS 63-408.4 Good Cause**, the EW shall disqualify the entire household for 3 calendar months beginning the month following the 10-day adverse notice period. Each household shall be advised of the action that may be taken to end or avoid the disqualification as specified in **FS 63-408.6 Ending the Voluntary Quit Disqualification** and the conditions under which the household may reapply. *Notice of Action* The household shall be advised of the reason for the discontinuance and of its right to reapply and/or request a State Hearing using the DFA 377.10.
FS 63-408.23 - Termination Prior To Disqualification	**What action is taken if the household is terminated prior to a disqualification period?** If the household is terminated during the certification period from the Food Stamp program before the disqualification can be imposed, the period of ineligibility shall run continuously for 3 months effective the first of the month following the 10-day adverse notice period, unless it is ended as specified in **FS 63-408.6 Ending the Voluntary Quit Disqualification**.
FS 63-408.24 - Disqualified Individual Joins A New Household	**What happens if a disqualified individual joins a new household?** Individuals disqualified for quitting a job as the PWR will carry the disqualification with them if they join a new household as the PWR. The new household will be ineligible for the remaining period unless the person who caused the disqualification ends it in accordance with **FS 63-408.6 Ending the Voluntary Quit Disqualification**.
FS 63-408.25 - Voluntary Quits Discovered in Last Month of Recertification	**What happens when a voluntary quit is discovered in the last month of recertification?** If, during the last month of certification, it is discovered that a voluntary quit without good cause occurred and timely action had **not** been taken and the household has reapplied for recertification, a sanction shall be imposed (recertification denied) for a 3-month period after the

	certification ends. If the household does **not** apply for recertification, the sanction shall be applied retroactively. An overissuance claim shall be made for the 3 months of benefits received beginning the first of the month after the month the quit occurred. When there are less than 3 months of benefits in this period, a claim shall be established for benefits received up to the end of certification and a sanction control shall be initiated for the remaining number of days until a full 90-day period has elapsed.
FS 63-408.3 - Exemptions From Voluntary Quit Provisions	**<u>Who can be exempt from the voluntary quit provisions?</u>** Persons who at the time of the quit meet one of the work registration exemptions stated in **FS 63-407.2 Work Registration Exemptions and Deferrals**. Strikers, as defined in **FS 63-402.8 Participation of Strikers**, except for an employee of the federal, state or local government, who has been dismissed because of his/her participation in a strike against such government.
FS 63-408.4 Good Cause	**<u>How is good cause of voluntary quit determined?</u>** The EW shall determine if there was good cause for voluntarily quitting a job, based on the criteria listed above. The good cause criteria are also outlined on the PA 153, Voluntary Quit Determination Worksheet. The current federal minimum wage is $5.15 per hour and the State minimum wage is $6.75 per hour. For purposes of determining good cause, EWs shall use the State minimum wage, except as specified below. The state minimum wage is $6.75 per hour with some exceptions, including the following: • Individuals receiving room and board in addition to salary must receive a total wage and benefit equal to $6.75 per hour. • A certain percentage of minors under age 18 hired by each employer may be paid 85% of State minimum wage ($5.74 per hour). • Trainees may be paid $5.74 per hour for the initial 160 hours of employment through each employer. The federal minimum wage of $5.15 is subject to some exceptions, including the following:

	• Employee's aged 16 to 19 may be paid 85% of the minimum wage, $4.38 for up to 3 months.
FS 63-408.5 - Documentation and Verification	**<u>How is a voluntary quit documented and verified?</u>** EWs shall document the voluntary quit determination by completing the P A153. They are only required to verify the information provided by the household if the information is questionable, as defined in **FS 63-300.5 Verification**.
FS 63-408.6 - Ending the Voluntary Quit Disqualification	**<u>How does an individual end a voluntary quit disqualification?</u>** <u>*After the end of the disqualification period*</u> a household may reapply and be certified for benefits, if otherwise eligible. <u>*During the disqualification period*</u> eligibility may be reestablished if the member who caused the disqualification does one of the following: • Secures new employment that is comparable in salary **or** comparable in hours to the job that was quit. It does not necessarily have to be both (e.g., the new employment may be considered comparable if it entails equal salary, but fewer hours, or vise versa). • Becomes exempt from the work registration requirements for one of the following reasons: ▪ Turns 60 years of age; ▪ Becomes physically or mentally unfit for employment; ▪ Is needed for the care of a dependent child under 6 or an incapacitated person; ▪ Becomes a regular participant in a drug addiction or alcohol treatment and rehabilitation program; ▪ Begins working a minimum of 30 hours weekly or receive weekly earnings of at least the federal minimum wage multiplied by 30 hours ($5.15 x 30 = $154.50); ▪ Enrolls as a student at least halftime in a recognized school, training program or institution of higher learning;

	▪ Leaves the household; ▪ Is no longer the PWR because a new person joins the household as the PWR; or ▪ Joins a new household where he/she is not the PWR.
FS 63-409 - INCOME AND RESOURCE MAXIMUMS **FS 63-409.1 - Requirements for Participation**	**<u>What are the requirements for participation?</u>** Except for categorically eligible households, only those households with income and resources that do not exceed the maximum income and resource eligibility standards shall be eligible to participate in the Food Stamp program. The maximum income and resource eligibility standards are updated by the USDA and contained in tables in **FS 63-1101 TABLES**. *<u>Maximum Gross Income and Net Income Eligibility Standards</u>* Eligibility of all households is based first on the maximum gross income. If the household is not eligible under this test the application shall be denied. If the household is gross income eligible then the net income eligibility standards reproduced in **FS 63-1101TABLES** are applied and appropriate denial or approval will be made. These eligibility determinations will be made in accordance with **FS 63-503 DETERMINING HOUSEHOLD ELIGIBILITY AND BENEFIT LEVELS**. *<u>Maximum Net Income Eligibility Standards</u>* Eligibility of households with a member who is elderly or disabled (as defined in **FS 63-102 Definitions**) is based on the maximum net income eligibility standards in **FS 63-1101 TABLES**. These standards will apply if a household contains a member who is 59 years old on the date of application, but who will become 60 before the end of the month of application. *<u>Maximum Resource Eligibility Standards</u>* Except for categorically eligible households, the county shall deny participation in the Food Stamp program to any household who non-exempt resources determined in **FS 63-501 RESOURCE DETERMINATION** and **FS 63-1101 TABLES**.
FS 63-410 - FOOD STAMP WORK REQUIREMENTS FOR ABLE	

BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) **Overview**	**<u>What is an ABAWD?</u>** An individual not exempt under **FS 63-410.3 Exemptions** shall be ineligible for Food Stamps, if, during the 36-month period identified below, the individual received Food Stamps for 3 months or more without satisfying the participation requirements or exemption criteria. The 36-month period referred to in this section does not include any period prior to November 22, 1996. Months in which Food Stamps are received for only part of the month shall be counted when determining whether the eligibility requirement contained in this section has been met. See **ABAWDS (Able-Bodied Adults Without Dependents) Requirements** for details
FS 63-410.1 - 36-Month Period Defined; Tracking ABAWD Compliance	**<u>What is the 36-month period definition?</u>** The 36-month period identified in this section begins 11/22/96 for all Food Stamp participants who are subject to the ABAWD work requirement on that date and such persons' compliance with this requirement shall begin on 12/1/96. For all other Food Stamp applicants and participants, the 36-month period begins on the 1st day of the first full calendar month such persons become subject to the ABAWD work requirement. The period identified above is a fixed period that continues uninterrupted for 36-months regardless of the number of times an individual becomes exempt or leaves the Food Stamp program and subsequently reapplies.
FS 63-410.2 - ABAWD Work Requirement Defined	**<u>What are the ABAWD work requirements?</u>** The ABAWD work requirement is fulfilled by performing one of the following: • Working 20 hours or more per week (averaged monthly): ▪ The Food Stamp participant must submit documentation verifying the number of hours worked. ▪ Hours worked for in-kind income shall count toward the 20-hour weekly minimum if the Food Stamp participant provides documentation, such as pay stubs, verifying

	that the in-kind income being reported was an actual benefit received from the employer. • Participation in a workfare program. • Participating in an allowable work program for 20 hours or more per week (averaged monthly). For purposes of this section, an allowable work program means one of the following: ▪ A program under the Job Training Partnership Act (JTPA); ▪ A program under Section 236 of the Trade Act of 1974; or ▪ A program of employment and training approved by a state agency, including the Food Stamp Employment and Training (FSET) program described in **FS 63-407.8 FS Employment and Training Program (FSET)** and refugee employability services. **NOTE:** Hours spent in job search or job search training activities do not count toward completion of the ABAWD work requirement.
FS 63-410.3 - Exemptions	**<u>Who may be exempted from the ABAWD work requirements?</u>** • Persons exempt from the work registration requirements as specified in **FS 63-407.2 Work Registration Exemption and Deferrals**. • An individual who is: ▪ Under 18 or 50 years of age or over; ▪ Pregnant; or ▪ Any adult living in a household that contains a dependent child. • Persons living in any portion of the state that has received Federal approval to waive application of the ABAWD work requirement. • Those months, during which an individual is exempt for all or part of the month, will not be considered in determining whether the participation requirement has been satisfied.

	• Persons who become exempt after, or have lost eligibility in accordance with **FS 63-410.4 Loss of Eligibility** are not subject to the ABAWD work requirement while exempt and may receive Food Stamps if otherwise eligible.
FS 63-410.4 - Loss of Eligibility	**<u>What action is taken if a participant fails to meet the ABAWD work requirements?</u>** When the EW determines that an individual has failed to meet the ABAWD work requirement for 3 months during the 36-month period identified above, the EW must issue a timely notice in the third month to discontinue the Food Stamp benefits. In addition to the requirements specified in **FS 63-504.2 Notices Of Action**, the notice must: • Identify the reason the individual's Food Stamps are being discontinued; • List those months for which the EW has determined that the ABAWD work requirement was not satisfied; • Provide that the participant may present evidence that demonstrates that the ABAWD work requirement was fulfilled; and • Specify how the individual may regain eligibility. If the participant submits evidence which demonstrates that the ABAWD work requirement was satisfied to permit continued eligibility, the Notice of Action must be rescinded and any Food Stamps inappropriately denied will be restored. The period of ineligibility begins with the first full month following expiration of the adverse notice period, unless a state hearing is requested. **NOTE:** Each individual has a right to a state hearing to appeal a termination or reduction of benefits due to a determination of non-exempt status, or a determination of failure to satisfy the ABAWD work requirement. Determinations of ineligibility shall be made when the EW becomes aware that a non-exempt participant has failed to meet the requirements of this section.
FS 63-410.5 - Regaining Eligibility	**<u>How does a participant regain eligibility?</u>**

	An individual denied eligibility for failing to satisfy the ABAWD work requirement may regain eligibility, if, during a 30-day period, the individual performs one of the following: • Works for 80 or more hours; • Participates in a workfare assignment. **NOTE:** When an applicant regains eligibility by completing a workfare assignment during the 30-day application period, benefits must be issued back to the date of application. When, during the 36-month period identified above, an individual subsequently stops performing the ABAWD work requirement after regaining eligibility, that person remains eligible for a period of 3 consecutive months, beginning on the date the individual notifies the county that he/she is not satisfying the ABAWD work requirement. The 3-month period of eligibility identified above is available to an individual only once during a 36-month period. Upon completing of this 3-month period, an individual is ineligible for Food Stamps for the remainder of the 36-month period, unless he/she becomes exempt or satisfies the ABAWD work requirement for each month Food Stamps are requested. When an individual fails to satisfy the ABAWD work requirement after completion of the 3-month period, requirements in **FS 63-410.4 Loss of Eligibility** shall apply. **NOTE:** Notwithstanding any other provision of this section, when an individual fails without good cause to comply with an ABAWD work requirement and the non-compliance is a sanctionable action, the individual may not reestablish until the minimum sanction period identified in **FS 63-407.5 Failure to Comply** is completed.

FS 63-501 - RESOURCE DETERMINATION **FS 63-501.1 - Definition of Resources**	**<u>How are resources determined for Food Stamp purposes?</u>** The following must be noted in determining a Food Stamp household's resources: • The resources of any household member receiving federally funded CalWORKs are to be excluded as a resource for Food Stamp purposes. **NOTE:** However, if a household becomes CalWORKs ineligible due to excess resources, the household's eligibility for Transitional Food Stamps must be evaluated. • All resources shall be valued at their equity value (fair market value minus encumbrances). • The countable resources of excluded household members in their entirety; i.e., the resources are **not** prorated. **See FS 63-501.4 Handling of Excluded Funds** for a definition of an excluded household member. • The total value of all non-exempt resources, liquid and non-liquid, shall be compared to the resource standard to determine eligibility.
FS 63-501.12 - Non-Exempt Liquid Resources	**<u>What are some types of non-exempt liquid resources?</u>** *<u>Cash on hand and money in checking and/or savings accounts</u>*, unless the account is inaccessible as defined in **FS 63-501.3 Exclusions from Resources**. *<u>Savings certificates, individual retirement accounts (IRA's) and accessible Keogh plans</u>*. An accessible Keogh plan is one that does not involve the household in contractual agreement with someone outside the household. The resource value of an IRA and/or accessible Keogh plan shall be the cash value of the plan minus the penalty (if any) for early withdrawal. *<u>Stocks and Bonds.</u>* *<u>Trust Deeds and Notes Receivable</u>*, if their principal and interest are deferred so that one lump sum payment is

FS 63-501.13 - Non-Exempt Non-Liquid Resources	received by the household or they are not earning income consistent with their fair market value. Otherwise, they are excluded as a resource in accordance with **FS 63-501.3 Exclusions from Resources**. *Nonrecurring lump sum payments* including: • Retroactive Social Security benefits; • Retroactive Cash Aid, (CalWORKs, GR, RCA/ECA) for a prior month; • Income tax refunds, rebates or credits (unless excluded by **FS 63-501.3 Exclusions from Resources**); • Retroactive Railroad Retirement benefits or other payments; • Insurance settlements; or • Refunds of security deposits on rental property or utilities. These payments are counted as a resource in the month received. **NOTE:** Current month cash aid supplemental payments are considered income, not a resource. **What is included in non-exempt non-liquid resources?** • Personal property**,** unless it is exempt by **FS 63-501 .3 Exclusions from Resources**. • Real property such as buildings, land, recreational properties (including memberships in recreational park clubs), unless exempt by **FS 63-501.3 Exclusions from Resources**.
FS 63-501.2 - Joint Ownership	**How is the value of a resource owned jointly determined?** The total value of any resource owned jointly by a household member and a non-household member shall be charged to the household unless the resource is inaccessible. *Joint Bank Accounts* A joint bank account means that the bank incurs no liability when it releases funds from the account to either person

	named on the account. A joint bank account **does not** necessarily mean that the account is owned jointly or held in joint tenancy. Joint bank accounts shall be presumed to be jointly owned and counted as a resource. However, the household can overcome this presumption of joint ownership by proving that the owner/depositor did not intend to create a joint tenancy. When funds are in a joint bank account and the only person to deposit funds in the account is the non-household member, he/she must show that there was no intention to create a joint tenancy with rights of survivorship. This can be done by an affidavit that accessibility to the account by the household member is for convenience only (e.g., paying the non-household member's bills) and that the funds are not for use by the household member. The account shall be excluded as a resource if it is determined that it is not jointly owned.
FS 63-501.3 - Exclusions from Resources	**<u>What items can be excluded as resources?</u>** CDSS Manual Section 63-501.3, a through q, contains specific information regarding the exclusion of a resource. The following is clarification of certain types of excluded resources. *<u>Personal Property</u>* The following types of personal property are excluded resources: • Household goods and personal effects (such as jewelry, TV's, etc.). • One burial plot per household member. • The cash value of life insurance policies and pension plans or funds, except IRS's and accessible Keogh plans. • Property essential to the employment of a household member, such as tools or machinery. Such property need not be producing income consistent with its fair market value in order to be exempt, the household need only demonstrate that its primary purpose is to produce income. • An account jointly owned by a Food Stamp household member and non-household member to which the household member has access for convenience only (pay bills for the non-household

	convenience only (pay bills for the non-household member). A deposit to this account is neither income nor resource to the household. *Real Property* The following types of real property are excluded resources: • The household's home and surrounding property which is not separated from the home by intervening property owned by others. (Public roads are not considered intervening property). • Rental property or farmland that annually produces income consistent with its fair market value. The PA 404, Real Property Utilization Worksheet-Food Stamps, is used to determine if rental property is producing income consistent with its fair market value. • Real property that does not meet the above requirements is excluded if the household is making a good faith effort to sell it. *Memberships in Recreational Park Clubs* Memberships in recreational park clubs are counted as resources only if they have a cash value **and** are transferable. If there is a limitation on the owner's ability to sell the membership, it may be exempt as inaccessible. If the household rents or leases its rights to the recreational property for an amount consistent with its fair market value, it may be exempt. *Installment Contracts/Trust Deeds/Notes Receivable* The value of installment contracts, trust deeds and notes receivable are exempt as a resource provided they are producing income consistent with their fair market value. A determination as to whether or not a trust deed or note receivable is producing income consistent with its fair market value is not required unless the EW has reason to question the legitimacy of the business transaction. *Job Training Partnership Act (JPTA)* Allowances, earnings and payments to individuals in programs specified under the Job Training Partnership Act of 1982 (Public Law 97-300) are excluded as resources.
FS 63-501.4 - Handling of Excluded Funds	**How are excluded funds handled and what is the exclusion time frame?** Excluded funds that are kept in a separate account and

	that are not commingled in an account with non-excluded funds, shall retain their resource exclusion for an unlimited period of time. Resources of students and self-employed household members which are excluded in accordance with **FS 63-501.3 Exclusions from Resources** and are commingled in an account with non-excluded funds, shall retain their exclusion only for the period of time over which they have been prorated as income. All other funds excluded as resources that are commingled in an account with non-excluded funds shall retain their exemption only for 6 months from the date they are commingled. After 6 months from the date of commingling, all funds in the commingled account shall be counted as a resource.
FS 63-501.6 - Transfer of Resources	**How is eligibility affected when a household transfers a resource within 3 months of application?** At the time of application, households shall be asked to provide information regarding any resources which any household member or ineligible non-citizen or disqualified person whose resources are considered available to the household has transferred within the 3-month period immediately preceding the date of application. Households which have transferred resources knowingly for the purpose of qualifying or attempting to qualify for Food Stamp benefits shall be disqualified from participation in the program for up to one year from the date of discovery of the transfer. This disqualification period shall be applied if the resources are transferred knowingly in the 3-month period prior to application or if they are transferred knowingly after the household is determined eligible for benefits.
FS 63-501.62 - Resource Transfers Not Affecting Eligibility	**What resource transfers will not affect eligibility?** Eligibility for the Food Stamp program shall **not** be affected by the following transfers: • Resources that would not otherwise affect eligibility. For example, resources consisting of excluded personal property such as furniture or of money that, when added to other non-exempt household resources, totaled less at the time of the transfer that the allowable resource limits; • Resources which are sold or traded at, or near, fair market value;

	• Resources which are transferred between members of the same household; including ineligible aliens or disqualified persons whose resources are considered available to the household; or • Resources that are transferred for reasons other than qualifying or attempting to qualify for Food Stamp benefits, for example, a parent placing funds into an educational trust fund.
FS 63-501.63 - Notice Requirements	**<u>When is a Notice of Action sent to a disqualified household?</u>** When the EW establishes that an applicant household knowingly transferred resources for the purpose of qualifying or attempting to qualify for Food Stamp benefits, the household shall be sent a notice of action denying the application and explaining the reason for the length of the disqualification. The period of disqualification shall begin in the month of application. If the household is participating at the time of the discovery of the transfer, a notice of action explaining the reason for and length of the disqualification shall be sent. The period of disqualification shall be made effective with the first allotment to be issued after the period for timely notice has expired, unless the household has requested a state hearing and continued benefits.
FS 63-501.64 - Length of Disqualification	**<u>What is the length of the disqualification period?</u>** The length of the disqualification period shall be based on the amount by which non-exempt transferred resources, when added to other countable resources, exceeds the allowable resource limits. **<u>EXAMPLE</u>** If a one-person household with $1,250 in the bank, transferred ownership of property worth $5,550, $1,000 of that transfer would be considered because the first $4,500 of the value is exempt. When that $1,000 is added to the $1,250 in the bank and applied toward the $2,000 resource limit, $250 is left as excess resources and used to determine the period of disqualification. The following chart shall be used to determine the period of disqualification: Amount in Excess of the Resource Limit — Period of Disqualification

	$0 to 249.99……...1 month $250 to 999.99……3 months $1,000 to 2,999.99……6 months $3,000 to 4999.99……..9 months $5,000 or more……12 months **NOTE:** A transfer of assets to qualify for Food Stamps shall not be treated as a fraudulent action in and of itself. However, concealment and misrepresentation of the assets transfer shall constitute fraud and shall be subject to the Intentional Program Violation provisions of **FS 63-805 INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION**. See **Intentional Program Violation (IPV)** for details
FS 63-501.7 - Resources of Non-Household Members	**How are resources of a non-household member treated?** Non-Household members are required to provide information that affects the eligibility of the other household members. See **FS 63-402.2 Non-Household and Excluded HH Members** for details See **FS 63-503.4 Households with Special Circumstances** for details
FS 63-501.8 - Resources of Excluded Household Members	**How are resources of excluded household members treated?** The resources and income of excluded household members are considered available to the remaining eligible household members. See **FS 63-402.2 Non-Household and Excluded HH Members** for details See **FS 63-504.4 Households with Special Circumstances** for details.

FS 63-502 - INCOME, EXCLUSIONS AND DEDUCTIONS **FS 63-502.1 - Included in Gross Income**	**What does gross income include?** All income from whatever source, except as specified below and excluding only those items in **FS 63-502.2 Income Exclusions**.

	All earned income as specified below and all unearned income as specified in **FS 63-502.2 Income Exclusions**.
FS 63-502.12 - Not Included in Gross Income	**What is not included in gross income?** Monies withheld from an assistance payment, earned income, or other income source, or monies received from any income source which are voluntarily or involuntarily returned, to repay a prior overpayment received from that income source, provided that the overpayment was not excludable under **FS 63-502.2 Income Exclusions**, or due to the household's failure to comply. Child support payments received by CalWORKs participants, directly from a non-household member, which must be transferred to the District Attorney's office or other county agency administering Title IV-D (Child Support Requirements) of the Social Security Act, to maintain CalWORKs eligibility.
FS 63-502.13 - Included in Earned Income	**What shall earned income include?** *All wages and salaries of an employee.* *Self-employment income.* *Income from rental property* owned by the household is considered self-employment income only if a member of the household actively manages the property an average of at least 20 hours per week. When a household member claims to manage rental property, he/she must normally handle all tenant complaints, rental of the property when vacancies occur and maintain or oversee the maintenance of the structure and grounds. The household members' signed affidavit that he/she performs the above functions which require at least an average of 20 hours per week may be accepted unless questionable. *Payments from a roomer or boarder* to a household member are considered self-employment income. If a roomer's/boarder's payment is made to an SSI recipient or other non-household member who lives with the household, no portion of the payment is counted as income to the household. *Income from a farming operation* is self-employment income.

	If irregular expenses are incurred to produce self-employment income, the household has the option of averaging the expenses and related income over a 12-month period. Training allowances from vocational and rehabilitation programs recognized by federal, state or local governments, to the extent they are not a reimbursement. Payments to volunteers under Title I (VISTA) of the Domestic Volunteer Service Act excluding payments made to households specified in **FS 63-502.2 Income Exclusions** who at the time they jointed VISTA, were not receiving Public Assistance or Food Stamps. *Job Training Partnership Act (JTPA) On-the-Job (OTJ) Training Income*. Earnings received from OTJ under JTPA are treated as earned income, except as follows: • The JTPA/OTJ earnings of a household member who is a child under 19 years of age under parental control of an adult household member are excluded. • Any portion of striker's benefits that are received as compensation for picketing. *Student Work Study Income*. College work-study income, minus allowable exclusions (as specified in **FS 63-502.2 Income Exclusions**), is earned income. The work-study income remaining after allowable expenses shall be budgeted on LEADER as gross earnings subject to the earned income deduction. See **Income – Earned** for details
FS 63-502.14 - Included in Unearned Income	**What does unearned income include?** *Assistance Payments* The assistance grant (CalWORKs, Refugee, GR) is to be treated as unearned income. This includes benefits for employable GR applicants/participants who are attending a work project. When the CalWORKs or Refugee grant is reduced because the participant was found guilty of fraud by court adjudication, the amount by which the grant decreases to recoup the overpayment is counted as unearned income. If the GR grant is reduced due to a fraud repayment action, the adjustment amount is counted as unearned income if the GR fraud determination was based either on

	income if the GR fraud determination was based either on a finding of a court action or by an investigation by the Welfare Fraud Prevention and Investigation Section (WFP&I). **NOTE:** Special needs payments for normal living expense are also counted as income. Special needs payments beyond normal living expenses are excluded as income. CalWORKs Homeless Assistance payments are excluded as income. *Joint Bank Accounts* When there is a joint bank account and a non-household member contributes to the account, if a Food Stamp household member uses the non-household member's funds for his/her own use, the portion that is used or intended for use by the household member is counted as income in the month of the deposit. The balance is considered a resource. Deposits to a joint account are neither income nor resource when the account is established for convenience only. However, if the household member withdraws funds from the account, the amount used is income in the month of withdrawal, but the account remains excluded as a resource. *Third Party Beneficiary Payments* Payments received by a Food Stamp household member on behalf of an excluded or non-household member are excluded from consideration as income only to the extent that the payment is used to meet the needs of the excluded/non-household member. Any remaining portion is unearned income to the Food Stamp household. Procedures for determining the amount of 3rd party beneficiary payments that can be excluded as Food Stamp household income are contained in **FS 63-502.2 Income Exclusions**. **NOTE:** After determining how much of the income is used for the excluded person, a prorated portion of the income credited to the excluded person may have to be charged as income to the Food Stamp eligible. Procedures on how to treat the income credited to the excluded/non-household member and how to treat shared expenses are found in **FS 63-503.4 Households with Special Circumstances**. See **Income – Earned** for details
Income from Persons Disqualified	**How is income from an IPV disqualified person**

for an Intentional Program Violation (IPV)	**<u>counted?</u>** The non-excluded earned or unearned income of persons disqualified for an IPV shall be counted in its entirety as income to the remaining household members.
Income from Ineligible Non-Citizens and Persons Disqualified for Other Reasons	**<u>How is income from a ineligible non-citizen and other person(s) disqualified counted?</u>** Non-excluded earned and unearned income of ineligible non-citizens (**FS 63-403.2 Ineligible Non-Citizens**), as well as persons disqualified for failure to provide a Social Security number (**FS 63-404.4 Failure to Comply**), is prorated among <u>all</u> household members (including the disqualified members and ineligible non-citizens). That portion allocated to the Food Stamp eligible household members is considered income. **<u>EXAMPLE</u>** A father is disqualified for failing to provide a Social Security number. He has unearned income of $200 per month. His son is disqualified because he is an ineligible non-citizen. The Food Stamp household consists of the eligible mother and 2 children. The income is computed as follows: $200 ÷ 5 = $ 40 (father and son included in computation) $ 40 x 3 = $120 (father and son excluded from computation) $120 = Unearned income to the Food Stamp household.
FS 63-502.2 - Income Exclusions **Vendor Payments**	**<u>What is the definition of vendor payment?</u>** A money payment that is "legally obligated" to the household, and would be "otherwise payable to the household," which is paid to a 3rd party for a household expense is income to the household and not a vendor payment. • *"Legally obligated"* means there is a court order, a law or a legal contract that orders the payment. • *"Otherwise payable to the household"* means that if the payer did not make the vendor payment he/she would have to give the money to the household.

Exception to the Rule	• Educational benefits provided to a 3rd party on the household's behalf for living expenses are not excluded as a vendor payment. Payments which are <u>not</u> *"legally obligated"* to the household include special needs payments which exceed the grant. The portion of the special need exceeding the grant that is paid as a vendor payment is excluded as income to the household. *<u>Hamilton vs. Lyng</u>* Under the Hamilton vs. Lyng preliminary injunction, all CalWORKs Homeless Assistance payments are excluded as income, whether issued as a vendor payment (e.g., restrictively endorsed check) or issued directly to the household. **<u>What exceptions are there to the vendor payments definition?</u>** All cash aid payments for housing to a 3rd party on behalf of a household residing in temporary housing are excluded as income to the household, <u>provided</u>: • The cash aid is made as a vendor payment to the shelter facility (e.g., a ABP 295, Meals/Lodging Order and Invoice), and • The facility does not have equipment for the preparation and cooking of hot meals or the refrigerated storage of food for home consumption. These vendor payments are excluded even if they are part of the regular cash aid grant that is *"legally obligated"* and *"otherwise payable to the household."* The shelter costs paid with the excluded vendor payment shall not be allowed as a shelter cost deduction. **NOTE:** Temporary housing is that which has a time limit imposed by the housing facility or DPSS, or by the applicant/participant's statement that their housing situation is temporary. **<u>EXAMPLE 1</u>** $100 of an assistance grant is paid directly to a landlord as a rental payment. In addition, a special need payment of $50 for cleaning/security deposits is also paid directly to the landlord. The $100 is *"legally obligated"* to the household (that is, it part of the regular CalWORKs grant) and is, therefore, income to the household even though it is paid as a vendor payment. Because the $50 special needs payment exceeds the grant and is not paid to the

needs payment exceeds the grant and is not paid to the household, it is excluded as a vendor payment and it is not treated as income to the household.

EXAMPLE 2
An absent parent is making a vendor payment for the house payment under a court order that states that the vendor payment is to be made in lieu of child support or alimony. This amount is considered income. However, if there is no court order or other legally binding order, the vendor payment is excluded as income.

EXAMPLE 3
An absent parent is making the house payment under a court order that states that the vendor payment is to be made in addition to child support or alimony. This amount is a vendor payment and is excluded as income since it would not be "otherwise payable to the household."

EXAMPLE 4
An insurance company pays the household's mortgage from an insurance plan. If the household is the beneficiary, these payments are considered income as they are "legally obligated" and "otherwise payable to the household."

NOTE: If the mortgage holder (bank, savings and loan, etc.) is the beneficiary, payments are "legally obligated" to the mortgage holder, not to the homeowner, and are excluded as a vendor payment.

CAUTION: There are situations where the mortgage holder is the primary beneficiary; however, there is a collateral assignment that stipulates that if the amount received is more than the indebtedness, the mortgage holder must give the difference to the homeowner. This amount would be income to the Food Stamp household.

EXAMPLE 5
An employer pays a household's rent directly to the landlord in addition to paying the household its regular wages. The rent payment is excluded as a vendor payment.

If an employer provides free housing to an employee, the value of the housing is not counted as income.

EXAMPLE 6
An SSI recipient living with the Food Stamp household is

	paying half of the rent. If the payment is made directly to the landlord, it is considered a vendor payment and excluded as income. **NOTE:** If the rent payments were paid to the household instead of the landlord, a shared housing situation would exist. See **FS 63-503.4 Households with Special Circumstances** for the treatment and determination of shared housing. **EXAMPLE 7** A GR vendor payment is made with an ABP 295, to a facility that does not provide equipment for the preparation and cooking of hot meals. The payment is considered a vendor payment and excluded as income. **EXAMPLE 8** A CalWORKs case is issued a restrictively endorsed Homeless Assistance check for temporary shelter. The payment is considered a vendor payment and excluded as income. **NOTE:** Except for certain energy assistance payments, then an excluded vendor payment is used to pay for the household's shelter or other expenses, a Food Stamp deduction is not allowed for the expense(s) paid from the excluded vendor payment.
HUD Vendor Payments for Rent and Utilities	**How are HUD payments treated?** Housing and Urban Development (HUD) payments which are paid directly to a landlord or mortgagee and which include funds for utility costs are excluded from income as vendor payments. However, when a household is responsible for utility charges separate from the rent and the utility charge exceeds the HUD maximum for rent and utilities, HUD will pay the utility cost directly to the household or to the company, whichever the household prefers. This utility payment is legally obligated to the household and would be paid to it if the household so elected; therefore, it is counted as income to the household even though the household chooses to divert the payment directly to the utility company. **EXAMPLE** A family is responsible for a utility payment separate from the rent. The HUD maximum payment for housing is "less than the household's total housing and utility costs." HUD

Cash Charitable Contributions From Non-Profit Charitable Organizations	will pay the family's excess utility payment to the utility company, as the household chose that option. This utility payment is counted as income. **How are cash charitable contributions treated?** Cash charitable contributions received up to a maximum of $300 each calendar quarter are excluded. **Calendar quarters are:** January through March April through June July through September October through December **EXAMPLE** An approved Food Stamp household receives from a non-profit charitable organization, $100 in June, $250 in July and $100 in August. The household is entitled to an income exclusion for the $100 received in June (end of one quarter). In addition, the $250 received in July and $50 of the August contribution is excluded, for a total income exclusion of $300 for the quarter. The balance of $50 received in August is treated as unearned income in October.
Student Financial Aid	**How is student financial aid treated?** Certain portions of student financial aid; (i.e., deferred-payment loans, grants, scholarships, fellowships, veteran's educational assistance, work study income, etc.), may be excluded as income if used for expenses at an institution of post secondary education or a school at any level for the physically or mentally handicapped, as follows: *Institutions of Post Secondary Education* Institutions of post secondary education include public or private educational institutions that do not require a high school diploma or equivalency for enrollment. These schools also admit persons beyond the age of compulsory school attendance and are authorized to provide post high school education or provide training programs to prepare students for gainful employment. *Tuition and Mandatory Fees* Funds used for tuition and mandatory school fees are allowable expenses from all sources of financial aid. Allowable mandatory school fees include the rental or purchase of any equipment, materials and supplies related to the pursuit of the course of study involved.

	Origination Fees and Insurance Funds used for loans origination fees and insurance premiums charged on student loans are allowable expense deductions from all sources of financial aid. *Educational Expenses* Any portion of educational financial aid that is earmarked by the grantor. Funds used for loan origination fees and insurance premiums charged by the lender as intended to be used for educational expenses is allowed as a deduction from the educational income. Educational expenses include transportation, books, school supplies, dependent care and miscellaneous personal expenses other than living expenses. Amounts provided for living expenses such as rent, food or clothing **CANNOT BE ALLOWED AS A DEDUCTION** regardless of the source of the funds.
Verification Requirements	**What are the verification requirements for expense items and what documents are used?** Documentation of the grant/loan amount and amounts of expense items must be obtained before the expenses can be allowed as an income deduction. • The educational institution's budget is used to verify the student's excludable educational expenses. The statement provides amounts for each item in the student's budget. The amounts budgeted by the institution for tuition, mandatory fees, books, supplies, transportation and miscellaneous personal expenses are to be used, regardless of the amount to the excluded. These expenses vary by institution and according to each student's situation. The student's financial aid award letter may list the student's budget. If not, the figures must be obtained from the educational institution. • The student is responsible for obtaining the needed verification. To assist the student, he/she may be given a Student Income Verification Request form to be completed and returned to the district by the institution's Financial Aid Office. • Loan documents may be used to verify amounts charged for origination fees and insurance premiums on student loans.
Determining Net Income	**How do you determine net income on student financial aid?**

	Non-excluded student financial aid received less often than monthly is averaged for the period it is intended to cover and budgeted as unearned income. College work-study income, minus allowable expenses, is treated as earned income. The work-study income remaining after allowable expenses shall be budgeted as gross earned income subject to the earned income deduction. Allowable expenses are first deducted from any other grant/loan the student may be receiving. Any remaining amount of allowable expenses is then deducted from the work-study income. Some HEA work-study grants may be paid monthly based on the number of hours the student works. To deduct the allowable expenses, the gross work-study income received is offset against the allowable expenses each month until all of the allowable expenses have been deducted.
Cash Aid Special Needs	**What are special needs?** CalWORKs, GR and other cash aid special needs payments (recurring and nonrecurring) made directly to the household are treated as income to the Food Stamp household when the payment is intended to cover normal living expenses. Such direct payments are excluded income when they are reimbursement for expenses above normal living expenses, such as medical or work related expenses. See **Student – Income** for details *Normal Living Expenses* The following cash grant special needs payments are considered to be for normal living expenses and are counted as income for Food Stamp purposes: • Special laundry (non-work related) • Clothing (non-work related) • Meals out (non-work/medical related) • Excessive use of utilities • Special transportation (non-work/medical related) • Fire insurance premium • Property taxes • Repair/replacement of clothing, bedding/dishes/kitchen utensils, cook stove, refrigerator, space heater, bed or other essential furniture, and • Housing needs due to unusual circumstances, such as cost of moving, cost of utility deposits, cleaning/security deposits, telephone installation

	cleaning/security deposits, telephone installation, labor/materials for home repair and cost of interim shelter. **NOTE:** Does not apply if these housing needs are paid as "CalWORKs Homeless Assistance" payments. *Above Normal Living Expenses* The following cash grant special needs payments are excluded income: • Special laundry (work related) • Clothing (work related only) • Meals out (work/medical related) • Occupational or trade tools • All GAIN reimbursement payments • Therapeutic diets • Distilled water • Housekeeping services • Special telephone service/equipment for medical reasons • Work/training/medical related transportation, and • CalWORKs Homeless Assistance payments
Transitional Child Care Payments (TCC)	**How are TCC payments treated?** TCC payments are considered as reimbursements and are excluded as income. However, the household is not allowed a child care deduction for any expense paid with the TCC payment. The household is allowed a dependent care deduction for that portion of the actual childcare expense that exceeds the TCC payment amount.
Third Party Beneficiary Payments	**How are third party beneficiary payments treated?** When a Food Stamp household member acts as the caretaker payee and receives a payment (from SSA, VA, etc.) on behalf of an excluded/non-household member, that portion which is used to meet the needs of the excluded/non-household member is excluded as income. The balance is treated as unearned income. When the excluded/non-household member is living in the same household as the Food Stamp eligible members, that part of the income credited to the excluded or non-household member must be budgeted according to procedures in **FS 63-503.4 Households with Special Circumstances**. **EXAMPLE** A typical type of 3rd party beneficiary payment situation is the Food Stamp participant parent who receives SSI checks on behalf of a minor child.

Case Documentation	**<u>How are 3rd party beneficiary payments documented?</u>** The EW must ensure the case record is adequately documented as follows: • Require verification that the income is a 3rd party beneficiary payment. Determine for whom the payment is intended and determine who the payee is. • Obtain a statement from the Food Stamp participant as to how the 3rd party beneficiary payment is spent (e.g., clothing, food, medical expenses, transportation, etc.). The PA 1837, Food Stamp Third Party Beneficiary Payments, shall be used for this purpose. • Require verification of how the income is spent, if questionable. If not questionable, only the PA 1837 is required.
Treatment of Third Party Income	**<u>How is 3rd party income treated?</u>** • Exclude as income that part of the income that is spent on the excluded beneficiary's needs, such as: clothing, food, transportation, personal incidentals, etc. • Count as unearned income to the Food Stamp household that part of the beneficiary's payment that the household states is kept by or used for the Food Stamp household member. • If part of the 3rd party beneficiary payment is used for the housing/utility costs of the excluded/non-household member, determine if a "shared housing" or "roomer" situation exists. **<u>EXAMPLE 1</u>** A member of the Food Stamp household is payee for her child's SSI payment of $379. The mother completes the PA 1837 stating that all of the SSI payment received each month is used to meet the SSI child's needs. The mother states that $100 of the SSI is applied towards the family's rent of $500. The EW determines that this is a shared housing situation. The entire SSI payment is excluded income as it is going to meet the needs of the excluded/non-household member. The housing cost for the Food Stamp household is reduced to $400.

	<u>EXAMPLE 2</u> A member of the Food Stamp household is payee for her sister's SSI payment of $379. The sister lives in a separate residence. The payee completes the PA 1837 stating that all of the SSI payment received each month is used to meet the SSI sister's needs. Because the entire SSI payment is going to meet the needs of the SSI sister, it is excluded income to the Food Stamp household. The household's shelter costs are not affected.
Non-Recurring Lump Sum Payments	**<u>How are non-recurring lump sum payments treated?</u>** *<u>Underwood vs. Harris - Class Action Suit</u>* Food Stamp households that were tenants of Section 236 lower income rental housing projects during February 1975 through September 1977 may receive a lump sum retroactive refund payment from HUD for excess rental payments. These Section 236 HUD refunds shall be entirely exempt from consideration as income for Food Stamp purposes. In addition, they shall not be considered as a resource in the month of receipt or in the following month. However, any remaining funds are to be considered as a countable resource in the second month after receipt. *<u>Ball vs. Swoap Payments</u>* When a Food Stamp household receives a State Hearing decision (granted in full or in part) that is released beyond the legal time-frame as set forth by State and federal law, the household may be eligible to receive up to $100 from CDSS for each month the decision is late. Ball vs. Swoap payments will be obtained from SDSS (as needed) and retained by the Appeals and State Hearings Sections. *<u>Hixenbaugh vs. Anderson Court Order</u>* Child Support payments collected by Family Support Division of the District Attorney's Office (FSD) in a month when a household was not receiving Food Stamp benefits and paid to the household in a subsequent month when the household is receiving Food Stamp benefits, are considered a resource in the month received. This non-recurring lump sum is not treated as income.
Income Excluded by Federal Statute	**<u>What incomes are excluded due to a federal mandate?</u>** *<u>Job Training Partnership Act (JTPA), On-The-Job Training</u>*

	(OTJ) Income. JTPA-OTJ income is excluded only when received by a person who: • Is under 19 years of age; and • Is a dependent household member under parental control of an adult member of the household. *Transitional Child Care (TCC) Payments* TCC payments received by a Food Stamp household member for childcare costs are not considered income to the Food Stamp household. However, the household is only entitled to claim as a dependent care deduction the amount of the childcare expense that was not reimbursed by TCC payments. Therefore, when computing the Food Stamp benefit allotment, the TCC payment is deducted from the total cost of childcare. Any amount remaining from the total cost of childcare is allowed as a dependent care deduction, up to the Food Stamp maximum per child. *Foster Care Payments* Foster care payments are not to be included as income to the Food Stamp household that provides the foster care even if the payments are made to a household member. The payments are to be considered as income to the foster child(ren). **NOTE:** If the Food Stamp household has elected to include the foster child(ren) in its household, then the foster care payment would be counted as income to the household. See **FS 63-402.4 Residents of Institutions** for the treatment of foster child(ren). *Earned Income Tax Credit Advance Payments* Earned Income Tax Credit (EITC) advance payment received either as a lump sum or as part of an applicant's/participant's paycheck shall be excluded as income. In addition, they shall be excluded as a resource in the month received and the month following receipt. If the pay stub does not indicate an EITC payment was received, no further action is required. If the EW is unable to identify an EITC payment on the pay stub, but participant states that he/she is receiving payment, the participant's employer must be contacted per existing procedures to verify receipt of the EITC payment and the payment amount. Either the participant or the EW, with the participant's signed authorization, (ABCDM 228)

	may contact the employer.
FS 63-502.3 - Income Deductions **FS 63-502.33 - Excess Medical Costs**	**<u>What constitutes excess medical costs?</u>** Medical expenses that are greater than $35 may be allowed as an excess medical deduction if incurred by a household member who is "elderly" or "disabled," as defined in **FS 63-102 DEFINITIONS**. ***<u>Verification Guidelines for Households Claiming Special Excess Medical Deductions</u>*** *<u>Medical Expenses</u>* The amount of non-reimbursable medical expenses allowable as a special deduction under this section must be verified prior to being allowed. Acceptable verification will normally consist of bills or receipts that show the amount covered by Medicare, Medi-Cal or other public or private medical insurance. If the bill does not show the amount the participant owes or the amount to be paid by insurance, the EW may project the household's costs as 20% of the bill. If, however, the participant has more than one type of insurance coverage, the EW may not project, but must verify the actual cost to the participant, if any. Unless questionable, the client's statement of medical transportation expense may be accepted. However, the expense may not exceed the least expensive means of transportation available. A DFA 285-C, Supplemental Application For Food Stamps-Special Medical Deductions, is required before any excess medical expense can be allowed. The method of verification is to be noted on the DFA 285-C or on the DFA 285-DLA, Food Stamp Budget Worksheet-Special Medical/Shelter Deductions, and Case Comments. If a medical expense is claimed, but cannot be allowed, the reason for not allowing it must be noted on the DFA 285-C and Case Comments. *<u>Age</u>* The client's statement of age is acceptable verification unless questionable per **FS 63-300.5 Verification**. As stated in **FS 63-102 DEFINITIONS**, any household member who is age 60 or over is defined as being elderly.

	Disability The type and existence of the disability as defined in **FS 63-102 DEFINITIONS**, shall always be verified. The specific type of verification shall be noted in the Case Comments screen on LEADER. **NOTE:** See **FS 63-300.5 Verification** for types of verification of disability. When it appears that the basis for receipt of the Social Security benefits is as a survivor/dependent rather than as disabled, the EW shall review the award letter to clarify the issue or follow current Social Security verification procedures through the SSA. If the basis for receipt of Veteran Benefits cannot be determined, the CA 5, Veteran Benefits Verification and Referral, may be used to obtain clarification.
FS 63-502.34 - Dependent Care Deduction	**When can dependent care be a deduction (Transitional Child Care (TCC) Payments)?** The household is entitled to a dependent care deduction only when the household makes a direct money payment to the care provider. If the County issued the TCC payment directly to the care provider, the household is not entitled to the dependent care deduction.
FS 63-502.35 - Shelter Costs	**What is the special shelter allowance for elderly/disabled?** Households containing an elderly/disabled member are entitled to an excess shelter deduction for the monthly amount that exceeds 50% of the household's income.
Shelter Expenses Allowed	**What shelter expenses are included as an allowance?** Any continuing charges for a shelter occupied by the household are allowable shelter expenses. These may include the following: • Homeowner's association fees that is a mandatory or ongoing cost, regardless of whether it is included in the mortgage payment. **NOTE:** This fee is not allowed if the household is renting **and the fee is separate from the rental amount.** • A 2nd mortgage payment, regardless of how the funds obtained from the lender were used.

Shelter Expenses Not Allowed	• Additional charges imposed by a landlord which are above what the household is paying to the Housing Authority; as long as it is identified as a shelter expense. See **Shelter/Utility Expense Screen-Completion** for details **<u>What shelter expenses are not included as an allowance?</u>** • Condominium association fee if the household is renting and pays the fee separately, regardless of whether it is a requirement in the rental agreement. • Rent for garage space, if it is not used as living quarters. • Payment for use of a refrigerator, dishwasher, TV or other appliance, if the payment is identifiable on the rent receipt. • That part of the shelter cost paid by a Homeless Assistance Payment in the form of a restrictively endorsed check (vendor payment) cannot be allowed. **NOTE:** If the Homeless Assistance Payment is issued directly to the participant **not** in the form of a restrictively endorsed check, it is **not** counted as income to the Food Stamp household but the shelter expenses are allowed in the Food Stamp computation.
Standard Utility Allowance (SUA)	**<u>What are the requirements for using the Standard Utility Allowance (SUA)?</u>** If a person(s) who shares heating or cooling expenses with the Food Stamp household are excluded because they are ineligible and the household is eligible for and elects the SUA, the SUA is **not** to be prorated. However, if the Food Stamp household was sharing utility expenses with another household, which may or may not be participating in the Food Stamp program, the EW would prorate the SUA (if the household elects the SUA) and then would allow the Food Stamp household's share in the budget. *<u>Individual Residence</u>*

	A household living separately in a metered residence and billed for its utility usage is eligible to the SUA. *Separate Residences* Households that live in separate residences but share a utility meter may be entitled to the full SUA or only actual expenses, depending upon the billing of the utility. The household that is billed by the utility company receives the SUA (the SUA is allowed even if the actual bill is in a non-resident name (i.e., landlord) as long as the household has primary responsibility for the billed utility costs). The other household receives actual utility expenses, even if both households share the utility costs. However, if one household is billed for the **entire** heating cost of both units and the other household is billed for the entire cooling cost (or vice versa), both are eligible to the full SUA. If the utility company bills the non-resident landlord, who in turn bills each household, only the actual utility costs are allowed. *Shared Living Arrangement* Allowed SUA or actual utility expenses in a metered residence when 2 or more households are sharing the residence depends upon how utility costs are determined between the households. **NOTE:** This section applies to households sharing living quarters when neither household is the landlord. *Shared* Households that live with another household in a single residence and are pooling their income to pay utility costs are eligible to a prorated SUA. This proration is applied whether the other household is or is not participating in the Food Stamp program. *Flat Rate or Percentage* When Food Stamp households are sharing living arrangements and each household pays a flat rate or a percentage of the utility, a prorated SUA cannot be allowed. Both households would claim actual expenses as allowing one household prorated SUA and the other actual expenses may exceed the actual utility cost of the residence. **EXCEPTION:** In those shared living situations where there are Food Stamp and non-Food Stamp households sharing expenses, the Food Stamp household would be eligible

Special Rules for Energy Assistance Payments	to a prorated SUA. *Combined* If the 2nd Food Stamp household pays a combined payment for rent/utilities, the actual utility cost of the second household cannot be determined. In this situation, the first Food Stamp household is entitled to the full SUA and the 2nd household can claim the combined payment as a housing (rent) expense. *Landlord/Tenant Arrangement* Individual metering does not apply to landlord/tenant living arrangements when the tenant is living with the landlord. The tenant household is not entitled to any portion of the SUA even if it is billed for a share of actual metered expensed. The tenant can claim actual expenses. The landlord is eligible for the full SUA as long as he/she is individually metered and is billed for the heating or cooling costs separate from his/her rent or mortgage payments. **What are the special procedures for Energy Assistance Payments?** *Low Income Home Energy Assistance Act Payments* Payments made on behalf of a household by the federal Low Income Home Energy Assistance Act (LIHEAA) are excluded from consideration as income to the household. Examples of LIHEAA payments are Home Energy Assistance Program (HEAP) payments and Energy Crisis Intervention Program (ECIP) payments. A household that has its utilities paid through LIHEAA may claim and receive the SUA regardless of whether the payments are made directly to the household or paid to the vendor. However, this is limited to those payments made by the federal LIHEAA. *Non-Federal Energy Assistance Payments* Non-federal energy assistance payments that are paid directly to a household are counted as income to the household. These households may claim and receive the SUA. Non-federal energy assistance payments that meet the definition of excluded vendor payments (i.e., paid directly to utility companies and the household cannot elect to receive the payment directly) are excluded as income to a household. Households that receive such excluded vendor payments must incur out-of-pocket utility expenses in addition to

	those paid by the energy assistance program to be eligible to claim the SUA. To determine if the household will incur out-of-pocket utility expenses in addition to the energy assistance vendor payment, the vendor payment must be prorated over 12 months (unless the provider of the payment specifically states it is meant to cover a shorter period of time) and compared to the utility expenses the household estimates it will be billed for the same period of time. If the utility expenses exceed what the energy assistance payment will cover, the household will incur an out-of-pocket expense. **NOTE:** Most energy assistance payments are issued only once a year and therefore cover 12 months. All payments are to be prorated over 12 months unless the provider of the payment specifically states it is meant to cover a specific period less than one year. The specified period could be 1 month or any number of months less than 12. The proration would be done according to the number of months involved. *Housing and Urban Development (HUD) Payment for Utilities* Because the HUD utility payment must be counted as income, a household which receives a HUD payment for utilities which are in excess of the HUD maximum for rent and utilities, whether as a vendor payment or directly, is entitled to claim the SUA. No additional utility allowance may be allowed if the household elects to have the SUA. The SUA will be updated each January to reflect changes in utility costs. Households that contain an excluded household member(s) shall be entitled to use the SUA even if the heating and/or cooling expenses are billed to an excluded member. *Telephone Deductions* Households billed for a telephone but not entitled to or not requesting use of the SUA are entitled to a telephone standard allowance of $20.00 or the actual verified minimum basic service rate available for one telephone, whichever is higher. The telephone deduction is not just for landlines, it can also be used if the participant has a cell phone and is not requesting or entitled to the SUA. *Actual Utility Costs*

	Actual utility costs may be used when the household: • is not entitled to the SUA; or • is requesting the use of actual utility expenses; or • lives in a public housing unit or any other rental unit which has central utility meters and is billed separately for the amount of utility costs actually used by the household which exceeds the costs allocated in the rent amount; or • lives in the same unit with another household and the first household is charged a share of the metered utility expense by the landlord but the second household is charged a flat rate amount by the first household. In this situation, neither household may claim the SUA. The first household is not entitled to a prorated SUA because the flat rate amount in addition to the prorated SUA may exceed the actual expense. Actual utility costs must be verified in accordance with the mandatory verification requirements of **FS 63-300.5 Verification**. **NOTE:** If a flat amount is added to the rental cost for utilities, the total should be allowed as rent. This avoids the need for monthly verification of actual utilities. *Determining Utility Costs - Standard vs. Actuals* Every household must be given the opportunity at initial certification, recertification and when the household moves to have either the SUA or its actual verified utility costs used to compute Food Stamp benefits. Once the selection is made, the household shall be allowed to switch between the use of the SUA or actual utility cost at each recertification and when the household moves. The participant's choice of budgeting must be documented in the Case Comments screen in LEADER. It may be made on the DFA 285-A2 or DFA 377.5. When the choice is made verbally, the EW must enter the information in the Case Comments screen in LEADER. When the SUA is not applicable and verification of actual costs is not provided, utility costs are not deductible until verification is received, except for Expedited Service.

FS 63-502.6 - Special Situations	**<u>What are special situations involving income?</u>** <u>*Household Moves*</u> Households that move to a new residence may switch from the utility costs deduction method (Actual/SUA) that was used at the previous address, or at the recertification period. If the household has already switched during the certification period, it may not switch again until the time of its recertifiction determination, providing there was no move in between. Households must verify that they are still entitled to the SUA at the new address if the SUA was being used. They must verify the actual costs at the new address if actuals were in use. Monthly reporting households shall provide this verification with their CW 7. Change reporting households shall provide this verification in accordance with **FS 63-504.5 Effecting Changes for Change Reporting Households**. Households that live in a Housing Project have their utilities included in the rent and are not entitled to a utility allowance. However, in these cases, the entire amount billed for rent is allowed as the housing cost. In some Housing Projects, when the utilities exceed the amount allocated in the rent, the household is billed separately for the excess. In these cases the household can only receive a deduction for the verified amount as billed. In this situation, averaging may not be used. The utility costs are allowed only for the month(s) billed.

FS 63-503 - DETERMINING HOUSEHOLD ELIGIBILITY AND BENEFIT LEVELS **FS 63-503.2 - Budgeting Term Definitions**	**<u>What are the different budgeting term definitions?</u>** <u>*Issuance Month*</u> In a monthly reporting and retrospective budgeting system means the month for which a food stamp allotment is issued. The allotment is based on income and circumstances in the corresponding budget month. In prospective budgeting, the budget month and issuance month are the same. In retrospective budgeting, the issuance month is the 2nd month after the budget month.

	Report Month The month in a monthly reporting and retrospective budgeting system during which the QR 7 from the budget month is due and the month during which the household's allotment for the issuance month is calculated. The report month is between the budget month and the issuance month. *Budget Month* In a retrospective budgeting system means the month from which income and other circumstances (except household composition) of the household are used to calculate the household's allotment for the corresponding issuance month. *Beginning Months* In a retrospective budgeting system means the 1st month the household is certified for food stamps and the month thereafter. For households applying for food stamps and PA benefits at the same time, a 3rd beginning month shall be assigned, if necessary, for the household to transition from prospective to retrospective budgeting during the same months for both food stamps and PA. The 1st beginning month cannot be any month that immediately follows a month in which a household is certified and subject to retrospective budgeting in any project area. The month following the month of suspension shall not be considered a beginning month.
FS 63-503.21 - Eligibility Determination and Prospective Budgeting in the Beginning Months for Households Subject to Retrospective Budgeting	**What is prospective budgeting and retrospective budgeting?** *Prospective Budgeting* The method of computing an aid payment for a QR Payment Quarter using an estimate of the income reasonable expected to be received in that The determination of a household's benefits for an issuance month based on an estimate of income and circumstances that will exist in the issuance month.
Determining Income	**How is income determined prospectively?** A household's income is counted prospectively only if it has actually been received or the EW is reasonably certain it will be received within the month. **EXAMPLE** A household member reports that he received an EDD award letter showing potential eligibility to receive UIB. The letter specifies that if all eligibility requirements are met, the benefit amount will be $121 per week; however, it

	does not specify the date UIB will begin or is expected to begin. In this situation, the anticipated UIB income shall **not** be counted until the exact benefit amount is known **<u>and</u>** the date it will be received is known. **NOTE:** EDD award letters only inform the participant of his/her potential eligibility to UIB. EDD does not send an approval notice prior to the issuance of UIB.
Student Financial Assistance: i.e., Scholarships, Grants, Deferred Education Loans, etc.	**<u>How is student financial assistance budgeted?</u>** Student financial assistance **<u>less</u>** the allowable expenses listed in this section is counted as income and budgeted as follows: *<u>Student Income Received Monthly</u>* Student financial assistance received monthly, such as work-study income, is budgeted on a monthly basis and <u>not averaged</u>. *<u>Income Received Less Often Than Monthly</u>* Households receiving scholarships, deferred educational loans or other educational grants on a less than monthly basis (e.g., each semester, etc.) shall have such income averaged. The income, minus allowable expenses, is deducted over the period for which it is intended to cover. *<u>The income shall not be charged to the household until it is actually received</u>* When averaging delayed income, the entire period for which it was intended must be used in the calculation, even if several months have already elapsed before the income is received. However, the average income amount is to be used only for the months remaining in the period. Any amounts that are not used are to be considered a resource in the month received. In determining the period intended to cover, the 1st month is the month classes begin and the last month is the month that the last day of finals ends. When the period includes only a part of a month, a full month must be assigned.
Contract Income	**<u>How is contract income budgeted?</u>** Contract income, which is annual income, received in a period shorter than 12 months and is **not** earned hourly or on a piecework basis shall be averaged over the period it is intended to cover.

Determining Prospective Eligibility	**How do you determine prospective eligibility?** Each quarter the EW shall apply both the maximum and/or net income tests and the maximum resource test based on the household's composition and income/deductions anticipated for the issuance quarter. The information reported on the QR 7 for the data month along with any anticipated changes reported by the household shall be used in the prospective eligibility determination.
Determining Benefit Level	**How do you determine benefit level?** The income that is to be used in determining the household's benefits for the issuance month shall include the following: *Reported Income* Any countable income reported by the household on its QR 7 for the data month. *Cash Aid Grants (CalWORKs, GR, RCA/ECA)* *Current Month Cash Aid Grant* All payments (initial, regular monthly, and additional/corrective) for the issuance month shall be anticipated with reasonable certainty. The EW shall ensure that any additional/corrective payments to the regular grant received in and for the issuance month are counted prospectively. **EXAMPLE 1** The issuance month is May and the household receives CalWORKs and Food Stamps. The household's May CalWORKs grant shall be used to determine the household's May Food Stamp benefits. **EXAMPLE 2** On a CalWORKs/FS case, the CalWORKs benefits were terminated 5/31, because the whereabouts of the only aided child was unknown. The Food Stamp benefits were recomputed as a NSFS case for 6/1, without the CalWORKs income. On 6/4, the participant contacted the EW and provided proof that the child had not left the home. The CalWORKs termination was rescinded and the June CalWORKs benefits were issued off the supplemental payroll. For Food Stamp purposes, the June CalWORKs payment is considered the regular payment for the month and is not retrospectively budgeted. An administrative error claim is not generated as the CalWORKs grant was not known at the time the June Food Stamps were computed.

FS 63-503.4 - Households with Special Circumstances	
FS 63-503.44 - Treatment of Income and Resources of Excluded Members	**<u>How is the income and/or resources of an excluded household member(s) treated?</u>** Non-citizen household members who have chosen to be excluded are not required to provide any information or fill out any forms regarding their immigration status. However, they are still required to provide information that affects the eligibility of the other household members. Ineligible non-citizens, individuals disqualified for IPV, work requirement sanction or for failure to provide or apply for a Social Security Number, SSI/SSP recipients and ineligible students are classified as excluded household members. <u>Excluded household</u> members must be excluded from the household size count when determining the household's eligibility and benefit level and Categorical Eligibility. To determine if a sponsored non-citizen meets the definition of indigent, the total of the actual income received from the sponsor and others and the value of any in-kind income cannot exceed 130% of poverty limit for the family's size. Once determined indigent, the regular process to deem the sponsor's income and resources is suspended for a 12-month period, which is renewable at the end of that period. The EW is required to inform the sponsored non-citizen, either verbally or in writing at the time they are determined indigent, that their name and their sponsor's name will be reported to the Attorney General. Informing the sponsor is also required, if possible, when the whereabouts of the sponsor are known.
Excluded for Intentional Program Violation (IPV) Disqualification or Work Requirement Sanction	**<u>How are the income, resources and deductible expenses of excluded household members treated?</u>** The income, resources and deductible expenses of household members disqualified for IPV or work requirement sanction are considered available to the remaining eligible household members in their entirety.
Excluded for Other Causes (Ineligible Non-Citizens/Social Security Number Disqualifications)	**<u>How is income and resources treated when a household member is excluded for other reasons?</u>** *<u>Income</u>* Income for the Food Stamp eligible household containing

one or more persons excluded as an ineligible non-citizen or for a Social Security Number disqualification shall include a prorated share of the excluded person's income.

Proration Formula
The prorated amount shall be determined by dividing the excluded person's total gross income by the total number of persons in the household (eligible and excluded members). The result is then multiplied by the number of eligible household members to determine the amount charged to the eligible household.

EXAMPLE
A household consists of a mother, father and one child who are ineligible non-citizens and 2 eligible citizen children. The mother has gross earned income of $800 per month.

The Food Stamp household's share of the gross income is determined as follows:

$800.00	=	Excluded person's gross earnings
÷ 5	=	Total persons in household, including ineligible persons
$160.00	=	Prorated gross earnings for each household member
x 2	=	FS eligibles
$320.00	=	Prorated gross earnings charged to FS eligibles

The gross income test is applied at this point.

After passing the gross income test, net earnings are computed, allowing the earned income deduction.

$320.00	=	Prorated gross earnings charged to FS eligibles
x .8	=	Earned Income Deduction
$256.00	=	Net Earned Income of excluded person charged to FS eligibles

LEADER Input
The prorated gross earned income of the excluded person is input to LEADER. Only the prorated income charged to the Food Stamp household is to be input to LEADER.

Adding Excluded Person
When an excluded member moves in with a monthly reporting household. The EW uses the PA 1827, Food Stamp Proration Worksheet, to determine the pro rata share of income and/or deductible expenses to be attributed to the eligible household members.

	Deductible Expenses *Earned Income Deduction* The earned income deduction is applied to the Food Stamp household's pro rata share of the excluded member's earned income. *Other Deductions - Overview* The household shall be allowed a deduction for housing, actual utilities or the SUA and child care even if these expenses are billed to an excluded household member. An expense billed to an excluded person, but paid in total from (or expected to be paid from) the eligible household's income shall be allowed as a deduction to the eligible household. It is **not** prorated. When payment of expenses, other than the SUA, is shared among excluded persons and eligible household members, that portion paid by the excluded person from his/her income shall be prorated. The total amount paid by the eligible household member plus a pro rata share of the excluded person's payment shall be allowed as a household expense. Expenses are prorated only if an excluded household member is contributing toward the expense from his/her income, then all excluded household members (whether they have income or not) are included in the proration formula for deductible expenses. If one excluded member does contribute towards the expense from his/her income, then all excluded household members (whether they have income or not) are included in the proration formula for deductible expenses. *Housing/Actual Utility Costs Proration* The amount contributed by the excluded household member(s) from his/her income is prorated evenly among all eligible household members and all the excluded members. The eligible household members are allowed a pro rata share of the amount paid by the excluded member(s). **EXAMPLE** The excluded mother (from the above example) pays $200 of the $500 rent that includes utilities. The eligible household pays the balance of $300. The $200 per month housing cost paid by the excluded member is prorated as follows:

	$200.00 = Paid by the excluded person ÷ 5 = Eligible household members (2) plus excluded persons (3) $ 40.00 = Prorated expense for each member x 2 = FS eligibles $ 80.00 = FS eligibles share of the excluded members payment The FS eligibles would be allowed $380 as its housing expense (the $300 it pays and $80 of the amount paid by the excluded member). **NOTE:** If, in the above example, the excluded mother was billed for the housing cost but was not paying any of the cost from her own income, the Food Stamp eligible members would be allowed the full $500 as their housing expense. *Household Pools Funds With Excluded Person* If the household pays its expenses from pooled funds and the amount paid by the excluded member is not known, the expenses must 1st be prorated to determine the excluded member's share of the amount paid. Once this amount is determined, it must then be prorated to determine the eligible household's members' share. **EXAMPLE** The household consists of 3 eligible members and 2 excluded members. Mr. and Mrs. A and their 3 children. Mr. A and one child are ineligible non-citizens. Mr. A has income from earnings; Mrs. A receives UIB. Their income is pooled to pay $500/month housing. The eligible household's share of the housing is determined as follows: $500.00 = Housing cost ÷ 5 = Total household $100.00 = Each person's pro rata share x 2 = Excluded persons $200.00 = Excluded persons share of housing ÷ 5 = Total household $ 40.00 = Prorated amount of excluded persons share x 3 = FS eligibles $120.00 = FS eligibles share of the excluded member's share $300.00 = FS eligibles share of housing cost ($100 x 3) +120.00 = Eligible members prorated share of excluded persons cost $420.00 = Housing cost allowed for eligible members *Expenses Shared With Non-Household Members*

	If the household shares its living arrangement with non-household members (e.g., non-aided person or another Food Stamp household) and the expenses are paid from pooled funds, the EW must include the non-household persons in the count when determining the household's and the excluded member's pro rata share of the expense. **<u>EXAMPLE</u>** The household in the previous example of pooled funds now shares its living arrangement with an SSI/SSP uncle. The household's share of the housing cost of $720/month would be determined as follows: $720.00 = Housing cost ÷ 6 = Total number of persons at the residence $120.00 = Each person's pro rata share x 2 = Excluded persons $240.00 = Excluded person's share of housing ÷ 5 = Eligible household members plus excluded persons $ 48.00 = Prorated amount of excluded persons' share for each member x 3 = FS eligibles $144.00 = FS eligibles share of the excluded members' payment $360.00 = FS eligibles' share of housing cost ($120 x 3) +144.00 = Excluded members' prorated share $504.00 = Housing cost allowed for eligible members The non-household member's share of the housing costs ($120.00) is **not** considered. *<u>Dependent Care Costs - Proration</u>* Allowable dependent care costs shall be prorated in the same manner as housing/actual utility costs depending on the household's sharing arrangement.
FS 63-503.45 - Excluded SSI/SSP Recipients or Ineligible Students and Non-Household Members **Income and Resources**	**<u>How are income and resources of an excluded SSI/SSP recipient or ineligible student used?</u>** When a Food Stamp household shares its living arrangements with excluded SSI/SSP recipients or ineligible students, or with persons defined as non-household members, the income and resources of the SSI/SSP recipient/ineligible student or the non-household member shall **not** be considered available to the Food

Shared Housing vs. Roomer Situation	Stamp household, except under the following situation. If the excluded or non-household member gives the Food Stamp household a cash contribution, the payment is to be counted as income. However, if a "shared" living arrangement exists, payment made to the Food Stamp household to cover the excluded or non-household member's share of housing and/or other deductible expenses shall not be counted as income. **How do you determine the difference between shared housing and a roomer situation?** When a Food Stamp household shares living arrangements with an SSI/SSP recipient, an ineligible student or with non-household members, the EW must determine if a "shared housing" situation or a roomer situation exists. When determining whether a shared housing vs. a roomer situation exists, the EW must determine if there is a landlord/tenant relationship. A landlord/tenant relationship exists if: • One of the occupants is the owner or buyer of the property; or • One of the tenants acts as a landlord by making decisions regarding the other occupants living arrangement, such as: setting the amount of rent the other occupants' pay and/or determining which areas of the dwelling are available for their use. Unless the households can demonstrate that a landlord/ tenant relationship does not exist in these situations, any amount paid to the person considered to be the landlord shall be treated as a roomer payment. **EXAMPLE** Mr. and Mrs. Smith are a Food Stamp household. They are buying their home and the mortgage is $280 per month. They also pay all the utility bills. Mrs. Smith's aunt, a separate Food Stamp household, lives with them. Mrs. Smith charges her aunt $80 per month for housing. The Smiths are allowed the full $280 as the cost of their housing plus the SUA that they requested. The $80 per month paid by the aunt is treated as roomer income to the Smith household. The aunt is allowed $80 per month as her housing cost. **How are expenses budgeted in a shared housing situation?**

Shared Housing Situations	**<u>situation?</u>** If the EW determines a “shared housing” situation exists, allowable expenses shall be treated as follows: *<u>Housing/Actual Utility Costs Shared by a Fixed Percentage/Amount</u>* When the Food Stamp household and the excluded or non-household person each pay a fixed percentage/ amount of the total housing and/or actual utility cost, only the amount paid by the Food Stamp household is allowed as the housing and/or utility cost deduction. The Food Stamp household is not charged with income, even if the excluded or non-household person gives his/her share of the rent or utilities to the Food Stamp household so that one payment can be made to the landlord/utility companies. **<u>EXAMPLE</u>** Mrs. A and her 3 children share housing with Mrs. B and her child. Each is a separate Food Stamp household. The total housing cost is $500 per month. By mutual agreement, Mrs. A pays 75% of the housing each month and Mrs. B pays 25%. Mrs. A is allowed $375 ($500 x .75) as her household’s housing cost. Mrs. B is allowed $125 ($500 x .25) as her household’s housing cost. Mrs. B gives her $125 to Mrs. A each month and Mrs. A pays the total rent to the landlord. Mrs. A is not charged with $125 income for the housing payments received from Mrs. B. **NOTE:** This does not apply to utilities if the Food Stamp household requests the SUA
Cannot Determine Shared Amount	**<u>How is budgeting done when the EW cannot determine the shared expenses amounts?</u>** When the amount paid by the Food Stamp household and the excluded or non-household member cannot be differentiated, the total expense shall be prorated among the persons that share the costs. When determining the number of persons who share the cost, all members of a Food Stamp household must be counted if any member of the Food Stamp household contributes towards the cost. Only the number of excluded or non-household members who actually contribute toward the cost are counted. **<u>EXAMPLE</u>** Mrs. Green is employed and receives Food Stamps for

	herself and her child. They live with her parents, the Browns, who are both ineligible to Food Stamps as they receive SSI/SSP. Each month Mrs. Green and Mr. Brown pool their incomes to pay the rent of $480 (including utilities) and other bills. Three persons share in the shelter cost at this residence, Mrs. Green, her daughter and Mr. Brown. $480 = Housing cost ÷ 3 = Persons sharing cost $160 = Share per person x 2 = Number eligible in FS household $320 = Eligible household's pro rata share
Documentation	**<u>What documentation is needed to justify the amount of shelter costs allowed?</u>** To document the amount of shelter cost allowed, the shared housing arrangement must be explained in the case record. The sharing method is entered in the Case Comments screen in LEADER (i.e., pays "fixed" % or amount; pays total rent/utilities only; pays roomer payment).
FS 63-503.46 - Residents of Drug/Alcohol Treatment Centers (D/ATCs)	**<u>What is a D/ATC?</u>** "Drug addiction or alcohol treatment and rehabilitation program" means any drug addiction or alcohol treatment program conducted by a private nonprofit organization or institution, or a publicly operated community mental health center, which conducts residential programs for drug addicts or alcoholics. See **Households with Special Circumstances** for details
Application Policy	**<u>Who may apply?</u>** Residents of a State/County certified Drug/Alcohol Treatment Center (D/ATC) who receive prepared meals from the D/ATC may apply for and receive Food Stamps under the following conditions: • The resident must be participating in the drug/alcohol treatment program conducted by the D/ATC. • The resident must sign a TEMP 2201LA, Cash/FS EBT Request for an Alternate Cardholder, before the D/ATC employee assigned to act as Authorized Representative/Alternate Cardholder (AR/AC) for eligible residents can initiate an application for benefits. **FS 63-402.6 Authorized Representative**

	benefits. **FS 63-402.6 Authorized Representative (AR's)** contains complete instructions for the use of D/ATC AR/AC's. • Only an AR/AC who is an employee or designee of the D/ATC may apply for Food Stamps on behalf of the resident. • D/ATC residents who are not accompanied by the center's AR/AC when they apply shall be advised that the application will be accepted, but will not be approved until the resident returns with the AR/AC. • The AR/AC must be interviewed in the local DPSS office before the application can be processed. If possible, a face-to-face interview with the resident should also be held at the time of application and at each subsequent recertification. This is to ensure that the information on record is accurate and complete. • When benefits are approved, the EBT card and a Food Stamp ID card (with the name of the D/ATC entered in the space designated for the name of the AR/AC) must be sent to the D/ATC's AR/AC.
Eligibility Determination	**<u>How is eligibility determined when a person is in a D/ATC?</u>** The eligibility of each resident is determined on the basis of a 1-person household. A husband and wife who reside in the same D/ATC and participate in the treatment program are considered to be 2 separate households. If a spouse is **not** participating in the treatment program, but is receiving his/her meals at the center, that spouse is **not** eligible for Food Stamps. If a spouse is **not** participating in the treatment program and is **not** receiving meals at the center, that spouse may be eligible for Food Stamps as a separate household by meeting normal eligibility requirements. The children of a D/ATC resident are considered a separate household. They are **not** eligible for Food Stamps if their meals are received from the center. If their meals are **not** received from the center, they could be eligible as a separate household if they meet normal eligibility requirements. In situations where the spouse and/or family resides at another location, their eligibility will be determined in the same manner as for all other Food Stamp households.

	same manner as for all other Food Stamp households. **<u>What is the D/ATC's procedure for monthly reporting?</u>**
Monthly D/ATC Report	When DPSS Special Operations Section (SOS) is notified that a center is certified, SOS will provide the D/ATC with a 6-month supply of the form PA 130, Food Stamp Participation Report Drug/Alcoholic Treatment Center, a copy of the form entitled Special Food Stamp Requirements for Drug/Alcoholic Treatment Centers and a supply of DFA 377.5, Food Stamp Household Change Report, forms. The D/ATC must complete a monthly PA 130 annotating the residents who received Food Stamps and participated in the centers treatment program during the preceding month. The report is prepared in duplicate. The original of the PA 130 is sent to the DPSS Vendor Coordinator at 813 E Fourth Pl., Los Angeles, CA 90013. The second copy is kept by the facility. See **Households with Special Circumstances** for details If a D/ATC had no participating residents during the report month, a negative report is to be submitted. *<u>Failure to Comply</u>* If the D/ATC refuses to submit a monthly PA 130 report or to allow the DPSS Vendor Coordinator access to the facility to verify the list of participating residents on the report, the center shall be disqualified and all certified households in the center should be terminated. The grounds for termination shall be refusal to cooperate. SOS will notify the responsible district when a center has been disqualified. Subsequently, the district will take action to terminate benefits for all participants residing at the D/ATC. Individual Notices of Adverse Action must be sent to each participating resident in the center, but the 10-day advance notice period does **not** apply. SOS is responsible for notifying the D/ATC when residents are to be terminated because the center has refused to cooperate. *<u>Reapplication</u>* Residents of a D/ATC that have had Food Stamp benefits terminated because the center has refused to submit the required PA 130 report, may reapply and have their eligibility reinstated if the D/ATC subsequently indicates a willingness to cooperate.

Other Policies Applicable to Residents of D/ATCs	Also, residents that leave a D/ATC that has refused to cooperate may apply for and receive Food Stamp benefits if they are otherwise eligible. **What are other policies that are applicable to residents of D/ATCs?** *Expedited Service* Residents must be evaluated for Expedited Service at the time of application. Those who qualify must be issued benefits no later than 3 calendar days following the date of application. *Certification and Changes* Other than the requirement for D/ATC residents who apply for and receive Food Stamps through the D/ATC's AR/AC, Food Stamp eligibility for D/ATC residents is determined in the same way as for any other case. D/ATC's must complete a monthly CW 7 report for each participating resident unless the resident is exempt under the provisions in **FS 63-505.2 Quarterly Reporting**. *Determination of Income* *Income* Vendor payments made by DPSS to the D/ATC on behalf of resident Food Stamp participants shall be considered income to the participant. Resident participants are entitled to the same income deductions that are applicable to other Food Stamp cases. *Shelter Cost* The total shelter cost allowed is the amount the facility states it is charging the resident for shelter. **EXAMPLE** A resident is a GR participant receiving GR Board and Care (B&C) payments. The facility receives the GR B&C grant directly. The facility states that $155 of the GR grant is for shelter. Therefore, $155 is budgeted as the housing cost. No amount is budgeted for the cost of utilities since the center does not charge separately for utilities. The Adjusted Net Income is computed as follows: GR B&C Payment & P&I $330.00 Less Standard Deduction 106.00 Preliminary Net Income $224.00 Shelter Cost $155.00 Less 50% of PNI 112.00 Excess Shelter $ 43.00

D/ATC's Responsibilities	P&I $224.00 Less Excess Shelter 43.00 Adjusted Net Income $181.00 **<u>What is the D/ATC's responsibility regarding their participating residents?</u>** *<u>Reporting Changes</u>* The D/ATC shall be responsible for reporting any changes in the resident participant's circumstances. • For change reporting households, changes shall be reported on a DFA 377.5 within 10 days of the change • For quarterly reporting households, the D/ATC's AR/AC shall complete, sign and return a QR 7 each quarter. *<u>Overissuance</u>* The D/ATC shall be strictly liable for all overissuances while households are residents of the center. *<u>Resident Leaves D/ATC</u>* When a participating resident leaves the D/ATC, the center shall: • Immediately report the departure to the appropriate EW; and • Return to the resident his/her EBT card. If the resident leaves the D/ATC without obtaining his/her EBT card, the D/ATC must hold the card in case the resident returns to pick it up before the end of the month. When a resident leaves the D/ATC or stops participating in the program, the D/ATC may no longer be the AR/AC for the household. The D/ATC shall: • Advise the resident to report his/her new address and change of circumstances to his/her EW as soon as possible so that benefits will not be interrupted. • If possible, provide a blank QR 7 to departing residents who are not exempt from quarterly reporting. • If possible, provide a DFA 377.5, Food Stamp Household Change Report to any departing resident who does not report on quarterly basis with instructions to complete and return the form to

	instructions to complete and return the form to his/her EW within 10 days. The D/ATC shall immediately notify the appropriate district office of any EBT card received for a resident who has left the facility or is no longer participating in the rehabilitation program. **NOTE:** When advised a resident has left a facility, the EW shall ensure that benefits are no longer authorized to the D/ATC for that household. D/ATC responsibilities are detailed in the form entitled "Special Food Stamp Requirements for Drug/Alcohol Treatment Center." Each D/ATC is provided with a copy of this form when they are certified.
Approval of Application After Resident Leaves the D/ATC	**<u>What if the participant leaves the D/ATC before approval of the Food Stamp application?</u>** When approving an application for a person who was a resident of a D/ATC at the time of application, and left prior to approval, the EW must issue the benefits to the D/ATC for the period of time that the applicant was a resident of the D/ATC. The D/ATC is entitled to the benefits for the month(s) the applicant was a resident. On-going benefits are to be issued to the Food Stamp participant if he/she is otherwise eligible. When notified that a D/ATC's resident whose Food Stamp application is pending has left the center or the center's treatment program, the EW must: • Confirm with the D/ATC's AR/AC when the applicant left the center/center's program; • Establish a control to ensure that when the application is approved, the D/ATC is issued all benefits authorized from the date of application through the end of the month in which the applicant left the center/center's program; • Notify the applicant that when his/her application is approved, the D/ATC will be issued the benefits authorized to cover the period of time he/she was a resident of the center. The applicant should also be advised to contact the center to determine if he/she is entitled to receive any part of the benefits issued for the last month he/she was a resident of the center; and

	• Tell the participant that if he/she disagrees with the amount of benefits the D/ATC gave him/her to contact their EW. If the EW determines that the D/ATC failed to give the participant the proper amount of benefits, a written report must be made to the vendor coordinator. **NOTE:** If the client later claims not to have received the correct amount of benefits from the D/ATC, the EW must investigate further by contacting the DPSS Vendor Coordinator and/or the administrative offices of the D/ATC and take appropriate action. (Each month D/ATC's submit a PA 130 report to the DPSS Vendor Coordinator which indicates if benefits were returned to departing participants. Also, D/ATC administration offices are required to maintain records of benefit disposition.) To prevent duplication of benefits and to ensure that the participant and the D/ATC are able to transact their respective benefit entitlements, the EW must initiate 2 separate budget actions. • Benefits for the D/ATC must be authorized on-line with the benefits assigned to the <u>temporary file</u>. LEADER must be updated to reflect the on-line issuance. • On-going benefits for the participant (if applicable) are to be authorized on the permanent file. • The client's current address, not the D/ATC address must be entered in the address field so that LEADER will mail the EBT card to the applicant and not to the D/ATC.
FS 63-503.7 - Overissuances	**<u>How are overissuances handled?</u>** The D/ATC shall be responsible for any Intentional Program Violation (IPV) it knowingly commits in the certification of residents. The center's AR/AC shall be knowledgeable about the household's circumstances and is expected to carefully review them with the resident prior to applying on their behalf. The D/ATC shall be strictly liable for all losses or misuse of benefits held on behalf of residents and for all overissuances that occur while eligible households are residents of the center.

D/ATC Penalty/ Disqualification for the Misappropriation or Misuse of Benefits	**What action is taken if a D/ATC misappropriates or misuses benefits?** The United States Department of Agriculture (USDA) may penalize or decertify a facility if it is determined administratively or judicially that benefits were misused. Prompt notification shall be made when there is reason to believe that a facility is misusing benefits. District shall notify the DPSS Special Operations Section (SOS), 3435 Wilshire Blvd., Los Angeles, CA 90010, in writing of any suspected misuse. SOS will in turn notify USDA. The district or SOS shall not take sanctions prior to notification by USDA of action against the facility. If the D/ATC loses its authorization from FNS, is no longer certified by the State Department of Alcohol and Drug Program or is disqualified by DPSS for failure to cooperate, its residents are no longer eligible to participate. Approval to participate is automatically withdrawn once the treatment program no longer meets the criteria that made it eligible. Participating residents shall receive a notice of action explaining the reason for termination and when it will become effective. However, in these situations the 10-day advance notice period does not apply.
FS 63-503.48 - Group Living Arrangement (GLA)	**What is the application policy for Group Living Arrangement (GLA) residents?** *Eligibility Requirements* A Group Living Arrangement (GLA) is a public or private nonprofit residential setting serving no more than 16 residents that is licensed by CDSS as a small family home, large family home or a group home. The GLA must be authorized by FNS as a retail food store as evidenced by an FNS 254, Food Stamp Program Authorization, or be licensed by CDSS as a group home. Disabled or blind persons who receive Social Security benefits under Title II of the Social Security Act, who do not receive SSI/SSP and reside in a licensed GLA may apply for Food Stamps. *Use of Authorized Representative/Alternate Cardholder (AR/AC)* The administrator of the GLA determines whether the resident is physically or mentally able to apply on his/her own behalf or if an AR/AC is needed. If the administrator determines that the resident is incapable of acting on his/her own behalf, the Food Stamp

	application must be made by the GLA's appointed AR/AC. If the administrator determines that the resident is capable of acting on his/her own behalf, the resident may apply for Food Stamps on his/her own or by an AR/AC of his/her choice (this may include the facility's AR/AC). Food Stamp applications from residents who apply through the GLA's AR/AC must be processed as a one-person household. The household size of residents who apply on their own behalf or through an AR/AC of their own choice, shall be in accordance with the provisions of **FS 63-402.1 Food Stamp Household- Overview**. Two or more residents may apply together as one household if they meet the established criteria. See **Households with Special Circumstances** for details
Reporting Requirements	**What are the recognition/reporting requirements for a GLA?** *Recognition of Certified GLA* When the DPSS Special Operations Section (SOS) verifies that a GLA is authorized by FNS to accept Food Stamps and is appropriately licensed by CDSS, SOS will provide the GLA with a 6-month supply of the PA 130, Food Stamp Participation Report Group Living Arrangement, and information of GLA policy and procedures and a supply of the DFA 377.5, Food Stamp Household Change Report forms. *Reporting Requirements* The GLA shall compile quarterly a list of the residents who are receiving Food Stamps. The quarterly list will be prepared in duplicate on the PA 130, Food Stamp Participation Report Drug/Alcoholic Treatment Center. The original of the report is sent to the DPSS Vendor Coordinator at 813 E. Fourth Place, Los Angeles, CA 90013. The copy is kept by the facility. *Penalties for Failure to Comply* If the GLA refuses to supply the list of residents or refuses to allow the County access to the facility to verify the list, benefits for all eligible residents who use the facility's AR shall be terminated. The Vendor Coordinator shall notify SOS of the GLA's refusal to cooperate. SOS will also identify all participants in the facility using the address match procedure. Subsequently, SOS will notify each district with cases for residents in the facility that are using the facility's AR/AC that benefits for these residents must be terminated. Individual Notices of

	Adverse Action must be sent to each resident, but the 10-day advance notice period does not apply. SOS will advise the GLA that benefits for those residents who use the GLA's AR/AC will be terminated. If the GLA loses its right to act as an AR/AC for eligible residents, residents who apply on their own behalf may still participate, if otherwise eligible. However, the Food Stamps cannot be used to purchase meals prepared by the GLA. *Reporting Changes* When the resident has applied using the GLA's AR/AC, the GLA is responsible for reporting all changes in the resident's circumstances. When the resident of a GLA has applied on his/her own behalf, or has selected his/her own AR/AC, the resident is responsible for reporting all changes in his/her circumstances. *Benefit Usage* Food Stamp benefits may be used by the GLA to purchase food for the resident that is prepared at the GLA for communal dining. Or, benefits may be used for food prepared at a central location off the premises. Also, the resident may retain the EBT card to purchase food for preparation by the GLA or to purchase food to prepare his/her own meals at the GLA. *Reinstatement of Ability to Act as AR/AC* A GLA may regain its ability to act as an AR/AC for eligible residents in indicating its willingness to cooperate.
Miscellaneous Provisions	**What are the miscellaneous provisions that are applicable to residents of a GLA?** The same provisions applicable to residents of D/ATCs also apply to residents of GLAs for the following: • Expedited Service; • Certification; • Income Computation; • Shelter Cost; • Overissuance/misappropriation or misuse of benefits; or

	• Penalty/Disqualification. *Resident Leaves GLA* The policy and procedures that apply when a resident leaves a D/ATC are also applicable to GLA households that use the GLA as an AR/AC. However, when a GLA household applies on its own behalf and retains control over the use of its benefits, the household will keep all of its benefits when it leaves the facility.
FS 63-503.49 - Households with Sponsored Non-Citizens	**How are households with sponsored non-citizens treated?** Any non-citizen (except those exempted by State regulations) lawfully admitted for permanent residence into the United States as an immigrant on the basis of an affidavit or agreement of support by a sponsor shall be considered a "sponsored non-citizen" for 3 years from his/her date of entry or date of admission as a lawful permanent resident. Any person who signed an affidavit or agreement of support on or after 2/1/83 for a non-citizen, as described above, shall be considered a "sponsor." Organizations or groups shall not be considered sponsors. See **Households with Special Circumstances** for details *Eligibility and Benefit Level* *Income* Whether or not the sponsor makes a contribution to the sponsored non-citizen, the availability of the sponsor's income and the sponsor's spouse's income shall be calculated when the non-citizen applies or is recertified for Food Stamps. Additionally, the sponsor's income must be computed whenever a change is reported. The calculation shall be as follows: • Sponsor's/spouse's total monthly gross income; • Allow the earned income deduction from that portion of the sponsor's income which is earned; • Deduct the Food Stamp monthly Gross Income Limit for a household equal in size to the sponsor's household, including all persons claimed by the sponsor/spouse as dependents for federal income tax purposes; • The result is the amount of income deemed available to the non-citizen household;

	• Add any direct cash payments to the non-citizen by the sponsor which are in excess of the amount in last step; • The total of the last 2 steps will be counted as unearned income available to the non-citizen household. EWs shall use the County Use Only section of the QR 22, Sponsor's Statement of Facts Income/Resources, to compute the income deduction. *Resources of Sponsor* The total resources of the sponsor, his or her spouse, as determined by **FS 63-501 RESOURCE DETERMINATION** minus $1,500 shall be added to the total resources of the sponsored non-citizen household. Normal resource exclusions **FS 63-501.3 Exclusions from Resources** shall apply.
FS 63-503.5 - Households with Special Circumstances **Self-Employment Income Definition**	**How is self-employment defined?** Self-employment is defined as gainful employment in which the household member is not employed by another person or business. *Criteria* The following criteria offers guidelines in defining self-employment, but they are not all-inclusive. In most instances, the self-employed person: • Filed taxes as self-employed the previous year and is in the same type of self employment at the time of application; or • 1. Commonly offers his/her services or merchandise to anyone who may be in the market for them; **and** 2. Commonly provides his own supplies, materials or merchandise; **and** 3. is responsible for expenses normally paid by an employer. See **Income – Self-Employment** for details **EXAMPLES OF SELF-EMPLOYMENT** The following examples will illustrate some situations in

	which a person is considered either an employee or self-employed, when the person has not filed taxes as self-employed the previous year. *Babysitter* A woman advertises (on bulletin boards, in newspapers, by word of mouth, etc.) that she will keep children in her home for pay. She provides snacks and toys as well as care and supervision. She is self-employed. A woman baby-sits in the child's home for pay. She does not provide anything except her services. She may be "on call" for several persons. She is an employee with wages, possibly with several employers. *Housekeeper* An individual offers housekeeping services to the general public, performing specific jobs for specific pay and provides her own supplies and equipment. She is self-employed. A housekeeper works in the employer's home, using the employer's equipment and supplies. She is an employee with wages. *Salesperson* An individual who buys products for resale (including buying raw materials for manufacture of products for sale), or accepts products on consignment for sale is self-employed. An individual who sells products or services for another, or for a business, is an employee, regardless of whether he receives a salary, a commission or some combination. *Independent Production* Independent production or craftwork is defined as the production of goods or products by a person who sets his/her own working conditions, hours worked, purchases his/her own raw materials and retains the profit from the sale of the goods produced. • A person buys his own leather and other materials, manufactures leather belts, handbags and holsters and sells them to several different leather goods stores for resale to the general public. This person is self-employed. • Another person produces a product from materials provided by another and is paid a fixed amount, i.e., piecework rate, salary/commission. Taxes, social security, etc. are deducted from his check. This

	security, etc. are deducted from his check. This person is an employee.
Documentation	**How is self-employment documented?** In some case situations, judgment will be required in the determination of self-employment. An explanation of how the self-employment determination was made and how the resources and business income were computed shall be entered in the Case Comments screen in LEADER. The household must cooperate in providing adequate verification to substantiate self-employment earnings.
FS 63-503.51 - Allowable Costs of Producing Self-Employment Income	**What are allowable costs on self-employment income?** The allowable costs of producing self-employment income include, but are not limited to the following identifiable costs: *Stock/Raw Material* *Labor* *Interest/Finance Charges* on the purchase of income producing real or personal property,(e.g., equipment, tools, truck, etc.). Principal payments are not allowable. *Licenses* *Advertising* *Bonds* (necessary for self-employment income) *Maintenance and Repairs* may include janitorial supplies/services, mechanical repairs of equipment, periodic servicing of machinery, etc. *Expendable Supplies* are commonly used up in short order or are only used for a short period of time. Examples include office supplies, tabs for special sales, tacks, envelopes, etc. Expendable supplies would also include such items as grease and lubricants used by a mechanic in repair work, leather softeners used in leather-craft, bottled gas used in welding or jewelry making, etc. *Transportation* expense of operating motor vehicles for business-related transportation (not including transportation to and from work) will be allowed as follows: • CalWORKs standard mileage rate for work related transportation costs; or

- Actual verified costs, including fuel, maintenance repairs and finance or interest charges, but not including principal payments. (The household may choose the method to be used. The method chosen may not be changed during a certification period, but may be changed at recertification.)

Sales/Excise Taxes collected from customers must be included in gross income and also allowed as a deduction, since they must be turned over to the government.

Insurance (for business purposes)

Legal or Professional Services include the actual cost of business-related legal or professional services including attorney's fees, tax preparation or consultant fees, etc.

Rent or Lease Expense is the actual cost except:

- If a business is operated in, or from, a rented residence and the business rent is not billed separately, the total rent is prorated based on either the number of rooms or on the square footage. The prorated amount attributable to the business is allowed as the business rent expense.

Business and Rental Property Expenses, such as interest on mortgage payments for the purchase of income-producing property, utilities, insurance premiums and taxes paid for the property are allowed as deductions.

If the business or rental unit is on the same lot as the household's residence and the expenses are not billed separately from household costs:

- The joint expenses must be prorated, based on either the number of rooms or on the square footage involved; and

- A pro rata share of the costs is allowed as a business expense; and

- Based on the same proration, the remaining portion is applied to the household's shelter cost.

Exception: A business expense deduction for joint utility costs is allowed only if the household's utility costs are based on "actuals". The SUA is never prorated and is applicable only to household shelter costs.

Sources of Verification	**<u>What are sources of verification on income and expenses?</u>** Both gross income and allowable expenses must be verified. The <u>basic</u> information for computation of self-employment income may be obtained from the application and: • Form DFA 285.1, Income From Farm Operations and Other Self-Employment Sheet; or • The household's last income tax return; or • IRS Form 1040-ES, Declaration of Estimated Tax; or • IRS Form Schedule SE, Computation or Social Security Self-Employment Tax; or • Written statements of income and expenses, i.e., books, accounts, receipts, cancelled checks, etc.; or • A combination of the above. Proper <u>verification</u> may require additional documentation and/or collateral contacts. A self-employed household may not have all of the forms listed above. If the household was engaged in the self-employment enterprise during the previous tax year, its income tax return will probably be the best source of basic information. However, several items that are allowable deductions for income tax purposes are <u>not</u> allowable for Food Stamps. Care must be taken not to allow these items when using the tax return to compute self-employment income.
Record Keeping	**<u>What record keeping should be done by the self-employed household member?</u>** If one or more household member operates a self-employment enterprise for which inadequate records have been kept, the household should be advised promptly, in writing, that: • It must begin keeping sufficient records to establish income and expenses, and • It must make such records available upon request, and

	and • It is responsible, under the penalties of fraud, for the truthfulness of such records, and • Failure to keep such records and present them upon request may result in termination of Food Stamp benefits. The record keeping need not be an elaborate bookkeeping system, but might consist of a simple listing of expenses and items and sales made, with supporting receipts, cancelled checks, etc.
FS 63-503.52 - Allowable Deductions from Boarder Income	**<u>How do you determine the net earned income from a boarder?</u>** To determine the net earned income available from a boarder, the EW shall exclude that portion of the payment that is the cost of providing the room and meals. The amount excluded, however, <u>may not exceed</u> the boarder payment. Listed below are the allowable costs: • The cost of the maximum benefit allotment for a household size equal to the number of boarders; or • The actual <u>documented</u> cost of providing room and meals if it exceeds above. The actual costs, if allowed, must be separate, identifiable costs that are verified; or • Payments for meals only shall be income to the extent the payment exceeds the appropriate maximum benefit allotment <u>or</u> the actual verified and documented cost as above.
FS 63-503.58 - Applications from Residents of Shelters for Battered Person's	**<u>Who may apply as a resident of a shelter for battered person's and who shall process the application?</u>** A person or person with children who are temporary residents of a shelter for battered people and children may apply for Food Stamps directly or through an Authorized Representative. The person and the children must apply as a new household even though they may have an open case. Applications for a battered person shall be assigned to the Intake EW who has been designated to process domestic violence applications. The application shall be taken in the district whose boundaries contain the shelter.
Household Status	**<u>What is the household status of a resident of a</u>**

	shelter? Eligible family units shall apply as separate households in the shelter. Residents who participated in the Food Stamp program in the home of the abuser during the application month may still receive an allotment for the application month, if otherwise eligible.
Definition of Eligible Shelter	**How do you define what is a shelter for battered women?** For the special provisions of this section to apply to a shelter residence, the shelter must be a public or private non-profit residential facility that serves battered people and/or people with children. If the facility also serves other individuals, a portion of the facility must be set aside on a long-term basis to serve only battered people and/or people with children. *Verification* Shelters that are authorized by FNS to use benefits through wholesalers or to accept benefits as payments for prepared meals will have a USDA authorization card form FNS 254. For those shelters that are FNS authorized and present the FNS 254, no further determination is required. For other shelters which are not registered with FNS but which meet the requirements, verbal approval of the shelter may be obtained from SOS.
Eligibility Determination	**How is eligibility determined for residents of a shelter?** *Income, Resources and Expenses* Eligibility shall be determined on the basis of the income, resources and expenses for which the applicant is responsible at the time of application. The income, resources and expenses of the former household shall be disregarded. Resources jointly held with member(s) of the former household shall be regarded as inaccessible if it takes the signature of any former household member to dispose of the resource. Because of the harm that may come to the person being in a shelter, no contact shall be made with the former household to verify their previous or current situation. **Additionally, at no time should the whereabouts of the applicant be disclosed.** *Expedited Service* Residents who qualify for Expedited Service shall be issued an EBT card within 3 days according to the

	processing standards in **FS 63-301.5 Expedited Service**. *Certification* A resident shall be certified for a normal certification period unless there is reason to believe that the circumstances of the resident or the facility are unstable and only a 1-month certification is warranted.
Former Household's Eligibility	**What is the eligibility status of the former household?** If the household that the person left was receiving Food Stamps, prompt action must be taken to ensure that the former household's eligibility reflects the changes in the household composition. Timely notice of action must be sent to the former household indicating what changes were made. If the original Food Stamp case was in the abused person's name, the former household retains the Food Stamp eligibility. This means that the approved case carrying EW cannot terminate their Food Stamps solely because the person left the household.
Misuse of Benefits	**If misuse of benefits is suspected, what course of action is to be taken?** Prompt notification shall be made when there is reason to believe that an FNS authorized facility is misusing benefits. Districts shall notify the DPSS Special Operations Section (SOS), 3435 Wilshire Blvd., Los Angeles, CA 90010, in writing, of any suspected misuse. SOS will in turn notify USDA. Sanctions shall not be taken by the district prior to notification by USDA of action against the facility.
	Any complaint about the policies/practices of an authorized MPH shall be referred to USDA-FNS. See **Homeless – Food Stamps** for details

FS 63-504 - HOUSEHOLD CERTIFICATION AND CONTINUING ELIGIBILITY **FS 63-504.1 – Establishing Certification Periods**	**When are monthly and change reporting Food Stamp households certified and how are they defined?** *Non-Assistance Food Stamp (NAFS) Households* All Food Stamp households receiving a cash grant under the following programs shall be classified and assigned certification periods as NAFS households:

	• State CalWORKs-U (federally ineligible unemployed parent); • Refugee Cash Assistance (RCA); • Entrant Cash Assistance (ECA); • General Relief (GR); or • Mixed CalWORKs, i.e., one Food Stamp household containing some Food Stamp eligible members that receive federally funded CalWORKs and other Food Stamp eligible members that receive either no cash assistance or cash assistance under, RCA, ECA, GR or State CalWORKs-U. *Public Assistance Food Stamp (PAFS) Households* Only those households in which all Food Stamp eligible members receive federally funded CalWORKs shall be classified and assigned certification periods as PAFS households.
FS 63-504.12 - Initial Application	**How is certification assigned upon approval at the initial application?** *1st Month of Certification - All Households* The 1st month of the certification period shall be based on the 1st month of eligibility. The 1st month of the certification period shall be the month of application only if the household is eligible for the month of application, including those households that will receive zero benefits for the initial month due to proration. The 1st month of the certification period shall be the month following the month of application if the household is totally ineligible for the month of application but is eligible for the subsequent month.
Monthly Reporting Households	**What are the general criteria for recertification?** Forr intake and approved cases, LEADER will set/align the redetermination/recertification/Annual Agreement date to the furthest QR Submit Month without exceeding 12 months.
Change Reporting Households	**How are recertification periods assigned on change reporting households?** When a Food Stamp change reporting household reports information that makes the household subject to Quarterly Reporting rules, the household will change from Change

	Reporting to Quarterly Reporting, effective the first month following the QR Submit Month of the participants first QR 7. Receipt of the QR 7 will start the QR cycle.
Classification Changes During the Certification Period	**<u>What procedures are followed when there is a classification change during the certification period?</u>** <u>*NAFS to CalWORKs/FS*</u> If an approved NAFS household applies for CalWORKs, a new Food Stamp application shall be processed at the same time as the CalWORKs application. The household shall be provided with the Food Stamp application forms (DFA 285-A1 and DFA 285-A2) and a joint CalWORKs/FS interview shall be conducted by the CalWORKs EW. If the CalWORKs application is approved, the Food Stamp household (PA or Mixed) shall be assigned a new annual recertification due month aligned with the CalWORKs redetermination month. If the CalWORKs application is denied but the household continues to be eligible to Food Stamps, the household shall be assigned a new 6 or 12-month certification period by the NAFS EW. **NOTE:** If the household does not complete and return the application forms, the previously assigned recertifiction due month must stay in effect. <u>*CalWORKs to CalWORKs/FS*</u> CalWORKs families who apply for Food Stamps <u>with less than 6 months left in their redetermination period</u> shall be redetermined for CalWORKs concurrently with the Food Stamp application. The household shall be provided with the CalWORKs redetermination forms and a joint CalWORKs/FS interview shall be held. When the redetermination is completed for a family that remains eligible to CalWORKs: • The annual recertification and redetermination due months shall be aligned and set at 12 months if Food Stamps are approved. • The family shall be assigned a new 12-month redetermination if Food Stamps are denied. CalWORKs families who have <u>6 months or more left in their redetermination period</u> need not have their

	CalWORKs redetermination completed with the Food Stamp application. The 12 month Food Stamp recertification due month shall be assigned to align with the current CalWORKs redetermination due month.
FS 63-504.2 - Notices of Action **FS 63-504.21 - General Requirements**	**<u>What are the general requirements for Notices of Actions (NOA)?</u>** Food Stamp regulations require that the household be provided notice of county actions. NOA's may be computer-issued or manually prepared and mailed, but must meet the requirements specified below. <u>*Adequate Notice*</u> To be considered adequate, all NOA's must contain an explanation of and reason for the action. They must provide an explanation of State Hearing rights and the availability of benefits and liability for overissuances pending a hearing. <u>*Timely Notices*</u> Notices of adverse actions must be "timely," except as stated below. To be timely, the notice must be mailed at least 10 days prior to the effective date of the change. The EW must ensure the timeliness of all notices of adverse action whether computer-generated or manually-prepared. See below for timely mailing requirements for both the computerized and manually prepared notices. <u>*Exemptions from Timely Notice*</u> <u>*No Notice Required*</u> Reference below for situations/changes that do not require a notice of adverse action. **NOTE:** County policy requires that the EW send a termination notice when a household has moved out of the county. <u>*Adequate-Only Notice Required*</u> Reference below for changes exempted from the "timely" notice requirement. Adequate-only notices are to be received by the household by the effective date of the action. <u>*Moving from the County*</u> An adequate-only termination notice is required when, based on reliable information, the EW determines that the household will no longer be residing in the County. <u>*Household Requests Termination*</u>

	An adequate-only termination notice must be sent when a household voluntarily requests either in writing or verbally to an EW that Food Stamps be terminated. If this is a written request, only the termination notice is required. This can be a computer-generated notice. If the household requests the termination verbally, the EW must also send or give the household a notice confirming the voluntary request to discontinue benefits. This is done by manually preparing the DFA 377.4 QR, checking and completing the section confirming the request for termination. *Manual Preparation of Notices* When the EW is manually preparing a notice, it is to be handwritten in triplicate, in ink. The original and 1st copy is given/mailed to the applicant/participant. The 2nd copy is filed in the case records. *Computer-Issued Notices of Action* LEADER will produce approval, denial/withdrawal, allotment changes and termination notices of action. The LEADER notices are mailed to the household within 2 workdays following their production. LEADER automatically produces notices of positive changes and denial/withdrawal actions when the EW inputs an approval action, denial code or a change that increases benefits.
Notice of Approval	**How are approval notices generated?** *Computer-Generated (QR 377.1)* Approval notices are automatically computer-generated when a new approval action or a new recertification due date is processed on LEADER. *Manually Prepared (DFA 377.1)* *On-Line Benefits Authorizations* The DFA 377.1 must be manually prepared when on-line benefits are authorized in the following situations: • The Food Stamp approval action cannot be entered to LEADER at the same time as an Expedited Service issuance. • Expedited Service benefits were issued where verification has been postponed. • Any other situation where a LEADER generated notice will not be issued to the participant.

	NOTE: It is imperative that a notice be issued to the participant with all on-line issuances as the participant must be informed that benefits are available. In addition to explaining the action taken and the amount of benefits being issued, the notice must also advise the household that the benefits are available. *Expedited Service - Verification Postponed* When Expedited Service benefits are issued to a household that has postponed verification, the EW must also enter on the DFA 377.1 the specific verification items needed and the date by which the items must be submitted.
Notice of Denial	**How are denial notices generated?** *Computer-Generated (DFA 377.1)* Denial notices are automatically computer-generated when denial actions are appropriately input to LEADER. *Manually Prepared (DFA 377.1A)* The DFA 377.1A must be prepared and mailed by the EW for the following situations: • A recertification denial notice is required. The case is terminated rather than denied on LEADER. Therefore, the household must be notified of the denial by a manually prepared DFA 377.1A. • A request/application for Restoration of Lost Benefits (RLB) is being denied. The notice must include the reason the RLB request is being denied.
FS 63-504.24 - Notice of Pending Status	**How are pending status notices generated?** *Manually Prepared Only (DFA 377.1A)* Whenever an application cannot be approved or denied by the 30th day, A DFA 377.1A must be prepared by the EW to inform the household that its application is being processed but that completion has been delayed by either a household action or a County action.
FS 63-504.25 - Notice of Expiration of Certification	**How are expiration of certification notices generated?** Manually Prepared (QR 377.2) The QR 377.2 is used by the EW to notify a Food Stamp household of the following information concerning its certification period:

	• The expiration of a household's certification period when the recertification interview is scheduled to take place in the due month, • The regular expiration of a Public Assistance (PA) household's certification period when recertification was not completed with the PA redetermination in the month prior to the last month of certification, and • The requirements for recertification. *Computer-Generated (QR 377.2)* The QR 377.2 is generated for all "future month recert" cases. This form is the same as the manually prepared form except that the fields, which our computer does not use, have been deleted. In addition, LEADER will print on the QR 377.2 the amount of housing and utilities budgeted on the case as of the date the notice is printed. This information will give participants an opportunity to inform their EW of any changes. Participants are also advised on the form to bring shelter verification with them to the recertification interview if the shelter costs have changed.
FS 63-504.26 - Notice of Change	**How are change notices generated?** The DFA 377.4 QR notifies a household of any of the following actions: • Changes in Food Stamp benefits during the certification period; • One-month suspension of benefits; • Termination of program participation except for terminations due to non-receipt of a complete CW 7 or due to a work registration disqualification; or • Proposed change in benefits because a complete CW 7 is missing information/verification of an expense and/or contains questionable information. **NOTE:** The QR 377.4 is not used in processing incomplete QR 7's.
Increase in Benefits	**How ARE notices of increased benefits generated?** *Computer-Generated (DFA 377.4 QR)* The notice is automatically issued when LEADER computes a change resulting in an increase in benefits

	computes a change resulting in an increase in benefits. *Manually Prepared (DFA 377.4 QR)* The EW prepares and mails/gives to the participant the DFA 377.4 QR to notify the household when benefits are to be suspended for one month. There is no computer-issued notice of suspended benefits. **NOTE:** The DFA 377.4 QR is not used when suspending benefits because a complete QR 7 has not been received.
Decrease in Benefits/Termination	**How are notices of decreases generated?** *Computer-Generated (DFA 377.4 QR)* LEADER issued notices of termination or decreased benefits are generated by the EW's input of a Notice of Action code to LEADER. To ensure timely issuance and mailing of the computer notice, the action must be done in a timely manner. *Manually Prepared (DFA 377.4 QR)* The EW prepares and mails/gives to the participant the DFA 377.4 QR whenever the timeliness requirements for a notice of reduction or termination cannot be met. In addition, the EW manually initiates the DFA 377.4 QR for terminations due to: • Transfer of resources to qualify for benefits; or • The household is moving out of the County; or **NOTE:** In this situation the 10-day advance notice is not required. This notice may be used to provide verification of the termination to another county, if needed. • Participant's request to discontinue Food Stamp benefits.
Proposed Change in Benefits (QR 7 Related Action)	**How are proposed change in benefits notices generated?** *Manually Prepared Only (NA 960Y QR)* The EW prepares and mails the NA 960Y QR to notify the household of a proposed change in benefits due to receipt of a complete QR 7 which is missing verification and/or contains questionable information. The proposed effective date and needed information and/or verification must be included.

Special Food Stamp Notices of Disqualification	**<u>How are special notices of disqualification generated?</u>** *<u>Manually Prepared Only (DFA 377.10, Food Stamp Notice of Disqualification and Right to Request a State Hearing)</u>* The EW prepares and mails/gives the DFA 377.10 to notify the household of a denial or discontinuance action and disqualification due to failure to comply with work registration/job search requirements. The EW must advise the household of the specific reason for disqualification and the action required to end the disqualification by checking the appropriate box on the notice *<u>Manually Prepared Only (DFA 377.7A, Food Stamp Notice of Administrative Disqualification)</u>* The EW initiates the DFA 377.7A to notify a household member(s) of a disqualification due to fraud and of the duration of the disqualification. The DFA 377.7A is also used to advise remaining eligible members of the effect of the disqualification on their eligibility and benefits.
Discontinuance/Reminder Notice	**<u>How is the discontinuance/reminder notice generated?</u>** *<u>Manually Prepared Only (NA 960X QR and NA 960Y QR)</u>* The EW prepares and sends the NA 960 Notices of Action according to the Monthly Reporting requirements specified in Operations Manual Section 23-110, as follows: • The <u>NA 960X QR</u>, Discontinuance Notice, is sent when a CW 7 **has not been received** by the deadline date. • The <u>NA 960Y QR</u>, Discontinuance Reminder, is sent when **an incomplete** CW 7 is received.
FS 63-504.29 - Timeliness Requirements	**<u>What is considered "timeliness" when issuing notices of action?</u>** *<u>New Applications</u>* The household must be informed within 30-days following the application date of a denial, approval or pending status of the application. *<u>Recertification - Approval/Denial</u>* All NA/FS cases and PA/FS cases recertified in the due month. *<u>PA/FS cases recertified in the month prior to the due month</u>* By the end of the month in which the household is recertified.

	Allotment Increases The notice must be sent/given to the household at the time that the increased benefits are authorized. *Allotment Suspensions, Decreases and Terminations* The notice must be sent/given to the household at least 10 days before the effective date of the suspension, termination or reduction of benefits unless exempt from timely-notice requirements. *Manually Prepared* The "rule" for determining a timely mailing date is as follows: • There must be at least 10 days between the mailing date and the effective date of the change. • For notice of action purposes the effective date of the change is always the first day of the month. • Neither the mailing date nor the effective date is considered when counting the 10 days. Therefore, the latest date to mail a notice is: the 21st in a 31 day month the 20th in a 30 day month the 19th in a 29 day month the 18th in a 28 day month *Computer-Generated* At the time an adverse action is taken, the EW must determine if a computer notice can be used. *Determining Mailing Dates* The following time frames apply: • Allow up to 3 workdays from the date the EW inputs LEADER. • Allow 2 workdays from the date of input for the Auditor Controller to mail. District cut-off dates shall be established based on these time frames. *Notice of Expiration of Certification (DFA 377.2)* When a DFA 377.2 is required, the notice must be received no earlier than the 1st of the month prior to the due month and no later than the 1st day of the due month. *Request/Application for Restoration of Lost Benefits*

	Denied (DFA 377.1A) When a DFA 377.1A is required, the household must receive the notice within 30 calendar days from the date the request/application for restorations of lost benefits was received.
FS 63-504.5 - Effecting Changes for Change Reporting Households	**How do change-reporting households report changes?** A DFA 377.5, Food Stamp Household Change Report, and a prepaid postage envelope shall be given/mailed to households that are exempt from monthly reporting: • At initial certification; or • At recertification, if the household needs a new form; or • Whenever a change is reported by a household on a DFA 377.5 and the household continues to be eligible; or • Upon request. **NOTE:** EWs are required to automatically adjust Food Stamp allotments to reflect Social Security COLA no later than the 2nd allotment issued after the month in which the change becomes effective for change reporting households.
FS 63-504.6 - Recertification Process **FS 63-504.61 - Scheduling the Interview-All Food Stamp Households**	**Which households are to be recertified?** All Mixed CalWORKs/FS households, State CalWORKs-U/FS households, RCA, ECA and GR/FS households (monthly reporting/change reporting) shall be classified as NAFS when applying these recertification policies and procedures. PAFS households are households in which all Food Stamp members are receiving federally funded CalWORKs. **What actions are required of the EW when scheduling the recertification interview?** *Required Notice - DFA 377.2* All Food Stamp households shall be mailed a DFA 377.2, Food Stamp Notice of Expiration of Certification, a DFA 285-A1, Application for Food Stamps-Part 1, and a DFA 285-A2, Application for Food Stamps-Part 2, to schedule the household for a recertification interview. • If the participant also receives CalWORKs or Medi-

	Cal, the EW will also send a Verification Check list (VCL). *Mailing Time Frame for the DFA 377.2* The DFA 377.2, scheduling the interview, must be received by the household no earlier than the 1st of the month prior to the recert due month nor any later than the first of the recert due month. **EXAMPLE** Recert due month is April. DFA 377.2 must be received no earlier than 3/1, and no later than 4/1. The interview appointment can be for any day after receipt of the DFA 377.2 up to the end of the recert due month. However, to ensure the recertification interview appointment is completed timely, it should be scheduled in the month prior to the recert due month.
Establishing the New Certification Period	**How is a new certification period established?** *PAFS Recertification Completed Prior to the Due Month* The 1st month of the new certification period shall be the month following the month the recertification/ redetermination process is completed. *Recertification Completed During the Due Month* When the recertification process is completed during the due month or later, the new certification period shall begin the month following the recert due month. The regular 12-month certification period shall be assigned. **EXAMPLE** The recertification due month was1/04. The recertification process was completed in 1/04. The first month of the new recertification period is 2/04. The new recert due date is 1/05.
Change Reporting Households	**What actions must a change reporting household perform at the recertification?** Change reporting households must perform the following actions to complete the recertification process: • Submit an Application for Food Stamps (DFA 285-A1 and DFA 285-A2) including the required verification; and • Attend a recertification interview.
Processing Requirements	**What are the processing requirements for a recertification?**

	<u>recertification?</u> *<u>Application Verification Requirements</u>* At recertification, change reporting households must verify: • Income only if it has changed by more than $25 or the source has changed; • Medical expenses and/or actual utility expenses only if the amounts have changed by more than $25; • Entitlement to the Standard Utility Allowance (SUA) (if claimed) only if the household has moved; • Housing costs only if the household has moved; and • Any newly obtained social security numbers. *<u>Processing Time Standards</u>* Change reporting households shall have the recertification process completed: • by the end of the recert due month if the Food Stamp application is received by the 15th of the recert due month. • 30 days from the date the Food Stamp application is received if it is received after the 15th but prior to the end of the recert due month. Those change reporting households that submit their Food Stamp application after the end of the recert due month shall have the application processed as an initial application (i.e., benefits shall be prorated and the application shall be processed in 30 days).
Eligibility Determination	**<u>How is eligibility determined at recertification?</u>** A change reporting household's eligibility and benefits shall be determined prospectively by using the information reported on the DFA 285-A2.

FS 63-505 - HOUSEHOLD RESPONSIBILITIES **FS 63-505.1 - Refusal to Cooperate with a Quality Control (QC) Reviewer**	**<u>What action is to be taken when a household fails to cooperate with Quality Control (QC)?</u>** *<u>Termination</u>*

	A household that refuses to cooperate with a QC reviewer is terminated. *Sanctions* The household which has been denied or terminated for refusal to cooperate with a state or county QC reviewer (nonfederal) may reapply but shall not be eligible until it cooperates, or until 95 days after the end of the annual review period in which the refusal to cooperate occurred, whichever is earlier. The household which has been denied or terminated for refusal to cooperate with a federal QC reviewer may reapply, but shall not be eligible until it cooperates or until 7 months after the end of the annual review period in which the refusal to cooperate occurred, whichever is earlier.
Reapplications	**What verification requirements are required when a reapplication is made?** Upon reapplication for Food Stamps, households that have been sanctioned for refusal to cooperate with a QC reviewer shall provide verification of all eligibility requirements, even those that would normally be verified only if questionable.
FS 63-505.2 - Quarterly Reporting	**What households are exempt from Quarterly Reporting?** *Migrant and Seasonal Farm Workers* Migrant farm worker household while the household is in the migrant job stream. All households containing a seasonal farm worker are exempt. *Elderly/Disabled* Households in which all members are without earned income and all adult members meet the definition of Elderly or Disabled as specified in **FS 63-102 DEFINITIONS**. *Homeless* Households whose members are all homeless as defined in **FS 63-102 DEFINITIONS**.

FS 63-600 COUPON ISSUANCE, USE & REPLACEMENT

FS 63-602 - ISSUANCE SYSTEM **FS 63-602.1 - System Classifications**	**<u>Who can be exempt from using EBT?</u>** No household may be exempt from EBT. The cash program exemptions from using EBT do not apply to Food Stamp participants.
FS 63-602.11 - Mail Issuance to Out-of-County Residents	**<u>If a participant moves out-of-county to a non-EBT area, can the benefits be converted to Food Stamp coupons and what procedure is used on LEADER to do this?</u>** Yes, Food Stamp EBT benefits may be converted to Food Stamp coupons if the participant moves to a non-EBT area. **NOTE:** The household can also request the conversion to coupons for short term absences, such as a family emergency. **NOTE:** The *<u>Food Stamp Account Balance</u>* must be $2.00 or more to be converted to coupons. The *<u>Food Stamp Account Status</u>* must be Active. If the Food Stamp account status is not active, it must be reactivated before a request to replace coupons is initiated. **NOTE:** An EBT-9 must be completed and submitted to the District Issuance Clerk/ Cashier for the necessary input for coupon conversion. The EBT Contractor will mail the Food Stamp coupons to the participant within 3 business days following the input of the conversion information. See **Benefit Issuance – Issuance Method – Change** for details
Record Keeping Requirements	**<u>How are records maintained for all in-county and out-of-county mail issuances?</u>** Community Check Cashing and Money Services, Inc. (CCC) is to maintain separate files for all in-county and out-of-county mail issuances. These files shall include, but not be limited to the following: • Copy of the Temp 2201LA, Cash Aid/Food Stamp Electronic Benefit Transfer-EBT Request for a Designated Alternate Cardholder/Authorized

	Representative; and • Copy of the EBT 9, EBT Service Request, verifying the amount of the benefits issued to the household in a given month; and • Certified Mail receipts verifying delivery of benefits to the household; and • Copies of correspondence from the household regarding the mail issuance of its benefits. CCC shall establish and maintain a Food Stamp Certified Mail Issuance Register on behalf of the County, to record requests for mail issuance and the date and amount of coupons issued. Each month CCC shall prepare and submit to DPSS Special Operations Section (SOS) Mail Issuance Coordinator a Food Stamp Mail Issuance Report, detailing all mail issuance activity that occurred during the preceding calendar month. This report shall be submitted so it is received no later than the 25th day of the month following the report month.
FS 63-602.3 - EBT Contingency Plan-Issuance of District Issued EBT **How to Assign the EBT Authorization Number**	**What action is to be taken when LEADER/LA Net is down?** *Eligibility Worker (EW)* Manually prepare an EBT-12, Request for EBT Card Cancellation-Admin Terminal form, to cancel an EBT card. Manually prepare and EBT-13, Request for EBT Account Set Up/EBT Benefit Add/EBT Card-Admin Terminal, for emergency benefits, EBT account set up and EBT card issuance. When LEADER is unavailable, EW's shall manually assign authorization numbers based on the chart below. This is because the EBT system does not assign authorization numbers. **How to Assign the EBT Authorization Number** **1st Character** **E** (for Emergency) **2nd Character** **Program** **C** = CalWORKs **F** = Food Stamps **G** = General Relief **P** = CAPI **R** = RCA

	3rd thru 9th Character **LEADER Case Number** **10th thru 16th Character** **Accrual Year & Month + Sequence Number** --Last 2 Characters of the Year --Accrual Month --Sequence Number for Emergency Issuance in the Month **EXAMPLE** The Authorization Number for the 1st emergency Food Stamp issuance in April 2003 for case #B009876 would be "E F B009876 03 04 001." **NOTE:** EBT Authorization Numbers must be unique statewide. Therefore, it is critical that the above rules be followed in assigning the 16-digit EBT authorization number. *Eligibility Supervisor (ES) and Deputy District Director DDD)* ES's and DDD's shall authorize all manual EBT-12 and EBT-13 forms. *District Cashier* Cashier staff shall access the EBT Admin. Terminal to input emergent online issuance and EBT card cancellation requests. *District Cashier Supervisor* The Cashier Supervisor shall record all issuances via the Record Manual Issuance screen when LEADER is once again operational. *Chief Clerk* The Chief Clerk shall hold these issuance documents for input to LEADER when the system is once again available. All benefits added and cases set up via the EBT Admin. Terminal will appear on the Daily Administrative Transactions Report and must be reconciled to LEADER.

EBT Card Cannot Be Embossed	**What action is taken when LA Net is not available in the office and can't emboss an EBT card?** If all card embossers in a district are unavailable, the District Designate shall contact the LEADER Help Desk. If the LA Net outage is localized, LEADER staff will make embossers from a neighboring district available for selection from the *Embosser* Drop Down Window in the parameters section on the **Go To Navigator** for the **Summary of EBT Requests** screen. District shall also record each request on a log and the designate shall make arrangements to pick up the cards from the neighboring office for issuance to the participants.
Special Procedures After Issuing Manual Benefits	**Are there special procedures after issuing manual benefits?** It is critical that all manually issued benefits be recorded to LEADER via the *Record Manual Issuance* and *Record Manual Invoice* screens once the system is available. Staff shall NOT run SFU/EDBC on the cases where a manual issuance was made until the issuance is recorded in LEADER. This is to prevent overpayments.
FS 63-602.5 - Food Stamp On-Line Issuance System (FSOLIS) **Definition and Explanation of an EBT Card**	**What is an EBT card? Where is it used? How is it used?** EBT participants (case payees/primary cardholders) will be issued an EBT card (Golden State Advantage) and a Personal Identification Number (PIN) for access to benefits at retailer Point of Sale (POS) devices and bank Automated Teller Machines (ATMs). Each EBT participant will be able to designate alternate cardholders to have access to the EBT account(s). All cardholders will have their own EBT card and PIN to access the same benefit account(s) (e.g., Food Stamp benefits and/or cash benefits). For those accounts with multiple cardholders (primary and alternate), the benefits will be linked to the account belonging to the primary cardholder. Cardholders may continue to use the EBT card to access any benefits remaining in the account even after the case is terminated. Benefits are removed after there is no access activity in 270 days.
Temp 2215, EBT Responsibility	**Is there anything the participant needs to fill out to**

Statement	**<u>get an EBT card?</u>** All primary cardholders will be required to complete the Temp 2215, EBT Responsibility Statement, to certify that they understand the responsibilities of EBT card usage. In addition, participants will certify that they will inform all alternate cardholders of their responsibility to immediately report a lost, stolen or damaged (demagnetized) EBT card or PIN change as soon as possible. **NOTE:** These reports may be made to the EW or by calling the toll-free Customer Service Center number (1-877) 328-9677 or TTY (1-800) 735-2929.
Issuance of an EBT Card	**<u>How are EBT cards issued?</u>** This will depend on whether this is an approval, change of case payee, when Direct Deposit has stopped or if this is a replacement EBT card. • Use the EBT Card Information screen to initiate requests for EBT cards and PINs. • The system will set up the case regular payee as the primary cardholder and will initiate a card request to issue the initial card for the primary cardholder. • Cards not picked up in the district by the primary cardholder by the end of the day are mailed to the address of record. This is limited to primary cardholders using a mailing address other than the district office. • All alternate cardholder cards are mailed to the primary cardholder unless the mailing address is the same as the district office. • An EBT card and PIN **must be requested separately** for all Protective, Emergency or Senior Parent payees when they are **<u>added after</u>** the case approval. **NOTE:** EBT cards must be issued in the district office (on-line) to homeless participants using the district address as their mailing address.
Issuance of a Replacement EBT Card	**<u>When is a replacement EBT card issued?</u>** Replacement EBT cards are issued when the cardholder

	reports a lost, stolen or damaged (demagnetized) card. **NOTE:** All EBT cards issued using the **EBT Card** Request Mode in Batch and when cardholder requests are made through the Customer Center will not show on the EBT Card Request Information screen.

FS 63-603 - REPLACEMENT BENEFIT SYSTEM **FS 63-603.1 - Providing Replacement Benefits** **Allowable Replacements**	**When may Food Stamp benefits be replaced?** Food Stamp benefits can only be replaced at the initial issuance when **all** of the criteria below are met: • It is the **1st time** (either at conversion or at approval) the EBT card and PIN are mailed to the participant, **and** • The EBT card and PIN were not received by the participant, **and** • The participant's benefits (all or partial benefits) have been accessed by someone other than the participant or alternate cardholder. **NOTE:** Replacement of benefits at initial issuance is not one time only. It is possible for this to occur more than once for a participant. For example, at case approval the EBT card and PIN were not received and benefits were accessed by someone else and subsequently replaced. The case is terminated and several months later the participant reapplies and the same thing happens again (EBT card and PIN not received benefits accessed by someone else). The replacement process may be started again. Food Stamp benefits cannot be replaced when a reported lost/stolen card is not cancelled timely. **EXAMPLE** The participant calls to report the card was lost or stolen. Any benefits accessed prior to the report of the loss or theft **cannot be replaced**. However, if the card is not cancelled **immediately**, any benefits accessed after the report of the loss must be replaced.

	<u>When there is a loss of actual food, can the food be replaced?</u> If there is a household disaster such as a flood, hurricane, earthquake or fire and food was destroyed, it may be replaced with the following verification: • Collateral contact or the viewing of a confirmation document from a community agency such as the Fire Department or Red Cross. **NOTE:** It is the responsibility of the EW to obtain this verification directly from the source.
FS 63-603.3 - Household Affidavit of Non-Receipt-EBT 18	**<u>When is an EBT 18, Affidavit/Authorization for Replacement of Food Stamp Benefits completed and by whom?</u>** A household member or the household's AR/AC (Authorized Representative/Alternate Cardholder) must complete and sign the EBT 18 in the district office, when the initial card and PIN were not received and were used by someone else to obtain the benefits. **EXCEPTION:** If a household member is unable to come into the district office because of age, disability or distance from the office and is unable to appoint an AR/AC, the EW may send the EBT 18 with a stamped, self-addressed envelope for return after the form is completed and signed by the household. The EW must provide the household with an EBT 18 immediately whenever a loss is reported. No replacement shall be issued unless the signed affidavit is received within 10 days of the date the loss is reported. If the 10th day falls on a weekend or holiday, the affidavit shall be considered timely if it is received the day after the weekend or holiday. Prior to the authorization of a replacement, the EW must check LEADER to determine if the card and PIN were mailed. **NOTE:** Participants using the district as the mailing address (homeless), will not have the card and PIN mailed.

FS 63-603.4 - County Welfare Department Responsibilities **FS 63-603.41 - Processing Time Frames**	**<u>What is the time frame for processing Food Stamp benefit replacements?</u>** When a determination is made that the household is either eligible or ineligible for replacement benefits, the EW must authorize or deny the replacement within 10 days after the report or within 2 working days from the date the signed EBT 18 was received, whichever is later. If a household is determined ineligible to replacement benefits, the EW must give or mail the household a copy of the EBT 18 and an original and copy of a NA 1232, Food Stamp Notice-EBT Inactive, Dormant, Reactivate, Adjustment Debit/Credit or Adjustment Denial, indicating the reason for the denial. The household must receive the notices by the 10th day from the date a signed EBT 18 was received. The EW shall deny or delay replacement benefits when available documentation indicates the household's request for a replacement appears to be fraudulent. The household shall be informed of its right to a State hearing to contest the denial or delay of a replacement issuance. Replacements shall not be made while the denial or delay is being appealed. If a replacement issuance is being delayed, the EW must give or mail the household a copy of the EBT 18 and an original and copy of a NA 1232, indicating the reason for the delay. The household must receive the notices by the 10th day from the date a signed EBT 18 was received.
FS 63-603.7 - Documentation of Replacements **Record of Replacements**	**<u>What documentation is needed for benefit replacement?</u>** The EBT 18 must be filed in the case as a permanent record of the household's request for replacement, as well as the date, reason and the disposition of each request must be entered in the Case Comments screen in LEADER. **<u>Where are replacement records kept?</u>** LEADER maintains a record of all replacement issuances, on the *<u>EBT Account History Inquiry Screen</u>*, including whether the issuances were transacted. The EW shall obtain a print out of this screen whenever this issuance information is needed.

Replacement Requests Made Late in the Issuance Month	**<u>What action is to be taken when the replacement request is made late in the month?</u>** When a replacement request is made late in the issuance month, the replacement shall be issued in the following month.

FS 63-700 COUPON ACCOUNTABILITY

FS 63-706 - RECONCILIATION **FS 63-706.1 - Food Stamp On-Line Issuance System (FSOLIS) Reconciliation**	**<u>What action is to be taken when there is an overissuance?</u>** When it is discovered than an overissuance has occurred, in addition to entering an appropriate annotation in the Case Comments screen in LEADER, the EW shall input the discrepancy for calculation by: • Changing information in Data Collection; • Identifying the type of error; • Running SFU/EDBC; • Viewing results in Wrap-Up, an approve in Authorization; • View discrepancy in Benefit Recovery. **NOTE:** The discrepancy consists of the comparison between the old and the new EDBC budget determinations plus consideration of benefit usage, workfare credits and child support retained by the county. A DFA 842-LA shall be prepared and submitted to DPSS Special Operations Section (SOS). **NOTE:** Submission of a DFA 842-LA is required in all potential IPV, Inadvertent Household Error (IHE) and Administrative Error overissuance situations. See **Fraud Referrals – Initiate** for details
Potential Intentional Program Violation (IPV)	**<u>What action is taken if IPV is suspected?</u>** The EW shall complete a PA 140-1, Request of Investigation-Food Stamp Duplicate Usage, in addition to a DFA 285-LA and forward it to Welfare Fraud Prevention and Investigation Section (WFP&I). **NOTE:** A fact-finding interview is not required for a Food Stamp duplicate usage IPV referral. An IPV referral should be made when duplicate usage has occurred and the case reveals that the participant signed an affidavit to receive a replacement of benefits and there

	is a copy of a manually issued Notice of Action filed in the case record, which establishes that the participant was notified of the amount of Food Stamp benefits he/she was entitled to. Or, it is documented in the Case Comments screen in LEADER that the participant was otherwise notified that the duplicate benefits had been erroneously authorized. In both instances, the participant would be potentially guilty of an IPV because he/she had obtained duplicate benefits with advance knowledge that he/she was not entitled to them.
Administrative Error	**<u>What is an Administrative Error?</u>** This is an overissuance resulting from an error caused by the agency (e.g., EW or LEADER). An IPV referral is not required when a participant obtains extra benefits due to an agency caused error and there is no documentation in the Case Comments screen in LEADER to verify that the participant was previously notified of the amount of benefits to which they were entitled. However, a DFA 842-LA must be completed and submitted to SOS.

FS 63-800 CORRECTIVE ACTIONS

FS 63-801 - CLAIMS AGAINST HOUSEHOLDS
 	
FS 63-801.1 - Establishing a Claim
 	
Eligibility Worker (EW)/Welfare Fraud Investigator (WFI) Processing Responsibility
	<u>When is an overissuance claim established against a household?</u>
	
	The EW/WFI must prepare a DFA 842-LA, Food Stamp Claim Determination Report, to establish an overissuance claim against any household that receives an overissuance of benefits regardless of the amount of the overissuance.
	
	A DFA 842-LA **<u>is not</u>** required on overissuance resulting from the following:
	
	• The EW failed to ensure that the household:
	  • Signed an application form; or
	  • Completed a current work registration form; or
	  • Was certified in the correct project area.
	
	• The EW inaccurately estimated the household's circumstances in a beginning month.
	
	• The household is Categorically Eligible (CE) and the overissuance is due to changes other than changes in net income and/or household size, such as resources.
	
	See **Claims – Create Manual Claim** for details
	
	NOTE: As long as each individual in the Public Assistance (PA) household received or was authorized to receive PA benefits, the initial determination for Food Stamp eligibility is to be considered properly made at the time even if, subsequently, it was determined that the initial PA eligibility determination was incorrect.

Claims Against Households	**<u>When is a claim against a household made?</u>** A claim may be established against the sponsor of a non-citizen household if the overissuance was the result of information provided by the sponsor. However, this is

	only to be done if the household is no longer participating in the Food Stamp program **<u>and</u>** the household cannot be located or has not responded to repayment requests.
FS 63-801.2 - Types of Claims **Inadvertent Household Error (IHE)**	**<u>What is an Inadvertent Household Error (IHE) Claim?</u>** An IHE claim shall be established against a household when: • The household unintentionally failed to provide current/complete information or to report changes in their circumstances; or • The household continued to receive benefits that were authorized pending a State Hearing when the household lost their appeal. **EXCEPTION:** If the household is Categorically Eligible (CE), a claim shall be established only if the amount of the overissuance can be calculated on the basis of a change in net income and/or changes in household size.
Administrative Error (AE)	**<u>What is an Administrative Error (AE) Claim?</u>** An AE claim shall be established against a household when the overissuance is more than $35 and is the result of the County: • Failing to take timely action on the household's reported change in circumstances; or • Incorrectly computing the household's benefits; or • Failing to reduce benefits when there has been an increase in the cash assistance grant; or • Issuing benefits to an uncertified household after the end of its certification period; or • Creating duplicate issuances. **NOTE:** An overissuance has occurred **only** if both authorizations have been transacted. **EXCEPTION:** For Categorically Eligible (CE) households, an AE claim may be established only when the amount of the overissuance can be calculated on the

Potential Intentional Program Violation (IPV)	overissuance can be calculated on the basis of a change in net income and/or changes in household size. **<u>What is a potential Intentional Program Violation (IPV) Claim?</u>** A potential IPV claim shall be established and a PA 140, Request for Investigation, prepared and submitted when an overissuance is the result of the household: • Making false statements of eligibility or concealing information; or • Obtaining benefits that they know are in excess of their current allotment stated on the most current notice of action sent to them. See **Initiate Fraud Referral** for details **EXCEPTION:** For Categorically Eligible (CE) households, a potential IPV claim may be established only when the amount of the overissuance can be calculated on the basis of a change in net income and/or changes in household size. An IPV claim may be established only as a result of an administrative disqualification hearing or a court decision or if the person accused has signed a Waiver of Right to an Administrative Disqualification Hearing or a Disqualification Consent Agreement. Prior to such a determination, the overissuance is processed as a potential IPV claim. The policy and procedures for processing a confirmed IPV claim are contained in **FS 63-805 (INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION).**
FS 63-801.3 - Calculating the Amount of a Claim	**<u>How is the amount of an overissuance calculated?</u>** For each month that a household received an overissuance due to an IHE or AE or IPV, the EW shall determine the correct amount of Food Stamp benefits the household was entitled to receive. If the household received a larger allotment than it was entitled to receive, the EW shall establish a claim against the household equal to the difference between the allotment the household received and the allotment the household should have received.

	NOTE: The date of discovery is the date computations are made to determine the correct amount of benefits the household should have received. Non-IPV claims established prior to March 1, 1987, shall be re-calculated for overissuances that occurred up to 12 months prior to the month of discovery. **An overissuance has not occurred unless the household has received the benefits.** The DPSS Special Operations Section (SOS) will verify usage and determine the actual amount of the claim. If the potential overissuance is the result of a change in circumstances that: • the household did not report in a timely manner, or • the EW failed to take timely action on. The first month of overissuance is the month the change should have become effective. For each month of potential overissuance, the EW/WFI must determine: • The amount of benefits the household was authorized to receive; and • The amount of benefits the household should have received for those months; and • If the claim should be wholly or partially offset by work project hours credited to the household (see below). Based on policy established in **FS 63-407 (WORK REGISTRATION REQUIREMENTS),** if the participant's workfare requirement does not continue and the overissuance is the result of an IHE or AE, the EW shall determine the amount of the claim (or even if a claim should be filed) by the following process: • Determine if the number of hours worked in workfare were more than the number, which should have been assigned, and if the correct benefit level was used in calculating the number of hours to be worked. • Determine if the number of extra workfare hours

	credited to the household exceeds the overissuance received by the household. This can be done by dividing the amount of the over-issuance by $6.75 (the hourly minimum wage). If the result is less than the workfare hours credited to the household, no claim shall be established. Another method is to multiply the number of extra hours by the minimum wage. If the result is equal to or exceeds the amount of the overissuance, **no claim shall be established.** **EXAMPLE** The Smith household received an overissuance of $75 because the EW miscalculated their entitlement. Mr. Smith should have worked 28 work project hours but because the household's entitlement was figured incorrectly, he was assigned to work 40 hours; a total of 12 extra hours. By dividing the amount of the overissuance ($75) by the minimum wage ($6.75 per hour) the EW finds that the extra hours worked totally offset the amount of the overissuance ($75.00 ÷ $6.75 = $11.11). By the other method, the number of extra hours (12) times the minimum wage ($6.75) exceeds the amount of the overissuance ($75) (12 x $6.75 - $81.00). In any case, in this situation no claim shall be established. **NOTE:** If the extra hours worked on the work project times the minimum wage do not equal the amount of the overissuance, the amount of the claim shall be adjusted to equal the difference. **EXAMPLE** The Jones household received an overissuance of $125 because they forgot to report extra income they had received in the month of October. Mr. Jones should have worked 35 hours on the work project, but he was assigned to work (and did work) 40 hours. Consequently, Mr. Jones is credited with 5 extra hours. The extra hours times the minimum wage equals $33.75 (5 x $6.75 = $33.75). Therefore, the amount of the claim should be adjusted down to $91 ($125.00 - $33.75 = $91.25).
FS 63-801.4 - Processing Claims for Collection **FS 63-801.41 - Eligibility Worker (EW)**	**What actions does the EW take when processing a claim for collection?** Regardless of the amount of the overissuance, the EW must process a claim packet to SOS for collection. The claim determination packet consists of the DFA 842-LA claim worksheet and a DFA 377.7B, Food Stamp

	Repayment Notice. The EW must ensure that the exact reason(s) for the overissuance is explained on the DFA 377.7B, regardless of the type of overissuance. **NOTE:** It is **not** enough to state that the overissuance was due to a household error or due to an administrative error. For IHE and potential IPV overissuances **only**, the EW must complete the This is What You Must Do section on the DFA 377.7B by: • Entering the amount of the anticipated reduced benefits (current benefits less $10 or 10%, whichever is greater); and • Leaving the effective date blank (to be completed by SOS; and • Entering the amount of the anticipated Allotment Reduction (the $10 or 10%).
FS 63-801.42 – DPSS Special Operations Section (SOS)	**<u>What actions does SOS take when processing a claim for collection?</u>** SOS will complete the DFA 377.7B by entering the date of the notice, the amount of the overissuance and the effective date of the anticipated benefit reduction. SOS will mail the completed DFA 377.7B to the household along with twp copies of the DFA 377.7C, Food Stamp Repayment Agreement. A PA 1820, Food Stamp Repayment Agreement Cover Notice, accompanies the DFA 377.7C. SOS will return a completed claim packet (DFA 842-LA and DFA 377.7B) to the EW for case filing at the same time that the demand for payment package is mailed to the participant. The household must respond by signing and returning the DFA 377.7C within 30 days of the date of the notice. SOS will maintain a 30-day control for response and start Allotment Reduction if it is required. SOS will notify districts of incomplete, incorrect or missing documents by sending them a PA 1812, Request for Corrected Food Stamp Claim Determination Report and/or Missing Documents.

FS 63-801.43 - Appeals on Claims	**<u>How is an appeal filed?</u>** The DFA 377.7B advised the participant that he/she might file an appeal on the amount of the claim. Households that file an appeal on the amount of the overissuance by the Allotment Reduction effective date indicated on the DFA 377.7B are entitled to "aid paid pending." Therefore, if the household files a timely appeal, the district's Fair Hearing EW must notify SOS immediately by telephone not to start Allotment Reduction on the case. A PA 2715, Food Stamp Allotment Reduction Information Gram is to be prepared and sent to SOS within 5 working days of the telephone notification. SOS will be required to <u>hold</u> their collection action pending the results of the hearing. **NOTE:** If the household appeals after Allotment Reduction is already imposed, aid paid pending is not applicable.
FS 63-801.5 - Suspending and Terminating Collection on Claims	**<u>What action(s) are taken to suspend or terminate a claim collection?</u>** SOS will determine, in accordance with State regulations, if collection action on claims shall be suspended or terminated. Collection action on a claim will be suspended, when: • The Treasurer Tax Collector has been unsuccessful in collecting certain overissuances; or • The district requests suspension of the claim because adult(s) liable for the overissuance no longer reside in the household. SOS will terminate collection on a claim after it has been held in suspense for 3 years. When a bankruptcy petition is filed, the court sends a notice of filing directly to all listed creditors. If the participant lists DPSS as a creditor, a notice will be sent to DPSS. The EW shall photocopy any notice of bankruptcy petition he/she receives, identify it as belonging to a Food Stamp case and forward it to his/her Administrative Deputy for appropriate disposition.

	appropriate disposition. When the copy of the notice of bankruptcy filing is received, the Administrative Deputy shall forward it to: DPSS Special Operations Section 3435 Wilshire Blvd. Los Angeles, CA 90010 **NOTE:** Bankruptcy documents received for closed Food Stamp cases shall also be forwarded to the SOS. SOS will terminate all claims for which notification of bankruptcy filing is received. Districts will be notified of suspended or terminated collection action with a copy of the original DFA 842-LA.
FS 63-801.6 - Collection on Claims When Household Composition Changes	**<u>What action(s) are taken when the household composition changes on a claim?</u>** When an IPV, IHE or AE claim is established, collection action shall be initiated against any or all of the adult members of the household. An overissuance claim is attached to the adult members of the household at the time the overissuance occurs. When all adults liable for a claim leave the household, the claim is to be suspended. However, if any of the adult members subsequently return to the household, the previously suspended claim must be reactivated. Also, if any or all of the adult members of a household liable for an overissuance move to other participant households, and there are no remaining liable adults in the original household, the new household become liable for the claim. **<u>EXAMPLE</u>** A Food Stamp overissuance occurs in a household consisting of 2 adults and 3 minors. The household composition changed when the 2 adults left the home and were added to separate Food Stamp households. A third adult was then added to the original Food Stamp household with the 3 minors. A claim is established and collection action is initiated against the 2 separate households that contain the adult members from the original household. No action is taken against the original household. However, if the claim is still outstanding and either adult from the original household returns to that household, the claim against that household shall be

	reactivated.
FS 63-801.7 - Method of Collecting Payments on Overissuance Claims	**<u>How are overissuances collected?</u>** The DFA 377.7C, Food Stamp Repayment Agreement, is prepared and used by SOS to obtain an agreement from the household to repay an overissuance. It advises households that they may repay an overissuance by either: • Making a lump sum cash payment; or • Making installment cash payments; or • Having their benefits reduced (Allotment Reduction) each month. **NOTE:** Except for Administrative Error overissuances, SOS will impose Allotment Reduction if the household does not return a completed and signed DFA 377.7C within 30 days of the date of the DFA 377.7B. *<u>Cash Lump Sum/Installment Payments</u>* Households that agree to repay their overissuance in a lump sum payment or installment payments may make these payments in cash (includes checks, money orders or cash money). When a cash payment is received in the district office, the household is issued the original copy of a "Departmental Receipt." The district retains a case copy of the receipt and forwards all other copies to Finance Division. Finance Division notifies SOS of all cash payments by sending them a copy of the Departmental Receipt. *<u>Pre-Claim Payments (PCP)</u>* A PCP occurs when SOS receives notification of a cash repayment prior to receiving the claim determination packet from the EW. SOS will notify districts of all PCP's on a Food Stamp Claim Repayment With No Claim Determination Report on File form. Districts are to complete the report within 30 days by providing SOS with the required claim documents or with a reason for the payments. *<u>Allotment Reduction Collections</u>* *<u>Initiating Allotment Reduction</u>* SOS shall initiate Allotment Reduction on a claim and

	send a computerized notice of action to the household when:
	
	• A household with an IHE or IPV overissuance claim has:
	
	  • Failed to respond to a DFA 377.7B, Food Stamp Repayment Notice; or
	
	  • Chose Allotment Reduction as the method of repayment on the Repayment Agreement (DFA 377.7C); or
	
	  • Failed to live up to a previous cash repayment agreement.
	
	• A household with an AE overissuance claim has <u>chosen</u> Allotment Reduction as the method of repayment on the Repayment Agreement.
	
	<u>*Amount of Allotment Reduction*</u>
	The amount by which the household's benefits will be reduced depends on the type of overissuance, as follows:
	
	• <u>*IHE and Potential IPV*</u>
	Benefits shall be reduced by $10 or 10% of the monthly allotment, whichever is greater.
	
	• <u>*IPV*</u>
	Benefits shall be reduced by $10 or 20% of the monthly allotment, whichever is greater.
	
	• <u>*AE*</u>
	Benefits are reduced by the repayment amount designated by the household.
	
	NOTE: A household's benefits may be reduced to zero as a result of an Allotment Reduction.
	
	<u>*Intake Cases with Pending Allotment Reduction*</u>
	If notified via a PA 263, Case Number Worksheet, that an Allotment Reduction alert appears on a case, the Intake EW must notify SOS on a PA 2715, Food Stamp Allotment Reduction Information Gram if the case is approved for benefits. The PA 2715 must be sent at the same time that the approval action is taken.
	
	SOS will take the required action to resume the Allotment Reduction if there is still an outstanding balance.

FS 63-801.8 - Processing Overview/	**<u>What are the responsibilities assigned to the different</u>**

Responsibilities	**<u>staff involved with processing of claims?</u>** <u>*Eligibility Worker (EW)*</u> When the EW discovers or is advised that a possible overissuance has occurred and he/she takes immediate action to correct future issuances. The EW also completes appropriate documents to establish a claim against the household and initiates a fraud referral, if appropriate. <u>*Eligibility Supervisor (ES)*</u> The ES ensures that prompt action is taken on potential overissuances and reviews all claim documents for completeness and accuracy. <u>*Claims Determination Control Clerk (CDC)*</u> The CDC controls the flow of claim determinations and related documents between the district and SOS and maintains a log of outgoing and incoming claim documents. <u>*District Issuance (D/I) Clerk*</u> The D/I Clerk receives repayments from participants and completes appropriate documents. <u>*District Fair Hearing Eligibility Worker*</u> The District Fair Hearing EW is responsible for notifying SOS not to start Allotment Reduction when a household files a timely appeal on an over-issuance claim and for maintaining the case until a hearing decision is received. If a decision is received that is in the County's favor, the District Fair Hearing EW is responsible for informing SOS of the decision. If the claim amount changes as a result of the hearing, the Fair Hearing EW also prepares and submits a revised DFA 842-LA. <u>*DPSS Special Operations Section (SOS*</u> SOS receives and processes overissuance claim determination documents and collection and actively pursues the collection of claims. The processing and collection of claims includes: • Verification of usage; • Preparation of the DFA 377.7B, Food Stamp Repayment Notice and DFA 377.7B1, Food Stamp Repayment Notice-Final Notice and mailing of the notice to the household; • Preparation of the DFA 377.7C, Food Stamp Fraud Repayment Agreement, and sending it to the

	household along with a PA 1820, Food Stamp Repayment Agreement Cover Notice; • Receiving and maintaining a record of all claim repayments; and • Initiating Allotment Reduction for the repayment of a claim, when applicable. SOS also receives and processes restorations of lost benefits. This process includes offsetting any restored benefits due by any outstanding claims against the household. *Finance Division* Finance Division receives Departmental Receipts for Food Stamp and cash repayments made by participants and forwards copies of the Departmental Receipts to SOS. *Welfare Fraud Prevention and Investigation Section (WFP&I)* WFP&I receives potential IPV referrals and investigates cases referred. In addition, WFP&I initiates claims for potential IPV overissuances that are discovered in the course of a fraud investigation. If potential IPV status is substantiated, a Disqualification Consent Agreement Hearing is held and a Disqualification Consent Agreement (DCA) is signed. If a signed DCA is not obtained, the case may be referred for criminal prosecution. Collection action is initiated on these cases as soon as the potential IPV status has been substantiated and the amount of the overissuance has been determined. Cases determined to be AE or IHE are referred back to the district for action. See **Fraud Referrals – Initiate** for details *Appeals and State Hearing Section (ASH)* ASH represents the department at both overissuance claim determination State Hearings and at administrative disqualification hearings. ASH also notifies the district and, if applicable, WFP&I of the hearing decision.
FS 63-802 - RESTORATION OF LOST BENEFITS **FS 63-802.1 - Entitlement**	**When is a household entitled to restoration of lost benefits?** Policy established by the Food Stamp Act of 1977 requires restoration of benefits to households that did not

	receive the benefits to which they were entitled, even though the household may not currently be eligible for Food Stamps. **Restoration of lost benefits is not to be confused with retroactive benefits and current month additional benefits.** (See **FS 63-301.4 Delayed Actions (And Reactivating Previously Denied Application)** for an understanding of the difference between retroactive benefits and current month additional benefits). According to the circumstances of the entitlement of restored benefits, particular attention should be paid to the date of discovery and the eligibility time frames described below. Under no circumstances shall lost benefits be restored for more than 12 months prior to the earliest of the following dates: • The date the household requests the restoration from his/her EW or other department representative; or • The date the EW or other department representative is notified or otherwise discovers that the household did not receive what they were entitled to. Date of discovery is defined as: • The month the household or another person or agency notified the Department verbally or in writing of a possible loss; or • The month the Department discovered the loss; or • The date the household requested a State Hearing to contest an adverse action. *Denial of Restored Benefits* If it is determined that a household is not entitled to restored benefits, the household must be notified in writing of this decision within 30 days from the date of discovery/application/request. The EW shall send a completed DFA 377.1A, Notice of Denial or Pending Status, to the Head of Household/Payee, providing a clear and complete explanation for the denial.
FS 63-802.2 - Method of Restoration	**When a household is determined to be eligible to restored benefits, what is the method of restoration?** When the County determines that a household is eligible

	to a restoration of lost benefits, no action by the household is necessary. The EW shall take the following actions: • Correct any current month and ongoing benefits; • Determine the amount of lost benefits to be restored; and • Notify the household of: ▪ Its eligibility for lost benefit restoration; ▪ The amount to be restored; ▪ Any offsetting of outstanding claims that has been done; and ▪ The right to appeal through the State Hearing process. See **Restoration** for details
FS 63-802.3 - Agency Errors	**<u>What action(s) are taken when a restoration of lost benefits is due to agency error?</u>** When a restoration of lost benefits is due to an agency error, the EW shall exclude those months prior to the 12-month time limit. The beginning date of the lost benefit period shall be determined as follows: • *<u>If the household's application was erroneously denied</u>,* the beginning date is the month the participant would have been eligible to receive benefits. • *<u>If the household filed a timely application</u>*, which was not processed or was erroneously denied, the beginning date is the month following the expiration of the certification period. • *<u>If the household was erroneously terminated</u>*, the beginning date is the first month benefits were not received. • *<u>If the household received less than the amount to which they were eligible</u>*, the beginning date is the month the participant was eligible to the increased benefits.
FS 63-802.4 - Disputed Benefits	**<u>How are disputed benefit amounts handled?</u>**

	A household, that does not agree with the amount of lost benefits to be restored may request a State Hearing within 90 days of the date they are notified of the restoration.
FS 63-802.5 - Computing the Benefits to be Restored	**<u>How are benefits to be restored computed?</u>** Lost benefits are to be computed starting with the date the lost first occurred, provided that the date is not more than 12 months prior to the date of discovery, notification or request from the household. The calculation of restored benefit entitlements is to include all subsequent eligible months until the first of the month when the error, which resulted in a loss of benefits, was corrected or the household became ineligible. • For any month that there is not enough information in the case record to determine if the household was eligible to a restoration and the household cannot provide the required information, the household will be deemed ineligible. • If a household was entitled to a larger amount than they actually received in a particular month, or over a period of months, the amount to be restored will be the difference between the actual amount received and the correct allotment. <u>To qualify, the household must either have negotiated the benefits they received or transacted the issuances authorized for the months in question.</u> • After determining the total amount of lost benefits due to the household, the amount owed must be offset against any unpaid or suspended claim amounts owed by the household. SOS performs this task. See **Restoration** for details
FS 63-802.6 - Accounting Procedures	**<u>What is the accounting procedure for the restoration of lost benefits?</u>** In Los Angeles County, SOS maintains the required accounting system for documenting entitlements to restorations of lost benefits by: • Documenting entitlements to all restorations of lost benefits; • Verifying usage during the restoration period (if

	applicable); • Keeping records of all Food Stamp claims and offsetting claims against restoration entitlements; • Calculating and recording the amount to be restored; • Notifying eligible households of their final restoration entitlement; and • Initiating the action required to authorize issuance of benefits to the restoration household. **NOTE:** SOS will forward copies of all verifying documents to the originating district for inclusion in the case record. Copies of these documents are also kept in SOS files.
FS 63-802.7 - Restoration of Lost Benefits on a Closed Case	**<u>How are benefits restored on a closed case?</u>** When lost benefits are due to a household whose case has been closed, the designated EW or the Fair Hearing EW is responsible for reopening the case, computing the underissuance, initiating the PA 79, Restoration of Food Stamp Benefits Authorization, and submitting other documents required to support the restoration. Should the participant contact the designated EW or the Fair Hearing EW to request an EBT card, that EW will be responsible for taking the action required to provide the issuance card needed for the restoration household to obtain their benefits. Subsequently, the EW will submit a denial action and reclose the case.
FS 63-805 - INTENTIONAL PROGRAM VIOLATION (IPV) DISQUALIFICATION **FS 63-805.1 - District Notification of an IPV**	**<u>How are districts notified of an IPV disqualification?</u>** The Welfare Fraud Prevention and Investigation (WFP&I) Section will notify districts of disqualifications resulting from a court decision or a Disqualification Consent Agreement (DCA), an Administrative Disqualification Hearing decision and, using the same procedures, when Waivers of Right to an Administrative Disqualification Hearing (WRADH) have been signed by the accused. **NOTE:** The Los Angeles County District Attorney will not use DCAs at this time.

Disqualification Penalties On or after 9/22/96	**<u>What is the disqualification penalty on an IPV occurring on or after 9/22/96?</u>** If the IPV (i.e., fraud violation) occurred on or after 9/22/96, the person found guilty of an IPV, either through an Administrative Disqualification Hearing or by a court, shall be disqualified from participating in the Food Stamp program as follows: • 12 months for the first violation; • 24 months for the second violation; • Permanently for the third violation; • Permanently for the first violation for trading Food Stamps for firearms, ammunition or explosives; • 10 years for falsifying the identity or place of residence of the individual in order to receive multiple Food Stamp benefits simultaneously; or • Permanently for trafficking Food Stamp benefits of $500 or more.
Disqualification Penalties Occurring Between 4/1/84-9/21/96	**<u>What is the disqualification penalty on an IPV occurring between 4/1/84 - 9/21/96?</u>** If the IPV occurred from 4/1/84 – 9/21/96, the person shall be disqualified for: • 6 months for the first violation; • 12 months for the second violation; or • Permanently for the third violation. **NOTE:** All disqualifications on a case that occurred prior to 4/4/84, shall count as <u>only one violation</u> when determining which penalty to apply.
Disqualification Penalties Occurring Prior to 4/1/84	**<u>What is the disqualification penalty on an IPV occurring prior to 4/1/84?</u>** If the IPV occurred prior to 4/1/84, the person shall be disqualified for: • 3 months if the disqualification is the result of an Administrative Disqualification Hearing; or

Disqualification Penalties-Who Is Disqualified	• The period of time ordered by the court decision. If the court decision does not contain a disqualification penalty, the person shall be disqualified for 3 months, unless the court decision prohibits the disqualification of the person. **<u>If a disqualification determination has been made, who in the household is disqualified?</u>** Only the person found guilty of the IPV is to be disqualified, **not** the entire family.
Imposing the Disqualification	**<u>When is an IPV disqualification imposed?</u>** Immediately upon receipt of the disqualification decision or WRADH, the districts Fair Hearing EW is to notify the household of the decision on a DFA 377.7A, Notice of Administrative Disqualification. The disqualification is to be made effective the first of the month following the date the DFA 377.7A is mailed whether or not the household is currently receiving Food Stamps. At least 5 days must be allowed for the household to receive the notice. If less than 5 days remain in the month at the time that the DFA 377.7A is mailed, the disqualification must be made effective the first of the next month. **<u>EXAMPLE 1</u>** A disqualification decision is received on September 28. Since there are less than 5 days remaining in September, the effective date would be November 1. **<u>EXAMPLE 2</u>** A decision is received October 15, 2003. The participant's Food Stamps were terminated April 30, 2003. The Fair Hearing EW shall send the DFA 377.7A advising the participant that the 12-month IPV sanction is effective November 1, 2003, to October 31, 2004. **NOTE:** An IPV disqualification decision cannot be appealed; however, the household may appeal the decrease in the Food Stamp allotment. Once imposed, the disqualification penalty remains in effect even if the household's benefits are terminated during the penalty period. A break in aid does not cause a break in the penalty period.
FS 63-805.2 - National Food Stamp Disqualification Reporting System	**<u>What is the National Food Stamp disqualification reporting system and when is it used?</u>**

	All persons disqualified for a Food Stamp IPV must be reported to the California Department of Social Services (CDSS) on the FNS 524, Disqualified Recipient Report. The information contained in the report will be included in a National Food Stamp Disqualification Reporting System, which Food and Nutrition Service (FNS) will publish and distribute to counties as a quarterly listing.
FS 63-805.21 - Reporting Disqualification to CDSS	**How are disqualifications reported to CDSS?** The FNS 524 is completed in accordance with instructions contained on the reverse side of the form. (Sections 1 and 2 of the form are preprinted with the required information.) *District Fair Hearing EW Actions* The district's Fair Hearing EW completes the FNS 524 when an Administrative Disqualification Hearing decision, WRADH or court decision is received indicating that a person is to be disqualified for a Food Stamp IPV. The EW completes items 3 through 11, sends the original to the CDSS via the ES and files the copy in the case records. *Intake and Approved EW Actions* Persons applying for Food Stamps or being added to an existing case with a disqualification penalty will be identified during the clearing process. The person cannot be approved for Food Stamp benefits until the disqualification period has expired.
FS 63-805.22 - National Food Stamp Disqualification Listing	**How is the National Food Stamp Disqualification Listing used?** Each quarter, Records Management and Supply (RMS) will forward to the district's Chief Clerk an updated microfiche copy of the National Food Stamp Disqualification Listing. It is to be used as follows: *District Fair Hearing EW* The district's Fair Hearing EW must reference the listing for all Administrative Disqualification Hearings, court decisions or WRADH, which order initiation of an IPV disqualification. If the person's name appears on the listing, the EW references the "Discontinuance Offense Number" Section of the listing to determine how many other IPV disqualifications the person had. The EW also completes a "Change" FNS 524 on the new disqualification.

	Intake and Approved EWs The Intake/Approved EW may reference the listing prior to approving benefits or adding a person to an existing case if the EW suspects that the person may be disqualified in another State or county. If the person's name appears on the listing, the EW must determine the status of the disqualification based on the information contained on the listing.
FS 63-805.3 - IPV Claims	**What is an IPV claim?** IPV claims may cover any overissuance resulting from an IPV that occurred up to 6 years prior to the date of discovery. However, overissuances that occurred prior to March 1, 1979, are not to be included. As a potential IPV claim, the claim is limited to overissuances that occurred up to 3 years prior to the date of discovery. It, therefore, may be necessary for WFP&I to recomputed the total IPV overissuance. WFP&I will determine the total amount of the IPV overissuance, submit the claim to SOS and send a copy to the district for filing in the case record. SOS will initiate the collection action by sending the household a new DFA 377.7F1, Food Stamp Repayment Demand Notice for Intentional Program Violation, and a DFA 377.7G, Food Stamp Repayment Agreement for Intentional Program Violation. When WFP&I calculates IPV claim amounts on allotments issued for February 1988, and thereafter, the 20% earned income deduction shall not be applied to that portion of earned income which the household intentionally failed to report as determined by an Administrative Disqualification Hearing (ADH), a court of appropriate jurisdiction or by the signing of an Administrative Disqualification Hearing Waiver or a Disqualification Consent Agreement. **EXAMPLE** The household reported earnings of $600 per month. Actual earnings were determined to be $900 per month. The earned income deduction would apply to the reported $600, but not to the unreported $300. **NOTE:** Ineligibility of the earned income deduction applies only to cases in which the accused has been found guilty of IPV by a court, or Administrative Disqualification Hearing, or be the signing of an ADH Waiver or a

	Disqualification Consent Agreement. **NOTE:** If Allotment Reduction is applicable to the case, SOS will take the required action to start the Allotment Reduction.
FS 63-805.4 - Procedures	**<u>What procedures are used by the district Fair Hearing EW to maintain and control all cases that are pending Administrative Disqualification/court hearings?</u>** *<u>Administrative Disqualification/Court Hearing Requested</u>* • Receives notification that an Administrative Disqualification/court hearing is to be held on a potential IPV case. • Requests that the case be transferred to his/her file. • Receives the case and prepares case/documents requested by WFP&I and forwards to WFP&I. *<u>Administrative Disqualification Hearing/Court Decision (Active and Terminated Cases)</u>* • Receives notification from the Office of the State Referee/WFP&I of the Administrative Disqualification Hearing decision indicating that the IPV finding was not upheld. *<u>IPV Findings Not Upheld</u>* • Follows County procedures outlined in Section 22-027.32 of the Operations Handbook entitled "Granted Decision." • Transfers case out of the file to the case carrying EW or suspense. *<u>IPV Findings Upheld</u>* • Receives notification of the upheld IPV decision from the Office of the State Referee/WFP&I. • Immediately terminates Food Stamps if the disqualified person is a one-person household or deletes the disqualified person if it is a multi-member household. • Sends the household a DFA 377.7A, Notice of Administrative Disqualification, ensuring that if the

	case is active, the effective date of the termination is the first of the month following the date of the DFA 377.7A is received by the household. (Five days must be allowed for the household to receive the notice from the date that it is mailed. The 10-day advance adverse notice requirement does not apply.) • Completes a FNS 524, Disqualified Recipient Report, and forwards it to the ES. • Transfers the case out of the file to the case carrying EW or suspense.

FS 63-900 EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS

FS 63-900 - Overview	**<u>What is emergency Food Stamps?</u>** In accordance with the Food Stamp Act of 1977 and the Disaster Relief Act, the FNS Regional Disaster Task Force must authorize emergency assistance in disasters and establish temporary eligibility standards for the duration of the disaster to those households that are victims of a disaster such as flood, fire or other catastrophe. The policy stated here is from the state Food Stamp regulations. They have been edited to address only the policy that affects district operations.
FS 63-900.4 - Liaison	**<u>Who shall be the liaison with the state during a disaster?</u>** The County Welfare Department (CWD) shall provide Liaison with the State Office of Emergency Services through SDSS and with disaster relief agencies. If the affected area is declared a major disaster by the President, the County shall also cooperate with Federal/ State coordinating officers and the Federal Emergency Management Agency (FEMA). The County shall make application to implement the Emergency Food Stamp Program. The Emergency Food Stamp Program shall be implemented only upon notification from SDSS that Los Angeles County has been approved for the program.
FS 63-900.5 - Household Certifications **FS 63-900.51 - Certifying Agency**	**<u>How will households be certified during a disaster?</u>** County staff shall provide certification for emergency benefit issuance, assisted in eligibility determinations by volunteers and any authorized disaster relief agencies that have been approved by FNS. **All applicants shall have interviews.** County agency certification workers, volunteers, may conduct the interview or other designated non-county personnel. To assist in the certification process, the County may use group sessions to prescreen applicants, explain household rights and responsibilities and to explain how to complete the application.

FS 63-900.52 - Certification Sites	**<u>Where will applications be taken during a disaster?</u>** If regular certification offices are not easily accessible to disaster victims, Counties are encouraged to use the offices of the disaster relief agencies established by the State Office of Emergency Services in conjunction with the Federal Disaster Assistance Administration and any alternate sites that have been approved by FNS.
FS 63-900.53 - Application for Emergency Food Stamp Issuance (DFA 385)	**<u>What Food Stamp application is used during a disaster?</u>** The emergency benefits issuance application shall be the DFA 385, Application for Emergency Food Stamp Issuance.

FS 63-900.54 - Eligibility, Certification and Allotment Determination	**<u>How shall eligibility and allotment amounts be determined during a disaster?</u>**
	
	To be eligible for emergency benefits issuance, on the date of application the household shall meet the definition of "household" as defined in **FS 63-402.1 Food Stamp Household-Overview** and the below listed criteria:
	
	EXCEPTIONS: Persons receiving SSI/SSP are eligible to Food Stamps and their SSI/SSP income is counted.
	
	• SSN disqualification rules do **not** apply.
	
	• At the time the disaster struck, the household shall have been residing within the geographical area authorized for emergency benefits issuance, although it may be occupying temporary accommodations outside the disaster area at the time of application.
	
	• The household shall have experienced at least one of the following adverse effects of the disaster:
	
	  • loss of or inaccessibility to income, which involved a reduction or termination of income or a significant delay in receipt of income; or
	
	  • inaccessibility to liquid resources, which includes situations where financial institutions where the household has its resources are expected to close, due to the disaster for most of the disaster benefit period or the household is otherwise unable

	to reach its cash resources and is not expected to be able to reach its resources for most of the disaster benefit period; or • disaster related expenses. **NOTE:** "Disaster Related Expenses" means only those expenses that the household has incurred as an adverse effect of the disaster, **and** that the household has paid or is expected to pay, **and** for which the household does not expect to receive full reimbursement during the disaster benefit period. **<u>Only</u>** the following expenses shall be considered disaster related: • expenses to repair damage to the household's home or other property essential to employment or self-employment of a household member; or • temporary shelter expenses if the home is uninhabitable or the household cannot reach it; or • expenses related to protection of a home or business from disaster damage; or • medical expenses for disaster related injury, which occurred to a household member at the time of the disaster, including funeral and burial expenses in the event of a death. **NOTE:** If the household has received or is reasonably certain it will receive reimbursement during the disaster benefit period, for all or part of the disaster related expense(s), only the net expense to the household shall be deductible. If reimbursement for the disaster related expense(s) is expected, but the household is not reasonably certain it will be received during the disaster benefit period, the full expense shall be deductible. • The household shall be purchasing food and preparing meals during the authorized disaster benefit period. **A household residing in a temporary shelter, which provides all meals during the disaster benefit period, shall be ineligible for an emergency benefit allotment.** *<u>Determining Benefit Level</u>* The household shall have a total take home pay for the disaster benefit period that, when cash on hand, and all

accessible funds in checking and savings accounts are added to it and disaster related expenses are deducted, is less than or equal to the Food Stamp maximum disaster income limits, as described below.

Income
Take home pay shall include:

- the wages a household actually receives after taxes and other payroll deductions are taken out;
- assistance payments or other unearned income a household receives; and
- self-employment income earned after personal income taxes and social security taxes and costs of producing self-employment income are subtracted.

Income Limits
FNS will supply tables of maximum disaster income limits by household size.

If the FNS authorized disaster benefit period is one-half month, only income received or reasonably certain to be received in that benefit period and disaster related expenses that were paid or expected to be paid during that benefit period shall be used to compute disaster benefits. Disaster benefit eligibility shall be computed by household size and the criteria established above.

Issuance Tables
For those households certified or recertified on or after October 12, 2003, the limits for household income and cash resource, minus disaster expenses, for a month are:

Household Size	Income & Resources
1	$ 973
2	1,313
3	1,654
4	1,994
5	2,334
6	2,674
7	3,014
8	3,354
each additional member	+341

Certification Period
The certification period shall be either a half-month or a full-month, whichever coincides with the disaster benefit

	period approved by FNS. **NOTE:** The head of household, spouse or any other responsible member of the household may also designate an Authorized Representative/ Alternate Cardholder to act on behalf of the household. *Verification Waived Except for Identity* To expedite certification, verification requirements of the ongoing program are waived. The applicant's (head of household) identity and residency at the time of the disaster shall be verified through documentary evidence or collateral contact. If identity of the head of household cannot be verified, the application shall be denied. If residency cannot be readily verified despite efforts of the household and the County, benefits shall **not** be denied. **NOTE:** Any household that refuses to cooperate in completing the application shall be denied at the time of refusal.
FS 63-900.55 - Basis of Emergency Benefits Issuance	**What is the basis for issuing emergency benefits during a disaster?** If the household meets the emergency benefits issuance criteria in this section, an emergency benefits allotment shall be authorized and an EBT card issued. The County shall provide the household an opportunity to obtain an allotment on the day of application, unless restrictions such as curfews make it impossible to meet this standard. In these situations, eligible households shall be provided the opportunity to obtain allotments no later than the day following the date the application was filed. The interviewer shall review the application and advise the household verbally or in writing whether the application was approved or denied and of its rights and responsibilities. • If the application is **approved**, the household shall be advised of the allotment amount, the length of the disaster benefit period and the proper use of Food Stamps. • If **denied**, the County shall explain the basis for the denial verbally or in writing. Households denied disaster benefits may follow the procedures set forth below in **FS 63-900.7 Household Rights If**

	Denied. The interviewer shall also verbally advise the household of the civil and criminal penalties for violation of the Food Stamp Act and that the household may be subject to a post-disaster review. If the household wishes to apply for the ongoing program, the interviewer shall advise the household of the address and telephone number where it may apply. **Households currently certified for the ongoing program may also be eligible for emergency benefits issuance.** Eligibility shall be determined in the same manner as for any other disaster victims. To the extent practicable, the County shall reduce disaster benefits issued to households currently certified under the ongoing program by the amount of benefits issued to the household under the ongoing program for any part of the disaster benefit period. **NOTE:** If the household's food has been damaged and must be replaced as a result of the disaster, the emergency benefits allotment shall not be reduced by the amount of benefits issued under the ongoing program. To the extent that it is not practicable to determine, verify or otherwise take into account ongoing program benefits, the County shall, through SDSS, obtain approval from FNS to issue full emergency benefit allotments to eligible households that are currently under the ongoing program. If the disaster benefit period is extended beyond the original designation, households that have already received emergency benefit allotments shall be recertified and issued an additional emergency benefits allotment for the extended benefit period, if they still meet eligibility criteria. **NOTE:** A household applying for recertification shall again submit an application and be interviewed. At recertification, the EW shall reverify identity and residency if these items are now questionable or residency has changed. The County shall develop a system to detect duplicate applications for emergency benefits allotments and to prevent the issuance of duplicate benefits. The County shall establish claims against a household that received more benefits than it was entitled to receive. The County shall issue a special identification (ID) card

	marked with the word “Disaster” or some similar designation to those households certified for emergency benefits issuance. This card will identify these households at the issuance point or in a retail food store as Food Stamp participants certified for emergency benefits issuance. To transition eligible households that have received an emergency benefits allotment into the ongoing program, the County shall apply disaster benefits against ongoing program benefits if the 2 certification periods overlap. The County shall then calculate benefits to be issued under the ongoing program as follows: • determine the number of days that the disaster certification and ongoing program certification periods overlap; • prorate disaster benefits over the number of days in the disaster benefit period to determine disaster benefits issued on a daily basis; and • offset the amount of the allotment to be issued under the ongoing program against the amount of overlapping disaster benefits. Emergency benefits allotments shall **not** be authorized or issued after expiration of the designated disaster benefit period, unless the County has applied for and received FNS authorization for an extension of that benefit period. **NOTE:** The County may, through SDSS, apply to the FNS Regional Task Force for an extension of either disaster authorization benefit period or both. This request May be made informally, followed by written documentation with substantiating facts as to why the initial period(s) was/were insufficient, as specified by FNS. If the extension is granted, a press release shall be issued notifying the public that the authorization and/or benefit period has/have been extended and that applicants may apply for additional benefits and the time frame for making applications.
FS 63-900.6 - Benefits Issuance	**<u>When are benefits issued during a disaster?</u>** The County shall provide for the immediate preparation and issuance of authorizing documents enabling eligible

	participants to receive their benefits on the day of application, if feasible. Emergency allotments shall be issued through the County's normal issuance procedures. However, if the circumstances existing as a result of the disaster make it impractical or cause undue delay to emergency issuance, the County may, with FNS/SDSS approval, make temporary arrangements for issuance, including the use of disaster relief agencies. See **Benefit Issuance – Issuance Method – Change** for details
FS 63-900.7 - Household Rights if Denied	**<u>What are a household's rights if their disaster application is denied?</u>** A household denied disaster benefits may request a State hearing. In addition to the right to a State hearing, the County shall offer the household an immediate supervisory review of the denial. See **Deny an Application** for details
FS 63-900.8 - Statistical Reporting on Emergency Benefits Issuance	**<u>How are emergency benefit issuances reported and accounted for?</u>** In every county where emergency benefits issuance has been authorized under the provisions of this section, emergency benefits allotments shall be reported and accounted for in the same manner as other authorized benefits issuances. The County shall keep records of such participation separate from regular issuance documents, except for the preparation and verification of the FNS 250, Benefit Report, and the FNS 256, Monthly Report of Participation and Benefits Issuance. Temporary arrangements shall in no way affect the County's accountability and liability for issuance of benefits. In addition, the County shall report on the FNS 292, Report of Benefits Issuance for Disaster Relief, the total number of persons certified for emergency benefits allotments and total amount of such allotments. If the original disaster benefit period is extended by FNS, separate FNS 292 reports shall be filed for the original and for the extended disaster benefit periods. The FNS 292 shall be completed and submitted to FNS, through SDSS, as soon as possible after disaster operations are concluded, but no later than the 45th day after the close of the designated disaster period. Any additional information on emergency benefits issuance participation shall be provided to FNS and FEMA upon request.

FS 63-901 - PROCESSING DPSS EMPLOYEE APPLICATIONS FOR EMERGENCY FOOD STAMPS	*The following procedures shall be adhered to when a DPSS employee files an application for Emergency Food Stamps:*
FS 63-901.1 - Employee Responsibilities	**What are the DPSS employee responsibilities when filing for Emergency Food Stamps?** The PA 91, Employee Notice to DPSS Office Head Regarding Application for Emergency Food Stamps, must be completed by all employee-applicants requesting Emergency Food Stamp benefits. The PA 91 must be submitted to the employee's **permanent** Office Head with the DFA 385, Application for Emergency Food Stamp Assistance. The employee shall keep a copy for his/her records. **NOTE: Employee applications must be completed on the employee's own time.** Employees who are temporarily assigned to an alternate work site or who are unable to report to work but wish to apply for Emergency Food Stamps, shall complete and send an original PA 91 to his/her permanent Office Head, retaining a copy for his/her records. The employee shall also submit the DFA 385 application and a copy of the PA 91 to their temporary Office Head, or to the Office Head of the DPSS Emergency Food Stamp office nearest their residence, if unable to report to work. In addition, the employee must follow the procedures outlined above to report any of the following situations to their Office Head: • The employee is acting as an Authorized Representative/Alternate Cardholder on behalf of a person who has filed an application for Food Stamps. • The employee is included in the application filed by a member of the employee's household or an application is being filed by another applicant or participant who is using the same address as the employee/applicant. **NOTE:** The employee/applicant is permitted to file as head of household **or** as a member of the household, **but** duplicate filing is not allowed.
FS 63-901.2 - Office Head	**What is the Office Head's responsibility when an**

Responsibilities	**<u>employee is filing for Emergency Food Stamps?</u>** Employee applications shall be reviewed by the Office Head or designee (no lower than the level of HSA I) to ensure all questions have been answered. The Office Head or designee receiving the DFA 385/PA 91 packet from the employee shall immediately schedule an interview with the employee/applicant to: • Verbally advise the employee/applicant of his/her responsibilities related to reporting relevant information; • Verbally advise the employee/applicant of the civil and criminal penalties for violation of the Food Stamp Act and that the employee may be subject to a post-disaster review; • Verify the employee/applicant's identity by viewing 2 acceptable documentary items of evidence including, but not limited to: ▪ A Social Security card or other document containing the SSN; ▪ A driver's license; ▪ An employee ID; ▪ A health benefit ID card; ▪ A voter registration card; ▪ Wage stubs; or ▪ A birth certificate. • Determine that the application is complete and includes all required information, including the employee's signature. Employee applications shall be identified by annotating in **<u>red</u>** at the top of the DFA 385/PA 91packet, ***<u>"EMPLOYEE APPLICATION,"</u>*** along with the daytime telephone number where the employee may be reached in case of questions.

FS 63-1100 TABLES

FS 63-1100 - TABLES **FS 63-1100.1 - Maximum Resource Eligibility Standards**	**<u>What are the maximum resource eligibility standards?</u>** The maximum resource eligibility standards are as follows: • $3,000 for all households that include at least one member aged 60 or older. • $2,000 for all other households.
FS 63-1101.2 - Income Deductions	**<u>What are the various income deductions?</u>** *<u>Earned Income Deduction</u>* Effective May 1, 1986, the earned income deduction is 20%. *<u>Standard Deduction</u>* Effective October 1, 2003, the standard deduction shall be $134 (HH size of 1, 2, 3 & 4), $149 (HH size of 5) and $171 (HH size of 6+). *<u>Dependent Care Deduction</u>* Effective October 1, 2003, the maximum dependent care deduction shall be $200 a month for each dependent child under 2 years of age and $175 a month for each other dependent. *<u>Excess Shelter Deduction</u>* Effective January 1, 1997, through September 30, 1998, the maximum deduction shall be $250. Effective October 1, 1998, through September 30, 2000 the maximum deduction shall be $275. Effective October 1, 2000 forward, the maximum deduction shall be $300. Effective October 1, 2003, through September 30, 2004 the shelter deduction shall be $378. The applicable maximum deduction shall apply for all households except those containing an elderly or disabled member. Households containing elderly or disabled members are entitled to an excess shelter deduction for the monthly amount that exceeds 50% of the household's monthly income after all applicable deductions have been allowed. *<u>Excess Medical Deduction</u>* Allow as an excess medical deduction that portion of medical expenses in excess of $35 per month, excluding costs for special diets incurred by any household member

	who is elderly or disabled. *Standard Utility Allowance (SUA)* Effective October 1, 2003 through September 30, 2004, the SUA shall be $227. *Homeless Shelter Deduction* The homeless shelter deduction is $143, effective October 1, 2003.
FS 63-1101.3 - Income Eligibility Standards	**What are the income eligibility standards?** *Maximum Gross Income Standards* *130% of Poverty Level* (Effective October 1, 2003) Household Size — Amount 1 — $ 973 2 — 1,313 3 — 1,654 4 — 1,994 5 — 2,334 6 — 2,674 7 — 3,014 8 — 3,354 Add $341 for each additional person. *Maximum Net Monthly Income Standards* *100% of Poverty Level* (Effective October 1, 2003) Household Size — Amount 1 — $ 749 2 — 1,010 3 — 1,272 4 — 1,534 5 — 1,795 6 — 2,057 7 — 2,319 8 — 2,580 Add $262 for each additional member. *Maximum Gross Income Standards for Elderly and Disabled Separate Household Status* *165% of Poverty Level* (Effective October 1, 2003) Household Size — Amount

	1	$ 1,235
	2	1,667
	3	2,099
	4	2,530
	5	2,962
	6	3,394
	7	3,826
	8	4,257
	Add $432 for each additional person.	