

September 7, 2011



Program Guide Letter #561

Subject	Eligibility Determination – Drug/Alcohol Treatment Facilities
Effective	Upon receipt
Reference	All County Information Notice I-79-03E
Purpose	The purpose of this letter is to clarify and remind staff of the eligibility determination for residents of Drug/Alcohol Treatment Facilities.
Reminder of The Eligibility Determination	<p>A resident of a licensed drug/alcohol treatment facility shall have his/her eligibility determined as an individual household. The Health and Human Services Specialists (HSSs) shall certify the residents using the same provisions that apply to all households, except the certification/interview must be done with an Authorized Representative (AR) in accordance with CalFresh section 63-123.2 and section 63-123.3.</p> <p>This certification serves two purposes to:</p> <ul style="list-style-type: none">• Determine that the institution is eligible to receive benefits, and• Arrange for an AR to receive the benefits. <p>The certification process includes:</p> <ul style="list-style-type: none">• Accepting the application from the resident or AR;• Ensuring that the AR is properly designated and the Center is approved by checking the list posted in 63-123.1;• Contacting the AR to review the application, and verifying that all information provided in the application is complete and correct;• Informing the AR of client's Rights and Responsibilities;• Explaining the Treatment Center Responsibilities as described in 63-123.7;• Mailing form CSF 64 (The form has to be signed by the resident and the AR);• Mailing or providing the EBT card to the AR once the CSF 64 is received; and

- Entering case comments that the interview was done with the AR and the AR is aware of client’s circumstances.

The HSS should not deny a CalFresh application because the AR did not initiate the application. The case should be put in pending status as the certification needs to be done through the AR prior to authorizing benefits. The AR is not required to apply in person for the household. The AR may file an application in person, by fax or other electronic transmission, by mail or by completing an on-line application on behalf of the household. The Application may be reviewed with the AR and or applicant either in person or by phone.

The application forms may be signed by the resident or the AR.

Summary of Changes

Updates to the CalFresh Program Guide are noted with highlighted text. The CalFresh Program Guide has been updated as follows:

Section	Section Title	Updates
63-113	Definition	<ul style="list-style-type: none"> • Clarified application submission process for AR. • Replaced the words “Food Stamp” with “CalFresh”
63-123	Application Overview	<ul style="list-style-type: none"> • Added clarification on eligibility determination for AR. • Updated form 09-86 HHSA. • Remove the requirement for the AR to be interviewed in the office. • Insert reference to section 63-234.4 for examples of Homeless Shelter Cost Deduction.

Automation Impact

CalWIN functionality: The HSS will complete the Data Collection/Collect Authorized Representative Detail window to ensure that the assigned Authorized Representative (AR) will have access to the CalFresh benefits on behalf of the recipient. When issuing the EBT card in the AR’s name from the Benefit Issuance/Maintain Card Requests window, the HSS will complete the EBT Account Access field for access to “Food Stamps” only.

Forms Impact

Revised form [09-86 HHSA](#) has been uploaded and is available for ordering in iWAY (Xerox).

Access Impact ACCESS agents will be informed of the updates to the CalFresh program guide to be able to provide accurate information on inquiries from customers or Authorized Representative.
ERA Staff will be informed of the updates to the CalFresh program guide to ensure the AR is properly designated and the Center is approved before granting the case.

CalWORKs Impact No impact

Medi-Cal Impact No impact

Operational Impact No impact

Quality Assurance (QA) Impact QA will cite the appropriate error when the instructions in the Program Guide are not followed or are followed incorrectly

Manager Approval



SYLVIA MELENA, Assistant Deputy Director
Self-Sufficiency Programs
Strategic Planning & Operational Support

MB