

August 31, 2012



Program Guide Letter #574

Subject	CHANGE IN CALFRESH CERTIFICATION PERIOD FOR HOMELESS HOUSEHOLDS
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Effective Date	September 1, 2012
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Purpose	This letter informs staff of a change in Homeless certification period.
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Background	<p>San Diego County currently has a four month certification period for homeless cases.</p> <p>Recognizing that the County is attempting to improve program integrity as well as Family Resource Center (FRC) lobby conditions, a federal auditor questioned the need for such a short certification period during a recent site visit and Management Evaluation of CalFresh</p> <p>State and federal policies require that all cases be certified for a defined period of time, and that the County shall assign the longest certification period possible based on the predictability of the household's circumstances, but a period no longer than 12 months. CalFresh eligibility must be redetermined at the end of the certification period.</p> <ul style="list-style-type: none">○ Exception: when all adult household members are elderly or disabled the certification period is 24 months. <p>Homeless households are Change Reporting (CR) households and are required to report changes within 10 days.</p> <p>As part of the Agency's ongoing program integrity efforts, household members' social security numbers are used to check various databases. An example of these databases is the Income Eligibility Verification System (IEVS) which matches with the Employment Development Department (wages, unemployment and disability), Social Security Administration, and Franchise Tax Board (interest and dividends earned) files.</p>
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Summary of Updates

Updates to the CalFresh Program Guide are noted with highlighted text in section 63-63-301.5

Chapter/Section	Section Title	Update
63-301.5	Guideline Table for Establishing Certification Periods	Changed homeless certification from 4 months to 12 months.

Operational Impact

As of September 1, 2012, homeless cases shall be assigned a 12 month certification period. The certification period of **existing** homeless households, who are currently assigned a 4 month certification period shall not be extended to 12 months. The 12 month certification period will be set at the next recertification.

If a homeless household...	Then...
Applied in the office on August 1, 2012 (prior to September 1, 2012)	They will keep their 4 months certification period until November 2012. A new recertification period will be set for 12 months after the recertification interview. Example: If the homeless household completes the recertification interview on 11/15/12 and is determined to be eligible, the new certification period will be granted for 12 months from December 2012 to November 2013.
Applies in September 2012	Their certification period will be set for 12 months from September through August 2013.

Note: Homeless adult members who are elderly or disabled shall keep their certification period of 24 months if they have no earned income.

Automation Impact

None. CalWIN will automatically set the new certification period to twelve months.

Forms (Client Correspondence) Impact

Every time homeless households pick up their mail at the FRC, staff shall give the households the flyer "Reporting Requirement for Homeless Household".

Other Programs Impact

No impact for Medi-Cal, General Relief, and CalWORKs programs.

ACCESS Impact

ACCESS agents will make sure regulations are applied correctly when inquiries are received.

Quality Assurance (QA) Impacts

Quality Assurance will cite the appropriate error when the requirements in this material have not been followed.

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JR/mb