

May 14, 2014

## **CalFresh Program Guide Letter #598**

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**Subject**                    **Work Incentive Nutritional Supplement (WINS) Food Supplement**

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**References**                All County Letters 13-71 and All County Informing Notice I-14-14

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**Purpose**                    The purpose of this letter is to provide instructions regarding the implementation and eligibility guidelines for the Work Incentive Nutritional Supplement (WINS).

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**Background**             Senate Bill (SB) 1041, instituted the WINS food benefit for Non-Assistance CalFresh (NACF) households who meet the qualifications of the Temporary Assistance for Needy Families (TANF) work participation hours and have at least one child, that meets the TANF definition of a child, in the household.

The WINS benefit is not a CalFresh benefit but rather a food benefit intended to help increase the TANF Work Participation Rate (WPR).

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**What is WINS?**            WINS is a State Funded Supplement that adds a ten dollar (\$10) food supplement to a recipients Electronic Benefit Transfer (EBT) Card when they meet certain criteria.

WINS is not a cash payment and cannot be counted as income in the CalFresh budget. In addition, receipt of the WINS benefit will not be counted toward federal TANF 60-month time limit on aid, or the State's CalWORKs 48-month, or Welfare-to-Work 24 month time limits and will not trigger child support assignment requirements.

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**Summary of Changes**

The following additions have been made in the CalFresh Program Guide:

	<b>Chapter</b>
Work Incentive Nutrition Supplement (WINS)	<a href="#">63-420</a>

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**Worker Actions**

Workers will be responsible for ensuring the correct entries are made in the following CalWIN Windows to allow for an accurate WINS evaluation:

- **Collect Employment History Detail:** The Estimated Average Hrs/Week field must be completed with **verified hours** of employment
- **Collect Income Received Detail:** If the individual worked the hours to meet the conditions of WINS eligibility and won't get paid until the following month, or if the individual is participating in an unpaid internship, enter "\$0" in the Gross Amount field.
- **Collect Household Relationship Detail:** The relationship is important for the evaluation for WINS. Enter the correct relationships between each individual, especially in a step-parent or caretaker relative household.

If, at SAR 7, RRR, or mid-period report, the household is discontinued from the WINS benefit, a manual notice (WINS 1239) will need to be generated for the correct reasons.

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**Automation Impact**

CalWIN will automatically evaluate the household's eligibility for the WINS benefit when the Human Services Specialist (HSS) verifies and enters the qualifying work hours in the *Collect Employment History Detail* window.

CalWIN will assign the appropriate aid type based on the household composition.

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**Document Capture**

No Impact

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**Client  
Correspondence**

The following forms and notices have been developed and updated for the implementation of WINS:

**NEW FORM AND NOTICE:**

**WINS 1: New Work Incentive Nutritional Supplement (WINS) Benefit.** This form is to be kept in a visible area of the lobby of the Family Resource Centers as an informational flyer.

**WINS 1239: CalFresh Notice of Approval/Denial/Termination WINS Benefits.** This is a required form for use when approving, denying, or terminating WINS benefits.

The Approval Notice (WINS 1239) will go out automatically when the household becomes eligible to the WINS benefit.

The Discontinuance/ Termination Notice (WINS 1239) will need to be generated manually in CalWIN with the appropriate reasons for the denial or termination of the WINS benefit.

The Denial Notice will only be issued when a household requests an evaluation for WINS mid-period and is found ineligible for the program. A denial notice will NOT be issued at intake when the evaluation is initially completed. In this instance, the HSS will inform the household of the denial verbally. The verbal communication must be documented in case comments.

**REVISED FORM:**

**CF 215-CalFresh Notification of Inter-County Transfer:** A checkbox has been added to this form to indicate when a transferring household is receiving WINS benefits.

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**Other Programs  
Impact**

Each year CalWORKs reports their WPR rate to the federal government. There is a specific threshold CalWORKs must meet to avoid financial sanctions. For the past eight years, CalWORKs has not met the participation rate threshold. WINS should help CalWORKs increase their participation rate.

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Quality Control  
Impact

Quality Control (QC) will cite the appropriate error when the requirements have not been followed.

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Director  
Approval

*Rick Wanne, 5-13-14*

**Rick Wanne, MA, MFT**  
Eligibility Operations Director

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