

September 26, 2014

CalFresh Program Guide Letter #598E

Subject Work Incentive Nutritional Supplement (WINS) Food Supplement

References All County Letter 13-71 and All County Informing Notice I-14-14 & I-14-14E

Purpose The purpose of this erratum is to clarify information concerning Transitional CalFresh (TCF), and mid-period reporting for the Work Incentive Nutrition Supplement (WINS)

Summary of Changes ACIN I-14-14E clarified the reporting responsibilities and the differences between Change Reporting (CR) households and Semi-Annual Reporting (SAR) households. The guidelines were provided to align with pre-existing reporting regulations as explained in CFPG [63-261](#) and [63-271](#).

Households eligible to Transitional CalFresh (TCF) can be eligible to WINS. However, the households that have a total income exceeding 200% FPL will no longer be eligible to the WINS benefit. This will not affect their eligibility to TCF.

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

Chapter/ Section	Updates
63-420.5	Updated regulations regarding using the WINS benefit to offset an existing overissuance
63-420.8	Updated regulations regarding differences in case management for SAR and Change Reporting households
63-420.9	Updated regulations regarding TCF cases
63-420.2 & 63-420.6	Created Document for Definitions and Sample household composition examples for reference.

Worker Actions Workers will be responsible for ensuring the correct entries are made in CalWIN to allow for an accurate WINS evaluation. Until the evaluation is automated the calculation for 200% of the FPL must be completed manually.

If the household's income exceeds 200% FPL and the household is no longer eligible to receive the WINS benefit,

1. Change the *Effective Begin Date* to current, on the *Collect Employment History Screen*
2. Enter ten (10) hours in the *Estimated Average Hrs/Week* field for each of the employed household members. This will cause the case to revert to a 0F aid code instead of a WINS aid code in CalWIN and discontinue the WINS benefit.
3. Enter case comments that the household exceeds 200%FPL but remains eligible to TCF.

Automation Impact Monthly Reports will be generated to help track and process the TCF cases affected until the functionality is automated in CalWIN.

Client Correspondence The following forms and notices have been updated and should be used in place of the previously released forms.

WINS 1: New Work Incentive Nutritional Supplement (WINS) Benefit. This form is to be prominently displayed in 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 notice for use when approving, denying, or terminating WINS benefits.

Reminders:

- The Approval Notice (WINS 1239) will go out automatically when the household becomes eligible for the WINS benefit.
 - The Discontinuance/ Termination Notice (WINS 1239) will need to be generated manually in CalWIN with the appropriate reasons for the discontinuance or termination of the WINS benefit.
 - The Denial Notice is only 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 must verbally inform the household of the denial. The verbal communication must also be documented in case comments.
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Other Programs
Impact

Each year CalWORKs reports their WPR 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.

Director
Approval



Rick Wanne, MA, MFT
Eligibility Operations Director
