

**County of San Diego, Health and Human Services Agency (HHS)A)
CalFresh Program Guide Letter**

Revisions and Updates to the CalFresh Program Guide

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Issue Date:

11/25/2014

Effective Date:

Upon receipt.

Purpose:

To:

- Update remaining sections of the CFPG with Semi-Annual Reporting (SAR) regulations;
- Revise sections of the CalFresh Program Guide (CFPG) that require clarification of policy; and
- Make obsolete Quarterly Reporting (QR) Program Inquires and Special Notice 13-02, Annual Reporting/Child Only (AR/CO).

Background:

The SAR system was implemented October, 1, 2013. CFPG Letter #586 provided an overview and initial instructions for implementation of SAR in the CalWORKs and CalFresh programs. CFPG Letter #594 updated section 63-280 with SAR regulations.

This letter updates the remaining sections of the CFPG with SAR regulations, and revises other sections in response to program inquiries and questions from staff.

Policy Change:

- Update of Quarterly Reporting (QR) regulations to SAR in 63-220, 63-240 and 63-250.
- CalFresh households are not required to respond to questions # 4 and #11 of the SAR 7.
- Notice of Action DFA 377.1A is not required to confirm an application withdrawal.

Summary of Changes:

- | | |
|----------|--|
| 63-101.9 | Clarified that individuals who are in jail or prison for more than 30 days are ineligible |
| 63-118 | <ul style="list-style-type: none">• Added example to clarify when the IEVS/PVS report could be considered questionable• Clarified that no action should be taken when an NHR shows new employment starting mid-period |
| 63-121.2 | Removed the requirement to issue the DFA 377.1A to confirm a withdrawal |
| 63-221.1 | <ul style="list-style-type: none">• Changed section title from "Gross and Income Tests" to "Gross and Net Income Definition"• Added Gross and Net income definitions |
| 63-221.2 | <ul style="list-style-type: none">• Changed section title from "Quarterly and Net Income Tests" to "Gross and Net Income Tests"• Clarified that CE and MCE households are not required to pass the gross or net |

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income tests and that legally obligated child support payments are subtracted from gross income before applying the gross income test

- 63-221.3
 - Changed section title from “Quarterly Reporting Households Income Test” to “Determination of Financial Eligibility”
 - Changed determination of eligibility of ongoing cases to “SAR regulations”
 Note: This information was moved from 63-221.2
- 63-221.4 Changed section title “Gross Income Definition” to “Changes in Household Eligibility Test” and QR to SAR
- 63-221.5 Transferred information to the income exclusion sections 63-224.16 and 63-224.17
- 63-221.6 Updated the sections and added references
- 63-221.7 Added a reference
- 63-221.8 Incorporated the chart in the block
- 63-222.7 Added a new section. Information transferred from 63-252.3
- 63-223.7 Added scholarship and grants information and an example
- 63-223.13 Added a new section. Transferred information from 63-252.4
- 63-224.16
 - Added a new section. Transferred information from 63-221.5
 - Added examples
- 63-224-17 Added a new section. Transferred information from 63-221.5
- 63-225.7 Added a list of the major categories of student assistance under Title IV of the Higher Education Act
- 63-232.2
 - Changed the section title from “Dental and Eye Care” to “Medical, Dental and Eye Care”
 - Added orthodontics to the list allowable medical expenses
- 63-232.5
 - Changed section title from “Health Insurance Premiums” to “Health Insurance Premiums, Co-pays and Share of Cost”
 - Added Share of Cost or spend down expenses for medical costs incurred by Medi-Cal recipients to the list of Allowable medical expenses
- 63-241 Updated the self-employment section and changed from QR to SAR regulations
- 63-247 Removed entire section
 The information in 63-247 can be found in 63-223.7, 63-282.11 and 63-241, and 63-165

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63-254	<ul style="list-style-type: none"> • Updated net income computation with SAR regulations • Moved example of net income calculation of households with an E/D member to its own section block • Removed section blocks with information already included in other sections 		
63-261.2	<ul style="list-style-type: none"> • Added a note that elderly/disabled households with earned income are SAR households • Added that resources exceeding the limit is a reporting requirement for non MCE Change Reporting (CR) households 		
63-261.6	Updated Change Report form from DFA 377.5 to CF 377.5 CR		
63-262.4	Clarifications: <ul style="list-style-type: none"> • When a Public Assistance unit fails to submit a timely or complete SAR 7, the CR household will continue to receive regular CalFresh instead of Transitional CalFresh; • A CR household is not required to submit a SAR 7 		
63-272.6	Added new section. CR households becoming SAR		
63-272.7	Added new section. SAR households becoming CR		
63-273; 63-274	Updated the CalFresh SAR 7 Process and Completeness Criteria/Checklist Desk Aid: <ul style="list-style-type: none"> • CalFresh households are not required to respond to questions # 4 and #11 of the SAR 7 • Clarified that workers should attempt to call the client to let the know that the SAR 7 is incomplete; then send the SAR 90 if necessary 		
63-283.5; 63-283.6; 63-283.9; 63-284.3	POLICY CLARIFICATION Updated information related to VUR		
63-284.6	Clarification of VUR		
63-284.9	<ul style="list-style-type: none"> • Clarified that households are not required to report household composition changes unless the total income including the new household member's income is over the established IRT • Added required steps for when a new household member is reported • Removed PAFD example, which can be found in 63-285.6 		
63-285.8	Clarification of IEVS and VUR		
63-286.2	Clarified in example #1 and #4 that household composition change are always VUR and must be acted on even in PACF cases		
63-390.2	Updated that Restaurant Meals Program (RMP) eligible recipients can use their EBT in approved restaurants in other CA counties and states that participate in the RMP		

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The following Special Notices have been deleted:

13-02	Annual Reporting/Child Only (AR/CO)	Obsolete as of October 1, 2013
09-05	Procedures on the Use of VCL at application	CSF 78 and 16-46 are obsolete
09-04	Food Stamps Information Regarding California Registered Domestic Partners	Information is no longer necessary

The following program Inquires are obsolete and have been deleted:

2004-16	Recertification/Cycle Alignment
2004-24	OSU/Quarterly Reporting Budget
2004-27	Income and Eligibility of CAPI Recipients
2004-29	Converting from Change Reporting HH to Quarterly Reporting HH
2004-32	Treatment of Child Support Payments with Quarterly Reporting
2005-07	PA Grant in FS
2005-09	Quarterly Reporting Re-Determination and Recertification
2005-10	Quarterly Reporting
2005-12	Non Assistance Food Stamp (NAFS) Cycle Inquiry
2005-13	Child Support
2005-14	Saldivar, Quarterly Reporting and Quality Assurance Inquiry
2005-17	TFS/PAFS Conversion
2005-19	ABAWD Disqualification
2005-23	Errata TFS and Companion Cases
2005-26	Aligning CalWORKs/PAFs Cycles
2008-02	Clarification Regarding FSET Unsupervised Job Search (UJS) Timeframes
2010-05	DFA 285 Forms and FSES
2011-01	CFET V GR WP Requirement
2011-02	SFIS Requirement

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- 2013-01 Incomplete QR 7
- 2013-03 CalWORKs/CalFresh SAR Training Questions

Impacts:

Programs Affected:

No impact to other programs.

Quality Control:

Quality Control (QC) will cite the appropriate error when instructions in this material are not followed.

References:

- [Manual of Policies and Procedures \(MPP\)](#)
- [All County Letter \(ACL\) 14-49](#)
- [7 CFR 272.13\(a\)](#)
- [7CFR 272.14 \(c\)\(3\)](#)
- [7 CFR 273](#)

Sunset Date:

This policy will be reviewed for continuance by 11/10/2017

Approval for Release:



Rick Wanne, MA, MFT
Director
Eligibility Operations