

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

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**Issue date:**

02/23/2015

**Effective date:**

Upon Receipt

**Purpose:**

To inform staff of changes regarding the documents required to be imaged in CERMS.

**Background:**

When the County of San Diego began utilizing DoReS, users received instructions that not all documents/verifications were required to be imaged. It was believed that entries in CalWIN and worker case comments could be used to verify documents that were received and appropriately reviewed.

Recently we have become aware that this does not include income verifications.

**Policy Change:**

To address this issue, effective immediately, staff must image all income documents into CERMS.

In preparation for upcoming changes to the regulations in regards to the verification requirements for Drug Felons, the information has been removed from this section. (Refer to [SN 15-01](#))

**Summary of Changes:**

[63-117](#) Added reference to Processing Guide #117-01  
Removed verification requirements for conditions of Eligibility for Drug Felons and Government –Recognized Drug Treatment Programs

**Impacts:**

**Automation:** No Impact

**Forms and Document Capture:** No Impact

**Programs Affected:** No Impact

**Quality Control:** Quality Control will cite the appropriate error when the regulations cited in this program material have not been followed

**References:**

[7 CFR 273](#)

[MPP 300.5](#)

[All County Letter 13-102](#)

[All County Letter 14-54](#)

[All County Letter 14-66](#)

[All County Letter 14-100](#)

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**Sunset Date:**

This policy will be reviewed for continuance by 02/28/2018.

**Approval for Release:**

 2-24-15

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Eligibility Operations