

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

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Issue Date:

06/03/2016

Effective Date:

06/01/2016

Purpose:

To update the CalFresh Program Guide following the elimination of Change Reporting (CR).

Background:

Certain households were not required to submit semi-annual reports (SAR), but instead were responsible for reporting income, resource, and changes to household circumstances within 10 days. Change Reporting households, were those consisting of:

- All Adult members elderly or disabled without earned income
- Homeless individuals
- Seasonal or Migrant farmworkers
- Individuals living on an Indian Reservation

Policy Change:

Effective June 1, 2016 Change Reporting households will transition to Semi-Annual Reporting (SAR). Certification periods and SAR cycles will be based on household composition and income type.

All households will now be required to submit SAR7 reports. Certification Periods and SAR Cycles will be as follows:

- Households where all adult members are elderly or disabled will be certified for 24 months. Customers will be required to submit a SAR based on their type of income.
 - Customers with earned income will submit a SAR7 at 6, 12 and 18 months.
 - Customers with unearned income will submit a SAR7 at 12 months.
- Homeless/Seasonal/Migrant farmworkers will be certified for 12 months.
 - These customers will be required to submit a SAR7 at 6 months.
- Individuals living on an Indian Reservation will be certified for 24 months. Customers will be required to submit a SAR based on their type of income.
 - Customers with earned income will submit a SAR7 at 6, 12 and 18 months.
 - Customers with unearned income will submit a SAR7 at 12 months.

Good Cause for Failure to Submit a SAR 7

It is critical that formerly Change Reporting Households be allowed good cause under “extenuating circumstances” for one year after transition to SAR.

Good Cause may be granted and the case rescinded if the customer submits their complete SAR 7 after the extended filing date but no later than the last day of the month after the case discontinues.

Summary of Changes:

CFPG 63-271

Updated to reflect changes

CFPG 63-272

Updated to reflect changes

CFPG 63-273

Updated to reflect changes

CFPG 63-274

Updated to reflect changes

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Impact/s:

Automation: N/A

Forms and Document Capture:

The following packets are obsolete:

- CF Intake CR F2F and Phone English packets A and B.
- CF Intake CR F2F and Phone Spanish packets A and B.
- CF RRR CR English packets A and B.
- CF RRR CR Spanish packets A and B.

Programs Affected

CalFresh

Quality Control

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

Management Reporting: N/A

References:

ACL 15-90

ACL 15-90E

Sunset Date:

06/03/2019

Approval for Release:



6-3-18

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Eligibility Operations