

# **Manual of Policies and Procedures**

## **FOOD STAMPS**

### **Division 63**



**STATE OF CALIFORNIA**  
**Arnold Schwarzenegger, Governor**  
**HEALTH AND WELFARE AGENCY**  
**S. Kimberly Belshé, Secretary**  
**DEPARTMENT OF SOCIAL SERVICES**  
**Tameron Mitchell, Chief Deputy Director**

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**July 2004**

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**FOOD STAMP REGULATIONS  
FOOD STAMP IMPLEMENTATION SCHEDULE**

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This Users' Manual is issued as an operational tool. It contains the following:

- a) Regulations adopted by the Department of Social Services (DSS) for the governance of its agents, licensees, and/or beneficiaries;
- b) Regulations adopted by other State Departments affecting DSS programs;
- c) Statutes from appropriate Codes which govern DSS programs;
- d) Court decisions; and
- e) Operational standards by which DSS staff will evaluate performance within DSS programs.

Regulations of DSS are printed in gothic type as is this sentence.

Handbook material, which includes reprinted statutory material, other department's regulations and examples, is separated from the regulations by double lines and the phrases "**HANDBOOK BEGINS HERE**", "**HANDBOOK CONTINUES**", and "**HANDBOOK ENDS HERE**" in bold print. Please note that both other department's regulations and statutes are mandatory, not optional.

In addition, please note that as a result of the changes to a new computer system revised language in this manual letter and subsequent Food Stamp Manual Letters will now be identified by a vertical line in the left margin.

Questions relative to this Users' Manual should be directed to your usual program policy office.

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<b>63-001</b>	<b>IMPLEMENTATION OF EARLY CA 7 SIGNOFF</b>	<b>63-001</b>
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Effective August 1, 1991, the CWDs shall implement the amended provisions in Section 63-504.321 for all Food Stamp households subject to monthly reporting requirements.

NOTE: Authority cited: Sections 11265.1, 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 273.21(j).

<b>63-002</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CLEAN UP III PACKAGE</b>	<b>63-002</b>
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- .1 Effective on June 1, 1992 CWDs shall implement the amended and adopted provisions. The sections affected are as follows numerically: Sections 63-102 d.(5) through (7); i.(6) through (9), m.(6), p.(3), and s.(1) through (14); 63-207 et seq.; 63-300.2, .21, and .322; 63-402.131, .142(c), .15 through .17, .21, .225, and .5; 63-404.62 and .621; 63-406.11, .12, and .121; 63-407.51 and .512; 63-501.3(k)(17), 63-502.137, .2(e), .2(e)(5), .2(g)(1)(C) and (G), .2(l)(6), and .331(f); 63-503.232(c)(3) through (5), .411(e), .415(b)(1), (d) and (d)(1), .44, .441, .443, .444, .444(a) and (b), .453, .481, and .481(a) through (d); 63-504.351(a) and (b), and .372(a); 63-505.212; 63-603.13, .15 through .154(c), .41 through .414, .43, .431 through .433; and 63-801.443(a) through (c), .84, .96, and .97.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code.

<b>63-003</b>	<b>IMPLEMENTATION OF THE FINAL PROVISIONS OF JONES V. YEUTTER COURT CASE</b>	<b>63-003</b>
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- .1 The amended provisions in MPP Sections 63-503.232(c)(4) and (c)(4)(A) through (B) shall be implemented effective December 1, 1991. The CWDs shall implement these provisions for all new Food Stamp applications and continuing cases.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.3(c)(1)(ii).

63-004	FOOD STAMP REGULATIONS FOOD STAMP IMPLEMENTATION SCHEDULE	Regulations
63-004	<b>IMPLEMENTATION OF THE CHILD SUPPORT DEDUCTION PROVISION OF THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT, PUBLIC LAW 103-66, AND ELIGIBLE STUDENT PROVISION OF THE MICKEY LELAND MEMORIAL DOMESTIC HUNGER RELIEF ACT, PUBLIC LAW 101-624</b>	<b>63-004</b>
.1	Effective October 1, 1995, the amended regulations contained in Sections 63-300.51(a) through .51(j) et seq., .523, .531(b); 63-301.541(a); 63-403.321; 63-406.11, .12, and .212; 63-502.353(a)(5), .37 et seq.; 63-503.25, .251, .251(b)(2), .252, .252(c), .253, .311(f), (g), and (h), .312(g), (h), and (i), .441(a), .442(c)(2) and (c)(3); 63-504.341(i), .421(c), (c)(1), (c)(2), and (d), .631(a) and (c); and 63-505.31, .32, .4(j), .51, and .516 shall become effective for all food stamp households.	
.2	Beginning October 1, 1995 county welfare departments (CWDs) shall implement the required program changes for all new applications.	
.3	Continuing cases shall be adjusted at the next recertification, at household request, or when the case is next reviewed, whichever comes first. Restored benefits shall be provided back to October 1, 1995, except as specified in Section 63-004.4.	
.4	For a household member who was denied benefits or terminated from receiving benefits from October 1, 1994 through September 30, 1995 due to not meeting the student eligibility criteria, but for whom the eligibility criteria should not have been applicable because the student was age 50 or over on the date of the interview, the household is entitled to restored benefits back to October 1, 1994 or the date of application, whichever occurred later. The CWD shall adjust a case if the household is otherwise entitled to benefits, and requests a review of its case or the CWD becomes aware a review is needed.	
NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.		

<b>63-005</b>	<b>IMPLEMENTATION OF FORMS DEFINITIONS</b>	<b>63-005</b>
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- .1 CWDs shall implement these regulations effective the first of the month, 30 days after filing with the Secretary of State.
- .2 Sections affected by these revisions are: 63-102a.(5), b.(3), d.(6), e.(4), f.(4), i.(1), n.(4), p.(2) through (10), r.(5) and (7) and w.(1); 63-103.1 and .2; 63-104 and 104.21(i)(2); 63-105; 63-106; 63-107; 63-108, .41, .5 and .8; 63-202.5; 63-206.36 and .5; 63-300.1, .2, .21 through .24, .31, .321, .37, .412, .5, .512(a), (b), (b)(1), (2), (3), and (4), (c)(1)(A) and (d), and .532(a); 63-301.3, .31, .32, .33, .411(b), .42, .421, .422, .422(b), .424, .431, .431(a), .432, .441(b) and (c), .442, .442(a) and (b), .521, .522, .523, .63, .631(b)(1) and (2), .633(a), (b) and (c), .81, .811 and .812; 63-404.1, .11, .12, .13, .61 and .62; 63-407.56, .562, .586 and .843(f); 63-408.22 and .252(a) through (d); 63-501.63, .631, .632, .641, .642 and .65; 63-503.231, .232(a), (d)(2) and (d)(2)(A), .251, .251(b)(1)(B), .411(a), .412(b), .444(b), .472(a), .473(d), .475(a), .478, .481(c) and .485, .485(a), (a)(1) and (2), (b), (b)(1) and (2), (c), (c)(1) and (2) and (d); 63-504.142, .143, .211, .211(a) through (c), .213, .22, .221 through .225, .23, .231 through .234, .24, .241, .25, .251 through .254, .26, .261 through .265, .266(g) through (j), .267(a), (e)(1) through (4), (f), .27, .271 through .274, .3, .32, .33(a) through (c), .34, .342, .351(a), .352 through .353(c), .354(a), .355, 355(a) and (b), .356, .357(a) and (b), .361(a) through .363, .373 through .375, .391(b), .392(b), .41, .411, .412, .421(a), (b) and (c), .422, .422(a) and (c), .423, .432, .433, .434, .435 and .435(a), .44, .441, .442, .612, .613, .614, .614(a) through (c), .616, .616(a) and (b), .617 through .619, .62, .621, .621(a), .623 and .624; 63-505.114; 63-601.262(b)(4); 63-602.212, 63-603.15, .3, .411, .512(b), .631(a), .712, .811 and .821; 63-701.12, .131 through .136, .31, .311(a), .331 through .334, .41, .621(b) and (d), and .622; 63-702.111(a), .112(a), .121, .122, .21, .211, .212, .213, .221, .222, .41, .42, .5, .51, .52, .53 and .61 through .64; 63-703.212 and .22; 63-704.112 and .12 through .19; 63-705.12(a) through (f); 63-706.131, .132, .3, .421 and .422; 63-801.111, .112, .132, .431, .441, .441(c), .442, .722, .733, .734, .82, .821, .822, .841, .842, .851, .86 and .92; 63-802.15, .151 and .152; 63-804.62, .621, .622, .623, .641 and .642, .642(c), (e) and (f); 63-805.21 and .22; and 63-900.81 and .82.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

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<b>63-006</b>	<b>IMPLEMENTATION OF THE MICKEY LELAND MEMORIAL DOMESTIC HUNGER RELIEF ACT, EXEMPTION OF AFDC RESOURCES AND CLOTHING ALLOWANCE PROVISIONS</b>	<b>63-006</b>
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- .1 Sections 63-301.9 and 63-501.3, as amended herein, shall become effective January 1, 1992.
- .11 Beginning January 1, 1992, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.
- .12 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or October 1, 1991, whichever occurred later.
- .13 For a household that applied for benefits from October 1, 1991 through December 31, 1991 and was denied due to excess resources as a result of counting resources which were excluded when determining AFDC eligibility, the household is entitled to restored benefits back to October 1, 1991 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.
- .2 Section 63-502.2(g), as amended herein, shall become effective January 1, 1992.
- .21 Beginning January 1, 1992, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.
- .22 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided for the month affected back to the date of application or August 1, 1991, whichever occurred later.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code and 7 CFR 272.1.

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<b>63-007</b>	<b>IMPLEMENTATION OF <u>BLANCO V. ANDERSON</u></b>	<b>63-007</b>
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.1 Sections 63-205.1 and 63-205.2, as amended, shall be effective June 1, 1994. These amendments supersede the revisions referenced in Section 63-033.

.2 Sections 11-601 and 63-300.38 shall be effective July 1, 1995.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Section 18902, Welfare and Institutions Code, 7 CFR 272.4(g), Blanco v. Anderson Court Order, United States District Court, Eastern District of California, No. Civ. S-93-859 WBS, JFM, dated January 3, 1995.

<b>63-008</b>	<b>IMPLEMENTATION OF THE MICKEY LELAND MEMORIAL DOMESTIC HUNGER RELIEF ACT, P.L. 101-624, NOVEMBER 28, 1990, HOMELESS STANDARD SHELTER ALLOWANCE AND DISASTER ASSISTANCE PROVISIONS</b>	<b>63-008</b>
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.1 Sections 63-502.3 and 63-900.5 as amended herein, shall become effective March 1, 1992.

.11 Beginning March 1, 1992, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.

.12 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or February 1, 1992, whichever occurred later.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code and 7 CFR 272.1.

<b>63-009</b>	<b>IMPLEMENTATION OF FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM NONDISCRETIONARY PROVISIONS FROM THE HUNGER PREVENTION ACT OF 1988</b>	<b>63-009</b>
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.1 Effective August 1, 1992, CWDs shall implement the following revised and adopted provisions: Section 63-407.311(a); Section 63-407.56; Section 63-407.58; Section 63-407.812; Sections 63-407.813, .814 and .815; Section 63-407.83; Section 63-407.841(c); Section 63-407.862; and Sections 63-502.2(g)(1), (g)(2) and (n).

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

**63-010      IMPLEMENTATION OF THE \$20 STANDARD TELEPHONE ALLOWANCE      63-010**

.1      Section 63-502.352(b), as amended herein, shall become effective April 1, 1992.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code and 7 CFR 272.1.

**63-011      IMPLEMENTATION OF THE PROVISION TO DISCONTINUE THE      63-011**  
**ESTABLISHMENT OF ADMINISTRATIVE ERROR CLAIMS OF**  
**\$35 OR LESS**

.1      Section 63-801.12, as amended herein, shall become effective June 1, 1992.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.1(g), 7 CFR 273.18(a) and United States Department of Agriculture, Food and Nutrition Service letter WFS-100:FS-10-6-CA, dated October 7, 1991.

**63-012      IMPLEMENTATION OF P.L. 102-237, SECTION 905, EXEMPTION      63-012**  
**OF AFDC RECIPIENT RESOURCES**

.1      Sections 63-301.9 and 63-501.3, as amended herein, shall become effective July 1, 1992.

.11      Beginning July 1, 1992, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.

.12      For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or February 1, 1992, whichever occurred later.

.13      For a household that applied for benefits from February 1, 1992 through June 30, 1992 and was denied due to excess resources as a result of counting the resources of an AFDC recipient, the household is entitled to restored benefits back to February 1, 1992 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.

NOTE: Authority cited: Sections 10554 and 18901, Welfare and Institutions Code. Reference: Section 18904, Welfare and Institutions Code, and Public Law 102-237 as specified in Federal Administrative Notice 92-12, dated January 9, 1992.



<b>63-013</b>	<b>IMPLEMENTATION OF CATEGORICAL ELIGIBILITY FOR GENERAL ASSISTANCE RECIPIENTS</b>	<b>63-013</b>
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- .1 Sections 63-102c.(2) and g.(1) and 63-301.7 and .8, as amended herein, shall become effective August 1, 1992.
- .11 Beginning August 1, 1992, the CWDs shall implement the amended or adopted provisions for all new food stamp applications. If for any reason the CWD fails to implement on the required date, restored benefits shall be provided, if appropriate, back to the required implementation date, the date of the food stamp application or the date the household was determined categorically eligible, whichever is later.
- .12 Continuing cases shall be converted to these provisions at household request, at the time of recertification, or when the case is reviewed next, whichever occurs first. Restored benefits shall be provided back to the required implementation date, August 1, 1992.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.1(g)(122)(ii) and Section 1101(d)(1), Public Law 102-237.

<b>63-014</b>	<b>IMPLEMENTATION OF MONTHLY REPORTING RETROSPECTIVE BUDGETING AMENDMENTS AND MASS CHANGES (P.L. 101-624)</b>	<b>63-014</b>
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**HANDBOOK BEGINS HERE**

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These amendments are published in the final rule dated December 4, 1991 and a provision in the Mickey Leland Memorial Domestic Hunger Relief Act of 1990, Public Law 101-624.

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**HANDBOOK ENDS HERE**

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- .1 CWDs shall implement any changes in regulatory provisions for monthly reporting retrospective budgeting households or households subject to monthly reporting retrospective budgeting prospectively based on the effective date of these amendments regardless of budgeting method.
- .2 Section 63-014; Section 63-501.521(e); Sections 63-503.212(b)(2), (b)(3) and (c)(3), .232(b), (c)(2) and (d), .242(b)(3), .252(c), and .7; Sections 63-504.341(c) and (e), .353(a), .391(a), and .5; and Sections 63-505.31, .32, .4(e) and (f) as amended herein, shall become effective August 1, 1992.

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<b>63-014</b>	<b>IMPLEMENTATION OF MONTHLY REPORTING RETROSPECTIVE BUDGETING AMENDMENTS AND MASS CHANGES (P.L. 101-624)</b>	<b>63-014</b>
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(Continued)

- .3 The amended and adopted provisions as specified in Section 63-014.2 shall be implemented prospectively for all Food Stamp households beginning August 1, 1992.
- .4 A determination of entitlement to a restoration of lost benefits shall be made either upon request of the household, or when the CWD becomes aware that a household was denied benefits or would have been eligible for a higher allotment, and shall be implemented as follows:
- .41 Any household that was denied benefits shall receive restored benefits back to July 1, 1992 or the date of application, whichever is later.
- .42 Currently participating households shall receive benefits back to July 1, 1992 or the first month in which application of these provisions would have affected the household's benefits, whichever is later.
- .43 Restoration of lost benefits does not apply to Section 63-501.521(e).

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code and 7 CFR 273.21(s).

<b>63-015</b>	<b>IMPLEMENTATION OF AMENDED ANNUAL STANDARD UTILITY ALLOWANCE (SUA) ADJUSTMENT EFFECTIVE DATE</b>	<b>63-015</b>
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Effective October 1, 1994 and each October 1 thereafter, the CWDs shall implement the revised Food Stamp Standard Utility Allowance annual adjustment for providing continued SUA allowances as specified by changes to Section 63-502.353(d).

NOTE: Authority cited: Sections 18900 and 18901, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code; 7 CFR 273.9(d)(6), (7) and (8); and the Food Stamp Act of 1977, Section 5(e) [7 U.S.C., Section 2014(e)].

<b>63-016</b>	<b>IMPLEMENTATION OF CHANGES TO RECIPIENT CLAIM ESTABLISHMENT AND COLLECTION STANDARDS</b>	<b>63-016</b>
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Effective August 10, 2001, the CWDs shall implement the adopted and amended provisions in MPP Sections 63-102, 63-300.2, 63-504.261, 63-801.1, 63-801.2, 63-801.3, 63-801.4, 63-801.7, 63-802.2 and 63-804.64.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18902, Welfare and Institutions Code; and Public Law 104-4.

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<b>63-017</b>	<b>IMPLEMENTATION OF EDUCATIONAL ASSISTANCE REGULATIONS</b>	<b>63-017</b>
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.1 Sections 63-406.213, .214, .216 and .217; 63-501.3(k); 63-502.2(e), (g) and (l).

.11 Beginning October 5, 1992, the county welfare departments (CWDs) shall implement the adopted or amended provisions for all new Food Stamp applications.

.12 Continuing cases and any other affected households, shall be converted to this provision at the household's request, at recertification, when the case is reviewed next or the CWD becomes aware a review is needed, whichever occurs first. Restored benefits to entitled households are to be provided back to the date of application or August 1, 1992, whichever occurred later.

.13 For a household that applied for benefits from August 1, 1992 through October 5, 1992 and was denied, the household is entitled to restored benefits back to August 1, 1992 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 U.S.C. 2014(d); 7 U.S.C. 2015(e); and 20 U.S.C. 2466d.

<b>63-018</b>	<b>IMPLEMENTATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING (MRRB) AMENDMENTS, MRRB FOR HOUSEHOLDS WHICH RESIDE ON INDIAN RESERVATIONS (PUBLIC LAW (P.L.) 101-624) AND AN ADMINISTRATIVE ERROR PAYMENT PROVISION</b>	<b>63-018</b>
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- .1 County welfare departments (CWDs) shall implement any changes in regulatory provisions based on the effective date of these amendments regardless of budgeting method.
- .2 Section 63-018; Section 63-102b.(1); Section 63-502.2(i); Section 63-503.253; Section 63-504.311(e); Section 63-505.215; and Sections 63-801.431(b) and .732 as amended herein, shall become effective May 1, 1993.
- .3 The amended and adopted provisions as specified in Section 63-018.2 shall be implemented prospectively for all Food Stamp households beginning May 1, 1993.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; 7 CFR 273.18(g)(4)(ii); 7 CFR 273.21(b)(4) and (s); P.L. 101-624, Section 1723 [7 U.S.C. 2015(c)(1)(A)]; and P.L. 102-237, Section 908 [7 U.S.C. 2016(h)(1)].

<b>63-019</b>	<b>IMPLEMENTATION OF THE MICKEY LELAND MEMORIAL DOMESTIC HUNGER RELIEF ACT, ELDERLY, BLIND OR DISABLED ALIENS WITH TEMPORARY STATUS, AND EXEMPTION OF RADIATION EXPOSURE COMPENSATION ACT PAYMENTS</b>	<b>63-019</b>
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- .1 Effective January 1, 1994, the County Welfare Departments (CWDs) shall implement the following amended eligibility regulations for all food stamp applicants: Sections 63-403.1(i) and 63-501.3(k)(18).
- .2 Currently certified households shall be converted to the revised regulations at the time of recertification or at any time the casefile is reviewed prior to recertification.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code and Public Law 101-426.

<b>63-020</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CLEAN UP PACKAGE #4</b>	<b>63-020</b>
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- .1 Effective November 1, 1993 the CWDs shall implement the revised and adopted provisions. The sections affected are as follows: 63-102(t)(4); 63-300.5 and 63-300.512(a)(1) and (c)(1)(A); 63-301.545(a); 63-402.342 and .344; 63-408, .41(j) and (k); 63-501.3(e)(2) and .525 and .526; 63-502.149(a); 63-502.2(d); 63-503.131 and .131(a) and (b); 63-503.242(c)(2); 63-504.392(a), (b) and (c); and 63-802.541.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18901, Welfare and Institutions Code.

<b>63-021</b>	<b>IMPLEMENTATION OF SHELTER AND UTILITY DEDUCTIONS REVISIONS</b>	<b>63-021</b>
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- .1 Effective July 1, 1997, the CWDs shall implement the adopted and amended provisions in Sections 63-502.353(a)(3) and .353(a)(3)(A), .353(a)(6), .353(b); .36; .361, .361(a) through (c); .361(d), .362, .362(a) through (e); .363; .364(a) through (e) (Handbook); and .365. All new cases shall be determined using these provisions. Continuing cases shall be converted to these provisions when the case is reviewed next, at recertification, or at participant request. All cases must be converted to these provisions no later than July 1, 1998.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10553, 10554, and 18904, Welfare and Institutions Code; Public Law (P.L.) 99-603, Section 201(a), Section 245A(h)(1)(A)(iii), Immigration Reform and Control Act; 7 CFR 273.9(d)(6)(vii) and (viii); 7 CFR 273.11(c) and (d).

<b>63-022</b>	<b>IMPLEMENTATION OF INCOME AND RESOURCES OF INELIGIBLE ALIENS, REPORTING ILLEGAL ALIENS, ELIMINATING DEPRECIATIONS AS A COST OF REDUCING SELF EMPLOYMENT INCOME, TECHNICAL AMENDMENTS AND OTHER PROVISIONS AMENDMENTS FROM THE 1980 TO THE FOOD STAMP ACT OF 1977</b>	<b>63-022</b>
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Renumbered to Section 63-1422 by Manual Letter No. FS-91-05, effective 6/1/91.

<b>63-023</b>	<b>IMPLEMENTATION OF PROVISIONS OF THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT (P.L. 103-66)</b>	<b>63-023</b>
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- .1 County welfare departments (CWDs) shall implement any changes in regulatory provisions based on the effective date of these amendments regardless of budgeting method.
- .2 Section 63-023; Sections 63-102i.(4), and t.(5); Sections 63-402.146, .42, .421, .62, and .621(b); Sections 63-407.811(c)(1)(B) and .832; Sections 63-501.3(k)(16) and (16)(A), .521(h), .522, .522(a) and (b), .524 and .524(a), .525, and .526; Sections 63-502.2(b)(2)(C) and (D), and (i); Sections 63-503.13, .471, and .472; Sections 63-504.311(e)(1) and .618(c) and (e); Section 63-805.1; and Handbook Section 63-1101.23, as amended herein, shall become effective September 1, 1994.
- .3 For all food stamp applicants, the regulations become effective on September 1, 1994. Restored benefits are to be provided back to the date of application or September 1, 1994, whichever occurred later.



<b>63-023</b>	<b>IMPLEMENTATION OF PROVISIONS OF THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT (P.L. 103-66) (Continued)</b>	<b>63-023</b>
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- .4 For continuing cases, these provisions shall be implemented upon request by the household, at recertification, when the case is next reviewed, or when the county welfare department becomes aware that a review is needed, whichever occurs first.
- .5 Sections 63-102h.(1) and 63-502.2(j), as amended herein as a result of Hamilton v. Madigan (9th Cir. 1992) 961 F.2d 838 and the subsequent district court orders in Hamilton v. Lyng, were effective with the August 1, 1988 allotments. Food Stamp benefits are to be restored retroactive to July 1, 1988 to recipients whose allotments were reduced, suspended or terminated because the homeless assistance they received was counted as income. AFDC homeless assistance payments are to be excluded from income in any state hearing decisions regardless of whether the CWD action occurred before or after the effective date of the injunction. This would include cases pending back to February 1, 1988.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law 103-66, Section 13971(b)(4); U.S.D.A. Food and Nutrition Service Administrative Notice 94-39; and the July 8, 1988 and July 26, 1988 district court orders in Hamilton v. Lyng.

<b>63-024</b>	<b>IMPLEMENTATION OF FOOD STAMP HOUSEHOLD CONCEPT</b>	<b>63-024</b>
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- .1 Beginning August 1, 1994, county welfare departments shall implement the amended provision for all food stamp household applicants.
- .2 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or April 1, 1994, whichever occurred later.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law (P.L.) 100-77, Section 802; 7 CFR 273.1(a)(2)(i)(C) and (D).

<b>63-025</b>	<b>IMPLEMENTATION OF EARNED INCOME DEDUCTION PENALTY FOR INTENTIONAL PROGRAM VIOLATION</b>	<b>63-025</b>
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- .1 Effective May 1, 1995, county welfare departments shall implement the amended regulations contained in Section 63-801.323 for all food stamp households.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10553 and 18904, Welfare and Institutions Code.

<b>63-026</b>	<b>IMPLEMENTATION OF EDUCATIONAL INCOME EXCLUSIONS IN THE FOOD STAMP PROGRAM</b>	<b>63-026</b>
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- .1 Beginning July 1, 1994, county welfare departments (CWDs) shall implement the amended or adopted provisions for all food stamp applicants as follows:
- .11 The amendment pertaining to the allowance of educational income exclusions for students attending high school or training as specified in Section 63-502.2(e), requires that benefits, for continuing cases and any households entitled to restored benefits, be restored back to the date of application or February 1, 1992, whichever occurred later. Restoration of benefits shall be made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first.
- .12 All other amended provisions, Section 63-502.137, Section 63-502.145, Section 63-502.2(b), the remainder of Section 63-502.2(e), Section 63-502.2(g), and Section 63-502.2(l), require that benefits for continuing cases and any households entitled to restored benefits, be restored back to the date of application or July 1, 1993, whichever occurred later. Restoration of benefits shall be made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10553 and 18904, Welfare and Institutions Code; 7 CFR 273.9(c)(3) and (c)(10)(xi); PL 101-624; and PL 102-325.

<b>63-027</b>	<b>IMPLEMENTATION OF PHOTO ID LIABILITY</b>	<b>63-027</b>
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Renumbered to Section 63-1427 by Manual Letter No. FS-91-05, effective 6/1/91.

<b>63-028</b>	<b>IMPLEMENTATION OF SIMPLIFICATION OF FOOD STAMP HOUSEHOLD DEFINITION</b>	<b>63-028</b>
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- .1 County welfare departments shall implement the amended regulations contained in Sections 63-402.141 and 63-402.142(a)(1), (2) and (3) as follows:
- .11 For all food stamp applicants, the regulations become effective on September 1, 1994. Restored benefits are to be provided back to the date of application or September 1, 1994, whichever occurred later;
- .12 For continuing cases these provisions shall be implemented upon request by the household, at recertification, when the case is next reviewed, or when the county welfare department becomes aware that a review is needed, whichever occurs first.

Restored benefits back to September 1, 1994 shall be limited to new applications made on or after September 1, 1994.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law (P.L.) 103-66 and Food and Nutrition Service (FNS) Administrative Notice 94-39.

<b>63-029</b>	<b>IMPLEMENTATION OF REVISED RESOURCE AND INCOME EXCLUSION PROVISIONS</b>	<b>63-029</b>
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- .1 The amended and adopted provisions of Sections 63-501.3(b), (j) and (k); Section 63-502.2(l); Section 63-506; and Sections 63-507(a)(1) through (a)(4) and (a)(6) through (17) shall become effective April 3, 1995 for new food stamp applications and continuing cases.
- .2 The amended and adopted provisions of Section 63-507(a)(5) and (a)(18) shall become effective April 3, 1995 and shall be implemented as follows:
- .21 Beginning April 3, 1995, CWDs shall implement these provisions for all new food stamp applications.
- .22 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and benefits restored to the date of application or August 1, 1994, whichever is later when any one of the following first occurs:
- .221 Upon request of the household;

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<b>63-029</b>	<b>IMPLEMENTATION OF REVISED RESOURCE AND INCOME EXCLUSION PROVISIONS (Continued)</b>	<b>63-029</b>
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- .222 At recertification;
- .223 When the case is next reviewed; or
- .224 When the CWD becomes aware that a review is needed.
- .23 A household that applied for benefits from August 1, 1994, through March 31, 1995, and was denied due to excess income because of receipt of energy assistance reimbursements, payments, or allowances from the federal Department of Housing and Urban Development and/or the federal Farmers Home Administration is entitled to benefits restored to the date of application or August 1, 1994, whichever is later, if:
  - .231 The household is otherwise entitled to benefits; and,
  - .232 The household requests a review of its case or the CWD becomes aware that a review is needed.
- .24 A household that applied for benefits from August 1, 1994 through March 31, 1995, and was denied due to excess income and resources because of receipt of payments made to victims of Nazi persecution, is entitled to benefits restored to the date of application or August 1, 1994 whichever is later, if:
  - .241 The household is otherwise entitled to benefits; and
  - .242 The household requests a review of its case or the CWD becomes aware that a review is needed.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 18902 and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.8(e)(11) and 273.9(c)(10); and United States Department of Agriculture (U.S.D.A.), Food and Nutrition Service (FNS), Administrative Notice (AN) 94-41, dated April 19, 1994; U.S.D.A., FNS, ANs 94-58 and 94-59, dated July 5, 1994; and U.S.D.A., FNS, AN 94-72, dated September 15, 1994.

<b>63-030</b>	<b>IMPLEMENTATION OF A WAIVER TO SEND A DENIAL NOTICE ON OR BEFORE, RATHER THAN ON, THE 30TH DAY AFTER APPLICATION IF THE HOUSEHOLD FAILS TO PROVIDE THE REQUESTED VERIFICATION</b>	<b>63-030</b>
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- .1 The amendments contained in Sections 63-301.33, .34, .42, .423, .441(a)(2), 63-503.13, .131, and 63-504.616 filed with the Secretary of State on May 18, 1998 shall become effective June 1, 1998 for food stamp applicant households.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10553, 10554, and 18904, Welfare and Institutions Code; Federal Waiver Approval Letter, dated May 24, 1996; 7 Code of Federal Regulations (CFR) Sections 272.3(c)(1)(ii), 273.2(h)(2)(i)(A) and 273.10(g)(1)(ii); Federal Administrative Notice 97-99, dated August 12, 1997; and Federal Food Stamp Policy Memos 82-9, dated December 8, 1981 and 88-4, dated November 13, 1987.

<b>63-031</b>	<b>IMPLEMENTATION OF PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT (PRWORA) OF 1996</b>	<b>63-031</b>
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- .1 Effective upon filing with the Secretary of State, county welfare departments (CWDs) shall implement the provisions in Section 63-405 for all new applicants.
- .2 Effective upon filing with the Secretary of State, CWDs shall implement the provisions in Section 63-403 for continuing Food Stamp participants.
- .3 Effective upon filing with the Secretary of State, CWDs shall implement the provisions in Sections 63-102h.(2)(c) and i.(4)(A)2.; Section 63-301.513; Section 63-402.142(a)(2); Section 63-501.3(l)(2); Sections 63-502.2(b)(2), (b)(2)(C), .2(i) and .353(c); Sections 63-503.13 and .16; Sections 63-504.311(e)(1), .362; and .618(c) and (e); Sections 63-507(a)(5) and (a)(9)(A); and Section 63-801.312(c) for all new applicants or at the next recertification. However, these provisions must be applied to all participants by August 22, 1997, at the latest.
- .4 Effective upon filing with the Secretary of State, the CWDs shall implement the provisions in Sections 19-002.1; 19-004.11, .412, and .9; Section 20-300.31; Sections 63-402.224 and .5; Sections 63-407.51 through .56; Sections 63-407.61 through .63; Sections 63-407.86 through .88; Sections 63-408.1 through .41, .5, .61, and .62; Sections 63-502.121, and .17; Sections 63-503.5, .51, .511 through .514, .52, and .521; and Sections 63-801.431(e) and .737(a) and (b) for all applicants and continuing cases.

NOTE: Authority cited: Sections 10554 and 18901, Welfare and Institutions Code. Reference: Sections 10554 and 18901, Welfare and Institutions Code; Public Law 104-193, Sections 402, 803, 805, 807, 808, 809, 811, 813, 814, 815, 820, 821, 827, 829, 837, 838, and 844 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Administrative Notice 96-48 (Part A, page 6) and Administrative Notice 97-02.

<b>63-032</b>	<b>IMPLEMENTATION OF AMENDED CALIFORNIA FOOD ASSISTANCE PROGRAM (CFAP) REGULATIONS AND PUBLIC LAW (P.L.) 105-185 (AREERA)</b>	<b>63-032</b>
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.1 CWDs implemented the provisions of AB 2779, Chapter 329, Statutes of 1998, for the following amended CFAP regulations through all county letters (ACL) 98-66 and 98-76 for 160 days from the September 1, 1998 effective date until emergency implementation of these regulations:

Sections 63-102c.(2); 63-403.1 and .11; 63-403.14 and .14(a), (b), (d), and (g) through (j); 63-403.15; 63-403.2 through 63-403.8; and 63-411 et seq..

.2 The Governor signed AB 1111 on July 22, 1999 (AB 1111, Chapter 147, Statutes of 1999). CWDs implemented the following amended CFAP provisions through ACL #99-78, effective August 1, 1999. These regulations adopt those provisions and are effective upon filing with the Secretary of State.

New: Sections 63-403.1; 63-403.12 and .13; and 63-403.6 and .7.

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.3 CWDs shall implement the provisions of the following amended and adopted Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) regulations for all new applicants effective upon the filing of these regulations with the Secretary of State. Restored benefits must be provided, as appropriate, back to November 1, 1998, or the date of application, whichever is later. Continuing cases may be converted at the household's request, at recertification, or when the case is next reviewed, whichever is later. The CWD may convert individuals participating in CFAP without making the household reapply if: (1) there is an application on file; (2) the CWD has sufficient information to determine eligibility and benefits; (3) the CWD ensures only individuals meeting federal Food Stamp (FS) eligibility standards are converted; and (4) the household's certification period extends beyond November 1, 1998. Members of these households who had not been receiving benefits, but are now eligible, may be entitled to restored benefits back to the November 1, 1998 date. Sections affected by these revisions are as follows:

Sections 63-405, and 63-405.1, 63-405.11 and .111, .112, .113, .114, .115, .116, .117, and .118; 63-405.12 et seq.; 63-405.13 et seq.; 63-405.2 et seq.; 63-405.3 et seq.; 63-405.4 et seq.; 63-405.5 et seq.; 63-405.6; 63-405.7 et seq.; and 63-405.8 et seq..

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law 105-185, Title V, Sections 503 through 510; Sections 18901.7, 18930, 18930.5, and 18932, Welfare and Institutions Code (as added by AB 2779, Chapter 329, Statutes of 1998); and Sections 18930, 18930.5, and 18932, Welfare and Institutions Code (as amended by AB 1111, Chapter 147, Statutes of 1999).

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<b>63-033</b>	<b>IMPLEMENTATION OF FOOD STAMP EMPLOYMENT AND TRAINING (FSET) AND ABLE-BODIED ADULT WITHOUT DEPENDENTS (ABAWD) REVISIONS</b>	<b>63-033</b>
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- .1 Implementation of the amendments to Sections 63-407.54, .841(b), .855; 63-410, .211, .212, .213(c), .31, and .323 shall become effective on February 1, 2000.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-034</b>	<b>IMPLEMENTATION OF QUARTERLY REPORTING AND PROSPECTIVE BUDGETING (QR/PB)</b>	<b>63-034</b>
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- .1 Sections 63-102, 63-103, 63-300, 63-301, 63-410, 63-501, 63-503, 63-504, 63-505, 63-508, 63-509, 63-801, and 63-804 shall become effective upon filing with the Secretary of State.
- .2 Monthly Reporting/Retrospective Budgeting (MR/RB) subsections shall become inoperative and Quarterly Reporting/Prospective Budgeting (QR/PB) subsections shall become operative in a County Welfare Department (CWD) on the date QR/PB becomes effective in that county, pursuant to the California Department of Social Services (CDSS) Director's QR/PB Declaration. The Director's Declaration states that the necessary federal Food Stamp Program waivers have been granted, and specifies a staggered implementation schedule for counties.
- .3 The provisions in Sections 63-102, 63-103, 63-300, 63-301, 63-410, 63-501, 63-503, 63-504, 63-505, 63-508, 63-509, 63-801, and 63-804 must be applied to all food stamp households no later than July 1, 2004, with the exception of existing nonmonthly reporting (change reporting) households in the Food Stamp Program, outlined in Manual of Policies and Procedures (MPP) Section 63-505.21. Nonmonthly food stamp households will continue to follow existing nonmonthly reporting rules (change reporting) and will not be mandated to submit quarterly reports.
- .4 Sections 18910, 11265.1, .2, and .3, Welfare and Institutions Code as amended by Assembly Bill (AB) 444 (Chapter 1022, Statutes of 2002) and AB 1402 (Chapter 398, Statutes of 2003), directed CDSS to implement provisions of the statutes for the amended and adopted regulations initially through an All-County Letter (ACL), followed by emergency regulations. CDSS authorized CWDs to implement QR/PB through ACL 03-18 dated April 29, 2003.

Note: Authority cited: Sections 10554, 11265.1, .2, .3, 18904, and 18910, Welfare and Institutions Code as amended by AB 444 (Chapter 1022, Statutes of 2002) and AB 1402 (Chapter 398, Statutes of 2003). Reference: Sections 10554 and 18904, Welfare and Institutions Code and Food and Nutrition Service (FNS) Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003.

63-035	<b>IMPLEMENTATION OF ADMINISTRATIVE/ELIGIBILITY AMENDMENTS REGULATIONS</b>	63-035
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Renumbered to Section 63-0005 by Manual Letter No. FS-98-04, effective 10-28-98.

63-036	<b>IMPLEMENTATION OF SPONSORED ALIENS PROVISIONS</b>	63-036
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Renumbered to Section 63-0006 by Manual Letter No. FS-98-04, effective 10-28-98.

63-037	<b>IMPLEMENTATION OF MEDICAL EXPENSE DEDUCTION AMENDMENTS</b>	63-037
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- .1 Effective on November 1, 1995, counties shall implement the revised provisions on reporting and verifying medical expenses in Sections 63-503.252(a), (b) and (c), 253(a), (b), and (c) and .254(a)(1) and (2); Sections 63-504.341(b), .421(c), (c)(1), (c)(2), (c)(3), (c)(4), (d), and (e), and .631(a), (b), and (c); Sections 63-505.41 and 41(c), .511, .52 and .6 and discontinue using repealed Section 63-505.34.
- .2 The provisions shall be implemented for all households that newly apply for Food Stamp Program benefits on or after the required implementation date. CWDs shall notify households eligible for the deduction of the change in medical deduction reporting requirements and the right of the household to be converted to those new procedures immediately. The current caseload shall be converted to these provisions at the household's request, at the time of recertification, or when the case is next reviewed, whichever occurs first.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law (P.L.) 100-435, Section 351; P.L. 101-624, Section 1717 [7 U.S.C. 2014(e)], and U.S.D.A. Food and Consumer Service Federal Register, Vol. 60, No. 67, dated April 7, 1995, pages 17628 through 17631.

63-038	<b>IMPLEMENTATION OF AMENDED SUA REVISIONS</b>	63-038
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Renumbered to Section 63-0007 by Manual Letter No. FS-98-04, effective 10-28-98.

63-039	<b>IMPLEMENTATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING (INCOMPLETE MONTHLY ELIGIBILITY REPORT - CA 7)</b>	63-039
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Renumbered to Section 63-0008 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-040</b>	<b>IMPLEMENTATION OF DISQUALIFICATION PENALTIES OVERISSUANCE RECOVERIES</b>	<b>63-040</b>
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Renumbered to Section 63-0009 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-041</b>	<b>IMPLEMENTATION OF FOOD STAMP ON-LINE ISSUANCE SYSTEM (FSOLIS)</b>	<b>63-041</b>
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Renumbered to Section 63-0010 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-042</b>	<b>IMPLEMENTATION OF REGULATIONS FOR THE CLEAN-UP 5 REGULATIONS</b>	<b>63-042</b>
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- .1 CWDs shall implement the provisions of these amended and adopted regulations effective December 1, 1996. Sections affected by these revisions are as follows:

Sections 20-300.51 and .52; 63-102a.(2), p.(10)(b), and w.; 63-103i.(1); 63-202.412(a); 63-300, 63-300.1, 63-300.42, .51(b)(3)(A), 51(b)(3)(A)1., .51(f), .51(f)(1), .51(h), .532(b), and .533a.; 63-301.31, .311, .32, .33, and .34; .721, .722, and .723; 63-402.141, .141(a), .31, .322, .322(a) and (b), .33, .341, .344, and .45; 63-404.42; 63-409.111, .12, .121, and .122; 63-502.132(b), .142, .2(g)(1)(I), and .2(o); 63-503.242, .42, .421, .422(a) and (b), and .45; 63-504.112, .267(e)(2)(A), and .267(e)(3)(A); 63-505.114; 63-603.11; 63-706.31; 63-801.231 and .42; and 63-805.11.

NOTE: Authority cited: Sections 10553, 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10553, 10554 and 18904, Welfare and Institutions Code.

<b>63-043</b>	<b>IMPLEMENTATION OF REVISED PROVISIONS FOR ENERGY ASSISTANCE PAYMENTS, WORK REGISTRATION, RESTORATION OF LOST BENEFITS, AND TECHNICAL AMENDMENTS</b>	<b>63-043</b>
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Renumbered to Section 63-0011 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-044</b>	<b>IMPLEMENTATION OF AMENDED MONTHLY REPORTING AND RETROSPECTIVE BUDGETING REVISIONS</b>	<b>63-044</b>
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Renumbered to Section 63-0012 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-045</b>	<b>IMPLEMENTATION OF STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS) REGULATIONS</b>	<b>63-045</b>
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- .1 The regulations contained in Sections 63-102f.(3) and s.(12); Section 63-201.31; Sections 63-505.122, .14 and .141; 63-601.12 through .127, and Section 63-602.23 are effective July 1, 1998. Each county will implement the SFIS in their county when the SFIS equipment is operational county-wide.

<b>63-045</b>	<b>IMPLEMENTATION OF STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS) REGULATIONS (Continued)</b>	<b>63-045</b>
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- .11 Upon implementation of the SFIS in each county, the regulations shall be applicable for all new applicants in that county.
- .12 The regulations shall be applied to all continuing cases in each county within twelve months of the installation and operation of the SFIS equipment within that county.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.4(f); Food and Consumer Services Administrative Notice 96-13, dated December 7, 1995; and Sections 10554, 10830, and 18904, Welfare and Institutions Code.

<b>63-046</b>	<b>IMPLEMENTATION OF OVERISSUANCE CORRECTIVE ACTION</b>	<b>63-046</b>
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Renumbered to Section 63-0013 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-047</b>	<b>IMPLEMENTATION OF REGULATIONS FOR THE GENERAL ADMINISTRATIVE CLEAN-UP</b>	<b>63-047</b>
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Renumbered to Section 63-0014 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-048</b>	<b>IMPLEMENTATION OF THE DEFICIT REDUCTION ACT (DEFRA) REGULATIONS FOR CHILD/SPOUSAL SUPPORT DISREGARD PAYMENTS</b>	<b>63-048</b>
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Renumbered to Section 63-0015 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-049</b>	<b>IMPLEMENTATION OF REGULATIONS DUE TO THE MONTHLY REPORTING AND RETROSPECTIVE BUDGETING REVIEW AND CLEAN-UP</b>	<b>63-049</b>
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Renumbered to Section 63-0016 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-050</b>	<b>IMPLEMENTATION OF SOCIAL SECURITY COST-OF-LIVING ADJUSTMENTS</b>	<b>63-050</b>
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Renumbered to Section 63-0017 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>FOOD STAMP REGULATIONS</b>		
<b>Regulations</b>	<b>FOOD STAMP IMPLEMENTATION SCHEDULE</b>	<b>63-057</b>
<b>63-051</b>	<b>IMPLEMENTATION OF SALDIVAR V. MCMAHON PROVISIONS</b>	<b>63-051</b>
Renumbered to Section 63-0018 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-052</b>	<b>IMPLEMENTATION OF FOOD STAMP ACCOUNTABILITY AND REPORTING REGULATIONS</b>	<b>63-052</b>
Renumbered to Section 63-0019 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-053</b>	<b>IMPLEMENTATION OF AB 1111 FOOD STAMP REPEAL PROVISIONS</b>	<b>63-053</b>
Renumbered to Section 63-0020 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-054</b>	<b>IMPLEMENTATION OF AB 1111 FOOD STAMP AMENDMENTS</b>	<b>63-054</b>
Renumbered to Section 63-0021 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-055</b>	<b>IMPLEMENTATION OF THE FOOD STAMP DISCLOSURE OF INFORMATION AND NONCOMPLIANCE WITH OTHER PROGRAMS' PROVISIONS</b>	<b>63-055</b>
Renumbered to Section 63-0022 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-056</b>	<b>IMPLEMENTATION OF THE WORK REGISTRATION/JOB SEARCH/VOLUNTARY QUIT PROVISIONS</b>	<b>63-056</b>
Renumbered to Section 63-0023 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-057</b>	<b>IMPLEMENTATION OF THE GA/GR VENDOR PAYMENT PROVISION OF THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT, PUBLIC LAW 103-66</b>	<b>63-057</b>
<p>.1 The amended regulations contained in Sections 63-502.141(a) and 63-502.2(b)(2), (b)(2)(C), (b)(2)(F), and (b)(3) became effective for all food stamp households on September 1, 1994. For continuing cases and any household entitled to restored benefits, this provision shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurred first. The household is entitled to restored benefits back to September 1, 1994 or the date of application, whichever occurred later.</p>		
NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.		

<b>FOOD STAMP REGULATIONS</b>		
<b>63-058</b>	<b>FOOD STAMP IMPLEMENTATION SCHEDULE</b>	<b>Regulations</b>
<b>63-058</b>	<b>IMPLEMENTATION OF THE FOOD STAMP FARM BILL REVISIONS (PL 99-198) - INCOME DEDUCTIONS AND RESOURCE LIMITS</b>	<b>63-058</b>
Renumbered to Section 63-0024 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-059</b>	<b>IMPLEMENTATION OF REGULATIONS FOR OFFSETTING FARM SELF-EMPLOYMENT LOSSES</b>	<b>63-059</b>
Renumbered to Section 63-0025 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-060</b>	<b>IMPLEMENTATION OF WAIVER OF RIGHT TO ADMINISTRATIVE DISQUALIFICATION HEARING AND DISQUALIFICATION CONSENT AGREEMENT REGULATIONS</b>	<b>63-060</b>
Renumbered to Section 63-0026 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-061</b>	<b>IMPLEMENTATION OF IEVS REGULATIONS</b>	<b>63-061</b>
Renumbered to Section 63-0027 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-062</b>	<b>IMPLEMENTATION OF CORRECTION TO WORK REGISTRATION/ JOB SEARCH/VOLUNTARY QUIT PROVISIONS</b>	<b>63-062</b>
Renumbered to Section 63-0028 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-063</b>	<b>OBRA AND NONDISCRETIONARY FOOD STAMP REGULATIONS #1</b>	<b>63-063</b>
Renumbered to Section 63-0029 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-064</b>	<b>IMPLEMENTATION OF CATEGORICAL ELIGIBILITY FOR PUBLIC ASSISTANCE RECIPIENTS</b>	<b>63-064</b>
Renumbered to Section 63-0030 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-065</b>	<b>IMPLEMENTATION OF TREATMENT OF CERTAIN EDUCATIONAL GRANTS AND LOANS</b>	<b>63-065</b>
Renumbered to Section 63-0031 by Manual Letter No. FS-98-04, effective 10-28-98.		

<b>FOOD STAMP REGULATIONS</b>		
<b>Regulations</b>	<b>FOOD STAMP IMPLEMENTATION SCHEDULE</b>	<b>63-073</b>
<b>63-066</b>	<b>IMPLEMENTATION OF OBRA AND NONDISCRETIONARY #2</b>	<b>63-066</b>
Renumbered to Section 63-0032 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-067</b>	<b>IMPLEMENTATION OF FOOD STAMP EXPEDITED SERVICE #1</b>	<b>63-067</b>
Renumbered to Section 63-0033 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-068</b>	<b>IMPLEMENTATION OF ENERGY ASSISTANCE PAYMENTS</b>	<b>63-068</b>
Renumbered to Section 63-0034 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-069</b>	<b>IMPLEMENTATION OF PURCHASE OF PREPARED MEALS BY HOMELESS FOOD STAMP RECIPIENTS</b>	<b>63-069</b>
Renumbered to Section 63-0035 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-070</b>	<b>IMPLEMENTATION OF CA 7 COMPLETENESS CRITERIA, NONCOOPERATION WITH FEDERAL QC REVIEWS AND SOCIAL SECURITY COLA TIME FRAMES</b>	<b>63-070</b>
Renumbered to Section 63-0036 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-071</b>	<b>IMPLEMENTATION OF THE FOOD STAMP WORK REQUIREMENTS</b>	<b>63-071</b>
Renumbered to Section 63-0037 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-072</b>	<b>IMPLEMENTATION OF HIGHER EDUCATION AMENDMENTS OF 1986 (PUBLIC LAW 99-498)</b>	<b>63-072</b>
Renumbered to Section 63-0038 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-073</b>	<b>IMPLEMENTATION OF THE FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM REQUIREMENTS</b>	<b>63-073</b>
Renumbered to Section 63-0039 by Manual Letter No. FS-98-04, effective 10-28-98.		

<b>FOOD STAMP REGULATIONS</b>		
<b>63-074</b>	<b>FOOD STAMP IMPLEMENTATION SCHEDULE</b>	<b>Regulations</b>
<b>63-074</b>	<b>IMPLEMENTATION OF REGULATIONS FOR COMMUNITY MENTAL HEALTH CENTERS</b>	<b>63-074</b>
Renumbered to Section 63-0040 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-075</b>	<b>IMPLEMENTATION OF THE ELIGIBLE ALIEN STATUS REGULATIONS (PUBLIC LAW 99-603)</b>	<b>63-075</b>
Renumbered to Section 63-0041 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-076</b>	<b>IMPLEMENTATION OF INCOME AND RESOURCE ELIGIBILITY REQUIREMENTS</b>	<b>63-076</b>
Renumbered to Section 63-0042 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-077</b>	<b>IMPLEMENTATION OF REGULATIONS FOR EXPEDITED SERVICE #2</b>	<b>63-077</b>
Renumbered to Section 63-0043 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-078</b>	<b>IMPLEMENTATION OF MCKINNEY HOMELESS ASSISTANCE REGULATIONS (P.L. 100-77) AND SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM REGULATIONS (P.L. 100-175)</b>	<b>63-078</b>
Renumbered to Section 63-0044 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-079</b>	<b>IMPLEMENTATION OF REGULATIONS FOR EXPEDITED SERVICES #3</b>	<b>63-079</b>
Renumbered to Section 63-0045 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-080</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CLEAN UP PACKAGE #1</b>	<b>63-080</b>
Renumbered to Section 63-0046 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-081</b>	<b>IMPLEMENTATION OF HART V. MCMAHON</b>	<b>63-081</b>
Renumbered to Section 63-0047 by Manual Letter No. FS-98-04, effective 10-28-98.		



<b>FOOD STAMP REGULATIONS</b>		
<b>Regulations</b>	<b>FOOD STAMP IMPLEMENTATION SCHEDULE</b>	<b>63-088</b>
<b>63-082</b>	<b>IMPLEMENTATION OF CHARITABLE DONATIONS REQUIREMENTS</b>	<b>63-082</b>
Renumbered to Section 63-0048 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-083</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CLEAN UP PACKAGE #2</b>	<b>63-083</b>
<p>.1 Effective on the first of the month 30 days after filing with the Secretary of State, the CWDs shall implement the revised and adopted provisions. The sections affected are as follows: 63-102c.(5) through (10); 63-102i.(5); 63-300.6 through .623; 63-402.1; 63-402.213; 63-402.31 through .344; 63-402.4 through .41; 63-402.811 through .85; 63-406.21; 63-502.34 through .352(a)(5); 63-503.471(a); and 63-801.512.</p> <p>NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.</p>		
<b>63-084</b>	<b>IMPLEMENTATION OF VOLUNTARY QUIT AND WORK REGISTRATION REQUIREMENTS REGULATIONS</b>	<b>63-084</b>
Renumbered to Section 63-0049 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-085</b>	<b>IMPLEMENTATION OF DISASTER ASSISTANCE ACT (PL 100-387)</b>	<b>63-085</b>
Renumbered to Section 63-0050 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-086</b>	<b>IMPLEMENTATION OF REGULATIONS TO ADOPT A RESIDENCY OPTION FOR PARTICIPANTS IN THE GAIN SUPPLEMENTATION PROGRAM</b>	<b>63-086</b>
Renumbered to Section 63-0051 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-087</b>	<b>IMPLEMENTATION OF RESOURCE AND INCOME EXCLUSIONS FOR RELOCATION RESTITUTION RECEIVED BY JAPANESE AND ALEUTIANS FOR INJUSTICES DURING WORLD WAR II (PL 100-383)</b>	<b>63-087</b>
Renumbered to Section 63-0052 by Manual Letter No. FS-98-04, effective 10-28-98.		
<b>63-088</b>	<b>IMPLEMENTATION OF REGULATIONS FOR THE HUNGER PREVENTION ACT OF 1988 (P.L. 100-435)</b>	<b>63-088</b>
Renumbered to Section 63-0053 by Manual Letter No. FS-98-04, effective 10-28-98.		

<b>63-089</b>	<b>IMPLEMENTATION OF FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM REIMBURSEMENT REGULATIONS</b>	<b>63-089</b>
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Renumbered to Section 63-0054 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-090</b>	<b>IMPLEMENTATION OF CATEGORICAL ELIGIBILITY - FINAL PROVISIONS</b>	<b>63-090</b>
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Effective September 1, 1990, the CWDs shall implement the amended provisions in Sections 63-301.631, .632, .724, .73, .74; 63-801.2, .21, .22, .312; and 63-802.12 for all new food stamp applications and continuing cases.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.1(g)(108).

<b>63-091</b>	<b>IMPLEMENTATION OF REGULATIONS FOR ISSUANCE AND ISSUANCE LIABILITY RULES</b>	<b>63-091</b>
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- .1 The revised FNS-46 (Rev. 8/89) shall be implemented retroactive to the October 1989 report. If necessary, CWDs shall submit revised reports back to this month.
- .2 Effective on the first of the month, 30 days after filing with the Secretary of State, CWDs shall implement the following revised and adopted provisions: Sections 63-102a.(1) through a.(7), c.(4) through c.(9), m.(1) through m.(7), r.(2) through r.(8), t.(5), and v.(1); Section 63-103.21i(6); Sections 63-104.2 and .3; Section 63-107.231(c) and .34; Section 63-201.6; Sections 63-202.12, .3, and .311(b); Sections 63-206.1, .2, .3, .4, .5, and .6; Sections 63-301.2, and .531; Sections 63-402.612, .613, .614, .621, .622(a), .63, .64, and .65; Sections 63-503.474, .475, .477, .484, and .485; Sections 63-504.422(b), .71, .73, .74, .841, .842, and .863; Sections 63-601.1 and .211; Sections 63-602.11, .12, .2, .3, .4, .5, and .6; Sections 63-603, .1, .2, .3, .4, .5, .6, .7, and .8; Section 63-700; Sections 63-701.11, .13, .2, .3, .4, .5, and .6; Sections 63-702.11, .63, and .64; Sections 63-703.1, .2, and .3; Sections 63-704.11, .12, .13, .15, and .16; Sections 63-705.11, .12, .13, .2, .21, .22, and .23; Sections 63-706, .1, .2, .3, and .4; Section 63-707; Section 63-708; Sections 63-801.122, .222(c), and .85; Section 63-804.7; and Section 63-900.55(i).

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.1(g); 7 CFR 272.2(a)(2) and (d)(1)(viii); 7 CFR 272.4(f); 7 CFR 273.1(f); 7 CFR 273.2(q); 7 CFR 273.10(g); 7 CFR 273.11(k); and 7 CFR 274.1 through .11.

<b>63-092</b>	<b>IMPLEMENTATION OF REGULATIONS FOR HUNGER PREVENTION III - JOINT AFDC/FOOD STAMP APPLICATION AND WRITTEN STATEMENT OF VERIFICATION REQUIREMENTS</b>	<b>63-092</b>
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- .1 Revised and adopted provisions: MPP Sections 63-300.2, 300.37, 301.41 and 301.6 are effective April 6, 1990 and CWDs shall implement them by June 1, 1990.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.1(g).

<b>63-093</b>	<b>IMPLEMENTATION OF REGULATIONS FOR ISSUANCE AND ISSUANCE LIABILITY #1 - EXPIRATION DATE</b>	<b>63-093</b>
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- .1 Effective April 1, 1990, the CWDs shall implement revised provisions in MPP Sections 63-602.323 and 63-602.49.

<b>63-094</b>	<b>IMPLEMENTATION OF EXTENSION OF THE EXCLUSION OF VENDOR PAYMENTS FOR TEMPORARY HOUSING (PUBLIC LAW 101-220)</b>	<b>63-094</b>
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- .1 Effective on the date that these regulations are filed with the Secretary of State, the CWDs shall implement the amended provision in Section 63-502.2(b)(2)(D) for all new food stamp applications and continuing cases. Affected households are entitled to restored benefits from October 1, 1989 due to the extension of this provision.

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<b>63-094</b>	<b>IMPLEMENTATION OF EXTENSION OF THE EXCLUSION OF VENDOR PAYMENTS FOR TEMPORARY HOUSING (PUBLIC LAW 101-220)</b>	<b>63-094</b>
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(Continued)

- .2 For continuing cases and any household entitled to restored benefits, this provision shall be implemented and appropriate restoration of benefits made:
- .21 Upon request by the household;
- .22 At recertification;
- .23 When the case is next reviewed; or
- .24 When the CWD becomes aware that a review is needed, whichever occurs first.

<b>63-095</b>	<b>IMPLEMENTATION OF RESOURCE AND INCOME EXCLUSIONS FOR AGENT ORANGE SETTLEMENT FUND PAYMENTS (PL 101-201)</b>	<b>63-095</b>
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- .1 Effective June 1, 1990, the CWDs shall implement the amended provisions in Sections 63-501.3(k) and 63-502.2(l) for all new food stamp applications and continuing cases. Affected households are entitled to restored benefits back to the date of the denial, underissuance or January 1, 1989, whichever occurred later. Restoration shall be made in accordance with Section 63-802, except that the twelve-month limit for restoring benefits shall not apply.
- .2 For continuing cases and any household entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made:
- .21 Upon request by the household;
- .22 At recertification;
- .23 When the case is next reviewed; or
- .24 When the CWD becomes aware that a review is needed, whichever occurs first.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Public Law 101-201.

63-096	<b>IMPLEMENTATION OF RESOURCE AND INCOME EXCLUSIONS FOR STUDENT FINANCIAL ASSISTANCE RECEIVED UNDER BUREAU OF INDIAN AFFAIRS (BIA) STUDENT ASSISTANCE PROGRAMS P.L. 100-50</b>	63-096
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- .1 Sections 63-501.3(k)(12), 502.2(e)(5), 502.2(e)(5)(A)(ii), 502.2(e)(5)(C), 502.2(g)(1)(F), 502.2(g)(2)(B), and 63-502.2(l)(4), as amended herein, shall become effective July 1, 1990.
- .2 These amended or adopted provisions in Section 63-096 shall be implemented as follows:
  - .21 Beginning July 1, 1990, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.
  - .22 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or August 1, 1987, whichever occurred later.
  - .23 For a household that applied for benefits from August 1, 1987 until July 1, 1990 and was denied, the household is entitled to restored benefits back to August 1, 1987 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: P.L. 100-50, Sections 22(e)(4) and 14(27), enacted June 3, 1987.

<b>63-097</b>	<b>IMPLEMENTATION OF THE <u>JONES V. YEUTTER</u> COURT CASE</b>	<b>63-097</b>
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- .1 The amended and newly adopted provisions in Manual of Policies and Procedures (MPP) Section 63-102; Section 63-301.633; Sections 63-502.141 and .17; Sections 63-502.2(b)(2) and (b)(3); Section 63-503.212(c)(3); Sections 63-503.232(c)(2), (c)(4), (c)(4)(A), (B), and (C) and (d)(2); and Sections 63-1300 and 1301 shall be implemented as follows:
- .11 Effective no later than August 1, 1990, the CWDs shall implement these provisions for all new food stamp applications and continuing cases.
- .12 In accordance with the requirements of the Jones v. Yeutter Partial Settlement Agreement signed on February 1, 1990, benefits shall be restored to entitled households as specified in Section 63-1301.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: (Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal. Feb. 1, 1990) \_\_\_\_ F. Supp. \_\_\_\_ [Dock. No. CV-89-0768].)

<b>63-098</b>	<b>IMPLEMENTATION OF REVISED PRORATION METHODOLOGY FOR SHARED LIVING ARRANGEMENTS</b>	<b>63-098</b>
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- .1 Effective May 1, 1992, the CWDs shall implement the adopted and amended provisions in MPP Sections 63-502.3, .31, .32, .33, .34, .35, .351, .352, .353, and .36 and 63-503.442(c) and .452. Continuing cases shall be converted to these provisions when the case is reviewed next or at recertification, whichever occurs first.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code; and 7 CFR 273.9(d)(6)(viii).

<b>63-099</b>	<b>IMPLEMENTATION OF DISCONTINUANCE EXCEPTION FOR POSTPONED VERIFICATION IN EXPEDITED SERVICES HOUSEHOLDS</b>	<b>63-099</b>
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- .1 Effective November 1, 1991 the CWDs shall implement the amended and adopted provisions. The sections affected are 63-301.544; .545; .546; .547; .548; and .549.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Section 18901, Welfare and Institutions Code.



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**FOOD STAMP REGULATIONS  
GENERAL PROVISIONS**

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**FOOD STAMP REGULATIONS  
GENERAL PROVISIONS**

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<b>FOOD STAMP REGULATIONS</b>		
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<b>63-101</b>	<b>GENERAL PURPOSE AND SCOPE</b>	<b>63-101</b>

.1 Purpose of the Food Stamp Program

The Food Stamp Program is designed to promote the general welfare and to safeguard the health and well-being of the nation's population by raising the levels of nutrition among low-income households. Section 2 of the Food Stamp Act of 1977 states, in part:

Congress hereby finds that the limited food purchasing power of low-income households contributes to hunger and malnutrition among members of such households. Congress further finds that increased utilization of food in establishing and maintaining adequate national levels of nutrition will promote the distribution in a beneficial manner of the nation's agricultural abundance and will strengthen the nation's agricultural economy, as well as result in more orderly marketing and distribution of foods. To alleviate such hunger and malnutrition, a Food Stamp Program is herein authorized which will permit low-income households to obtain a more nutritious diet through normal channels of trade by increasing food purchasing power for all eligible households who apply for participation.

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.2 Scope of the Regulations

Chapter 100 contains general information, definitions, and other material applicable to Food Stamp Program operations. Chapter 200 sets administration of the Program. Chapter 300 describes the application processing requirements and standards. Chapters 400 and 500 describe the eligibility standards and criteria to be applied by CWD in certifying applicant households. Chapter 600 sets forth requirements and procedures for food coupon issuance, use, replacement, and close-out activities. Chapter 700 provides procedures for coupon ordering and CWD responsibilities in maintaining coupon accountability. Chapter 800 describes the corrective actions for under/overissuances, wrongful denials or terminations, recipient fraud, etc. Chapter 900 explains procedures for issuing emergency coupon allotments to certain victims of disasters unable to purchase adequate amounts of food. Chapter 1000 sets forth the state/county coordinated Outreach Program responsibilities. Chapter 1100 contains all the federal and state forms that are required in the administration of the Food Stamp Program.

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<b>63-102</b>	<b>DEFINITIONS</b>	<b>63-102</b>
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- (a) (1) "Access device" means the device which may be used to access the master issuance or record-for-issuance file in an automated direct access system. A plastic card with a magnetic strip is a type of access device.
- (2) "Administrative Disqualification Hearing Waiver" means the DPA 479 Rev. 8/95.
- (3) "Administrative (Agency) Error (AE)" is an overpayment claim caused by an action or failure to take action by the CWD. (The only exception is an overpayment caused by a household transacting an untampered, expired Authorization to Participate (ATP) card).
- (4) "Aid to Families with Dependent Children (AFDC)" means the financial aid program for needy children who lack parental support and care. This term refers to the program in general, regardless of the source of funding.
- (A) Federally-funded AFDC is authorized under Title-IV of the Social Security Act of 1935, as amended. Households entitled to federal AFDC must meet federal eligibility requirements.
- (B) State-only AFDC is the state and county-funded AFDC program for otherwise eligible persons who do not meet specific federal eligibility requirements.
- (5) "Allotment" means the total value of coupons a household is authorized to receive during each calendar month of certification.
- (6) "Annual Review Period" means the 12-month period from October 1 of each calendar year through September 30 of the following calendar year.
- (7) "Application" means:
- (A) The forms which are completed by a household member or authorized representative when applying for Food Stamps; or
- (B) The forms used to apply for AFDC by households in which all members apply for or receive Public Assistance, including any necessary Food Stamp Program attachments approved by FNS.
- (8) "Authorization document" means an intermediary document issued by the CWD and used to authorize a specific benefit amount for a household. An "Authorization to Participate card (ATP)" is a type of authorization document.

**63-102 DEFINITIONS (Continued)****63-102**

- (b) Section 63-102(b)(1)(MR) shall become inoperative and Section 63-102(b)(1)(QR) shall become operative in that county, pursuant to the Director's QR/PB Declaration.
- (MR) (1) "Beginning Months" in a retrospective budgeting system means the first month the household is certified for food stamps and the month thereafter. For households applying for food stamps and PA benefits at the same time, a third beginning month shall be assigned if necessary for the household to transition from prospective to retrospective budgeting during the same months for both food stamps and PA. The first beginning month cannot be any month which immediately follows a month in which a household is certified and subject to retrospective budgeting in any project area. The month following the month of suspension shall not be considered a beginning month.
- (2) "Budget Month" in a retrospective budgeting system means the month from which income and other circumstances (except household composition) of the household are used to calculate the household's allotment for the corresponding issuance month.
- (3) "Bulk storage point" means a location which receives and stores coupons from FNS for two or more CWDs and transfers them to issuance agents. It must report coupon inventories on the FNS-250. Coupons are not issued to recipients from bulk storage points.
- (QR) (1) "Bulk storage point" means a location which receives and stores coupons from FNS for two or more CWDs and transfers them to issuance agents. It must report coupon inventories on the FNS-250. Coupons are not issued to recipients from bulk storage points.
- (c) (1) "Calendar month" means a period running from the first of the month through the end of the month.
- (2) "California Food Assistance Program (CFAP)" means the state program that provides Food Stamp Program benefits to noncitizens who were legally present in the United States prior to August 22, 1996, and have been determined ineligible for federal Food Stamp Program benefits due solely to their immigration status, as detailed in Section 63-405. The establishment of legal presence can be verified through INS at application. CFAP also provides Food Stamp Program benefits to certain noncitizens who are eligible for CFAP if they entered the U.S. on or after August 22, 1996 as specified in Section 63-403.1.
- (3) "Categorical Eligibility" means being considered eligible for food stamps, as specified in Sections 63-301.6, .7 and .8, because of the household's eligibility for public assistance (PA) or general assistance (GA).

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (4) "Child/spousal support disregard payment" means those payments received from an absent parent, and issued to recipients of Aid to Families with Dependent Children (AFDC) in accordance with federal law, PL 98-369, Section 2640, of the Deficit Reduction Act (DEFRA). These payments are disregarded as income for the AFDC program, but shall be considered income for the Food Stamp Program.
- (5) "Claims collection point" means an entity responsible for the collection of claims.
- (6) "Combined Households" means those households which contain participants of the federal Food Stamp Program and CFAP.
- (7) "Commercial boarding house" means an establishment licensed as an enterprise which offers meals and lodging for compensation and profit. In a county without licensing requirements, a commercial boarding house shall be defined as a commercial establishment which offers meals and lodging for compensation with the intent of making a profit. The number of boarders residing in a boarding house shall not be used to determine if a boarding house is a commercial enterprise.
- (8) "Communal dining facility" means a public or nonprofit private establishment approved by FNS which prepares and serves meals for elderly persons, or for supplemental security income (SSI) recipients and their spouses; a public or private nonprofit establishment (eating or otherwise) that feeds elderly persons or SSI recipients and their spouses, and federally subsidized housing for the elderly at which meals are prepared for and served to the residents. It also includes private establishments which contract with a local agency to offer meals at concessional prices to elderly persons or SSI recipients and their spouses.
- (9) "Compliance with CWD Time Limits" means taking action within the time frames specified. If the last day for taking action falls on a Saturday the CWD shall take action on or before that date. When the last day for taking action falls on a Sunday or other holiday, as specified in Government Code Sections 6700 and 6701, the CWD shall take action on the next normal working day except for expedited service time frames as specified in Section 63-301.531.
- (10) "County agency (CWD)" means the agency of county government which has been delegated the responsibility for the administration of the federally aided public assistance programs within the county.
- (11) Section 63-102(c)(11)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

**63-102 DEFINITIONS (Continued)****63-102**

- (QR) "Change Reporting Household" means a household consisting of seasonal and/or migrant farmworkers, all elderly or disabled individuals or households with all homeless individuals. These households are required to report income, resource and household circumstance changes within 10 days of the occurrence. Benefits are increased or decreased based on these reported changes.
- (12) Section 63-102(c)(12)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) "Conversion Factor" means a figure used to convert income paid on a weekly or bi-weekly basis to a monthly averaged figure. Weekly amounts are multiplied by 4.33 and bi-weekly amounts by 2.167.
- (13) Section 63-102(c)(13)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) "County Initiated Mid-Quarter Actions" means the changes in eligibility status based on case information that the CWD is required to act on mid-quarter such as sanctions, financial penalties, approval of benefits in another household, or the end of an inter-county transfer, or cost-of-living changes.
- (14) "Coupon" means a type of certificate provided pursuant to the provisions of Division 63, Food Stamp Regulations, for the purchase of eligible foods.
- (15) "Coupon issuer" means the CWD or any person, partnership, corporation, organization, or other entity with which a CWD has an CDSS approved contract for, or to which it has assigned responsibility for the issuance of coupons to households.
- (d) (1) "Date of entry" or "Date of admission" means the date established by the Immigration and Naturalization Service as the date the sponsored alien was admitted for permanent residence.
- (2) "Days" unless stated otherwise refers to calendar days.
- (3) "Delinquent claim" is either a claim that has not been paid by the due date and a satisfactory payment arrangement has not been made, or a payment arrangement has been made and a scheduled payment has not been made by the due date.
- (4) "Department" means the California Department of Social Services.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (5) "Director" means the director of the California Department of Social Services.
- (6) "Disaster" means one of two types of disasters which are:
  - (A) "Lesser disaster" means a disaster such as, but not limited to, a flood, fire, other catastrophe or temporary emergency that has not been declared a major disaster but is severe enough to have disrupted commercial channels of food distribution.
  - (B) "Major disaster" means one of the following occurrences which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby:
    - (i) any natural catastrophe (such as a hurricane, tornado, storm, high water, winddriven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought); or
    - (ii) regardless of cause, any fire, flood, or explosion.
- (7) "Disqualification Consent Agreement" means the DFA 478.
- (8) "Drug addiction or alcoholic treatment and rehabilitation program" means any drug addiction or alcoholic treatment and rehabilitation program under Part B of Title XIX of the Public Health Service Act (42 USC 300x et seq.) conducted by a private nonprofit organization or institution or a publicly operated community mental health center.
  - (A) "Under Part B of Title XIX of the Public Health Service Act" (42 USC 300x et seq.) is defined as meeting the criteria which would make it eligible to receive funds, even if it does not actually receive funding under Part B of Title XIX.
- (e) (1) "Elderly or disabled member" means a member of a household who:
  - (A) is 60 years of age or older;



<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (B) receives Supplemental Security Income (SSI) benefits under Title XVI, or disability or blindness payments under Title II (Social Security Disability Insurance Program) of the Social Security Act;

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- .1 In accordance with Section 63-402.22, SSI recipients shall be included as a member of the household for purposes of household composition. However, they shall be excluded from the household for the purpose of determining household size, eligibility or benefit level.

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- (C) receives disability retirement benefits from a governmental agency because of a disability considered permanent under Section 221(i) of the Social Security Act;
- (D) receives interim assistance benefits pending receipt of SSI, provided that the eligibility to receive those benefits is based upon disability or blindness criteria which are at least as stringent as those used under Title XVI of the Social Security Act;

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (E) receives disability-related medical assistance under Title XIX (Medi-Cal) of the Social Security act;
  - (F) receives disability-based general assistance benefits, provided that the eligibility to receive those benefits is based upon disability or blindness criteria which are at least as stringent as those used under Title XVI of the Social Security Act;
  - (G) is a veteran with a service-connected or nonservice-connected disability rated by the Veteran's Administration (VA) as total or paid as total by the VA under Title 38 of the United States Code;
  - (H) is a veteran considered by the VA to be in need of regular aid and attendance or permanently housebound under Title 38 of the United States Code;
  - (I) is a surviving spouse of a veteran and considered by the VA to be in need of regular aid and attendance or permanently housebound or a surviving child of a veteran and considered by the VA to be permanently incapable of self-support under Title 38 of the United States Code;
  - (J) is a surviving spouse or surviving child of a veteran and considered by the VA to be entitled to compensation for a service-connected death or pension benefits for a nonservice-connected death under Title 38 of the United States Code and has a disability considered permanent under Section 221(i) of the Social Security Act. "Entitled" as used in this definition refers to those veterans' surviving spouses and surviving children who are receiving the compensation or pension benefits stated or have been approved for such payments, but are not yet receiving them; or
  - (K) receives an annuity payment under Section 2(a)(1)(iv) of the Railroad Retirement Act of 1974 and is determined to be eligible to receive Medicare by the Railroad Retirement Board; or Section 2(a)(1)(v) of the Railroad Retirement Act of 1974 and is determined to be disabled based upon the criteria used under Title XVI of the Social Security Act.
- (2) "Eligible food" means:
- (A) Any food or food product intended for human consumption except alcoholic beverages, tobacco, and hot foods and hot food products prepared for immediate consumption.
  - (B) Seeds and plants to grow foods for personal consumption of eligible households.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (C) Meals prepared and delivered by an FNS authorized meal delivery service to households eligible to use benefits for the purchase of delivered meals; or meals served by a communal dining facility for the elderly to households eligible to use benefits for communal dining.
- (D) Meals prepared and served to households eligible to use benefits to purchase those meals by a drug or alcoholic treatment and rehabilitation center which is authorized by FNS to accept benefits in exchange for meals.
- (E) Meals prepared and served to eligible blind or disabled residents receiving benefits under Title II or Title XVI of the Social Security Act by a group living arrangement which is authorized to accept benefits in exchange for meals.
- (F) Meals prepared and served by a shelter for battered women and children to its eligible residents.
- (G) Meals prepared for and served to homeless food stamp households by a public or private nonprofit establishment (e.g., soup kitchen or shelter), which has been authorized by the Food and Nutrition Service (FNS) to accept food stamp benefits. This provision only applies to homeless food stamp households.
- (H) Meals purchased by eligible elderly, or homeless or disabled food stamp households under the provision of a CDSS-approved restaurant meal program.
  - 1. Counties shall only contract with individual restaurants that serve meals at concessional prices:
    - a. meals that cost less than that which would be charged to customers not using food stamp benefits, or
    - b. discounted meals already offered to certain consumers or advertised special or sale priced meals offered to all consumers.
  - 2. Restaurants must be authorized by FNS (by approval of the FNS-252-2 submitted by the restaurant) to accept food stamp benefits.
  - 3. Before instituting a restaurant meals program, counties must first submit a written proposal to CDSS for review and approval. All county documents and definitions must reflect the requirements of federal and State regulations. The proposal must contain:

**63-102      DEFINITIONS (Continued)****63-102**

- a. a draft identification card for eligible participants with the person's name, case number, expiration date and signature to be used in conjunction with the Golden State Advantage EBT card;
  - b. a draft publicity sheet to notify restaurants about the requirements of the restaurant meals program;
  - c. a draft publicity sheet for current homeless, elderly, and disabled recipients including information on requirements and availability;
  - d. a draft Memorandum of Understanding (MOU) detailing the obligations of the county to:
    - (i) issue an identification card to each eligible recipient;
    - (ii) inform those recipients of the names and addresses of participating restaurants; and
    - (iii) include signature blocks for persons authorized on behalf of the county and the restaurant.
  - e. a draft MOU detailing the obligations of the restaurant to:
    - (i) prohibit inclusion of a service gratuity in the price of the meal;
    - (ii) prohibit charging sales or meals tax;
    - (iii) prohibit sale of alcoholic beverages to participants; and
    - (iv) require posting of a sign notifying the public of the restaurant's participation in the program and including references to nondiscrimination statutes and regulations.
4. CDSS will review and notify the county of approval or denial of the proposal within 60 days of receipt of the county's draft material. If materials require modification, CDSS will define necessary corrections. On receipt of resubmitted materials, CDSS will make final approval or denial within 60 days.

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5. Counties that choose to participate in the restaurant meals program must recognize that CDSS approval of their written proposal will be contingent upon the availability of State funds.

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<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (3) "Energy Assistance" means any payments or allowances made for the purpose of providing energy assistance under a federal law other than Part A of Title IV of the Social Security Act of 1935 (42 U.S.C. 601 et seq.), as amended, or a one-time payment made under a federal or state law for costs of weatherization, emergency repair or replacement of heating or cooling devices if unsafe or inoperative.
- (4) "Entrant Cash Assistance (ECA)" means cash assistance provided to Cuban or Haitian entrants under the same conditions, and to the same extent, as such assistance is provided to refugees receiving Refugee Cash Assistance (RCA).
- (5) Section 63-102(e)(5)(MR) shall become inoperative and Section 63-102(e)(5)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) "Extended Filing Date" in a monthly reporting system is by close of business on the first working day of the issuance month and is the final date by which the household must submit a complete CA 7, including all required verification without penalty of termination of eligibility or disallowance of deductions.
- (QR) "Extended Filing Date" in a QR system is by close of business on the first working day of the new QR quarter and is the final date by which the household must submit a complete Quarterly Report (QR 7), including all required verification, without penalty of termination of eligibility or disallowance of deductions.
- (f) (1) "FNS" means the Food and Nutrition Service of the U.S. Department of Agriculture.
- (2) "Federal fiscal year" means a period of 12 calendar months beginning with October 1 and ending with September 30 of the following year.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (3) "Fingerprint Imaging" is the process that automatically scans an individual's fingerprint and produces a fingerprint image. This image is added to the Statewide Fingerprint Imaging System (SFIS) database.
- (4) "Fleeing felon" means an individual who is fleeing to avoid prosecution, or custody or confinement after conviction, under the law of the place from which the individual is fleeing, for a crime or attempt to commit a crime, that is a felony under the law of the place from which the individual is fleeing or that, in the case of New Jersey, is a high misdemeanor under the law of New Jersey. The existence of a warrant for arrest shall be presumed to be evidence of fleeing, unless rebutted by other evidence sufficient to prove that the individual had no knowledge that s/he was being sought by law enforcement.
- (5) "Food Stamp Act" means the Food Stamp Act of 1977 (Pub. L. 95-113), including any subsequent amendments thereto.
- | (g) (1) "General Assistance (GA)" means cash or another form of assistance, excluding in-kind assistance, financed by county funds as part of a program which provides assistance to cover living expenses or other basic needs intended to promote the health or well-being of recipients. Such programs include County General Assistance (GA)/General Relief (GR).
  - (A) For purposes of determining categorical eligibility, as specified in Section 63-301.82, GA recipients include individuals authorized to receive GA benefits whether or not they are actually receiving a GA payment. This includes recipients whose GA benefits have been suspended or recouped, or those who are entitled to GA benefits but are not paid such benefits because the grant is below the minimum payable under the GA program.
- (2) "Group living arrangement" means a public or private nonprofit residential setting, serving no more than sixteen residents, that is licensed by the Department of Social Services. To be eligible for food stamp benefits, a resident of such a group living arrangement must be blind or disabled and receiving benefits under Title II (Retirement, Survivors, Disability Insurance benefits) or Title XVI (SSI) of the Social Security Act. However, if per Section 63-402.225, Title XVI recipients are ineligible for food stamps, this ineligibility shall apply to Title XVI (SSI) recipients who are residing in group living arrangements.



**63-102 DEFINITIONS (Continued)****63-102**

- (h) (1) "Homeless Assistance" payments for AFDC are considered "nonrecurring lump sum payments" and include:
- (A) Payments for "temporary shelter assistance" for a homeless family seeking permanent housing, not to exceed the current temporary shelter consecutive-day time limit.
  - (B) Payments for "permanent housing" to pay for security deposits and utility deposits once permanent housing is located.
- "AFDC Interim shelter" payments are not to be included as "Homeless Assistance" under this definition.
- (2) "Homeless individual" means an individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:
- (A) A supervised shelter designed to provide temporary accommodations (such as a congregate shelter or a welfare hotel where an individual is referred by the CWD);
  - (B) A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized;
  - (C) A temporary accommodation in the residence of another individual for no more than 90 days as follows:
    - 1. The 90-day period begins on the date when the individual is temporarily residing in the residence of another and is a food stamp recipient. In no circumstance shall the 90-day period be considered to have started prior to September 22, 1996.
    - 2. If the recipient moves into a different temporary residence situation, a new 90-day period begins. There is no limit on the number of times an individual can be identified as homeless.
    - 3. Notice shall be provided to inform a household of changes to their status as specified in Section 63-504.2. or
  - (D) A place not designed for, nor ordinarily used, as a regular sleeping accommodation for human beings (e.g. a hallway, a bus station, a lobby or similar places).

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<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (3) "Household Disaster" means a natural event such as flood, tornado, or a devastating event such as a fire.
- (4) "House-to-house trade routes" means any retail food business operated from a truck, bus, pushcart, or other vehicle which can move easily from place to place.
- (i) (1) "Identification (ID) card" means the DFA 287.
- (2) "IEVS" means the Income and Eligibility Verification System (see Section 20-006.1).
- (3) "Immigration and Naturalization Service (INS)" means the Immigration and Naturalization Service, U.S. Department of Justice.
- (4) "Inaccessible Resource" means the resource or vehicle would be exempt from consideration if its equity value is \$1,500 or less.
- (5) "Inadvertent Household Error (IHE)" is any claim for an overpayment resulting from an unintentional error on the part of the household.
- (6) Section 63-102(i)(6)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) "Income Reporting Threshold (IRT)" means the level of income that triggers the need for a CalWORKs Assistance Unit (AU) to make a mandatory mid-quarter report of a change in income. The IRT is the greater of 130 percent of the Federal Poverty Level (FPL) or the level at which an AU become financially ineligible in the CalWORKs program.
- (7) "Indigent Noncitizen" means a sponsored noncitizen whose own income, the cash contributions from the sponsor and from others, including the value of any in-kind assistance the sponsor and others provide is not more than 130 percent of the poverty income guideline for the household size.
- (8) "Initial Application and Certification" means the first application for certification filed, or an application for certification filed after any break in certification.
- (A) For the purpose of prorating benefits (see Section 63-503.13):
  - 1. The first application for benefits a household has ever filed, or

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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2. An application for certification filed after any period during which the household was not certified for participation except for migrant and seasonal farm worker households. Migrant and seasonal farm worker households which have a break in participation of 30 days or less shall be considered to have continuous participation.

(B) For the purpose of determining verification requirements (see Section 63-300.5):

1. The first application for benefits a household has ever filed, or
2. An application for certification filed after at least a one month break since the household was last certified, or
3. An application received from any household which was immediately previously certified in another project area regardless of whether or not there has been a one month break since the household was last certified.

(C) For the purpose of determining whether or not it is a beginning month(s) for a household which shall be subject to retrospective budgeting (see Section 63-503.21):

1. The first application for benefits a household has ever filed, or
2. An application for certification filed after at least a one-month break since the household was last certified and retrospectively budgeted.

(9) "IPV" means intentional Program violation (see Section 20-300.1).

(10) Section 63-102(i)(10)(MR) shall become inoperative and Section 63-102(i)(10)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) "Issuance Month" in a monthly reporting and retrospective budgeting system means the month for which a food stamp allotment is issued. The allotment is based on income and circumstances in the corresponding budget month. In prospective budgeting, the budget month and issuance month are the same. In retrospective budgeting, the issuance month is the second month after the budget month.

(QR) "Issuance Month" in a QR/PB system means any month during a quarter for which a food stamp allotment is issued.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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(11) "Issued" means an item is disbursed. Therefore, coupons or ATPs are considered issued when deposited in the mail or handed over the counter.

(12) An "issuing point" means a location operated by the CWD and/or its issuance agent which issues coupons to recipients.

(j) Reserved

(k) Reserved

(l) (1) "Liquid Resources" means those resources which are in the form of cash or are readily converted into cash. Such resources shall include but may not be limited to cash on hand, money in checking or savings accounts, savings certificates, trust deeds, notes receivable, stocks or bonds, and nonrecurring lump-sum payments unless specifically excluded in Section 63-501.3.

(m) (1) "Mass change" is defined at Section 63-504.39.

(2) "Mass Change Notice" means an informational document which is mailed to each household and which meets federal requirements for informational content. See Handbook after Section 63-504.392 for the list of federally required informational elements.

(3) "Master issuance file" means a cumulative file containing individual household records for all food stamp households indicating household status and the amount of benefits each household is authorized to receive.

(4) "Meal delivery service" means a political subdivision, a private nonprofit organization, or a private establishment which contracts with a local agency for the preparation and delivery of meals at concessional prices to elderly persons and their spouses; and to the physically or mentally handicapped and their spouses, such that they are unable to adequately prepare all of their meals.

(5) "Meal provider for the homeless" means a public or private nonprofit establishment that feeds homeless persons, (e.g., soup kitchen or shelter), which has been authorized by the Food and Nutrition Service (FNS) to accept food stamp coupons.

(6) "Medicaid" means medical assistance under Title XIX of the Social Security Act, as amended.

(7) Section 63-102(m)(7)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

**63-102 DEFINITIONS (Continued)**

**63-102**

(QR) "Mid-Quarter Change" means any change reported during the QR Payment Quarter that is outside the QR 7 report process. There are two types of mid-quarter reports: (1) mandatory reports are reports households are required to make within 10 days of the occurrence, and (2) voluntary reports are reports that households may make to the CWD during the quarter if the household wants benefits increased mid-quarter. CWDs shall only take action to change benefits based on voluntary mid-quarter reports when benefits increase as a result of the reported change. No action based on a voluntary mid-quarter report shall be taken to decrease benefits.

(8) Medical licensed practitioner or other qualified health professional authorized by state law include but not be limited to the following: Acupuncturists, Chiropractors, Educational Psychologists, Midwives, Nurse Practitioners, Nurses (Registered, Vocational, Home Administrators and Registry), Physical Therapists, Podiatrists, Psychiatrists, Psychiatric Technicians and Clinical Psychologists.

(9) "Migrant Farmworker" means an individual who does not live at his/her home, but rather travels from place to place outside the project area in which the individual resides, to seek employment in an agricultural production activity. A migrant household is a household which includes a member who is a migrant farmworker during the certification period.

(10) "Mixed Household" means a food stamp household in which less than all members receive public assistance in addition to food stamp benefits. For purposes of these regulations, mixed households shall be considered nonassistance households and shall be subject to the same procedures as nonassistance households except as otherwise specified.

(n) (1) "Nonassistance Household" means a household which receives food stamp benefits and in which none or less than all of its members also receive public assistance.

(2) "Nonliquid Resources" means those resources which are not in the form of cash and are not readily converted into cash. Such resources shall include but may not be limited to personal property, licensed and unlicensed vehicles, buildings, land, recreational properties, and any other property, unless specifically excluded in Section 63-501.3.

(3) "Nonprofit cooperative food purchasing venture" means any private nonprofit association of consumers whose members pool their resources to buy food.

(4) "Notice of Action" means a form provided to a household informing them of an action which has been or will be taken concerning the household's eligibility status or level of benefits.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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(5) "Notice of Missed Interview (NOMI)" means a notification to the household that it missed its first scheduled interview and that the household is responsible for rescheduling the missed interview within 30 days of the application date.

(o) (1) "Overissuance" means the amount by which coupons issued to a household exceeds the amount it was eligible to receive.

(p) (1) "Parental Control"

(A) A minor child shall not be considered under the parental control of the individual with whom he/she resides if any one of the following conditions exists:

(a) The minor entered into a valid marriage, whether or not such marriage has terminated by dissolution.

(b) The minor is on active duty with any of the armed forces of the United States of America. (Note: A person who was in the armed forces but was discharged before reaching the age of 18 could still be considered under parental control.)

(c) The minor has been emancipated by a court order.

(B) If none of the above conditions exist then whether or not a minor should be considered under the parental control of the individual with whom he/she resides shall be determined using the following criteria. The eligibility worker shall assess the relative importance of the criteria below to each individual case in determining whether or not parental control exists:

(a) The minor is economically self-supporting and managing his/her own affairs.

(b) The closer a minor is to 18 years the more significant age becomes in the determination of parental control.

(c) The minor is absent from the individual with whom he/she is residing for significant periods of time and comes and goes without the individual's approval.

(C) Repealed by CDSS Manual Letter No. FS-89-04, (effective June 29, 1989).

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- (2) "Person in Violation of Probation or Parole" means an individual who is in violation of a condition of probation or parole imposed under a federal or state law. The initial offense for which probation or parole was ordered need not have been a felony.
- (3) "Photo ID Card" means an identification card used in a Photo Identification Card System to identify the bearer as eligible to receive and use Food Stamps.
- (4) "Photo Identification Card System" is one which meets all the requirements of Section 63-504.8. The photo identification card system may utilize a single identification card which meets the requirements of Sections 63-504.7 and 63-504.8 or two identification cards which together meet the requirements of these sections.
- (5) "Photo Imaging" means the process that automatically scans an individual's facial features and produces a facial image. The image is added to the statewide SFIS database.
- (6) "Prescreening" means gathering information prior to filing an application to perform a preliminary review of eligibility for participation in the Food Stamp Program. Prescreening does not include gathering information to refer an applicant to the appropriate program or office.
- (7) "Program" means the Food Stamp Program conducted under the Food Stamp Act and regulations.
- (8) "Project area" means the county designated as the administrative unit for program operations. Upon prior FNS approval, a city, Indian reservation, welfare district, or any other entity with clearly defined geographic boundaries, or any combination of such entities, may be designated as a project area, or the state as a whole may be designated as a single project area.
- (9) A "project area code" is the nine-digit number assigned to each CWD and/or its issuance agents regardless of whether the CWD issues coupons or not.
- (10) "Prospective Budgeting" means the computation of a household's food stamp allotment for an issuance month based on an estimate of income and circumstances which will exist in that month.
- (11) "Prospective Eligibility" means the determination of a household's eligibility for an issuance month based on an estimate of a household's income, circumstances, and composition which will exist in that issuance month.
- (12) "Public Assistance (PA)" means a program funded under Title IV-A of the Social Security Act of 1935, as amended, or matching state funds for public assistance programs. Programs must be means-tested, and all household members must be receiving or authorized to receive benefits from a Temporary Assistance to Needy Families (TANF), or state-funded program.



<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (a) For purposes of determining categorical eligibility, as specified in Section 63-301.7, PA recipients include individuals authorized to receive PA benefits whether or not they are actually receiving a PA payment. This includes recipients whose PA benefits have been suspended or recouped, or those who are entitled to PA benefits but are not paid such benefits because the grant is less than \$10.00.

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**HANDBOOK BEGINS HERE**

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- (b) Examples of PA households are:
1. all members receive benefits from the CalWORKs program which is 50 percent TANF-funded.
  2. all members receive benefits from the CalWORKs Two-Parent program, which is 50 percent state-funded.

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**HANDBOOK ENDS HERE**

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- (q) Sections 63-102(q)(1) through (5) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (1) "QR Implementation Month" means the month in which all of a CWD's cases are converted to PB subject to the Director's Declaration.
  - (2) "QR Data Month" means the second month of the quarter for which the recipient reports all information necessary to determine eligibility.
  - (3) "QR/PB" means Quarterly Reporting/Prospective Budgeting.
  - (4) "QR Payment Quarter" means the quarter in which benefits are paid/issued. The QR payment quarter begins the first day immediately following the QR Submit Month.
  - (5) "QR Submit Month" means the month in which the QR 7 is required to be submitted to the CWD. The QR Submit Month is the third month of each quarter.
- (r) (1) Section 63-102(r)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

**63-102 DEFINITIONS (Continued)**

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- (QR) "Reasonably Anticipated Income and Expenses" means income and expenses that have been or will be approved or authorized as of a date within the upcoming QR Payment Quarter and the amount of income is known, or the household is otherwise reasonably certain that the income will be received within the quarter and the amount of income is known. (See Sections 63-509(a)(2) and (3).)
- (2) "Recipient Claim" is an amount owed because benefits were overissued or benefits were trafficked.
- (3) Compliance with "Recipient Due Dates" means items shall be received by close of business on the date specified unless that date falls on a weekend or holiday, in which case the due date is by close of business on the next normal working day.
- (4) "Record-for-issuance file" means a file which is created monthly from the master issuance file, which shows the amount of benefits each eligible household is to receive for the issuance month and the amount actually issued to the household.
- (5) "Regulations" means the provisions of this manual. Regulatory citations refer to provisions of this manual unless otherwise specified.
- (6) "Refugee Cash Assistance (RCA)" means cash assistance provided under Title IV of the Immigration and Nationality Act to refugees who are ineligible for Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) and who have resided in the United States for less than a 12-month period from their initial entry into the country.
- (7) Section 63-102(r)(7)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) "Report Month" means the month in a monthly reporting and retrospective budgeting system during which the CA 7 from the budget month is due and the month during which the household's allotment for the issuance month is calculated. The report month is between the budget month and the issuance month.
- (8) The "reporting point code" is the nine-digit number assigned to each reporting point. In counties in which the CWD itself issues coupons, the project code and the CWD reporting point code will be the same. CWDs not currently issuing but which wish to begin doing so must ensure that their project area code is activated as a reporting point before they begin issuance.
- (9) A "reporting point" means a CWD which prepares and submits an FNS-250 to FNS.

**63-102 DEFINITIONS (Continued)**

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(10) "Retail food store" means:

- (A) An establishment or recognized department of an establishment, or a house-to-house trade route, whose eligible food sales volume, as determined by visual inspection, sales records, purchase records, or other inventory or accounting recordkeeping methods that are customary or reasonable in the retail food industry, is more than 50 percent for food items for home preparation and consumption. See Section 63-102(h) for house-to-house trade route definition.
- (B) Public or private communal dining facilities and meal delivery services, drug addict or alcoholic treatment and rehabilitation programs, public or private nonprofit shelters for battered women and children, or public or private nonprofit group living arrangements which accept food stamps in exchange for meals, and public or private nonprofit establishments that feed homeless persons, (e.g., soup kitchens or shelters), which have been authorized by the Food and Nutrition Service (FNS) to accept food stamp coupons.
- (C) Drug addict or alcoholic treatment and rehabilitation programs or public or private nonprofit group living arrangements which redeem coupons directly through wholesalers.
- (D) Any private nonprofit cooperative food purchasing venture, including those whose members pay for food prior to receipt of the food.
- (E) A farmer's market.

(11) Section 63-102(r)(11)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) "Retrospective Budgeting" means the computation of a household's food stamp allotment for an issuance month based on actual income and circumstances which existed in the budget month.

(12) "Request for Information (RFI)" means a notification given to the household, prior to the CWD taking any adverse action, that clearly advises the household of verification and clarifications it must provide within 10 days of the request to the CWD.

- (s) (1) "Seasonal Farmworker" means a nonmigrating individual who is employed seasonally in an agricultural production activity during the certification period. A seasonal farmworker household is a household where any member is a seasonal farmworker.

<b>63-102</b>	<b>DEFINITIONS (Continued)</b>	<b>63-102</b>
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- (2) "Self-employed farmer" means a farmer who receives or anticipates receiving annual gross proceeds of \$1000 or more from the farming enterprise.
- (A) For the purpose of this section, "farming enterprise" shall be defined as the growing of agricultural products or the raising of livestock for income.
- (3) "Self-employed fisherman" means a fisherman who receives or anticipates receiving annual gross proceeds of \$1000 or more from a fishing enterprise. The fisherman, like a farmer, must produce food and is subject to the same chances as farmers that can result in losses, such as market demands, weather conditions, and the environment. This includes fishermen who are involved in catching or harvesting fish or other types of water life.
- (4) "Shelter for Battered Women and Children" means a public or private nonprofit residential facility that serves battered women and/or women with children. A shelter: 1) may have FNS authorization as a retail food store to redeem coupons through wholesalers; 2) may accept coupons from residents in payment for meals prepared by the shelter; 3) may redeem coupons at retailers as the authorized representative; or 4) residents may use coupons to purchase food and prepare meals. If the facility also serves other individuals, a portion of the facility must be set aside on a long-term basis to serve only battered women and/or women with children.
- (5) A "shipping code" is a 12-digit number assigned to each shipping point. (Note that a twelve-digit shipping point code may be assigned to bulk storage, project areas, or issuing points that serve as places where shipment of coupons from FNS are received.)
- (6) A "shipping point" means a place which receives coupon shipments from FNS.
- (7) "Sponsor" means a person who has executed an Affidavit of Support (INS Form I-864 and/or I-864A) required by the INS on behalf of a noncitizen as a condition of the noncitizen's admission into the United States.
- (8) "Sponsored Noncitizen" means a noncitizen for whom a sponsor has executed an Affidavit of Support (INS Form I-864 and/or I-864A) on behalf of the noncitizen, pursuant to Section 213A of the Immigration and Nationality Act.
- (9) "Spouse" refers to either of two individuals who would be defined as married to each other under applicable state law or who are cohabitating and are holding themselves out to the community as husband and wife by representing themselves as such to relatives, friends, neighbors, or tradespeople.

**63-102 DEFINITIONS (Continued)****63-102**

- (10) "Staple food" means those food items intended for home preparation and consumption which include meat, poultry, fish, breadstuffs, cereals, vegetables, fruits, fruit and vegetable juices, and dairy products. Accessory food items, such as coffee, tea, cocoa, carbonated and uncarbonated drinks, candy, condiments, and spices are not staple foods for the purposes of qualifying a firm to participate in the Food Stamp Program as a retail food store.
- (11) "State agency (CDSS)" means the agency of the State Government which has the responsibility for the administration of the federally aided public assistance programs within the state.
- (12) "Statewide Fingerprint Imaging System (SFIS)" is the automated system designed to detect and prevent duplicate participation in the Food Stamp Program by matching the fingerprint images of applicants and recipients against those already in the SFIS database. The county is also required to take a photo image of each household member required to comply with SFIS, using the SFIS equipment.
- (13) A "storage point" means a location where a CWD and/or its issuing agent keeps or stores coupons.
- (14) "Supplemental Security Income (SSI)" means monthly cash payments made under the authority of: (1) Title XVI of the Social Security Act, as amended, to the aged, blind, and disabled; (2) Section 1616(a) of the Social Security Act; or (3) Section 212(a) of Public Law 93-66.
- (15) "Suspended Claim" means a food stamp overissuance claim on which no collection action has been initiated or collection action has ceased in accordance with Section 63-801.5.
- (t) (1) "Terminated Claim" means that the CWD has determined the claim to be uncollectible because the three-year suspension period for the food stamp overissuance claim has expired.
- (2) Section 63-102(t)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) "Third-Party Information" means information that is not known to the county, and is a report from an outside source about a household's circumstances.
- (3) "Thrifty food plan" means the diet required to feed a family of four persons as determined in accordance with the Secretary's calculations. The cost of such diet shall be the basis for uniform allotments for all households regardless of their actual composition, except that the Secretary shall make household-size adjustments in the thrifty food plan taking into account economies of scale.
- (4) "Trafficking" means the buying or selling of coupons, access devices or authorization documents such as ATP cards for cash or consideration other than for eligible food, or the exchange of firearms, ammunition, explosives, or controlled substances for food coupons.

63-102	DEFINITIONS (Continued)	63-102
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|  | <p>(5) "Transaction receipt" means the document produced in an automated direct access issuance system which can be designed to be signed prior to the issuance of benefits by a household member designated on the ID card or any authorized representative.</p> <p>(6) "Transitional housing" means time limited residency to facilitate the movement of homeless individuals and families to permanent housing. The residency shall be determined to be time limited when the household states that their housing situation is temporary, or the CWD or the housing unit imposes a time limit.</p> <p>(u) (1) "Underissuance" means the amount by which the allotment to which the household was entitled exceeds the allotment which the household received.</p> <p>(v) (1) "Validity period" means the time frame during which a household may obtain benefits by transacting an authorization document or receiving benefits at an issuance point.</p> <p>(w) (1) "Wholesale food concern" means an establishment which sells eligible food to retail stores or to meal services for resale to households.</p> <p>(x) Reserved</p> <p>(y) Reserved</p> <p>(z) Reserved</p> |  |
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NOTE: Authority cited: Sections 10553, 10554, 11265.1, .2 and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 10830, 11486.5 and 18930 through 18934, Welfare and Institutions Code; 8 U.S.C.A. Section 1522(e); 42 U.S.C.A. 601, et seq.; and 42 U.S.C.A. 5122; 7 CFR 272, 7 CFR 272.4(f); 7 CFR 273, 7 CFR 273.1(c)(5); 7 CFR 271.2; 7 CFR 273.2, .2(e)(3), .2(j), (j)(4), and (v)(2)(i)(B); 7 CFR 273.4(a)(3)(ii) and (iv), .4(c), (c)(2), (c)(3)(iv), and (e)(3)(iv); 7 CFR 273.5(a); 7 CFR 273.8; 7 CFR 273.9(c)(1)(ii)(D); and (c)(11)(i) and (ii); 7 CFR 273.11(a)(2)(iii); 7 CFR 273.12(c)(3); and .12(e); 7 CFR 273.16(c); 7 CFR 273.18(a)(1)(ii); 7 CFR 273.18(e)(3)(v), (e)(5)(v) and (n)(1)(i); 7 CFR 273.21(b); 7 CFR 274.3(a)(2); 7 CFR 274.10; 7 CFR 274.12; 7 CFR 278.1; 7 CFR 2710.2; 45 CFR 401; 45 CFR 400.62; Public Law (P.L.) 100-77, Section 802; Section 70 of Assembly Bill (AB) 444, Chapter 1022, Statutes of 2002; AB 692, (Chapter 1024, Statutes of 2002); Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal. Feb. 1, 1990) [Dock. No. CV-89-0768]; Section 66011, Education Code; P.L. 102-237, Section 902; 7 U.S.C. 2014(c)(2)(B) and (k)(2)(F); 7 U.S.C. 2022(b)(4); 8 U.S.C. 1631; U.S.D.A. Food and Nutrition Service Administrative Notices 94-39, 97-44, and 98-56; Hamilton v. Madigan (9th Cir. 1992) 961 F.2d 838; Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; Food Stamp Act Section 6(k)(1); P.L. 104-193, Sections 272, 273, 805, 821, and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Federal Register Vol. 59, No. 224, dated November 22, 1994; Federal Register Vol. 65, No. 130, dated July 6, 2000 and Vol. 65, No. 149 Corrections, dated August 2, 2000, and Federal Register, Vol. 66, No. 229, dated November 28, 2001.

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**HANDBOOK BEGINS HERE**

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- | .1 This section lists and defines those forms which are used in the Food Stamp Program and referenced in regulations. Forms which are recommended for use, but are not required, are included as Handbook.
- | .11 Forms are listed alphabetically by the alpha form designation and number.
- | .12 The revision date of the form currently in use is specified for each form.
- | .13 The alpha form designations mean the following:
  - | a. "CA" means Children's Assistance.
  - | b. "DFA" means Division of Financial Administration.
  - | c. "FNS" means Food and Nutrition Service.
  - | d. "FS" means Food Stamps.
  - | e. "I" or "INS" means Immigration and Naturalization Services.
  - | f. "JA" means joint application.
  - | g. "MC" means Medi-Cal.
  - | h. "NA" means Notice of Action.
  - | i. "SAWS" means Statewide Automated Welfare System.
  - | j. "SSA" means Social Security Administration.
- | .14 For further information regarding Food Stamp forms and form instructions, see Handbook Section 63-1200.

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**HANDBOOK ENDS HERE**

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- | .2 Forms Listing
  - | a. Reserved
  - | b. Reserved

<b>63-103</b>	<b>DEFINITIONS--FORMS</b> (Continued)	<b>63-103</b>
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- c. (1) Section 63-103.2c.(1)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) CA 7 (rev. 1/93) - Monthly Eligibility Report
- The CA 7 is used to report information on a monthly basis by monthly reporting households, to determine the household's continuing eligibility and level of benefits.
- (2) CA 8 (rev. 2/84) - Statement of Facts for Additional Persons
- The CA 8 is used to collect information necessary to determine the household's eligibility when adding a person.
- d. (1) DFA 256 (rev. 11/90) - Participation and Coupon Issuance Report - Food Stamp Program
- The DFA 256 is used to collect CWD participation and coupon issuance data.
- (2) DFA 285-A1 (rev. 7/90) - Application for Food Stamps - Part (1)
- The DFA 285-A1 is completed by applicants and is used to identify households entitled to expedited service.
- (3) DFA 285-A2 (rev. 12/04) - Application for Food Stamps - Part (2)
- The DFA 285-A2 is completed by applicants and is used to collect the information necessary to determine an applicant's eligibility and benefit level.
- (4) Section 63-103.2d.(4)(MR) shall become inoperative and Section 63-103.2d.(4)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) DFA 285-A3 (rev. 4/93) - Important Facts for Food Stamp Applicants
- The DFA 285-A3 is used to inform food stamp applicants of their rights and responsibilities and to certify that applicants understand those rights and responsibilities and the penalties for noncompliance.



<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

(QR) DFA 285-A3 QR (rev. 12/03) - Your Right and Responsibilities.

The DFA 285-A3 QR is a required form, no substitutes permitted. The form is used to inform households applying only for food stamp benefits of their rights and responsibilities and to certify that applicants understand those rights and responsibilities and the penalties for noncompliance.

(5) DFA 286 (rev. 4/79) - Household Issuance Record

The DFA 286 is used by CWDs which operate a manual household issuance record card system to record benefit authorizations and transactions.

(6) DFA 287 (rev. 4/80) - Food Stamp Program Identification (ID) Card

The Identification "ID Card" is used to identify the bearer as eligible to receive and use food coupons.

(7) DFA 289 (rev. 4/79) - Food Stamp Program Receptionist's Daily Tally Sheet

The DFA 289 is used to record the daily issuance transactions for each cashier.

(8) DFA 293 (rev. 4/79) - Cashier's Daily Report

The DFA 293 is used to report the daily transaction activity for each cashier.

(9) DFA 296 (rev. 10/88) - Food Stamp Program Monthly Caseload Movement Statistical Report

The DFA 296 is used to report data on monthly CWD application processing activities.

(10) DFA 296 X (rev. 12/88) - Food Stamp Program Expedited Service Quarterly Statistical Report

The DFA 296 X is used to report quarterly data on the CWD's disposition of expedited service requests.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b> (Continued)	<b>63-103</b>
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- (11) DFA 300 (rev. 1/80) - Food Stamps Mail Issuance Log

The DFA 300 is used to record mail issuance requests/transactions.

- (12) DFA 303 (rev. 10/90) - Replacement Affidavit/Authorization

The DFA 303 is used to document household replacement requests.

- (13) DFA 358 (rev. 10/88) - Food Stamp Program Participants by Ethnic Group

The DFA 358 is used to report data on Food Stamp recipients by ethnic group.

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- (14) Section 63-103.2d.(14)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

- (MR) DFA 377.1 (rev.3/02) - Notice of Approval

The DFA 377.1 is the recommended CDSS developed form used to inform a household that its application for participation in the Food Stamp Program has been approved.

- (15) DFA 377.1A (rev. 3/02) - Notice of Denial or Pending Status

The DFA 377.1A is the recommended CDSS developed form used to inform a household that their application for participation in the Food Stamp Program has been denied after the applicant's first missed interview. The form is also used for other purposes, such as denying a household due to failure to provide required verification needed to determine eligibility or to notify the applicant of the pending status of their application.

- (16) Section 63-103.2d.(16)(MR) shall become inoperative and Section 63-103.2d.(16)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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**HANDBOOK CONTINUES**

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<b>63-103</b>	<b>DEFINITIONS--FORMS</b> (Continued)	<b>63-103</b>
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(MR) DFA 377.2 (rev. 12/83) - Food Stamp Notice of Expiration of Certification

The DFA 377.2 is the recommended CDSS developed form used to inform a household that their certification period will expire soon or be shortened.

(17) Section 63-103.2d.(17)(MR) shall become inoperative and Section 63-103.2d.(17)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) DFA 377.4 (rev. 12/83) - Food Stamp Notice of Change

The DFA 377.4 is the recommended CDSS developed form used to notify a household of any change in eligibility status or benefit level during the certification period.

(QR) DFA 377.4 QR (rev. 1/04) - Food Stamp Notice of Change for Change Reporting Household

The DFA 377.4 QR is a required form, but substitutes are permitted if CWD obtains prior approval. The form is used to inform change reporting households of changes, and termination of benefits.

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(18) Section 63-103.2d.(18)(MR) shall become inoperative and Section 63-103.2d.(18)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) DFA 377.5 (rev. 8/90) - Food Stamp Household Change Report

The DFA 377.5 is used to report information on changes in household circumstances by households not subject to monthly reporting requirements.

(QR) DFA 377.5 (rev. 4/04) – Food Stamp Household Change Report

The DFA 377.5 is used to report information on changes in household circumstances by households not subject to QR requirements.

63-103 (Cont.)	FOOD STAMP REGULATIONS GENERAL PROVISIONS	Regulations
63-103	<b>DEFINITIONS--FORMS</b> (Continued)	<b>63-103</b>

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- (19) DFA 377.7A (rev. 8/88) - Notice of Administrative Disqualification

The DFA 377.7A is the recommended CDSS developed form used to notify a household of their disqualification based on an Administrative Disqualification Hearing decision.

- (20) DFA 377.7B (rev. 9/93) - Food Stamp Repayment Notice For Inadvertent Household Errors Only

The DFA 377.7B is the recommended CDSS developed form used to initiate collection action against a household or the sponsor of an alien household for an Inadvertent Household Error.

- (21) DFA 377.7D (rev. 9/93) - Food Stamp Repayment Notice for Administrative Errors Only

The DFA 377.7D is the recommended CDSS developed form used to initiate collection action against a household or the sponsor of an alien household for an Administrative Error.

- (22) DFA 377.7F (rev. 10/93) - Food Stamp Repayment Notice for an Intentional Program Violation (IPV) Only

The DFA 377.7F is the recommended CDSS developed form used to initiate collection action against a household or the sponsor of an alien household for an Intentional Program Violation.

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- (23) DFA 377.7C (rev. 9/93) - Food Stamp Repayment Agreement for Inadvertent Household Errors Only

The DFA 377.7C is used to specify the terms under which a household has agreed to repay an outstanding claim determination on an Inadvertent Household Error.

- (24) DFA 377.7E (rev. 4/93) - Food Stamp Repayment Agreement for Administrative Errors Only

The 377.7E is used to specify the terms under which a household has agreed to repay an outstanding claim determination for an Administrative Error.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

- (25) DFA 377.7G (rev. 10/93) - Food Stamp Repayment Agreement for an Intentional Program Violation (IPV) Only

The DFA 377.7G is used to specify the terms under which a household has agreed to repay an outstanding claim determination for an Intentional Program Violation.

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- (26) DFA 377.9 (rev. 7/90) - Notice of Back Food Stamp Benefits

The DFA 377.9 is the recommended CDSS developed form used to notify a household of their entitlement to a restoration of lost benefits.

- (27) DFA 377.10 (rev. 7/89) - Food Stamp Notice of Disqualification

The DFA 377.10 is the recommended CDSS developed form used to notify a household of its disqualification from the Food Stamp Program for noncompliance with work registration requirements.

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- (28) DFA 385 (rev. 11/87) - Application for Emergency Food Stamp Assistance

The DFA 385 is used as the application in disasters.

- (29) DFA 386 (rev. 3/02) – Notice of Missed Interview

The DFA 386 is the recommended CDSS-developed form used to notify the household that it missed its first scheduled interview and that the household is responsible for rescheduling the missed interview within 30 days of the application date. If the household does not reschedule the interview within the 30 days, the DFA 377.1 is sent to the applicant on the 30<sup>th</sup> day after the application date to deny the application.

- (30) DFA 387 (rev. 3/02) – Request for Information

The DFA 387 is the recommended CDSS-developed form used to notify the household, prior to the CWD taking any adverse action, of verification and clarifications it must provide within 10 days of the request to the CWD. If the household does not respond to the request for information, the food stamp case can be terminated.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

- (31) DFA 478 (rev. 6/90) - Disqualification Consent Agreement
- The DFA 478 is used in cases of deferred adjudication. Accused individual(s) consent to an appropriate disqualification period with benefit reduction and acknowledge liability for payment of any resulting claim.
- (32) DFA 479 (rev. 5/89) - Administrative Disqualification Hearing Waiver
- The DFA 479 is an agreement wherein an accused individual(s) waives the right to an Administrative Disqualification Hearing (resulting in an appropriate disqualification period with benefit reduction) and acknowledges liability for payment of any resulting claim.
- (33) DFA 842 (rev. 2/87) - Claim Determination Worksheet
- The DFA 842 is used to document claim determination computations.
- e. Reserved
- f. (1) FNS-33 (rev. 4/78) - File Update - Food Coupon Shipping Point
- The FNS-33 is used to report changes in bulk storage reporting and coupon shipment receiving points.
- (2) FNS-46 (rev. 8/89) - Issuance Reconciliation Report
- The FNS-46 is used to report the results of monthly reconciliation activities.
- (3) FNS-135 (rev. 7/89) - Affidavit of Return or Exchange of Food Coupons
- The FNS-135 is used to document the return or exchange of food coupons.
- (4) FNS-209 (rev. 6/86) - Status of Claims Against Households
- The FNS-209 is used to report information on CWD claim determination and collection activities.
- (5) FNS-250 (rev. 10/78) - Food Coupon Accountability Report
- The FNS-250 is used to report data on coupon inventories.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

- (6) FNS-254 (rev. 1/82) - Food Stamp Program Authorization/Retailer

The FNS-254 is used to authorize a group living arrangement as a retail food store.

- (7) FNS-259 (rev. 5/83) - Food Stamp Mail Issuance Report

The FNS-259 is used to report data on mail issuance activities.

- (8) FNS-260 (rev. 1/82) - Requisition for Food Coupon Books

The FNS-260 is used to order coupons.

- (9) FNS-261 (rev. 11/78) - Advice of Shipment

The FNS-261 is used by FNS to notify CWDs of the shipment of coupons.

- (10) FNS-292 (rev. 8/77) - Report of Coupon Issuance and Commodity Distribution for Disaster Relief

The FNS-292 is used to report the total number of persons certified for emergency coupon allotments and the total number of such allotments.

- (11) FNS-300 (rev. 2/90) - Advice of Transfer

The FNS-300 is used to report coupon transfers.

- (12) FNS-471 (rev. 4/86) - Coupon Account and Destruction Report

The FNS-471 is used to report the destruction of food coupons.

- (13) FS 8 (rev. 4/90) - Important Information About Required Verifications in the Food Stamp Program

The FS 8 is used to provide applicant/recipient households with information on verification requirements in the Food Stamp Program.

63-103 (Cont.)	FOOD STAMP REGULATIONS GENERAL PROVISIONS	Regulations
<b>63-103</b>	<b>DEFINITIONS--FORMS</b> (Continued)	<b>63-103</b>
	(14) Section 63-103.2f.(14)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.	
	(QR) FS 22 QR (rev. 12/04) - Applying for Food Stamp Benefits  An FS 22 QR is a required form, but substitutes are permitted if the CWD obtains prior approval. The form is used to reflect the change to QR for most food stamp households. This form is used for all NAFS households.	
	(15) Section 63-103.2f.(15)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.	
	(QR) FS 23 QR (rev. 3/05) - How to Report Household Changes  An FS 23 QR is a required form, but substitutes are permitted if the CWD obtains prior approval. The FS 23 QR informs about reporting requirements for the Food Stamp Program, which include reporting changes on the QR 7, mandatory mid-quarter reports and voluntary mid-quarter reports.	
	(16) FS 26 (3/05) – Food Stamp Program Qualifying Drug Felon Addendum  An FS 26 is a required form, no substitutes are permitted. The FS 26 is provided to the household for completion to determine the food stamp eligibility of the drug felon. The FS 26 is used when adding a household member not included on the DFA 285A2, or when additional information is needed on a drug related felony conviction.	
	g. Reserved	
	h. Reserved	
	i. (1) INS I-688 (any rev. date acceptable) - Temporary Resident Card; INS I-688A - Employment Authorization Card; and INS I-688B - Employment Authorization Document.	
	The INS I-688, INS I-688A, and INS I-688B are used for the verification of alien status as specified in Section 63-300.51(b)(3)(A).	
	(2) INS G-639 (rev. 1/88) - Freedom of Information/Privacy Act Request	
	The INS G-639 is used for the verification of alien status.	
	(3) INS I-94 (any rev. date acceptable) - Arrival-Departure Record	
	The INS I-94 is used to reflect short-term employment authorization in special circumstances.	
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<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

- (4) INS I-179 (rev. 1/73) - U.S. Citizen Identification Card
- The INS I-179 is an identification card used to identify resident citizens in the United States.
- (5) INS I-551 (any rev. date acceptable) - Resident Alien Card
- The INS I-551 is used to verify alien status.
- j. (1) BC JA 2 CA 2/DFA 285-A2 (rev. 11/92) - Statement of Facts Cash Aid and Food Stamps
- The BC JA 2 CA 2/DFA 285-A2 is completed by applicants and is used to collect the information necessary to determine an applicant's eligibility and benefit level. This form is comparable to DFA 285-A2.
- k. Reserved
- l. Reserved
- m. (1) MC 177-SA-M (rev. 7/89) - Record of Health Cost - Share of Cost
- The MC 177-SA-M is used to verify a Medi-Cal recipient's health care costs.

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- (2) MC 194 (rev. 9/82) - Social Security Administration Referral Notice
- The MC 194 is a recommended form used to verify that an application for a Social Security Number has been completed.
- n. (1) Section 63-103.2n.(1)(MR) shall become inoperative and Section 63-103.2n.(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(MR) NA 960X (rev. 6/93) - Notice of Action/CA 7 not Received

The NA 960X is the recommended CDSS developed form used to notify monthly reporting households that a CA 7 has not been received and that benefits may be affected as a result.

(QR) NA 960X QR (rev. 4/04) - Notice of Action/QR 7 not Received

The NA 960X QR is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. The form is used to notify QR households that a QR 7 has not been received and that benefits may be affected as result.

(2) Section 63-103n.(2)(MR) shall become inoperative and Section 63-103n.(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) NA 960Y (rev. 8/93) - Notice of Action/CA 7 Incomplete -Discontinuance Reminder

The NA 960Y is the recommended CDSS developed form used to notify monthly reporting households that a CA 7 is incomplete and that benefits may be affected as a result.

(QR) NA 960Y QR (rev. 4/04) - Notice of Action/QR 7 Incomplete-Discontinuance Reminder

The NA 960Y QR is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. The form is used to notify QR households that a QR 7 is incomplete and that benefits may be affected as a result.

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o. Reserved

p. Reserved

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

q. (1) Sections 63-103.2q.(1)(QR) through (12)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(QR) (2) QR 2 (rev. 4/03) - Reporting Changes for Your Cash Aid Assistance Unit and Food Stamp Household

QR 2 is a CDSS-recommended form, and may be modified or substituted without prior approval. The form is used to inform the recipient of their income reporting threshold (IRT) and reporting responsibilities. The QR 2 is sent to the client on a quarterly basis and is used to satisfy the requirement in Welfare and Institutions Code Sections 11265 and 18910 to inform clients of their IRT at least once per quarter. The form also includes information for food stamp households regarding ABAWD reporting and mid-quarter reporting.

(QR) (3) QR 3 (rev. 4/03) - Mid-Quarter Status Report

QR 3 is a CDSS-recommended form, and may be modified or substituted without prior approval. This form is used for CalWORKs and Food Stamp Program households that choose to report mandatory and/or voluntary mid-quarter changes in writing. Clients are not mandated to use this form, and counties must accept verbal or written mid-quarter reports that are submitted in a manner other than on the QR 3.

(QR) (4) QR 7 (rev. 4/03) - Quarterly Eligibility/Status Report

QR 7 is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. This form is used by the household to report income for the Data Month changes since the last Data Month and expected changes over the next three months. This form includes an addendum listing examples of income, expenses, and the penalties for fraud. The QR 7 and the addendum (both together are considered one form) must be sent to the recipient at the end of their QR Data Month. The QR 7's certification section has a statement that the client has received the addendum and a place where the recipient will attest to its receipt. The addendum is not required to be returned with the QR 7, which will be considered late if not received by the 11<sup>th</sup> day of the QR Submit Month.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

(QR) (5) QR 7A (rev. 4/03) - How to fill out your QR 7

QR 7A is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. This form instructs recipients on how to fill out the QR 7. The QR 7A must be given to applicants at the time of application, and to recipients at each annual recertification/redetermination. This form must also be made available any time a client requests it.

(QR) (6) QR 22 (rev. 9/03) - Sponsor's Statement of Facts Income/Resources

The QR 22 is a required form, but substitutes are permitted if CWD obtains prior approval. It is used to collect necessary information about a noncitizen's sponsor in order to determine eligibility for the noncitizen.

(QR) (7) QR 72 (rev. 5/04) - Sponsor's Quarterly Income and Resources Report.

The QR 72 is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. This form must be sent to sponsored noncitizens with the QR 7 each quarter.

(QR) (8) QR 285-B (rev. 2/04) - Food Stamp Budget Worksheet.

The QR 285-B is a CDSS-recommended form, and may be modified or substituted without prior approval. This form is used to determine food stamp benefits amounts, and to reaverage benefit amounts after a mid-quarter report is made by a recipient. The QR 285-B is used for food stamp households subject to QR and change reporting, and for mid-quarter changes.

(QR) (9) QR 377.1 (rev. 4/04) - Notice of Approval

The QR 377.1 is a CDSS-required form, and no substitutes are permitted. This form is used to inform households of their approval for food stamp benefits and their certification period.

(QR) (10) QR 377.2 (rev. 4/04) - Food Stamp Notice of Expiration of Certification

The QR 377.2 is a CDSS-required form but substitutes are permitted. This form is used to inform change reporting households that their certification period will expire.

<b>63-103</b>	<b>DEFINITIONS--FORMS</b>	<b>63-103</b>
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(Continued)

- (QR) (11) QR 377.4 (rev. 1/04) - Food Stamp Notice of Change For Quarterly Reporting Household

The QR 377.4 is a CDSS-required form, but substitutes are permitted if CWD obtains prior approval. This form is used to inform change reporting households of changes and termination of benefits.

- (QR) (12) QR 377.5 (rev. 2/04) - Food Stamp Household Mid-Quarter Status Report

The QR 377.5 is a recommended form and is used to report mandatory and voluntary mid-quarter changes in a QR household.

r. Reserved

- s. (1) SAWS 1 CA1/DFA 285-A1 (rev. 9/90) - Application for Cash Aid, Food Stamps, and/or Medical Assistance

The SAWS 1 CA1/DFA 285-A1 is completed by applicants and is used to identify households entitled to expedited service. This form is comparable to the DFA 285-A1.

- (2) Section 63-103.2s.(2)(MR) shall become inoperative and Section 63-103.2s.(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

- (MR) SAWS 2A CA2/DFA 285-A2/MC210 (rev. 5/92) - Important Information for Applicants and Recipients for Cash Aid, Food Stamps, and Medical Assistance

The SAWS 2A CA 2/DFA 285-A2/MC210 is used to inform applicants for cash aid, food stamps, and medical assistance of important information, including their rights and responsibilities.

- (QR) SAWS 2A QR (rev. 8/03) - Rights, Responsibilities and Other Important Information

SAWS 2A QR is a CDSS-required form, and no substitutes are permitted. The form is used to inform applicants for cash aid, food stamps, and medical assistance of important information, including their rights and responsibilities.

63-103	<b>DEFINITIONS--FORMS</b> (Continued)	63-103
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- (3) SSA-2853-OP3 (rev. 6/89) - Information About When You Will Receive Your Baby's Social Security Card  
  
The SSA-2853-OP3 is used to verify that an application for a Social Security Number has been filed by a hospital official for a newborn.
- (4) SSA-5028 (any rev. date acceptable) - Receipt of Application for a Social Security Number  
  
The SSA-5028 is used to verify that an application for a Social Security Number has been completed.
- t. (1) Section 63-102.2t.(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) TEMP QR 1 (rev. 8/03) - New Reporting Requirements for CalWORKs and Food Stamp Recipients  
  
TEMP QR 1 is a CDSS-required form, and no substitutes are permitted. The form serves as an informing notice sent to recipients on a monthly basis for a period of three months before, and three months after, implementation of QR. The TEMP QR 1 should also be provided to applicants who apply for benefits during this phase. The TEMP QR 1 explains the change from monthly reporting to QR.
- u. Reserved
- v. Reserved
- w. Reserved
- x. Reserved
- y. Reserved
- z. Reserved

NOTE: Authority cited: Sections 10554, 11265.1, .2, and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code; 7 CFR 273.2(b)(ii), (e) and (f); U.S.D.A. Food and Consumer Services Administrative Notice No. 94-22, dated January 7, 1994, Federal Register, Vol. 66, No. 229, dated November 28, 2001; and Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003.

<b>63-104</b>	<b>ADMINISTRATIVE AUTHORITIES</b>	<b>63-104</b>
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.1 FNS Delegations to CDSS

The CDSS shall be responsible for the administration of the program within the state.

.2 State Delegations to Counties

.21 Under California law, administration of the federal Food Stamp Program and the California Food Assistance Program (CFAP) is a county welfare department (CWD) responsibility, subject to CDSS regulatory and rulemaking authority. CWD administrative responsibilities include, but are not limited to:

- a. Certification of applicant households;
- b. Issuance, control, and accountability of coupons;
- c. Developing and maintaining procedures for complaint handling;
- d. Developing, conducting, and evaluating training;
- e. Keeping records necessary to determine whether the program is being conducted in compliance with these regulations; and
- f. Submitting accurate and timely financial and program reports.
- g. Determining the amount of, and settling, adjusting, compromising, or denying all or part of any household overissuance claim which results from intentional Program violation, inadvertent household or CWD administrative error, subject to the standards in Section 63-801.
- h. Prompt submission to CDSS of the Annual County Food Stamp Questionnaire.
- i. Maintenance of procedures and controls to:
  - (1) Implement Food Stamp Program changes as required by CDSS.
  - (2) Accumulate statistical data for the DFA 296, DFA 256 and DFA 296X.

<b>63-104</b>	<b>ADMINISTRATIVE AUTHORITIES (Continued)</b>	<b>63-104</b>
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- (3) Coordinate between all CWD administered programs to ensure that food stamp eligibility and benefits accurately reflect participation and changes which occur in other programs.
- (4) Coordinate records and forms where there are separate PA records on the same food stamp household, as the Food Stamp Program operates on a consolidated household basis and adequate cross referencing is necessary.
- (5) Ensure that recertifications are completed and recorded at the required time for all cases including those with companion PA cases.
- (6) Facilitate replacement of stolen authorization documents or access devices; and authorization documents, access devices or coupons lost in the mail or destroyed in a household disaster.
- (7) Expedite services for destitute households.
- (8) Facilitate continuous participation of eligible households moving to another county or state (particularly where a PA case transfer is involved).
- j. Approval of meal providers for the homeless, as defined in Section 63-102(m), based on a determination by the CWD that the establishment or shelter serves meals to homeless persons.
  - (1) The approval or denial shall be provided in writing to these establishments within 30 calendar days from receipt of request.
  - (2) Self-certifications signed by the meal providers for the homeless may be considered acceptable documentation to meet this approval requirement.



<b>63-104</b>	<b>ADMINISTRATIVE AUTHORITIES (Continued)</b>	<b>63-104</b>
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- (3) The approval may be granted indefinitely; however, if there is evidence that the meal provider is no longer serving meals to the homeless, the approval shall be withdrawn.
- (4) The CWD may designate another appropriate local governmental agency to provide this service; however, the CWD shall remain responsible for insuring that this provision is effectively carried out.
- .22 Pursuant to Section 63-601.2 provisions, CWDs may delegate to banks or other agent by means of an CDSS approved contract, certain responsibilities for the issuance of coupons including maintaining the necessary fiscal and inventory controls and reporting.
- .23 The CWD may not delegate its responsibility for certification, i.e., action on applications, determination of eligibility and the proper stamp allotment. Nor can the CWD totally divest itself of responsibility for required reports even though the data may be available only through the contracted issuing agency.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554, 10800, 18902, and 18932, Welfare and Institutions Code; and 7 CFR 271.2.

<b>63-105</b>	<b>COUPONS AS OBLIGATIONS OF THE UNITED STATES, CRIMES AND OFFENSES</b>	<b>63-105</b>
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.1 Coupons as Obligations

Pursuant to Section 15(d) of the Food Stamp Act, as amended, coupons are an obligation of the United States within the meaning of Section 8, Title 18 of the United States Code, "Crimes and Criminal Procedure," relative to counterfeiting, misuse and alteration of obligations of the United States are applicable to coupons.

.2 Penalties

Any unauthorized issuance, use, transfer, acquisition, alteration, possession, or presentation of coupons, authorization documents, or access devices may subject any individual, partnership, corporation, or other legal entity to prosecution under Sections 15(b) and (c) of the Food Stamp Act or under any other applicable federal, state or local law, regulation or ordinance.

<b>63-105</b>	<b>COUPONS AS OBLIGATIONS OF THE UNITED STATES, CRIMES AND OFFENSES (Continued)</b>	<b>63-105</b>
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.21 Coupon Issuers

.211 Any coupon issuer or any officer, employee or agent, thereof convicted of failing to provide the monthly reports required in Section 63-702 or convicted of violating Sections 63-600 or 63-700 shall be subject to a fine of up to \$1,000, or imprisoned for up to one year, or both.

.212 Any coupon issuer or any officer, employee or agent, thereof convicted of knowingly providing false information in the reports required under Section 63-702 shall be subject to a fine of up to \$10,000, or imprisoned up to five years, or both.

.3 Security for Coupons, Authorization Documents and Access Devices

All individuals, partnerships, corporations or other legal entities, including CWDs and their delegates, having custody, care and control of coupons, authorization documents and access devices shall, at all times, take all precautions necessary to avoid the following:

.31 The acceptance, transfer, negotiation, or use of spurious, altered, or counterfeit coupons, authorization documents and access devices;

.32 The unauthorized use, transfer, acquisition, alteration or possession of coupons, authorization documents and access devices; and

.33 The theft, embezzlement, loss, damage or destruction of coupons, authorization documents and access devices as specified in Sections 63-601.3 and 63-701.2.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2 and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-106</b>	<b>COMPLAINT PROCEDURES</b>	<b>63-106</b>
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.1 Complaint Filing Procedure

Any person or agency desiring program information or wishing to file a complaint may contact the State Department of Social Services, Public Inquiry and Response (PIAR) in writing or by calling toll free 1-800-952-5253. Persons and agencies may also file a complaint by contacting the CWD in the county in which they reside. Such request shall be handled in accordance with Division 22-100 "Requests for Review".

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2 and Sections 10554 and 18904, Welfare and Institutions Code.

Regulations	FOOD STAMP REGULATIONS GENERAL PROVISIONS	63-107 (Cont.)
63-107	DEMONSTRATION, RESEARCH, AND EVALUATION PROJECTS	63-107
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.1 Authority

- .11 Demonstration Projects. Demonstration projects are those authorized by Section 17(b)(1) of the 1977 Food Stamp Act which states in part: The Secretary (of USDA) is authorized to conduct on a trial basis, in one or more areas of the United States, pilot or experimental projects (hereafter called demonstration projects) designed to test program changes that might increase the efficiency of the Food Stamp Program and improve the delivery of food stamp benefits to eligible households. The Secretary is further authorized to waive all or part of the requirements of the act and to implement regulations to the degree necessary to conduct such projects, except that no project may be undertaken which would lower or further restrict the established income and resource standards or benefits levels.
- .12 Research Projects. Research projects are those authorized by Section 17(a) of the 1977 Food Stamp Act which states: The Secretary may, by way of making contracts with or grants to public or private organizations or agencies, undertake research that will help improve the administration and effectiveness of the Food Stamp Program in delivering nutrition related benefits.
- .13 Evaluation Projects. Evaluation projects are those authorized by Section 17(c) of the 1977 Food Stamp Act which states in part: The Secretary shall develop and implement measures for evaluating, on an annual or more frequent basis, the effectiveness of the Food Stamp Program in achieving its stated objectives.

2. Project Initiation

The Secretary of USDA shall determine those areas of program operations which require demonstration, research, or evaluation efforts. In making these determinations, the Secretary shall consider suggestions submitted by state and county agencies and other interested parties. The Secretary shall, as appropriate, seek proposals for specific types of demonstration projects through either publication of a notice of intent in the Federal Register or in accordance with procedures prescribed in the federal procurement regulations (41 CFR, Ch.1).

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**HANDBOOK CONTINUES**

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63-107 (Cont.)	FOOD STAMP REGULATIONS GENERAL PROVISIONS	Regulations
63-107	<b>DEMONSTRATION, RESEARCH, AND EVALUATION PROJECTS</b> (Continued)	63-107

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## HANDBOOK CONTINUES

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### .3 Eligibility

States or public or other nonprofit agencies or organizations or individuals are eligible for grants. Grants shall be subject to the appropriate provisions established in the Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments and Federal Management Circular (FMC) 74-4 Cost Principles Applicable to Grants and Contracts With State and Local Governments. States or public or private agencies or organizations or individuals are eligible for contracts.

### .4 Federal Procedures for Approval of Proposals

.41 Presubmission proposal review. All suggestions for project operations and formal proposals for such operations shall be subject to the application procedures contained in OMB Circular A-102. If projects will have a significant impact on normal ongoing program activities, such suggestions or proposals shall be reviewed in accordance with the procedures established in OMB Circular A-95, Evaluation, Review and Coordination of Federal and Federally Assisted Programs and Projects.

.42 Proposals for demonstration, research or evaluation projects shall be reviewed by a panel consisting of appropriate FNS and USDA departmental representatives.

.43 Representatives from other departments and agencies may be invited to participate in proposal review where proposed projects could affect their programs.

.44 Proposals shall be ranked based on the criteria established in this section.

### .5 Approval Criteria

.51 Proposals shall be reviewed for responsiveness to the specific requirements contained in the Notice of Intent or request for proposal.

.52 In addition, proposals will be evaluated according to the following general criteria:

.521 The conceptual development and clarity of measurable objectives.

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## HANDBOOK CONTINUES

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<b>63-107</b>	<b>DEMONSTRATION, RESEARCH, AND EVALUATION PROJECTS</b>	<b>63-107</b>
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(Continued)

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**HANDBOOK CONTINUES**

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.522 Probable effectiveness of the proposal to achieve the project objectives based on:

- (a) A complete description of the purpose; hypotheses; demonstration, research, or evaluation design; and plans for implementation;
- (b) The adequacy of the work plan, indicating tasks, scheduling, and methodology; and
- (c) A technical evaluation plan consistent with the objectives stated.

.523 The capability of the applicant to conduct the project based on:

- (a) A description of the qualifications of staff;
- (b) Availability of necessary facilities, staff, and other resources;
- (c) Administrative and supervisory capacity; and
- (d) Knowledge of or previous experience in conducting demonstration, research, or evaluation projects.

.524 The projected cost of the project.

.525 For demonstration projects, potential benefits in relation to projected costs and potential nationwide application.

.526 The relationship of the proposal to other similar demonstration, research, or evaluation efforts.

.6 Preoperational Rulemaking Procedures for Demonstration Projects

Prior to the initiation of a demonstration project FNS shall publish proposed regulations in the Federal Register, if the proposal will likely have significant impact on the public. The regulations shall set forth the specific operational procedures for the demonstration project and the provisions of the act and regulations which shall be waived. All public comments received shall be considered and final regulations published prior to actual project operation.

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**HANDBOOK CONTINUES**

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63-107 (Cont.)	FOOD STAMP REGULATIONS GENERAL PROVISIONS	Regulations
63-107	<b>DEMONSTRATION, RESEARCH, AND EVALUATION PROJECTS</b> (Continued)	<b>63-107</b>

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### HANDBOOK CONTINUES

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#### .7 Federal Financial Participation

##### .71 Level of Funding

- .711 Grant Awards. FNS shall pay all costs up to the level established in the grant award. When a demonstration project involves an area of ongoing state or county administrative responsibilities as established in Section 63-103 FNS may pay up to 100 percent only of those administrative costs which exceed those usual and customary to program operations.
- .712 Contracts. FNS shall pay all costs as established in the terms and conditions of the contract.
- .713 Additional Funding. The awarding of any funding for additional costs incurred when necessary to the successful completion of a project shall be subject to existing federal grant and contracting procedures.
- .714 Limitations. Federal financial participation shall be available to demonstration, research, and evaluation projects only for:
  - (a) Those activities and projects awarded by FNS. Funds shall not be transferred from one project to another;
  - (b) Those costs specified in the grant or contract up to the amount approved in the grant or contract; and
  - (c) Costs incurred during the project, as established in the grant or contract. Time extensions regarding the project may be granted where sufficient justification has been submitted and approved by FNS.

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NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES</b>	<b>63-108</b>
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.1 General Purpose

This section sets forth procedures to be followed if the monthly food stamp allotments determined in Section 63-503 must be reduced, suspended, or cancelled to comply with Section 18 of the Food Stamp Act of 1977, as amended.

.2 Reductions

If a reduction in allotments is deemed necessary, allotments shall be reduced by reducing Thrifty Food Plan amounts for each household size by the percentage specified by CDSS.

.21 Counties shall multiply the Thrifty Food Plan amounts by this percentage; round the results to the nearest dollar amount; i.e., round down if it ends in 1 through 49 cents and round it up if it ends in 50 through 99 cents. Subtract the results from the normal Thrifty Food Plan amount.

.22 All one- and two-person households affected by a reduction action shall be guaranteed a minimum benefit of \$10 unless the action is a cancellation of benefits, a suspension of benefits, or a reduction of benefits of 90 percent or more of the total amount of benefits projected to be issued during the affected month.

.23 Implementation of Allotment Reductions

If a decision is made to reduce monthly food stamp allotments, CDSS will notify CWDs when the reduction is to take effect and by what percentage the Thrifty Food Plan amounts for each household size are to be reduced.

.231 Upon receiving notification that a reduction is to be made in a future month's allotment, CWDs shall act immediately to implement the reduction.

<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES (Continued)</b>	<b>63-108</b>
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- (a) Where there are computerized issuance systems, the program used for calculating allotments shall be altered to reflect the appropriate percentage reduction in the Thrifty Food Plan for each household size and the computer program shall be adjusted to allow for a minimum benefit of \$10 for one and two-person households. The computer program shall also be adjusted to provide for the rounding of benefit levels of \$1, \$3, and \$5 to \$2, \$4, and \$6 respectively.
- (b) Where manual issuance is used, CWDs shall reproduce the revised issuance tables provided by CDSS and distribute sufficient copies to issuance personnel in time to allow benefit reduction during the month ordered by SDSS.
- (c) In a direct access issuance system using HIR cards, the CWD has the option to reduce benefits by changing all HIR cards before issuance for the affected month or by adjusting individual HIR cards when the household appears at the issuance office.

**.3 Suspensions and Cancellations**

- .31 If a decision is made to suspend or cancel the distribution of food stamp benefits, CDSS shall notify the CWDs of the date suspension or cancellation shall take effect.
- .32 In the event of a suspension or cancellation of benefits, the provision for a \$10 minimum benefit level for households with one or two members only shall be disregarded and all households shall have their benefits suspended or cancelled.
- .33 Upon receiving notification that an upcoming month's issuance is to be suspended or cancelled, CWDs shall take immediate action to effect suspension or cancellation. This may include computer adjustments, and notifying issuance agents and personnel.
- .34 Upon being notified by CDSS that a suspension or cancellation of benefits is over, CWDs shall act immediately to resume issuing benefits to certified households in accordance with Section 63-602.42.



<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES (Continued)</b>	<b>63-108</b>
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.4 Affected Allotments

.41 Reduced benefits shall be calculated for all households; however, any households with one or two members whose reduced benefit would be less than \$10 shall receive a minimum benefit of \$10, except as specified in Section 63-108.22.

.42 Allotments or portions of allotments representing restored or retroactive benefits for a prior unaffected month shall not be reduced, suspended, or cancelled, even though they are issued during an affected month.

.5 Notification of Eligible Households

CWDs shall notify households of the reduction, suspension or cancellation of Program benefits.

.51 At such time as it is deemed necessary, CDSS shall inform CWDs of the method(s) for disseminating the notices of the reduction, suspension or cancellation of program benefits; and shall provide CWDs with both the language and format to be used in such notices.

.6 Restoration of Benefits

Households whose allotments are reduced or cancelled as a result of the enactment of these procedures are not entitled to the restoration of lost benefits at a future date. However, if the Food and Nutrition Service determines at a later date that previously reduced, cancelled, or suspended benefits are to be restored, CDSS will notify the CWDs of the amounts to be restored and the time frame in which restoration must be made.

.7 Records of Reduction, Suspension, or Cancellation

CWDs must be able to produce a record of the amount of benefits each household receives during a month in which a reduction is in effect along with a record of the amount of benefits each household would have received had full monthly allotments been distributed. Also, in the event benefits are cancelled, or suspended, CWDs must be able to produce a record of the amount of benefits each household would have received had full monthly benefits been distributed.

<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES (Continued)</b>	<b>63-108</b>
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<b>.8</b>	<b>Effects of Reductions, Suspensions or Cancellations on the Certification of Eligible Households</b>
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- .81 CWDs shall accept and process applications (new and recertifications) during a month(s) in which a reduction, suspension, or cancellation is in effect. Except as otherwise provided in Section 63-108, applications shall be processed in accordance with Chapters 63-300, 63-400, and 63-500.
- .82 If an applicant is found to be eligible for benefits and a reduction is in effect, the amount of benefits shall be calculated by reducing the Thrifty Food Plan amount by the appropriate percentage for the applicant's household size and then deducting 30 percent of the household's net food stamp income from the reduced Thrifty Food Plan amount.

**EXAMPLE**

- If it is determined that a 25 percent reduction in the Thrifty Food Plan amount is to be made for all four-person households, the reduction would be calculated as follows: The Thrifty Food Plan amount for a four-person household (\$209) would be reduced by 25 percent to \$157. Then 30 percent of the net food stamp income would be deducted from the reduced Thrifty Food Plan Amount. For example, 30 percent of a net food stamp income of \$200, (\$60), would be deducted from the reduced Thrifty Food Plan Amount (\$157), resulting in a reduced allotment of \$97.
- .83 If an applicant is found to be eligible for benefits while a suspension or cancellation is in effect, no benefits shall be issued to that applicant, until issuance is again authorized by CDSS.
  - .84 The reduction, suspension, or cancellation of allotments in a given month shall have no effect on the certification periods assigned to households.
  - .85 Households whose certification period expires during a month in which allotments have been reduced, suspended, or cancelled shall be recertified according to Section 63-504.6.

<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES (Continued)</b>	<b>63-108</b>
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.86 Expedited Services

.861 Reduced Benefits

Reduced allotments shall be provided within the time frame specified in Section 63-301.53.

.862 Suspended Benefits

If a suspension is in effect at the time a household has been determined eligible for both program benefits and expedited services, issuance of benefits shall be withheld until the suspension is ended. However, the time frame for completing the processing shall be no later than the close of business of the fifth calendar day following the date the application was filed.

.863 Cancellation of Benefits

Households determined eligible for both program benefits and expedited services during a month of benefit cancellation shall receive expedited processing. However, the time frame for completing the processing shall be no later than the close of business of the fifth calendar day following the date the application was filed, or the end of the month of application whichever date is later.

.864 Issuance after Suspension or Cancellation Period

After the suspension or cancellation period ends, benefits shall be issued in accordance with Section 63-301.531, except that the CWD shall use the final date of suspension or cancellation in lieu of the date of application.

.87 Issuance Services

In the months in which the issuance of benefits has been suspended or cancelled, issuance services shall be available to households receiving restored or retroactive benefits for a prior, unaffected month.

<b>63-108</b>	<b>BENEFIT REDUCTION, SUSPENSION, OR CANCELLATION PROCEDURES (Continued)</b>	<b>63-108</b>
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.9 State Hearings

Any household that has its allotment reduced, suspended, or cancelled as a result of an order issued by CDSS in accordance with these regulations may request a state hearing if it disagrees with the action, subject to the following conditions:

- .91 CDSS shall not be required to hold state hearings unless the request for a state hearing is based on the household's belief that its new benefit level was computed incorrectly or that the rules were misapplied or misinterpreted.
- .92 CDSS shall deny state hearing to those households who are merely disputing the fact that a reduction, suspension, or cancellation was ordered.
- .93 Under these circumstances (.91 and .92 above) households are not entitled to a continuation of benefits pending the state hearing.
- .94 A household may receive retroactive benefits in an appropriate amount if it is determined that its benefits were reduced by more than the amount by which the county was directed to reduce benefits.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2 and Sections 10554 and 18904, Welfare and Institutions Code.

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**FOOD STAMP REGULATIONS  
PROGRAM REQUIREMENTS**

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<b>63-200</b>	<b>PROGRAM REQUIREMENTS</b>	<b>63-200</b>
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<b>63-201</b>	<b>GENERAL TERMS AND CONDITIONS</b>	<b>63-201</b>
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.1   Coupons as Income

The coupon allotment provided any eligible household shall not be considered income or resources for any purpose under any Federal, State, or local laws including but not limited to laws on taxation, welfare, and public assistance programs.

.2   No Aid Reduction

Counties shall not decrease any assistance otherwise provided an individual or individuals because of the receipt of a coupon allotment.

.21   This section requires that the receipt or availability of food stamps cannot be considered when computing the amount of public assistance or general relief/assistance payments.

.3   Disclosure

.31   Use or disclosure of information obtained from food stamp applicant or recipient households, exclusively for the Food Stamp Program shall be restricted to the following persons:

.311   Persons directly connected with the administration or enforcement of the provisions of the Food Stamp Act or regulations, the Food Distribution Programs, other Federal or federally-assisted state programs which provide assistance on a means-tested basis to low income individuals; and general assistance programs that are subject to the joint processing requirements specified in Section 63-301.7;

.312   Employees of the Controller General's Office of the United States for audit examination authorized by any other provision of law;

.313   Local, state or federal law enforcement officials,

(a)   For the purpose of investigating an alleged violation of the Food Stamp Act or regulations.

(1)   The officer shall submit a written request that includes the identity of the individual requesting the information and his authority to do so, the violation being investigated, and the identity of the person on whom the information is being requested.

<b>63-201</b>	<b>GENERAL TERMS AND CONDITIONS (Continued)</b>	<b>63-201</b>
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- .314 Persons directly connected with the administration of the Child Support Program under Title IV-D of the Social Security Act in order to assist in the administration of that program.
- .315 Employees of the Secretary of Health and Human Services as necessary to assist in establishing or verifying eligibility or benefits under Title II and Title XVI of the Social Security Act.
- .316 Persons directly connected with the administration or enforcement of the programs which are required to participate in IEVS as specified in Section 20-006 to the extent the Food Stamp Program information is useful in establishing or verifying eligibility or benefit amounts under those programs.
- .32 If there is a written request by a responsible member of the household, its currently authorized representative, or a person acting in its behalf to review materials contained in its case file, the material and information contained in the case file shall be made available for inspection during normal business hours. However, the county may withhold confidential information, such as the names of individuals who have disclosed information about the household without the household's knowledge, or the nature or status of pending criminal prosecutions.



<b>63-201</b>	<b>GENERAL TERMS AND CONDITIONS (Continued)</b>	<b>63-201</b>
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- .33 This section shall not prohibit the furnishing of such information to county supervisors of schools or supervisors of school districts only as necessary for the administration of federally assisted programs providing assistance in cash or in-kind services directly to the individual on the basis of need.
- .34 Any of the persons specified in Sections 63-201.311 - .316 who receive food stamp case file information, shall adequately protect this information against disclosure to unauthorized persons or for purposes not specified in this section. In addition, information received through the IEVS shall be protected from unauthorized disclosure as required by regulations. Information released to the CWD by the Internal Revenue Service shall be subject to the safeguards specified in Section 19-002.2.

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<b>63-201</b>	<b>GENERAL TERMS AND CONDITIONS (Continued)</b>	<b>63-201</b>
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.4 Information Available to the Public or Applicant

- .41 The State Food Stamp Manual shall be maintained by the CWD in each local food stamp office for examination by members of the public on regular work days during regular office hours.
- .42 CWDs shall make available, upon request, a list of emergency food providers in the area served by each local food stamp office. In addition, this list may be used, where needed, to refer individuals to emergency food sites that may be able to provide assistance. The list shall be compiled and updated by CWDs based on information from the food providers.
- .43 CWDs shall make available, upon the request of food stamp applicants, nonpromotional information containing the addresses and phone numbers of local legal services and welfare rights organizations.

.5 Records and Reports

CWDs shall keep such records and submit such reports and other information as required by SDSS.

.6 Retention of Records

CWDs shall retain all Food Stamp Program records in an orderly fashion, for audit and review purposes, for a period of three years from the month of origin of each record. CWDs shall retain fiscal records and accountable documents for three years from the date of fiscal or administrative closure. Fiscal closure means that obligations for or against the Federal Government have been liquidated. Administrative closure means that the CWD has determined and documented that no further action to liquidate the obligation is appropriate. Fiscal records and accountable documents include, but are not limited, to claims and documentation of lost benefits.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.4(f); Food and Consumer Services Administrative Notice 96-13, dated December 7, 1995; and Sections 10554, 10830, and 18904, Welfare and Institutions Code; and P.L. 104-193 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996) Section 837, 7 U.S.C. 2020(e)(8).

<b>63-202</b>	<b>PROGRAM ADMINISTRATION AND PERSONNEL REQUIREMENTS</b>	<b>63-202</b>
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.1 Merit personnel

.11 CWD personnel used in the certification process shall be employed in accordance with the current standards for a merit system of personnel administration or any standards later prescribed by the U.S Civil Service Commission under Section 208 of the Intergovernmental Personnel Act of 1970.

.12 CWD personnel meeting the above standards shall perform the interviews required in Section 63-300.4. Volunteers and other non-CWD personnel shall not conduct certification interviews or certify food stamp applicants. Exceptions to the use of merit system personnel in the interview and certification process are specified in Section 63-900.51 for emergency food stamp assistance in disasters. CWDs may use volunteers in activities such as prescreening, assisting applicants in the application and certification process, and in securing needed verification. Individuals and organizations who are parties to a strike or lockout, and their facilities, may not be used in the certification process except as a source of verification for information supplied by the applicant. Only authorized personnel of the CWD, coupon issuers, coupon bulk storage points, and federal or state personnel involved in administration of the program shall be permitted access to food coupons, authorization documents or other issuance documents.

.2 Bilingual Requirements

.21 Bilingual staffing, certification, and program informational material shall be provided in accordance with the requirements of Division 21.

.3 Internal Controls

In order to safeguard certification and issuance records from unauthorized creation or tampering, the CWD shall establish an organizational structure which divides the responsibility for eligibility determinations and coupon issuance among certification, data management, and issuance units. The certification unit shall be responsible for the determination of household eligibility and the creation of records and documents to authorize the issuance of coupons to eligible households. The data management unit, in response to input from the certification unit, shall create and maintain the household master issuance file on cards, computer discs, tapes, or similar memory devices. The issuance unit shall provide certified households with the authorized allotments. In cases where personnel are, periodically or on a part-time basis, shifted from one unit to another, supervisory controls shall be sufficient to ensure that the unauthorized creation or modification of case records is not possible.

<b>63-202</b>	<b>PROGRAM ADMINISTRATION AND PERSONNEL REQUIREMENTS</b>	<b>63-202</b>
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(Continued)

.31 Exceptions

With prior written CDSS approval, the CWD may combine unit responsibilities if the controls specified above have been found to be administratively infeasible.

.311 To receive approval of combined operations, the CWD shall establish special review requirements which at a minimum include:

- a) Biweekly reconciliation and verification of transactions; and
- b) Second-party review of certification actions at least once every other month.

.312 The CWD shall annually determine whether each combined operation continues to be justified and shall so advise SDSS in writing.

.4 Training

.41 Minimum Requirements

.411 The CWD shall institute and maintain a continuing training program for food stamp eligibility workers.

- (a) Sufficient training shall be provided to the eligibility workers prior to their initial assumption of job duties and, subsequently, on an as-needed basis.

.412 The CWD shall provide sufficient staff time to ensure that the eligibility worker training requirement is met.

- (a) Training shall include, but not be limited to, the goals of and the methods for promptly and accurately certifying eligible households.

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.42 Effective January 1, 1989, Welfare and Institutions Code Section 19804.25(b) states as follows: "Each county welfare department shall annually offer training on food stamp application procedures to homeless shelter operators."

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<b>63-202</b>	<b>PROGRAM ADMINISTRATION AND PERSONNEL REQUIREMENTS</b>	<b>63-202</b>
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(Continued)

.5 Forms

The CWD shall use the forms prescribed in the Food Stamp Manual, or comparable SAWS forms as directed by CDSS, to collect, document, and/or report Food Stamp Program information. Any modification or substitution of forms prescribed in the Food Stamp Manual shall be approved by CDSS prior to use. Procedures for approval are contained in Handbook Section 63-1250.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2, 7 CFR 272.4(d)(1)(i) and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-203</b>	<b>NONDISCRIMINATION COMPLIANCE</b>	<b>63-203</b>
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.1 Requirement

CWDs shall not discriminate against any applicant or participant in any aspect of program administration, including, but not limited to, the certification of households, the issuance of coupons, the conduct of state hearings, or the conduct of any other program service in accordance with the provisions of Division 21.

.2 Right to File a Complaint

Individuals who believe that they have been subject to discrimination may file a complaint in accordance with Division 21.

<b>63-204</b>	<b>PROGRAM MONITORING SYSTEMS</b>	<b>63-204</b>
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(Reserved)

<b>63-205</b>	<b>LOCATION AND HOURS OF OPERATION OF CERTIFICATION AND ISSUANCE SERVICES</b>	<b>63-205</b>
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.1 Hours of Operation

CWDs are responsible for determining the location and hours of operation of certification and issuance services available to Food Stamp applicants and recipients based on an assessment of their needs. To make this determination, CWDs shall conduct an annual review of the hours of operation of Food Stamp certification and issuance offices to ensure that the needs of recipients who work are adequately met. The results of these reviews shall be submitted to the California Department of Social Services to be retained for review by the federal Food and Nutrition Service. Requirements for CWD offices that are not open to the public eight hours per day, Monday through Friday, are specified in Section 11-601.

.2 Level of Service

.21 Basic certification services consist of distributing and accepting applications, interviewing applicants, and accepting notices of change in household circumstances.

.22 A wide variety of issuance methods may be used, including mail issuance, to fulfill issuance service needs.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 18902, Welfare and Institutions Code, 7 CFR 272.4(g), Blanco v. Anderson Court Order, United States District Court, Eastern District of California, No. Civ. S-93-859 WBS, JFM, dated January 3, 1995.

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<b>63-206</b>	<b>LIABILITIES</b>	<b>63-206</b>
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.1 CWD Rights and Responsibilities

- .11 CWDs shall establish and maintain secure control over coupons and cash for which the regulations designate them accountable. CWDs shall be strictly liable as specified in Section 63-206.3 for shortages/losses of cash or coupons, and shall make payment upon demand as provided in these regulations.
- .12 CWDs shall be responsible for preventing losses of federal funds in the certification of households for participation in the Food Stamp Program. Certification functions end with the creation of the master issuance file. CWDs shall be liable for losses from incorrect coupon issuance resulting from CWD fraud or negligence in the certification of households.
- .13 CWDs shall be responsible for preventing losses or shortages of federal funds in the issuance of benefits to households participating in the Food Stamp Program. CWDs shall be liable for all losses, thefts and unaccounted shortages that occur during issuance, unless otherwise specified. Issuance functions begin with the creation of a record-for-issuance to generate each month's issuances from the master issuance file.

<b>63-206</b>	<b>LIABILITIES (Continued)</b>	<b>63-206</b>
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- .14 Whenever a liability is asserted against a CWD, under this section, the CWD shall have the right to provide any information necessary to assist SDSS in resolving the amount of the claim.

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- .15 SDSS determination of CWD compliance deficiencies may result in securing injunctive relief to compel compliance and/or disallowance of CWD claims for the federal share of administrative funds. SDSS is authorized to determine whether to seek injunctive relief, suspend or disallow administrative funds, to do both together, or to do each in sequence in each instance of noncompliance.

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- .2 Coupon Shortages, Losses, Unauthorized Issuances, Overissuances and Undocumented Issuances

CWDs shall be responsible to FNS for any financial losses involved in the acceptance, storage and issuance of coupons. All coupon issuances shall be documented and the CWD shall make available all primary documentation (e.g. transaction receipts or authorization documents) or secondary (e.g. computer listings of transaction receipts or authorization documents), if the primary has been inadvertently destroyed, when required to do so. CWDs shall pay upon demand, the amount of any such losses. Unauthorized issuances, overissuances and undocumented issuances for which the CWDs are strictly liable include, but are not limited to, the following:

- .21 Losses resulting from authorization documents lost in transit from a manufacturer to the CWD and untransacted authorization documents lost in transit from an issuer to the CWD; and
- .22 The value of coupons overissued and coupons issued without authorization, except for those duplicate issuances in the correct amount that are the result of replacement issuances made in accordance with Section 63-603. Overissuances and unauthorized issuances for which CWDs are liable include, but are not limited to, the following:
- .221 Single unmatched issuances;
- .222 Duplicates made that are not in accordance with Section 63-603; and

<b>63-206</b>	<b>LIABILITIES (Continued)</b>	<b>63-206</b>
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- .223 Transacted authorization documents that are altered, counterfeit, from outside of the CWD, or expired (including those unsigned by the designated household member and/or not date stamped by the issuer).

- .3 Coupon and Cash Liabilities

CWDs shall be strictly liable for the face amount of all coupon shortages and losses that occur after the coupons have been accepted by the CWDs' receiving point(s) and that occur during storage or the movement of coupons between the CWDs' bulk storage points and issuance offices. Such coupon shortages and/or losses include, but are not limited to, any of the following:

- .31 Theft;
- .32 Embezzlement;
- .33 Cashier errors (e.g. errors by issuance office personnel in counting coupon books);
- .34 Natural disasters, if the CWD cannot provide reasonable evidence that the coupons were destroyed and not redeemed;
- .35 Unexplained causes; and,
- .36 Coupon overissuances resulting from noncompliance with CDSS instructions implementing benefit reductions, suspensions or cancellations as required under Section 63-108.
- .37 Cash losses including monies collected from overissuance claims which have been lost, stolen, or otherwise not accounted for in accordance with the provisions in Section 63-801.8.

- .4 Issuance losses for which CWDs shall be strictly liable include but are not limited to the following:

- .41 Issuances which cannot be supported by the required documentation;
- .42 Issuances made to households not currently certified;
- .43 Issuance loss during an official investigation, unless the investigation was approved by FNS prior to the loss;

<b>63-206</b>	<b>LIABILITIES (Continued)</b>	<b>63-206</b>
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.44 Mail issuance losses that exceed either of the following tolerance levels as appropriate:

.441 Mail losses in excess of .5 percent of the dollar value of the total quarterly mail issuance in a county where \$300,000 or more per quarter of coupons are issued in the mail.

.442 Mail losses in excess of \$1,500 per quarter in a county where less than \$300,000 per quarter of coupons are issued in the mail.

(a) For the purpose of this section, "mail issuance" means all original coupon issuances distributed through the mail. "Mail Loss" means all replacements of mail issuance except for replacements of returned mail issuances. Coupons are "in the mail" when deposited with the Postal Service.

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(b) FNS will assume financial liability for all coupons lost in the mail if the coupons were issued in accordance with required policies and procedures and the loss did not exceed the specified tolerance levels.

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.5 Reporting of Coupon and Mail Issuance Liabilities

The CWD's shortages and losses shall be determined from the FNS-250 and its supporting documents and the FNS-46. The CWD's mail loss liability shall be computed using data from the FNS-259. These reports shall be reviewed and adjusted as follows:

.51 The CWD shall review all billing letters for liabilities on these reports to ensure that the amount to be adjusted is correct. If the CWD does not agree with the alleged liability, a written rebuttal to the disputed amount of liability shall be submitted to CDSS within two weeks from the date of the billing letter. The rebuttal shall include the CWD's adjusted liability together with justification for that amount.

<b>63-206</b>	<b>LIABILITIES (Continued)</b>	<b>63-206</b>
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- .52 Failure to provide a written response within the two-week period shall result in the CWD Food Stamp Program administrative advance being adjusted by the billed amount. If the CWD's failure to respond timely precludes CDSS's opportunity to appeal to FNS, the obligation in the amount specified shall be deemed correct and final.

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- .53 CWD liabilities will be adjusted by an offset from the CWD's Food Stamp Program administrative advance. These offset adjustments will be identified as "FNS-250 Liabilities," "FNS-46 Liabilities" or "FNS-259 Liabilities".

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- .54 The CWD shall prepare and submit the FNS-250 in accordance with Fiscal Handbook Section 25-1030; the FNS-46 in accordance with Fiscal Handbook Section 25-1010; and the FNS-259 in accordance with Fiscal Handbook Section 25-1040.

.6 Photo ID

- .61 CWDs shall include in any contract with an issuing agent a provision establishing the agent's strict liability for the face value of coupons issued in any authorization document transaction when:

.611 The authorization document is found to have been stolen or otherwise not received by the household; and

.612 The CWD or issuing agent's cashier has not recorded the serial number of the photo ID card on the authorization document, or the person presenting the authorization document is not pictured on the ID card as specified in Section 63-504.85.

- .62 CWDs shall be strictly liable for losses by CWD issuing agents where reconciliation shows noncompliance with photo ID requirements.

<b>63-206</b>	<b>LIABILITIES (Continued)</b>	<b>63-206</b>
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- .63 The strict liability referred to in Section 63-206.61 shall apply (to counties or parts of counties) notwithstanding the fact that FNS previously granted waiver(s) of provisions of the photo ID requirements.
- .64 In CWDs using a direct access system the strict liability conditions of Sections 63-206.61, .62, and .63 apply in a like manner.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2; 7 CFR 276.1; 7 CFR 276.2; and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-207</b>	<b>PROGRAM INFORMATIONAL ACTIVITIES</b>	<b>63-207</b>
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- .1 CWDs shall participate in program informational activities. Program informational activities are those activities that convey information about the Food Stamp Program, including household rights and responsibilities, to applicant and recipient households through means such as publications, telephone hotlines, films, media and face-to-face contacts.
- .2 The CWD shall be responsible for liaison with state staff and shall order from the state warehouse the following:
  - .21 Nutrition information materials regarding foods containing substantial amounts of the recommended daily allowances of protein, minerals and vitamins; menus making use of these foods; and the relationship between health and diet;
  - .22 Informational materials that explain the Special Supplemental Food Program for Women, Infants and Children (WIC) and the Commodity Supplemental Food Program (CSF);
  - .23 Informational materials explaining household rights and responsibilities.
- .3 The CWD shall display the posters and make pamphlets and fliers available at food stamp and public assistance offices.

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.4	All program informational material shall include a statement that the Food Stamp Program is available to all without regard to race, color, sex, age, handicap, religious creed, national origin, or political beliefs.	
.5	The CWD shall notify SDSS of its needs for program informational material in languages other than English as required by Welfare and Institutions Code 18915.	
.6	The CWD shall encourage recipients to participate in the Expanded Food and Nutrition Education Program (EFNEP) and, wherever practicable, allow EFNEP personnel to come into Food Stamp offices to distribute informational materials and to speak with recipients.	
	NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.5.	

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**FOOD STAMP REGULATIONS  
APPLICATION PROCESS**

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**63-300 APPLICATION PROCESS****63-300**

Section 63-300 applies to the application process for both the federal Food Stamp Program and the California Food Assistance Program (CFAP).

**.1 General Process**

The application process includes filing and completing an application, being interviewed, and having certain information verified. The CWD shall act promptly on all applications and provide food stamp benefits retroactive to the month of application to those households that have completed the application process and have been determined eligible. Expedited service shall be available to households that qualify under the provisions of Section 63-301.5. Specific responsibilities of the household and CWD are detailed below.

**.2 Application Form and Form Deviation**

Section 63-300.2(MR) shall become inoperative and Section 63-300.2(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) All applications for Food Stamp Program eligibility shall be made on the DFA 285-A1, DFA 285-A2, and DFA 285-A3. For households which apply for both AFDC and Food Stamps at the same time, the SAWS 1 CA1/DFA 285-A1, and BC JA 2 CA2/DFA 285-A2, and SAWS 2A CA2/DFA 285-A2/MC 210 shall be used. These forms also may be used for Food Stamp only cases. These joint application forms also may be used for food stamp and/or General Assistance (GA) cases.

(QR) All applications for Food Stamp Program eligibility shall be made on the DFA 285-A1, DFA 285-A2, and DFA 285-A3 QR. For households which apply for both CalWORKs and food stamps at the same time, the SAWS 1 CA1/DFA 285-A1, and BC JA 2 CA2/DFA 285-A2, and SAWS 2A QR/DFA 285-A2/MC 210 shall be used. These joint application forms also may be used for food stamp only cases and/or General Assistance (GA) cases.

**.21 Screening**

Applicants shall not be required to complete any CWD developed prescreening form.

**.22 IEVS Interface**

All applicants for, and recipients of food stamp benefits shall be notified in writing at the time of application, and at each recertification, that information available through IEVS will be requested, used, and may be verified through collateral contact when discrepancies are found by the CWD, and that such information may affect the household's eligibility and level of benefits.

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<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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- .23 Privacy act statement. For all households applying or being recertified for food stamp benefits, the following applies:
- .231 The collection of information, including the Social Security Number (SSN) of each household member, is authorized under the Food Stamp Act of 1997. This information will be used to determine if a household is eligible or continues to be eligible to participate in the food stamp program. The information will be verified through computer matching program and will also be used to monitor compliance with program regulations and for program management.
- .232 The information may be disclosed to other federal and state agencies for official examination, and to law enforcement for apprehending persons fleeing to avoid the law.
- .233 If a claim is made against a household, the information on the application, including all SSNs, may be referred to federal and state agencies and private claims collection agencies for claims collection action.
- .234 Providing the requested information, including SSNs of each household member, is voluntary. However, failure to provide this information will result in denial of food stamp benefits to each individual failing to provide a SSN.
- .24 Section 63-300.24(MR) shall become inoperative and Section 63-300.24(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Recertification of Monthly Reporting Households

Households subject to Food Stamp monthly reporting requirements shall have their Food Stamp eligibility redetermined by using the forms specified in Section 63-300.2 and the CA 7 for the budget month that corresponds to the first month of the new certification period.

(QR) Recertification of Quarterly Reporting Households

(QR) Households subject to food stamp QR requirements shall have their food stamp eligibility redetermined by using the forms specified in Section 63-300.2 and the QR 7 for the Data Month of the quarter corresponding to the last month of the certification period.

- .25 Section 63-300.25(MR) shall become inoperative and Section 63-300.25(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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(MR) Recertification of Nonmonthly Reporting Households

(MR) Nonmonthly reporting households shall have their Food Stamp eligibility redetermined by using the forms specified in Section 63-300.2.

(QR) Recertification of Change Reporting Households

(QR) Change reporting households shall have their food stamp eligibility redetermined by using the forms specified in Section 63-300.2.

**.3 Filing, Notice of Right to File and Withdrawal**

Households must file food stamp applications by submitting the forms to the food stamp office either in person, or through an authorized representative, by mail, fax, through an electronic transmission, or through an on-line electronic application. The length of time to deliver benefits is calculated from the date the application is filed with the CWD. Applications signed through the use of electronic signature techniques or applications containing a handwritten signature and then transmitted by fax or other electronic transmission are acceptable.

.31 Each household shall be advised of their right to file an application, either paper or electronic, on the same day they contact the Food Stamp office during office hours.

.32 The household shall also be advised that it does not have to be interviewed before filing the application and may file an incomplete application form as long as the form contains the applicant's name and address, and is signed by a responsible member of the household or the household's authorized representative.

.321 Applications contain the penalty of perjury statement and must be signed by one adult household member or authorized representative or a responsible minor when the applicant household is composed entirely of minors and has no adult to act on its behalf.

.322 One adult household member or authorized representative shall attest, under penalty of perjury, that all eligible members of the Food Stamp household are either U.S. citizens, national or lawful alien residents.

.33 The CWD shall document the date the application was filed by recording on the application the date it was received by the food stamp office.

<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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.34    Contacting the Food Stamp Office

The CWD shall encourage households to file an application form the same day the household or its representative contacts the food stamp office in person or by telephone and expresses interest in obtaining food stamp assistance. If a household contacting the food stamp office by telephone does not wish to come to the appropriate office to file the application that same day and instead prefers receiving an application through the mail, an application form shall be mailed to the household on the same day the telephone request is received. An application shall also be mailed on the same day a written request for food assistance is received.

Where the CWD has designated certification offices to serve specific geographic areas, households may contact an office other than the one designated to service the area in which they reside. If a household contacts the wrong certification office within the county, either in person or by telephone, the certification office shall, in addition to meeting the above requirements, give the household the address and telephone number of the appropriate office. The certification office shall also offer to forward the household's application to the appropriate office on that same day if the household has completed enough information on the application to file. The household shall be informed that its application will not be considered filed and the processing standards shall not begin until the application is received by the appropriate office. If the household has mailed its application to the wrong office the certification office shall mail the application to the appropriate office on the same day as received. The filing date will be the day the appropriate office receives the application.

The CWD shall make application forms readily accessible to potentially eligible households. The application form shall be provided to anyone who requests the form.

.35    Notice of Right to File

The CWD shall post signs in the certification office which explain the application processing standards and the right to file an application on the day of initial contact.

.36    Withdrawing Application

The household may voluntarily withdraw its application at any time prior to the determination of eligibility. The CWD shall document in the case file the reason for withdrawal, if any was stated by the household, and that contact was made with the household to confirm the withdrawal. The household shall be advised of its right to reapply at any time subsequent to a withdrawal.

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<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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.37 Written Statement of Verification Requirements

At the time of application and at recertification the CWD shall provide the household with the FS 8. The notice shall inform the household that the CWD will assist them in obtaining required verification, provided that the household is cooperating with the CWD as specified in Section 63-505.1.

.38 Beginning Date of Application When CWD is Closed on Normal Work Days

.381 In the event the CWD is closed during the regular eight hours of a working day as defined in Sections 11-601.214 and .215, and an application for Food Stamp benefits is deposited in a drop box, mail slot, or other reasonable accommodation in accordance with Section 11-601.311(b), the "date of application" shall be the date the application is deposited.

.382 In the event the CWD is closed during the regular eight hours of a working day as defined in Sections 11-601.214 and .215, and an applicant calls to make a request for emergency benefits in accordance with Section 11-601.313, the date of application shall be the date the telephone call is received.

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.383 Example: On Friday, when the CWD is closed, an applicant deposits an application for Food Stamp benefits in a mail slot designated for that purpose. The application will be date stamped with Friday's date or it will be otherwise indicated on the application that it was received on Friday, the date of application. Had the applicant made a request for Homeless Assistance, Food Stamp Expedited Services, Medi-Cal, or AFDC Immediate Need via the local telephone service on Friday, the date of application would be Friday and the application would have to be processed within established time frames.

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<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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.4 Interviews

All applicant households, including those submitting applications by mail, shall have face-to-face interviews in a food stamp office or other mutually acceptable location, including a household's residence, with a qualified eligibility worker prior to initial certification and all recertifications except when waived in accordance with Sections 63-300.42, .43, and .44. Interview requirements for PA and GA applicants are detailed in Section 63-301.6. Interviews conducted in the household's residence must be scheduled in advance with the household. The individual interviewed may be the head of household, spouse, any other responsible member of the household, or an authorized representative. The individual interviewed may bring any person he/she chooses to the interview. The interviewer shall not simply review the information that appears on the application, but shall explore and resolve with the household unclear and incomplete information and document any changes in household circumstances that have occurred between the time the application was filed and the time of the certification interview. Households shall be advised of their rights and responsibilities during the interview, including but not limited to, the appropriate application processing standard, the household's responsibility to report changes, that eligibility will be determined without discrimination, and the availability and amount of the Standard Utility Allowance (SUA). The interview is an official and confidential discussion of household circumstances with the applicant. The applicant shall be made to feel at ease during the interview and in all instances the household's right to privacy shall be respected. Facilities shall be adequate to preserve the privacy and confidentiality of the interview. The scope of the interview shall not extend beyond the examination of household circumstances which directly relate to the determination of household eligibility and basis of issuance.

.41 Sections 63-300.41 et seq.(MR) shall become inoperative and Sections 63-300.41 et seq.(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The CWD at the time of the interview, shall determine which households shall be subject to monthly reporting and/or retrospective budgeting, as specified in Section 63-505.2. Households subject to monthly reporting and/or retrospective budgeting requirements shall be provided with the following at the certification and recertification interviews:

(MR) .411 Written and verbal explanations of monthly reporting/retrospective budgeting;

(MR) .412 A copy of the CA 7 report and an explanation of how the report shall be completed and submitted;

(MR) .413 An explanation of the monthly reporting verification requirements that the household is responsible for meeting;

(MR) .414 A telephone number (toll-free or a number where collect calls will be accepted from households living outside the local calling area) which the household may call to ask questions or to obtain help in completing the monthly report.

**63-300 APPLICATION PROCESS (Continued)****63-300**

(QR) The CWD at the time of the initial application interview shall determine which households shall be subject to QR/PB, as specified in Section 63-505.2. The CWD may require those households subject to QR/PB requirements to have a face-to-face interview during the recertification process. For those QR/PB households that are not required to have a face-to-face recertification interview, the CWD shall conduct an interview by telephone, in accordance with Section 63-300.45.

Households subject to QR/PB requirements shall be provided with the following during the certification and recertification process:

(QR) .411 Written and verbal explanations of QR/PB;

(QR) .412 A copy of the QR 7 report and an explanation of how the report shall be completed and submitted;

(QR) .413 An explanation of the QR verification requirements that the household is responsible for meeting;

(QR) .414 A telephone number (toll-free or a number where collect calls will be accepted from households living outside the local calling area) which the household may call to ask questions or to obtain help in completing the quarterly report.

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.415 The CWD may provide the name of a worker to contact.

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**.42 Waiving the Interview (CWD Screening Process)**

The CWD shall screen applicants for the need to have face-to-face interviews as part of the application and recertification process. If mutually acceptable face-to-face interview accommodations between the county and applicant/recipient cannot be made, the county shall then evaluate whether the household qualifies for an exemption as specified in Sections 63-300.43 and .44.

**.43 Waiving the Face-to-Face Interview (No Option)**

The face-to-face interview shall be waived at initial certification and at recertification for any household in which all the household members are 60 years of age or older, or physically disabled. The face-to-face interview shall also be waived if requested by any household which is unable to appoint an authorized representative and lives in a location which is not served by a certification office. For those households that are not required to have a face-to-face interview, the CWD shall conduct an interview by telephone, in accordance with Section 63-300.45.

63-300 (Cont.)	FOOD STAMP REGULATIONS APPLICATION PROCESS	Regulations
63-300	<b>APPLICATION PROCESS</b> (Continued)	<b>63-300</b>
	.44 Waiving the Face-to-Face Interview (Case-by-case)	
	<p>The CWD shall waive the face-to-face interview and instead allow a telephone interview on a case-by-case basis for any household which is unable to appoint an authorized representative and which has no household members able to come to the interview because of transportation difficulties or similar hardships which the CWD determines warrant a waiver of the interview. These hardship conditions include, but are not limited to: illness, care of a household member, prolonged severe weather, or work hours which preclude a face-to-face interview, lack of transportation, or living in a rural or remote area. The CWD shall determine if the transportation difficulty or hardship reported by a household warrants a waiver of the interview and shall document in the case file why a request for a waiver was granted or denied.</p>	
	.45 When the Interview is Waived or Not Required	
	<p>The CWD has the option of conducting a telephone interview or a home visit for those households for whom the face-to-face interview is waived or not required. Home visits shall be used only if the time of the visit is scheduled in advance with the household.</p>	
	<p>The CWD shall conduct a face-to-face interview at recertification in accordance with Section 63-300.4 when requested by the household or when the county determines it is necessary to verify conditions of eligibility.</p>	
	<p>When the face-to-face interview is waived or not required, it does not exempt the household from the verification requirements, although special procedures may be used to permit the household to provide verification and thus obtain its benefits in a timely manner, such as substituting a collateral contact in cases where documentary verification would normally be provided.</p>	
	<p>When the face-to-face interview is waived or not required, it shall not affect the length of the household's certification period.</p>	
	<p>There is no limit to how many times a household may be certified based on telephone interviews. However, the case file must be adequately documented each time the face-to-face interview is waived.</p>	
	<p>.451 The CWD shall attempt to complete all SFIS requirements not completed at time of certification, when the household member(s) is/are in the office for any reason. The CWD shall not require the household member to make a special trip into the office solely for the purpose of the SFIS compliance. However, a household that has not met SFIS requirements during the initial certification period must satisfy the SFIS requirements by the end of the household's initial certification period or prior to being recertified. If the household member does not comply with SFIS requirements, the CWD must take appropriate action as specified in Section 63-505.14.</p>	
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<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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.46 Scheduling Initial Application Interviews

The CWD shall schedule all interviews as promptly as possible to ensure eligible households receive an opportunity to participate within 30 days after the application is filed. The special circumstances of the household, including households with working members, must be considered to the extent practicable, when interviews are scheduled. If a household misses its scheduled interview, the CWD shall send the household a Notice of Missed Interview (NOMI). The CWD shall reschedule if the household requests another interview within 30 days of the initial application filed.

.461 The CWD shall not deny a household's application prior to the 30<sup>th</sup> day after initial application if the household fails to appear for the first scheduled interview. A NOMI must be sent to the household reminding the household to reschedule their interview prior to the 30<sup>th</sup> day after application. Only after the NOMI is sent and the household fails to reschedule, can the CWD send a denial notice on the 30<sup>th</sup> day after application.

.462 If the household requests a second interview during the 30-day application-processing period and is determined eligible, the CWD must issue prorated benefits from the date of application.

.463 If the household fails to keep its second scheduled interview, a notice of denial must be issued no earlier than the 30<sup>th</sup> day after application.

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Example 1: The household applies on March 1 and is scheduled for an interview by the CWD on March 5. The household misses the first scheduled interview. The household is sent a NOMI and asked to reschedule their interview appointment. They reschedule within 30 days of the application date on March 10. The household keeps their March 10 appointment. The case is processed for eligibility. If eligible, the case is granted as soon as administratively possible and benefits are issued from the date of application. If the household is found to be ineligible for benefits, the case is denied on the 30th day after application.

Example 2: The household applies on April 5 and is scheduled for an interview by the CWD on April 6. The household fails to appear for the first scheduled interview. The CWD sends a NOMI as soon as administratively possible. The household reschedules a second interview within 30 days of the application date, but fails to appear. The CWD must deny the household on the 30th day following the date of application.

The NOMI process will not impact the recertification process.

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<b>63-300</b>	<b>APPLICATION PROCESS (Continued)</b>	<b>63-300</b>
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.464 Scheduling Recertification Interviews

- (a) As part of the recertification process, the CWD must conduct a face-to-face interview with a member of the household or its authorized representative at least once every 12 months for households certified for 12 months or less. The requirement for a face-to-face interview once every 12 months may be waived in accordance with Sections 63-300.43 and .44 or not required in accordance with Section 63-300.41(QR).
- (b) If a household receives PA/GA and will be recertified for food stamps more than once in a 12-month period, the CWD may choose to conduct an in-office face-to-face interview with that household only once during that period. At any other recertification during that year period, the CWD may interview the household by telephone, conduct a home visit, or recertify the household by mail.
- (c) CWDs shall schedule interviews so that the household has at least 10 days after the interview in which to provide verification before the certification period expires.

.465 In-office Interviews During the Certification Period

CWDs may request households to report for an in-office interview during the certification period, but may not require it. If a mutually acceptable location outside the office cannot be agreed upon by the household and the CWD, the interview shall take place in the office.

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For example: the CWD may not require households to report en mass for an in-office interview during their certification period to review the household's case files or for any other reason during the certification period.

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.5 Verification

- (a) Verification is the use of third-party information or documentation to establish the accuracy of statements on the application. Verification and documentation are tools for making this judgment and recording the decision-making process in the case file.
- (1) Prior to determining eligibility for applicant households, sufficient information concerning the applicant's situation must be obtained in order for the EW to make an informed judgement as to the household's eligibility. The household shall be given at least 10 days from the date of request to provide required verification. If the household does not provide the needed information in the time allotted, the CWD shall issue an adverse notice of action by the 30<sup>th</sup> day following the application date.

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- (2) During the certification period, the CWD may obtain information about changes in a household's circumstances, other than information reported on the income report, through a third party or the household that the CWD cannot use to clearly determine eligibility and/or benefit amount. The CWD must pursue clarification using the following procedure:
  - (A) The CWD must issue a Request for Information (RFI) which advises the household of the verification it must provide or actions it must take to clarify the household's circumstances.
  - (B) The CWD must allow the household at least 10 days to respond or to clarify its circumstances either by telephone or by correspondence, as the CWD directs.
  - (C) If the household does provide sufficient information to clarify its circumstances, the CWD must issue a notice of adverse action to terminate the household after at least 10 days has been given to the household to respond.
  - (D) If the household responds to the RFI and provides sufficient information, the CWD must act on the new circumstances in accordance with noticing procedures for increases or decreases in benefits.
- (b) If the household's certification cannot be completed by the end of its current certification period due to the 10-day time period allowed for submitting verification, the CWD shall provide benefits within five working days after the verification is received. Benefits shall not be prorated from the date verification is received; the household shall receive a full month of benefits.
- (c) If obtaining verification of a deductible expense may delay the household's certification beyond the normal processing time frame, the CWD shall advise the household that its eligibility and benefit level may be determined without providing a deduction for the claimed, but unverified expense.
- (d) Section 63-300.5(d)(MR) shall become inoperative and Section 63-300.5(d)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) If the expense cannot be verified within 30 days of the date of application, the CWD shall determine the household's eligibility and benefit level without providing a deduction for the unverified expense. If the household subsequently provides the missing verification, the CWD shall redetermine the household's benefits, and provide increased benefits, if any, in accordance with the timeliness standards in Section 63-504.35 for monthly reporting households and Section 63-504.42 for nonmonthly reporting households.

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The household shall be entitled to the restoration retroactive to the month of application of benefits denied as a result of the disallowance of the expense, only if the expense could not be verified within the 30-day processing standard because the CWD failed to allow the household sufficient time, as defined in Section 63-301.4, to verify the expense. If the household would be ineligible unless the expense is allowed, the household's application shall be handled as provided in Section 63-301.4.

For verification requirements for the CA 7, refer to Sections 63-504.325, .326 and .341.

- (QR) If the expense cannot be verified within 30 days of the date of application, the CWD shall determine the household's eligibility and benefit level without providing a deduction for the unverified expense. If the household subsequently provides the missing verification, the CWD shall redetermine the household's benefits, and provide increased benefits, if any, in accordance with the timeliness standards in Section 63-508.66 for QR households and Section 63-504.42 for change reporting households.

The household shall be entitled to the restoration retroactive to the month of application of benefits denied as a result of the disallowance of the expense, only if the expense could not be verified within the 30-day processing standard because the CWD failed to allow the household sufficient time, as defined in Section 63-301.4, to verify the expense. If the household would be ineligible unless the expense is allowed, the household's application shall be handled as provided in Section 63-301.4.

For verification requirements for the QR 7, refer to Sections 63-508.45 and 63-508.613.

(e) **Mandatory Verification**

The CWD shall verify the following information prior to certification for households initially applying:

(1) **Gross Nonexempt Income**

Gross nonexempt income shall be verified for all households prior to certification. However, where all attempts to verify the income have been unsuccessful because the person or organization providing the income has failed to cooperate with the household and the CWD and all other sources of verification are unavailable, the CWD shall determine an amount to be used for certification purposes based on the best available information. Best available information may include an applicant's affidavit.



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(2) Noncitizen Status

Based on the application, the CWD shall determine if members identified as noncitizens are eligible noncitizens, as specified in Sections 63-405.11 through .17, by requiring that the household present verification for each noncitizen member.

(A) If the proper INS documentation is not available, the noncitizen may state the reason and submit other conclusive verification. The CWD shall accept other forms of documentation or corroboration from INS.

(B) If the noncitizen has no documentation at all of eligible noncitizen status, (not even an INS form I-94) the CWD shall inform the noncitizen that:

1. he/she is ineligible to participate in the Food Stamp Program without INS verification of noncitizen status,
2. he/she may contact INS or otherwise obtain the necessary documentation and
3. if he/she wishes, he/she may sign a form authorizing the CWD to request verification of the noncitizen's status.

(C) If an alien gives written consent for the CWD to contact INS to obtain verification of the alien's status, the CWD shall contact INS. However, the CWD shall not contact INS to obtain information about the alien's correct status without the alien's written consent.

(D) A noncitizen is ineligible until acceptable documentation is provided unless:

1. The CWD has submitted a copy of a document provided by the household to INS for verification. Pending such verification, the CWD cannot delay, deny, reduce or terminate the individual's benefits on the basis of the individual's immigration status; or
2. The applicant or CWD has submitted a request to a federal agency for verification of information that bears on the individual's eligible noncitizens status. The CWD shall certify the individual pending the results of the investigation for up to six months from the date of the original request for verification.

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(E) The CWD shall provide noncitizen applicants with a reasonable opportunity to submit acceptable documentation of their noncitizen status by the 30th day following the date of application. A reasonable opportunity must be at least 10 days from the date of the CWD's request for an acceptable document. When the CWD fails to provide a noncitizen applicant with a reasonable opportunity by the 30th day following the date of application, the CWD must provide the household with benefits no later than 30 days following the date of application, provided the household is otherwise eligible.

(F) If the noncitizen does not wish to contact INS or give permission for the CWD to contact INS, the household shall be given the option of withdrawing its application or participating without that member. The income and resources of a noncitizen who would be considered a household member if he/she were determined to be an eligible noncitizen, shall be treated as available to the household in accordance with Section 63-503.442.

(G) For households whose noncitizen members have not provided verification the CWD shall determine that the noncitizen is ineligible and an excluded member. The CWD shall determine the eligibility of the remaining household members in accordance with Section 63-503. The income and resources of the excluded member(s) shall be treated as available to the household in accordance with Section 63-503.442.

If the CWD subsequently receives verification of eligible status, the CWD shall act on the information as a reported change in household membership in accordance with the timeliness standards in Sections 63-504.35 or 63-504.42.

(H) If an all-noncitizen household is denied benefits because necessary noncitizen verification is missing, and the CWD subsequently receives the required verification, the CWD shall within 30 days following receipt of verification notify the household that verification of noncitizen status has been received and that the household may now be eligible to participate in the Food Stamp Program and that the household may now reapply.

(3) Identity

The identity of the person making the application shall be verified. When an authorized representative applies on behalf of a household, the identity of both the authorized representative and the head of household shall be verified. Identity may be verified through readily available documentary evidence, or if this is unavailable, through a collateral contact (see Section 63-300.5(h)(2)).

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Examples of acceptable documentary evidence which the applicant may provide include, but are not limited to:

- (A) a Social Security card or other document containing the Social Security number.
- (B) a driver's license,
- (C) a work or school ID,
- (D) an ID for health benefits or for another assistance program,
- (E) a voter registration card,
- (F) wage stubs, or
- (G) a birth certificate.

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Any documents which reasonably establish the applicant's or his/her authorized representative's identity shall be accepted, and no requirement for a specific type of document shall be imposed.

- (4) Social Security Numbers (See Section 63-404).
- (5) Residency

The residency requirements of Section 63-401 shall be verified except as provided in Sections 63-300.5(a) and 63-301.71. Verification of residency should be accomplished to the extent possible in conjunction with the verification of other information such as, but not limited to: rent or mortgage payments, utility expenses, and identity.

If verification cannot be accomplished in conjunction with the verification of other information, a collateral contact or other readily available documentary evidence shall be used. Any documents or collateral contact which reasonably establish the applicant's residency must be accepted and no requirement for a specific type of verification may be imposed.

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(A) In certain unusual cases, such as some migrant farm worker households, homeless households or households newly arrived in the community, verification of residency may be impossible to obtain or may not exist. In such instances, if the applicant, with the county's assistance, has made reasonable efforts to obtain verification and (1) verification cannot be obtained and (2) the applicant's statement regarding residency is not questionable as defined in Section 63-300.5(c), the county shall proceed with certification if the household is otherwise eligible. The determination that verification of residency cannot be obtained shall be documented in the case file, per Section 63-300.56. Verification of residency shall be provided by these households prior to their next certification except for homeless households.

(6) Utility Expenses

The CWD shall verify a household's utility expenses if the household wishes to claim its actual utility expense in excess of the standard utility allowance (SUA) and the expense would actually result in a deduction. If the household lives with and shares utility expenses with others and wishes to claim its actual utility expense, the CWD shall verify the actual utility expenses paid by the household. If the household's actual utility expenses cannot be verified before the 30 days allowed to process the application expire, the CWD shall use the SUA, provided the household is entitled to use the SUA as specified in Section 63-502.363. If the household wishes to claim expenses for an unoccupied home, the CWD shall verify the household's actual utility expenses for the unoccupied home in every case and shall not use the SUA. Verification of utility costs of an unoccupied home outside the county is the responsibility of the household (see Section 63-502.362(e)).

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|           (7)     Medical Expenses

The amount of any medical expenses deductible under Section 63-502.33 shall be verified prior to being allowed. Verification of other factors, such as the allowability of costs incurred or the eligibility for such a deduction of the person incurring the cost, shall be required if questionable. If obtaining verification of a medical expense may delay the household's certification, the EW shall advise the household that its eligibility and benefit level may be determined without providing a deduction for the claimed but unverified expense.

|           (8)     Sponsored Noncitizen Information

The sponsored noncitizen shall provide information in accordance with Section 63-405.7 except as specified in Sections 63-301.71 and .822. The deeming rules apply only to sponsored noncitizens whose sponsors have signed an Affidavit of Support (INS Form I-864 and/or I-864A).

The CWD shall obtain from the noncitizen the following information at the time of the household's initial application and at the time the household applies for recertification:

|           (A)     Affidavit of Support (INS Form I-864 and/or I-864A)

|           (B)     The income and resources of the noncitizen's sponsor.

|           (C)     The names or other identifying factors (such as a noncitizen registration number) of other noncitizens for whom the sponsor has signed an Affidavit of Support (INS Form I-864).

|           (D)     The provisions of the Immigration and Nationality Act under which the noncitizen was admitted.

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(E) The date of the sponsored alien's entry or admission as a lawful permanent resident as established by INS.

(F) The alien's date of birth, place of birth, and alien registration number.

(G) The number of dependents who are claimed or could be claimed as dependents by the sponsor or the sponsor's spouse for federal income tax purposes.

(H) The name, address and phone number of the noncitizen's sponsor.

(I) Verification is required for the information specified in Sections 63-403.341 and .342, except as specified in Section 63-301.71. The CWD shall verify all other information which they have determined to be questionable and which affects household eligibility and/or benefit level in accordance with Section 63-300.5(c). The CWD shall assist noncitizens in obtaining verification in accordance with Section 63-300.5(e).

(9) Disability

The CWD shall verify disability as defined in Section 63-102e.(1) as follows:

(A) For an individual to be considered disabled under subsection (B) of the definition, the household must provide proof that the disabled individual is receiving Supplemental Security Income (SSI) benefits under Title XVI, or Disability Insurance Program benefits under Title II of the Social Security Act.

(B) For an individual to be considered disabled under subsection (G) of the definition, the household must provide a statement from the VA which indicates that the disabled individual is receiving VA disability benefits for a service - or nonservice-connected disability which is rated or paid at the total rate by VA.

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(C) For an individual to be considered disabled under subsections (H) and (I) of the definition, proof by the household that the disabled individual is receiving VA disability benefits is sufficient verification of disability.

(D) For an individual to be considered disabled under subsections (C) and (J) of the definition, the CWD shall use the Social Security Administration's (SSA) most current list of disabilities considered permanent under the Social Security Act for verifying disability.

1. If it is obvious to the EW that the individual has one of the listed disabilities on SSA's most current list of permanent disabilities, the household shall be considered to have a verified disability.

2. If the disability is not obvious to the EW, the household shall provide a statement from a physician or licensed/certified psychologist certifying that the individual has one of the nonobvious disabilities listed on the SSA listing of permanent disabilities.

(E) For an individual to be considered disabled under subsection (K) of the definition, the household shall provide proof that the individual receives a Railroad Retirement disability annuity from the Railroad Retirement Board and has been determined to qualify for Medicare.

(F) For disability determinations which must be made relevant to Section 63-402.16, the EW shall verify that an individual has a permanent disability by using the SSA listing of disabilities. However, only those individuals who suffer from one of the disabilities mentioned in the SSA list who are unable to purchase and prepare meals because of their disability shall be considered disabled for the purpose of this provision.

1. If it is obvious to the EW that the individual is unable to purchase and prepare meals because he/she suffers from a severe physical or mental disability even if their disability is not mentioned on the SSA list of disabilities, he/she shall be considered disabled.

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2. If the disability is not obvious, the EW shall verify the disability by requiring a statement from a physician or licensed/certified psychologist certifying that the individual is unable to purchase and prepare meals because he/she suffers from: (1) a nonobvious disability mentioned in the SSA list; (2) some other severe, permanent physical or mental disease-related disability; or 3) a severe and permanent physical or mental nondisease related disability.

3. The elderly and disabled individual or his/her authorized representative shall be responsible for obtaining the cooperation of the individuals with whom he/she resides in providing the necessary income information about the others to the CWD for purposes of this provision.

(G) For individuals to be considered disabled under subsection (D) of the definition, the CWD shall verify through county records that the individual receives interim assistance benefits pending receipt of SSI. The CWD shall also verify that the benefits were conditioned on meeting disability or blindness criteria at least as stringent as those used under Title XVI (SSI) of the Social Security Act.

(H) For individuals to be considered disabled under subsection (E) of the definition, the CWD shall verify through county records that the individual receives disability-related medical assistance under Title XIX (Medi-Cal) of the Social Security Act.

(I) For individuals to be considered disabled under subsection (F) of the definition, the CWD shall verify through county records that the individual receives disability-based general assistance benefits. The CWD shall also verify that the benefits were conditioned on meeting disability or blindness criteria at least as stringent as those used under Title XVI (SSI) of the Social Security Act.



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(10) Child Support Obligation and Actual Payments

- (A) The household's legal obligation to pay child support, the amount of the obligation, and the monthly amount of child support the household actually pays, shall be verified. The household is responsible for providing verification.
- (B) Households that fail or refuse to cooperate by supplying the necessary verifications shall have their eligibility and benefit level determined without a child support deduction.
- (C) Once the verification is accomplished, the circumstances need not be reverified unless there is a change in the legal obligation or increase in the amount of the payment.

(11) Conditions of Eligibility for Drug Felons

Individuals convicted in a state or federal court of a felony that has as an element the possession or use of a controlled substance (not a disqualifying felony specified in MPP Section 63-402.229) shall, as a condition of eligibility, provide proof of one of the following in (A) through (E) below. When such proof is not available, the CWD shall accept self-certification under penalty of perjury as proof.

- (A) Completion of a government-recognized drug treatment program.
- (B) Participation in a government-recognized drug treatment program.
- (C) Enrollment in a government-recognized drug treatment program.
- (D) Placement on a waiting list for a government-recognized drug treatment program.
- (E) Other evidence that the illegal use of controlled substances has ceased.

The applicant must state what the other evidence is and provide proof. The applicant must also certify under penalty of perjury that their illegal use of controlled substances has ceased. The CWD shall consider the evidence and must clearly document the reasons upon which denial or approval of benefits is made.

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(12) Government-Recognized Drug Treatment Program

The term "government-recognized drug treatment program" is a program licensed, certified, or funded by a government entity, or a program in which a government or court entity has directed the applicant to participate. Sober Living Environment group living facilities emphasizing "Clean and Sober" living shall also be considered government-recognized programs. Living in a government-recognized drug treatment program shall be considered proof that an individual has ceased the illegal use of controlled substances.

(f) Optional Verifications

The CWD may elect on a countywide basis to mandate verification of one or more of the items in Sections 63-300.5(f)(1), .5(f)(2), .5(f)(3), and .5(f)(4)(A) and (B). However, if the CWD does not choose to mandate verification of any particular item, that item must be verified if it is questionable, as defined in Section 63-300.5(g). For households subject to monthly reporting requirements, as specified in Section 63-505.2, only Sections 63-300.5(f)(2), .5(f)(3), and .5(f)(4)(A) and (B) shall remain optional. If the CWD elects to mandate verification of any or all of the items in Sections 63-300.5(f)(1), .5(f)(2), .523(f)(3), and .5(f)(4)(A) and (B), the CWD shall do so as specified in Section 63-504.31.

(1) Dependent Care Costs

For those households not subject to monthly reporting requirements which are claiming dependent care costs, as specified in Section 63-502.34, the EW may verify the actual amount of cost incurred if allowing the expense could potentially result in a deduction. Once this verification has been accomplished, the EW shall not reverify this expense unless the provider has changed, the amount has changed and the change could potentially affect the amount of the deduction, or unless questionable as defined in Section 63-300.5(g).

(2) Liquid Resources and Loans

The county welfare department may verify liquid resources and whether monies received by households are loans. When verifying whether income is exempt as a loan, a legally binding agreement is not required. A simple statement signed by both parties which indicates that the payment is a loan and must be repaid shall be sufficient verification. However, if the household receives payments on a recurrent or regular basis from the same source but claims the payments are loans, the county welfare department may also require that the provider of the loan sign an affidavit which states that repayments are being made or that payments will be made in accordance with an established repayment schedule.

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(3) Household Size

The size of the household may be verified. All other factors involving household composition shall be verified only if questionable in accordance with Sections 63-300.5(g)(1) and 63-301.72. Verification of household size shall be accomplished through a collateral contact or readily available documentary evidence. Examples of acceptable documentary evidence include, but are not limited to:

- school records
- census records,
- marriage records, or
- any documents which establish identity such as those examples listed in Section 63-300.51(c).

Any documents which reasonably establish household size must be accepted and no requirement for a specific type of document may be imposed.

(4) Shelter Costs

- (A) CWD may elect to verify shelter costs at application, with the exception of actual utility expenses, which shall be verified as specified in Section 63-300.5(e)(6).
- (B) CWD may elect to verify any change of shelter costs during the certification period and at recertification.

(g) Verification of Questionable Information

With the exception of those items contained in Sections 63-300.5(f)(1), 63-300.5(f)(2), and .5(f)(3) which the CWD has opted to verify, the county welfare department shall verify all other factors of eligibility prior to certification only if they are questionable as defined in this section and affect a household's eligibility or benefit level. If the CWD has not mandated verification of those items in Sections 63-300.5(f)(1), and .5(f)(2) those items shall also be verified only if questionable. To be considered questionable, the information on the application must be inconsistent with statements made by the applicant, inconsistent with other information on the application or previous applications, or inconsistent with information received by the county welfare department. When determining if information is questionable, the county welfare department shall base the decision on the household's individual circumstances. A household's report of expenses which exceed its income prior to deductions may be grounds for a determination that further verification is required. In some instances, a household's report of no income prior to deductions, while still managing its financial affairs could also justify the need for additional verification.

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However, these circumstances shall not, in and of themselves, be grounds for a denial. The eligibility worker shall instead explore with the household how it is managing its finances, whether the household receives excluded income or has resources, and how long the household has managed under these circumstances. Procedures described below shall apply when information concerning one of the following eligibility requirements is questionable:

| (1) Household Composition

The eligibility worker shall verify any factors affecting the composition of a household if questionable.

| (A) Individuals who claim to be a separate household from those with whom they reside shall be responsible for proving that they are a separate household.

| (B) Individuals described in Section 63-402.15, who claim to be a separate household from those with whom they reside based on the various age and disability factors for determining separateness shall be handled as specified in Section 63-300.5(e)(9)(F).

| (2) Citizenship

| (A) When a household's statement is questionable that one or more of its members are U.S. citizens, the household shall be asked to provide acceptable verification. Acceptable forms of verification include birth certificates, religious records, certificates of citizenship or naturalization provided by INS, such as the INS I-179 or the INS 551 or U.S. passports. Participation in the AFDC program shall also be considered acceptable verification if verification of citizenship was obtained for that member(s). If the above forms of verification cannot be obtained, the CWD shall accept a signed statement from someone who is a U.S. citizen which declares, under penalty of perjury, that the member in question is a U.S. citizen. The signed statement shall contain a warning of the penalties for helping someone commit intentional Program violation.

| (B) The member whose citizenship is in question shall be ineligible to participate until proof of U.S. citizenship is obtained. The member whose citizenship is in question shall have his/her income and resources treated as available to the household in accordance with Section 63-503.442.

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(3) Work Registration

- (A) If a household member's work registration exemption due to participation in the GAIN or California Work Opportunity and Responsibility to Kids (CalWORKs) Program is questionable, the CWD shall be responsible for verifying that the household member is subject to and participating in the GAIN or CalWORKs Program under Title IV of the Social Security Act.
- (B) If a household's work registration exemption due to receipt of or application for unemployment compensation is questionable, the CWD shall be responsible for verifying either that the household member is receiving unemployment compensation or that the household member has applied for unemployment compensation and that this household member was required to register for work with EDD as a part of unemployment compensation application process. The CWD shall verify the household member's work registration exemption with the appropriate office of EDD.
- (C) If a household member's claim of good cause for voluntary quit or reduction of work effort defined in Section 63-408.4 is questionable, the CWD shall request verification to support the good cause claim.
1. To the extent that the information given by the household is questionable, as defined in Section 63-300.5(g), CWDs shall request verification of the household's statements. The primary responsibility for providing the good cause verification as provided in Section 63-300.5(i) rests with the household. If it is difficult or impossible for the household to obtain documentary evidence in a timely manner the CWD shall offer assistance to the household to obtain the needed verification. Acceptable sources of verification include, but are not limited to:
- the previous employer,
  - employee associations,
  - union representatives,
  - grievance committees or organizations.

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2. If the household and CWD are unable to obtain requested verification from these or other sources because the cause for the quit resulted from circumstances that for good reason cannot be verified, such as a resignation from employment due to discrimination practices or unreasonable demands by an employer or because the employer cannot be located, the household will not be denied access to the program.

When a food stamp household's statement regarding the sharing of utility expenses with other individuals and/or households living in the same residence is questionable, no deduction shall be allowed until verification of the sharing relationship is obtained.

The EW shall use documentary evidence as the primary source of verification for all items except residency and household size. These two items may be verified through readily available documentary evidence or through a collateral contact, without a requirement being imposed that documentary evidence must be the primary source of verification. Documentary evidence consists of a written confirmation of a household's circumstances. Examples of documentary evidence include current wage stubs, rent receipts, medical and utility bills. Statements must be in sufficient detail so that a reviewer would be able to determine the reasonableness of the determination.

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EXAMPLE

When income is verified by the presentation of pay stubs or wage statements, the EW should record in or photocopy for the casefile the following information:

The date of each pay stub or wage statement used.

The name and address of the payer.

The gross amount of income on each stub or statement.

The frequency of receipt of income (i.e., weekly, bimonthly, monthly, etc.).

The specific items and amount of allowable deductions and exclusions.

Although documentary evidence shall be the primary source of verification, acceptable verification shall not be limited to any single type of document and may be obtained through the household or other source. Whenever documentary evidence is insufficient to make a determination of eligibility or benefit level, the EW may either continue the attempt to obtain sufficient documentary evidence or require a collateral contact or home visit. Whenever documentary evidence cannot be obtained, the EW shall require a collateral contact or a home visit. For example, documentary evidence may be considered insufficient when the household presents pay stubs which do not represent an accurate picture of the household's income (such as outdated pay stubs) or identification papers that appear to be falsified.

| (2) Collateral Contacts

A collateral contact is a verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made either in person or over the telephone. The acceptability of a collateral contact shall not be restricted to a particular individual but may be anyone that can be expected to provide an accurate third-party verification of the household's statements. Examples of acceptable collateral contacts are employers, landlords, social services agencies, migrant service agencies and neighbors of the household.

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Data sources such as those used in IEVS (see Section 20-006.1) to which the Department of Social Services or the CWD has routine access are not considered collateral contacts and, therefore, need not be designated by the household.

| (3) Home Visits

Home visits may be used as verification when documentary evidence is insufficient to make a determination of eligibility or benefit level or cannot be obtained and the visit is scheduled in advance with the household.

| (4) Discrepancies

Where unverified information from a source other than the household contradicts statements made by the household, the household shall be afforded a reasonable opportunity to resolve the discrepancy prior to a determination of eligibility or benefits. If the unverified information is received through IEVS, the CWD shall obtain verification in accordance with Section 20-006.543.

| (i) Responsibility for Obtaining Verification

| The household has primary responsibility for providing documentary evidence to support its income statements and to resolve any questionable information, except as provided in Sections 63-300.5(g)(3)(A) and (B). Households may supply documentary evidence in person, through the mail, or through an authorized representative. The EW shall accept any reasonable documentary evidence provided by the household and shall be primarily concerned with how adequately the verification proves the statements on the application. If it would be difficult or impossible for the household to obtain the documentary evidence in a timely manner, or the household has presented insufficient documentation, the EW shall either offer assistance to the household in obtaining the documentary evidence, except as otherwise stated in this section, or shall use a collateral contact or home visit. The EW shall not require the household to present verification in person at the food stamp office.



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Whenever documentary evidence is insufficient to make a determination of eligibility or benefit level or cannot be obtained the EW may require either a collateral contact or home visit. The EW shall rely on the household to provide the name of any collateral contact with the exception of verifying IEVS-obtained information as specified in Section 20-006.5. The household may request assistance in designating a collateral contact. The EW is not required to use a collateral contact designated by the household if the collateral contact cannot be expected to provide an accurate third-party verification. When the collateral contact designated by the household is unacceptable, the EW shall either ask the household to designate another collateral contact or substitute a home visit. The county welfare department is responsible for obtaining verification from acceptable collateral contacts. [Refer to Section 63-300.5(h)(2)].

(j) Documentation

Case files must be documented to support eligibility, ineligibility, and benefit level determinations. Documentation shall be in sufficient detail to permit a reviewer to determine the reasonableness and accuracy of the determination. For public assistance cases, public assistance verification rules and documentation shall be acceptable for eligibility factors which must be verified to determine both public assistance and food stamp eligibility. For counties keeping separate PA and FS files, the FS case file must contain a notation that documentation of eligibility factors has been obtained and is contained in the PA case file. The household shall not be required to provide duplicate documentation to the CWD. Where verification was required to resolve questionable information, the EW shall document why the information was considered questionable, or at a minimum indicate where in the case file the inconsistency exists, and what documentation was used to resolve the questionable information. The EW shall document (except where a collateral contact is used to verify residency or household size) the reason why an alternate source of verification, such as a collateral contact or home visits, was needed, and the reason a collateral contact was rejected and an alternate requested.

(k) BENDEX

Reserved.

(l) State Data Exchange (SDX)

Reserved.

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| (m) Verification of Eligibility Through IEVS

- | (1) Income and eligibility information shall be requested through IEVS and shall be used, to the extent possible, in the determination of eligibility in accordance with the procedures specified in Sections 20-006.2 and 20-006.4. However, the county shall not delay the determination of eligibility pending receipt of IEVS information if other information establishes the individual's eligibility.
- | (2) The county shall verify the eligibility and benefit level for each applicant for and recipient of aid through IEVS by:
- | (A) Submitting applicant information to IEVS as specified in Sections 20-006.211 and .212.
- | (B) Requesting on a quarterly basis income and eligibility information through IEVS for recipients in accordance with Section 20-006.22; and
- | (C) Including, for the purposes of (a) and (b) of this section, any other individuals whose income and resources are considered in determining the amount of assistance to the extent that the county collects the SSN of such individuals.

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- | 1. For instance, if the county obtains the SSN of an ineligible alien parent living with the household, the number must be submitted to IEVS. However, if the number is not available for submission to IEVS, the household unit's eligibility shall not be affected.

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- | (3) The county shall act on all information received through IEVS in accordance with the procedures specified in Sections 20-006.4 and .5.

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.6 Receipt of Verification/Documentation

Upon request, CWDs shall provide a written receipt to any applicant or recipient who hand delivers documents that have been requested by the CWD. Receipts shall only be provided for documents which have been delivered in person to a CWD employee other than the applicant's or recipient's regularly assigned caseworker and to the location in which or through which the caseworker and to the location in which or through which the caseworker conducts his or her business. (Only one receipt is required for monthly income reports and their supporting documents.)

.61 Notice of Right to a Receipt

CWDs shall post a notice of the applicant's or recipient's right to a receipt in a prominent location and in an area where documents are regularly received.

.62 Exemptions from Receipt Requirements

.621 A CWD which maintains a system of logging hand delivered documents shall be exempt from the requirement to provide a receipt or post notice of right to a receipt.

.622 A CWD which provides receipts for all hand delivered documents without a request by an applicant or recipient shall be exempt from the notice posting requirement.

.623 Section 63-300.623(MR) shall become inoperative and Section 63-300.623(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) A CWD which receives monthly income reports and other requested documents which have been mailed by the applicant or recipient shall not be subject to the requirements in this section.

(QR) A CWD which receives quarterly income/eligibility reports and other requested documents which have been mailed by the applicant or recipient shall not be subject to the requirements in this section.

**63-300 APPLICATION PROCESS (Continued)****63-300**

NOTE: Authority cited: Sections 10554, 11265.1, .2 and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11023.5, 11265.1, .2, and .3, 11348.5, 18901.10, 18904, 18910, and 18932, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 271.2, 273.2(b)(ii), (c)(2)(i) and (ii), (c)(3), (c)(5), (e)(1), (e)(2), (e)(3), (f)(1)(i)(C), (ii)(B)(1), (2), (3), and (C), and (iii)(h)(1)(i)(D), and proposed (f)(1)(xii) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (f)(3), (f)(3)(ii), (f)(8), (h), (h)(1)(i)(D), and (j)(1); 7 CFR 273.4(a)(2) and (10) and (c)(2); 7 CFR 273.7(i)(4) and (j)(1); 7 CFR 273.12(c) and (c)(3); 7 CFR 273.14(b)(3)(i), (iii) and (b)(4) and (e); 7 CFR 273.21(h)(2)(iv), (i), and (j)(3)(iii)(B); USDA Food and Nutrition Service Service (FNS) Office, Western Region, Administrative Notice 84-56, Indexed Policy Memo 84-23; FNS Quarterly Reporting/Prospective Budgeting waiver dated April 1, 2003; USDA, FNS Waiver # 2070014; 7 U.S.C.A. 2020(e)(2); Americans with Disabilities Act (ADA), Public Law (P.L.) 101-336, 1990; U.S.D.A., Food and Consumer Services, Administrative Notice No. 94-22, dated January 7, 1994; Chapter 306, Statutes of 1988, and AB 1371, Chapter 306, Statutes of 1995; Blanco v. Anderson Court Order, United States District Court, Eastern District of California, No. CIV-S-93-859 WBS, JFM, dated January 3, 1995, and Federal Register, Vol. 66, No. 229, dated November 28, 2001.

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.1 Normal Processing Standard

The CWD shall provide eligible households that complete the initial application process an opportunity to participate as soon as possible, but not later than 30 calendar days following the date the application was filed. See Table I. An application is filed the day the appropriate food stamp office receives an application containing the applicant's name and address, which is signed by either a responsible member of the household or the household's authorized representative. Households entitled to expedited processing are specified in Section 63-301.5.

.2 Opportunity to Participate

An opportunity to participate consists of providing households with coupons, an authorization document, or an access device and having an issuance facility open and available for the household to obtain its allotment. If the coupons, authorization document or access device are mailed, the CWD shall assure that the benefits can be transacted or the coupons are available for use after receipt but before the 30-day standard expires (see Section 63-102c.(5)). A household has not been provided an opportunity to participate if the coupons, authorization document or access device are mailed on the 29th or 30th day. Nor has an opportunity to participate been provided if the authorization document or access device is mailed on the 28th day but no issuance facility is open on the 30th day.

.3 Denying the Application

Households determined to be ineligible shall be sent a notice of action denying their application as soon as possible but not later than 30 days following the date the application was filed.

.31 The CWD shall not deny eligibility to a household due to failure to cooperate when the person(s) who fails to cooperate is outside of the household.

.311 Excluded household members specified in Section 63-402.22 shall not be considered outside of the household for the purposes of Section 63-301.31.

.32 If the household has failed to appear for one scheduled interview and has made no subsequent contact with the CWD to express interest in pursuing the application, the CWD shall send a NOMI as soon as possible. The CWD shall reschedule if the household requests another interview within 30 days of the initial application date. The CWD must not deny a household's application prior to the 30<sup>th</sup> day as described in Section 63-300.45(a). The CWD must pro-rate benefits from the date of application if the household schedules a second interview within 30 days of the application date and is found eligible as described in Section 63-300.45(b).

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.33 In cases where the CWD was able to conduct an interview and request all of the necessary verification on the same day the application was filed, and no subsequent requests for verification have been made, the application may be denied if the CWD provided assistance to the household in obtaining verification when required as specified in Section 63-300.55 but the household failed to provide the requested verification. The CWD may send a notice of action denying the application on or before the 30th day following the date the application was filed, to be effective the 30th day following the date the application was filed.

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**NORMAL PROCESSING AND DENYING THE APPLICATION**

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Filing of Application Starts 30 day process	Action	Action in Second 30 Day Period	Original Month of Application Benefits
o HH completed application, was interviewed, supplied necessary verification, registered for work as appropriate.	Determine eligibility for month of application and ongoing  If eligible certify and issue benefits by 28th day. .....  One/two month certs, issue NEC/approval.	Eligibility continues .....  (One/two month certs have reapplied timely and were processed.)	Yes, if eligible

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**HANDBOOK CONTINUES**

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o HH fails to show for first scheduled interview and does not contact agency to reschedule within 30 days of app.	NOMI must be sent to HH. If HH does not reschedule, denial notice must be sent on 30th day.	HH must reapply.	No.
o HH schedules 2nd interview within 30 days of app. and is determined eligible.	Issue prorated benefits from date of application.	Issue benefits.	Yes.
o HH fails to show for 2nd interview.	Denial notice when administratively possible, but not before the 30th day of application.	Case is reopened without a new application if action taken within 30 days of denial. HH loses entitlement to benefits for 1st 30 days.	No.
o Request for verification on day application is filed, HH does not provide verification. Verification not received within 10 days of request.	Send denial notice on or before 30th day to be effective 30th day after application.	Case reopened without new application if required action taken within 60 days of date of application.	No.

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.4 Delayed Actions

If the county welfare department does not determine a household's eligibility and provide an opportunity to participate within 30 days of the date the application was filed, the county welfare department shall take the following action:

.41 Determining Cause

The CWD shall first determine the cause of the delay using the following criteria:

- .411 A delay shall be considered the fault of the household if the household has failed to complete the application process even though the CWD has taken all the action it is required to take to assist the household. The CWD must have taken the following actions before a delay can be considered the fault of the household:
- (a) For households that have failed to complete the application form, the CWD must have offered, or attempted to offer, assistance in its completion.
  - (b) In cases where verification is incomplete, the CWD must have provided the household with the FS 8; assistance when required, as specified in Section 63-300.55; and sufficient time to provide the missing verification. Sufficient time shall be at least 10 days from the date of the initial request for the particular verification that was missing.



**63-301 APPLICATION PROCESSING TIME STANDARDS (Continued)****63-301**

- (c) For households that have failed to appear for an interview, the CWD must have attempted to reschedule the initial interview within 30 days of the date the application was filed. However, if the household has failed to appear for the first interview and a subsequent interview is postponed at the household's request or cannot otherwise be rescheduled until after the 20th day, but before the 30th day following the date the application was filed, the household must appear for the interview, bring verification, and register members for work by the 30th day; otherwise the delay shall be the fault of the household. If the household has failed to appear for the first interview and a subsequent interview is postponed at the household's request until after the 30th day following the date the application was filed, the delay shall be the fault of the household. If the household has missed both scheduled interviews and requests another interview, any delay shall be the fault of the household.

- .412 Delays that are the fault of the CWD include, but are not limited to, those cases where the CWD failed to take the action described above in Sections 63-301.411 (a through c).

.42 Delays Caused by the Household

If by the 30th day of the application processing period, the CWD cannot take further action on the application due to the fault of the household, the household shall lose its entitlement to benefits for the month of application. The CWD has the option either to deny or pend the application and to notify the household of the action taken by sending the household a notice of action either denying or pending the application. The option chosen by the CWD shall apply to all households within the county. If the application is to be denied, the CWD must send a notice of denial on the 30th day after application for missed interview, or by the 30<sup>th</sup> day if verification has not been received, to be effective on the 30th day. If the application is held pending, the CWD shall send the household a notice of pending status on the 30th day after application.

- .421 If the application is denied, the CWD shall notify the household of the action it must take to reactivate its application; that the case will be reopened without a new application if the required action is taken within 30 days of the date the denial notice of action denying the application becomes effective (30 days after the date of application); and that if the household does not take the required action within the second 30-day period (60 days of the date of application), a new application must be submitted in order to participate in the Food Stamp Program.

- (a) If the household fails to take the required action within 60 days following the date the application was filed, no further notice shall be provided by the CWD.

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- .422 If the application is held pending, the CWD shall notify the household of the action it must take to complete the application process, and that if the household does not take the required action within 60 days of the date the application was filed, its application shall be denied and a new application must be submitted if the household wishes to participate in the Food Stamp Program.
- (a) If verification has not been provided, the CWD has the option of pending the application for only 30 days following the date of the initial request for the particular verification that is missing.
- (b) If the household fails to take the required action by the date specified on the notice of action, the CWD shall deny the application without providing further notice to the household.
- .423 If the household responds and is determined eligible during the second 30-day period, the CWD shall provide benefits only from the date the CWD received verification that the household completed the required action.
- .424 If the household responds and is determined ineligible during the second 30-day processing period, the CWD shall deny the application and provide the household with a notice of action informing them of the denial.
- .43 Delays Caused By the CWD
- .431 Whenever a delay in the initial 30-day application processing period is the fault of the CWD, the CWD shall take immediate corrective action. The CWD shall not deny the application but instead shall continue to process the application and send the household a notice of action informing them of the pending status of their application by the 30th day following the date the application was filed.
- (a) If the case file is not complete enough to determine eligibility, the pending status notice of action shall indicate any action necessary by the household to complete the application process.

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(b) If the household fails to respond, the CWD shall take action on the application during the second 30-day processing period as provided in Sections 63-301.422(a) and (b).

.432 If the household is determined eligible during the second 30-day period, the CWD shall provide benefits retroactive to the date of the application. If the household is determined ineligible during the second 30-day processing period the application shall be denied and the CWD shall provide the household with a notice of action denying their application.

.44 Delays Beyond 60 Days

.441 If the CWD is at fault for not completing the application process by the end of the second 30-day period, and the case file is otherwise complete, the CWD shall continue to process the original application and any supplemental information provided by the household until an eligibility determination is made.

(a) If the household is determined eligible, the CWD shall provide benefits to the household as follows:

(1) If the CWD was at fault for the delay in the initial 30-day period, the household shall receive benefits retroactive to the date of application.

(2) If the initial delay was the household's fault, the household shall receive benefits retroactive only to the date the CWD received verification that the household completed the required action.

(b) If the household is determined ineligible, the CWD shall deny the application and provide the household with a notice of action denying their application.

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DELATED ACTIONS

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30 Days After Filing of Application	Action on 30th Day	Action in Second 30 Day Period	Month of Application Benefits?
HH has not completed app OR HH has not registered for work OR HH has not supplied verification OR HH missed 1st interview and did schedule 2nd interview a. past 20th day and did not supply verification/register by 30th day b. past 30th day	Denial or pending notice (option must apply to all households in county)	HH takes necessary action: reopen application  HH takes no action: no action by CWD	No  No
Verification requested on 2nd thru 20th day; HH does not supply verification	Option to pend 30 days from request for verification	HH takes necessary action: reopen application  HH takes no action: no action by CWD	No
CWD did not offer assistance; CWD did not give HH at least 10 days to supply verification, requested.* HH did schedule 2 <sup>nd</sup> interview within 30 days of application, but CWD did not follow through.	Pending Notice  If verification is lacking, option to pend 30 days from day of request for verification.	CWD must take action to complete certification HH must supply verification	Yes, if eligible
* Note: 10 days is minimum not maximum period; CWD can deny by the 30 <sup>th</sup> day after application was filed if the applicant did not provide requested verification within 10 days from the date it was requested.			

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**63-301 APPLICATION PROCESSING TIME STANDARDS (Continued)****63-301**

- .442 If the CWD is at fault for not completing the application process by the end of the second 30-day period, but the case file is not complete enough to determine eligibility, the CWD shall continue to process the original application and send the household a notice of action informing them that the application is being held pending. The household shall be advised of the action necessary to complete the application process and of the possible entitlement to retroactive benefits as a result of the CWD's failure to process the application in the second 30-day period.
- (a) The CWD shall allow the household at least 10 days to take the required action specified on the notice of action informing them of the pending status of their application. However, if the CWD has chosen the option of holding the application pending only until 30 days following the date of the initial request for the particular verification that was missing, and verification is not received by that 30th day, the CWD may deny the application without further notice to the household.
- (b) If the household fails to take the required action specified on the notice of action informing them of the pending status of their application, the CWD shall deny the application without further notice to the household.
- .443 If the household is at fault for not completing the application process by the end of the second 30-day period, the CWD shall deny the application and require the household to file a new application if it wishes to participate. If however, the CWD has chosen the option of holding the application pending only until 30 days following the date of the initial request for the particular verification that was missing, and verification is not received by that 30th day, the CWD may immediately deny the application. The household shall not be entitled to any lost benefits, even if the delay in the initial 30 days was the fault of the CWD.

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.5 Expedited Service

.51 Entitlement to Expedited Service

The following households, if otherwise eligible, are entitled to expedited service:

- .511 Households with less than \$150 in monthly gross income as defined in Section 63-502.1 provided their liquid resources as defined in Section 63-501.11 do not exceed \$100;
- .512 Migrant or seasonal farmworker households who are destitute as defined in Section 63-503.43 provided their liquid resources as defined in Section 63-501.11 do not exceed \$100; or
- .513 Households whose combined monthly gross income and liquid resources are less than the household's monthly rent or mortgage, and utilities.

.52 Identifying Households Needing Expedited Service

The CWD's application procedures shall be designed to identify households eligible for expedited service at the time the household files an application.

- .521 A CWD employee or volunteer shall inform potential applicants orally of the right to expedited service for eligible households and how to initiate the process, the availability of assistance in filling out the application and shall be responsible for screening applications as they are filed. The CWD also shall advise individuals who inquire about the Food Stamp Program by telephone of the expedited service processing standards for eligible households. The CWD shall assist an applicant, upon request, in filling out forms and completing the application process.
- .522 The screening shall consist of a review of the DFA 285-A1 or the SAWS 1 CA1/DFA 285-A1 if the applicant elected to complete the expedited service section. The CWD shall immediately forward the application for processing when it is determined that the applicant is entitled to expedited service.

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.523 Households being recertified or reapplying after less than a one-month break in certification shall be entitled to expedited service if determined eligible as specified in Section 63-301.51.

.53 Processing Standards

All households receiving expedited services, except those receiving expedited services during months in which allotments are suspended or cancelled shall have the case processed in accordance with the following regulations. Those households receiving expedited services during a suspension or cancellation shall have their cases processed in accordance with Sections 63-107.862 and .863.

.531 Expedited Service Households

- (a) For households entitled to expedited service at initial application, the CWD shall make the authorization document, access device or coupons available to the recipient either by mail or for pickup at the household's request, no later than the third calendar day following the date the application was filed. For purposes of this section, a weekend (Saturday and Sunday) shall be considered one calendar day. However, if the third calendar day is a nonworking day when coupons cannot be issued, the CWD shall make coupons available on or before the working day immediately preceding the nonworking day. Whatever system a CWD uses to ensure meeting this delivery standard shall be designed to allow a reasonable opportunity for redemption of an authorization document or use of an access device no later than the third calendar day following the day the application was filed.

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- (1) For example, if the application is filed on Thursday, coupons must be made available to the households on Monday. However, if Monday is a holiday, coupons must be made available on Friday or Saturday if coupons are issued on that day.

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- (b) For households that are being recertified or applying after less than a one-month break in certification and which are entitled to expedited service, the CWD shall make the authorization document, access device or coupons available to the recipient either by mail or for pick up at the household's request, no later than the third calendar day following the date the application is filed or by the household's normal issuance cycle in the new certification period, whichever is later. The third calendar day shall be determined in accordance with Section 63-301.531(a).

.532 Out-of-Office Interviews

If a household mails an application and it contains sufficient information to indicate that the household is entitled to expedited service and out of office certification, the CWD shall conduct the interview (unless the household cannot be reached), and complete the application process within the expedited service standards, as specified in Section 63-301.5. The first day of the count is the first calendar day following the filing of the application. If the application is not complete, and the CWD conducts a telephone interview of the applicant, the CWD shall mail the application to the household for signature. The mailing time involved shall not be calculated in the expedited service standards. Mailing time shall only include the days the application is in the mail to and from the household and the days the application is in the household's possession pending signature and return mailing.

.533 Late Determinations

If the prescreening required in Section 63-301.52 fails to identify a household as being entitled to expedited service and the CWD subsequently discovers that the household is entitled to expedited service, the CWD shall provide expedited service to the households within the processing standards described in 63-301.531, except that the processing standards shall be calculated from the date the CWD discovers the household is entitled to expedited service and not the date the application was filed.

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.54 Special Procedures for Expediting Service

.541 The CWD shall use the following procedures when expediting certification and issuance:

- (a) In all cases, the identity of the individual making application shall be verified through a collateral contact or readily available documentary evidence as specified in Section 63-300.51(c).
- (b) All reasonable efforts shall be made to verify within the expedited processing standards, the household's residency, as specified in Section 63-300.515, income statement (including a statement that the household has no income), liquid resources, and all other factors required by Section 63-300.51 through collateral contacts or readily available documentary evidence. However, benefits shall not be delayed beyond the delivery standards prescribed in 63-301.53 solely because these eligibility factors have not been verified. Verification of these eligibility factors shall be postponed if unobtainable within the expedited processing standards.
  - (1) If a household eligible for expedited services reapplies after 95 days from the end of the annual review period in which the household had refused to cooperate with a nonfederal QC reviewer or reapplies after seven months from the end of the annual review period in which the household had refused to cooperate with a federal QC reviewer, the CWD shall issue one month's benefits in accordance with the processing standards and procedures in Section 63-301.53. Before a second month's benefits are issued, the household shall provide verification of all household circumstances that could affect eligibility as specified in Section 63-505.11.
- (c) Households entitled to expedited service shall be subject to the social security number provisions of Section 63-404.2.

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- (d) The applicant and all other household members shall be registered for work prior to certification unless exempt from this requirement per Section 63-407.2. The CWD shall attempt to verify questionable work registration exemptions, but shall postpone these efforts if they cannot be accomplished within expedited service time frames.

.542 Once the household has supplied the name of a collateral contact or has asked the CWD for assistance in locating a collateral contact, the CWD shall promptly contact the collateral contact or otherwise assist the household in obtaining the necessary verification.

.543 Households that are certified on an expedited basis and have provided all necessary verification required by Section 63-300.5 within the expedited services time frame as specified in Section 63-301.531 shall be assigned a normal certification period.

- (a) Households which apply for benefits after the 15th day of the month and have been determined eligible to receive benefits for the initial month and the subsequent month shall receive both allotments at the same time, in accordance with Section 63-503.16.

.544 Households that are certified on an expedited basis and whose verification is postponed shall be assigned certification periods as follows:

- (a) One-Month Certification

Section 63-301.544(a)(MR) shall become inoperative and Section 63-301.544(a)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

- (MR) Nonmonthly reporting households that apply on or before the 15th day of the calendar or fiscal month shall be certified for one month only.

- (1) Benefits for the initial month shall be prorated from the date the application was filed to the end of that calendar or fiscal month.

- (2) Households shall reapply and complete the verification which was postponed, unless they have been certified under normal processing standards since the last expedited certification.

- (QR) Change reporting households that apply on or before the 15th day of the calendar or fiscal month shall be certified for one month only.

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(b) Longer Than One-Month Certification

(1) Section 63-301.544(b)(1)(MR) shall become inoperative and Section 63-301.544(b)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Nonmonthly reporting households applying after the 15th day of the calendar or fiscal month shall be certified only for the month of application, and the subsequent month.

(QR) Change reporting households applying after the 15<sup>th</sup> day of the calendar or fiscal month shall be certified only for the month of application, and the subsequent month.

(2) Section 63-301.544(b)(2)(MR) shall become inoperative and Section 63-301.544(b)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Monthly reporting households shall be assigned a normal certification period as specified in Section 63-504.1.

(QR) QR households shall be assigned a normal certification period as specified in Section 63-504.1.

.545 When a certification period of longer than one month is assigned, the CWD shall notify the household, in writing that:

(a) No further benefits will be issued until the postponed verification, except as specified in Section 63-301.545(a)(2), is completed and the household's participation shall be terminated if the verification for income, resources, residency (except for homeless households), or any deduction, except for unverified child support, is not completed within 30 days following the date the application was filed.

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- (1) Migrant households shall receive the second months benefits if the only missing verification is from an out-of-state source. However, the out-of-state verification shall be completed within 60 days following the date the application was filed or if not the household's participation shall be terminated.
  - (2) A household with an unverified child support obligation and/or amount of child support paid shall not be terminated, but instead have its eligibility and benefit level determined without a child support deduction as specified in Section 63-300.51(j).
- (b) The individual household member's participation shall be terminated if proof of alien or student status has not been provided or if a SSN or proof that one has been applied for has not been provided within 30 days following the date the application was filed. Benefits to the remaining household members shall be recalculated and issued as otherwise eligible.
  - (1) Migrant household members shall be treated as specified in Section 63-301.545(a)(1), if the missing verification is from an out-of-state source.
- (c) If verification results in changes in the household's eligibility or level of benefits, the CWD shall act on those changes without advance notice.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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- .546 Households which apply for benefits after the 15<sup>th</sup> of the month and have been determined eligible to receive benefits for the initial month and the subsequent month but have had their verification postponed shall receive both allotments at the same time, in accordance with Section 63-503.16.

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- (a) When a household has provided the required postponed verification, the CWD shall issue the third month's benefits within five working days from receipt of the verification or by the first day of the third month, whichever is later. For staggered issuance this shall be the first working day of the third month. If verification is not provided before the end of the third month, the CWD shall terminate the household's participation and shall issue no further benefits. This shall also apply to migrant farmworker households needing out-of-state verification as outlined in Section 63-301.545(a)(1).

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- .547 Migrant farmworker households shall be entitled to postpone out-of-state verification only once each migrant farm season.
- (a) The CWD shall grant a postponement of the out-of-state verification for only the initial month, if a migrant farmworker household requesting expedited service has already received this exception during the current migrant farm season.
- (b) For purposes of this section, a migrant farm season is defined as having a clear beginning point and ending point between which migrant farmworkers travel. When they are not migrating to work they are residing at one location which they regard as home. In this case, the season would be the period during which the migrants are traveling to work. If a migrant farmworker travels constantly with no break period, the season shall be considered the calendar year.
- .548 There is no limit to the number of times a household can be certified under expedited service procedures, as long as prior to each expedited certification, the household either completes the verification requirements that were postponed at the last expedited certification or was certified under normal processing standards since the last expedited certification.
- .549 Households requesting, but not entitled to expedited service shall have their applications processed according to normal standards.



<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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.6 PA Households

Households in which all members are applying for public assistance (PA) shall be informed that they may apply for food stamp benefits at the same time and shall be required to complete only a single application for both programs. The food stamp eligibility and benefit levels for these households shall be based solely on food stamp eligibility criteria, except as specified in Section 63-301.7. Households, whether jointly processed and/or eligible because of their PA status, shall be certified in accordance with the notice, procedural and timeliness requirements of the food stamp regulations.

.61 Single Interview

The CWD shall conduct a single interview at initial application for both public assistance and food stamp purposes, except as provided in Section 63-301.611. PA households shall not be required to see a different eligibility worker or otherwise be subjected to two interview requirements to obtain the benefits of both programs. Following the single interview, the application may be processed by separate workers to determine eligibility and benefit levels for food stamps and public assistance. A household's eligibility for food stamp out-of-office interview provisions in 63-300.42 and .43 does not relieve the household of any responsibility for a face-to-face interview to be certified for PA.

.611 The CWD may hold a separate food stamp interview if necessary to prevent any delay in the processing of expedited service.

.62 Verification Procedures

For households applying for both public assistance and food stamps, the verification procedures described in Section 63-300.5 shall be followed for those factors of eligibility which are needed solely for purposes of determining the household's eligibility for food stamps. For those factors of eligibility which are needed to determine both PA eligibility and food stamp eligibility the CWD may use the PA verification rules. However, the CWD shall not delay the household's food stamp benefits if, at the end of 30 days following the date the application was filed, the CWD has sufficient verification to meet the verification requirements of Section 63-300.5 but does not have sufficient verification to meet the PA verification rules.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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.63 Application Processing Standards and Procedures

When all members of a household apply for both Food Stamps and PA, the application shall be made on the SAWS 1 CA1/DFA 285-A1 and BC JA 2 CA 2/DFA 285-A2. PA applicant households not applying for Food Stamps shall enter a signed statement to this effect on the SAWS 1 CA1/DFA 285-A1 or check the appropriate box on the BC JA 2 CA 2/DFA 285-A2. If a PA applicant household does not check the box marked Food Stamps or specifically indicate that they do not wish Food Stamps, the household's application shall be considered a request for both PA and Food Stamps unless it is determined otherwise during the interview.

.631 In order to determine if a household will be eligible due to its status as a recipient PA household, the CWD shall be permitted to postpone the food stamp eligibility determination within the 30-day processing standard if the household is not entitled to expedited service and appears to be categorically eligible.

(a) If the PA determination is made within the 30-day processing standard and the household is considered categorically eligible as specified in Section 63-301.7, the CWD shall provide food stamp benefits for the initial month from the date of the food stamp application.

(1) Benefits shall not be provided for any month in which a household is determined ineligible for receipt of PA benefits, unless the household is eligible to participate as a nonassistance (NA) case.

(b) If the PA determination of eligibility is not made by the 30th day, the CWD shall process the application as a NA case using all food stamp eligibility and benefit criteria. However, the CWD shall not deny a potentially categorically eligible household until the 30th day.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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(1) If the NA case is denied, the notice of action shall inform the household to notify the CWD if its PA benefits are approved.

(2) The CWD shall ensure that the denied application of a potentially categorically eligible household is easily retrievable in the event that PA benefits are subsequently approved.

.632 If any potentially categorically eligible household is denied and later determined eligible to receive PA benefits, the CWD shall provide food stamp benefits using the original application and any other pertinent information occurring subsequent to that application.

(a) The CWD shall not reinterview the household but shall:

(1) Use any available information to update the application; and

(2) Contact the household or its authorized representative by mail or telephone to explain and confirm changes made by the CWD and to determine if any other changes in circumstances have occurred.

(b) If any information obtained from the household differs from that which the CWD obtained from available information or the household provided additional changes in information, the CWD shall arrange for the household or its authorized representative to:

(1) Initial all changes;

(2) Re-sign and date the updated application; and

(3) Provide necessary verification.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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- (c) Benefits for the initial month shall be prorated from the date the PA benefits are effective, or the date of the original food stamp application, whichever is later.
- (d) The CWD shall act on reevaluating the original application either at the household's request, or when it becomes otherwise aware of the household's PA eligibility. For example, the CWD normally becomes aware when the PA benefits are approved.

.633 For all households, the CWD shall anticipate with reasonable certainty the amount and date of receipt of the initial PA payments. Initial PA payments include the first month's basic grant and any immediate need or other PA payments that were issued prior to the authorization of the first month's basic grant.

- (a) If a PA payment will not be received until a subsequent month, the CWD shall vary the household's benefit level according to the anticipated receipt of the payment and send the household a notice of action.
- (b) If the amount or date of receipt of the initial PA payment cannot be anticipated with reasonable certainty at the time of the Food Stamp eligibility determination, the PA payment shall be handled as a change in circumstances. However, the CWD is not required to send a notice of action if the receipt of the PA grant reduces, suspends or terminates the household's Food Stamp benefits, provided the household is notified in advance that this may occur when the grant is received. Termination of the case shall be permitted if the household is not categorically eligible.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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- (c) See Handbook Section 63-503.212(a)(1)(A) for an example.

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- .634 For all households, portions of initial PA payments intended to retroactively cover a previous month shall be disregarded as lump sum payments as specified in Section 63-502.2.

**.7 Categorically Eligible PA Households**

Any household, except those specified in Section 63-301.73, in which all food stamp eligible members receive or are authorized to receive PA benefits, shall be considered eligible for food stamps because of their status as PA recipients [Section 63-102(p)]. The following shall also be considered categorically eligible:

- .71 Section 63-301.71(MR) shall become inoperative and Section 63-301.71(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Households subject to retrospective budgeting that have been suspended for PA purposes or that receive zero benefits.

(QR) Households subject to QR that receive zero benefits.

- .72 The eligibility factors which shall be accepted for food stamp eligibility without verification are the resource, gross and net income limits; social security number information; sponsored alien information; and residency.

- .73 When determining whether a household is to be considered PA categorically eligible, the CWD shall verify the following factors, only when questionable, as specified in Section 63-300.53.

- .731 The household shall contain only food stamp eligible members that are PA recipients as defined in Section 63-102(p).

- .732 The household shall meet the definition of a household as specified in Sections 63-102(h) and 63-402.

63-301	APPLICATION PROCESSING TIME STANDARDS (Continued)	63-301
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- .733 The household shall include all persons who purchase and prepare food together in one food stamp household regardless of whether or not they are separate units for PA purposes.
- .734 The household has not been disqualified or does not include persons who have been disqualified as specified in Section 63-301.73.
- .74 The following households shall not be considered categorically eligible and are subject to all food stamp eligibility and benefits provisions if:
  - .741 Any household member is disqualified for an intentional Program violation as specified in Section 63-805;
  - .742 Section 63-301.742(MR) shall become inoperative and Section 63-301.742(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
  - (MR) The household fails to comply with the monthly reporting requirements specified in Section 63-504.32, and Sections 63-505.2, .3, and .4;
  - (QR) The household fails to comply with the QR requirements specified in Sections 63-508.4 and .613;
- .75 The following persons shall not affect the eligibility of an otherwise categorically eligible PA household:
  - .751 Ineligible non-citizens as defined in Section 63-403.1;
  - .752 Ineligible students as defined in Section 63-406;
  - .753 SSI recipients as defined in Section 63-102(s);
  - .754 SSN-disqualified persons as defined in Section 63-102(s);
  - .755 Persons institutionalized in an unauthorized facility as defined in Section 63-402.4;
  - .756 Household members who are disqualified for failure to comply with work requirements as specified in Section 63-407.4; or
  - .757 GA recipients who receive benefits from a GA program appropriate for categorical eligibility.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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.76 For purposes of work registration, the exemptions specified in Section 63-407.2 shall apply to individuals in PA categorically eligible households. Any individual who is not exempt from work registration is subject to the work requirements specified in Section 63-407.

.8 GA Households

.81 CWDs shall advise all GA applicant households of their potential categorical eligibility for Food Stamp benefits and provide these households with a DFA 285-A1 and DFA 285-A2 or the joint application forms. GA households shall not be considered categorically eligible for Food Stamp benefits unless they receive, or are authorized to receive, benefits from a GA program appropriate for categorical eligibility as specified in Section 63-301.82.

.811 CWDs shall allow households in which all members are applying for GA benefits to leave a signed Food Stamp application, which contains, at a minimum, the household's name, address, and signature, at the GA office. The GA office shall forward the application that same day to the appropriate Food Stamp office for processing.

.812 The procedural and timeliness requirements that apply to the non-PA application process shall begin when the Food Stamp office receives the application. Since there may be a delay involved in the transferring of applications from GA offices to food stamp offices, households shall be advised that they may receive faster service if they take the application directly to the Food Stamp office.

.82 Categorically Eligible GA Households

.821 Any household, except those specified in Section 63-301.824, in which all food stamp eligible members receive or are authorized to receive GA benefits from a GA program which meets the following criteria, shall be considered eligible for food stamps because of their status as GA recipients.

- (a) The GA program must have income criteria equal to, or more restrictive than, the food stamp gross income test; and
- (b) The GA program must provide benefits as defined in Section 63-102g.(1)(A) and must not provide only one-time emergency payments; and
- (c) A signed certification that the county's GA program is appropriate for categorical eligibility is on file with the CDSS; or

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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(d) The GA program has been certified by FNS as an appropriate program.

.822 The eligibility factors which shall be accepted for food stamp eligibility without verification are the resource (except resource transfers); gross and net income limits, sponsored noncitizen information; and residency.

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(a) Sponsored noncitizens shall continue to cooperate in providing sponsor information, as specified in Section 63-405.7, for use in determining benefit level.

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.823 When determining whether a household is to be considered GA categorically eligible, the CWD shall verify that the household contains only food stamp eligible members who are receiving, or are authorized to receive, GA from a GA program appropriate for categorical eligibility.

(a) Where household composition is questionable, the CWD shall determine that the household meets the definition of household as specified in Section 63-402 and contains no individuals disqualified as specified in Section 63-301.825.

.824 A household shall not be considered categorically eligible and is subject to all food stamp eligibility and benefit provisions if:

(a) The household refuses to cooperate in providing information to the CWD that is necessary for making an eligibility determination or for completing any subsequent review of eligibility;

(b) The household is disqualified because the head of household fails to comply with a work requirement as specified in Section 63-407.1;

(c) The household is ineligible under the striker provisions as specified in Section 63-402.8; or

(d) The household is ineligible because they knowingly transferred resources for the purpose of qualifying or attempting to qualify for the program as specified in Section 63-501.6.



<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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.825 The following individuals shall not be included as a member of an otherwise categorically eligible household if that person:

- (a) Is disqualified for intentional Program violation;
- (b) Is not the head of household and disqualified for failure to comply with the work requirements specified in Section 63-407.1;
- (c) Fails to provide or apply for a social security number;
- (d) Is an ineligible alien;
- (e) Is an ineligible student;
- (f) Is an SSI recipient; or
- (g) Is institutionalized in a nonexempt facility as specified in Section 63-402.4.

.9 Mixed Food Stamp Households

Mixed food stamp (FS) households are FS applicant households in which some, but not all, members are in the PA assistance unit (AU).

.91 CWDs may use the joint application processing procedures in Section 63-301.6 for mixed FS households. This decision shall not be made on a case-by-case basis, but shall be applied uniformly to all households of this type in the county.

.92 Mixed FS households shall not be considered categorically eligible for food stamp benefits.

.93 CWDs shall exclude any resource of FS household members receiving PA. If a resource is jointly held by a Food Stamp household member who is receiving PA and a Food Stamp household member who is not receiving PA, then exclude the amount that was counted in determining the PA eligibility.

<b>63-301</b>	<b>APPLICATION PROCESSING TIME STANDARDS (Continued)</b>	<b>63-301</b>
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.94 Mixed FS households must meet the food stamp gross and net income standards of eligibility.

NOTE: Authority cited: Sections 10554, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901, 18904, and 18910, Welfare and Institutions Code; Section 11349.1, Government Code; 7 Code of Federal Regulations (CFR) 271.2; 7 CFR 272.3(c)(1)(ii); 7 CFR 273.2(d)(1), (e)(3), (h)(1)(C), (h)(1)(i)(B) and (D), (h)(2)(i)(A), (i)(4)(iii)(B), (C) and (D), (j), (j)(1), (j)(1)(iv), (j)(2)(iii) and (iv), (j)(3), (j)(4), and (j)(4)(vi); 7 CFR 273.4; 7 CFR 273.7 and .7(g)(1)(i); 7 CFR 273.8(e)(17); 7 CFR 273.9(d)(7) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 273.10(c)(1) and (g)(1)(ii); 7 CFR 274.2; (Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal. Feb. 1, 1990) [Dock. No. CV-89-0768].); Public Law (P.L.) 102-237, Sections 902 and 905, as specified in Federal Administrative Notice 92-12, dated January 9, 1992; USDA, Food and Consumer Service, Administrative Notice 97-105, dated August 21, 1997; and P.L. 104-193, Sections 815 and 838 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Food and Consumer Service Waiver dated May 24, 1996; Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver dated April 1, 2003; Federal Food Stamp Policy Memos 82-9 dated December 8, 1981, and 88-4 dated November 13, 1987, and Federal Register, Vol. 66, No. 229, dated November 28, 2001.

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**FOOD STAMP REGULATIONS  
ELIGIBILITY STANDARDS**

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<b>63-401</b>	<b>RESIDENCY</b>	<b>63-401</b>
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- .1 A household must be living in which it files an application for participation.
- .2 No individual may participate as a member of more than one household, or in more than one county in any month except for eligible residents of shelters for battered women and children (see Section 63-503.46) who were program participants in dwelling of the abuser.
- .3 The CWD shall not interpret residency to mean domicile which is sometimes defined as a legal place of residence or principal home.
- .4 The CWD shall not impose any durational residency requirements.
- .5 The CWD shall not require an otherwise eligible household to reside in a permanent dwelling or have a fixed mailing address as a condition of eligibility. Nor shall residency require to intent to reside permanently in the county. Persons in a county solely for vacation purposes shall not be considered residents.
- .6 The CWD shall not require the otherwise eligible household to reside in the county which is providing the food stamp benefit if the household is participating in the GAIN Work Supplemental Program; the CWD providing the AFDC benefits to these households shall also provide food stamp benefits to them.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT</b>	<b>63-402</b>
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.1 Household Definition

A household may be composed of any of the following individuals or groups of individuals, provided that such individuals or groups are not residents of an institution, except as otherwise specified in Section 63-402.4, residents of a commercial boarding house, or boarders, except otherwise specified in Section 63-402.31:

- .11 An individual living alone;
- .12 An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from others except as otherwise specified in Section 63-402.14.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .13 A group of individuals who live together and customarily purchase food and/or prepare meals together for home consumption.
  - .131 Customarily purchasing and preparing meals together as a Food Stamp household is to do so usually or as a matter of course.
- .14 Separate household status shall not be granted to:
  - .141 A child under 18 years of age, living with and under the parental control, as defined in Section 63- 102(p), of a household member who is not his or her parent;
    - (a) A foster child placed by a federal, state, or local government program in the private home of a relative, or other individual or family, shall be considered a boarder. Such a boarder may participate in the Food Stamp Program only by request of the household providing boarder services, and only as a member of that household.
  - .142 Parents living with their natural, adopted or step children, or children living with their natural, adopted, or stepparents unless:
    - (a) a child is:
      - (1) 22 years of age or older and purchases food and prepares meals for home consumption separately from his/her parents; or
      - (2) participating in the other parent's Food Stamp household.
  - .143 An individual living with the household who is a spouse of a member of the household (as defined in Section 63-102(s));
  - .144 A boarder, as defined in Section 63-402.3;
  - .145 Repealed by Manual Letter FS-94-06, effective 9/1/94.



<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .146 Children of narcotic addicts of alcoholics who reside at a treatment center as specified in Section 63-402.4
- .15 A parent who shares joint physical custody of children on a 50/50 basis and in whose household the CWD has determined that the children are able to participate. The CWD shall insure that duplicate participation does not occur.
- .151 When the living arrangements are such that the child lives with each parent an equal number of days per month, the CWD shall determine Food Stamp household composition based upon, but not limited to:
- (a) When it can be established that the child eats more meals with one parent. The child may participate with the custodial parent providing the majority of the meals in a given month.
  - (b) When a child eats a number of meals with each parent, the first custodial parent to apply may participate with the child, unless the two custodial parents mutually agree otherwise.
  - (c) When custodial parents mutually agree with whom the child participate. The child may participate with that parent regardless of where the majority of meals are taken in any given month.

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<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .16 A woman or women with children who are temporary residents of a shelter for battered women and/or children.
- .17 An individual who is 60 years of age or older living with others (and the spouse of such individual) who is unable to purchase and prepare meals because he/she suffers from a disability considered permanent under the Social Security Act or suffers from a nondisease-related, severe, permanent disability. However, the income (all income included under Section 63-502.1 of the others with whom the individual resides (excluding the income of such individual's spouse) cannot exceed 165 percent of the federal poverty guidelines, see Section 63-1001.10, Income Standard for Elderly and Disabled Separate Household Status.

.2 Nonhousehold and Excluded Household Members

.21 Nonhousehold Members

For purposes of defining a household, the following individuals shall not be included as a member of the household, unless included as a household member as specified in Sections 63-402.13, .14, or .15. Such individuals shall not be included as a member of the household for the purpose of determining household size, eligibility or benefits level. The income and resources of such individuals shall be handled in accordance with Section 63-503.45. Nonhousehold members who are otherwise eligible may participate in the Food Stamp Program as separate households.

.211 Roomers

Individuals to whom a household furnishes lodging, but not meals, for compensation.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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.212 Live-In Attendants

Individuals who reside with a household to provide medical, housekeeping, child care or other similar personal services

.213 Others

Other individuals who share living quarters with the household but who do not customarily purchase food and prepare meals with the household.

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- (a) For example, if the applicants household shares living quarters with another family but does not purchase and prepare food together with the family, the members of the other family are not members of the applicants household.

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.22 Excluded Household Members

The following individuals residing with a household shall be included as a member of the household for the purpose of defining a household under Section 63-402.1. However, such individuals shall be excluded from the household for the purpose of determining household size, eligibility or benefit level, or when determining categorical eligibility in accordance with Sections 63-301.7 and .82. The income and resources of excluded household member(s) shall be handled in accordance with Sections 63-503.44 and 63-503.45 as appropriate. Excluded household members shall not participate in the Food Stamp Program as separate households.

.221 Ineligible Aliens

Individuals who do not meet the citizenship or eligible alien status in Section 63-403 or the eligible sponsored alien requirements in Section 63-403.33

.222 SSN Disqualified

Individuals disqualified for refusal or failure, without good cause, to provide or obtain an SSN as required in Section 63-404.4

.223 Intentional Program Violation Disqualified

Individuals disqualified for committing act(s) of intentional Program violation, as set forth in Section 63-805.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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.224 Fleeing Felons and Probation/Parole Violators

- (a) Individuals who are fleeing felons as specified in Section 63-102f.(4) and/or
- (b) Persons in violation of their probation or parole as specified in Section 63-102p.(2).

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(1) Regarding Violations of the Conditions of Parole

CDSS recommends that eligibility workers limit their verification of parole violations to those violations which have already been investigated and officially established by parole authorities in accordance with the formal processes of those parole authorities for making such determinations. Limiting verification to parole authority established violations is recommended because it is both cost effective and best insures that the civil rights of food stamp applicants and recipients are protected.

(2) Regarding Violations of Conditions of Probation

CDSS recommends that eligibility workers limit their verification of probation violations to those violations which have already been investigated and officially established by the courts responsible for supervision of probation in accordance with the formal processes of those courts for making such determinations. Limiting verification to court established violations is recommended because it is both cost effective and best insures that the civil rights of food stamp applicants and recipients are protected.

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<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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.225 Workfare Sanctioned

Individuals sanctioned by a CWD while a participating member of household disqualified for failure to comply with the requirements of the CWD's Workfare Program operated in accordance with Section 63-407.91

.226 SSI/SSP Recipients

No person receiving Supplemental Security Income/ State Supplementary Program (SSI/SSP) payments is eligible to receive food stamp benefits. Under the provisions of PL 95.458: 1) most California SSI/SSP recipients receive as part of their SSI/SSP benefit a cash amount in lieu of food stamp benefits; 2) all SSI/SSP recipients in California are ineligible to receive food stamps. A person must actually receive, not merely have applied for, SSI/SSP benefits to be determined ineligible for the Food Stamp Program. If the CWD provides payments at least equal to the level of SSI/SSP benefits to persons who have been determined eligible for SSI/SSP awaiting receipt of SSI/SSP benefits, receipt of these substitute payments will terminate Food Stamp Program eligibility. Once receiving SSI/SSP benefits, the person will remain ineligible for food stamp benefits until actually terminated from the SSI/SSP Program; periods of nonreceipt or suspension of SSI/SSP payments do not restore food stamp eligibility.

.227 Ineligible Students

Persons enrolled in an institution of higher education who are ineligible because they fail to meet the eligibility criteria set forth in Section 63-406.2.

.228 Work Requirements Disqualified

Individuals disqualified for noncompliance with the work requirements of Section 63-407.4.

.229 Convicted Drug Felon

An individual who has been convicted in a state or federal court of a felony that has as an element, the distribution of a controlled substance or other disqualifying conviction consisting of any of the elements listed in Section 63-402.229(a) or (b). The conviction must be for conduct occurring after August 22, 1996. Controlled substance is defined in Section 102(6) of the Controlled Substances Act [21 U.S.C. Section 802(6)].

- (a) Unlawfully transporting, importing into this state, selling, furnishing, administering, giving away, possession for sale, purchasing for purposes of sale, manufacturing a controlled substance, possessing precursors with the intent to manufacture a controlled substance, or cultivating, harvesting, or processing marijuana or any part thereof pursuant to Section 11358 of the Health and Safety Code.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- (b) Unlawfully soliciting, inducing, encouraging, or intimidating a minor to participate in any activity in Section 63-402.229(a).

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- (c) The term "convicted" also includes a plea of guilty or nolo contendere.

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.3 Boarders

- .31 For Food Stamp Program purposes, boarders are defined as either, foster children as specified in Section 63-402.322, or individuals or groups of individuals residing with the household and paying reasonable compensation to the household for lodging and meals, excluding residents of a commercial boarding house. A reasonable monthly payment shall be either of the following:
- .311 Where board arrangement is for more than two meals a day a boarder shall pay an amount which equals or exceeds the monthly coupon allotment at zero net income for the appropriate number of boarders, as specified in the Table of Coupon Issuance, Handbook Section 63-1101, or;
- .312 Where board arrangements is for two meals or less per day a boarder shall pay an amount which equals or exceeds the two-thirds of the monthly coupon allotment at zero income for the appropriate number of boarders, as specified in the Tables of Coupon Issuance, Handbook Section 63-1101.
- .32 Boarders are ineligible to participate in the Food Stamp Program independent of the household providing the board. The household with which the boarder resides (including the household of the proprietor of a boarding house) may participate in the Program, if the household meets all the eligibility requirements for Program participation. A boarder may participate as a member of the household at the household's request. If an applicant household identifies any individual in the household as a boarder, the following provision applies:
- .321 Such individuals shall not be considered a member of participant or applicant household, nor shall the income and resources of boarders be considered available to such households. However, the amount of payment that a boarder gives to a household for lodging and meals shall be treated as self-employment income to the household. The procedures for handling self-employment income from boarders (other than such income received by a household that owns and operates a commercial boarding house) are specified in 63-503.42. The procedures for handling income from boarders by a household that owns and operates a commercial boarding house are as specified in 63-503.41.
- .322 Foster children placed by a federal, state, or local foster care program, in the home of relatives or other individuals or families shall be considered boarders.



<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- (a) The federal, state, or local government, or court-ordered, foster care payments received by the household for a foster care boarder shall not be considered income to the household
  - (b) Foster care boarders may participate in the Food Stamp Program as members of the household providing boarder services, at the household's request. If the household chooses this option, foster care payments received by the household shall be considered unearned income to the household and counted in their entirety in determining the household's income eligibility and benefit level.
- .33 Except for residents of a commercial boarding house and foster children as specified in Section 63-402.322, an individual furnished both meals and lodging by the household, but paying compensation of less than a reasonable amount, is considered a member of the household which provides the meals and lodging.
- .331 When payments for the room are distinguishable from payments for the meals, only the amount paid for meals will be evaluated to determine if reasonable compensation is being paid for meals. The reasonable monthly payment for meals shall be paid in cash.
- .322 When payments for the room are indistinguishable from payments for meals, the amount to be considered a payment for the meals will be
  - (a) The total payment, if the total payment is equal to , or less than the monthly coupon allotment at zero net income for the appropriate number of boarders, or
  - (b) That portion of the total payment that is equal to the monthly coupon allotment at zero net income for the appropriate number of boarders.
- .34 The following persons shall not be considered boarders:
  - .341 Children under 18 years of age, except for foster children, as specified in Section 63-402.322 under parental control, as defined in Section 63-102p., of a member of the household,
  - .342 parents living with their natural, adopted, or step children or children living with their natural, adopted, or step parents, even if one of the parents is elderly or disabled,
  - .343 a spouse of a member of the household,
  - .344 Siblings living with their natural, adopted, half or step brothers and sisters, even if one of the siblings is elderly or disabled, except foster child(ren) as specified in Section 63-402.322.

**63-402 HOUSEHOLD CONCEPT (Continued)****63-402****.4 Residents of Institutions**

Individuals shall be considered residents of an institution when the institution provides them with the majority of the meals as part of the institution's normal services. Residents of institutions are not eligible for participation in the Food Stamp Program. As commercial boarding houses fall under this category, residents of commercial boarding houses are not eligible for participation in the Food Stamp Program. The following individuals shall not be considered as residents of institutions:

- .41 Residents of any federally subsidized housing for the elderly.
- .42 Narcotic addicts or alcoholics who, for the purpose of regular participation in a drug or alcohol treatment and rehabilitation program, reside at a treatment center. An individual must be a resident of the center and participating in the treatment or rehabilitation program to qualify for the Food Stamp Program as outlined in Section 63-503.47. In addition, children of narcotic addicts or alcoholics, residing in centers providing meals, shall qualify for the Food Stamp Program as specified in Section 63-503.47.
  - .421 If the spouse and/or family members (other than the children of the narcotic addict or alcoholic reside at the treatment or rehabilitation center, but do not receive treatment and the center customarily provides meals for residents, the spouse and/or family members are residents of an institution and are not eligible for food stamp benefits. If the treatment or rehabilitation center does not provide meals to the spouse and/or family members residing at the center, the spouse and/or family members are roomers and may participate in the Food Stamp Program as separate households if otherwise eligible as specified in Section 63-402.2.
- .43 Disabled or blind individuals who are residents of group living arrangement as defined in Section 63-102g, and who receive benefits under Title II of the Social Security Act.
- .44 A woman or woman with children temporarily residing in those shelters for battered women and children that provide meals shall be considered individual households for purposes of applying for and participating in the Food Stamp Program.
- .45 Residents of foster family settings shall be considered as members of the household providing foster care. For the purpose of this section, foster family settings shall include any facility licensed to provide foster care. However, residents of CDSS licensed group homes are only eligible if they qualify under Section 63-402.43.
- .46 Residents of public or private nonprofit shelters for homeless persons.

**63-402 HOUSEHOLD CONCEPT (Continued)****63-402****.5 Head of Household**

The CWD shall permit the household to designate a responsible household member to serve as head of household. The head of household classification shall not be used to impose special requirements on the household, such as requiring the head of household, rather than another responsible member of the household, appear at the certification office to make application for benefits.

**.6 Authorized Representatives**

.61 The head of the household, spouse, or any other responsible member of the household may designate an authorized representative to act on behalf of the household in one or all of the following capacities:

.611 Making application for the program. When the head of household or the spouse cannot make application, another household member may apply or an adult nonhousehold member may be designated as the authorized representative for that purpose. The head of household or the spouse should prepare or review the application whenever possible, even though another household member or the authorized representative will actually be interviewed. The CWD shall inform the household that the household will be held liable for any overissuance which results from erroneous information given by the authorized representative, except as provided in Section 63-503.476. Adults who are nonhousehold members may be designated as authorized representatives for certification purposes only under the following conditions:

- a. The authorized representative has been designated in writing by the head of household, or the spouse, or another responsible member of the household; and
- b. The authorized representative is an adult who is sufficiently aware of relevant household circumstances.

.612 Obtaining benefits

An authorized representative may be designated to obtain benefits. These designations shall be made at the time the application is completed and any authorized representative shall be named on the ID card.

- (a) The authorized representative for coupon issuance may be the same individual designated to make application for the household or may be another individual.
- (b) Even if a household member is able to make application and obtain benefits, the household should be encouraged to name an authorized representative for obtaining benefits in case of illness or other circumstances which might result in an inability to obtain benefits.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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.613 Using the coupons

A household may authorize any household member or a nonmember to use its ID card and coupons to purchase food or meals for the household. Individuals disqualified from the Food Stamp Program because of their commission of an intentional Program violation may act as an authorized representative only if no other representative can be found.

.614 Emergency authorized representative for obtaining benefits.

A household shall be permitted to designate an emergency authorized representative to obtain the household's allotment for a particular month when none of the persons specified on the ID card is available.

(a) A household member named on the ID card shall designate the emergency authorized representative. The designation authorizing the issuance of the household's benefits to the emergency authorized representative shall include the signature of the emergency authorized representative and the signature of that household member. The signature of the household member shall attest to the validity of the signature of the emergency authorized representative.

(1) The designation may be made on the ID card, authorization document or a separate form developed by the CWD for this purpose.

or

(2) A separately written and signed statement from the head of household or his/her spouse, also signed by the emergency authorized representative, may be used by the household.

(b) The household shall not be required to travel to food stamp office to execute an emergency designation.

(c) The emergency authorized representative shall present the signed designation and the household ID card in order to obtain the allotment.

(d) A separate written designation is required each time an emergency representative is authorized.

**63-402 HOUSEHOLD CONCEPT (Continued)****63-402**

- .62 Drug addict/alcohol treatment centers and group living arrangements as authorized representatives. Narcotic addicts or alcoholics who regularly participate in a drug or alcoholic treatment program on a resident basis and disabled or blind residents of group living arrangements as defined in Section 63-102g(2) who receive benefits under Title II or Title XVI of the Social Security Act may elect to participate in the food stamp program. However, if per Section 63-402.2, Title XVI recipients are ineligible for food stamps, this ineligibility shall apply to Title XVI (SSI) recipients residing in group living arrangements.
- .621 The residents of drug or alcoholic treatment centers shall apply and be certified for Food Stamp Program participation through the use of an authorized representative who shall be an employee of and designated by the institution that is administering the treatment and rehabilitation program.
- (a) The institution shall receive and spend the coupon allotment for food prepared by and/or served to the residents of the center who are participating in the Food Stamp Program.
  - (b) Each resident participating in the treatment program, together with his/her children, shall be certified as an individual household without regard to a spouse and/or family members (other than the children of the narcotic addict or alcoholic) who may or may not reside at the treatment center.
- .622 Residents of group living arrangements (GLA) shall apply and be certified through use of an authorized representative employed and designated by the GLA or apply or be certified on their own behalf or through an authorized representative of their own choice. The GLA shall determine if any resident may apply for food stamps on his/her own behalf; the determination should be based on the resident's physical and mental ability to handle his/her own affairs. The GLA is encouraged to consult with any other agencies of the state and/or county providing other services to individual residents prior to a determination. All of the residents of the GLA do not have to be certified either through an authorized representative or individually in order for one or the other method to be used.
- (a) If the residents apply on their own behalf, the household size must be in accordance with Section 63-402.1. The CWD must certify those residents using the same provisions that apply to other households.
  - (b) If the residents apply through the use of the GLA's AR, their eligibility must be determined as a one-person household.

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<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- (c) If a resident applies through the facility as the authorized representative, the head of the GLA may either receive and spend the coupon allotment for food prepared by and/or served to the eligible resident or allow the eligible resident to use all or any portion of the allotment on his/her own behalf.
- (d) If the residents are certified on their own behalf, the coupon allotment may either be returned to the facility to be used to purchase food for meals served either communally or individually to eligible residents; used by eligible residents to purchase and prepare food for their own consumption; and/or to purchase meals prepared and served by the GLA.
- (e) In any case, the GLA is responsible for complying with the requirements set forth in Section 63-503.48. If the GLA has its status as an authorized representative suspended by FNS (as discussed in Section 63-503.478), residents applying on their own behalf shall still be able to participate if otherwise eligible.

.63 Restrictions

The following restrictions apply to authorized representatives:

- .631 In the event the only adult living with a household is classified as a nonhousehold member, that individual may be the authorized representative for the minor household members.
- .632 CWD employees who are involved in the eligibility determination and/or issuance processes and employees of authorized food firms and meal services that are authorized to accept food coupons may not act as authorized representatives unless the CWD determines that no one else is available to serve as an authorized representative.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .633 An individual disqualified for an intentional Program violation shall not act as an authorized representative during the period of disqualification, unless the individual is the only adult member of the household and the CWD has determined that no other representative is available.
- (a) The CWD shall separately determine whether these individuals are needed to apply on behalf of the household, to obtain coupons, and to use the coupons to purchase food for the household.

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- (b) For example, the household may have an authorized representative designated to obtain its coupons each month, but not be able to find anyone to purchase food regularly with the coupons. If the CWD is also unable to find anyone to serve as the household's representative, the disqualified member shall be allowed to serve as a representative and purchase food for the household using its coupons.

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- .634 Meals providers for the homeless shall not be allowed to act as authorized representatives for homeless food stamp recipients.
- .64 CWD Responsibilities
- .641 The CWD shall insure that authorized representatives are properly designated.
- .642 The name of the authorized representative shall be contained in the household's case file.
- .643 Limits shall not be placed on the number of households an authorized representative may represent.



<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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.644 In the event employers, such as those that employ migrant or seasonal farmworkers, are designated as authorized representatives or that a single authorized representative has access to large number of authorization documents, access devices or coupons, the CWD should exercise caution to assure that.

(a) Each household has freely requested the assistance of the authorized representative;

(b) Each household's circumstances are correctly represented and the household is receiving the correct amount of benefits; and

(a) The authorized representative is properly using the coupons.

.65 Disqualification

.651 CWDs which have obtained evidence that an authorized or emergency representative has misrepresented a household's circumstances and knowingly has provided false information pertaining to the household, or has used coupons improperly, may disqualify that representative from participating as a representative in the Food Stamp Program for up to one year, except as specified in Section 63-402.652 for treatment centers and group living arrangements. The CWD shall send written notification to the affected households and representative 30 days prior to the date of disqualification. The notification shall include:

(a) The proposed action;

(b) The reason for the proposed action;

(c) The household's right to request a state hearing;

(d) The telephone number of the office; and

(e) If possible, the name of the person to contact for additional information.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .652 Drug and alcoholic treatment centers and the heads of those group living arrangements which act as authorized representatives for their residents, and who intentionally misrepresent households' circumstances, are not disqualified but may be prosecuted under applicable State fraud statutes for their acts. (See Section 63-503.477 for provisions regarding the misuse of coupons by drug and alcohol treatment centers.)

.7 Food Distribution Program

No household shall be allowed to participate simultaneously in the Food Stamp Program and the Food Distribution Program.

.8 Participation of Strikers

- .81 A striker is defined as anyone involved in a strike or concerted stoppage of work by employees (including a stoppage by reason of the expiration of a collective-bargaining agreement) or any concerted slowdown or interruption of operations by employees.

- .811 The following persons shall not be considered strikers:

- (a) Employees whose workplace is closed by an employer in order to resist demand of employees (e.g., a lockout);
- (b) Employees unable to work as a result of striking employees;
- (c) Employees not wanting to cross a picket line due to fear of personal injury or death;
- (d) Individuals exempted from work registration by Section 63-407.2 on the day prior to the strike, other than those exempt solely on the grounds that they are employed.
- (e) Employees whose employers have hired permanent replacements for the striking employees' jobs. The fact that the striking employees are offered other jobs does not affect their status as the must be able to return to the same job.

<b>63-402</b>	<b>HOUSEHOLD CONCEPT (Continued)</b>	<b>63-402</b>
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- .82 Households with striking members shall be ineligible to participate in the Food Stamp Program unless the household was eligible one day prior to involvement in the strike action and on the date of application. The CWD shall perform two separate eligibility determinations.
- .821 To determine pre-strike eligibility, consider the day prior to the member's involvement in the strike as the day of interview and assume the strike did not occur.
- .822 To determine eligibility, compare the striking member's income before the strike to the striker's income which can be anticipated with reasonable certainty during the strike, (e.g., income from the receipt of strike benefits or temporary employment during the strike). The higher of the two amounts shall be added to the income of nonstriking members during the month of application.
- .823 To determine benefits, deductions shall be calculated for the month of application as for any household. Whether the striker's prestrike income or income during the strike is used, the earned income deduction shall be allowed if applicable. Benefit level of an eligible striker household is based on current circumstance except for income as specified above.
- .83 CWDs shall use the method as specified in Section 63-402.82 in determining benefits and eligibility for continuing households when a member becomes involved in a strike. Such a household shall not receive an increased allotment as the result of a decrease in the income of the striking member(s) of the household.
- .84 The household's income immediately prior to the involvement in the strike action at the date of application shall be verified at the time of application. Any anticipated income during the strike shall also be accounted for at this time. It is the responsibility of the household to provide the CWD with verification of such income for the purpose of determining eligibility and benefit levels in accordance with Section 63-300.5.
- .85 Strikers shall be subject to the work registration requirements unless exempt under Section 63-407.2.

NOTE: Authority cited: Sections 10554, 18901.3, and 18904, Welfare and Institutions Code. Reference: Sections 10554, 11251.3, 11486.5, 18901.3, and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.1(a)(1) through (a)(2)(ii) through (b)(2)(iii), (c), (c)(1) and (6), (d)(1) and (2), (e)(1), and (g); 7 CFR 273.2(j)(4); 7 CFR 273.9(b)(2)(ii); 7 CFR 273.10(c)(1)(i); 7 CFR 273.11, .11(b)(1) and (f); 7 CFR 274.5; and 7 CFR 274.10; Public Law (P.L.) 100-77, Section 802; P.L. 103-66; USDA Food and Nutrition Service (FNS), Administrative Notice (AN) 89-65; AN 94-39; AN 98-43; USDA FNS Policy Memo 89-11 and 89-12; 7 U.S.C. 2015(d)(1), P.L. 104-193, Sections 115, 803, 815, and 821 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); and the Balanced Budget Act of 1977 (Sections 5516 and 5518).

<b>63-403</b>	<b>CALIFORNIA FOOD ASSISTANCE PROGRAM (CFAP)</b>	<b>63-403</b>
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.1 Noncitizen Eligibility

Certain legal noncitizens of the United States (U.S.) shall be eligible for CFAP if they are not eligible for federal Food Stamp (FS) benefits, based solely on their immigration status under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 as amended by the Food Stamp Reauthorization Act of 2002. Legal presence can be verified through USCIS at application [i.e. Systematic Alien Verification for Entitlements (SAVE) System]. Legal noncitizens whose time limit has expired for the federal program but would otherwise remain eligible for federal benefits are eligible for CFAP.

.11 Victims of trafficking, domestic violence, or other serious crimes.

Welfare and Institutions Code Section 18945 established eligibility for this group of noncitizens. Eligibility rules are outlined in Sections 42-431.23, .3, .4, and .5.

.2 Application of Existing Regulations

Current federal FSP regulations contained in the State FSP Manual (Division 63 of the CDSS Manual of Policies and Procedures) will apply to the CFAP and its participants unless otherwise stated. For CFAP recipients who do not meet exemptions from deeming, the period for deeming of a sponsor's income and resources shall be three years from the date of the sponsor's execution of the 213A Affidavit of Support. Victims of abuse by their sponsor or sponsor's spouse shall be exempt from deeming.

.21 Existing federal FSP regulations apply to victims of human trafficking, domestic violence, or other serious crimes, except where otherwise indicated.

.211 As a condition of eligibility, when the noncitizen victim of human trafficking, domestic violence, or other serious crimes does not have permission to work in the United States and the Social Security Administration will not issue a social security number, this requirement is suspended until such time as the individual's ability to obtain a social security number changes.

<b>63-403</b>	<b>CALIFORNIA FOOD ASSISTANCE PROGRAM (CFAP) (Continued)</b>	<b>63-403</b>
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.3 CFAP work requirements are provided in Section 63-411.

.31 Trafficking, domestic violence, or other serious crime applicants shall not be subject to food stamp work requirements. This includes the Able-Bodied Adult Without Dependents (ABAWD) work requirement, and requirements for food stamp work registration and participation in the Food Stamp Employment and Training (FSET) program. In addition, recipients shall not be subject to penalties for voluntary quit and reduction of hours worked. However, this group may participate in other education or training to the extent such participation is permissible.

.4 Combined Households

For CFAP purposes, combined households are those which contain participants of the federal FSP and CFAP. No household shall receive more food stamp benefits under CFAP than it would have received if all members had remained eligible for the federal FSP.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code; and SB 1569 (Chapter 672, Statutes of 2006). Reference: Sections 11320.3, 11495.12, 18930 through 18934, and 18945, Welfare and Institutions Code (as amended by AB 1111, Chapter 147, Statutes of 1999 and AB 429, Chapter 111, Statutes of 2001); 7 CFR 273.4; Federal Register, Vol. 61, No. 202, dated 10/17/96; Federal Register, Vol. 52, No. 103, dated May 29, 1987; USDA, Food and Consumer Service, Administrative Notice 97-105, dated August 21, 1997; and Section 4401(a) of the Food Stamp Reauthorization Act of 2002, P.L. 170-171 [8USC 1612(a) and 8USC 1613(c)].

<b>63-404</b>	<b>SOCIAL SECURITY NUMBERS</b>	<b>63-404</b>
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- .1 Applicant or recipient households shall provide the CWD with the social security number (SSN) of each household member or shall provide verification of application for an SSN prior to certification. If individuals have more than one number, all numbers shall be required.
- .11 The CWD shall explain to applicants and recipients that refusal or failure without good cause to provide or apply for an SSN shall result in disqualification of the individual for whom the SSN is not obtained. The CWD shall send the household a notice of action explaining the effect of the disqualification on the eligibility and allotment of the remaining household members.
- .12 For those individuals who provide SSNs prior to certification, recertification, or at any office contact, the CWD shall record the SSN and verify in accordance with Section 63-404.6.

<b>63-404</b>	<b>SOCIAL SECURITY NUMBERS (Continued)</b>	<b>63-404</b>
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- .13 Household members who do not have an SSN and who apply for an SSN or provide good cause for failure to apply shall be allowed to participate in accordance with Section 63-404.3.
- .2 Exemption for Expedited Processing Applicants
  - .21 Households entitled to expedited service shall not be required to furnish or apply for an SSN until after they have received their first allotment. However, these households shall be required to furnish or apply for an SSN before their next issuance in accordance with 63-301.543 and .544.
- .3 Obtaining the Social Security Number
  - .31 Whenever an individual indicates he/she does not have an SSN, or is otherwise unable to provide one, the household member shall complete the application for SSNs provided by the CWD, and apply directly to the Social Security Administration (SSA).
  - .32 The CWD shall inform the household member where to apply and what information will be needed.
  - .33 The CWD shall inform the household member that proof of application from the SSA will be required prior to certification.
  - .34 Once the household member has filed an application for an SSN and continue to meet all other eligibility requirements, that member shall be permitted to continue to participate pending notification of the CWD through IEVS of the household member's verified SSN.
- .4 Failure to Comply
  - .41 If the CWD determines that a household member has failed without good cause to provide or apply for an SSN that individual shall be ineligible to participate until he/she complies. This disqualification will apply only to the individual for which the SSN is not provided and not to the entire household.
  - .42 Income of the disqualified individual shall be treated as outlined in Section 63-502.14. Resources of the disqualified individual shall be treated as outlined in Section 63-501.9.
- .5 Good Cause Determination
  - .51 In determining if good cause existed for failure to comply with the SSN requirement to apply for or provide the CWD with an SSN, the CWD shall consider information provided by the household member and SSA. Documentary evidence or collateral information that the household member has applied for an SSN or made every effort to supply SSA with the necessary information to complete and application for an SSN shall be considered good cause for not complying timely with this requirement.

<b>63-404</b>	<b>SOCIAL SECURITY NUMBERS (Continued)</b>	<b>63-404</b>
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- .511 Good cause does not include delays due to illness, lack of transportation, or temporary absences.
- .52 If the household member(s) can show good cause why an application for an SSN has not been completed in a timely manner, that household member shall be allowed to participate for one month in addition to the month of application. Thereafter, for a household member to continue to participate, good cause shall be shown monthly.
- .53 If the household member applying for an SSN has been unable to obtain the documents required by SSA, the CWD should make every effort to assist the individual in obtaining these documents.
- .6 Verification
  - .61 The CWDs shall submit SSNs through IEVS to SSA for verification.
  - .62 The application for a SSN shall be verified by obtaining the CDSS approved documentation of application from SSA. Approved documentation includes, but is not limited to, the MC-194, the SSA 5028 or the hospital issued SSA-2853-OP4.
  - .63 Certification for or issuance of benefits shall not be delayed to an otherwise eligible household solely because an SSN has not been verified.
  - .64 Once an SSN has been verified through IEVS, the EW shall annotate the casefile accordingly to prevent the need for future reverification.
- .7 Ending Disqualification

The disqualified household member may become eligible upon providing the CWD with his/her SSN, providing verification of application for an SSN, or showing good cause why an application for an SSN cannot be completed

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 273.2(j)(3) and (4), 7 CFR 273.10(b), 7 CFR 273.6, and Sections 10554 and 18904, Welfare and Institutions Code.



<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS</b>	<b>63-405</b>
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CWDs shall limit participation in the Food Stamp Program to individuals who are either United States (U.S.) citizens or eligible noncitizens.

For the purpose of qualifying as a U.S. citizen, the U.S. shall be defined as the 50 states and the District of Columbia, Puerto Rico, Guam, and the Virgin Islands. Additionally, citizens of American Samoa, Swain's Island and the Northern Mariana Islands who reside in the U.S. shall be considered to have met the citizenship eligibility requirements.

- .1 A noncitizen who is a lawful resident of the U.S. and meets any of the following requirements is eligible for participation in the federal Food Stamp Program (FSP):

Section 63-405.11 qualified noncitizen and Section 63-405.12 Indefinite Eligibility

or

Section 63-405.2 Indefinite Eligibility

.11 A QUALIFIED NONCITIZEN IS:

- .111 A person who is lawfully admitted to the U.S. for permanent residence under the Immigration and Nationality Act (INA).
- .112 A refugee under Section 207 of the INA.
- .113 An asylee under Section 208 of the INA.
- .114 A noncitizen who had deportation withheld under Section 243(h) of the INA (before April 1, 1997, or under Section 241(b)(3) of the INA on or after April 1, 1997).
- .115 A Cuban or Haitian entrant as defined in 501(e) of the Refugee Education Assistance Act of 1980.
- .116 A conditional entrant under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- .117 A parolee under Section 212(d)(5) of the INA for at least one year.
- .118 An abused/battered spouse and/or unmarried dependent child and/or child of an abused/battered parent and/or parent of an abused/battered child as specified in Section 63-405.5.

<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS (Continued)</b>	<b>63-405</b>
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- .12 INDEFINITE FOOD STAMP ELIGIBILITY CRITERIA. The following noncitizens are eligible indefinitely, provided they are one of the qualified noncitizens specified in Section 63-405.11:
- .121 Who is lawfully admitted to the U.S. for permanent residence and can be credited with 40 qualifying quarters of coverage as specified in Section 63-405.4
  - .122 An active member of the U.S. armed forces or an honorably discharged veteran of the U.S. armed forces, including their spouse or unmarried dependent child, or un-remarried surviving spouse of a deceased veteran, as specified in Section 63-405.3.
  - .123 Is under 18 years of age regardless of the date of entry into the U.S.
  - .124 Who is disabled or blind as specified in Section 63-102(e)(1)(B) through (K), regardless of date of entry. Must show verification of disability benefits.
  - .125 Was lawfully in the U.S. and 65 years or older on August 22, 1996.
  - .126 He lawfully resided in the U.S. for five years beginning on the date of entry.

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- (a) The five-year period begins on the date the immigrant obtains status as a qualified non-citizen through the INS. In cases where the INS grants qualified status retroactively, the CWD shall use the date that INS grants qualified status. For example, a non-citizen enters the country on January 1, 1996, but INS does not complete paperwork until January 1, 1997, and subsequently grants qualified status effective January 1, 1996. The CWD shall begin counting the five-year qualifying period on January 1, 1996.

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- .2 The following noncitizens are eligible for food stamp benefits for an indefinite period of time, even if they are not qualified noncitizens as specified in Section 63-405.11.
- .21 An individual who:

<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS (Continued)</b>	<b>63-405</b>
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- .211 Was a member of a Hmong or Highland Laotian tribe at the time that the tribe rendered assistance to U.S. personnel by taking part in a military or rescue operation during the Vietnam era (as defined in 38 U.S.C. 101) and is lawfully residing in the U.S.

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Documentary evidence of Hmong or Highland Loatian tribe member includes:

- (a) Was born in Laos [or another country with Hmong or other Highland Loatian populations and can give a reasonable explanation as to why he/she was not born in Laos (the countries include Thailand, Cambodia, China, Vietnam, Philippines, Indonesia, Hong Kong, Malaysia, and Singapore)];
- (b) Has a refugee code RE1, RE2, RE3, RE6, RE7, R86, IC6, or IC7, or can give a reasonable explanation of his/her immigration to the U.S. (for example, sought asylum in another country and later immigrated to the U.S.);
- (c) Entered the U.S. in April 1975 or later (or can give a reasonable explanation for having entered before that, such as came here as a student, for military training, to escape the war, and so on);
- (d) Signs an affidavit swearing under penalty of law that he/she was a member of a Hmong or Highland Loatian tribe between August 5, 1964 and May 7, 1975. [If a food stamp worker has access to the Refugee Data Center (RDC) list of eligible Hmong and Highland Loatian refugees who entered the U.S. after 1979, and the name or alien number of the person claiming membership in a tribal group appears on the list, there is no need for the affidavit. However, the worker must not deny eligibility for food stamps simply because the RDC list is unavailable or the applicant's name or alien number does not appear on it.]; and
- (e) Presents other information/documentation establishing that the tribal member was part of a Hmong/Highland Loatian Tribe between August 5, 1964 and May 7, 1975.

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<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS (Continued)</b>	<b>63-405</b>
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- .212 Is the spouse, unmarried dependent child or unremarried surviving widow or widower of a deceased Hmong or Highland Laotian tribal member and verifies his/her status as a member of the tribal member's family.

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- (a) Divorced spouses do not qualify as family members.
- (b) A member of the family of a deceased tribal member need not show that the deceased tribal member legally resided in the U.S..
- (c) A child means the legally adopted or biological child of the Hmong or Highland Laotian described in Section 64-405.211.
- (d) An unmarried dependent child of a Hmong or Highland Laotian described in Section 63-405.21, is under the age of 18, or a full-time student under the age of 22, an unmarried child under the age of 18 or if a full-time student under the age of 22 of a deceased Hmong or Highland Laotian provided the child was dependent upon him or her at the time of his/her death, or an unmarried disabled child age 18 or older if the child was disabled and dependent on the person prior to the child's 18th birthday.

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.22 An individual who is:

- .221 A member of an Indian tribe (as defined in Section 4(e) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b(e)) who is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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- (a) This includes, but is not limited to, Native Americans who are entitled to cross the border into the U.S. from Canada or Mexico, the St. Regis Band of the Mohawk in New York State, the Micmac in Maine, the Abanaki in Vermont, and the Kickapoo in Texas.

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<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS (Continued)</b>	<b>63-405</b>
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- (b) Applicants shall provide a membership card or other tribal document demonstrating membership in an Indian tribe. If the applicant has no membership documentation, the CWD shall contact the Indian tribe for verification.

- .222 An American Indian born in Canada to whom the provisions of Section 289 of the INA (8 U.S.C. 1359) apply.

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Documentary evidence of Section 289 status is:

- (a) An unexpired Alien Registration Receipt Card or Permanent Resident Card with the code S13; or
- (b) An unexpired temporary I-551 stamp in a Canadian passport or on the Arrival-Departure Record with the code S13; or
- (c) A letter or tribal document certifying at least 50% Indian blood as required by Section 289 of the Act and a birth certificate or satisfactory evidence of birth in Canada.

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- .3 A veteran or a person on active duty in the U.S. armed forces is eligible. The spouse, or unmarried dependent child, or unremarried surviving spouse of a deceased veteran or active duty person is also eligible.

.31 For purposes of this section, "veteran" means:

- .311 Has been honorably discharged for a reason other than on account of alienage as documented by a DD Form 214 or other acceptable verification; and
- .312 Has met the minimum active-duty service requirements (24 months or the period for which the person was called to active duty).
- .313 An individual who served before July 1, 1946, in the organized military forces of the Government of Commonwealth of the Philippines.

<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS</b>	<b>63-405</b>
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(Continued)

- .32 For purposes of this section, “surviving spouse of a deceased veteran or individual on active duty” means:
- .321 The spouse has not remarried and the marriage fulfilled these requirements (married for at least one year, or married before the end of a 15-year time span following the end of the period of military service in which the injury or disease was incurred or aggravated, or married for any period if a child was born of the marriage or was born before the marriage);

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- .33 For purposes of this section, “Unmarried dependent child” means:
- .331 Legally adopted or biological child of a person described in Section 63-405.31.
- .332 Under the age of 18.
- .333 Under the age of 22 and a student who is otherwise eligible as specified in Section 63-406.2.
- .334 Eighteen (18) or older if the child was/is disabled and dependent prior to turning 18.

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- .4 A noncitizen who can be credited with 40 quarters (10 years) of qualifying employment; or can be credited with such qualifying credits of employment through parents (up through the quarter the applicant turned 18, including credits earned before the child was born) and/or spouse (for work performed during their marriage and the noncitizen remains married to such spouse or such spouse is deceased) is eligible. One credit equals one calendar quarter of qualifying employment. Beginning with the first quarter of 1997, no credit shall be countable if the individual who earned it received any federal means-tested public benefits. Qualifying credits of employment shall be verified.
- .41 At the eligibility interview the CWD shall ask the following questions about any noncitizen whose eligibility needs to be determined.

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(Continued)

- .411 How long has the applicant noncitizen, and if necessary, the applicant noncitizen's parents (up through the quarter the applicant turned 18, including credits earned before the child was born) and/or spouse (for work performed during their marriage and the noncitizen remains married to such spouse or such spouse is deceased) lived in the United States? If the period of time is more than 10 years, it is not necessary to ask question B (Section 63-405.412). Skip to question C (Section 63-405.413). However, if the period of time is less than 10 years, question B (Section 63-405.412) shall be asked.
- .412 Did the applicant noncitizen, the applicant noncitizen's parents (up through the quarter the applicant turned 18, including credits earned before the child was born) and/or spouse (for work performed during their marriage and the noncitizen remains married to such spouse or such spouse is deceased) ever perform work for a United States business or the U.S. government, while not residing in the United States? If so, for how many calendar quarters or years? If an applicant noncitizen neither lived in the U.S. at least 10 years, or worked for a United States business or the U.S. government while living in another country; or if the combination of years lived in the United States and worked for a United States business or the U.S. government while living in another country totals less than 10 years, then the applicant noncitizen shall be denied food stamps. If the total is at least 10 years, then question C (Section 63-405.413) shall be asked.
- .413 In how many of the years reported in answer to question A (Section 63-405.411) did the applicant noncitizen, the applicant noncitizen's parents (up through the quarter the applicant noncitizen turned 18, including credits earned before the child was born) and/or spouse (for work performed during their marriage and the noncitizen remains married to such spouse or such spouse is deceased) earn money through work? If the answer is at least 10 years, or if the answer combined with the answer to question B (Section 63-405.412) is at least 10 years, then the earnings of the noncitizen whose eligibility is in question shall be verified before eligibility is established, except as specified in Section 63-405.112(g)(2). If the total is less than 10 years, then the applicant noncitizen shall be denied food stamps.

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(Continued)

- .42 The preferred method of verifying qualifying credits of employment is through the Social Security Administration's (SSA's) automated system. However, the automated system may not always verify that the earnings requirement is met. If the noncitizen believes that the records provided by the automated system are incorrect, the CWD shall inform the noncitizen of the option of challenging SSA's records. The person whose work history is in question can visit the nearest SSA office and request a review to determine if the qualifying quarters are met. A document from SSA indicating that a determination of work credits is under review must be provided to the CWD. If for some reason the person whose work history is in question is unable or unwilling to appear in person to request an investigation of SSA's records, they can be requested for that person through the mail. A noncitizen disputing SSA's findings, and requesting a review through SSA's manual system, shall be allowed to participate until SSA completes its investigation, or for a maximum of six months from the date of the original determination of insufficient quarters.

All or part of the qualifying credits of employment may be verified by information provided by the household. The CWD shall accept employer-prepared wage statements, W-2 or W-2c forms, a copy of the federal or state income tax return, etc., as proof of earnings. The normal application processing time frames apply if the CWD is obtaining verification of work credits from the household.

- .43 After all the earnings are obtained for or on behalf of the noncitizen whose eligibility is in question, the CWD shall use the "ESTABLISHING QUARTERS" chart below to determine if the amount of earnings is sufficient to establish the required number of credits.

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**ESTABLISHING QUARTERS**

The term "quarter" means the 3 calendar month periods ending with March 31, June 30, September 30, and December 31 of any year.

Social Security credits (formerly called "quarters of coverage") are earned by working at a job or as a self employed individual. A maximum of 4 credits can be earned each year.

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**HANDBOOK CONTINUES**



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For 1978 and later, credits are based solely on the total yearly amount of earnings. All types of earnings follow this rule. The amount of earnings needed to earn a credit increases and is different for each year. For 1978 forward, the amount of earnings needed for each credit is:

1978 .....	\$250	1989 .....	\$500
1979 .....	\$260	1990 .....	\$520
1980 .....	\$290	1991 .....	\$540
1981 .....	\$310	1992 .....	\$570
1982 .....	\$340	1993 .....	\$590
1983 .....	\$370	1994 .....	\$620
1984 .....	\$390	1995 .....	\$630
1985 .....	\$410	1996 .....	\$640
1986 .....	\$440	1997 .....	\$670
1987 .....	\$460	1998 .....	\$700
1988 .....	\$470	1999 .....	\$740
		2000 .....	\$780

A current year quarter may be included in the 40 quarter computation.

To determine the number of credits, divide the individual's total yearly earnings by the amount shown above for that year. For example, earnings of \$1360 in 1982 results in four credits (\$1360 divided by 340). **DO NOT CREDIT CALENDAR QUARTERS THAT HAVE NOT ENDED.**

If you need to use quarters before 1978:

- A credit was earned for each calendar quarter in which an individual was paid \$50 or more in wages (including agricultural wages for 1951-1954);
- Four credits were earned for each taxable year in which an individual's net earnings from self-employment were \$400 or more; and/or
- A credit was earned for each \$100 (limited to a total of 4) of agricultural wages paid during the year for years 1955 through 1977.

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**HANDBOOK ENDS HERE**

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- .44 If upon further review SSA cannot establish additional earnings and the noncitizen does not have at least 40 qualifying credits, the CWD shall establish an inadvertent household error claim for over issuance for the months food stamps were received.

<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS</b>	<b>63-405</b>
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(Continued)

.5 The following are the abused/battered noncitizens who may be considered qualified as specified in Section 63-405.118:

.51 A noncitizen who has been abused:

.511 In the U.S. by a spouse or a parent, or by a member of the spouse or parent's family residing in the same household as the noncitizen and the spouse or parent consented to, or acquiesced in, such battery or cruelty, but only if (in the opinion of the agency providing such benefits) there is a substantial connection between such battery or cruelty and the need for the benefits to be provided; and

.512 Who has been approved by INS or has a petition pending with INS which sets forth a prima facie case for:

- (a) Status as a spouse or a child of a U.S. citizen pursuant to clause (ii), (iii), or (iv) of Section 204(a)(1)(A) of the INA;
- (b) Classification as a spouse or child of a noncitizen lawfully admitted for permanent residence (LPR) in the U.S. pursuant to clause (ii) or (iii) of Section 204(a)(1)(B) of the INA;
- (c) Suspension of deportation and adjustment of status pursuant to Section 244(a)(3) of the INA as in effect prior to April 1, 1997;
- (d) Status as a spouse or child of a U.S. citizen pursuant to clause (i) of Section 204(a)(1)(A) of such Act, or as a spouse or child of an LPR pursuant to clause (i) of Section 204(a)(1)(B) of the INA; or
- (e) Cancellation of removal pursuant to Section 240A(b)(2) of the INA.

.52 A noncitizen whose child has been abused:

.521 In the U.S. by a spouse or a parent of the noncitizen (without the active participation of the noncitizen in the battery or cruelty), or by a member of the spouse or parent's family residing in the same household as the noncitizen and the spouse or parent consented or acquiesced to such battery or cruelty, and the noncitizen did not actively participate in such battery or cruelty, but only if (in the opinion of the agency providing such benefits) there is a substantial connection between such battery or cruelty and the need for the benefits to be provided; and

<b>63-405</b>	<b>CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS</b>	<b>63-405</b>
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(Continued)

- .522 Who meets a requirement as specified in Section 63-405.512.
- .53 A noncitizen child who resides in the same household as a parent who has been abused:
  - .531 In the U.S. by that parent's spouse or by a member of the spouse's family residing in the same household as the parent and the spouse consented or acquiesced to such battery or cruelty, but only if (in the opinion of the agency providing such benefits) there is a substantial connection between such battery or cruelty and the need for the benefits to be provided; and
  - .532 Who meets a requirement as specified in Section 63-405.512.
- .54 These sections shall not apply to a noncitizen during any period in which the individual responsible for such abuse/battery or cruelty resides in the same household or family eligibility unit as the individual subjected to such abuse/battery or cruelty.

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- .55 The following list includes, but is not limited to, circumstances which may demonstrate a substantial connection between the abuse/battery or extreme cruelty suffered by the applicant and the need for the benefit sought. A connection exists if the benefits are needed to enable the noncitizen, the noncitizen's child, and/or (in the case of a noncitizen child) the noncitizen's parent to:
  - .551 Become self-sufficient following separation from the abuser;
  - .552 Escape the abuser and/or the community in which the abuser lives, or ensure safety from the abuser;
  - .553 Fulfill a financial need due to loss of financial support resulting from separation from the abuser;
  - .554 Fulfill a financial need caused by the loss of a job because of the circumstances of the abuse;

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**HANDBOOK CONTINUES**

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63-405 (Cont.)	FOOD STAMP REGULATIONS ELIGIBILITY STANDARDS	Regulations
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- .555 Provide or seek medical attention or mental health counseling, or health services due to disability resulting from the battery or extreme cruelty;
- .556 Fulfill a financial need because of the loss of a dwelling or source of income or fear of the abuser which, following separation from the abuser, jeopardizes the applicants' or the parents' ability to care for his or her children;
- .557 Alleviate nutritional risk or need resulting from the abuse or following separation from the abuser;
- .558 Provide or seek medical care during a pregnancy resulting from the abuser's sexual assault or abuse of, or relationship with the abused noncitizen and/or care for any resulting children; or
- .559 Replace medical/health care services which were provided when living with the abuser.

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.6 Other noncitizen provisions and procedures not superseded by Section 63-405 remain in effect.

.7 Responsibilities of Sponsored Noncitizens

The sponsored noncitizen shall be responsible for the following:

- .71 Obtaining the cooperation of his/her sponsor.
- .72 Providing the CWD at the time of application and at the time of recertification with any information and/or documentation necessary to determine the deemed income and resources of the noncitizen's sponsor as specified in Section 63-503.49.
- .73 Providing the names (or other identifying factors) of other noncitizens for whom the noncitizen's sponsor has signed an agreement to support.

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	(Continued)	

.74 Reporting the required information about the sponsor and sponsor's spouse should the noncitizen obtain a different sponsor during the certification period and for reporting a change in income should the sponsor or the sponsor's spouse change or lose employment or die during the certification period. Such changes shall be handles in accordance with the timeliness standards and procedures described in Sections 63-505.3 and .5 as appropriate.

.8 Reporting of Illegal Noncitizens

The CWD shall immediately inform the local INS office whenever personnel responsible for the certification or recertification of households discovers that an applicant or a household member is under an order of deportation. For purposes of this section, the term household member shall mean a person whose name appears on the application or other documents and who would have been a food stamp household member except for his/her noncitizen status. When any household member indicates inability or unwillingness to provide documentation of noncitizen status for any household member, that member shall be classified as an ineligible noncitizen. In such cases the CWD shall not continue efforts to obtain such documentation. The ineligible noncitizen's income and resources shall be available to the household as specified in Section 63-503.44. CWD disclosure to INS shall be deemed to be within the administration of the FSP as described in Section 63-201.3.

.81 For reporting purposes, reliable sources of information regarding orders of deportation shall be limited to:

.811 The noncitizen's or other household member's admission.

.812 Food stamp documents, as used in the application or reporting process; or,

.813 Presentation of INS documents showing that the noncitizen is under an order of deportation.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.2(f)(1)(ii)(B)(2), (j)(3) and (4); 7 CFR 273.4(a)(2), (a)(4)(ii) and (iii), (a)(5)(ii)(2)(B) and (2)(G)(1), (C), (E), (F) and (G)(1), (a)(8), and (c)(2)(i); 7 CFR 273.10(b); 7 CFR 273.6; 7 CFR 273.11; U.S.D.A. Food and Nutrition Service Administrative Notice (AN) 92-30; Federal Register, Vol. 56, No. 233, page 63594; Federal Register, Vol. 62, No. 202, dated October 20, 1997; Public Law (P.L.) 100-202 and 100-461, P.L. 104-193, Section 402 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); P.L. 105-185, Title V, Sections 503 through 510; P.L. 107-171, Title IV, Section 4401; AN 96-47; AN 96-48 (Part A, page 6); AN 96-55; AN 97-02; AN 97-13; AN 97-44; AN 97-82; AN 97-103; AN 97-107; AN 98-13; AN 98-21; AN 98-28; AN 98-30; AN 98-79; AN 98-93; AN 99-01; AN 99-24, AN 02-39, AN 03-04, and AN 03-17; and Section 4401, Food Stamp Reauthorization Act of 2002, P.L. 107-171 [8 USC 1612(a) and 8 USC 1613(c)].

<b>63-406</b>	<b>STUDENTS</b>	<b>63-406</b>
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.1 Applicability.

.11 Any person who is age 18 through 49; physically and mentally fit for employment; and enrolled at least half-time, as defined by the institution, in an institution of higher education (as defined in Section 63-406.111(a)), shall be ineligible to participate in the Food Stamp Program unless that person complies with the eligibility requirements as specified in Section 63-406.2.

.111 To be considered a student at an institution of higher education, a person specified in Section 63-406.111(a)(1) needs only to be enrolled at least half-time; whereas a person specified in Section 63-406.111(a)(2) needs to be both enrolled at least half-time and enrolled in a regular curriculum. A regular curriculum at an institution of higher education means the standard requirements for graduation or certification/qualification in a particular field of study.

(a) An "institution of higher education" refers to:

(1) A business, trade, technical or vocational school at the post-high school level that normally requires a high school diploma or equivalency certificate for enrollment; or

(2) A junior, community, two-year or four-year college or university, or graduate school, regardless of whether a high school diploma or equivalency certificate is required.

(A) If a college normally requires a high school diploma or equivalency certificate, but does not require either of these for a particular program or course, enrollment in such a program or course does not constitute enrollment in an institution of higher education.

.12 Student eligibility requirements shall not apply to persons age 17 or under, persons age 50 or over, persons physically or mentally unfit for employment, persons attending high school, persons participating strictly in the job training portion of on-the-job-training programs as opposed to the class attendance portion, persons enrolled in an institution of higher education as specified in Section 63-406.111(a)(1) less than half-time, persons enrolled in a regular curriculum in an institution of higher education as specified in Sections 63-406.111 and 63-406.111(a)(2) less than half-time, or to persons enrolled full-time in schools and training programs which are not institutions of higher education.

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- .121 If mental or physical unfitness for employment is claimed and the unfitness is not evident to the CWD, verification shall be required. Appropriate verification may consist of receipt of temporary or permanent disability benefits issued by governmental or private sources, or a statement from a physician or licensed or certified psychologist.
- .122 Participants in an on-the-job training program would have to meet the student eligibility requirements when they were only attending classes in an institution of higher education at least half-time, and not involved in the training portion as specified in Section 63-406.12.

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Example (a) A man is involved in a six-month on-the-job training program at a vocational school that normally requires a high school diploma. During the first three months of the program he engages exclusively in full-time, on-site classroom instruction, to prepare him to work in the shop area. He must meet one of the student eligibility requirements as specified in Section 63-406.21 to be eligible to receive food stamps because he is a student at an institution of higher education as specified in Sections 63-406.111 and .111(a)(1).

Example (b) A man is involved in a six-month on-the-job training program at a vocational school that normally requires a high school diploma. He spends the first four hours each day in classroom instruction and the second four hours in the shop, applying what he learned on the job. He does not have to meet the student eligibility requirements as specified in Section 63-406.21 because he is engaged in on-the-job training and therefore is exempt from meeting the student eligibility requirements.

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.2 Eligibility Requirements.

- .21 In order to be eligible to participate in the Food Stamp Program, any student (as defined in Section 63-406.1) shall meet at least one of the following criteria on the date of the interview:
  - .211 Be employed for a minimum of twenty hours per week and be paid for such employment or, if self-employed, be employed for a minimum of 20 hours per week and receive gross weekly earnings at least equal to the federal minimum wage multiplied by 20 hours; (See Section 63-408.111 and Section 63-502.112).

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- .212 Be approved for state or federally financed work study for the current school term, as defined by the institution, and anticipate working during the term.

The exemption begins the month the school term starts or the month work study is approved, whichever is later. The exemption continues until the end of the month the school term ends, or it becomes known that the student refused a work assignment.

The exemption shall not continue between terms when there is a break of a full month or longer unless the student is participating in work study during the break.

- .213 Be exerting parental control over a dependent household member under the age of six. (See Section 63-102p.(1) for definition of parental control.)

- .214 Be exerting parental control over a dependent household member who has reached age six but is under age 12 and the CWD has determined on a case-by-case basis that adequate child care services are not available (See Section 63-406.23) to enable the individual to attend class and work 20 hours per week or participate in a state or federally financed work study program during the regular school year.

- .215 Be a recipient of AFDC.

- .216 Be assigned to or placed in an institution of higher education through or in compliance with the requirements of Sections 63-406.216(a) through (e).

Self-initiated placements during the period of time the person is enrolled in one of the employment and training programs as specified in Sections 63-406.216(a) through (e) shall be considered to be in compliance with the requirements of the employment and training program in which the person is enrolled, provided that the program has a component for enrollment in an institution of higher education and that program accepts the placement.

Persons who voluntarily participate in one of the employment and training programs as specified in Sections 63-406.216(a) through (e) and are placed in an institution of higher education through or in compliance with the requirements of the program shall qualify for the exemption. These programs are:

- (a) The Job Training Partnership Act (JTPA),
- (b) a Food Stamp Employment or Training Program (FSET),



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- (c) the Job Opportunities and Basic Skills (JOBS) program under Title IV of the Social Security Act.
- (d) a program under Section 236 of the Trade Act of 1974, or
- (e) a state or local government employment and training program, for low-income individuals, determined by the county welfare department to be providing at least one of the components as specified in Section 63-407.841.

- .217 Enrolled full-time in an institution of higher education and is a single parent with responsibility for the care of a dependent child under age 12.

This provision applies when only one of the child's(ren's) natural, adoptive or stepparents, regardless of marital status, is in the same food stamp household as the child(ren). "Regardless of marital status" means that the parent could be single (never married), a widow or widower, separated, divorced, or married and living in a separate household from the other parent.

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- Example (a) If one natural parent and a stepparent are living with the child, neither the natural parent nor the stepparent could qualify for the student exemption.

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If no natural, adoptive or stepparent is in the same food stamp household as the child, another full-time student in the same food stamp household as the child may qualify for eligible student status if he or she has parental control over the child and is not living with his or her spouse.

- .22 The enrollment status of a student shall begin on the first day of the school term of the institution of higher education. Once a student enrolls in an institution of higher education, such enrollment shall be deemed to continue through normal periods of class attendance, vacation and recess unless the student graduates, is suspended or expelled or drops out.
- .221 Student eligibility criteria shall be applied on the date of the interview to all applicants who are students as defined in Section 63-406.1. The student eligibility criteria shall also be applied on the date of the interview to all applicants who are noncontinuing students in the final month of student status.

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.23 In determining whether or not adequate child care services are available as required in Section 63-406.214, the following factors shall be considered:

.231 Accessibility of the child care facility to the child's home and school,

.232 Convenience for the student household member and suitability of the hours of the child care with respect to the student household's member's school schedule, and

.233 Appropriateness of the child care services to the age and special needs of the child.

.3 Ineligible Students

Any student as defined in Section 63-406.1 who does not meet the eligibility criteria of Section 63-406.2 shall be considered an excluded household member. The income and resources of an ineligible student shall be treated in accordance with Section 63-503.45.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; 7 CFR 271.2; 7 CFR 273.5, .5(a), .5(b)(6), (b)(7), (b)(10), and (b)(11); 7 CFR 273.10(b); Federal Register, Volume 60, Number 183, dated September 21, 1996; and 7 U.S.C. 2015(e).

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.1 Persons Required to Register

The CWD shall determine which household members are required to be registered for employment. Each household member who is not exempt by Section 63-407.2 shall be registered for employment at the time of application and once every twelve months after initial registration as a condition of eligibility, unless the household is entitled to expedited service. If the household is entitled to expedited service, household members subject to work registration shall be registered as indicated in Section 63-301.5.

.2 Work Registration Exemptions and Registration in Substitute Programs

.21 Except as specified in Section 63-407.24, the following persons are exempt from the food stamp work registration requirement:

(a) A person younger than 16 years of age or a person 60 years of age or older. If a child has his/her 16th birthday within a certification period, the child shall fulfill the work registration requirement as part of the next scheduled recertification process, unless the child qualifies for another exemption.

**63-407 WORK REGISTRATION REQUIREMENTS (Continued)****63-407**

- (1) A person age 16 or 17 who is not the head of the household, or who is attending school, or enrolled in an employment training program on at least a half-time basis is exempt.
- (b) A person physically or mentally unfit for employment. If mental or physical unfitness is claimed and the unfitness is not evident to the CWD, verification shall be required. Appropriate verification may consist of receipt of temporary or permanent disability benefits issued by governmental or private sources, or of a statement from a physician or licensed or certified psychologist;
- (c) A household member subject to and complying with any work requirement under Title IV of the Social Security Act including Greater Avenues for Independence (GAIN) and California Work Opportunity and Responsibility to Kids (CalWORKs) programs. If the exemption claimed is questionable, the CWD shall be responsible for verifying the exemption, as required in Section 63-300.53;
- (d) A parent or other household member who is responsible for the care of a dependent child under 6 or an incapacitated person. If the child has his/her 6th birthday within a certification period, the individual responsible for the care of the child shall fulfill the work registration requirements as part of the next scheduled recertification process, unless the individual qualifies for another exemption;
- (e) A person who is in receipt of unemployment compensation or who has applied for, but has not yet begun to receive unemployment compensation, if that person was required to register for work with EDD as a part of the unemployment compensation application process. If the exemption claimed is questionable, the CWD shall be responsible for verifying the exemption with the appropriate EDD office as required by Section 63-300.53;
- (f) A regular participant in a drug addiction or alcoholic treatment and rehabilitation program;
- (g) A person who is employed or self-employed and working a minimum of 30 hours weekly or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours. This exemption shall apply to migrant and seasonal farm workers who are under contract or similar agreement with an employer or crew chief to being employed within 30 days;

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- (h) A student enrolled at least half time in any recognized school, training program, or institution of higher education, provided that students enrolled at least half time in a recognized institution of higher education have met the eligibility conditions in Section 63-406.2. A student enrolled in a school, training program or institution of higher education shall remain exempt during normal periods of class attendance, vacation and recess. However, persons who are not enrolled at least half time or who experience a break in their enrollment status due to graduation, expulsion, suspension or who drop-out shall not be considered students for the purpose of qualifying for this exemption;
- .211 Persons exempted in Section 63-407.21 shall be permitted to volunteer to participate in the Food Stamp Employment and Training (FSET) Program as described in Section 63-407.8.
- .22 Loss of Work Registration Exemptions
  - .221 Persons losing exemption status due to any change in circumstances that is subject to the reporting requirements of Sections 63-505.3 or .5 (such as a loss of employment that also results in a loss in income of more than \$25 a month, or departure from the household of the sole dependent child for whom an otherwise nonexempt household member was caring) shall be registered for employment when the change is reported. The CWD shall annotate the registration changes to the person's exemption status on an existing record designated by SDSS.
  - .222 Those persons who lose their exemption due to a change in circumstances not subject to the reporting requirements of Section 63-505.3 or .5 shall register for employment at their household's next recertification.
  - .223 Those persons exempt because they are registered for work under one of the programs specified in Sections 63-407.21(c) or (e) and are deemed ineligible to participate in that program due to a change in household circumstances other than failing to comply with the work registration requirements of that program shall be registered for work in accordance with Section 63-407.3 under the Food Stamp Program within 10 calendar days from the date they lose their eligibility for that program. For treatment of persons who fail to comply with the work registration requirements of a program specified in Sections 63-407.21(c) and (e), see Section 63-407.54.

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.23 Substitute Programs

Persons registered in the following programs shall be considered as registered for work under the Food Stamp Program:

- o General Assistance Work Program
- o Non-WIN Public Assistance (PA) Program
- o Refugee Resettlement Program

.231 Those persons registered in a substitute program as specified in Section 63-407.23, who are deemed ineligible to participate in that program due to a change in household circumstances other than failing to comply with work registration requirements of that program, shall be subject to the work registrant requirements of the Food Stamp Program in Section 63-407.4, within 10 days from the date they lose their eligibility for that program. For treatment of persons who fail to comply with the work registration requirements of these programs see Section 63-407.54.

.24 CalWORKs Unpaid Community Service and Work Experience

Participants in unpaid community service and work experience activities under CalWORKs shall be considered to be participating in the Food Stamp Workfare Program, subject to the following:

- .241 Such persons shall be subject to all CalWORKs Welfare-to-Work (WTW) Program statutes and regulations, including WTW exemptions, except that, consistent with Section 2029(a)(1) of Title 7 of the United States Code, the hours of participation shall be limited as follows:
- (a) The hours of participation in unpaid community service and work experience shall be limited to the number of hours each month, determined collectively for the CalWORKs assistance unit, equal to the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment divided by the higher of the state or federal minimum wage. This monthly limit shall be considered to have been met by participation in an average weekly number of hours determined by dividing the monthly amount by 4.33 (average number of weeks per month).

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- (b) The WTW Program regulations are located in MPP Chapter 42-700. See Section 42-716.31(j) for further instructions on hours of participation for community service. See Section 42-716.31(d) for further instructions on hours of participation for work experience.

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- .242 Persons identified in Section 63-407.24 who are sanctioned for failing to comply with their CalWORKs WTW assignment shall be subject to the food stamp sanction requirements at Section 63-407.54.

.3 CWD Requirements

- .31 Upon reaching a determination that an applicant or other members of the applicant's household are required to be registered, the CWD shall:
- .311 Explain to the applicant the work registrant requirements in Section 63-407.4 and, if assigned to the FSET Program, the requirements in Section 63-407.8, the rights and responsibilities, and the consequences of failure to comply.
- (a) The applicant shall be informed that he/she may be deferred from FSET Program participation if monthly expenses identified in Section 63-407.83 exceed the allowable reimbursable amounts identified in that section.
- .312 Provide a written statement of the requirements in Section 63-407.311 to each work registrant.
- .313 Provide a written statement:
- (a) at recertification, and
- (b) when a previously exempt individual or new household member is required to be registered.
- .32 Household members are considered to be registered when the registration is annotated by the CWD on an existing record designated by SDSS.

**63-407 WORK REGISTRATION REQUIREMENTS (Continued)****63-407****.4 Work Registrants Requirements**

Persons registered for work under the Food Stamp Program or a program specified in Sections 63-407.21(c) or (e) shall:

- .41 Comply with the requirements of the FSET Program, as described in Section 63-407.8, when assigned by the CWD.
- .42 Respond to a request for supplemental information regarding employment status or availability for work.
- .43 Report to an employer to whom referred, if the potential employment meets the suitability requirements described in Section 63-407.7.
- .44 Accept a bona fide offer of suitable employment, as defined in Section 63-407.7.

**.5 Failure to Comply; Good Cause; Notification; and Disqualifications**

- .51 The CWD shall be responsible for determining good cause in those instances where the work registrant has failed to comply with the requirements of Section 63-407.4.

In determining if good cause existed for failure to comply with any work registration or FSET Program requirements, the CWD shall consider the facts and circumstances, including information submitted by the household member involved and/or the employer. Good cause shall include circumstances beyond the member's control, such as, but not limited to, illness, illness of another household member requiring the presence of the member, a household emergency, lack of adequate child care for children who have reached age six but are under twelve years of age [see Section 63-408.41(j)], the unavailability of transportation, or problems caused by inability of the work registrant to speak, read or write English.

- .52 Within 10 days of determining that noncompliance with any of the food stamp work registration requirements at Section 63-407.41 was without good cause as specified in Section 63-407.51, the CWD shall issue a notice of adverse action informing the household of the disqualification being imposed on the noncompliant individual. In addition to the notification requirements specified in Section 63-504.21, the notice shall contain a description of the act of noncompliance, identify the minimum length of the food stamp disqualification and specify that if at any time the individual becomes exempt in accordance with Section 63-407.21, the disqualification shall end and the individual may reapply for food stamps. Information describing the action that can be taken to avoid the ineligibility before the disqualification period begins must be included on or with the notice. The notice shall specify that the individual, if otherwise eligible, may apply for food stamp benefits at the end of the disqualification period.

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- .521 Each individual has a right to a state hearing to appeal a denial, termination or reduction of benefits due to a determination of nonexempt status, or a determination of failure to comply with the work registration or FSET Program requirements. Individuals can appeal actions such as exemption status, the type of requirement imposed, or CWD refusal to make a finding of good cause. If a state hearing is scheduled, the CWD shall provide sufficient advance notice to permit the availability, either in person or by phone as appropriate, of a representative of the component operator, if it is anticipated that such attendance will be necessary.

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- .522 The recommended CDSS developed form to use for notification of disqualification actions is the DFA 377.10.

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- .53 For purposes of determining the appropriate disqualification to apply, the CWD shall count any previous sanctions and/or disqualifications imposed on an individual for failing to comply with the provisions of work registration in Section 63-407.4; unemployment, CalWORKs WTW, and other substitute work programs in Section 63-407.54; and voluntary quit and reduction of work effort in Section 63-408. If the individual qualifies for one of the exemptions listed at Section 63-407.21 during the minimum disqualification period identified in Sections 63-407.531, .532 or .533, the disqualification shall end and the individual may reapply and be approved for food stamps if otherwise eligible. The start date of the disqualification period shall begin the first of the month following the month the individual is provided timely notice of adverse action.
- .531 The minimum duration of the first food stamp disqualification is one month.
- .532 The minimum duration of the second food stamp disqualification is three months.
- .533 The minimum duration of the third or subsequent food stamp disqualification is six months.
- .54 When an individual is sanctioned for failing to comply with the work requirements of a program as specified in Section 63-407.21(c) (Welfare-to-Work), Section 63-407.21(e) (Unemployment Compensation), Section 63-407.23 (Substitute Programs), or Section 63-407.24 (CalWORKs Unpaid Community Service and Work Experience), the individual shall also receive a Food Stamp sanction in accordance with Section 63-407.5.
- .541 The individual shall be notified of the disqualification as specified in Section 63-407.52.



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.542 When a person is sanctioned under one of the programs identified in Section 63-407.54, except for a substitute program sanction under Section 63-407.23, the following food stamp work registration exemption requirements shall apply:

- (a) A food stamp sanction shall not be imposed if the individual qualifies for one of the food stamp work registration exemptions at Section 63-407.21. Since no food stamp sanction is imposed, an instance of noncompliance is not counted for purposes of determining the length of future food stamp sanctions.

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Example:

In March, Sue receives a WTW sanction for failing to participate in a community service assignment. In reviewing her case record, the CWD learns that Sue is responsible for the care of a four-year old child and is exempt from food stamp work registration per MPP Section 63-407.21(d). Therefore, a food stamp sanction would not be imposed and Sue would remain eligible for food stamps while under the WTW sanction.

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- (b) When an individual does not qualify for one of the food stamp work registration exemptions at Section 63-407.21 and a food stamp sanction is imposed, the food stamp sanction shall end when the sanctioned individual subsequently qualifies for a work registration exemption.

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Example:

Sally is part of a five-person food stamp household and at the end of February, she receives a CalWORKs/food stamp sanction for failing to participate in a WTW assignment. In May, Sally begins regular participation in a drug rehabilitation program and qualifies for the food stamp work exemption at Section 63-407.21(f). At that time, the food stamp sanction would stop. For multiple person households, eligibility is reestablished for the previously sanctioned individual the first of the following month, if the individual is otherwise eligible (Section 63-504.353). Therefore, Sally would be eligible for food stamps effective June 1.

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.543 When an individual identified in Section 63-407.54 regains eligibility by complying with the program requirement previously violated, the individual is again exempt from work registration. The food stamp sanction period identified in Section 63-407.531, .532 or .533 shall end and the individual shall be approved for food stamps if otherwise eligible.

**.6 Ending a Disqualification Period**

.61 Following the completion of a minimum disqualification period identified in Section 63-407.53, an individual who is otherwise eligible, may apply for food stamps and be approved if the CWD determines the individual is in compliance with the food stamp work registration requirements defined in Section 63-407.4. For the purpose of this provision, in compliance means the individual is fulfilling one of the food stamp work registration requirements, or he/she agrees to fulfill the requirements as specified by the CWD at application.

.611 If an individual becomes exempt in accordance with Section 63-407.21 or 63-410.3 during a disqualification period, the individual may reestablish food stamp eligibility by reapplying if otherwise eligible.

(a) This provision applies at any time during the period of disqualification.

.62 An individual, who is disqualified for not meeting the food stamp work requirements (e.g., not accepting a job offer) and is discontinued for failing to comply with the 80 hours per month ABAWD work requirement may regain food stamp eligibility if after the disqualification period has ended, he/she complies with the requirements of Section 63-410.5 or becomes exempt under Section 63-410.3 during the disqualification period.

**.7 Suitable Employment**

.71 Any employment shall be considered unsuitable if:

.711 The wage offered is less than the highest of:

- a. The applicable federal minimum wage;
- b. The applicable state minimum wage;
- c. Eighty percent (80%) of the federal minimum wage if neither the federal nor state minimum wage is applicable.

.712 The employment offered is on a piece-rate basis and the average hourly yield the employee can reasonable be expected to earn is less than the applicable hourly wages specified under Section 63-407.711.

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- .713 The household member, as a condition of employment or continuing employment, is required to join, resign from, or refrain from joining any legitimate labor organization.
- .714 The work offered is at a site subject to a strike or lockout at the time of the offer.
- .72 In addition, employment shall be considered suitable unless the household member involved can demonstrate or the county welfare department otherwise becomes aware that:
  - .721 The degree of risk to health and safety is unreasonable.
  - .722 The member is physically or mentally unfit to perform the employment, as documented by medical evidence or by reliable information from other sources.
  - .723 The employment offered within the first 30 days of registration is not in the member's major field of experience.
  - .724 The distance from the member's home to the place of employment is unreasonable considering the expected wage and the time and cost of commuting. Employment shall not be considered suitable if daily commuting time exceeds two hours per day, not including the transporting of a child to and from a child care facility. Nor shall employment be considered suitable if the distance to the place of employment prohibits walking and neither public nor private transportation is available to transport the member to the jobsite.
  - .725 The working hours or nature of the employment interferes with the member's religious observances, convictions, or beliefs. For example, a Sabbatarian could refuse to work on the Sabbath.
- .8 Food Stamp Employment and Training (FSET) Program
  - .81 CWD Screening

The CWD shall screen each work registrant to determine whether or not the registrant will participate or be deferred from the FSET Program. This requirement shall not apply in counties that are totally geographically excluded as allowed in Section 63-407.842.
  - .811 The following individuals shall be deferred from mandatory participation until the CWD determines that the situation precluding FSET participation no longer exists.
    - (a) A person who resides in a federally approved geographically excluded area.

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- (b) A person who participates in a program described in Section 63-407.23 that has participation requirements exceeding those contained in the FSET Program.
- (c) A person who is unable to participate due to personal circumstances. This shall include persons who:
  - (1) Lack dependent care;
    - (A) Lack of child care is defined in accordance with Section 63-408.41(j).
    - (B) Lack of dependent care shall be determined if dependent care costs exceed the maximum dependent care deduction per month per dependent. (The current amounts are reproduced in Handbook Section 63-1101.23.)
  - (2) Lack transportation which is defined as:
    - (A) Private or public transportation is not available at reasonable times on a regular basis; or
    - (B) Monthly transportation costs plus other costs of participation (excluding dependent care costs) that exceed the amounts as determined in Section 63-407.831.
  - (3) Live an unreasonable distance from the FSET program site;
  - (4) Have a severe family crisis;
    - (A) Severe family crisis is defined as:

An incapacitated or ill family member who temporarily needs the care of the registrant.
    - (B) A death in the immediate family or of any person in the immediate household;
    - (C) A situation in the immediate family or immediate household that temporarily requires the presence of the registrant.

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- (5) Are temporarily laid off from a job and expected to return to work within 60 days;
  - (6) Are involved in legal difficulties (such as court mandated appearances) which preclude participation;
  - (7) Have a temporary illness or disability; or
    - (A) Temporary illness or disability is defined as:  
  
Pregnancy;
    - (B) An illness or injury serious enough to temporarily prevent employment. Minor ailments, such as colds, will not defer a person from participation.
  - (8) Repealed by Manual Letter No. FS-89-01, effective 1/1/89.
- .812 The CWD shall attempt to place persons deferred due to excessive dependent care or transportation costs into a component in which such costs do not exceed the amount eligible for reimbursement as specified in Section 63-407.83.
  - (a) If a suitable component is not available, individuals shall be deferred until an affordable component becomes available or individual circumstances change so that monthly expenses do not exceed maximum reimbursable rates.
- .813 Individual deferrals shall be reevaluated no later than at each recertification.
- .814 Persons who are deferred shall be permitted to volunteer to participate in the FSET Program.
- .815 Persons who are registered for work in accordance with Section 63-407.1 and who are not deferred under Section 63-407.811 are considered mandatory participants.
- .82 Referral to FSET Program

The CWD shall refer mandatory participants to an FSET Program component who have been specifically identified in an approved county plan in accordance with Section 63-407.842. The CWD shall also be permitted to refer applicants and volunteers.

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.821 Upon entry into each component the registrant shall be told, either orally or in writing, of the component requirements, what will constitute noncompliance, and the sanctions for noncompliance.

.83 Participant Reimbursement

The CWD shall reimburse participants, including volunteers and applicants, for costs that are reasonably necessary and directly related to participation as specified in Sections 63-407.831 and .832. The CWD shall inform each participant that allowable expenses identified in this section shall be reimbursed upon presentation of appropriate documentation.

.831 The CWD shall provide reimbursement payments for the actual costs of transportation and other FSET participation expenses (other than dependent care costs) that are reasonable and necessary and directly related to participation in the FSET program. These payments shall be provided as either a reimbursement for expenses incurred or in advance as payment for anticipated expenses in the coming month.

(a) In addition to transportation costs, training or education related expenses include, but are not limited to, the costs of uniforms, personal safety items or other necessary equipment, and books or training manuals. Such expenses shall not include the cost of meals away from home.

(1) CWDs shall determine the level of reimbursement or advance.

(A) The level of reimbursement or advance shall be defined in the county FSET plan and approved by CDSS.

(2) The CWD shall maintain written policy and procedures for the reimbursement of transportation and ancillary expenses.

(3) The CWD's policy and procedures shall be made available to FSET participants.

(b) Reasonable and necessary as it applies to transportation means:

(1) The least costly form of public transportation, including CWD provided transportation, that would not preclude participation in an FSET activity.

**63-407 WORK REGISTRATION REQUIREMENTS (Continued)**

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- (2) If there is no public transportation available that meets these requirements, participants may use their own vehicles. Participants shall be reimbursed at one of the following rates:
    - (A) The CWD shall select an existing reimbursement rate used in the county, or
    - (B) The CWD shall develop a rate that covers necessary costs.
    - (C) The reimbursement rate may not include a “cap,” or maximum monthly reimbursement amount, beyond which additional miles driven are not reimbursed.
  - (3) Parking for FSET participants shall be reimbursed at actual cost. Individuals shall submit receipts for this purpose, except in cases where parking meters are used.
  - (4) FSET participants who choose to use their own vehicles when public transportation is available will be reimbursed at the least expensive reimbursement rate of available transportation pursuant to Sections 63-407.831(b)(1) and (2).
  - (c) Reasonable and necessary ancillary expenses shall include the cost of books, tools, clothing specifically required for the job, fees, and other essential costs.
- .832 For dependent care costs, the CWD shall reimburse the actual cost in an amount not to exceed the maximum dependent care deduction per month per dependent.
- (a) In lieu of providing reimbursements or payments for dependent care, the CWD may arrange for care through providers by use of purchase of service contracts or vouchers or by providing vouchers to the household.

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<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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- (b) Reimbursement, payment, or arrangement for dependent care shall not be made to an individual who is the caretaker relative of a dependent in a family receiving Aid to Families with Dependent Children. In addition, an FSET Program participant is not entitled to reimbursement for dependent care costs if a member of the participant's Food Stamp household provides the care.
- (c) Reimbursements shall be provided for the following dependents:
  - (1) Children who have reached age six but who are under thirteen years of age; and
  - (2) Persons who have reached age 13 but are physically/mentally incapacitated or under court supervision.
    - (A) The CWD shall require verification when physical/mental incapacity or the need for court supervision is questionable.
- (d) The CWD shall verify the need for and cost of dependent care prior to reimbursing a participant for dependent care costs.
  - (1) Such verification shall include the name and address of the care provider, provider costs and the number of hours for which care is needed.
- (e) A participant may refuse dependent care arranged by the CWD if he/she can arrange other care or show that the refusal will not interfere with participation.
- (f) Dependent care arranged by the CWD shall meet all applicable standards of state and local law including requirements for basic health and safety protection.

.84 Program Requirements

.841 Program Components

In accordance with a federally approved state plan, CWDs shall provide any one or more of the following components. The following components shall be allowed to be provided for applicants or recipients:

**63-407 WORK REGISTRATION REQUIREMENTS (Continued)**

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(a) Job Club/Job Search

- (1) Job Club (job search workshop), which consists of group training sessions in job finding skills, job interviewing skills, understanding employer expectations and requirements, and in enhancing self-esteem, self-image, and confidence.
- (2) Supervised job search, which consists of an organized method of seeking work such as access to phone banks, job orders, and direct referrals to employers.
- (3) Unsupervised job search, which consists of independent efforts by a registrant to look for employment and follow up interviews by staff to determine the adequacy of the job search.

(b) Work Components

- (1) Workfare, which consists of a an unpaid training assignment with a public or private nonprofit agency that provides the registrant an opportunity to develop basic work habits or to practice existing skills.
  - (A) As part of the workfare component, the CWD may establish a job search period of up to 30 days prior to sending the registrant to a workfare site. This job search period may only be established at application or certification, not at recertification.
  - (B) Individuals assigned to workfare shall be provided the same benefits and working conditions provided to employees performing comparable work for comparable hours.
  - (C) A workfare assignment cannot result in the displacement of employed individuals or in the reduction of employment opportunities, such as substituting a workfare person in a vacant position.
- (2) OJT/Work Experience, which consists of an assignment to provide work experience or training or both to enable participants to move promptly into regular public or private employment. Such assignment shall:
  - (A) Be limited to projects that serve a useful public purpose in fields such as health, social services, environmental protection, etc.

**63-407 WORK REGISTRATION REQUIREMENTS (Continued)****63-407**

- (B) Not replace a regular employee who is not participating in the FSET Program.
  - (C) Provide the same benefits and working conditions that are provided at the job site to employees performing comparable work.
- (c) Education/Training
  - (1) Vocational training which consists of a project, program or experiment, such as supported work program, or a Job Training Partnership Act program (JTPA) or state or local program aimed at accomplishing the purpose of the FSET Program.
  - (2) Education programs designed to improve a participant's basic skills or employability. Education activities include, but are not limited to, high school or equivalency programs, remedial education programs designed to achieve a basic literacy level, and instruction in English-as-a-Second-Language.
  - (A) Educational components shall be approved only if they directly enhance the employability of FSET Program participants. A direct link between educational components and job readiness shall be established.

**.842 County Administration**

- (a) Counties shall submit a plan in accordance with guidelines specified by SDSS. Partial or total geographical exclusion may be requested if an FSET Program would be impracticable due to such factors as the availability of work opportunities and the cost-effectiveness of the requirements. Counties requesting geographical exclusion shall submit sufficient economic and demographic data to justify such exclusion.

County plan amendments shall be submitted to SDSS for approval 60 days prior to the effective date of any proposed changes.
- (b) The CWD shall be permitted to operate or contract with another organization to operate the FSET Program or any component.

<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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- (c) Counties that operate their own programs shall be permitted to establish independent FSET components and/or use existing components of WIN/Demo or GAIN, or those offered under other programs such as Refugee Employment Services, or General Assistance. If existing components are used, the following conditions shall be met:
  - (1) Participation and sanction requirements are consistent with Sections 63-407.85 and .86.
  - (2) The components are described in an approved county plan.
  - (3) Activities associated with the delivery of services to FSET participants are time studied and claimed to the FSET Program in accordance with applicable time study and claiming instructions issued by SDSS.

**.843 Data Collection**

The CWD shall collect data in accordance with CDSS statistical reporting requirements. (See Sections 26-010 and 26-020.) Those counties which are totally geographically excluded shall also collect the data described in Sections 63-407.843(a) and (g). The data shall include, but not be limited to the following:

- (a) Number of newly work registered individuals.
- (b) Number of work registrants deferred from participation, separated by reason for deferral.
- (c) Number of individuals granted geographical exemption.
- (d) Number of volunteers who begin participating, by component.
- (e) Number of mandatory participants who begin, by component.
- (f) Number of work registrants sent a notice of action informing them of the disqualification and applicants denied certification for failure to comply with the program requirements.
- (g) Number of work registrants during the October 1 through October 31 period on the October through December report.

<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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.85 Participation Requirements

- .851 The number of months and number of successive components in which participation is required shall be determined by the county as long as the minimum and maximum participation requirements of the FSET Program are met. Participation requirements could vary among participants.
- .852 Participation requirements shall not be imposed if they would delay the determination of eligibility for or issuance of benefits to any household otherwise eligible.
- .853 The minimum level of effort by participants shall be comparable to spending at least 12 hours a month for two months making job contacts.

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In a workfare or work experience component, the number of hours may be less if the household's benefit divided by the minimum wage is less than this amount.

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- .854 For a job search component as described in Section 63-407.841(a), the participation requirement shall be permitted to begin at application for an initial period of up to eight consecutive weeks, and continue for an additional period of up to eight weeks during 12 consecutive months. The 12-consecutive-month period shall be permitted to begin at any time following the close of the initial eight-week period.
- .855 Participation requirements in a work component, as described in Section 63-407.841(b), imposed collectively on members of a household each month shall be limited to the number of hours equal to the household's allotment for the month divided by the higher of the applicable state or federal minimum wage.
  - (a) Assignment at workfare may occur at food stamp application. When an applicant completes a workfare or work experience assignment during the 30-day application period and is otherwise eligible for food stamps, he/she must be issued benefits back to the date of application (the monthly food stamp allotment being compensation for the hours worked).
    - (1) When determining hours of participation for applicants assigned to workfare, counties shall either use the household's prospective allotment or a range of typical food stamp allotments.

<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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- (2) The level of effort for persons assigned to workfare job search identified in Section 63-407.841(b)(1)(A) shall be comparable to spending at least 12 hours a month making job contacts.
- .856 The maximum hours of participation imposed on each individual shall not exceed 120 hours per month, including nonwork and work component hours, optional Food Stamp Workfare Program hours, and hours worked for compensation, in cash or in kind.
- .857 The hours of participation or work of a volunteer shall not exceed the hours required of FSET Program mandatory participants.
- .86 Failure to Comply
- .861 FSET participants who refuse or fail without good cause to comply with any of the requirements of that program, shall be subject to the provisions of Section 63-407.5.
- .862 Individuals who are disqualified for failure to comply with the requirements of the FSET Program shall be notified as specified in Sections 63-407.52 and .565.
- .863 Voluntary participants shall not be disqualified for failure to comply with FSET Program requirements.
- .87 Ending Disqualification
- Individuals who have been disqualified for noncompliance with the requirements of the FSET Program shall be permitted to establish or reestablish eligibility in accordance with Sections 63-407.61 or 62 following completion of the minimum sanction period identified in Section 63-407.53.
- .88 Determining Good Cause
- Good cause shall be determined in accordance with the provisions in Section 63-407.51.
- .89 Other Program Requirements
- If a benefit overissuance is discovered for a month or months in which a participant has already fulfilled a workfare or work component requirement, the following requirements shall apply.
- .891 If the person who performed the work is still subject to a work obligation, the CWD shall determine how many extra hours were worked because of the improper benefit. The participant shall be credited that number of hours toward future work obligations.

<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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- .892 If the workfare or work component does not continue and the overissuance was the result of an intentional Program violation, the amount of the claim determined under Section 63-801.322 shall be for the entire amount of the overissuance and not adjusted for work participation.
- .893 If the workfare or work component requirement does not continue and the overissuance was the result of an inadvertent household or agency error, the CWD shall:
- (a) Determine whether the number of hours worked in workfare are more than the number which could have been assigned had the proper benefit level been used in calculating the number of hours to be worked.
  - (b) If the extra hours that were worked because of the improper benefit level equal the amount of hours calculated by dividing the overissuance by the higher of the State or federal minimum wage, no claim shall be established. No credit for future work requirements shall be given.
  - (c) If the extra hours worked times the higher of the State or federal minimum wage do not equal the amount of the overissuance, the amount of the claim established under Section 63-801.312 shall be adjusted to equal the amount of the overissuance not “worked off”.

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**EXAMPLE**

A household was incorrectly issued a benefit of \$150 in a month when \$100 would have been the proper benefit. The household, based on the \$150 allotment worked 35 hours [\$150 divided by the minimum wage--\$4.25]. Had the allotment been correctly calculated the household could have been assigned no more than 23 hours in that month. A claim would be established for the amount of the overissuance not “worked off” [e.g., any hours between 23 and 35 which were not “worked off”]. Since the household worked the entire 35 hours, no claim would be established. However, if the household has worked 30 hours, the minimum wage times five [the number of hours not “worked off”] or \$21.25, would have to be recovered.

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<b>63-407</b>	<b>WORK REGISTRATION REQUIREMENTS (Continued)</b>	<b>63-407</b>
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.9 Optional Food Stamp Employment Programs

- .91 In addition to the FSET Program, operated in accordance with Section 63-407.8, counties shall be permitted to operate the Food Stamp Workfare Program in accordance with the Requirements of Title 7 of the Code of Federal Regulations, Section 273.22.

NOTE: Authority cited: Sections 10553, 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; 7 CFR 273.1(d)(2); 7 CFR 273.7; 7 U.S.C. 2014(e); 7 U.S.C 2015(d) and (o); 7 CFR 2025(h); 7 U.S.C. 2029(a)(1) and (e); 7 U.S.C. 2035; Sections 4121(c) and (d) of the Food Stamp Reauthorization Act of 2002 (P.L. 107-171); U.S. Department of Labor guidance on FLSA, with attached U.S.D.A., Food and Nutrition Service (FNS) guidance on Simplified Food Stamp Program (SFSP), dated May 22, 1997; SFSP approval letters from FNS to implement the provisions of an SFSP, dated May 5, 2000 and August 3, 2000; FNS letters to CDSS dated August 27, 2001 and November 13, 2001 regarding compliance with the food stamp work registration requirements and resumption of food stamp benefits after a disqualification; and FNS policy interpretation dated September 16, 2003.

<b>63-408</b>	<b>VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT</b>	<b>63-408</b>
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.1 General Rule

An individual is ineligible to participate in the Food Stamp Program if the individual either voluntarily quits a job, as described in Section 63-408.11 or reduces the number of hours worked as described in Section 63-408.12.

- .11 Voluntary quit means resigning a job that is 30 hours or more per week or provides weekly earnings at least equivalent to the federal minimum wage multiplied by 30 hours. If the voluntary quit occurs within 60 days to the date of application for food stamps without good cause in accordance with Section 63-408.4, the application shall be denied for one, three, or six months as specified in Section 63-407.53.

- .111 Changes in employment status that result from reducing hours of employment while working for the same employer, terminating a self-employment enterprise, or resigning from a job at the demand of the employer shall not be considered a voluntary quit for purposes of this section.

- .112 If an individual quits a job, secures new employment that consists at least of the same number of hours or the same salary and is then laid off or, through no fault of his/her own, loses the new job, the earlier quit will not form the basis of a disqualification.



**63-408 VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT (Continued) 63-408**

.12 A reduction of work effort means voluntarily decreasing the number of hours worked in paid employment to less than 30 per week. If the reduction in hours worked occurs within 60 days of the date of application without good cause as defined in Section 63-408.4, the application shall be denied for one, three, or six months as specified in Section 63-407.53.

.121 If an individual reduces hours while working in a job of less than 30 hours per week, a food stamp disqualification shall not be imposed. The minimum wage equivalency does not apply when determining a reduction in work effort.

**.2 Good Cause Determination, Notification, and Disqualifications**

**.21 Applicant Household**

.211 When a household applies for food stamp benefits, the CWD shall determine if any unemployed household member who is not exempt from work registration in accordance with Section 63-407.3, has voluntarily quit a job or reduced work effort within 60 days prior to the date of application without good cause as specified in Sections 63-408.11, .12, and .121. The CWD shall process the application within the time frames specified in Section 63-301 and shall not delay benefits pending a voluntary quit or reduction of work effort good cause determination.

(a) When the CWD learns that a household has lost a source of earned income or has experienced a reduction in income after the date of application, but before the household is certified, the CWD shall determine whether a voluntary quit or a reduction of work effort has occurred.

.212 The CWD shall determine whether good cause exists in accordance with Section 63-408.4 upon determining an applicant voluntarily quit employment or reduced the number of hours being worked.

.213 If the CWD determines that a household member has voluntarily quit a job or reduced the number of hours being worked without good cause, the individual's food stamp application shall be denied for one, three, or six months in accordance with Section 63-407.531, .532, or .533. The first month of the disqualification period is the month in which the individual is determined ineligible. The individual is considered an ineligible household member in accordance with Section 63-402.228.

(a) The household shall be notified in writing of the reason for the denial, the individual's right to reapply at the end of the disqualification period, how to regain eligibility before the disqualification period begins, right to reapply if the individual becomes exempt in accordance with Section 63-408.3 during the disqualification period, and the right to request a state hearing.

<b>63-408</b>	<b>VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT (Continued)</b>	<b>63-408</b>
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- .214 If a voluntary quit or reduction in work effort occurred prior to certification, but is not discovered by the CWD until after certification, a food stamp disqualification shall be imposed in accordance with the procedures specified in Section 63-408.22.

.22 Recipient Households

- .221 When the CWD learns that a recipient household has lost a source of earned income or has experienced a reduction in income, the CWD shall determine whether an individual, who is a work registrant in the household, has voluntarily quit a job or reduced work effort below 30 hours per week. The CWD shall determine whether there was good cause for the voluntary quit or reduced hours as defined in Section 63-408.4. Benefits shall not be delayed pending good cause determination.

- .222 Upon a determination that the voluntary quit or reduction of work effort was without good cause, the CWD shall issue a notice of adverse action informing the household of the disqualification being imposed on the noncompliant work registrant. The notice shall be issued within 10 days of making the determination. In addition to the requirements specified in Section 63-504.21, the notice shall:

- (a) Explain the reason for the proposed disqualification;
- (b) Specify that the disqualification period shall begin the first of the month following the month the registrant is provided a timely notice of action and shall continue for the period identified in Section 63-407.53.
  - (1) The notice shall inform the household member that if, at any time, he/she becomes exempt in accordance with Section 63-408.612 during a disqualification period, the disqualification shall end and he/she may reapply for food stamps.
- (c) Provide that the household member may reapply for food stamps after the disqualification period ends;
- (d) Explain the actions that may be taken to avoid or end a disqualification period; and
- (e) Inform the household member of the right to request a state hearing. If a state hearing is requested, food stamps shall be continued as specified in Section 63-804.6. If food stamp benefits are continued pending a state hearing and the CWD's determination is upheld, the disqualification period shall begin the first of the month after the hearing decision is rendered.

**63-408 VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT (Continued) 63-408**

- .223 If it is determined an individual, who is a work registrant, has voluntarily quit a job or reduced work effort to less than 30 hours per week without good cause as specified in Section 63-408.4, the individual is ineligible for food stamps and shall be excluded as a household member in accordance with Section 63-402.228.
- .224 If the household member leaves the Food Stamp Program before the disqualification can be imposed, the period of ineligibility shall run continuously beginning with the first of the month after the expiration of the adverse notice period unless the disqualification is ended in accordance with Section 63-408.6.
- .225 If the voluntary quit or reduction of work effort occurred in the last month of a certification period or is determined in the last 30 days of the certification period, disqualification requirements at Section 63-408.22 shall apply. The period of disqualification begins the day after the last certification period ends and continues for the length of the disqualification regardless of whether the individual reapplies for food stamps.

**.3 Exemptions from Voluntary Quit and Reduction of Work Effort Disqualifications**

- .31 Individuals, who qualify for one of the work requirement exemptions at Section 63-407.21, shall be excused from the voluntary quit or reduction of work effort disqualification provision, and may regain food stamp eligibility by reapplying if otherwise eligible.

**.4 Good Cause**

The CWD shall be responsible for determining good cause in those instances where a work registrant has voluntarily quit a job or reduced work effort. The CWD shall consider the facts and circumstances, which includes information submitted by the individual and the employer.

.41 Good cause for voluntary quitting a job or reducing work effort shall include:

- (a) Circumstances beyond the registrant's control, such as, but not limited to, illness, illness of another household member requiring the presence of the registrant, a household emergency, the unavailability of transportation, or problems caused by inability of the registrant to speak or write English.
- (b) Resigning from a job that does not meet the suitability criteria specified in Section 63-407.7.

<b>63-408</b>	<b>VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT (Continued)</b>	<b>63-408</b>
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- (c) Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin or political beliefs;
- (d) Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;
- (e) Acceptance by the individual of employment, or enrollment of at least half-time in any recognized school, training program or institution of higher education that requires the individual to leave employment;
- (f) Acceptance by any other household member of employment or enrollment at least half-time in any recognized school, training program or institution of higher education in another county or state which requires the household to move and thereby requires the work registrant to leave employment;
- (g) Resignations by persons under the age of 60 which are recognized by the employer as retirement;
- (h) Acceptance of a bona fide offer of employment of 30 hours or more a week, or in which the weekly earnings are equivalent to the federal minimum wage multiplied by 30 hours, or because of circumstances beyond the control of the individual, the job either does not materialize or result in employment of less than 30 hours a week, or weekly earnings of less than the federal minimum wage multiplied by 30 hours.
- (i) Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as migrant farm labor or construction work. There may be some circumstances where registrants will apply for food stamp benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun, the registrant shall be considered to have quit with good cause if the quitting of the previous employment is a part of the pattern of that type of employment.
- (j) Situations where there is a lack of adequate child care arrangements available for a registrant's children who have reached age six but are under twelve years of age. For purposes of this section, adequate child care arrangements means those which meet the standards in California Code of Regulations, Title 22, Division 12, Chapter 1 commencing with Section 101151, Chapter 2 commencing with Section 101251, and Chapter 3 commencing with Section 102351.1.

**63-408 VOLUNTARY QUIT AND REDUCTION OF WORK EFFORT (Continued) 63-408**

.42 The following shall not constitute good cause for leaving employment:

- (a) When a federal, state, or local government employee has been dismissed from the job because of his/her participation in the strike against the government entity involved.

.5 Verification

To the extent that good cause for voluntary quit or reduction of work effort is questionable, the CWD shall request verification of the registrant's statements in accordance with Section 63-300.5(g)(3)(C).

.6 Ending a Disqualification for Voluntary Quit or Reduction of Work Effort

.61 Following the end of the minimum disqualification period specified in Section 63-407.531, .532, or .533, eligibility for food stamps may be reestablished if the individual, who is otherwise eligible, applies and is determined by the CWD to be in compliance with the food stamp work registration requirements provided in Section 63-407.4. In compliance means the individual is fulfilling one of the food stamp work registration requirements or agrees to fulfill the requirements as specified by the CWD at application.

.62 If at any time during the period of disqualification an individual qualifies for one of the work registration exemptions listed at Section 63-407.21, the disqualification period shall end and the individual may reestablish food stamp eligibility by reapplying if otherwise eligible.

.63 When an application is filed in the final month of a food stamp disqualification period, the CWD must use the same application for both the denial of food stamp benefits in the remaining disqualification month and for certification of benefits for the subsequent month(s) as specified in Section 63-503.14, which provides the provisions for determining household eligibility and benefit levels.

.64 An individual who is also disqualified for not meeting the food stamp work requirements (e.g., not accepting a job offer) and is discontinued for failing to comply with 80 hours per month ABAWD work requirement, may regain food stamp eligibility if after the disqualification period has ended, he/she complies with the requirements of Section 63-410.5 or becomes exempt under Section 63-410.3 during the disqualification period.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; California Code of Regulations, Title 22, Division 12, Chapter 1 commencing with Section 101151, Chapter 2 commencing with Section 101251, and Chapter 3 commencing with Section 102351.1; 7 U.S.C. 2015(d)(1) and (o); 7 CFR 273.2(g); 7 CFR 273.7(b), (f), (i), and (j); Food and Nutrition Service (FNS) letter to CDSS dated November 13, 2001 regarding resumption of food stamp benefits after a disqualification; and FNS policy interpretation dated September 16, 2003.

<b>63-409</b>	<b>INCOME AND RESOURCE MAXIMUMS</b>	<b>63-409</b>
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**.1 Requirements for Participation**

Except for categorically eligible households, as specified in Sections 63-301.6, .7, and .82, only those households with income and resources which do not exceed the maximum income and resource eligibility standards shall be eligible to participate in the Food Stamp Program. The maximum income and resource eligibility standards are promulgated and updated by the USDA, and contained in tables reproduced in Handbook Section 63-1101.

**.11 Maximum Income Eligibility Standards**

CWDs shall implement the updated maximum income eligibility standards upon their effective date(s). Refer to Handbook Section 63-1101 for the most recent maximum eligibility income standards and their effective date(s).

**.111 Maximum Gross Income and Net Income Eligibility Standards**

The CWD shall determine the eligibility of all households, except as specified in Sections 63-409.112, and 63-301.7, based first on the maximum gross income. If the household is not eligible under this test the application shall be denied. If the household is gross income eligible then the net income eligibility standards reproduced in Handbook Section 63-1101 shall be applied and appropriate denial or approval shall be made. These eligibility determinations shall be made in accordance with Section 63-503.321.

**.112 Maximum Net Income Eligibility Standards**

The CWD shall determine the eligibility of households with a member who is elderly or disabled [as define in Section 63-102(e)] based on the maximum net income eligibility standards reproduced in Handbook Section 63-1101. These standards shall apply if a household contains a member who is 59 years old on the date of application but who will become 60 before the end of the month of application. This eligibility determination shall be made in accordance with Sections 63-503.322 or .323, as appropriate.

**.12 Maximum Resource Eligibility Standards**

Except for categorically eligible households, the CWD shall deny participation in the Food Stamp Program to any household whose nonexempt resources determined in accordance with Section 63-501, exceed the appropriate maximum resource eligibility standards specified in federal regulations 7 CFR 273.8(b), and reproduced in Handbook Sections 63-1101.11 and .12.

<b>63-409</b>	<b>INCOME AND RESOURCE MAXIMUMS (Continued)</b>	<b>63-409</b>
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- .121 For all households, except as provided in Section 63-409.122, the resource limit shall be the amount specified in Handbook Section 63-1101.12.
- .122 For any household which includes at least one elderly or disabled member, the resource limit shall be the amount specified in Handbook Section 63-1101.11.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 273.2(j)(4); and Section 4107, Food Stamp Reauthorization Act of 2002, P.L. 170-171 [7USC 2014(g)].

<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD)</b>	<b>63-410</b>
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An individual not exempt under Section 63-410.3 shall be ineligible for food stamps if, during the 36-month period identified in Section 63-410.1, the individual received food stamps for three months or more without satisfying the participation requirements or exemption criteria of Section 63-410.2 or .3, respectively. The 36-month period referred to in this section does not include any period prior to November 22, 1996. Months in which food stamps are received for only part of the month shall be counted when determining whether the eligibility requirement contained in this section has been met. Counties shall provide written information at application and recertification which outlines the requirements contained in Section 63-410.

- .1 36-month Period Defined; Tracking ABAWD Compliance
  - .11 The 36-month period identified in Section 63-410 begins November 22, 1996 for all food stamp recipients who are subject to the ABAWD work requirement on that date and such persons' compliance with this requirement shall begin on December 1, 1996. For all other food stamp applicants and recipients, the 36-month period begins on the first day of the first full calendar month such persons become subject to the ABAWD work requirement.
  - .12 The period identified in Section 63-410.11 is a fixed period which continues uninterrupted for 36 months regardless of the number of times an individual becomes exempt in accordance with Section 63-410.3 or leaves the Food Stamp Program and subsequently reapplies.
  - .13 A county is not required to begin tracking an individual's food stamp eligibility based on compliance with, or exemption from, the ABAWD work requirement until the first month of the 36-month period identified in Section 63-410.11.
  - .14 Each month the CWD is required to update the appropriate screen in the Medi-Cal Eligibility Data System (MEDS) to indicate an individual's work or exemption status. The update shall be done after the month's food stamp issuance and before the next month's food stamp issuance.

<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
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Example - An individual applies for food stamps for the first time in March 1997 and is determined exempt from the ABAWD work requirement. The individual's exemption ends during December 1997 and he becomes subject to the ABAWD work requirement as of January 1, 1998. The county would track the individual's ABAWD compliance or exemption status for all months food stamps are received during the 36-month period which began January 1, 1998 and ends December 31, 2000.

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.2 Satisfying the ABAWD Work Requirement

.21 The ABAWD work requirement is fulfilled by performing one of the following:

.211 Working 20 hours or more per week (averaged monthly);

- (a) The food stamp recipient shall submit documentation verifying the number of hours worked.

Section 63-410.211(a)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

- (QR) (1) A food stamp recipient who is satisfying the ABAWD work requirement through employment must report within 10 days when hours of work drop to below 20 hours per week or 80 hours per month. This mandatory recipient mid-quarter reporting requirement does not apply to persons who meet one of the exemptions at Section 63-410.3 or live in a county with an approved ABAWD waiver. Persons who are satisfying the ABAWD work requirement through a combination of education/training and employment of less than 20 hours per week are not subject to the mid-quarter requirement when hours of employment are reduced.
- (b) Hours worked for in-kind income shall count toward the 20-hour weekly minimum if the food stamp recipient provides documentation, such as pay stubs, verifying that the in-kind income being reported was an actual benefit received from the employer.



<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
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- .212 Participating in a workfare program as defined in Section 20 of the Food Stamp Act (7 U.S.C. 2029) or in a comparable program. This includes workfare job search identified in Section 63-407.841(b)(1)(A); or
- .213 Participating in an allowable “work program” for 20 hours or more per week (averaged monthly). For purposes of this section, an allowable work program means one of the following:
  - (a) A program under the Job Training Partnership Act;
  - (b) A program under Section 236 of the Trade Act of 1974 (19 U.S.C. 2296); or
  - (c) A program of employment and training approved by a state agency, including the Food Stamp Employment and Training (FSET) program described in Section 63-407.8, and refugee employability services identified in 45 CFR 400.154.
    - (1) Hours spent in job search or job search training activities identified in Section 63-407.841(a) shall not count toward completion of the ABAWD work requirement.
- .22 Good Cause
  - .221 If an individual works an average of 80 hours per month but missed some scheduled work for a circumstance beyond his/her control and the absence is temporary and the individual retains his/her job, the individual shall have met the ABAWD work requirement for the month. As defined in Section 63-407.5, good cause for circumstances beyond the individual’s control includes, but is not limited to, illness, illness of another household member requiring the presence of the ABAWD, a household emergency, or the unavailability of transportation.
  - .222 An individual satisfying the ABAWD work requirement through FSET, who missed scheduled work in a month for a circumstance beyond his/her control provided in Section 63-410.221, shall have met the ABAWD work requirement and complied with the FSET assignment for that month.

**.3 Exemptions**

The following individuals are exempt from the ABAWD work requirement:

- .31 Persons exempt from the work registration requirements as specified in Section 63-407.21;

63-410 (Cont.)	FOOD STAMP REGULATIONS ELIGIBILITY STANDARDS	Regulations
<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
.32	An individual who is:	
	.321 Under 18 or 50 years of age or over;	
	.322 Pregnant; or	
	.323 Any adult living in a household that contains a dependent child.	
.33	Persons living in any portion of the state which has received Federal approval to waive application of the ABAWD work requirement shall also be considered exempt from the requirements of Section 63-410.	
.34	Individuals who qualify for the 15 percent ABAWD exemption determined by the CWD. The number of individuals, who can be exempted by a CWD each year under this section, and the duration of these exemptions, are limited to the number of ABAWD exemption months allocated each year by CDSS to each CWD.	
.35	Those months during which an individual is exempt for all or part of the month, in accordance with Section 63-410.3, shall not be considered in determining whether the participation requirement identified in Section 63-410 has been satisfied.	
.36	Persons who become exempt after having lost eligibility in accordance with Section 63-410.4 or .522 are not subject to the ABAWD work requirement while exempt and may resume receiving food stamps by reapplying if otherwise eligible.	
(QR) .37	Repealed by Manual Letter No. FS-06-03 effective 8/19/06.	

<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
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.4 Loss of Eligibility

.41 When the CWD determines that an individual has failed to meet the ABAWD work requirement for three countable months during the 36-month period identified in Section 63-410.1, the CWD shall issue a timely notice in the third month to discontinue the individual's food stamp benefits. In addition to the timely and adequate requirements specified in Section 63-504.21, the notice shall:

.411 Identify the reason the individual's food stamps are being discontinued;

.412 List those months for which the CWD has determined that the ABAWD work requirement was not satisfied;

.413 Provide that for any of the three countable months identified in Section 63-410.412 evidence may be presented that demonstrates the individual met or was exempt from the ABAWD work requirement, or that good cause existed in accordance with Section 63-410.221; and

.414 Specify how the individual may regain eligibility in accordance with Section 63-410.5.

.42 If the ABAWD provides evidence that demonstrates he/she should not lose food stamp eligibility, the CWD shall rescind the notice and restore any benefits that were inappropriately withheld.

.43 The period of ineligibility shall begin with the first full month following expiration of the adverse notice period, unless a state hearing is requested. If a state hearing is requested, benefits shall continue in accordance with Section 63-804.6.

.431 Each individual has a right to a state hearing to appeal a termination or reduction of benefits due to a determination of nonexempt status, or a determination of failure to satisfy the ABAWD work requirement.

.44 Determinations of ineligibility shall be made when the CWD becomes aware that a nonexempt recipient has failed to meet the requirements of Section 63-410.

.45 Repealed by Manual Letter No. FS-97-05, effective 11/16/97

.5 Regaining Eligibility

.51 An individual denied eligibility for failing to satisfy the ABAWD work requirement may regain eligibility if, during a 30-day period, the individual performs one of the following:

.511 Works for 80 or more hours;

.512 Participates in a workfare assignment.

<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
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- (a) when an applicant regains eligibility by completing a workfare assignment during the 30-day application period, benefits shall be issued back to the date of application; or
- .513 Participates in an allowable work program as defined in Section 63-410.213 for at least 80 hours.
- .52 When, during the 36-month calendar period identified in Section 63-410.1, an individual stops performing the ABAWD work requirement after regaining eligibility in accordance with Section 63-410.51, the individual shall remain eligible for food stamps for a period of three consecutive countable months, beginning on the first month following the date the individual notifies the CWD or the CWD learns that the individual is not satisfying the ABAWD work requirement. The CWD shall provide a 10-day notice informing the individual of his/her change in status. If the individual has been meeting the ABAWD work requirement by participating in county workfare or another allowable work activity as specified in Section 63-410.213, the three consecutive countable months shall start the first month following the date the CWD notifies the individual that he/she is no longer meeting the ABAWD work requirement.
- .521 The three-month period of eligibility identified in Section 63-410.52 is available to an individual only once during a 36-month period. Upon completion of this three-month period, an individual is ineligible for food stamps for the remainder of the 36-month period, unless he/she becomes exempt or satisfies the ABAWD work requirement for each month food stamps are requested.

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Example - A nonexempt individual fails to comply with the 20-hour work requirement during months two, three and four of the 36-month period and so is ineligible for food stamps. In month seven, the client obtains employment and works more than 80 hours during that month. At the beginning of month eight, the client loses the job. The client can receive food stamps for months eight, nine, and ten, regardless of whether the ABAWD work requirement is satisfied. Beginning with month eleven and for the remaining months of the 36-month period, the client can only receive food stamps for those months during which he is exempt from or in compliance with the ABAWD work requirement.

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- .522 When an individual fails to satisfy the ABAWD work requirement after completion of the three-month period identified in Section 63-410.52, requirements at Section 63-410.4 shall apply. However, the notice required by Section 63-410.41 shall specify that the individual can only receive food stamps if one of the conditions identified in Section 63-410.521 is met.

<b>63-410</b>	<b>FOOD STAMP WORK REQUIREMENT FOR ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) (Continued)</b>	<b>63-410</b>
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.523 Repealed by Manual Letter No. FS-04-02, effective 1/16/04.

.53 Notwithstanding any other provision of this section, when an individual fails without good cause to comply with an ABAWD work requirement and the noncompliance is a sanctionable action under Section 63-407 or Section 63-408, the individual may not reestablish eligibility until the minimum sanction period identified in Section 63-407.53 is completed.

.6 Section 63-410.6(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(QR) Treatment of ABAWD Months for Quarterly Reporting

(QR) .61 A county shall take a county-initiated mid-quarter action to discontinue a case whenever an ABAWD uses up three out of 36 months. A county-initiated action shall also be taken when an ABAWD's three consecutive-month period identified in Section 63-410.52 is completed and to an ABAWD who has regained eligibility and subsequently stops meeting the work requirement.

NOTE: Authority cited: Sections 10553, 10554, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code; 7 U.S.C. 2015(d) and (o); instructions received from Dennis Stewart, Regional Director of the Food Stamp Program, Food and Nutrition Service (FNS) dated April 21, 1998, 7 CFR 273.7(f); 7 CFR 273.13; 7 CFR 273.24(b), (c), (e), and (g); 45 CFR 400.154; FNS policy interpretation dated September 16, 2003; FNS letter dated July 25, 2003; and Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver dated April 1, 2003.

<b>63-411</b>	<b>CFAP WORK REQUIREMENTS</b>	<b>63-411</b>
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As a condition of eligibility, CFAP recipients who are not exempt must participate as follows:

.1 CFAP recipients who are also CalWORKs recipients must comply with Welfare-to-Work (WTW) requirements contained in MPP Chapter 42-700.

.11 All WTW exemptions at Section 42-712 apply to CFAP recipients identified in Section 63-411.1.

.12 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.

.121 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.

(a) Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.

<b>63-411</b>	<b>CFAP WORK REQUIREMENTS</b>	<b>63-411</b>
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(Continued)

- .2 CFAP recipients who do not receive CalWORKs must satisfy the Able-Bodied Adult Without Dependents (ABAWD) work requirement defined at Section 63-410.
- .21 Exemptions at Section 63-410.3 apply to ABAWD CFAP recipients.
- .22 Effective April 1, 2003, if an ABAWD CFAP recipient begins receiving federal food stamps after reaching his/her five-year residency requirement, CWDs must establish a new 36-month period in accordance with Section 63-410.1 and begin tracking the 36-month calendar on the Medi-Cal Eligibility Data System (MEDS) as specified in Section 63-410.14.
- .221 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .222 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .223 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .224 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .23 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .3 Food stamp work registration requirements at Section 63-407 and voluntary quit and reduction of work effort requirements at Section 63-408 apply to CFAP recipients who do not receive CalWORKs.
- .31 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .32 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.
- .33 Repealed by CDSS Manual Letter No. FS-00-03, effective 3/2/00.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 18930.5 (as added by AB 2779, Statutes of 1998, Section 35); Article 3.2 of Chapter 2 of Part 3 of Division 9, Welfare and Institutions Code; AB 1111, Chapter 147, Statutes of 1997 CFR 273.7; 8 U.S.C. 1612(a)(2); Section 4401(c) of the Food Stamp Reauthorization Act of 2002 (P.L. 107-171); and Administrative Notice 03-04, dated October 21, 2002.

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**FOOD STAMP REGULATIONS  
ELIGIBILITY DETERMINATIONS**

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<b>63-501</b>	<b>RESOURCE DETERMINATIONS</b>	<b>63-501</b>

The CWD shall apply the uniform national resource standards of eligibility to all applicant households, except as specified in Sections 63-301.7 and .82.

**.1 Definition of Resources**

In determining the resources of a household, the following shall be included and documented by the CWD in sufficient detail to permit verification:

- .11 Liquid resources, such as cash on hand, money in checking or savings accounts, savings certificates, trust deeds, notes receivable, stocks or bonds, non-recurring lump sum payments, funds held in individual retirement accounts (IRAs) and funds held in accessible Keogh plans.
  - .111 A nonrecurring lump sum payment includes, but is not limited to, income tax refunds, rebates or credits; retroactive lump-sum social security, railroad retirement benefits, or other payments; retroactive payments from the approval of an application for any assistance program; court ordered retroactive payments for any assistance program; supplemental or corrective payments received for a previous month from any assistance program; lump-sum insurance settlements; or refunds of security deposits on rental property or utilities. These payments shall be counted as resources in the month received, unless specifically excluded from consideration as a resource by other Federal law as specified in Section 63-501.3(l), Section 63-506, or Section 63-507.
  - .112 Accessible Keogh plans are those which are established solely between household members.
  - .113 In counting resources of households with IRAs or accessible Keogh plans, the CWD shall include the total cash value of the account or plan minus the amount of the penalty (if any) that would be exacted for the early withdrawal of the entire amount in the account or plan.

<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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.12 Nonliquid resources, such as personal property, buildings, land, recreational properties, and any other property, provided that these resources are not specifically excluded under Section 63-501.3. The value of nonexempt resources shall be its equity value. The equity value is the fair market value less encumbrances.

.2 Joint Ownership

.21 Resources owned jointly by separate households (including non-food stamp households) shall be considered available in their entirety to each household, unless it can be demonstrated by the applicant household that such resources are inaccessible to that household. If the household can demonstrate that it has access to only a portion of the resource, the value of that portion of the resource shall be counted toward the household's resource level. The resource shall be considered totally inaccessible to the household if the resource cannot practically be subdivided and the household's access to the value of the resource is dependent on the agreement of a joint owner who refuses to comply. A resource cannot be practically subdivided if the financial value of the proportionate share would be significantly reduced by sale of only the subdivision. Resources owned jointly by household members and persons in the household who are disqualified or ineligible aliens (who would otherwise be household members) shall be considered available to the household, as required by Section 63-503.44.

.22 If a resource is jointly held by members of the same food stamp household and one of the members is receiving PA and the other is not receiving PA, then exclude the amount that was counted in determining the PA eligibility.

**63-501 RESOURCE DETERMINATIONS (Continued)****63-501****.3 Exclusions from Resources**

In determining the resources of a household, only the following shall be excluded:

- (a) The home and surrounding property which is not separated from the home by intervening property owned by others. Public rights of way, such as roads which run through the surrounding property and separate it from the home, will not affect the exemption of the property. The home and surrounding property shall remain exempt when temporarily unoccupied for reasons of employment, training for future employment, illness, or uninhabitability caused by casualty or natural disaster, if the household intends to return. Households that currently do not own a home, but own or are purchasing a lot on which they intend to build or are building a permanent home, shall receive an exclusion for the value of the lot and, if it is partially completed, for the home.
- (b) Households goods, personal effects, including one burial plot per household member, the cash value of life insurance policies, the cash value of pension plans or funds, and Keogh plans which involve a contractual relationship with individuals who are not household members.
- (c) Vehicles shall be excluded.
  - (1) Renumbered to MPP Section 42-215.481 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.
  - (2) Renumbered to MPP Section 42-215.482 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.
- (d) Resources with an equity value of \$1,500 or less, excluding financial instruments such as stocks, bonds and negotiable financial instruments.
- (e) Property which annually produces income consistent with its fair market value, even if only used on a seasonal basis. Such property shall include rental homes and vacation homes.

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To determine if property is producing income consistent with its fair market value, the CWD may contact local realtors, local tax assessors, the Small Business Administration, Farmer's Home Administration, or other similar sources. Newspaper classified advertisements can also be used as a resource.

All findings/determinations should be documented in the case file.

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- (f) Property which is essential to the employment or self-employment of a household member.

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- (1) Property may be farmland or work-related equipment, such as the tools of a tradesman or the machinery of a farmer.

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- (2) Resources of a business that are identifiable, such as funds in a checking or savings account, whether maintained exclusively for business purposes or commingled with nonexcluded funds, shall be excluded from resources to the extent that the funds represent averaged self-employment income and the funds necessary to produce that income, for the period of time over which the funds have been averaged as specified in Section 63-503.412.

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(A) For example:

A farmer receives gross income of \$4500 from the sale of his crop. This money is deposited into his joint business/personal checking account which already contains \$500 in personal funds. The personal funds are an includable resource for food stamps because they are not essential to the farmer's business. The \$4500 is not includable as a resource for two reasons. First, the gross amount less expenses of \$1500 has already been counted as income in accordance with Section 63-503.41. \$250 has been determined as the monthly average of the net annual income, \$3000 (\$3000 divided by 12 months). Secondly, the money is essential to the farmer's business.

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(3) When a household member ceases to be self-employed in farming, property which was essential to this self-employment will continue to be excluded as a resource for a period of one year from the date of termination.

(g) Installment contracts for the sale of land or buildings if the contract or agreement is producing income consistent with its fair market value. The exclusion shall also apply to the value of the property sold under the installment contract, or held as security in exchange for a purchase price consistent with the fair market value of that property.

The full value of trust deeds and notes receivable shall be considered exempt liquid resources provided that the household receives income from the trust deed or note receivable that is consistent with its fair market value. The interest portion of the repayment of these transactions shall be counted as unearned income to the household in accordance with Section 63-502.125. The principal portion of the repayment shall be treated as a nonexcluded resource and added to the household's resource level. If the payments are for interest only, then it shall be determined whether that amount represents an appropriate rate of return on the transaction.



<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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If the CWD determines the rate of return is not consistent with interest rates normally charged in similar business transactions, then the resource shall not be exempted. Installment contracts, trust deeds, and notes receivable shall lose their exempt status when sold.

(h) Any governmental payments which are designated for the restoration of a home damaged in a disaster, if the household is subject to a legal sanction if the funds are not used as intended. Such payments shall not be limited to those made by the Department of Housing and Urban Development through the individual and family grant program, disaster loans, or grants made by the Small Business Administration.

(i) Resources which have a cash value that is not accessible to the household, such as, but not limited to:

(1) Irrevocable trust funds.

Any funds in a trust or transferred to a trust, and the income produced by that trust, shall be considered inaccessible to the household if all of the following are met:

(A) The trustee administering the funds is either:

1. A court, or an institution, corporation or organization which is not under the direction or ownership of any household member; or,
2. An individual appointed by the court who has court imposed limitations placed on his/her use of the funds which meet the requirements of Section 63-501.3(h);

(B) The funds held in irrevocable trust are either:

1. Established from the household's own funds if the trustee uses the funds solely to make investments on behalf of the trust or to pay the educational or medical expenses of any person named by the household creating the trust; or,
2. Established from non-household funds by a non-household member regardless of how these funds will be used;

(C) The trust investments do not directly involve or assist any business or corporation under the control, direction or influence of a household member;

(D) The trust arrangement will not likely cease during the certification period; and,

(E) No household member has the power to revoke the trust arrangement or change the name of the beneficiary during the certification period.

<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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- (2) Security deposits on rental property or utilities,
  - (3) Property in probate,
  - (4) Real property which the household is making a good faith effort to sell at a reasonable price and which has not been sold, and
  - (5) Property, other than financial instruments (stocks, bonds, legally binding promissory notes, etc.) or vehicles, which if sold or otherwise disposed would produce more than \$1,500.
- (A) Repealed by CDSS Manual Letter No. FS-01-02, effective 6/1/01.
- (B) Repealed by CDSS Manual Letter No. FS-01-02, effective 6/1/01.

<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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(6) If information is questionable, as defined in Section 63-300.53, verification shall be obtained through a collateral contact or documentation.

| (j) Resources, such as those of students or self-employed persons, which have been prorated as income. (See Section 63-503.212(b) on determining and averaging income and Section 63-503.41 on the treatment of self-employment income.)

(1) Where an exclusion applies to the use of a resource by or for a household member, the exclusion shall also apply to the use of a resource by or for an ineligible alien or a disqualified person whose resources are considered available to the household.

| (k) Resources and/or income of Native Americans and Alaska Natives as specified in Section 63-506.

| (l) Resources and/or income that are specifically excluded for food stamp purposes by any other federal statute as specified in Section 63-507.

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**63-501 RESOURCE DETERMINATIONS (Continued)****63-501**

(m) Earned Income Tax Credits (EITC) payments shall be excluded as follows:

(1) A federal EITC payment received either as a lump sum or as payments under Section 3507 of the Internal Revenue Code for the month of receipt and the following month for the individual and that individual's spouse.

(2) Section 63-501.3(m)(2)(MR) shall become inoperative and Section 63-501.3(m)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Any federal, state or local EITC payment received by any household member shall be excluded for 12 months, provided the household was participating in the Food Stamp Program at the time of receipt of the earned income tax credit and provided the household participates continuously during that 12-month period. Continuous participation includes breaks in participation of one month or less due to administrative reasons, such as delayed recertifications or missing or late CA 7s.

(QR) Any federal, state or local EITC payment received by any household member shall be excluded for 12 months, provided the household was participating in the Food Stamp Program at the time of receipt of the earned income tax credit and provided the household participates continuously during that 12-month period. Continuous participation includes breaks in participation of one month or less due to administrative reasons, such as delayed recertifications or missing or late QR 7s.

(3) The following provisions apply to both Sections 63-501.3(l)(1) and (2).

(A) If the pay stub does not indicate an EITC advance payment was received, no further action is required.

(B) If it is unclear from the pay stub what amount of EITC advance payment the recipient received, the CWD shall obtain clarification from the recipient and contact the employer if necessary to obtain the amount.

(n) At the time of application, any resources of a woman or women with children who are temporarily residing in a shelter for battered women and children shall be considered inaccessible if;

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<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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- (1) the resources are jointly owned by the resident and member(s) of the former household from which the resident fled, and
- (2) the resident's access to such resources requires the consent of both the resident and the member(s) of the former household.
- (o) Non-liquid asset(s) against which a lien has been placed as a result of taking out a business loan and the household is prohibited by the security or lien agreement with the lien holder (creditor) from selling the asset(s).
- (p) Resources of any household member receiving PA. If a resource is jointly held by a Food Stamp household member who is receiving PA and a Food Stamp household member who is not receiving PA, then exclude the amount that was counted in determining the PA eligibility.
- (q) Property, real or personal, to the extent that it is directly related to the maintenance or use of a vehicle excluded under Sections 63-501.521(a), (b) or (f). Only that portion of real property determined necessary for maintenance or use is excludable under this provision.

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- (1) For example, a household which owns a produce truck to earn its livelihood may be prohibited from parking the truck in a residential area. The household may own a 100-acre field and use a quarteracre of the field to park and/or service the truck. Only the value of the quarteracre would be excludable under this provision, not the entire 100-acre field.

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- (r) Restricted accounts as defined in the Eligibility and Assistance Standards Manual at MPP Section 89-130.

.4 Handling of Excluded Funds

- .41 Excluded funds that are kept in a separate account, and that are not commingled in an account with nonexcluded funds, shall retain their resource exclusion for an unlimited period of time.



<b>63-501</b>	<b>RESOURCE DETERMINATIONS (Continued)</b>	<b>63-501</b>
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.42 Resources of students and self-employed household members which are excluded in accordance with Section 63-501.3(i) and are commingled in an account with nonexcluded funds, shall retain their exclusion only for the period of time over which they have been prorated as income.

.43 All other funds excluded as resources which are commingled in an account with nonexcluded funds shall retain their exemption only for six months from the date they are commingled. After six months from the date of commingling, all funds in the commingled account shall be counted as a resource.

.5 Resource Values

The value of nonexcluded resources shall be their equity value. The equity value is the fair market value less encumbrances.

.51 Renumbered to MPP Section 42-215.41 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.511 Renumbered to MPP Section 42-215.411 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.512 Renumbered to MPP Section 42-215.412 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.513 Renumbered to MPP Section 42-215.413 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

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.514 Deleted by Manual Letter No. FS-04-01, effective 1/1/04.

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.52 Renumbered to MPP Section 42-215.43 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.521 Renumbered to MPP Section 42-215.431 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.522 Renumbered to MPP Section 42-215.44 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

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.523 Renumbered to MPP Section 42-215.45 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

.524 Renumbered to MPP Section 42-215.46 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

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(a) Renumbered to MPP Section 42-215.461 by Manual Letter Nos. FS-04-01 and EAS-04-01, effective 1/1/04.

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.525 Repealed by Manual Letter No. FS-04-01, effective 1/1/04.

.53 Renumbered to Section 42-215.42 by Manual Letter No. FS-04-01, effective 1/1/04.

**.6 Transfer of Resources**

.61 At the time of application, households shall be asked to provide information regarding any resources which any household member or ineligible alien or disqualified person whose resources are considered available to the household has transferred within the three-month period immediately preceding the date of application. Households which have transferred resources knowingly for the purpose of qualifying or attempting to qualify for food stamp benefits shall be disqualified from participation in the program for up to one year from the date of the discovery of the transfer. This disqualification period shall be applied if the resources are transferred knowingly in the three-month period prior to application or if they are transferred knowingly after the household is determined eligible for benefits.

.62 Eligibility for the program shall not be affected by the following transfers:

.621 Resources which would not otherwise affect eligibility, for example, resources consisting of excluded personal property such as furniture or of money that, when added to other nonexempt household resources, totaled less at the time of the transfer than the allowable resource limits;

.622 Resources which are sold or traded at, or near, fair market value;

.623 Resources which are transferred between members of the same household; including ineligible aliens or disqualified persons whose resources are considered available to the household;

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- .624 Resources which are transferred for reasons other than qualifying or attempting to qualify for food stamp benefits, for example, a parent placing funds into an educational trust fund described in Section 63-501.3(h).
- .63 Notice Requirements
- .631 In the event the CWD establishes that an applicant household knowingly transferred resources for the purpose of qualifying or attempting to qualify for Food Stamp benefits, the household shall be sent a notice of action denying the application and explaining the reason for the length of the disqualification. The period of disqualification shall begin in the month of application.
- .632 If the household is participating at the time of the discovery of the transfer, a notice of action explaining the reason for and length of the disqualification shall be sent. The period of disqualification shall be made effective with the first allotment to be issued after the period for timely notice has expired, unless the household has requested a state hearing and continued benefits.
- .64 The length of the disqualification period shall be based on the amount by which nonexempt transferred resources, when added to other countable resources, exceeds the allowable resource limits.

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- .641 For example, if a one-person household with \$1,250 in the bank, transferred ownership of a car worth \$5,500, \$1,000 of that transfer would be considered because the first \$4,500 of the car's value is exempt. When that \$1,000 is added to the \$1,250 in the bank and applied toward the \$2,000 resource limit, \$250 is left as excess resources and used to determine the period of disqualification.

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.642 The following chart shall be used to determine the period of disqualification.

Amount in Excess of the Resource Limit	Period of Disqualification
\$0 to 249.99.....	1 month
\$250 to 999.99.....	3 months
\$1,000 to 2,999.99.....	6 months
\$3,000 to 4,999.99.....	9 months
\$5,000 or more .....	12 months

.65 A transfer of assets to qualify for the Program shall not be treated as a fraudulent action in and of itself. However, concealment and misrepresentation of the assets transfer shall constitute fraud and shall be subject to the intentional Program violation provisions of Section 63-805.

.7 Resources of Nonhousehold Members

The resources of nonhousehold members, as defined in Section 63-402.21, shall be handled in accordance with Section 63-503.45.

.8 Resources of Excluded Household Members

The resources of excluded household members, as defined in Sections 63-402.221, .222, .223, and .224, shall be handled in accordance with Section 63-503.44. The income and resources of excluded household members, as defined in Sections 63-402.225, .226, and .227, shall be handled in accordance with Section 63-503.45.

NOTE: Authority cited: Sections 10553, 10554, 11209, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901, 18901.9, 18904, and 18910, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 272.8(e)(17); 7 CFR 273.2(j)(4); 7 CFR 273.8; 7 CFR 273.8(e)(11), (12)(ii), and (18); 7 CFR 273.8(f) and (h); Federal Register Volume 68, No. 168, Page 51933 published on August 29, 2003; Public Law (P.L.) 100-50, Sections 22(e)(4) and 14(27), enacted June 3, 1987; P.L. 101-201; P.L. 101-426, Section 6(h)(2), as specified in United States Department of Agriculture (U.S.D.A.), Food and Nutrition Service (FNS), Administrative Notice (AN) 91-37; P.L. 101-508, Section 11111(b); P.L. 101-624, Section 1715; P.L. 102-237, Section 905, as specified in Federal Administrative Notice 92-12, dated January 9, 1992; Section 2466d., Title 20, United States Code (U.S.C.); 7 U.S.C. 2014(d) and (g)(6)(A)(i); 26 U.S.C. 32(j)(5); 42 U.S.C.A. 5122 as amended by P.L. 100-707, Section 105(i); U.S.D.A., FNS, ANs 91-30 and 94-39; Index Policy Memo 90-22, dated July 12, 1990; U.S.D.A., FNS, AN 94-58, dated July 5, 1994; P.L. 104-193, Sections 810 and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171).

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS</b>	<b>63-502</b>
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.1 Income Definition

.11 Gross income shall include:

- .111 All income from whatever source, except as specified in Section 63-502.12 and excluding only those items in Section 63-502.2.
- .112 All earned income as specified in Section 63-502.13 and all unearned income as specified in Section 63-502.14.

.12 Income shall not include the following:

- .121 Monies withheld from an assistance payment, earned income, or other income source, or monies received from any income source which are voluntarily or involuntarily returned, to repay a prior overpayment received from that income source, provided that the overpayment was not excludable under Section 63-502.2, or due to the household's failure to comply as specified in Section 63-502.17.
- .122 Child support payments received by AFDC recipients, directly from a nonhousehold member, which must be transferred to the District Attorney's office or other county agency administering Title IV-D (Child Support Requirements) of the Social Security Act, to maintain AFDC eligibility.

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- .13 Earned income shall include:
- .131 All wages and salaries of an employee.
  - .132 The gross income from a self-employment enterprise, including the total gain from the sale of any capital goods or equipment related to the business, excluding the costs of doing business as provided in Sections 63-502.2 and 63-503.415(d).
    - (a) Ownership of rental property shall be considered as self-employment enterprise; however, income derived from the rental property shall be considered earned income only if a member of the household is actively engaged in the management of the property at least an average of 20 hours a week.
    - (b) Payments from a roomer or boarder, except foster care boarders as specified in Section 63-402.322 shall also be considered self-employment income.
  - .133 Training allowances from vocational and rehabilitation programs recognized by federal, state, or local governments, to the extent they are not a reimbursement.
  - .134 Payments to volunteers under Title I (VISTA) of the Domestic Volunteer Service Act excluding payments made to households specified in Section 63-502.2 who at the time they joined VISTA, were not receiving public assistance or food stamps.
  - .135 Earnings of individuals who are participating in on-the-job training programs under Section 204(b)(1)(C) or Section 264(c)(1)(A) of the Workforce Investment Act except as specified in Section 63-502.2(i)(1), or Title I of the National and Community Services Act (NCSA) of 1990, except as specified in Sections 63-507(a)(4) and (a)(17)(A). The NCSA includes programs under the Serve America, American Conservation and Youth Corps, and National and Community Service subtitles.
  - .136 Any portion of strikers' benefits which are received as compensation for picketing.
  - .137 Work study income which has not been excluded by federal statute, as specified in Section 63-502.2(l)(4), or through application of allowable exclusions as specified in Section 63-502.2(e).
- .14 Unearned income shall include, but not be limited to:
- .141 Assistance payments from Aid to Families with Dependent Children (AFDC), General Assistance/General Relief (GA/GR), Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), or other assistance programs based on need except as specified in Section 63-501.111.

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (a) Such assistance is considered to be unearned income even if provided in the form of a vendor payment (provided to a third party on behalf of the household), unless the vendor payment is specifically exempt from consideration as countable income as specified in Section 63-502.2(b)(2).
- (b) Assistance payments from programs which require, as a condition of eligibility, the actual performance of work without compensation other than the assistance payments themselves, shall be considered unearned income, except for special allowances excluded under Section 63-502.2(f)(1).

- .142 Annuities, pensions, retirement, veteran's, or disability benefits; worker's or unemployment compensation; old-age, survivors, or social security benefits; strikers' benefits except as specified in Section 63-502.135; foster care payments for children or adults who are members of the food stamp household as specified in Section 63-402.322(b); and any deemed income from a sponsor who has signed an I-864 and/or I-864A paid to a sponsored noncitizen.
- .143 Gross income minus the cost of doing business derived from rental property in which a household member is not actively engaged in the management of the property at least an average of 20 hours a week.
- .144 Support or alimony payments made directly to the household from nonhousehold members, except as provided in Section 63-502.122.
- .145 Scholarships, educational grants, fellowships, deferred payment loans for education, veteran's educational benefits and the like which have not been excluded by federal statute, as specified in Section 63-502.2(l)(4) or through application of allowable exclusions as specified in Section 63-502.2(e).
- .146 Payments from government-sponsored programs, dividends, interest, royalties, and all other direct money payment from any source which can be construed to be a gain or benefit.

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- .147 Monies which are withdrawn or dividends which are or could be received by a household from an excluded trust fund [see Section 63-501.3(h)]. Such trust withdrawals shall be considered income in the month received, unless excluded under Section 63-502.2. Dividends which the household has the option of either receiving as income or reinvesting in the trust are to be considered as income in the month they become available to the household unless excluded under Section 63-502.2.
- .148 Reimbursements which exceed total expenses or which are intended to cover living expenses, such as food, rent, and clothing.



**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- .149 Monies that are legally obligated and otherwise directly payable to the household, but which are diverted by the provider of the payment to a third party for a household expense shall be counted as income and not excluded as a vendor payment. The distinction is whether the person or organization making the payment on behalf of a household is using funds that otherwise would have to be paid to the household.

- (a) This does not apply to payments made to landlords or mortgagees by the Department of Housing and Urban Development (HUD). HUD payments are excluded from income as a vendor payment. Such payments include housing and/or utility payments.

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Such funds include wages earned by a household member and therefore owed to the household, a public assistance grant to which a household is legally entitled, and support or alimony payment in amounts which legally must be paid to a household member. If an employer, agency, or former spouse who owes these funds to a household diverts them instead to a third party to pay for a household expense, these payments shall still be counted as income to the household.

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- .15 In accordance with Section 63-503.441, the earned or unearned income of the following individuals shall be counted in its entirety as income to the remaining household members.
- .151 Individuals excluded from participation for committing intentional Program violations as provided in SDSS' Manual of Policies and Procedures, Division 20, Chapter 20-300.
- .152 Individuals sanctioned by a CWD while a participating member of a household disqualified for failure to comply with the CWD's Workfare Program requirements.
- .16 The earned or unearned income of the following excluded individuals shall be counted as income to the remaining household members in accordance with Section 63-503.442.
- .161 Individuals excluded from households for failing to comply with the SSN requirements in accordance with Section 63-404.4.
- .162 Individuals excluded from households for being an ineligible alien in accordance with Section 63-403.2.

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- .17 Income shall also include monies withheld from AFDC and GA/GR grants or other federal, state or local means-tested programs due to the household's failure to comply with that program's requirements. See Section 63-503.5.
- .171 For purposes of this section, "means-tested" means that the household's financial circumstances are considered in determining eligibility and/or benefit level, and these means-tested programs make publicly-funded payments to the household.
- .18 Net income shall mean gross income minus deductions, as specified in Section 63-502.3 and calculated in accordance with Section 63-503.31.
- .2 Income Exclusions. Only the following items shall be excluded from household income:
- (a) In-Kind Benefits
- (1) Any gain or benefit which is not in the form of money payable directly to the household, including nonmonetary or in-kind benefits, such as, but not limited to meals, clothing, public housing, or produce from a garden.

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(A) For Example:

If the employer provides housing to an employee, the value of the housing shall not be counted as income.

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- (2) Direct payments received in lieu of in-kind benefits due to the household's participation in a demonstration project authorized under federal law, or demonstration projects created by the waiver of federal provisions.
- (b) Vendor payments. Money that is not legally obligated to be paid to the household, but which is paid to a third party for a household expense by a person or organization outside of the household.
- (1) Wages earned by a household member that are garnished or diverted by an employer, and paid to a third party for a household's expenses, such as rent, shall be considered as income. However, if the employer pays a household's rent directly to the landlord in addition to paying the household its regular wages, this rent payment shall be excluded as a vendor payment.

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (2) A GA/GR vendor payment shall not be counted as income to the household, except if the payment is for housing or energy assistance. However, any portion of the GA/GR vendor payment for housing or energy assistance that is over and above the normal GA/GR grant would be considered emergency or special assistance, as specified in Sections 63-502.2(b)(2)(E) and 63-502.2(b)(3), and shall be excluded as income.

An AFDC, RCA, or ECA payment shall be considered an excludable vendor payment and not counted as income to the household if that payment is for:

- (A) Medical assistance;
- (B) Child care assistance;
- (C) Housing assistance payments made through a state or local housing authority; or
- (D) Emergency assistance provided to a third party on behalf of a migrant or seasonal farmworker household during the period household is in the job stream.

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- 1. This assistance may include, but is not limited to, emergency vendor payments for housing or transportation.

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- (E) Emergency or special assistance (as specified in Section 63-502.2(b)(3)).
- (F) Energy assistance as follows:
  - (1) Any payment or allowances made for the purpose of providing energy assistance under any federal law other than Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), including utility reimbursements made by the Department of Housing and Urban Development and the Rural Housing Service, or
  - (2) A one-time payment or allowance applied for on an as-needed basis and made under a federal or state law for the cost of weatherization or emergency repair as replacement of an unsafe or inoperative furnace or other heating or cooling device.

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A down payment followed by a final payment upon completion of the work is considered a one-time payment.

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- (3) All or part of an AFDC, GA/GR, RCA, or ECA grant which would normally be provided in a money payment to the household, but which is diverted to third parties or to a protective payee for purposes such as managing a household's expenses, shall be considered income to the household, except as specified in Section 63-502.2(b)(2). However, any payment by the CWD that would not normally be provided in a money payment to the household, and that is over and above the normal AFDC, GA/GR, RCA, or ECA grant, would be considered emergency or special assistance and shall be excluded as income if it is made directly to a third party for a household expense.

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If it is not clear that a certain type of AFDC, GA/GR, RCA, or ECA vendor payment is covered under this general exclusion policy, the CWD may apply, in writing, through SDSS to the FNS Regional Office for a determination of whether these vendor payments, that the CWD believes are provided for emergency or special circumstances, should be excluded.

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- (4) Deferred educational loans, grants, scholarships, fellowships, veterans' educational benefits, and the like, are legally obligated to the household and therefore are not vendor payments.

<b>63-502.2(c)</b>	<b>FOOD STAMP REGULATIONS ELIGIBILITY DETERMINATIONS</b>	<b>Regulations</b>
<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>

- (c) Cash donations received from one or more private, nonprofit charitable organizations of not more than \$300 in a calendar quarter i.e. January-March, April-June, July-September, October-December.

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- (1) For example, in a calendar quarter January through March, the household received \$100 in January, \$100 in February and \$200 in March, for a total of \$400 from two private nonprofit charitable organizations. The \$100 in January, \$100 in February and \$100 of the \$200 in March will be excluded for a total of \$300 which can be excluded under this provision. The remaining \$100 received in March will be counted as income to the household.

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- (d) Any prospectively budgeted income in the certification period which is received too infrequently or irregularly to be reasonably anticipated, but not in excess of \$30 in a quarter.
- (e) Educational assistance not otherwise excluded by federal statute as specified in Section 63-507(a)(6), to the extent that it is either earmarked by the lender, used for, or intended to be used for, allowable educational expenses at qualifying institutions as specified in Section 63-502.2(e)(3).

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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|  | (1) | The educational assistance may be in the form of loans on which payment is deferred, grants, scholarships, work study, fellowships, veterans' educational benefits, and the like.  |
|  | (2) | Allowable educational expenses include tuition and mandatory fees (including the rental or purchase of any equipment, materials, and supplies related to the pursuit of the course of study involved), books, supplies, transportation, dependent care, miscellaneous personal expenses (other than living expenses, such as rent or mortgage, personal clothing, or food eaten at home), and origination fees and insurance premiums on student loans.  |
|  | (3) | Qualifying institutions are: those providing secondary or post-secondary education or the equivalent of a secondary diploma, including correspondence schools at these levels; a school at any level for the physically or mentally handicapped; or a vocational education program.  |
|  | (A) | For the purpose of this provision, institution of post-secondary education means any public or private educational institution which: (a) meets the definition of institution of higher education as specified in Section 63-102(i), or (b) admits persons who are beyond the age of compulsory school attendance in the state in which the institution is located. The institution must be legally authorized or recognized by the state to provide: (a) an educational program beyond secondary education in the state, or (b) a program of training to prepare students for gainful employment. |

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<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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(4) The CWD shall verify all factors affecting Section 63-502.2(e). The student shall be responsible for providing the CWD with information to document:

(A) Amounts claimed for tuition, mandatory fees, books, supplies, transportation, dependent care and miscellaneous personal expenses.

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In order to document claimed costs a student may use, but is not limited to, student budgets, award letters, and/or receipts.

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<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (B) Until such time as appropriate verification is presented to the CWD, any portion of assistance received which is not verified shall not be excluded.
  - (C) Excludable expenses claimed by the student shall not exceed the value of the total amount of educational assistance received.
- (f) All loans, including loans from private individuals as well as commercial institutions, other than educational loans on which repayment is deferred as specified in Section 63-502.2(e).
- (g) Reimbursement for past or future expenses, to the extent they do not exceed actual expenses, and do not represent a gain or benefit to the household. Reimbursements for normal household living expenses such as rent or mortgage, personal clothing, or food eaten at home are a gain or benefit and, therefore, are not excluded. To be excluded, these payments must be provided specifically for an identified expense, other than normal living expenses, and used for the purpose intended. When a reimbursement, including a flat allowance, covers multiple expenses, each expense does not have to be separately identified as long as none of the reimbursement covers normal living expenses. The amount by which a reimbursement exceeds the actual incurred expense shall be counted as income. However, reimbursements shall not be considered to exceed actual expenses, unless the provider or the household indicates the amount is excessive.
- (1) Excludable reimbursements which are not considered to be a gain or benefit to the household include, but are not limited to the following:
  - (A) Reimbursements or flat allowances, including reimbursements made to the household as specified in Section 63-407.83, for job- or training-related expenses such as travel, per diem, uniforms and transportation to and from the job or training site. Reimbursements which are provided over and above the basic wages for these expenses are excluded; however, these expenses, if not reimbursed, are not otherwise deductible. Reimbursements for the travel expenses incurred by migrant workers are also excluded.

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (B) Reimbursements for out-of-pocket expenses of volunteers incurred in the course of their work.
- (C) Medical, as specified in Section 63-502.331, or dependent care reimbursements.
- (D) Reimbursements received by households to pay for services provided by Title XX of the Social Security Act.
- (E) Reimbursements made to the household, as specified in Section 63-407.83, for expenses necessary for participation in an education component under the FSET Program.
- (F) Payments or reimbursements made under an employment, education or training program initiated under Title IV-A of the Social Security Act after September 19, 1988, such as payments for GAIN supportive services.
- (G) Any allowance provided by the state or county no more frequently than annually for children's clothes when the children enter or return to school or daycare, except as specified in Section 63-502.2(g)(2)(C). Verification of attendance at school or daycare is not required.
- (H) Reimbursements received by households for participation in the GAIN Program.

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<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (2) The following shall not be considered a reimbursement excludable under this provision:
- (A) Portions of benefits provided under Title IV-A of the Social Security Act for work-related or child care expenses when adjustments have been made to the PA payments, except for such expenses made under an employment, education or training program initiated under Title IV-A after September 19, 1988.
  - (B) Clothing allowances specified in Section 63-502.2(g)(1)(F) if the monthly AFDC grant is reduced by the amount of the allowance during the month in which the allowance is provided.

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- (h) Monies received and used for the care and maintenance of a third-party beneficiary who is not a household member. If the intended beneficiaries of a single payment are both household and nonhousehold members, any identifiable portion of the payment intended and used for the care and maintenance of the nonhousehold member shall be excluded. If the nonhousehold member's portion cannot be readily identified, the payment shall be evenly prorated among the intended beneficiaries and the exclusion applied to the nonhousehold member's pro rata share or the amount actually used for the nonhousehold member's care and maintenance, whichever is less.
- (i) The earned income (as defined in Section 63-502.13) of children who are members of the household, who are elementary or secondary school students at least half time, and who have not attained their 19th birthday. Income of a student who attains their 19<sup>th</sup> birthday during the certification period, shall be excluded until the month following the month in which the student turned 19. If the student becomes 18 during an application month, the income is excluded in the month of application and counted in the following month except as specified in Section 63-507(a)(4)(A). The exclusion shall continue to apply during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or amount of work performed cannot be differentiated from that of other household members, the total earnings shall be prorated equally among the working members and the child's pro rata share shall be excluded. Individuals are considered children for purposes of this provision if they are under the parental control, as defined in Section 63-102(p)(1), of another household member.
- (1) Earnings to household members under 19 years of age who are under the parental control of another adult household member and who are participating in on-the-job training programs under Section 204(b)(1)(C) or 264(c)(1)(A) of the Workforce Investment Act, regardless of school attendance and/or enrollment.
- (j) Money received in the form of a nonrecurring lump-sum payment, including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, railroad retirement benefits, or other payments; retroactive payments from the approval of an application for any assistance program; AFDC homeless assistance payments for temporary shelter or permanent housing [see Section 63-102(h)]; court ordered retroactive payments for any assistance program; supplemental or corrective payments received for a previous month from any assistance program; lump-sum insurance settlements; or refunds of security deposits on rental property or utilities. These payments shall be counted as resources in the month received, in accordance with Section 63-501.111 unless specifically excluded from consideration as a resource by other federal laws as specified in Section 63-501.3(l), Section 63-506 or Section 63-507.
- (1) TANF payments made to divert a family from becoming dependent on welfare shall be excluded as a nonrecurring lump-sum payment if the payment is not defined as assistance because of the exception for nonrecurrent short-term benefits in 45 CFR 260.31 (b)(1).
- (k) The cost of producing self-employment income. The procedures for computing the cost of producing self-employment income are specified in Section 63-503.415.

<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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- (l) Income that is specifically excluded for Food Stamp purposes by any other federal statute as specified in Section 63-507.
- (m) Repealed by Manual Letter No. FS-91-06, effective 8/1/91.
- (n) Any payment made to an FSET Program participant, as specified in Section 63-407.83, for costs that are reasonably necessary and directly related to participation in the FSET Program.
  - (1) These costs include, but are not limited to:
    - (A) Dependent care costs, including the value of any dependent care service provided or arranged by the CWD;
    - (B) Transportation; and
    - (C) Other expenses related to work, training or education, such as uniforms, personal safety items or other necessary equipment and books or training manuals.
  - (2) These costs shall not include the cost of meals away from home.
- (o) Foster care payments received by households with foster care boarders who are not part of the food stamp household.
- (p) Child support payments that a household member pays to or for an individual living outside of the household.
  - (1) The child support exclusion is the monthly amount of child support payments that a household member, with a legal obligation to pay child support payments to or for an individual living outside of the household, actually makes.
  - (2) The payments shall be verified as specified in Section 63-300.51(j).
  - (3) Households that fail or refuse to cooperate by supplying the necessary verifications shall have their eligibility and benefit level determined without a child support exclusion.
  - (4) Payments are excluded only to the extent that they represent the household's child support obligation which has been ordered by a court or administrative authority.
  - (5) Child support payments made to a third party (e.g., a landlord or utility company) on behalf of the nonhousehold member in accordance with the support order shall be included in the child support exclusion. Payments made by a household with a legal obligation to obtain health insurance for a child shall also be included as part of the child support exclusion.

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- (6) Amounts paid toward arrearages shall be excluded from being counted as income.
- (q) All payments excluded from consideration as income in the Eligibility and Assistance Standards Manual at Section 44-111, with the exception of Sections 44-111.222, .223, .224, 23 and .43.

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- (1) Examples of excluded income include, but are not limited to, the following:
- (A) Any college work study programs.
  - (B) Child/Spousal support Disregard. The first \$50 per month of current child/spousal support paid to or on behalf of an assistance unit shall be disregarded when determining both eligibility and grant amount.
  - (C) Job Training Partnership Act (JTPA). All payments to and earnings of a child which are derived from participation in JTPA programs. All payments to an adult which are derived from participation in JTPA programs.
  - (D) All earned income of a child under 19 years old is exempt if he/she is a full-time student, or he/she has a school schedule that is equal to at least one-half of a full time curriculum, and he/she is not employed full time.
  - (E) Independent Living Program (ILP). Income and incentive payments earned by a child 16 years of age or older who is participating in the ILP.
  - (F) Relocation Assistance Benefit, paid by a public agency to a recipient who has been relocated as a result of a program of area redevelopment, urban renewal, freeway construction or any other public development, involving demolition or condemnation of existing housing.
  - (G) Payments received under the California Victims of Crimes Program.
  - (H) Allowance for training expenses paid to recipients participating in Department of Rehabilitation training programs.
  - (I) Any award or scholarship provided to or on behalf of a dependent child based on the child's academic or extracurricular activity.
  - (J) Contribution from persons or organizations that would not be available for expenditure unless used in accord with conditions imposed by the donor. For example, an uncle gives \$200 to the household to purchase new tires. \$200 is exempt when receipts for the intended purpose verify the expenditure.

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.3 Income Deductions

The CWDs shall allow the income deductions contained in this section when determining the Food Stamp household's net income eligibility and benefit level. The standard deduction, excess medical deduction, homeless standard shelter allowance, and the excess shelter deduction are: promulgated and updated by the USDA; published, as specified in 7 CFR 273.9(d)(1), (3), and (5); and to be implemented upon their effective date. The amounts for the earned income deduction and the dependent care deduction for nonelderly households are determined by federal law and published by the USDA in 7 CFR 273.9(d)(2) and (4), respectively. The current amounts are reproduced in Handbook Section 63-1101. Deductions shall be allowed only for the following:

.31 Standard Deduction

.311 A standard deduction is allowed for each household per month in an amount that is:

- (a) Equal to 8.31 percent of the income standard of eligibility established under MPP Section 63-409.1; but
  - (1) not more than 8.31 percent of the income standard of eligibility established under MPP Section 63-409.1 for a household of six members.
- (b) The standard deduction for each household shall not be less than \$134.

.32 Earned Income Deduction

The earned income deduction is a percentage of gross earned income as defined in Section 63-502.1. Earnings excluded in Section 63-502.2 shall not be included in gross earned income for purposes of computing the earned income deduction.

.33 Excess Medical Deduction

The excess medical deduction is the portion of medical expenses in excess of the allowable amount per month, excluding special diets, incurred by any household member who is elderly or disabled as defined in Section 63-102(e). Spouses or other persons receiving benefits as a dependent of the disability recipient are not eligible to receive this deduction.

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<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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.331 Allowable medical expense items are:

- (a) Medical and dental care including psychotherapy and rehabilitation services provided by a licensed practitioner or other qualified health professional authorized by state law (see Section 63-102);
- (b) Hospitalization or outpatient treatment, nursing care, and nursing home care, including payments by the household for an individual who was a household member immediately prior to entering a hospital or nursing home, provided by a facility authorized under state law;
- (c) Prescription drugs when prescribed by a licensed practitioner authorized under state law and other over-the-counter medication (including insulin) when prescribed by a licensed practitioner or other qualified health professional. In addition, costs of medical supplies, sick-room equipment (including rental) or other prescribed equipment are deductible;
- (d) Health and hospitalization insurance policy premiums. (The costs of sickness and accident policies such as those payable in lump-sum settlements for death or dismemberment or income maintenance policies such as those that continue mortgage or loan payments while the beneficiary is disabled are not deductible);
- (e) Medicare premiums related to coverage under Title XVIII of the Social Security Act; any share of cost or spend down expenses for medical costs incurred by Medi-Cal recipients;
- (f) The cost of securing and maintaining any service animal such as, but not limited to, seeing eye, hearing or service dogs, and the cost of related food and veterinarian bills;
- (g) Eye glasses or contact lenses prescribed by a physician skilled in eye disease or by an optometrist; dentures, hearing aids and prosthetics (including assistive devices);

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- (h) Actual cost of transportation provided that the allowance shall not exceed the actual cost of the least expensive mode of transportation (including common carrier) reasonably available to the recipient; and lodging to obtain medical treatment or services. When a more costly means of transportation, such as a taxi or private auto is the only means available, or has been determined by the county to have been reasonable and necessary given the individual's medical circumstances, the actual costs of such transportation shall be allowed.
- (i) Maintaining an attendant, homemaker home health aide or child care services housekeeper, necessary due to age, infirmity, or illness. In addition, an amount equal to the one person coupon allotment shall be deducted if the household furnishes the majority of the attendant's meals. The allotment for this meal related deduction shall be that in effect at the time of the most recent certification. The EW shall update the allotment amount at the next scheduled recertification, or next recomputation, or the next reported change by the household, whichever is earlier. If a household incurs attendant care costs that could qualify under both the medical deduction and dependent care deduction, it shall be treated as a medical expense.

**.34 Dependent Care Deduction**

The dependent care deduction is the actual cost not to exceed the maximum dependent care deduction for the care of a child or other dependent.

.341 The dependent care cost shall be allowed as a deduction when necessary for a household member to:

- (a) Accept or continue employment;
- (b) Comply with the Food Stamp Employment Training (FSET) Program requirements as specified in Section 63-407.8 or an equivalent effort to seek employment by those not subject to FSET; or
- (c) Attend training or pursue education which is preparatory to employment.

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.342 If the Food Stamp eligible household member(s) shares dependent care costs with others, the household's deduction amount shall be determined as specified in Section 63-502.36.

.35 Homeless Shelter Deduction

.351 The homeless shelter deduction is available to homeless households who are not receiving free shelter for the entire month, fiscal or calendar, depending on the county's issuance cycle. If the homeless shelter deduction is used, separate utility costs are not allowed, since this allowance includes a utility cost component.

.352 If a homeless shelter deduction is allowed, an excess shelter deduction computation is not computed per Section 63-503.311(h).

.353 All homeless households which incur, or reasonably expect to incur, shelter costs during a month shall be eligible to use the homeless shelter deduction without providing verification of the shelter costs. Higher shelter costs may be used if verification is provided.

.354 Homeless households which do not incur shelter costs during the month shall not be eligible for the homeless shelter deduction.

.36 Excess Shelter Deduction

The excess shelter deduction is monthly shelter costs in excess of 50 percent of the household's income after all other applicable deductions in Sections 63-502.31, .32, .33 and .34 have been allowed. The excess shelter deduction shall not exceed the current maximum, unless the household contains a member who is elderly or disabled as defined in Section 63-102(e).

.361 If the Food Stamp eligible household member(s) shares shelter costs with others, the household's deduction amount shall be determined as specified in Section 63-502.37.

.362 Shelter costs shall include only the following:

- (a) If actual verified homeless shelter costs are higher than the homeless shelter deduction, the actual cost may be used as a housing cost instead of a homeless shelter deduction and utility costs may be claimed.
- (b) Continuing costs for the shelter occupied by the household, including rent, mortgage, or other continuing costs leading to the ownership of the shelter such as loan repayments for the purchase of a mobile home, including interests on such payments. One-time deposits, such as security deposits, shall not be included as shelter costs.

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- (c) Property taxes, state and local assessments, and insurance on the structure itself, but not separate costs for insuring furniture or personal belongings.
- (d) The cost of heating and cooking fuel; cooling and electricity; water and sewerage; garbage and trash collection fees; the basic service and rental fee for one telephone, including tax on the basic fee; and fees charged by the utility provider for initial installation of the utility. One-time deposits shall not be included as shelter costs.
- (e) The shelter costs for the home if temporarily not occupied by the household because of employment or training away from home, illness, or abandonment caused by natural disaster or casualty loss. For costs of a home vacated by the household to be included in the household's shelter costs, the household must intend to return to the home; the current occupants of the home, if any, must not be claiming the shelter costs for food stamp purposes; and the home must not be leased or rented during the absence of the household.
- (f) Costs for the repair of the home which was substantially damaged or destroyed due to a natural disaster such as a fire or flood. Shelter costs shall not include costs for repair of the home that have been or will be reimbursed by private or public relief agencies, insurance companies, or from any other source.

.363 Standard Utility Allowance (SUA)

(a) Entitlement to SUA

- (1) The SUA is mandatory for all households which incur heating or cooling costs separate and apart from their rent or mortgage payments. This includes residents of rental housing who are billed on a monthly basis by their landlords for actual usage as determined through individual metering.
- (A) Households who are using the homeless shelter deduction shall not be entitled to the SUA because a utility component is included in the homeless shelter deduction.

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- (2) The SUA shall also be made available to households receiving energy assistance payments made under the Low Income Home Energy Assistance Act (LIHEAA) of 1981. Households which receive energy assistance vendor payments made under a program other than the LIHEAA of 1981, are eligible for the SUA only if they continue to incur out-of-pocket heating or cooling expenses during any month covered by the certification period. To determine if a household incurs an out-of-pocket heating or cooling expense in addition to the energy assistance vendor payments, the CWD shall prorate the energy assistance vendor payments over the entire heating or cooling season the payment is intended to cover.



**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- (b) The SUA for food stamp households shall be adjusted annually by CDSS to reflect increases or decreases in the cost-of-living. The SUA annual adjustments shall take effect on October 1st.
  - (1) The cost-of-living shall be calculated by CDSS based on the weighted average of the Fuel and Other Utilities Index of the Consumer Price Index for All Urban Consumers (CPI-U), when published by the U.S. Department of Labor, Bureau of Labor Statistics for Los Angeles-Riverside-Anaheim and San Francisco-Oakland-San Jose. The weighting factor for each area is as used by the State Department of Industrial Relations to calculate the California Consumer Price Index (CCPI).
  - (2) The percentage change to be determined shall be for a 12-month period ending with March of the same year for which the cost-of-living adjustment will take effect. The SUA in effect during the month of October preceding the calendar year in which the adjustment is to take place will be increased/decreased by the 12-month percentage change, with the resulting SUA to be rounded to the nearest dollar. The result shall constitute the new SUA (see Handbook Section 63-1101.26).
- (c) When the SUA is revised due to the annual adjustments, it shall be applied to all households on the effective date of the revised SUA (see Handbook Section 63-1101.26). The change to the new SUA shall not be considered a switch from the actual amounts to the SUA for purposes of Section 63-502.352(c).
- (d) A household that is not eligible for the SUA, but incurs expenses for at least two separate types of utilities (other than heating and cooling) is eligible for a Limited Utility Allowance (LUA). Allowable utilities include telephone, water, sewerage, and garbage or trash collection. The LUA will be adjusted annually in accordance with Sections 63-502.363(b) and (b)(2).
  - (1) The cost-of-living shall be calculated by CDSS based on the U.S. City Average, using the Water, Sewer, and Trash Utility Index of the CPI-U, when published by the U.S. Department of Labor, Bureau of Labor Statistics.
- (e) A household that is not eligible for either the SUA or LUA, but incurs telephone costs only, is entitled to a Telephone Utility Allowance (TUA) of \$20. It shall be used only in instances where the household has a telephone, or in its absence, an equivalent form of communication.

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

- (f) Verification of utility expenses shall be made as specified in Sections 63-300.51(f) and 63-504.341.

**.37 Shared Living Expense Deductions**

Shared living expenses include allowable shelter, utility and/or dependent care expenses which the Food Stamp eligible household member(s) shares with an excluded/ineligible household member(s) or another household which may or may not be participating in the Food Stamp Program.

**.371 Treatment of a Food Stamp Household that Contains an Excluded Member(s)**

When the food stamp household lives with and shares utility expenses with an excluded/ineligible household member(s), the CWD shall not prorate the SUA.

**.372 Treatment of Separate Households**

The food stamp household may live with another household(s) which may or may not participate in the Food Stamp Program. If these households share shelter and/or utility expenses, the CWD will allow expenses for each household. If the food stamp eligible household(s) is eligible for a utility allowance, it will receive the full allowance and there will be no pro-rata among eligible households.

- (a) For the food stamp household(s), the CWD shall use the household's utility allowance and the household's actual shelter/rent expense to determine the shelter deduction, based on its household composition. Refer to Sections 63-502.373 and .374.

**.373 Food Stamp Households with Excluded Members**

The CWD must identify which excluded members are contributors. Contributors are those household members who share the residence and the expense of that residence by paying or obligating money from their separate income or resources.

- (a) **IPV Disqualifications and/or Workfare/Work Sanctions**

If the food stamp household shares deductible expenses with members who are excluded because they are IPV disqualified or have been sanctioned for refusing to fulfill workfare or work requirements, the entire rent and utility allowance are counted as deductions for the Food Stamp household budget.

**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502****(b) Ineligible Noncitizens and/or SSN Disqualifications**

If the food stamp household members who are ineligible noncitizens or members excluded for SSN disqualification pay part or all of the deductible expenses, the expenses (excluding the utility allowance) will be prorated among all members and only the eligible members' share is counted as the deduction. Refer to MS 63-502.375 for instructions on how to prorate. Utility allowances shall not be pro-rated.

(1) If any ineligible noncitizen contributes to the household expenses, all ineligible noncitizens of that household are counted in the proration. If any SSN disqualified member contributes to the household expense, all SSN disqualified members of that household are counted in the proration.

(2) To be considered a contributor the ineligible noncitizen or SSN disqualified member must actually be using his/her income or resources to contribute. If s/he is acting solely as an agent or payee for another household member, s/he would not be included in the proration.

(A) Any of these members who have income must be included in the proration of expenses.

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**(3) EXAMPLE: Household composition:**

Father - an ineligible noncitizen, does not contribute to expenses

Mother - an eligible noncitizen receiving AFDC, contributes to expenses

Two children receiving AFDC

The CWD would not consider the father in the proration calculation solely based on his relationship with the mother. He is not calculated into the proration **because he does not contribute.**

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(c) SSI recipients and/or Excluded Students

If the food stamp household shares deductible expenses with members who are excluded because they are SSI recipients or excluded students, amounts contributed by those excluded members shall be deducted from the allowable expense. Only the remaining dollar amount shall be allowed as the Food Stamp household's deduction. Utility allowance shall not be pro-rated.

- (1) If payments or contributions made by these excluded members cannot be differentiated, the expenses shall be prorated evenly among the members contributing to the expense and only the food stamp household's pro rata share is counted as the deduction.
- (2) If an SSI recipient and/or excluded student household member does not contribute to the household expenses, he/she is not counted in the proration.

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.374 CWDs may use the following chart when calculation shelter expenses in shared living situations. Additionally, the following steps may be helpful in the calculation process:

- (a) Determine the number of households sharing the residence (refer to MS 63.502.361). Use household composition rules and the Decision Chart below.
- (b) Determine the number of households contributing to the expense.
- (c) Determine the amount of the Food Stamp household's contribution. See the Rent Decision Chart below.
- (d) If the Food Stamp household contains excluded members, see the Decision Chart below.

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DEDUCTION DECISION CHART IN SHARED LIVING ARRANGEMENTS

	<u>Within Residence</u>		<u>Within FSHH</u>	
	<b>Separate HHs:</b> Includes roomers, attendants, or others who live with HH but purchase and prepare separately (i.e., another family)	<b>IPV/Work Sanction Within the FSHH</b>	<b>SSI/Recipient Excluded Student Within the FSHH</b>	<b>Ineligible Noncitizen/SSN Disqualified Within the FSHH</b>
HH Composition Test: Would the person(s) be an otherwise eligible HH member(s), per HH composition rules? (M.S. 63-402.1)	No.	Yes, as determined by HH composition rules. Items below apply.	Yes, as determined by HH composition rules.	Yes, as determined by HH composition rules. If yes, then items below apply.
Shelter (M.S. 63-502.35)	<p>Allow actual amount paid by FSHH as its deduction.</p> <p>If contribution cannot be differentiated, prorate by the number of HHs contributing.</p>	Count total of eligibles' and IPV/Work sanctioned excluded members' rent in FS budget.	<p>Deduct contribution of excluded members from expense, and allow the FSHH the remainder as its deduction.</p> <p>If contribution cannot be differentiated, prorate and allow only the portion attributed to eligible HH members.</p>	Prorate expense: Divide evenly among eligibles and these excluded members; count eligibles' share.

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DEDUCTION DECISION CHART IN SHARED LIVING ARRANGEMENTS (Continued)

	<u>Within Residence</u>		<u>Within FSHH</u>	
	<b>Separate HHs:</b> Includes roomers, attendants, or others who live with HH but purchase and prepare separately (i.e., another family)	<b>IPV/Work Sanction Within the FSHH</b>	<b>SSI/Recipient Excluded Student Within the FSHH</b>	<b>Ineligible Noncitizen/SSN Disqualified Within the FSHH</b>
Resources (M.S. 63-501.1)	Not available to FSHH.	Count all.	Not available to FSHH.	Count all.
Income (M.S. 63-502.1)	Not available to FSHH. (If person makes a cash contribution to HH, apply normal income standards.)	Count all	Not available to FSHH (If person makes a cash contribution to HH, apply normal income standards).	Prorate: Divide evenly among eligibles and these excluded members; count eligibles' share.

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<b>63-502</b>	<b>INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)</b>	<b>63-502</b>
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.375 To prorate within the food stamp household, the CWD shall:

- (a) Find the sum of contributors. The categories and treatment of contributors are as follows:
  - (1) Household members excluded for food stamps: Count all food stamp eligible persons plus any person disqualified for IPV or workfare/work sanction.
  - (2) Household members excluded due to noncitizen status or is SSN disqualified: If one ineligible noncitizen contributes or has income, count all ineligible noncitizens. If one SSN disqualified member contributes or has income, count all SSN disqualified members.
  - (3) Household members excluded due to being an SSI recipient or excluded student: Count only the person(s) contributing when the contribution cannot be differentiated.
- (b) Divide the total applicable expense by the total number of contributors found in (a) above to arrive at the pro rata share per person.
- (c) Multiply the pro rata share from (b) above by the number of food stamp eligible persons and IPV or workfare/work sanctioned persons from (a)(1) above. This is the pro rata share of expenses to allow the food stamp eligible members.

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.376 EXAMPLES

NOTE: The SUA figure used in the examples below is the Federal Fiscal Year 2004 figure. This section will not be amended to reflect adjustments to the SUA, which can occur annually. CWDs will need to use the current SUA figure when calculating deductions.

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**HANDBOOK CONTINUES**

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**HANDBOOK CONTINUES**

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Step 4. Determine amount to be used in FS budget

HH A: Rent  $\$300 \div 2$  (AFDC children) = \$150  
 $\$150 \times 2$  (AFDC children) = \$300  
 SUA \$227

Whether or not the ineligible noncitizen contributes, the FSHH is allowed the full SUA (i.e. no proration of the SUA if the FSHH is contributing toward utilities).

III.	Mother -	ineligible noncitizen; contributes towards rent and utilities
	2 Children -	AFDC
	Unrelated adult -	shares expenses and contributes \$150 for rent and \$113 for utilities; purchases and prepares food separately
	Excluded student -	no contribution; purchases and prepares with mother and children

Total rent: \$400      eligible for SUA: \$227.

Step 1. Determine number of HHs sharing the residence

HH A: Ineligible noncitizen mother, 2 AFDC children, and excluded student

HH B: Unrelated adult

Step 2. Determine number of HHs contributing to the expense

HH A + HH B = 2

Step 3. Determine amount of each HHs' contribution

HH A: Rent  $\$400 - \$150 = \$250$     SUA \$227

HH B: Rent \$150      SUA \$227 (if food stamp eligible)

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**HANDBOOK CONTINUES**

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Step 4. Determine amount to be used in FS budget

HH A: Rent  $\$250 \div 3$  (mother + 2 AFDC children) =  
 $\$83.33 \times 2$  (2 children) =  $\$166.67$

NOTE: Excluded student doesn't contribute, therefore isn't included in the proration

SUA Allow full SUA for HH A and HH B (if food stamp eligible).

IV.	Mother - 2 Children - SSI recipient	IPV disqualified: contributes to rent and utilities AFDC contributes, but amount of contribution is unknown; purchases and prepares with mother and children
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Total rent: \$400      eligible for SUA: \$227

Step 1. Determine number of HHs sharing the residence

HH A: IPV Disqualified mother, 2 AFDC children, and SSI recipient

Step 2. Determine number of HHs contributing to the expense

HH A = 1

Step 3. Determine amount of each HHs contribution

HH A: Rent    \$400  
           SUA    \$227

Step 4. Determine amount to be used in FS budget

HH A: Rent  $\$400 \div 4$  (mother, two children and SSI recipient)  
 $= \$100 \times 3$  (2 AFDC children + mother) =  $\$300$   
 SUA \$227 SUA allowed.

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- V. Father - contributes to utilities and shelter  
 3 Children - AFDC  
 Ineligible noncitizen  
 adult - unemployed ineligible noncitizen who contributes \$150 per month for rent and utilities; purchases and prepares with father and children

Total Rent: \$400      eligible for SUA: \$227

Step 1. Determine number of HHs sharing the residence

HH A: Father and 3 children on AFDC; ineligible noncitizen

Step 2. Determine number of HHs contributing to the expense

HH A = 1

Step 3. Determine amount of each HH's contribution

HH A: Rent \$400      SUA \$227

Step 4. Determine amount to be used in FS budget

HH A: Rent  $\$400 \div 5 = \$80$   
 $\$80 \times 4$  (father and 3 children) = \$320

NOTE: Known contribution of ineligible alien is not deducted. He/she is included in the proration and the FSHH is allowed all but his portion.

SUA \$227. SUA allowed.

- VI. Mother- contributed to rent and utilities  
 2 Children receive AFDC  
 SSI child - sibling of AFDC children; contribution unknown  
 Ineligible noncitizen  
 adult no contribution; purchases and prepares food with mother and children  
 SSI grandmother - contributes \$150 towards rent; purchases and prepares separately

Total rent: \$500      eligible for SUA: \$227

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Step 1. Determine number of HHs sharing the residence

HH A: Mother, 2 AFDC children, SSI child, and ineligible noncitizen adult

HH B: SSI grandmother

Step 2. Determine number of HHs contributing to the expense

HH A + HH B = 2

Step 3. Determine amount of each HH contribution

HH A: Rent \$500 - \$150 = \$350                      SUA \$227

HH B: Rent \$150

Step 4. Determine amount to be used in FS budget

HH A: Rent  $\$350 \div 4$  (mother, SSI child, and AFDC children) =  
\$87.50 x 3 (mother and AFDC children)\* = \$262.50  
SUA \$227. SUA Allowed.

\*Note: The ineligible noncitizen was not included in the proration of the rent in Step 4 as this individual does not pay anything towards these expenses (therefore is not a contributor).

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**63-502 INCOME, EXCLUSIONS AND DEDUCTIONS (Continued)****63-502**

NOTE: Authority cited: Sections 10553, 10554, 11209, 18900, 18901 and 18904, Welfare and Institutions Code. Reference: Sections 10554, 18901, and 18904, Welfare and Institutions Code; Public Law (P.L.) 99-603, Section 201(a), Section 245A(h)(1)(A)(iii), Immigration Reform and Control Act; 100-50, Sections 22(e)(4) and 14(27), enacted June 3, 1987; P.L. 100-77; P.L. 101-201; P.L. 101-508, Section 11111(b); P.L. 103-66, Section 5(c), (d) and (e) and Section 8(a); 7 Code of Federal Regulations (CFR) 271.2; 7 CFR 273.1(c)(6); 7 CFR 273.4(a) and (c)(2); 7 CFR 273.7(f); 7 CFR 273.9; 7 CFR 273.9(b)(1), (b)(1)(v), (c), (c)(1)(i)(E), and (c)(1)(ii); (c)(1)(ii)(G), (c)(8), (c)(11)(i) and (ii), (d), (d)(6), (d)(6)(iii)(F), and proposed (d)(7) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, 7 CFR 273.10(d)(1)(i) and (e)(1)(i)(H); 7 CFR 273.11(b)(1); 7 CFR 273.11(c), (d) and (d)(1) and (e); 7 CFR 273.21(j)(1)(vii)(A); 7 United States Code (U.S.C.) 2014(c), (d), (d)(6), (d)(18)(A), (e), (e)(6)(C)(iii), (k)(1)(B), and (k)(2)(F); 7 U.S.C. 2015(e); 7 U.S.C. 2017(a); 20 U.S.C. 2466d.; 26 U.S.C. 32(j)(5); P.L. 104-193, Sections 807, 808, 809, 811, and 829 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); (Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal Feb. 1, 1990) [Dock. No. CV-89-0768].); United States Department of Agriculture (U.S.D.A.) Food and Consumer Services (FCS) Administrative Notice (AN) 88-40, Indexed Policy Memo 88-10, dated April 20, 1988; U.S.D.A., FNS ANs 91-24, 91-30, 94-39, 94-41, dated April 19, 1994; the July 8, 1988 district court order in Hamilton v. Lyng; and Section 4103, Food Stamp Reauthorization Act of 2002, P.L. 170-171 [7USC 2014(d) and (e)]; U.S.D.A., FNS AN 02-23, dated February 6, 2002; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171).

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**.1 Month of Application**

.11 A household's eligibility shall be determined for the month of application by considering the household's circumstances as of the date of interview, except as specified in Sections 63-402.9 (Strikers), 63-408 (Voluntary Quit), 63-501.6 (Resource Transfers), 63-503.212 (Income Determinations), and 63-503.43 (Destitute Households), and 63-301.7 and .82 (Categorically Eligible Households).

.12 A calendar month shall be used for certification and issuance purposes. However, a CWD may, with prior SDSS and FNS approval, use a fiscal month if the CWD determines that it is more efficient and satisfies SDSS that the accounting procedures fully comply with certification and issuance requirements contained in these regulations. A CWD may elect to use either one fiscal month for all households, or more than one fiscal month with varying beginning dates based on the date a household files an application.

.13 A household's benefit level for a) the initial month of certification, or b) the first month for which the household is certified for participation in the Food Stamp Program following any period during which the household was not certified for participation, shall be prorated from the date the application is received in the appropriate office. However, if processing of the application was delayed beyond 30 days due to the fault of the household, the benefit level shall be prorated from the date the CWD received verification that the household completed the required action, as specified in Section 63-301.423. Migrant and seasonal farm worker households which have a break in participation of 30 days or less shall not have their benefits prorated. They shall receive benefits for the whole month.

.131 Using a calendar or fiscal month, households shall receive benefits prorated from the date of application to the end of the month, except as specified in Section 63-503.13. The CWDs shall either:

(a) Refer to Handbook Section 63-1101 for Reciprocal Table for computing first month benefits, or

(b) Use the following formula:

$$\begin{array}{ccccccc} & & & & \text{(number of days in month +1} & & \\ & & & & \text{- date of application)} & & \\ \text{full month's} & & & & & & \\ \text{benefits} & \times & & \text{number of days in month} & = & & \text{allotment} \end{array}$$



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- .132 After determining the prorated allotment, the CWD shall round the product down to the nearest lower whole dollar. If the computation results in an allotment of less than \$10, then no issuance shall be made for the whole month.
- .14 Section 63-503.14(MR) shall become inoperative and Section 63-501.14(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Because of reported, estimated or anticipated changes, a household may be eligible for the month of application, but ineligible in the subsequent month. The household shall be entitled to benefits for the month of application even if the processing of its application results in the benefits being issued in the subsequent month. (See Sections 63-504.1 for certification periods and Section 63-504.2 for notice requirements.) Similarly, a household may be ineligible for the month of application, but eligible in the subsequent month due to reported, estimated or anticipated changes in circumstances. Even though denied for the month of application, the household does not have to reapply in the subsequent month. The same application shall be used for the denial for the month of application, and for the determination of eligibility for subsequent months, within the timeliness standards in Section 63-301.1.
- (QR) Determination of benefits in a change reporting household, based on reported, estimated or anticipated changes, may result in a household being eligible for the month of application, but ineligible in the subsequent month. The household shall be entitled to benefits for the month of application even if the processing of its application results in the benefits being issued in the subsequent month. (See Sections 63-504.1 for certification periods and Section 63-504.2 for notice requirements.) Similarly, a household may be ineligible for the month of application, but eligible in the subsequent month due to reported, estimated or anticipated changes in circumstances. Even though denied for the month of application, the household does not have to reapply in the subsequent month. The same application shall be used for the denial for the month of application, and for the determination of eligibility for subsequent months, within the timeliness standards in Section 63-301.1.
- .141 Section 63-503.141(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (QR) Determination of benefits in a QR/PB household is also based upon reported, estimated and/or anticipated income over the QR Payment Quarter. The household shall be entitled to benefits if otherwise eligible in accordance with Sections 63-508 and 63-509.

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- .15 Section 63-503.15(MR) shall become inoperative and Section 63-501.15(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) As a result of reported, estimated or anticipated changes, the household's allotment for the month of application may differ from its allotment in subsequent months. The household's allotment shall vary from month to month to reflect actual changes reported during the certification period or those changes anticipated at the time of certification unless the averaging techniques in Sections 63-503.212(b), .242(c) or .252 are used. The CWD shall establish the household's certification period in accordance with Section 63-504.1.

(QR) As a result of reported, estimated or anticipated changes in a change reporting household, the household's allotment for the month of application may differ from its allotment in subsequent months. The household's allotment shall vary from month to month to reflect actual changes reported during the certification period or those changes anticipated at the time of certification unless the averaging techniques in Sections 63-504.242(c), .252 or .411(b) are used. The CWD shall establish the household's certification period in accordance with Section 63-504.1.

- .151 Section 63-503.151(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(QR) As a result of reported or anticipated changes in a QR household, the household's allotment for the month of application may differ from its allotment in subsequent months. The household's allotment may vary within the quarter to reflect changes reported during the QR Payment Quarter. The averaging techniques in Sections 63-509(a)(4), (a)(5) and (a)(6) are used to determine income in a quarter. The CWD shall establish the household's certification period in accordance with Section 63-504.1.

- .16 Households who apply for benefits after the 15th day of the month, and have been determined eligible to receive benefits for the initial month and the subsequent month, shall receive both allotments at the same time.

- .161 CWDs have the option to provide both months' benefits in one combined allotment or as separate allotments as long as they are provided at the same time and within the time frame specified in Section 63-301.2 or Section 63-301.531 for expedited service.

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.162 Benefits for the prorated initial month shall be provided in accordance with Section 63-503.13.

.2 Determining Resources, Income and Deductions

.21 Sections 63-503.21 et seq.(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Prospective Budgeting in the Beginning Months for Households Who Shall be Subject to Retrospective Budgeting

(MR) .211 Determining Resources

(MR) Except for households determined to be categorically eligible as specified in Sections 63-301.7 and .82, the household's resources at the time of the interview shall be used to determine the household's eligibility, in accordance with Sections 63-501 and 63-409.12.

(MR) .212 Determining Income

(MR) The CWD shall determine food stamp eligibility according to the household's gross and/or net income as specified in Section 63-503.32. The CWD, in determining the household's eligibility, shall determine what sources are exempt from consideration as income per Section 63-502.14 and Section 63-502.2. If an applicant household is destitute, as defined in Section 63-503.43, the CWD shall compute its gross income in accordance with Section 63-503.434.

(MR) (a) Actual Income

(MR) For purposes of determining the household's eligibility and level of benefits during the beginning months, the CWD shall take into account the actual income already received by the household during the month of application and any anticipated income the CWD and the household are reasonably certain will be received during the remaining beginning months. Income shall not be counted if its receipt is uncertain. If the exact amount of anticipated income is uncertain only that portion which can be anticipated with reasonable certainty shall be counted as income. In cases where the receipt of income is reasonably certain but the monthly amount may fluctuate, the household may elect to income average, as provided in Section 63-503.212(b).

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(MR) (1) The following are examples of how to determine anticipated income:

(MR) (A) The anticipated receipt of an initial PA/GA payment is counted in determining eligibility only if the PA/GA payment has been approved and authorized and will be issued within the month.

(MR) (B) The anticipated receipt of earned income, such as income from a new job, will only be counted if it can be determined with reasonable certainty that a specific amount of earnings will be received within the month, e.g., the person is currently employed or will be employed during the month and the pay day(s) is within the month.

(MR) (C) The anticipated receipt of other income, such as unemployment insurance benefits, will only be counted if it can be verified that benefits will be received within the month, e.g., award letter indicates the payment amount and that it can be expected by or on a specified date and that date falls within the month.

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(MR) (b) Averaging Income

Households subject to retrospective budgeting shall not have their income averaged, even if their income fluctuates from month to month, except as provided below:

(MR) (1) Self-employment income received less often than monthly. Households which derive their annual income in a period of time shorter than one year shall have that income averaged over a 12-month period.

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(MR) (2) Nonexcluded scholarship, deferred educational loan, and educational grant income received by households less often than monthly. Such income, after exclusions, shall be averaged over the period it is intended to cover and shall not be prospectively counted in the beginning months for retrospectively budgeted households.

(MR) (3) Contract income received by households which derive their annual income in a period of time shorter than one year. Such income shall be averaged over the period it is intended to cover, provided the income from the contract is not earned on an hourly or piece-work basis. Such income shall not be prospectively counted in the beginning months for retrospectively budgeted households.

(MR) (c) Income Only in the Month Received

(MR) (1) Income anticipated during the beginning months shall be counted as income only in the month it is expected to be received, unless the income is averaged. Whenever a full month's income is anticipated but is received on a weekly or biweekly basis, the CWD shall use the exact monthly amount whenever possible. If the exact amount is not available, the CWD shall use the amount which is reasonably certain to be received in accordance with Section 63-503.212(a).

(MR) (2) Wages held at the request of the employee shall be considered income to the household in the month the wages would otherwise have been paid by the employer. Wages held by the employer, as a general practice, even if in violation of the law, shall not be counted as income to the household. If the household anticipates that it will ask for and receive an advance, the advance shall be counted as income. Income from wages that were previously held by the employer as a general practice and not previously counted as income by the CWD shall be counted as income in the month received. Advances on wages shall count as income in the month received only if the CWD is reasonably certain of its receipt, in accordance with Section 63-503.212(a).

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(MR) (3) The CWD shall budget stable earned and unearned income which is received on a regular basis as a single monthly payment for the month such income is intended to cover. Households receiving such income shall not have their monthly income varied merely because mailing or payment cycles may cause two payments to be received in one month and none in the next month.

.22 Sections 63-503.22 et seq.(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Transitioning Households from Prospective to Retrospective Budgeting

A household's benefit level shall be computed prospectively during the beginning months of the household's certification period by considering all factors of eligibility. The prospective determination of eligibility and benefit level shall be based on the income and other circumstances that the CWD is reasonably certain will exist for that household during the beginning months as specified in Section 63-503.212(a).

(MR) .221 If the household has two beginning months, when the CWD receives the household's first CA 7 during the second beginning month, the CWD shall continue to prospectively determine the household's eligibility, but the CWD shall issue benefits retrospectively for month three based on the actual information reported on the CA 7 for month one except as specified in Section 63-503.232(c).

(MR) .222 If the household has three beginning months, when the CWD receives the household's second CA 7 during the third beginning month, the CWD shall continue to prospectively determine the household's eligibility. The CWD shall commence issuing benefits retrospectively for month four based on the actual information reported on the CA 7 for month two, except as specified in Section 63-503.232(c).

.23 Sections 63-503.23 et seq.(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Households Subject to Retrospective Budgeting After the Beginning Months

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| (MR) .231 Prospective Eligibility

The CWD shall continue to prospectively determine Food Stamp eligibility after the beginning months. The prospective eligibility determination determines whether or not a household continues to be eligible for benefits, and does not determine what benefit level a household is entitled to receive. A household is neither eligible for a restoration of benefits, nor shall a claim be established against a household for an inaccurate estimate of a household's prospective eligibility. Categorically eligible households shall be considered eligible for Food Stamps because of their status as PA recipients. The prospective eligibility determination for other households shall be made as follows.

| (MR) (a) Determining Resources

Each month any reported changes in the household's resources shall be used in conjunction with the resources at the time of the interview to determine the household's prospective eligibility, in accordance with Sections 63-501 and 63-409.12.

| (MR) (b) Determining Income

When the household's benefits are retrospectively budgeted, the CWD shall continue to prospectively determine food stamp eligibility according to the household's gross and/or net income as specified in Section 63-503.32. The CWD, in determining the household's prospective eligibility shall consider the household's actual reported budget month income or income that has been averaged for the budget month and anticipated income changes in the issuance month. For this actual, averaged, and anticipated income, the CWD shall determine what sources are exempt from consideration as income, per Sections 63-502.14 and 63-502.2.

| (MR) (c) Household Composition

The CWD shall determine food stamp eligibility using the household's composition during the issuance month.



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| (MR) .232 Retrospective Budgeting

The CWD shall use the following income to retrospectively budget the household's level of benefits.

| (MR) (a) Actual Income

For purposes of determining the household's level of benefits for the issuance month, the CWD shall take into account the household's actual reported income for the budget month, except for child/spousal support disregard payments, which shall be based on the CWD information.

| (MR) (b) Averaged Income

For purposes of determining the household's level of benefits for the issuance month, the CWD shall take into account any income that has been averaged for the household for the budget month.

| (MR) (1) Self-employment income received less often than monthly. Households which derive their annual income in a period of time shorter than one year shall have that income averaged over a 12-month period.

| (MR) (2) Nonexcluded scholarship, deferred educational loan, and educational grant income as specified in Section 63-503.212(b)(2). Such income shall not effect more benefit months than the number of months in the period over which it is averaged.

| (MR) (3) Contract income as specified in Section 63-503.212(b)(3). Such income shall not effect more benefit months than the number of months in the period over which it is averaged.

| (MR) (c) Income Only in the Month Received

When determining the household's level of benefits for the issuance month, the CWD shall count as income only that amount actually received by the household in the budget month, except as provided below:

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(MR) (1) Income that has been averaged, in accordance with Section 63-503.212(b).

(MR) (2) The CWD shall budget stable earned and unearned income which is received on a regular basis as a monthly or semi-monthly payment for the month such income is intended to cover. Households receiving such income shall not have their monthly income varied merely because mailing or payment cycles, or because weekends or holidays may cause two payments to be received in one month and none in the next month.

(MR) (3) A GA/GR payment, covering a period which begins in the current month and ends in a future month, received in the current month is counted as income in the current month.

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(MR) (A) For example, a GA/GR payment received in June which is intended to cover the last two weeks in June and the first two weeks in July is counted as income for June.

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(MR) (4) Wages held at the request of the employee shall be considered income to the household in the month the wages would otherwise have been paid by the employer.

(MR) (5) All AFDC, GA/GR, RCA, and ECA payments (initial, regular monthly, and additional/corrective) for the issuance month shall be anticipated with reasonable certainty, as defined in Section 63-503.212(a). The CWD shall ensure that any additional/corrective payments to the regular grant received in and for the issuance month are counted prospectively.

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|  | (MR) (A) | Federally funded AFDC additional/corrective payments that the CWD could not anticipate with reasonable certainty or did not have time to budget prospectively shall be budgeted retrospectively. |
|  | (MR) (B) | State-only AFDC, GA/GR, RCA, and ECA payments that the CWD could not anticipate with reasonable certainty or did not have time to budget prospectively shall not be budgeted retrospectively.    |
|  | (MR) (C) | Repealed by Manual Letter No. FS-91-10, effective 12/1/91.   |

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(MR) (D) The following case situations illustrate the distinction between an additional/corrective payment and a regular monthly payment:

(MR) 1. Example 1:

An ongoing Food Stamp household reported the birth of a child in March. As a result, the CWD issued two supplemental PA payments in April, the first for prorated March benefits, the second for April benefits, and added the child to the Food Stamp household effective April 1.

The prorated supplement for March benefits would be considered a nonrecurring lump sum payment because it is a retroactive payment for a previous month and is counted as a resource in April. The supplemental PA payment received in and for the month of April would be considered an additional/corrective payment which would be budgeted retrospectively for the June issuance month.

(MR) 2. Example 2:

An ongoing Food Stamp household filed a March CA 7 (Rev. 1) which caused the CWD to reduce the May PA grant amount to \$0. The CWD used \$0 income to compute the Food Stamp benefit level for the issuance month of May. Subsequent to this action, the CWD discovers that an error was made in the determination of the Food Stamp household's PA grant and recomputes the PA budget to an appropriate grant amount of \$400.

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The \$400 would be considered a regular monthly PA payment. This is because no other grant amount for the issuance month had been established and paid. Therefore, the amount issued would be considered a regular monthly PA payment. However, if the CWD had established and actually paid a grant amount (e.g., \$50), any adjustment to this amount would be considered an additional/corrective payment amount and budgeted retrospectively regardless of how the additional/corrective payment was issued (i.e., one check, two checks, etc.).

(MR) 3. Example 3:

An ongoing Food Stamp household filed a March CA 7 (Rev. 1) which resulted in a determination that the monthly PA grant would decrease from \$400 to \$50 for May. The \$50 PA grant level was used to determine the food stamp benefits for the issuance month of May. Subsequently, the Food Stamp household filed an administrative appeal and received aid paid pending (APP) in the amount of \$400.

In this instance, the \$350 (\$400-\$50) would not be budgeted retrospectively as an additional/corrective payment. This is because APP is required by state administrative appeals procedures. The \$350 + \$50 would be considered a regular monthly payment under the requirements of the partial settlement agreement.

**HANDBOOK ENDS HERE**

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(Continued)

| (MR) (d) Discontinued Income

For the purposes of this section, discontinued income is any income that a household received in a budget month from a source that no longer provides income to the household, except when the income has been discontinued due to participation in a strike or, a household member other than the primary wage earner voluntarily quits a job without good cause in accordance with Section 63-408.4.

| (MR) (1) In a Beginning Month

Discontinued income which was included in the household's prospective budget shall be disregarded when the beginning month becomes the budget month.

| (MR) (2) After the Beginning Months

For households receiving AFDC, GA/GR, RCA, or ECA payments in the issuance month, discontinued income from the corresponding budget month shall be disregarded provided:

| (MR) (A) The household has reported the termination of the income on the CA 7 for the budget month or in some other manner,

| (MR) (B) The CWD has sufficient time to process the change and affect the allotment in the issuance month corresponding to the budget month in which the income stopped, and

| (MR) (C) The AFDC, GA/GR, RCA, or ECA payments are increased as a result of the termination of the income.

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.24 Section 63-503.24(MR) shall become inoperative and Section 63-503.24(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Determining the Eligibility and Benefit Level of Households Excluded from Retrospective Budgeting

(QR) Determining the Eligibility and Benefit Level of Households Excluded from QR/PB.

.241 Determining Resources

The household's resources at the time of the interview shall be used to determine the household's eligibility, in accordance with Sections 63-501 and 63-409.12.

.242 Determining Income

The CWD shall determine food stamp eligibility according to the household's gross and/or net income as specified in Section 63-503.32. The CWD, in determining the household's eligibility, shall determine what sources are exempt from consideration as income, per Sections 63-502.12 and .2. If an applying household is destitute, as defined in Section 63-503.43, the CWD shall compute its gross income, in accordance with Section 63-503.434.

(a) Anticipating Income

- (1) For purposes of determining the household's eligibility and level of benefits, the CWD shall take into account the income already received by the household during the month of application and any anticipated income the household and the CWD are reasonably certain will be received during the remainder of the certification period. If the amount of income that will be received, or when it will be received, is uncertain, that portion of the household's income that is uncertain shall not be counted.

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- (2) A household anticipating income from a new source, such as a new job, may be uncertain as to the timing and amount of the initial payment. These monies shall not be anticipated by the CWD unless there is reasonable certainty concerning the month in which the payment will be received and in what amount. If the exact amount of the income is not known, that portion of it which can be anticipated with reasonable certainty shall be considered as income. In cases where the receipt of income is reasonably certain but the monthly amount may fluctuate, the household may elect to income average, as provided in Section 63-503.242(c).
- (3) Income received during the past 30 days shall be used as an indicator of the income that is and will be available to the household during the certification period. However, the CWD shall not use past income as an indicator of income anticipated for the certification period if changes in income have occurred or can be anticipated. If income fluctuates to the extent that a 30-day period alone cannot provide an accurate indication of anticipated income, the CWD and the household may use a longer period of past time if it will provide a more accurate indication of anticipated fluctuations, in future income.
- (4) If the household's income fluctuates seasonally, it may be appropriate to use the most recent season comparable to the certification period rather than the last 30 days, as one indicator of anticipated income. The CWD shall exercise particular caution in using income from a past season as an indicator of income for the certification period. In many cases of seasonally fluctuating income, the income also fluctuates from one season in one year to the same season in the next year. However, in no event shall the CWD automatically attribute to the household the amounts of any past income. The CWD shall not use past income as an indicator of anticipated income when changes in income have occurred or can be anticipated during the certification period.

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## (b) Income Only in the Month Received

- (1) Section 63-503.242(b)(1)(MR) shall become inoperative and Section 63-503.242(b)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Income anticipated during the certification period shall be counted as income only in the month it is expected to be received, unless the income is averaged. The CWD shall use the exact monthly figure if it can be anticipated. Whenever a full month's income is anticipated but is received on a weekly or biweekly basis, the CWD shall convert the income to a monthly amount by multiplying weekly amounts by 4.3 and biweekly amounts by 2.15 if the exact amount is not known.
- (QR) Income reasonably anticipated during the certification period shall be counted as income only in the month it is expected to be received, unless the income is averaged. The CWD shall use the exact monthly figure if it can be reasonably anticipated. For change reporting households, whenever a full month's income is anticipated but is received on a weekly or biweekly basis, the CWD shall convert the income to a monthly amount by multiplying weekly amounts by 4.33 and biweekly amounts by 2.167 if the exact amount is not known. For QR households, whenever a full month's income is anticipated but is received on a weekly or biweekly basis and will remain the same throughout the QR Payment Quarter, the CWD shall convert the income to a monthly amount by multiplying weekly amounts by 4.33 and biweekly amounts by 2.167, as provided in Section 63-509(a)(5).
- (2) Wages held at the request of the employee shall be considered income to the household in the month the wages would otherwise have been paid by the employer. However, wages held by the employer as a general practice, even if in violation of law, shall not be counted as income to the household, unless the household asks for and receives an advance, or anticipates that it will receive income from wages that were previously held by the employer as a general practice and that were, therefore, not previously counted as income by the CWD. Advances on wages shall count as income in the month received only if reasonably anticipated, in accordance with Section 63-503.242(a).
- (3) Households receiving assistance payments such as AFDC, GA/GR, RCA, ECA, or social security payments on a recurring, monthly basis, shall not have their monthly income from these sources varied merely because mailing or payment cycles may cause two payments to be received in one month and none in the next month.

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(c) Averaging Income

- (1) Households, except destitute households, and PA households subject to a monthly reporting requirement for PA, may elect to have their income averaged. Income shall not be averaged for a destitute household since averaging would result in assigning to the month of application income from future periods which is not available to the destitute household for its current food needs. To average income, the CWD shall use the household's anticipated income fluctuations over the certification period. The number of months used to arrive at the average income need not be the same as the number of months in the certification period. If fluctuating income for the past 30 days and the month of application are known and, with reasonable certainty, are representative of the income fluctuations anticipated for the coming months, the income from the two known months may be averaged and projected over a certification period of longer than two months.
- (2) Households which derive income by contract or self-employment, shall have that income averaged. This does not apply to a migrant or seasonal farmworker household.
- (3) Households which receive scholarships, deferred educational loans, or other educational grants shall have such income, after exclusions, averaged over the period for which it was provided.

.25 Section 63-503.25(MR) shall become inoperative and Section 63-503.25(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Determining Deductions For All Households

Deductible expenses include only certain medical, dependent care, shelter costs, and child support as specified in Section 63-502.3.

(QR) Determining Deductions for Change Reporting and QR/RB Households

Deductible expenses include only certain medical, dependent care, and shelter costs. Treatment of deductions for households subject to QR/PB are specified in Sections 63-509(a)(3), (a)(3)(A), (a)(3)(B), and (a)(3)(C).

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.251 Billed Expenses

Except as specified in Section 63-503.252 for averaged expenses, a deduction shall be allowed only for the month the expense is billed or otherwise becomes due, regardless of when the household intends to pay the expense. Rent which is due each month shall be included in the household's shelter expenses, even if the household has not yet paid the expense. Amounts carried forward from past billing periods shall not be deducted, even if included with the most recent billing and actually paid by the household. In any event, an allowable expense shall be deducted only once.

- (a) For reimbursable medical expenses, or for those that the nonreimbursable portion is known or can be determined at the time of the billing, the period of deduction and past due expenses are established as follows:
  - (1) If the billing period is specified on the bill, a deduction shall be allowed until the final day in the month that the bill becomes due.
  - (2) If no billing period is specified, the bill is considered to become due one month after the date of the bill. A deduction shall be allowed until the final day in the month following the month the bill was issued.
- (b) When an eligible household member presents a medical bill, other than for hospital expenses, the amount of the household's allowable medical cost shall be determined in the following manner:
  - (1) Insured (Reimbursable) Medical Expenses
    - (A) When the bill is submitted and the eligible household member is covered by Medicare or Blue Cross/Blue Shield, or private insurance company, 20 percent of the total bill shall be the household's medical cost.
    - (B) When the bill is submitted and the eligible household member is covered by Medi-Cal, the share of cost shown on the member's latest MC 177-SA-M, or the doctor's bill, whichever is less, shall be the household's medical cost.

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(2) Uninsured (Nonreimbursable) Medical Expenses

The total amount of the uninsured medical expenses incurred by an eligible household member and verified, in accordance with Section 63-300.51(g), is the amount of the household's medical cost. If a Medi-Cal bill is submitted for an allowable medical expense incurred, but not covered by Medi-Cal, the full amount billed shall be the household's medical cost regardless of the member's share of cost.

(c) Hospital Bills

The total amount of the nonreimbursable portion of the medical expense shown on the final bill (not the preliminary statement) as due and payable by the eligible household member shall be the household's medical cost.

- (d) Eligible household members who have coverage by more than one health insurance policy (except for Medi-Cal/Medicare and Blue Cross/Blue Shield) shall receive the medical deduction only after all reimbursements and/or payments have been received or verified.

.252 Averaging Expenses

All households may elect to have fluctuating expenses or payments for the child support deduction averaged. Households may also elect to have expenses which are billed less often than monthly averaged forward over the interval between scheduled billings, or, if there is no scheduled interval, averaged forward over the period the expenses are intended to cover (such as local property taxes and fire insurance). (See Section 63-502.352.) The household may elect to have one-time only expenses averaged over the entire certification period in which they are billed.

- (a) Households reporting medical expenses, as specified in Section 63-502.331, during their certification period, with no specified payment schedule, may elect to have a one-time only deduction or to have the expense averaged over the remaining months of their certification period. Averaging would begin in the month the change becomes effective and only the amount in excess of that specified in Handbook Section 63-1101.25 shall be deducted each month.

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- (1) Households certified for 24 months that report a one-time medical expense during the first 12 months of the certification period have the option to:
  - (A) Deduct the expense for one month; or
  - (B) Average the expense over the remaining first 12 months of the certification period; or
  - (C) Average the expense over the remaining months in the certification period.
- (2) Households certified for 24 months that report a one-time medical expense after the 12th month of the certification period has an option to:
  - (A) Deduct the expense for one month; or
  - (B) Average the expense over the remaining months in the certification period.
- (b) When the eligible household member has a written agreement, contract, or other type of written plan for payment of billed medical expenses, the stipulated amount of monthly payment shall be the base for determining the monthly excess medical expenses. Fluctuating medical expenses may be averaged over the certification period. Households may elect to average medical expenses billed less often than monthly over the certification period or claim such expenses in the month received. Medical expenses averaged over the certification period shall not be determined by automatically averaging past months' medical expenses. Past expenses shall be used only as an indicator of the expenses that are estimated or reasonably anticipated during the certification period. Fluctuating medical expenses may be allowed as a deduction and averaged over the certification period only if regularly recurring, reasonably anticipated and verified to recur over the certification period. Fluctuating medical expenses include, but are not limited to: medical service and treatments received regularly, but less often than monthly, and fluctuating monthly health expenses for prescription drugs. Expenses that occur and are reported and verified during the certification period that were not anticipated and deducted shall be considered one-time only expenses and may be deducted in the month billed, when the bill otherwise becomes due, or averaged over the remaining months of the certification period.

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(c) Section 63-503.252(c)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) For retrospectively budgeted households, the CWD shall budget deductible expenses or payments for the child support deduction averaged over two or more months retrospectively, except medical expenses, provided that such deductions are not budgeted over more months than they are intended to cover, and the total amount deducted does not exceed the total amount of the expenses. Medical expenses shall be budgeted prospectively. The CWD shall continue to allow deductions for expenses incurred or payments made for the child support deduction even if billed on other than a monthly basis unless the household reports a change in the expense. At that time, it shall be recalculated.

.253 Anticipating/Estimating Expenses

(a) Medical Expenses

At certification and recertification, the CWD shall require the household to report and provide verification of all medical expenses. The household's monthly medical deduction for the certification period shall be based on the information reported and verified by the household. This information shall include any anticipated changes in the household's medical expenses that can be reasonably expected to occur during the certification period based on available information about the recipient's medical condition, public or private insurance coverage, and current verified medical expenses. During the certification period, reporting of any medical expense shall be on a voluntary basis. If the household voluntarily reports a change in medical expenses which increases the household's allotment, the CWD shall verify the change as specified in Section 63-504.421 prior to acting on the change. If the reported change decreases the household's allotment, or makes the household ineligible, the CWD shall act on the change without requiring verification. However, verification required as specified in Section 63-504.421 shall be obtained prior to the household's recertification.

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- (b) Section 63-503.253(b)(MR) shall become inoperative and Section 63-503.253(b)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

Other Expenses

- (MR) The CWD shall calculate a nonmonthly reporting household's expenses based on the expenses the household expects to be billed for or based on the payments expected to be made for the child support deduction during the certification period. Anticipation of the expenses or payments for the child support deduction shall be based on the most recent month's bills or payments for the child support deduction, unless the household is reasonably certain a change will occur. When the household is not claiming the standard utility allowance, the CWD may anticipate changes during the certification period based on last year's bills from the same period updated by overall price increases; or, if only the most recent bill is available, utility cost increases or decreases over the months of the certification period may be based on utility company estimates for the type of dwelling and utilities used by the household. The CWD shall not average past expenses, such as utility bills for the last several months, as a method of anticipating utility costs for the certification period.
- (QR) The CWD shall calculate a change reporting household's expenses based on the expenses the household expects to be billed for during the certification period. Anticipation of the expenses shall be based on the most recent month's bills, unless the household is reasonably certain a change will occur.



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(c) Section 63-503.253(c)(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Expenses In the Beginning Months

For households which are subject to retrospective budgeting, the procedures in Section 63-503.212(c)(1) which explain how to estimate income in the beginning months shall be used to estimate expenses in the beginning months. The CWD shall budget expenses regularly billed as a single monthly payment for the months such expenses are intended to cover.

.254 Section 63-503.254(MR) shall become inoperative and Section 63-503.254(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Disallowed expenses. The following expenses are not deductible:

(QR) Disallowed expenses. The following expenses are not deductible for change reporting households and QR/PB households:

(a) An expense covered by an excluded reimbursement or vendor payment shall not be deductible except for energy assistance vendor payments made under the LIHEAA of 1981. For example, the portion of rent covered by excluded vendor payments shall not be calculated as part of the household's shelter cost.

(1) However, that portion of an allowable medical expense which is not reimbursable shall be included as part of the household's medical expenses. See Section 63-502.33 on nonreimbursable medical costs.

(2) If the household reports an allowable medical expense at the time of certification but cannot provide verification at that time, and if the amount of the expense cannot be reasonably anticipated based upon available information about the recipient's medical condition, and public or private medical insurance coverage, the CWD shall not deduct the expense. The household shall have the nonreimbursable portion of the medical expense deducted at the time the amount of the expense or reimbursement is reported and verified.

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- (b) An expense which is covered by an excluded vendor payment that has been converted to a direct cash payment under the approval of a federally authorized demonstration project [see Section 63-502.2(a)(2)].
- (c) Expenses shall only be deductible if the service is provided by someone outside the household and the household makes a money payment for the service. For example, a dependent care deduction shall not be allowed if: 1) another household member or excluded member provides the care, or 2) compensation for the care is provided in the form of an in-kind benefit, such as food.
- (d) Past-due medical bills determined in accordance with Section 63-503.251.
- (e) Medical bills paid prior to the month of initial application are not a deductible expense. However, medical bills received during the month of application are an allowable expense, even if the medical service was provided prior to the month of application, provided the household is otherwise eligible.

.255 Section 63-503.255(MR) shall become inoperative and Section 63-503.255(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

Expense Conversion Procedures

(MR) For nonmonthly reporting households the income conversion procedures of Section 63-503.242(b)(1) shall also apply to expenses billed on a weekly or biweekly basis.

(QR) For change reporting and QR households, the income conversion procedures of Section 63-503.242(b)(1) shall also apply to expenses billed on a weekly or biweekly basis.

.3 Calculating Net Income and Benefit Levels

.31 Net Monthly Income

In calculating net monthly income, the entire calculation process including individual shelter and medical costs shall include exact dollars and cents. The final figure shall be rounded down to calculations that end in 1 through 49 cents and rounded up for calculations that end in 50 through 99 cents.

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.311 Section 63-503.311(MR) shall become inoperative and Section 63-503.311(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) To determine a household's net monthly income, unless the household contains a member who is elderly or disabled as defined in Section 63-102(e), the CWD shall:

(QR) To determine a change reporting household's net monthly income, unless the household contains a member who is elderly or disabled as defined in Section 63-102(c), the CWD shall follow the steps listed below. For QR/PB households the steps listed below shall be followed after income is averaged over the QR/PB Payment Quarter as specified in Section 63-509(a)(4).

(a) Add the gross monthly income earned by all household members minus earned income exclusions, to determine the household's total gross earned income.

(b) Apply the earned income deduction to the total gross earned income.

(c) Add to net monthly earned income the total monthly unearned income of all household members, minus income exclusions.

(d) Subtract the standard deduction.

(e) Subtract monthly dependent care expenses, if any, up to the current maximum.

(f) Subtract the homeless shelter deduction.

(g) Total the allowable shelter expenses to determine shelter costs, unless a homeless shelter deduction has been subtracted as in Section 63-503.311(f). Subtract from the total shelter costs 50 percent of the household's monthly income after all the above deductions have been subtracted. The remaining amount, if any, is the excess shelter cost. If there is no excess shelter cost, the net monthly income has been determined. If there is excess shelter cost, compute the shelter deduction according to subparagraph (G) of this section.

(h) Subtract the excess shelter cost (up to the current maximum) from the household's monthly income after all other deductions. The household's net monthly income has been determined.

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.312 Section 63-503.312(MR) shall become inoperative and Section 63-503.312(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) To determine the net monthly income of a household that includes a member who is elderly or disabled as defined in Section 63-102(e) the CWD shall:

(QR) To determine the net monthly income of a change reporting household that includes a member who is elderly or disabled as defined in Section 63-102(e), the CWD shall follow the steps listed below. For QR/PB households, the steps listed below shall be followed after income is averaged over the QR/PB Payment Quarter as specified in Section 63-509(a)(4).

(a) Add the gross monthly income earned by all household members minus earned income exclusions, to determine the household's total gross earned income.

(b) Apply the earned income deduction to the total gross earned income.

(c) Add to net monthly earned income, the total monthly unearned income to all household members, minus income exclusions.

(d) Subtract the standard deduction.

(e) Subtract the monthly dependent care up to the current maximum.

(f) Subtract the medical expenses in excess of the amount specified in Section 63-1101 (see Section 63-502.33 for allowable medical expenses).

(g) Subtract the homeless shelter deduction.

(h) Total the allowable shelter expenses to determine the shelter costs. Subtract from the total shelter costs 50 percent of the household's monthly income after all of the above deductions have been subtracted. The remaining amount, if any, is the excess shelter cost.

(i) Subtract the excess shelter cost from the household's monthly income after all other deductions. The household's net monthly income has been determined.

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.32 Eligibility and Benefits

.321 Sections 63-503.321(a) et seq.(MR) shall become inoperative and Section 63-503.321(a) (QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Monthly income, as defined in Sections 63-502.11 and 63-503.312 shall be compared to the gross and net monthly income eligibility standard for the appropriate household size to determine eligibility for all households, except as provided in Sections 63-301.6, 63-503.322, and .323. (See Handbook Section 63-1101 for the gross and net monthly income eligibility standards.)

(MR) (a) For households which are subject to monthly reporting, the CWD shall apply the gross and net monthly income eligibility standards each month during the household's certification period. The household's continued eligibility for benefits shall be based on the household's size and income information which the household and the CWD anticipate for the issuance month. This determination shall be based on the information reported on and submitted with the household's most recent CA 7. The CWD shall also consider information which the household reports outside of the normal monthly reporting system.

(MR) (1) If the household's gross and net monthly income does not exceed the standards the CWD shall issue benefits, in accordance with Section 63-503.22.

(MR) (2) If the household's gross or net monthly income exceeds the standards, the CWD shall either deny the application or terminate; or suspend the household's benefits in accordance with Section 63-504.37.

(MR) (b) For migrant farmworker households, the CWD shall deny the application if the household's gross and/or net monthly income exceeds the standards.

(QR) (a) For food stamp households which are subject to QR, the CWD shall apply the gross and net monthly income eligibility standards to the averaged QR/PB Payment Quarter's income during the certification period. The household's continued eligibility for benefits shall be based on the household's size and income information which the household and the CWD anticipate for the QR Payment Quarter. This determination shall be based on the information reported on and submitted with the household's most recent QR 7. The CWD shall also consider information which the household reports outside of the normal QR system.

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.322 Section 63-503.322 et seq.(MR) shall become inoperative and Section 63-503.322 et seq.(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) To determine the eligibility of a household with at least one member who is elderly or disabled as defined in Section 63-102(e), the household's net income, as determined by Section 63-503.312, shall be compared to the net monthly income eligibility standard for the appropriate household size. (See Handbook Section 63-1101 for the net monthly income eligibility standards.)

(MR) (a) For households which are subject to monthly reporting, the CWD shall apply the net monthly income eligibility standards each month during the household's certification period, except as specified in Sections 63-301.7 and .82. The household's continued eligibility for benefits shall be based on the household's size and income information which the household and the CWD anticipate for the next issuance month. This determination shall be based on the information reported on and submitted with the most recent CA 7. The CWD shall also consider information which the household reports outside of the normal monthly reporting system.

(MR) (1) If the household's net monthly income does not exceed the standard, the CWD shall issue benefits in accordance with Section 63-503.22.

(MR) (2) If the household's net monthly income exceeds the standard, the CWD shall either deny the application or terminate; or suspend the household's benefits in accordance with Section 63-504.37.

(MR) (b) For migrant farmworker households, the CWD shall deny the application if the household's net monthly income exceeds the standard.

(QR) (a) For households which are subject to QR, the CWD shall apply the gross and net monthly income tests to income averaged over the QR Payment Quarter. The household's continued eligibility for benefits shall be based on the household's size and income information which the household and the CWD anticipate for the next QR Payment Quarter or remaining months in the quarter.

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(QR) (1) If the household's net quarterly averaged income does not exceed the standard, the CWD shall issue benefits in accordance with Section 63-503.22.

(QR) (2) If the household's net quarterly averaged income exceeds the standard, the CWD shall deny the application or terminate benefits at the end of the quarter. If CalWORKs benefits are terminated mid-quarter based on income in excess of the IRT and income exceeds the household's standards, a mid-quarter action shall be taken to deny or terminate benefits and Transitional Food Stamp Benefits must be issued in accordance with Section 63-504.13.

.323 To determine the eligibility of a household in which all members are elderly or disabled as defined in Section 63-102(e), the CWD shall apply the net monthly income eligibility standards, as specified in Section 63-503.322.

(a) The CWD shall apply the net monthly income eligibility standards whenever the household reports a change in either income or household size. The household's continued eligibility for benefits shall be based on the household's new size and income information which the household and the CWD anticipate for the next issuance month.

(1) If the household's net monthly income does not exceed the standard, the CWD shall issue benefits in accordance with Section 63-503.22.

(2) If the household's net monthly income exceeds the standard, the CWD shall either deny the application or terminate; or suspend the household's benefits in accordance with Section 63-504.37.

.324 Section 63-503.324(MR) shall become inoperative and Section 63-503.324(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The household's monthly allotment shall be determined from the Coupon Allotment Tables on the basis of household size and net income. The counties shall issue food stamp coupons pursuant to the coupon allotment tables as promulgated and updated by the USDA. The SDSS shall provide the updated coupon allotment tables, which are to be implemented upon their effective date. Refer to Handbook Section 63-1101 for the most recent coupon allotment tables and their effective date.

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(QR) Change reporting and QR/PB household's monthly allotment shall be determined from the Coupon Allotment Tables on the basis of household size and net income. The counties shall issue food stamp benefits pursuant to the coupon allotment tables as promulgated and updated by the USDA. The CDSS shall provide the updated coupon allotment tables, which are to be implemented upon their effective date. Refer to Handbook Section 63-1101 for the most recent coupon allotment tables and their effective date.

.325 Section 63-503.325(MR) shall become inoperative and Section 63-503.325(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Except during an initial month, all eligible one- and two-person households shall receive a minimum monthly allotment of \$10 and all eligible households with three or more members which are entitled to \$1, \$3, and \$5 allotments shall receive allotments of \$2, \$4, and \$6 respectively to correspond with current coupon book determination.

(QR) Except during an initial month of application, all eligible one- and two-person change reporting and QR households shall receive a minimum monthly allotment of \$10 and all eligible households with three or more members which are entitled to \$1, \$3, and \$5 allotments shall receive allotments of \$2, \$4, and \$6 respectively to correspond with current coupon book determination.

.326 Section 63-503.326(MR) shall become inoperative and Section 63-503.326(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) For an eligible household with three or more members which is entitled to benefits for the initial month but not the following month, the CWD shall certify the household in accordance with Section 63-504.1 and terminate the case for the following month if the household is prospectively ineligible. The household shall be notified in accordance with Section 63-504.261.



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(QR) For an eligible change reporting household with three or more members which is entitled to benefits for the initial month but not the following month, the CWD shall certify the household in accordance with Section 63-504.1 and terminate the case for the following month if the household is prospectively ineligible. For QR/PB households with three or more members, benefits shall be provided during the QR Payment Quarter if averaged income over the quarter does not render the household ineligible for the quarter. The QR/PB household shall be certified in accordance with Section 63-504.1 if averaged income over the quarter for the QR/PB household does not exceed the 130 percent FPL for family size.

.327 Section 63-503.327(MR) shall become inoperative and Section 63-503.327 et seq.(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) For those eligible households which are entitled to no benefits in their initial month of application in accordance with Section 63-503.324, but are entitled to benefits in the next month, the CWD shall certify the households beginning with the month of application.

(QR) No Eligibility in the Initial Month of Application

(QR) (a) For those eligible change reporting households which are not entitled to benefits in their initial month of application in accordance with Section 63-503.324, but are entitled to benefits in the next month, the CWD shall certify the households beginning with the month of application.

(QR) (b) For QR/PB households whose income has been averaged over the QR Payment Quarter and averaged income makes the household ineligible, the application shall be denied unless the household is categorically eligible.

(1) The CWD shall inform households whose applications have been denied that if their income stops or drops, the household may contact the CWD to reapply for benefits.

(2) The CWD shall use the original application along with updated information if the household reapplies within 30 days of the denial of benefits.

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- .328 Section 63-503.328(MR) shall become inoperative and Section 63-503.328(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) When a household's circumstances change and it becomes entitled to a different income eligibility test, the CWD shall apply the different test at the next recertification or whenever the CWD changes the household's eligibility, benefit level or certification period, whichever occurs first.
- (QR) When a change reporting or QR/PB household's circumstances change and it becomes entitled to a different income eligibility test, the CWD shall apply the different test at the next recertification or whenever the CWD changes the household's eligibility, benefit level or certification period, whichever occurs first.
- .329 Section 63-503.329(MR) shall become inoperative and Section 63-503.329(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) The CWD shall deny the application of an otherwise eligible household with three or more members that has a net income which would set its benefit level at zero. The application shall be denied on the grounds that net income exceeds the level at which benefits are issued unless any of the following occur:
- (QR) The CWD shall deny the application of an otherwise eligible change reporting or QR/PB household with three or more members that has a net income which would set its benefit level at zero. The application shall be denied on the grounds that net income exceeds the level at which benefits are issued unless any of the following occur:
- (a) The benefit level of zero is due to proration; or
  - (b) The household is categorically eligible as specified in Sections 63-301.7 and .82. The CWD shall notify these households of their eligibility for zero benefits.

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.4 Households with Special Circumstances

.41 Households with Self-Employment Income

Section 63-503.41(MR) shall become inoperative and Section 63-503.41(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) For monthly reporting households receiving self-employment income, including those households that own and operate a commercial boarding house, the CWD shall calculate the self-employment income in accordance with this section. All households that own and operate a noncommercial boarding house shall have their income calculated in accordance with Section 63-503.42.

(QR) For QR households receiving self-employment income, including those households that own and operate a commercial boarding house, the CWD shall calculate the self-employment income in accordance with this section. All households that own and operate a noncommercial boarding house shall have their income calculated in accordance with Section 63-503.42. QR/PB households are subject to income averaging rules as specified in Sections 63-509(a)(4), (a)(5) and (a)(6).

.411 Households with Self-Employment Income

(a) Section 63-503.411(a)(MR) shall become inoperative and Section 63-503.411(a)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Monthly reporting households which receive self-employment income on a monthly basis shall report the actual amount of such income on the monthly eligibility report. The CWD shall calculate the household's benefit level for each month based on the actual amount of self-employment income reported even if such income fluctuates from month to month.

(QR) QR households which receive self-employment income on a monthly basis shall report the actual amount of such income on the QR 7 for the Data Month. The CWD shall calculate the household's benefit level for the Payment Quarter based on the actual amount of self-employment income reported on the QR 7 and anticipated income for each month of the upcoming QR Payment Quarter. Self-employment income shall be averaged over the QR Payment Quarter. Changes in self-employment income that occur mid-quarter shall be treated in accordance with Section 63-509(d).

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(b) Section 63-503.411(b)(MR) shall become inoperative and Section 63-504.411(b)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Self-employment income received less often than monthly which represents a household's annual income shall be averaged over a 12-month period even if the household receives income from other sources in addition to self-employment. If income is from a household member's self-employment in a farming or fishing operation and irregular expenses are incurred to produce that income, the household shall have the option to annualize the allowable costs of producing self-employment income from farming when the self-employment farm income is annualized.

(QR) Self-employment income received less often than monthly which represents a change reporting or QR/PB household's annual income shall be averaged over a 12-month period even if the household receives income from other sources in addition to self-employment. The annualized monthly income figure shall be used as the averaged income for the QR Payment quarter.

If income is from a household member's self-employment in a farming or fishing operation and irregular expenses are incurred to produce that income, the household shall have the option to annualize the allowable costs of producing self-employment income from farming when the self-employment farm income is annualized. For QR households, the annualized monthly figure for allowable costs of producing income from farming or fishing shall be used as an averaged expense for the QR Payment quarter.

(c) Section 63-503.411(c)(MR) shall become inoperative and Section 63-503.411(c)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) If a household's self-employment enterprise has been in existence for less than a year the income from that self-employment enterprise shall be averaged over the period of time the business has been in operation, and the monthly amount projected over the certification period.

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- (QR) If a household's self-employment enterprise has been in existence for less than a year, the income from that self-employment enterprise shall be averaged over the period of time the business has been in operation, and the monthly amount projected over the certification period. For QR/PB households, the projected income over the certification period shall be used in averaging income over the QR Payment Quarter.

**.412 Averaging Self-Employment Income Received Less Often Than Monthly**

- (a) At the time of application, the income and expenses from a self-employment enterprise shall be verified for either the last year or the last period during which income was earned and which was intended to cover either a year or part of a year. The CWD shall then use this verified information to average the household's income over the next year or period of time the income is intended to cover.
- (1) If the household has experienced a substantial increase or decrease in business income and can provide the CWD with information that shows the averaged amount is not reflective of the household's actual circumstances, the CWD shall then calculate the household's self-employment income based on anticipated earnings rather than prior income.
- (b) Section 63-503.412(b)(MR) shall become inoperative and Section 63-503.412(b)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Self-employment must be averaged over the period of time the income is intended to cover even if the household receives income from other sources.
- (QR) Self-employment must be averaged over the period of time the income is intended to cover even if the household receives income from other sources. For QR/PB households, self-employment must be averaged over the certification period or over a QR Payment Quarter.
- (c) Section 63-503.412(c)(MR) shall become inoperative and Section 63-503.412(c)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(MR) Actual self-employment income and expense information reported and verified with the household's CA 7 shall be used at the household's next certification to average and project the household's circumstances for the next year or period of time the income is intended to cover, except that the self-employment income averaged for the current certification period must be redetermined in the following instances:

(QR) Actual self-employment income and expense information reported and verified with the household's last QR 7 shall be used at the household's next certification to average and project the household's circumstances for the next year or next QR Payment Quarter, except that the self-employment income averaged for the current certification period or QR Payment Quarter must be redetermined in the following instances:

- (1) The household will likely experience or has experienced a substantial decline in income due to a change in circumstance such as crop failure or bankruptcy;
- (2) The household reports increases or decreases in self-employment income that are outside what is normal for the particular season or trade.
- (3) The household provides the CWD with verification of self-employment expenses which the household incurred to produce the income specified in Section 63-503.412(a), but had previously failed to give to the CWD.

In redetermining a household's averaged self-employment income the CWD shall only consider income and expenses which have been verified.

**.413 Allowable Cost of Producing Self-Employment Income**

To determine the net gross income of the applicant or recipient, the individual shall choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income. The amount of actual costs of producing self-employment or the standard 40 percent of gross earned income is deducted from total gross earned income to arrive at the net gross earned income amount. Recipients shall be allowed to change the method of deduction only at recertification or every six months, whichever occurs first.

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- (a) Actual allowable costs of producing self-employment income include, but are not limited to, the identifiable costs of labor, stock, raw material, seed and fertilizer; payments on the principal of the purchase price of income-producing real estate and capital assets, equipment, machinery, and other durable goods; interest paid to purchase income-producing property, insurance premiums, and taxes paid on income-producing property.
- (b) If actual costs are chosen, the following items shall not be allowed as a cost of doing business:
  - (1) Net losses from previous periods; and
  - (2) Federal, state and local income taxes, money set aside for retirement purposes, and other work-related personal expenses (such as transportation to and from work), as these expenses are accounted for by the earned income deduction, specified in Section 63-502.32.
  - (3) Depreciation; and
  - (4) Any amount that exceeds the payment a household receives from a boarder for lodging and meals.

.414 Capital Gains

The proceeds from the sale of capital goods or equipment shall be calculated in the same manner as a capital gain for Federal income tax purposes. Even if only 50 percent of the proceeds from the sale of capital goods or equipment is taxed for Federal income tax purposes, the CWD shall count the full amount of the capital gain as income for food stamp purposes. For households whose self-employment income is calculated on an anticipated, rather than averaged basis in accordance with Section 63-503.412(a)(1), the CWD must count the amount of capital gains the household anticipates receiving during the months over which the income is being averaged.

.415 Determining Monthly Income from Self-Employment

The monthly net self-employment income shall be added to any other earned income received by the household, and the net monthly income shall be computed, in accordance with Section 63-503.31.

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Sections 63-503.415(a) through (b)(1)(MR) shall become inoperative and Sections 63-503.415(a) through (b)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

- (MR) (a) For monthly reporting households who report their actual monthly self-employment income on the CA 7, the CWD shall add all gross self-employment income (including capital gains), and exclude the actual monthly cost of producing the self-employment income as reported on the CA 7.
- (MR) (b) For the period of time over which self-employment income is averaged, the CWD shall add gross self-employment income (including capital gains), exclude the cost of producing the self-employment income, and divide the self-employment income by the number of months over which the income will be averaged.
- (MR) (1) For self-employed farmers or fishermen, as defined in Section 63-102s, losses shall be prorated in the same manner used to prorate the self-employment income.
- (QR) (a) For QR households that report actual monthly self-employment income on the QR 7, the CWD shall add all gross self-employment income (including capital gains) and average it over the QR Payment Quarter, and exclude the averaged anticipated cost of doing business. The CWD shall determine if the monthly income is already determined by averaging income over the certification period or if anticipated income is to be averaged over the QR Payment Quarter. Calculation of benefits over the quarter shall be computed in accordance with Section 63-509.
- (QR) (b) The CWD shall add gross self-employment income (including capital gains) over the three-month QR Payment Quarter and divide the gross income total by three (3) to determine the monthly income amount for each month of the quarter. Income averaged over the certification period, need not be averaged over the quarter.



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- (QR) (1) For self-employed farmers or fishermen, losses shall be averaged in the same manner used to average the self-employment income, either over the certification period or over the QR Payment Quarter.
- (c) For migrant farmworker households self-employment income is calculated on an anticipated basis. The CWD shall add any capital gains the household anticipates it will receive in the next 12 months, starting with the date the application is filed, and divide this amount by 12. This amount shall be used in successive certification periods during the next 12 months, except that a new average monthly amount shall be calculated over this 12-month period if the anticipated amount of capital gains changes. The CWD shall then add the anticipated monthly amount of capital gains to the anticipated monthly self-employment income, and subtract the cost of producing the self-employment income. The cost of producing the self-employment income shall be calculated by anticipating the monthly allowable cost of producing the self-employment income.
- (d) For self-employed farmers or fishermen, as defined in Section 63-102(s), if the cost of producing the self-employment income exceeds the income derived from self-employment as a farmer or fisherman, such losses shall be prorated in accordance with Section 63-503.412(b), and then offset against countable income in the household as follows:
- (1) Offset farm or fishing self-employment losses first against other self-employment income.
- (2) Offset any remaining farm or fishing self-employment losses against the total amount of earned and unearned income after the earned income deduction has been applied.
- .416 If the CWD determines that a household is eligible based on its monthly net income, the CWD may elect to offer the household an option to determine the benefit level by using either the same net income which was used to determine eligibility, or by prorating the household's total net income over the period for which the household's self-employment income was averaged to more closely approximate the time when the income was actually received. If income is prorated, the net income assigned in any month cannot exceed the maximum monthly income eligibility standards for the household size.

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- (1) The following is an example of how the farming or fishing offset should be applied in determining the monthly net self-employment income to be used for both the gross and net income eligibility tests and benefit computations:

Self-Employment Income Computation

Gross Income	\$500
Expenses	<u>- 600</u>

Total Monthly Nonexempt Income	- 100
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A. Gross Income Eligibility

1. Gross Salary	\$300
2. Self-Employment	<u>- 0</u>

Total Gross Earned Income	300
Unearned Income (Cash Aid)	450

Total Gross Earned and Unearned Income	<u>750</u>
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Net Income Eligibility

Adjusted Gross Earned Income	\$240	(300 x .80)
Cash Aid	450	
Less Offset	-100	
Total Nonexempt Gross Income	590	

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(2) Self-employment Income Computation When There Are Two Different Sources of Self-employment Income

	Job 1	Job 2
Gross Income	\$ 500	\$ 400
Expenses	600	350
Profit/Loss	-100	+50

(A) First, offset against self-employment income

Job 1	\$100	
Job 2	-50	
	\$ 50	Net loss from self-employment

(B) Gross Income Eligibility

\$ 300	Gross salary
+ 0	Self-employment
+450	Cash Aid
\$ 750	total earned and unearned income

(C) Net Income Eligibility

\$ 240	Adjusted gross salary (300 x .80)
+ 450	Unearned income
\$ 690	Adjusted net income
- 50	Self-employment loss
\$ 640	total nonexempt gross income

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.42 Households with Boarders (Noncommercial)

Individuals paying a reasonable amount for room and board, as specified in Section 63-402.3, shall be excluded from the household when determining the household's eligibility and benefit level. Payments from the boarder, except a foster care boarder, as specified in Section 63-402.322 shall be treated as self-employment income and the household's eligibility determined as follows:

.421 Income from the Boarder

The income from boarders shall include all direct payments to the household for lodging and meals, including contributions to the household's shelter expenses. Shelter expenses paid directly by boarders to someone outside the household shall not be counted as income to the household. Foster care payments are not counted as income if the foster care boarders are not members of the food stamp household as specified in Section 63-402.322.

.422 Cost of Doing Business

After determining the income received from the boarders, the CWD shall exclude that portion of the boarder payment which is a cost of doing business. The cost of doing business shall be equal to any of the following procedures provided that the amount allowed as a cost of doing business shall not exceed the payment the household receives from the boarder for lodging and meals. Payments for meals only (see Section 63-402.311) shall be income to the extent the payment exceeds the actual cost.

- (a) An amount which equals the maximum food stamp allotment for the appropriate number of boarders, as specified in Handbook Section 63-1101; or
- (b) The actual documented cost of providing lodging and meals, if the actual cost exceeds the maximum food stamp allotment for the appropriate number of boarders, as specified in the Handbook Section 63-1101. If actual costs are used, only separate and identifiable costs of providing lodging and meals to boarders shall be excluded.

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.423 Deductible Expenses

The income from self-employment minus the cost of doing business shall be added to other earned income and the earned income deduction shall be applied to the total. Shelter expenses the household actually incurs, even if the boarder contributes to the household for part of the household's shelter expenses, shall be computed to determine if the household will receive a shelter deduction. However, the shelter expenses shall not include any shelter expenses paid directly by the boarder to a third party, such as to the landlord or utility company.

.43 Destitute Households

Migrant or seasonal farmworker households may have little or no income at the time of application and may be in need of immediate food assistance, even though they receive income at some other time during the month of application. The following procedures shall be used to determine when migrant or seasonal farmworker households in these circumstances may be considered destitute and, therefore, entitled to expedited service and special income calculation procedures. Households other than migrant or seasonal farmworker households shall not be classified as destitute.

.431 Migrant or seasonal farmworker households whose only income for the month of application was received prior to the date of application, and was from a terminated source, shall be considered destitute households and shall be provided expedited service.

- (a) If income is received on a monthly or more frequent basis, it shall be considered as coming from a terminated source if it will not be received again from the same source during the balance of the month of application or during the following month.
- (b) If income is normally received less often than monthly, the nonreceipt of income from the same source in the balance of the month of application or in the following month is inappropriate to determine whether or not the income is terminated. Therefore, for households that normally receive income less often than monthly, the income shall be considered as coming from a terminated source if it will not be received in the month in which the next payment would normally be received.

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- .432 Households whose only income for the month of application is from a new source shall be considered destitute and shall be provided expedited service if income of more than \$25 from the new source will not be received by the 10th calendar day after the date of application.
- (a) Income which is normally received on a monthly or more frequent basis shall be considered to be from a new source if income of more than \$25 has not been received from that source within 30 days prior to the date the application was filed.
- (b) If income is normally received less often than monthly, it shall be considered to be from a new source if income of more than \$25 was not received within the last normal interval between payments.
- .433 Households may receive both income from a terminated source prior to the date of application and income from a new source after the date of application, and shall still be considered destitute if income of more than \$25 will not be received by the 10th day after the date of application and no other income will be received in the month of application.
- .434 Destitute households shall have their eligibility and level of benefits calculated for the month of application by considering only income which is received between the first of the month and the date of application. Any income from a new source that is anticipated after the date of application shall be disregarded.
- .435 Some employers provide travel advances to cover the travel costs of new employees who must journey to the location of their new employment. To the extent that these payments are excluded as reimbursements, receipt of travel advances will not affect the determination of when a household is destitute. However, if the travel advance is by written contract an advance on wages that will be subtracted from wages later earned by the employee, rather than a reimbursement, the wage advance shall count as income. In addition, the receipt of a wage advance for the travel cost of a new employee shall not affect the determination of whether subsequent payments from the employer are from a new source of income, nor whether a household shall be considered destitute.

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.436 A household member who changes jobs but continues to work for the same employer shall be considered as still receiving income from the same source. A migrant farmworker's source of income shall be considered to be the grower for whom the migrant is working at a particular point in time, and not the crew chief. A migrant farmworker who travels with the same crew chief but moves from one grower to another shall be considered to have moved from a terminated income source to a new source.

.437 For migrant farmworker households, the above procedures shall apply at initial application and at recertification, but only for the first month of each certification period. At recertification, income from a new source shall be disregarded in the first month of the new certification period if income of more than \$25 will not be received from this new source by the 10th calendar day after the date of the household's normal issuance cycle. For seasonal farmworker households, the above procedures shall only apply to the month of application when the household has a beginning month.

.44 Treatment of Income and Resources of Excluded Members

.441 Household Members Excluded for Conviction of a Disqualifying Drug Felony, IPV Disqualification, Workfare or Work Requirement Sanction, or is a Fleeing Felon and/or a Probation/Parole Violator

During the period of time that a household member is ineligible to participate because of conviction of a disqualifying drug felony, as specified in MPP Section 63-402.229, disqualification for IPV, noncompliance with work requirements as specified in Section 63-407.4, imposition of a sanction while participating as a member of a household disqualified for failure to comply with workfare requirements, or is a fleeing felon and/or a probation/parole violator, the eligibility and benefit level of any remaining household members shall be determined as follows:

(a) Income, Resources, and Deductible Expenses

The income and resources of the excluded household member(s) shall continue to be counted in their entirety, and the entire household's allowable earned income, standard, medical, dependent care, and excess shelter deductions shall continue to apply to the remaining household members.



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(b) Eligibility and Benefit Level

The excluded member shall not be included when determining the household's size for the purposes of:

- (1) Assigning a benefit level to the household;
- (2) Comparing the household's monthly income with the income eligibility standards; or
- (3) Comparing the household's resources with the resource eligibility limits. The CWD shall ensure that no household's coupon allotment is increased as a result of the exclusion of one or more household members.

.442 Household Members Excluded for SSN Disqualification, Ineligible Noncitizen Status, or Failure to Meet ABAWD Work Requirement

The eligibility and monthly allotment for a household containing an individual, who is excluded for being an ineligible noncitizen, disqualified for refusal or failure to provide an SSN, or discontinued for not satisfying the ABAWD work requirement shall be determined as follows:

(a) Resources

The resources of such excluded members shall continue to count in their entirety to the remaining household members.

(b) Income

A pro rata share of the income of such excluded members shall be counted as income to the remaining members. This pro rata share is calculated by first subtracting the allowable exclusions from the excluded member's income and dividing the remaining income evenly among the household members, including the excluded members. All, but the excluded members' share is counted as income for the remaining household members.

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(c) Deductible Expenses

- (1) The earned income deduction shall apply to the prorated income earned by such excluded members which is attributed to the household.
- (2) The household's allowable shelter, and dependent care, expenses which are paid in their entirety by the excluded member(s) shall be prorated and only the Food Stamp eligible member(s) pro rata share shall be counted as a deduction.
- (3) If such excluded member(s) shares allowable shelter, utility, dependent care expenses, with the Food Stamp eligible household member(s), deduct the excluded member's contribution from the applicable expense and the net amount is the Food Stamp household's allowable deduction. If the contributed amount cannot be differentiated (e.g., pooled income), the Food Stamp household's deduction amount shall be determined as specified in Section 63-502.36.

(d) Eligibility and Benefit Level

Such excluded members shall not be included when determining their households' sizes for the purposes of:

- (1) Assigning a benefit level to the household;
- (2) Comparing the household's monthly income with the income eligibility standards;
- (3) Comparing the household's resources with the resource eligibility limits; or,
- (4) Determining the categorical eligibility of the remaining household members as specified in Sections 63-301.7 and .82.

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.443 Household Members Excluded for SSI/SSP Recipient or Ineligible Student Status

The eligibility and monthly allotment of any remaining household members of a household containing individuals excluded for being an SSI/SSP recipient or ineligible student shall be determined in accordance with the requirements for nonhousehold members as specified in Section 63-503.45.

.444 Reduction or Termination of Benefits Within the Certification Period

Whenever an individual is excluded within the household's certification period, the CWD shall determine the eligibility or ineligibility of the remaining household members. The CWD also shall take the following action:

- (a) When a household member is excluded for an IPV disqualification, and the household's allotment is subsequently reduced or terminated the CWD shall notify the remaining members of their eligibility and monthly allotment at the same time the excluded member is notified of his or her disqualification. The household is not entitled to a timely notice but may request a state hearing to contest the reduction or termination of benefits, unless the household has already had a state hearing on the amount of the claim as a result of consolidation of the administrative disqualification hearing with the state hearing.
- (b) When a household member is excluded for Workfare or work requirement sanction, SSN disqualification, ineligible alien status, conviction of a drug felony, or is a fleeing felon and/or a probation/parole violator, and the household's allotment is subsequently reduced or terminated, the CWD shall issue a notice of action as specified in Section 63-504.26 and, as appropriate, as specified in Section 63-407.56. The notice shall inform the household of the exclusion, the reason for the exclusion, the eligibility and monthly allotment of the remaining members and the actions the household must take to end the disqualification.

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.45 Nonhousehold Members

The income and resources of nonhousehold members as specified in Section 63-402.21 and the excluded household members specified in Sections 63-402.225, .226, and .322 shall not be considered available to the household. Cash payments from the nonhousehold member to the household shall be considered income under the normal income standards set in Section 63-502.1. Vendor payments, as defined in Section 63-502.2, shall be excluded as income.

.451 When the earned income of one or more household members and the earned income of a nonhousehold member are combined into one wage, the income of the household member(s) shall be determined as follows:

- (a) If the household's share can be identified, the CWD shall count that share as earned income to the household.
- (b) If the household's share cannot be identified, the CWD shall prorate the income among all those by whom it was earned and count the household's pro rata share as earned income to the household.

.452 If the Food Stamp eligible household member(s) lives with and shares allowable shelter, utilities and/or dependent care expenses with the nonhousehold member, deduct the nonhousehold member's contribution from the appropriate expense and the net amount is the Food Stamp household's allowable deduction. If the contribution cannot be differentiated (e.g., pooled income), the Food Stamp eligible household's deduction amount shall be determined as specified in Section 63-502.36.

.453 Eligibility and Benefit Level

Nonhousehold members, excluded SSI/SSP recipients and ineligible students shall not be included when determining the household's size for the purposes of:

- (a) Assigning a benefit level to the household;

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- (b) Comparing the household's monthly income with the income eligibility standards;
- (c) Comparing the household's resources with the resource eligibility limits; or
- (d) Determining the categorical eligibility of the remaining household members in accordance with Sections 63-301.7 and .82.

.46 Residents of Shelters for Battered Women

- .461 A woman or woman with children who are temporary residents of a shelter for battered women and children may apply for food stamps directly or through an authorized representative as specified in Section 63-402.6.
- .462 Shelter residents who were included in a certified household in the dwelling of the abuser and who recently fled to a shelter, shall receive a separate allotment only once a month while residing in the shelter, as specified in Section 63-402.6. In order to receive this allotment, eligible residents shall complete new applications and apply as separate households.
- .463 Prior to certifying shelter residents, the CWD shall determine and document in the case file that the shelter for battered women and children meets the definition in Section 63-102 and document the basis of the determination.
- .464 Eligible residents shall be certified solely on the basis of the income, resources and expenses for which they are responsible on the date of application and their resource level as of the date of their interview. The income, resources and expenses of their former households shall not be considered available to the residents and resources held jointly with member(s) of their former households shall be considered inaccessible, in accordance with Section 63-501.3(m).
- .465 The CWD shall take prompt action to ensure that the former household's eligibility or allotment reflects a change in household composition, which may require contacting another CWD, if the resident is currently living in a shelter in another county.

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- (a) If the CWD has sufficient information to determine that there has been a change in household composition in the resident's former household, prompt action shall be taken either to make a change in the former household's allotment or to terminate the former household, in accordance with Section 63-504.35, for monthly reporting households or Section 63-504.42 and .43, for nonmonthly reporting households.
- (b) If the CWD has insufficient information regarding the change in household composition of the resident's former household the CWD shall take action, in accordance with Section 63-504.14.

.47 Residents of Drug/Alcoholic Treatment and Rehabilitation Programs

.471 Narcotic addicts or alcoholics who regularly participate in drug or alcoholic treatment and rehabilitation programs on a resident basis may be eligible for food stamps, as specified in Section 63-402.4. These programs must provide meals to residents to qualify as eligible institutions. Residents of those programs that do not provide meals may apply as roomers, as provided in Section 63-402.21, and are not subject to the provisions of this section.

.472 A resident narcotic addict or alcoholic in a center providing meals, together with the resident's children staying in the center, shall have their eligibility determined as an individual household. The CWD shall certify residents of addict/alcoholic treatment centers by using the same provisions that apply to all other applicant households, except that certification must be accomplished through an authorized representative, as described in Section 63-402.62.

- (a) Prior to certifying any residents for food stamps, the CWD shall verify that the treatment center is authorized by FNS as a retailer, or meets the eligibility criteria to receive funding under Part B of Title XIX of the Public Health Service Act (42 USC 300x et seq.) as shown by the possession of the appropriate State Department of Alcohol and Drug Program documents.
  - (1) Repealed by Manual Letter No. FS-91-04, effective 3/23/91.
  - (2) Repealed by Manual Letter No. FS-91-04, effective 3/23/91.
- (b) FNS authorization is required for those centers redeeming coupons through wholesalers.

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.473 Each treatment and rehabilitation center shall provide the CWD with a list of currently participating residents. This list shall include a statement signed by a responsible center official attesting to the validity of the list. The CWD shall require the list on either a monthly or semimonthly basis. In addition, the CWD shall conduct periodic random onsite visits to the center to assure the accuracy of the listings and that the CWD's records are consistent and up to date.

- (a) If the center refuses to supply the list of residents or refuses to allow the CWD access to the facility to verify the list, the CWD shall terminate the participation of all certified households in the center for refusal to cooperate. The households shall be sent a timely notice of action informing them of the termination.
- (b) The households may reapply, once denied or terminated, but shall not be certified eligible until the center, as the household's authorized representative, cooperates.

.474 The following provisions apply to residents of treatment centers:

- (a) When expedited processing standards, as described in Section 63-301.5, are necessary, eligibility for the initial application shall be processed on an expedited basis, and the CWD shall complete verification and documentation requirements prior to issuance of a second coupon allotment;
- (b) When normal processing standards apply, the CWD shall complete the verification and documentation requirements prior to making an eligibility determination for the initial application;
- (c) The CWD shall process changes in household circumstances and recertifications by using the same standards that apply to all other food stamp households; and
- (d) Resident households have the same rights as other households to receive advance notice of CWD actions, request state hearings and receive restoration of lost benefits, except for those residing in an institution disqualified as an authorized retail food store.

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- | .475 The treatment center shall notify the CWD, as provided in Section 63-505.2, of changes in the household's income or other household circumstances and when the addict or alcoholic leaves the treatment center. The treatment center shall return a household's authorization document, access device or coupons received after the household has left the center.
- | .476 When the household leaves the center, the center shall provide the resident household with their county issued Food Stamp ID card, access device or any untransacted authorization documents. The household, not the center, shall be allowed to sign for and receive any authorized benefits remaining in a direct access issuance system. The departing household shall also receive its full allotment if already issued and if no coupons have been spent on behalf of that individual household. These procedures are applicable any time during the month. However, if the coupons have already been issued and any portion spent on behalf of the individual, and the household leaves the treatment and rehabilitation program prior to the 16th day of the month, the treatment center shall provide the household with one-half of its monthly coupon allotment. If the household leaves on or after the 16th day of the month and the coupons have already been issued and used, the household does not receive any coupons.
- (a) Once the household leaves the treatment center, the center is no longer allowed to act as that household's authorized representative. The center shall, if possible, provide the household with a DFA 377.5 for nonmonthly reporting households, or a CA 7 for monthly reporting households in order for the household to report to the CWD their new address and other changes in circumstances after leaving the center. The center shall also advise the nonmonthly reporting household to return the DFA 377.5 to the appropriate CWD office within 10 days.
- (b) The treatment center shall return to the CWD any coupons not provided to departing residents at the end of each month. These returned coupons shall include those not provided to departing residents because they left either prior to the 16th and the center was unable to provide the individual with the coupons or they left on or after the 16th of the month.



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- | .477 The institution shall be responsible for any intentional Program violation it knowingly commits in the certification of center residents. As an authorized representative, the institution shall be knowledgeable about household circumstances and should carefully review those circumstances with residents prior to applying on their behalf. The institution shall be strictly liable for all losses or misuse of food coupons held on behalf of resident households and for all overissuances which occur while the households are residents of the treatment center.
- | .478 The institution may be penalized or disqualified if it is determined administratively or judicially that coupons were misappropriated or used for purchases that did not contribute to a certified household's meals. (See Section 63-402.652 for provisions regarding the misrepresentation of household's circumstances by drug and alcohol treatment centers.) Procedures for taking action shall be as follows:
- (a) For FNS - authorized institutions, the CWD shall promptly notify FNS when it has reason to believe that an institution is misusing coupons in its possession. However, the CWD shall take no action prior to FNS action against the institution.
- (b) For institutions not FNS authorized, but certified by the State Department of Alcohol and Drug Programs, the CWD shall take appropriate action, as specified in Sections 63-801, 63-803, 63-804, and 63-805. Those provisions of Sections 63-801, 63-803, 63-804, and 63-805 that apply to other food stamp households shall also apply, except to treatment centers being treated as the household.
- | .479 If FNS disqualifies an institution as an authorized retail food store, the CWD shall suspend its authorized representative status for the same time period. If the institution loses its authorization from FNS to accept and redeem coupons, or is no longer certified by the State Department of Alcohol and Drug Programs, its residents are no longer eligible to participate. The residents shall receive adequate notice explaining the termination and when it will become effective, as specified in Section 63-504.267(c).
- .48 Residents of group living arrangement who receive benefits under Title II of the Social Security Act.

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.481 Disabled or blind residents of a group living arrangement as defined in Section 63-102g., who receive benefits under Title II of the Social Security Act may voluntarily apply for the Food Stamp Program. If these residents apply through the use of the facility's authorized representative their eligibility shall be determined as one-person households. If the residents apply on their own behalf, household composition shall be determined as specified in Section 63-402.1. The CWD shall certify these residents using the same provisions that apply to all other households.

(a) Prior to certifying any residents for food stamps, the CWD shall verify that the group living arrangement is authorized by FNS as a retail food store, as defined in Section 63-102r., or is licensed by CDSS as a group home, and is either a public or private, nonprofit residential setting.

(b) Any Title XVI (SSI/SSP) recipients residing in group living arrangements are ineligible for food stamps.

(c) The CWD shall verify that a group living arrangement is authorized by FNS either by observing the FNS-254, FSP Authorization, or by confirming the authorization with an FNS field office.

(d) The CWD shall verify that a group living arrangement is licensed by observing the arrangement's current CDSS license.

.482 Each group living arrangement shall provide the CWD with a list of currently participating residents. This list shall include a statement signed by a responsible center official attesting to the validity of the list. The CWD shall require the list either on a quarterly basis or more frequently if the turnover of residents is rapid enough to warrant more frequent review. In addition, the CWD shall conduct periodic random on-site visits to assure the accuracy of the list. If, at the time of the on-site visit, the CWD's participation records of the residents in the group living arrangement are not consistent with the listings, the visit will be used to update the CWD's participation records.

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- .483 The same provisions applicable to residents of treatment centers in Section 63-503.473, also apply to blind or disabled residents of group living arrangements who receive benefits under Title II or Title XVI of the Social Security Act when the facility acts as the resident's authorized representative.
- .484 If the resident has made application on his/her own behalf, the household is responsible for reporting changes to the CWD as provided in Section 63-505.22. If the group living arrangement is acting in the capacity of an authorized representative, the group living arrangement shall notify the CWD, as provided in Section 63-505.22, of changes in the household's income or other household circumstances and when the individual leaves the group living arrangement. The group living arrangement shall return any household's authorization document, access device, or coupons to the CWD if they are received after the household has left the group living arrangement.

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.485 When the household leaves the facility, the group living arrangement either acting as an authorized representative or retaining the use of coupons on behalf of the residents, regardless of the method of application, shall provide residents with their CWD issued Food Stamp ID card, access device and any untransacted authorization documents. Also, the departing household shall receive its full allotment if issued by direct mail and if no coupons have been spent on behalf of that individual household. These procedures are applicable any time during the month.

(a) If the coupons have already been issued and any portion spent on behalf of the individual, and the household leaves the group living arrangement prior to the 16th day of the month, the group living arrangement shall provide the household with its CWD issued Food Stamp ID card and one-half of its monthly coupon allotment.

(1) If the household leaves after the 16th of the month and the coupons have already been issued and used, the household does not receive any coupons.

(2) If a group of residents have been certified as one household and have returned coupons to the facility to use, the departing residents shall be given a pro-rata share of one-half of the household's monthly allotment if leaving prior to the 16th day of the month.

(b) Once the resident leaves, the group living arrangement may no longer act as his/her authorized representative.

(1) For nonmonthly reporting households, the group living arrangement shall, if possible, provide the household with a DFA 377.5 to report to the CWD the individual's new address and other changes in circumstances after leaving the group living arrangement and shall advise the household to return the form to the CWD within 10 days.

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- (2) For monthly reporting households, the group living arrangement, if possible, shall provide the household with a CA 7, and instruction on completing it. However, the household is responsible for reporting the changes in household circumstances to the CWD.
- (c) If a resident or a group of residents apply on their own behalf and if they retain use of their own coupons, these individuals are entitled to keep the coupons when they leave. If a group of residents have applied as one household, a pro rata share of the remaining coupons shall be provided to any departing member.
- (1) For nonmonthly reporting households, the group living arrangement shall, if possible, provide the household with a DFA 377.5 to report to the CWD the individual's new address and other changes in circumstances after leaving the group living arrangement and shall advise the household to return the form to the CWD within 10 days.
- (2) For monthly reporting households, the group living arrangement, if possible, shall provide the household with a CA 7, and instruction on completing it. However, the household is responsible for reporting the changes in household circumstances to the CWD.
- (d) The group living arrangement shall return to the CWD any coupons it was unable to return to departing residents.

.486 The provisions of Section 63-503.476 shall also apply to all group living arrangements.

.49 Households with Sponsored Noncitizens

The income and resources of a sponsor and the sponsor's spouse (if he or she has executed an INS Form I-864 or I-864A), shall be deemed to be the unearned income and resources of an eligible sponsored noncitizen and shall be considered in determining the eligibility and/or benefit level of the household of which the sponsored noncitizen is a member.

.491 The sponsored noncitizen is subject to the sponsorship provisions until the sponsored noncitizen:

- (a) achieves United States citizenship through naturalization; or
- (b) has 40 qualifying quarters as specified in Section 63-405.4; or
- (c) leaves the United States permanently; or

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(d) dies.

(1) The sponsor's support obligation also terminates when the sponsor dies.

.492 The following noncitizens are exempt from provisions for sponsored noncitizens:

(a) A noncitizen who is participating in the Food Stamp Program as a member of his/her sponsor's household or a noncitizen whose sponsor is participating separate and apart from the noncitizen;

(b) A noncitizen who is sponsored by an organization or group as opposed to an individual;

(c) A noncitizen who is not required to have a sponsor under the Immigration and Nationality Act, such as, but not limited to, a refugee, a parolee, one granted asylum, and/or a Cuban or Haitian entrant.

(d) An indigent noncitizen as determined to have income that does not exceed 130 percent of the poverty guideline for the household size.

(1) If a determination is made by the CWD that an indigent sponsored noncitizen's income as described in Sections 63-102(1)(11) and 63-503.492(d) does not exceed 130 percent of the poverty guideline for the household size, deemed income and resources from the sponsor or the sponsor's spouse is not attributed to the sponsored noncitizen.

(A) In these cases, the amount of income and resources of the sponsored noncitizen plus any income and resources the sponsor and/or the sponsor's spouse and/or others actually give to the sponsored noncitizen shall be considered the income and resources of the sponsored noncitizen.

(B) This exception applies for a period beginning on the date of such indigency determination and ending 12 months from that date. The 12-month exception period is renewable for additional 12-month periods.

(C) The CWD must notify the Attorney General at least annually of each indigency determination, including the names of the sponsor and the sponsored noncitizen involved.



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(D) The CWD must inform the sponsored noncitizen either orally or in writing, of the requirement to notify the Attorney General of the indigent determination. The sponsor shall also be notified if administratively possible.

(e) A battered noncitizen as specified in Section 63-405.5.

(1) The battered noncitizen is exempt from sponsorship requirements for 12 months after the CWD has determined there is a substantial connection between the abuse/battery and the need for benefits as specified in Section 63-405.55 and the battered individual does not live with the batterer.

(2) After 12 months, the batterer's income and resources will not be deemed if the battery is recognized by a court or the INS and has a substantial connection to the need for benefits and the noncitizen does not live with the batterer.

.493 Eligibility and Benefit Level

(a) Income

(1) Income deemed available to the noncitizen is determined as follows:

(A) Take the total monthly earned and unearned income of the sponsor and the sponsor's spouse if the spouse has also executed an I-864 or I-864A at the time the household containing the sponsored noncitizen applies or is recertified.

(i) For the portion of income determined to be earned income of the sponsor and the sponsor's spouse, deduct 20 percent and

(ii) Deduct the food stamp monthly gross income eligibility limit for a household equal in size to the sponsor's household, i.e. the sponsor, the sponsor's spouse and any other person who is claimed or could be claimed by the sponsor, or the sponsor's spouse as a dependent for federal income tax purposes.

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- (B) If the noncitizen has already reported gross income information on his/her sponsor, due to Temporary Assistance to Needy Families (TANF) sponsored noncitizen rules, that income amount may be used for Food Stamp Program deeming purposes. However, allowable deductions to be applied to the total gross income of the sponsor and the sponsor's spouse, prior to attributing an income deduction to the noncitizen, shall be limited to the earned income amount and the Food Stamp Program gross monthly income amount stated above.
- (2) Direct cash payment to the noncitizen by the sponsor or the sponsor's spouse shall not be considered as income to the noncitizen unless the amount paid exceeds the amount of the sponsor's income deemed available to the noncitizen. Only the portion of the amount paid that actually exceeds the deemed amount would be considered income to the noncitizen in addition to the deemed income amount.
- (b) Resources
- (1) Resources of the sponsor and sponsor's spouse as determined by Section 63-501 deemed to be that of the noncitizen shall be the total amount of their resources reduced by \$1,500.
- (c) Treatment of Income and Resources of More Than One Sponsored Noncitizen
- If a sponsored noncitizen can demonstrate to the CWD that his/her sponsor sponsors other noncitizens, then the income and resources deemed under this section shall be divided by the number of such noncitizens that apply for, or are participating in the Food Stamp Program.
- If such information about other aliens for whom the sponsor is responsible is not provided to the CWD, the deemed income and resource amounts calculated shall be attributed to the applicant alien in their entirety until such time as the information is provided.
- (d) Changing Sponsors
- If the noncitizen changes sponsors during the certification period, then deemed income/resources shall be recalculated based on the required information of the new sponsor. See Section 63-403.33. The reported change would be handled in accordance with the time frames and procedures in Sections 63-504.3 and .4 as appropriate.
- (e) Repealed by CDSS Manual Letter No. FS-01-02, effective 6/1/01.

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.494 Awaiting Verification

- (a) While the CWD is awaiting receipt and/or verification from the noncitizen of information necessary to carry out the provisions of Section 63-503.49, the sponsored noncitizen shall be ineligible to participate until all necessary facts are obtained. In determining the eligibility and/or benefit level of the remaining household members, the income and resources of the ineligible noncitizen (excluding the attributed income and resources of the noncitizen's sponsor and sponsor's spouse) shall be handled in accordance with Section 63-503.44.
- (b) If the sponsored alien refuses to cooperate in providing and/or verifying needed information, other adult members of the alien's household shall be responsible for providing and/or verifying information required in accordance with Section 63-505.1. If the information or verification is subsequently received, the CWD shall act on the information as a reported change in household membership in accordance with the timeliness standards in Sections 63-504.3 and .4. If the same sponsor is responsible for the entire household, the entire household is ineligible until such time as needed sponsor information is provided and/or verified.

.5 Section 63-503.5(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(QR) Nonexcluded scholarship, deferred educational loans and educational grant income received less often than monthly for both change reporting and QR households shall be averaged, after exclusions, over the period it is intended to cover.

.6 Section 63-503.6(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(QR) Contract income received by change reporting and QR households that derive their annual income in a period of time shorter than one year shall be averaged over the period it is intended to cover, provided the income from the contract is not earned on an hourly or piece-work basis.

.7 Failure to Comply with Another Assistance Program's Requirements

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.71 The CWD shall not increase food stamp benefits when the household's benefits from another federal, state or local welfare or public assistance program have been reduced due to failure to comply with a requirement of that program. The provision does not apply when a food stamp household member who fails to comply is subject to a food stamp work sanction imposed pursuant to Section 63-407.541. The following conditions apply:

.711 The welfare or public assistance program must be: "Means-tested", as defined in Section 63-502.171; governed by welfare or public assistance laws or regulations; and distribute public funds.

.712 Food stamp benefits shall be adjusted when eligible members are added to the food stamp household regardless of whether the household is prohibited from receiving benefits for the additional member under another federal, state or local welfare or public assistance means-tested program.

.713 Changes in household circumstances which are not related to failure to comply with another federal, state or local welfare or public assistance means-tested program shall not be affected by this provision.

.714 The CWD shall calculate food stamp benefits using the benefit amount that would have been issued if no penalty had been imposed.

.72 The CWD shall identify that portion of the reduction in the other welfare or public assistance program's benefits due to failure to comply with a requirement of that program.

.721 The CWD shall calculate food stamp benefits using the benefit amount that would have been issued if no reduction due to failure to comply had been imposed.

.8 Homeless Food Stamp Households

Homeless food stamp households shall be permitted to use their food stamp benefits to purchase prepared meals from meal providers for the homeless which have been authorized by the Food and Nutrition Service (FNS) to accept food stamp coupons.

.9 Section 63-503.9(MR) shall become inoperative and Section 63-503.9(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(MR) Certified Monthly Reporting Households Applying for Aid in a New County

(QR) Households Losing County Residence

.91 Section 63-503.91(MR) shall become inoperative and Section 63-503.91(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The applications of households which were certified for Food Stamp Program participation in one county or state and which move to another county or this state and apply for benefits without at least a one-month break in certification, shall be treated as initial applications, except they shall continue to be retrospectively budgeted, as specified in Section 63-504.711. Households which have requested and are entitled to expedited service shall have their benefits available in accordance with Section 63-301.531(b).

(QR) The applications of change reporting food stamp households which were certified for Food Stamp Program participation in one county and which move to another county and apply for benefits, shall be treated as initial applications. Households which have requested and are entitled to expedited service shall have their benefits available in accordance with Section 63-301.531(b).

.911 Section 63-503.911(MR) shall become inoperative and Sections 63-503.911(a) and (b)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Households which were subject to retrospective budgeting in the previous county or state shall continue to be retrospectively budgeted, unless the household is now excluded, as specified in Section 63-505.21.

(QR) (a) For households that are subject to QR/PB and move out of state, benefit shall be terminated mid-quarter.

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(QR) (b) For QR/PB households that move out of county, the CWD shall continue to follow existing rules which require the recipient to be discontinued from the former county of residence and reapply in the new county, except when there is a companion CalWORKs case that is being transferred, the former county will continue to provide benefits until the end of the month in which the CalWORKs case is transferred from the former county in accordance with Section 63-509(c)(2). The new county shall assign a new QR reporting cycle to the household.

.912 The CWD shall assist all households, as specified in Sections 63-103.21(i)(8) and 63-300.55, in obtaining any missing verification which the household had provided to the county or state in which the household was previously certified.

NOTE: Authority cited: Sections 10553, 10554, 10604, 11265.1, .2 and .3, 11369, 18901.3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 271.2; 7 CFR 272.3(c)(1)(ii); 7 CFR 273.1(b)(2)(iii), (c)(3)(i), (ii) and (e)(1)(i) as published in the Federal Register, Volume 59, No. 110 on June 9, 1994; 7 CFR 273.2(j)(4); 7 CFR 273.4(c)(2), (c)(2)(i), (c)(2)(i)(A), (c)(2)(iv), (c)(2)(v), (c)(3)(v), and (e)(1) and (2); 7 CFR 273.9(b)(1)(ii), (b)(2)(ii), and (d)(6)(iii)(F); 7 CFR 273.10; 7 CFR 273.10(a)(1)(iii)(B); 7 CFR 273.10(c)(2)(iii), (c)(3)(ii), proposed amended 7 CFR 273.10(d) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; (d)(1)(i), (d)(2), (d)(3), (d)(4), and proposed (d)(8) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, and proposed amended 7 CFR 273.10(e)(1)(i)(E-H) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 273.11(a)(1)(i) through (iii), (a)(2)(i), (b)(1), (b)(1)(i) and (ii), (c), (c)(1), (c)(2), (c)(2)(iii), (c)(3)(ii), (d)(1), and (e)(1); 7 CFR 273.12(a)(1)(i)(A), (a)(1)(i)(B), (a)(1)(i)(C)(2), and (c)(3)(iv); 7 CFR 273.21(f)(2)(ii), (iii), (iv), and (v), (g)(3), (j)(1)(vii)(B), and (S); 7 CFR 273.24(b)(4); (Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal. Feb. 1, 1990) [Dock No. CV-89-0768]; Waiver Letter WFS-100:FS-10-6-CA, dated October 2, 1990, U.S.D.A., Food and Consumer Services; Administrative Notice No. 89-12, No. 92-23, dated February 20, 1992, No. 94-39, and No. 94-65; Public Law (P.L.) 100-435, Section 351, and P.L. 101-624, Section 1717; [7 United States Code (U.S.C.) 2012, 2014(d)(6), (e), and 2017(c)(2)(B)]; 7 U.S.C. 2015(d)(1); 8 U.S.C. 1631, P.L. 104-193, Sections 115, 815, 821, 827 and 829 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Federal Food Stamp Policy Memos 82-9 dated December 8, 1981, and 88-4 dated November 13, 1987, Federal Register, Vol. 66, No. 229, dated November 28, 2001, USDA FNS AN 03-23, dated May 1, 2003; Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171).

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.1 Certification Periods

The CWD shall certify each eligible household for a definite period of time within which a household shall be certified to receive benefits. At the expiration of such certification period, entitlement to food stamp benefits shall end. Under no circumstances shall benefits be continued beyond the end of a certification period without a new determination of eligibility. See Section 63-504.6 for recertification procedures. CWDs must assign the longest certification period possible based on the predictability of the household's circumstances. The first month of the certification period will be the first month for which the household is eligible to participate. The certification period cannot exceed 12 months, except as specified in Sections 63-504.13 and .14.

Handbook Section 63-504.1(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(QR) Counties may match certification periods with QR reporting cycles. Where possible, CalWORKs shall adjust its redetermination period to coincide with the Food Stamp Program certification period. The food stamp certification period shall not be shortened unless as specified in Section 63-504.15. The certification may be lengthened if it does not exceed 12 months as specified in Section 63-504.16.

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.11 General Requirements for Establishing Certification Periods

.111 Certification periods shall conform to calendar or fiscal months, except that for initial applications where benefits are prorated, the beginning date of the certification period shall be the date the application was filed with the CWD. At initial application, the first month in the certification period shall generally be the month of application, even if the household's eligibility is not determined until a subsequent month. For timely reapplications and recertifications, the certification period shall begin with the month following the last month of the previous certification period. Households should be assigned certification periods of at least six months except as follows:

- (a) Households with unstable circumstances should be assigned certification periods consistent with their circumstances, but generally no less than three months.
- (b) Households may be assigned one or two-month certification periods when it appears likely that the household will become ineligible for food stamps in the near future.

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(Continued)

.12 Section 63-504.12(MR) shall become inoperative and Section 63-504.12(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Additional Requirements for Establishing Certification Periods for Monthly Reporting Households

(QR) Additional Requirements for Establishing Certification Periods for QR Households

.121 Public Assistance and Categorically Eligible Households

Households in which all members are contained in a single Public Assistance (PA) grant, and the food stamp applications are processed jointly as specified in Section 63-301.6, may have their food stamp recertifications, to the extent permitted by regulation, at the same time they are redetermined for PA eligibility.

The certification period shall be established for no longer than 12 months. The CWD shall be permitted to recertify food stamps when the PA redetermination occurs. However, if the PA redetermination and the food stamp recertification cannot be jointly processed, the CWD shall send the household a notice of expiration of its food stamp certification period as specified in Section 63-504.624 and proceed to recertify the household for food stamps in order not to exceed the 12 months. The certification period may be shortened as specified in Section 63-504.14 to keep the time frames on the same schedule.

(a) If a household initially applies jointly for food stamps and PA benefits, a nonassistance classification shall be assigned if the food stamp application is approved prior to the PA determination being made and the certification period shall be assigned in accordance with Section 63-504.122. When the PA application is approved, the household shall be reclassified as public assistance, but the certification period shall remain as originally assigned. (See Section 63-301.7 for additional procedures for PA categorically eligible households.)

.122 Nonassistance Households

All nonassistance households (NA) subject to monthly reporting shall be certified for a period not to exceed 12 months.

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.123 Changes in Classification

If the household classification changes and Food Stamp Program eligibility is retained, the certification period shall be changed as follows:

- (a) When all members of a currently certified NA household apply for PA benefits, the CWD shall inform the household that it may be recertified for food stamps at the same time its PA eligibility is determined. In order to do so, the household shall submit an application for recertification and have a joint interview in conjunction with the processing of the PA application. If the household agrees to be recertified in accordance with the PA application, the CWD shall provide the household with the application forms (DFA 285-A1 and DFA 285-A2) necessary to recertify the household. If the household is determined to be eligible for PA benefits, a new food stamp certification period shall be assigned in accordance with Section 63-504.121.
  - (1) If the household applying for PA benefits elects not to be recertified for food stamps in conjunction with processing of the PA application, the household's certification period shall remain as originally assigned, unless the CWD determines it is necessary to shorten the certification period in accordance with Section 63-504.14.
- (b) Households which have their PA eligibility terminated shall retain their originally assigned food stamp certification period, unless the CWD determines it is necessary to shorten the certification period in accordance with Sections 63-504.132(d) and 63-504.15.

.13 Transitional Food Stamp Benefits

- .131 If the household receives CalWORKs benefits in the month that CalWORKs eligibility is terminated, the household will receive transitional food stamp benefits for five months after the CalWORKs case closes, unless:
  - (a) The household moves out of state.
  - (b) The household loses CalWORKs or food stamp benefits due to a CalWORKs or Food Stamp sanction.
- .132 Transitional benefits shall be provided from the 1<sup>st</sup> of the month following the last month of participation in the CalWORKs program.

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(Continued)

- (a) Benefits shall be issued in an amount equal to the allotment received in the last month of CalWORKs eligibility, adjusted for the change in household income as a result of termination in the CalWORKs program.

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Example: A household has increased income in February. Due to the increased income, as of March 31, the household will be terminated from CalWORKs. The transitional benefit would be based on the March food stamp budget minus the CalWORKs payment but not including the new or increased income. April 1<sup>st</sup> would be the beginning of the transitional food stamp period.

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- (b) Households are not required to report changes in their circumstances during the transitional period.
- (c) If a person leaves the household and is approved for benefits in another food stamp household then that person's allotment would be removed from the household and the transitional food stamp benefit amount would be adjusted.
- (d) The CWD shall adjust the food stamp certification period to coincide with the end of the transitional period.

The county shall notify the household of the change in their certification period in accordance with adequate notice provisions as specified in Section 63-504.2. There are no transitional food stamp benefits beyond the five-month benefit period.

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If the household wants to continue to receive food stamp benefits after the transitional benefit period ends, the household must submit an application for regular food stamp benefits.

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- (e) The CWD shall notify the household of the expiration of the transitional benefit period. If transitional food stamp benefits are ending for any reason other than the expiration of the five-month benefit period, the CWD shall provide the household a timely notice of action prior to the termination of transitional benefits.

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(Continued)

.14 Section 63-504.14(MR) shall become inoperative and Section 63-504.14(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Additional Requirements for Establishing Certification Periods for Nonmonthly Reporting Households

(QR) Additional Requirements for Establishing Certification Periods for Change Reporting Households

.141 Section 63-504.141(MR) shall become inoperative and Section 63-504.141(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Nonmonthly reporting households shall be assigned the longest certification period possible based on the predictability of the individual household's circumstances. The certification period shall not exceed 12 months.

(QR) Change reporting and QR households shall be assigned the longest certification period possible based on the predictability of the individual household's circumstances. The certification period shall not exceed 12 months.

(a) Households shall be certified for one or two months, as appropriate, when the household cannot reasonably predict what its circumstances will be in the near future, or when there is a substantial likelihood of frequent and significant changes in income or household status.

.142 Certification periods for households consisting of all adult members who are elderly or disabled persons may be certified for up to 24 months, provided household circumstances are expected to remain stable. The CWD shall have at least one contact with these households every 12 months. The contact may be in the form of a telephone interview, an in-office interview or some form of a written report.

(a) If children are part of a household in which all other adult members are elderly or disabled, the household may be certified for up to 24 months.

.15 Certification Periods for Households Residing on a Reservation

.151 Section 63-504.151(MR) shall become inoperative and Section 63-504.151(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(Continued)

(MR) Monthly reporting households residing on a reservation shall be certified for 24 months.

(QR) Households residing on a reservation shall be certified for 24 months.

.152 When households move off the reservation, the CWD must either continue their certification periods until they would normally expire or shorten the certification period in accordance with Section 63-504.15.

.16 Shortening the Length of the Certification Period

.161 The CWD shall not shorten a household's certification period. The CWD must end a certification if the CWD determines the household becomes ineligible.

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Example: A household's certification will end by May 31st. However, in March of the same year, the CWD receives information that renders the household ineligible. The CWD cannot send a Notice of Expired Certification to shorten the certification period as a means of discontinuing the household from benefits. The certification period can be ended only if the CWD determines the household is ineligible and an adverse Notice of Action is sent to the household.

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.17 Lengthening the Certification Period

.171 CWDs may lengthen a household's certification period once it is established, as long as the total months of the certification period do not exceed 24 months for households in which all adult members are elderly or disabled, or 12 months for other households.

.172 If the CWD extends a household's certification period, it must advise the household in accordance with adequate notice provisions as specified in Section 63-504.2.

.2 Notices of Action

.21 General Requirements

.211 All notices of action shall contain the information necessary to be considered adequate. Requirements for specific notices are contained in Sections 63-504.221, 63-504.253 and 63-504.271. To be considered adequate, a notice of action shall:

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(Continued)

- (a) Explain in easily understandable language:
  - (1) The proposed action;
  - (2) The reason for the proposed action;
  - (3) The household's right to request a state hearing;
  - (4) The availability of continued benefits and the potential liability of the household for any overissuance received while awaiting a state hearing, if the hearing decision is adverse to the household.
- (b) Contain the telephone number to call for additional information. For households living outside the local calling area, a toll-free number or a number where collect calls will be accepted shall be provided.
- (c) Advise the household of the availability of free legal representation if there is an individual or organization available that provides these services.

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- .212 The CWD may provide the name of a worker to contact.

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- .213 A notice of action shall be considered timely if there are at least 10 days from the date the notice is mailed until the effective date of the change.

.22 Approval Actions

When an application is approved, the CWD shall send the household a notice of action as soon as the determination is made, but no later than 30 days after the date of the initial application, unless the household's application was held pending. When a pending application is approved, the notice shall be sent as soon as the determination is made, but no later than the date the household receives their first allotment for the certification period.

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.221 The notice of action shall advise the household of the following:

- (a) The amount of the allotment;
- (b) The beginning and ending dates of the certification period; and
- (c) Any anticipated variations in the benefit level based on changes anticipated at the time of certification.

.222 Section 63-504.222(MR) shall become inoperative and Section 63-504.222(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) When the initial allotment includes benefits for both the month of application and the second month's benefits, the notice shall inform the household that this initial allotment includes more than one month's benefits and shall indicate the monthly benefit level for the remainder of the certification period.

(QR) When the initial allotment includes benefits for both the month of application and the second month's benefits, the notice shall inform the household that this initial allotment includes more than one month's benefits and shall indicate the monthly benefit level for the remainder of the certification period for change reporting households or the benefit level for the QR Payment Quarter for QR/PB reporting households.

.223 When a household's application is approved on an expedited basis and verification is postponed, as provided in Section 63-301.54, the notice shall inform the household of the requirements for providing the postponed verification, as specified in Section 63-301.543.

.224 When the household is required to receive notice of the expiration of their certification period at the time of certification, the notice approving their application may be combined with this notice, or separate notices may be sent.

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.225 Section 63-504.225(MR) shall become inoperative and Section 63-504.225(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The recommended CDSS developed form to use for notification of approval actions is the DFA 377.1 or a County substitute containing all notice requirements.

(QR) The recommended CDSS-developed form to use for notification of approval actions is the DFA 377.1 QR or a county substitute containing all notice requirements.

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**.23 Denial Actions**

When an application is denied, the CWD shall provide the household with a notice of action explaining the basis for the denial. The notice shall be provided as soon as the determination is made, but no later than 30 days from the date the application was filed, unless the application was held pending. Once a pending application is denied, the notice shall be sent as soon as the determination is made.

.231 If a potentially categorically eligible household is denied NA Food Stamps, the notice shall inform the household to notify the CWD if PA or GA benefits are approved.

.232 If the CWD has elected to deny an application when a delay is caused by the household's failure to take action to complete the application process, as specified in Section 63-301.42, the notice informing the household of the denial action shall be provided no later than 30 days following the date the application was filed.

.233 When the same application is used to determine the household's ineligibility for the month of application and its eligibility for the subsequent month, a combined or separate notice may be used for the denial and approval actions.

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.234 The recommended CDSS developed form to use for notification of denial actions is the DFA 377.1A or a County substitute containing all notice requirements.

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.24 Pending Status

When an application is held pending because some action by the CWD is necessary to complete the application process or the CWD was elected to pend all cases regardless of the reason for the delay, the CWD shall provide the household with a notice of action informing the household of the action within the time frames specified in Section 63-301.42 or .431.

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- .241 The recommended CDSS developed form to use for notification of the pending status of an application is the DFA 377.1A or a County substitute containing all notice requirements.

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.25 Expiration or Shortening of The Certification Period

.251 Expiration of the Certification Period

The CWD shall provide each household with a notice of the impending expiration of their certification period. Notice shall be given during the next to last month of the certification period, except as specified under the following circumstances.

- (a) Notice is not required for a PA household whose application for Food Stamps and PA benefits was jointly processed, if the household is recertified for Food Stamps at the same time as the PA redetermination, provided the redetermination occurs in the month prior to the last month of the certification period.
- (b) Notice is required at certification if a household is certified initially for a one or two month period, and the certification is completed in the month following the month of application.

.252 Shortening the Certification Period

The CWD shall provide notice of action to each household whose certification period is shortened, as specified in Section 63-504.14. The notice may be sent at any time during the month in which the change in household circumstances requiring recertification occurred or was reported. However, it must be received by the household no later than the first day of the last month of the shortened certification period.

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.253 Notice Requirements

The notice of action sent to inform the household of the expiration or shortening of their certification period shall advise the household of the following:

- (a) The date the current or shortened certification period ends;
- (b) The date by which the household must file an application for recertification to receive uninterrupted benefits;
- (c) That the household must appear for any interview scheduled on or after the date the application is timely filed in order to receive uninterrupted benefits;
- (d) That the household is responsible for rescheduling any missed interview;
- (e) That the household must complete the interview and provide all required verification in order to receive uninterrupted benefits;
- (f) The number of days the household has for submitting missing verification if the household is informed at the interview of any further verification needed to receive uninterrupted benefits;
- (g) The household's right to request an application and submit an application to the CWD as long as it is signed and contains a legible name and address;
- (h) The address of the office where the application must be filed;
- (i) The consequences of failure to comply with the notice of expiration;
- (j) The household's right to file the application by mail or through an authorized representative; and
- (k) The household's right to request a state hearing.

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.254 Handbook Section 63-504.254(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The recommended CDSS developed form to use for notification of the expiration or shortening of a certification period is the DFA 377.2 or a County substitute containing all notice requirements.

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.26 Changes in Eligibility Status or Benefit Levels

The CWD shall provide a notice of action to inform a household of any change in eligibility status or benefit level during their certification period.

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Handbook Section 63-504.26(MR) shall become inoperative and Handbook Section 63-504.26(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The Department of Social Services and the CWDs are permanently enjoined by court order in Saldivar v. McMahon from implementing MPP 22-022(j). Therefore, the CWDs are to continue to provide timely and adequate notice in all instances where the proposed action would result in a discontinuance or reduction of benefits due to a late or incomplete CA 7.

(QR) The Department of Social Services and the CWDs are permanently enjoined by court order in Saldivar v. McMahon from implementing MPP Sections 22-071 and 22-072. Therefore, the CWDs are to continue to provide timely and adequate notice in all instances where the proposed action would result in a discontinuance or reduction of benefits due to a late or incomplete QR 7.

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.261 Adverse Actions

Timely notice shall be provided to a household prior to any action to reduce or terminate its benefits within the certification period, except as specified in Sections 63-504.264, .266, and .267. If a hearing officer determines that an overissuance claim exists, the household must be renotified of the claim, and delinquency is based on the due date of the subsequent notice and not the initial pre-hearing demand letter sent to the household.

.262 Increased Benefits

Adequate notice shall be provided to a household whenever benefits are increased as a result of a reported change no later than the date the increased benefits are received.

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.263 Proposed Change in Benefits

Section 63-504.263(MR) shall become inoperative and Section 63-504.263(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Notice of a proposed change in benefits shall be sent to a monthly reporting household that fails to submit verification/information of a deduction with a CA 7 that is otherwise complete as specified in Section 63-504.32, or submits a CA 7 that contains questionable information as defined in Section 63-300.53.

(QR) Notice of a proposed change in benefits shall be sent to a QR household that fails to submit verification/information of a deduction with a QR 7 that is otherwise complete as specified in Section 63-504.32, or submits a QR 7 that contains questionable information as defined in Section 63-300.53.

(a) Section 63-504.263(a)(MR) shall become inoperative and Section 63-504.263(a)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The notice of action shall be sent no later than 10 days before the end of the report month. The household shall be given until the extended filing date to provide the missing verification/information.

(QR) The notice of action shall be sent no later than 10 days before the end of the Submit Month. The household shall be given until the extended filing date to provide the missing verification/information.

(b) Section 63-504.263(b)(MR) shall become inoperative and Section 63-504.263(b)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) If the household submits a CA 7 after the CWD has mailed the notice specified in Section 63-504.27, the CWD need not provide a notice informing the household of a proposed change in benefits.

(QR) If the household submits a QR 7 after the CWD has mailed the notice specified in Section 63-504.27, the CWD need not provide a notice informing the household of a proposed change in benefits.

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- (c) If the household submits incomplete verification/information after the CWD has mailed a notice informing the household of a proposed change in benefits, the CWD need not provide a second notice.

.264 Section 63-504.264 et seq.(MR) shall become inoperative and Section 63-504.264 et seq.(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Notification to Monthly Reporting Households

(QR) Notification to Quarterly Reporting Households

(MR) The CWD shall provide a notice of action to a monthly reporting household to inform them of any increase or decrease in benefits or any suspension of benefits as specified in Section 63-504.37, resulting from information reported by the household on the CA 7.

(QR) The CWD shall provide a notice of action to a QR household to inform them of any increase or decrease in benefits as specified in Section 63-504.37, resulting from information reported by the household on the QR 7.

(MR) (a) Notice shall be provided to a household which submits a complete CA 7, including all required verification, to the CWD by the 11th of the report month:

(QR) (a) Notice shall be provided to a household which submits a complete QR 7, including all required verification, to the CWD by the 11th of the submit month:

(1) At least 10 days before the effective date of a decrease in benefits; or

(2) No later than the date of receipt for an increase in benefits.

(MR) (b) Notice shall be provided to a household which submits a complete CA 7 after the 11th of the report month and by the extended filing date no later than the household's normal or delayed issuance date.

(QR) (b) Notice shall be provided to a household which submits a complete QR 7 after the 11th of the submit month and by the extended filing date no later than the household's normal or delayed issuance date.

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.265 Section 63-504.265(MR) shall become inoperative and Section 63-504.265(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The recommended CDSS developed form to use for notification of changes in eligibility status or benefit levels, or the suspension of benefits, is the DFA 377.4 or a County substitute containing all notice requirements.

(QR) The recommended CDSS-developed form to use for notification of changes in eligibility status or benefit levels is the DFA 377.4 QR or a county substitute containing all notice requirements.

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.266 Exemptions from Providing a Notice of Action

A notice of action is not required when:

- (a) The CWD determines, based on reliable information, that all members of a household have died.
- (b) The CWD determines, based on reliable information, that the household has moved out of the county.
- (c) The household has been receiving an increased allotment because of restoration of lost benefits, the restoration is complete, and the household was previously notified in writing of when the increased allotment would terminate.

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- (d) Section 63-504.266(d)(MR) shall become inoperative and Section 63-504.266(d)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) The monthly reporting household's allotment varies from month to month during the beginning months to take into account changes which were estimated at the time of certification and the household was so notified at the time of certification.
- (QR) The QR household's allotment is adjusted to take into account changes which were anticipated at the time of certification and the household was so notified at the time of certification.
- (e) Section 63-504.266(e)(MR) shall become inoperative and Section 63-504.266(e)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) The nonmonthly reporting household's allotment varies from month to month within the certification period to take into account changes which were anticipated at the time of certification, and the household was so notified at the time of certification.
- (QR) The change reporting household's allotment varies from month to month within the certification period to take into account changes which were anticipated at the time of certification, and the household was so notified at the time of certification.
- (f) The household jointly applied for PA and food stamp benefits and has been receiving food stamp benefits pending the approval of the PA grant and was notified at the time of certification that food stamp benefits may be reduced or terminated.
- (g) Converting a household from voluntary repayment to allotment benefit reduction as a result of failure to make agreed to repayments.
- (h) A household's participation in the Food Stamp Program is terminated because the household failed to provide verification which was postponed for expedited service.

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- (i) A household's participation in the Food Stamp Program is terminated because it failed to respond to a notice of action informing them of the expiration of their certification period.
- (j) Section 63-504.266(j)(MR) shall become inoperative and Section 63-504.266(j)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) A household's participation in the Food Stamp Program is terminated as specified in Section 63-504.33, because the household failed to respond to the notice of action informing them of the nonreceipt of the CA 7 by filing a complete CA 7 by the extended filing date.
- (QR) A household's participation in the Food Stamp Program is terminated as specified in Section 63-508.6, because the household failed to respond to the notice of action informing them of the nonreceipt of the QR 7 by filing a complete QR 7 by the extended filing date.
- (k) The CWD elects to use mass change notices to inform households of the types of mass changes specified in Sections 63-504.391 or .392.

.267 Exemptions from Providing a Timely Notice of Action

The CWD shall provide an adequate only notice of action as specified in Section 63-504.211, at the time of the allotment change when:

- (a) The CWD elects to use notices of action to inform households of the mass changes specified in Sections 63-504.391 and .392. A CWD electing to send mass change notices instead of notices of action is referred to Section 63-102m.(2).
- (b) A household member has applied, been determined eligible for, and is in receipt of SSI/SSP benefits.
- (c) The CWD is terminating the eligibility of a resident of a drug or alcoholic treatment center or a group living arrangement if the facility loses either its certification from the appropriate agency of the state, or has its status as an authorized representative suspended due to FNS disqualifying it as a retailer.

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- (d) A household member is disqualified for intentional Program violation, in accordance with CDSS' Manual of Policies and Procedures, Division 20, Chapter 20-300, or the allotments of the remaining household members are reduced or terminated to reflect the disqualification of that household member. The notice requirements for individuals or households affected by intentional Program violation disqualifications shall be in accordance with CDSS' Manual of Policies and Procedures, Division 20, Chapter 20-300.
- (e) A household's benefits are reduced or terminated as a result of:
  - (1) The household responding to a notice of action requesting verification which was postponed for expedited service.
  - (2) Section 63-504.267(e)(2)(MR) shall become inoperative and Section 63-504.267(e)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
  - (MR) The household responding to a notice of action requesting the household to submit a complete CA 7 by the extended filing date.
  - (QR) The household responding to a notice of action requesting the household to submit a complete QR 7 by the extended filing date.

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- (A) Under the Saldivar v. McMahon court order CWDs are to continue to provide timely and adequate notice.

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- (3) The household responding to a notice of action requesting the household to submit missing verification or additional verification/clarification of questionable information, as specified in Section 63-504.263.

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- (A) Under the Saldivar v. McMahon court order CWDs are to continue to provide timely and adequate notice.

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- (4) The household failing to respond to a notice of action requesting missing verification, as specified in Section 63-504.34.

- (f) The household voluntarily requests, in writing or in the presence of an EW, that its participation be terminated. If the household does not provide a written request, the CWD shall send the household a letter confirming the voluntary withdrawal. Written confirmation does not entail the same rights as a notice of action except that the household may request a state hearing.

- (g) The CWD determines, based on reliable information, that the household will not be residing in the county and, therefore, will be unable to obtain its next allotment.

.27 Sections 63-504.27 et seq.(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

CA 7 Not Received/CA 7 Incomplete

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See handbook section in 63-504.26 for Saldivar v. McMahon court order requirements for timely and adequate notice.

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The CWD shall provide a notice of action to a monthly reporting household which fails to file a CA 7 by the 11th of the report month or files an incomplete CA 7.

(MR) .271 The notice of action shall inform the household:

(MR) (a) That the CA 7 either is overdue or incomplete;

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- | (MR) (b) What the household must do to complete the CA 7;
- | (MR) (c) If any verification is missing and the effect on the household's benefits level;
- | (MR) (d) That the SSN of a new member must be reported;
- | (MR) (e) What the extended filing date is; and
- | (MR) (f) That the CWD will assist the household in completing the report.
- | (MR) .272 The CWD shall send the notice of action no later than 10 days before the end of the report month and give the household until the extended filing date, as specified in Section 63-504.33, to file a complete CA 7. If a complete CA 7 is received after the 11th of the report month, but prior to the mailing of the notice, the notice shall not be sent.
- | (MR) .273 If a household responds to the notice of action by submitting an incomplete CA 7, the CWD need not provide a second notice to the household.

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- | (MR) .274 The recommended CDSS developed forms to use in notifying households of a missing or incomplete CA 7 are the NA 960X or NA 960Y, respectively or a County substitute containing all notice requirements.

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- | .3 Sections 63-504.3 et seq.(MR) shall become inoperative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

| (MR) Monthly Reporting

- | (MR) The CWD, at the time of the application interview, shall determine which households are subject to monthly reporting requirements, as specified in Section 63-505.2. The CWD shall provide all monthly reporting households with the CA 7 for reporting the information and changes required by Section 63-505.3. The CWD shall provide assistance in completing and filing the CA 7 to households whose adult members are all either mentally or physically disabled, non-English speaking or lacking in reading and writing skills such that they cannot complete and file the CA 7. The CWD shall require monthly reporting households to submit a complete CA 7 by the 5th of each report month. Recipient due dates and CWD time limits shall be modified by Section 63-102c.

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| (MR) .31 CWD Action on the CA 7

| (MR) .311 Upon receiving the CA 7 the CWD shall:

| (MR) (a) Review the report to ensure completeness and consider the report incomplete if it does not meet the criteria for a complete CA 7, as defined in Section 63-504.32.

| (MR) (b) Determine those items which will require additional verification and/or clarification, in accordance with Section 63-504.34.

| (MR) (c) Notify the household, as specified in Section 63-504.33, of the need to correct an incomplete or inaccurate CA 7, and/or submit additional verification/clarification, as required by Section 63-504.34.

| (MR) (d) Determine the household's eligibility prospectively by considering all factors, including income, in accordance with Section 63-503.321(a).

| (MR) (e) Determine the household's level of benefits based on actual information reported on the CA 7 and household composition determined as of the issuance month, in accordance with Section 63-503.3. In calculating the household's benefit level, the following income and deductions shall be considered:

| (MR) (1) Nonexcluded earned and unearned income received in the corresponding budget month, including the earned income of an elementary or secondary school student only if the student is 18 years of age or older at the beginning of the budget month except as specified in Section 63-407(a)(4)(A). The CWD shall use the actual amount received by the household to compute benefits, except as provided in Section 63-503.22.

| (MR) (2) Allowable deductions as billed or averaged from the corresponding budget month, including those shelter costs billed less often than monthly which the household has chosen to average.

| (MR) (f) Issue benefits, in accordance with the time frames set forth in Section 63-504.38.

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| (MR) .32 Complete CA 7

The CWD shall consider the CA 7 complete if all of the following requirements are met.

| (MR) .321 The CA 7 is dated no earlier than the first day of the report month.

| (MR) (a) This requirement shall be met when the date entered on the CA 7, together with other dated material provided with the CA 7, and the date on which the CWD mailed or gave the CA 7 to the household clearly establishes the month and year to which the CA 7 applies.

| (MR) (b) This requirement shall not apply when:

| (MR) (1) The first day of the report month falls on a nonpostal delivery day;

| (MR) (2) The CA 7 is mailed by the CWD for delivery on the last postal delivery day of the budget month; and

| (MR) (3) The recipient signs and dates the CA 7 on or before the last day of the budget month.

| (MR) .322 The CA 7 provides the CWD with address (location) information sufficient to locate the household, however, households which do not have a fixed address shall not have their CA 7s rendered incomplete solely for this reason.

| (MR) .323 The CA 7 is signed by the head of the household, authorized representative, or responsible household member. The PA caretaker relative, natural or adoptive parent, if not one of the above, shall not satisfy this requirement.

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- (MR) .324 All questions and items pertaining to food stamp eligibility are fully answered and provide the CWD with the information to correctly determine eligibility and benefit level, except as specified in Sections 63-504.324(c) and (d) and Section 63-505.311.
- (MR) (a) To be considered fully answered, information on the CA 7 together with attached documentation must provide sufficient information to allow for the determination of eligibility and/or benefit level.
- (MR) (b) Questions on the CA 7 shall not be considered fully answered if situations such as, but not limited to the following, exist:
- (MR) (1) The CA 7 does not include information on changes that the household has previously reported to have occurred; for example, an actual change that the household reported to the CWD by telephone was not included on the CA 7 unless the appropriate case action has already been taken.
- (MR) (2) The CA 7 does not include information that was reported on the previous CA 7 and the household does not indicate a change has occurred, e.g., the household previously reported earnings from two sources and this month reports earnings from one source but does not explain the change.
- (MR) (c) If elements pertaining to one program's requirements are missing from the CA 7, the CA 7 shall be considered incomplete for that program only.

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- | (MR) (d) The CWD shall not consider the CA 7 incomplete if information regarding child/spousal support disregard payments has not been included.
- | (MR) .325 Verification is provided for gross nonexcluded earned income each month and nonexcluded unearned income when first reported and when there is a change in the amount of income received, except as specified in Sections 63-505.311, and 63-504.325(a).
- | (MR) (a) For child/spousal support disregard payments, the agency record shall be the verification.
- | (MR) .326 Verification is provided for the source of all excluded income when first reported and when there is a change in the source of the income.
- | (MR) .33 CWD Action on an Incomplete CA 7

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- | (MR) (a) See handbook section in 63-504.26 for Saldivar v. McMahon court order requirements for timely and adequate notice.

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- | (MR) (b) After notifying the household as specified in Section 63-504.27, the CWD shall allow the household until the extended filing date to file a complete CA 7.
- | (MR) (c) The household's participation shall be terminated effective the end of the report month, as specified in Section 63-504.36, if the household fails to file a complete CA 7 by the extended filing date.
- | (MR) .34 CWD Action on a Complete CA 7 Requiring Additional Verification/Information

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If the household submits a CA 7 by the date the CWD mails the notification of the missing CA 7, but fails to provide the required verification/information with the CA 7, the CWD shall notify the household as specified in Section 63-504.26 of the need to submit the missing verification/information by the extended filing date. The CWD shall not delay benefits if the missing verification/information is for a deduction. If the household fails to provide the missing verification/information, other than for income, by the extended filing date, the CWD shall not consider the CA 7 incomplete. Any deductions for which the verification/information is missing shall be disallowed. Items specified in Sections 63-504.341(g) and (h) shall be handled as specified in Section 63-504.342.

| (MR) .341 The household shall provide with the CA 7 verification of the following items:

| (MR) (a) Dependent care costs which have changed since the last report or when there is questionable information which is inaccurate, incomplete, outdated, or inconsistent;

| (MR) (b) If the household voluntarily reports a change in its medical expenses and fails to verify the change as specified in Section 63-504.421, and that change would increase the household's allotment, the CWD shall not make the change. The CWD shall act on reported changes without requiring verification if the changes would decrease the households allotment or make the household ineligible, although verification which is required as specified in Section 63-504.421 shall be obtained prior to the household's recertification.

| (MR) (c) Utility costs which entitle the household to the standard utility allowance (SUA). The household shall provide verification of these costs when first allowed entitlement to the SUA and when the household moves;

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|  | (MR) (d)  | Actual utility costs, if the household is claiming the actual expenses, when first allowed as a deduction, and when there is a move;  |
|  | (MR) (e)  | All expenses incurred in producing self-employment income;  |
|  | (MR) (f)  | Residency as defined in Section 63-401 when there is a change;  |
|  | (MR) (g)  | Social Security numbers or citizenship or alien status for household members when there is a change.  |
|  | (MR) (h)  | A change in the legal obligation to pay child support to a person not in the food stamp household, as specified in Section 63-502.37, and/or an increase in the amount of child support payments.   |
|  | (MR) .342 | The CWD may elect to require verification of housing costs when first allowed as a deduction and when there is a move, as specified in Section 63-300.52.   |
|  | (MR) .343 | If the household submits information and/or verification with the CA 7 which the CWD determines to be questionable, as specified in Section 63-300.53, the CWD shall notify the household as specified in Section 63-504.26. The household shall be allowed until the extended filing date to submit the necessary verification/clarification. If the household fails to submit the necessary verification/clarification by the extended filing date, the CWD shall act on the reported information if it results in a decrease in benefits, or not act on the reported information if it results in an increase. |
|  | (MR) .344 | The CWD shall contact the household as needed to obtain further information on specific items. These items include, but are not limited to:   |
|  | (MR) (a)  | The effect of a reported change in resources on a household's total resources; and  |
|  | (MR) (b)  | The effect of a reported change in household composition or loss of job or source of earned income on the applicability of the work registration or voluntary quit requirements.  |

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| (MR) .35 Action on Reported Information

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- (MR) .351 The CWD shall take prompt action on all changes to determine if the reported information affects the household's eligibility and/or benefit level.
- (MR) (a) If the reported change results in the household becoming ineligible, the CWD shall terminate the household's participation effective the next issuance month unless the household is suspended, as specified in Sections 63-504.371 or .372.
- (MR) (b) Excess resources shall not be counted if they are reduced to the resource limit in the month received.
- (MR) .352 If the change reported on the CA 7, except for the addition of a new household member results in an increase or decrease in benefits, the CWD shall make the change effective the next issuance month and notify the household as specified in Section 63-504.26.
- (MR) .353 If the reported change results in an increase or decrease in a household's benefits due to the addition of a new household member, the CWD shall make a determination of the new household member's eligibility within 30 days of the date the change was reported. To complete the determination, the CWD has the option either to require the household to complete the CA 8, or to contact the household to obtain the necessary information for the new member and update the last application. However, if the change in circumstances brings continued eligibility into question, the CWD may shorten the certification period of the household, as specified in Section 63-504.14, and proceed to recertify the household.
- (MR) (a) The CWD shall issue benefits for the new member effective the first of the month following the month in which the change was reported. The new member shall be required to comply with the verification requirements specified in Section 63-300.5 and the work registration requirements specified in Section 63-407. If the new member is not eligible to participate, the CWD shall treat the income of that excluded member as specified in Section 63-503.44.



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(MR) (b) The CWD shall prospectively budget the new member's income and specific deduction in combination with the existing household's retrospectively budgeted income and deductions to determine the household's benefit level for the first two months the new member is added to the household. The entire household shall be retrospectively budgeted in the third and subsequent months. If the new member had been providing income to the household on an ongoing basis prior to becoming a member of the household and that new member's income had been budgeted retrospectively, the CWD shall exclude the previously provided income in determining the household's issuance month benefits and eligibility.

(MR) 1. The CWD shall add a previously excluded member's income (an individual who was disqualified for an IPV or failure to comply with workfare or work requirements, was ineligible because of failure to comply with the social security number requirement, or was previously an ineligible alien), retrospectively. The previously excluded member shall be added to the household the month after the disqualification period ends. All other previously excluded members such as SSI/SSP individuals or ineligible students, shall have his/her income added prospectively in accordance with the procedures in paragraph (a) of this section.

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|  | (MR) | (c)  | The CWD shall notify the household as specified in Section 63-504.26, if the new member's income and resources make the household ineligible or result in a reduction or increase in benefits.  |
|  | (MR) | .354 | If the household reports the addition of a new member after the extended filing date for the appropriate month, the CWD shall determine the effect of the new member's income, resources, and deductions on the existing household's eligibility and benefit level.                                   |
|  | (MR) | (a)  | The CWD shall prospectively budget the income and deductions of the new member for the first two months following the month in which the new member should have been included as a member of the household. The CWD then shall follow the budgeting procedures as specified in Section 63-504.353(b). |
|  | (MR) | (b)  | The CWD shall establish a claim against the household, in accordance with Section 63-801, to recover any overissuances resulting from the unreported addition of the household member.  |
|  | (MR) | (c)  | The household shall not be entitled to any restoration of lost benefits resulting from the unreported addition of the household member, in accordance with Section 63-802.1.  |
|  | (MR) | .355 | The household shall provide, as specified in Sections 63-300.51 and 63-504.32, the information necessary to complete the determinations of eligibility and benefit levels for the household and the new member(s).  |
|  | (MR) | (a)  | If the household refuses to provide the necessary information, their participation shall be terminated as specified in Section 63-505.1.  |
|  | (MR) | (b)  | If the household fails to provide the necessary information regarding the new member on the CA 7 for the budget month in which the change was reported, the CA 7 is considered incomplete and the household's participation shall be terminated as specified in Section 63-504.361(b).                |

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(MR) .356 The income and specific deductions of a member leaving the household shall be disregarded when determining the household's eligibility and benefit level for the month following the month in which the change was reported. The household shall be sent a notice of action as specified in Section 63-504.26 if the household's allotment increases or decreases. The remaining household members' benefit level shall continue to be retrospectively budgeted.

(MR) .357 If a household reports a change outside of the CA 7, the CWD shall evaluate the effect of the change on the household's eligibility and benefit level. Regardless of the effect, the CWD shall inform the household to include the information on the next month's CA 7 and inform the household of any additional verification requirements.

(MR) (a) If the change results in the household's ineligibility, the CWD shall terminate the household's participation effective the first issuance month following the timely notice of the termination.

(MR) (b) Except for the addition of a household member, if the change affects the benefit level, the CWD shall note the information in the case file, reflect the change in the corresponding issuance month and notify the household as specified in Section 63-504.26.

(MR) .36 Termination

(MR) .361 The CWD shall terminate a monthly reporting household's participation in the Food Stamp Program if the household:

(MR) (a) Is no longer eligible for Food Stamps or a change in household circumstances makes the household prospectively ineligible for one or more months, except if the household is suspended as specified in Sections 63-504.371 or .372. The household shall be notified as specified in Section 63-504.261.

(MR) (b) Fails to submit a complete CA 7 by the extended filing date. The household shall be notified as specified in Section 63-504.27.

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| (MR) (c) Fails to comply with a nonfinancial eligibility requirement, such as the work registration requirements. The household shall be notified as specified in Section 63-504.261.

| (MR) (d) Requests the termination in writing. The household shall be notified as specified in Section 63-504.267(f).

| (MR) .362 If a household whose participation has been terminated reapplies in the month following termination, the household shall be required to provide the CA 7 which is due in the month following termination. If the household's participation was terminated for failure to submit a complete CA 7 by the extended filing date, they also shall be required to submit the missing CA 7(s) and complete an application. The application shall be processed as an untimely application for recertification. If the household fails to provide the CA 7(s), the reapplication shall be denied.

| (MR) .363 If a household whose participation has been terminated submits a complete CA 7 after the issuance month, the household shall be required to complete an application and the CWD shall consider it as an initial application.

| (MR) .37 Suspension

| (MR) .371 The CWD shall suspend a household, in the issuance month corresponding to the budget month in which the change occurred, if receipt of an additional routine check (third check for those paid biweekly and fifth check for those paid weekly) results in a period of ineligibility lasting no more than one month.

| (MR) .372 For changes that could not be or were not anticipated by the household or the CWD and that result in a one-month period of ineligibility, the CWD shall suspend the household for the issuance month corresponding to the budget month in which the change occurred.

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(MR) (a) Excess resources shall not be counted if they are reduced to the resource limit in the month received.

(MR) (b) If a suspended household experiences an unanticipated change resulting in an additional one month period of ineligibility, the CWD shall terminate the household at the end of the month of suspension. If the household reapplies in the month following termination and is prospectively determined to be eligible for benefits, the CWD shall approve the application. If ineligible in the month of reapplication due to retrospective budgeting, the CWD shall suspend the household for the month of reapplication and continue to retrospectively budget the household's income and deductions in the subsequent months.

(MR) .373 The CWD shall notify the household of the suspension as specified in Section 63-504.264, and supply the household with a CA 7 for the month of suspension.

(MR) .374 The household shall be required to submit the complete CA 7 by the normal due date. If the household fails to submit the CA 7 by the normal due date, the CWD shall notify the household as specified in Section 63-504.27.

(MR) .375 If the suspended household fails to submit a complete CA 7 for the month of suspension by the extended filing date, the CWD shall terminate the household's participation.

(MR) .376 Retrospective budgeting shall be used to calculate the household's benefit level in the month following suspension, if the household is eligible to participate in the Food Stamp Program.

(MR) .38 Issuance of Benefits

(MR) .381 Timely Issuance

The CWD shall issue benefits by the household's regular issuance date, to an eligible household which has filed a complete CA 7 by 10 days before the end of the report month.

(MR) .382 Delayed Issuance

If an eligible household fails to file a complete CA 7 after 10 days before the end of the report month, but files a complete CA 7 by the extended filing date, the CWD shall issue the household's benefits as soon as administratively feasible. However, if necessary the CWD may delay providing the household an opportunity to participate up to 10 days after its normal issuance date.

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.39 Mass Changes

Certain changes are initiated by the state or federal government which may affect the entire caseload or significant portions of the caseload. These changes include adjustments to the income eligibility standards, the shelter and dependent care deductions; the thrifty food plan and standard deduction; annual adjustments to the standard utility allowance; and other changes in the eligibility criteria based on legislative or regulatory actions.

.391 Federal Adjustments to Eligibility Standards, Allotments, Deductions, and State Adjustments to the Standard Utility Allowance

(a) These adjustments shall go into effect for all households at a specific point in time. Adjustments to the thrifty food plan, the standard deduction, shelter and dependent care deductions, and the maximum income eligibility standards shall be implemented prospectively regardless of the household's budgeting method. Adjustments shall be effective for all issuances upon the effective dates, as specified in Handbook Section 63-1101.

(b) A notice of action is not required for these mass changes. However, in that event, the CWD shall publicize these mass changes through the news media; posters in certification offices, issuance locations, or other sites frequented by certified households; or mass change notices mailed to households.

(c) The CWD shall handle mass changes to General Assistance (GA) payments in the same manner as public assistance adjustments.

.392 Mass Changes in Public Assistance

(a) When the CWD makes an overall adjustment to AFDC, RCA, ECA, or GA/GR payments, corresponding adjustments in household's food stamp benefits shall be handled as a mass change. When the CWD has at least 30 days' advance knowledge of the amount of the AFDC, RCA, ECA, or GA/GR adjustments, the CWD shall recompute food stamp benefits to be effective in the same month as the AFDC, RCA, ECA, or GA/GR changes. If the CWD does not have sufficient notice, the food stamp change shall be effective not later than the month following the month in which the AFDC, RCA, ECA, or GA/GR changes were made.

(b) A notice of action is not required when a household's Food Stamp benefits are reduced or terminated as a result of a mass change in the CalWORKs, RCA, ECA, or GA/GR grants. However, the CWD shall send mass change notices to households to inform them of the change.



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Federal requirements for an adequate mass change notice are found at 7 CFR 273.12(e)(4)(i) and include the following information:

- (a) The general nature of the change;
- (b) General examples of the change's effect on households' allotments;
- (c) The month in which the change will take effect;
- (d) The household's right to a fair hearing;
- (e) The household's right to continue benefits and under what circumstances benefits will be continued pending a fair hearing;
- (f) General information on whom to contact for additional information, and
- (g) The liability households will incur for any overissued benefits, if the fair hearing decisions are adverse.

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.4 Section 63-504.4(MR) shall become inoperative and Section 63-504.4(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Effecting Changes for Nonmonthly Reporting Households

(QR) Effecting Changes for Change Reporting Households

.41 Change Report Form (DFA 377.5)

The CWD shall provide a DFA 377.5 to all nonmonthly reporting households.

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.411 At a minimum, a DFA 377.5 shall be provided:

- (a) At the time of certification;
- (b) At recertification, if the household needs a new form; and
- (c) Whenever a DFA 377.5 is returned by the household.

.412 The DFA 377.5 shall include a toll-free number or number where collect calls will be accepted for households living outside the local calling area.

.42 Section 63-504.42(MR) shall become inoperative and Section 63-504.42(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Action on Reported Changes for Prospectively Budgeted Households

(QR) Action on Reported Changes in Change Reporting Households

.421 The CWD shall take prompt action on all reported changes to determine if the change affects the household's eligibility or allotment.

- (a) The CWD shall document in the case file the date the change is reported by telephone or personal contact or the date the DFA 377.5 is received.
- (b) The CWD shall notify the household of any change in their benefits as specified in Section 63-504.26, or shall advise the household of any additional verification required in order to effect the change. The CWD also shall send a new DFA 377.5.
- (c) Changes reported during the certification period shall be subject to the same verification procedures as apply at initial certification, with the following exceptions.
  - (1) The CWD shall not verify income if the source is unchanged and the amount has changed by \$50 or less.

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(2) The CWD shall not verify medical expenses which are unchanged or have changed by \$25 or less. Also, changes in medical expenses obtained from a source other than the household shall not be acted on if, in order to take action, the CWD is required to contact the household for verification. The CWD shall only act on changes received from another source if they are verified upon receipt and do not necessitate contact with the household.

(3) The CWD shall not verify an unchanged legal obligation to pay child support to a nonhousehold member or a decrease in the amount of child support paid.

(d) The CWD shall verify changes to voluntarily reported medical expenses if the change is over \$25 and would increase the household's allotment. In the case of a reported change that would decrease the household's allotment, or make the household ineligible, the CWD shall act on the change without requiring verification, although verification which is required because the amount is over \$25 shall be obtained prior to the household's recertification.

(e) The CWD shall verify questionable information which is incomplete, inaccurate, inconsistent or outdated.

.422 Increase in Benefits

Restoration of lost benefits shall be provided to a household if the CWD fails to take action within the following time frames on a change which increases benefits.

(a) For changes which result in an increase in a household's allotment, other than those specified in Section 63-504.422(b), the CWD shall make the change effective no later than the first allotment issued 10 days after the date the change was reported to the CWD.

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- (b) For changes which result in an increase in a household's benefits due to the addition of a new household member who is not a member of another certified household, or due to a decrease of \$50 or more in the household's gross monthly income, the CWD shall make the change effective not later than the month following the month in which the change is reported. If the change is reported after the 20th day of a month and it is too late for the CWD to adjust the following month's allotment, the CWD shall issue a supplementary authorization document or otherwise provide an opportunity for the household to obtain the increase in benefits by the 10th day of the following month, or the household's normal issuance cycle in that month, whichever is later.
- (c) Changes which result in an increase in the household's benefits shall be verified, as specified in Sections 63-300.5 and 63-504.325(a), prior to taking action on these changes. The household shall be allowed 10 days from the date the change is reported to provide the required verification.
  - (1) If the household provides verification within the 10 days, the CWD shall take action on the changes within the time frames specified in Sections 63-504.422(a) and (b). These time frames shall run from the date the change was reported.
  - (2) If the household fails to provide the required verification within 10 days after the change is reported, but provides the verification at a later date, the time frames specified in Sections 63-504.422(a) and (b), shall run from the date verification is provided.
  - (3) In cases where the CWD has determined that a household has refused to cooperate, as specified in Section 63-505.1, the CWD shall terminate the household's participation following the issuance of a timely notice of action.

**.423 Decrease in Benefits**

If the household's benefits decrease or the household becomes ineligible as a result of the change, the CWD shall issue a timely notice of action within 10 days of the date the change was reported. The decrease in benefits shall be made effective not later than the issuance date for the month following the month in which the timely notice period expires, provided a state hearing and continuation of benefits have not been requested.

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.43 Section 63-504.43(MR) shall become inoperative and Section 63-504.43(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Nonmonthly Reporting Households Receiving PA Benefits

(QR) Change Reporting Households Receiving PA Benefits

.431 PA households which report a change in circumstances to the CWD shall be considered to have reported the change for food stamp purposes.

.432 Section 63-504.432 et seq.(MR) shall become inoperative and Section 63-504.432 et seq.(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The CWD shall use the CA 7 as the Food Stamp report form for PA households. The CWD shall ensure that the following requirements are met for PA households not subject to food stamp monthly reporting:

- (a) These households shall not have their eligibility terminated or allotments changed merely because they fail to submit one or more of the system's regular reports. If a household's PA benefits are terminated due to the household's failure to submit a timely or complete CA 7, the CWD shall follow the procedures set forth in Section 63-504.435.
- (b) These households shall be considered to have timely reported changes if the CA 7 is submitted within the time frames for submitting a timely CA 7 or the change was reported within 10 days of the date the change became known to the household, whichever is later.
- (c) The CWD shall not restrict these households to reporting changes only on the CA 7. These households shall be allowed to report changes on the CA 7, in person or by telephone.
- (d) The CWD shall act on all changes reported on the CA 7, in accordance with the processing standards in Section 63-504.42. The CWD shall ensure that adjustments are made in a household's eligibility or allotment only for those months in which the reported change is anticipated to remain in effect.

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(QR) The CWD shall use the QR 7 as the food stamp report form for PA households. The CWD shall ensure that the following requirements are met for PA households not subject to food stamp QR:

(a) These households shall not have their eligibility terminated or allotments changed merely because they fail to submit one or more of the system's regular reports. If a household's PA benefits are terminated due to the household's failure to submit a timely or complete QR 7, the CWD shall follow the procedures set forth in Section 63-504.435.

(b) These households shall be considered to have timely reported changes if the QR 7 is submitted within the time frames for submitting a timely QR 7 or the change was reported within 10 days of the date the change became known to the household, whichever is later.

(c) The CWD shall not restrict these households to reporting changes only on the QR 7. These households shall be allowed to report changes on the QR 3 or QR 377.5, in person or by telephone.

(d) The CWD shall act on all changes reported on the QR 7, in accordance with the processing standards in Section 63-504.42. The CWD shall insure that adjustments are made in a household's eligibility or allotment only for those months in which the reported change is anticipated to remain in effect.

.433 These households shall be sent a notice of action whenever their benefits are changed as a result of changes in the PA benefits. If the PA benefits are terminated, but the household is still eligible for food stamp benefits, members of the household shall be advised of food stamp work registration requirements, if applicable, as their PA work registration exemption no longer applies.

.434 Whenever a change results in the reduction or termination of a household's PA benefits within their Food Stamp certification period, and the CWD has sufficient information to determine how the change affects the household's Food Stamp eligibility and benefit level, the CWD shall take the following action:

(a) If a change in household circumstances requires both a reduction or termination in PA benefits and a reduction or termination in Food Stamp benefits, the CWD shall provide the household with a timely notice of action at the same time that it provides the household with the appropriate PA notice of action.

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- (1) If the household requests a state hearing and continuation of benefits by the effective date of the action, the household's Food Stamp benefits shall be continued as specified in Section 63-804.6.
    - (2) If the household does not request a state hearing the change shall be made effective as specified in Section 63-504.42.
  - (b) If a household's Food Stamp benefits will be increased as a result of the reduction or termination of PA benefits, the CWD shall issue the appropriate PA notice of action, but shall not take any action to increase the household's Food Stamp benefits until the household decides whether it will appeal the PA adverse action.
    - (1) If the household requests a state hearing and continuation of their PA benefits, the household's Food Stamp benefits shall continue at the same level until the end of the household's certification period or until a hearing decision upholds the CWD action to reduce or terminate PA benefits, whichever occurs first.
    - (2) If the household does not appeal, the CWD shall make the change effective as specified in Section 63-504.421, except that the time limits for the CWD to act on changes which increase a household's benefits shall be calculated from the date the timely PA notice period expires.
- .435 Whenever a change results in the termination of a household's PA benefits within their Food Stamp certification period, and the CWD does not have sufficient information to determine how the change affects the household's Food Stamp eligibility and benefit level, the CWD shall take the following action:
- (a) When a PA notice of action has been sent the CWD shall wait until the household's timely notice period expires or until the household requests a state hearing, whichever occurs first. If the household requests a state hearing and its PA benefits are continued pending the hearing, the household's food stamp benefits shall be continued at the previous level.
  - (b) If a PA notice of adverse action is not required, or the household decides not to request a state hearing and continuation of its PA benefits, the CWD shall shorten the household's certification period, in accordance with Section 63-504.14.



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.44 Failure to Report

If the CWD discovers that the household failed to report a change as specified in Section 63-505.5 and, as a result, received benefits to which it was not entitled, the CWD shall file a claim against the household.

.441 A household shall not be held liable for a claim because of a change in household circumstances which it is not required to report.

.442 Individuals shall not be disqualified for failing to report a change unless they are disqualified for an intentional Program violation as specified in Section 63-805.

.45 Mass Changes

Mass changes, as defined in Section 63-504.391 for nonmonthly reporting households shall be processed in accordance with Sections 63-504.391(a) and (b).

.46 Social Security Benefit Cost-of-Living Adjustments (COLAs)

The CWD shall automatically adjust the household's food stamp benefits to reflect the Social Security COLA. Any changes shall be made no later than the second allotment issued after the effective date of the Social Security benefit payment change.

.461 CWDs with a computer system that can identify households receiving Title II Social Security benefits and extract the new Social Security benefit payment amount shall effect these changes in accordance with Section 63-504.46.

.462 CWDs lacking this computer capability shall use one or a combination of the following methods to make this change in accordance with Section 63-504.46:

(a) Recertification Process

All new food stamp households which contain at least one member who receives Social Security benefits shall, on a one-time basis, be assigned a certification period that will expire no later than the second month following the effective date of the Social Security change. The recertification process time standards and notices to households shall be in accordance with Sections 63-504.25 and 63-504.61.

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(b) Desk Reviews

Identify all food stamp households receiving Social Security benefit payments through desk reviews.

(1) CWDs shall compute the new Social Security benefit amount by using the Social Security percentage adjustment factor provided by CDSS.

(A) Overissuances caused by CWD error in applying the Social Security Administration (SSA) adjustment factor cannot be attributed to the household. For underissuances, restoration of lost benefits is mandated in Section 63-802.1.

.5 Sections 63-504.5 through .512(MR) shall become inoperative and Sections 63-504.5 through .512(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Procedures for Households Changing Their Reporting and Budgeting Status

.51 Households which become subject to monthly reporting/retrospective budgeting

The CWD shall change the reporting/budgeting status of households which become subject to monthly reporting at any time following the change in household circumstances which results in a change in the household's monthly reporting/retrospective budgeting status subject to the following conditions:

.511 The CWD shall provide the household with information as specified in Section 63-300.41. If the CWD implements the change during the certification period, it may omit the oral explanations for monthly reporting/retrospective budgeting.

.512 The CWD shall not require the household to submit a CA 7 during any month in which the household was subject to nonmonthly reporting requirements.

(QR) Procedures for Households Changing Their Reporting Status

.51 Households which become subject to QR/PB

The CWD shall change the status of households which become subject to QR/PB beginning with the first month following the change in household circumstances which results in a change in the household's QR/PB status. The following conditions shall apply:

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- .511 The CWD shall provide the household with information as specified in Section 63-300.41. If the CWD implements the change during the certification period, it may omit the verbal explanations for QR/PB.
- .512 The CWD shall not require the household to submit a QR 7 any month in which the household was subject to change reporting requirements.
- .52 Section 63-504.52(MR) shall become inoperative and Section 63-504.52(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Households which are no longer subject to monthly reporting/retrospective budgeting
- (MR) The CWD shall use the following procedures to remove households from the monthly reporting/retrospective budgeting system.
- (QR) The CWD shall use the following procedures to remove households from the QR/PB budgeting system.
- .521 Section 63-504.521(MR) shall become inoperative and Section 63-504.521(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) For any household which becomes exempt from the monthly reporting/retrospective budgeting system as specified in Section 63-505.21, the CWD shall notify the household within 10 days of the date the CWD becomes aware of the change that:
- (a) The household has become exempt from monthly reporting and is no longer required to file any future CA 7s. This does not apply to households in which one or more household members are in receipt of cash aid from programs such as AFDC, GA/GR, RCA or ECA which do require a monthly report.
  - (b) The household has also become exempt from retrospective budgeting, and when
  - (c) The change in budgeting will go into effect.
- (QR) For any household which becomes exempt from the QR/PB budgeting system as specified in Section 63-505.21, the CWD shall notify the household within 10 days of the date the CWD becomes aware of the change that:

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(a) The household has become exempt from QR and is no longer required to file any future QR 7s. This does not apply to households in which one or more household members are in receipt of cash aid from programs such as CalWORKs, CA/GR, RCA or ECA which do require a quarterly report.

(b) The change in budgeting will go into effect.

.522 Section 63-504.522(MR) shall become inoperative and Section 63-504.522(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The CWD shall begin determining the household's benefits prospectively in the first month that the household is no longer required to file a CA 7.

(QR) The CWD shall begin determining the household's benefits using change reporting rules the first month following the status change from QR to change reporting.

.6 Recertification of All Households

.61 General Requirements

(a) The CWD shall complete the application process and approve or deny a timely application for recertification prior to the end of the household's current certification period and shall provide an eligible household with an opportunity to participate by the household's normal issuance cycle in the month following the expiration of the household's certification period. Entitlement to expedited service for households submitting applications for recertification shall be determined in accordance with Section 63-301.51. The CWD shall not continue benefits beyond the end of the certification period unless the household has been recertified.

(1) The joint processing requirements in Section 63-301.6 for PA and PA categorically eligible households shall also apply to applications for recertification.

(2) If the PA redetermination is not timely completed for categorically eligible households, the food stamp recertification shall not be delayed and must be completed in accordance with Section 63-504.6. PA Categorical eligibility shall be assumed.

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- (A) The provisions of Section 63-301.7, for certain eligibility factors, verification provisions, and the benefit determination continue to apply to categorically eligible households at recertification.
- (B) If the recertified household is subsequently terminated from PA benefits, the CWD shall follow the procedures specified in Sections 63-503 and 504.123(b).
- (b) All households shall be provided notice of the impending expiration of their certification period as specified in Section 63-504.251. The CWD also shall provide the household with an application, which may be sent with the notice, including an appointment date for an interview. Or, the application and appointment date may be mailed or given to the household separately.

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To expedite the recertification process, CWDs are encouraged to send a recertification form, an interview appointment letter that allows for either an in-person or telephone interview and a statement of verification needed with the Notice of Expiration.

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(c) Timely Application for Recertification

- (1) Section 63-504.61(c)(1)(MR) shall become inoperative and Section 63-504.61(c)(1)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Monthly reporting households which file a complete CA 7 on or before the 11<sup>th</sup> of the last month of the certification period, and an application no later than the recertification interview shall be considered to have made a timely application for recertification.
- (QR) QR households which file a complete QR 7 on or before the 11<sup>th</sup> of the last month of the certification period, and an application no later than the recertification interview shall be considered to have made a timely application for recertification.

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- (2) Section 63-504.61(c)(2)(MR) shall become inoperative and Section 63-504.61(c)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) All nonmonthly reporting households, except those provided a notice of action informing them of the expiration of their certification period at the time of certification, who file applications by the 15th day of the last month of the certification period shall be considered to have made a timely application for recertification.
- (QR) If the certification period ends in the QR Submit Month, all change reporting households, except those provided a notice of action informing them of the expiration of their certification period at the time of certification, who file applications by the 15<sup>th</sup> day of the last month of the certification period shall be considered to have made a timely application for recertification.
- (3) Section 63-504.61(c)(3)(MR) shall become inoperative and Section 63-504.61(c)(3)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Nonmonthly reporting households provided a notice of action informing them of the expiration of their certification period at the time of certification shall have 15 days from the date the notice is received to file a timely application for recertification.
- (QR) Change reporting households provided a notice of action informing them of the expiration of their certification period at the time of certification shall have 15 days from the date the notice is received to file a timely application for recertification.
- (A) To determine if adequate time has been permitted, the CWD shall use the date on the notice of action, plus two days for mailing time.
- (B) In cases of dispute, if the household can demonstrate that the notice of action was not received in a timely manner and otherwise submits their application within 15 days after receiving the notice, the CWD shall consider the household to have made a timely application for recertification.
- (d) Any household receiving a notice of action informing them of the expiration of their certification period shall attend any interview scheduled by the CWD on or after the date the application is timely filed in order to retain their right to uninterrupted benefits.



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- (1) The CWD may schedule the interview prior to the date the application is timely filed provided the household is not denied at that time for failing to participate in the interview.
- (2) The CWD shall schedule the interview on or after the date the application was timely filed if the interview has not been previously scheduled, or the household has failed to participate in any interviews scheduled prior to this time and has requested another interview.
- (3) If the household does not participate in any interview scheduled in accordance with this section or attempted to reschedule another appointment, the CWD need not initiate any further action.

**(e) Delayed Processing**

- (1) If a household's application for recertification is delayed beyond the first of the month of what would have been its new certification period through the fault of the CWD, the household's benefits for the new certification period shall be prorated based on the date of the new application, and the CWD shall provide restored benefits to the household back to the date the household's certification period should have begun had the CWD not erred and the household been able to apply timely.
- (2) When a household's eligibility is not determined by the end of its current certification period due to the time period allowed for submitting any missing verification, the household shall receive an opportunity to participate, if eligible, within five working days after the household submits the missing verification and benefits shall not be prorated.

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Example: A household completed the interview and application process before the end of its current certification period in April. However, verification still must be provided within 10 days of the completed application process. The 10-day period for submitting verification extends into the month following the current certification period, or on May 5th. The household submits the verification on May 4th within the allowable 10-day period. The CWD must provide a full month of benefits for May and by the 9th day in May due to the five-day limit for providing an opportunity for the household to participate in the program.

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63-504 (Cont.)	FOOD STAMP REGULATIONS ELIGIBILITY DETERMINATIONS	Regulations
<b>63-504</b>	<b>HOUSEHOLD CERTIFICATION AND CONTINUING ELIGIBILITY</b> (Continued)	<b>63-504</b>
	(f) Repealed by Manual Letter No. FS-87-05, effective 7/1/87.	
	(g) CWD Action on Timely Applications for Recertification	
	<p>The CWD shall provide uninterrupted benefits to any household determined eligible after the household timely files an application and participates in an interview. The CWD shall provide uninterrupted benefits within the time standards listed below even if, to meet these standards, the CWD must provide an opportunity to participate outside the normal issuance system.</p>	
	<p>(1) Households provided a notice of action informing them of the expiration of their certification period at the time of certification and that have timely reapplied shall be notified of their eligibility or ineligibility and provided an opportunity to participate, if eligible, not later than 30 days after the date of their last opportunity to participate.</p>	
	<p>(2) For all other households that have met all required application procedures, the CWD shall approve or deny the application and notify the household of its determination by the end of the current certification period. For households determined eligible, the CWD shall provide an opportunity to participate by the household's normal issuance cycle in the month following the end of their current certification period.</p>	
	<p>(3) If an eligible household files an application before the end of the certification period but the recertification process cannot be completed within 30 days after the date of application because of CWD fault, the CWD must continue to process the case and provide a full month's allotment for the first month of the new certification period.</p>	
	(h) Failure to Submit a Timely Application for Recertification	
	<p>Households who file an application for recertification after the dates specified in Section 63-504.613, but by the end of the certification period, shall be considered to have made an untimely application for recertification.</p>	
	(i) CWD Action on Untimely Applications for Recertification	
	(1) Any household shall lose their right to uninterrupted benefits if they fail:	
	<p>(A) To submit a timely application for recertification unless the household is entitled to expedited service and the application is filed at least three days prior to the next normal issuance date in the new certification period; or</p>	
	(B) To participate in an interview.	
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- (2) Households making an untimely application for recertification shall not be denied at that time, unless they refuse to cooperate, or the certification period has lapsed and the CWD chooses to make denials at that time. If the household is otherwise eligible after correcting such failures, the CWD shall, at a minimum, provide benefits no later than 30 days after the date the application was filed.
- (3) Denials for untimely applications for recertification including those for failure to complete the interview timely, shall be completed either by the end of the current certification period or within 30 days after the date the application was filed as long as the household has had adequate time for providing the missing verification.
- (4) Any applications not submitted in a timely manner shall be treated as an application for initial certification. For nonmonthly reporting households who submit applications within 30 days after the certification period expires, previously verified income need not be verified if the source has not changed and the amount has not changed by more than \$25.

(j) CWD Failure to Act

CWD failure to provide eligible households which filed a timely application for recertification and met all processing steps in a timely manner with an opportunity to participate as specified in Section 63-504.616, shall be considered an administrative error. These households shall be entitled to restoration of lost benefits if, as a result of such error, the household was unable to participate for the month following the expiration of the certification period.

- .62 Section 63-504.62(MR) shall become inoperative and Section 63-504.62(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) CWD Action on Timely Reapplications By Monthly Reporting Households

(QR) CWD Action on Timely Reapplications by Quarterly Reporting Households

- .621 Section 63-504.621(MR) shall become inoperative and Section 63-504.621(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

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(MR) The CA 7 shall be mailed to the household at the normal mailing time or along with the notice of action informing them of the expiration of their certification period. Return of both the CA 7 and the application is required to complete the recertification.

(a) The CA 7 shall be submitted and completed as specified in Section 63-504.3.

(b) The application form shall be submitted to the CWD no later than the time of the interview.

(c) If the household has not previously filed a complete CA 7, the household may submit it at the interview. In no event shall the reapplication be considered timely if a complete CA 7 is submitted after the 11th of the last month of the certification period.

(QR) If the certification period ends in the QR Submit Month, the QR 7 shall be mailed to the household at the normal mailing time or along with the notice of action informing them of the expiration of their certification period. Return of both the QR 7 and the application is required to complete the recertification.

(a) The QR 7 shall be submitted and completed as specified in Section 63-508.66.

(b) The application form shall be submitted to the CWD no later than the time of the interview.

(c) If the household has not previously filed a complete QR 7, the household may submit it at the interview. In no event shall the reapplication be considered timely if a complete QR 7 is submitted after the 11<sup>th</sup> of the last month of the certification period.

.622 Section 63-504.622(MR) shall become inoperative and Section 63-504.622(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The CWD shall: 1) recertify the household using information on the CA 7 for the corresponding budget month to determine the household's benefit level for the first month of the new certification period; 2) delay reflecting information from the recertification interview affecting the household's benefit level until the second month of the new certification period if necessary to continue retrospective budgeting; and 3) continue to determine the household's prospective eligibility in accordance with Section 63-503.231.

<b>63-504</b>	<b>HOUSEHOLD CERTIFICATION AND CONTINUING ELIGIBILITY</b>	<b>63-504</b>
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(QR) When certification falls in the same month as the QR Submit Month, the CWD shall: 1) recertify the household using information on the QR 7 for the corresponding Data Month and information received during the certification interview to determine the household's benefit level for the first Payment Quarter of the new certification period and, 2) continue to determine the household's prospective eligibility. If the CWD establishes a certification of benefits other than in the Submit Month, the CWD must take action mid-quarter based on information received during the certification to discontinue, increase or decrease benefits, regardless of QR rules.

.623 PA and PA categorically eligible households that are jointly processed as specified in Section 63-301.6 shall, to the extent possible, be recertified for Food Stamps at the same time that their PA eligibility is redetermined.

(a) These households may be recertified in the month prior to the last month of the certification period in conjunction with the PA redetermination. The new certification period shall begin with the last month of the old certification period.

(b) If the recertification is not completed in the month prior to the last month of the certification period, the application shall be held pending and the household provided a notice of action informing them of the expiration of their certification period. The recertification shall be completed during the last month of the certification period.

.624 Section 63-504.624(MR) shall become inoperative and Section 63-504.624(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Households that receive a notice of action informing them of the expiration of their certification period shall be subject to the verification requirements specified in Section 63-504.3 for information provided on the CA 7. These households shall not be subject to the other CA 7 processing provisions specified in Section 63-504.3 in the last month of the certification period. The recertification provisions specified in Section 63-504.6 are in effect in this month.

(QR) Households that receive a notice of action informing them of the expiration of their certification period shall be subject to the verification requirements specified in Section 63-504.6 for information provided on the QR 7.

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- (a) PA households whose recertifications are completed in the month prior to the last month of the certification period shall be subject to all provisions of Section 63-504.3 in that month, except that they shall be provided a notice of action informing them of the approval or denial of their reapplication, instead of a notice as specified in Section 63-504.26.
- (b) All changes reported on the application shall be subject to the same verification procedures as apply at initial certification, including categorically eligible households, as specified in Sections 63-301.71, .72, and .82.

.63 Section 63-504.63(MR) shall become inoperative and Section 63-504.63(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Process for Recertifying Nonmonthly Reporting Households

(QR) Process for Recertifying Change Reporting Households

.631 The following verification requirements shall apply at recertification:

- (a) The CWD shall verify: A change in income if the source has changed or the amount has changed by more than \$25; previously unreported medical expenses and total recurring medical expenses which have changed by more than \$25; a change in the legal obligation to pay child support or an increase in the amount of child support paid.
- (b) The CWD shall not verify the following: income if the source is unchanged and the amount has changed by \$25 or less; changes of \$25 or less in total medical expenses or decreases in the amount of child support paid. However, any questionable information related to the above expenses which is incomplete, inaccurate, inconsistent, or outdated shall be verified.

.7 Identification (ID) Cards

.71 The CWD shall issue an ID card to each certified household as proof of eligibility. The ID card may be serially numbered at the CWD's option, except as provided in Section 63-504.84. ID cards shall be issued in the name of the household member who is authorized to receive the household's issuance. Any person listed on the ID card shall sign the ID card prior to using it.

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- .711 If the household does not name an authorized representative, the CWD shall void that area of the ID card to prevent names and signatures from being entered at a later date.
- .712 The CWD shall place an expiration date on those ID cards issued to households that have been certified for delivered meals for a temporary period or any other temporary ID cards issued by the CWD.
- .72 Specially Marked ID Cards
  - .721 Any household eligible for and interested in using delivered meal services shall receive an ID card marked with the letter "M".
  - .722 Any household eligible for and interested in using communal dining facilities shall receive an ID card marked with the letters "CD".
  - .723 Any household eligible to participate in the restaurant meal program shall receive an ID card with the person's name, case number, expiration date and signature.

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- (a) EBT counties are not to place stickers on EBT cards that could damage ATM/POS devices. A separate ID card will be used in conjunction with the EBT card.

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.73 Mailing ID Cards

ID cards delivered to a household by mail shall not be mailed in the same envelope with an authorization document, access device, or coupons.

.74 Issuance/Replacement of ID Cards

The CWD shall limit issuance of ID cards to the time of initial certification, with replacements made only in instances of loss, mutilation, destruction, changes in persons authorized to obtain or use coupons, or when the ID card format or system changes. Whenever possible, the CWD shall collect the ID card being replaced.



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.8 Photo ID Cards/Systems

.81 Mandatory Photo ID Cards

- .811 The use of photo ID cards is mandated in any county or portion thereof with 100,000 or more food stamp recipients.
- .812 In addition, FNS may designate at any time a county or portion thereof with less than 100,000 recipients, as requiring the use of photo ID cards, if determined that the institution of photo ID cards will be justified.
- .813 Any CWD that becomes subject to the photo ID card requirement shall come into full compliance no later than the first of the month that occurs 12 months after FNS notifies SDSS that the area is subject to the requirement.
- .814 Any CWD may request that FNS mandate photo ID cards throughout its entire county by contacting SDSS.

.82 Exemption from a Photo ID System

In counties mandated to use photo ID cards the CWD may apply for an exemption from photo ID cards from FNS through SDSS if:

- .821 The CWD is serviced entirely by mail issuance.
- .822 The CWD serves between 100,000 and 110,000 recipients and within 30 days of the notice of intent to require photo ID cards the CWD demonstrates to FNS through SDSS that participation in the county has fallen below the 100,000 recipient level in the recent past or justifies why participation is likely to fall below 100,000 during the next year.

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.83 Photo ID Approvals

All photo ID card systems shall be subject to FNS approval through SDSS.

.84 Requirements of Photo ID Cards

.841 In counties mandated to use photo ID cards, the CWD shall issue photo ID cards containing at a minimum the requirements of Section 63-504.7 and the following:

- (a) A color photograph of the person who will obtain the household's coupons,
- (b) A serialized number,
- (c) A laminated signature of the person pictured on the card, and,
- (d) The household's case number.

.842 A photo ID card used to receive benefits under a welfare or public assistance program may be adapted for Food Stamp Program purposes if it meets the requirements of these regulations and can be annotated to indicate Food Stamp eligibility.

.85 Use of Photo ID Cards

Only the person photographed on the photo ID card may obtain the household's coupons. A household subject to the mandatory photo ID card requirement shall not participate until a household member or a designated authorized representative is issued a photo ID card.

.86 Issuance of Photo ID Cards

.861 The CWD shall provide households with reasonable access to photographing locations for food stamp photo ID cards.

.862 Photo ID card or an ID card annotated to indicate that the card is valid without a photograph shall be provided by the CWD at no charge to the household.

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(Continued)

- .863 The CWD shall replace photo ID cards when a new card is needed to update the photograph and as specified in Sections 63-604.74 and 63-602.521.
- .864 New photo ID cards shall also be issued when a household member becomes 60 years of age and wants a card coded "CD" for communal dining or when a resident leaves a drug or alcoholic treatment center and is no longer exempt from photo ID.
- .865 Whenever possible, the CWD shall collect photo ID cards when making a replacement.
- .87 Households Eligible for Exemptions from Photographs
- The CWD shall issue photo ID cards which meet the specifications in Section 63-504.84, but are annotated to indicate that the card is valid without a photograph when any of the following conditions exist:
- .871 The household member is a resident of a drug addict or alcoholic treatment center.
- .872 The household's religion does not allow its members to be photographed. The CWD shall require such a household to provide a signed statement to the effect that their religious beliefs do not allow them to be photographed.
- .873 The household is certified by an out of office interview, as specified in Section 63-300.4. However, the CWD should attempt to replace the nonphoto ID card with a photo ID card when the household member or authorized representative is in the office for any reason. The CWD shall not require the household member to make a special trip into the office solely for the purpose of issuing a photo ID card.
- .874 The household is entitled to expedited service, and the photo ID card system is incapable of producing a photo ID card in time for the household to participate, as specified in Section 63-301.5. An expiration date shall be placed on those nonphoto ID cards that are issued to households eligible for expedited services. A photo ID card shall be obtained prior to issuance of the household's next allotment.

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.88 Photo ID Card Waivers

- .881 One or more of the minimum photo ID requirements in Section 63-504.84 may be waived for any CWD that can demonstrate that its alternate ID card or system will provide adequate safeguards against fraudulent and duplicate issuances.
- .882 In counties where photo ID cards are mandated, and a waiver is desired, the CWD shall request a waiver from FNS through SDSS. Decisions on the granting of waivers will be made on a case-by-case basis.

NOTE: Authority cited: Sections 10553, 10554, 10604, 11265.1, .2, and .3, 11369, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901.6, 18904, and 18910, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 271.2; proposed 7 CFR 273.2(f)(1)(xii) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (f)(8)(i); (f) (8)(i)(A) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; (f)(8)(ii), (h), and (h)(1)(i)(D), 7 CFR 273.2(j)(3) and (4); 7 CFR 273.8(b); 7 CFR 273.9(d)(6)(iii)(F), 7 CFR 273.10(d)(4), (f), (g)(1)(i) and (ii); 7 CFR 273.12(a)(1)(i)(A), (a)(1)(i)(B), and (a)(1)(i)(C)(2); proposed 7 CFR 273.12(a)(1)(vi) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, and (c); 7 CFR 273.12(e)(1), (e)(2), and (e)(4); 7 CFR 273.13(a)(2); 7 CFR 273.13(b)(1); 7 CFR 273.14; 7 CFR 273.14(b)(3) and (e); 7 CFR 273.18(e)(6)(ii); 7 CFR 273.21(e)(1), (f)(1)(iii), (f)(1)(iv)(B), (f)(2)(v), (h)(2)(iv), proposed (h)(2)(ix) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (h)(3)(ii), (i), (j), (j)(1)(vi), (j)(1)(vii)(A) and (r), (j)(2)(iii), (j)(3)(ii), (j)(3)(iii)(B), (j)(3)(iii)(C), and proposed (j)(3)(iii)(E) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 274.10; Public Law (P.L.) 100-435, Section 351, P.L. 101-624, and P.L. 103-66; Section 1717, [7 U.S.C. 2014(e)]; 7 U.S.C. 2014(d)(7), and (e)(6)(C)(iii), 2017(c)(2)(B) and 2020(s); U.S.D.A. Food and Consumer Services, Administrative Notices 94-39 and 97-50; P.L. 104-193, Sections 801, 807 and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Federal Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; Federal Administrative Notice 97-99, dated August 12, 1997; United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) Administrative Notice (AN) 03-23, dated May 1, 2003; USDA, FNS Waiver #2070014; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171).

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<b>63-505</b>	<b>HOUSEHOLD RESPONSIBILITIES</b>	<b>63-505</b>
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.1 Household Cooperation

.11 To determine eligibility the household or its authorized representative must:

.111 Complete and sign the application form:

.112 Be interviewed;

.113 Verify certain information on the application; and

.114 Obtain a photo ID card in counties where photo ID cards are mandated as a condition of participation, unless exempt under Section 63-504.87.

(a) If a designated authorized representative does not comply, the household may designate a household member or another authorized representative to be photographed.

.12 Refusal to Cooperate with the CWD

.121 If the household, including excluded household members identified in Section 63-402.22, refuses to cooperate with the CWD in completing this process, the application shall be denied at the time of refusal.

(a) For a determination that household refusal has occurred, the household must have been able to cooperate, and clearly demonstrated that it chose not to take such actions as are required to complete the application process.

(b) If there is any question as to whether the household has merely failed to cooperate, as opposed to refused to cooperate, the household shall not be denied.

.122 Refusal to disclose a Social Security Number (SSN) is an exception to the denial of the entire household. When an individual is required to give his/her SSN and has refused to comply, the eligibility of the other household members will not be affected (see Section 63-404).

.123 The household shall also be determined ineligible if it refuses to cooperate in any subsequent review of its eligibility, including reviews generated by reported changes, recertifications, or as part of a quality control review.

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- .124 Once denied or terminated for refusal to cooperate, the household may reapply but shall not be determined eligible until the household cooperates.
- .13 Refusal to Cooperate with a Quality Control (QC) Reviewer
  - .131 Once denied or terminated for refusal to cooperate, the household may reapply but shall not be determined eligible until:
    - (a) The household cooperates; or
    - (b) The household reapplies at least 95 days after the end of the annual review period in which the refusal to cooperate with a nonfederal QC reviewer occurred; or
    - (c) The household reapplies after seven months from the end of the annual review period in which the refusal to cooperate with a federal QC reviewer occurred.
  - .132 These households shall provide verification of all eligibility requirements, including items that would normally only be verified if questionable, as specified in Section 63-300.53.
- .14 Refusal to Cooperate with the Statewide Fingerprint Imaging System (SFIS) Requirement
  - | Eligible household members who are not exempt per Sections 63-601.12 through .123 and Section 63-601.14 shall be required to fulfill SFIS requirements prior to the issuance of food stamp benefits to that household, even if the household is eligible for benefits. The SFIS requirements, exemptions, and postponements are explained in Sections 63-601.12 through .123, Section 63-601.13, and Section 63-601.14.
  - .141 If a household member is under the age of 18 and is applying for Food Stamp benefits as a separate household, he/she must comply with the SFIS requirements in order to receive Food Stamp benefits, unless otherwise exempt.
- .2 Section 63-505.2(MR) shall become inoperative and Section 63-505.2(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- | (MR) Monthly Reporting/Retrospective Budgeting Households

All households participating in the Food Stamp Program except as provided in Section 63-505.21, shall report household circumstances monthly on the CA 7 as a condition of eligibility. Households shall not be required to submit any reports of changes other than the CA 7.

**63-505 HOUSEHOLD RESPONSIBILITIES (Continued)****63-505****(QR) Quarterly Reporting/Prospective Budgeting Households**

All households participating in the Food Stamp Program except as provided in Section 63-505.21, shall report household circumstances quarterly on the QR 7 as a condition of eligibility. QR households will also be required to report changes as specified in Sections 63-508 and 63-509.

- .21 Section 63-505.21(MR) shall become inoperative and Section 63-505.21(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The following households shall be excluded from monthly reporting and retrospective budgeting. See Section 63-504.43 for those households receiving PA.

(QR) The following households shall be excluded from QR. See Section 63-504.43.

- .211 Migrant farmworker households, as defined in Section 63-102(m).
- .212 Seasonal farmworker households, as defined in Section 63-102s.
- .213 Households in which all adult members are elderly or disabled, as defined in Section 63-102(e), and have no earned income.
- .214 Households in which all members are homeless individuals, as defined in Section 63-102(h)(1).
- .215 Households residing on Indian reservations.

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Public Law 103-11 enacted April 1, 1993 has delayed the implementation date for Section 63-505.215 to January 31, 1994.

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- .22 Repealed by SDSS Manual Letter No. FS-89-07, effective 11/1/89.

- .3 Sections 63-505.3 through .34(MR) shall become inoperative and Sections 63-505.3 through .34(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

**63-505 HOUSEHOLD RESPONSIBILITIES (Continued)****63-505****(MR) Reported Information for Monthly Reporting Households**

Households shall report on a monthly basis, the following information about the household:

- .31 Budget month income, except as specified in Section 63-505.311, shelter and utility costs when there is a move, child care costs, the amount of child support payments made to a nonhousehold member as specified in Section 63-502.37, household composition, and other circumstances relevant to the amount of the food stamp allotment. This information shall be reported on the CA 7.
- .311 Households need not report the receipt or amount of any PA, FC, GA, RCA, ECA payments paid by the CWD from which the household is receiving food stamp benefits.
- .32 Any changes in income, shelter and utility costs when there is a move, child care costs, a change in the legal obligation to pay child support payments to a nonhousehold member, resources or other relevant circumstances affecting eligibility which the household expects to occur in the current month or in future months, or which occurred in the budget month.
- .33 For food stamp purposes, households need not provide PA only information requested on the CA 7.
- .34 A reduction of work effort to less than 20 hours per week, or averaged monthly 80 hours a month, for purposes of determining whether an ABAWD has satisfied the work requirement defined in Section 63-410.2.

**(QR) Reported Information for QR Households**

Households shall report on a quarterly basis, the following information about the household.

- .31 Data Month income, except as specified in Section 63-505.311, shelter and utility costs when there is a change of address, dependent care costs, the amount of child support payments made to a nonhousehold member as specified in Section 63-502.37, household composition, anticipated income and expense changes for the upcoming QR Payment Quarter and other relevant information required for a complete QR 7.
- .311 Households need not report the receipt or amount of any PA, FC, GA, RCA, or ECA payments paid by the CWD from which the household is receiving food stamp benefits.

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.32 Any changes as asked for on the QR 7 since the last Data Month and any expected over the next three months.

.33 For food stamp purposes, households need not provide PA only information requested on the Quarterly Report (QR 7).

.34 A reduction in hours worked to less than 20 hours per week, or 80 hours averaged monthly, for purposes of determining whether an ABAWD has satisfied the work requirement defined in Section 63-410.

.4 Section 63-505.4(MR) shall become inoperative and Section 63-505.4(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Verification Responsibilities for Monthly Reporting Households

(QR) Verification Responsibilities for Quarterly Reporting Households

.41 Section 63-505.41(MR) shall become inoperative and Section 63-505.41(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) The CWD may request verification be submitted for any item that has changed or appears questionable. Monthly reporting households shall provide verification of the following information reported on the CA 7:

(QR) The CWD may request verification be submitted for any item that has changed or appears questionable. QR households shall provide verification of the following information reported on the QR 7:

(a) Gross nonexcluded earned income each month; nonexcluded unearned income and the source of excluded income when first reported and when there is a change, except as specified in Sections 63-505.311 and 63-504.325(a).

(b) Dependent care costs when there is a change in the source or amount and when there is questionable information which is inaccurate, incomplete, outdated or inconsistent.

<b>63-505</b>	<b>HOUSEHOLD RESPONSIBILITIES (Continued)</b>	<b>63-505</b>
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- (c) If the household voluntarily reports a change in its medical expenses, the CWD shall verify the change as specified in Section 63-504.421 before acting on it if the change increases the household's allotment. In the case of a reported change that decreases the household's allotment, or makes the household ineligible, the CWD shall act on the change without requiring verification, although verification which is required as specified in Section 63-504.421 shall be obtained prior to the household's recertification.
- (d) Utility costs which entitle the household to the standard utility allowance (SUA), when first allowed and when the household moves.
- (e) Residency as defined in Section 63-401 when there is a change, except for categorically eligible households.
- (f) Social Security Number, except for PA categorically eligible households;
- (g) Section 63-505.41(h)(MR) shall become inoperative and Section 63-505.41(h)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) Actual cost of doing business expenses, if self-employed, with each CA 7.
- (QR) Actual cost of doing business expenses, if self employed, with each QR 7.
- (h) Changes in the legal obligation to pay child support and/or an increase in the amount of the child support payments.

.5 Section 63-505.5(MR) shall become inoperative and 63-505.5(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Reporting Changes for Households Excluded from Monthly Reporting Requirements

(QR) Reporting Changes for Households Excluded from Quarterly Reporting Requirements

.51 Household Responsibility to Report

The CWD shall not impose any food stamp reporting requirements on nonmonthly reporting households except as provided in Sections 63-505.511 through .518. Certified households shall report the following changes in circumstances:

<b>63-505</b>	<b>HOUSEHOLD RESPONSIBILITIES (Continued)</b>	<b>63-505</b>
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- .511 Changes in the sources of income, including starting or stopping a job or changing jobs, if the change is accompanied by a change in income. In addition, changes in the amount of earned income of more than \$100 per month since the last time the household's allotment was calculated. Such earned income households can be certified for no more than six months.
- .512 Changes in the amount of unearned income of more than \$50.
  - (a) Changes in the public assistance or the general assistance grant are not required to be reported. Since the CWD has prior knowledge of all changes in these grants, action shall be taken on the CWD information. However, if general assistance and food stamp cases are not jointly processed, the household is responsible for reporting changes of more than \$50.
  - (b) Households are not required to report changes in income that result from Social Security COLAs.
- .513 All changes in household composition, such as the addition or loss of a household member;
- .514 Changes in residence and the resulting change in shelter expenses;
- .515 The acquisition of a licensed vehicle not fully excludable under Section 63-501.
- .516 When cash on hand, stocks, bonds and money in a checking or savings account reach or exceed the maximum resource eligibility standard as specified in Section 63-409.12.
- .517 A change in the amount of child support payments made to a nonhousehold member as specified in Section 63-502.2(p), and/or a change in the legal obligation to pay child support.

<b>63-505</b>	<b>HOUSEHOLD RESPONSIBILITIES (Continued)</b>	<b>63-505</b>
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.518 A reduction of work effort to less than 20 hours per week, or averaged monthly 80 hours a month, for purposes of determining whether an ABAWD has satisfied the work requirement specified in Section 63-410.2.

.52 Section 63-505.52(MR) shall become inoperative and Section 63-505.52(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) Timeliness Requirement for Reporting Changes of Nonmonthly Reporting Households

(QR) Timeliness Requirement for Reporting Changes of Change Reporting Households

All households shall report changes within 10 days of the date the change becomes known to the household except nonmonthly reporting households who file PA monthly reports. The ten-day reporting period will begin the day the change becomes known. The change may be reported by telephone, by personal contact, or by mail, and may be reported by a household member, the household's authorized representative, or any person having knowledge of the household's circumstances. When the report is made by mail, it may not reach the CWD within the ten-day period. Households will have met the reporting requirement provided the letter is postmarked within the ten-day period. Nonmonthly reporting households which report changes on the PA monthly reporting form shall be considered to have met their food stamp reporting requirements.

This reporting requirement does not apply to households incurring an increase in monthly medical expenses of \$25 or more. To be permitted a deduction for an increase in medical expenses, the household must report the expense in the month of billing or when the bill otherwise becomes due, in accordance with Section 63-503.251 (medical expenses billing).

It is likely that households will not become aware of the exact amount of the decrease in monthly medical costs until the end of the month, when all expenses can be totaled. The CWD shall take the following action on properly reported decreases in medical expenses;

.521 If the change in monthly medical costs is a one-time only decrease and will not continue in the remaining months of the certification period, no action is required.

<b>63-505</b>	<b>HOUSEHOLD RESPONSIBILITIES (Continued)</b>	<b>63-505</b>
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- .522 If the decrease in monthly medical costs is expected to continue past the month of report, the CWD shall act on the change, in accordance with Section 63-504.42.

.6 Other Changes

Although not required, households are to be encouraged to report the following changes since such changes may entitle the household to an increased food stamp allotment.

- .61 A household member reaches age 60, or becomes disabled, as defined in Section 63-102(i).
- .62 The household incurs a dependent care cost, or an increased dependent care cost (within the maximum).
- .63 A change in status of citizenship or work registration.
- .64 The household incurs a new medical expense, or an increased medical expense of more than \$25.

NOTE: Authority cited: Sections 10553, 10554, 10604, 11265.1, .2 and .3, 11369, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 10830, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code; 7 CFR 272.4(f); 7 CFR 273.2(j)(3) and (4); 7 CFR 273.10(d)(4); 7 CFR 273.11(a)(2)(iii); 7 CFR 273.12, (a)(1)(i), (a)(1)(i)(A), (a)(1)(i)(B), (a)(1)(i)(C)(2), and proposed .12(a)(1)(vi) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 273.2(d); proposed 7 CFR 273.2(f)(1)(xii) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 273.21(b), (b)(4), (f)(2)(v), (h)(2)(iv), proposed (h)(2)(ix) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (h)(3), and (i); 7 CFR 273.12(a)(1)(vii); 7 CFR 273.24(a)(1)(i) and (b)(7); P.L. 100-435, Section 351; P.L. 101-624, Section 1717 [7 U.S.C. 2014(e)] and Section 1723 [7 U.S.C. 2015(c)(1)(A)]; P.L. 102-237, Section 908 [7 U.S.C. 2016(h)(1)]; 7 U.S.C. 2014(d)(6) and (e)(6)(C)(iii); Food and Consumer Services Administrative Notice 96-13, dated December 7, 1995; United States Department of Agriculture, Food and Nutrition Service Administrative Notice 03-23, dated May 1, 2003; Letter from Food and Consumer Services to Fred Schack, dated March 25, 1996; Food Stamp Act of 1977; Federal Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171).



<b>63-506</b>	<b>EXCLUDED RESOURCES AND/OR INCOME OF NATIVE AMERICANS OR ALASKA NATIVES</b>	<b>63-506</b>
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| (a) | Indian lands held jointly with the Tribe, or land that can be sold only with the approval of the Department of Interior's Bureau of Indian Affairs.  |
| (b) | Funds or assets of, or payments to Native American tribal members or Alaska Natives shall be excluded as resources and/or income for Food Stamp purposes if specifically excluded by any other federal law. These exclusions include, but are not limited to: <ul style="list-style-type: none"><li>(1) Payments received under the Alaska Native Claims Settlement Act (Public Law [P.L.] 92-203, Section 29 and P.L. 100-24, Section 15 or the Sac and Fox Indian claims agreement (P.L. 94-189, Section 6);</li><li>(2) Payments received by certain Indian tribal members under P.L. 94-114, Section 6, regarding submarginal land held in trust by the United States;</li></ul> |

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| (A) | The following tribes may benefit from the provisions of Section 63-506(b)(2); <ul style="list-style-type: none"><li>1. Bad River Band of the Lake Superior Tribe of Chippewa Indians of Wisconsin;</li><li>2. Blackfeet Tribe;</li><li>3. Cherokee Nation of Oklahoma;</li><li>4. Cheyenne River Sioux Tribe;</li><li>5. Crow Creek Sioux Tribe;</li><li>6. Lower Brule Sioux Tribe;</li><li>7. Devils Lake Sioux Tribe;</li><li>8. Fort Belknap Indian Community;</li><li>9. Assiniboine and Sioux Tribes;</li></ul> |
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**HANDBOOK CONTINUES**

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<b>63-506</b>	<b>EXCLUDED RESOURCES AND/OR INCOME OF NATIVE AMERICANS OR ALASKA NATIVES (Continued)</b>	<b>63-506</b>
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**HANDBOOK CONTINUES**

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10. Lac Corte Oreilles Band of Lake Superior Chippewa Indians;
11. Keweenaw Bay Indian Community;
12. Minnesota Chippewa Tribe;
13. Navajo Tribe;
14. Oglala Sioux Tribe;
15. Rosebud Sioux Tribe;
16. Shoshone-Bannock Tribe; and the
17. Standing Rock Sioux Tribe.

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- (3) Payments received from the disposition of funds to the Grand River Band of Ottawa Indians (P.L. 94-540).
- (4) Payments received by the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation from the Indian Claims Commission (P.L. 95-433, Section 2).
- (5) Payments made to the Passamaquoddy Tribe, the Penabscoct Nation, or the Houlton Band of Maliseet, or any Indian household or member thereof, pursuant to the Main Indian Claims Settlement Act of 1980 (P.L. 96-420, Section 9(c)).
- (6) Payments of relocation assistance to members of the Navajo and Hopi Tribes (P.L. 93-531, Section 22).
- (7) Funds that meet any of the criteria specified in Section 63-506(b)(7)(A);
  - (A) Funds appropriated to satisfy judgements of the Indian Claims Commission or Claims Court (P.L. 93-134, P.L. 97-458 and P.L. 98-64) which:

<b>63-506</b>	<b>EXCLUDED RESOURCES AND/OR INCOME OF NATIVE AMERICANS OR ALASKA NATIVES (Continued)</b>	<b>63-506</b>
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1. Are distributed per capita, not exceeding \$2,000, or held in trust according to an approved plan.
  2. As of January 12, 1983, were to be distributed per capita, up to \$2,000, or held in trust according to a plan approved by Congress prior to January 12, 1983.
  3. Were distributed according to a plan approved by Congress after December 31, 1981, but prior to January 12, 1983, and any purchases made with such funds;  
or
  4. Are per capita payments, not exceeding \$2,000, from funds which are held in trust by the Secretary of the Interior (trust fund distribution).
- (B) For purposes of this section, the \$2,000 limit on per capita shares applies to each payment made to each household member.
- (C) Purchases made with payments distributed between January 1, 1982 and January 12, 1983 shall be excluded from resources to the extent excluded funds were used to make such purchases.
- (8) Interests of individual Indians in trust or restricted lands shall be excluded as resources only; and any income from such interests, up to \$2,000 per calendar year per individual shall be excluded as income only (P.L. 93-134, P.L. 97-458, and P.L. 103-66, Section 13736).
- (A) For purposes of this section, interests include the individual's right to, or legal share of, the trust or restricted land and any resulting income.
- (B) For purposes of this section, the exclusion applies to each individual household member who holds an interest or legal share.
- (9) Assistance received under the Indian Child Welfare Act child and family service grant programs on or near reservations (P.L. 95-608). These programs include, but are not limited to: family assistance, day care, after school care, respite care, recreational activities, home improvement, employment of domestic relations and child welfare personnel, and education and training.

<b>63-506</b>	<b>EXCLUDED RESOURCES AND/OR INCOME OF NATIVE AMERICANS OR ALASKA NATIVES (Continued)</b>	<b>63-506</b>
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- (10) Payments made to the following: Turtle Mountain Band of Chippewas, Arizona (P.L. 97-403); Blackfeet, Grosventre, Assiniboiné tribes, Montana, and the Papago Tribe, Arizona (P.L. 97-408); Red Lake Band of Chippewa Indians (P.L. 98-123, Section 3); White Earth Band of Chippewa Indians, Minnesota, pursuant to the White Earth Reservation Land Settlement Act of 1985 (P.L. 99-264, Section 16); and Saginaw Chippewa Indian Tribe of Michigan (P.L. 99-346, Section 6(b)(2)).
- (11) Per capita and interest payments made to members of the Assiniboiné Tribe of the Fort Belknap Indian Community and the Fort Peck Indian Reservation, Montana (P.L. 98-124, Section 5).
- (12) Funds paid to heirs of deceased Native Americans under the Old Age Assistance Claims Settlement Act, except for per capita shares exceeding \$2,000 (P.L. 98-500, Section 8).
- (13) Funds distributed per capita or held in trust for the Chippewas of Lake Superior and the Chippewas of the Mississippi (P.L. 99-146, Section 6(b) and P.L. 99-377).
- (14) Funds, assets or income from the trust fund established pursuant to the Puyallup Tribe of Indians Settlement Act of 1989 (P.L. 101-41, Sections 10(b) and (c)).
- (15) Payments made to the Seminole Nation of Oklahoma, the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida and the independent Seminole Indians of Florida to satisfy the judgments of the Indians Claims Commission, except for per capita payments exceeding \$2,000 (P.L. 101-277).
- (16) Payments, funds distributions or income under the Seneca Nation Settlement Act of 1990 (P.L. 101-503, Section 8(b)).

<b>63-506</b>	<b>EXCLUDED RESOURCES AND/OR INCOME OF NATIVE AMERICANS OR ALASKA NATIVES (Continued)</b>	<b>63-506</b>
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NOTE: Authority cited: Sections 10553, 10554, 11209, and 18904, Welfare and Institutions Code. Reference: Section 10554, 18901, and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.8(e)(10) and (e)(11); 7 CFR 273.9(c)(10); Public Law (P.L.) 92-203, Section 29; P.L. 93-134; P.L. 93-531, Section 22; P.L. 94-114, Section 6; P.L. 94-189, Section 6; P.L. 94-540; P.L. 95-433, Section 2; P.L. 95-608; P.L. 96-420, Section 9(c); P.L. 97-403; P.L. 97-408; P.L. 97-458; P.L. 98-64; P.L. 98-123, Section 3, P.L. 98-124, Section 5; P.L. 98-500, Section 8; P.L. 99-146, Section 6(b); P.L. 99-264, Section 16; P.L. 99-346, Section 6(b)(2); P.L. 99-377; P.L. 100-241, Section 15; P.L. 101-41, Sections 10(b) and (c); P.L. 101-277; P.L. 101-503, Section 8(b); P.L. 103-66, Section 13736; and United States Department of Agriculture (U.S.D.A.) Food and Nutrition Service (FNS), Administrative Notice (AN) 94-41, dated April 19, 1994.

<b>63-507</b>	<b>RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW</b>	<b>63-507</b>
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- (a) Resources and/or income shall be excluded if specifically excluded for Food Stamp purposes by any other federal law, including, but not limited to:
- (1) Benefits received by children from the following programs:
    - (A) Special Supplemental Food Program for Women, Infants and Children (WIC) (P.L. 89-642, Section 11 (b));
    - (B) Special Milk Program (P.L. 89-642, Section 11(b));
    - (C) School Breakfast Program (P.L. 89-642, Section 11(b));
    - (D) School Lunch Program (P.L. 94-105, Section 9(d));
    - (E) Summer Food Service Program for Children (P.L. 94-105, Section 9(d));
    - (F) Commodity Distribution Program (P.L. 94-105, Section 9(d));
    - (G) Child and Adult Care Food Program (P.L. 94-105, Section ((d)).
  - (2) Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (P.L. 91-646, Section 216);
  - (3) Earned income tax credits received before January 1, 1980, as a result of P.L. 95-600 the Revenue Act of 1978.

<b>63-507</b>	<b>RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW</b>	<b>63-507</b>
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(Continued)

- (4) Allowances, earnings and payments to individuals in programs specified under the Workforce Investment Act (WIA) shall be excluded, except that earnings of individuals participating in on-the-job training programs shall not be excluded as either resources or income (P.L. 97-300, Section 142(b) and P.L. 99-198).
  - (A) However, earnings of dependent household members under 19 years of age who are participating in on-the-job training under WIA shall be excluded.
    - 1. For purposes of this provision, dependent means a child under 19 years of age who is under the parental control of an adult household member.
- (5) Payments or allowances made under any federal laws, except benefits under a state program funded under Part A of Title IV of the Social Security Act, for the purpose of energy assistance, such as the Low Income Home Energy Assistance Act (LIHEAA), or from Housing and Urban Development (HUD) or the Farmers Home Administration (FmHA) programs. One-time assistance payments or allowances under federal or state laws for weatherization or emergency repair or replacement of heating or cooling devices are excluded.
- (6) Financial educational assistance provided under any of the following:
  - (A) A program funded in whole or in part under Title IV of the Higher Education Act (P.L. 102-325);
  - (B) Bureau of Indian Affairs student assistance programs (P.L. 102-325);
  - (C) Title XIII, Indian Higher Education Programs, Tribal Development Student Assistance Revolving Loan Program (Tribal Development Student Assistance Act);
  - (D) To the extent specified in Section 63-502.2(e), the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (20 U.S.C. 2301-2466d.).

**63-507      RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW      63-507**  
(Continued)

- (7) Payments received as restitution pursuant to the Civil Liberties Act of 1988, by U.S. citizens of Japanese ancestry and permanent resident Japanese aliens who were interned during World War II or their survivors; and payments received by Aleut residents of the Pribilof Islands and the Aleutian Islands west of Unimak Island pursuant to the Aleutian and Pribilof Islands Restitution Act, for injustices suffered while under United States control during World War II (P.L. 100-383, Section 105(f)(2)).
- (8) Payments received from the Agent Orange Settlement Fund or any other fund established to settle liability claims by veterans or survivors of deceased veterans concerning Agent Orange under the Agent Orange Compensation Act of 1989 (P.L. 101-201 and P.L. 101-329, Section 10405).
- (9) Earned Income Tax Credit (EITC) payments received by any household member as an advance payment or in the form of a lump sum. These payments shall be excluded for 12 months, provided the household was participating in the Food Stamp Program at the time of receipt of the EITC and provided the household participates continuously during that 12-month period (P.L. 103-66).
  - (A) Continuous participation includes breaks in participation of one month or less due to administrative reasons, such as delayed recertifications or missing or late CA 7s.
  - (B) If the pay stub does not indicate an EITC advance payment was received, no further action is required.
  - (C) If it is unclear from the pay stub what amount of EITC advance payment the recipient received, the CWD shall obtain clarification from the recipient and contact the employer if necessary to obtain the amount.
- (10) Federal major disaster and emergency assistance provided to individuals and families under the Disaster Relief Act of 1974 (as amended by P.L. 100-707, Section 105(i)), and comparable disaster assistance provided by states, local governments, and disaster assistance organizations as a result of a major disaster.

<b>63-507</b>	<b>RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW</b>	<b>63-507</b>
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(Continued)

- (11) Payments received from the Radiation Exposure Compensation Trust Fund by an individual for certain diseases attributed to radiation exposure pursuant to the Radiation Exposure Compensation Act of 1990 (P.L. 101-426, Section 6(h)(2)).
- (12) Any amount by which the basic pay of an individual is reduced under the Veterans' Benefits Improvement and Health-Care Authorization Act of 1986 (P.L. 99-576, Section 303(a)(1)).
- (13) Any payment to volunteers under Title II of the Domestic Volunteer Services Act, including but not limited to the Retired Senior Volunteer Program (RSVP), Foster Grandparents Program and Senior Companion Program shall be excluded as income only (P.L. 93-113, as amended).
- (14) Any payments under Title I of the Domestic Volunteer Services Act, including but not limited to VISTA, University Year for Action and Urban Crime Prevention Program to volunteers who were receiving food stamps or public assistance at the time they joined the Title I program shall be excluded as income only. In addition, those individuals who were receiving an income exclusion for a VISTA or other Title I subsistence allowance at the time of conversion to the Food Stamp Act of 1977 shall continue to receive the income exclusion for VISTA for the length of their volunteer contract in effect at the time of conversion. Temporary interruptions in Food Stamp Program participation shall not affect the exclusion once eligibility has been determined (P.L. 93-113, as amended).
- (15) Funds received by individuals age 55 and over provided by the Senior Community Service Employment Program (SCSEP) under Title V of the Older Americans Act shall be excluded as income only (as amended by P.L. 100-175, Section 166).

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- (A) The following organizations receive Title V funds under the Older Americans Act:
- 1. Green Thumb
  - 2. National Council on Aging

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<b>63-507</b>	<b>RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW</b>	<b>63-507</b>
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3. National Council of Senior Citizens
4. American Association of Retired Persons (AARP)
5. U.S. Forest Service
6. National Association for Spanish-Speaking Elderly
7. National Urban League
8. National Council on Black Aging

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(16) The value of any child care provided or arranged for, or child care payments made under the programs specified in Sections 63-507(a)(16)(A) through (a)(16)(C) shall be excluded as income only.

- (A) Title IV-A of the Social Security Act, including transitional child care (P.L. 100-485, Section 301).
- (B) The At-Risk Block Grant (P.L. 101-508, Section 5801).
- (C) The Child Care and Development Block Grant (P.L. 102-586, Section 8).

(17) Allowances, earnings, and payments made under Title I of the National and Community Service Act (NCSA) of 1990 shall be excluded (P.L. 101-610, Section 177(d)). The NCSA includes programs under the Serve America, American Conservation and Youth Corps, and National and Community Service subtitles.

- (A) Earnings of individuals, except dependent household members under 19 years of age, participating in on-the-job training under Title I programs shall not be excluded, consistent with the provisions of Sections 63-502.135 and 63-507(a)(4).

<b>63-507</b>	<b>RESOURCES AND/OR INCOME EXCLUDED BY OTHER FEDERAL LAW</b>	<b>63-507</b>
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- (B) Examples of programs under Title I of the NCSA include: the Higher Education Service-Learning Program; the AmeriCorps umbrella program, including the National Civilian Community Corps and the Summer for Safety programs; and the School-to-Work Opportunities Program.

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- (18) Payments made to individuals because they have been determined to be victims of Nazi persecution (P.L. 103-286, Section (1)).

NOTE: Authority cited: Sections 10553, 10554, 11209, and 18904, Welfare and Institutions Code. Reference: Sections 10554, 18901, 18902, and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.2(h); 7 CFR 273.8(e)(11) and (12)(ii); 7 CFR 273.9(b)(1)(v); 7 CFR 273.9(c)(10); 7 CFR 273.10(f); 7 CFR 273.14(e); Public Law (P.L.) 89-642; P.L. 91-646, Section 216; P.L. 93-113; P.L. 94-105, Section 9(d); P.L. 95-531; P.L. 95-600; P.L. 97-300, Section 142(b); P.L. 99-425, Section (e); P.L. 99-576, Section 303(a)(1); P.L. 100-50; P.L. 100-175, Section 166; P.L. 100-383, Section 105(f)(2); P.L. 100-485, Section 301; P.L. 100-707, Section 105(i); P.L. 101-201; P.L. 101-329, Section 10405; P.L. 101-426; P.L. 101-508, Section 5801; P.L. 101-610, Section 177(d); P.L. 102-325; P.L. 102-586; P.L. 103-286, Section 1; 20 United States Code (U.S.C. 2301-2466d; United States Department of Agriculture (U.S.D.A.), Food and Nutrition Service (FNS), Administrative Notice (AN) 94-41, dated April 19, 1994; U.S.D.A., FNS, ANs 94-58 and 94-59, dated July 5, 1994; U.S.D.A., FNS, AN 94-72, dated September 15, 1994; P.L. 104-193, Sections 808 and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); and Administrative Notice 96-48.

**63-508 QUARTERLY REPORTING****63-508**

This section (QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

.1 General Quarterly Reporting Process

- .11 Eligibility and benefit amounts will be redetermined on a quarterly basis from information reported by the recipient on the Quarterly Eligibility/Status Report (QR 7), using PB as specified in this section.
- .12 An income/eligibility report (QR 7) will be required to be submitted once per quarter (in the third month of the quarter).
- .13 Recipients will have mandatory reporting requirements during the quarter, also known as mid-quarter changes.
  - .131 For public assistance households
    - (a) Changes of address.
  - .132 For non-assistance households
    - (a) Changes of address
    - (b) Work hours for ABAWD individuals
- .14 Generally, benefits are frozen for the three months of the quarter:
  - .141 Circumstances under which benefits may be adjusted during the quarter are:
    - (a) When a voluntary recipient mid-quarter report results in increased benefits;
    - (b) When a mandatory recipient mid-quarter report results in a decrease or discontinuance of benefits;
    - (c) When an individual or household requests discontinuance; or
    - (d) When a county-initiated action results in decreased benefits.

**63-508 QUARTERLY REPORTING (Continued)****63-508**

- .15 Benefits shall not be decreased or discontinued during the quarter except as specified in this section.

**.2 Quarterly Reporting Cycle**

- .21 The QR cycle is comprised of three consecutive months. The three months constitute a QR Payment Quarter. The terminology to describe the months and the quarter of an individual QR cycle are:
- .211 QR Data Month: the month for which the recipient reports all information necessary to determine eligibility. The QR Data Month is the second month of each quarter.
- .212 QR Submit Month: the month in which the QR 7 is required to be submitted to the CWD. This month immediately follows the QR Data Month and is the third month of each quarter.
- .213 QR Payment Quarter: the quarter in which benefits are paid/issued in the three-month period immediately following the QR Submit Month.

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The following table illustrates how months are arranged in a QR cycle.

			2 <sup>nd</sup> Quarter		
January	February	March	April	May	June
1 <sup>st</sup> Month of the Quarter	QR Data Month	QR Submit Month	QR Payment Quarter		

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**.22 Aligning Reporting Cycles**

Instances will occur when reporting cycles between the CalWORKs program and the Food Stamp Program could vary and may need to be aligned together. The general rule for doing this is for the CalWORKs program to align its cycle with an existing food stamp household's reporting cycle, and for both programs to align their redeterminations and recertifications in the QR Submit Month. There may also be instances where the Food Stamp Program can align a reporting cycle to an existing CalWORKs reporting cycle.

**63-508 QUARTERLY REPORTING (Continued)****63-508**

- .221 Reporting cycles may be aligned between the Food Stamp Program and the CalWORKs program.
- .222 When an existing Food Stamp Program cycle has been established and a new CalWORKs application is approved, the CalWORKs program shall, whenever possible, align its reporting cycle to the existing Food Stamp Program.
- .223 The Food Stamp Program may align its recertification period with the CalWORKs redetermination date by lengthening the household's certification period, providing the certification period does not exceed a 12-month period as specified in Section 63-504.16.
- .224 The household's recertification period cannot be shortened, as provided in Section 63-504.15, solely to align the recertification with the CalWORKs redetermination period.
- .225 If the recertification is not aligned with the CalWORKs redetermination date, the CWD shall determine eligibility and take action mid-quarter to increase, decrease or discontinue benefits as specified in Section 63-504.6 and as determined by the CWD based on information reported on the recertification form and by the recipient.

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- (a) CalWORKs is active without an accompanying food stamp case. A food stamp application is approved mid-quarter in February, in a January/February/March quarter. Action on the food stamp case is to align to the existing CalWORKs reporting cycle and redetermination date which shall not exceed a 12-month duration. The household will be instructed to return the QR 7 by the 5<sup>th</sup> of March, the QR Submit Month. Both program reporting cycles are now aligned. The CWD will anticipate the household's income for February and March and average income over the two "start-up" months.
- (b) The same case as above, except the food stamp application is approved in January. The household is instructed to return the QR 7 by March 5<sup>th</sup>. The two program reporting cycles are now aligned. The CWD will anticipate income through the month of March, the QR 7 Submit Month. Income is averaged over the quarter. The January food stamp allotment is pro-rated because January is an application month.

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- (c) The same case, except the food stamp application is approved in March. The household is instructed about their reporting cycle and that the QR 7 must be returned by June 5<sup>th</sup>. Both programs now have the same reporting cycle. The CWD will use actual/reasonably anticipated income received in March to determine benefits for March (i.e., the household received \$300 UIB in March, so \$300 is budgeted for March). The CWD will then anticipate the household's income through June, the upcoming quarter's Submit Month.

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**.3 Quarterly Reporting Form – Quarterly Eligibility/Status Report (QR 7)**

The CWD, at the time of the application interview, shall determine which households are subject to QR requirements. The CWD shall provide all QR households with the QR 7 for reporting the information and changes required by Section 63-508.4. The CWD shall provide assistance in completing and filing the QR 7 to households whose adult members are all either mentally or physically disabled, non-English speaking or lacking in reading and writing skills such that they cannot complete and file the QR 7. The CWD shall require QR households to submit a complete QR 7 by the 5<sup>th</sup> of each Submit Month. Recipient due dates and CWD time limits shall be modified by Section 63-102(c).

- .31 CWDs shall ensure that households receive the QR 7 at the end of each QR Data Month and no later than the first day of each QR Submit Month. Information reported on the QR 7 shall be used to determine eligibility and to prospectively budget income to determine the benefit level for the upcoming QR Payment Quarter.
- .32 CWDs must ensure that QR recipients provide information and answers to all questions and items on the QR 7 and attest, under penalty of perjury, that they have truthfully reported all required information.
- .321 Recipients will be required to report all income received for the QR Data Month, any changes in household composition or property since the last Data Month and any changes in income the recipient anticipates will occur in the upcoming QR payment quarter.
- .322 Upon receiving the QR 7 the CWD shall:
- (a) Review the report to ensure completeness and consider the report incomplete if it does not meet the criteria for a complete QR 7, as defined in Section 63-508.4.

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- (b) Determine those items which will require additional verification and/or clarification.
- (c) Notify the household, as specified in Section 63-508.6, of the need to correct an incomplete or inaccurate QR 7, and/or submit additional verification/clarification, as required by Section 63-508.613.
- (d) Determine the household's eligibility prospectively by considering all factors, including income, in accordance with Section 63-508.4.
- (e) Determine the household's level of benefits for that next QR Payment Quarter based on information reported on the QR 7, including anticipated income for that QR Payment Quarter, and household composition determined as of the Data Month. In calculating the household's benefit level, the following income and deductions shall be considered:
  - (1) Nonexcluded earned and unearned income received in the corresponding Data Month and any anticipated changes for the next QR Payment Quarter, including the earned income of an elementary or secondary school student only if the student is 18 years of age or older at the beginning of the Data Month. The CWD shall use the actual/reasonably anticipated amount received by the household to compute benefits, except as provided in Section 63-503.22.
  - (2) Allowable deductions as billed or averaged from the corresponding payment quarter or as averaged over the certification period, including those shelter costs billed less often than monthly which the household has chosen to average.
- (f) Issue benefits, in accordance with the time frames set forth in Section 63-508.63.

.4 Completeness Criteria for the QR 7

The CWD shall consider the QR 7 complete if all of the following requirements are met.

.41 The QR 7 is dated no earlier than the first day of the Submit Month.

**63-508 QUARTERLY REPORTING (Continued)****63-508**

- .411 This requirement shall be met when the date entered on the QR 7, together with other dated material provided with the QR 7, and the date on which the CWD mailed or gave the QR 7 to the household clearly established the month and year to which the QR 7 applies.
- .412 This requirement shall not apply when:
- (a) The first day of the Submit Month falls on a non-postal delivery day;
  - (b) The QR 7 is mailed by the CWD for delivery on the last postal delivery day of the Data Month; and
  - (c) The recipient signs and dates the QR 7 on or before the last day of the Data Month.
- .42 The QR 7 provides the CWD with address (location) information sufficient to locate the household, however, households which do not have a fixed address shall not have their QR 7s rendered incomplete solely for this reason.
- .43 The QR 7 is signed by the head of the household, authorized representative, or responsible household member. The PA caretaker relative, natural or adoptive parent, if not one of the above, shall not satisfy this requirement.
- .44 All questions and items pertaining to food stamp eligibility are fully answered and provide the CWD with the information to correctly determine eligibility and benefit level, except the CWD shall not consider the QR 7 incomplete if information regarding child/spousal support disregard payments had not been included.
- .441 To be considered fully answered, information on the QR 7 together with attached documentation must provide sufficient information to allow for the determination of eligibility and/or benefit level.
- .442 Questions on the QR 7 shall not be considered fully answered if situations such as, but not limited to the following exist:
- (a) The QR 7 does not include information on changes that the household has previously reported to have occurred; for example, an actual change that the household reported to the CWD by telephone mid-quarter was not included on the QR 7.



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- (b) The QR 7 does not include information that was reported on the previous QR 7 and the household does not indicate a change has occurred (e.g., the household previously reported earnings from two sources and only reported income from one source on the current QR 7).
- (c) If elements pertaining to one program's requirements are missing from the QR 7, the QR 7 shall be considered incomplete for that program only.
- (d) The CWD shall not consider the QR 7 incomplete if information regarding child/spousal support disregard payments has not been included.

.45 Verification is provided for gross nonexcluded earned income and nonexcluded unearned income for the Data Month when first reported and when there is a change in the amount of income received except as specified in Sections 63-504.325(a) and 63-505.311.

| .451 Repealed by Manual Letter No. FS-06-04, effective 11/1/06.

| .46 Verification is provided for the source of all excluded income when first reported on the QR 7 and any change in the source of the income.

.5 Timely and Late Quarterly Reports

.51 The QR 7 is due by the 5<sup>th</sup> of the Submit Month and is considered timely if it is received by the 11<sup>th</sup> calendar day of the QR Submit Month but not before the first calendar day of the QR Submit Month.

.52 The QR 7 is late if it is received after the 11<sup>th</sup> day of the QR Submit Month.

.53 The household shall be terminated from receipt of food stamp benefits if:

.531 There is no longer eligibility for food stamps in the upcoming Payment Quarter;

.532 A complete QR 7 is not submitted by the 1<sup>st</sup> working day of the new Payment Quarter;

.533 There is failure to comply with a non-financial eligibility requirement, such as the work registration requirements; or

**63-508 QUARTERLY REPORTING (Continued)****63-508**

.534 Termination of benefits is requested in writing.

.6 QR 7 Not Received or is Incomplete

The CWD shall provide a notice of action to a QR/PB reporting household which fails to file a QR 7 by the 11<sup>th</sup> day of the Submit Month or files an incomplete QR 7.

.61 The notice of action shall inform the household:

.611 That the QR 7 either is overdue or incomplete;

.612 What the household must do to complete the QR 7;

.613 If any verification is missing and the effect on the household's benefits level;

.614 That the SSN of a new member must be reported;

.615 What the extended filing date is; and

.616 That the CWD will assist the household in completing the report.

- (a) If the household submits a QR 7 by the date the CWD mails the notification of the missing QR 7, but fails to provide the required verification/information with the QR 7, the CWD shall notify the household of the need to submit the missing verification and/or information by the extended filing date as specified in Section 63-508.44(b).

The CWD shall not delay benefits if the missing verification/information is for a deduction. If the household fails to provide the missing verification and/or information, other than for income, by the extended filing date, the CWD shall not consider the QR 7 incomplete. Any deductions for which the verification/information is missing shall be disallowed.

- (b) The household shall provide with the QR 7 verification of the following items:

- (1) Dependent care costs which have changed since the last report or when there is questionable information which is inaccurate, incomplete, outdated, or inconsistent:

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- (2) If the household voluntarily reports a change in its medical expenses and fails to verify the change, and that change would increase the household's allotment, the CWD shall not make the change. The CWD shall act on reported changes without requiring verification if the changes would decrease the household's allotment or make the household ineligible, although verification which is required shall be obtained prior to the household's recertification.
- (3) All expenses incurred in producing self-employment income;
- (4) Residency as defined in Section 63-401 when there is a change;
- (5) Social Security numbers or citizenship or non-citizen status for household members when there is a change.
- (6) A change in the legal obligation to pay child support to a person not in the food stamp household and/or an increase in the amount of child support payments.
- (c) The CWD may elect to require verification of housing costs when first allowed as a deduction and when there is an address change.
- (d) If the household submits information and/or verification with the QR 7 which the CWD determines to be questionable, the CWD shall notify the household as specified in Section 63-508.62. The household shall be allowed until the extended filing date to submit the necessary verification/clarification.
- (e) The CWD shall contact the household as needed to obtain further information on specific items. These items include, but are not limited to:
  - (1) The effect of a reported change in resources on a household's total resources; and
  - (2) The effect of a reported change in household composition or loss of job or source of earned income on the applicability of the work registration or voluntary quit requirements.

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- .62 The CWD shall send the notice of action no later than 10 days before the end of the Submit Month and give the household until the extended filing date, as specified in Section 63-508.63, to file a complete QR 7. If a complete QR 7 is received after the 11<sup>th</sup> of the Submit Month, but prior to the mailing of the notice, the notice shall not be sent. If a household responds to the notice of action by submitting an incomplete QR 7, the CWD need not provide a second notice to the household.

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- .621 Under the Saldivar v. McMahon court order, CWDs are to continue to provide timely and adequate notice.
- .622 The recommended CDSS-developed forms to use in notifying households of a missing or incomplete QR 7 are the NA 960X or NA 960Y, respectively or a county substitute containing all notice requirements.
- .623 Under QR/PB rules, an overissuance (O/I) will be established when the CWD is unable to decrease benefits due to the 10-day noticing provisions.

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- .63 After notifying the household, the CWD shall allow the household until the extended filing date to file a complete QR 7.
- .631 The household's participation shall be terminated effective the end of the Submit Month, if the household fails to file a complete QR 7 by the extended filing date.
- .632 If the household does not submit a complete QR 7 by the extended filing date, the discontinuance remains in effect and the recipient must reapply for food stamp benefits, unless good cause is established.
- .64 Good Cause for Failure to Submit the QR 7
- .641 If the household reapplies for benefits in the calendar month following discontinuance for failure to submit a QR 7, the CWD shall determine if the recipient had good cause for failure to submit a complete and timely QR 7 for the previous quarter.
- .642 Good cause must be determined using the criteria listed under Section 40-181.23 in the CalWORKs program.

**63-508 QUARTERLY REPORTING (Continued)****63-508**

- .643 If the CWD determines that the household had good cause for failing to submit the QR 7 by the extended filing date, the CWD shall rescind the discontinuance action and determine food stamp eligibility and benefit amount based on the information on the QR 7. The recipient's QR cycle remains unchanged.
- .644 Once a full calendar month has passed since the QR 7 discontinuance date, the household may not claim good cause and must reapply for benefits.
- .645 If information reported on the QR 7 results in a decrease in benefits, the CWD must provide 10-day notice before taking action to decrease benefits.
- (a) Once good cause has been determined and the discontinuance rescinded, benefits must be released to the household at the previous higher amount until a 10-day notice can be sent to the recipient.
  - (b) An overissuance will be established when benefits are released at a previous higher level as a result of the CWD's inability to decrease benefits without 10-day notice.

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Example: A household is receiving \$200 in food stamp benefits. In the October/November/December quarter, the Mother fails to submit her QR 7 for the month of November by December 11. After sending an appropriate discontinuance notice, the household still does not submit a QR 7. Benefits are discontinued effective December 31.

The household comes in on January 4 to reapply for aid. The CWD determines that the household had good cause for not turning in the November QR 7, due to mail delivery and pick up problems in the area. When the household submits the November QR 7, it reports having been approved for UIB in the amount of \$100 per week, which is new income not previously budgeted. With receipt of UIB, the household is eligible to \$100 in food stamp benefits. The CWD must restore benefits at the previous higher level of \$200 because it cannot provide 10-day notice to reduce January's benefits. The CWD must make a mid-quarter adjustment for the Jan/Feb/March Payment Quarter by sending the household a 10-day notice to decrease benefits effective February 1. There is a \$100 O/I for the month of January.

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**63-508 QUARTERLY REPORTING (Continued)****63-508**

- (c) If the QR 7 information results in an increase in benefits, and the CWD cannot increase benefits by the first month of the next QR Payment Quarter, a supplement shall be issued for that month and benefits increased for the remaining months of the QR Payment Quarter.

There is no opportunity for the recipient to claim good cause once a full calendar month has passed since the discontinuance date.

.65 Action on Information Reported on the Quarterly Report (QR 7)

Prompt action shall be taken on all reported changes to determine if the reported information affects the household's eligibility and/or benefit level.

- .651 The CWD shall use the information on the QR 7 to determine continuing eligibility and benefit amount over the next QR period based on all eligibility factors.

- (a) The QR 7 must provide a report of income received by the household on the QR 7, any changes in household composition or property since the last Data Month and any changes in income and medical, dependent care and child support deductions the recipient anticipates will occur in the upcoming QR Payment Quarter. For treatment of shelter costs, refer to Section 63-509(a)(3)(B).
- (b) Based on the information provided on the QR 7, the CWD shall determine continuing eligibility using PB rules.
- (c) Changes that are reported on the QR 7 and result in an increase or decrease in benefits shall be made effective for the next QR Payment Quarter. Refer to Section 63-509(e)(2) for treatment of information reported on the QR 7 which would result in a voluntary mid-quarter change in the Submit Month.
- (d) Changes that are reported on the QR 7 and result in the household becoming ineligible shall terminate the household's participation effective the end of the Submit Month.

- .652 When a recipient has made a voluntary or mandatory mid-quarter report in the current quarter, the information from that mid-quarter report shall be considered part of the case record, regardless of whether it resulted in a mid-quarter benefit change.

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.653 When the recipient submits a QR 7 subsequent to a mid-quarter report of a change, CWDs must first review changes reported on the QR 7 to ensure that circumstances reported on the mid-quarter report are also reflected on the QR 7 and should proceed as follows:

- (a) No further action shall be required if the information reported on the QR 7 is consistent with information provided in the voluntary or mandatory report.
- (b) The CWD shall take action to resolve the discrepancy and determine the actual current household situation if the information on the QR 7 is not consistent with information provided in the voluntary or mandatory report. The CWD shall attempt to contact the recipient to resolve the discrepancy. The QR 7 shall be considered incomplete and appropriate noticing actions shall take place if the CWD is unable to contact the recipient or obtain resolution from such contact.

.654 New Household Member Reported on the QR 7

If a new household member is reported on the QR 7, the CWD shall take the following actions:

- (a) To complete the determination of eligibility, the CWD has the option either to require the household to complete the CA 8 or to contact the household to obtain the necessary information for the new member and update the last application.
- (b) If the household is determined eligible based on Data Month information, the CWD shall issue benefits for the new member effective the first of the next QR Payment Quarter. The new member shall be required to comply with the verification requirements specified in Section 63-300.5 and the work registration requirements specified in Section 63-407.
- (c) If the household is determined ineligible based on Data Month information, the CWD shall discontinue benefits after the 10-day notice is provided to the household.
  - (1) If the household was initially determined eligible based on Data Month information, and prior to authorization of benefits, the CWD learns in the Submit Month that the new member is ineligible, that information is considered a mid-quarter voluntary report of a change. However, the individual is considered an excluded household member and resources and income shall be treated as reported on the QR 7 in accordance with Section 63-503.442. The individual remains an excluded individual until a new eligibility determination is made with the next QR 7.

**63-508 QUARTERLY REPORTING (Continued)****63-508**

- (2) With receipt of the next QR 7, the excluded individual shall no longer be considered excluded and eligibility for continuing household eligibility shall be based on all Data Month information provided by the household. The former excluded member will continue to remain an excluded member only if the requirements of Section 63-503.44 are met.
- (3) Benefits for the household shall be discontinued at the end of the next QR Payment Quarter if the household is determined ineligible for benefits based on next quarter's Data Month information.

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Example: The quarter is January/February/March. The father is reported in the home for the first time on the QR 7 received in March indicating that the father is employed part-time. Based on the Data Month information, the father is eligible to be added into the household. On March 5, the CWD learns that the father became fully employed, which will render the household ineligible for benefits; however, the CWD has not yet taken action to authorize benefits for the new member. The information reported on March 5 is considered a mid-quarter voluntary report.

The father becomes an excluded household member and his income reported on the QR 7 is treated as an excluded person's income to determine benefits for the next QR Payment Quarter. His income/property must be reported on the next QR 7 and the father is now treated as a household member. He will be either added to the household at the beginning of the new quarter (July) or, if circumstances have not changed, the household will be discontinued after the 10-day notice is given to the household.

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**.655 Treatment of a Previously Disqualified Household Member**

A previously disqualified member shall be added to the household beginning the first of the month after the disqualification period ends. If the new member is not eligible to participate, income shall be treated as that of an excluded member as specified in Section 63-503.44. Benefits would be increased if the disqualification ends mid-quarter and would result in a mid-quarter increase.



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.66 Resource Eligibility

.661 Resource eligibility is determined once per quarter. Information reported on the QR 7 is used to determine continuing property eligibility for the entire upcoming QR Payment Quarter.

- (a) No assessment of resource eligibility shall be made during the QR Payment Quarter.
- (b) Actions can be taken mid-quarter if they do not impact eligibility.
- (c) The household remains eligible for the entire QR Payment Quarter if resources reported on the QR 7 along with resources previously reported do not exceed the resource limit.
- (d) The case shall be discontinued at the end of the QR Submit Month, with timely and adequate notice, if the household exceeds the resource limit based on property that is reported on the QR 7.
- (e) For households that exceed the resource limit on the QR 7, but during the Submit Month the household provides verification that the resources are below the resource limit, the household shall be considered resource eligible for the upcoming QR Payment Quarter. A discontinuance notice shall be rescinded and benefits reinstated for the QR 7 Reporting Period.

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Example: The designated quarter is January/February/March. The recipient submits a timely and accurate QR 7 for February on March 5. The CWD determines that the recipient is property eligible in the QR Data Month of February. On March 20, the recipient receives a cash gift and deposits it in the household's bank account. The account balance, if considered, would render the household ineligible. The recipient is not required to report the bank account until the next QR 7 report is due (in June). If the recipient reports the account sooner, the county is not authorized to take any action to discontinue the case for exceeding the resource limit. Property eligibility is determined only once per quarter, based on information reported on the QR 7.

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**63-508 QUARTERLY REPORTING (Continued)****63-508****HANDBOOK CONTINUES**

Example: Same QR Payment Quarter as above. The CWD discontinues benefits at the end of the QR Submit Month with timely notice based upon the household's property ineligibility reported on the QR 7. Later in March, the recipient notifies the CWD that the balance in the account is below the resource limit and verification is provided. The discontinuance shall be rescinded if all combined property and eligibility information contained on the current QR 7 renders the household eligible for continued benefits.

**HANDBOOK ENDS HERE****.67 Household Composition Reporting Requirements**

A household is required to demonstrate that it is eligible only once each quarter based on information reported on the QR 7.

.671 Households may voluntarily report changes in household composition during the quarter. Action on household composition changes reported during the quarter will only be taken if benefits can be increased. When considering the addition of a new household member, all resources and income of that person must be considered in the determination to increase benefits.

- (a) If the change would otherwise result in a decrease or discontinuance in benefits, no action shall be taken until the QR 7 is received.

NOTE: Authority cited: Sections 10554, 11265.1, .2, .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code; Food and Nutrition Service Quarterly Reporting waiver approval dated April 1, 2003; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171) [7 U.S.C. 2014(d)(6)].

**63-509 INCOME ELIGIBILITY AND BENEFIT CALCULATION  
FOR QUARTERLY REPORTING****63-509**

Section 63-509(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(a) Income Eligibility and Grant Calculation for Quarterly Reporting Households

Benefits for the QR Payment Quarter will be determined using prospective budgeting, reasonably anticipated income and income-averaging rules.

(1) Prospective Budgeting

Income and household information from the QR Data Month and anticipated changes in income and expenses must be considered when determining eligibility and benefit levels for a Payment Quarter. Documentation is required in the case folder which explains how income was projected in determining benefit calculations. Case narrative entries must include, but are not limited to, the following types of documentation:

- (A) Income the recipient states is expected in future months;
- (B) Whether anticipated income will be different than income that the recipient reported receiving for the QR Data Month;
- (C) Documentation of the reasons for not accepting the recipient's estimate if the information is questionable;
- (D) Other information used to determine what income will be used in the benefit calculations (verifications, employer's statements, case history, etc.) if the recipient's estimate is not used.

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Case narratives and other documentation will be critical when documenting new income, income that is expected to change, income that fluctuates, and income that is so unstable that the recipient cannot make a reasonable estimate of what income to expect in future months. QC reviewers will rely heavily on case documentation when reviewing case files to determine if benefits have been issued in the correct amounts. To avoid QC errors, case documentation is a necessary requirement.

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**63-509 INCOME ELIGIBILITY AND BENEFIT CALCULATION  
FOR QUARTERLY REPORTING (Continued)****63-509****(2) Reasonably Anticipated Income**

Income is "reasonably anticipated" when the CWD determines it is reasonably certain that the recipient will receive a specified amount of income during any month of the QR Payment Quarter and applies to all income, earned or unearned.

If the amount of income or when the income will be received is uncertain (i.e., it cannot be reasonably anticipated), that portion of the household's income that is uncertain or cannot be reasonably anticipated will not be counted when determining income eligibility and benefit levels.

If the household reports a decrease in income for the Submit Month, the CWD will treat it as a mid-quarter change and use the information of decreased income to anticipate income for the next QR Payment Quarter if the change continues into the next quarter.

Income shall be considered to be reasonably anticipated if it is determined that:

- (A) The income has been or will be approved or authorized within the upcoming quarter; and,
- (B) The household is otherwise reasonably certain that the income will be received within the quarter; and
- (C) The amount of the income is known.
  - 1. A determination of what income is reasonably anticipated is required when a household:
    - a. first applies for benefits;
    - b. reports new income on the QR 7;
    - c. reports on the QR 7 that income is expected to change;
    - d. has income that changes; and
    - e. makes a mid-quarter report of an income change.
  - 2. Using Different Sources to Determine Reasonably Anticipated Income
    - a. The sources used to determine what income is reasonably anticipated may differ based on the circumstances listed in 63-509.121. The following sources may be used, but are not all inclusive:
      - (i) information provided by an employer; and/or

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- (ii) the source of income; and/or
- (iii) payment dates, hours of work; and/or
- (iv) the recipient's estimation of income.

b. If, with the help of the recipient, a determination of how income will change cannot be made, only that portion of income that the household reasonably anticipates shall be used in the benefit calculation.

3. The following are guidelines to determine income that is reasonably anticipated by the household. They include, but are not limited to the following.

- a. Take into account income that the household reports/estimates as being reasonably anticipated for the upcoming QR Payment Quarter;
- b. If the household is unable to provide an estimate of anticipated income on the QR 7, the recipient, may be contacted for additional information;
- c. If the household is unable to estimate future income with the CWD's assistance, the employer or source of income may be contacted with authorization from the recipient.
- d. If income received during the past 30 days does not provide enough information to determine changes in income, take into account past income received by the household as an indicator of income to expect over the next quarter, if it will provide a more accurate indication of fluctuations in future income.
- e. For seasonally fluctuating income, a review of the employment history for the most recent past season can be used if it will provide a more accurate indication of fluctuations in future income.
- f. Past income cannot be used as an indicator of anticipated income for the quarter if changes in income have occurred or can be anticipated.

**63-509 INCOME ELIGIBILITY AND BENEFIT CALCULATION  
FOR QUARTERLY REPORTING (Continued)****63-509**

- g. A new source of income, such as a new job, cannot be anticipated if it is uncertain when the job will start or what amount the recipient will be paid.

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Example: A recipient reports on the QR 7 that a household member will start a new job in the upcoming quarter. The household reports that the payday falls within the next QR Payment Quarter and reports the anticipated wage amount and expected hours. Because the timing and amount of the income is reasonably certain, the CWD should consider this income to be reasonably anticipated and therefore should use it in the benefit calculations for the next QR Payment Quarter. The CWD shall document the recipient's statement of expected hours and wages in the case file to substantiate the recipient's estimate.

Example: A household reports that a member has been verbally approved for State Disability Insurance (SDI). However, the household member has not received an actual award letter or check, and does not know the exact start date or amount. Because the timing and amount of the income is not known, the CWD should not prospectively use this income in the calculation for the upcoming QR Payment Quarter. If the hours/rate of pay can be anticipated, but the start date of pay is not known, then the CWD cannot anticipate the income.

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(3) Reasonably Anticipated Medical, Child Support and Child Care Expenses

- (A) Medical, child care and court-ordered child support expenses shall be determined as follows:
1. Determine the expense amount that is reasonably anticipated in each month of the quarter.
  2. Average the anticipated amounts over the months of the quarter and use the resultant amount as the expense deduction when computing benefits.

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3. Expenses paid on a weekly or bi-weekly basis shall be converted to a monthly deductible expense by multiplying the weekly and bi-weekly figure expense by 4.33 or 2.167 as appropriate if income is also multiplied by these conversion factors.
4. Document the rationale for the determination of the anticipated expense deduction.

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	Example 1	Example 2	
Child Care for:	January	\$175	\$200
	February	200	0
	March	150	150
	Total	\$525	\$350
Quarterly Expense $5 \div 3$	\$175	\$116	

The allowable average child care expense for the Quarter in Example 1 is \$175.  
In Example 2, it is \$116.

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**(B) Shelter Costs**

Shelter costs shall be determined at application and recertification and shall remain fixed at the determined amount until the household reports either a change on the QR 7, makes a voluntary mid-quarter report, or a mandatory report of a move.

1. Increased shelter costs reported mid-quarter shall be recomputed using the new shelter cost. The new shelter deduction amount is fixed and will remain the same until another change is reported or until the next recertification occurs.

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2. If the report of a shelter cost increase results in increased benefits mid-quarter, the increased cost need not be reported on the next QR 7. Food stamp benefits shall be supplemented if benefits can be increased mid-quarter.
3. If a report of a shelter cost decrease would result in a mid-quarter decrease, the recipient shall be notified via a "No Change NOA" that no mid-quarter change resulted.

(C) Utility Costs

Entitlement to the SUA, LUA, or telephone allowance shall be determined at application and at recertification and shall remain in effect during the certification period per Section 63-502.363.

(4) Income Averaging Over the Quarter

(A) Averaging Income Reported on the QR 7



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The following basic income averaging steps shall be taken to determine the monthly income average that shall be used in the benefit calculation for fluctuating income over the QR Payment Quarter.

1. Add the reasonably anticipated gross unearned income for each month of the quarter and divide by three. If the household receives the exact amount of income from month to month in the QR Payment Quarter, averaging over the quarter is not necessary. (Refer to Section 63-509(a)(5) for usage of the weekly and bi-weekly conversion factors when averaging income over the QR Payment Quarter.)
2. Apply all applicable allowances and deductions to the averaged income amounts to generate an average Net Non-exempt Income (NNI).
3. Add the NNI of each income type together to determine the average monthly NNI for the household.
4. For households that receive a CalWORKs benefit, the actual CalWORKs grant amount for each month must be used when computing food stamp benefits. The actual anticipated CalWORKs grant shall not be averaged over the QR Payment Quarter.

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Example: The quarter is October/November/December. The mother submits the QR 7 for November to the CWD on December 10. On the QR 7, she reports that she started a part-time job in December that will only last until the end of January, when the holiday shopping season ends. She reports that she will be paid \$900 in January and \$800 in February. The mother's aided spouse is also receiving Unemployment Insurance Benefit (UIB) of \$100 paid bi-weekly.

Benefits for the January/February/March quarter are computed based on the income the household anticipates it will receive for that quarter as follows:

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Income Determination

Earned Income for January	\$900
+Earned Income for February	800
+Earned Income for March	0
Subtotal Earned Income for Quarter	\$1700
Earned Income Divided by 3	\$566.67

Computation

Averaged Gross Monthly Earned Income	\$566.67
Less Earned Income Deduction	-113.33
Less Standard Deduction	-134
Average Monthly Net Earned Income	\$319.34
Add average Monthly Net Earned Income	+319.34
Add Average Monthly UIB	
(\$100 x 2.167)	+216.70
(For usage of conversion factors, refer to (B) below)	
Add CalWORKs Monthly Grant	+372
Subtotal	\$908.04
Less Excess Shelter Deduction	- 350
Net Income	\$ 558

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(5) Weekly and Bi-Weekly Conversion Factor Usage

Under the following circumstances the CWD shall add weekly or bi-weekly Data Month income amounts reported on the QR 7 and divide that total by the number of pay periods in the Data Month to arrive at an average weekly or bi-weekly income amount to which the conversion factors shall be applied.

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- (A) A household reports on the QR 7 that it is paid on a weekly or bi-weekly basis and indicates that it does not anticipate any changes in income in the upcoming quarter compared to the data month income actually reported on the QR 7, and the CWD is in agreement with the household's report of no change in income, or
- (B) A household reports on the QR 7 that it is paid on a weekly or bi-weekly basis and indicates that it does anticipate changes in its income in the upcoming quarter, but the county determines in its follow-up review that the AU's/HH's reasonably anticipated income in the next quarter will not change from what was reported in the Data Month on the QR 7, or
- (C) A household reports that it is paid on a weekly or bi-weekly basis, indicates that there are changes in income in the upcoming quarter, the amount is known and will remain the same for the entire QR payment quarter, and the CWD is in agreement with the reported income.
- (D) The average weekly and bi-weekly amounts arrived at above shall be converted to a monthly amount by using a 4.33 conversion factor for weekly payments and a 2.167 conversion factor for payments received bi-weekly.
- (E) The conversion figures can only be used if weekly and bi-weekly payments are paid throughout the entire QR Payment Quarter for each week or for every-other week in the quarter.
- (F) The conversion factors shall not be used for income received on a monthly or semi-monthly schedule.

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Examples:

1. The recipient reports on the QR 7 that 4 weekly paychecks were received in the following amounts: \$115, \$100, \$135 and \$95. The recipient also indicates on the QR 7 that his/her income is not expected to change during the next payment quarter compared to reported income on the QR 7. The CWD will add the 4 weeks of income together, divide by 4 and then factor the resultant amount by 4.33 (use the appropriate conversion factor for the payment frequency) to arrive at the monthly income amount for the next QR Payment Quarter. If 5 pay periods were reported in the Data Month on the QR 7, the CWD will add each week together and divide by 5 and then factor the resultant amount by 4.33.

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2. The QR Payment Quarter is January/February/March. The recipient indicated on the QR 7 that weekly income of \$100 was received in the Data Month and marks on the QR 7 that this income amount will not continue during the upcoming QR Payment Quarter. The CWD consults with the recipient and finds out that the recipient anticipated a change in income because he/she hopes to get a new job in the next quarter but has no firm offer. The recipient states that if he/she does not get a new job, he/she will continue at the current job throughout the next quarter making the same amount. Due to the speculative nature of the new job and the recipient's statement regarding the current job, the CWD determines that the income reported in the data month on the QR 7 is reasonably anticipated to continue during the next quarter. Therefore the CWD would apply the conversion factor of 4.33 to the \$100 weekly amount to arrive at the monthly income amount for the next QR Payment Quarter (In this example, because the 100 weekly amount remains the same for each pay period, the step requiring that the weekly amounts be added together and divided by the number of pay periods is not necessary)
3. The recipient reports on the QR 7 that she is paid on a weekly basis except she only works 3 weeks in a month and indicates that this frequency of pay will remain the same throughout the QR Payment Quarter and will remain unchanged throughout the next QR Payment Quarter. She is typically paid \$115, \$100, \$135. The CWD will add the 3 weeks of income together to arrive at a reasonably anticipated monthly income for the next QR Payment Quarter. Since income is not paid every week of the QR Payment Quarter, the income cannot be factored.

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- (6) Benefit Determination Based on Income That Will Change in the Upcoming QR Payment Quarter
  - (A) When the household has or reports income that will change during the next QR Payment Quarter, the determination of whether income is reasonably anticipated will require additional steps and thorough case documentation. First use the household's anticipation of income if the household is able to provide it and if there is no conflicting information. If the information is questionable or the household is unable to anticipate future income, the household may be contacted to obtain additional information about anticipated pay and/or hours of work. If the household cannot be contacted, or if the household and/or the CWD are unable to anticipate future income levels, the recipient or the CWD with the household's written permission, may contact the household's employer regarding anticipated work hours or pay.

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- (B) If the CWD is still unable to reasonably anticipate future income, the CWD may also look at the recipient's prior work patterns to assist in determining the number of future work hours, if the recipient states that s/he had prior work hours/wages that are similar to the anticipated work pattern. This may include asking the recipient to provide available prior work information and/or reviewing information in the case file. The CWD is not limited to reviewing income from the previous quarter only, but may use income information from the past 12 months to help establish patterns in income. However, if the household states that his/her future work hours and wages will differ from prior work patterns, the CWD shall not use the prior work patterns to determine the income for the QR Payment Quarter.

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Example: A teacher's aide works part time from September through June 5 of every year. Historical case data indicates that she has also worked every year through the summer as a tour guide at the zoo. She did not report the summer job on her QR 7. The CWD will need to look at the case file for prior work information and must clarify with the recipient whether she is working or will be working during the summer months, as she has in previous years. Only after clarification is obtained can the CWD determine what income is reasonably anticipated when determining the food stamp benefit amount for the recipient.

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**(b) Mandatory Mid-Quarter Changes to Benefits**

Recipients may report mid-quarter changes in writing, verbally or in person to the CWD. If a recipient chooses to verbally report a mid-quarter change, the CWD shall document the report in the case file.

**(1) Mandatory Recipient Mid-Quarter Reports**

- (A) Recipients are mandated to report the following changes to the CWD within 10 calendar days of the date the change becomes known to the household:
1. For both PAFS and NAFS households, address changes and the accompanying shelter cost changes;
  2. For NAFS cases, any reduction in the number of hours worked to less than 20 hours per week or 80 hours per month for ABAWDs. Persons who are satisfying the ABAWD work requirement through a combination of education/training and employment of less than 20 hours per week are not subject to the mid-quarter requirement when hours of employment are reduced.

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(B) Action shall be taken on the food stamp case when the following mandatory CalWORKs changes are reported in the CalWORKs program:

1. Disqualifying drug felony convictions as specified in MPP Section 63-402.229;
2. Fleeing felon status;
3. Violation of conditions of probation or parole;
4. Income exceeds the IRT.

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- a. The CalWORKs IRT level is the greater of 130 percent of the FPL for family size or the level at which a family becomes financially ineligible.
- b. The CalWORKs Program is responsible for informing recipients of their individual IRT levels.
- c. The Food Stamp Program is responsible for monitoring the IRT change reported in the CalWORKs case and acting on the information as discussed in Section 63-212(d).

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(c) Action on Mandatory Recipient Mid-Quarter Reports

(1) Disqualifying Drug Felony Conviction, Fleeing Felon Status, Parole/Probation Violations

Food stamp recipients are not required to report a change in disqualifying drug felon status or fleeing felon status or probation/parole violations mid-quarter. However, if a CalWORKs household reports disqualifying drug felon or fleeing felon status or a parole/probation violation, the CWD shall be required to act on the reported information in the food stamp case. The CWD must discontinue the individual from the PAFS household at the same time CalWORKs discontinues the individual, at the end of the month after 10-day notice can be provided.

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(2) Change of Address – Move Out of State

This reporting requirement is applicable to both PAFS and NAFS households. A timely notice of action is not required if the CWD determines that the household will not be residing in the state. Action to discontinue the household shall be for the end of the month in which the change was reported. An adequate notice is required.

(3) Change of Address – Move Out of County

A PAFS household that moves out of county shall be discontinued from the prior county at the same time the transfer of the CalWORKs case is completed; the transfer is completed when the former county discontinues the CalWORKs case as specified in Section 63-503.7.

- (A) NAFS households shall be terminated at the time an address change is reported in another county. (Continued)

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Example: PAFS Case

A household is currently living in County A. On February 5<sup>th</sup>, the household informs County A that she now lives in County B. Due to the CalWORKs transfer period, County A will continue benefits to the household until March 31<sup>st</sup>. County B will pick up the CalWORKs case on April 1<sup>st</sup>. FS benefits will be discontinued in County A on March 31<sup>st</sup> to coincide with the transfer period of the CalWORKs case. The household may reapply for FS benefits any time after moving to County B, but will not be eligible to receive FS benefits in County B until April 1<sup>st</sup>. County A is responsible for ensuring that the household can easily access FS benefits for February and March.

Example: NAFS Case

A household is currently living in County A. On February 5<sup>th</sup>, the household informs County A that she now lives in County B. FS benefits will be discontinued in County A effective the end of February and County A shall inform the household that a new application is needed in County B for food stamp benefits to resume.

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(4) CalWORKs Income Exceeds the IRT

There is no mandatory mid-quarter recipient requirement to report income in excess of the IRT for the food stamp household. If the CalWORKs benefits did not change as a result of the report of IRT (the CalWORKs household was not discontinued), no further action is required in the PAFS case. However, for PAFS cases, if information regarding income that exceeds the IRT is reported in the CalWORKs program and results in discontinuance of CalWORKs benefits, the food stamp benefits must be recalculated as described below:

- (A) If the CalWORKs household reports income that exceeds the IRT, the CWD shall determine if the CalWORKs household's benefits will be continued or discontinued.
- (B) If CalWORKs benefits will be continued, no further action is required in the PAFS case.
- (C) If the CalWORKs cash grant is discontinued, households whose CalWORKs benefits are discontinued shall be processed for Transitional Food Stamp Benefits (TFS).

(d) Voluntary Mid-Quarter Recipient Reports

Recipients may report mid-quarter changes in income and circumstances in writing, verbally or in person at any time during the quarter. The CWD shall only take mid-quarter action on those voluntary reports that result in an increase to benefits except as provided in Section 63-509(d)(8). Some mid-quarter reports that may increase benefits are, but not limited to, income decreases, someone moves into the home, an allowable deduction increases. If a recipient chooses to verbally report a mid-quarter change, the CWD shall document the report in the case file.

- (1) Action to increase benefits shall be effective in the month the change actually occurs or is reported, whichever is later, and after all verification has been received.
  - (A) If the change occurred prior to the date of report, recalculate and increase benefits based on the date of report after verification is received.
  - (B) If the change will occur in a future month, recalculate and increase benefits based on the date the change is expected to occur after verification is received.
- (2) Voluntarily reported changes may result in an increase in benefits for one program (CalWORKs), while decreasing benefits for the other program (Food Stamp Program). Action shall be taken to increase benefits in the one program, while suppressing the decrease to the other program's benefits.
- (3) Verification shall be requested immediately from the recipient when there is a decrease in income or a new household member is reported in the household, or for other changes that would require verification when benefits are increased. Action to increase benefits shall not take place until verification is received. The recipient shall be allowed 10 days to provide the requested verification.



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- (4) The effective date for increases in benefits is determined differently for increases due to decreased income than for increases due to adding household members. Those effective dates are as follows:
  - (A) Increases due to decreased income are effective the first of the month in which the change is reported or the month the change occurred, whichever is later.
  - (B) Increases due to the addition of new household members are effective the first of the month following the report of the change.
- (5) When a household includes two members with income and one member experiences a decrease in income, only the decreased income of the one member is used to recalculate benefits.
- (6) If there are different sources of income received by the household and a decrease is reported for one of the sources, the CWD shall recalculate benefits using only the income from the decreased source. The recalculated income shall be added to the existing averaged household's income.
- (7) A "No Change NOA" shall be sent to the recipient when benefits cannot be increased. The "No Change NOA" must be sent within 30 days of the reported change. The NOA must remind the recipient to re-report the change on the QR 7.

The NOA must remind the recipient to re-report the change on the QR 7.

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The QR 377.4 has language under the "No Change in Benefits" check box that informs households that any voluntarily reported changes must be reported again on the next QR 7 and supported with verification of the change.

CWDs have the option of beginning to process voluntary mid-quarter reports prior to the end of the quarter that do not result in a change in benefits. However, the CWD must ensure that the information reported on the QR 7 is consistent with the "no change report" and information reported by the household.

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- (A) If information on the QR 7 is inconsistent with what was previously voluntarily reported mid-quarter, action shall be taken to resolve the discrepancy and to determine the actual current household circumstances.
- (B) The discrepancy should first be attempted to be resolved by contacting the recipient. If this contact is not possible, the QR 7 shall be considered incomplete.

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- (C) If a Non-Assistance Food Stamp (NAFS) household voluntarily reports income over 130 percent of the Federal Poverty Level (FPL), the household shall be discontinued mid-quarter. Only voluntarily-reported income exceeding 130 percent of the NAFS household, excluding the mid-quarter report of a new household member and his/her income shall render the NAFS household ineligible (refer to Section 63-509(f)(4)(A)). Only voluntarily-reported income exceeding 130 percent FPL excluding the mid-quarter report of a new household member and his/her income, shall render the NAFS household ineligible [refer to Section 63-509(f)(4)(A)].

(e) Action on Voluntary Mid-Quarter Recipient Reports

To determine if the voluntary reported change results in increased benefits mid-quarter, a recalculation of benefits for the current and remaining months of the quarter using the new income that the household reasonably expects to receive is required. If the anticipated income will be different in each of the remaining months of the quarter and the recipient knows with reasonable certainty what the amount would be for each month, the new income shall be averaged for the current and remaining months in the quarter.

- (1) When the CalWORKs grant is supplemented, the new CalWORKs grant amount to be used in the FS budget will include the original CalWORKs grant, as well as the additional CalWORKs supplement.

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Example 1: A household of three is receiving cash aid of \$192 and FS benefits of \$165. The grant amount was based on the mother having earned income of \$1200 per month. In the April/May/June quarter, the mother reports on April 5 that she lost her job the day before. She will only receive one more paycheck that month for \$600, and anticipated no additional income after that. The CWD immediately requests verification of the job loss, and the recipient provides it by April 10. The CWD uses the new income to recalculate benefits for that month, as well as for the remaining months of the current quarter as follows:

Recalculation of averaged income:

\$600	(April Actual)
+ 0	(May anticipated)
+ 0	(June anticipated)
\$600	

Divide the total by 3 (the number of months for which new income is expected) = \$200 per month. After re-computing the current and remaining months in the Quarter, the new CalWORKs grant is \$679.

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Food Stamp Program Computation:

Average Monthly Income	200
Add New CalWORKs Grant	+679
Less Earned Income Deduction	- 40
Less Standard Deduction	-134
Subtotal	\$705

Less Excess Shelter Deduction	\$350
Net Income	\$355

New Allotment Amount	\$259
Benefits Received	-165
Supplement for April	\$ 94

Example 2: Using the same scenario as in Example 1, except that the mother reports on May 5<sup>th</sup> that she lost her job and will only get one paycheck for \$600 in May and expects no income for June.

Recalculation of averaged income:

+ \$600	(May actual/anticipated)
+ 0	(June anticipated)
\$600 ÷ 2 = \$300	

The new CalWORKs grant amount is \$642 after re-computation.

Food Stamp Program Computation:

Average Monthly Income	\$300
Add New CalWORKs Grant	+642
Less Earned Income Deduction	- 60
Less Standard Deduction	-134
Subtotal	\$748
Less Excess Shelter Deduction	-350
Net Income	\$398

New Allotment Amount	\$246
Benefits Received	-165
Supplement for May	\$ 91

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- (2) If decreased income is reported for the first time on the QR 7 rather than as a mid-quarter voluntary report, the CWD shall treat the report of decreased income as a voluntary mid-quarter report in order to determine if a supplement should be issued in the Submit Month.

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Household changes that occur in the Submit Month and are reported on the QR 7 will be considered voluntary mid-quarter reports, and acted upon as such.

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- (3) If a recipient has reported a voluntary mid-quarter decrease in income or increase in food stamp expenses, and the CWD has taken appropriate action to increase the cash aid and/or FS benefits, the CWD shall not take action to adjust benefits again if the recipient reports the same change later in the quarter.

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The household includes a mother and two children. The mother was working full-time and receiving \$1200 per month gross earnings. On May 5 of an April/May/June quarter, the mother reports that she lost her job and expects to receive one last paycheck in May for \$600 and no income for the month of June. The CWD recalculates benefits for May and June, using \$300 per month gross income (the new averaged income amount), and issues a food stamp supplement to the household for May and increases the June allotment. In June, the mother calls her worker and reports that she will not receive any income in June. Since the zero income amount has already been taken into consideration when calculating May and June benefits, the CWD would not act on the mother's report of "decreased" income in June.

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- (4) In any instance where two or more changes are reported to the CWD at the same time, the CWD must evaluate each change separately and according to the sequence of occurrence, keeping in mind the timing of when benefits can be increased based on decreased income and new household members being added to the household unit. The evaluation of separate events is also applicable to reports of mandatory reports of changes.

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Example: A household consists of mother and one child. The QR Payment Quarter is January/February/March. A second child enters the home on January 5th and the mother loses her job on January 7th. Both changes are reported to the CWD on January 9th. The first change occurred on January 5th where the job was lost. Since this is a mid-quarter change, benefits can be increased mid-quarter. The second change occurred on the 7th with the second child entering the home. The child is eligible and is included in the household effective February 1st.

**HANDBOOK ENDS HERE****(f) Household Composition Changes Reported Mid-Quarter**

Recipients may voluntarily report changes in household composition at any time during the quarter. Action should only be taken on those changes that result in an increase to the household's benefits.

If the change results in increased benefits, action shall be taken to add the person effective the first of the month following the month in which the change was reported, after all verification has been provided. If it does not result in an increase, no action shall be taken to change the household's benefits until the following quarter.

**(1) The following are steps to be taken when a new person is reported in the home.**

- (A)** Review eligibility for the new person in accordance with Food Stamp Program regulations as an initial step to determine if the new household member should be included as part of the household.
- (B)** If the new person should be included in the household, determine if the household meets all non-financial eligibility criteria.
- (C)** If the household meets all non-financial eligibility criteria with the addition of the new person, continue to determine if the new person has income that should be included in the benefit calculation.
- (D)** Run a test benefit calculation to determine if adding the person and his/her income to the pre-existing household's income would result in an increase or decrease to the household's benefits. Add the new person's income for the months in which they would be added to the household. The existing household's income shall not be reaveraged to include the new household member's income.

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- (E) When taking action to add the new person into the household, include the new person's income along with the household's pre-existing income to recalculate benefits for the month the person is added to the household and any remaining months in the quarter. The existing household's income shall not be reaveraged to include the new household member's income.
- (2) Adding a New Household Member Mid-quarter
  - (A) When all verification is received, all eligibility factors are met and the addition of the new person results in increased benefits, add the new household member to the household and increase benefits to the household, as a mid-quarter change, effective the first of the month following the month in which the change was reported.
  - (B) In any circumstance where the new household member has income, only that member's income is averaged over the remaining months in the quarter. The new household member's averaged income is then added to the existing household's averaged income to determine if benefits are to be increased or would result in a decrease mid-quarter. The new household member's averaged income is used to calculate benefits only for the months in which the new member is included in the household.

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Example 1: The CWD is currently aiding a two-person household consisting of a mother and child. The designated quarter for this example is January/February/March. The mother voluntarily reports in February that the father moved into the home in February and the father has no income. After establishing eligibility for the father, the CWD adds him to the household effective March 1.

Example 2: Same scenario as in Example 1 except the mother does not voluntarily report the father as moving into the home in mid-quarter. She waits until she submits the QR 7 in March to report that the father moved in during February. The CWD would add the father to the household effective the first of April.

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- (3) Household Composition Change Results in Decreased Benefits
  - (A) If the result of a new person reported in the household decreased benefits, no action shall be taken to decrease benefits mid-quarter. A NOA shall be sent to the household informing them that the voluntary report of the new person did not increase benefits. The NOA shall remind the household to report the new person and any income or property he/she has on the next QR 7.

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1. The CWD shall treat notification of a recipient death mid-quarter as a voluntary recipient report for discontinuance of benefits for the deceased individual. If the information was received verbally, the CWD shall discontinue benefits at the end of the month in which timely and adequate notice can be provided. If the information was received in writing, the CWD shall discontinue at the end of the month with only adequate notice.

- (B) Information reported on the QR 7 shall be used in the determination of eligibility and benefit level for the upcoming quarter. The earliest the benefits could be decreased is the first of the next Payment Quarter provided 10-day notice is given. Discontinuance of benefits for ineligibility shall occur at the end of the Submit Month.

- (4) New Person Results in Financial Ineligibility or Ineligibility Due to Other Eligibility Factors

If addition of the new person would render the household ineligible mid-quarter, no action shall be taken to change the household's benefits. A NOA shall be sent to the household informing them that the voluntary report of the new person did not increase benefits and that the household is responsible for reporting the new person and his/her income/property on the next QR 7. The earliest that food stamp benefits can be discontinued is the end of the Submit Month.

- (A) Only voluntarily reported income exceeding 130 percent of FPL of the NAFS household, excluding the mid-quarter report of a new household member and his/her income, shall render the NAFS household ineligible per Section 63-509(d)(8).

- (g) Voluntary Recipient Request for Discontinuance of Benefits

Benefit adjustments shall be made mid-quarter when a recipient requests discontinuance of benefits. A recipient may voluntarily request mid-quarter that the entire household be discontinued; or for any individual member of the household who is no longer in the household.

- (1) Recipient Makes a Verbal Request for Discontinuance of Benefits

A verbal request shall require that a 10-day notice be sent before discontinuance or a decrease in benefits can be made at the end of the month. A written request shall require that an adequate notice be sent at the end of the month.

- (2) Recipient Makes a Written Request for Discontinuance of Benefits

A voluntary mid-quarter report of someone leaving the home shall not be assumed to mean that it equates to a voluntary request for discontinuance of the household member. A determination must be made to determine whether the voluntary mid-quarter report of someone leaving the household is actually a request of discontinuance by contacting the household to clarify the report and to inform the household that a discontinuance of the individual will result in decreased benefits mid-quarter. Discontinuance of the individual shall occur only if he/she is out of the home or is considered a separate household member.

**63-509 INCOME ELIGIBILITY AND BENEFIT CALCULATION  
FOR QUARTERLY REPORTING (Continued)****63-509****(h) County-Initiated Mid-Quarter Actions**

In addition to making mid-quarter adjustments to benefits as a result of mandatory and voluntary recipient reports mid-quarter, action shall also be taken on certain changes in eligibility status at the end of the month in which timely and adequate notice can be provided to the household.

**(1) Changes Resulting in County-initiated Actions Mid-Quarter**

The changes that are considered county-initiated and that can occur at any time during the quarter:

- (A) Sanctions or financial penalties;
- (B) Failure of the household to comply with a Quality Control Review.
- (C) Benefits are applied for and approved for a household member in another household or for the household;

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Example 1: Current quarter is Jan/Feb/March. The current food stamp household consists of a mother and two children. On February 4th, one of the children goes to live with grandmother. Grandmother comes in to apply for food stamps for the child on February 5th. Since duplicate aid cannot be authorized for the child now living with the grandmother, the child must be deleted effective the end of February with a 10-day NOA from the mother's food stamp household, and aid will be authorized effective the first of March for the grandmother and the child. The application for February will be denied for the child; however, if the grandmother was eligible, aid would be granted for her.

Example 2: Current quarter is Jan/Feb/March. The current food stamp household consists of a mother and two children. On February 4th one of the children goes to live with grandmother. Grandmother comes in to apply for food stamps for the child on February 25th. Since duplicate aid cannot be authorized for the child now living with the grandmother, the child must be deleted effective the end of March with a 10-day NOA from the mother's food stamp household, and aid will be authorized effective the first of April for the child. The application for February and March will be approved for the grandmother if eligible, and denied for the child.

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- (D) Discontinuances due to the termination of a CalWORKs inter-county transfer as described in Section 63-503.7;
- (E) Status changes in the California Food Assistance Program (CFAP).



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- (F) Cost-of-Living adjustments (COLAs) for the Food Stamp Program, CalWORKs, General Assistance and for those COLAs administered by the Social Security Administration.
- (G) Adjustments due to erroneous or incomplete recipient QR 7 or mid-quarter reports of information or lack of action by the county on the QR 7 or mid-quarter recipient reports.
- (H) The three-month time limit for an ABAWD ends or an ABAWD who has regained eligibility and subsequently stops meeting the work requirements.
- (I) Discontinuance due to an ineligibility determination when recertification falls outside the Submit Month.

(2) County-Initiated Actions To Be Taken at the Beginning of the Quarter

An exception to mid-quarter county-initiated actions occurs when adjustments/reductions to benefits are begun for recoupment of an O/I per Sections 63-801.44 and .45. This action shall be taken at the beginning of a quarter.

(3) Known to County Information

(A) Use of Known to County Information

Information that is "known to county" and is considered information that is subject to mandatory reporting shall be used to:

1. Calculate an OI when the information received is obtained after benefits have been issued, such as in the case of Income and Eligibility Systems (IEVS) matches; and
2. Take prospective action to change benefits mid-quarter or at the beginning of a quarter if information reported by the recipient does not accurately reflect a mandatory mid-quarter report of information or information reported on the QR 7.

(B) CWD Action on Public Assistance (PA) Changes Known to CWD

1. Changes to PA benefits shall be considered information that is known to county.
2. All changes to PA benefits shall be reviewed by the CWD for possible benefit increases or decreases by calculating a new budget.
3. Food stamp benefits shall be increased if the calculation indicates such an increase.
4. If a mid-quarter decrease is indicated, benefits cannot be decreased.

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Example 1: A county becomes aware that the CalWORKs grant has decreased mid-quarter. The CWD will calculate the impact on food stamp benefits to determine if benefits can be increased or decreased. If the calculation indicates an increase, the CWD will supplement/increase benefits. Benefits would not decrease mid-quarter. **This is an exception to the general QR rule that do not permit an increase to benefits mid-quarter unless they are reported by the household as described in the next example.**

Example 2: A county becomes aware of known to county information that UIB being budgeted is exhausted. There are two months remaining in the QR Payment Quarter. The county will not act on this information to increase benefits. The recipient must report that UIB is ending before benefits can be increased mid-quarter.

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- (C) CWDs shall not act on information “known to county” that is not required to be reported, even if benefits could be increased mid-quarter based on the given information. The recipient must report a change before benefits will be increased.

(i) Third Party Information

Third party information is not known to the county and is a report from an anonymous source about a household’s circumstances.

(j) CWD Action on Information Obtained from Match Systems

- (1) The CWD shall consider information received from match systems such as the Income and Eligibility Verification System (IEVS), the Payment Verification System (PVS), and other such sources for purposes such as:

- (A) To determine if information reported on QR 7s is accurate;
- (B) To determine if a fraud referral or an overissuance claim/adjustment is necessary;
- (C) To determine if clarification of current eligibility is necessary.

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The following examples apply only to Public Assistance households:

Examples of Match Systems information include, but are not limited to: Eligibility Verification System (IEVS), Payment Verification System (PVS), Integrated Fraud Detection/Earnings Clearance System (IFD), Franchise Tax Board (FTB), Asset Match/Internal Revenue Service (IRS) Match, Beneficiary Earnings Exchange Record (BEER), New Hire Registry (NHR), other matches from special investigative units, and known information from CalWORKs or other assistance programs.

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(k) Resolving Conflicting Information Based on Third-Party/Known to County Reports

The recipient shall be contacted and informed that eligibility information is in question. The recipient shall be given the opportunity to verify the correct circumstances before action is taken to reduce/correct benefits. Action shall not be taken mid-quarter based on third party information regarding changes that the household is not required to report during the quarter.

(l) Treatment of Multiple Changes Within A QR Payment Quarter

Multiple changes during a QR Payment Quarter shall be acted upon in accordance with QR/PB rules for mandatory and voluntary recipients reports, and on county-initiated and third-party reports. Each change shall be acted upon separately, using the rule that is unique to that type of change. Circumstances shall not be combined to effect a change in benefits.

A household may voluntarily report a change that does not result in an increase to benefits, and later in the quarter, report another change that was required to be reported, which would result in a decrease to benefits. A change shall not be made to benefits based on the voluntary report; however, benefits shall be decreased later based on the mid-quarter report. The decrease in benefits shall be based solely on the circumstances resulting from the mandatory report.

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Example 1: The quarter is January/February/March. On January 15, the household reports that the father moved back into the home, and he has a part-time job. In reviewing whether the household would be entitled to an increase as a result of new household member, the CWD determines that earnings from the father's job would result in a decrease to the household's benefits. The CWD is unable to add the father to the household the first of February because QR/PB rules do not allow for benefits to be decreased as a result of a voluntarily reported mid-quarter change.

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**HANDBOOK CONTINUES**

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**63-509 INCOME ELIGIBILITY AND BENEFIT CALCULATION  
FOR QUARTERLY REPORTING (Continued)****63-509**

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On January 17, the household reports that the mother violated conditions of her parole. The CWD must take action to remove the mother from the household effective January 31, because she is ineligible. The CWD decreases benefits to the remaining household members effective February 1. When decreasing February benefits, the CWD may not take action to add the father and his earned income at the same time as discontinuing the mother. The CWD may only take action to add the father and his income at the beginning of the next QR Payment Quarter when the household has submitted the QR 7 for February, reporting that the father is still in the home and has the same level of income.

Example 2: The current payment quarter is January, February, and March. The household consists of a mother and child. The mother reports that the father, who is earning \$900, moved into the home on January 10<sup>th</sup>. Adding the father from February 1<sup>st</sup> reduces benefits to the household, so the father must be evaluated for the upcoming payment quarter (April, May, and June). The father loses his job on February 10<sup>th</sup>. The mother reports the father's job loss on February 13<sup>th</sup>. The new report is that father is requesting to be added and he has reduced income. The change in circumstances caused by the job loss is a new mid-quarter report. The father can now be added to the household effective March 1<sup>st</sup>.

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**(m) Changes Held Until Next Quarter**

Changes that occur in the current quarter but shall not take effect until the upcoming QR Payment Quarter include: third month reporting of a new household member that increases benefits and adjustments to begin collection of O/Is.

**(n) Restorations and Reapplications Under QR/PB**

- (1) When a household has been sent a discontinuance notice and the effective date of the discontinuance is pending and the circumstances that made the household ineligible have changed, benefits shall be reinstated and the discontinuance rescinded.
- (2) When an application has been denied or the case discontinued, the household must reapply for benefits and be treated as a new applicant. Benefits shall be prorated from the new application date.

NOTE: Authority cited: Sections 10553, 10554, 11265, 18901.3, 18904, and 18910, Welfare and Institutions Code; Reference: Sections 10554, 11265.1, .2, and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code; and Federal Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; and the Farm Security and Rural Investment Act of 2002 (P.L. 107-171) [ 7 U.S.C. 2014(e)(6)(C)(iii)].

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**FOOD STAMP REGULATIONS**  
**COUPON ISSUANCE, USE AND REPLACEMENT**

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COUPON ISSUANCE, USE AND REPLACEMENT**

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.1 Basic Issuance Requirements

.11 Delivery of Benefits

Each CWD is responsible for the timely and accurate issuance of benefits to certified eligible households as specified in these regulations. Households comprised of elderly or disabled members who have difficulty reaching an issuance office to obtain their coupon allotments, and households which do not reside in a permanent dwelling or at a fixed mailing address, shall be given assistance in obtaining their benefits. CWDs shall assist these households by arranging for mail issuance of benefits to them; by assisting the households in finding authorized representatives who can act on their behalf; or by using other appropriate means to assure delivery of benefits.

.12 The CWD shall be required to obtain fingerprint images and a photo image of each eligible household member using SFIS equipment, as specified in Section 63-505.14, unless that member meets one or more of the following exemptions.

.121 A household member who has no fingers shall be exempt from the fingerprint image portion of the SFIS process. However, they are still required to participate in the photo image portion of the SFIS process.

.122 A household member who has a medically verified physical condition which renders them unable to comply with SFIS requirements.

.123 A household member who is under the age of 18, unless she/he is applying for Food Stamps as his/her own household, as specified in Section 63-505.141.

.124 Renumbered to Section 63-300.451.

.13 The CWD shall determine on a case-by-case basis when a household member will receive a postponement from the SFIS process. The conditions for a postponement include but are not limited to:

.131 A temporary medical condition that prevents a household member from complying with SFIS requirements for up to 60 days, for example hands that are bandaged due to burns.

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|  | .132 | A household member is a resident of a drug or alcohol treatment and rehabilitation center who is unable to leave that center for physical, mental, or legal reasons. When the resident is unable to comply with SFIS, his/her authorized representative will be required to comply on their behalf. However, that household member will be required to comply with SFIS upon a change in their status within the center which would allow them to come to the CWD, or if they are in the CWD office for another reason. |
|  | .133 | A household member who is required to participate in the SFIS process and attempts to do so, but is unable to, due to an SFIS equipment problem. The household member shall temporarily receive benefits, and shall be informed that she/he must fulfill the requirements within 60 calendar days.  |
|  | .134 | The household is entitled to expedited service, and the SFIS is incapable of completing the SFIS process in time for the household to participate, as specified in Section 63-301.5. SFIS compliance should occur prior to the issuance of the household's next allotment.  |
|  | .14  | Authorized representatives are not required to comply with SFIS requirements, unless no household member in the household which they represent is required or able to comply with SFIS requirements, or as required at Section 63-601.132.  |
|  | .15  | Issuance and Accountability Systems<br><br>The CWD shall establish an issuance and accountability system which will ensure that:  |
|  | .151 | Only certified eligible households receive benefits;  |
|  | .152 | Program benefits are timely distributed in the correct amounts;   |
|  | .153 | Coupons are accepted, stored and protected with due security after delivery to receiving points within the county; and  |
|  | .154 | Coupon issuance and reconciliation activities are properly conducted and accurately reported to FNS.  |
|  | .2   | County Welfare Department (Delegation of Food Coupon Issuance) (See the implementation schedule set forth in Section 63-019.)   |



<b>63-601</b>	<b>COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)</b>	<b>63-601</b>
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.21 Delegation Guidelines - General: The issuance and storage of food coupons may be handled by the CWD itself, or by another county department through an intracounty agreement. The CWD may also contract with public, private profit, or private nonprofit entities as agents for the issuance and storage of food coupons. Such contracts shall be made only with responsible contractors who possess the ability to perform successfully under the terms and conditions of the proposed contract. The CWD or its contractors may issue coupons using the methods in Section 63-602. All procurements of issuance/storage contracts shall be conducted in accordance with the requirements of Section 63-601, CWD Responsibilities, and Chapter 23-600, Purchase of Service. Section 63-601 shall supersede Chapter 23-600 in any and all areas where the two sets of requirements differ.

.211 Retail Food Stores

The CWD shall not enter into an issuance/storage agent contract with a retail food firm unless the CWD provides evidence to SDSS that such an arrangement is needed to maintain or increase the efficient and effective operation of the Food Stamp Program.

- (a) Coupons may be issued inside a retail food store if the issuance is performed by a bank, credit union, or other financial organization independent of the retail store.
- (b) Coupons may be issued on-site by a retail store under the following conditions:
  - (1) The CWD can document that there will be a hardship, not just an inconvenience, to recipients if the retail store is not permitted to issue coupons on-site; or
  - (2) In the absence of hardship documentation, a retail food firm may perform issuance activities as a subcontractor to a bank, credit union, or other independent financial organization, if there is strict oversight by the financial organization.

.212 CWD Responsibility for Issuance/Storage Activities

The CWD retains final responsibility for food coupon issuance/storage and is liable for the activity of its contracted issuance/storage agents. In addition, the CWD is strictly liable for all losses of coupons, which occur prior to depositing the coupons with the postal service, even if those losses are the result of the performance of issuance, security, or accountability duties by another party. Section 63-603.17 establishes the parameters of county liability for coupons lost after they are deposited with the U.S. Postal Service.

.22 Procurement of Issuance/Storage Contracts

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.221 Open and Free Competition

All issuance/storage contract procurements shall be conducted in a manner which maximizes open and free competition in accordance with Section 23-602, Code of Conduct.

.222 Competitive Bidding Procurements

Issuance/storage services which are not performed by the CWD or another public agency must be procured through the competitive bidding process (see Section 63-601.23), except as indicated in .223 and .224 below. The competitive bidding process shall be used to acquire an issuance/storage contractor whenever an existing contract expires or is terminated, or to effect a major contractual change.

.223 United States Postal Services (USPS) Contracts

Contracts with USPS are not procured through the competitive bidding process. Terms of the USPS contracts are contained in an agreement between the United States Department of Agriculture (USDA) and the USPS; however, the CWD may negotiate with USPS on terms and conditions which do not conflict with the provisions specified in the USDA/USPS agreement.

.224 Negotiated Procurements

Under certain circumstances, the competitive bidding process may be waived and the negotiation process used instead. The provisions of Section 23-650, Procurement by Negotiation, establish the procedures and circumstances under which the CWD may use negotiated procurements.

.225 Procurement Records

At a minimum, the CWD shall maintain the following in the procurement files: the contract, and information justifying the procurement method used, the basis for the contract selection or rejection and the basis for the transaction fee. These records shall be maintained for three (3) years after the CWD makes the final payment or until all other pending matters pertaining to this contract are closed, whichever is later.

<b>63-601</b>	<b>COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)</b>	<b>63-601</b>
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.23 Competitive Bidding Process

The competitive bidding process includes, but is not limited to, advertising, invitations for Bid (IFB), as defined by Section 23-601.22 or Request for Proposal (RFP), as defined by Section 23-601.23, sealed bids, public opening of sealed bids, and selection of the most satisfactory bidder. CWDs desiring to use the RFP process shall comply with Sections 23-610(b) and (c). The CWD shall ensure that a new contract is operative as an existing contract expires so as to maintain service to participants without interruption. Prior to expiration, if a CWD elects not to continue contracting for issuance/storage services, the CWD shall ensure that coupon issuance/storage is provided so that services are not discontinued (refer to Section 63-601.264).

.231 Advertising of Contract Procurement

The CWD shall utilize advertising mechanisms via mass media to provide potential bidders with a notice of CWD's intent to request bids, in accordance with Section 23-610(f). The notice of intent shall include a statement of the CWD's intent, a description of the services to be performed, and a description of the bidding procedure. Additionally, the CWD shall solicit bids from an adequate number of qualified sources.

.232 Invitation for Bid (IFB) or Request for Proposal (RFP)

- (a) The IFB or RFP shall include all applicable information required by Section 23-610(d) plus:
  - (1) A request for verification of bidder's insurance coverage (see Section 63-601.3);
  - (2) The duration of the contract (refer to Section 63-601.242);
  - (3) An accurate description of the services to be performed and the specific procedures which must be observed in handling the issuance, reporting, and accounting of food coupons;
  - (4) The method of payment or reimbursement (see Section 63-601.243); and
  - (5) Instructions for bidders to sign completed bids.

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- (b) IFBs and RFPs do not require the prior approval of SDSS.
- (c) Amendments or corrections to IFB/RFP shall be made in accordance with Section 23-610(g).

.233 Review and Selection Process

- (a) Review Criteria

The CWD shall develop criteria for reviewing and evaluating IFBs and RFPs. At a minimum, the criteria shall determine contractor integrity, fiscal responsibility, record of past performance, and financial and technical resources.

- (b) Bid Openings

All bids shall be publicly opened in accordance with Sections 23-612.1-.6.

- (c) Evaluation of Bids

Upon receipt and opening of all bids, the CWD shall review and evaluate the bids utilizing the established criteria (see (a) above).

- (d) Contract Award

The CWD shall award the contract in accordance with the provisions of Section 23-620.

.234 Rejection of Bids

- (a) The CWD shall reject bids or proposals in accordance with the provisions of Section 23-615.

.235 Late Bids

The CWD shall comply with the procedures required by Sections 23-611.14 and .15 for handling late bids.

.236 Protests

The CWD shall handle complaints and protests in accordance with the provisions of Section 23-624.

<b>63-601</b>	<b>COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)</b>	<b>63-601</b>
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.24 Issuance/Storage Contract Requirements

.241 Contract Provisions

All issuance/storage contracts must:

- (a) Meet all of the requirements of MPP Chapter 23-600, Purchase of Services.
- (b) Contain specific provisions setting forth the duties and responsibilities, as set forth in MPP Chapters 63-600 and 63-700 of the issuance/storage agent including any duties or responsibilities required of the CWD by those regulations but delegated by the CWD to the issuance/storage agent.
- (c) Provide that the issuance/storage agent will comply with all state and federal statutes, regulations, and instructions applicable to the Food Stamp Program.

.242 Contract Duration

Except USPS contracts, for which there is no time limitation, all issuance/storage contracts shall contain a specified duration period determined by the county. Each contract shall contain an effective date and a termination date. The contract duration period may be extended one time only for a maximum one-year period.

.243 Transaction Fee

- (a) Issuance/storage contracts shall specify a fee per transaction for all services provided under the contractual agreement.
- (b) Contracts which exceed one year in duration (see Section 63-601.242) may include a provision allowing for an adjustment in the transaction fee on an annual basis in accordance with Section 23-621.16. Such an adjustment shall be specified in the IFB/RFP and the contract.

<b>63-601</b>	<b>COUNTY WELFARE DEPARTMENT RESPONSIBILITIES (Continued)</b>	<b>63-601</b>
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.244 Contract Amendments

(a) Changes Requiring Competitive Bid

Amendments to contracts which result in a major change shall not be allowed without re-bidding. Major changes shall include but not be limited to the following:

- (1) An increase in the transaction fee except for annual rate adjustments which are provided for in the original contract under Section 63-601.243;
- (2) A decrease in issuance/storage services;
- (3) A change in the type of issuance/storage system, unless SDSS has determined that the proposed change is not in fact a major change;
- (4) An addition of a new geographical service area;
- (5) A deletion of any issuance site

(b) Amendment Process

Competitive bidding is not required for amendments to existing contracts which do not result in major changes.

.25 Reporting and Shipping Codes

Prior to contract implementation the CWD shall contact FNS and obtain reporting and/or shipping code(s) for the issuance agent/bulk storage point.

.26 CWD Contracts with Issuance Agents/Bulk Storage Points Close-out procedures.

The Close-out procedures shall be met whenever all or any part of an issuance agent's or bulk storage point's operations are to be terminated.

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.261 Notification of Planned Closure

Wherever it becomes known by the CWD that any contract issuance agent or bulk storage point will terminate all or any part of its food stamp issuance/storage operations, the CWD shall immediately notify SDSS of the planned closure. The CWD shall also inform FNS of the planned closure.

.262 During the period of time between the notification of termination and the agent's actual discontinuance of issuance/storage activity, the CWD shall make a determination regarding the final disposition of the agent's coupon inventory. At the time of the transfer of coupon inventory to another coupon issuer or bulk storage point, the CWD shall perform an actual physical count of coupons on hand. Coupons shall be disposed of in the following ways:

- (a) Self-issuance counties - Those counties that maintain coupon inventories for issuance/storage by the CWD shall transfer the terminating agent's coupon inventory to the CWD's inventory on, or before, the termination date of the agent's contract.
- (b) Noncounty Issuance - CWDs which do not themselves maintain an inventory of food coupons shall use the following methods to dispose of the closing agent's coupon inventory:
  - (1) Interagent Transfer - CWDs may transfer a closing agent's inventory to one or more contract issuance/storage agents operating within their county. The agents receiving the coupons shall be contacted prior to such transfer. The agent shall maintain sufficient insurance coverage to accommodate the increased inventory as required by Section 63-601.31.
  - (2) Intercounty Transfers - In cases where the CWD cannot transfer the closing agent's coupon inventory to another agent(s) operating within the county, the CWD shall contact other CWDs in its immediate geographic area in order to determine whether the coupons can be transferred to another CWD.
  - (3) When the CWD is unable to dispose of the closing agent's coupon inventory through either interagent or intercounty transfer, the CWD shall assume the storage and reporting responsibility as a temporary bulk storage point for these coupons.



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- (4) Reporting requirements - The final FNS-250 which is submitted by the agent to the CWD shall show the transfer of all inventory and a zero ending inventory. Proper documentation of coupon transfer FNS-300 or its USPS equivalent shall accompany the FNS-250. The CWD, upon receipt of the final FNS-250, shall verify the accuracy of the report and transmit it to FNS with a copy to CDSS.

.263 Close-Out Audit

Once closure of the agency has taken place, the CWD shall arrange for a close-out audit to be performed within 30 days of the termination date. Copies of the report of audit findings shall be submitted to CDSS and to FNS immediately upon completion. If the audit determines that the final FNS 250 is incorrect, the CWD shall promptly provide a corrected report to CDSS and FNS.

.264 Maintenance of Participant Service

- (a) At least 30 days before actual termination of a coupon issuance contract, the CWD shall notify program participants of the impending closure of the issuance site. Notification shall include identification of alternative issuance locations and available public transportation. The CWD shall post notices at the offices of the coupon issuer of the impending closure and may use mass media or ATP staffers to advise participants about the expected closure of the issuance office.
- (b) Whenever an issuance facility is closed, the CWD shall take the appropriate action to maintain participant service without interruption.
- (c) If a coupon issuance agency or bulk storage point is to be closed for noncompliance with contractual requirements and alternative issuance facilities or systems are not readily available, the CWD may continue to use the coupon issuance agency or bulk storage point for a limited time. In these situations, the CWD shall perform weekly onsite reconciliations of coupon issuance. The CWD shall continue to actively seek other issuance or storage alternatives.

.27 CWD Monitoring of Issuance Agents

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.271 CWD Monitoring Responsibility - Issuance Agent/Bulk Storage Points

The CWDs shall have procedures for monitoring coupon issuers/bulk storage point, including their own operation if they are self-issuers, to assure that their day-to-day operations comply with these regulations, and to identify and correct deficiencies and violations of program requirements.

.272 Onsite Audits

- (a) The CWD shall have a financial and compliance onsite audit of each coupon issuance agency and bulk storage point conducted at least once a year. All offices or units of a coupon issuer/bulk storage point are subject to this audit requirement. The CWD audit shall be based on the specific activities performed by each coupon issuer or bulk storage point. A physical inventory of coupons shall be taken at each location and that count compared with perpetual inventory records and the monthly reports of the coupon issuer or bulk storage point.
- (b) The annual financial and compliance onsite audit conducted at each coupon issuance agency and bulk storage point shall include, but not be limited to, the following audit requirements and responsibilities:
  - (1) Percentage of expired and/or altered ATPs that were cashed.
  - (2) Percentage of duplicate ATPs that were cashed, as well as the original ATP (CWD only).
  - (3) Internal control system:
    - (A) Access to work area
    - (B) Reconciliation process
    - (C) Separation of duties
  - (4) Hours of operation

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- (5) Food coupon replacement system
  - (A) Centrally (onsite)
  - (B) Locally (nearby) "replacement" office
- (6) Security system
- (7) Recorded inventory versus actual amount on hand
- (8) The process for handling partial/defective coupons
- (9) The process for destroying coupons
- (10) The record keeping system
- (11) Comparison of the number of food coupons issued as recorded by the issuance/storage site to the contract cost.
- (c) The CWD is responsible for the required audit. The CWD may have the audit performed by another unit of county government or contract with an independent certified public accountant. CWDs may use the results of audits of coupon issuance/storage agency by independent audit or accounting firms so long as the food coupon issuance/storage operations of the agent are included in the audit. Except in unusual circumstances, the Postal Inspection Service will conduct onsite audits of post office issuance operations.

.3 Security Guidelines for Non-Bank Issuing Agencies

In accordance with its state-delegated responsibilities, the CWD is financially liable for all food coupons distributed to it and its agents and is responsible for insuring that adequate storage facilities are provided for the coupons.

Maximum security is provided by bank storage of the bulk supply with a working supply of coupons being transferred to and from the issuance office by armored car services on a daily basis. If banks are not available for storage, the bulk supply of coupons shall be kept in a courthouse vault or other facility with bank-type security. If working supplies of coupons must be stored in the issuance office overnight, this supply shall be limited to a one- or two-day supply and strict security measures shall be instituted at the office.

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.31 Personnel Bonding and Insurance Coverage

All personnel connected with the handling of coupons shall be bonded (with the exception of United States Postal Service employees) and sufficient insurance shall be carried to cover any loss of coupons.

.4 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.4(f); 7 CFR 274.1; 7 CFR 274.2; 7 CFR 274.7; Food and Consumer Services Administrative Notice 96-13, dated December 7, 1995; and Sections 10554 and 18904, Welfare and Institutions Code.

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.1 Systems Classifications

.11 Types of Issuance Systems

CWDs shall provide both over-the-counter and mail issuance delivery systems unless a waiver for one of these is granted as specified in Section 63-602.12. CWDs may issue food coupons in accordance with the following issuance systems:

.111 Authorization Document System

An authorization document system is one that uses an authorization document which is produced for each month's issuance. The authorization document may be distributed on a monthly basis to each household and surrendered by the household to the coupon issuer, or provided monthly to issuers with either single or multiple household authorizations on each document. Systems of this type include a regular mail issuance system which uses authorization documents as an intermediary step in mail issuance. The authorization document shall contain the following:

- (a) Serial number;
- (b) Case name and address;
- (c) Case number;

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- (d) Allotment amount;
- (e) Benefit month or expiration date;
- (f) Project area; and
- (g) Space for signature of household member. (An additional space for an authorized representative may be included.)

.112 Mail Issuance System

A mail issuance system is one that directly delivers coupons through the mail to households.

.113 Direct Access System

A direct access system is one in which benefits are issued directly to the household without the use of an authorization document, based on the issuance agent's direct access to information in the household's individual record on the master issuance or record-for-issuance file. This system shall use either a manual card or automated access to the master issuance or record-for-issuance file. Systems of this type include, but are not limited to, a manual household issuance record (HIR) card system and an automated system using on-line issuance terminals (e.g., Food Stamp On-Line Issuance Systems/FSOLIS).

- (a) CWDs with 2,000 or more food stamp households shall use an CDSS approved FSOLIS for over-the-counter issuances unless CDSS determines that a FSOLIS is not cost effective.
- (b) CWDs with fewer than 2,000 food stamp households may use a FSOLIS for over-the-counter issuances if a cost benefit analysis, including all cost data elements, is submitted to and approved by CDSS.
- (c) Any cost benefit analysis submitted shall be in a format prescribed by CDSS.

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.12 Waiver of Mail or Over-the-Counter Issuance

.121 CWDs may request a waiver of mail issuance from CDSS. In requesting the waiver, the CWD shall document that the remaining over-the-counter delivery system would not impair the ability of eligible households to obtain food coupons. In order to obtain approval for mail issuance waiver requests, the CWD shall have an adequate number of over-the-counter sites to provide reasonable access to recipients. The proposed system shall also be designed to meet the requirements for expedited services, Section 63-301.5 and coupon replacements, Section 63-603.

.122 CWDs may request a waiver of over-the-counter issuance from SDSS. In requesting the waiver, the CWDs shall document that the remaining mail issuance system would not impair the ability of eligible households to obtain food coupons. The remaining system shall be designed to meet the requirements for expedited service Section 63-301.5 and coupon replacements, Section 63-603. The system shall be designed to minimize the possibility of mail losses.

.123 All waiver requests shall be in writing (with a copy to the County Board of Supervisors) and shall provide complete justification for seeking the waiver.

.124 CWDs granted waivers of either issuance method may continue to utilize this issuance method in certain areas. All mail issuance waivers that were granted prior to January 1, 1979, shall remain in effect under the terms of these regulations provided that reasonable recipient access is maintained.

.125 All over-the-counter waivers issued prior to the effective date of these regulations for CWDs with 2,000 or more food stamp households shall remain in effect only if CDSS determines that a FSOLIS is not cost effective.

.2 General Issuance Provisions

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.21 Master Issuance File

CWDs shall establish a master issuance file as defined in Section 63-102. The CWD shall establish the master issuance file in a manner compatible with the system used for maintaining case records and separate information on the master issuance file into active and inactive case file categories.

.211 The master issuance file shall contain all the information needed to identify certified households, issue benefits, record the participation activity for each household and supply all information necessary to fulfill the reporting requirements of FNS.

.212 The master issuance file shall be kept current and accurate.

.213 Before entering a household's data on the master issuance file, the CWD shall review the master issuance file to insure that the household is not currently participating in, or disqualified from, the Food Stamp Program.

(a) If an authorization document is issued or benefits authorized in a direct access issuance system under expedited service requirements, the CWD shall review as much of the master issuance file as possible prior to the issuance of the authorization document or the authorization of benefits.

(b) Any uncompleted reviews shall be completed after issuance and appropriate corrective action shall be taken to recover overissuances.

.22 Division of Issuance Responsibilities

CWDs shall divide issuance responsibilities between at least two persons to prevent any single individual from having complete control over all issuance activities.



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.221 Responsibilities to be divided include:

- (a) Maintenance of inventory records;
- (b) Assembly of coupon allotments; and
- (c) Preparation of envelopes for mailing.

.222 If issuance functions in an office are handled by one person, a second-party review shall be made to verify coupon inventory, the reconciliation of the mail log and the number of mailings prepared.

.23 Issuance Controls

CWDs shall establish controls to prevent duplicate participation by individuals or households in the Food Stamp Program.

.24 Identification of Types of Issuances

CWDs shall clearly identify issuances in their accountability systems as initial, supplemental, replacement or restored benefits.

.25 Mailing of Benefits

CWDs which issue benefits by mail shall, at a minimum, use first class mail and sturdy nonforwarding envelopes or packages to send benefits to households.

.3 Validity Periods

CWDs shall establish validity periods for issuance made in authorization document and direct access issuance systems.

.31 The validity period begins the day a household is issued its authorization document or is authorized to pick up its issuance at an issuance point.

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.311 Validity periods beginning before the 20th day of the issuance month shall continue until the end of that issuance month. However, when a household receives two allotments at one time as specified in Section 63-503.16, the validity periods shall be as follows:

(a) If a CWD elects to issue or authorize a combined allotment for the first and second months, the validity period for the issuance shall continue until the end of the next issuance month.

(b) If a CWD elects to issue or authorize two separate allotments, the validity period for the first allotment shall continue until the end of the issuance month. The validity period for the second allotment shall continue until the end of the next issuance month.

.312 Validity periods beginning on or after the 20th day of the issuance month shall be extended for a period of at least 20 days or until the end of the next issuance month.

.32 CWDs shall not reissue benefits which are not transacted or picked up during the validity period for the issuance. A household which does not transact or pick up its authorized issuance during the validity period for the issuance shall lose its entitlement to the benefits for that period.

.4 Issuance Schedules

All households shall be placed on an issuance schedule so that they receive their benefits on or about the same date each month. The receipt date of an initial allotment need not be the date on which the household must receive subsequent allotments.

.41 CWDs may stagger the issuance of benefits throughout the entire month as long as no more than 40 days elapse between any two issuances provided to a household participating longer than two consecutive, complete months.

.411 CWDs that use direct mail issuance shall stagger issuances over at least 10 days of the issuance month and may stagger throughout the entire issuance month.

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.42 In the months following a suspension of benefits as specified in Section 63-107.3, CWDs may stagger issuance from the date issuance resumes through the end of the month or over a five-day period following the resumption of issuance. This may result in the issuance of benefits after the end of the month in which the suspension occurred.

.5 Over-The-Counter Issuance Procedures

.51 The cashier shall compare the signatures on the issuance document(s) and on the ID card. If the signatures do not match, the issuance shall not be made.

.52 If the household is required to present a photo ID card, the cashier shall write the serial number of the photo ID card on the authorization or issuance document.

.521 If the photo ID card appears to be mutilated or altered, the issuance agent shall not issue the benefits but shall require the household to obtain a replacement ID card from the CWD. If an issuance month elapses before the replacement photo ID card is delivered, the household shall be entitled to any benefits lost as a result of being unable to transact benefits for a particular month.

.6 Issuance of Coupons to Households

CWDs shall issue coupon books as specified in the table coupon book issuance provided by FNS.

.61 CWDs may deviate from the table if the specified coupon books are unavailable.

.611 Exceptions from the table are authorized for blind and visually impaired recipients who request that all coupons be of one denomination.

.612 Recipients who have no fixed address (homeless) and residents of shelters for battered women and children which are not authorized by FNS to redeem through wholesalers may request that all or part of their coupons be of the one dollar denomination. CWDs shall grant this request, where feasible.

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- .62 CWDs shall issue coupon books in consecutive serial number order whenever possible, starting with the lowest serial number in each coupon book denomination.
- .63 The household member whose name appears on the ID card shall sign the coupon books. If more than one name appears, any named household member may sign the books.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 272.4(f); 7 CFR 274.2; 7 CFR 274.3; 7 CFR 274.10; Food and Consumer Services Administrative Notice 96-13, dated December 7, 1995; and Sections 10554, 10830, and 18904, Welfare and Institutions Code.

<b>63-603</b>	<b>REPLACEMENT ISSUANCES</b>	<b>63-603</b>
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.1 Providing Replacement Issuances

CWDs shall provide replacement issuances to households. In an automated direct access issuance system which uses an access device, a replacement authorization shall be provided to households which have either lost benefits or have lost access to their benefits. CWDs shall also replace the access device, if necessary, so that the household can complete further transactions. See Section 63-603.43 for provisions regarding the replacement of access devices.

.11 Allowable Replacements

CWDs shall provide a replacement issuance or authorization, as appropriate, as a result of an agency issuance error or when a household reports any of the following occurrences.

- .111 An authorization document was:
  - (a) Not received in the mail;
  - (b) Stolen from the mail;
  - (c) Stolen after receipt;
  - (d) Destroyed in a household misfortune or disaster; or
  - (e) Improperly manufactured or mutilated.

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- .112 Coupons were:
  - (a) Not received in the mail;
  - (b) Stolen from the mail;
  - (c) Destroyed in a household misfortune or disaster, such as, but not limited to, a fire or flood; or
  - (d) Improperly manufactured or mutilated.
- .113 Food purchase with coupons was destroyed in a household misfortune or disaster.
- .114 A partial coupon allotment was received due to an agency issuance error, such as a missing coupon book.
- .115 In an automated direct access issuance system using an access device, the initial access device was:
  - (a) Not received in the mail;
  - (b) Stolen from the mail; or
  - (c) Stolen after receipt.
- .12 Nonallowable Replacements

CWDs shall not provide a replacement issuance or authorization, as appropriate, to a household which reports any of the following occurrences.

  - .121 Coupons were lost, stolen or misplaced after receipt.
  - .122 An authorization document was lost or misplaced after receipt.
  - .123 Authorization documents or coupons were totally destroyed after receipt in other than a household misfortune or disaster.
  - .124 Coupons were lost in or stolen from the mail, but were sent by registered or certified mail and were signed for by someone residing with or visiting the household.

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.125 Emergency food stamp assistance was received as specified in Section 63-900. The household shall not receive both emergency food stamp assistance and a replacement issuance for a household misfortune or disaster.

.126 In an automated direct access issuance system, an access device reported as lost, misplaced or totally destroyed after receipt was used to transact benefits authorized for the validity period for which a replacement authorization is being requested.

.13 Countable Replacements

A replacement issuance or authorization is considered countable if it results in a loss to the Food Stamp Program, except as specified in Section 63-603.145. The following replacement issuances or authorizations are considered countable:

.131 The initial and replacement authorizations or authorization documents are transacted and are not otherwise recouped by the CWD; or

.132 In a photo ID area, the ID serial number of an ID card which is not reported as lost or stolen prior to the replacement matches the number shown on a transacted authorization document.

.14 Noncountable Replacements

A replacement issuance or authorization is considered noncountable if it does not result in duplicate benefits being issued or a loss to the Food Stamp Program, except as specified in Section 63-603.145. The following replacement issuances or authorizations are considered noncountable:

.141 The initial or replacement issuance is returned or otherwise recouped by the CWD;

.142 The initial authorization or authorization document is not transacted;

.143 The replacement authorization or authorization document is not transacted;

.144 The replacement is being issued as a result of a CWD issuance error;

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.145 In a Photo ID area, the ID serial number of an ID card reported as lost or stolen prior to the replacement matches the number shown on a transacted authorization document; or

.146 The CWD fails to immediately deactivate an access device reported as lost or stolen and it is used by an unauthorized individual to transact benefits.

.15 Household Reporting Responsibilities

The following allowable replacement issuances or authorizations shall be provided only if a household timely reports a loss orally or in writing and provides a DFA 303 as specified in Section 63-603.3. In the following systems replacement requests shall be considered timely:

.151 All Issuance Systems

Replacement requests made to the CWD within 10 days of the loss for destroyed coupons or destroyed food purchased with coupons.

.152 Direct Mail Issuance System

Replacement requests made to the CWD within the validity period of the original issuance for coupons stolen from or not received in the mail or for partial allotments.

.153 Authorization Document System

(a) Replacement requests made to the CWD within 10 days of the loss for stolen or destroyed authorization documents.

(b) Replacement requests made to the CWD within the validity period of the original issuance for authorization documents stolen from or not received in the mail.

.154 Direct Access Issuance System

(a) Replacement requests made to the CWD within the validity period of the original authorization when an access device is reported as stolen from or not received in the mail.

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- (b) Replacement requests made to the CWD within 10 days of the loss when an access device is reported as stolen after receipt.
- (c) CWD responsibilities regarding the replacement of access devices are as specified in Section 63-603.43.

.2 Replacement Limitations

.21 Countable Replacements

The number of countable replacements provided to a household within a six-month period shall be limited as follows:

- .211 Two countable replacement issuances or authorizations caused by any combination of the following occurrences:
  - (a) Authorization documents or coupons (full or partial allotments) not received in or stolen from the mail;
  - (b) Authorization documents stolen after receipt; or
  - (c) In an automated direct access issuance system, a replacement authorization made because the access device was not received in the mail or was stolen from the mail or after receipt.

AND

- .212 Two countable replacement issuances for authorization documents or coupons reported as destroyed in a household misfortune or disaster.

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.22 Unlimited Replacements

No limit shall be placed on the number of replacement issuances or authorizations made as a result of the following occurrences:

- .221 Receipt of noncountable replacement issuances or authorizations;
- .222 Receipt of partial coupon allotments as a result of a CWD error;
- .223 Receipt of authorization documents or coupons which were improperly manufactured or mutilated; or
- .224 The destruction of food purchased with food stamp benefits in a household misfortune or disaster.

.23 Limits on Amounts to be Replaced

Replacement issuances or authorizations shall be provided to the household in the amount of the loss, up to a maximum of one month's allotment. An exception is made when the amount of the loss includes benefits which have been restored to the household. In this instance, the amount replaced may exceed a one-month allotment, up to the amount of the loss.

| .3 Household Affidavit of Nonreceipt (DFA 303)

| Prior to issuing a replacement, the CWD shall obtain from a member of the household a signed DFA 303 attesting to the household's loss.

| .31 The DFA 303 shall not be required if:

- .311 The original authorization document or allotment has been returned to the CWD at the time of the request; or
- .312 The original authorization document or coupons were improperly manufactured or mutilated.

| .32 The DFA 303 may be mailed to the household and/or back to the CWD if the household member is unable to come into the office because of age, disability or distance from the office and is unable to appoint an authorized representative.

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.33 The CWD shall provide the DFA 303 to the household for signature immediately after the loss is reported. The signed DFA 303 shall be received by the CWD within 10 days of the date of the report or no replacement shall be made. If the 10th day falls on a weekend or holiday, and the DFA 303 is received the day after the weekend or holiday, the DFA 303 shall be considered timely.

.34 The DFA 303 shall be retained in the case record.

.4 CWD Responsibilities

.41 Processing Requirements

.411 CWDs shall provide replacement issuances or authorizations, as appropriate, or send a DFA 377.4 denying or delaying the replacement to households within 10 days after the report of nondelivery or loss (15 days if the issuance was made by certified or registered mail) or within two (2) working days of receiving the signed DFA 303, whichever date is later.

.412 CWDs shall deny the replacement of mutilated coupons until a determination of the value of the coupons can be made as specified in Section 63-603.63.

.413 CWDs shall deny or delay replacement issuances or authorizations when:

- (a) Available documentation indicates that the household's request for a replacement appears to be fraudulent; or
- (b) The CWD determines that the request for replacement does not meet the criteria specified in Sections 63-603.1, .2 or .3.

.414 The DFA 377.4 (Rev. 12/83) shall inform the household of its right to a state hearing to contest the denial or delay of a replacement issuance or authorization. Replacements shall not be made while the denial or delay is being appealed.

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.42 Subsequent Replacements

If the household has already been issued the maximum allowable number of countable replacement issuances or authorizations, a subsequent replacement shall be delayed until the CWD can verify that the replacement issuance or authorization being requested will not be countable.

.421 In an authorization document or direct access issuance system, it may also be necessary to delay subsequent replacements due to the time necessary to reconcile and post all transactions. In such cases, it may not be known at the time of the replacement request whether prior replacements were countable. The allotment shall be replaced when the CWD verifies that the limit on countable replacements will not be exceeded.

| .43 Replacement of Access Devices in an Automated Direct Access Issuance System

| In an automated direct access issuance system which uses an access device, the CWD shall replace an eligible household's access device when it is lost, stolen, destroyed, improperly manufactured or mutilated.

| .431 Upon notification by the household that an access device has been lost or stolen after receipt, the CWD shall immediately deactivate the initial access device to prevent its use by unauthorized individuals.

| .432 For access devices reported as lost in or stolen from the mail prior to receipt, the CWD shall comply with the requirements in Section 63-603.511 prior to deactivation.

| .433 An access device shall be replaced within the processing time frames specified in Section 63-603.411.

.5 Replacing Issuances Lost in the Mail or Stolen Prior to Receipt

.51 Prior to replacing issuances reported as lost in the mail or stolen prior to receipt by the household, the CWD shall comply with the following.

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- .511 Determine if the authorization documents or benefits were validly issued. If they were actually mailed, it must be determined if sufficient time has elapsed for their delivery or return. If a delivery of a partial allotment is reported, the CWD shall determine:
- (a) The value of the undelivered coupons; and
  - (b) Whether the report of receipt of a partial allotment is corroborated by evidence that the coupon loss was due to damage in the mail before delivery or by a discrepancy in the issuance unit's inventory.
- .512 Determine, to the extent possible, the validity of the request for a replacement issuance or authorization. This includes determining the following:
- (a) Whether the initial issuance has been returned to the CWD; or
  - (b) In an authorization document system, whether the initial authorization document has been transacted. If so, whether the recipient's signature on the authorization document matches the signature on the recipient's ID card or DFA 303; or
  - (c) In a Photo ID area, whether the ID serial number annotated on the authorization document matches the serial number on the recipient's ID card.
- .52 After making a replacement issuance or authorization, the CWD shall take any other corrective action which may be necessary, such as changing the address on the master issuance file.
- .53 CWDs shall offer to place households on an over-the-counter delivery system after the first report of nonreceipt; or when circumstances indicate a household may not receive its benefits or access device through the normal delivery system (e.g. the household has a history of reported nonreceipt of issuances or authorization documents). CWDs shall place a household on an over-the-counter delivery system after two replacement requests due to nonreceipt within a six-month period. The two requests may be for either an initial or a replacement authorization document, allotment or access device.

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.531 CWDs shall determine the length of time necessary to keep a household on an over-the-counter delivery system. CWDs may return a household to the regular delivery system if the CWD finds that the circumstances leading to the loss have changed and the risk of loss has lessened.

.532 The placement of a household on an over-the-counter delivery system and the length of time the household is on this system is not subject to the state hearing process.

.6 Replacing Issuances After Receipt

Upon receiving a request for replacement of an issuance reported as stolen or destroyed after receipt by the household, the CWD shall determine if the issuance was validly issued and comply with the following requirements for each type of replacement issuance.

.61 Prior to replacing an authorization document reported stolen after receipt by the household, the CWD shall determine the validity of the request for replacement as specified in Section 63-603.512.

.62 Prior to replacing destroyed coupons, authorization documents or food purchased with food stamps, the CWD shall determine that the destruction occurred in a household misfortune or disaster, such as, but not limited to, a fire or flood. The destruction shall be verified through a collateral contact or documentation from a community agency such as the fire department, the Red Cross or a home visit.

.63 Coupons received by a household and subsequently mutilated or found to be improperly manufactured shall be replaced in the amount of the loss. The CWD shall examine the coupons to determine the validity of the request and the amount of the coupons to be replaced. For replacement, three-fifths of a mutilated coupon shall be presented by a household. If less than three-fifths of a coupon remains, no replacement shall be made:

.631 If the CWD can determine the value of the improperly manufactured or mutilated coupons, the CWD shall replace the unusable coupons in a dollar-for-dollar exchange. After making the exchange the CWD shall:

- (a) Complete an FNS-135; and

<b>63-603</b>	<b>REPLACEMENT ISSUANCES (Continued)</b>	<b>63-603</b>
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- (b) Destroy the coupons as specified in Section 63-706.13.
- .632 If the CWD cannot determine the value of the improperly manufactured or mutilated coupons, the CWD shall:
  - (a) Cancel the coupons by writing or stamping "cancelled" across the face of the coupons; and
  - (b) Forward the coupons to FNS for a determination of the value.
- .64 Authorization documents received by a household and subsequently mutilated or found to be improperly manufactured shall be replaced only if they are identifiable. An authorization document is identifiable if the CWD is able to determine the amount of the issuance and that the authorization document was validly issued within the last 30 days.
- .641 If more than one authorization document was issued to the household and the CWD cannot determine which authorization document was mutilated, the replacement shall be issued in the lesser amount.
- .642 Improperly manufactured or mutilated authorization documents shall be surrendered to the CWD.
- .7 Documentation and Reconciliation of Replacements
  - .71 Case File Documentation
    - .711 CWDs shall document in the household's case file each request for replacement, the date, the reason and the disposition of the request.

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- | .712 The case file documentation may be recorded exclusively on the DFA 303.

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.72 Record of Replacements

CWDs shall maintain, in readily identifiable form, a record of the replacements granted to the household, the reason, the month, and whether the replacement was countable.

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- .721 The record may be a case action sheet maintained in the case file, notations on the master issuance file (if readily accessible), or another document maintained solely for this purpose.

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- .722 The record of replacements shall, at a minimum, provide information necessary to identify and differentiate among:

- (a) Authorization documents or coupons not received in, or stolen from the mail and authorization documents stolen after receipt; and
- (b) Replacement issuances or authorizations which are not subject to a replacement limit.

- .73 Reconciliation of Replacement Issuances in an Authorization Document or Automated Direct Access Issuance System

Upon completion of reconciliation activities in an authorization document or automated direct access issuance system, CWDs shall update the record of replacements to indicate whether both the initial and replacement authorization documents or authorizations were transacted. The record shall clearly indicate the status of the replacements as countable or noncountable.

- .74 Replacement Requests Made Late in the Issuance Month

When a replacement request is made late in the issuance month, the replacement shall be issued in a month subsequent to the month in which the initial authorization document or authorization was issued. All replacements shall be posted and reconciled to the month of issuance of the replacement and may be posted to the month of issuance of the initial authorization document or authorization in order to identify all duplicate transactions.

- .8 Further Action on Replacement Issuances

CWDs shall take further actions on replacements as follows:

- .81 On at least a monthly basis, CWDs shall report to the appropriate office of the Postal Inspection Service all authorization documents or access devices reported as lost or stolen in the mail.



<b>63-603</b>	<b>REPLACEMENT ISSUANCES (Continued)</b>	<b>63-603</b>
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- .811 CWDs shall assist the Postal Service during any investigation and shall, upon request, supply the Postal Service with facsimiles of originally transacted or replacement authorization documents or other issuance records, and a copy of the DFA 303.
- .812 CWDs shall advise the Postal Service if the initial authorization document or authorization is not transacted.
- .82 When both the initial and replacement authorization documents or authorizations are transacted, CWDs shall, at a minimum:
  - .821 Compare the handwriting on the authorization documents or transaction receipts or other issuance records to documents contained in the household's case file, including the DFA 303;
  - .822 Establish a claim determination where it appears that the household transacted or caused both authorization documents or authorizations to be transacted; and
  - .823 Refer the case to the CWD's investigation unit, where warranted.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 274.3; 7 CFR 274.6; and Sections 10554 and 18904, Welfare and Institutions Code.

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<b>63-604</b>	<b>USE OR REDEMPTION OF COUPONS BY ELIGIBLE HOUSEHOLDS</b>	<b>63-604</b>
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.1 Eligible Food

A household member should sign each coupon book issued to the household. The coupons may be used only by the household or an authorized representative to purchase eligible food for the household. Uncanceled and unendorsed coupons of \$1 denomination, returned as change by authorized retail food stores, may be presented as payment for eligible food. All other detached coupons may be accepted only if accompanied by the coupon book which bears the same serial number as the detached coupons. It is the right of the household or the authorized representative to detach the coupons from the book.

.2 Meals-on-Wheels

Food Stamp Program household members 60 years of age or over or Food Stamp Program household members who are housebound, physically handicapped, or otherwise disabled to the extent that they are unable to adequately prepare all their meals, and their spouses, may use coupons to purchase meals prepared for and delivered to them by a nonprofit meal delivery service authorized by FNS.

.3 Communal Dining

Food Stamp Program household members 60 years of age or over and their spouses are eligible to use coupons to purchase meals at communal dining facilities authorized by FNS for that purpose.

.4 Residents of Drug and Alcoholic Rehabilitation Centers, Group Living Arrangements, and Shelters for Battered Women and Children

.41 Members of eligible households who are narcotics addicts or alcoholics and who regularly participate in a drug or alcoholic treatment and rehabilitation program may use coupons to purchase food prepared for them during the course of such program by an institution authorized by FNS to redeem coupons at wholesalers, or which redeems coupons at retail food stores as the authorized representative.

.42 Eligible residents of a group living arrangement may use coupons to purchase meals prepared for them at the group living arrangement which is authorized by FNS to redeem coupons at wholesalers, or which redeems coupons at retail food stores as the authorized representative.

<b>63-604</b>	<b>USE OR REDEMPTION OF COUPONS BY ELIGIBLE HOUSEHOLDS</b>	<b>63-604</b>
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(Continued)

- .43 Eligible residents of shelters for battered women and children may use coupons to purchase meals prepared for them at a shelter authorized by FNS to redeem coupons at wholesalers, or which redeems coupons at retail food stores as the authorized representative.
- .5 Homeless Food Stamp Households
- Homeless food stamp households shall be allowed to use their food stamp benefits to purchase prepared meals from meal providers for the homeless.
- .6 Use of ID Cards
- Upon request, the household or the authorized representative shall present the household's ID card to the retail food store or meal service when exchanging food coupons for eligible food. When photo ID cards are in use, the person presenting the photo ID card need not be pictured on the card.
- .7 Exchange of Coupons for Eligible Food
- Coupons shall not be used to pay for any eligible food purchased prior to the time at which the coupons are presented to authorized retail food stores or meal services. Neither shall coupons be used to pay for any eligible food in advance of the receipt of food, except when prior payment is for food purchased from a nonprofit cooperative food purchasing venture.
- .8 Cash Change
- When change in an amount less than \$1 is required in a coupon transaction, the household shall receive the change in cash not to exceed 99 cents.
- However, in the case of homeless food stamp households, neither cash change nor credit slips shall be returned for coupons used for the purchase of prepared meals from authorized meal providers for the homeless. Such meal providers may use uncanceled and unmarked \$1 coupons which were previously accepted for meals served to food stamp recipients when change is required for \$5 and \$10 coupons.
- .9 Return of Coupons
- A household may redeem properly issued coupons at any authorized retail store even if the household is not currently eligible to participate in the Food Stamp Program. In the event of voluntary termination of participation in the program by a household, coupons may be returned to the CWD. The CWD shall complete the appropriate sections of the FNS 35 in accordance with the Fiscal Management and Control Handbook Section 25-1050.

<b>63-605</b>	<b>COUPON/ATP REPLACEMENTS</b>	<b>63-605</b>
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| .1 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

| .2 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

| .3 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

| .4 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

| .5 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

| .6 Renumbered to Section 63-706.4 by Manual Letter No. FS-91-03, effective 3/1/91.

| NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 274.6.

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**FOOD STAMP REGULATIONS**  
**COUPON ORDERING, STORAGE, AND ACCOUNTABILITY**

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**COUPON ORDERING, STORAGE AND ACCOUNTABILITY**

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63-701	COUPON ORDERING, DISTRIBUTION AND INVENTORY MANAGEMENT	63-701
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.1 Coupon inventory management. The CWD shall establish a coupon inventory management system which ensures that coupons are requisitioned and inventories are maintained in accordance with the requirements of these regulations.

.11 The CWD shall monitor the coupon inventories of the coupon issuers and bulk storage points to ensure inventories are neither excessive nor insufficient to meet issuance needs and requirements. In determining reasonable inventory needs the CWD shall consider, among other things, the ease and feasibility of resupplying such inventories from bulk storage point supplies within the CWD. The inventory levels at coupon issuers and bulk storage points should not exceed a six-month supply, taking into account coupons on hand and on order.

.12 The CWD shall establish an accounting system for monitoring the inventory activities of coupon issuers. The CWD shall review the FNS-250 from coupon issuers and bulk storage points, to determine the propriety and reasonableness of the inventories.

.13 The CWD shall use the following forms and/or reports as well as physical inventory controls to assure the accuracy of monthly reports, issuers' compliance with required inventory levels and the accuracy and reasonableness of coupon orders:

.131 FNS-261;

.132 FNS-300;

.133 DFA-300;

.134 FNS-259;

.135 FNS-471.

.136 Repealed by CDSS Manual Letter No. FS-94-02, effective 2/1/94.

<b>63-701</b>	<b>COUPON ORDERING, DISTRIBUTION AND INVENTORY MANAGEMENT (Continued)</b>	<b>63-701</b>
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.2 Coupon Controls

The CWD shall establish control and security procedures to safeguard coupons, similar to those used to protect currency. The exact nature of security arrangements shall depend on the CWDs' evaluation of local coupon issuance and storage facilities. These arrangements shall permit the timely issuance of coupons while affording a reasonable degree of security. The CWD and all persons or organizations acting on its behalf shall take the necessary precautions to:

- .21 Safeguard coupons from theft, embezzlement, loss, damage or destruction;
- .22 Avoid unauthorized transfer, negotiation or use of coupons;
- .23 Avoid issuance and transfer of altered or counterfeit coupons; and
- .24 Report promptly in writing to CDSS and FNS any loss, theft or embezzlement of coupons.

.3 Coupon Requisitions

.31 The CWD shall arrange for the ordering of coupons on the FNS-260 and the prompt verification and written acceptance of the contents of each coupon shipment.

.311 The CWD shall furnish the appropriate delivery hours and the names of the persons authorized to sign delivery acknowledgements by:

- (a) Completing the FNS-260 and/or
- (b) Submitting the Form FNS-33 to FNS, if applicable.

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.32 FNS review of requisitions. FNS will assess the reasonableness and propriety of coupon requisitions submitted by the CWDs based on prior inventory changes and will notify the CWD of any adjustments made to requisitions.

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<b>63-701</b>	<b>COUPON ORDERING, DISTRIBUTION AND INVENTORY MANAGEMENT (Continued)</b>	<b>63-701</b>
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.33 Coupon Ordering, Reordering and Inventory

.331 The initial order shall be by letter or on the FNS-260.

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- (a) The order should be for an estimated six-month supply.
- (b) The type and number of books and the resultant number of cartons ordered should be indicated on the FNS-260. It also should be clearly indicated if there will be any holidays over the two-month period following the requisition date on which shipping points will be closed and armored car deliveries will not be accepted.

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.332 CWDs shall maintain a three to six month's supply of coupons on hand.

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- (a) To prevent shortages when a three-month inventory, or less, is reached, CWDs may requisition another six month's supply.
- (b) To coincide with FNS's system of monthly cycling of coupon requisitions, CWDs are advised to prepare and transmit their FNS-260s to be received by FNS during the week containing the third Monday of the month. FNS-260s received by FNS earlier in the month will not be processed until that week.
- (c) The coupon supply should be received via armored car approximately six weeks from the cycling date. CWDs placing orders of ten cartons or less may receive deliveries by mail.

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.333 CWDs shall maintain a perpetual inventory of monthly issuance, inventory on hand, and inventory on order. CWD responsibility for inventory control is specified in Section 63-701.1.

<b>63-701</b>	<b>COUPON ORDERING, DISTRIBUTION AND INVENTORY MANAGEMENT (Continued)</b>	<b>63-701</b>
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- .334 The primary method for determining the size of the coupon orders is to average the number of coupon books used in the previous three months. However, to minimize shortages in coupon inventories, it is recommended that CWDs monitor participation to assist in determining future usage.

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.4 Coupon Shipment

.41 FNS Shipment of Coupons

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CWDs shall receive coupons from FNS in such denominations as FNS may determine necessary. Coupons shall be shipped directly to the CWD designated receiving points approved by FNS. CWDs shall be advised promptly by FNS using an FNS-261 when coupons are shipped to receiving points.

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.42 Shipment of Coupons by the CWD

- .421 Coupons shall be considered delivered to the CWD when FNS or its carrier has a signed receipt. Once coupons have been accepted by receiving points, any further movement of the coupons between coupon issuers and bulk storage points is at the risk of the CWD. To minimize the risk of loss, coupons shall be shipped by armored vehicle or some other method of transportation that affords the CWD the maximum security available.
- .422 In every instance when coupons are transported, the person(s) transporting coupons shall:
- (a) Acknowledge their receipt in writing;
  - (b) Accord the coupons as much protection as is reasonable; and

<b>63-701</b>	<b>COUPON ORDERING, DISTRIBUTION AND INVENTORY MANAGEMENT (Continued)</b>	<b>63-701</b>
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- (c) Advise issuance supervisors of the routes to be taken, the shipment departure time and the estimated arrival time.

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- (1) This information, if in written form, may be destroyed after the coupons have been received.

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.5 Specimen coupons

CWDs may make a written request to FNS for nonnegotiable specimen coupons for the administration of the Food Stamp Program and enforcement of the rules.

.51 The CWD shall store specimen coupons in secure storage with access limited to authorized personnel. The CWD shall maintain a record of specimen coupons received.

.52 Specimen coupons that are mutilated, improperly manufactured, or otherwise unusable, shall be destroyed by the CWD. Such destruction shall be witnessed by two persons. The CWD shall notify FNS of the destruction.

.53 Specimen coupons shall not be issued to private individuals or firms.

.6 Coupon Transfer

.61 Emergency Transfers

CWDs shall arrange for emergency transfers of coupons when it appears that an agent's supply will not last until the next shipment is received. All such transfers (with the exception of intra-USPS transfers) shall have CWD approval. Transfers between CWDs shall be approved by both CWDs. See Section 63-701.521(d) for reporting such transfers on the FNS 250. If a transfer cannot be made, CWDs shall advise FNS of the need for an emergency shipment and the reasons for it in writing.

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- .611 In the interest of time, the request may be relayed by telephone and confirmed in writing as soon as possible.

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.62 Transfer Procedure

- .621 Whenever a transfer of coupons occurs between two issuing agents or CWDs with different reporting point code numbers, the following procedure is required:

- (a) Both CWDs shall consent to the transfer.
- (b) The sending CWD shall initiate the FNS-300. This form shall accompany the coupons to the receiving CWD.
- (c) The receiving CWD shall complete the remainder of the document and return a receipted copy to the sending CWD.
- (d) The receiving CWD shall attach the FNS-300 to the FNS-250 for the month in which the transfer was accomplished as supporting documentation for submission to FNS.

.622 Responsibilities of CWDs

CWDs shall arrange for coupon transfers.

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- (a) CDSS staff will assist only in those cases where a statewide shortage exists.

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NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 274.7 and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-702</b>	<b>ISSUANCE AGENCY AND BULK STORAGE POINT RESPONSIBILITIES</b>	<b>63-702</b>
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.1 Receipt and Verification of Coupon Shipments

- .11 Coupon issuers, bulk storage points and claims collection points shall promptly verify and acknowledge, in writing, the contents of each coupon shipment or coupon transfer delivered to them and shall be responsible for the custody, care, control, and storage of coupons.

.111 Receipt of Coupons

- (a) Shipments shall be verified and receipted only by those persons so authorized on the FNS-260 or the FNS-33.
- (b) Issuing agencies shall authorize at least two employees as receiving agents to receipt for shipment of coupon books. If an armored car delivery of coupons arrives after normal business hours and an authorized person is not present, it shall not be accepted.

.112 Change in Designated Receiving Agents

The CWD shall submit the FNS-33 to CDSS whenever the name of the person authorized to receive shipments is changed or when the location where books are to be sent is changed.

.12 Shipment Verification

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- .121 The FNS-261 will be received just prior to, or approximately at the same time as, the shipment of food coupons. This form is a notice that food coupons previously requisitioned can be expected shortly.

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.122 The shipping point or receiving agent shall accept coupon shipments as follows:

- (a) Person(s) authorized to accept coupons shall verify that the number and type of each denomination being delivered agrees with those listed on the registered mail receipt and the FNS-261 before accepting them.



<b>63-702</b>	<b>ISSUANCE AGENCY AND BULK STORAGE POINT RESPONSIBILITIES</b>	<b>63-702</b>
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(Continued)

- (b) If there is no discrepancy between the number and type of each denomination delivered and the entries on the registered mail receipt, then the FNS-261 shall be signed, dated and attached to the FNS-250.
- (c) If there is a discrepancy between the number and type of each denomination being delivered and the entries on the FNS-261 and/or the registered mail receipt, the person(s) so authorized shall make the appropriate pen and ink changes to the document(s) containing the discrepancy so that they agree with the number and type of each denomination of coupons actually received. After these changes have been made, the agent shall sign, date and attach the FNS-261 to the FNS-250.
- (d) If the FNS-261 is not received within three days following receipt of the coupons, the receiving agent shall prepare a letter and attach it to the FNS-250.
  - (1) The letter shall state that it is being submitted in lieu of the FNS-261, which was not received. It shall include the number and type of each denomination of coupons that were received and the date of receipt.

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- (2) If the FNS-261 is received after the letter has been mailed, the FNS-261 may be discarded.

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- (e) Before use, each carton and box shall be examined according to the instructions on the respective labels.

.2 Reporting of Shortages/Overages Improperly Manufactured or Mutilated Coupons or Coupon Books Found Prior to Issuance

- .21 When a shortage or overage of coupons or coupon books is discovered, the agent shall complete the FNS-471 and have it signed by two witnesses.

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- .211 The number, type, condition of all the coupons or coupon books and the serial numbers of all the coupons and coupon books involved (including the prefix, suffix and year of the series) should be noted on the FNS-471. Any other relevant facts should be included in the "Remarks" section.
- .212 Any shortages or overages should be noted on the FNS-250.
- .213 The FNS-471 should be attached to the FNS-250.

**HANDBOOK ENDS HERE**

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.22 Improperly Manufactured or Mutilated Coupons or Coupon Books

- .221 When improperly manufactured or mutilated loose coupon books are found, the agent shall:
  - (a) Immediately cancel all the coupons and coupon books involved;
  - (b) Complete the FNS-471;
  - (c) Enter the number of books that are improperly manufactured or mutilated on the FNS-250;
  - (d) Destroy the coupon books as soon as possible as specified in Section 63-706.1; and
  - (e) Issue the remainder of the undamaged books.

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(Continued)

.222 When an entire carton or box contains improperly manufactured or mutilated coupon books, the agent shall:

- (a) Store the coupon books in a secure place;
- (b) Complete the FNS-471;
- (c) Request instructions for disposition of the coupon books from FNS; and
- (d) Where possible, issue the undamaged coupon books.

.23 Star Coupons and Books

.231 Star coupons and books are negotiable and shall be issued in the same manner as all other coupons and/or books.

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.232 Occasionally, coupons and/or coupon books are accidentally destroyed during the manufacturing process. When this happens, they are replaced by coupons and/or books which are identified by a star or the exclusion of a prefix letter and the remainder of the serial number will bear no resemblance to those on the other coupons or books in the sequence.

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.3 Beginning and Ending Inventories

- .31 The amount of coupons reported on hand at the beginning of the current month shall coincide with the amount reported as ending inventory in the previous month. The amount reported as ending inventory shall be based on the actual physical count of all coupons on hand on the last day of the month.
- .32 CWDs shall ensure that coupon inventories are in fact based on actual counts and should witness these counts on a selected basis. Issuance agents shall submit corrected reports when the current month reported beginning inventory does not coincide with the ending inventory reported for the previous month.

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(Continued)

.4 Shipments Received and Transferred

- .41 CWDs shall report coupons received and/or transferred in the month such receipts or transfers are actually accomplished. The agent originating a coupon transfer shall identify the receiving agent on the FNS-250 and keep a receipted copy of the FNS-300.

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- .42 Sections 63-701.3 and .4, 702.12, and Handbook Section 1102.3 fully describe the process of ordering, verifying and providing receipts for coupon shipments from FNS. To enable CWDs to verify the data reported on the FNS-250, contracted issuance agents are required to send the CWD a copy of the FNS-261 as specified in Section 63-702.6.

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.5 Inventory Accountability

CWDs shall maintain records of accountability for coupon books. Contracted agents may be delegated this responsibility. Such delegation shall not, however, relieve or discharge the CWDs of liability for coupon books.

- .51 CWDs' accountability records shall show the serial numbers and number of books received, the serial numbers and number of books distributed to other offices for issuance (or the number issued), and the balance of books on hand.
- .52 The person responsible for CWD storage shall provide a receipt for use in making entries on coupon book inventory records.

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(Continued)

| .53 The responsible person shall assure that a running inventory of all unissued stamps in the CWD is maintained.

| .6 Coupon Accountability to FNS

| .61 Each coupon issuer and bulk storage point shall report monthly to the CWD using the FNS-250 and supporting documents. These reports shall be signed by the coupon issuer or appropriate corporate official, certifying that the information is true and correct to the best of that person's knowledge and belief. All copies of the FNS-250 shall have original signatures.

| .62 The FNS-250 shall be prepared after the close of each issuance month and submitted to FNS by the CWD.

| .621 Each issuing unit shall prepare a FNS-250 which the CWD shall consolidate into a single report if the CWD is self-issuing.

| .622 If the CWD contracts for issuance, a separate FNS-250 shall be required for each reporting point.

| .623 CWDs are not responsible for submitting a consolidated FNS-250 for all their contracted issuance agents. However, the CWD shall submit all FNS-250s for the CWD and/or its agents. CWDs are responsible for reconciling any differences between their records and those of the issuance agents.

| .63 Supporting Documentation

| Supporting documentation shall be submitted which will allow for verification of the FNS-250.

| .631 Documentation shall include, but is not limited to, documents supporting coupon shipments, transfers and issuances.

| .632 In CWDs using an authorization document issuance system, coupon issuers shall submit transacted authorization documents batched according to each day's activity, in accordance with the schedule prescribed by the CWD, but, in any case, not less often than monthly.

<b>63-702</b>	<b>ISSUANCE AGENCY AND BULK STORAGE POINT RESPONSIBILITIES</b>	<b>63-702</b>
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(Continued)

.64 Mail Issuance Activity

All mail issuance activity, including the value of mail issuance replacements, shall be reported on the FNS-250. When the initial allotment (first benefits issued for a particular month to an on-going household) is returned to inventory as specified in Section 63-706.31 and the replacement issuance is also issued during the month in which the initial benefits were issued, the replacement shall not be reported.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2; 7 CFR 274.4; 7 CFR 274.7; 7 CFR 274.8; and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-703</b>	<b>RECONCILIATION</b>	<b>63-703</b>
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CWDs shall account for all issuances through a reconciliation process appropriate for the type of issuance system employed.

.1 All Issuance Systems

All issuance systems' coupon issuers shall reconcile their issuances daily using daily tally sheets, cashier's daily reports, tapes or printouts.

.2 Record for Issuance

.21 In issuance systems using a record-for-issuance all issuances authorized for the month shall be merged into one record-for-issuance at the end of each month.

.211 All issuances made during the month shall be posted to the record-for-issuance.

.212 The record-for-issuance shall then be compared with the master issuance file and findings from this comparison reported on the FNS-46 as specified in Section 63-704.15.

.22 In issuance systems where no record-for-issuance is used, issuances made during each month shall be reconciled to the master issuance file and findings from this reconciliation reported on the FNS-46 as specified in Section 63-704.15.

<b>63-703</b>	<b>RECONCILIATION (Continued)</b>	<b>63-703</b>
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.3 Authorization Document Systems

The following additional steps shall be followed in an authorization document system:

- .31 The transacted value of authorized coupon issuances shall be determined and verified.
- .32 Any batches of transacted authorization documents that do not reconcile shall be maintained intact by the CWD until the discrepancy is resolved with the coupon issuer and/or a review of the case files is completed.
- .33 All transacted authorization documents shall be compared with the record-for-issuance or master issuance file as appropriate. Any documents that do not match with the record-for-issuance or master issuance file shall be identified and reported as specified in Section 63-704.15.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 274.4 and Sections 10554 and 18904, Welfare and Institutions Code.

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<b>63-704</b>	<b>COUNTY WELFARE DEPARTMENT AND CONTRACTED ISSUANCE AGENTS REPORTING RESPONSIBILITIES</b>	<b>63-704</b>
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.1 Reporting Requirements

.11 The CWD shall report to FNS and CDSS 30 days in advance whenever there is a creation, relocation or termination of a project area, issuance point, reconciliation point, replacement point, bulk storage reporting point or coupon shipment receiving point.

.111 Initial notification may be made by telephone but the CWD shall confirm the information in writing.

.112 Changes in bulk storage reporting and coupon shipment receiving points may be reported on the FNS-33.

.12 The CWD shall assign a due date for the submittal of the FNS-250 by the coupon issuers and bulk storage points to the CWD. The CWD shall review FNS-250s for accuracy, completeness and reasonableness. The CWD shall attest to the accuracy of these reports and submit them to FNS and CDSS so that they will be received by the 45th day following the end of the report month. Any revisions to the FNS-250 for a given month shall be submitted to FNS within 105 days after the end of the report month. See Section 63-702.62 for preparation instructions on the FNS-250.

.13 The CWD shall complete the FNS-259 for each project area issuing coupons through a regular mail issuance or direct mail issuance system. The CWD shall verify the issuance by comparison with the issuance on the appropriate coupon issuer's FNS-250. The FNS-259 shall be submitted to FNS and CDSS so that it will be received by the 45th day following the end of each quarter.

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**HANDBOOK BEGINS HERE**

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.14 FNS will review each FNS-250 submitted through the CWD for completeness, accuracy, and reasonableness and shall reconcile inventory with shipping records. FNS will review CWD verification of coupon issuer and bulk storage point monthly reports. FNS may supplement this review by unannounced spot checks of inventory levels and coupon security arrangements at selected coupon issuers and bulk storage points.

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<b>63-704</b>	<b>COUNTY WELFARE DEPARTMENT AND CONTRACTED ISSUANCE AGENTS REPORTING RESPONSIBILITIES (Continued)</b>	<b>63-704</b>
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- .15 The CWD shall submit the FNS-46 to FNS and CDSS. The report shall be prepared at the level of the CWD where the actual reconciliation of the record-for-issuance and master issuance file occurs.
  - .151 The CWD shall identify and report the number and value of all issuances which do not reconcile with the record-for-issuance and master issuance file, as well as the number and value of all issuances which do not reconcile with the record-for-issuance or the master issuance file. All unreconciled issuances shall be identified.
  - .152 The report shall be received no later than 60 days following the end of the report month.
- .16 The CWD shall prepare and submit to FNS a DFA 256 so that it will be received in FNS by the 45th day following the report month.
  - .161 The CWD shall compile data after the end of the issuance month on transactions completed in a direct access or authorization document issuance system. These figures shall include all issuances supported by issuance documents including expired, altered, stolen, counterfeit and duplicate issuances which occurred during the report month. The CWD shall report only once households which have transacted duplicate authorization documents (including replacement authorization documents).
- .17 The CWD shall prepare the DFA 358 from the same source documents as the DFA 256 and shall submit it to CDSS no later than 45 days after July 31 each year.
- .18 The CWD shall prepare and submit the DFA 296 to CDSS on or before the 20th day of the month following the report month.
- .19 The CWD shall prepare and submit the DFA 296X to CDSS on or before the 20th day of the month after the end of each calendar quarter.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2; 7 CFR 271.7; 7 CFR 274.1; 7 CFR 274.4; and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-705</b>	<b>ISSUANCE RECORD RETENTION AND SECURITY</b>	<b>63-705</b>
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.1 Availability of Issuance Records

.11 The CWD shall maintain issuance and reconciliation records for a period of three years from the month of origin. This period may be extended at the written request of FNS.

.12 Issuance records shall include, at a minimum:

- | (a) Notices of Action;
- | (b) The DFA 286;
- | (c) Transacted authorizing documents;
- | (d) The FNS-250 and substantiating documents;
- | (e) The DFA 293;
- | (f) The DFA 289;
- | (g) Master issuance files;
- | (h) Records-for-issuance for each month; and
- | (i) Any roster or lists produced by issuance systems.

.13 In lieu of the records, easily retrievable microfilm, microfiche, or computer tapes which contain the required information may be maintained.

.2 Security and Control of Issuance and Accountable Documents

.21 Issuance Documents

The CWD shall control all issuance documents which establish household eligibility while the documents are transferred and processed within the county. These issuance documents include access devices and numbered transaction receipts if used in an automated direct access issuance system. The CWD shall use numbers, batching, inventory control logs or similar controls from the point of initial receipt through the issuance and reconciliation process. The CWD shall also insure the security and control of authorization documents in transit from the manufacturer to the county welfare office.

<b>63-705</b>	<b>ISSUANCE RECORD RETENTION AND SECURITY (Continued)</b>	<b>63-705</b>
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.22 Accountable Documents

HIR cards, authorization documents and mandated photo ID cards shall be considered accountable documents. The CWD shall provide the following minimum security and control procedures for these documents:

- .221 Preprinted serial numbers;
- .222 Secure storage;
- .223 Access limited to authorized personnel;
- .224 Bulk inventory control records;
- .225 Subsequent control records maintained through the point of issuance or use; and
- .226 Periodic review and validation of inventory controls and records by parties not otherwise involved in maintaining control records.

.23 Notice of Change and ID Card Security

For Notices of Change which initiate, update or terminate the master issuance file, blank ID cards, blank access devices and transaction receipts the CWD shall, at a minimum, provide secure storage and limit access to authorized personnel.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2; 7 CFR 271.7; 7 CFR 274.1; and 7 CFR 274.11; and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES</b>	<b>63-706</b>
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.1 Unusable Coupons

- .11 The CWD shall require coupon issuers, bulk storage points and claims collection points to dispose of unusable coupons, received from the manufacturer or received as payment for claims, within 30 days from the close of the month in which they were received. There is no dollar limit on the amount of coupons which may be disposed of by the CWD. Disposal shall be by one of the following two methods:
  - .111 Sending unusable coupons, along with any documentation the CWD has deemed appropriate, to the CWD for destruction; or

<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES (Continued)</b>	<b>63-706</b>
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- .112 Holding the unusable coupons in secure storage pending examination and destruction by the CWD at the coupon issuance, bulk storage or claims collection point.
- .12 Prior to the destruction of improperly manufactured coupons, mutilated coupons or coupon books that were received from households for claims, the CWD shall:
  - .121 Verify that the coupons were improperly manufactured or mutilated. If one or more boxes of coupons were improperly manufactured, the CWD shall contact FNS for instructions prior to disposition of the coupons. If FNS has not responded within 30 days, the CWD shall destroy the coupons and document the manufacturing irregularity and the book numbers. A copy of the CWD's request to FNS for permission to destroy shall be retained.
  - .122 If it cannot be determined whether the coupons or coupon books were in fact improperly manufactured or the coupon's value cannot be established, the CWD shall write or stamp "cancelled" across the face of the coupon(s) and coupon book(s) and promptly forward a written statement of findings and the cancelled coupon(s) or coupon book(s) to FNS for determination.
- .13 The CWD shall destroy the coupons and coupon books by burning, shredding, tearing or cutting so they are not negotiable. Two CWD designated employees shall witness and certify the destruction information as follows:
  - .131 The destruction of improperly manufactured, mutilated or exchanged coupons shall be reported on the FNS-471 and submitted with the FNS-250 for the appropriate month. For coupons received from recipients, a FNS-135 shall be completed and retained by the CWD as documentation with the FNS-471.

<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES (Continued)</b>	<b>63-706</b>
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- .132 The destruction of coupons received from claims collection points that are the result of the payment of household claims shall be reported on the FNS-471 and submitted with the FNS-209. A FNS-135 shall be completed and retained at the CWD for future audit purposes. A CWD may consolidate its monthly FNS-471 for claims collection destruction reporting by providing one form which reflects the total claims destruction figure for the month. If the CWD chooses to do this they shall also:
- (a) Attach a breakdown which reports the required FNS-471 information for each reporting point; and
  - (b) Retain all individual FNS-471s for future review and audit purposes.
- .2 Authorization Documents Mutilated or Otherwise Rejected During Processing
- The CWD shall void all authorization documents mutilated or otherwise rejected during the preparation process. The voided authorization documents and access devices shall either be filed for audit purposes or destroyed, provided destruction is witnessed by at least two persons and the CWD maintains a list of all destroyed authorization documents.
- .3 Undeliverable or Returned Coupons, Authorization Documents and Access Devices
- The CWD shall exercise the following security and controls for authorization documents, access devices and coupons that are undeliverable or returned during the valid issuance period. The FNS-471 and FNS-135 shall be completed by the CWD, as appropriate.
- .31 Coupons which are in book form, complete with original and unsigned covers, shall be returned to inventory and noted as such on the issuance log.

<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES (Continued)</b>	<b>63-706</b>
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.32 Returned authorization documents and access devices shall be recorded in the control log noting the serial number, household name and case number.

.321 The documents and access devices shall be kept in secure storage with limited access.

.322 The documents and access devices may be voided as long as households which report nondelivery are provided an immediate replacement.

.4 Exchange of Old Series Food Coupons for New Series Coupons

.41 Old Series Coupons Exchange

Households which have old series (no longer issued) coupons shall be entitled to a dollar for dollar exchange of old series coupons for current series coupons. Households in possession of old series coupons shall submit the coupons and a request for exchange to the CWD.

.42 Methods of Exchange

CWDs may make direct exchanges to claimants or request FNS to make the exchange. CWDs may utilize either of these methods as described below.

.421 Exchange Performed by CWDs.

(a) When a recipient requests an exchange, the CWD shall determine the validity of the claim by considering the previous eligibility status of the claimant, the possibility that excessive amounts (over \$100) of food coupons are offered for exchange, and the authenticity of the submitted food coupons.

(b) If satisfied that the request for exchange is valid, the CWD shall complete the FNS-135.

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(1) Care should be exercised to insure that the claimant signs the original and both copies of the FNS-135.

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<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES (Continued)</b>	<b>63-706</b>
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- (c) After the transaction is completed, all loose new series food coupons resulting from the exchange and all old series coupons shall be cancelled immediately and destroyed as soon as possible. Destruction shall be accomplished by burning, shredding, tearing or cutting food coupons sufficiently to make them nonnegotiable. At the time of each destruction, the FNS-471 shall be completed.
- (d) A consolidated FNS-471 shall be completed and attached to the original and duplicate of the FNS-250 at the end of each monthly reporting period. The consolidated FNS-471 must be signed by the same official who signs the FNS-250. One copy of the consolidated form shall be retained for audit purposes.
- (e) The number of new series food coupon books given in exchange or destroyed shall be reported on the FNS-250.

.422 Exchange Performed by FNS

- (a) The CWD shall determine the validity of the claim as specified in Section 63-706.421(a).
- (b) If satisfied that the request for exchange is valid, the CWD shall complete the FNS-135.

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- (1) Care should be exercised to insure that the claimant signs the original and both copies of the FNS-135.

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- (c) All old series food coupons submitted for exchange shall be cancelled immediately and destroyed as soon as possible. Destruction shall be accomplished by burning, shredding, tearing or cutting food coupons sufficiently to make them nonnegotiable. At the time of each destruction, the FNS-471 shall be completed.



<b>63-706</b>	<b>HANDLING AND/OR DESTRUCTION OF UNUSABLE, UNDELIVERABLE OR RETURNED COUPONS, AUTHORIZATION DOCUMENTS AND ACCESS DEVICES (Continued)</b>	<b>63-706</b>
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- (d) FNS will forward new series food coupons directly to the claimant and advise the requesting office accordingly.

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- (e) The CWD shall make direct inquiry to FNS, if after 60 days the claimant reports that the exchange has not been received.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 274.7, FNS waiver exemption letter to Linda S. McMahon, Director, CDSS dated October 23, 1989; Food and Consumer Services, FNS 250 Food Stamp Coupon Accountability Report Clarification, dated December 31, 1991, and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-707</b>	<b>COUNTY WELFARE DEPARTMENT AND CONTRACTED ISSUANCE AGENTS REPORTING RESPONSIBILITIES</b>	<b>63-707</b>
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Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-708</b>	<b>ISSUANCE RECORD RETENTION AND SECURITY</b>	<b>63-708</b>
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Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

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**FOOD STAMP REGULATIONS  
CORRECTIVE ACTIONS**

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**FOOD STAMP REGULATIONS  
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<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS</b>	<b>63-801</b>
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.1 Establishing Claims Against Households and/or Against Sponsors of Alien Households

All adult household members shall be jointly and individually liable for the value of any overissuance of benefits to the household. The CWD shall establish a claim, in accordance with Section 63-801.2, against any household that has received more food stamp benefits than it is entitled to receive or any household which contains an adult member who was an adult member of another household that received more food stamp benefits than it was entitled to receive, except as specified in Section 63-801.12. Any sponsor of an alien and the sponsored alien shall be held jointly and individually liable for repayment of any overissuance of food stamp benefits that results from incorrect information provided by the sponsor. In such cases, the CWD shall establish a claim against the sponsor or the alien household as provided in Section 63-801.13. In instances of trafficking, any person who is connected to the household, such as an authorized representative, who actually traffics or otherwise caused an overissuance or trafficking, shall be liable for the repayment of the trafficking claim.

.11 Time Frame for Establishing Inadvertent Household Error, Administrative Error, and Intentional Program Violation Claims

The CWD shall take action, within the time frames of this section, to establish a claim against any household that received an overissuance due to an inadvertent household or administrative error. Intentional Program violation claims shall be established and handled in accordance with Section 63-801.23.

.111 The CWD shall take action on inadvertent household and administrative error claims for which less than three years have elapsed between the month the overissuance occurred and the month the CWD determined by computation that an overissuance occurred, irrespective of the date the DFA 842 was completed.

.112 The CWD shall not take action on inadvertent household and administrative error claims for which more than three years have elapsed between the month the overissuance occurred and the month the CWD determined by computation that the overissuance occurred irrespective of the date the DFA 842 was completed.

<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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.12 No claim shall be established if an overissuance occurred as a result of an administrative error which resulted in an overissuance of \$35 or less, or as the result of the following:

.121 The CWD failed to ensure that a household fulfilled the following procedural requirements:

- (a) Signed the application form;
- (b) Completed a current work registration form;
- (c) Was certified in the correct county.

.122 The household transacted, but did not alter an expired authorization document.

.13 Claims Against Alien Households and Sponsors of Alien Households

.131 The CWD shall hold the alien's household solely liable for repayment of an overissuance in benefits, and establish a claim against the household, if the CWD determines that the sponsor had good cause or was not at fault for providing the incorrect information that resulted in the overissuance.

.132 If the CWD determines that the sponsor did not have good cause, or was at fault, as specified in Section 63-801.413, the CWD shall establish a claim for the overissuance against either the sponsor or the sponsored alien's household, or both. The CWD either shall establish claims against both parties at the same time or establish a claim against the party it deems most likely to repay first.

(a) If a claim is established against the sponsor first, the CWD shall ensure that a claim is established against the household whenever the sponsor fails to respond within 30 days of receipt to the notice of action requesting repayment.

(b) The CWD shall return to the sponsor and/or the household any amounts repaid in excess of the total amount of the claim as determined on the DFA 842.

.2 Types of Claims

The CWD shall categorize and account for all claims against households as inadvertent household error claims, administrative error claims or intentional Program violation claims.

<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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.21 Inadvertent Household Error Claims

- .211 A claim shall be handled as an inadvertent household error claim if the overissuance was caused by a misunderstanding or unintended error on the part of the household or the sponsor of an alien household. This shall also apply to such errors made by categorically eligible households, provided the claim can be calculated based on a change in net income and/or household size.
- .212 Instances of inadvertent household error which may result in a claim include, but are not limited to, the following:
- (a) The household, or the sponsor unintentionally failed to provide the CWD with correct or complete information.
  - (b) The household unintentionally failed to report to the CWD changes in household circumstances or the circumstances of its sponsor.
  - (c) The household unintentionally received benefits or more benefits than it was entitled to receive pending a state hearing decision because the household requested a continuation of benefits based on the mistaken belief that it was entitled to such benefits.

.22 Administrative Error Claims

- .221 A claim shall be handled as an administrative error claim if the overissuance was caused by the action or inaction of any CWD. This shall also apply to categorically eligible households only when the CWD incorrectly determined the household's net income and/or household size. The only exception is an overpayment caused by a household transacting an untampered Authorization to Participate (ATP) card.
- .222 CDSS does not compromise overissuances with the exception of administrative error overissuances in which allotment reduction began on or after March 1, 2000. These administrative error overissuances are automatically compromised and recouped pursuant to the Lomeli v. Saenz court case settlement agreement. This agreement stipulates that administrative error overissuances are to be recouped by reducing the monthly allotment by five percent or \$10.00, whichever is greater for up to a total of 36 consecutive calendar months.
- .223 Instances of administrative error which may result in a claim include, but are not limited to, the following:
- (a) The CWD failed to take prompt action on a change reported by the household.
  - (b) The CWD incorrectly computed the household's income or deductions, or otherwise assigned an incorrect allotment.

<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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- (c) The CWD incorrectly issued duplicate authorization documents which were subsequently transacted by the household.
- (d) The CWD continued to provide a household with food stamp allotments after its certification period had expired without benefit of a reapplication determination.
- (e) The Agency failed to provide a household a reduced allotment because its PA grant increased.

.23 Intentional Program Violation Claims

.231 A claim shall be handled as an intentional Program violation claim for an overissuance or trafficking only if an administrative disqualification hearing official or a court of appropriate jurisdiction has determined that a household member or the sponsor had committed an intentional Program violation, as defined in Section 20-300.1 or if an individual accused of intentional Program violation has signed either a Disqualification Consent Agreement or an Administrative Disqualification Hearing Waiver as defined in Sections 63-102(a)(2) and (d)(6). Prior to a determination of intentional Program violation the claim against the household shall be established and handled as an inadvertent household error claim.

.232 Repealed by Manual Letter No. FS-87-12, effective 10/1/87.

.3 Calculating the Amount of Claims

.31 Inadvertent Household and Administrative Error Claims

.311 For each month that a household received an overissuance due to an inadvertent household or administrative error, the CWD shall determine the correct amount of food stamp benefits the household was entitled to receive.

- (a) The CWD shall not allow claims established prior to April 1, 1984 to be recalculated for non-IPV-caused overissuances which occurred more than 12 months prior to the month of discovery.

For an IPV claim, calculate the claim back to the month that the IPV first occurred.

- (b) The CWD shall calculate the amount of the overissuance which occurred during the six years preceding the date the overissuance was discovered. The CWD shall not include in its calculation any amount of the overissuance which occurred in a month more than six years prior to the date the overissuance was discovered.



<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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(c) In cases involving reported changes, the CWD shall determine the month the overissuance initially occurred as follows:

(1) If, due to an inadvertent error on the part of the household, the household failed to report a change in its circumstances within the time frames required in Section 63-505, the first month affected by the household's failure to report shall be the first month in which the change would have been effective had it been timely reported. However, in no event shall the CWD determine as the first month in which the change would have been effective any month later than two months from the month in which the change in household circumstances occurred.

(2) Section 63-801.311(c)(2)(MR) shall become inoperative and Section 63-801.311(c)(2)(QR) shall become operative in a county on the date QR/PB becomes effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) For monthly reporting households, a claim shall be established when the household fails to report a change on the CA 7 by the extended filing date for the appropriate report month. For nonmonthly reporting households, a claim shall be established if the household fails to report a change within 10 days of the date the change became known.

(QR) For QR households, a claim shall be established when the household fails to report a change on the QR 7 for the appropriate Data Month and the QR Payment quarter was incorrectly computed based on failure of the recipient to report a change or a timely QR 7 was not submitted (see Handbook). For change reporting households, a claim shall be established if the household fails to report a change within 10 days of the date the change became known.

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Example: A QR 7 is not received timely and a 10-day notice cannot be sent to the recipient to reduce benefits beginning with the next QR Payment quarter: In the January/February/March quarter, a recipient submits the QR 7 on March 28, after the deadline for timely submission. After redetermining benefits based on information reported on the QR 7, the CWD determines that the April/May/June benefits should be reduced due to income reported on the QR 7. The QR 7 was submitted too late in the month for the CWD to provide 10-day notice and decrease benefits for April. The CWD issues a 10-day notice of decrease effective for May; pays benefits at the March level in April, and adjusts benefits to the correct amount for May and June. The difference between the May/June benefit amount and the April benefit amount is an O/I.

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- (3) If the household timely reported a change, but the CWD did not act on the change within the required time frames, the first month affected by the CWD's failure to act shall be the first month the CWD would have made the change effective had it timely acted. However, in no event shall the CWD determine as the first month in which the change would have been effective any month later than two months from the month in which the change in household circumstances occurred.
- .312 If the household received a larger allotment than it was entitled to receive, the CWD shall establish a claim against the household equal to the difference between the allotment the household received and the allotment the household should have received.
- (a) For categorically eligible households, a claim shall be determined only when the amount of the overissuance can be calculated on the basis of the household's net income and/or household size.
  - (b) For further action required when the overissuance is discovered for a month or months in which any member has already performed a Workfare or work component requirement, see Section 63-407.89.
  - (c) When determining the amount of benefits the household should have received, the CWD shall not apply the 20 percent earned income deduction to that portion of earned income which the household failed to report.

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- .313 After calculating the amount of the inadvertent household or administrative error claim, the CWD shall offset the amount of the claim against any amounts which have not yet been restored to the household as a restoration of lost benefits in accordance with Section 63-802.54. The CWD shall then initiate collection action for the remaining balance, if any.

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The California Department of Social Services and the CWDs are permanently enjoined by court order in Lopez v. Glickman from applying that part of 63-801.313 regarding the offset of administrative error claims. CWDs shall not offset the amount of an administrative error claim against any amount of lost benefits which have not yet been restored to the household.

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.32 Intentional Program Violation Claims

- .321 For each month that a household received an overissuance due to an act of intentional Program violation, the CWD shall determine the correct amount of food stamp benefits, if any, the household was entitled to receive. The amount of the intentional Program violation claim shall be calculated back to the month the act of intentional Program violation occurred, regardless of the length of time that elapsed until the determination of intentional Program violation was made or the date the Waiver of Right to an Administrative Disqualification Hearing or Disqualification Consent Agreement was signed.

However, the CWD shall not include in its calculation any amount of the overissuance which occurred in a month more than six years from the date the overissuance was discovered or prior to March 1, 1979. If the household member is determined to have committed intentional Program violation by intentionally failing to report a change in its household's circumstances, the first month affected by the household's failure to report shall be the first month in which the change would have been effective had it been reported. However, in no event shall the CWD determine as the first month in which the change would have been effective any month later than two months from the month in which the change in household circumstances occurred.

- .322 If the household received a larger allotment than it was entitled to receive, the CWD shall establish a claim against the household equal to the difference between the allotment the household received and the allotment the household should have received.

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.323 When determining the amount of benefits the household should have received, the CWD shall not apply the 20 percent earned income deduction to that portion of earned income which the household intentionally failed to report as determined by an administrative disqualification hearing or a court of appropriate jurisdiction or by the signing of an Administrative Disqualification Hearing Waiver or a Disqualification Consent Agreement.

.324 Once the amount of the intentional Program violation claim is established, the CWD shall offset the claim against any amount of lost benefits that have not been restored to the household as lost benefits in accordance with Section 63-802.54.

.33 Trafficking-Related Claims

.331 Claims arising from trafficking-related offenses will be the value of the trafficked benefits as determined by the following:

(a) Admission by the individual;

(b) Adjudication; or

(c) Documentation that is the basis for the trafficking determination.

.332 The CWD must establish a claim before the last day of the quarter following the quarter that the overpayment or trafficking incident was discovered. The CWD will ensure that no less than 90 percent of all claim referrals are established or disposed of in this time frame.

.4 Collecting Claims Against Households and Sponsors of Alien Households

.41 Criteria for Initiating Collection Action on Inadvertent Household and Administrative Error Claims

.411 CWDs shall initiate collection action against the household for all inadvertent household error claims, or administrative error claims or against the sponsor in accordance with Section 63-801.413, unless one of the following conditions apply:

(a) The total amount of the claim is less than \$35, and the claim cannot be recovered by reducing the household's allotment.

(b) The CWD has documentation which shows that the household or the sponsor of an alien household cannot be located.

.412 The CWD may postpone collection action on inadvertent household error claims in cases where an overissuance is being referred for possible legal prosecution or for administrative disqualification, and the CWD determines that collection action will prejudice the case.

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.413 Prior to initiating collection action against the household of a sponsored alien for repayment of an overissuance caused by incorrect information having been provided concerning the alien's sponsor or sponsor's spouse, the CWD shall determine whether such incorrect information was provided due to inadvertent error or intentional Program violation on the part of the alien or the alien's sponsor. The CWD shall inform the alien's sponsor that neither the sponsor nor his/her spouse shall be held responsible for repayment of the overissuance if the sponsor can demonstrate that he/she had good cause or was not at fault for the incorrect information having been provided to the CWD.

(a) A sponsor will be without fault or have good cause for not providing correct information only when the sponsor has met all of his/her responsibilities in providing correct information, but the alien has not.

(b) A sponsor shall not be held at fault for a CWD administrative error.

.42 Criteria for Initiating Collection Action on Intentional Program Violation Claims

If an administrative disqualification hearing official or a court of appropriate jurisdiction finds that a household member or the sponsor of an alien household member committed intentional Program violation or if an individual accused of intentional Program violation signs either an Administrative Disqualification Hearing Waiver or Disqualification Consent Agreement, the CWD shall initiate collection action against the individual's household or the sponsor of the alien household member. In addition, to the extent possible, the CWD shall make a personal contact with the household and/or its sponsor.

.421 The CWD shall initiate such collection unless:

(a) the household has repaid the overissuance already,

(b) the CWD has documentation which shows the household (and its sponsor, if an alien household), cannot be located, or,

(c) the CWD determines that collection action will prejudice the case against a household member referred for legal prosecution.

.422 The CWD shall initiate collection action for an unpaid or partially paid claim even if collection action was previously initiated against the household while the claim was being handled as an inadvertent household error claim. In cases where a household member was found guilty of intentional Program violation by a court or has signed a Disqualification Consent Agreement, the CWD shall request that the matter of restitution be brought before the court or addressed in the agreement reached between the prosecutor and accused individual.

**63-801 CLAIMS AGAINST HOUSEHOLDS (Continued)**

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**.43 Initiating Collection on Claims**

**.431** CWDs shall initiate collection action by providing the household or the sponsor of an alien household an initial notice of action to begin collection action and requesting repayment. (Subsequent demand letters or notices may be sent at the discretion of the CWD.) The due date or time frame for repayment must be no later than 30 days after the date of the initial notice of action, and shall provide the following information:

- (a) The amount owed, the type (IPV, IHE, or AE) and reason for the claim, the period of time the claim covers, how the claim was calculated, any offsetting that was done to reduce the claim, how the household or its sponsor may pay the claim, the household's or the sponsor's right to a state hearing if the household or the sponsor disagrees with the amount of the claim, and that the household has 90 days to request a fair hearing.
- (b) If the household already has had a state hearing on the amount of the claim as a result of consolidation of the administrative disqualification hearing with the state hearing, the household shall be advised that they have no right to another state hearing on the amount of the claim.
- (c) If there is an individual or organization that will provide free legal representation, the household shall be advised of the availability of these services.
- (d) The household, or the sponsor shall be informed of the length of time the household has to decide which method of repayment it will choose and inform the CWD of its decision, and of the fact that the household's allotment will be reduced if the household fails to agree to make restitution.
- (e) (Reserved)
- (f) Claim collection will be from all adults who were in the household when the overpayment occurred.
- (g) The household has the opportunity to inspect and copy any records related to the claim.
- (h) If the claim is not paid, it may be sent to other collection agencies that may use various methods to collect the claim.
- (i) If not paid, the claim will be referred to the Federal government for collection. However, the household may make a written agreement to pay the claim amount prior to referral for Federal action.

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- (j) If the claim is not received by the due date and becomes delinquent, the household may be subject to additional processing charges and will be subject to involuntary collection action(s).
- (k) A due date or time frame to repay or make arrangements to repay the claim, unless the CWD will impose an allotment reduction. (If allotment reduction is to be imposed, the percentage to be used and effective date must be stated.)
- (l) Any household or sponsor against which the CWD has initiate collection action shall be informed of their right to request renegotiation of any repayment schedule to which the household or the sponsor has agreed should the economic circumstances of the household or the sponsor undergo a change.
  - (1) A change in economic circumstances shall include, but not be limited to, changes in income, resources, or expenses. A change in household allotment shall not constitute a change in economic circumstances.

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- (m) The recommended CDSS developed forms to use for requesting repayment of claim determinations are the DFA 377.7B, the DFA 377.7D, and the DFA 377.7F.

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- .432 If the household pays the claim, payments shall be accepted and submitted to CDSS in accordance with the procedures outlined in Section 63-801.8.
- .44 Action Against Households and Sponsors of Alien Households Who Fail to Respond
  - .441 The CWD shall reduce the household's Food Stamp benefits without further notice as specified in Section 63-801.73, when:
    - (a) Collection action has been initiated against the household or the sponsor for repayment of a claim; and
    - (b) The household is currently participating in the Food Stamp Program; and
    - (c) The household does not respond to the notice of action requesting repayment within 30 days of the date the notice is mailed.

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.442 Other Collection Methods

- (a) The CWD shall pursue other collection actions, as appropriate, to obtain restitution of a claim against any household or sponsor who fails to respond to a written demand letter for repayment of any IPV claim, unless the CWD can determine that such other actions are generally not cost effective.
- (b) The CWD may also pursue other collection actions as appropriate, to obtain restitution of a claim against any household or sponsor who fails to respond to a written demand letter for repayment of any inadvertent household error, or administrative error claim.
- (c) If the CWD chooses to pursue other collection actions and the household pays the claim, payments shall be submitted to CDSS as specified in Section 63-801.8. The CWD's retention of claim collections shall be based on the actual amount collected from the household through such collection actions excluding collection costs.

.45 Determining Delinquency of Claims

.451 Unless specified in Section 63-801.454, a claim shall be considered delinquent if:

- (a) The claim has not been paid by the due date, and a satisfactory payment arrangement has not been made, or
- (b) A payment arrangement has been established, and a scheduled payment has not been made by the due date.

.452 The date of delinquency for a claim covered under Section 63-801.451(a) is the due date on the initial written notification/demand letter. The claim will remain delinquent until payment is received in full, a satisfactory payment agreement is negotiated, or allotment reduction is invoked.

.453 The date of delinquency for a claim covered under Section 63-801.451(b) is the due date of the missed installment payment. The claim will remain delinquent until payment is received in full, allotment reduction is invoked, or the CWD determines to either resume or renegotiate the repayment schedule.

.454 A claim will not be considered delinquent if another claim for the same household is currently being paid either through an installment agreement or allotment reduction, and the CWD expects to begin collection on the claim once the prior claim(s) is settled.

.455 A claim is not subject to the requirement for delinquent debts if the CWD is unable to determine delinquency status because collection is coordinated through the court system.

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.5 Suspending and Terminating Collection of Claims

.51 Suspending Collection of Inadvertent Household and Administrative Error Claims

.511 If no collection action was initiated because of conditions specified in Section 63-801.411, the CWD shall be permitted to suspend an inadvertent household or administrative error claim.

.512 If collection action was initiated, and at least one demand letter has been sent, the CWD may be permitted to suspend further collection action of an inadvertent household error claim or of an administrative error claim against a nonparticipating household when:

- (a) The household cannot be located; or
- (b) The cost of further collection action is likely to exceed the amount that can be recovered.

.52 Suspending Collection of Intentional Program Violation Claims

.521 The CWD shall be permitted to suspend collection action on intentional Program violation claims at any time if it has documentation that the household and/or the sponsor cannot be located.

.522 If collection action was initiated, and demand letters as specified below sent, the CWD shall suspend further collection action on any intentional Program violation claim against a nonparticipating household or its sponsor when the cost of further collection action is likely to exceed the amount that can be recovered.

- (a) At least one demand letter for claims of less than \$100.
- (b) At least two demand letters for claims between \$100 and \$400.
- (c) At least three demand letters for claims of more than \$400.

.53 Terminating Collection of Claims

The CWD shall be permitted to determine that a claim is uncollectible after it has been held in suspense for three years. The CWD shall use a suspended or terminated claim to offset a restoration of lost benefits in accordance with Section 63-802.54.

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.54 Claims Discharged Through Bankruptcy

CWDs shall act on behalf of, and as, FNS in any bankruptcy proceeding against bankrupt households owing food stamp claims. CWDs shall possess any rights, priorities, interests, liens or privileges, and shall participate in any distribution of assets, to the same extent as FNS. Acting as FNS, CWDs shall have the power and authority to file objections to discharge, proofs of claims, exceptions to discharge, petitions for revocation of discharge, and any other documents, motions or objections which FNS might have filed. Any amounts collected under this authority shall be transmitted to FNS as provided in Section 63-801.8.

.6 Change in Household Composition

.61 The CWD shall initiate collection action against any or all of the adult members of a household which received an overissuance for which an intentional Program violation, inadvertent household or administrative error claim was established in accordance with Section 63-801.1.

.611 If a change in household composition occurs, the CWD shall initiate collection action which may be taken against any or all households which contain an adult member who was an adult member of the original household that received an overissuance. The CWD may also offset the amount of the claim against restored benefits in accordance with Section 63-802.542.

.62 In pursuing claims, the CWD shall use any of the appropriate methods of collecting payments as specified in Sections 63-801.43 and 63-801.7. The CWD shall not collect more than the amount of the claim under any circumstances.

.7 Method of Collecting Payments

CWDs must accept any payment for a claim, whether it is a full or partial payment. As specified in Section 63-801.4, CWDs shall collect payments for claims against households as follows:

.71 Lump Sum

.711 If the household or the sponsor chooses to pay the claim at one time, the CWD shall collect a lump sum payment. The household shall not be required to liquidate all of its resources to make this one lump sum repayment.

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.712 If the household or the sponsor prefers to make a lump sum cash payment as partial payment of the claim, the CWD shall accept this method of payment.

.713 If the household or the sponsor chooses to make a lump sum payment of food stamp coupons as full or partial payment of the claim, the CWD shall accept this method of repayment.

.72 Installments

.721 The CWD shall negotiate a payment schedule with the household or the sponsor if the household or sponsor chooses this method for a full or partial repayment of the claim. Payments shall be accepted by the CWD in regular installments. The household may use food coupons as full or partial payment of any installment. A CWD shall use the full amount of the claim to offset any restoration of lost benefits due the household.

.722 If the household or the sponsor fails to make a payment in accordance with the established repayment schedule (either a lesser amount or no payment), the CWD shall notify the household or the sponsor that no payment or an insufficient payment was received.

(a) The notice of action requesting repayment shall inform the household or the sponsor that:

(1) They may contact the CWD to discuss renegotiation of the payment schedule; and

(2) Unless the overdue payments are made or the CWD is contacted to discuss renegotiation of the payment schedule, the benefits of a currently participating household with an established claim will be reduced without a further notice and as specified in Section 63-801.73.

(b) If the household, or the sponsor responds to the notice of action requesting repayment, the CWD shall take one of the following actions as appropriate:

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- (1) If the household or the sponsor makes the overdue payments and wishes to continue payments based on the previous schedule, permit the household or the sponsor to do so;
  - (2) If the household or the sponsor requests renegotiation, and if the CWD concurs with the request, negotiate a new payment schedule;
  - (3) If the household or the sponsor requests renegotiation of the amount of its repayment schedule, but the economic circumstances of the household or the sponsor have not changed enough as specified in Section 63-801.431(l)(1) to warrant the requested settlement, the CWD may continue renegotiation until a settlement can be reached. The CWD may invoke allotment reduction against a currently participating household for repayment of an intentional Program violation claim if a settlement cannot be reached.
- (c) If the household or the sponsor fails to respond, the CWD shall invoke allotment reduction. If allotment reduction is invoked, no further notice is required.

.723 In cases where the household is currently participating in the Food Stamp Program and a payment schedule is negotiated for repayment of a claim, the CWD shall ensure that the negotiated amount to be repaid each month through installment payments is not less than the amount which could be recovered through allotment reduction. Once negotiated, the amount to be repaid each month through installment payments shall remain unchanged regardless of subsequent changes in the household's monthly allotment. However, the CWD, the household, or the sponsor shall have the option to initiate renegotiation of the payment schedule if they believe that the economic circumstances of the household or the sponsor have changed enough to warrant such action.

.73 Reduction in Food Stamp Allotments

.731 CWDs shall collect repayments for a claim from a household currently participating in the Program by reducing the household's food stamp allotments as provided in Section 63-801.44.

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.732 Prior to reduction, the CWD shall send the household a DFA 377.7C, a DFA 377.7E, or a DFA 377.7G informing them of the appropriate formula specified in Section 63-801.737, for determining the amount of food stamps to be recovered each month and the effect of that formula on the household's allotment (i.e., the amount of food stamps the CWD expects will be recovered each month), and of the availability of other methods of repayment.

.733 If the household requests to make a lump sum cash and/or food stamp coupon payment as full or partial payment of the claim, the CWD shall accept this method of payment. The CWD shall reduce the household's allotment as specified in Section 63-801.736, to recover any amounts of a claim not repaid through a lump sum cash and/or food stamp coupon payment, unless a payment schedule has been negotiated with the household.

.734 The provision in Section 63-503.325 for a \$10 minimum benefit level for households with one and two members only, shall apply to the allotment prior to the reduction.

.735 The CWD shall use the full amount of the claim to offset any restoration of lost benefits.

.736 The amount of food stamps to be recovered each month through allotment reduction shall be determined in accordance with the following procedures and the calculated figure rounded as specified in Section 63-503.31.

(a) Inadvertent Household and Administrative Error Claims

For inadvertent household and administrative error claims, the amount of food stamps recovered shall be 10 percent of the household's monthly allotment or \$10 per month, whichever is the greater amount.

(b) Intentional Program Violation Claims

For intentional Program violation claims, the amount of food stamps shall be 20 percent of the household's monthly allotment or \$20 per month, whichever is the greater amount.

(QR) .737 Recoupment by Allotment Adjustment for QR Households

(QR) (a) O/I allotment adjustment shall only be initiated at the beginning of a quarter. However, an allotment adjustment shall be discontinued mid-quarter as appropriate when the O/I has been recouped.

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- (QR) (b) When the CWD completes re-couplement of one O/I mid-quarter, the CWD may begin recouplement of the next O/I in mid-quarter as long as the amount being adjusted does not result in the benefits being decreased mid-quarter.

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The following examples provide some guidance in the determination of O/Is in QR.

Late Mandatory Mid-Quarter Reporting: The recipient is in the April/May/June quarter. The mother is in a Public Assistance Food Stamp household of three and is convicted of a disqualifying drug felony on April 25 and reports the conviction on April 26. The report is considered timely, because it was made within 10 days. The CWD is unable to decrease benefits for May to reflect discontinuance of the ineligible household member, because there is insufficient time to provide 10-day notice. Benefits must be issued for May in the same amount that was issued in April, and the CWD must take action to decrease benefits effective June 1. The CWD shall not establish an O/I for the May allotment, because the recipient reported the change timely.

NOTE: For NAFS households, this is not a mandatory mid-quarter report. The county shall act to discontinue the mother upon timely and adequate notice based on the subsequent QR 7.

Late QR 7: In the July/August/September quarter, a recipient turns in her QR 7 on September 25. She reports starting a new job in August and indicates that she will receive \$1,000 earnings each month. The CWD is unable to reduce cash aid and food stamp benefits for the October/November/December quarter effective October 1 due to inability to provide 10-day notice of the decrease resulting from increased income. The CWD is required to make the change effective November 1, and shall establish an O/I for food stamp benefits that were issued in error for October.

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Failure to Report Income: Looking back at the quarter designated as October/November/December, the CWD determines through an IEVS match that a CalWORKs AU and food stamp household had income that exceeded the IRT on December 26. The household is still receiving the same level of income in the current Jan/Feb/Mar quarter and has never reported the income as a mid-quarter report. The CWD determines that the household should have reported this change by January 5, and should have been discontinued due to ineligibility effective January 31. An O/I would be established beginning February 1.

CWD Failure to Act: The household reports on the QR 7 submitted March 5 that the father started a job on February 10. The income is expected to continue at the same level in the next QR Payment Quarter. The CWD failed to use the newly reported income to determine benefits for the next QR Payment Quarter (April/May/June). If using the income to compute the food stamp benefits should have resulted in a lower grant and allotment to the household, the CWD must establish an O/I for the amount the household was not entitled to receive beginning April 1.

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.74 Other Collection Actions

- .741 CWDs may employ any other collection methods to collect claims. These actions include, but are not limited to, referrals to collection and/or similar private and public sector agencies, state tax refund and lottery offsets, wage garnishments, property liens, and small claims court.

.75 Unspecified Joint Collections

- .751 When an unspecified joint collection is received for a combined public assistance/food stamp recipient claim, each program must receive its pro rata share of the amount collected. An unspecified joint collection is when funds are received in response to correspondence or a referral that contained both the food stamp and other program claim(s) and the debtor does not specify to which claim to apply the collection.

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.76 Unemployment Compensation Benefits

.761 Arrangements may be made to intercept the liable individual's unemployment compensation benefits to collect any claim. This collection may be included as part of a repayment agreement.

(a) Unemployment compensation benefits may be intercepted by obtaining a court order.

(b) Any intercept of unemployment compensation benefits must be reported as "cash" payments.

.77 Public Service

.771 If authorized by a court, the value of a claim may be paid by the household performing public service.

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.78 Interstate/Intercounty Claims Collection

.781 In cases where a household moves out of state, the CWD shall initiate or continue collection action against the household for any overissuance to the household which occurred while it was under the state's jurisdiction. The CWD which overissued benefits to the household shall have the first opportunity to collect any overissuance. However, if the CWD which overissued benefits to the household does not take action to collect as soon as administratively possible, then the government agency which administers the area into which the household moves may initiate action to collect the overissuance. Prior to initiating action to collect claims against households which have moved into the state, the CWD shall contact the agency which overissued benefits to ascertain that it does not intend to pursue prompt collection. Once the CWD accepts responsibility, claim collection incentive and reporting shall be retained by the CWD which collects the overissuance, regardless of whether the household remains in the state or not, and all interstate transfers shall be reported to FNS.

.782 In cases where a household moves from one county to another within the state and

- (a) The household continues to receive food stamp benefits, the CWD in the former county of residence shall promptly transmit all overissuance information to the current county of residence. The current CWD shall initiate or continue the overissuance collection until repaid in full or the recipient moves to a subsequent county and that CWD takes responsibility for the collection of the overissuance, or
- (b) The household no longer receives food stamp benefits, the last CWD responsible for the initiation or collection of the overissuance shall continue to collect the overissuance until repaid in full.

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A household resides in County A and is not currently receiving food stamp benefits. However, there is an outstanding overissuance claim in which County A has established and is collecting against the household. Subsequently, the household moves to County B, applies for and receives food stamp benefits. County A still has an outstanding claim against the household. Upon issuance of food stamp benefits to the household by County B, County A promptly transmits all overissuance information to County B. County B shall now collect any outstanding overissuance in accordance with Section 63-801.

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.783 Claim collection incentives shall be paid to the CWD only for the overissuances recovered by that county.

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.8 Submission of Payments

- .81 The CWD shall retain the value of funds collected for inadvertent household error, intentional Program violation, or administrative error claims. This amount includes the total value of allotment reductions to collect claims, but does not include the value of benefits not issued as a result of a household member being disqualified. The CWD's advance will be adjusted on a quarterly basis (calendar quarter) in an amount equal to the state and federal share of the quarterly intentional Program violation, inadvertent household error, and administrative error claim collections together with any adjustments for prior quarters.
- .82 Each CWD shall submit, for each calendar quarter, a FNS-209.
- .821 A completed FNS-209 is due no later than 30 days after the end of each calendar year quarter and shall be submitted to CDSS even if the CWD has not collected any payments. Failure to submit the FNS-209 to CDSS in a timely manner or in a fully completed format may result in a temporary suspension of a portion of the CWD's advance.
- .822 In addition to reporting the amount of funds recovered from inadvertent household error, intentional Program violation and administrative error claims each quarter on the FNS-209, the CWD shall also report these amounts on other documents as required by CDSS regulations.
- .823 In accounting for claims collections, the CWD shall include cash or coupon repayments and the value of allotments recovered or offset by the restoration of lost benefits. The value of benefits not issued as a result of a household member being disqualified, shall not be considered recovered allotments and shall not be used to offset an intentional Program violation claim.
- .83 Collections from claims established as inadvertent household errors prior to the determination of intentional Program violation shall be handled as follows:

<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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- .831 After a determination of intentional Program violation is made, the CWD may retain any amounts recovered on a claim being handled as an inadvertent household error claim at the incentive rate applicable for intentional Program violation claims. Prior to the determination of intentional Program violation, the claim retention amount shall be at the rate applicable to inadvertent household error claims.
- .84 If a household has overpaid a claim, the CWD shall pay the household any amounts overpaid as soon as administratively possible, but not later than 10 days after the overpayment becomes known.
- .841 The household shall be paid by cash or coupons as the CWD deems appropriate considering the household's circumstances.
- .842 Overpaid amounts of a claim, which have been reported as collections on a prior FNS-209 and which have been repaid to the household, shall be reported on the FNS-209 for the quarter in which the repayment occurred.
- .85 Returned Coupons
- The CWD may return to inventory any coupon books which are received, intact and in usable form, from households as payment for claims, as specified in Section 63-706.3. The CWD shall destroy any coupons or coupon books which are not returned to inventory as specified in Section 63-706.1.
- .851 The CWD shall require the collection points to complete a FNS-135 as verification for receipt of coupons returned as payment of a claim.
- .852 The CWD shall require the collection points to void, immediately upon receipt, any coupons collected as payment and not returned to inventory, and either send the coupons to a coupon destruction point or hold the subject coupons in secure storage pending examination and destruction by the CWD at the claims collection point.
- .853 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.
- .854 Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

<b>63-801</b>	<b>CLAIMS AGAINST HOUSEHOLDS (Continued)</b>	<b>63-801</b>
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- .86 In cases where FNS has billed CDSS for CWD negligence, FNS will credit any amounts collected from households which were caused by the CWD's negligence.

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.9 Accounting Procedures

Each CWD shall maintain an accounting system for monitoring claims against households. At a minimum, the accounting system shall be designed to readily accomplish the following:

- .91 Identify claims by categories of inadvertent household error, administrative error, and intentional Program violations.
- .92 Provide data necessary to complete the FNS-209.
- .93 Document the circumstances which resulted in a claim, the procedures used to calculate the claim, the methods used to collect the claim and, if applicable, the circumstances which resulted in suspension or termination of collection action.
- .94 Identify those situations in which an amount not yet restored to a household as a restoration of lost benefits can be used to offset a claim owed by the household.
- .95 Identify those households that have failed to make installment payments on their claims.
- .96 Document how much money was collected in payment of a claim and how much was submitted to CDSS through an adjustment of the CWD's advance.
- .97 Identify, at certification, households that owe outstanding payments on a previously established claim determination. The initial allotment shall not be reduced to offset claims. Actions on identified claims shall be as specified in Section 63-801.4.

NOTE: Authority cited: Sections 10554, 11265.1, .2 and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18901.3, 18904, and 18910, Welfare and Institutions Code; 7 CFR 271.2; 7 CFR 273.18, 7 CFR 273.18(a), (a)(1)(ii), and (a)(2); 7 CFR 273.18(b)(3); 7 CFR 273.18(c)(1)(i), (c)(1)(ii), (ii)(b), and (c)(2)(ii) (Federal Register, Vol. 58, No. 209, pp. 58454 and 58455, dated November 1, 1993); 7 CFR 273.18(d)(4)(iii); 7 CFR 273.18(e)(1); 7 CFR 273.18(e)(3)(iv); 7 CFR 273.18(e)(3)(v); 7 CFR 273.18(e)(5)(v); 7 CFR 273.18(e)(6)(ii); 7 CFR 273.18(e)(7)(i); 7 CFR 273.18(f); 7 CFR 273.18(g)(4)(ii); 7 CFR 273.18(g)(6); 7 CFR 273.18(g)(8); 7 CFR 273.18(g)(9); 7 CFR 273.18(h)(4); 7 CFR 273.18(i); 7 CFR 273.18(k)(5); 7 CFR 273.18(n)(1)(i); 7 U.S.C. 2022(a)(1); U.S.D.A., Food and Nutrition Service letter WFS-100:FS-10-6-CA, dated October 7, 1991; Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003; P.L. 104-193, Sections 809 and 844 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996) and Lomeli v. Saenz, Sacramento Superior Court, Case #98CS01747.

<b>63-802</b>	<b>RESTORATION OF LOST BENEFITS</b>	<b>63-802</b>
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.1 Entitlement

.11 The CWD shall restore to a household benefits which were lost whenever:

.111 the loss was caused by an administrative error as defined by Section 63-801.22, or;

.112 an administrative disqualification for an intentional Program violation was subsequently reversed as specified in Section 63-805.3, or;

.113 a statement elsewhere in the regulations specifically states that the household is entitled to restoration of lost benefits.

.12 Unless a longer period of time is specified elsewhere in regulations, lost benefits shall be restored for not more than 12 months prior to the earlier of the following dates:

.121 The date the CWD receives a request for restoration from a household; or

.122 The date the CWD is notified or otherwise discovers that a loss to a household has occurred.

.13 The CWD shall restore lost benefits even if the household is currently ineligible for Food Stamp Program participation.

.14 The CWD shall restore to a household benefits which were found by any judicial action to have been wrongfully withheld.

.141 When the judicial action is a review of a state hearing, benefits shall be restored for a period of not more than 12 months prior to the date that the state hearing was initiated, or the dates specified in Section 63-802.12, whichever is the earliest.



<b>63-802</b>	<b>RESTORATION OF LOST BENEFITS (Continued)</b>	<b>63-802</b>
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- .142 If the judicial action is the first action the recipient has taken to obtain restoration of lost benefits, then benefits shall be restored for a period of not more than 12 months from the date the judicial action was initiated.
- .15 Lost Benefits to Individuals Disqualified for Intentional Program Violation
- If the decision which resulted in a disqualification for intentional Program violation is subsequently reversed by a judicial action, that individual is entitled to a restoration of any benefits lost during the months that he/she was disqualified.
- .151 The restoration shall not exceed 12 months prior to the date of the CWD's notification of the reversal, except when the individual has participated in an administrative disqualification hearing. The CWD shall consider the individual's prior participation in the administrative disqualification hearing as notification that the household has requested a restoration of lost benefits, and shall restore benefits from the effective date of the notice of action informing the household of the administrative disqualification.
- .152 For each month the individual was disqualified, the amount to be restored, if any, shall be determined by comparing the allotment the household received with the allotment the household would have received had the disqualified member been allowed to participate. If the household received a smaller allotment than it should have received, the difference equals the amount to be restored.
- .16 Entitlements to Households With Delayed Photo ID Card Replacements
- Mutilated or altered photo ID cards shall be replaced as specified in Section 63-504.862 prior to the issuance of coupons. Therefore, if a household's opportunity to participate expires between the time the household requests the photo ID card replacement and the delivery of that card, the CWD shall restore any resulting lost benefits to the household.

63-802	RESTORATION OF LOST BENEFITS (Continued)	63-802
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.17 Entitlements to Households With Changed Membership

Whenever lost benefits are due a household and the household's membership has changed, the CWD shall restore the lost benefits to the household containing a majority of the individuals who were household members at the time the loss occurred. If the CWD cannot locate or determine the household which contains a majority of household members, the CWD shall restore the lost benefits to the household containing the head of the household at the time the loss occurred.

.2 Method of Restoration

.21 CWDs must reduce any restored benefits owed to a household by the amount of any outstanding claim. This may be done at any time during the claim establishment and collection process. For administrative errors, please see MPP Section 63-801.313, Lopez v. Glickman Court Case.

.22 Regardless of whether a household is currently eligible or ineligible, the CWD shall restore lost benefits to a household by issuing an allotment equal to the amount of benefits that were lost. The amount restored shall be issued in addition to the allotment currently eligible households are entitled to receive. The CWD shall honor reasonable requests by households to restore lost benefits in monthly installments if, for example, the household fears the excess coupons may be stolen, or that the amount to be restored is more than it can use in a reasonable period of time.

.23 Whenever a household entitled to a restoration of lost benefits informs a CWD that it is moving out of the county, benefits shall be restored in a lump sum prior to the move, whenever possible. When benefits cannot be restored prior to the move the CWD shall mail the entitlement in the form of coupons to the household at the new address.

.3 Agency Errors

If the CWD determines that a loss of benefits has occurred and the household is entitled to restoration of those benefits, the CWD shall automatically take action to restore any benefits that were lost. No action by the household is necessary. However, benefits shall not be restored if the benefits were lost more than 12 months prior to the month the loss was discovered by the CWD in the normal course of business, or were lost more than 12 months prior to the month the CWD was notified in writing or orally of a possible loss to a specific household. The CWD shall notify the household of its entitlement, the amount of benefits to be restored, any offsetting that was done, the method of restoration, and the right to appeal through the state hearing process if the household disagrees with any aspect of the proposed lost benefit restoration.

<b>63-802</b>	<b>RESTORATION OF LOST BENEFITS (Continued)</b>	<b>63-802</b>
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.4 Disputed Benefits

- .41 If the CWD determines that a household is entitled to restoration of lost benefits, but the household does not agree with the amount to be restored as calculated by the CWD or any other action taken by the CWD to restore lost benefits, the household may request a state hearing within 90 days of the date the household is notified of its restoration of lost benefits. If a state hearing is requested prior to or during the time lost benefits are being restored, the household shall receive the lost benefits as determined by the CWD pending the results of the state hearing. If the state hearing decision is favorable to the household, the CWD shall restore the lost benefits in accordance with that decision.
- .42 If a household believes it is entitled to restoration of lost benefits but the CWD, after reviewing the case file does not agree, the household has 90 days from the date of the CWD determination to request a state hearing. The CWD shall restore lost benefits to the household only if the state hearing decision is favorable to the household. Benefits lost more than 12 months prior to the date the CWD was initially informed of the household's possible entitlement to lost benefits shall not be restored.

.5 Computing the Benefit to be Restored

After correcting the loss for future months and excluding those months for which benefits may have been lost prior to the 12-month time limit, the CWD shall calculate the amount to be restored.

- .51 If the household was eligible but received an incorrect allotment, the loss of benefits shall be calculated only for those months the household participated. However, if a household did not have an opportunity to participate because of an incorrect delay, denial, or termination of benefits, the months affected by the loss shall be calculated as follows:
  - .511 If an eligible household's application was erroneously denied, the month the loss initially occurred shall be the month of application, or for an eligible household filing a timely reapplication, the month following the expiration of its certification period.
  - .512 If an eligible household's application was delayed, the months for which benefits may be lost shall be calculated in accordance with procedures in Section 63-301.4.

<b>63-802</b>	<b>RESTORATION OF LOST BENEFITS (Continued)</b>	<b>63-802</b>
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- .513 If the household's benefits were erroneously terminated, the month the loss initially occurred shall be the first month benefits were not received as a result of the erroneous action.
- .514 After computing the date the loss initially occurred, the loss shall be calculated for each month subsequent to that date until either the first month the error is corrected or the first month the household is found ineligible.
- .52 For each month affected by the loss, the CWD shall determine if the household was actually eligible. In cases where there is no information in the household's case file to document that the household was actually eligible, the CWD shall advise the household of what information must be provided to determine eligibility for these months. For each month the household cannot provide the necessary information to demonstrate its eligibility, the household shall be considered ineligible.
- .53 For the months the household was eligible, the CWD shall calculate the allotment the household should have received. If the household received a smaller allotment than it was eligible to receive, the difference between the actual and correct allotments equals the amount to be restored.
- .54 If a claim against a household is unpaid, suspended or terminated as provided in Section 63-801.5, the amount to be restored shall be offset against the amount due on the claim before the balance, if any, is restored to the household.
  - .541 When a household is certified and receives an initial allotment, this initial allotment shall not be reduced to offset claims even if the allotment is paid retroactively.
  - .542 If a change in household composition occurs, the CWD shall offset the amount of the claim against restored benefits in accordance with Sections 63-801.313 and 63-801.323. This action may be taken against any or all households which contain a member who was an adult member of the original household at the time the overissuance occurred (see Section 63-801.1).
    - (a) The CWD shall not collect more than the amount of the claim under any circumstances.

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The California Department of Social Services and the CWDs are permanently enjoined by court order in Lopez v. Glickman from applying that part of 63-802.54 regarding the offset of administrative error claims. CWDs shall not offset the amount of an administrative error claim against any amount of lost benefits which have not yet been restored to the household.

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<b>63-802</b>	<b>RESTORATION OF LOST BENEFITS (Continued)</b>	<b>63-802</b>
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.55 Since coupon books with values of \$1, \$3, or \$5 cannot be issued, restorations made in allotments of \$1, \$3, and \$5 shall be rounded to \$2, \$4, and \$6 respectively.

.6 Accounting Procedures

Each CWD shall be responsible for maintaining an accounting system for documenting a household's entitlement to restoration of lost benefits and for recording the balance of lost benefits that shall be restored to the household. Each CWD shall at a minimum, document how the amount to be restored was calculated and the reason lost benefits must be restored. The accounting system shall be designed to readily identify those situations where a claim against a household can be used to offset the amount to be restored.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 54 Federal Register 30, Table of Redesignations (Part 274), p. 6991, 7 CFR 273.17(a)(1); 7 CFR 273.17(d)(4); 7 CFR 273.18(f); and Sections 10554 and 18904, Welfare and Institutions Code.

<b>63-803</b>	<b>RESERVED</b>	<b>63-803</b>
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Repealed by Manual Letter No. FS-91-03, effective 3/1/91.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 54 Federal Register 30, Table of Redesignations (Part 274), p. 6991.

<b>63-804</b>	<b>STATE HEARINGS</b>	<b>63-804</b>
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- .1 Availability of hearings. Households aggrieved by actions of the CWD which affect the participation of the household in the Program shall be entitled to file for a state hearing if the action is subject to a state hearing. Further, a sponsor of an alien household is entitled to a state hearing either to contest a determination that the sponsor was at fault where it was determined that incorrect information has been provided or to contest the amount of the claim. State hearings shall be conducted in accordance with the provisions of Division 22.
- .2 Notification of right to request hearing. At the time of application, each household shall be informed in writing of its right to a hearing, of the method by which a hearing may be requested, and that its case may be presented by a household member or a representative, such as a legal counsel, a relative, a friend or other spokesperson. In addition, at any time the household expresses to the CWD that it disagrees with a CWD action, it shall be reminded of the right to request a state hearing. If there is an individual or organization available that provides free legal representation in the county, the household shall also be informed of that service.
- .3 Hearing request. A request for a hearing is defined as a clear expression, oral or written, by the household or its representative to the effect that it wishes to appeal a decision or that an opportunity to present its case to a higher authority is desired. If it is unclear from the household's request what action it wishes to appeal, the CWD may request the household to clarify its grievance. The freedom to make a request for a hearing shall not be limited or interfered with in any way.

<b>63-804</b>	<b>STATE HEARINGS (Continued)</b>	<b>63-804</b>
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- .4 Agency conferences. The CWD shall offer agency conferences to households which wish to contest a denial of expedited service under the procedures in 63-301.5. The CWD may also offer an agency conference to households adversely affected by an agency action. The CWD shall advise households that use of an agency conference is optional and that it shall in no way delay or replace the state hearing process. The agency conferences may be attended by the eligibility worker responsible for the agency action, and shall be attended by an eligibility supervisor and/or the agency director, and by the household and/or its representative. An agency conference may lead to an informal resolution of the dispute. However, a state hearing must still be held unless the household makes a written withdrawal of its request for a hearing.
- .41 An agency conference for households contesting a denial of expedited service shall be scheduled within two working days, unless the household requests that it be scheduled later or states that it does not wish to have an agency conference.
- .5 Time period for requesting hearing. A household shall be allowed to request a hearing on any action by the CWD or loss of benefits which occurred within the prior 90 days. In addition, at any time within a certification period a household may request a state hearing to dispute its current level of benefits.
- .6 Continuation of Benefits
- .61 Request for Continuation of Benefits
- .611 If a household whose benefits have been reduced or terminated files a request for a hearing within the appropriate time frame, as specified in Section 63-804.62, and the household's certification period has not expired, the CWD shall continue the household's participation in the Food Stamp Program on the basis authorized immediately prior to the effective date of the reduction or termination unless the household specifically waives in writing the continuation of benefits.
- (a) If a household requests a hearing because of the denial of a request for a replacement ATP or coupons, the denial of the request shall remain in effect pending the hearing decision.

<b>63-804</b>	<b>STATE HEARINGS (Continued)</b>	<b>63-804</b>
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- (b) If a household requests a hearing due to a reduction or termination of benefits resulting from a mass change, except as specified in Section 63-107.9, the household shall be entitled to continuation of benefits only if the issue being contested is that its eligibility or benefits were improperly computed or that the CWD misapplied or misinterpreted state regulations.
- (c) If a household requests a hearing due to a termination of benefits because the household failed to provide verification postponed for expedited service, the termination shall remain in effect pending the hearing decision.

.612 If the request for a hearing does not positively indicate that the household has waived continuation of benefits, the CWD shall assume that continuation of benefits is desired and shall issue the benefits, in accordance with Section 63-804.6. If CWD action is upheld by the hearing decision, a claim against the household shall be established for all overissuances as specified in Section 63-801.213.

.613 If the request for a hearing is not made within the appropriate time frame, as specified in Section 63-804.62, the CWD shall take no action to continue the household's benefits at the prior level. However, if the household establishes that its failure to make the request within the appropriate time frame was for good cause, in accordance with Section 22-053.15, the CWD shall reinstate the benefits to the prior level.

.62 Time Frame for Requesting Continuation of Benefits

A household's request for continuation of benefits shall be considered filed within the appropriate time frame if the hearing request is made within the period specified for the type of notice provided to the household. If the time frame for requesting a hearing and continuation of benefits ends on a weekend or holiday, the request shall be considered timely if it is filed the day after the weekend or holiday.



<b>63-804</b>	<b>STATE HEARINGS (Continued)</b>	<b>63-804</b>
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- .621 A household provided a timely notice of action, shall file their request as specified in Section 22-004 for a hearing prior to the effective date of the proposed reduction or termination of its benefits.
- .622 A household provided a concurrent notice of action as specified in Section 63-504.264(b), shall file, as specified in Section 22-004, their request for a hearing prior to 10 days following the date the CWD mails this notice to the household.
- .623 Section 63-804.623(MR) shall become inoperative and Section 63-804.623(QR) shall become effective in that county, pursuant to the Director's QR/PB Declaration.
- (MR) A household provided a notice of action informing the household of a proposed change in benefits or of a termination of benefits for the nonsubmittal of a complete CA 7, shall file its request prior to the effective date of the termination of its benefits.
- (QR) A household provided a notice of action informing the household of a proposed change in benefits or of a termination of benefits for the nonsubmittal of a complete QR 7, shall file its request prior to the effective date of the termination of its benefits.
- .63 Time Frames for Providing Continuation of Benefits
  - .631 The CWD shall provide continued benefits, as specified in Section 22-023.1, to any household entitled to such benefits within five working (5) days of the date:
    - (a) The CWD receives a written request from the household; or
    - (b) The CWD is notified by CDSS of the household's written request for a hearing; or
    - (c) CDSS receives the household's oral request for a hearing.
  - .632 Continued benefits shall not be provided to the household prior to the first regular issuance date when the household's benefits would have been reduced or terminated.
- .64 Changes Pending the Hearing Decision
  - .641 Section 63-804.641(MR) shall become inoperative and Section 63-804.641(QR) shall become effective in that county, pursuant to the Director's QR/PB Declaration.

<b>63-804</b>	<b>STATE HEARINGS (Continued)</b>	<b>63-804</b>
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(MR) Any monthly reporting household whose benefits have been continued shall continue to file CA 7s until the end of its certification period.

(QR) Any QR household whose benefits have been continued shall continue to file QR 7s until the end of its certification period.

.642 Once continued or reinstated, benefits shall not be reduced or terminated, nor shall a claim awaiting a hearing decision be considered delinquent, prior to the receipt of the official hearing decision, unless any of the following situations occur while the hearing decision is pending:

(a) A household's certification period expires. The household may reapply and may be determined eligible for a new certification period and for an allotment calculated by the CWD.

(b) The hearing official makes a preliminary determination in writing at the hearing as specified in Section 22-022.523 that the sole issue is one of regulation and that the household's claim that the CWD improperly computed its benefits or misapplied or misinterpreted the regulations is invalid.

(c) A change in household circumstances other than the issue being contested results in a reduction or termination of the household's benefits and the household fails to file a request for a hearing and continuation of benefits after receiving the corresponding notice of action.

(d) A mass change reduces or terminates the household's benefits and the household fails to file a request for a hearing and continuation of benefits.

(e) Section 63-804.642(e)(MR) shall become inoperative and Section 63-804.642(e)(QR) shall become effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) A monthly reporting household fails to provide required verification of items on the CA 7 resulting in a reduction or termination of benefits, unless this is the issue being contested, and the household fails to file a request for a hearing and continuation of benefits after receiving the corresponding notice of action informing the household of a proposed change in benefits or of a termination of benefits for the nonsubmittal of a complete CA 7.

63-804	STATE HEARINGS (Continued)	63-804
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(QR) A QR household fails to provide required verification of items on the QR 7 resulting in a reduction or termination of benefits, unless this is the issue being contested, and the household fails to file a request for a hearing and continuation of benefits after receiving the corresponding notice of action informing the household of a proposed change in benefits or of a termination of benefits for the nonsubmittal of a complete QR 7.

(f) Section 63-804.642(f)(MR) shall become inoperative and Section 63-804.642(f)(QR) shall become effective in that county, pursuant to the Director's QR/PB Declaration.

(MR) A monthly reporting household fails to file a CA 7 or fails to file a complete CA 7 by the extended filing date, resulting in a termination of benefits. The household does not file a request for a hearing and continuation of benefits after receiving the corresponding notice of action informing them of a termination of benefits for the nonsubmittal of a complete CA 7.

(QR) A QR household fails to file a QR 7 or fails to file a complete QR 7 by the extended filing date, resulting in a termination of benefits. The household does not file a request for a hearing and continuation of benefits after receiving the corresponding notice of action informing them of a termination of benefits for the nonsubmittal of a complete QR 7.

.643 The CWD shall notify the household as specified in Section 63-504.261 whenever benefits are reduced or terminated pending the hearing decision.

.7 Timely Action on Hearing Decisions

Decisions which result in an increase in a household's benefits shall be reflected in the coupon allotment within 10 days of the receipt of the hearing decision even if the CWD must provide a supplementary authorization document or otherwise provide the household with an opportunity to obtain the allotment outside of the normal issuance cycle. However, the CWD may take longer than 10 days if it elects to make the decision effective in the household's normal issuance cycle, provided that the issuance will occur within 60 days from the household's request for the hearing. Decisions which result in a decrease in household benefits shall be reflected in the next scheduled issuance following receipt of the hearing decision.

NOTE: Authority cited: Sections 10554, 11265.1, .2 and .3, 18904, and 18910, Welfare and Institutions Code. Reference: Sections 10554, 11265.1, .2, and .3, 18904, and 18910, Welfare and Institutions Code; and 7 CFR 271.2; 7 CFR 273.18(e)(6); and Food and Nutrition Service Quarterly Reporting/Prospective Budgeting waiver approval dated April 1, 2003.

<b>63-805</b>	<b>INTENTIONAL PROGRAM VIOLATION DISQUALIFICATION</b>	<b>63-805</b>
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.1 Disqualification Penalties for Intentional Program Violation

.11 Individuals found to have committed an intentional Program violation either through an administrative disqualification hearing or by a court of appropriate jurisdiction or individuals accused of intentional Program violation who have signed an Administrative Disqualification Hearing Waiver or a Disqualification Consent Agreement shall be ineligible to participate in the Food Stamp Program as specified in Section 20-300.3.

.12 Provisions governing administrative and court-ordered disqualifications, CWD administrative responsibilities and reporting requirements, and other related provisions are covered in CDSS' Manual of Policies and Procedures, Division 20, Chapter 20-300.

.2 Participation While Awaiting a Hearing

A pending disqualification hearing shall not affect the individual's or the household's right to be certified and participate in the Food Stamp Program. Since the CWD cannot disqualify a household member for intentional Program violation until the hearing official finds that the individual has committed an intentional Program violation, the CWD shall determine the eligibility and benefit level of the household in the same manner it would be determined for any other household.

.21 The household's benefits shall be terminated if the certification period has expired and the household fails to reapply, after receiving a notice of action informing them of the expiration of their certification period.

.22 The CWD shall also reduce or terminate the household's benefits if it has documentation which substantiates that the household is ineligible or eligible for fewer benefits (even if these facts led to the suspicion of intentional Program violation and the resulting disqualification hearing) and the household fails to request a state hearing and continuation of benefits pending the hearing.

.3 Reversed Administrative Disqualifications

In cases where the determination of intentional Program violation is reversed by a court of appropriate jurisdiction, the CWD shall reinstate the individual in the Food Stamp Program if the household is eligible. The CWD shall restore benefits that were lost as a result of the disqualification in accordance with the procedures specified in Section 63-802.15.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code.

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**FOOD STAMP REGULATIONS  
EMERGENCY ASSISTANCE IN DISASTERS**

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In accordance with the Food Stamp Act of 1977 and the Disaster Relief Act, the FNS Regional Disaster Task Force must authorize emergency coupon assistance in disasters and establish temporary eligibility standards for the duration of the disaster to those households that are victims of a disaster such as a flood, fire, or other catastrophe. The disaster shall be either a major disaster determined by declaration of the President, where commercial channels of food distribution may not have been disrupted, or a lesser disaster or temporary emergency that has not been declared a major disaster. For a lesser disaster, conditions must be severe enough to have disrupted commercial channels of food distribution in accordance with Manual Section 63-900.12 and affected a sufficient number of households so that the ongoing program cannot respond to their temporary food needs.

.1 Definitions

- .11 "Disaster Related Expenses" means only those expenses that the household has incurred as an adverse effect of the disaster, and that the household has paid or is expected to pay, and for which the household does not expect to receive full reimbursement during the disaster benefit period. Only the following expenses shall be considered disaster related:
  - .111 expenses to repair damage to the household's home or other property essential to employment or self-employment of a household member;
  - .112 temporary shelter expenses if the home is uninhabitable or the household cannot reach it;
  - .113 expenses for moving out of the area which was evacuated due to the disaster;
  - .114 expenses related to protection of a home or business from disaster damage; or
  - .115 medical expenses for disaster related injury which occurred to a household member at the time of the disaster, including funeral and burial expenses in the event of a death.

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.12 "Commercial Channels of Food Distribution--Disruption and Restoration"

For emergency coupon issuance in a lesser disaster, disruption and restoration of commercial channels of food distribution must have occurred. For a major disaster, commercial channels of food distribution need not have been disrupted.

.121 "Disruption" means that the disaster has caused one or more of the following conditions:

- (a) community transportation to retail and wholesale food outlets is severely hampered;
- (b) retail and wholesale food outlets are closed;
- (c) delivery of commodities to food outlets is significantly hampered;
- (d) normal operating hours of food outlets are restricted, significantly limiting normal opportunities to purchase food;
- (e) normal opportunities to purchase food are hampered significantly due to unusually heavy demand on food outlets from households replacing food supplies damaged or destroyed by the disaster; and/or
- (f) power failure significantly restricts food outlet operations.

.122 "Restoration" means conditions or operations of food outlets have improved and households now have reasonable access to them.

.13 "Disaster Relief Agency" means a public or private agency that has been designated by the CWD and authorized by FNS to perform specified functions in connection with certification for and distribution of emergency coupon allotments during the disaster benefit period.



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.2 Application for Authorization

When all or part of a county has been struck by a disaster and the ongoing Food Stamp Program cannot meet the needs of the eligible households, the CWD may apply through CDSS to the FNS Regional Disaster Task Force for authorization to implement emergency food stamp assistance. The disaster shall be either a major disaster declared by the President where commercial channels of food distribution may not have been disrupted or a lesser disaster where commercial channels of food distribution have been disrupted and restored, as defined in Section 63-900.12. The initial application may be made informally, by telephone or otherwise, through CDSS, as soon as the need has been established. A written application with substantiating facts shall be submitted to FNS through CDSS as soon as possible after the informal application is made. If more than one agency, such as an Indian tribal organization, has responsibility over the affected area, separate applications shall be submitted by each agency and the responsible agencies shall work closely to minimize duplicate coupon issuance. The written application shall include the following items:

- (a) The date the disaster began;
- (b) A description of the geographical area of the county in need of emergency coupon issuance;
- (c) A determination with substantiation that households residing within the affected parts of the disaster area are in need of emergency coupon issuance;
- (d) An estimate of the number of potentially eligible households in need of coupon issuance;
- (e) A determination with substantiation that the food needs of the affected households cannot be met by the ongoing Food Stamp Program;
- (f) An assessment of the availability and accessibility of certification and issuance sites in the disaster area;
- (g) A determination that temporary emergency certification and/or issuance arrangements are/are not necessary, and a description of any such proposed arrangements;
- (h) An estimate of the length of the disaster benefit period, i.e., the time it will take households to return to their normal means of support, which shall be either one-half or one full month;

63-900	EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)	63-900
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- (i) An estimate of the length of the disaster authorization period, i.e., the time needed (FNS will authorize from 3 to 30 days) to accept and process all applications for emergency coupon issuance, which shall not exceed (h) above;
- (j) A determination with substantiation that for a lesser disaster, commercial channels of food distribution have been disrupted and restored, and for a major disaster, substantiation that commercial channels of food distribution are available in accordance with Section 63-900.12;
- (k) An assessment of the availability and accessibility of FNS-authorized retail and wholesale food outlets in the disaster area;
- (l) Information on the use of any disaster relief agencies, as defined in Section 63-900.13, with which the CWD plans to cooperate in administering emergency coupon assistance procedures. The CWD shall also specify the function(s) it intends to delegate to the disaster relief agencies and the specific geographical area(s) in which such functions will be performed;
- (m) A determination with substantiation that the distribution of federally donated food commodities is/is not necessary in any part of the disaster area; and
- (n) A determination with substantiation as to whether or not the CWD plans to reduce emergency coupon allotments issued to households currently certified under the ongoing program by the amount of the household's regular monthly food stamp allotment or a justification as to why this action is not administratively practicable.

.3 FNS/CDSS Authorizations Required Prior to Emergency Coupon Issuance

- .31 If the application is approved, FNS will, through CDSS, provide immediate notification and instructions in person or by telephone, followed by written confirmation. This will include authorization of emergency certification and issuance procedures and the authorized geographical area.
- .32 If the application is denied, FNS will, through CDSS, provide immediate notification in person or by telephone, followed by written confirmation, of the reason for the denial. The CWD may request through CDSS a review of the denial if additional information is available to substantiate the request for authorization.

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.4 Liaison

During a disaster, the CWD shall provide liaison with the State Office of Emergency Services through CDSS and with the disaster relief agencies. If the affected area is declared a major disaster by the President, the CWD shall also cooperate with Federal/State coordinating officers and the Federal Emergency Management Agency (FEMA).

.5 Household Certifications

.51 Certifying Agency

CWD staff shall provide certification for emergency coupon issuance, assisted in eligibility determinations by volunteers and any authorized disaster relief agencies that have been approved by FNS.

All applicants shall have interviews. The interview may be conducted by CWD agency certification workers, volunteers or other designated noncounty personnel. To assist in the certification process, the CWD may use group sessions to prescreen applicants, explain household rights and responsibilities to explain how to complete the application.

.52 Certification Sites

If regular certification offices are not easily accessible to disaster victims, CWDs are encouraged to use the offices of the disaster relief agencies established by the State Office of Emergency Services in conjunction with the Federal Disaster Assistance Administration and any alternate sites that have been approved by FNS.

.53 Application for Emergency Food Stamp Issuance (DFA 385)

The emergency coupon issuance application shall be the DFA 385.

.54 Eligibility, Certification and Allotment Determination

.541 To be eligible for emergency coupon issuance, on the date of application the household shall meet the definition of "household" contained in Section 63-402.1, and eligibility criteria (a) through (d) below:

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- (a) At the time the disaster struck, the household shall have been residing within the geographical area authorized for emergency coupon issuance, although it may be occupying temporary accommodations outside the disaster area at the time of application.
- (b) The household shall have experienced at least one of the following adverse effects of the disaster:
  - (1) loss of or inaccessibility to income, which involves a reduction or termination of income or a significant delay in receipt of income;
  - (2) inaccessibility to liquid resources, which includes situations where financial institutions where the household has its resources are expected to close due to the disaster for most of the disaster benefit period or the household is otherwise unable to reach its cash resources and is not expected to be able to reach its resources for most of the disaster benefit period; or
  - (3) disaster related expenses as defined in Section 63-900.11.

If the household has received or is reasonably certain it will receive reimbursement during the disaster benefit period, for all or part of the disaster related expenses(s), only the net expense to the household shall be deductible. If reimbursement for the disaster related expense(s) is expected but the household is not reasonably certain it will be received during the disaster benefit period, the full expense shall be deductible.

- (c) The household shall be purchasing food and preparing meals during the authorized disaster benefit period. A household residing in a temporary shelter which provides all meals during the disaster benefit period shall be ineligible for an emergency coupon allotment.

<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- (d) The household shall have a total take home pay for the disaster benefit period that, when cash on hand and all accessible funds in checking and savings accounts are added to it and disaster related expenses are deducted, is less than or equal to the food stamp maximum disaster income limits, as described in (2) below.
- (1) Take home pay shall include: the wages a household actually receives after taxes and other payroll deductions are taken out, assistance payments or other unearned income a household receives, and self-employment income earned after personal income taxes and social security taxes and costs of producing self-employment income are subtracted.
- (2) FNS will supply tables of maximum disaster income limits by household size. However, to manually compute maximum income limits for disaster program eligibility, the CWD shall increase the food stamp net income limit for the appropriate household size by the standard deduction, the maximum shelter and dependent care deductions. The medical deduction for elderly and disabled households, the earned income deduction, the unlimited shelter and dependent care deductions for elderly and disabled households shall not be used to compute maximum disaster income limits.
- (3) If the FNS authorized disaster benefit period is one-half month, only income received or reasonably certain to be received in that benefit period, and disaster related expenses that were paid or expected to be paid during that benefit period shall be used to compute disaster benefits. Disaster benefit eligibility shall be computed by household size and the criteria established in (1) above.
- (e) The emergency coupon allotment shall be determined on the basis of household size and emergency coupon issuance tables provided by FNS. The certification period shall be either a half-month or a full month, whichever coincides with the disaster benefit period approved by FNS.

<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- .542 The head of the household, spouse, or any other responsible member of the household may also designate an authorized representative to act on behalf of the household in accordance with Section 63-402.6.
- .543 To expedite certification, verification requirements of the ongoing program are waived. The applicant's (head of household) identity and residency at the time of the disaster shall be verified through documentary evidence or collateral contact. If identity of the head of the household cannot be verified, the application shall be denied. If residency cannot be readily verified despite efforts of the household and the CWD, benefits shall not be denied.
- .544 Any household that refuses to cooperate in completing the application shall be denied benefits at the time of refusal.
- .55 Basis of Emergency Coupon Issuance
- (a) If the household meets the emergency coupon issuance eligibility criteria in Section 63-900.541, an emergency coupon allotment shall be authorized and coupons issued.
- (b) The CWD shall provide the household an opportunity to obtain an allotment on the day of application, unless restrictions such as curfews make it impossible to meet this standard. In these situations, eligible households shall be provided the opportunity to obtain allotments no later than the day following the date the application was filed.
- (c) The interviewer shall review the application and advise the household verbally or in writing whether the application was approved or denied and of its rights and responsibilities. If the application is approved, the household shall be advised of the allotment amount, the length of the disaster benefit period and the proper use of food stamps. If denied, the CWD shall explain the basis for the denial verbally or in writing. Households denied disaster benefits may follow the procedures set forth in Section 63-900.7. The interviewer shall also verbally advise the household of the civil and criminal penalties for violation of the Food Stamp Act and that the household may be subject to a post-disaster review. If the household wishes to apply for the ongoing program, the interviewer shall advise the household of the address and telephone number where it may apply.

<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- (d) Households currently certified for the ongoing program may also be eligible for emergency coupon issuance. Eligibility shall be determined in the same manner as for any other disaster victims as specified in Section 63-900.54. To the extent practicable, the CWD shall reduce disaster benefits issued to households currently certified under the ongoing program by the amount of benefits issued to the household under the ongoing program for any part of the disaster benefit period.

If the household's food has been damaged and must be replaced as a result of the disaster, the emergency coupon allotment shall not be reduced by the amount of benefits issued under the ongoing program. The emergency allotment shall be equal to the value of the food actually lost in the disaster, but not greater than the applicable maximum monthly allotment for the household size.

- (e) If the disaster benefit period is extended beyond the original designation in accordance with Section 63-900.55(k), households that have already received emergency coupon allotments shall be recertified and issued an additional emergency coupon allotment for the extended benefit period, if they still meet emergency eligibility criteria. A household applying for recertification shall again submit an application and be interviewed. At recertification, the CWD shall reverify identity and residency if these items are now questionable or residency has changed.
- (f) The CWD shall develop a system to detect duplicate applications for emergency coupon allotments and to prevent the issuance of duplicate benefits. The CWD shall establish claims against a household that received more benefits than it was entitled to receive, as specified in Section 63-801. Restoration of lost benefits shall be provided as specified in Section 63-802.
- (g) The CWD shall issue a special identification (ID) card marked with the word "Disaster" or some similar designation to those households certified for emergency coupon issuance. This card will identify these households at the issuance point or in a retail food store as food stamp participants certified for emergency coupon issuance.

<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- (h) To transition into the ongoing program eligible households that have received an emergency coupon allotment, the CWD shall apply disaster benefits against ongoing program benefits if the two certification periods overlap. The CWD shall then calculate benefits to be issued under the ongoing program as follows:
- (1) determine the number of days that the disaster certification and ongoing program certification periods overlap;
  - (2) prorate disaster benefits over the number of days in the disaster benefit period to determine disaster benefits issued on a daily basis; and
  - (3) offset the amount of the allotment to be issued under the ongoing program against the amount of overlapping disaster benefits determined by (2) above.
- (i) (1) A household that requests any of the following replacements shall be referred to the certification office responsible for the ongoing program and the replacements shall be handled as specified in Section 63-603:
- (a) An authorization document;
  - (b) An access device;
  - (c) Coupons received under the ongoing program but subsequently destroyed in the disaster; or
  - (d) Food that was purchased with coupons issued under the ongoing program and destroyed in the disaster.
- (2) Households shall not be issued replacements if they have received or will receive an emergency coupon issuance for the same time period.
- (j) Emergency coupon allotments shall not be authorized or issued after expiration of the designated disaster benefit period, unless the CWD has applied for and received FNS authorization for an extension of that benefit period.



<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- (k) The CWD may, through CDSS, apply to the FNS Regional Task Force for an extension of either the disaster authorization or disaster benefit period or both. This request may be made informally, followed by written documentation with substantiating facts as to why the initial period(s) was/were insufficient, as specified by FNS. If the extension is granted, a press release shall be issued notifying the public that the authorization and/or benefit period has/have been extended, and that applicants may apply for additional disaster benefits and the time frame for making application.

.6 Coupon Issuance

CWDs shall provide for the immediate preparation and issuance of authorizing documents enabling eligible recipients to receive their food coupons on the day of application, if feasible. Emergency allotments shall be issued through the CWD's normal issuance procedures. However, if the circumstances existing as a result of the disaster make it impractical or cause undue delay to emergency issuance, the CWD may, with FNS/CDSS approval, make temporary arrangements for issuance, including the use of disaster relief agencies.

.7 Household Rights

A household denied disaster benefits may request a state hearing in accordance with Manual Section 63-804. In addition to the right to a state hearing, the CWD shall offer the household an immediate supervisory review of the denial.

.8 Statistical Reporting on Emergency Coupon Issuances

- .81 In every county where emergency coupon issuance has been authorized under the provisions of this section, emergency coupon allotments shall be reported and accounted for in the same manner as other authorized coupon issuances. The CWD shall keep records of such participation separate from regular issuance documents, except for the preparation and verification of the FNS-250 and the FNS-256. Temporary arrangements shall in no way affect the CWD's accountability and liability for issuance of coupons as provided in Sections 63-701 and 63-702.

<b>63-900</b>	<b>EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS (Continued)</b>	<b>63-900</b>
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- .82 In addition, the CWD shall report on the FNS-292 the total number of persons certified for emergency coupon allotments, and the total amount of such allotments. If the original disaster benefit period is extended by FNS, separate FNS-292 reports shall be filed for the original and for the extended disaster benefit periods. The FNS-292 shall be completed and submitted to FNS, through CDSS, as soon as possible after disaster operations are concluded, but no later than the 45th day after the close of the designated disaster period.
- .83 Any additional information on emergency coupon issuance and participation shall be provided to FNS and the Federal Emergency Management Agency (FEMA) upon request.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: 7 CFR 271.2; 7 CFR 274.6; 7 CFR 280.1; and Sections 10554 and 18904, Welfare and Institutions Code.

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**FOOD STAMP REGULATIONS**  
**FOOD STAMP IMPLEMENTATION SCHEDULE**

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<b>63-0001</b>	<b>IMPLEMENTATION OF TRAINING AND BILINGUAL REVISIONS</b>	<b>63-0001</b>
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CWDs shall implement these regulations on Program Administration and Personnel Requirements promulgated in accordance with 5 USC 601-612 as amended by Public Law 96-354, effective on the first day of the month, 30 days after filing with the Secretary of State. This order affects changes to Section 63-202.1-.5.

<b>63-0002</b>	<b>IMPLEMENTATION OF STUDENT ELIGIBILITY PROVISIONS</b>	<b>63-0002</b>
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Beginning April 1, 1984 counties shall implement the required program changes for all new application (see Section 63-406). The current case load shall be converted to the required program changes at the time of recertification or anytime a case file is reviewed prior to recertification. These regulations implement changes to Sections 63-102gg, ppp, and qqg and 63-406.1, .213, .214, .215, .221, .23, .231, .232, .233, and .3.

<b>63-0003</b>	<b>IMPLEMENTATION OF REPEALED AND REVISED POINTS AND HOURS OF SERVICE STANDARDS</b>	<b>63-0003</b>
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Effective on the date that these regulations are filed with the Secretary of State counties shall implement the revised provisions on points and hours of service standards in Section 63-107.8; 63-205.1 and .2, 63-300.41, 63-302.13, and delete repealed Sections 63-109 and 63-205.11 through .141 and .21 through .312.

<b>63-0004</b>	<b>IMPLEMENTATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING</b>	<b>63-0004</b>
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Effective January 1, 1984, CWDs shall implement the provisions of Monthly Reporting and Retrospective Budgeting promulgated by 7 CFR 272.1(g) (Public Laws 96-39 and 97-35). CWDs shall provide all new applicants and currently certified households with the written explanation of monthly reporting/retrospective budgeting, the sample monthly report (CA 7) provided by SDSS, and a blank monthly report (CA 7). February 1984 shall be the first month in which CA 7s are due and March 1984 shall be the first month of retrospective budgeting.

The provisions contained in Section 63-505.2 shall be used to determine which households shall be subject to monthly reporting and/or retrospective budgeting requirements.

<b>63-0005</b>	<b>IMPLEMENTATION OF ADMINISTRATIVE/ELIGIBILITY AMENDMENTS REGULATIONS</b>	<b>63-0005</b>
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Sections as amended herein pursuant to 7 USC 2012, 2014, 2015, 2017, 2018, 2020, 2021, 2022, and 2025 shall become effective no later than October 1, 1983 for all new applications and no later than recertification for current caseload except as follows:

- .1 The provision of elderly and disabled members applied to household definition, eligibility and benefit determination, and income deductions still apply retroactively to September 8, 1982 for those persons who had requested and were denied separate household status or other considerations granted by the provision on or after September 8, 1982 and who request retroactive benefits.
- .2 The provisions for the initial month Section 63-503.1 and minimum benefits during reduction under Section 63-107 shall become effective immediately if Food and Nutrition Service (FNS) reduces benefits August 1, 1983; if FNS does not reduce benefits August 1, 1983 then to become effective the first of the month 30 days following the filing with the Secretary of State.

This implementation order requires changes to be made to the following sections: 63-102, 107, 300, 301, 402, 403, 409, 501, 502, 503, 505, 601, and 602.

<b>63-0006</b>	<b>IMPLEMENTATION OF SPONSORED ALIENS PROVISIONS</b>	<b>63-0006</b>
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Sections 63-102, 63-300, and 63-403, as amended and Section 63-503.53 as adopted herein, pursuant to Public law 97-98 (7 USC Section 2015(i)), shall become effective on September 1, 1983 and shall be implemented as follows:

- .1 First of the month following 30 days after filing of these regulations, the revised provisions shall apply to all new applications for households with sponsored aliens for whom the sponsor signed an affidavit of support or similar agreement on or after February 1, 1983.
- .2 Currently certified households for which the sponsor signed an affidavit of support or similar agreement on or after February 1, 1983, shall be converted to the revised provisions at the time of recertification.

<b>63-0007</b>	<b>IMPLEMENTATION OF AMENDED SUA REVISIONS</b>	<b>63-0007</b>
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Effective on November 1, 1983, CWDs shall implement the amendments to the SUA revisions, as follows:

1. Upon the effective date of these regulations, the amended revisions shall be applied to all new applications.
2. Currently certified households shall be converted to the amended revisions by the time of recertification.

This order implements changes to Sections 63-300.516, 63-502.361, and .363.



<b>63-0008</b>	<b>IMPLEMENTATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING (INCOMPLETE MONTHLY ELIGIBILITY REPORT - CA 7)</b>	<b>63-0008</b>
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Effective February 1, 1984, county welfare departments (CWDs) shall implement the provisions of Monthly Reporting and Retrospective Budgeting (Incomplete Monthly Eligibility Report - CA 7) for all new applicants and currently certified households.

<b>63-0009</b>	<b>IMPLEMENTATION OF DISQUALIFICATION PENALTIES OVERISSUANCE RECOVERIES</b>	<b>63-0009</b>
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Sections 63-103, 63-402, 63-501, 63-502, 63-503, 63-504, 63-702, and 63-805 and Division 22, Chapters 22-200, 22-201, 22-202, 22-210, 22-220, 22-230, and 22-240 as amended, and Sections 63-502.13 and .14, 63-503.44, 63-801, 63-805.1 and Division 20, Chapter 300 as adopted herein, shall become effective April 1, 1984 and implemented as follows.

- .1 Effective April 1, 1984, the revised and newly adopted provisions shall be applied to all new applications.
- .2 Currently certified cases shall be converted to the revised and newly adopted provisions on handling the income and resources of individuals disqualified for intentional Program violations, and recovery of household overissuance claims by the time of recertification. If the CWD has enough information in the case file that will not require the household to appear to obtain further information, the CWD may convert prior to the recertification period.
- .3 The provisions in Division 20, Chapter 20-300, and Section 63-805.1 on Program disqualification for intentional Program violations shall be applied to certified households from the effective date of these regulations. The disqualification penalties shall apply only to individuals for acts of intentional Program violation which occurred after the household has been notified of the new disqualification penalties.
- .4 The reporting requirements in Division 20, Section 20-300.5 shall become effective April 1, 1984. CWDs shall by no later than June 1, 1984, report to Food and Nutrition Service/Western Regional Office information required to complete the Disqualified Recipient Report Form (FNS 524) for individuals disqualified by an Administrative Disqualification hearing or a court of appropriate jurisdiction under the fraud disqualification regulations in effect prior to the effective date of these regulations.
- .5 The submission requirements for Form DFA 209, Status of Claims Against Households, as provided in Section 63-801.82 shall be implemented beginning with the end of the April-June 30, 1984 quarter.

63-0010	<b>IMPLEMENTATION OF FOOD STAMP ON-LINE ISSUANCE SYSTEM (FSOLIS)</b>	63-0010
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Food Stamp On-Line Issuance System, FSOLIS, regulatory provisions shall be effective on the date these regulations are filed with the Secretary of State. CWDs shall have a FSOLIS in operation no later than July 1, 1986 unless exempted in accordance with Section 63-602.12 or unless SDSS has approved a request for an extension. CWDs shall submit their cost benefit analysis to SDSS by July 1, 1985.

63-0011	<b>IMPLEMENTATION OF REVISED PROVISIONS FOR ENERGY ASSISTANCE PAYMENTS, WORK REGISTRATION, RESTORATION OF LOST BENEFITS, AND TECHNICAL AMENDMENTS</b>	63-0011
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The CWDs shall implement these revisions beginning the first of August 1985 after the filing of these revisions with the Secretary of State. The revised regulations include Sections 63-301.531, 63-407.1, 63-502.2(j)(7), 63-502.363, 63-503.485, 63-802.1, 63-802.54, 63-802.6, and 63-802.7.

63-0012	<b>IMPLEMENTATION OF AMENDED MONTHLY REPORTING AND RETROSPECTIVE BUDGETING REVISIONS</b>	63-0012
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Effective March 1, 1985, CWDs shall implement the revised provisions relating to monthly reporting and retrospective budgeting in Sections 63-300.4, 63-503.232, 63-504.3, 63-504.343, 63-505.2, 63-505.3, and 63-804.612 as promulgated by 7 CFR 273.9 and 273.21 (Public Law 97-35).

63-0013	<b>IMPLEMENTATION OF OVERISSUANCE CORRECTIVE ACTION</b>	63-0013
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CWDs shall implement the Overissuance Corrective Action provisions, Manual Sections 63-102 and 63-801, as amended and adopted herein on March 1, 1987.

- .1 The CWD shall not reinstate any claims suspended prior to April 1, 1984, and such claims shall not be subject to the recovery provisions contained in Section 63-801.111 and .311.
- .2 The CWD shall not recalculate any claims established and in the collection process prior to the effective date of these revised and newly adopted provisions. Such claims shall not be subject to the revised and newly adopted recovery provisions contained in Section 63-801.111 and .311 of these regulations.

63-0014	<b>IMPLEMENTATION OF REGULATIONS FOR THE GENERAL ADMINISTRATIVE CLEAN-UP</b>	63-0014
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CWDs shall implement the provisions of these regulations effective on the first of the month thirty (30) days after filing with the Secretary of State. Sections affected by these revisions are as follows: 63-102(a)(2); 63-103.21(i); 63-201.3; 63-300-519, .532(b); 63-301.541(b), .543(b); 63-501.112, .3(b); 63-503.16, .326; 63-504.324(a)(1), .361(d), .39, .392; 63-505.1; 63-602.382; 63-703.5; and 63-801.225.

<b>63-0015</b>	<b>IMPLEMENTATION OF THE DEFICIT REDUCTION ACT (DEFRA) REGULATIONS FOR CHILD/SPOUSAL SUPPORT DISREGARD PAYMENTS</b>	<b>63-0015</b>
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Sections 63-503.232, 504.324 and .325, 504.422 and 505.4 as amended or adopted herein, shall become effective July 1, 1985 with a retroactive implementation to October 1, 1984 to coincide with the implementation date of the DEFRA regulations in the AFDC program.

<b>63-0016</b>	<b>IMPLEMENTATION OF REGULATIONS DUE TO THE MONTHLY REPORTING AND RETROSPECTIVE BUDGETING REVIEW AND CLEAN-UP</b>	<b>63-0016</b>
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- .1 CWDs shall implement the provisions of these regulations effective on the first of the month, 30 days after filing with the Secretary of State.
- .2 Sections affected by the revision are Sections 63-300.1, 63-301.432, 63-301.52, .521; 63-301.543(c), 63-403.325, .326; 63-403.33, .337; 63-502.1(a), .114; 63-502.364, .365; 63-503.11, .13; 63-503.232(d)(2), 63-503.254, .255, 63-503.434, 63-503.46, 63-503.475(b), 63-503.484, 63-503.492(a)(2)(A), 63-503.493, 63-504.221, 63-504.251, 63-504.33, .352, .357(b); 63-504.42, .43, .431, .433, .434; 63-504.614, 63-504.623(b), (c); 63-504.633(c), and 63-504.71.

<b>63-0017</b>	<b>IMPLEMENTATION OF SOCIAL SECURITY COST-OF-LIVING ADJUSTMENTS</b>	<b>63-0017</b>
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CWDs shall implement these regulations on Social Security cost-of-living adjustments for nonmonthly reporting households effective on the first day of the month, 30 days after filing with the Secretary of State. Sections affected are 63-504.46, 63-504.47, .471, .472, et seq., and 63-505.511.

<b>63-0018</b>	<b>IMPLEMENTATION OF SALDIVAR V. MCMAHON PROVISIONS</b>	<b>63-0018</b>
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Effective on May 1, 1985, or the date that these regulations are filed with the Secretary of State, CWDs shall implement the revised time frames for providing continued benefits as amended in Sections 63-804.631(a), (b), (c), and 63-804.632.

<b>63-0019</b>	<b>IMPLEMENTATION OF FOOD STAMP ACCOUNTABILITY AND REPORTING REGULATIONS</b>	<b>63-0019</b>
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- .1 The amended and adopted provisions specified in Section 63-052.2 shall be effective on the first day of the month following 30 days after filing of these regulations with the Secretary of State.

<b>63-0019</b>	<b>IMPLEMENTATION OF FOOD STAMP ACCOUNTABILITY AND REPORTING REGULATIONS (Continued)</b>	<b>63-0019</b>
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.2 The following sections are affected by the revisions:

Sections 63-102b(3), i(7), p(6) through (9), r(4) through (7), and s(2) through (10); Sections 53-103.2, .21h, and i(6); Sections 63-206.1 through .14, .2 through .262, .3 through .38, .4 through .48, and .5 through .54; Sections 63-701.1 through .13(f), .2, .3 through .345, .4 through .432, and .5 through .522(a); Sections 63-702.1 through .122(g), .2 through .232, .3, .31, and .32, .4, .41, and .42, .5 through .52, and .6 through .64; Sections 63-703.1 through .141, .2 through .215, and .3 and .31; Sections 63-704.1 through .17; Sections 63-705.1 through .4; and Sections 63-1102.1 through .23.

<b>63-0020</b>	<b>IMPLEMENTATION OF AB 1111 FOOD STAMP REPEAL PROVISIONS</b>	<b>63-0020</b>
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.1 The revisions to the following sections shall become effective on the first day of the month following 30 days after filing with the Secretary of State: 63-001, .1, .2, .3, .31, .32, .33, .4, and .5; 63-002, 63-003, .1, .2, and .3; 63-004, .1 and .2; 63-005, .1 and .2; 63-006, 63-007, 63-008, .1, and .2; 63-009, .1, and .2; 63-010, .1, and .2, and .3; 63-011, .1, and .2, and .3; 63-012, 63-013, 63-014, 63-015, .1, .11, .12, and .13; 63-016, 63-017, .1, and .2, and .3; 63-018, 63-021, 63-022, .1 and .2; 63-023, 63-024, .1, .11, and .12; 63-025, .1 and .2; 63-026, 63-027, 63-028, .1 and .2; 63-029, and 63-030, 63-101.2; 63-106.1, .11, .13, .2, .3, .4, .41, .42, .43, .44, .5, .51, .52, .521, .522(a)(b)(c), .523(a) through (d), .524, .525, .526, .6, .7, .71, .711, .712, .73, and .714(a) through (c); 63-107.2; 63-108; 63-300.34, (1), (2), and (3); 63-402.7, .71, .72, and .73; 63-502, .331(a)(1), (2)(b)(c) and (d); 63-504.813, 504.862; 63-603, .16, and .17; 63-701 e and j; and 63-706.13.

<b>63-0021</b>	<b>IMPLEMENTATION OF AB 1111 FOOD STAMP AMENDMENTS</b>	<b>63-0021</b>
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The revisions to the following sections shall become effective July 1, 1987: 63-104.1 through .3; 63-107.1 .231(b), .31, .41, .81, .864, and .91; 63-201.2; 63-300.511 through .513, .516, .518, and .532; 63-301.42 through .44, and .533; 63-402.12 through .16; 63-403.31, .321 and .334; 63-501.3(f) through (k), .42, .43, .5, .51, .511 through .514, .52, .521 through .526, and .53; 63-502.1, .11, .111, .112, .12, .121, .122, .13, .131 through .135, .14, .141 through .149, and .15 through .18; 63-502.2(a) through (k), .33, .35, .351, and .352; 63-503.232(d), .322 through .327, and .486; 63-504.343, .45, and .512; 63-604.1, .2, .3, .6, and .8; 63-605.317; 63-804.613; and 63-805.3.

<b>63-0022</b>	<b>IMPLEMENTATION OF THE FOOD STAMP DISCLOSURE OF INFORMATION AND NONCOMPLIANCE WITH OTHER PROGRAMS' PROVISIONS</b>	<b>63-0022</b>
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All these provisions as amended or adopted herein, shall become effective December 1, 1985.

- .1 Section 63-201.3 et seq. relative to the disclosure of information from food stamp case files shall become operable on the effective date.
- .2 CWDs shall have the option of applying Sections 63-502.15 and .16; and Sections 63-503.5, .51, .511, .511(a), and .512 as amended or adopted herein, on a case-by-case basis when the eligibility worker becomes aware of a determination that a noncompliance violation has occurred; or a casefile search may be performed.
  - (a) If the CWD finds a case with a noncompliance violation and recoupment of the resulting overpayment has begun, food stamp benefits shall be reduced for the remainder of the penalty period.

<b>63-0023</b>	<b>IMPLEMENTATION OF THE WORK REGISTRATION/JOB SEARCH/ VOLUNTARY QUIT PROVISIONS</b>	<b>63-0023</b>
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CWDs shall implement the revised provisions of the work registration, job search, and voluntary quit regulations (Sections 63-407.21d and e, .223, .4 et. seq., .52, .521, .54, 822, .831b, .92; 63-408.1, .11 et. seq., .12 et. seq., .3, .31 and .32) as follows:

- .1 Effective September 1, 1985 these revised provisions shall apply to all new applicants.
- .2 These provisions shall be applied to participating households at the time of their recertification, or any other time they have office contact after August 31, 1985.

<b>63-0024</b>	<b>IMPLEMENTATION OF THE FOOD STAMP FARM BILL REVISIONS (PL 99-198) - INCOME DEDUCTIONS AND RESOURCE LIMITS</b>	<b>63-0024</b>
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Effective May 1, 1986, the CWDs shall implement the revised provisions related to the amended income deductions and resource limits in Sections 63-300.516; 63-409.1 et seq.; 63-501.64 and .8; 63-502.3, .32; and .35; 63-503.311(b); (e), and (g); 63-503.312(b); 63-503.321; 63-503.492(a)(2)(A)(i) and (B) and (b)(2); 63-504.39 and .391(a); and 63-900.541(d)(2).

- .1 These revised provisions shall be used to calculate food stamp benefits beginning with the May 1986 allotments for new and continuing households.
- .2 If for any reason the CWD does not implement these revised provisions by May 1, 1986, households shall be provided the lost benefits which they would have received if the provisions had been implemented by that date.

<b>63-0025</b>	<b>IMPLEMENTATION OF REGULATIONS FOR OFFSETTING FARM SELF-EMPLOYMENT LOSSES</b>	<b>63-0025</b>
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The CWDs shall implement the revised provisions of these regulations effective June 1, 1986. The sections affected by these revisions are as follows: 63-102s(1) and (1)(A); 63-502.112; and 63-503.415(b)(1) and (d).

- .1 These revised provisions shall apply to new food stamp applications effective June 1, 1986.
- .2 For continuing cases, the CWD shall apply the revised provisions to determine eligibility and benefit levels for the July 1986 allotments.

<b>63-0026</b>	<b>IMPLEMENTATION OF WAIVER OF RIGHT TO ADMINISTRATIVE DISQUALIFICATION HEARING AND DISQUALIFICATION CONSENT AGREEMENT REGULATIONS</b>	<b>63-0026</b>
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CWDs shall implement the provisions as amended herein, regarding the Waiver of Right to an Administrative Disqualification Hearing (ADH) and the Disqualification Consent Agreement. These provisions shall be effective on the first day of the first month following 30 days after filing of these regulations with the Secretary of State. Sections amended include 63-102(d)(5) and (w)(1); 63-801.231, .321, .42, and .422; and 63-805.11.

<b>63-0027</b>	<b>IMPLEMENTATION OF IEVS REGULATIONS</b>	<b>63-0027</b>
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- .1 The CWDs shall implement the amended or adopted provisions of the IEVS regulations promulgated by Public Law 98-369 as follows:
  - .11 Effective July 1, 1987, these provisions shall apply to all new applicants and to currently certified households on an ongoing basis in accordance with Section 20-006.2.
- .2 This order implements changes to Sections 63-102, 201.3, 300.2, 300.54, 300.55, 300.59, 404, 503.442, and 504.6.

<b>63-0028</b>	<b>IMPLEMENTATION OF CORRECTION TO WORK REGISTRATION/ JOB SEARCH/VOLUNTARY QUIT PROVISIONS</b>	<b>63-0028</b>
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- .1 CWDs shall implement the amendment to Section 63-408.13 effective July 1, 1986.
- .2 Benefits lost due to imposing the voluntary quit sanction from the date of application, shall be restored from September 1, 1985 in accordance with the provisions of Section 63-802. The 12-month limitation under Section 63-802 shall not apply to the restoration of these benefits.
- .3 A determination of entitlement to lost benefits shall be made for currently participating households at recertification, or at termination, whichever occurs first.

<b>63-0029</b>	<b>OBRA AND NONDISCRETIONARY FOOD STAMP REGULATIONS #1</b>	<b>63-0029</b>
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Implementation of Sections 63-300,515(a), 63-301.531, 63-301.541(b), 63-301.543(b), 63-502.121, 63-801.1 as amended and Sections 63-301.531(a),(b),(c) and (d), 63-301.543(d), 63-801.6; and 63-802.542 are hereby adopted and shall become effective December 1, 1986 and implemented as follows:

- .1 Effective December 1, 1986, the revised and newly adopted or revised provisions shall be applied to new food stamp applications.
- .2 The revised Section 63-502.121 shall be used to calculate food stamp benefits beginning with the January 1, 1987 allotments for continuing households.
- .3 Sections 63-801.1, 63-801.6 and 63-802.542 which are revised or adopted herein on claims for overissuances and restoration of lost benefits shall apply to all claims established after November 30, 1986.

<b>63-0030</b>	<b>IMPLEMENTATION OF CATEGORICAL ELIGIBILITY FOR PUBLIC ASSISTANCE RECIPIENTS</b>	<b>63-0030</b>
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- .1 The amended provisions specified in Section 63-064.5 shall be effective retroactively to December 23, 1985. Any household that applied for and was denied benefits from that date shall be entitled to restored benefits if it was categorically eligible in accordance with these provisions and;
- .11 Is otherwise entitled to benefits, and requests a review of its case; or,
- .12 The CWD otherwise becomes aware that a review is needed.
- .2 The CWD shall send general notices, as prescribed by SDSS, to inform households that they may be entitled to restored benefits as a result of these regulations.
- .3 Restored benefits to entitled households shall be made available in accordance with Section 63-802 back to the date of the food stamp application or December 23, 1985, whichever is later.
- .4 Effective February 1, 1987, the CWD shall implement the amended provisions in Sections 63-064.6 and .7 for all new applications filed on or after that date.
- .5 Effective February 1, 1987, the CWD shall implement the following provisions for continuing cases:
- .51 Section 63-064.6 shall be implemented at the household's request, at recertification, termination, or whenever the CWD otherwise becomes aware of the household's categorical eligibility.
- .52 Section 63-064.7 shall be implemented no later than recertification.

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- .6 The sections affected by the categorical eligibility revisions include:
- 63-102c(2), p(8); 300.515, .518, .523; 301.6, .63, .631, .631(a) and (b), (b)(1) and (2), .632, .632(a) - (d), and .634(a); 301.7, .71, .721, .722, .723, .724, .73, .731 - .733, .74, .741 - .745, .75, .76, .761 and .762, .8, and .9; 403.388; 404; 409.1, .111, and .12; 501.8; 503.11, .211, .231, .321, .322, .329, .329(a), and .422(d)(4); 504.121, .121(a), .231(a), 504.611(a) and (b), .624, and .625(b); and 505.4(g) and (h).
- .7 The sections affected by other revisions include:
- 63-402.21, .22, .221; 406.3; 501.521(f); 501.9; 502.13, .131, .14, .141, .142; 503.44, .441, .441(b)(1); 503.443, .444(a) and (b); and 503.45 and .453.

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<b>63-0030</b>	<b>IMPLEMENTATION OF CATEGORICAL ELIGIBILITY FOR PUBLIC ASSISTANCE RECIPIENTS (Continued)</b>	<b>63-0030</b>
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**HANDBOOK CONTINUES**

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.7 The sections affected by other revisions include:

63-402.21, .22, .221; 406.3; 501.521(f); 501.9; 502.13, .131, .14, .141, .142; 503.44, .441, .441(b)(1); 503.443, .444(a) and (b); and 503.45 and .453.

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<b>63-0031</b>	<b>IMPLEMENTATION OF TREATMENT OF CERTAIN EDUCATIONAL GRANTS AND LOANS</b>	<b>63-0031</b>
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.1 These amended or adopted provisions in Section 63-065.2 shall be implemented as follows:

.11 Effective February 1, 1987, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.

.12 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household or no later than at recertification or termination.

.13 Benefits shall be restored in accordance with 7 CFR 272.1(g)(79), except as specified in Section 63-065.14.

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7 CFR 272.1(g)(79) states that affected households shall be entitled to restored benefits retroactive to August 22, 1986.

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<b>63-0031</b>	<b>IMPLEMENTATION OF TREATMENT OF CERTAIN EDUCATIONAL GRANTS AND LOANS (Continued)</b>	<b>63-0031</b>
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**HANDBOOK BEGINS HERE**

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7 CFR 272.1(g)(76) states that households shall be provided lost benefits back to August 1, 1986.

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- .2 The sections affected by these revisions are as follows: Section 63-406.1 and .21; 63-407.2(b); and 63-502.2(a), (c), (d), and (e).

<b>63-0032</b>	<b>IMPLEMENTATION OF OBRA AND NONDISCRETIONARY #2</b>	<b>63-0032</b>
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- .1 Sections 63-102(e)(1), (s)(8); 63-300.531(a) and (b); 63-401; 63-502.353; 63-502.361; 63-502.363; 63-503.254; 63-503.412; 63-504.42, .43, .431, .432, .433, .434, .44, and .47; 63-601.1, .13, and .14 as amended and Sections 63-300.51; 63-503.256; 63-503.412(a)(1); 63-505.211 and .212; 63-601.12 as adopted herein shall become effective April 1, 1987 and implemented as follows:
- .11 CWDs shall provide restored benefits to entitled households pursuant to these provisions back to August 1, 1986. All restorations shall be completed either upon request or no later than at recertification or termination.
- .12 Beginning April 1, 1987 CWDs shall implement the required program changes for all new applications.
- .2 Sections 63-102(s)(4) and (t)(2); 63-300.34; 63-402.3, .612, and .642; 63-403.14, .17, .2, and .21; 63-403.321(b) and (b)(1); 63-403.33, .331, .332, .341, .342, .343, .344, .345, .346, .347, and .348; 63-501.3(d), (e), and (k); 63-503.491(a), .492(a), (b), (c), and (d), .493; 63-504.266, .39, .611, .612, .613, .615, .618, .619, .621, .622, .623, .624, .632, .633, and .643; and 63-505.33 and .34; 63-801.431 as amended, and Sections 63-102(d)(1); 63-403.333, .334, and .34; 63-501.3(k)(12); 63-502.2(j); 63-503.492(e); 63-504.614, .616, and .617 as adopted herein, shall become effective April 1, 1987 and implemented as follows:
- .21 Beginning April 1, 1987 CWDs shall implement the required program changes for all new applications.
- .22 Currently certified households shall be converted to the required program changes at the time of recertification or any time a case file is reviewed prior to recertification.

<b>63-0033</b>	<b>IMPLEMENTATION OF FOOD STAMP EXPEDITED SERVICE #1</b>	<b>63-0033</b>
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On April 1, 1987 the following provisions are effective:

- .1 The amendments to Section 63-301.531 that were effective December 1, 1986 are repealed and replaced by these amendments to 63-301.531.
- .2 Section 63-301.532 is repealed, Section 63-301.533 is renumbered to 63-301.532, and Section 63-301.534 is amended renumbered to 63-301.533.

<b>63-0034</b>	<b>IMPLEMENTATION OF ENERGY ASSISTANCE PAYMENTS</b>	<b>63-0034</b>
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- .1 Sections 63-502.352(a) and 63-503.254 as amended herein shall become effective August 1, 1987.
- .2 Beginning August 1, 1987 CWDs shall implement the required program changes for all new applications.
- .3 The CWDs shall implement these required program changes for currently participating households at the household's request; at termination or recertification, whichever occurs first.
- .4 A determination of entitlement to a restoration of lost benefits shall be made either upon request of the household, or when the CWD becomes aware that a household was denied benefits or would have been eligible for a higher allotment, and implemented as follows:
  - .41 Any household that was denied benefits shall receive restored benefits back to October 1, 1986 or the date of application, whichever is later.
  - .42 Currently participating households shall receive benefits back to October 1, 1986 or the first month in which application of these provisions would have affected the household's benefits, whichever is later.

<b>63-0035</b>	<b>IMPLEMENTATION OF PURCHASE OF PREPARED MEALS BY HOMELESS FOOD STAMP RECIPIENTS</b>	<b>63-0035</b>
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- .1 Effective August 1, 1987, CWDs shall implement the amended or adopted provisions listed below relating to the purchase of prepared meals by homeless food stamp recipients.
- .2 Sections affected by these revisions are 63-102e.(2)(G), h.(1), m.(2), r.(4)(B); 63-103.21j; 63-402.46; 63-402.645; 63-503.6; 63-604.5 and .8.

	<b>63-0036</b>	<b>IMPLEMENTATION OF CA 7 COMPLETENESS CRITERIA, NONCOOPERATION WITH FEDERAL QC REVIEWS AND SOCIAL SECURITY COLA TIME FRAMES</b>	<b>63-0036</b>
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Effective January 1, 1988 the CWDs shall implement the following amended provisions; Sections 63-301.541(b)(1); 63-504.324, (a), (b)(1), (c) and (d); 63-504.46 and .462(a); and 63-505.1.

	<b>63-0037</b>	<b>IMPLEMENTATION OF THE FOOD STAMP WORK REQUIREMENTS</b>	<b>63-0037</b>
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The CWDs shall implement the revised provisions of these regulations effective July 1, 1987. The sections affected by these revisions are: 63-102p.(1)(C), 63-402.227, 63-407.21a., 63-407.221(c), 63-407.37, 63-407.51, 63-407.53, 63-407.54, 63-407.551, 63-407.57 and .571, 63-407.61, 63-407.62, 63-407.621(a) and (b), 63-407.621(c)(7), 63-407.622, 63-408, 63-408.11, 63-408.12, 63-408.13, 63-408.15, 63-408.21, 63-408.24, 63-408.41(e), (f) and (h), 63-408.6 and .61, 63-408.62, .621, .622 and .623, 63-503.443, and 63-503.45.

	<b>63-0038</b>	<b>IMPLEMENTATION OF HIGHER EDUCATION AMENDMENTS OF 1986 (PUBLIC LAW 99-498)</b>	<b>63-0038</b>
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- .1 Sections 63-501.111, 63-501.2(k)(12), 63-502.2(d)(5), 63-502.2(f)(1)(F), 63-502.2(f)(2)(B), and 63-502.2(k)(4), as amended herein, shall become effective September 1, 1987.
- .2 These amended or adopted provisions in Section 63-072 shall be implemented as follows:
  - .21 Beginning September 1, 1987, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.
  - .22 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or October 17, 1986, whichever occurred later.
  - .23 For a household that applied for benefits from October 17, 1986 until August 31, 1987 and was denied, the household is entitled to restored benefits back to October 17, 1986 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.

<b>63-0039</b>	<b>IMPLEMENTATION OF THE FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM REQUIREMENTS</b>	<b>63-0039</b>
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The CWDs shall implement the revised provisions of these regulations effective October 1, 1987. The sections affected by these revisions are: Section 63-300.533a; 63-301.411(b) and .541(d); 63-402.224 and .611; 63-407.1, .2, .21, .21(a)-(i), .211, .221, .221(a)-(c), 223, .23, .231; .31, .311-.313, .32-.36; .4, .41-.46; .52-.58; .61 and .62, .8, .91, and .92; 63-408.31 and .32; and 63-504.361(c) of the Manual of Policies and Procedures.

<b>63-0040</b>	<b>IMPLEMENTATION OF REGULATIONS FOR COMMUNITY MENTAL HEALTH CENTERS</b>	<b>63-0040</b>
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.1 Effective October 1, 1987 the CWDs shall implement the revised provisions of these regulations retroactively to March 27, 1986 for any previously denied application that would have otherwise been approved pursuant to these regulation changes. The sections affected by these revisions are as follows: 63-102(d)(6), 63-402.4, and 63-503.471.

.2 Effective October 1, 1987, the CWD shall implement the amended provisions for all new applications.

<b>63-0041</b>	<b>IMPLEMENTATION OF THE ELIGIBLE ALIEN STATUS REGULATIONS (PUBLIC LAW 99-603)</b>	<b>63-0041</b>
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.1 Sections 63-300.512, .512(a), .512(b), .512(c), .512(d), 403.1 and 403.321, as amended herein, are effective March 1, 1988.

.2 These amended or adopted provisions in Section 63-075 shall be implemented as follows:

.21 For aliens who became eligible for food stamps as the result of the change of the continuous residence date, as reflected in Section 63-403.1(c), these regulations must be implemented retroactive to November 6, 1986.

.211 For a household that applied for benefits from November 6, 1986 through February 29, 1988 and was denied, the household is entitled to restored benefits back to November 6, 1986 or the date of application, whichever occurred later, if the household:

(a) Is otherwise entitled to benefits; and,

(b) Requests a review of its case or the CWD becomes aware that a review is needed.

<b>63-0041</b>	<b>IMPLEMENTATION OF THE ELIGIBLE ALIEN STATUS REGULATIONS (PUBLIC LAW 99-603) (Continued)</b>	<b>63-0041</b>
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- .22 For aliens who became eligible for food stamps as the result of Section 63-403.1(k), these regulations must be implemented retroactive to June 1, 1987.
- .221 For a household that applied for benefits from June 1, 1987 through February 29, 1988 and was denied, the household is entitled to restored benefits back to June 1, 1987 or the date of application, whichever occurred later, if the household:
- (a) Is otherwise entitled to benefits; and,
  - (b) Request a review of its case or the CWD becomes aware that a review is needed.
- .23 The earliest date upon which aliens may become eligible under Section 63-403.1(i) is November 7, 1988.
- .24 The earliest date upon which aliens may become eligible under Section 63-403.1(j) is May 5, 1992.
- .25 The dates during which aliens may become eligible under Section 63-403.1(l) are October 1, 1989 through September 30, 1993.

<b>63-0042</b>	<b>IMPLEMENTATION OF INCOME AND RESOURCE ELIGIBILITY REQUIREMENTS</b>	<b>63-0042</b>
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- .1 The amended provisions in Section 63-076.2 shall be implemented as follows:
- .11 Effective December 1, 1987, the CWDs shall implement the amended provisions for all new food stamp applications and continuing cases.
- .12 In accordance with 7 CFR 272.1(g)(90), benefits shall be restored to entitled households upon request by the household, or when the CWD otherwise becomes aware that benefits should be restored. Restored benefits are to be provided back to the date of application or April 1, 1987, whichever occurred later.
- .2 The sections affected by these revisions are as follows: Sections 63-501.3(k)(13); 63-501.3(n); 63-502.135; and 63-502.2(k)(3).

<b>63-0043</b>	<b>IMPLEMENTATION OF REGULATIONS FOR EXPEDITED SERVICE #2</b>	<b>63-0043</b>
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- .1 Effective July 1, 1988 the CWDs shall implement the revised and adopted provisions. The sections affected are as follows: 63-102(c)(5); 63-103.21(i)(2); 63-201.4; 63-301.52; .531, .541(b), .633, .634, .635; 63-503.212(a), .212(c), .22; 63-503.232(c)(4) and 63-704.18.

<b>63-0044</b>	<b>IMPLEMENTATION OF MCKINNEY HOMELESS ASSISTANCE REGULATIONS (P.L. 100-77) AND SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM REGULATIONS (P.L. 100-175)</b>	<b>63-0044</b>
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- .1 Sections 63-078, 102(g), (h) and (t), 301.51, 402.14, 502.141, 502.2(b), 502.2(k)(5), 504.11, and 801.323, as amended herein, shall become effective June 1, 1988.
- .2 These amended or adopted provisions in Section 63-078 shall be implemented as follows:
- .21 The provisions in Section 63-102(g) which defines "General Assistance," the provisions contained in Sections 63-502.141, 502.2(b)(2)(A), (B), and (C) regarding exclusion of certain PA/GA vendor payments and the provision in Section 63-502.2(b)(3) regarding exclusion of emergency/special PA/GA vendor payments are effective retroactive to April 1, 1987. Affected households shall be entitled to restored benefits back to the date of application or April 1, 1987, whichever occurred later.
- .22 Section 63-502.2(b)(2)(D), the income exclusion of certain PA/GA vendor payments shall be implemented for new applicants who apply for benefits beginning June 1, 1988 and ending September 30, 1989. For continuing cases, this provision is effective retroactively only for allotments issued on or after October 20, 1987. CWDs shall implement the required program changes for their affected current caseload, if otherwise eligible, at recertification, when the household requests a review of its case, or when the CWD otherwise becomes aware that a review is needed.

<b>63-0044</b>	<b>IMPLEMENTATION OF MCKINNEY HOMELESS ASSISTANCE REGULATIONS (P. L. 100-77) AND SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM REGULATIONS (P. L. 100-175)</b> (Continued)	<b>63-0044</b>
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- .23 Sections 63-402.142(b), .145(b), and 504.112, (the exception to certain household composition requirements and the rule regarding recertification of households subject to the exception) shall be implemented on June 1, 1988. Households who apply for benefits on or after the date this provision is implemented shall be granted separate household status under this provision. Current participants and other persons previously denied benefits who are eligible for separate household status under this provision shall be granted separate household status retroactive to October 1, 1987 as appropriate. Affected households are entitled to restored benefits back to date of application or October 1, 1987, whichever occurred later. This determination shall be made upon request from the household, at recertification or when the CWD otherwise becomes aware that a review is needed.
- .24 Sections 63-102(h), the definition of homeless individuals, 301.51, the expansion of expedited service, and 801.32, the earned income deduction penalty, are to be implemented on June 1, 1988.
- .25 Section 63-502(k)(5), the income exclusion of funds received by individuals aged 55 and over provided by the Senior Community Service Employment Program (SCSEP) under Title V of the Older American Act (as amended by Public Law 100-175) shall be implemented as follows:
- .251 Beginning June 1, 1988 the CWDs shall implement the adopted provision for all new food stamp applications.
- .252 For continuing cases and any other affected households, this provision shall be implemented upon request of the household, at recertification, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits to entitled households are to be provided back to the date of application or October 1, 1987, whichever occurred later.

<b>63-0045</b>	<b>IMPLEMENTATION OF REGULATIONS FOR EXPEDITED SERVICES #3</b>	<b>63-0045</b>
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- .1 Effective October 1, 1988 the CWDs shall implement the revised and adopted provisions. The sections affected are as follows: 63-102c.(5); 63-300.23; 63-301.521 and .531; 63-504.123(a), .362, .51, .611, .612, .618, .619 and .621.



<b>63-0046</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CLEAN UP PACKAGE #1</b>	<b>63-0046</b>
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- .1 Effective on the first of the month 30 days after filing with the Secretary of State, the CWDs shall implement the revised and adopted provisions. The Sections affected are as follows: 63-102g.(2); 63-102p.(1)(C); 63-102r.(6); 63-102u.; 63-300.515a.; 63-300.516; 63-407.513; 63-501.3(d); 63-501.523(c); 63-501.526; and 63-502.331(h); 63-502.352(a)(1); 63-502.352(d)(1) and (2) and (e); 63-503.232(d); 63-503.253 and .255; 63-504.325; 63-505.311; 63-505.53; 63-601.43; 63-602.12, 63-605.355, 63-801.442 and 63-801.85 and .852.

<b>63-0047</b>	<b>IMPLEMENTATION OF HART V. MCMAHON</b>	<b>63-0047</b>
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- .1 CWDs shall, no later than June 1, 1989, be in compliance with the revision to Section 63-201.2.

<b>63-0048</b>	<b>IMPLEMENTATION OF CHARITABLE DONATIONS REQUIREMENTS</b>	<b>63-0048</b>
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- .1 The amended provision in Section 63-082.2 shall be implemented as follows:
- .11 Effective December 1, 1988, the CWDs shall implement the amended provision for all new food stamp applications and continuing cases.
- .12 In accordance with 7 CFR 272.1(g)(98), benefits shall be restored to entitled households at the time of recertification, upon the request of the household, or when the CWD otherwise becomes aware that benefits should be restored. Restored benefits are to be provided back to the date of application or February 1, 1988, whichever occurred later. Restoration shall be made in accordance with Section 63-802 except that the twelve-month limit for restoring benefits shall not apply.
- .2 The section affected by this revision is 63-502.2(c) through (l).

<b>63-0049</b>	<b>IMPLEMENTATION OF VOLUNTARY QUIT AND WORK REGISTRATION REQUIREMENTS REGULATIONS</b>	<b>63-0049</b>
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Effective February , 1989, CWDs shall implement the following provisions relating to voluntary quit and work registration requirements: Sections 63-402.227, 63-407.63, 63-407.87, 63-407.89, 63-408, 63-408.11, 63-408.112, 63-408.15, 63-408.223, 63-408.224, 63-408.23, 63-408.241, 63-408.242, 63-408.25, 63-408.251, 63-408.31, 63-408.41, 63-408.621, 63-408.623, 63-408.63, 63-503.443 and 63-801.312.

63-0050	IMPLEMENTATION OF DISASTER ASSISTANCE ACT (PL 100-387)	63-0050
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- .1 Effective November 1, 1989, the CWDs shall implement the amended or adopted provisions in Sections 63-502.2(b)(2)(D) and 63-503.13 for all new food stamp applications and continuing cases.
- .2 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made:
  - .21 Upon request by the household;
  - .22 At recertification;
  - .23 When the case is next reviewed; or
  - .24 When the CWD becomes aware that a review is needed, whichever occurs first.
- .3 Restored benefits to any entitled households are to be provided back to the date of application or September 1, 1988, whichever occurred later.

63-0051	IMPLEMENTATION OF REGULATIONS TO ADOPT A RESIDENCY OPTION FOR PARTICIPANTS IN THE GAIN SUPPLEMENTATION PROGRAM	63-0051
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- .1 Effective January 1, 1989 the CWDs shall implement the revised and adopted provisions. The section affected is 63-401.

63-0052	IMPLEMENTATION OF RESOURCE AND INCOME EXCLUSIONS FOR RELOCATION RESTITUTION RECEIVED BY JAPANESE AND ALEUTIANS FOR INJUSTICES DURING WORLD WAR II (PL 100-383)	63-0052
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- .1 Effective June 1, 1989 the CWDs shall implement the adopted provisions. The section affected is 63-501.3(k).

<b>63-0053</b>	<b>IMPLEMENTATION OF REGULATIONS FOR THE HUNGER PREVENTION ACT OF 1988 (P.L. 100-435)</b>	<b>63-0053</b>
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- .1 Effective November 1, 1989, the CWDs shall implement the following revised and adopted provisions: MPP Sections 63-102e.(1); 63-300.41 and .519; 63-301.543(a) and .544; 63-501.11, .3(e), .521(g), and .526 Table I; 63-502.2(a)(2) and (m); 63-503.16, .254, and .411(e); 63-504.211, .212, .341, .411, .421, and .631; 63-505.1, .2, .34, .4, and .511 for new food stamp applications and continuing cases.
  - .11 Continuing cases shall be converted to these provisions at household request, at certification, or when the case is reviewed next, whichever occurs first.
  - .12 Continuing cases shall have benefits restored as follows:
    - .121 For MPP Section 502.2(m), restoration of benefits to entitled households retroactive to the date of application or January 1, 1989, whichever occurs later.
    - .122 For MPP Sections 63-102e.(1)(D), (E), and (F); 63-501.3(e) and .521(g); 63-502.2(a)(2); 63-503.411(e); and 504.341, restoration of benefits to entitled households retroactive to the date of application or July 1, 1989 whichever occurs later.
- .2 Provisions in MPP Sections 63-301.543(a) and 63-503.16 shall be implemented by January 1, 1990 for all households which newly apply for Food Stamp Program benefits or apply for recertification on or after that date.

<b>63-0054</b>	<b>IMPLEMENTATION OF FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM REIMBURSEMENT REGULATIONS</b>	<b>63-0054</b>
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- .1 Effective August 11, 1989, CWDs shall implement the following provisions relating to the Food Stamp Employment and Training Program requirements: 63-407.81 and 63-407.83.

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**FOOD STAMP REGULATIONS  
PROGRAM INFORMATIONAL ACTIVITIES**

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<b>63-1000</b>	<b>PROGRAM INFORMATIONAL ACTIVITIES</b>	<b>63-1000</b>
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<b>63-1001</b>	<b>DEFINITION</b>	<b>63-1001</b>
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<b>63-1002</b>	<b>COUNTY PROGRAM INFORMATIONAL ACTIVITIES</b>	<b>63-1002</b>
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**FOOD STAMP HANDBOOK  
ELIGIBILITY DETERMINATIONS**

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<b>63-1101</b>	<b>TABLES OF COUPON ISSUANCE</b>	<b>63-1101</b>
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[Tables of Coupon Issuance](#) (effective October 1, 2004)

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**63-1101 TABLES OF COUPON ISSUANCE (Continued)****63-1101**

- .1 Maximum Resource Eligibility Standards, effective May 1, 1986 are as follows:
  - .11 \$3,000 for all households which include at least one member aged 60 or older or a disabled member.
  - .12 \$2,000 for all other households.
- .2 Income Deductions
  - .21 Earned Income Deduction. Effective May 1, 1986, the earned income deduction is 20 percent.
  - .22 Standard Deduction. Effective October 1, 1992, the standard deduction shall be \$127 per household, per month, and will be adjusted annually.
  - .23 Dependent Care Deduction. Effective September 1, 1994, the maximum dependent care deduction shall be \$200 a month for each dependent child under two years of age and \$175 a month for each other dependent.
  - .24 Excess Shelter Deduction. Effective January 1, 1997 through September 30, 1998, the maximum deduction shall be \$250. Effective October 1, 1998 through September 30, 2000 the maximum deduction shall be \$275. Effective October 1, 2000 forward, the maximum deduction shall be \$300. The applicable maximum deduction shall apply for all households except those containing an elderly or disabled member. Households containing elderly or disabled members are entitled to an excess shelter deduction for the monthly amount that exceeds 50 percent of the household's monthly income after all applicable deductions have been allowed (see Section 63-502.35).
  - .25 Excess Medical Deduction. Allow as an excess medical deduction that portion of medical expenses in excess of \$35 per month, excluding costs for special diets, incurred by any household member who is elderly or disabled.
  - .26 Standard Utility Allowance (SUA). Effective January 1, 1994, the current SUA is \$145.00, effective through December 31, 1994.
  - .27 Homeless Shelter Deduction. The homeless shelter deduction is \$143.

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**63-1101 TABLES OF COUPON ISSUANCE (Continued)****63-1101****.28 Vehicle Exclusion Limit.**

The vehicle exclusion limit for vehicles shall be \$4650 from October 1996, forward.

**.3 Income Eligibility Standards****.31 Maximum Gross Income Standards (Effective October 1, 1992)**

<u>Household Size</u>	<u>Amount</u>
1	\$ 738
2	996
3	1254
4	1512
5	1770
6	2027
7	2285
8	2543
9	2801
10	3059
11	3317
12	3575
13	3833
14	4091
15	4349
16	4607
17	4865
18	5123
19	5381
20	5639*

\* Add \$258 for each additional person.

**63-1101 TABLES OF COUPON ISSUANCE (Continued)****63-1101**

| .32 Maximum Net Monthly Income Standards (Effective October 1, 1992)

<u>Household Size</u>	<u>Amount</u>
1	\$ 568
2	766
3	965
4	1163
5	1361
6	1560
7	1758
8	1956
9	2155
10	2354
11	2553
12	2752
13	2951
14	3150
15	3349
16	3548
17	3747
18	3946
19	4145
20	4344*

\* Add \$199 for each additional member.

| .33 Maximum Gross Income Standards For Elderly and Disabled Separate Household Status  
(Effective October 1, 1992)

<u>Household Size</u>	<u>Amount</u>
1	\$ 937
2	1264
3	1591
4	1919
5	2246
6	2573
7	2900
8	3228
9	3556
10	3884*

\* Add \$328 for each additional person.



<b>63-1101</b>	<b>TABLES OF COUPON ISSUANCE (Continued)</b>	<b>63-1101</b>
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.4 Reciprocal Table for Prorating Initial Month's Benefits

PORTION OF MONTHLY RATE OR RECIPROCAL TABLE

Day of the month	28-day Month	29-day Month	30-day Month	31-day Month	Day of the Month
1st	1.0000	1.0000	1.0000	1.0000	1st
2nd	.9643	.9655	.9667	.9677	2nd
3rd	.9286	.9310	.9334	.9355	3rd
4th	.8929	.8966	.9	.9032	4th
5th	.8571	.8621	.8667	.8710	5th
6th	.8214	.8276	.8334	.8387	6th
7th	.7857	.7931	.8	.8065	7th
8th	.75	.7586	.7667	.7742	8th
9th	.7143	.7241	.7334	.7419	9th
10th	.6786	.6897	.7	.7097	10th
11th	.6429	.6552	.6667	.6774	11th
12th	.6071	.6207	.6334	.6452	12th
13th	.5714	.5862	.6	.6129	13th
14th	.5357	.5517	.5667	.5806	14th
15th	.5	.5172	.5334	.5484	15th
16th	.4643	.4828	.5	.5161	16th
17th	.4286	.4483	.4667	.4839	17th
18th	.3929	.4138	.4334	.4516	18th
19th	.3571	.3793	.4	.4194	19th
20th	.3214	.3448	.3667	.3871	20th
21st	.2857	.3103	.3334	.3548	21st

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<b>63-1101</b>	<b>TABLES OF COUPON ISSUANCE (Continued)</b>	<b>63-1101</b>
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Day of the month	28-day Month	29-day Month	30-day Month	31-day Month	Day of the Month
22nd	.25	.2759	.3	.3226	22nd
23rd	.2143	.2414	.2667	.2903	23rd
24th	.1786	.2069	.2334	.2581	24th
25th	.1429	.1724	.2	.2258	25th
26th	.1071	.1379	.1667	.1935	26th
27th	.0714	.1034	.1334	.1613	27th
28th	.0357	.0690	.1	.1290	28th
29th		.0345	.0667	.0968	29th
30th			.0334	.0645	30th
31st				.0323	31st

Note: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10553, 10554, Welfare and Institutions Code; and 7 U.S.C. 2014(g)(1).

**63-1102 COUPON BOOK DETERMINATION****63-1102****.1 Coupon Books and Coupon Ordering****.11 Coupon books are available in the following types and denominations:**

Type A - \$2 (two \$1 coupons).

Type B - \$7 (one \$5 coupon, and two \$1 coupons).

Type C - \$40 (two \$10 coupons, three \$5 coupons, and five \$1 coupons).

Type D - \$50 (four \$10 coupons and two \$5 coupons).

Type E - \$65 (six \$10 coupons and five \$1 coupons).

Type F - \$10 (one \$5 coupon and five \$1 coupons).

**.12 Coupon Colors are:**

\$1 coupon - Brown

\$5 coupon - Purple

\$10 coupon - Blue-green

**.13 The Coupon Book Colors are:**

The coupon book covers are manila tagboard, but each book is printed in a different color ink.

\$2 book - Green

\$7 book - Purple

\$10 book - Turquoise

\$40 book - Brownish gold

\$50 book - Grey

\$65 book - Red

**63-1102 COUPON BOOK DETERMINATION (Continued)**

**63-1102**

.14 Additional Coupon Book Data

Coupons are normally ordered in full size cartons. The following table gives additional facts on full size cartons.

	Books Full-size Cartons					
	\$2	\$7	\$10	\$40	\$50	\$65
Carton Weight (estimated lbs.)	26	28	34	22	24	21
Carton value	\$4,000	\$14,000	\$20,000	\$32,000	\$40,000	\$39,000
Carton Dimensions						
(inches) L	13	13	12-1/2	13-1/2	14-1/4	13
(inches) W	7	9	11	13	13	12
(inches) H	11-1/2	11-1/2	10-3/8	6	6	6
Volume						
Boxes per Carton	8	8	8	4	4	4
Books per Box	250	250	250	200	200	150
Books per Carton	2,000	2,000	2,000	800	800	600

<b>63-1102</b>	<b>COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.2 Verifying Shipments

- .21 The designated receiving agent will determine that the required number and type of cartons are received before signing the postal receipt or other receipt (depending upon how shipment is made). Cartons will be numbered consecutively for each denomination within each shipment. Cartons identify contents by colored label:

\$2 books - green label with letter "A".

\$7 books - purple label with letter "B".

\$40 books - brownish gold label with letter "C".

\$50 books - blue label with letter "D".

\$65 books - reddish brown label with letter "E".

\$10 books - turquoise label with letter "F".

.22 Opening Individual Cartons

Before opening each carton, the receiving agent and at least one other person will examine the seal and general condition of the carton. They should not break the seal if there is any evidence of tampering or other damage. They should check the contents by removing the cambric tapes over the special openings provided for inspection of the carton, folding back flaps, and counting the number of boxes. They should verify the contents by checking the labels on the boxes with the label on the carton. If there are mutilated or mismanufactured coupons or a shortage/overage of coupons, an FNS 43 must be completed (see Section 63-702.211). The employee responsible will verify that 25 units are contained in each box of \$2 and \$7 books, 25 units in each box of \$10 books; 20 units in each box of \$40 and \$50 books, and 15 units in each box of \$65 books. (A unit consists of 10 books. Units are separated by dividers.)

<b>63-1102</b>	<b>COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.23 Opening Individual Boxes

Before opening each box, the employee responsible and at least one other person will examine the seal and general condition of the box and count the number of units through the slotted opening to verify that 25 units are contained in each box of \$2 and \$7 books, 25 units in each box of \$10 books; 20 units in each box of \$40 and \$50 books, and 15 units in each box of \$65 books. (A unit consists of 10 books. Units are separated by dividers.) If there are mutilated or mismanufactured coupons or a shortage/overage of coupons, the employee must complete the FNS 43 (see Section 63-705.211).

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number

Value	# Required	2	7	10	40	50	65
10	1 =	0	0	1	0	0	0
11	3 =	2	1	0	0	0	0
12	2 =	1	0	1	0	0	0
13	4 =	3	1	0	0	0	0
14	2 =	0	2	0	0	0	0
15	5 =	4	1	0	0	0	0
16	3 =	1	2	0	0	0	0
17	2 =	0	1	1	0	0	0
18	4 =	2	2	0	0	0	0
19	3 =	1	1	1	0	0	0
20	2 =	0	0	2	0	0	0
21	3 =	0	3	0	0	0	0
22	3 =	1	0	2	0	0	0
23	4 =	1	3	0	0	0	0
24	3 =	0	2	1	0	0	0
25	5 =	2	3	0	0	0	0
26	4 =	1	2	1	0	0	0
27	3 =	0	1	2	0	0	0
28	4 =	0	4	0	0	0	0
29	4 =	1	1	2	0	0	0
30	3 =	0	0	3	0	0	0
31	4 =	0	3	1	0	0	0
32	4 =	1	0	3	0	0	0
33	5 =	1	3	1	0	0	0
34	4 =	0	2	2	0	0	0
35	5 =	0	5	0	0	0	0
36	5 =	1	2	2	0	0	0
37	4 =	0	1	3	0	0	0
38	5 =	0	4	1	0	0	0
39	5 =	1	1	3	0	0	0
40	1 =	0	0	0	1	0	0
41	5 =	0	3	2	0	0	0
42	2 =	1	0	0	1	0	0
43	6 =	1	3	2	0	0	0
44	3 =	2	0	0	1	0	0



**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
45	6 =	0	5	1	0	0	0
46	4 =	3	0	0	1	0	0
47	2 =	0	1	0	1	0	0
48	5 =	4	0	0	1	0	0
49	3 =	1	1	0	1	0	0
50	1 =	0	0	0	0	1	0
51	4 =	2	1	0	1	0	0
52	2 =	1	0	0	0	1	0
53	5 =	3	1	0	1	0	0
54	3 =	0	2	0	1	0	0
55	6 =	4	1	0	1	0	0
56	4 =	1	2	0	1	0	0
57	2 =	0	1	0	0	1	0
58	5 =	2	2	0	1	0	0
59	3 =	1	1	0	0	1	0
60	2 =	0	0	1	0	1	0
61	4 =	0	3	0	1	0	0
62	3 =	1	0	1	0	1	0
63	5 =	1	3	0	1	0	0
64	3 =	0	2	0	0	1	0
65	1 =	0	0	0	0	0	1
66	4 =	1	2	0	0	1	0
67	2 =	1	0	0	0	0	1
68	5 =	2	2	0	0	1	0
69	3 =	2	0	0	0	0	1
70	3 =	0	0	2	0	1	0
71	4 =	3	0	0	0	0	1
72	2 =	0	1	0	0	0	1
73	5 =	4	0	0	0	0	1
74	3 =	1	1	0	0	0	1
75	2 =	0	0	1	0	0	1
76	4 =	2	1	0	0	0	1
77	3 =	1	0	1	0	0	1
78	5 =	3	1	0	0	0	1
79	3 =	0	2	0	0	0	1

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
80	2 =	0	0	0	2	0	0
81	4 =	1	2	0	0	0	1
82	3 =	0	1	1	0	0	1
83	5 =	2	2	0	0	0	1
84	4 =	1	1	1	0	0	1
85	3 =	0	0	2	0	0	1
86	4 =	0	3	0	0	0	1
87	3 =	0	1	0	2	0	0
88	5 =	1	3	0	0	0	1
89	4 =	0	2	1	0	0	1
90	2 =	0	0	0	1	1	0
91	5 =	1	2	1	0	0	1
92	3 =	1	0	0	1	1	0
93	5 =	0	4	0	0	0	1
94	4 =	0	2	0	2	0	0
95	4 =	0	0	3	0	0	1
96	5 =	0	3	1	0	0	1
97	3 =	0	1	0	1	1	0
98	6 =	1	3	1	0	0	1
99	4 =	1	1	0	1	1	0
100	2 =	0	0	0	0	2	0
101	5 =	0	3	0	2	0	0
102	3 =	1	0	0	0	2	0
103	6 =	1	3	0	2	0	0
104	4 =	0	2	0	1	1	0
105	2 =	0	0	0	1	0	1
106	5 =	1	2	0	1	1	0
107	3 =	1	0	0	1	0	1
108	6 =	2	2	0	1	1	0
109	4 =	2	0	0	1	0	1
110	3 =	0	0	1	0	2	0
111	5 =	3	0	0	1	0	1
112	3 =	0	1	0	1	0	1
113	6 =	4	0	0	1	0	1
114	4 =	1	1	0	1	0	1

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
115	2 =	0	0	0	0	1	1
116	5 =	2	1	0	1	0	1
117	3 =	1	0	0	0	1	1
118	6 =	3	1	0	1	0	1
119	4 =	0	2	0	1	0	1
120	3 =	0	0	0	3	0	0
121	5 =	1	2	0	1	0	1
122	3 =	0	1	0	0	1	1
123	6 =	2	2	0	1	0	1
124	4 =	1	1	0	0	1	1
125	3 =	0	0	1	0	1	1
126	5 =	0	3	0	1	0	1
127	4 =	1	0	1	0	1	1
128	6 =	1	3	0	1	0	1
129	4 =	0	2	0	0	1	1
130	2 =	0	0	0	0	0	2
131	5 =	1	2	0	0	1	1
132	3 =	1	0	0	0	0	2
133	6 =	2	2	0	0	1	1
134	4 =	2	0	0	0	0	2
135	4 =	0	0	2	0	1	1
136	5 =	3	0	0	0	0	2
137	3 =	0	1	0	0	0	2
138	6 =	4	0	0	0	0	2
139	4 =	1	1	0	0	0	2
140	3 =	0	0	1	0	0	2
141	5 =	2	1	0	0	0	2
142	4 =	1	0	1	0	0	2
143	6 =	3	1	0	0	0	2
144	4 =	0	2	0	0	0	2
145	3 =	0	0	0	2	0	1
146	5 =	1	2	0	0	0	2
147	4 =	0	1	1	0	0	2
148	6 =	2	2	0	0	0	2
149	5 =	1	1	1	0	0	2

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
150	3 =	0	0	0	0	3	0
151	5 =	0	3	0	0	0	2
152	4 =	0	1	0	2	0	1
153	6 =	1	3	0	0	0	2
154	5 =	0	2	1	0	0	2
155	3 =	0	0	0	1	1	1
156	6 =	1	2	1	0	0	2
157	4 =	1	0	0	1	1	1
158	6 =	0	4	0	0	0	2
159	5 =	0	2	0	2	0	1
160	4 =	0	0	0	4	0	0
161	6 =	0	3	1	0	0	2
162	4 =	0	1	0	1	1	1
163	7 =	1	3	1	0	0	2
164	5 =	1	1	0	1	1	1
165	3 =	0	0	0	0	2	1
166	6 =	0	3	0	2	0	1
167	4 =	1	0	0	0	2	1
168	7 =	1	3	0	2	0	1
169	5 =	0	2	0	1	1	1
170	3 =	0	0	0	1	0	2
171	6 =	1	2	0	1	1	1
172	4 =	1	0	0	1	0	2
173	7 =	2	2	0	1	1	1
174	5 =	2	0	0	1	0	2
175	4 =	0	0	1	0	2	1
176	6 =	3	0	0	1	0	2
177	4 =	0	1	0	1	0	2
178	7 =	4	0	0	1	0	2
179	5 =	1	1	0	1	0	2
180	2 =	0	0	0	0	1	2
181	6 =	2	1	0	1	0	2
182	4 =	1	0	0	0	1	2
183	7 =	3	1	0	1	0	2
184	5 =	0	2	0	1	0	2

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
185	4 =	0	0	0	3	0	1
186	6 =	1	2	0	1	0	2
187	4 =	0	1	0	0	1	2
188	7 =	2	2	0	1	0	2
189	5 =	1	1	0	0	1	2
190	4 =	0	0	1	0	1	2
191	6 =	0	3	0	1	0	2
192	5 =	1	0	1	0	1	2
193	7 =	1	3	0	1	0	2
194	5 =	0	2	0	0	1	2
195	3 =	0	0	0	0	0	3
196	6 =	1	2	0	0	1	2
197	4 =	1	0	0	0	0	3
198	7 =	2	2	0	0	1	2
199	5 =	2	0	0	0	0	3
200	4 =	0	0	0	0	4	0
201	6 =	3	0	0	0	0	3
202	4 =	0	1	0	0	0	3
203	7 =	4	0	0	0	0	3
204	5 =	1	1	0	0	0	3
205	4 =	0	0	1	0	0	3
206	6 =	2	1	0	0	0	3
207	5 =	1	0	1	0	0	3
208	7 =	3	1	0	0	0	3
209	5 =	0	2	0	0	0	3
210	4 =	0	0	0	2	0	2
211	6 =	1	2	0	0	0	3
212	5 =	0	1	1	0	0	3
213	7 =	2	2	0	0	0	3
214	6 =	1	1	1	0	0	3
215	4 =	0	0	0	0	3	1
216	6 =	0	3	0	0	0	3
217	5 =	0	1	0	2	0	2
218	7 =	1	3	0	0	0	3
219	6 =	0	2	1	0	0	3

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
220	4 =	0	0	0	1	1	2
221	7 =	1	2	1	0	0	3
222	5 =	1	0	0	1	1	2
223	7 =	0	4	0	0	0	3
224	6 =	0	2	0	2	0	2
225	5 =	0	0	0	4	0	1
226	7 =	0	3	1	0	0	3
227	5 =	0	1	0	1	1	2
228	8 =	1	3	1	0	0	3
229	6 =	1	1	0	1	1	3
230	4 =	0	0	0	0	2	2
231	7 =	0	3	0	2	0	2
232	5 =	1	0	0	0	2	2
233	8 =	1	3	0	2	0	2
234	6 =	0	2	0	1	1	2
235	4 =	0	0	0	1	0	3
236	7 =	1	2	0	1	1	2
237	5 =	1	0	0	1	0	3
238	8 =	2	2	0	1	1	2
239	6 =	2	0	0	1	0	3
240	5 =	0	0	1	0	2	2
241	7 =	3	0	0	1	0	3
242	5 =	0	1	0	1	0	3
243	8 =	4	0	0	1	0	3
244	6 =	1	1	0	1	0	3
245	4 =	0	0	0	0	1	3
246	7 =	2	1	0	1	0	3
247	5 =	1	0	0	0	1	3
248	8 =	3	1	0	1	0	3
249	6 =	0	2	0	1	0	3
250	5 =	0	0	0	3	0	2
251	7 =	1	2	0	1	0	3
252	5 =	0	1	0	0	1	3
253	8 =	2	2	0	1	0	3
254	6 =	1	1	0	0	1	3

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
255	5 =	0	0	1	0	1	3
256	7 =	0	3	0	1	0	3
257	6 =	1	0	1	0	1	3
258	8 =	1	3	0	1	0	3
259	6 =	0	2	0	0	1	3
260	4 =	0	0	0	0	0	4
261	7 =	1	2	0	0	1	3
262	5 =	1	0	0	0	0	4
263	8 =	2	2	0	0	1	3
264	6 =	2	0	0	0	0	4
265	5 =	0	0	0	0	4	1
266	7 =	3	0	0	0	0	4
267	5 =	0	1	0	0	0	4
268	8 =	4	0	0	0	0	4
269	6 =	1	1	0	0	0	4
270	5 =	0	0	1	0	0	4
271	7 =	2	1	0	0	0	4
272	6 =	1	0	1	0	0	4
273	8 =	3	1	0	0	0	4
274	6 =	0	2	0	0	0	4
275	5 =	0	0	0	2	0	3
276	7 =	1	2	0	0	0	4
277	6 =	0	1	1	0	0	4
278	8 =	2	2	0	0	0	4
279	7 =	1	1	1	0	0	4
280	5 =	0	0	0	0	3	2
281	7 =	0	3	0	0	0	4
282	6 =	0	1	0	2	0	3
283	8 =	1	3	0	0	0	4
284	7 =	0	2	1	0	0	4
285	5 =	0	0	0	1	1	3
286	8 =	1	2	1	0	0	4
287	6 =	1	0	0	1	1	3
288	8 =	0	4	0	0	0	4
289	7 =	0	2	0	2	0	3

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
290	6 =	0	0	0	4	0	2
291	8 =	0	3	1	0	0	4
292	6 =	0	1	0	1	1	3
293	9 =	1	3	1	0	0	4
294	7 =	1	1	0	1	1	3
295	5 =	0	0	0	0	2	3
296	8 =	0	3	0	2	0	3
297	6 =	1	0	0	0	2	3
298	9 =	1	3	0	2	0	3
299	7 =	0	2	0	1	1	3
300	5 =	0	0	0	1	0	4
301	8 =	1	2	0	1	1	3
302	6 =	1	0	0	1	0	4
303	9 =	2	2	0	1	1	3
304	7 =	2	0	0	1	0	4
305	6 =	0	0	1	0	2	3
306	8 =	3	0	0	1	0	4
307	6 =	0	1	0	1	0	4
308	9 =	4	0	0	1	0	4
309	7 =	1	1	0	1	0	4
310	5 =	0	0	0	0	1	4
311	8 =	2	1	0	1	0	4
312	6 =	1	0	0	0	1	4
313	9 =	3	1	0	1	0	4
314	7 =	0	2	0	1	0	4
315	6 =	0	0	0	3	0	3
316	8 =	1	2	0	1	0	4
317	6 =	0	1	0	0	1	4
318	9 =	2	2	0	1	0	4
319	7 =	1	1	0	0	1	4
320	6 =	0	0	1	0	1	4
321	8 =	0	3	0	1	0	4
322	7 =	1	0	1	0	1	4
323	9 =	1	3	0	1	0	4
324	7 =	0	2	0	0	1	4



**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
325	5 =	0	0	0	0	0	5
326	8 =	1	2	0	0	1	4
327	6 =	1	0	0	0	0	5
328	9 =	2	2	0	0	1	4
329	7 =	2	0	0	0	0	5
330	6 =	0	0	0	0	4	2
331	8 =	3	0	0	0	0	5
332	6 =	0	1	0	0	0	5
333	9 =	4	0	0	0	0	5
334	7 =	1	1	0	0	0	5
335	6 =	0	0	1	0	0	5
336	8 =	2	1	0	0	0	5
337	7 =	1	0	1	0	0	5
338	9 =	3	1	0	0	0	5
339	7 =	0	2	0	0	0	5
340	6 =	0	0	0	2	0	4
341	8 =	1	2	0	0	0	5
342	7 =	0	1	1	0	0	5
343	9 =	2	2	0	0	0	5
344	8 =	1	1	1	0	0	5
345	6 =	0	0	0	0	3	3
346	8 =	0	3	0	0	0	5
347	7 =	0	1	0	2	0	4
348	9 =	1	3	0	0	0	5
349	8 =	0	2	1	0	0	5
350	6 =	0	0	0	1	1	4
351	9 =	1	2	1	0	0	5
352	7 =	1	0	0	1	1	4
353	9 =	0	4	0	0	0	5
354	8 =	0	2	0	2	0	4
355	7 =	0	0	0	4	0	3
356	9 =	0	3	1	0	0	5
357	7 =	0	1	0	1	1	4
358	10 =	1	3	1	0	0	5
359	8 =	1	1	0	1	1	4

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
360	6 =	0	0	0	0	2	4
361	9 =	0	3	0	2	0	4
362	7 =	1	0	0	0	2	4
363	10 =	1	3	0	2	0	4
364	8 =	0	2	0	1	1	4
365	6 =	0	0	0	1	0	5
366	9 =	1	2	0	1	1	4
367	7 =	1	0	0	1	0	5
368	10 =	2	2	0	1	1	4
369	8 =	2	0	0	1	0	5
370	7 =	0	0	1	0	2	4
371	9 =	3	0	0	1	0	5
372	7 =	0	1	0	1	0	5
373	10 =	4	0	0	1	0	5
374	8 =	1	1	0	1	0	5
375	6 =	0	0	0	0	1	5
376	9 =	2	1	0	1	0	5
377	7 =	1	0	0	0	1	5
378	10 =	3	1	0	1	0	5
379	8 =	0	2	0	1	0	5
380	7 =	0	0	0	3	0	4
381	9 =	1	2	0	1	0	5
382	7 =	0	1	0	0	1	5
383	10 =	2	2	0	1	0	5
384	8 =	1	1	0	0	1	5
385	7 =	0	0	1	0	1	5
386	9 =	0	3	0	1	0	5
387	8 =	1	0	1	0	1	5
388	10 =	1	3	0	1	0	5
389	8 =	0	2	0	0	1	5
390	6 =	0	0	0	0	0	6
391	9 =	1	2	0	0	1	5
392	7 =	1	0	0	0	0	6
393	10 =	2	2	0	0	1	5
394	8 =	2	0	0	0	0	6

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
395	7 =	0	0	0	0	4	3
396	9 =	3	0	0	0	0	6
397	7 =	0	1	0	0	0	6
398	10 =	4	0	0	0	0	6
399	8 =	1	1	0	0	0	6
400	7 =	0	0	1	0	0	6
401	9 =	2	1	0	0	0	6
402	8 =	1	0	1	0	0	6
403	10 =	3	1	0	0	0	6
404	8 =	0	2	0	0	0	6
405	7 =	0	0	0	2	0	5
406	9 =	1	2	0	0	0	6
407	8 =	0	1	1	0	0	6
408	10 =	2	2	0	0	0	6
409	9 =	1	1	1	0	0	6
410	7 =	0	0	0	0	3	4
411	9 =	0	3	0	0	0	6
412	8 =	0	1	0	2	0	5
413	10 =	1	3	0	0	0	6
414	9 =	0	2	1	0	0	6
415	7 =	0	0	0	1	1	5
416	10 =	1	2	1	0	0	6
417	8 =	1	0	0	1	1	5
418	11 =	2	2	1	0	0	6
419	9 =	0	2	0	2	0	5
420	8 =	0	0	0	4	0	4
421	10 =	0	3	1	0	0	6
422	8 =	0	1	0	1	1	5
423	11 =	1	3	1	0	0	6
424	9 =	1	1	0	1	1	5
425	7 =	0	0	0	0	2	5
426	10 =	0	3	0	2	0	5
427	8 =	1	0	0	0	2	5
428	11 =	1	3	0	2	0	5
429	9 =	0	2	0	1	1	5

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
430	7 =	0	0	0	1	0	6
431	10 =	1	2	0	1	1	5
432	8 =	1	0	0	1	0	6
433	11 =	2	2	0	1	1	5
434	9 =	2	0	0	1	0	6
435	8 =	0	0	1	0	2	5
436	10 =	3	0	0	1	0	6
437	8 =	0	1	0	1	0	6
438	11 =	4	0	0	1	0	6
439	9 =	1	1	0	1	0	6
440	7 =	0	0	0	0	1	6
441	10 =	2	1	0	1	0	6
442	8 =	1	0	0	0	1	6
443	11 =	3	1	0	1	0	6
444	9 =	0	2	0	1	0	6
445	8 =	0	0	0	3	0	5
446	10 =	1	2	0	1	0	6
447	8 =	0	1	0	0	1	6
448	11 =	2	2	0	1	0	6
449	9 =	1	1	0	0	1	6
450	8 =	0	0	1	0	1	6
451	10 =	0	3	0	1	0	6
452	9 =	1	0	1	0	1	6
453	11 =	1	3	0	1	0	6
454	9 =	0	2	0	0	1	6
455	7 =	0	0	0	0	0	7
456	10 =	1	2	0	0	1	6
457	8 =	1	0	0	0	0	7
458	11 =	2	2	0	0	1	6
459	9 =	2	0	0	0	0	7
460	8 =	0	0	0	0	4	4
461	10 =	3	0	0	0	0	7
462	8 =	0	1	0	0	0	7
463	11 =	4	0	0	0	0	7
464	9 =	1	1	0	0	0	7

<b>63-1102</b>	<b>COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
465	8 =	0	0	1	0	0	7
466	10 =	2	1	0	0	0	7
467	9 =	1	0	1	0	0	7
468	11 =	3	1	0	0	0	7
469	9 =	0	2	0	0	0	7
470	8 =	0	0	0	2	0	6
471	10 =	1	2	0	0	0	7
472	9 =	0	1	1	0	0	7
473	11 =	2	2	0	0	0	7
474	10 =	1	1	1	0	0	7
475	8 =	0	0	0	0	3	5
476	10 =	0	3	0	0	0	7
477	9 =	0	1	0	2	0	6
478	11 =	1	3	0	0	0	7
479	10 =	0	2	1	0	0	7
480	8 =	0	0	0	1	1	6
481	11 =	1	2	1	0	0	7
482	9 =	1	0	0	1	1	6
483	11 =	0	4	0	0	0	7
484	10 =	0	2	0	2	0	6
485	9 =	0	0	0	4	0	5
486	11 =	0	3	1	0	0	7
487	9 =	0	1	0	1	1	6
488	12 =	1	3	1	0	0	7
489	10 =	1	1	0	1	1	6
490	8 =	0	0	0	0	2	6
491	11 =	0	3	0	2	0	6
492	9 =	1	0	0	0	2	6
493	12 =	1	3	0	2	0	6
494	10 =	0	2	0	1	1	6
495	8 =	0	0	0	1	0	7
496	11 =	1	2	0	1	1	6
497	9 =	1	0	0	1	0	7
498	12 =	2	2	0	1	1	6
499	10 =	2	0	0	1	0	7

**63-1102 COUPON BOOK DETERMINATION (Continued)**

**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
500	9 =	0	0	1	0	2	6
501	11 =	3	0	0	1	0	7
502	9 =	0	1	0	1	0	7
503	12 =	4	0	0	1	0	7
504	10 =	1	1	0	1	0	7
505	8 =	0	0	0	0	1	7
506	11 =	2	1	0	1	0	7
507	9 =	1	0	0	0	1	7
508	12 =	3	1	0	1	0	7
509	10 =	0	2	0	1	0	7
510	9 =	0	0	0	3	0	6
511	11 =	1	2	0	1	0	7
512	9 =	0	1	0	0	1	7
513	12 =	2	2	0	1	0	7
514	10 =	1	1	0	0	1	7
515	9 =	0	0	1	0	1	7
516	11 =	0	3	0	1	0	7
517	10 =	1	0	1	0	1	7
518	12 =	1	3	0	1	0	7
519	10 =	0	2	0	0	1	7
520	8 =	0	0	0	0	0	8
521	11 =	1	2	0	0	1	7
522	9 =	1	0	0	0	0	8
523	12 =	2	2	0	0	1	7
524	10 =	2	0	0	0	0	8
525	9 =	0	0	0	0	4	5
526	11 =	3	0	0	0	0	8
527	9 =	0	1	0	0	0	8
528	12 =	4	0	0	0	0	8
529	10 =	1	1	0	0	0	8
530	9 =	0	0	1	0	0	8
531	11 =	2	1	0	0	0	8
532	10 =	1	0	1	0	0	8
533	12 =	3	1	0	0	0	8
534	10 =	0	2	0	0	0	8

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
535	9 =	0	0	0	2	0	7
536	11 =	1	2	0	0	0	8
537	10 =	0	1	1	0	0	8
538	12 =	2	2	0	0	0	8
539	11 =	1	1	1	0	0	8
540	9 =	0	0	0	0	3	6
541	11 =	0	3	0	0	0	8
542	10 =	0	1	0	2	0	7
543	12 =	1	3	0	0	0	8
544	11 =	0	2	1	0	0	8
545	9 =	0	0	0	1	1	7
546	12 =	1	2	1	0	0	8
547	10 =	1	0	0	1	1	7
548	12 =	0	4	0	0	0	8
549	11 =	0	2	0	2	0	7
550	10 =	0	0	0	4	0	6
551	12 =	0	3	1	0	0	8
552	10 =	0	1	0	1	1	7
553	13 =	1	3	1	0	0	8
554	11 =	1	1	0	1	1	7
555	9 =	0	0	0	0	2	7
556	12 =	0	3	0	2	0	7
557	10 =	1	0	0	0	2	7
558	13 =	1	3	0	2	0	7
559	11 =	0	2	0	1	1	7
560	9 =	0	0	0	1	0	8
561	12 =	1	2	0	1	1	7
562	10 =	1	0	0	1	0	8
563	13 =	2	2	0	1	1	7
564	11 =	2	0	0	1	0	8
565	10 =	0	0	1	0	2	7
566	12 =	3	0	0	1	0	8
567	10 =	0	1	0	1	0	8
568	13 =	4	0	0	1	0	8
569	11 =	1	1	0	1	0	8

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
570	9 =	0	0	0	0	1	8
571	12 =	2	1	0	1	0	8
572	10 =	1	0	0	0	1	8
573	13 =	3	1	0	1	0	8
574	11 =	0	2	0	1	0	8
575	10 =	0	0	0	3	0	7
576	12 =	1	2	0	1	0	8
577	10 =	0	1	0	0	1	8
578	13 =	2	2	0	1	0	8
579	11 =	1	1	0	0	1	8
580	10 =	0	0	1	0	1	8
581	12 =	0	3	0	1	0	8
582	11 =	1	0	1	0	1	8
583	13 =	1	3	0	1	0	8
584	11 =	0	2	0	0	1	8
585	9 =	0	0	0	0	0	9
586	12 =	1	2	0	0	1	8
587	10 =	1	0	0	0	0	9
588	13 =	2	2	0	0	1	8
589	11 =	2	0	0	0	0	9
590	10 =	0	0	0	0	4	6
591	12 =	3	0	0	0	0	9
592	10 =	0	1	0	0	0	9
593	13 =	4	0	0	0	0	9
594	11 =	1	1	0	0	0	9
595	10 =	0	0	1	0	0	9
596	12 =	2	1	0	0	0	9
597	11 =	1	0	1	0	0	9
598	13 =	3	1	0	0	0	9
599	11 =	0	2	0	0	0	9
600	10 =	0	0	0	2	0	8
601	12 =	1	2	0	0	0	9
602	11 =	0	1	1	0	0	9
603	13 =	2	2	0	0	0	9
604	12 =	1	1	1	0	0	9



**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
605	10 =	0	0	0	0	3	7
606	12 =	0	3	0	0	0	9
607	11 =	0	1	0	2	0	8
608	13 =	1	3	0	0	0	9
609	12 =	0	2	1	0	0	9
610	10 =	0	0	0	1	1	8
611	13 =	1	2	1	0	0	9
612	11 =	1	0	0	1	1	8
613	13 =	0	4	0	0	0	9
614	12 =	0	2	0	2	0	8
615	11 =	0	0	0	4	0	7
616	13 =	0	3	1	0	0	9
617	11 =	0	1	0	1	1	8
618	14 =	1	3	1	0	0	9
619	12 =	1	1	0	1	1	8
620	10 =	0	0	0	0	2	8
621	13 =	0	3	0	2	0	8
622	11 =	1	0	0	0	2	8
623	14 =	1	3	0	2	0	8
624	12 =	0	2	0	1	1	8
625	10 =	0	0	0	1	0	9
626	13 =	1	2	0	1	1	8
627	11 =	1	0	0	1	0	9
628	14 =	2	2	0	1	1	8
629	12 =	2	0	0	1	0	9
630	11 =	0	0	1	0	2	8
631	13 =	3	0	0	1	0	9
632	11 =	0	1	0	1	0	9
633	14 =	4	0	0	1	0	9
634	12 =	1	1	0	1	0	9
635	10 =	0	0	0	0	1	9
636	13 =	2	1	0	1	0	9
637	11 =	1	0	0	0	1	9
638	14 =	3	1	0	1	0	9
639	12 =	0	2	0	1	0	9

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
640	11 =	0	0	0	3	0	8
641	13 =	1	2	0	1	0	9
642	11 =	0	1	0	0	1	9
643	14 =	2	2	0	1	0	9
644	12 =	1	1	0	0	1	9
645	11 =	0	0	1	0	1	9
646	13 =	0	3	0	1	0	9
647	12 =	1	0	1	0	1	9
648	14 =	1	3	0	1	0	9
649	12 =	0	2	0	0	1	9
650	10 =	0	0	0	0	0	10
651	13 =	1	2	0	0	1	9
652	11 =	1	0	0	0	0	10
653	14 =	2	2	0	0	1	9
654	12 =	2	0	0	0	0	10
655	11 =	0	0	0	0	4	7
656	13 =	3	0	0	0	0	10
657	11 =	0	1	0	0	0	10
658	14 =	4	0	0	0	0	10
659	12 =	1	1	0	0	0	10
660	11 =	0	0	1	0	0	10
661	13 =	2	1	0	0	0	10
662	12 =	1	0	1	0	0	10
663	14 =	3	1	0	0	0	10
664	12 =	0	2	0	0	0	10
665	11 =	0	0	0	2	0	9
666	13 =	1	2	0	0	0	10
667	12 =	0	1	1	0	0	10
668	14 =	2	2	0	0	0	10
669	13 =	1	1	1	0	0	10
670	11 =	0	0	0	0	3	8
671	13 =	0	3	0	0	0	10
672	12 =	0	1	0	2	0	9
673	14 =	1	3	0	0	0	10
674	13 =	0	2	1	0	0	10

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
675	11 =	0	0	0	1	1	9
676	14 =	1	2	1	0	0	10
677	12 =	1	0	0	1	1	9
678	14 =	0	4	0	0	0	10
679	13 =	0	2	0	2	0	9
680	12 =	0	0	0	4	0	8
681	14 =	0	3	1	0	0	10
682	12 =	0	1	0	1	1	9
683	15 =	1	3	1	0	0	10
684	13 =	1	1	0	1	1	9
685	11 =	0	0	0	0	2	9
686	14 =	0	3	0	2	0	9
687	12 =	0	0	0	0	2	9
688	15 =	1	3	0	2	0	9
689	13 =	0	2	0	1	1	9
690	11 =	0	0	0	1	0	10
691	11 =	1	2	0	1	1	9
692	12 =	1	0	0	1	0	10
693	15 =	2	2	0	1	1	9
694	13 =	2	0	0	1	0	10
695	12 =	0	0	1	0	2	9
696	14 =	3	0	0	1	0	10
697	12 =	0	1	0	1	0	10
698	15 =	4	0	0	1	0	10
699	13 =	1	1	0	1	0	10
700	11 =	0	0	0	0	1	10
701	14 =	2	1	0	1	0	10
702	12 =	1	0	0	0	1	10
703	15 =	3	1	0	1	0	10
704	13 =	0	2	0	1	0	10
705	12 =	0	0	0	3	0	9
706	14 =	1	2	0	1	0	10
707	12 =	0	1	0	0	1	10
708	15 =	2	2	0	1	0	10
709	13 =	1	1	0	0	1	10

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
710	12 =	0	0	1	0	1	10
711	14 =	0	3	0	1	0	10
712	13 =	1	0	1	0	1	10
713	15 =	1	3	0	1	0	10
714	13 =	0	2	0	0	1	10
715	11 =	0	0	0	0	0	11
716	14 =	1	2	0	0	1	10
717	12 =	1	0	0	0	0	11
718	15 =	2	2	0	0	1	10
719	13 =	2	0	0	0	0	11
720	12 =	0	0	0	0	4	8
721	14 =	3	0	0	0	0	11
722	12 =	0	1	0	0	0	11
723	15 =	4	0	0	0	0	11
724	13 =	1	1	0	0	0	11
725	12 =	0	0	1	0	0	11
726	14 =	2	1	0	0	0	11
727	13 =	1	0	1	0	0	11
728	15 =	3	1	0	0	0	11
729	13 =	0	2	0	0	0	11
730	12 =	0	0	0	2	0	10
731	14 =	1	2	0	0	0	11
732	13 =	0	1	1	0	0	11
733	15 =	2	2	0	0	0	11
734	14 =	1	1	1	0	0	11
735	12 =	0	0	0	0	3	9
736	14 =	0	3	0	0	0	11
737	13 =	0	1	0	2	0	10
738	15 =	1	3	0	0	0	11
739	14 =	0	2	1	0	0	11
740	12 =	0	0	0	1	1	10
741	15 =	1	2	1	0	0	11
742	13 =	1	0	0	1	1	10
743	15 =	0	4	0	0	0	11
744	14 =	0	2	0	2	0	10

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
745	13 =	0	0	0	4	0	9
746	15 =	0	3	1	0	0	11
747	13 =	0	1	0	1	1	10
748	16 =	1	3	1	0	0	11
749	14 =	1	1	0	1	1	10
750	12 =	0	0	0	0	2	10
751	15 =	0	3	0	2	0	10
752	13 =	1	0	0	0	2	10
753	16 =	1	3	0	2	0	10
754	14 =	0	2	0	1	1	10
755	12 =	0	0	0	1	0	11
756	15 =	1	2	0	1	1	10
757	13 =	1	0	0	1	0	11
758	16 =	2	2	0	1	1	10
759	14 =	2	0	0	1	0	11
760	13 =	0	0	1	0	2	10
761	15 =	3	0	0	1	0	11
762	13 =	0	1	0	1	0	11
763	16 =	4	0	0	1	0	11
764	14 =	1	1	0	1	0	11
765	12 =	0	0	0	0	1	11
766	15 =	2	1	0	1	0	11
767	13 =	1	0	0	0	1	11
768	16 =	3	1	0	1	0	11
769	14 =	0	2	0	1	0	11
770	13 =	0	0	0	3	0	10
771	15 =	1	2	0	1	0	11
772	13 =	0	1	0	0	1	11
773	16 =	2	2	0	1	0	11
774	14 =	1	1	0	0	1	11
775	13 =	0	0	1	0	1	11
776	15 =	0	3	0	1	0	11
777	14 =	1	0	1	0	1	11
778	16 =	1	3	0	1	0	11
779	14 =	0	2	0	0	1	11

**63-1102 COUPON BOOK DETERMINATION (Continued)**

**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
780	12 =	0	0	0	0	0	12
781	15 =	1	2	0	0	1	11
782	13 =	1	0	0	0	0	12
783	16 =	2	2	0	0	1	11
784	14 =	2	0	0	0	0	12
785	13 =	0	0	0	0	4	9
786	15 =	3	0	0	0	0	12
787	13 =	0	1	0	0	0	12
788	16 =	4	0	0	0	0	12
789	14 =	1	1	0	0	0	12
790	13 =	0	0	1	0	0	12
791	15 =	2	1	0	0	0	12
792	14 =	1	0	1	0	0	12
793	16 =	3	1	0	0	0	12
794	14 =	0	2	0	0	0	12
795	13 =	0	0	0	2	0	11
796	15 =	1	2	0	0	0	12
797	14 =	0	1	1	0	0	12
798	16 =	2	2	0	0	0	12
799	15 =	1	1	1	0	0	12
800	13 =	0	0	0	0	3	10
801	15 =	0	3	0	0	0	12
802	14 =	0	1	0	2	0	11
803	16 =	1	3	0	0	0	12
804	15 =	0	2	1	0	0	12
805	13 =	0	0	0	1	1	11
806	16 =	1	2	1	0	0	12
807	14 =	1	0	0	1	1	11
808	16 =	0	4	0	0	0	12
809	15 =	0	2	0	2	0	11
810	14 =	0	0	0	4	0	10
811	16 =	0	3	1	0	0	12
812	14 =	0	1	0	1	1	11
813	17 =	1	3	1	0	0	12
814	15 =	1	1	0	1	1	11

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
815	13 =	0	0	0	0	2	11
816	16 =	0	3	0	2	0	11
817	14 =	1	0	0	0	2	11
818	17 =	1	3	0	2	0	11
819	15 =	0	2	0	1	1	11
820	13 =	0	0	0	1	0	12
821	16 =	1	2	0	1	1	11
822	14 =	1	0	0	1	0	12
823	17 =	2	2	0	1	1	11
824	15 =	2	0	0	1	0	12
825	14 =	0	0	1	0	2	11
826	16 =	3	0	0	1	0	12
827	14 =	0	1	0	1	0	12
828	17 =	4	0	0	1	0	12
829	15 =	1	1	0	1	0	12
830	13 =	0	0	0	0	1	12
831	16 =	2	1	0	1	0	12
832	14 =	1	0	0	0	1	12
833	17 =	3	1	0	1	0	12
834	15 =	0	2	0	1	0	12
835	14 =	0	0	0	3	0	11
836	16 =	1	2	0	1	0	12
837	14 =	0	1	0	0	1	12
838	17 =	2	2	0	1	0	12
839	15 =	1	1	0	0	1	12
840	14 =	0	0	1	0	1	12
841	16 =	0	3	0	1	0	12
842	15 =	1	0	1	0	1	12
843	17 =	1	3	0	1	0	12
844	15 =	0	2	0	0	1	12
845	13 =	0	0	0	0	0	13
846	16 =	1	2	0	0	1	12
847	14 =	1	0	0	0	0	13
848	17 =	2	2	0	0	1	12
849	15 =	2	0	0	0	0	13

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
850	14 =	0	0	0	0	4	10
851	16 =	3	0	0	0	0	13
852	14 =	0	1	0	0	0	13
853	17 =	4	0	0	0	0	13
854	15 =	1	1	0	0	0	13
855	14 =	0	0	1	0	0	13
856	16 =	2	1	0	0	0	13
857	15 =	1	0	1	0	0	13
858	17 =	3	1	0	0	0	13
859	15 =	0	2	0	0	0	13
860	14 =	0	0	0	2	0	12
861	16 =	1	2	0	0	0	13
862	15 =	0	1	1	0	0	13
863	17 =	2	2	0	0	0	13
864	16 =	1	1	1	0	0	13
865	14 =	0	0	0	0	3	11
866	16 =	0	3	0	0	0	13
867	15 =	0	1	0	2	0	12
868	17 =	1	3	0	0	0	13
869	16 =	0	2	1	0	0	13
870	14 =	0	0	0	1	1	12
871	17 =	1	2	1	0	0	13
872	15 =	1	0	0	1	1	12
873	17 =	0	4	0	0	0	13
874	16 =	0	2	0	2	0	12
875	15 =	0	0	0	4	0	11
876	17 =	0	3	1	0	0	13
877	15 =	0	1	0	1	1	12
878	18 =	1	3	1	0	0	13
879	16 =	1	1	0	1	1	12
880	14 =	0	0	0	0	2	12
881	17 =	0	3	0	2	0	12
882	15 =	1	0	0	0	2	12
883	18 =	1	3	0	2	0	12
884	16 =	0	2	0	1	1	12



**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
885	14 =	0	0	0	1	0	13
886	17 =	1	2	0	1	1	12
887	15 =	1	0	0	1	0	13
888	18 =	2	2	0	1	1	12
889	16 =	2	0	0	1	0	13
890	15 =	0	0	1	0	2	12
891	17 =	3	0	0	1	0	13
892	15 =	0	1	0	1	0	13
893	18 =	4	0	0	1	0	13
894	16 =	1	1	0	1	0	13
895	14 =	0	0	0	0	1	13
896	17 =	2	1	0	1	0	13
897	15 =	1	0	0	0	1	13
898	18 =	3	1	0	1	0	13
899	16 =	0	2	0	1	0	13
900	15 =	0	0	0	3	0	12
901	17 =	1	2	0	1	0	13
902	15 =	0	1	0	0	1	13
903	18 =	2	2	0	1	0	13
904	16 =	1	1	0	0	1	13
905	15 =	0	0	1	0	1	13
906	17 =	0	3	0	1	0	13
907	16 =	1	0	1	0	1	13
908	18 =	1	3	0	1	0	13
909	16 =	0	2	0	0	1	13
910	14 =	0	0	0	0	0	14
911	17 =	1	2	0	0	1	13
912	15 =	1	0	0	0	0	14
913	18 =	2	2	0	0	1	13
914	16 =	2	0	0	0	0	14
915	15 =	0	0	0	0	4	11
916	17 =	3	0	0	0	0	14
917	15 =	0	1	0	0	0	14
918	18 =	4	0	0	0	0	14
919	16 =	1	1	0	0	0	14

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
920	15 =	0	0	1	0	0	14
921	17 =	2	1	0	0	0	14
922	16 =	1	0	1	0	0	14
923	18 =	3	1	0	0	0	14
924	16 =	0	2	0	0	0	14
925	15 =	0	0	0	2	0	13
926	17 =	1	2	0	0	0	14
927	16 =	0	1	1	0	0	14
928	18 =	2	2	0	0	0	14
929	17 =	1	1	1	0	0	14
930	15 =	0	0	0	0	3	12
931	17 =	0	3	0	0	0	14
932	16 =	0	1	0	2	0	13
933	18 =	1	3	0	0	0	14
934	17 =	0	2	1	0	0	14
935	15 =	0	0	0	1	1	13
936	18 =	1	2	1	0	0	14
937	16 =	1	0	0	1	1	13
938	18 =	0	4	0	0	0	14
939	17 =	0	2	0	2	0	13
940	16 =	0	0	0	4	0	12
941	18 =	0	3	1	0	0	14
942	16 =	0	1	0	1	1	13
943	19 =	1	3	1	0	0	14
944	17 =	1	1	0	1	1	13
945	15 =	0	0	0	0	2	13
946	18 =	0	3	0	2	0	13
947	16 =	1	0	0	0	2	13
948	19 =	1	3	0	2	0	13
949	17 =	0	2	0	1	1	13
950	15 =	0	0	0	1	0	14
951	18 =	1	2	0	1	1	13
952	16 =	1	0	0	1	0	14
953	19 =	2	2	0	1	1	13
954	17 =	2	0	0	1	0	14

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
955	16 =	0	0	1	0	2	13
956	18 =	3	0	0	1	0	14
957	16 =	0	1	0	1	0	14
958	19 =	4	0	0	1	0	14
959	17 =	1	1	0	1	0	14
960	15 =	0	0	0	0	1	14
961	18 =	2	1	0	1	0	14
962	16 =	1	0	0	0	1	14
963	19 =	3	1	0	1	0	14
964	17 =	0	2	0	1	0	14
965	16 =	0	0	0	3	0	13
966	18 =	1	2	0	1	0	14
967	16 =	0	1	0	0	1	14
968	19 =	2	2	0	1	0	14
969	17 =	1	1	0	0	1	14
970	16 =	0	0	1	0	1	14
971	18 =	0	3	0	1	0	14
972	17 =	1	0	1	0	1	14
973	19 =	1	3	0	1	0	14
974	17 =	0	2	0	0	1	14
975	15 =	0	0	0	0	0	15
976	18 =	1	2	0	0	1	14
977	16 =	1	0	0	0	0	15
978	19 =	2	2	0	0	1	14
979	17 =	2	0	0	0	0	15
980	16 =	0	0	0	0	4	12
981	18 =	3	0	0	0	0	15
982	16 =	0	1	0	0	0	15
983	19 =	4	0	0	0	0	15
984	17 =	1	1	0	0	0	15
985	16 =	0	0	1	0	0	15
986	18 =	2	1	0	0	0	15
987	17 =	1	0	1	0	0	15
988	19 =	3	1	0	0	0	15
989	17 =	0	2	0	0	0	15

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
990	16 =	0	0	0	2	0	14
991	18 =	1	2	0	0	0	15
992	17 =	0	1	1	0	0	15
993	19 =	2	2	0	0	0	15
994	18 =	1	1	1	0	0	15
995	16 =	0	0	0	0	3	13
996	18 =	0	3	0	0	0	15
997	17 =	0	1	0	2	0	14
998	19 =	1	3	0	0	0	15
999	18 =	0	2	1	0	0	15
1000	16 =	0	0	0	1	1	14
1001	19 =	1	2	1	0	0	15
1002	17 =	1	0	0	1	1	14
1003	20 =	2	2	1	0	0	15
1004	18 =	0	2	0	2	0	14
1005	17 =	0	0	0	4	0	13
1006	19 =	0	3	1	0	0	15
1007	17 =	0	1	0	1	1	14
1008	20 =	1	3	1	0	0	15
1009	18 =	1	1	0	1	1	14
1010	16 =	0	0	0	0	2	14
1011	19 =	0	3	0	2	0	14
1012	17 =	1	0	0	0	2	14
1013	20 =	1	3	0	2	0	14
1014	18 =	0	2	0	1	1	14
1015	16 =	0	0	0	1	0	15
1016	19 =	1	2	0	1	1	14
1017	17 =	1	0	0	1	0	15
1018	20 =	2	2	0	1	1	14
1019	18 =	2	0	0	1	0	15
1020	17 =	0	0	1	0	2	14
1021	19 =	3	0	0	1	0	15
1022	17 =	0	1	0	1	0	15
1023	20 =	4	0	0	1	0	15
1024	18 =	1	1	0	1	0	15

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
1025	16 =	0	0	0	0	1	15
1026	19 =	2	1	0	1	0	15
1027	17 =	1	0	0	0	1	15
1028	20 =	3	1	0	1	0	15
1029	18 =	0	2	0	1	0	15
1030	17 =	0	0	0	3	0	14
1031	19 =	1	2	0	1	0	15
1032	17 =	0	1	0	0	1	15
1033	20 =	2	2	0	1	0	15
1034	18 =	1	1	0	0	1	15
1035	17 =	0	0	1	0	1	15
1036	19 =	0	3	0	1	0	15
1037	18 =	1	0	1	0	1	15
1038	20 =	1	3	0	1	0	15
1039	18 =	0	2	0	0	1	15
1040	16 =	0	0	0	0	0	16
1041	19 =	1	2	0	0	1	15
1042	17 =	1	0	0	0	0	16
1043	20 =	2	2	0	0	1	15
1044	18 =	2	0	0	0	0	16
1045	17 =	0	0	0	0	4	13
1046	19 =	3	0	0	0	0	16
1047	17 =	0	1	0	0	0	16
1048	20 =	4	0	0	0	0	16
1049	18 =	1	1	0	0	0	16
1050	17 =	0	0	1	0	0	16
1051	19 =	2	1	0	0	0	16
1052	18 =	1	0	1	0	0	16
1053	20 =	3	1	0	0	0	16
1054	18 =	0	2	0	0	0	16
1055	21 =	4	1	0	0	0	16
1056	19 =	1	2	0	0	0	16
1057	18 =	0	1	1	0	0	16
1058	20 =	2	2	0	0	0	16
1059	19 =	1	1	1	0	0	16

**63-1102 COUPON BOOK DETERMINATION (Continued)**

**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1060	18 =	0	0	2	0	0	16
1061	19 =	0	3	0	0	0	16
1062	19 =	1	0	2	0	0	16
1063	20 =	1	3	0	0	0	16
1064	19 =	0	2	1	0	0	16
1065	21 =	2	3	0	0	0	16
1066	20 =	1	2	1	0	0	16
1067	19 =	0	1	2	0	0	16
1068	20 =	0	4	0	0	0	16
1069	20 =	1	1	2	0	0	16
1070	19 =	0	0	3	0	0	16
1071	20 =	0	3	1	0	0	16
1072	20 =	1	0	3	0	0	16
1073	21 =	1	3	1	0	0	16
1074	20 =	0	2	2	0	0	16
1075	21 =	0	5	0	0	0	16
1076	21 =	1	2	2	0	0	16
1077	20 =	0	1	3	0	0	16
1078	21 =	0	4	1	0	0	16
1079	21 =	1	1	3	0	0	16
1080	17 =	0	0	0	1	0	16
1081	21 =	0	3	2	0	0	16
1082	18 =	1	0	0	1	0	16
1083	22 =	1	3	2	0	0	16
1084	19 =	2	0	0	1	0	16
1085	22 =	0	5	1	0	0	16
1086	20 =	3	0	0	1	0	16
1087	18 =	0	1	0	1	0	16
1088	21 =	4	0	0	1	0	16
1089	19 =	1	1	0	1	0	16
1090	17 =	0	0	0	0	1	16
1091	20 =	2	1	0	1	0	16
1092	18 =	1	0	0	0	1	16
1093	21 =	3	1	0	1	0	16
1094	19 =	0	2	0	1	0	16

**63-1102 COUPON BOOK DETERMINATION (Continued)****63-1102**

## .3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1095	22 =	4	1	0	1	0	16
1096	20 =	1	2	0	1	0	16
1097	18 =	0	1	0	0	1	16
1098	21 =	2	2	0	1	0	16
1099	19 =	1	1	0	0	1	16
1100	18 =	0	0	1	0	1	16
1101	20 =	2	1	0	0	1	16
1102	19 =	1	0	1	0	1	16
1103	21 =	3	1	0	0	1	16
1104	20 =	2	0	1	0	1	16
1105	17 =	0	0	0	0	0	17
1106	21 =	3	0	1	0	1	16
1107	18 =	1	0	0	0	0	17
1108	22 =	4	0	1	0	1	16
1109	19 =	2	0	0	0	0	17
1110	19 =	0	0	2	0	1	16
1111	20 =	3	0	0	0	0	17
1112	18 =	0	1	0	0	0	17
1113	21 =	4	0	0	0	0	17
1114	19 =	1	1	0	0	0	17
1115	18 =	0	0	1	0	0	17
1116	20 =	2	1	0	0	0	17
1117	19 =	1	0	1	0	0	17
1118	21 =	3	1	0	0	0	17
1119	20 =	2	0	1	0	0	17
1120	22 =	4	1	0	0	0	17
1121	21 =	3	0	1	0	0	17
1122	19 =	0	1	1	0	0	17
1123	22 =	4	0	1	0	0	17
1124	20 =	1	1	1	0	0	17
1125	19 =	0	0	2	0	0	17
1126	21 =	2	1	1	0	0	17
1127	20 =	1	0	2	0	0	17
1128	22 =	3	1	1	0	0	17
1129	21 =	2	0	2	0	0	17

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1130	23 =	4	1	1	0	0	17
1131	22 =	3	0	2	0	0	17
1132	20 =	0	1	2	0	0	17
1133	23 =	4	0	2	0	0	17
1134	21 =	1	1	2	0	0	17
1135	20 =	0	0	3	0	0	17
1136	22 =	2	1	2	0	0	17
1137	21 =	1	0	3	0	0	17
1138	23 =	3	1	2	0	0	17
1139	22 =	2	0	3	0	0	17
1140	24 =	4	1	2	0	0	17
1141	23 =	3	0	3	0	0	17
1142	21 =	0	1	3	0	0	17
1143	24 =	4	0	3	0	0	17
1144	22 =	1	1	3	0	0	17
1145	18 =	0	0	0	1	0	17
1146	23 =	2	1	3	0	0	17
1147	19 =	1	0	0	1	0	17
1148	24 =	3	1	3	0	0	17
1149	20 =	2	0	0	1	0	17
1150	25 =	4	1	3	0	0	17
1151	21 =	3	0	0	1	0	17
1152	19 =	0	1	0	1	0	17
1153	22 =	4	0	0	1	0	17
1154	20 =	1	1	0	1	0	17
1155	18 =	0	0	0	0	1	17
1156	21 =	2	1	0	1	0	17
1157	19 =	1	0	0	0	1	17
1158	22 =	3	1	0	1	0	17
1159	20 =	2	0	0	0	1	17
1160	23 =	4	1	0	1	0	17
1161	21 =	3	0	0	0	1	17
1162	19 =	0	1	0	0	1	17
1163	22 =	4	0	0	0	1	17
1164	20 =	1	1	0	0	1	17



**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**
**.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
1165	19 =	0	0	1	0	1	17
1166	21 =	2	1	0	0	1	17
1167	20 =	1	0	1	0	1	17
1168	22 =	3	1	0	0	1	17
1169	21 =	2	0	1	0	1	17
1170	18 =	0	0	0	0	0	18
1171	22 =	3	0	1	0	1	17
1172	19 =	1	0	0	0	0	18
1173	23 =	4	0	1	0	1	17
1174	20 =	2	0	0	0	0	18
1175	20 =	0	0	2	0	1	17
1176	21 =	3	0	0	0	0	18
1177	19 =	0	1	0	0	0	18
1178	22 =	4	0	0	0	0	18
1179	20 =	1	1	0	0	0	18
1180	19 =	0	0	1	0	0	18
1181	21 =	2	1	0	0	0	18
1182	20 =	1	0	1	0	0	18
1183	22 =	3	1	0	0	0	18
1184	21 =	2	0	1	0	0	18
1185	23 =	4	1	0	0	0	18
1186	22 =	3	0	1	0	0	18
1187	20 =	0	1	1	0	0	18
1188	23 =	4	0	1	0	0	18
1189	21 =	1	1	1	0	0	18
1190	20 =	0	0	2	0	0	18
1191	22 =	2	1	1	0	0	18
1192	21 =	1	0	2	0	0	18
1193	23 =	3	1	1	0	0	18
1194	22 =	2	0	2	0	0	18
1195	24 =	4	1	1	0	0	18
1196	23 =	3	0	2	0	0	18
1197	21 =	0	1	2	0	0	18
1198	24 =	4	0	2	0	0	18
1199	22 =	1	1	2	0	0	18

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1200	21 =	0	0	3	0	0	18
1201	23 =	2	1	2	0	0	18
1202	22 =	1	0	3	0	0	18
1203	24 =	3	1	2	0	0	18
1204	23 =	2	0	3	0	0	18
1205	25 =	4	1	2	0	0	18
1206	24 =	3	0	3	0	0	18
1207	22 =	0	1	3	0	0	18
1208	25 =	4	0	3	0	0	18
1209	23 =	1	1	3	0	0	18
1210	19 =	0	0	0	1	0	18
1211	24 =	2	1	3	0	0	18
1212	20 =	1	0	0	1	0	18
1213	25 =	3	1	3	0	0	18
1214	21 =	2	0	0	1	0	18
1215	26 =	4	1	3	0	0	18
1216	22 =	3	0	0	1	0	18
1217	20 =	0	1	0	1	0	18
1218	23 =	4	0	0	1	0	18
1219	21 =	1	1	0	1	0	18
1220	19 =	0	0	0	0	1	18
1221	22 =	2	1	0	1	0	18
1222	20 =	1	0	0	0	1	18
1223	23 =	3	1	0	1	0	18
1224	21 =	2	0	0	0	1	18
1225	24 =	4	1	0	1	0	18
1226	22 =	3	0	0	0	1	18
1227	20 =	0	1	0	0	1	18
1228	23 =	4	0	0	0	1	18
1229	21 =	1	1	0	0	1	18
1230	20 =	0	0	1	0	1	18
1231	22 =	2	1	0	0	1	18
1232	21 =	1	0	1	0	1	18
1233	23 =	3	1	0	0	1	18
1234	22 =	2	0	1	0	1	18

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1235	19 =	0	0	0	0	0	19
1236	23 =	3	0	1	0	1	18
1237	20 =	1	0	0	0	0	19
1238	24 =	4	0	1	0	1	18
1239	21 =	2	0	0	0	0	19
1240	21 =	0	0	2	0	1	18
1241	22 =	3	0	0	0	0	19
1242	20 =	0	1	0	0	0	19
1243	23 =	4	0	0	0	0	19
1244	21 =	1	1	0	0	0	19
1245	20 =	0	0	1	0	0	19
1246	22 =	2	1	0	0	0	19
1247	21 =	1	0	1	0	0	19
1248	23 =	3	1	0	0	0	19
1249	22 =	2	0	1	0	0	19
1250	24 =	4	1	0	0	0	19
1251	23 =	3	0	1	0	0	19
1252	21 =	0	1	1	0	0	19
1253	24 =	4	0	1	0	0	19
1254	22 =	1	1	1	0	0	19
1255	21 =	0	0	2	0	0	19
1256	23 =	2	1	1	0	0	19
1257	22 =	1	0	2	0	0	19
1258	24 =	3	1	1	0	0	19
1259	23 =	2	0	2	0	0	19
1260	25 =	4	1	1	0	0	19
1261	24 =	3	0	2	0	0	19
1262	22 =	0	1	2	0	0	19
1263	25 =	4	0	2	0	0	19
1264	23 =	1	1	2	0	0	19
1265	22 =	0	0	3	0	0	19
1266	24 =	2	1	2	0	0	19
1267	23 =	1	0	3	0	0	19
1268	25 =	3	1	2	0	0	19
1269	24 =	2	0	3	0	0	19

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1270	26 =	4	1	2	0	0	19
1271	25 =	3	0	3	0	0	19
1272	23 =	0	1	3	0	0	19
1273	26 =	4	0	3	0	0	19
1274	24 =	1	1	3	0	0	19
1275	20 =	0	0	0	1	0	19
1276	25 =	2	1	3	0	0	19
1277	21 =	1	0	0	1	0	19
1278	26 =	3	1	3	0	0	19
1279	22 =	2	0	0	1	0	19
1280	27 =	4	1	3	0	0	19
1281	23 =	3	0	0	1	0	19
1282	21 =	0	1	0	1	0	19
1283	24 =	4	0	0	1	0	19
1284	22 =	1	1	0	1	0	19
1285	20 =	0	0	0	0	1	19
1286	23 =	2	1	0	1	0	19
1287	21 =	1	0	0	0	1	19
1288	24 =	3	1	0	1	0	19
1289	22 =	2	0	0	0	1	19
1290	25 =	4	1	0	1	0	19
1291	23 =	3	0	0	0	1	19
1292	21 =	0	1	0	0	1	19
1293	24 =	4	0	0	0	1	19
1294	22 =	1	1	0	0	1	19
1295	21 =	0	0	1	0	1	19
1296	23 =	2	1	0	0	1	19
1297	22 =	1	0	1	0	1	19
1298	24 =	3	1	0	0	1	19
1299	23 =	2	0	1	0	1	19
1300	20 =	0	0	0	0	0	20
1301	24 =	3	0	1	0	1	19
1302	21 =	1	0	0	0	0	20
1303	25 =	4	0	1	0	1	19
1304	22 =	2	0	0	0	0	20

**63-1102 COUPON BOOK DETERMINATION (Continued)****63-1102**

## .3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1305	22 =	0	0	2	0	1	19
1306	23 =	3	0	0	0	0	20
1307	21 =	0	1	0	0	0	20
1308	24 =	4	0	0	0	0	20
1309	22 =	1	1	0	0	0	20
1310	21 =	0	0	1	0	0	20
1311	23 =	2	1	0	0	0	20
1312	22 =	1	0	1	0	0	20
1313	24 =	3	1	0	0	0	20
1314	23 =	2	0	1	0	0	20
1315	25 =	4	1	0	0	0	20
1316	24 =	3	0	1	0	0	20
1317	22 =	0	1	1	0	0	20
1318	25 =	4	0	1	0	0	20
1319	23 =	1	1	1	0	0	20
1320	22 =	0	0	2	0	0	20
1321	24 =	2	1	1	0	0	20
1322	23 =	1	0	2	0	0	20
1323	25 =	3	1	1	0	0	20
1324	24 =	2	0	2	0	0	20
1325	26 =	4	1	1	0	0	20
1326	25 =	3	0	2	0	0	20
1327	23 =	0	1	2	0	0	20
1328	26 =	4	0	2	0	0	20
1329	24 =	1	1	2	0	0	20
1330	23 =	0	0	3	0	0	20
1331	25 =	2	1	2	0	0	20
1332	24 =	1	0	3	0	0	20
1333	26 =	3	1	2	0	0	20
1334	25 =	2	0	3	0	0	20
1335	27 =	4	1	2	0	0	20
1336	26 =	3	0	3	0	0	20
1337	24 =	0	1	3	0	0	20
1338	27 =	4	0	3	0	0	20
1339	25 =	1	1	3	0	0	20

**63-1102 COUPON BOOK DETERMINATION (Continued)****63-1102**

## .3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1340	21 =	0	0	0	1	0	20
1341	26 =	2	1	3	0	0	20
1342	22 =	1	0	0	1	0	20
1343	27 =	3	1	3	0	0	20
1344	23 =	2	0	0	1	0	20
1345	28 =	4	1	3	0	0	20
1346	24 =	3	0	0	1	0	20
1347	22 =	0	1	0	1	0	20
1348	25 =	4	0	0	1	0	20
1349	23 =	1	1	0	1	0	20
1350	21 =	0	0	0	0	1	20
1351	24 =	2	1	0	1	0	20
1352	22 =	1	0	0	0	1	20
1353	25 =	3	1	0	1	0	20
1354	23 =	2	0	0	0	1	20
1355	26 =	4	1	0	1	0	20
1356	24 =	3	0	0	0	1	20
1357	22 =	0	1	0	0	1	20
1358	25 =	4	0	0	0	1	20
1359	23 =	1	1	0	0	1	20
1360	22 =	0	0	1	0	1	20
1361	24 =	2	1	0	0	1	20
1362	23 =	1	0	1	0	1	20
1363	25 =	3	1	0	0	1	20
1364	24 =	2	0	1	0	1	20
1365	21 =	0	0	0	0	0	21
1366	25 =	3	0	1	0	1	20
1367	22 =	1	0	0	0	0	21
1368	26 =	4	0	1	0	1	20
1369	23 =	2	0	0	0	0	21
1370	23 =	0	0	2	0	1	20
1371	24 =	3	0	0	0	0	21
1372	22 =	0	1	0	0	0	21
1373	25 =	4	0	0	0	0	21
1374	23 =	1	1	0	0	0	21

**63-1102 COUPON BOOK DETERMINATION (Continued)**
**63-1102**

.3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1375	22 =	0	0	1	0	0	21
1376	24 =	2	1	0	0	0	21
1377	23 =	1	0	1	0	0	21
1378	25 =	3	1	0	0	0	21
1379	24 =	2	0	1	0	0	21
1380	26 =	4	1	0	0	0	21
1381	25 =	3	0	1	0	0	21
1382	23 =	0	1	1	0	0	21
1383	26 =	4	0	1	0	0	21
1384	24 =	1	1	1	0	0	21
1385	23 =	0	0	2	0	0	21
1386	25 =	2	1	1	0	0	21
1387	24 =	1	0	2	0	0	21
1388	26 =	3	1	1	0	0	21
1389	25 =	2	0	2	0	0	21
1390	27 =	4	1	1	0	0	21
1391	26 =	3	0	2	0	0	21
1392	24 =	0	1	2	0	0	21
1393	27 =	4	0	2	0	0	21
1394	25 =	1	1	2	0	0	21
1395	24 =	0	0	3	0	0	21
1396	26 =	2	1	2	0	0	21
1397	25 =	1	0	3	0	0	21
1398	27 =	3	1	2	0	0	21
1399	26 =	2	0	3	0	0	21
1400	28 =	4	1	2	0	0	21
1401	27 =	3	0	3	0	0	21
1402	25 =	0	1	3	0	0	21
1403	28 =	4	0	3	0	0	21
1404	26 =	1	1	3	0	0	21
1405	22 =	0	0	0	1	0	21
1406	27 =	2	1	3	0	0	21
1407	23 =	1	0	0	1	0	21
1408	28 =	3	1	3	0	0	21
1409	24 =	2	0	0	1	0	21

**63-1102 COUPON BOOK DETERMINATION (Continued)****63-1102**

## .3 Table of Coupon Book Issuance by Type and Number (Continued)

Value	# Required	2	7	10	40	50	65
1410	29 =	4	1	3	0	0	21
1411	25 =	3	0	0	1	0	21
1412	23 =	0	1	0	1	0	21
1413	25 =	4	0	0	1	0	21
1414	24 =	1	1	0	1	0	21
1415	22 =	0	0	0	0	1	21
1416	25 =	2	1	0	1	0	21
1417	23 =	1	0	0	0	1	21
1418	26 =	3	1	0	1	0	21
1419	24 =	2	0	0	0	1	21
1420	27 =	4	1	0	1	0	21
1421	25 =	3	0	0	0	1	21
1422	23 =	0	1	0	0	1	21
1423	26 =	4	0	0	0	1	21
1424	24 =	1	1	0	0	1	21
1425	23 =	0	0	1	0	1	21
1426	25 =	2	1	0	0	1	21
1427	24 =	1	0	1	0	1	21
1428	26 =	3	1	0	0	1	21
1429	25 =	2	0	1	0	1	21
1430	22 =	0	0	0	0	0	22
1431	25 =	3	0	1	0	1	21
1432	23 =	1	0	0	0	0	22
1433	27 =	4	0	1	0	1	21
1434	24 =	2	0	0	0	0	22
1435	24 =	0	0	2	0	1	21
1436	25 =	3	0	0	0	0	22
1437	23 =	0	1	0	0	0	22
1438	26 =	4	0	0	0	0	22
1439	24 =	1	1	0	0	0	22
1440	23 =	0	0	1	0	0	22
1441	25 =	2	1	0	0	0	22
1442	24 =	1	0	1	0	0	22
1443	26 =	3	1	0	0	0	22
1444	25 =	2	0	1	0	0	22



**63-1102 COUPON BOOK DETERMINATION (Continued)****63-1102****.3 Table of Coupon Book Issuance by Type and Number (Continued)**

Value	# Required	2	7	10	40	50	65
1445	27 =	4	1	0	0	0	22
1446	26 =	3	0	1	0	0	22
1447	24 =	0	1	1	0	0	22
1448	27 =	4	0	1	0	0	22
1449	25 =	1	1	1	0	0	22
1450	24 =	0	0	2	0	0	22
1451	26 =	2	1	1	0	0	22
1452	25 =	1	0	2	0	0	22
1453	27 =	3	1	1	0	0	22
1454	26 =	2	0	2	0	0	22
1455	28 =	4	1	1	0	0	22
1456	27 =	3	0	2	0	0	22
1457	25 =	0	1	2	0	0	22
1458	28 =	4	0	2	0	0	22
1459	26 =	1	1	2	0	0	22
1460	25 =	0	0	3	0	0	22
1461	27 =	2	1	2	0	0	22
1462	26 =	1	0	3	0	0	22
1463	28 =	3	1	2	0	0	22
1464	27 =	2	0	3	0	0	22
1465	29 =	4	1	2	0	0	22
1466	28 =	3	0	3	0	0	22
1467	26 =	0	1	3	0	0	22
1468	29 =	4	0	3	0	0	22
1469	27 =	1	1	3	0	0	22
1470	23 =	0	0	0	1	0	22
1471	28 =	2	1	3	0	0	22
1472	24 =	1	0	0	1	0	22
1473	29 =	3	1	3	0	0	22
1474	25 =	2	0	0	1	0	22
1475	30 =	4	1	3	0	0	22
1476	26 =	3	0	0	1	0	22
1477	24 =	0	1	0	1	0	22
1478	27 =	4	0	0	1	0	22
1479	25 =	1	1	0	1	0	22

<b>63-1102 COUPON BOOK DETERMINATION (Continued)</b>	<b>63-1102</b>
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.3 Table of Coupon Book Issuance by Type and Number (Continued)

	Value	# Required	2	7	10	40	50	65
	1480	23 =	0	0	0	0	1	22
	1481	26 =	2	1	0	1	0	22
	1482	24 =	1	0	0	0	1	22
	1483	27 =	3	1	0	1	0	22
	1484	25 =	2	0	0	0	1	22
	1485	28 =	4	1	0	1	0	22
	1486	26 =	3	0	0	0	1	22
	1487	24 =	0	1	0	0	1	22
	1488	27 =	4	0	0	0	1	22
	1489	25 =	1	1	0	0	1	22
	1490	24 =	0	0	1	0	1	22
	1491	26 =	2	1	0	0	1	22
	1492	25 =	1	0	1	0	1	22
	1493	27 =	3	1	0	0	1	22
	1494	26 =	2	0	1	0	1	22
	1495	23 =	0	0	0	0	0	23
	1496	27 =	3	0	1	0	1	22
	1497	24 =	1	0	0	0	0	23
	1498	28 =	4	0	1	0	1	22
	1499	25 =	2	0	0	0	0	23
	1500	25 =	0	0	2	0	1	22

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Form No.	Title	Current Version	Form Designation*	Form and Instruction Provided	Form Modification Policy Provided
CA-1	Application for Public Assistance	8-78	R-NS	No	No
CA-6	Alien Status Verification	1-82	R-NS	No	No
CA-7	Monthly Eligibility Report	2-84	R-NS	Form Only	Yes
CA-8	Statement of Facts For Additional Persons	2-84	R-NS	Yes	Yes
CA-331/333	Notice of Actions	11-80	R-NS	No	No
DE 8435 FS	Food Stamp Work Registration	3-81	R-NS	No	No
DFA 285-A1	Application for Food Stamps — Part I	11-83	R-NS	Yes	Yes
DFA 285-A2	Application for Food Stamps — Part 2	12-83	R-NS	Yes	Yes
DFA 285-B	Food Stamp Budget Worksheet	12-83	R-SP	Yes	Yes
DFA 285-C	Application for Food Stamps — Special Medical Deductions	11-83	R-NS	Yes	Yes
DFA 285-D	Food Stamp Budget Worksheet — Special Medical/Shelter Deductions	12-83	R-SP	Yes	Yes
DFA 285.1	Income From Farm Operations and Other Self-Employment Sheet	8-73	R-SP	No	No
DFA 286	Household Issuance Record (HIR Card)	4-79	R-SP	No	No
DFA 287	Food Stamp Program Identification Card	4-80	R-SP	Yes	Yes
DFA 288	Notice of Change to Authorization to Participate Master File or Household Issuance Record	5-79	R-SP	No	No

**\*Form Designation**

R-NS Required Form — No Substitutes  
 R-SP Required Form — Substitutes Permitted  
 Rec. Recommended Form  
 + Designation Pending

## 63-1211 ACTIVE STATE FOOD STAMP FORMS (Continued)

63-1211

Form No.	Title	Current Version	Form Designation*	Form and Instruction Provided	Form Modification Policy Provided
DFA 289	Food Stamp Program — Receptionist's Daily Tally Sheet	4-79	R-SP	No	No
DFA 290	Food Coupon Book Issuance Register	10-79	Rec.	No	No
DFA 291	Summary of Daily Issuance Office Transactions	5-74	+	No	No
DFA 292	Coupon Book Inventory Record	8-79	R-SP	No	No
DFA 293	Cashier's Daily Report	4-79	+	No	No
DFA 293.1	Summary of Daily Reports	1-75	+	No	No
DFA 299	Authorization to Participate Card	5-79	+	No	No
DFA 300	Mail Issuance Log	1-80	+	No	No
DFA 301	Mail Issuance Request	3-80	+	No	No

## \*Form Designation

R-NS Required Form — No Substitutes  
R-SP Required Form — Substitutes Permitted  
Rec. Recommended Form  
+ Designation Pending

## 63-1211 ACTIVE STATE FOOD STAMP FORMS (Continued)

63-1211

Form No.	Title	Current Version	Form Designation*	Form and Instruction Provided	Form Modification Policy Provided
DFA 303	Replacement Affidavit/Authorization	1-83	R-SP	Yes	Yes
DFA 332.1	Verification of Food Stamp ATP Usage	8-79	+	No	No
DFA 377.1	Food Stamp Notice of Action	12-83	R-NS	Yes	Yes
DFA 377.2	Food Stamp Notice of Expiration of Certification	12-83	R-NS	Yes	Yes
DFA 377.4	Food Stamp Notice of Change	12-83	R-NS	Yes	Yes
DFA 377.5	Food Stamp Household Change Report	12-83	R-NS	Yes	Yes
DFA 377.7A	Food Stamp Notice of Administrative Disqualification	3-84	R-NS	Yes	Yes
DFA 377.7B	Food Stamp Repayment Notice	3-84	R-NS	Yes	Yes
DFA 377.7C	Food Stamp Repayment Agreement	3-84	R-NS	Yes	Yes
DFA 377.9	Notice of Restoration of Lost Food Stamp Benefits	3-81	R-SP	Yes	Yes
DFA 385	Application for Emergency Food Stamp Issuance	2-80	+	No	No
DFA 440	Verification of Physical or Mental Incapacity	5-78	+	No	No
DFA 842	Claim Determination Worksheet	6-81	R-SP	Yes	Yes
NA 960X	Notice of Action (CA 7 Not Received — Discontinuance)	1-84	R-NS	Yes	Yes
NA 960Y	Notice of Action (CA 7 Incomplete — Discontinuance/Reminder)	1-84	R-NS	Yes	Yes

## \*Form Designation

R-NS Required Form — No Substitutes  
R-SP Required Form — Substitutes Permitted  
Rec. Recommended Form  
+ Designation Pending

## 63-1212 ACTIVE FEDERAL FOOD STAMP FORMS

63-1212

Form No.	Title	Current Version	Form Designation*	Form and Instruction Provided	Form Modification Policy Provided
FNS-46	Food Stamp Program ATP Reconciliation Report	10-80	R-NS	No	No
FNS-135	Affidavit of Return or Exchange of Food Coupons	10-78	R-NS	No	No
FNS-250	Food Coupon Accountability Report	10-78	R-NS	No	No
FNS-259	Food Stamp Mail Issuance Report	12-78	R-NS	No	No
FNS-260	Requisition for Food Coupon Books	7-78	R-NS	No	No
FNS-261	Advice of Shipment (Food Coupons)	11-78	R-NS	No	No
FNS-287	Request for Reimbursement or Notification of Return of Unused Food Coupons for Refund	2-77	R-NS	No	No
FNS-292	Report of Coupon Issuance for Disaster Relief	8-77	R-NS	No	No
FNS-300	Advice of Transfer (Food Coupons)	6-78	R-NS	No	No
FNS-471	Coupon Account and Destruction Record	9-81	R-NS	No	No

## \*Form Designation

R-NS Required Form — No Substitutes  
R-SP Required Form — Substitutes Permitted  
Rec. Recommended Form  
+ Designation Pending



**63-1220 FORMS PROCUREMENT****63-1220****63-1221 STATE FORMS****63-1221**

All CA, DFA, and selected DE forms needed for the administration of the Food Stamp Program may be ordered from the Department of Social Services. The Department of Social Services has both forms which are free and forms which are sold to counties. Information concerning ordering procedures and form prices is available in the DSS County Forms Catalog.

**63-1222 FEDERAL FORMS****63-1222**

The following federal forms are ordered by counties (or their Issuance Agent, if applicable) directly from FNS, U.S. Department of Agriculture, Washington, D.C., 20250, or from FNS, USDA, Western Region, 550 Kearny Street, Room 400, San Francisco 94108 as indicated:

FNS-46 (number of sets) FNS, San Francisco  
FNS-135 (number of copies) FNS, San Francisco  
FNS-250 (number of sets) FNS, Washington, D.C.  
FNS-259 (number of copies) FNS, San Francisco  
FNS-260 (number of sets) FNS, San Francisco  
FNS-261 (number of sets) FNS, San Francisco  
FNS-287 (number of copies) FNS, San Francisco  
FNS-292 (number of copies) FNS, San Francisco  
FNS-300 (number of sets) FNS, San Francisco

FNS-250 is to be reordered by checking the reorder notification box on the form. For emergency supplies of this form, counties should contact the Western Region FNS Office in San Francisco or the Food Stamp Program Management Branch.

FNS-471 (number of sets) is to be reordered by submitting the Forms Order (GEN 727 B). Send your orders to Department of Social Services, P.O. Box 22429, Sacramento, CA 95822-3799.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS

63-1230

CA 7 (2/84)

STATE OF CALIFORNIA — HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

**MONTHLY ELIGIBILITY REPORT**  
For Cash Aid and Food Stamps

THIS REPORT IS FOR THE MONTH OF: \_\_\_\_\_

Complete, sign, date and return this form AFTER the last day of: \_\_\_\_\_

- You must complete this report and return it by the 5th of the month. If this report is not received by the 11th of the month or is incomplete, your Cash Aid, Cash-based Medi-Cal and/or Food Stamps may be delayed, decreased or discontinued.
- If you do not ATTACH proof of reported income, your benefits may be discontinued. If you do not ATTACH proof of expenses, your benefits may be decreased or discontinued.
- Call your worker if you need help completing the form. Attach a separate sheet of paper if needed.

Worker: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** If you or your family no longer want Cash Aid, Medi-Cal or Food Stamps check this box ☐ state the reason and type(s) of assistance no longer wanted, complete the signature block and return the form by the due date.

Reason and Type(s) of assistance: \_\_\_\_\_

If you receive cash aid or food stamps, answer ① through ⑨. Answer for everyone in your household if you receive food stamps. If you do not receive food stamps, answer for everyone receiving cash aid, the aided children's parents, stepparents, and your spouse if in your home.

① Did anyone receive income, money, or benefits in the month, such as: earnings, training payments, earned income tax credit, strike benefits, social security, railroad retirement, unemployment/disability insurance, interest, worker's compensation, SSI/SSP (gold checks), child/spousal support, loans, grants, tax refund, cash, gifts, free housing/utilities, etc.? ☐ YES ☐ NO

If YES, complete section below. ATTACH PAYSTUBS or other proof of earnings each month. ATTACH PROOF for any other income only when it starts and when it changes. If anyone is self-employed, list business expenses on a separate sheet of paper and ATTACH PROOF of income and expenses each month. (If you receive cash aid and you fail to report or ATTACH PROOF of earned income by the 11th of the month, the standard work expense, dependent care, and when eligible for it, the \$30 and 1/3 disregard will not be allowed.)

Who Received Income, Money or Benefits?	Source (If Earnings, List Name of Employer)	Enter below dollar amounts and actual dates received. If earnings, enter gross amount before deductions.					If Earnings:	
		Amount \$	Amount \$	Amount \$	Amount \$	Amount \$	Number of Days Worked in Month	Number of Hours Worked in Month
Name _____		Date _____	Date _____	Date _____	Date _____	Date _____		
Name _____		Date _____	Date _____	Date _____	Date _____	Date _____		
Name _____		Date _____	Date _____	Date _____	Date _____	Date _____		

② Did anyone pay for the care of a child or disabled adult so that someone in the home could go to work, training or look for a job? ☐ YES ☐ NO

If YES, complete below and ATTACH a receipt for each person receiving care.

Who Received Care?	Cost of Care	Who Received Care?	Cost of Care
\$ _____	\$ _____	\$ _____	\$ _____

③ Did anyone move into your home (including a new born), move out, get married, or die? YES ☐ NO ☐ If YES, to any of the changes, give name of person, date of change and explain the change. If property change, give value of item.

④ Did anyone become disabled or recover from a disability? YES ☐ NO ☐

⑤ Did anyone start, refuse, lose, quit or change a job/training, or go on strike? YES ☐ NO ☐

⑥ Did anyone start, stop or change school or college? YES ☐ NO ☐

⑦ Did anyone receive, buy, sell or give away any property such as a house, land, motor vehicle, camper, boat, etc.? YES ☐ NO ☐

COUNTY USE ONLY \_\_\_\_\_ E.W. INITIALS \_\_\_\_\_ DATE: \_\_\_\_\_

CA 7 (2/84) AFDC/FOOD STAMPS - Required Form - No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 7 (2/84)

8 Did anyone have a checking, savings or credit union account open at the end of the month? If YES, complete below						<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Credit Union <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Balance On Last Day of Report Month	Whose Account?	<input type="checkbox"/> Credit Union <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Balance On Last Day of Report Month	Whose Account?		

9 Did you move, or do you have a new mailing address or phone number? If YES, complete below						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Home Address (Number, Street Name, Avenue Blvd. Etc.)		Apt. No.	City	State	Zip Code	Phone No.	
Mailing Address (If Different Than Home Address)			City	State	Zip Code		

If you receive food stamps, answer 10 through 13 for everyone in your household. If you do not receive food stamps, go to 14 through 17.

10 Did the household have housing costs? If YES, enter amount billed.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
ATTACH bills only if you moved or the cost changed.	Rent or Mortgage \$	Property Taxes or Insurance (if not in mortgage) \$	

11 Did the household have utility costs? If YES, and you moved or claim actual utility costs, complete below and ATTACH BILLS.								<input type="checkbox"/> YES <input type="checkbox"/> NO	
Gas/Fuel \$	Electricity \$	Telephone \$	Utility Installation \$	Garbage/Trash \$	Water \$	Sewage \$	Other (Specify) \$		

12 Did the household share housing or utilities or did anyone help pay these costs? If YES, list each item, amount paid, who paid and ATTACH PROOF.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
--	--	--	--

13 Did anyone who is disabled or age 60 or older have any medical expenses in the month? If YES, complete below and ATTACH BILLS for each expense.						<input type="checkbox"/> YES <input type="checkbox"/> NO	
Who Had the Expense?	Type of Expense	Amount \$	Who Had the Expense?	Type of Expense	Amount \$		

If you receive cash aid, answer 14 through 17 for everyone receiving cash aid, the aided children's parents, stepparents, and your spouse if in the home. If you do not receive cash aid go to 17.

14 Did you or anyone in your family who received income pay any court ordered support in the month? If YES, enter the amount paid and ATTACH RECEIPTS: \$		<input type="checkbox"/> YES <input type="checkbox"/> NO	
--	--	--	--

15 Did anyone start, stop or change health or hospitalization insurance coverage such as Prudential, Blue Cross, Champus, etc.? If YES, give name of person, date and explain change.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
--	--	--	--

16 Did anyone become pregnant, have a baby or terminate a pregnancy? If YES, give name of person, date and explain change.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
---	--	--	--

If you receive cash aid or food stamps, answer 17. Answer for everyone in the household if you receive food stamps. If you do not receive food stamps, answer for everyone receiving cash aid, the aided children's parents, stepparents, and your spouse if in the home.

17 Does anyone in the home have other information to report for this month or next month, such as: recent or expected changes in income, place of employment, number of working hours or days per week, place of residence, property, persons in the household, etc? If YES, explain the change, if it is expected to be temporary or permanent and indicate the date of the change.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
---	--	--	--

## CERTIFICATION

- I understand that failing to report information or misrepresentation of facts for Cash Aid programs, Food Stamps or Cash-based Medi-Cal can result in legal prosecution with penalties of a fine, imprisonment or both. In the Food Stamp Program the penalties can result in permanent disqualification from the Program, fines up to \$10,000 or imprisonment for up to 5 years.
- I understand that I must contact my worker to report any unexpected changes which affect my eligibility for or the amount of my Cash Aid within 5 days of the occurrence or if I have any doubt about needing to report any changes.
- I understand that reported information may result in a decrease or discontinuance of benefits.
- I understand I have the right to request a state hearing on any proposed action by the county welfare department.
- I declare that the information contained in this report is true and correct and is complete for the entire report month.

YOU MUST SIGN AND DATE THIS REPORT AFTER THE LAST DAY OF THE REPORT MONTH OR IT WILL BE CONSIDERED INCOMPLETE For Cash Aid programs, you and your aided spouse (or the other parent of aided children) living in the home must sign the form. For the Food Stamp Program, the head of household, a household member or the household's authorized representative must sign the form.	
Signature of Cash Aid Parent or Caretaker Relative and/or Food Stamp Household Member	Date Signed
Signature of Cash Aided Spouse or Other Parent of Cash Aided Children	Date Signed
Signature of Witness to Mark, Interpreter or Other Person Completing Form	Date Signed

**63-1230**

Department of Social Services

(MANUAL LETTER NO. 84-13) 619

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

<b>9</b> Does he/she own or is he/she buying any real property, such as: a house, land, buildings, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete section below.										<b>COUNTY USE ONLY</b>	
	Type of Property	Address / Location		How Used? (Home, Rent, etc.)	Balance Owed	Value	Name of Mortgage Company		Check if Exempt		
Person 1					\$	\$					
Person 2					\$	\$					
<b>10</b> Does he/she have any of the following resources? Check each item. If YES, explain below.											
Resource		Person 1	Person 2	Resource		Person 1	Person 2				
Checks or Money (at home or elsewhere)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trust Funds		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Checking/Savings/Credit Union Account		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stocks, Bonds, Certificates		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Notes, Mortgages, Trust Deeds, Sales Contracts		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other (specify below)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Type of Resource	Owner	Current Value		Location (Home, Bank Address, Etc.)		Account Number		Check if Exempt			
		\$									
		\$									
		\$									
<b>11</b> Does he/she own or use or is he/she buying any motor vehicles, such as: a car, truck, boat, trailer, van, camper, motorcycle, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete section below:										<b>Date Registration and Records Viewed</b>	
	Owner	Year, Make, Model		License Number and State of Registration		Amount of Last License Fee	Balance Owed	Check if Exempt			
Person 1						\$	\$				
Person 2						\$	\$				
<b>12</b> Is he/she employed? If YES, complete section below. Attach paystubs or other proof of earnings. If he/she is self-employed list business expenses on a separate sheet of paper and attach proof of income and expenses.										<b>Vehicle Valuation</b>	
Name of Employer		Gross Pay (before deductions)		How Often Paid (Weekly, Monthly, Etc.)		Number of Days Worked in Month	Number of Hours Worked in Month	Check if Exempt	Enter Date Viewed		
Person 1		\$							Pay Stubs Other		
Person 2		\$									
<b>13</b> Does he/she receive or expect to receive any other income, such as: Social Security, Unemployment/Disability Insurance, Child/Spousal Support, Veterans Benefits, Free Housing, Free Utilities, Etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete section below and attach proof of the income.										<b>Specify Verification and Date Viewed</b>	
	Type of Income	Amount		How Often Received (Weekly, Monthly, Etc.)		Date Last Received	Date Expected to Begin	Check if Exempt			
Person 1		\$									
Person 2		\$									
<b>14</b> Does he/she pay someone to care for a child or disabled adult so he/she can go to work or training or look for work? If YES, complete section below and attach receipts.										<b>Date Receipts Viewed</b>	
	Who Received Care?	Who Provided Care?		Amount		How Often Paid (Weekly, Monthly, Etc.)					
Person 1				\$							
Person 2				\$							
<b>Answer questions 15 through 18 only if you receive food stamps.</b>											
<b>15</b> Does he/she receive food from a Food Distribution Program operated by an Indian Reservation? Person 1 <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which reservation? Person 2 <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which reservation?											
<b>16</b> Does he/she purchase or prepare meals separately from others in the home? Person 1 <input type="checkbox"/> Yes <input type="checkbox"/> No Person 2 <input type="checkbox"/> Yes <input type="checkbox"/> No											
<b>17</b> Is he/she age 60 or older and unable to purchase and prepare meals separately because of a disability? Person 1 <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, does he/she want to be a separate food stamp household? <input type="checkbox"/> Yes <input type="checkbox"/> No Person 2 <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, does he/she want to be a separate food stamp household? <input type="checkbox"/> Yes <input type="checkbox"/> No											
<b>18</b> Does he/she pay you for meals and/or a room? If YES, complete section below:											
	How Much?		How Often?		No. of Meals Per Day		Household Elects				
	<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both	\$					Boarder	HH Member	Roomer		
Person 1	<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both	\$									
Person 2	<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both	\$									
<b>Answer question 19 if you receive Cash Aid. If you do not receive Cash Aid, skip questions 19 through 28 and complete the certification section.</b>											

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

19 Does he/she want to receive Cash Aid?						COUNTY USE ONLY	
Person 1: <input type="checkbox"/> Yes <input type="checkbox"/> No If either person answers YES, complete questions 20 through 28. If both answer NO, skip questions 20 through 28 and complete the certification section.							
20 If he/she is a child under age 19, complete section below:							
Mother's Name		Father's Name		Child Needs Aid Due to Parent's: (Check all boxes which apply)		Deprivation Verification	
Person 1				<input type="checkbox"/> Absence <input type="checkbox"/> Incapacity <input type="checkbox"/> Unemployment <input type="checkbox"/> Death		1. _____	
Person 2				<input type="checkbox"/> Absence <input type="checkbox"/> Incapacity <input type="checkbox"/> Unemployment <input type="checkbox"/> Death		2. _____	
21 Does he/she presently live in California and intend to continue living here?							
Person 1: <input type="checkbox"/> Yes <input type="checkbox"/> No							
Person 2: <input type="checkbox"/> Yes <input type="checkbox"/> No							
22 Does she wish to receive aid because of pregnancy? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, complete section below:						Pregnancy Verification:	
Expected Date of Birth		Father's Name		Unborn Child's Father Is: (Check all boxes which apply)		1. _____	
Person 1				<input type="checkbox"/> Absent <input type="checkbox"/> Incapacitated <input type="checkbox"/> Unemployed <input type="checkbox"/> Deceased		2. _____	
Person 2				<input type="checkbox"/> Absent <input type="checkbox"/> Incapacitated <input type="checkbox"/> Unemployed <input type="checkbox"/> Deceased			
23 Has he/she quit or refused a job or training in the last 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, complete section below:						Determination of Good Cause Required:	
Amount of Last Pay Check		Last Day of Job/Training		Name and Address of Employer/ Training Program		Reason for Leaving or Refusal	
Person 1 \$						1. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Person 2 \$						2. <input type="checkbox"/> Yes <input type="checkbox"/> No	
24 Does he/she own or use personal property which cost at least \$100 for each item or are now worth at least \$100 each, such as: jewelry, equipment, instruments, livestock, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do not list clothing, wedding rings, rugs, furniture, appliances, other household furnishings.							
If YES, complete section below:						Net Market Value:	
Name of Item		Date of Purchase		Purchase Price		Amount Owed	
Person 1				\$		\$	
Person 2				\$		\$	
25 Has he/she sold, transferred or given away any real or personal property within the last 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, complete section below:							
Name of Item		Date Sold, Transferred or Given Away		Amount Received			
Person 1				\$			
Person 2				\$			
26 Does he/she have any of the following insurance coverages: life, burial, disability or mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, complete section below:						Total CSV	
Name of Insurance Company		Policy Number		Persons Covered (Names)		Premium Paid by (Name)	
Person 1						\$	
Person 2						\$	
27 Does he/she have health or hospitalization insurance, including insurance paid for by an employer or absent parent, such as: Blue Cross, Kaiser, Champus, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Person 1: <input type="checkbox"/> Yes <input type="checkbox"/> No Person 2: <input type="checkbox"/> Yes <input type="checkbox"/> No							
Complete question 28 in the presence of your eligibility worker.							
28 A. Does he/she want information about the Child Health Disability Prevention Program (CHDP), Family Planning, Alcohol or Drug Abuse Counseling, past medical expenses and other special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No							
B. Does he/she want CHDP Medical or Dental Services? <input type="checkbox"/> Yes <input type="checkbox"/> No							
C. Does he/she want Family Planning Services? <input type="checkbox"/> Yes <input type="checkbox"/> No							
CERTIFICATION							
I understand that failing to report information or misrepresentation of facts for Cash Aid programs or Food Stamps can result in legal prosecution with penalties of a fine, imprisonment or both. In the Food Stamp Program the penalties can result in permanent disqualification from the Program, fines up to \$10,000 or imprisonment for up to 5 years.							
I understand that the information I have provided will be verified by local, state and federal personnel.							
I understand that my case may be selected for an additional review to ensure that my eligibility was determined correctly.							
I declare under penalty of perjury that the above statements are true and correct.							
For Cash Aid programs, you and your aided spouse or the other parent of aided child(ren) living in the home must sign the form. For the Food Stamp Program, the head of household, a household member or the household's authorized representative must sign the form.							
Signature of Cash Aid Recipient or Caretaker Relative and/or Food Stamp Household Member				County Where Signed		Date Signed	
Signature of Cash Aided Spouse or Other Parent of Cash Aided Children				County Where Signed		Date Signed	
Signature of Witness to Mark, Interpreter, or Other Person Completing Form				County Where Signed		Date Signed	





**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230****CA 8 (2/84)****Form Instructions**  
(For the Eligibility Worker)**STATEMENT OF FACTS FOR ADDITIONAL PERSONS**  
(Supplemental Application for Food Stamps and Request for Cash Aid)**Purpose:**

The CA 8 is one of several methods of collecting information needed to add a new person(s) to the food stamp household and/or the cash assistance unit.

When there is a new person in a food stamp home, the worker may provide the household with a CA 8 or update the most recent DFA 285-A2. Regardless of the method used to collect the information, the household is required to provide information on any new person in the home so it can be determined if the person should be added to the household, or if the person's resources and income should be considered in the computation of the household's benefits.

The county has 30 days from the date the arrival of the new person is reported on the CA 7 or otherwise, to determine the effect of this new person on the food stamp household.

When there is a request to add a new person to the cash assistance unit the worker may provide the recipient with a CA 8 or a new CA 2. The CA 8 has not been designed to collect unemployed parent work history. Therefore, the CA 2 must be used where deprivation is based on the unemployment of a parent.

The county should act on any request to add a new person by determining promptly their eligibility for cash aid.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

## Preparation:

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
County Use Only	N/A	63-300.5 63-402.1 63-402.2 63-407	N/A	Complete requested information. The county-use section of Item 2 is to be used as a summary of food stamp household composition and other food stamp eligibility factors.  In the space provided, enter the appropriate code, date, or other information for all persons listed in 2. If the new person is not exempt from work registration, note the appropriate work registration form and the date completed. If the new person is exempt from work registration, enter the work exemption code. For persons excluded from the household, enter the non-household member code (see the DFA 285-A2 for reasons for exclusions).	The CWD is encouraged to use the county-use section to summarize and to document the verification of eligibility factors.
1.	Person Completing Form	63-300.3	40-117 40-121 40-128	Check that the form was completed by an appropriate person.	
2.	New Person(s)	63-402.2 63-402.7 63-404 63-503.442	40-105.2	<b>SSN</b> - Do not add to the household any person refusing to comply with the Social Security Number requirements. Count as available to the household the resources and a pro rata share of the income of any person who refuses.	<b>SSN</b> - Each AFDC-FG and U applicant or recipient member of the assistance unit must as a condition of eligibility furnish his/her SSN or if he/she cannot furnish one, cooperate in securing an SSN.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
2.	New Person(s) (Continued)	63-102(i) 63-409.112 63-502.3 63-503.3	N/A	<b>Elderly/Disabled</b> - Note if any household member is age 60 or older, or will become age 60 in the month of application, or is receiving disability or blindness payments under Title II of the Social Security Act, and document that a DFA 285-C was given to the household.  Allow excess shelter costs and medical deductions, and use the net income eligibility test for any household with such a member.	N/A
3.	Previous Participation	63-102(jjj)(3) 63-503.3	40-131 40-157 40-159	Determine if any person is participating in an existing certified household.	Determine if and when the new person was previously aided in the same assistance unit.
4.	Citizenship/ Alien Status	63-300.512 63-300.532 63-403 63-503.442	40-181.25 42-205 42-433.22 43-119 44-133 44-353	Note if the person is an alien and document the type of verification provided to determine the alien's eligible status. Do not add to the household/assistance unit any person who is unable to provide acceptable documentation of alien status. Note if a CA 6 was completed by the alien and sent to INS.  If the person being added is an alien, determine if he/she has an individual sponsor. If there is an individual sponsor, the applicant/recipient must provide additional information. Note if a CA 22 was provided to the alien.  Do not add to the household any person whose U.S. citizenship is questionable and verification is not provided.	All citizens are eligible without documentation for a limited period.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
4.	Citizenship/ Alien Status (Continued)			Count as available to the household the resources and a pro rata share of the income of an ineligible alien or questionable citizen.	An illegal or undocumented alien parent is treated as an excluded parent when considering property or income.
5.	Relationship	63-402.1	40-117	Determine if the relationship of the new person to others in the home affects household composition.	Self-explanatory.
6.	Veterans/ Spouses/ Children	63-102(i) 63-409.112 63-502.3 63-503.3	40-131(n)	If checked yes, determine if the person meets definition of "disabled" person and document that a DFA 285-C was given to the household. Allow excess shelter costs and medical expenses and use the net income eligibility test for any household with such a member.	An applicant/recipient must apply for and take all appropriate steps to obtain specific benefits for which he/she appears to be potentially eligible. Note if a CA 5 was initiated and the date.
7.	Students	63-406	42-101.1 42-101.2 42-630	If checked yes, apply student eligibility criteria to determine eligibility as a household member. Check applicable box in county-use section.	A child meets the age requirement for AFDC eligibility under his/her 18th birthday.  A child 18 years of age may be eligible if the requirements in 42-101.2 are met. For children 16 and 17 years of age, see Section 42-630 for WIN requirements.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
8.	Strikers	63-402.9	41-440 44-206.1	If the person meets the definition of a striker, the greater of either the income that the striker earned before the strike or the strike benefits now being received is counted.	A new person who is on strike is treated the same as other strikers.
9.	Real Property	63-501.1 63-501.2 63-501.3 63-501.4 63-501.7 63-503.44	42-200 44-113.1	For nonassistance households, document resources, making appropriate exclusions. Check if exempt, in the box provided. For PAFS households, see Cash Aid Action.	Determine if the individual has property, the type, assessed value, and if not living in it, determine utilization. The home or other dwelling owned and used as a home is exempt.
10.	Liquid Resources	63-501.1 63-501.2 63-501.3 63-501.4 63-501.7 63-503.44	42-200	For nonassistance households, document resources, making appropriate exclusions. Check, if exempt, in the box provided. For PAFS households, see Cash Aid Action.	Determine value of all property. The combined net market value of real and personal property may not exceed \$1,000.
11.	Motor Vehicles	63-501.51	42-211.22 44-213.22	For nonassistance households, evaluate vehicles for resource exclusions. On the budget worksheet compute any countable resource value. For PAFS households, see Cash Aid Action.	Count the net market value of all motor vehicles not exempt from evaluation as personal property.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
12.	Wages/ Self-Employment	63-300.511 63-402.92 63-502.1 63-502.2 63-503.212 63-503.22 63-503.23 63-503.24 63-503.4 63-503.41	44-101 44-113	For each source of earned income, check if exempt in the box provided. Also for each source, note the date and amount of pay stubs or other documentation viewed. Document in the county-use section whether or not income is considered anticipated or from a terminated source, or for Cash Aid only, income of a non-continuous nature for purposes of the budget calculation.	
13.	Other Income	63-300.511 63-502.1 63-502.2 63-503.212 63-503.22 63-503.23 63-503.24 63-503.4	44-113	For all yes answers, check that all other information is provided. In the space provided, check any income amount which is exempt. Document verification of gross non-exempt income. Document whether or not income is considered anticipated or from a terminated source, or for Cash Aid only, income of a non-continuous nature for purposes of the budget calculation.  Compute earned income from self-employment using cost and income information provided by the new person(s).	
14.	Dependent Care	63-300.52 63-502.34 63-403.25	44-113.215	If checked yes, consider for a dependent care income deduction.	
15.	Food Distribution Program	63-402.8	N/A	If checked yes, verify that participation in the Food Distribution Program has been terminated.	N/A
16.	Purchase or Prepare Separately	63-300.531 63-402.27	N/A	If checked yes, determine if the person should be added to the household. Document accordingly in the county-use section.	N/A

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
17.	Separate Household Status	63-102(i) 63-300.531 64-402.15	N/A	If separate household status is requested by an elderly and disabled person and his/her spouse because of the person's inability to purchase and prepare separately, determine if it should be granted.	N/A
18.	Roomers and Boarders	63-402.1 63-402.2 63-402.3	N/A	If checked yes, determine if any person meets the definition of a roomer, boarder, or household member. Boarders are ineligible to participate as separate households and may participate as a household member only if requested by the household. Roomers must be separate households. Document status in the county-use section.	N/A
19.	Request for Public Assistance	N/A	40-117.2	N/A	The request for public assistance should be recorded by the CWD and appropriate action taken as soon as possible.
20.	Child Under Age 19	N/A	41-400 42-101	N/A	The CWD must establish the basis for deprivation for the child for whom aid is requested.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

CA 8 (2/84)

Question	Information Requested	Food Stamp Manual Section	EAS Manual Section	Food Stamp Action	Cash Aid Action
21.	Residence Declaration	N/A	42-400 42-403	N/A	There are no county residence requirements. A person, must, however, reside in California and intend to continue residing in California.
22.	Pregnancy	N/A	44-203 44-205	N/A	Self-explanatory.
23.	Voluntary Quit	N/A	41-400	N/A	Self-explanatory.
24.	Personal Property	N/A	42-200	N/A	Self-explanatory.
25.	Transfer of Resources	N/A	42-221	N/A	Self-explanatory.
26.	Insurance (Resources)	N/A	42-200	N/A	Self-explanatory.
27.	Health Insurance	N/A		N/A	Self-explanatory.
28.	Social Services	N/A	40-131	N/A	Self-explanatory.
Certification		63-300.3	20-006	Check that the form contains all required signatures and dates.	



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A1 (11/83)

State of California  
Health and Welfare Agency

Department of Social Services

**APPLICATION FOR FOOD STAMPS  
PART 1****COUNTY USE ONLY**

CASE NUMBER

DATE RECEIVED

*Please complete all questions in ink.***Step 1. Complete Part 1.**

To begin to apply for food stamps, complete this page and give it to us. If you are not receiving food stamps or if you did not reapply on time, we are required to take action on your application within 30 days from the date you give us this page. The sooner you give us this page, the sooner you will know if you will receive food stamps. Now go to Step 2.

**Step 2. Complete Part 2.**

Part 2 must be completed before we can see if you are eligible for food stamps. You can return Part 2 to us along with this page or at the time of your interview. Try to fill out as much as possible before you give it to us. Your worker will help you with the rest during your interview.

NAME: LAST FIRST MIDDLE INITIAL TELEPHONE NUMBER  
ADDRESS: NUMBER, STREET, ROUTE NUMBER CITY STATE ZIP CODE

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

SIGNATURE (HEAD OF HOUSEHOLD, HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE)

DATE

**ANSWER THE FOLLOWING QUESTIONS IF YOUR HOUSEHOLD HAS LITTLE OR NO INCOME AND NEEDS FOOD STAMPS IMMEDIATELY.**

If your household (you and the people who live and eat with you) has little or no money right now, you may be able to receive food stamps within five calendar days.

1. How much do you and the members of your household have in liquid resources, such as: cash, money in checking accounts, savings accounts, or savings certificates; trust deeds, notes receivable, stocks or bonds? (Give your best estimate of the total)

\$

2. How many people living in your home eat with you? (Including yourself)

3. Has anyone in your household received any income so far this month?

☐ Yes ☐ No If YES, how much? \$

4. Does anyone in your household expect to receive income later this month?

☐ Yes ☐ No ☐ Don't Know If YES, how much? \$ When?

5. Is anyone in your household a migrant or seasonal farmworker?

☐ Yes ☐ No If YES, who?

6. Has your household's only income stopped?

☐ Yes ☐ No

COUNTY USE ONLY

DFA 285-A1 (11/83) Required Form - No Substitutes Permitted



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-A1 (11/83)

**Form Instructions**  
(for the Eligibility Worker)**APPLICATION FOR FOOD STAMPS — Part 1****Purpose:**

The DFA 285-A1 is Part 1 of the food stamp application form completed by all households when first applying for food stamps. The DFA 285-A1 is also completed by nonmonthly reporting households at recertification. Part 1 is used to initiate the application process and to identify households requiring expedited service. To complete the application process, the household must also complete a DFA 285-A2.

**Preparation:****1st Section (Applicant Identification)**

Manual Sections: 63-300.3, 63-301.1

An application is considered to be filed when it is received with the following information by the appropriate CWD office:

1. Applicant's name.
2. Applicant's address.
3. Household member or authorized representative signature.

When an application with the above information is received, enter the date of receipt in the space provided. This date begins the 30-calendar-day period during which an eligible household must be given the opportunity to participate, unless a CA-1 was completed before this date. In this case the date of the CA-1 begins the 30-calendar-day period.

**2nd Section (Expedited Service)**

Manual Sections: 63-301.5, 63-503.4

If the applicant completes this section, review the responses in accordance with the following Expedited Service Eligibility Review table to determine whether the applicant should be referred for expedited service. The questions must be reviewed in the order prescribed by the table or an inaccurate determination may be made.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-A1 (11/83)

**Expedited Service Eligibility Review**

Review Step	Question	Applicant's Answer	CWD Action
1	1	More than \$100	Refer for normal processing
	1	\$100 or less	Go to Step 2
2	2 and 3	Income exceeds income standard for household size	Refer for normal processing
	2 and 3	Income does not exceed income standard for household size	Go to Step 3
3	3 and 4	No and No or Don't Know	Refer for expedited service
	3 and 4	Any combination of Yes, No or Don't Know and amounts totaling less than \$150	Refer for expedited service
	3 and 4	Any combination of Yes, No or Don't Know and amounts totaling \$150 or more	Go to Step 4
4	5	No	Refer for normal processing
	5	Yes	Go to Step 5
5	6	Yes	Refer for expedited processing
	6	No	Go to Step 6

**63-1230 STATE FORMS & INSTRUCTIONS** (Continued)**63-1230**

DFA 285-A1 (11/83)

Review Step	Question	Applicant's Answer	CWD Action
6	4	Yes and income of more than \$25 will be received within next 10 calendar days	Refer for normal processing
	4	No or Don't Know, or Yes and income will not be received within next 10 calendar days	Refer for expedited processing
	4	Yes and income of \$25 or less will be received within next 10 calendar days	Refer for expedited processing



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

State of California  
Health and Welfare Agency

Department of Social Services

**APPLICATION FOR FOOD STAMPS - PART 2****IMPORTANT: SEE PAGE 5 FOR INFORMATION CONCERNING YOUR RIGHTS AND RESPONSIBILITIES.**

**INSTRUCTIONS:** Please complete the following questions in ink. Answer the questions honestly and completely. You may complete this form at home and mail it or bring it to the Food Stamp Office. Another member of your household or an adult who knows you may complete and return it to us. If it is completed by an adult who is not a member of your household, attach a written authorization signed by the head of household or another household member. If you need more space, attach another sheet of paper.

① NAME (HEAD OF HOUSEHOLD):

ADDRESS: NUMBER, STREET, ROUTE NUMBER CITY STATE ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

② Has anyone living in the home received food stamps this month or the previous month? ☐ Yes ☐ No  
If YES, where?

③ Provide the following information on each person living in the home, including yourself. You must list all people in the home whether or not they want food stamps. For each person who is not a citizen, you must provide verification of alien status.

1. NAME (HEAD OF HOUSEHOLD)

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

CIRCLE SEX

M F

2. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

3. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

4. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

5. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

6. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

7. NAME

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

SOCIAL SECURITY NUMBER\*

RELATIONSHIP TO HEAD OF HOUSEHOLD

CIRCLE SEX

M F

④ Is anyone currently on strike?

If YES, who?

☐ Yes ☐ No

⑤ Has anyone become unemployed in the last 60 days?

If YES, who?

When?

☐ Yes ☐ No

⑥ Is anyone participating in a Food Distribution Program operated by an Indian reservation?

If YES, who?

☐ Yes ☐ No

⑦ Has anyone sold, traded, or given away anything of value in the last 3 months?

If YES, explain who and what:

☐ Yes ☐ No**COUNTY USE ONLY**

CASE NUMBER

WORKER

DATE RECEIVED

☐ NEW APPLICATION☐ RECERTIFICATION

EXPEDITED SERVICE

☐ Yes ☐ No**DOCUMENTATION GUIDELINES**  
Identity, residency, SSN, alien status,  
60 or over, disabled**Work Exemption Codes**

- A. Under 18/60 or older
  - B. Mentally/physically disabled
  - C. Cares for child under 12 or incapacitated person
  - D. Cares for child under 18 and HH member reg/emp
  - E. Registered/Cash Aid
  - F. UIB registered
  - G. Participant in drug/alcohol program
  - H. 30 hour week/min x 30
  - I. Meets eligible student criteria
- ☐
- DFA 285-C

**Non-Household Member Codes**

- 1. Ineligible alien
  - 2. Ineligible student
  - 3. SSI/SSP recipient
  - 4. Disqualified/SSN or fraud
  - 5. Live-in attendant
  - 6. Roomer
  - 7. Excluded boarder
  - 8. Separate household
  - 9. Separate household (elderly/disabled)
  - 10. Questionable citizenship
- Must also be listed in 12
- (purchase/prepare)

Date household member  
went on strike: \_\_\_\_\_Vol. Quit: ☐ Yes ☐ No

Household Size: \_\_\_\_\_

\*Disclosure of a Social Security Number (SSN) is required by the Food Stamp Act of 1977, as amended by Public Law 97-98, for each food stamp household member. These SSNs will be used to check identity, prevent duplicate participation and to make changes. The SSNs and any other information provided, will also be used in computer matching and program reviews or audits to ensure issuance of benefits to eligible individuals participating in the Food Stamp Program or other federal assistance programs; such as: school lunch, AFDC or Medi-Cal. Fraudulent participation in the Food Stamp Program may result in criminal or civil action or administrative claims. Refusal to provide an SSN will result in disqualification of the individual for whom it is not provided.

DFA 285-A2 (12/83) Required Form - No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

<b>8</b> Is anyone a disabled veteran, or a disabled spouse or child of a deceased veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, who? _____						<b>COUNTY USE ONLY</b>  Separate household requested: <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Eligible Student</u> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No 2. <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Household Elects</u> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">BOARDER</td><td style="width: 33%;">HH MEMBER</td><td style="width: 33%;">ROOMER</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		BOARDER	HH MEMBER	ROOMER			
BOARDER	HH MEMBER	ROOMER											
<b>9</b> Does anyone purchase or prepare meals separately from others in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, who? _____													
<b>10</b> Is anyone age 60 or older and unable to purchase and prepare meals separately because of a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, who? _____													
<b>11</b> Is anyone a student 18 or over who attends college or career training? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, complete the following:						<u>Eligible Institution</u> <input type="checkbox"/> Yes <input type="checkbox"/> No							
1. NAME OF STUDENT _____		SCHOOL OR PROGRAM _____		NO. OF CLASS HOURS PER WEEK/UNITS _____									
2. NAME OF STUDENT _____		SCHOOL OR PROGRAM _____		NO. OF CLASS HOURS PER WEEK/UNITS _____									
<b>12 ROOMERS AND BOARDERS</b>													
<b>A</b> Does anyone pay you for meals and/or a room? If YES, complete the following: <input type="checkbox"/> Yes <input type="checkbox"/> No						<u>Eligible Institution</u> <input type="checkbox"/> Yes <input type="checkbox"/> No							
1. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
2. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
3. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
<b>B</b> Do you pay someone else for meals and/or a room? If YES, complete the following: <input type="checkbox"/> Yes <input type="checkbox"/> No						<u>Eligible Institution</u> <input type="checkbox"/> Yes <input type="checkbox"/> No							
1. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
2. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
3. NAME _____		<input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both		HOW MUCH? \$ _____									
<b>13 INSTITUTIONS:</b> Do you currently live in one of the following institutions?						<u>Eligible Institution</u> <input type="checkbox"/> Yes <input type="checkbox"/> No							
Drug/alcohol rehabilitation center <input type="checkbox"/> Yes <input type="checkbox"/> No      Shelter for battered women <input type="checkbox"/> Yes <input type="checkbox"/> No													
Federally subsidized housing for the elderly <input type="checkbox"/> Yes <input type="checkbox"/> No      Other <input type="checkbox"/> Yes <input type="checkbox"/> No													
Licensed group home for the disabled/blind <input type="checkbox"/> Yes <input type="checkbox"/> No													
If YES, to any of the above, give name of home/center: _____						<u>Eligible Institution</u> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>14</b> Does anyone who is not a U.S. citizen have a sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If YES, who has a sponsor? _____													
<b>15 RESOURCES</b> DO NOT COMPLETE ITEM 15 IF EVERYONE IN THE HOME RECEIVES AFDC.													
<b>A</b> Does anyone have any of the resources listed below? Check each item YES or NO. If YES, complete the additional information needed. Do not include your home, household goods, cash value of life insurance policies or personal items (books, clothes, etc.).						<u>Vehicle Valuation</u> (Enter date of blue book issue or other documentation) (1) _____ (2) _____ (3) _____ <b>Total Resources</b> \$ _____ Resource Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No							
1. Checks or money (at home or elsewhere) <input type="checkbox"/> Yes <input type="checkbox"/> No		Household Member Who Has This Resource <input type="checkbox"/> Yes <input type="checkbox"/> No		Current Value \$ _____									
2. Checking account <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		Income Producing <input type="checkbox"/> Yes <input type="checkbox"/> No									
3. Savings account/credit union account <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		If exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No									
4. Real estate (other than home) <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		Income Producing <input type="checkbox"/> Yes <input type="checkbox"/> No									
5. Notes, mortgages, trust deeds, sales contracts <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		If exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No									
6. Trust funds <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		Income Producing <input type="checkbox"/> Yes <input type="checkbox"/> No									
7. Stocks, bonds, certificates <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		If exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No									
8. Pension funds (specify) <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		Income Producing <input type="checkbox"/> Yes <input type="checkbox"/> No									
9. Other (specify) <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Owed \$ _____		If exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>B</b> Does anyone own any cars, trucks, boats, trailers, vans, campers, motorcycles or other vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No						<u>Vehicle Valuation</u> (Enter date of blue book issue or other documentation) (1) _____ (2) _____ (3) _____ <b>Total Resources</b> \$ _____ Resource Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, complete the following for each vehicle. Look at your registration to find the information for each vehicle you own.													
Vehicles		Vehicle (1)		Vehicle (2)									
Vehicle Owner		Vehicle (3)		Vehicle (4)									
Year/Class		Make and Model		Estimated Value									
Amount Owed		Licensed (✓ box) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Licensed (✓ box) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>COUNTY USE ONLY - VEHICLES</b>						<u>Vehicle Valuation</u> (Enter date of blue book issue or other documentation) (1) _____ (2) _____ (3) _____ <b>Total Resources</b> \$ _____ Resource Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>(A)</b> Home, income producing or handicap?		[REDACTED]											
Under \$4500 per table?													
Exempt? For H.H. use?													
Work, seek work, school, training?		[REDACTED]											
If exempt and under \$4500 STOP here, do not go to (B)													
<b>(B) Values</b> ( ) ( ) ( )						<u>Vehicle Valuation</u> (Enter date of blue book issue or other documentation) (1) _____ (2) _____ (3) _____ <b>Total Resources</b> \$ _____ Resource Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No							
FMV		Minus \$4500		Excess Value									
FMV		Minus Encumbrance		Equity Value									



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

(16) INCOME										COUNTY USE ONLY	
A. WAGES										DOCUMENTATION GUIDELINES	
Complete this section for each person with a full or part-time job. Complete even if the job has recently stopped or if a new job was recently started and wages have not yet been received. If a member has more than one job, list each job separately. Include members who receive income from work study, CETA, WIN or any other training program. For your interview, please bring pay stubs or other proof of wages.										Verify all income and list type of documentation viewed. Note exempt sources of income. Note dates of all pay stubs viewed.	
NAME OF WAGE EARNER	NAME OF EMPLOYER	(✓) If Income Expected	(✓) If Income Stopped	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Gross Amount (Total Before Deductions)	(✓) If Exempt		
1.											
2.											
3.											
4.											
B. SELF-EMPLOYMENT Is anyone in your household self-employed? <input type="checkbox"/> Yes <input type="checkbox"/> No											
If YES, who? <input type="checkbox"/> Yes <input type="checkbox"/> No											
You must provide proof of self-employment costs and income.											
C. OTHER INCOME											
Has anyone received income from any of the sources listed below? Complete even if income has recently stopped or if anyone has applied for or expects to receive income from any of these sources. Check each item YES or NO. If YES, complete the additional information needed. For your interview, bring proof of income for which you have checked YES below.											
SOURCE OF INCOME	(✓) (✓) Yes No	HOUSEHOLD MEMBER WHO RECEIVES THIS INCOME	(✓) If Income Expected	(✓) If Income Stopped	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Amount of Each Check or Payment	(✓) If Exempt	
1. AFDC (Aid to Families with Dependent Children) or RCA/ECA (Refugee/Entrant Cash Assistance)	<input type="checkbox"/> <input type="checkbox"/>										
2. Social Security-Blue/Green Checks	<input type="checkbox"/> <input type="checkbox"/>										
3. SSI (Supplemental Security Income) - Gold Checks	<input type="checkbox"/> <input type="checkbox"/>										
4. GA (General Assistance) or GR (General Relief)	<input type="checkbox"/> <input type="checkbox"/>										
5. VA (Veterans Benefits)	<input type="checkbox"/> <input type="checkbox"/>										
6. UIB or DIB (Unemployment or Disability Insurance Benefits) or Worker's Compensation	<input type="checkbox"/> <input type="checkbox"/>										
7. Pensions or Retirement Income	<input type="checkbox"/> <input type="checkbox"/>										
8. A. Grants, Loans, Scholarships, for school B. Tuition, Fees \$	<input type="checkbox"/> <input type="checkbox"/>										
9. Child and/or Spousal Support	<input type="checkbox"/> <input type="checkbox"/>										
10. Money from other persons (other than loans)	<input type="checkbox"/> <input type="checkbox"/>										
11. Loans	<input type="checkbox"/> <input type="checkbox"/>										
12. Gross Income from Property	<input type="checkbox"/> <input type="checkbox"/>										
13. Other (specify)	<input type="checkbox"/> <input type="checkbox"/>										
COUNTY USE ONLY											
Gross Income Test		Gross Income Eligible:		Separate Household Income Test		Eligible for Separate Household Status:					
Household Size _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Household Size _____		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Gross Monthly Income \$ _____				Gross Monthly Income \$ _____							

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

<b>(17) DEPENDENT CARE:</b> Does anyone pay for someone to care for a child or disabled adult so that a member can work, attend training or look for a job? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				<b>COUNTY USE ONLY</b>																																								
If YES, complete the following:																																												
NAME OF PERSON PROVIDING THE CARE	WHO PAYS?	HOW MUCH DO YOU PAY?	HOW OFTEN?																																									
<b>(18) HOUSING COSTS</b>																																												
Complete the amount and how often you are billed for each of the housing costs you have.																																												
HOUSING COSTS	AMOUNT	HOW OFTEN?																																										
A. Rent	\$																																											
B. Mortgage Payment	\$																																											
C. Property Taxes (if not included in mortgage payment)	\$																																											
D. Insurance On Home (if not included in mortgage payment)	\$																																											
E. Other Housing Costs (specify)				Total Housing \$																																								
<b>(19) UTILITIES</b>				Client Elects:																																								
Check the box for each utility cost you pay and list the amount you are billed and how often you are billed. You may request that the state standard utility allowance be used to compute your benefits. If your utility bills are higher than the state standard utility allowance, you may receive more food stamps. Bring verification for any amounts listed below.				<input type="checkbox"/> Actual <input type="checkbox"/> SUA																																								
Verify client utilities.																																												
UTILITIES	(✓) Yes (✓) No	AMOUNT	HOW OFTEN?																																									
A. Gas or Fuel (for heating or cooling)	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
B. Electricity (for heating or cooling)	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
C. Water	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
D. Sewage	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
E. Garbage or Trash	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
F. Telephone (basic rate)	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
G. Gas or Electricity or Other Fuel (for cooking)	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
H. Installation of Utilities	<input type="checkbox"/> <input type="checkbox"/>	\$																																										
I. Other (specify)				Total Utilities \$																																								
<b>(20)</b> Does anyone pay or help you pay any of the housing or utility bills you have listed in 18 or 19 above? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				SUA Prorated:																																								
If YES, explain:				<input type="checkbox"/> Yes <input type="checkbox"/> No																																								
<b>(21)</b> Is anyone living in the home a farmworker who is currently away from his/her own home to work or to look for work? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				Exempt from retrospective budgeting:																																								
If YES, who?				<input type="checkbox"/> Yes <input type="checkbox"/> No																																								
<b>(22)</b> The law requires that information on ethnic origin and primary language be collected. However, the information will not affect your eligibility for food stamps. If you do not wish to complete this section the eligibility worker will make this judgment.																																												
My ethnic group is (check one box only):																																												
My language is (check one box only): (If you can speak and understand English, check English.)																																												
WH <input type="checkbox"/> White (not of Hispanic origin)	E <input type="checkbox"/> English	F <input type="checkbox"/> Filipino (Tagalog)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="4" style="text-align: center;">ETHNIC ORIGIN</td></tr><tr><td style="text-align: center;">WH</td><td style="text-align: center;">H</td><td style="text-align: center;">B</td><td style="text-align: center;">AP</td></tr><tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td></tr><tr><td style="text-align: center;">A1</td><td style="text-align: center;">F</td><td colspan="2"></td></tr><tr><td style="text-align: center;">5</td><td style="text-align: center;">7</td><td colspan="2"></td></tr><tr><td colspan="4" style="text-align: center;">PRIMARY LANGUAGE</td></tr><tr><td style="text-align: center;">E</td><td style="text-align: center;">SP</td><td style="text-align: center;">CH</td><td></td></tr><tr><td style="text-align: center;">7</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td></td></tr><tr><td style="text-align: center;">V</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td><td style="text-align: center;">O</td></tr><tr><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr></table>		ETHNIC ORIGIN				WH	H	B	AP	1	2	3	4	A1	F			5	7			PRIMARY LANGUAGE				E	SP	CH		7	1	2		V	F	S	O	3	4	5	6
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7	1	2																																										
V	F	S			O																																							
3	4	5	6																																									
H <input type="checkbox"/> Hispanic	SP <input type="checkbox"/> Spanish	S <input type="checkbox"/> Sign																																										
B <input type="checkbox"/> Black (not of Hispanic origin)	C <input type="checkbox"/> Chinese	O <input type="checkbox"/> Other (specify)																																										
AP <input type="checkbox"/> Asian or Pacific Islander	V <input type="checkbox"/> Vietnamese																																											
AI <input type="checkbox"/> American Indian or Alaskan Native																																												
F <input type="checkbox"/> Filipino																																												
<b>(23)</b> Does anyone receive meals from:																																												
A. Meals on Wheels Program <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>																																												
B. Communal Dining Facility <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>																																												
<b>(24)</b> You can authorize someone outside your household to pick up your food stamps for you or to use them to buy your food. If you would like to authorize someone, complete below.																																												
NAME OF AUTHORIZED REPRESENTATIVE	ADDRESS		TELEPHONE NUMBER																																									

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

**IMPORTANT INFORMATION - READ CAREFULLY****YOUR RIGHTS AS AN APPLICANT OR RECIPIENT:**

- To be served without regard to race, color, national origin, religion, political affiliation, sex, handicap, or age; and to file a complaint should you feel you have been discriminated against.
- To discuss any action regarding your case with the County Welfare Department any time you are dissatisfied.
- To request a state hearing within 90 days if you are dissatisfied with any action taken by the County Welfare Department.
- To file a complaint or request a state hearing by writing to the Department of Social Services, 744 P Street, Sacramento, CA 95814 or by calling toll free 1-800-952-5253. The toll free number for the deaf (TDD) is 1-800-952-8349.

**YOUR RESPONSIBILITIES AS AN APPLICANT OR RECIPIENT:**

- To provide documents to confirm the information on this application. If documents are not available, to give the name of a person or organization the food stamp office may contact to obtain the necessary verification.
- To cooperate fully with county, state and federal personnel in a quality control review.

☐ **MONTHLY REPORTING HOUSEHOLDS**

- To file a complete monthly report (CA 7) by the 5th day of the month.
- To provide any additional information or verification requested by the County Welfare Department as a result of information you report on the CA 7.

☐ **NONMONTHLY REPORTING HOUSEHOLDS**

- To notify the County Welfare Department as soon as, but no later than 10 days, from the time you learn of any of the following changes:
  - The gross monthly income received by your household increases or decreases by more than \$25.
  - The source of any income received by you or any member of your household changes.
  - You change your address.
  - There are any changes in housing or utility costs because you move.
  - Anyone moves in or out of your home.
  - The property owned by you or any member of your household changes; for example, you acquire a licensed vehicle, or the total of your household's stocks, bonds, or other money reaches or exceeds \$1500.
  - There is an increase or decrease of more than \$25 in medical expenses for a household member who is disabled or age 60 or older.
- To report any changes to the County Welfare Department by telephone, by mail or by coming into the food stamp office.
- To meet the reporting responsibilities for the AFDC or Refugee/Entrant Cash Aid Programs if you receive cash aid as well as food stamps.

If you have any doubt about needing to report any change, contact your worker. If you fail to report a change and because of this you receive food stamp benefits you are not entitled to, you will have to repay them.

**PENALTY WARNING:**

IF YOUR HOUSEHOLD RECEIVES FOOD STAMPS, IT MUST FOLLOW THE RULES LISTED BELOW. IF YOU OR ANY MEMBER OF YOUR HOUSEHOLD BREAKS ANY OF THESE RULES ON PURPOSE YOU MAY BE PERMANENTLY DISQUALIFIED FROM THE FOOD STAMP PROGRAM. IN ADDITION, YOU MAY BE FINED UP TO \$10,000 AND/OR IMPRISONED FOR UP TO 5 YEARS.

- Do not give false information or withhold information to get or continue to get food stamps.
- Do not trade or sell food stamps or ATPs.
- Do not alter ATPs to get food stamps you are not entitled to receive.
- Do not use food stamps to buy ineligible items such as alcoholic drinks and tobacco.
- Do not use someone else's food stamps or ATPs for your household.

**YOUR CERTIFICATION**

I certify that I understand the questions on the application and that I have read the above (or had it read to me), and that I understand my responsibilities. I understand that the information that I have provided will be verified by local, state and federal personnel. I also understand that if any of this information is found to be incorrect, I may be disqualified from the Program and subject to criminal prosecution for knowingly providing false information. I further understand the penalties for breaking any of the rules listed above.

SIGNATURE (HEAD OF HOUSEHOLD, HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE)

▶

DATE

WITNESS, IF YOU SIGNED WITH AN "X"

▶

DATE

I certify that I have informed the applicant/recipient of the above responsibilities and of the possibilities of criminal penalties for intentionally making false statements or failing to report information which affects food stamp eligibility.

SIGNATURE OF INTERVIEWING WORKER

▶

DATE APPLICATION REVIEWED WITH CLIENT OR AUTHORIZED REPRESENTATIVE



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

**IMPORTANT INFORMATION - READ CAREFULLY****YOUR RIGHTS AS AN APPLICANT OR RECIPIENT:**

- To be served without regard to race, color, national origin, religion, political affiliation, sex, handicap, or age; and to file a complaint should you feel you have been discriminated against.
- To discuss any action regarding your case with the County Welfare Department any time you are dissatisfied.
- To request a state hearing within 90 days if you are dissatisfied with any action taken by the County Welfare Department.
- To file a complaint or request a state hearing by writing to the Department of Social Services, 744 P Street, Sacramento, CA 95814 or by calling toll free 1-800-952-5253. The toll free number for the deaf (TDD) is 1-800-952-8349.

**YOUR RESPONSIBILITIES AS AN APPLICANT OR RECIPIENT:**

- To provide documents to confirm the information on this application. If documents are not available, to give the name of a person or organization the food stamp office may contact to obtain the necessary verification.
- To cooperate fully with county, state and federal personnel in a quality control review.

☐ **MONTHLY REPORTING HOUSEHOLDS**

- To file a complete monthly report (CA 7) by the 5th day of the month.
- To provide any additional information or verification requested by the County Welfare Department as a result of information you report on the CA 7.

☐ **NONMONTHLY REPORTING HOUSEHOLDS**

- To notify the County Welfare Department as soon as, but no later than 10 days, from the time you learn of any of the following changes:
  - The gross monthly income received by your household increases or decreases by more than \$25.
  - The source of any income received by you or any member of your household changes.
  - You change your address.
  - There are any changes in housing or utility costs because you move.
  - Anyone moves in or out of your home.
  - The property owned by you or any member of your household changes; for example, you acquire a licensed vehicle, or the total of your household's stocks, bonds, or other money reaches or exceeds \$1500.
  - There is an increase or decrease of more than \$25 in medical expenses for a household member who is disabled or age 60 or older.
- To report any changes to the County Welfare Department by telephone, by mail or by coming into the food stamp office.
- To meet the reporting responsibilities for the AFDC or Refugee/Entrant Cash Aid Programs if you receive cash aid as well as food stamps.

If you have any doubt about needing to report any change, contact your worker. If you fail to report a change and because of this you receive food stamp benefits you are not entitled to, you will have to repay them.

**PENALTY WARNING:**

IF YOUR HOUSEHOLD RECEIVES FOOD STAMPS, IT MUST FOLLOW THE RULES LISTED BELOW. IF YOU OR ANY MEMBER OF YOUR HOUSEHOLD BREAKS ANY OF THESE RULES ON PURPOSE YOU MAY BE PERMANENTLY DISQUALIFIED FROM THE FOOD STAMP PROGRAM. IN ADDITION, YOU MAY BE FINED UP TO \$10,000 AND/OR IMPRISONED FOR UP TO 5 YEARS.

- Do not give false information or withhold information to get or continue to get food stamps.
- Do not trade or sell food stamps or ATPs.
- Do not alter ATPs to get food stamps you are not entitled to receive.
- Do not use food stamps to buy ineligible items such as alcoholic drinks and tobacco.
- Do not use someone else's food stamps or ATPs for your household.

**YOUR CERTIFICATION**

I certify that I understand the questions on the application and that I have read the above (or had it read to me), and that I understand my responsibilities. I understand that the information that I have provided will be verified by local, state and federal personnel. I also understand that if any of this information is found to be incorrect, I may be disqualified from the Program and subject to criminal prosecution for knowingly providing false information. I further understand the penalties for breaking any of the rules listed above.

SIGNATURE (HEAD OF HOUSEHOLD, HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE)

▶

DATE

WITNESS, IF YOU SIGNED WITH AN "X"

▶

DATE

I certify that I have informed the applicant/recipient of the above responsibilities and of the possibilities of criminal penalties for intentionally making false statements or failing to report information which affects food stamp eligibility.

SIGNATURE OF INTERVIEWING WORKER

▶

DATE APPLICATION REVIEWED WITH CLIENT OR AUTHORIZED REPRESENTATIVE



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

**Form Instructions**  
(For the Eligibility Worker)**APPLICATION FOR FOOD STAMPS — PART 2****Purpose:**

The DFA 285-A2 is Part 2 of the food stamp application form completed by all households when first applying for food stamps and at recertification.

Part 2 is used to gather information to determine the household's eligibility for food stamps. The application also contains information for the household concerning hearing rights, reporting responsibilities, and a notice of penalty for the fraudulent receipt or use of coupons or for knowingly providing incorrect information.

**Preparation:**

Question	Manual Section	Information Requested	EW Action
County Use Only	63-300.5 63-402.1 63-402.2 63-407	N/A	<p>Complete requested information. Date received is the date Part 2 is received. Check box if application is new or recertification, and check appropriate box if application is for expedited service. Follow applicable verification requirements for the type of application.</p> <p>The county-use section of Item 3 is to be used as a summary of household composition completed at the end of the interview. In the space provided, enter the appropriate code or date for all persons listed in 3. For all household members exempted from work registration, enter the work exemption code. For all other household members, note the date that each member registers for work. For persons excluded from the household, enter the non-household member code (reason for exclusions). Enter number of persons to be included in the household in the space provided.</p>

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
1.	63-401	Head of Household's Name and Address	Check that the applicant's residence is in the county.
2.	63-102(jjj)(3) 63-503.3	Previous Participation	Determine if first-month benefits should be prorated and if prospective budgeting is appropriate. Determine if any individual is participating in an existing certified household.
3.	63-402.2 63-402.7 63-404 63-503.442	Household Composition	<b>SSN</b> — Delete from the household any individual refusing to comply with the Social Security Number requirements. (Note exception for expedited service.) Count the resources and a prorata share of the income of this individual(s) as available to the household.
	63-102(i) 63-409.112 63-502.3 63-503.3		<b>Sixty/Disabled</b> — Note if any household member is age 60 or older, or will become age 60 in the month of application, or is receiving disability or blindness payments under Title II of the Social Security Act, and document that a DFA 285-C was given to the household. Allow excess shelter costs and medical deductions, and use the net income eligibility test for any household with such a member.
	63-300.512 63-300.532 63-403 63-503.442		<b>Alienage/Citizenship</b> — Note if any individual is an alien and document the type of verification provided to determine the alien's eligible status. Delete from the household any individual who is unable to provide acceptable documentation of alien status. Note if a CA-6 was completed by the household and sent to INS.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
3. (Cont.)			Delete from the household any individual whose U.S. citizenship is questionable and verification is not provided. Count the resources and a prorata share of the income of an ineligible alien or questionable citizen as available to the household.
	63-402.1		<p><b>Relationship</b> — Identify the ages and relationships of all persons listed in 3 to determine eligibility as a household member. The application provides only a key to the relationships of individuals in the home and the subject should be pursued to the extent necessary in the interview to determine household composition.</p> <p>Note: Information is required on all persons living in the home in order to determine who should be considered a household member and if there are nonhousehold members whose income and resources should be considered available to the household. Once the worker clearly determines that an individual does not fall into either of these categories, collection of information on this individual cannot be further pursued.</p>
4.	63-402.9	Strikers	If checked yes, enter date household member went on strike. Two separate eligibility determinations must be made; one based on circumstances immediately prior to involvement in the strike action, and one based on current circumstances.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
5.	63-408	Voluntary Quit	If checked yes, determine if action meets criteria for voluntary quit. Check applicable box in county-use section. If yes, deny the application and disqualify the household for two months beginning with the month of application.
6.	63-402.8	Food Distribution Program	<p>If checked yes, verify that participation in the Food Distribution Program has been terminated.</p> <p>Note: No household shall be allowed to participate simultaneously in the Food Stamp Program and a Food Distribution Program operated by an Indian reservation.</p>
7.	63-501.6	Transfer of Resources	Check circumstances of any resource transfer to determine if program eligibility is affected. If yes, deny application and disqualify the household for the appropriate number of months.
8.	63-102(i) 63-409.112 63-502.3 63-503.3	Disabled Veterans/ Spouses/ Children	If checked yes, determine if individual meets definition of "disabled" person and document that a DFA 285-C was given to the household. Allow excess shelter costs and medical deductions, and use the net income eligibility test for any household with such a member.
9.	63-300.531 63-402.27	Purchase or Prepare Separately	If checked yes, determine if individual should be excluded from the household. Document accordingly in county-use section.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
10.	63-102(i) 63-300.531 63-402.15	Separate Household Status	If separate household status is requested by an elderly and disabled individual and spouse because of the individual's inability to purchase and prepare meals separately, determine if it should be granted. Document request in county-use section by checking appropriate box.
11.	63-406	Students	If checked yes, apply student eligibility criteria to determine eligibility as a household member. Check applicable box in county-use section.
12.	63-402.1 63-402.2 63-402.3	Roomers and Boarders	Check the status of each person listed here to determine if he/she meets the definition of a roomer, boarder, or household member. Boarders are ineligible to participate as separate households and may participate as a household member only if requested by the household. Roomers must be separate households. Document status in county-use section.
13.	63-402.4 63-402.6 63-503.46 63-503.47 63-503.48	Residents of Institutions	Determine if eligible institution. Check applicable box in county-use section.
14.	63-102(zz) 63-102(aaa) 63-300.518 63-403.33 63-503.53	Sponsored Aliens	If checked yes, determine if individual(s) is subject to sponsored alien provisions. Obtain necessary information about sponsor to determine alien's eligibility and benefit level.
15A.	63-501.1 63-501.2 63-501.3 63-501.4 63-501.7 63-503.44	Resources (Nonassistance households only)	Document resources, making appropriate exclusions. Check, if exempt, in the box provided.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
15B.	63-501.51	Motor Vehicles (Nonassistance households only)	Evaluate vehicles for resource exemption. Enter in the space provided the source used for determining vehicle valuation. Document valuation in county-use Section A. For all nonexempt vehicles, compute values in Section B. In the space provided, identify vehicle by entering the appropriate number.
	63-409.21 63-409.22 63-501.3 63-501.8	Resource Eligibility Test (Nonassistance households only)	Enter in the space provided the total resource amount. Determine if resources exceed Maximum Resource Standard. Check applicable box. Households in which all members receive AFDC, are food stamp resource eligible. If resources exceed standard, deny application.
16A.	63-300.511 63-402.92 63-502.1 63-502.2 63-503.212 63-503.22 63-503.23 63-503.24 63-503.4	Wages	For each source of earned income, check if exempt in the box provided. Also for each source, note the date and amount of pay stubs viewed. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.  Note: The greater of either the income that a striking household member would receive if not on strike or the strike benefits currently being received should be included.
16B.	63-300.511 63-502.1 63-502.2 63-503.41	Self-employment	Compute earned income from self-employment using cost and income information provided by the household.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
16C.	63-300.511 63-502.1 63-502.2 63-503.212 63-503.22 63-503.23 63-503.24 63-503.4	Other Income	Check that each income source is checked yes or no. For all yes answers, check that all other information is provided. In the space provided, check any income amount which is exempt. Document verification of gross nonexempt income in the county-use section. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.
	63-402.15	Separate Household Income Test	Determine if the household with which an elderly and disabled individual lives meets separate household income test entitling the individual and spouse to separate household status. Check appropriate box.
	63-409.11 63-502.1(a) 63-503.212	Gross Income Eligibility Test	If applicable to the household, total all nonexempt income and compare to the current Maximum Gross Monthly Income Eligibility Standards. Check appropriate box. If gross income exceeds standard, deny application.
17.	63-300.52 63-502.34 63-503.25	Dependent Care	If checked yes, consider for a dependent care income deduction.
18.	63-300.516 63-502.35 63-503.25	Housing Costs	If applicable, calculate allowable deductions. Document in county-use section verification of all housing costs. Enter in the space provided total allowable housing costs.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
19.	63-300.516 63-502.353 63-502.36 63-503.25	Utilities	Indicate if the household elects actual or standard allowance for utilities by checking the appropriate box in the county-use section. A household is eligible for the standard utility allowance if it is billed separately for heating and cooling fuel. A household is entitled to the standard telephone deduction if it is billed separately for a telephone and is not entitled to the standard utility allowance. Document in the county-use section verification of client utilities. Enter in the space provided total utility costs to be used in the budget.
20.	63-502.2 63-502.36 63-503.25	Vendor Payments/ Shared Living Expenses	Determine if any such payments should be excluded from the household income. Determine if housing and/or utility costs should be prorated. Check the appropriate box to indicate if the SUA is prorated.
21.	63-102(fff) 63-505.21 63-505.221	Migrant Farmworkers	Determine if household is exempt from retrospective budgeting. Document in county-use section.
22.		Ethnic Origin and Primary Language	Circle appropriate code in the county-use section for ethnic origin and primary language.
23.	63-504.712 63-504.72	Prepared Meals	Determine if any household member is eligible to receive delivered meals or to use a communal dining facility. Mark the household identification card accordingly.
24.	63-402.6 63-504.71 63-504.711	Authorized Representative	Include the name of the authorized representative on the household identification card.

**63-1230 STATE FORMS & INSTRUCTIONS** (Continued)**63-1230**

DFA 285-A2 (12/83)

Question	Manual Section	Information Requested	EW Action
	63-300.41 63-505.1 63-505.2 63-505.3 63-505.4 63-505.5	Certification	Determine if the household will be monthly reporting or nonmonthly reporting and check the box for the reporting responsibilities applicable to the household.  Explain the household's rights and responsibilities. Check that both copies of page 5 of the application contain all required signatures and dates. Give the second copy of page 5 to the household.





## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-B (12/83)

State of California Health and Welfare Agency		Department of Social Services	
FOOD STAMP BUDGET WORKSHEET			
CASE NAME	CASE NUMBER	COMPANION CASE REFERENCE	CLASSIFICATION <input type="checkbox"/> NA <input type="checkbox"/> PA <input type="checkbox"/> MIXED
CERTIFICATION PERIOD FROM THROUGH	ISSUANCE MONTH	ISSUANCE MONTH	
<b>PART 1 - GROSS INCOME ELIGIBILITY</b>			<b>DOCUMENTATION</b>
<b>A. NONEXEMPT GROSS EARNED INCOME</b>			
1. Gross Salary, Wages	\$ _____	\$ _____	
2. Self-Employment	_____	_____	
3. Training Allowance	_____	_____	
4. Total Gross Earned Income (A1 + A2 + A3)	\$ _____	\$ _____	
<b>B. NONEXEMPT GROSS UNEARNED INCOME</b>			
1. Cash Aid	\$ _____	\$ _____	
2. Social Security, UIB, DIB, Pensions	_____	_____	
3. Child/Spousal Support	_____	_____	
4. Scholarships, Grants, Loans	_____	_____	
5. Other	_____	_____	
6. Total Gross Unearned Income (B1 + B2 + B3 + B4 + B5)	\$ _____	\$ _____	
<b>C. GROSS INCOME TEST</b>			
1. Household Size	_____	_____	
2. Maximum Gross Income Allowed (from Table)	\$ _____	\$ _____	
3. Total Gross Monthly Income (A4 + B6)	\$ _____	\$ _____	
4. Gross Income Eligible? (Is C3 less than or equal to C2?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PART 2 - NET INCOME ELIGIBILITY</b>			
<input type="checkbox"/> Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective <input type="checkbox"/> Retrospective			
<b>D. INCOME (For Prospective Budgets Only)</b>			
1. Adjusted Gross Earned Income (82% of A4)	\$ _____	\$ _____	
2. Total Nonexempt Gross Income (B6 + D1)	\$ _____	\$ _____	
<b>E. NONEXEMPT GROSS EARNED INCOME (For Retrospective Budgets Only)</b>			
1. Gross Salary, Wages	\$ _____	\$ _____	
2. Self-Employment	_____	_____	
3. Training Allowance	_____	_____	
4. Total Gross Earned Income (E1 + E2 + E3)	\$ _____	\$ _____	
5. Adjusted Gross Earned Income (82% of E4)	\$ _____	\$ _____	
<b>F. NONEXEMPT GROSS UNEARNED INCOME (For Retrospective Budgets Only)</b>			
1. Cash Aid	\$ _____	\$ _____	
2. Social Security, UIB, DIB, Pensions	_____	_____	
3. Child/Spousal Support	_____	_____	
4. Scholarships, Grants, Loans	_____	_____	
5. Other	_____	_____	
6. Total Gross Unearned Income (F1 + F2 + F3 + F4 + F5)	\$ _____	\$ _____	
7. Total Nonexempt Gross Income (E5 + F6)	\$ _____	\$ _____	
<b>G. STANDARD/DEPENDENT CARE DEDUCTION</b>			
1. Standard Deduction	\$ _____	\$ _____	
2. Dependent Care (Lesser of Actual or Maximum)	_____	_____	
3. Total Deductions (G1 + G2)	\$ _____	\$ _____	
4. Total Adjusted Income (D2 - G3 or F7 - G3)	\$ _____	\$ _____	
<b>H. SHELTER DEDUCTION (If G2 is at Maximum, skip H1 - H8 and enter 0 in H9)</b>			
1. Total Housing Costs	\$ _____	\$ _____	
2. Total Utility Costs (Actual or SUA)	\$ _____	\$ _____	
3. Total Shelter Costs	\$ _____	\$ _____	
4. Allowable Shelter Costs (50% of G4)	\$ _____	\$ _____	
5. Excess Shelter Costs (H3 - H4)	\$ _____	\$ _____	
6. Maximum Allowance for Shelter/Dependent Care	_____	_____	
7. Dependent Care Deduction (from G2)	\$ _____	\$ _____	
8. Maximum Shelter Deduction (H6 - H7)	\$ _____	\$ _____	
9. Allowable Shelter Deduction (Lesser of H5 or H8)	\$ _____	\$ _____	
<b>I. NET MONTHLY INCOME (G4 - H9)</b>			
	\$ _____	\$ _____	
<b>J. NET INCOME TEST</b>			
1. Household Size	_____	_____	
2. Maximum Net Income Allowed (from Table)	\$ _____	\$ _____	
3. Net Income Eligible? (Is I less than or equal to J2?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PART 3 - BENEFITS</b>			
ALLOTMENT	SUPPLEMENT	ALLOTMENT	SUPPLEMENT
_____	_____	_____	_____
E.W. Initials/Date _____			
DFA 285-B (12/83) Required Form - Substitutes Permitted			

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-B (12/83)

WORKSHEET FOR CHANGES AND OTHER DOCUMENTATION					
<b>PART 4 — RESOURCES</b>				<b>DOCUMENTATION</b>	
<b>K. MOTOR VEHICLES</b>	Vehicle (1)		Vehicle (2)		
1. Vehicle Owner					
Year/Class					
Make and Model					
Estimated Value					
Amount Owed					
Licensed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. For licensed vehicles count the greater of the excess or equity value. For unlicensed vehicles count the equity value.
2. Value					
3. Excluded as home, income producing or transport handicapped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Values (1) (2)
4. Under \$4500 per table?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	FMV
5. Exempt -					Minus \$4500
For household use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Excess Value
For work, to seek work, school or training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	FMV
					Minus Encumbrance
					Equity Value
If exempt and under \$4500 STOP here; do not go to 6.					
<b>L. RESOURCE ELIGIBILITY (Nonexempt Resources Only)</b>		Issuance Month		Issuance Month	
1. Previous Month's Resources		\$ _____		\$ _____	
2. Additional Resources (specify)					
a. _____					
b. _____					
c. _____					
3. Subtotal (L1 + L2a + L2b + L2c)		\$ _____		\$ _____	
4. Resources Sold, Traded or Given Away (specify)					
a. _____					
b. _____					
c. _____					
5. Subtotal (L4a + L4b + L4c)		\$ _____		\$ _____	
6. Current Resources (L3 - L5)		\$ _____		\$ _____	
7. Resource Eligible?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PART 5 — INCOME COMPUTATIONS</b>		Issuance Month		Issuance Month	
<b>M. SELF-EMPLOYMENT</b>					
1. Gross Income from Self-Employment		\$ _____		\$ _____	
2. Expenses		\$ _____		\$ _____	
3. Total Nonexempt Income from Self-Employment (M1 - M2)		\$ _____		\$ _____	
If averaging self-employment income go to M7. If adjusting a previous average, continue to M4.					
4. Adjustment to Gross Income		\$ _____		\$ _____	
5. Adjustment to Expenses		\$ _____		\$ _____	
6. Adjusted Self-Employment Income (M3 ± M4 ± M5)		\$ _____		\$ _____	
7. Monthly Self-Employment Income (M3 or M6 ÷ number of months income covers)		\$ _____		\$ _____	
<b>N. EDUCATIONAL GRANTS, SCHOLARSHIPS AND LOANS</b>		Issuance Month		Issuance Month	
1. Income from Grants, Scholarships or Loans		\$ _____		\$ _____	
2. Tuition and Mandatory Fees		\$ _____		\$ _____	
3. Total Nonexempt Educational Income (N1 - N2)		\$ _____		\$ _____	
4. Monthly Income from Grants, Scholarships or Loans (N3 ÷ number of months income covers)		\$ _____		\$ _____	
<b>PART 6 — REPORTED CHANGES (Other than the CA 7 or DFA 377.5)</b>					
Type of Change					
Date Change Occurred					
Date Change Reported					
FW Initials					

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-B (12/83)

**Form Instructions**  
(For the Eligibility Worker)**FOOD STAMP BUDGET WORKSHEET****Purpose:**

The DFA 285-B is used in conjunction with the application for food stamps (DFA 285-A2), or a monthly eligibility report (CA 7), or a household change report to compute and document a household's eligibility and benefit level. The budget portion of the worksheet provides spaces for two separate budget computations. The change documentation portion of the worksheet is used for documenting resource changes, ongoing resource eligibility, and income computations resulting from information reported either at the time of application or during the certification period.

NOTE: The DFA 285-D, Food Stamp Budget Worksheet — Special Medical/Shelter Deductions, must be used for any household containing a member who is elderly or disabled.

**Preparation:**

Enter the following identifying information on the top of the front page of the worksheet:

- Case Name
- Case Number
- Companion Case Reference
- Household Classification

Enter the beginning and ending dates of the certification period; month and year. Enter the issuance month for the budget being computed, and complete the budget.

**Part 1 — Gross Income Eligibility**

Complete Sections A through C using prospective amounts to determine gross income eligibility.

**C. Gross Income Test**

If the answer on Line C4 is "No", deny the application, or terminate or suspend eligibility, as appropriate. If the answer on Line C4 is "Yes" continue to Part 2.

**Part 2 — Net Income Eligibility**

Check the appropriate box for a retrospective or prospective budget computation. When the net monthly income is used to determine net income eligibility, use prospective amounts. When the net monthly income is used to determine benefits, use either retrospective or prospective amounts, as appropriate.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-B (12/83)

For a prospective budget, complete Section D and Sections G through I. For a retrospective budget, complete Sections E through I.

**I. Net Monthly Income**

After net monthly income has been determined, go to Section J when net income eligibility must also be determined.

If the household's net income eligibility has already been determined, skip Section J and go to Part 3.

**J. Net Income Test**

If the answer on Line J3 is "No", deny the application, or terminate or suspend eligibility, as appropriate. If the answer on Line J3 is "Yes", continue to Part 3.

**Part 3 — Benefits****Allotment**

Determine if benefits should be prorated and check the appropriate box (Yes or No) in the documentation section. Use the current Tables of Coupon Issuance, household size and net monthly income to find the allotment. If benefits should not be prorated, enter the amount from the table. If benefits should be prorated, compute the prorated amount using the date of application and the appropriate percentage for the month of application from the Reciprocal Table for Prorating First-Month Benefits. Enter the prorated amount.

**Supplement**

Complete this section if the budget was calculated because of a change and resulted in a supplemental issuance. Enter the amount of the supplement.

**Initials/Date**

Enter EW initials and date after any action in Parts 1, 2, or 3 of the budget worksheet.

**Subsequent Budgets**

If a subsequent budget is calculated, enter the issuance month, and complete as outlined above.

If a subsequent budget is not calculated but the first-month benefits were prorated, and the certification period is longer than one month, enter the amount of the household's full allotment for the second month.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-B (12/83)

**Worksheet For Changes and Other Documentation****Part 4 — Resources**

Section K and L need not be completed for a household in which all members are receiving AFDC.

**K. Motor Vehicles**

Use this section to record household motor vehicle changes. Each vehicle must be treated separately to determine its countable resource amount. Thereafter, each amount is added to determine the total vehicle resource amount.

1. Complete the items for each vehicle using information provided by the household. A vehicle is licensed if the motor vehicle registration fees are paid for the current year. If not, skip 3 through 5 and go directly to 6.
2. Enter the value of the vehicle based on the blue book, CPI book, newspapers, etc., and document source used for valuation.
3. Evaluate vehicles for exclusion as a resource.
4. For licensed vehicles which are not excluded and which have a value greater than \$4,500, determine the fair market value.
5. Determine if any licensed vehicle is exempt from the equity valuation. Compute the equity value of all nonexempt vehicles.
6. Compute resource value of all nonexempt vehicles.

**L. Resource Eligibility**

Enter the issuance month for each resource eligibility test.

1. Enter the amount of resources used in the last resource eligibility test.
2. Specify any nonexcluded additions to the household's resources and enter the amount(s).
3. Add Lines L1, L2a, L2b, and L2c and enter the total.
4. Specify any nonexcluded subtractions from the household's resources and enter the amount(s).
5. Add Lines L4a, L4b and L4c and enter the total.
6. Subtract Line L5 from Line L3 and enter the remainder.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-B (12/83)

7. If Line L6 is less than or equal to \$1,500, check "Yes". If Line L6 is greater than \$1,500, check "No". If the answer on Line L7 is "No", deny the application, or terminate or suspend eligibility, as appropriate.

**Part 5 — Income Computations****M. Self-Employment**

Enter the issuance month for each self-employment income calculation and complete Lines M1 through M3.

If self-employment income is to be averaged, go to Line M7. If previously averaged self-employment income is to be adjusted, complete Lines M4 through M7.

Enter the amount from either Line M3 or Line M7 in the appropriate budget.

**N. Educational Grants, Scholarships and Loans**

Complete this section if the household has income from educational grants, scholarships, or loans.

Enter the issuance month for each calculation and complete Lines N1 through N4. Enter the amount on Line N4 in the appropriate budget.

**Part 6 — Reported Changes**

For changes reported outside of the monthly report (CA 7) or the household change report (DFA 377.5), enter the type of change, date the change occurred, date the change was reported, and the EW initials.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-C (11/83)

**Form Instructions**  
(for the Eligibility Worker)**SUPPLEMENTAL APPLICATION FOR FOOD STAMPS — SPECIAL MEDICAL DEDUCTIONS****Purpose:**

The DFA 285-C is a supplemental food stamp application form completed by any household member(s) who is (1) age 60 or older; (2) receiving Title II Social Security disability or blindness payments as a disabled person; (3) a disabled veteran; (4) a disabled surviving spouse of a veteran; or, (5) a disabled surviving child of a veteran. The application gathers information required to calculate special medical deductions for these individuals. The form is required only for those households entitled to claim excess medical expense deductions, unless they choose not to.

**Preparation:**

Question No.	Manual Section	Information Requested	EW Action
County-Use Section	N/A	N/A	Enter case name and case number.
1	63-102(i) 63-502.33	Eligible Household Members	Check that each household member named is at least 60 years of age, or will turn age 60 in the month of application, or meets one of the definitions for a disabled person. Check that any Social Security payment received is for the household member's own disability. Document in the county-use section if the household member has been approved for but is not yet receiving Title II benefits, or is entitled to but is not receiving veterans benefits.
2		Medical Expenses	Determine the allowability of each item of medical expense as follows:
	63-102(i) 63-502.33		1. Check that each household member receiving services is an eligible household member listed in question 1.
	63-502.33 63-503.25		2. Check that each amount shown is for an allowable item of expense.
	63-300.517		3. Verify the amount of any deductible medical expenses and note the specifics of the verification in the county-use section.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-C (11/83)

Question No.	Manual Section	Information Requested	EW Action
2 (Cont.)	63-502.33		4. Identify which items of expense are insured, uninsured, and which items (if any) are hospital bills, and document in the county-use section. Determine the applicable amount for each deduction.
	63-503.25		5. Determine which items of expense are recurring, one-month-only, or should be averaged over the certification period.
		Certification	Check that the application contains all required signatures.



**63-1230**

Department of Social Services

## DFA 285 D (12-83) Required Form - Substitutes Permitted

**63-1230**

(MANUAL LETTER NO. 84-13) 1059

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 285-D (12/83)

**Form Instructions**  
(For the Eligibility Worker)**FOOD STAMP BUDGET WORKSHEET — SPECIAL MEDICAL/SHELTER DEDUCTIONS****Purpose:**

The DFA 285-D is used in conjunction with the application for food stamps (DFA 285-A2) and the food stamp application for special medical deductions (DFA 285-C), or a monthly eligibility report (CA 7), or a household change report to compute and document the eligibility and benefit level for a household which has a member who is elderly or disabled. The budget portion of the worksheet provides spaces for two separate budget computations. The change documentation portion of the worksheet is used for documenting resource changes, ongoing resource eligibility, and income computations resulting from information reported either at the time of application or during the certification period.

**Preparation:**

Enter the following identifying information on the top of the front page of the worksheet:

- Case name
- Case number
- Companion Case Reference
- Household Classification

Enter the beginning and ending dates of the certification period; month and year. Enter the issuance month for the budget being computed, check the appropriate box for a retrospective or prospective budget and complete the budget.

**Part 1 — Net Monthly Income**

Complete Sections A through G to determine the household's net monthly income. When the net monthly income is used to determine net income eligibility, use prospective amounts. When the net monthly income is used to determine benefits, use either prospective or retrospective amounts, as appropriate.

After net monthly income has been determined, go to Part 2 when net income eligibility must also be determined.

If the household's net income eligibility has already been determined, skip Part 2 and go to Part 3.

**Part 2 — Net Income Eligibility****H. Net Income Test**

If the answer on Line H3 is "No", deny the application or terminate or suspend the household, as appropriate. If the answer on Line H3 is "Yes", go to Part 3.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-D (12/83)

**Part 3 — Benefits****Allotment**

Determine if benefits should be prorated and check the appropriate box (Yes or No) in the documentation section. Use the current Tables of Coupon Issuance, household size and net monthly income to find the allotment. If benefits should not be prorated, enter the amount from the table. If benefits should be prorated, compute the prorated amount using the date of application and the appropriate percentage for the month of application from the Reciprocal Table for Prorating First-Month Benefits. Enter the prorated amount.

**Supplement**

Complete this section if the budget was calculated because of a change and resulted in a supplemental issuance. Enter the amount of the supplement.

**Initials/Date**

Enter EW initials and date after any action in Parts 1, 2 or 3 of the budget worksheet.

**Subsequent Budgets**

If a subsequent budget is calculated, enter the issuance month, check if the budget calculation is retrospective or prospective and complete as outlined above.

If a subsequent budget is not calculated but the first-month benefits were prorated, and the certification period is longer than one month, enter the household's full allotment for the second month.

**Worksheet for Changes and Other Documentation****Part 4 — Resources**

Sections I and J need not be completed for a household in which all members are receiving AFDC.

**I. Motor Vehicles**

Use this section to record household motor vehicle changes. Each vehicle must be treated separately to determine its countable resource amount. Thereafter, each amount is added to determine the total vehicle resource amount.

1. Complete the items for each vehicle using information provided by the household. A vehicle is licensed if the motor vehicle registration fees are paid for the current year. If not licensed, skip 3 through 5 and go directly to 6.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-D (12/83)

2. Enter the value of the vehicle based on the blue book, CPI book, newspapers, etc., and document source used for valuation.
3. Evaluate vehicles for exclusion as a resource.
4. For licensed vehicles which are not excluded and which have a value greater than \$4,500, determine the fair market value.
5. Determine if any licensed vehicle is exempt from the equity valuation. Compute the equity value of all nonexempt vehicles.
6. Compute resource value of all nonexempt vehicles.

**J. Resource Eligibility**

Enter the issuance month for each resource eligibility test.

1. Enter the amount of resources used in the last resource eligibility test.
2. Specify any nonexcluded additions to the household's resources and enter the amount(s).
3. Add Lines J1, J2a, J2b, and J2c and enter the total.
4. Specify any nonexcluded subtractions from the household's resources and enter the amount(s).
5. Add Lines J4a, J4b and J4c and enter the total.
6. Subtract Line J5 from Line J3 and enter the remainder.
7. If the household size is one and if Line J6 is less than or equal to \$1,500, check "Yes"; if Line J6 is greater than \$1,500, check "No". If the household size is more than one and if Line J6 is less than or equal to \$3,000, check "Yes"; if Line J6 is greater than \$3,000, check "No". If the answer on Line J7 is "No", deny the application, or terminate or suspend eligibility as appropriate.

**Part 5 — Income Computations****K. Self-Employment**

Enter the issuance month for each self-employment income calculation and complete Lines K1 through K3.

If self-employment income is to be averaged, go to Line K7. If previously averaged self-employment income is to be adjusted, complete Lines K4 through K7.

**L. Educational Grants, Scholarships and Loans**

Complete this section if the household has income from educational grants, scholarships, or loans.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 285-D (12/83)

Enter the issuance month for each calculation and complete Lines L1 through L4. Enter the amount on Line L4 on Line B4 of the appropriate budget.

**Part 6 — Reported Changes**

For changes reported outside of the monthly report (CA 7) or the household change report (DFA 377.5), enter the type of change, date the change occurred, date the change was reported, and the EW initials.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 287 (4/80)

STATE OF CALIFORNIA — HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES	
FOOD STAMP PROGRAM IDENTIFICATION CARD	
Issued to _____	
Issued _____	Case No. _____
_____ SIGNATURE OF HEAD OF HOUSEHOLD	
_____ SIGNATURE OF OTHER HOUSEHOLD MEMBER	
DFA 287 (4/80)	
_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE	
_____ SIGNATURE OF EMERGENCY AUTHORIZED REPRESENTATIVE	
No. of Persons in Household _____	
Household Eligible for Delivered Meals	
Yes <input type="checkbox"/>	No <input type="checkbox"/>





**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 287 (4/80)

**Form Instructions**  
(for CWD Worker)**FOOD STAMP PROGRAM IDENTIFICATION CARD****Purpose:**

The DFA 287 is issued to each certified household as proof of program eligibility. It must be presented when the head of household, designated authorized representative, or any responsible household member redeems an Authorization to Participate card (ATP) or, if requested, when food stamps are used to purchase consumable items, or in HIR counties, when the household obtains its coupons.

**Preparation:**

The CWD prepares one card at the time of initial certification and issues it in the name of the head of household.

**NOTE:** If the ID card is mailed to the household, it must not be mailed in the same envelope with the ATP or food coupons.

The following identifying information is entered on the card:

- Head of Household
- Date
- Case Number
- Number of Persons in Household

Check applicable box indicating if the household is eligible for delivered meals.

The head of household, designated authorized representative or any responsible household member must then sign the ID card prior to using it. If the household does not name an authorized representative or other household member the CWD must indicate on the ID card that no designation was made. The household may also designate an emergency authorized representative at a later date. At that time, the emergency representative signs the ID card in the space provided.

The ID card may be serially numbered at the CWD's option.

**NOTE:** If the household is eligible for and interested in delivered meal services, the CWD marks the face of the ID card with the letter "M". If the household is certified for delivered meals for a temporary period, the CWD indicates an expiration date on the ID card. In counties where restaurants are authorized to accept food stamps, and if the household is eligible and interested in using communal dining facilities, the CWD marks the face of the ID card with the letters "CD".



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 303 (1/83)

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY		DEPARTMENT OF SOCIAL SERVICES	
<b>REPLACEMENT AFFIDAVIT/AUTHORIZATION</b>		<b>COUNTY USE ONLY</b>	
CASE NAME		CASE NUMBER	
TYPE OF LOSS		WORKER	
<input type="checkbox"/> ATP		<input type="checkbox"/> Food Coupon Book(s)	
<input type="checkbox"/> Food			

**PART A - HOUSEHOLD AFFIDAVIT**

I, \_\_\_\_\_, the undersigned, living at \_\_\_\_\_ (STREET ADDRESS)  
\_\_\_\_\_, California, declare that the household named above:  
(CITY)

☐ Did not receive in the mail the ATP/Food Coupon Book(s) at \_\_\_\_\_ (STREET ADDRESS)  
\_\_\_\_\_, California, for the period of \_\_\_\_\_ (CITY)

☐ Received an ATP for the period of \_\_\_\_\_, however it was:

☐ Stolen: Date stolen \_\_\_\_\_

☐ Destroyed: How? \_\_\_\_\_ Date destroyed \_\_\_\_\_

☐ Received Food Coupon Book(s) for the period of \_\_\_\_\_, however, they were destroyed.

How? \_\_\_\_\_ Date destroyed \_\_\_\_\_ Amount \$ \_\_\_\_\_

☐ Purchased food with Food Coupon Book(s), but the food was destroyed.

How? \_\_\_\_\_ Date destroyed \_\_\_\_\_ Amount \$ \_\_\_\_\_

I further declare that if at any time I receive the above described ATP/Food Coupon Book(s), it will be returned to:

*I declare that the foregoing is true and correct to the best of my knowledge. I also understand that if I intentionally withhold information or give false information I may be denied participation in the Food Stamp Program; fined imprisoned or both.*

SIGNATURE OF CLAIMANT		DATE	
-----------------------	--	------	--

**PART B - VERIFICATION**

DATE ATP COUPONS ISSUED	ATP SERIAL #	VALUE OF ATP FOOD COUPON ALLOTMENT	DATE REPLACEMENT REQUESTED
		\$	

Type of household disaster: \_\_\_\_\_ Source of verification: \_\_\_\_\_

Has household received any replacements during the last five months? ☐ Yes ☐ No If Yes, how many? \_\_\_\_\_

Type of replacement(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**PART C - REPLACEMENT AUTHORIZATION**

Request: ☐ Approved ☐ Denied Reason for denial \_\_\_\_\_

AMOUNT TO BE REPLACED	NAME OF PERSON AUTHORIZING DENYING REQUEST	REVIEWED BY	DATE
\$			

**PART D - HOUSEHOLD ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge the receipt of a replacement: (Check appropriate box)

☐ ATP ☐ Food Coupon Book(s)

Serial Number In the amount of \$

REPLACEMENT RECEIVED BY (CLAIMANT'S SIGNATURE)	DATE

DFA 303 (1/83) Required Form. Substitutions Permitted.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 303 (1/83)

**Form Instructions**  
(For CWD)**REPLACEMENT AFFIDAVIT/AUTHORIZATION****Purpose:**

The DFA 303 is a form completed by the household or an authorized representative and the county. This form is used to (1) initiate a request for a replacement ATP/food coupon book(s), (2) verify that replacement of an ATP/food coupon book(s) is appropriate, and (3) acknowledge receipt of a replacement ATP/food coupon book(s).

Part A is completed by the household or an authorized representative and is the household's affidavit indicating the reason for the replacement.

Part B is completed by the county and is used to verify that the request for replacement is appropriate. This section also provides identifying information relating to the original ATP/food coupon book(s) that was issued.

Part C is completed by the county and is used to authorize the replacement and the amount to be replaced, or to deny the replacement.

Part D is completed in part by the county and signed by the claimant to acknowledge receipt of the replacement ATP/food coupon book(s) issued to the household.

**Preparation:**

The household must come into the county office to sign the affidavit, in most instances. However, the affidavit must be mailed to the household if the household is unable to come into the office because of age, handicap or distance from the office and is unable to appoint an authorized representative.

Complete an original and one copy if the individual is requesting the replacement in person. Complete a second copy for pending if the form will be mailed for completion. (Additional copies may be required by the county's internal system.) Enter the following identifying information in the county-use section.

- Case Name
- Case Number
- Worker

Check the applicable box for the type of loss being reported.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 303 (1/83)

**Part A — Household Affidavit**

Before the household or an authorized representative completes this section, enter the address where the household should return the original ATP/food coupon book(s) should they receive it.

When signed, review this section for completeness, paying particular attention to the following items:

- When a claimant indicates the reason for replacement is a stolen or destroyed ATP or destroyed food coupon book(s) or food, be sure the claimant also indicates the date stolen or destroyed, how destroyed and the amount destroyed.
- Be sure that the claimant signs and dates the affidavit.

**NOTE:** A request for replacement must be acted upon within ten days of the household's request, either by issuing a replacement, or denying the request.

**Part B — Verification**

Enter the following information as applicable for the type of request:

- Date the original ATP/food coupon book(s) was issued.
- Serial number of the original ATP.
- Amount of the original ATP/food coupon allotment.
- Date replacement is requested.

**NOTE:** If the request for replacement is for a destroyed ATP, food coupon book(s) or food, enter the type of household disaster and the source of verification.

As appropriate for each type of replacement be certain to verify that:

- a. The ATP/food coupon book(s) to be replaced was actually issued.
- b. The ATP/food coupon book(s) to be replaced was not returned as undeliverable.
- c. The request for replacement was reported within the time frames provided by regulation.
- d. The disaster occurred and meets the definition of a household disaster.
- e. The household has not already received the allowable number of replacements during the most recent six-month period, which includes the current month. **There are no limitations on the number of replacements for food destroyed in a household disaster.**
- f. The replacement is otherwise appropriate as defined by regulation.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 303 (1/83)

**Part C — Replacement Authorization**

- Check the applicable box to indicate the disposition of the request.
- If the request is denied, give the reason for denial.

NOTE: If the household's request for replacement is being denied, the household must be provided with a DFA 377.4.

- Enter total amount of ATP/food coupons to be replaced.
- Enter signature of person authorizing or denying request.
- Enter signature of individual reviewing request, if any.
- Enter date request is approved or denied.

**Part D — Household Acknowledgement of Receipt**

Before this section is signed by the claimant, enter one of the following as applicable to the replacement: (1) the serial number of the replacement ATP, or (2) the amount of the replacement food coupon book(s).

The claimant must check the appropriate box for an ATP or food coupon book(s) and sign and date this section when the replacement is issued. If, however, the claimant refuses to sign this section, the replacement cannot be denied.

If the ATP or food coupon book(s) is to be mailed, the original DFA 303 and one copy should be enclosed with the ATP/food coupon book(s) and a self-addressed envelope for returning after it is signed by the household. The county must retain a copy of the DFA 303 pending the return of the original. The county must establish a system of follow-up to ensure that the original is returned.

Be sure this section is signed and dated, and the appropriate box is checked.

Distribution:

The original is filed in the case file, and one copy is provided to the household.





## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.1 (12/83)

State of California  
Health and Welfare Agency

Department of Social Services

**FOOD STAMP NOTICE OF ACTION***If you have any questions or want more information  
about this action, please contact your worker.*

Case Name :  
 Case Number :  
 District :  
 Worker :  
 Phone :  
 Date of Notice :

☐ **APPROVAL** Your application for food stamps has been approved.

Your food stamp certification covers the period from \_\_\_\_\_ through \_\_\_\_\_.  
 Your benefits have been computed for your certification period based on the information you provided. Unless there are changes, you  
 will receive the following benefits for each month:

\$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ; \$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ; \$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ; \$ \_\_\_\_\_ for \_\_\_\_\_ through \_\_\_\_\_ ;

- ☐ Your first allotment includes more than one month's benefits because of the date your application was approved.  
☐ Your first-month benefits were prorated from the date you filed your application.  
☐ Your benefits for \_\_\_\_\_ have been suspended because:

Even though you will not receive any benefits for this period, you must complete and submit your monthly report (CA 7) so  
 we can determine the correct amount of your benefits for the next month. If you do not submit a complete CA 7 as required,  
 your food stamp participation will be terminated.

- ☐ Because you needed food stamp benefits right away, we did not require you to give us the following information:

If you do not give us this information by \_\_\_\_\_, you will not receive any benefits for \_\_\_\_\_ and your  
 participation in the Food Stamp Program will be terminated without further notice. If the information requested results in a change  
 in your eligibility or benefits, the change will be made without an additional advance notice.

IF YOU ALSO APPLIED FOR CASH AID, and it has not yet been approved, your food stamp benefits may be reduced or terminated  
 without further notice if your cash aid is approved.

☐ **PENDING** Your application for food stamps is still being processed.

- ☐ You have done everything you need to do. We will continue processing your application and you will hear from us soon.  
☐ You must do the following before we can finish processing your application:

If you do not do this by \_\_\_\_\_, your application will be denied and you will have to reapply if you want to  
 receive food stamp benefits.

☐ **DENIAL** Your application for food stamps has been denied because

- ☐ If you do the following by \_\_\_\_\_, your application will be reopened

If you do not take the required action by the above date, you will have to reapply if you want to receive food stamp benefits.

- ☐ Based on the reason your application was denied, your household is also disqualified from participating in the Food Stamp  
 Program until \_\_\_\_\_. You may reapply for benefits at the end of this disqualification period.

The above action(s) is required by the following Food Stamp Manual Section(s):

You have the right to request a state hearing if you believe this action is wrong. See the back of this notice for a hearing request.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.1 (12/83)

**Your Right to Appeal this Action**

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

**Authorized Representative**

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

**How to Request a State Hearing**

The best way to request a hearing is to fill in and send this entire notice to:

Office of the Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

**Public Inquiry and Response (Public Information)**

**Toll-Free Number: (800) 952-5253\***

**For the Deaf Only TDD (800) 952-8349\***

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

**Request for a State Hearing**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)

Language \_\_\_\_\_ Dialect \_\_\_\_\_

If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid ☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10980

NA Back 3 (Cash Aid/FS)

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.1 (12/83)

**Form Instructions**  
(for the Eligibility Worker)**FOOD STAMP NOTICE OF ACTION****Purpose:**

The DFA 377.1 is used by the Eligibility Worker to notify a household of the approval, pending or denial status of its food stamp application.

The back of the DFA 377.1 explains the household's right to request a hearing and provides instructions on how to appeal the action.

**Preparation:**

Complete an original and two copies of the DFA 377.1 entering the following identifying information:

- Head of household's name and mailing address
- Case Name
- Case Number
- District (if applicable)
- Worker
- Phone Number
- Date of Notice

Complete the action portion of the notice by checking the heading box for the Approval, Pending or Denial Sections and entering all other required information.

**NOTE:** If the date by which the household must take some action falls on a weekend or holiday, enter the date for the business day immediately following the weekend or holiday.

**Approval**

Check the Approval box when an initial application or application for recertification has been approved. Enter the beginning and ending dates of the household's certification period, the amount of the allotment, the amount and dates of any known changes in the allotment, and any of the following, as applicable.

- If the first allotment contains more than one month's benefits (prorated first-month benefits and second-month benefits issued in the second month), check the box for this message.
- If the first-month benefits were prorated, check the proration box.
- If the household's first-month benefits are suspended, check the suspension box. Enter the month for which benefits have been suspended and enter the reason for the suspension.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.1 (12/83)

- If the household applied after the fifteenth of the month, and if expedited service was provided and verification was postponed, check the box and list the information the household must provide. Enter the date by which the household must provide the information (30 days from the date the application was filed except for migrants who need out-of-state verification and who are allowed 60 days from the date of application), and enter the month for which benefits will not be issued if the verification is not provided.

If the household does not provide the requested information by the specified date, no further notice is required to terminate the household's participation. If the household provides the information and it results in a change in eligibility or benefits, a notice of change must be issued by no later than the date the benefits are issued or in place of the benefits.

If the household subsequently receives cash aid, and food stamp benefits are reduced or terminated, no additional notice is required.

**Pending**

Check the Pending box when an initial application or untimely application for recertification has not been processed in accordance with application processing standards as a result of either the county's or the applicant's fault.

If the household must take some action to complete the application process, check the box provided for this purpose, enter the required action and enter the date by which the action must be taken.

If the household fails to provide the requested information by the specified date, no further notice is required to deny the application.

**Denial**

Check the Denial box when an application has been denied and enter the reason(s) for the denial.

If the county has elected the option of denying all applications not processed at the end of the 30-day application processing period due to the household's fault, the first box in the Denial Section is used for this purpose. In such cases, check the box, enter the date by which action must be taken to reopen the application and enter the action which must be taken.

Check the second box in the Denial Section if the application was denied because the primary wage earner voluntarily quit a job without good cause, the household transferred resources in order to become eligible for food stamp benefits, or a one-person household refused to provide an SSN. Enter the date which is the end of the disqualification period. (For an SSN disqualification, the individual is disqualified until an SSN is provided.)

NOTE: Do not use the DFA 377.1 for households disqualified for refusal to work register. The DFA 377.10 is used for this purpose.

**63-1230 STATE FORMS & INSTRUCTIONS** (Continued)**63-1230**

DFA 377.1 (12/83)

**Manual Section(s)**

Enter the applicable specific manual section(s) for the action(s).

**Distribution:**

The original and one copy are provided to the household. The second copy is filed in the case record.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.2 (12/83)

**FOOD STAMP NOTICE OF EXPIRATION  
OF CERTIFICATION**

*If you have any questions or want more information  
about this action, please contact your worker.*

Case Name \_\_\_\_\_  
Case Number \_\_\_\_\_  
District \_\_\_\_\_  
Worker \_\_\_\_\_  
Phone \_\_\_\_\_  
Date of Notice \_\_\_\_\_

1. Your current food stamp certification period will end on \_\_\_\_\_.  
☐ Your application for recertification is being processed.  
☐ Your certification period has been shortened because the following change(s) in circumstances may affect your food stamp eligibility or benefits:
2. If you want to continue receiving food stamps after the end of your current certification period, without a break in benefits, you must  
☐ Submit your complete monthly report (CA 7) so it is received by no later than \_\_\_\_\_, fill out the attached application and submit it to the county welfare department by no later than your recertification interview (see 3 below).  
☐ Submit your complete monthly report (CA 7) so it is received by no later than \_\_\_\_\_  
☐ Fill out and submit an application so it is received by the county welfare department by no later than \_\_\_\_\_
3. To be sure your application for recertification is processed promptly, you must:  
☐ Appear for an interview on: \_\_\_\_\_ at:  
☐ You may bring your complete monthly report to your recertification interview if you wish.  
☐ Call for an interview appointment.  
☐ Mail/bring your application to:  
☐ Call for an application.  
☐ Do the following so we can finish processing your application:

IF YOU REAPPLY LATER THAN THE DATE SPECIFIED IN NO. 2 ABOVE, YOU MAY HAVE TO WAIT UP TO 30 DAYS BEFORE FINAL ACTION IS TAKEN ON YOUR APPLICATION. IN ADDITION, YOUR BENEFITS MAY BE PRORATED FOR THE FIRST MONTH OF YOUR NEW CERTIFICATION PERIOD.

- ☐ If you have a good reason for not applying on time, you should tell the county welfare department. You may be entitled to have any lost benefits restored if the county welfare department decides you had a good reason.

IF YOU MISS YOUR SCHEDULED INTERVIEW AND YOU HAVE A GOOD REASON, YOU SHOULD TELL THE COUNTY WELFARE DEPARTMENT. IF THE COUNTY WELFARE DEPARTMENT DECIDES THAT CIRCUMSTANCES BEYOND YOUR CONTROL PREVENTED YOU FROM ATTENDING THE INTERVIEW, A SECOND INTERVIEW WILL BE SCHEDULED.

You have the right to request an application from the county welfare department at any time and to have the county welfare department accept your application. If you and/or your authorized representative are unable to reapply in person at the county welfare department and you have a good reason for not being able to do so, you should call the county welfare department at the above number. We can arrange to have a worker interview you or your authorized representative at home or by telephone.

The above action is required by the following Food Stamp Manual Section(s): \_\_\_\_\_

You have the right to request a state hearing if you disagree with any of these requirements. See the back of this notice for a hearing request.

DFA 377.2 (12/83) Required Form - No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.2 (12/83)

**Your Right to Appeal This Action**

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID†:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

**Authorized Representative**

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

**How to Request a State Hearing**

The best way to request a hearing is to fill in and send this entire notice to:

Office of the Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

**Public Inquiry and Response (Public Information)**

**Toll-Free Number: (800) 952-6253\***

**For the Deaf Only TDD (800) 952-8349\***

You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

**Request for a State Hearing**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related

to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)

Language \_\_\_\_\_ Dialect \_\_\_\_\_

†If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid ☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10980

NA Back 3 (Cash Aid/FS)



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.2 (12/83)

**Form Instructions**  
(for the Eligibility Worker)**FOOD STAMP NOTICE OF EXPIRATION OF CERTIFICATION****Purpose:**

The DFA 377.2 is used by the Eligibility Worker to notify a food stamp household of the following information concerning its certification period:

- the regular expiration of a nonassistance (NA) household's certification period; or,
- the regular expiration of a public assistance (PA) household's certification period when recertification was not completed with the PA redetermination in the month prior to the last month of certification; or,
- the shortening of an NA or PA household's certification period; and,
- the requirements for recertification.

The back of the DFA 377.2 explains the household's right to request a hearing and provides instructions on how to appeal the action.

**Preparation:**

1. For the expiration of a regular certification period, the DFA 377.2 must be completed so it is received by the household not earlier than 15 days prior to, nor later than the first day of, the last month of certification, except as noted in No. 3 below.
2. For the expiration of a shortened certification period, the DFA 377.2 must be completed so it is received by the household no later than the first day of the last month of certification.
3. For a household assigned a certification period which ends in the same month the application is approved, the DFA 377.2 must be completed at certification and provided to the household with the notice of approval (DFA 377.1).

Complete an original and two copies of the DFA 377.2 entering the following identifying information:

- Head of household's name and mailing address
- Case Name
- Case Number
- District (if applicable)
- Worker
- Phone Number
- Date of Notice

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.2 (12/83)

NOTE: If the date by which the household must take some action falls on a weekend or holiday, enter the date for the business day immediately following the weekend or holiday.

Complete the action portion of the form by checking the appropriate box(es) and entering other required information in each of the three sections as follows:

1. Enter the expiration date of the current certification period.

- Check the first box if a PA household's recertification is not completed along with the PA redetermination in the month prior to the last month of certification.
- Check the second box if the certification period has been shortened because of a change in circumstances and enter an explanation.

2. Check the applicable box as indicated below and enter the required information.

- Check the first box for NA monthly reporting households and PA monthly reporting households whose certification periods are not aligned with a PA redetermination.

Enter the eleventh day of the last month of the household's certification period.

- Check the second box for PA monthly reporting households whose application for recertification is pending.

Enter the eleventh day of the last month of the household's certification period.

- Check the third box for nonmonthly reporting households.

Enter the fifteenth day of the last month of the household's certification period unless it is a short certification (certification period expires the same month the application is approved). If it is a short certification period, enter the date which is 15 days after the date the household will receive the notice.

3. Check the applicable box and enter the required information.

- Check the first box if an interview has been scheduled for the household. Enter the date, time and location of the interview. If the interview for a monthly reporting household is scheduled before the eleventh of the last month of the certification period, check the small box in this section.
- Check the second box if the household must call for an interview appointment. Enter the name and number of the person the household must call for an interview appointment.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.2 (12/83)

- Check the third box to advise the household where to mail or bring its application. Enter the address.
- Check the fourth box if a nonmonthly reporting household must request an application. Enter the name and number of the person the household should call for the application.
- Check the fifth box if a PA household whose application is pending must take some action to complete the recertification process. Enter the action which the household must take.

Check the small box in the explanation section (below the bold line) for all nonmonthly reporting households.

**Manual Section(s)**

Enter the applicable specific manual section(s) for the action(s).

**Distribution:**

The original and one copy are provided to the household. The second copy is filed in the case record.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.4 (12/83)

State of California  
Health and Welfare Agency

Department of Social Services

## FOOD STAMP NOTICE OF CHANGE

*If you have any questions or want more information  
about this action, please contact your worker.*

Case Name :  
Case Number :  
District :  
Worker :  
Phone :  
Date of Notice :

☐ CHANGE IN BENEFITS. Effective \_\_\_\_\_, your food stamp benefits are changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ each month because:

☐ SUSPENSION. Effective \_\_\_\_\_, your food stamp benefits are suspended because:

You will not receive any food stamp benefits for \_\_\_\_\_. During this period of suspension, you must continue to complete and submit your monthly report (CA 7) so we can determine if you will be eligible for benefits the month after the month of suspension. If you do not submit a complete CA 7 during the month of suspension, your food stamp participation will be terminated.

☐ TERMINATION. Effective \_\_\_\_\_, your food stamp benefits are terminated because:

☐ Based on the reason your benefits are terminated, your household is also disqualified from participating in the Food Stamp Program until \_\_\_\_\_. You may reapply for benefits at the end of this disqualification period.

☐ PROPOSED CHANGE IN BENEFITS. Effective \_\_\_\_\_, your food stamp benefits may be reduced or terminated because information needed to determine your continued eligibility or the correct amount of your benefits was not received with your monthly report (CA 7). We must receive the following information by no later than the first day of next month:

If verification of an expense is requested and you do not provide it, the expense will not be allowed when computing next month's benefits. Also, if you do not provide other requested information, your benefits may be reduced or terminated.

Comments:

The above action(s) is required by the following Food Stamp Manual Section(s):

You have the right to request a state hearing if you believe this action is wrong. See the back for a hearing request.

DFA 377.4 (12/83) Required Form - No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.4 (12/83)

**Your Right to Appeal This Action**

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

**Authorized Representative**

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

**How to Request a State Hearing**

The best way to request a hearing is to fill in and send this entire notice to:

Office of the Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

**Public Inquiry and Response (Public Information)**

**Toll-Free Number: (800) 952-5253\***

**For the Deaf Only TDD (800) 952-8349\***

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

**Request for a State Hearing**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)  
Language \_\_\_\_\_ District \_\_\_\_\_

If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid

☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10980

NA Back 3 (Cash Aid/FS)

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.4 (12/83)

(Instructions Revised 4/6/84)

**Form Instructions**  
(for the Eligibility Worker)**FOOD STAMP NOTICE OF CHANGE****Purpose:**

The DFA 377.4 is used by the Eligibility Worker to notify a household of any of the following actions:

- Changes in food stamp benefits during the certification period;
- One-month suspension of benefits;
- Termination of program participation;
- Possible reduction or termination of benefits because a complete CA 7 is missing verification and/or contains questionable information.

The back of the DFA 377.4 explains the household's right to request a state hearing and provides instructions on how to appeal the action. The back also provides information needed by the household to receive continued benefits pending a hearing if benefits are being reduced, terminated or suspended.

NOTE: If the CA 7 is incomplete for any program in which the household is participating, the NA 960Y, CA 7 Incomplete--Discontinuance/Reminder, must be used instead of the DFA 377.4 as the timely reminder notice.

**Preparation:**

Complete an original and two copies of the DFA 377.4, entering the following identifying information.

- Head of household's name and mailing address
- Case Name
- Case Number
- District (if applicable)
- Worker
- Phone Number
- Date of Notice

Complete the action portion of the notice by checking the heading box for the Change, Suspension, Termination, or Proposed Change section, and entering all other required information.

When benefits are changed, suspended or terminated as a result of a reported change, and/or the disallowance of a deduction, the reason for the action must include the reported change and/or the disallowed deduction. For example: "... your food stamp benefits are changed ... because your gross monthly income increased from \$250 to \$350 and your dependent care expenses were not allowed."; or, "... your household size decreased from 4 to 2."

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.4 (12/83)

(Instructions Revised 4/6/84)

**Change in Benefits**

Check the Change box when food stamp benefits are increased or will be decreased. Enter the effective date of the change, the current allotment, the amount of the new allotment, and the reason(s) for the change.

If the household is repaying a claim through allotment reduction (intentional program violation or inadvertent household error) the amount entered should reflect the actual allotment the household will receive. The explanation for the change should include the reasons for the change in benefits as well as the effect on the amount of allotment reduction.

**Suspension**

Check the Suspension box when information reported by a monthly reporting household on the CA 7 results in ineligibility for a one-month period. Enter the effective date of the suspension, the reason(s) and the month for which no benefits will be issued.

For all suspensions, enter the following statement in the Comments section:

"If the CA 7 you submit for the month of suspension shows that you are still not eligible for food stamps, your benefits will be terminated effective **(enter appropriate date)**."

**Termination**

Check the Termination box when food stamp benefits will be terminated. Enter the effective date of the termination and the reason(s).

Check the second box if the household's benefits are terminated because resources have been transferred or because a one-person household failed to provide a Social Security Number within the appropriate time. Enter the date which is the end of the disqualification period. (For an SSN disqualification, the individual is disqualified until an SSN is provided.)

NOTE: Do not use the DFA 377.4 for disqualifications resulting from an intentional program violation or refusal to work register. The DFA 377.7A and the DFA 377.10, respectively, are provided for these types of disqualifications.

**Proposed Change in Benefits**

Check the Proposed Change box when a monthly reporting household submitted a complete CA 7 which is missing verification/information of a deduction and/or contains questionable information. Enter the proposed effective date of the change and the verification and/or information which the household must provide.

Benefits may not be reduced, suspended or terminated based on this reminder notice. A timely notice of adverse action must be provided to the household before the adverse action is taken. (See the special instructions in the All-County Letter transmitting this material.)



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 377.4 (12/83)  
(Instructions Revised 4/6/84)**Comments**

Use this section as indicated above for suspensions and to provide the household with any additional information.

This section may also be used to advise a household that its request for a replacement ATP/coupons has been denied and the reason for the denial.

**Manual Section(s)**

Enter the applicable specific manual section(s) for the action(s).

**Distribution:**

The original and one copy are provided to the household. The second copy is filed in the case record.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.5 (12/83)

State of California  
Health and Welfare Agency

Department of Social Services

## FOOD STAMP HOUSEHOLD CHANGE REPORT

## INSTRUCTIONS:

You must report changes in your household circumstances within 10 days of the time you learn of any change.

You may use this form to report changes or you may report changes in person or by calling the number below.

If you use these forms, you only have to complete the sections that apply to the changes you are reporting.

If you have any questions about your reporting responsibilities or any doubt about needing to report a change, please contact your worker.



Worker: \_\_\_\_\_

Phone: \_\_\_\_\_

## ① INCOME CHANGES

A. Did the total amount of income received by your household increase or decrease by more than \$25? If YES, complete 1 C below. ☐ YESB. Did the source of income received by any household member change or did anyone begin receiving income from a new source? If YES, complete 1 C below. ☐ YES

C. If YES to ①A or ①B above, enter all income received by your household. Attach paystubs or other proof of earnings. For all other income attach proof when a change is reported. If anyone is self-employed, list business expenses on a separate sheet of paper and attach proof of income and expenses.

Name	Source (If Earnings, List Name of Employer)	Amount (Before Deductions)	How Often Received?	Date of Change
1.		\$		
2.		\$		
3.		\$		

## ② HOUSEHOLD COMPOSITION CHANGES

Change	YES	Date of Change	If YES, give name of person and explain change
A. Did anyone move into your home, including a newborn?			
B. Did anyone move out of your home or die?			
C. Did anyone get married?			
D. Did anyone become disabled or recover from a disability?			
E. Did anyone turn age 60?			
F. Did anyone get a new Social Security Number* If YES, attach proof.			

## ③ RESOURCE CHANGES

A. Did anyone buy or get a licensed vehicle? If YES, complete section below. ☐ YES

Vehicle Owner	Year and Class	Make and Model	Estimated Value	Amount Owed
			\$	\$

B. Did the total of your household's cash on hand, money in a checking and/or savings account, stocks, bonds, etc. reach or exceed \$1500? If YES, complete section below. ☐ YES

List Each Item	Amount	Date of Change
1.	\$	
2.	\$	
3.	\$	

## ④ MEDICAL EXPENSE CHANGES

Did the total amount of medical expenses for a household member who is disabled or age 60 or older increase or decrease by more than \$25? If YES, attach receipts and complete section below. ☐ YES

Who Had the Expense?	Type of Expense	Amount	Who Had the Expense?	Type of Expense	Amount
1.		\$	3.		\$
2.		\$	4.		\$

\*Disclosure of a Social Security Number (SSN) is required by the Food Stamp Act of 1977, as amended by Public Law 97-98, for each food stamp household member. These SSNs will be used to check identity, prevent duplicate participation and to make changes. The SSNs and any other information provided will also be used in computer matching and program reviews or audits to ensure issuance of benefits to eligible individuals participating in the Food Stamp Program or other federal assistance programs; such as school lunch, AFDC or Medi-Cal. Fraudulent participation in the Food Stamp Program may result in criminal or civil action or administrative claims. Refusal to provide an SSN will result in disqualification of the individual for whom it is not provided.

DFA 377.5 (12/83) Required Form No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.5 (12/83)

**5 ADDRESS AND SHELTER COST CHANGES**

- A Do you have a new mailing address or phone number or do you plan to move? If YES, complete 5C ☐ YES
- B Did you move? If YES, complete 5C and 5D ☐ YES

C Enter your new address and or phone number below and enter the date of the change here:

Home Address (Number, Street Name, Ave., Blvd., Etc.) Apt. No. City State Zip Code

Mailing Address (if different than home address) Phone No. City State Zip Code

- D Did your housing or utility costs change when you moved? If YES, complete 1, 2 and 3 below: ☐ YES

1. Enter the amount of each housing cost you have and attach bills for each cost.

Rent or Mortgage: \$		Property Taxes or Insurance: \$ (If not in mortgage)	
Utility	Amount	Utility	Amount
Gas or Fuel	\$	Garbage or Trash	\$
Electricity	\$	Water	\$
Telephone	\$	Sewage	\$
Utility Installation	\$	Other (specify)	\$

2. If you claim actual utility costs, enter the amount of each utility cost you have and attach bills for each cost.

If you claim the standard utility allowance, attach bills for gas, electricity or other heating fuel.

3. Did anyone not part of your food stamp household help you pay any of your housing or utility costs? If YES, complete 3a, b and c below: ☐ YES

a. Enter the total housing costs paid by the food stamp household: \$

c. Give the name of each person who paid any of the costs, and if they paid housing and/or utility costs.

b. Enter the total utility costs paid by the food stamp household: \$

**6 DEPENDENT CARE EXPENSE CHANGES**Did you begin paying or has there been a change in the amount paid for the care of a child or disabled adult so that someone in the home could go to work, training or look for a job? ☐ YES

If YES, complete section below and attach a receipt.

Who Received Care?	Cost of Care	Who Received Care?	Cost of Care	Who Received Care?	Cost of Care	Who Received Care?	Cost of Care
1.		2.		3.		4.	

**7 DISQUALIFIED INDIVIDUALS/INELIGIBLE ALIENS**Did any person living in your home who is an ineligible alien or who has been disqualified from the Food Stamp Program have any of the changes in questions 1 through 6? ☐ YES

If YES, give the name of the person and the date of the change, and explain the change below:

**8 OTHER CHANGES**Do you have any other changes to report? If YES, explain below. ☐ YES**9 TEMPORARY CHANGES**Do you expect any of the changes reported on this form to be temporary? If YES, explain below. ☐ YES**CERTIFICATION**

- I understand that failing to report information or intentional misrepresentation of facts can result in legal prosecution with penalties of fines up to \$10,000 and imprisonment up to 5 years, as well as permanent disqualification from the Food Stamp Program.
- I understand that I have only 10 days to notify my worker of changes in my household circumstances.
- I understand that the information I have provided will be verified by local, state and federal personnel.
- I understand that if I fail to report a change and because of this I receive food stamps I am not entitled to, I will have to repay these benefits.
- I understand that I have the right to request a state hearing on any action by the County Welfare Department.
- I declare that the information contained in this report is true and correct.

Signature (Household Member or Authorized Representative)

Date

Signature (Witness, if You Signed with an X)

Date

COUNTY USE SECTION

E.W. Initials

Date

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.5 (12/83)

**Form Instructions**  
(For the Eligibility Worker)**FOOD STAMP HOUSEHOLD CHANGE REPORT****Purpose:**

The DFA 377.5 is completed by a nonmonthly reporting household and is used to report changes in household circumstances that occur within the certification period. The household completes only the section(s) pertaining to the change(s) it is reporting. It is not mandatory that the household use this form to report a change as changes may also be reported by telephone or personal contact. This form is provided to the household at the time of initial certification, recertification, and also whenever the household submits a completed DFA 377.5 to the CWD. The CWD must pay the postage for the household to mail in the report. The Eligibility Worker uses the reported information to compute any change in the household's eligibility or benefits.

**NOTE:** Nonmonthly reporting PAFS households meet their food stamp reporting requirements by reporting any changes on the CA 7.

**Preparation:**

Enter the following information on the top of the front page of the report before providing it to the household:

- Head of household's name and mailing address
- Worker
- Phone Number

Question	Manual Section	Information Requested	EW Action
County-Use Section	63-504.422		Verification must be obtained prior to the issuance of any increase in benefits as a result of the reported change. Document verification of income in the county-use section.
1A	63-300.5 63-504.422(b) 63-505.511	Income Changes	If the household's income changes by more than \$25 or the source of income changes, the household completes this section and section 1C. The household's total monthly income (before deductions) is used to compute the change. Be sure that all pay stubs or other income verification are provided.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.5 (12/83)

Question	Manual Section	Information Requested	EW Action
2	63-505.512	Household Composition Changes	If there is a change in the household composition, the household completes this section. For all Yes answers, be sure that all information is provided.
2A	63-402 63-504.422(b)		If someone has moved into the home, the CWD must determine if the person should be added to the household. Either the most recent application must be updated or a CA 8 must be completed by the household.
2B	63-402		If someone moved out of the home or died, adjust the household size and benefit level accordingly.
2C	63-402.1		If someone got married, determine if household composition is affected.
2D	63-102(i) 63-409.112 63-502.3 63-503.3 63-505.251		If someone became disabled or recovered from a disability, determine if household composition, income eligibility and/or medical expense deduction eligibility are affected.
2E	63-102(i) 63-409.112 63-502.3 63-503.3 63-505.521		If someone turned age 60, determine if household composition is affected, provide the household with a DFA 285-C and use the net income eligibility standard.
2F	63-402.2 63-402.7 63-404 63-503.442		If someone got a new Social Security Number, determine if household composition is affected after obtaining appropriate verification.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.5 (12/83)

Question	Manual Section	Information Requested	EW Action
3A	63-501.51 63-505.514	Resource Changes	If anyone in the household got a licensed vehicle, this section is completed. The CWD must determine if the vehicle is resource exempt, and, if not, determine its countable value.
3B	63-501.1 63-501.2 63-501.3 63-501.4 63-501.7 63-501.8 63-503.44 63-505.515  63-409.21 63-409.22		If the household's liquid resources reach or exceed \$1,500, this section is completed.         For Yes answers to either 3A or 3B, complete the resource eligibility test section of the budget worksheet.
4	63-102(i) 63-300.517 63-502.33 63-503.25 63-505.511 63-505.53	Medical Expenses	If there is a change of \$25 in the household's medical costs for a household member who is elderly or disabled this section is completed.   For Yes answers, be sure that all information is provided. The household must attach bills for any expenses it lists. To be permitted as a deduction, increases in medical expenses must be reported in the month of billing or when the bill becomes due.
5A	63-505.513	Address/Phone Number Change	If the household's mailing address or phone number changed (whether or not the household moved), this section and Section 5C are completed.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.5 (12/83)

Question	Manual Section	Information Requested	EW Action
5B	63-505.513	Address Change (Move)	If the household moved, this section and sections 5C and 5D are completed.
5C	63-401 63-505.513	New Address/ Phone Number	If the household answered Yes to 5A and/or 5B this section is completed. Check that the household's mailing address and/or residence are still in the county.
5D	63-300.514 63-502.2 63-502.35 63-502.353 63-502.36 63-503.25 63-505.513	Shelter Cost Changes	<p>A household which moves must report any resulting changes in shelter costs. For a Yes answer to 5D, any changes should be reported in section 5D1 and/or 5D2. Verification of housing costs must be provided when they change. Verification of actual utility costs must be provided when they change as a result of a change in residence. Verification of entitlement to the standard utility allowance (SUA) is required when a household claiming the SUA moves.</p> <p>For a Yes answer to 5D3 the household must provide actual utility costs <b>paid</b> by the food stamp household. The CWD must determine which information should be used for the deduction (SUA, prorated SUA, actual costs billed, actual costs paid) based upon a review of the sharing relationship.</p>
6	63-300.52 63-502.34 63-503.25 63-505.522		A household whose dependent care expenses change will complete this section. For a Yes answer check that all required information and verification is provided.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.5 (12/83)

Question	Manual Section	Information Requested	EW Action
7	63-503.442 63-505.51	Other Changes Disqualified Individuals/ Ineligible Aliens	A household with individuals living in the home who have been disqualified or who are ineligible aliens must report changes for these individuals. The CWD must determine the affect of these changes on the household's eligibility or benefit level.
8	63-504.421	Other Changes	If the household has any other changes to report, this section is completed. For Yes answers, be sure that the changes are explained in the space provided.
9	63-505.531	Temporary Changes	The household should explain any changes which it expects to be temporary.
		Certification	Check that the form contains all necessary signatures and dates.



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)**

**63-1230**

DFA 377.6 (2/79) Repealed by Manual Letter 84-13, 2/15/84



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7A (3/84)

State of California - Health and Welfare Agency

Department of Social Services

**FOOD STAMP NOTICE OF  
ADMINISTRATIVE DISQUALIFICATION**

Case Name:  
Case Number:  
District:  
Worker:  
Phone:  
Date of Notice:

**DISQUALIFICATION DECISION**

- ☐ You were found guilty of committing an intentional program violation at a hearing held on \_\_\_\_\_. See the State Department of Social Services hearing decision you received earlier for a complete explanation. This decision does not prevent the state or federal government from prosecuting you in court.
- ☐ You were found guilty of committing an intentional program violation by a court of law on \_\_\_\_\_. See the court decision for a complete explanation.

**DISQUALIFICATION PENALTY**

As a result of the above decision, you have been disqualified from the Food Stamp Program.

- ☐ Since you are currently otherwise eligible for the Program, you will not receive any food stamps for \_\_\_\_\_ months, effective \_\_\_\_\_.
- ☐ Since you are not currently otherwise eligible for the Program, when you reapply and are determined eligible, you will not receive any food stamps for \_\_\_\_\_ months.
- ☐ You have been permanently disqualified from the Program and will never receive food stamps again.

**NOTICE TO THE OTHER MEMBERS OF YOUR HOUSEHOLD**

Because of the above decision, your food stamp file has been reviewed to see if you will receive food stamps while \_\_\_\_\_ is disqualified.

- ☐ Your benefits will change from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ effective \_\_\_\_\_.
- ☐ You would have received \$ \_\_\_\_\_ in food stamps, but because you had another change in circumstances you will receive a different amount. See the attached Notice of Change for the amount you will actually receive.
- ☐ You are no longer eligible for food stamps as a result of excluding the disqualified individual from your benefit computation. You may reapply for food stamps at the end of the disqualification period or if your circumstances change.
- ☐ Although your certification period is over, you may be eligible for food stamps. To see if you are eligible, you may call, write or visit the county welfare department and request an application.

IF YOU BELIEVE THAT THE AMOUNT OF FOOD STAMPS YOU WILL RECEIVE IS WRONG, YOU MAY REQUEST A STATE HEARING. A REQUEST FOR A STATE HEARING IS ON THE BACK OF THIS NOTICE. IF YOU REQUEST A HEARING, YOUR BENEFITS WILL NOT CONTINUE UNTIL THE HEARING AT THE LEVEL PRIOR TO THE DISQUALIFICATION.

The above action(s) is required by the following Food Stamp Manual Section(s):

If you have any questions, please contact me:

Name

Phone Number

See the back of this notice for a hearing request.

DFA 377.7A (3/84) Required Form - No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7A (3/84)

**Your Right to Appeal This Action**

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID†:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

**Authorized Representative**

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

**How to Request a State Hearing**

The best way to request a hearing is to fill in and send this entire notice to:

**Office of the Chief Referee**  
**State Department of Social Services**  
**744 P Street, Mail Station 6-100**  
**Sacramento, CA 95814**

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

**Public Inquiry and Response (Public Information)**

**Toll-Free Number: (800) 952-5253\***

**For the Deaf Only TDD (800) 952-8349\***

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

**Public Inquiry and Response**  
**State Department of Social Services**  
**744 P Street, Mail Station 16-23**  
**Sacramento, CA 95814**

**Request for a State Hearing**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)  
Language \_\_\_\_\_ Dialect \_\_\_\_\_

†If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid

☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

NA Back 3 (Cash Aid / FS)

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10950.

1977-87-496 3-84 15K-5P

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.7A (3/84)

**Form Instructions**  
(for CWD)**FOOD STAMP NOTICE OF ADMINISTRATIVE DISQUALIFICATION****Purpose:**

The DFA 377.7A is used by the county to notify an individual that he/she has been found guilty of committing an intentional program violation, that he/she will be disqualified for a certain period of time, and provides information to the rest of the household concerning its eligibility for food stamps during the disqualification period.

The back of the DFA 377.7A explains the rest of the household's right to request a state hearing if it disagrees with the amount of food stamp benefits it will receive during the disqualification period. If the household requests a hearing, benefits **will not** continue until the hearing at the level prior to this notice.

**NOTE:** If the household has reported a change in circumstances which also affects its benefit level, this change must be computed separately from the disqualification. A Notice of Change (DFA 377.4) showing the change in circumstances must be attached to the DFA 377.7A when: (1) the change in benefits due to the change in circumstances and the change in benefits due to the disqualification are effective the same date, **and** (2) sufficient time exists for the Notice of Change to be issued on a timely basis. The Notice of Administrative Disqualification must show only the benefit level resulting from excluding the disqualified individual.

**Preparation:**

The DFA 377.7A should be completed and sent to the individual found guilty of committing an intentional program violation. This notice need not be issued 10 days before the effective date of the disqualification but must be sent in sufficient time for the individual to receive the notice before the disqualification period begins. Complete an original and two copies of the DFA 377.7A entering the following identifying information:

- Individual's name and mailing address
- Case name
- Case number
- Worker number
- District (if applicable)
- Date of Notice

**Disqualification Decision**

Check the first box if the individual was found guilty of committing an intentional program violation at an administrative disqualification hearing. Enter the date of the hearing.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.7A (3/84)

Check the second box if the individual was found guilty of committing an intentional program violation by a court of law. Enter the date of the court decision.

**Disqualification Penalty**

Check the appropriate box and enter the specific information concerning the individual's disqualification period.

- Check the first box if the household is currently otherwise eligible to participate in the Program. Enter the number of months the disqualified individual will not receive food stamp benefits and the effective date of the disqualification.
- Check the second box if the household is not currently otherwise eligible to participate in the Program. Enter the number of months the disqualified individual will not receive food stamp benefits when applying and found eligible in the future because of the disqualification.
- Check the third box if the individual has been permanently disqualified.

**Notice to the Other Members of Your Household** (This section is not completed if the disqualified individual is the only household member.)

Enter the name of the disqualified individual. Check the appropriate box and enter the specific information concerning the household's benefit level after excluding the disqualified individual.

- Check the first box if the rest of the household is still eligible to receive food stamps, and either its benefits for the following month are not affected by a reported change in circumstances, or a timely Notice of Change has already been provided. Enter the current allotment, the new allotment and the effective date of the change.
- Check the second box if the household has reported a change in circumstances which changes the benefit level it would have received based on the disqualification alone, and a timely Notice of Change has not yet been provided. Enter the amount the household would have received based only on the disqualification. Attach a completed Notice of Change explaining the other change(s). If the household requests a state hearing on the benefit level shown on the Notice of Change, benefits will continue pending the hearing at the level shown on the Notice of Administrative Disqualification.
- Check the third box if the household is no longer eligible for food stamps as a result of excluding the disqualified individual from the benefit computation.
- Check the fourth box if the household's certification period has expired.

**Manual Section(s)**

Enter the applicable specific manual section(s) for the above action(s).



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.7A (3/84)

**Contact Person**

Enter the name and telephone number the household may contact to ask questions.

**Distribution:**

The original and one copy are provided to the disqualified individual. The second copy is filed in the case record.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7B (3/84)

State of California - Health and Welfare Agency

Department of Social Services

## FOOD STAMP REPAYMENT NOTICE

Case Name:  
Case Number:  
District:  
Worker:  
Phone:  
Date of Notice:

## EXTRA FOOD STAMPS WERE ISSUED

- ☐ After reviewing your food stamp file, we found you received more food stamps than you were entitled to receive.
- ☐ After reviewing the food stamp file for \_\_\_\_\_, whom you sponsor, we found he/she received more food stamps than he/she was entitled to receive.

The extra food stamps were issued because:

## THIS IS WHAT YOU OWE

\$ \_\_\_\_\_ in extra food stamps were issued for the period \_\_\_\_\_.  
This amount was reduced by \$ \_\_\_\_\_ because we owed the household benefits from past months or we received repayment of part of the amount owed. You now owe \$ \_\_\_\_\_.

*If you believe that the amount you owe is wrong, you may request a state hearing, unless you already had a hearing on the amount you owe.*

## THIS IS WHAT YOU MUST DO

- ☐ You must repay the extra food stamp benefits. Please complete the attached Repayment Agreement, sign and return it to the County Welfare Department.
- ☐ If you do not return an acceptable Repayment Agreement within 30 days after the date of this notice, your household's food stamp benefits will be reduced to \$ \_\_\_\_\_ effective \_\_\_\_\_.

## YOU DID NOT REPAY AS AGREED

- ☐ You must contact us to explain why you did not repay food stamp benefits as you agreed. If you can no longer afford to pay the amount due as agreed, you may ask to renegotiate your agreement.
- ☐ If we do not hear from you within 10 days of the date of this notice, your household's food stamp benefits will be reduced to \$ \_\_\_\_\_ effective \_\_\_\_\_.

The above action is required by the following Food Stamp Manual Section(s):

	Name	Phone Number
If you have any questions, please contact me:		

You have the right to request a state hearing if you believe this action is wrong. See the back of this notice for a state hearing request.

DFA 377.7B (3/84) Required Form No Substitutes Permitted

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7B (3/84)

## Your Right to Appeal This Action

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID†:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

### Authorized Representative

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

### How to Request a State Hearing

The best way to request a hearing is to fill in and send this entire notice to:

**Office of the Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814**

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

### Public Inquiry and Response (Public Information)

**Toll-Free Number: (800) 952-5253\***

**For the Deaf Only TDD (800) 952-8349\***

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

**Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814**

### Request for a State Hearing

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)  
Language \_\_\_\_\_ Dialect \_\_\_\_\_

†If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid

☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may NA Back 3 (Cash Aid/FS)

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10950.

108740-0002 3-84 100M 1

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7B (3/84)

**Form Instructions**  
(for CWD)**FOOD STAMP REPAYMENT NOTICE****Purpose:**

The DFA 377.7B is used by the county to notify an individual that he/she must repay food stamps which were overissued. Collection action is generally initiated against the household which received the overissuance. If household membership has changed since the overissuance occurred, collection action is initiated against either (1) the household containing a majority of the individuals who were household members at the time the overissuance occurred; or, (2) if the household containing a majority of the individuals cannot be located, the household containing the head of household at the time the overissuance occurred. For sponsored alien households, collection action is initiated against the alien household, the sponsor, or both, as appropriate.

This notice is initially sent at the same time as the Food Stamp Repayment Agreement, DFA 377.7C, and is sent again if the individual fails to make repayment as agreed. The DFA 377.7B and DFA 377.7C are also sent at 30-day intervals to individuals who are not currently participating in the Program and to individuals whose overissuance resulted from an administrative error. For these individuals, allotment reduction cannot be invoked and repayment notices are sent until repayment is made or the criteria for suspending collection action are met.

The back of the DFA 377.7B explains the individual's and/or household's right to request a state hearing. The household against whom collection action has been initiated for an intentional program violation may request a state hearing on the amount owed only if a state hearing was not held in conjunction with the administrative disqualification hearing. If the household requests a hearing because of an allotment reduction invoked by the county as a result of the household's failure to repay as agreed an inadvertent household error claim or an intentional program violation claim, the reduction **will not** be delayed pending the results of the hearing.

**NOTE:** The CWD should attempt to contact the individual to discuss the terms of repayment prior to sending the first DFA 377.7B.

**Preparation:**

The DFA 377.7B should be completed and sent to the individual against whom collection action is initiated.

Complete an original and two copies of the DFA 377.7B entering the following identifying information:

- Name and mailing address of individual against whom collection action is initiated
- Case name
- Case number
- Worker number
- District (if applicable)
- Date of Notice

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.7B (3/84)

**Extra Food Stamps Were Issued**

Complete this section unless the notice is sent because the individual did not repay as agreed. Check the appropriate box for the individual against whom collection action is initiated.

- Check the first box for all collection actions, except those initiated against the sponsor of an alien household.
- Check the second box when collection action is initiated against the sponsor of an alien household. Enter the sponsored alien's name.

In the space provided, explain the reason for the overissuance.

**This is What You Owe**

Enter the following information for all cases:

- The amount of food stamps overissued.
- The period of time food stamps were overissued.
- The amount of lost benefits not restored and/or payments received used to offset the amount of food stamps to be repaid.
- The amount that the individual now owes.

**This is What You Must Do**

- Check the first box if this is the first time the DFA 377.7B is being sent to the individual. Attach a Food Stamp Repayment Agreement. In addition, check the first box if the DFA 377.7B has previously been sent for an administrative error or to a household not currently participating in the Program, but the individual did not sign and return a Food Stamp Repayment Agreement. Attach a Food Stamp Repayment Agreement.
- Check the second box when the claim was established for an inadvertent household error or an intentional program violation, and the household is currently participating in the Program (the first box must also be checked.) Enter the amount the household's allotment will be reduced to if allotment reduction is invoked, and enter the effective date of the reduction.

**You Did Not Repay As Agreed**

- Check the first box if the individual has failed to make repayment as agreed.
- Check the second box if the CWD will reduce a participating household's allotment because the individual failed to repay as agreed a claim based on an inadvertent household error or an intentional program violation (the first box must also be checked). Enter the amount the household's allotment will be reduced to, and enter the effective date of the reduction.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.7B (3/84)

**Manual Section**

Enter the applicable specific manual section(s) for the above action(s).

**Contact Person**

Enter the name and telephone number the individual may contact to ask questions.

**Distribution:**

The original and one copy are provided to the individual. The second copy is filed in the case record.





## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.7C (3/84)

State of California - Health and Welfare Agency

Department of Social Services

## FOOD STAMP REPAYMENT AGREEMENT

Case Number

Worker

Name

Case Name

Address

## TERMS AND CONDITIONS

You must repay extra food stamp benefits in one or a combination of the methods described below:

1. Lump Sum Payment — You may repay all or part of the amount owed at one time with cash and/or coupons, including returning coupons already received.
2. Installments — You may repay all or part of the amount owed in monthly installments with cash and/or coupons, including returning coupons already received.
3. Benefit Reduction — If you are currently receiving food stamps, you may repay by having your household's benefits reduced for all or part of the amount owed. Repayment by this method will be based on the terms checked below:
  - ☐ At least 10% of your monthly allotment or \$10 each month, whichever is greater.
  - ☐ At least 20% of your monthly allotment or \$10 each month, whichever is greater.
  - ☐ Discussion with you about the amount to be reduced.
4. Court-Ordered Repayment
  - ☐ The court ordered that you repay as indicated below. These repayment terms cannot be changed by you or by the County.

If we have not already contacted you to discuss the terms of this Agreement, or if you have any questions about this form, please contact me: \_\_\_\_\_ at (phone number) \_\_\_\_\_

## AGREEMENT

I, \_\_\_\_\_, the undersigned, understand this Agreement is entered into between me and \_\_\_\_\_ County because extra food stamps in the amount of \$ \_\_\_\_\_ were issued. I agree to repay this amount to the County by the method(s) checked below:

1. Lump Sum Payment
  - ☐ Repay by a lump sum cash payment of \$ \_\_\_\_\_ due on \_\_\_\_\_.
  - ☐ Repay by a lump sum coupon payment of \$ \_\_\_\_\_ due on \_\_\_\_\_.
2. Installments
  - ☐ Repay by monthly cash payments of \$ \_\_\_\_\_ due on the \_\_\_\_\_ day of each month beginning \_\_\_\_\_ through \_\_\_\_\_.
  - ☐ Repay by monthly coupon payments of \$ \_\_\_\_\_ due on the \_\_\_\_\_ day of each month beginning \_\_\_\_\_ through \_\_\_\_\_.
3. Benefit Reduction
  - ☐ Repay by having my household's benefits reduced by \$ \_\_\_\_\_ each month, beginning \_\_\_\_\_ through \_\_\_\_\_.

I understand that if my circumstances change, I may ask the County to reconsider the terms checked above. I understand that if I cannot reach an agreement with the County, I may ask for a state hearing.

Signed by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Date)  
\_\_\_\_\_ County, California.

After completing and signing this Agreement, return all copies to the County Welfare Department in the envelope provided. Do not send cash or coupons through the mail with this Agreement. When accepted by the County, a signed copy of this Agreement will be sent to you. A request for a State Hearing is on the back of the Food Stamp Repayment Notice sent to you with this Agreement.

## COUNTY USE ONLY

The above signed Agreement has been accepted by \_\_\_\_\_ on \_\_\_\_\_  
(Date)  
for \_\_\_\_\_ County. Payments should be made at:

(Signature of Authorized County Official)

DFA 377.7C (3/84) Required Form No Substitutes Permitted

11117-095 3-84 232M 57



63-1230 STATE FORMS AND INSTRUCTIONS (Continued) 63-1230

DFA 377.7C (3/84)

**Form Instructions**  
(for CWD)

**FOOD STAMP REPAYMENT AGREEMENT**

**Purpose:**

The DFA 377.7C is used by the county to secure a written repayment agreement with an individual who received an overissuance of food stamps. This agreement is sent to the individual along with the Food Stamp Repayment Notice, DFA 377.7B (11/88) and the Repayment Notice - Final Notice, DFA 377.7B1 (11/88).

**NOTE:** The CWD should attempt to contact the individual to discuss the terms of repayment prior to sending the first Food Stamp Repayment Notice and Agreement.

**Preparation:**

Complete an original and three copies of the DFA 377.7C. Additional copies may be required by the county's internal system. Enter the following identifying information:

- Case number
- Worker
- Name of individual against whom collection action is initiated
- Case name
- Address

**Terms and Conditions**

Check the appropriate box in item 2 for the formula which will be used for benefit reduction based on the type of claim. Check the first box (10% or \$10.00) for a claim based on an inadvertent household error; the second box (20% or \$20.00) for an intentional program violation; or, the third box for an administrative error.

Check the box in item 4 if the court ordered the terms of repayment of an intentional program violation claim. Complete the appropriate sections of the Agreement to reflect the court-ordered terms before sending the Agreement to the individual.

Enter the appropriate telephone number in the space provided following item 4.

## 63-1230 STATE FORMS AND INSTRUCTIONS (Continued)

63-1230

DFA 377.7C (3/84)

**Agreement**

Enter the individual's name, the county name, and the amount to be repaid in the spaces provided.

If the CWD was able to contact the individual and establish the terms of repayment, check the appropriate box(es) under the repayment options and enter the agreed-upon amounts and dates.

If the CWD was unable to contact the individual or is unable to establish the terms of repayment, do not enter any information under the repayment options.

**Initial Distribution:**

The original and two copies are provided to the individual along with the Food Stamp Repayment Notice (DFA 377.7B and DFA 377.7B1) and a return envelope. The third copy is retained by the CWD pending receipt of the signed Agreement.

**County-Use Section**

When the signed Agreement is returned by the individual, determine if the terms are acceptable as specified by regulation. Enter the following information in the section marked "To be completed by the County":

- Name of county official accepting Agreement
- Date
- Name of county
- Address where payments should be sent
- Signature of authorized county official

**Final Distribution:**

The original signed Agreement is filed in the county unit responsible for collections. One signed copy showing the County's acceptance of the Agreement is provided to the individual and the second signed copy is filed in the case record. The pended copy is discarded. The second signed copy is filed in the case record and the pended copy is destroyed. Additional copies should be distributed in accordance with specific county needs.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

DFA 377.9 (3/81)

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

(COUNTY STAMP)

NOTICE OF RESTORATION OF  
LOST FOOD STAMP BENEFITS  
AND RIGHT TO REQUEST A  
STATE HEARINGCase Name:  
Case No:  
Worker No:  
District:  
Date:

☐ A determination has been made that you are eligible for a restoration of lost food stamp benefits in the amount of \$\_\_\_\_\_ for the month(s) of \_\_\_\_\_ due to:

☐ There is an unpaid claim against your household in the amount of \$\_\_\_\_\_. Your entitlement to the lost benefits described above has been offset by this claim and your total entitlement has been reduced to \$\_\_\_\_\_. The unpaid balance of the claim is \$\_\_\_\_\_.

This entitlement will be issued to you in one lump sum, unless installments are requested by you. Please contact your worker if you would like the amount due you paid in installments.

This action is required by the following laws and/or Food Stamp Manual Sections: 63-802

If you have any questions, please contact me.

ELIGIBILITY WORKER

TELEPHONE NUMBER

DATE

If you disagree with this computation, you have the right to request a state hearing with the State Department of Social Services. See reverse for your state hearing rights.

DFA 377.9 9/80: Required Form - Substitutes Accepted

## Your Right to Appeal This Action

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county worker can help you request a hearing. If you decide to request a hearing you must do so **WITHIN 90 DAYS OF THE DATE OF THIS NOTICE**.

**AFDC:** If your AFDC is being reduced or stopped and you ask for a hearing within 10 days of the mailing date of this notice, you can continue to receive AFDC until the hearing.

**FOOD STAMPS:** If your food stamps are being reduced or stopped and you ask for a hearing within 10 days of the mailing date of this notice, your food stamps may continue until the hearing or until the end of your current period of eligibility, whichever comes first, unless you check the box at the bottom of the page.

### Authorized Representative

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

### How to Request a State Hearing

The best way to request a hearing is to fill in and send this entire notice to:

Office of Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 19-36  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

### Public Inquiry and Response (Public Information)

**Toll-Free Number: (800) 952-5253 \***

Teletypewriter (TTY) only: (800) 952-8349 \*

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write, or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

## Request for a State Hearing

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to

☐ AFDC ☐ Food Stamps ☐ Medi-Cal

Reasons for my request:

I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)

Language \_\_\_\_\_ Dialect \_\_\_\_\_

**Food Stamps:** If any portion of food stamps provided to you while awaiting the hearing decision is determined to be an overissuance, the county may recover the value of the overissuance. If you want to avoid the possibility of such an overissuance, you may check the box below:

☐ I want my food stamps terminated or reduced to the new amount determined by the county until the hearing decision. If the hearing decision is in my favor, the county will make up the food stamps I lose as a result of checking this box.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may do so by

contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority: W&IC 10950

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.9 (3/81)

**Form Instructions**  
(for Eligibility Worker)**NOTICE OF RESTORATION OF LOST FOOD STAMP BENEFITS AND RIGHT TO REQUEST A STATE HEARING****Purpose:**

The DFA 377.9 is used by the Eligibility Worker to notify a food stamp household of its eligibility for restoration of lost benefits and, if applicable, of the offsetting of such benefits by unpaid claims.

The backside of the DFA 377.9 explains the household's right to request a hearing and provides instructions on how to appeal the intended action.

**Preparation:**

Complete an original and two copies of the DFA 377.9 entering the following identifying information:

- Head of household's name and mailing address
- Case name
- Case number
- Worker number
- District (if applicable)
- Date

Check the first box and enter the following information:

- The amount of food stamp benefits which the household is eligible to have restored.
- The month(s) for which these benefits were lost.
- The reason why the benefits were lost and the Food Stamp Manual section governing the restoration.

Check the second box if the household has an unpaid claim which offsets all or a portion of the lost benefits to which it is entitled. Enter the following information:

- The amount of the unpaid claim.
- The remaining lost benefit entitlement, if any, after the unpaid claim has been deducted from the original entitlement, or zero if the entire entitlement was offset by the unpaid claim.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**

DFA 377.9 (3/81)

- The balance of the unpaid claim, if any, or zero if the entire amount of the unpaid claim was offset.

**Signature Block**

Enter Eligibility Worker's name, telephone number and date.

**Distribution:**

The original and one copy are mailed to the household. The second copy is filed in the case record.



**63-1230 STATE FORMS & INSTRUCTIONS** (Continued)

**63-1230**

DFA 386 (8/80) Repealed by Manual Letter 84-13, 2/15/84



**63-1230**

DFA 842 (6/81)

Issued 8/14/81

710

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

**63-1230**

DFA 842 (6/81)

[illegible]

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)**Form Instructions**  
(For Eligibility Worker)**CLAIM DETERMINATION WORKSHEET****Purpose:**

The DFA 842 is used to document claims against any household that has received more food stamp benefits than it is entitled to receive. This form has a twofold purpose: 1) completion of the form allows for internal documentation of individual claims, and 2) documentation of individual claims assists counties in gathering information for the quarterly report DFA 209, Status of Claims Against Households.

The first page of the worksheet documents overissuances which occurred within the 12 months prior to the date of discovery. If the basis for the claim determination is inadvertent household error or administrative error, only the first page is completed. If the basis for claim determination is potential intentional program violation, the first page is completed, if applicable, and the second page is completed for overissuances which occurred more than 12 months prior to the date of discovery. Additional forms may be used as needed to document the amount of claim. However no amount of overissuance which occurred in a month more than six years from the date the overissuance was discovered or prior to March 1, 1979 may be included.

For example, if the date of discovery is March 10, 1984, an inadvertent household error claim or administrative error claim covering the period March 1983 through March 1984 would be documented on the first page. A potential intentional program violation claim covering the period January 1, 1979 through March 1984, with a discovery date of March 10, 1984, would be documented as follows: March 1983 through March 1984 would be documented on the first page. February 1983 through March 1979 would be documented on the second page and additional pages as needed. Do not establish a claim for January and February 1979.

**NOTE:** Collection action on claims covering overissuances which occurred within the 12 months prior to the date of discovery may be initiated immediately regardless of the basis for the claim determination. Collection action on claims covering overissuances which occurred more than 12 months prior to the date of discovery may be initiated only after an individual has been found guilty of committing an intentional program violation.

**Preparation:**

Complete the number of copies required for your internal system as soon as an overissuance is discovered and it is determined that a claim should be established.

1-7. Enter the following identifying information.

- Name of Head of Household
- Case Name (if different)

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)

- Case Number
- Address
- Telephone Number
- Birthdate
- Social Security Number

**NOTE:** If a claim applies to a sponsored alien household, enter the name of both the head of household and the sponsor in item 1. Document if collection action is initiated against the sponsor, the alien, or both.

**8. Date of Discovery**

Enter the date the overissuance became known to the CWD.

**9. Basis for Claim Determination**

Check the appropriate box for the cause of the overissuance. For purposes of completing this section, the types of claims are as follows:

- **Inadvertent Household Error Claim** (Check household error box on form.)

A claim in which an overissuance was caused by a misunderstanding or unintended error on the part of the household (or sponsor of an alien household).

- **Administrative Error Claim** (Check administrative/procedural error box on form.)

A claim in which the overissuance was caused by the CWD.

- **Potential Intentional Program Violation Claim** (Check potential fraud box on form.)

A claim in which a household member is suspected of intentionally violating program rules or regulations to receive more food stamps. A claim is handled as an intentional program violation claim only after an administrative disqualification hearing official or a court of appropriate jurisdiction has determined that a household member (or the sponsor of an alien household) has committed an intentional program violation.

**10. Explanation of Overissuance**

Explain how and why the overissuance occurred. If the overissuance resulted from a change in circumstances, indicate the date the change occurred and the date the household reported the change to the CWD.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)**11. Summary of Food Stamp Overissuance**

Complete this section for all claims where overissuances occurred within the 12 months prior to the date of discovery. Space is provided for 14 months to include the current month's issuance if benefits have already been issued at the time the worksheet is completed, and to include the following month's issuance if sufficient time does not exist to provide a timely notice of benefit reduction. If potential intentional program violation and only a few months fall within the 12-month period prior to the date of discovery include only those months in this section. Record the remaining months on the second page (Item 14).

**Issuance Month and Year**

Enter the month and year of all overissuances which occurred within the 12 months prior to the date of discovery. Enter the date for the current and following month's issuances, if appropriate.

**Actual Basis for Issuance****— HH Size**

Enter the household size used in the original benefit computation.

**— Adjusted Income**

Enter the net adjusted income from the original benefit computation.

**— Allotment**

Enter the allotment actually received by the household for each overissuance month.

**Correct Basis for Issuance****— HH Size**

Enter the correct household size for each overissuance month.

**— Adjusted Income**

Enter the correct net adjusted income for each overissuance month.

**— Allotment**

Enter the correct allotment the household should have received.

**Issuance Verification**

Use of this section to verify issuance of the benefits covered by the claim is a county option. If this section is not used for this purpose, verification of issuance must be documented in some other manner. For verification of ATP usage, the DFA 332.1, Verification of Food Stamp ATP Usage, may be used.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)

Check the type of issuance (direct mail, ATP or HIR). Verify redemption of the ATP/HIR by noting the date of redemption, serial number or other appropriate information in the redemption column.

**11a. Total**

Enter the total food stamp allotment actually received by the household for the overissuance months.

**11b. Total**

Enter the total food stamp allotment which should have been correctly received by the household for the overissuance months.

**12. Total Food Stamp Overissuance**

Subtract correct total allotment (11b) from allotment actually received (11a) and enter the remainder.

**13. Claim Offsetting Lost Benefits Not Restored**

Complete this section only if the household is due lost benefits which have not been restored or payment against the claim has been received. Enter the date that the claim is offset by lost benefits or payments. Space is provided to record a second offsetting should this occur while the claim is still open. Any additional offsetting may be shown in the documentation section.

**13A.** Enter total food stamp overissuance from line 12.

**13B.** Enter any lost benefits not restored.

**13C.** Enter any payment received toward the claim.

**13D.** Subtract 13B and 13C from 13A and enter the remainder for the amount of the food stamp claim to be collected.

**Signature Block**

Enter Eligibility Worker's name and date.

Enter Eligibility Worker Supervisor's name and date of review.

The first page must be signed by the Eligibility Worker and Eligibility Worker Supervisor even if there is a continuation on the second page.

**Review By County Review Officer**

Use this section to enter the action to be taken to collect the claim, and if it is referred for intentional program violation investigation. This section may also be used to record information such as the dates of repayment notices and the amounts collected; if the claim was suspended, and the date and reason; the date the claim is considered uncollectible and the date collection action is terminated.



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)**14. Summary of Food Stamp Overissuance**

Complete this section only for potential intentional program violation claims where over-issuances occurred more than 12 months prior to the date of discovery.

**Issuance Month/Year**

Enter the month and year of all overissuances which occurred more than 12 months prior to the date of discovery. Use an additional sheet, if necessary.

**Actual Basis for Issuance**

## — HH Size

Enter the household size used in the original benefit computation.

## — Adjusted Income

Enter the net adjusted income from the original benefit computation.

## — Bonus/Allotment

Enter the allotment actually received by the household for each overissuance month.

**Correct Basis for Issuance**

## — HH Size

Enter the correct household size for each overissuance month.

## — Adjusted Income

Enter the correct net adjusted income for each overissuance month.

## — Bonus/Allotment

Enter the correct allotment the household should have received.

**Issuance Verification**

Use of this section to verify issuance of the benefits covered by the claim is a county option. If this section is not used for this purpose, verification of issuance must be documented in some other manner. For verification of ATP usage, the DFA 332.1, Verification of Food Stamp ATP Usage, may be used.

Check the type of issuance (direct mail, ATP or HIR). Verify redemption of the ATP/HIR by noting the date of redemption, serial number or other appropriate information in the redemption column.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**DFA 842 (6/81)  
(Instructions Revised 3/84)**14a. Subtotal This Page**

Enter the total food stamp allotment received by the household from this page.

**14b. Subtotal First Page**

Enter the total allotment received by the household from item 11a of the first page.

**14c. Total Both Pages**

Add 14a and 14b and enter total.

**14d. Subtotal This Page**

Enter total food stamp allotment which should have correctly been received by the household from this page.

**14e. Subtotal First Page**

Enter total allotment which should have correctly been received by the household from item 11b of the first page.

**14f. Total Both Pages**

Add 14d and 14e and enter total.

**15. Total Food Stamp Overissuance**

Subtract correct total food stamps (14f) from food stamps actually received (14c) and enter remainder.

**16. Claim Offsetting Lost Benefits Not Restored**

Complete this section only if the household is due lost benefits not restored or payment against the claim has been received and this offsetting was not done on the first page. Enter the date that the claim is offset by the lost benefits or payments. Space is provided to record a second offsetting should this occur while the claim is still open. Any additional offsetting may be shown in the documentation section.

**16A.** Enter total food stamp overissuance from line 15.**16B.** Enter any lost benefits not restored.**16C.** Enter any payment received toward the claim.**16D.** Subtract 16B and 16C from 16A and enter the remainder for the amount of food stamp intentional program violation claim to be collected.**Signature Block**

Enter Eligibility Worker's name and date.

Enter Eligibility Worker Supervisor's name and date of review.

**Documentation**

Use this section if additional space is required to document action taken on the claim or to document other information required by the county.

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

NA 960X (1/84)

State of California  
Health and Welfare Agency

Department of Social Services

## Notice of Action

*If you have questions or want more information  
about this action, please contact your worker.*

Case Name :  
Case Number :  
Worker :  
Phone :  
Date of Notice :

We have not received your monthly report (CA 7) due this month.

Your ☐ Food Stamps ☐ Cash Aid will stop effective \_\_\_\_\_. To stop this action, provide your complete CA 7 so that we receive it by the first working day of next month.

- ☐ If we get your complete CA 7 by \_\_\_\_\_, we will send you your benefits on time.  
☐ Even if you stop this action by getting your CA 7 in, your benefits will be up to 10 days late next month.

**Penalty For Families With Earned Income (Cash Aid Only).** Even if you stop this action by getting your CA 7 in, you will not get credit for your work expense disregards because you failed to report or verify all earned income on time. Work expense disregards are the standard work expense, dependent care expense, and the \$30 and 1/3 earnings disregards. If you had a good reason for being late, this penalty will not be applied. You must tell your worker the reason.

**Medi-Cal.** If your Medi-Cal eligibility changes, we will tell you before we make the change.

**Regulations.** This action is required by the following State regulations which are available for your review at the County Welfare Department.

Manual of Policies and Procedures: 40-105.1, 40-181.22, 44-113.2 (Cash Aid); 63-504.27, 63-504.3 (Food Stamps).

**Child Support.** The District Attorney's Office can help you locate an absent parent, legally establish your child's paternity, and collect child support. To obtain or continue these services, you must ask the District Attorney's Office.

**Family Planning Services.** Information is available from the County Welfare Department on request.

**State Hearing.** If you are dissatisfied with this action, your benefits may continue unchanged if you ask for a State Hearing before the effective date of this action. Read the back for important information about your right to appeal this action.

NA 960X (1/84) CA 7 Not Received-Discontinuance

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

NA 960X (1/84)

## Your Right to Appeal This Action

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID†:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

### Authorized Representative

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

### How to Request a State Hearing

The best way to request a hearing is to fill in and send this entire notice to:

**Office of the Chief Referee**  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

### Public Inquiry and Response (Public Information)

**Toll-Free Number: (800) 952-5253\***

**For the Deaf Only TDD (800) 952-8349\***

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

### Request for a State Hearing

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related

to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)

Language \_\_\_\_\_ Dialect \_\_\_\_\_

†If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid ☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10950.

NA Back 3 (Cash Aid/FS)

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**NA 960X (1/84)  
(Instructions Revised 4/13/84)**Form Instructions**  
(for the Eligibility Worker)**NOTICE OF ACTION (CA 7 NOT RECEIVED--DISCONTINUANCE)****Purpose:**

The NA 960X is used by the Eligibility Worker to notify a recipient of the discontinuance of Food Stamps and/or Cash Aid because of a late CA 7.

The back of the NA 960X explains the household's right to request a state hearing and provides instructions on how to appeal the action. The back also provides information needed by the household to receive continued benefits pending a hearing if benefits are decreased or discontinued.

**Preparation:**

The NA 960X must be mailed or given to the recipient no later than ten days before the end of the current month.

Complete an original and two copies of the NA 960X entering the following identifying information:

- Recipient's name and mailing address
- Case Name
- Case Number
- Worker
- Phone Number
- Date of Notice

Check the appropriate box(es) for Food Stamps and/or Cash Aid and enter the effective date of the discontinuance.

Benefits On Time/Benefits 10 Days Late - DO NOT USE THESE BOXES. Either leave the check-boxes blank or cross out both statements.

**Distribution:**

The original and one copy are provided to the recipient. The second copy is filed in the case record.



## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

NA 960Y (1/84)

State of California  
Health and Welfare Agency

Department of Social Services

## Notice of Action

*If you have questions or want more information about this action, please contact your worker.*

Case Name :  
Case Number :  
Worker :  
Phone :  
Date of Notice :

The monthly report (CA 7) you sent us this month is not complete.

Your ☐ Food Stamps ☐ Cash Aid will stop effective \_\_\_\_\_. To stop this action, provide your complete CA 7 so that we receive it by the first working day of next month. You must:

- ☐ Complete the circled items on the enclosed CA 7, and send or bring it to this office.
- ☐ Send or bring to this office the following information:

- ☐ If we get your complete CA 7 by \_\_\_\_\_, we will send you your benefits on time.
- ☐ Even if you stop this action by getting your CA 7 in, your benefits will be up to 10 days late next month.

- ☐ **Additional Information Requested (Food Stamps Only).** In addition to doing the above, you must give us the following information so that we can figure out the amount of your food stamps. You must get this information to us by the first working day of next month. If we ask for proof of an expense and you do not give it, the expense will not be allowed. Also, if you do not give other information we ask for, your food stamps may be decreased or stopped.

- ☐ **Penalty (Cash Aid Only).** Even if you stop this action by getting your CA 7 in, you will not get credit for your work expense disregards because you failed to report or verify all earned income on time. Work expense disregards are the standard work expense, dependent care expense, and the \$30 and 1/3 earnings disregards. If you had a good reason for being late, this penalty will not be applied. You must tell your worker the reason.

**Medi-Cal.** If your Medi-Cal eligibility changes, we will tell you before we make the change.

**Regulations.** This action is required by the following State regulations which are available for your review at the County Welfare Department.  
Manual of Policies and Procedures: 40-105.1, 40-181.22, 40-181.24, 44-113.2 (Cash Aid); 63-504.27, 63-504.3 (Food Stamps).

**Child Support.** The District Attorney's Office can help you locate an absent parent, legally establish your child's paternity, and collect child support. To obtain or continue these services, you must ask the District Attorney's Office.

**Family Planning Services.** Information is available from the County Welfare Department on request.

**State Hearing.** If you are dissatisfied with this action, your benefits may continue unchanged if you ask for a State Hearing before the effective date of this action. Read the back for important information about your right to appeal this action.

NA 960Y (1/84) CA 7 Incomplete--Discontinuance Reminder

## 63-1230 STATE FORMS &amp; INSTRUCTIONS (Continued)

63-1230

NA 960Y (1/84)

## Your Right to Appeal This Action

If you are dissatisfied with the action described on the other side, or any other county action, you may request a state hearing before a Hearing Officer of the State Department of Social Services. This hearing will be conducted in an informal manner to assure that everyone present is able to speak freely. Your county or adoption worker can help you request a hearing. If you decide to request a hearing you must do so WITHIN 90 DAYS OF THE MAILING DATE OF THIS NOTICE.

**FOOD STAMPS AND CASH AID†:** If this action stops or reduces your food stamps or cash aid and you ask for a hearing before the effective date of the action, your benefits may continue unchanged under certain circumstances until the hearing or until you receive your hearing decision. Food Stamps will not continue past the end of your current certification period.

### Authorized Representative

You can represent yourself at the state hearing. You can also be represented by a friend, attorney or any other person, but you are expected to arrange for the representative yourself. You can get help in locating free legal assistance by calling the toll-free number of Public Inquiry and Response.

### How to Request a State Hearing

The best way to request a hearing is to fill in and send this entire notice to:

Office of the Chief Referee  
State Department of Social Services  
744 P Street, Mail Station 6-100  
Sacramento, CA 95814

You may also request a hearing by calling the toll-free number of Public Inquiry and Response.

### Public Inquiry and Response (Public Information)

Toll-Free Number: (800) 952-5253\*

For the Deaf Only TDD (800) 952-8349\*

\*You may have to dial "1" first.

The State Public Inquiry and Response Unit can provide you with further information about your hearing rights or files or other welfare-related matters. Assistance is also available in some languages other than English, including Spanish. You may phone, write or come in.

Public Inquiry and Response  
State Department of Social Services  
744 P Street, Mail Station 16-23  
Sacramento, CA 95814

## Request for a State Hearing

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I am requesting a state hearing because of an action by the welfare department of \_\_\_\_\_ county related to my family's: ☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal ☐ Adoption Assistance Program Payments

Reasons for my request:

☐ I speak a language other than English and need an interpreter for my hearing. (The state will provide the interpreter at no cost to you.)

Language \_\_\_\_\_ Dialect \_\_\_\_\_

†If you request a state hearing and your benefits continue unchanged, the county can recover as an overpayment the cash aid and value of food stamps the hearing decision finds you were not eligible for. If you remain eligible to receive cash aid after the hearing, and you have no other income or resources, your grant will be reduced by 10% each month until the full amount of such overpayment is collected. If you do have other income or available property, the amount your grant will be reduced each month will be greater.

Check here if you want your benefits reduced or discontinued now, as described in this Notice of Action.

☐ Cash Aid ☐ Food Stamps

If you checked the box(es) and the hearing decision is in your favor, any lost benefits will be made up.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The information you provide on this form is needed to process your request for a hearing, and processing may be delayed if your request is incomplete. A case file will be set up by the Chief Referee. You have a right to examine the materials that make up the file and may

do so by contacting Public Inquiry and Response. Any information you provide may be shared with the county welfare department, with the U.S. Department of Health and Human Services, or the U.S. Department of Agriculture. Authority W&IC 10950.

NA Back 3 (Cash Aid/FS)



**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**NA 960Y (1/84)  
(Instructions Revised 4/6/84)**Form Instructions**  
(for the Eligibility Worker)**NOTICE OF ACTION (CA 7 INCOMPLETE--DISCONTINUANCE/REMINDER)****Purpose:**

The NA 960Y is used by the Eligibility Worker to notify a recipient of the discontinuance of Food Stamps and/or Cash Aid because of a late CA 7. The NA 960Y is also used to request missing verification or additional information from a food stamp household when the CA 7 is also incomplete.

The back of the NA 960Y explains the household's right to request a state hearing and provides instructions on how to appeal the action. The back also provides information needed by the household to receive continued benefits pending a hearing if benefits are decreased or discontinued.

NOTE: When a CA 7 submitted by a food stamp household is complete, but is missing other verification/information, the DFA 377.4, Food Stamp Notice of Change, must be used instead of the NA 960Y.

**Preparation:**

The NA 960Y must be mailed or given to the recipient no later than ten days before the end of the current month.

Complete an original and two copies of the NA 960Y entering the following identifying information:

- Recipient's name and mailing address
- Case Name
- Case Number
- Worker
- Phone Number
- Date of Notice

Complete the discontinuance portion of the notice as follows:

Check the appropriate box(es) for Food Stamps and/or Cash Aid and enter the effective date of the discontinuance.

Check the appropriate box for the action the recipient must take to reverse the discontinuance. If applicable, specify in the space provided the information and/or verification which must be provided.

Benefits On Time/Benefits 10 Days Late - DO NOT USE THESE BOXES. Either leave the check boxes blank or cross out both statements.

Additional Information Requested (Food Stamps Only). Check this box when an incomplete CA 7 is missing verification/information of a deduction and/or contains questionable information for the Food Stamp Program. Specify in the space provided the additional verification and/or information which is required.

**63-1230 STATE FORMS & INSTRUCTIONS (Continued)****63-1230**NA 960Y (1/84)  
(Instructions Revised 4/6/84)

Food Stamp benefits may not be reduced, suspended, or terminated based on this reminder notice if the household submits a complete CA 7 but fails to provide all other requested verification/information. A timely notice of adverse action must be provided to the household before the adverse action is taken. (See the special instructions in the All-County Letter transmitting this material.)

Penalty (Cash Aid Only). Check this box if the Cash Aid recipient is normally entitled to the earned income disregards.

**Distribution:**

The original and one copy are provided to the recipient. The second copy is filed in the case record.

**63-1250 FORM MODIFICATION POLICY****63-1250****.1 Overview**

The Food Stamp Program Management Branch (FSPMB) goal for the food stamp forms program is to increase program effectiveness, efficiency and equity. One of the means to achieve this goal is to provide statewide guidelines for form usage by designating all forms as: 1) Required - No Substitutes, 2) Required - Substitutes Permitted, or 3) Recommended, in accordance with the FSPMB criteria for designating forms (see Appendix 1).

The FSPMB form modification policy provides the flexibility to meet individual county needs, while ensuring that the program's goals are met. Where county modification of a state form is required to meet or enhance program goals and the related justification has not been specifically provided for in this policy, the county should submit the request for FSPMB consideration.

The review of any county modification request is separated into two levels: 1) the overall justification for not using the state form, and 2) adherence to specific standards for any variations from the state form. The evaluation criteria for each level of review are determined by the designation of the state form being modified and the form's preparation and interface (manual or computer). For each designated form, specific modification criteria is provided (Appendix 3) indicating where variations will not be considered for each of the form's components; i.e., placement, language and data elements.

**.2 Required Form — No Substitutes****.A Overall justification for not using the state form.**

Acceptable justification includes:

- Form is computer-generated (EDP only).
- County has state hearing intake at the local level (EDP and Manual).
- County has different contact point than is specified on the state form (EDP and Manual).
- County has high frequency payment system (EDP only).

All other justifications are unacceptable.

**.B Variation Standards**

Variations in placement and data elements, where allowable, will be evaluated against the following standards after the overall justification is accepted.

All variations in placement and data elements must:

- Be clear.

**63-1250 FORM MODIFICATION POLICY (Continued)****63-1250**

- Contain all required data elements on the state form within the system (for example, computer-generated notices of action may print out only applicable message(s), but all messages must be contained within the computer program).

Variations in language will be permitted only as described below, and will be evaluated against the following standards.

All language variations must:

- Be clear.
- Use common program language.
- Be required by the special county circumstance which provides the overall justification for modification (for example, state hearing intake at the local level, high frequency payment system), or
- Be required to present a logical explanation to the client by interfacing with additional information provided by the county (for example, inclusion of the budget computation on a Notice of Action).

**.3 Required Form — Substitutes Permitted**

- .A Overall justification for not using the state form.

Acceptable justification includes:

- Function of the form is computerized, such as Budget Worksheet (EDP only).

In addition to the above justification, counties with the above EDP justification must provide one or more of the following types of justification for any variances from the state form. Manual counties must provide one of the following as overall justification for not using the state form:

- Form is not computerized, but EDP interface requires modification (EDP and Manual).
- County has state hearing intake at the local level (EDP and Manual).
- County has high frequency payment system (EDP and Manual).
- Additional county-specific information is required for processing, gathering data, etc., (EDP and Manual).
- The addition of information will eliminate other forms (EDP and Manual).
- Modification will contribute to county-specific error reduction (EDP and Manual).
- Modification will result in cost savings (EDP and Manual).

**63-1250 FORM MODIFICATION POLICY (Continued)****63-1250**

- Modification is required by county's organizational structure (EDP and Manual).
- Modification will contribute to increased efficiency (EDP and Manual).

Examples of unacceptable justification include:

- County wishes to vary placement, language or data elements (EDP and Manual).
- Internal procedures/instructions would have to be revised (EDP and Manual).
- County has own form for purpose of state form (EDP and Manual).

**.B Variation Standards**

Variation in placement, language and data elements, where allowable, will be evaluated against the following standards after the overall justification has been accepted.

All variations must:

- Be clear.
- Be in accord with regulatory requirements.
- Ensure consistent treatment of recipients from county to county.
- Use common program language (such as "gross income", "standard deduction", "excess shelter costs", etc.).
- Provide adequate audit trail and documentation.
- Be in an order that achieves an accurate computation or a logical explanation to clients.
- Not have the potential to create errors.
- Provide adequate space for documentation/computation where necessary.
- Contain all data elements on the state form unless they are contained elsewhere in the case file, are deleted due to a combination, or are unnecessary for the specific county (explanation from county is required).
- Reflect the intent of the state form.

**.4 Recommended Form, No State Form, State Form Not Yet Designated****.A Overall justification.**

No justification is required for forms in these categories.

**63-1250 FORM MODIFICATION POLICY (Continued)****63-1250****.B Forms will be evaluated against the following standards.**

All forms must:

- Be clear.
- Be in accord with applicable regulatory requirements.
- Ensure consistent treatment of recipients from county to county.
- Use common program language.
- Be in an order that presents a logical explanation to clients.
- Not have the potential to create errors.

**.5 Exemptions from Form Modification Policy****.A Manual Section 63-300.2 specifies that overprinting of required forms for the following purposes is acceptable and does not require prior state approval:**

- To identify CWD.
- To add information to the "County-Use Only" section.
- To add EW instructions.

**.B Local printing of forms on regular, colored or larger paper does not require prior state approval as long as camera-ready copies provided by the state are used and no modifications are made beyond those listed in (1) above.****.C Internal county forms which do not involve the determination or notification of eligibility or benefit level, or the notification of client rights and responsibilities need not be submitted for review.****.6 Extensions of Time to Implement**

Implementation schedules for state forms generally provide adequate lead time for counties to achieve timely implementation. In those cases where timely implementation is not possible, counties must request an extension of time to comply providing any supporting justification and an estimate of the additional time required to achieve implementation.

Examples of acceptable justification include:

- Time required to reprogram EDP system.
- Time required to print forms locally when a modification is approved.
- Time required to revise procedures and train staff.

**63-1250 FORM MODIFICATION POLICY (Continued)****63-1250****.7 County Modification Requests**

Requests will be considered on a county-by-county basis, except for case data counties which will be considered as one system. Counties within the case data system which require modifications from the approved system will be considered separately.

Any request for modification must contain the following:

- .A Overall justification for the modification as described under acceptable justification.
- .B An explanation of deletions or combinations of data elements. Any additional information which would assist in evaluating the variations should be provided.
- .C A copy of the modified form.

NOTE: All counties using computerized forms must submit modification requests after either making the necessary programming changes to comply with the state form or determining that variations are required. All applicable messages must be submitted for approval as well as a sample computer-generated form showing the format which will be used. Only the portion of each message which relates to the language on the state form must be reviewed. Computerized explanations which would be entered in blank spaces if the state form were used are not subject to review or standardization unless the county requests such a review.

County modification requests should be sent to the Food Stamp Program Corrective Action Bureau. Requests will be reviewed by the FSPMB and counties will be notified of the results of the review within 30 days of receipt of the request.

**63-1251 FORM MODIFICATION POLICY — APPENDICES****63-1251****.1 Appendix I — Form Designations****Required Form-No Substitutes**

Forms assigned to this category meet one or more of the following criteria:

- 1) The specific form or its function is required by regulation or law.
- 2) The state form is a modification of an FNS-required form.
- 3) Uniformity is necessary in gathering or reporting data.
- 4) The form is used to communicate regulatory information to clients.
- 5) The form involves the determination, documentation or notification of client eligibility.

Forms typically assigned to this category include applications, most notices of action, state or federal reports.

**Required Form-Substitutes Permitted**

Forms assigned to this category meet: (1) one or more of the criteria for a Required Form-No Substitutes; and (2) one or more of the following criteria:

- 1) The specific form or its function is required by regulation or law, but the form contains optional items.
- 2) Some county organizational structures are not compatible with the state form as designed.
- 3) The potential of operational incompatibility with some counties' systems is identified during the development/revision process.

Forms typically assigned to this category include worksheets, some notices of action and issuance-related forms.

**Recommended Forms**

Forms assigned to this category meet one or more of the following criteria:

- 1) The form does not involve the determination, documentation or notification of client eligibility.
- 2) The form or its content is not required by regulation or law.

Forms assigned to this category will not generally be developed and printed by the FSPMB.



**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.2 Appendix 2 — Definitions**

**Data Element** - Each independent unit of information is considered a data element for purposes of identifying form-specific modification criteria. In some cases a data element is a single word, such as "date", and in other cases a data element is a complete message, such as, "If you have any questions, please contact me".

**Form Designation** - Required Form-No Substitutes, Required Form-Substitutes Permitted, and Recommended Form are the three form designations used under this policy.

**Form Modification** - Except as provided under "Exemptions from Modification Policy", any designated form used by a county which has been altered in any way or which has not been obtained from state-printed stocks is considered a form modification. This includes, but is not limited to, computer-generated forms and county-printed forms where either a state-provided camera-ready copy was not used or the camera-ready copy was altered.

**Form-Specific Modification Criteria** - For each designated form, variations in placement, language and data elements which will not be considered are identified under form-specific modification criteria. The development of these criteria is based upon the reasons for assigning a form its designation.

**Internal County Form** - A form required for internal county use which does not involve the determination or notification of eligibility or benefit level, or the notification of client rights and responsibilities is considered an internal county form and is not subject to review under this policy. Some examples of internal county forms are route slips, some verification forms, and case narratives.

**Justification** - The overriding county-specific situation presented as the reason for modifying a state-required form is a justification. Acceptable justifications for each category of form designation are provided in this policy.

**Language** - The specific wording used on a form is considered language for purposes of identifying form-specific modification criteria.

**Placement** - The order of data elements as they appear on a form is considered placement for purposes of identifying form-specific modification criteria.

**Recommended Form** - Forms assigned this designation are optional county forms. Should a county elect to modify a recommended form, the modification must be reviewed by the FSPMB to ensure that the modifications meet the variation standards for a Recommended Form.

**Required Form — No Substitutes** - Forms assigned this designation must be implemented by all counties unless a modification request, based on acceptable justification for a form with this designation, is approved by the FSPMB.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251**

**Required Form — Substitutes Permitted** - Forms assigned this designation must be implemented by all counties unless a modification request, based on acceptable justification for a form with this designation, is approved by the FSPMB.

**Variation Standards** - Where acceptable justification is provided and where modification is permitted, variation standards are the guidelines used to review specific modifications to ensure that program goals are met.

**Variations** - Any deviations from the placement, language or data elements on the state form are considered variations. Allowable variations, when overall form modification is justified, are identified for each designated form.

**.3 Appendix 3 — Form-Specific Modification Criteria**

For each designated form, the specific modification criteria define the portions of a given form which may not be modified regardless of the justification. These criteria are based upon the regulatory and administrative needs for the form as well as the reasons the form was assigned its designation.

The criteria are also based upon the preparation or interface of the form; i.e., computer or manual. For those forms or form functions that may be computerized, the criteria is identified as EDP only, Manual only, or EDP and Manual. These criteria address only **changes** to the placement, and **changes or deletion** of the language and data elements on the state form.

The addition of data elements is permitted when acceptable justification for modifying a state form is provided, and those additions are evaluated against the variation standards outlined for the designation of the state form.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)****Monthly Eligibility Report**

CA 7 (2/84)

Required Form - No Substitutes Permitted

Placement - No modification permitted except those required to accommodate a different method of addressing the form (Manual only).

- No modification permitted except (1) those related to EDP requirements; and (2) those required to accommodate a different method of addressing the form (EDP only).

Language - No modification permitted (EDP and Manual).

Data Elements - No modification permitted (EDP and Manual).



**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

CA 8 (2/84)

**Statement Of Facts For Additional Persons  
(Supplemental Application for Food Stamps and Request for Cash Aid)**

Required Form - No Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted.

Data Elements - No modification permitted.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 - Form-Specific Modification Criteria (Continued)****Application For Food Stamps - Part 1**

DFA 285-A1 (11/83)

Required Form - No Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted.

Data Elements - No modification permitted.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 - Form-Specific Modification Criteria (Continued)**

DFA 285-B (12/83)

**Food Stamp Budget Worksheet****Required Form - Substitutes Permitted**

**Placement** - The order of the sections in Parts 1, 2 and 3 may not be modified though the data entry elements within Sections A, B, C, E, F and J may be modified as long as the result of the computation is correct (Manual only).

- The order of the sections in Parts 1, 2 and 3 and their data entry elements may be modified due to EDP requirements as long as the result of the computation is correct (EDP only).

**Language** - Regulatory language in Parts 1, 2 and 3 may not be modified although additions will be considered (EDP and Manual).

**Data Elements** - The following data elements may not be deleted from the form: case name, case number, classification, all data elements in Parts 1, 2, and 3, first-month budget column, documentation column, EW initials and date, and all data elements in Sections M and N of Part 5 (Manual only).

- The following data elements may not be deleted from the system; case name, case number, and all data elements in Parts 1, 2, 3 and 5 (EDP only).
- All other data elements may be modified if documented elsewhere in the case record/system (EDP and Manual).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 285-C (11/83)

**Supplemental Application For Food Stamps — Special Medical Deductions**

Required Form - No Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted.

Data Elements - No modification permitted.



**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 285-D (12/83)

**Food Stamp Budget Worksheet — Special Medical/Shelter Deductions**

Required Form - Substitutes Permitted

Placement - The order of the sections in Parts 1, 2 and 3 may not be modified though the data entry elements within the sections may be modified as long as the result of the computation is correct (Manual only).

- The order of the sections in Parts 1, 2 and 3 and their data entry elements may be modified due to EDP requirements as long as the result of the computation is correct (EDP only).

Language - Regulatory language in Parts 1, 2 and 3 may not be modified although additions will be considered (EDP and Manual).

Data Elements - The following data elements may not be deleted from the form: case name, case number, classifications, all data elements in Parts 1, 2 and 3, first-month budget column, documentation column, EW initials and date, and all data elements in Sections K and L of Part 5 (Manual only).

- The following data elements may not be deleted from the system; case name, case number, and all data elements in Parts 1, 2, and 5 (EDP only)
- All other data elements may be modified if documented elsewhere in the case record/system (EDP and Manual).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 287 (4/80)

**Food Stamp Program Identification Card**

Required Form - Substitutes Permitted

Placement - Modification permitted to accommodate data element revisions (EDP and Manual).

Language - No modification permitted to regulatory language; i.e., head of household, authorized representative (EDP and Manual).

Data Elements - No modification permitted except (1) serial numbers and photos may be added; and, (2) data elements for signature of emergency authorized representative, number of persons in household, and household eligible for delivered meals may be deleted (EDP and Manual).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 303 (1/83)

**Replacement Affidavit/Authorization**

Required Form - Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted except that non-ATP counties may delete all language concerning ATPs.

Data Elements - No modification permitted except that non-ATP counties may delete all data elements concerning ATPs.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)****Food Stamp Notice of Action**

DFA 377.1 (12/83)

Required Form - No Substitutes Permitted

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except that on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (Manual only).

- No modification permitted except (1) on the back, the address for submitting a hearing may be modified in counties with state hearing intake at the local level; (2) references to "month" may be modified to accommodate a high frequency payment system; and (3) message endings may be modified to accommodate the inclusion of a budget computation (EDP only).

Data Elements - No modification permitted except that each section (Approval, Denial, Pending) may be printed as its own form (Manual only).

- No modification permitted except that all data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 377.2 (12/83)

**Food Stamp Notice of Expiration of Certification**

Required Form - No Substitutes Permitted

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (EDP and Manual).

Data Elements - No modification permitted except that any option in Message 3 not provided by the county may be deleted.

- No modification permitted except (1) any option in Message 3 not provided by the county may be deleted; and, (2) all data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

**63-1251 FORM MODIFICATION POLICY — APPENDICES** (Continued)

63-1251

**.3 Appendix 3 — Form-Specific Modification Criteria** (Continued)

(DFA 377.3 (9/80) Repealed by Manual Letter No. 84-13, 2/15/84)

DFA 377.4 (12/83)  
(Criteria revised 4/6/84)**Food Stamp Notice Of Change**

Required Form - No Substitutes

Placement\* - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language\* - No modification permitted except that on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (Manual only).

- No modification permitted except (1) the wording in the Change, Suspension or Termination section may be modified to accommodate the inclusion of a budget computation, and (2) on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (EDP only).

Data Elements - No modification permitted except that each section (Change, Suspension, Termination and Proposed Change) may be printed as its own form. (Manual only).

- No modification permitted except that all data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

\* The additional explanations provided with All-County Letter 84-47 dated April 19, 1984 must be used without modification in accordance with the instructions contained in the letter.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 377.5 (12/83)

**Food Stamp Household Change Report**

Required Form - No Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted.

Data Elements - No modification permitted.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

(DFA 377.3 (9/80) Repealed by Manual Letter No. 84-13, 2/15/84)

(DFA 377.6 (2/79) repealed by Manual Letter 84-13, 2/15/84)



**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 377.7A (3/84)

**Food Stamp Notice of Administrative Disqualification**

Required Form - No Substitutes Permitted

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except, on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (EDP and Manual).

Data Elements - No modification permitted

- No modification permitted except that all data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 377.7B (3/84)

**Food Stamp Repayment Notice**

Required Form - No Substitutes Permitted

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except, on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (EDP and Manual).

Data Elements - No modification permitted (Manual only).

- No modification permitted except that all data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

DFA 377.7C (3/84)

**Food Stamp Repayment Agreement**

Required Form - No Substitutes Permitted

Placement - No modification permitted.

Language - No modification permitted.

Data Elements - No modification permitted.

**63-1251 FORM MODIFICATION POLICY — APPENDICES** (Continued)

63-1251

**3 Appendix 3 — Form-Specific Modification Criteria** (Continued)

DFA 377.9 (3/81)

**Notice of Restoration of Lost Food Stamp Benefits and Right to Request a State Hearing**

Required Form - Substitutes Permitted

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except (1) to accommodate county procedures for handling restorations; i.e., contact for questions or requests for installments; (2) on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level; and, (3) the reference on the back to 10 days to request aid paid pending may be modified to meet the requirements of **Ortiz vs. Woods** and **Harley vs. Woods** (Manual only).

- No modification permitted except (1) to accommodate county procedures for handling restorations; i.e., contact for questions or requests for installments; (2) on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level; (3) wording may be modified to accommodate a high frequency payment system; and, (4) the reference on the back to 10 days to request aid paid pending may be modified to meet the requirements of **Ortiz vs. Woods** and **Harley vs. Woods** (EDP only).

Data Elements - No modification permitted except to accommodate county procedures for handling restorations (Manual only).

- No modification permitted except (1) to accommodate county procedures for handling restorations; and, (2) all data elements need not be on one form; i.e., computer prints out only applicable message(s) but all messages are contained in computer program (EDP only).

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**

(DFA 386 (8/80) Repealed by Manual Letter No. 84-13, 2/15/84)

DFA 842 (6/81)

**Claim Determination Worksheet**

Required Form - Substitutes Permitted

Placement - Modification permitted to accommodate data element revisions.

Language - Modification permitted.

Data Elements - The following data elements may not be deleted from the form: Items 1, 2, 3, 8, 9, 10, 12, 13, 15, 16, all signatures, and Review by County Review Officer section. Items 11 and 14 may not be deleted except for Issuance Verification section as long as verification of issuance is documented elsewhere.

**63-1251 FORM MODIFICATION POLICY — APPENDICES (Continued)****63-1251****.3 Appendix 3 — Form-Specific Modification Criteria (Continued)**NA 960X (1/84)  
(Criteria Revised 1/30/84)**Notice of Action (CA 7 Not Received—Discontinuance)**

Required Form - No Substitutes Permitted.

Placement - No modification permitted (Manual only).

- No modification permitted except those related to EDP requirements (EDP only).

Language - No modification permitted except that on the back, the address for submitting a hearing request may be modified in counties with state hearing intake at the local level (EDP and Manual only).

Data Elements - No modification permitted except that the two data elements concerning the timing of benefits (late or on time) may be deleted.

- No modification permitted except that (1) the two data elements concerning the timing of benefits (late or on time) may be deleted; and (2) all other data elements need not appear on one form; i.e., computer prints out only applicable message(s), but all messages are contained in the computer program (EDP only).

**63-1251**

NA 960Y (1/84)  
(Criteria Revised 4/6/84)

- No modification permitted except that (1) the two data elements concerning the timing of benefits (late or on time) may be deleted; and (2) all other data elements need not appear on one form; i.e., computer prints out only applicable message(s) but all messages are contained in the computer program (EDP only).





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**FOOD STAMP REGULATIONS  
COURT CASES**

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<b>63-1301</b>	<b><u>JONES V. YEUTTER</u> RETROACTIVE COURT CASE</b>	<b>63-1301</b>
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**HANDBOOK BEGINS HERE**

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**.1 Background**

The Jones v. Yeutter lawsuit challenged the policy which required the retrospective budgeting of county welfare department (CWD) paid grants when the CWD was unable to budget them prospectively in the beginning months of Food Stamp Program participation. On June 19, 1989, the plaintiffs amended the lawsuit to challenge the treatment of all additional or corrective payments from AFDC and general assistance/general relief (GA/GR) (i.e., assistance payments from state and local programs). A court-approved Partial Settlement Agreement among all parties to the lawsuit was signed on February 1, 1990. The Partial Settlement Agreement provides that during the Food Stamp household's beginning months, additional or corrective payments that cannot be budgeted prospectively are not to be budgeted retrospectively. In addition, the partial settlement agreement requires that all initial PA payments and any subsequent regular monthly PA payments shall not be budgeted retrospectively when received by ongoing Food Stamp households.

A second issue developed as a result of the lawsuit. FNS informed California that there is no authority for a state to prospectively count assistance payments from state or local funds in a monthly reporting/retrospective budgeting system. This includes county GA/GR payments as well as State-only AFDC payments. SDSS requested a waiver to allow the state to continue budgeting these payments prospectively. On October 20, 1989, FNS approved California's waiver to continue budgeting these payments prospectively and to exclude GA additional and corrective payments as income when unable to budget these payments prospectively. The Partial Settlement Agreement requires SDSS to adopt emergency regulations and requires that CWDs restore benefits to affected Food Stamp households.

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**HANDBOOK ENDS HERE**

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<b>63-1301</b>	<b><u>JONES V. YEUTTER</u> RETROACTIVE COURT CASE (Continued)</b>	<b>63-1301</b>
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<b>.2</b>	<b>Definitions</b>
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For the purposes of these regulations:

.21 "Claim form" means that portion of the Informing Notice/Claim Form [TEMP 1770 (6/90)] designed by SDSS. The form must be completed, signed, and returned to the appropriate CWD for determination of a claimant's eligibility for retroactive benefits.

.22 "Class members" means all food stamp eligible households receiving PA, State-only AFDC, and/or GA/GR which are or have been subject to reduction or suspension of food stamps as a result of the application of the additional/corrective payment policy. The class is further defined to include a subclass, defined as all such households which, during the initial months of their participation in the Food Stamp Program are or have been subject to reduction or suspension of food stamps as a result of the budgeting in the same month of the grant for the current month and the grant for a prior month, which previously had been disregarded because of uncertainty as to amount or time of receipt.

.23 "Claim period" means the two-month period of time which begins two calendar months after the effective date of these emergency regulations.

.24 "Retroactive period" means:

.241 The period of time between December 2, 1988 and February 17, 1989, when food stamp benefits were reduced or suspended because a PA payment received in a beginning month was budgeted retrospectively or when households were assessed an overissuance because a PA payment was not budgeted retrospectively; or

.242 The period of time between June 16, 1988 and April 1, 1990, when food stamp benefits were reduced or suspended because a State-only AFDC or GA/GR payment was budgeted retrospectively or when households were assessed an overissuance because a State-only AFDC or GA/GR payment was not budgeted retrospectively.

<b>63-1301</b>	<b><u>JONES V. YEUTTER</u> RETROACTIVE COURT CASE (Continued)</b>	<b>63-1301</b>
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.3 Restoration Requirements

.31 Any food stamp household receiving PA payments, which may have sustained an actual reduction, suspension, or were assessed an overissuance of food stamp benefits between December 2, 1988 and February 17, 1989, due to implementation of a federally-mandated policy requiring retrospective budgeting of PA payments received in the beginning months but that were not budgeted prospectively, shall be entitled to the restoration of food stamp benefits under the same terms and conditions specified by the Partial Settlement Agreement reached in the Jones v. Yeutter lawsuit.

.32 CWDs shall restore food stamp benefits to any class member who, from June 16, 1988 to April 1, 1990 sustained an actual reduction, suspension or were assessed an overissuance of food stamp benefits as a result of the application of the additional/corrective payment policy to such class member's receipt of State-only AFDC or GA/GR payments.

.4 Informing Potentially Eligible Households of the Availability of Retroactive Benefits

.41 All CWDs shall display the informing posters [TEMP 1773 (6/90)] in conspicuous locations in all CWD offices and food stamp issuance outlets on or before the first day of the claim period. The poster shall remain on display during the two-month claim period.

.42 On or before the first day of the claim period, CWDs shall duplicate and send by first class mail the informing notice/claim form [TEMP 1770 (6/90)] to all Food Stamp households which are subject to retrospective budgeting.

.43 Each CWD shall establish its own mailing list based on the information as of the last day of the month prior to the day the claim period begins. The informing notice/claim form shall be mailed no later than the first day of the claim period.

.44 Each CWD shall give or mail such informing notice/claim forms to anyone upon request.

<b>63-1301</b>	<b><u>JONES V. YEUTTER</u> RETROACTIVE COURT CASE (Continued)</b>	<b>63-1301</b>
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<b>.5</b>	<b>Application for Retroactive Benefits</b>
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<b>.51</b>	<b>Claimant Responsibilities</b>
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<b>.511</b>	The claim form shall be considered complete when the claimant has answered all the questions, provided a name, address, social security number (SSN), and signed and dated the claim form.
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<b>.512</b>	The claimant shall submit the claim form to the CWD in the county where food stamp benefits were reduced, suspended or where an overissuance was assessed during the time period(s) for which retroactive benefits are being claimed.
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<b>.513</b>	The claim form shall be submitted within the two-month claim period. Unless the evidence indicates otherwise, the date the claim form is submitted shall be determined as follows:
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<b>(a)</b>	The postmark date on the envelope when the claim is mailed to the CWD; or
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<b>(b)</b>	The date stamped on the claim form by the CWD when the claim is delivered in person to the CWD; or
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<b>(c)</b>	The date the claim form was signed by the claimant, when the date cannot otherwise be determined.
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<b>.52</b>	<b>CWD Responsibilities</b>
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<b>.521</b>	The CWD shall stamp each claim form with the date of receipt and shall retain all envelopes postmarked after the end of the claim period.
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<b>.522</b>	Claims submitted after the specified date shall be denied.
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<b>.6</b>	<b>Claim(s) Processing</b>
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<b>.61</b>	The CWD shall review each claim form to determine whether the claimant may be a class member and whether the claimant has provided a complete claim form.
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<b>.611</b>	If the claimant answered "no" to all of the questions on the claim form, the claimant is not a class member and the CWD shall deny the claim without further review.
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<b>63-1301</b>	<b><u>JONES V. YEUTTER</u> RETROACTIVE COURT CASE (Continued)</b>	<b>63-1301</b>
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- .612 The CWD shall send a request for further information or clarification if the form is incomplete or the information is internally inconsistent. If the information is not provided to the CWD within ten days of the date the request is mailed, the claim shall be denied.
- .613 The CWD shall approve or deny claims within 60 calendar days of the close of the claim period.
- .614 CWDs shall provide each claimant with a Notice of Action (NOA) explaining the approval or denial of the claim and his/her right to a state hearing.
- .62 If a CWD receives a claim form for any period of time for which it can be determined that the form was submitted to the wrong county, the CWD shall initiate the following steps within ten days of receipt of the claim form:
  - .621 When the correct CWD can be determined by the information on the claim form or case record, the CWD shall forward the claim form or a copy thereof to the correct CWD. The CWD shall inform the claimant, in writing, that his/her claim has been forwarded to the correct CWD, if known, for processing.
    - (a) The date the claim form is submitted to the first CWD shall be considered the date of submission to the second CWD.
  - .622 If the correct CWD cannot be determined the claim shall be denied with a NOA so informing the claimant.

NOTE: Authority cited: Sections 10554 and 18904, Welfare and Institutions Code. Reference: (Court Order re Final Partial Settlement Agreement in Jones v. Yeutter (C.D. Cal. Feb. 1, 1990) \_\_\_\_ F. Supp. \_\_\_\_ [Dock. No. CV-89-0768].)

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**FOOD STAMP REGULATIONS**  
**FOOD STAMP IMPLEMENTATION SCHEDULE**

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**63-1401 IMPLEMENTATION OF SPECIAL MEDICAL/SHELTER DEDUCTIONS 63-1401**

Counties shall implement the new excess medical expense, and excess shelter expense deductions promulgated by Public Law 96-58 to amend the Food Stamp Act of 1977. All eligible food stamp households containing a member who is (1) 60 years of age or older or (2) receiving disability payments under Title II of the Social Security Act will be entitled to these deductions.

- .1 Beginning January 1, 1980, counties shall implement the required program changes for all new applications and recertifications. Currently eligible households shall be converted to the new excess medical expense-deduction system at recertification, when they respond to the notice required in subparagraph .2 of this section, or when they otherwise request conversion. The CWD shall convert eligible households to the new shelter computation at the household's next recertification, recomputation or reported change if the household has not previously requested conversion.
- .2 The CWD shall provide notices explaining the changes and their applicability at all food stamp certification offices and shall mail or individually provide all currently certified households at least one notice prior to January 1, 1980. The notice shall advise the household of the availability of the new deductions and the procedures for reporting medical and shelter expenses. These notices shall be distributed no later than December 15, 1979. Notices shall also be available to public and general assistance offices. Posters explaining the changes shall be displayed in food stamp certification offices and shall be made available to public and general assistance offices.
- .3 For January and February, 1980, the CWD shall have up to 30 days from the date the household reports changes in medical and shelter costs to process such changes. The change shall be effective for the first issuance following that 30 day period, with retroactive benefits from the date the change would normally become effective under Section 63-504.32.
  - .31 The CWD may request an extension of processing time of up to 60 days to act on these changes. The CWD shall submit appropriate documentation to SDSS-FSPOB when an extension is requested.
  - .32 After January and February, 1980, the county shall act on these changes in accordance with the normal processing standards in Section 63-504.32.

<b>63-1401</b>	<b>IMPLEMENTATION OF SPECIAL MEDICAL/SHELTER DEDUCTIONS</b>	<b>63-1401</b>
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(Continued)

- .33 Verification of medical expenses required by Section 63-300.515 must be obtained prior to allowing the deductions. If the household does not provide verification, the household's benefits will not be adjusted to reflect the changes.
- .4 Households shall not be entitled to retroactive benefits pursuant to the application of special medical and shelter deduction for any period prior to January 1, 1980. For the initial months after implementation, if an extension of the processing time allowed pursuant to Section 63-001.31 is in effect, a household shall be entitled to benefits retroactive to the month the change would have become effective under the normal processing standards in Section 63-504.32. Retroactive benefits are not subject to reduction due to off-setting of claims. After this initial period, no household shall be entitled to retroactive benefits unless the CWD does not act on reported changes in accordance with the timeliness standards in Section 63-504.32 or the household is otherwise entitled under the provisions of Section 63-802.
- .5 Revised Sections 63-502.3, 503.3, and 505.2 shall be applied to all applicant households beginning with the effective date. Within 90 days of the effective date of the revisions, the entire caseload shall be converted to the revised medical expense-deduction system where applicable through desk reviews, recertifications, recomputations within the certification period, or when a household reports a change.

<b>63-1402</b>	<b>REPEAL OF OLD MANUAL MATERIAL</b>	<b>63-1402</b>
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Effective July 1, 1979, Chapters 63-1000 through 63-8000 of the old SDSS Food Stamp Manual are repealed and superseded by new Chapters 63-001 through 63-1000 of the SDSS Food Stamp Manual.

<b>63-1403</b>	<b>IMPLEMENTATION OF STUDENT PARTICIPATION IN FOOD STAMP PROGRAM</b>	<b>63-1403</b>
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Counties shall implement the revised provisions on student eligibility for food stamps, promulgated by Public Law 96-249 to amend the Food Stamp Act of 1977 as follows:

- .1 Beginning September 1, 1980, counties shall implement the revised regulations on student participation (Sections 63-402.26, 406, and 407.29) for all new applicants.
- .2 Currently certified student households shall be converted to the revised regulations at time of recertification or at any time the casefile is reviewed prior to recertification.
- .3 Student member households applying for participation or recertification between August 1, and September 1, 1980, shall be assigned a certification period not to exceed three months in order to facilitate a conversion to the revised student regulations for these households no later than November 1, 1980.

<b>63-1404</b>	<b>IMPLEMENTATION OF ENERGY ASSISTANCE PAYMENTS, EXCLUSIONS, REDUCTION OF THE RESOURCE LIMIT, RESOURCE EXCLUSION FOR VEHICLES FOR THE PHYSICALLY DISABLED AND TREATMENT OF UNLICENSED VEHICLES USED ON INDIAN RESERVATIONS</b>	<b>63-1404</b>
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Counties shall implement the provisions on energy assistance payments, the reduction of the resource limit, the resource exclusion for vehicles for the physically disabled and treatment of unlicensed vehicles used on Indian reservations, promulgated by Public Law 96-249 to amend the Food Stamp Act of 1977 as follows:

- .1 Beginning October 1, 1980, counties shall implement the revised eligibility regulations (Section 63-408.2, 501.3(c), 501.3(k)(7), 501.5, 501.52, 501.64, 502.2(j)(7), 505.215) for all new applicants.
- .2 Currently certified households shall be converted to the revised regulations at time of recertification or at any time the casefile is reviewed prior to recertification.

<b>63-1405</b>	<b>IMPLEMENTATION OF TREATMENT OF PAYMENTS RECEIVED PURSUANT TO SETTLEMENT OF UNDERWOOD V. HARRIS</b>	<b>63-1405</b>
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Counties shall implement the revised policy effective September 26, 1980 for the treatment of payments received pursuant to the settlement of Underwood v. Harris as follows:

- .1 Upon the effective date of these regulations, counties shall implement the revised policy for the treatment of Underwood v. Harris settlement payments (Section 63-501.31) for all new applications and currently certified households.
- .2 Counties shall restore benefits upon request to all households who were discontinued/denied due solely to the now incorrect treatment of Underwood v. Harris settlement payments if these payments were received between September 26, 1980 and the implementation of the revised regulations. Counties shall disseminate recipient informing materials as directed and provided by the department.

<b>63-1406</b>	<b>IMPLEMENTATION OF GROUP LIVING ARRANGEMENT REGULATIONS</b>	<b>63-1406</b>
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Counties shall implement the new provisions on group living arrangements promulgated by Public Law 96-58 to amend the Food Stamp Act of 1977 on the first day of the month sixty (60) days following the filing of the following regulations Sections: 63-102, 63-301, 63-402, 63-503, 63-504, and 63-604.

<b>63-1407</b>	<b>IMPLEMENTATION OF THE REVISED TRUST FUND REGULATIONS</b>	<b>63-1407</b>
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Counties shall implement the revised trust fund regulations, Sections 63-501.3(h) and 63-502.126, for all new applicants no later than February 1, 1981. Counties shall convert the current caseload to the new rules at recertification or at the time the case is otherwise reviewed anytime the CWD receives information which affects eligibility or benefit level.

<b>63-1408</b>	<b>IMPLEMENTATION OF THE WORK REGISTRATION/JOB SEARCH PROVISIONS</b>	<b>63-1408</b>
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Counties shall implement the new provisions on work registration/job search (Sections 63-102, 63-402, 63-407, 63-408, 63-503, 63-804, 22-049 and 22-060) as follows:

- .1 Beginning the first of the month thirty (30) days following the filing of these regulations, counties shall implement the revised regulations for all new applicants.
- .2 Currently certified households shall be converted to the revised regulations by the next food stamp recertification or reregistration with the Employment Development Department (EDD) after implementation of the work registration/job search provisions.

<b>63-1409</b>	<b>IMPLEMENTATION OF ALIEN ELIGIBILITY AND VERIFICATION PROVISIONS</b>	<b>63-1409</b>
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Counties shall implement the revised provisions for alien eligibility and verification, promulgated by Public Law 95-113 (Food Stamp Act of 1977) as follows:

- .1 Beginning the first of the month 30 days after filing these revisions with the Secretary of State, counties shall implement the revised program changes for all new applications.
- .2 Currently certified households shall be converted by the time of recertification.

<b>63-1410</b>	<b>IMPLEMENTATIONS OF REVISED FOOD STAMP PROGRAM REQUIREMENTS</b>	<b>63-1410</b>
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Beginning December 1, 1981, counties shall implement the revised regulations for verifying information used to determine eligibility for participation in the Food Stamp Program as follows:

- .1 All initial applications for Food Stamp Program, received after the implementation date, shall have the applicable information verified in accordance with the revised regulations.
- .2 Currently certified households shall have information verified in accordance with the revised regulations at the time of recertification and/or when changes occur to these items. When verification is done due to changes, only those items in which the changes occur shall be verified.
- .3 Sections affected by the revisions are Sections 63-300.513, 300.515, 300.516, 300.52, 300.521, 300.522, 300.53, 300.531, 300.532, 300.533, 300.541, 300.542, 300.543, 300.55, 300.56, 300.591, 301.411, 301.541, 501.51, 502.331, 502.354, 502.361, 504.321.

<b>63-1411</b>	<b>IMPLEMENTATION OF ELIMINATION OF BOARDERS, DAILY PRORATION OF FIRST MONTH BENEFITS, ESTABLISHMENT OF A GROSS INCOME TEST, REDUCTION OF EARNED INCOME DEDUCTION RESTRICTION OF ELIGIBILITY OF STRIKERS AND DEFINITION OF HOUSEHOLD</b>	<b>63-1411</b>
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Counties shall implement the provisions on elimination of boarders, daily proration of first month benefits, establishment of a gross income test, reductions of earned income deductions, restriction on eligibility of strikers and definition of household promulgated by Public Law 97-35 to amend the Food Stamp Act of 1977 as follows:

1. For all new applications these revised provisions shall be implemented no later than November 1, 1981. However, counties may choose to implement any or all of these provisions beginning October 1, 1981. (Sections: 63-300.531, 301.543, 402, 402.1, 402.22, 402.23, 402.29, 402.3, 402.73, 402.8, 408, 408.2, 502.31, 502.33, 502.35, 502.361, 503.32, 503.52, 503.522, and 503.53)



<b>63-1411</b>	<b>IMPLEMENTATION OF ELIMINATION OF BOARDERS, DAILY PRORATION OF FIRST MONTH BENEFITS, ESTABLISHMENT OF A GROSS INCOME TEST, REDUCTION OF EARNED INCOME DEDUCTION RESTRICTION OF ELIGIBILITY OF STRIKERS AND DEFINITION OF HOUSEHOLD (Continued)</b>	<b>63-1411</b>
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2. Currently certified households shall be converted to the new gross income test and earned income deduction through desk reviews to be completed no later than February 1, 1982. (Sections: 63-408.1, 503.32, 502.31, 502.33, 502.35)
3. Currently certified households shall be converted to the new household definition, and revised provisions on ineligibility of strikers and boarders by the time of recertification. (Sections: 63-402, 402.1, 402.22, 402.23, 402.29, 402.3, 402.8)

Notification of these changes shall be provided in accordance with the provisions of Section 63-504.324b governing mass changes.

<b>63-1412</b>	<b>IMPLEMENTATION OF PROGRAM INFORMATIONAL ACTIVITIES</b>	<b>63-1412</b>
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On October 1, 1981 a new Chapter 63-1000 on Program Informational Activities shall be effective.

<b>63-1413</b>	<b>IMPLEMENTATION OF STUDENT ELIGIBILITY PROVISIONS</b>	<b>63-1413</b>
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Beginning the first of the month, following thirty (30) days after the filing of these regulations with the Secretary of State, counties shall implement the required program changes for all new applications. The current caseload shall be converted to the required program changes at the time of recertification or anytime a case file is reviewed prior to recertification.

<b>63-1414</b>	<b>IMPLEMENTATION OF REPLACEMENT PROVISIONS</b>	<b>63-1414</b>
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Counties shall implement the revised provisions for replacements of ATPs and coupons, promulgated by Public Law 95-113 (Food Stamp Act of 1977) as follows:

Beginning the first of the month 60 days after filing these revisions with the Secretary of State, counties shall implement the revised program changes for all households.

The restriction which limits ATP or coupon replacements during any six-month period shall begin on the implementation date and all households will have zero replacements at that point. Regulations shall be implemented from that point on in accordance with the type and number of replacements which are then allowed.

The CWD shall mail or individually provide all currently certified households with a notice explaining the household's reporting responsibilities for replacements. The notice language to be used shall be provided by SDSS. This notice shall be issued as soon as possible. However, it may be delayed in order to be provided with the next allotment.

<b>63-1415</b>	<b>IMPLEMENTATION OF PHOTO IDENTIFICATION</b>	<b>63-1415</b>
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- .1 CWDs shall implement the new provisions for photo identification, promulgated by Public Law 96-249 Section 117 (Food Stamp Act of 1977) as follows:
  - .11 CWDs subject to the photo ID card requirements shall have issued either a photo ID card or an ID card annotated to indicate that the card is valid without a photograph, and shall require presentation of such ID cards at the issuance point as a precondition of issuing coupons to a household no later than November 1, 1982. The card will be issued at no charge to the household.
  - .12 Any CWD that becomes subject to the photo ID card requirement shall come into full compliance no later than the first of the month that occurs 12 months after FNS notifies SDSS that the area is subject to the requirement.

<b>63-1415</b>	<b>IMPLEMENTATION OF PHOTO IDENTIFICATION (Continued)</b>	<b>63-1415</b>
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- .13 All households currently certified for food stamp benefits must comply with photo ID requirements, unless exempt under Section 63-504.87. The date of full compliance may be selected by the CWD, if earlier than the 12-month requirement. Photo ID card or an ID card annotated to indicate that the card is valid without a photograph shall be provided by the CWD at no charge to the household.

<b>63-1416</b>	<b>IMPLEMENTATION OF EMERGENCY FOOD STAMP ASSISTANCE IN DISASTERS</b>	<b>63-1416</b>
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Effective on the date that these regulations are filed with the Secretary of State (December 20, 1982), counties shall implement the revised Chapter 63-900, Emergency Food Stamp Assistance in Disasters, as the need occurs.

<b>63-1417</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CERTIFICATION OF RESIDENTS OF SHELTERS FOR BATTERED WOMEN AND CHILDREN</b>	<b>63-1417</b>
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Counties shall implement the provisions of eligibility for food stamps for residents of shelters for battered women and children promulgated by Public Law 96-249 to amend the Food Stamp Act of 1977.

- .1 On the first of the month at least 30 days after regulations are filed, counties shall implement the revised policy permitting a woman or woman with children who are temporarily residents of a shelter for battered women and children to use food coupons to purchase meals prepared for them by the shelter. These residents shall be considered individual households for purposes of applying for and participating in the Food Stamp Program and shall be entitled to expedited services.

<b>63-1417</b>	<b>IMPLEMENTATION OF REGULATIONS FOR CERTIFICATION OF RESIDENTS OF SHELTERS FOR BATTERED WOMEN AND CHILDREN (Continued)</b>	<b>63-1417</b>
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- .2 A shelter that provides meals to its eligible residents is exempt from the definition of institution and may apply through FNS for authorization as a retail food store to redeem food coupons directly through wholesalers.
- .3 An eligible shelter resident who left a food stamp certified household shall complete a new application to receive an additional food stamp allotment. While a resident of the shelter, she shall apply as a separate household only once a month, in accordance with Section 63-503.5.

<b>63-1418</b>	<b>IMPLEMENTATION OF REGULATIONS FOR DRUG AND ALCOHOLIC REHABILITATION CENTERS</b>	<b>63-1418</b>
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Counties shall implement the revised regulations for Drug and Alcoholic Rehabilitation Center promulgated by Public Law 96-58 to amend the Food Stamp Act of 1977 on the first of the month and at least thirty (30) days after filing with Secretary of State.

<b>63-1419</b>	<b>SCHEDULE FOR THE IMPLEMENTATION OF THE REVISED FOOD COUPON ISSUANCE CONTRACT REGULATIONS</b>	<b>63-1419</b>
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CWDs shall implement the amended and adopted provisions of these regulations for all new issuance and/or bulk storage contracts effective the first day of the month following 30 days after filing with the Secretary of State. For existing contracts these regulations must be implemented when a contract is amended, renewed, renegotiated or extended.

The sections affected by these revisions are as follows:

Section 63-601.2 et seq. and Section 63-703.13.

**63-1421      IMPLEMENTATION OF REVISED GROUP LIVING ARRANGEMENTS      63-1421**

Counties shall implement the Group Living Arrangement/Foster Care regulations, Manual Sections 63-102(ff), 63-402.4 and .622 and 63-503.571 on the first day of the first month following 30 days after filing of the regulations with the Secretary of State.

**63-1422      IMPLEMENTATION OF INCOME AND RESOURCES OF INELIGIBLE      63-1422**  
**ALIENS, REPORTING ILLEGAL ALIENS, ELIMINATING**  
**DEPRECIATIONS AS A COST OF REDUCING SELF EMPLOYMENT**  
**INCOME, TECHNICAL AMENDMENTS AND OTHER PROVISIONS**  
**FROM THE 1980 AMENDMENTS TO THE FOOD STAMP ACT OF 1977**

The CWDs shall implement these revised regulations as follows:

- .1      Beginning the first of the month thirty days after the filing of these revisions with the Secretary of State, the CWD shall implement for all new applications and recertifications.
- .2      Currently certified households shall be converted to the required program changes at the time of recertification or any time a case file is reviewed prior to recertification and sufficient information is contained in the casefile to permit conversion without additional contact with the household.

**63-1423      IMPLEMENTATION OF REVISED PROVISIONS ON TRANSFER OF      63-1423**  
**CERTIFICATION, STAFFING STANDARDS, TREATMENT CENTERS,**  
**AND NOTICE OF ACTION**

Beginning December 1, 1983, CWDs shall implement the revised provisions on the elimination of the 60-day transfer of certification (Sections 63-201.6, 63-708.3, and 63-802.22) and staffing standards (Section 63-202.2), promulgated by Public Law (7 USC 2015) 97-98 to amend the Food Stamp Act of 1977, and program clarification on treatment centers (Sections 63-503.473 and .477).

**63-1424    IMPLEMENTATION OF MAIL ISSUANCE LOSS TOLERANCE LEVELS    63-1424**

- .1    These emergency provisions for mail issuance loss tolerance levels, based on provisions of the Food Stamp and Commodity Distribution Amendments of 1981 (7 USC 2016(f)) shall become effective as follows:
- .11    The mail issuance loss rates of 0.75 percent and \$2,250 as specified in 63-603.19 are effective January 1, 1983, through September 30, 1983, unless exempted by FNS.
- .12    The mail issuance loss rate of 0.5 percent and \$1,500 as specified in 63-603.19 are effective October 1, 1983.

**63-1425    IMPLEMENTATION OF PRORATED STANDARD UTILITY ALLOWANCE    63-1425**

Effective May 5, 1983 the CWD shall prorate the Standard Utility Allowance, for multiple households, pursuant to changes in Division 63, Chapters 63-300; 63-502.361, .362, and .363; 63-503.543; and 63-504.341, made in compliance with Public Law 97-253 [7 USC 2014(e)], as follows:

- .1    Upon the effective date of these regulations, the revised provisions shall be applied to all new applications.
- .2    Currently certified households shall be converted at the time of recertification.

**63-1426    IMPLEMENTATION OF REPLACEMENT AMENDMENTS    63-1426**

Counties shall implement the provisions of the amended regulations for replacements of ATPs and coupons, promulgated by Public Law 95-113 (Food Stamp Act of 1977) on March 3, 1983.

**63-1427      IMPLEMENTATION OF PHOTO ID LIABILITY      63-1427**

CWDs shall implement the provisions concerning photo ID liability promulgated by Public Law 97-98 immediately upon filing with the Secretary of State.

**63-1428      IMPLEMENTATION OF SSN OF ALL FOOD STAMP HOUSEHOLDS      63-1428**

Sections 63-404 through 63-404.6 as amended herein, pursuant to Public Law 97-98 (7 USC 2025(e)), shall become effective immediately upon filing with the Secretary of State, as follows:

- .1      Upon the effective date of these regulations, the revised provisions shall apply to all new applications.
- .2      Currently certified households shall be converted to the revised provisions at the time of recertification or anytime the casefile is reviewed prior to recertification.

**63-1429      IMPLEMENTATION OF GROSS AND NET INCOME STANDARDS      63-1429**

CWDs shall implement the provisions for gross and net income maximums promulgated by 7 USC 2014(e), (Public Law 97-253) as follows:

Beginning July 1, 1983 both the gross and net income standards shall be applied to all new applicant households in which there are no elderly or disabled household members. For currently participating households with no elderly or disabled household members, income eligibility shall be redetermined using both income standards by the time of the next budget recomputation or at recertification, whichever occurs first. This does not preclude the CWD from converting the entire caseload effective July 1, 1983.

<b>63-1430</b>	<b>IMPLEMENTATION OF EXPEDITED SERVICE PROVISIONS</b>	<b>63-1430</b>
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CWDs shall implement these emergency regulations on Expedited Services promulgated in response to Public Law 97-253, 7 USC 2020(e)(9), which amends the Food Stamp Act of 1977, effective on the first of July 1983.

Sections covered by this order are: 63-107, 301, and 503.

<b>63-1431</b>	<b>IMPLEMENTATION OF THE INACCESSIBLE RESOURCE PROVISION OF THE MICKEY LELAND MEMORIAL DOMESTIC HUNGER RELIEF ACT OF 1990</b>	<b>63-1431</b>
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| .1 | The amended regulations contained in Section 63-501.3(h) shall become effective May 1, 1996 for all food stamp households.  |
| .2 | County welfare departments shall implement the new provisions for all new applications beginning May 1, 1996.   |
| .3 | Households that had food stamp benefits denied or terminated between December 31, 1995 and May 1, 1996 due to ineligibility under the previous inaccessible resource criteria, but would be eligible under the new resource criteria, shall be entitled to have their benefits restored back to January 1, 1996 or the date of application, whichever is later. A review shall be conducted at household request or if the CWD becomes aware one is needed, and benefits restored if the household is entitled. |

For currently active cases, the review and, benefit adjustment if necessary, shall be made when the CWD becomes aware that a review is needed, upon request by the household, or at recertification, whichever occurs first.
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NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10553, 10554, and 18904, Welfare and Institutions Code; Mickey Leland Memorial Domestic Hunger Relief Act of 1990, Public Law (P.L.) 101-624, Section 1719(1); Trade Act Amendments of 1991, P.L. 102-237, Title IX, Subtitle A, Section 904; Federal Register, Volume 60, No. 161, dated August 21, 1995; and 7 CFR 273.8(e)(18).
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<b>63-1432</b>	<b>IMPLEMENTATION OF THE OMNIBUS BUDGET RECONCILIATION ACT OF 1990, PUBLIC LAW 101-508</b>	<b>63-1432</b>
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- .1 Sections 63-501.11, 501.111, 501.3(k) and 502.2(m), as amended herein, shall become effective August 1, 1991.
- .2 The amended provisions in Section 63-1432 shall be implemented as follows:
  - .21 Beginning August 1, 1991, the CWDs shall implement the amended or adopted provisions for all new food stamp applications.
  - .22 For continuing cases and any households entitled to restored benefits, these provisions shall be implemented and appropriate restoration of benefits made upon request by the household, at recertification, when the case is next reviewed, or when the CWD becomes aware that a review is needed, whichever occurs first. Restored benefits are to be provided back to the date of application or January 1, 1991, whichever occurred later.
  - .23 For a household that applied for benefits from January 1, 1991 until July 31, 1991 and was denied due to excess resources as a result of the receipt of lump sum EITC payments, the household is entitled to restored benefits back to January 1, 1991 or date of application, whichever occurred later, if the household: (1) is otherwise entitled to benefits and (2) requests a review of its case or the CWD becomes aware a review is needed.

NOTE: Authority cited: Sections 10553, 10554 and 11209, Welfare and Institutions Code. Reference: Public Law 101-508, Section 11111(b); 26 U.S.C. 32(j)(5); and U.S.D.A. Food and Nutrition Service Administrative Notice 91-30.

<b>63-1433</b>	<b>IMPLEMENTATION OF FOOD STAMP STUDENT ELIGIBILITY PROVISIONS, FINAL RULE</b>	<b>63-1433</b>
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- .1 The regulations contained in Sections 63-406.11, .111, .111(a), .111(a)(1), .111(a)(2), .111(a)(2)(A), .12, .121, .122, .212, .216, .216(e), .217, .217(a), .22 and .221 shall become effective June 1, 1996 for all food stamp households.
- .2 County welfare departments (CWDs) shall implement the provisions for all new applications beginning June 1, 1996, and restore benefits back to that date or the date of application, whichever is later.
- .3 Households that had food stamp benefits reduced, denied or terminated due to the ineligibility of one or more student members, under the previous student eligibility criteria, who would be eligible under the new student eligibility criteria, shall be entitled to have their benefits restored back to November 1, 1995, date of application, or date of adverse action whichever is later. A review shall be conducted at household request or if the CWD becomes aware one is needed, and a restoration made if the household is entitled.

For cases that are currently active, the review and benefit adjustment, if necessary, should be made when the CWD becomes aware that a review is needed, upon request by the household, or at recertification, whichever occurs first.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code and Federal Register, Volume 60, Number 183, pages 48865 through 48870, dated September 21, 1995.

<b>63-1434</b>	<b>IMPLEMENTATION OF PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT (PRWORA) OF 1996</b>	<b>63-1434</b>
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| Renumbered to Section 63-031 by Manual Letter No. FS-98-04, effective 10-28-98.

<b>63-1435</b>	<b>IMPLEMENTATION OF PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT (PRWORA) OF 1996 - PHASE II</b>	<b>63-1435</b>
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.1 Implementation for Noncitizen Provisions:

- .11 County welfare departments (CWDs) shall implement the provisions in Section 63-405 for all currently certified noncitizen food stamp recipients on September 1, 1997.
- .12 CWDs shall implement the provisions in Sections 63-300.51(b) through (b)(6); Sections 63-405.111(d) and (e), .112(e)(1), .112(e)(2)(A)1., .2 and .3 through .41 upon filing with the Secretary of State. [Sections 63-405.111(d), .112(d), (e), (f), and (g)(1), (2), (3), and (4) as filed with the Certificate of Compliance.]

.2 Implementation for All Other Provisions:

Effective upon filing with the Secretary of State, CWDs shall implement the adopted or amended provisions for all new Food Stamp applications and administrative error (AE) over issuances.

.21 Continuing cases and existing AE over issuances shall be converted as follows:

- .211 CWDs shall implement the provisions in Sections 63-502.35, .36, .37, and .38; and Sections 63-503.311 and .312 for all continuing cases at the household's request, at recertification, when the case is reviewed next or the CWD becomes aware a review is needed, whichever occurs first. Restored benefits to entitled households shall be provided retroactive to March 1, 1997.
- .212 CWDs shall implement the provisions in Section 63-503.441 and .444(b); and Sections 63-504.121, .122, .132, .133, and .141 for all continuing cases at the household's request, at recertification, when the case is reviewed next or the CWD becomes aware a review is needed, whichever occurs first.
- .213 CWDs shall implement the provisions in Sections 63-407.52, .53, .542, and .611(a); Sections 63-408.212(a), .23, .612, and .612(a) for all continuing cases upon filing with the Secretary of State.
- .214 CWDs shall implement the provisions in Sections 63-801.431(d) and (e), .441(a), .442, .512, .722(a)(2), .723, .731, .732, .733, and .823 for all existing AE over issuances upon filing with the Secretary of State, for only that portion of the claim that occurred on or after October 1, 1996, based on Aktar v. Anderson.

<b>63-1435</b>	<b>IMPLEMENTATION OF PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT (PRWORA) OF 1996 - PHASE II</b>	<b>63-1435</b>
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(Continued)

- .215 Handbook Sections 63-501.522(a) and .524(a); and Handbook Sections 63-1101.24, .27, .3, .31 are updated with current amounts for ease of use.
- .216 CWDs shall implement the provision in Section 63-402.229 for all continuing cases at the household's request, at recertification, when the case is reviewed next or the CWD becomes aware a review is needed, whichever occurs first. Households that had food stamp benefits reduced, denied, or terminated on or after September 1, 1997 due to the old rule, but who would now be eligible for benefits under the new rule, shall be entitled to restored benefits.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10554 and 18904, Welfare and Institutions Code; 7 U.S.C. 2015(d)(1), P.L. 104-193, Sections 115, 402, 801, 809, 810, 815, and 844 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); and the Balanced Budget Act of 1997 (Sections 5516 and 5518).

<b>63-1436</b>	<b>IMPLEMENTATION OF THE CALIFORNIA FOOD ASSISTANCE PROGRAM (CFAP)</b>	<b>63-1436</b>
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- .1 The regulations contained in Sections 63-102c.(2) and (6) and f.(1); Sections 63-104.1 and .21; Sections 63-206.2, .43, and .442(b); Section 63-300; Sections 63-301.741 and .746; Section 63-403; Sections 63-701.311(b), .32, and .332(b); and Sections 63-702.6 and .62 are effective February 1, 1998 for adults at least 65 years of age and children under the age of 18 who are legal non-citizens of the United States, and who were legally present in the U.S. before August 22, 1996. Their immigration status must meet the eligibility criteria of the federal Food Stamp Program in effect August 21, 1996, and they must be ineligible for food stamp benefits due solely to their immigration status under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 in order to be eligible for CFAP.
- .2 The CFAP is to become inoperative effective July 1, 2000, unless another statute deletes or extends this date.

NOTE: Authority cited: Sections 10553, 10554, and 18904, Welfare and Institutions Code. Reference: Sections 18930 through 18934, Welfare and Institutions Code and Federal Register Vol. 59, No. 224, dated November 22, 1994.