

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 30, 2003

ALL-COUNTY LETTER 03-66

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS
ALL CALWORKS PROGRAM SPECIALISTS

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order or Settlement Agreement
 Clarification Requested by One or More Counties
 Initiated by CDSS

SUBJECT: TRANSITIONAL FOOD STAMP BENEFITS
TO HOUSEHOLD WHO ARE TERMINATING THEIR PARTICIPATION IN THE
CALWORKS PROGRAM, EXEMPTIONS FROM THE FACE-TO-FACE
INTERVIEWS, AND NEW VEHICLE RULES

REFERENCE: Assembly Bill (AB) 1752 (Chapter 225, Statutes of 2003), AB 231
(Chapter 743, Statutes of 2003), and All-County Information
Notice (ACIN) I-58-03

This letter is to provide counties with instructions and proposed regulations for 1) implementing Transitional Food Stamps (TFS), 2) new requirements regarding the screening of food stamp households for face-to-face interview exemptions, and 3) new vehicle rules. The effective date for these three regulation changes is January 1, 2004. The California Department of Social Services (CDSS) will be adopting the attached emergency regulations as soon as possible.

The release of this All County Letter (ACL) was delayed in order to allow the Legislature to consider the possible repeal of AB 231 as part of a mid-year budget reduction proposal. However, the Legislature adjourned without acting on the repeal of AB 231. Therefore, the Department has been authorized to release this ACL and the regulations package for implementation by counties.

TRANSITIONAL FOOD STAMP BENEFITS (63-504.1):

As indicated in ACIN I-58-03, on August 9, 2003, the Governor signed AB 1752, which established a transitional food stamp benefit program. On October 10, 2003, AB 231 was signed, providing greater flexibility by amending AB 1752 to make TFS less restrictive. Under this legislation, to the maximum extent allowable by federal law, transitional food stamp benefits will be provided to households who are terminating their participation in the CalWORKs Program without the need to re-establish food stamp eligibility.

TFS Entitlement

When a food stamp household loses CalWORKs cash assistance the household may then receive transitional food stamp benefits for five months. Entitlement to TFS will be determined by the county without the household having to apply. Benefits would be the same as the

amount received by the household prior to its termination from CalWORKs, adjusted for the loss of the CalWORKs grant (see example, Attachment A). However, if the household was losing CalWORKs cash assistance due to a sanction or was otherwise disqualified from the Food Stamp Program they would not be eligible for TFS. Households may apply for regular food stamps during the transitional period. New benefits will be determined based on their current circumstances. However, if the household is approved, transitional benefits will stop and all regular food stamp program requirements will apply.

If the household moves out of the county during the transitional period, the county that the household was residing in when transitional benefits were issued will continue to provide those benefits. However, if the household goes back on CalWORKs prior to the end of the five month transitional period, TFS will end and the household will have to apply for food stamps. When the transitional benefits period is over, the household must submit an application in order to continue receiving food stamp benefits.

Reporting Requirements

Households are not required to report changes in their circumstances during the transitional period. Benefits are issued based on information that counties already have and therefore, further contact with the household is not required. If the household is approved for regular food stamps, the TFS period will end, and all reporting requirements will apply.

Certification Period

At the time the household transitions off of CalWORKs and becomes eligible for TFS, the county will adjust the household's certification period to coincide with the end of the transitional benefit period. This may result in either a shorter or longer certification period than initially assigned.

Implementation

Initially, CalWORKs cases discontinued effective January 1, 2004, will be eligible to receive TFS benefits for five months. The Department is working with the California Department of Health Services to establish a new aid code for TFS cases. Information regarding the new code will follow in a separate letter.

Quality Control Hold Harmless

Counties will be held harmless from Quality Control (QC) errors for a period of 120 days from the effective date.

Forms and Notices

Counties are required to notify the household when TFS begins, and that in some cases their food stamp certification period has been either extended or shortened until the end of the transitional period. Counties are required to provide 30 days informational notice, at the beginning of the last month of TFS benefits, stating that transitional food stamp benefits are ending and that the household must submit a new application if they want to continue to receive food stamp benefits.

The following forms are being revised: the FS/QR 22, FS/QR 23, DFA 285-A3, DFA 285-D and the QR 285-B. The department has also developed a new recommended form for TFS (attached). Copies of these forms will be available for ordering through your county's usual ordering process or you may obtain these forms from the CDSS web page at: <http://www.dss.cahwnet.gov> or you may call the Forms Management Unit at (916) 657-1907.

EXEMPTIONS FROM THE FACE-TO-FACE INTERVIEW (63-300.4):

As a result of AB 231, counties are required to screen applicants for the need to have a face-to-face interview as part of the application and recertification process, and to grant, when appropriate, an exemption from face-to-face interviews.

NEW VEHICLE RESOURCE RULES:

AB 231 provides the ability to exempt all vehicles from resource consideration for the purpose of determining eligibility to the Food Stamp Program. However, the current Food Stamp Program rules governing treatment of motor vehicles will continue to apply in the CalWORKs Program. Therefore, these emergency regulations renumber and relocate existing Food Stamp Program motor vehicle rules contained in the FSP regulations to the CalWORKs Eligibility and Assistance Standards (EAS) Manual. This should require no major changes to existing CalWORKs policies and treatment of motor vehicles.

Forms

The FS/QR 22, QR 285-B, DFA 285-B, and DFA 285-D are being revised to reflect vehicle exemption rules. State CalWORKs staff is currently identifying notices of action needing revisions to regulatory citations.

CONTACTS:

If you have any questions regarding the implementation of TFS, please contact Detta Hunt, Food Stamp Policy Development Unit, at (916) 653-6161. For questions regarding the face-to-face interview exemptions or vehicle resource exclusions for the Food Stamp Program, please contact Bill Mullinax of the Food Stamp Policy Development Unit at (916) 657-3418. For CalWORKs motor vehicle questions, contact Beverly Thomas at (916) 654-6127. After January 1, 2004, if you have any questions regarding the above Food Stamp Program regulations, please contact the Food Stamp Policy Implementation Unit at (916) 654-1896.

Sincerely,

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

c: CWDA
CSAC

TFS Entitlement – Example:

A client has an earned income of \$1450 per month, receives a \$226 CalWORKs grant, \$170 in food stamps for herself and three children. Her earned income increases to \$1950 per month making them ineligible for cash aid. The worker would recalculate their food stamp budget using the same earned and unearned income as the month of the effective discontinuance, minus the CalWORKs grant amount:

*Example February Budget
CalWORKs is discontinued due to
Increase earnings to \$1950/month
(Family Size = 4)*

CalWORKs grant	=	\$0
Earned Income	=	\$1450 (last month's income)
Shelter	=	\$650 (last month's)
Utilities	=	\$227 (last month's)
TFS Allotment	=	\$272 (EXAMPLE)

The recalculated TFS amount is then frozen for five months.

Questions and Answers (Note: In California, TBA is referred to as TFS)

The following Questions and Answers were provided by FNS, USDA regarding transitional benefits (TBA) in Administrative Notice 02-45 (Farm Bill Provisions):

1) Is a household eligible for TBA if the TANF participation and food stamp certification periods end at the same time?

Yes. If a household's TANF participation and food stamp certification periods end at the same time, the State may extend the household's food stamp certification period and provide transitional benefits for up to 5 months.

2) If a household loses TANF because it no longer contains an eligible child and as consequence a household member is designated as an ABAWD, may the State still opt to provide the household with TBA for a five-month period?

Yes. The law does not require an analysis of their ABAWD status. (Note: These households would be considered entitled to TFS)

3) If new or increased income causes the loss of TANF, is the income counted in determining the transitional benefit?

New or increased income that causes the loss of TANF would not be counted in calculating the transitional benefit, unless the State opts to act on information from another program in which the household participates. (Note: CA did not opt to act on

information from another program) To calculate the transitional benefit, the State must use the prior month's food stamp budget. For example, a household reports new earnings in the middle of February. Because of the adverse action timeframes, the March TANF payment and food stamp benefit are not changed, but when the change is processed the family becomes ineligible for TANF. The transitional food stamp benefit would be based on the March food stamp budget minus the TANF payment, but not including the new or increased income.

4) If the State becomes aware of an error in the TANF benefit and/or the food stamp allotment, either at the time of calculating the transitional benefit or later, should the transitional benefit be adjusted to correct the error?

When TBA begins, the State must recalculate the household's budget less TANF to determine the household's transitional benefit. Both the State and the household are to be held harmless for inaccuracies in the transition benefit that are due to prior errors in the food stamp benefit if the transitional benefit is correctly computed based on the benefit during the final month of TANF receipt, even if this benefit was not correct. However, the State and the household may be liable for errors in allotment amounts prior to the TBA period. If EWs make errors in the transitional benefit amount due to improperly subtracting the TANF payment amount or not accounting for information received for other assistance programs (State option), the State must make appropriate changes. In such instances, the provisions of 7 CFR 273.17, 7 CFR 273.18, and 7 CFR 275 continue to apply. If the State determines that errors are due to improper reporting by the household in the past, the State has the discretion to terminate the household from TBA and redetermine its eligibility.

5) How should the State handle situations in which a household member moves out of a TBA household and either reapplies as a new household or is reported as a new member of another household?

The Food Stamp Act strictly prohibits duplicate participation. Consequently, the State must adjust both households' allotments in accordance with 7 CFR 273.12(c).

Amend Section 63-504 to read:

63-504 HOUSEHOLD CERTIFICATION AND CONTINUING ELIGIBILITY

63-504

.1 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 certification 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 63-504.12, .134, and .145. (Continued)

.12 (Continued)

.123 (Continued)

- (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 Section 63-504.15. Except as provided in 63-504.132 (b) and (c).

.13 Transitional Food Stamp Benefits

.131 If the household receives PA benefits in the month their PA eligibility is terminated the household will receive transitional food stamp benefits for five months after the PA case closes, unless:

- (a) The household moves out of state.
- (b) The household loses PA or food stamp benefits due to a CalWORKs or Food Stamp sanction.

.132 Transitional benefits shall be provided from the 1st of the month following participation in the month in which the CalWORKs program is terminated.

- (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 is no longer receiving CalWORKs due to increased income in February. The transitional benefit would be based on the March food stamp budget minus the CalWORKs payment but not including the new or increased income.

HANDBOOK ENDS HERE

- (b) The CWD shall adjust the food stamp certification period to coincide with the end of the transitional period.
- (c) The county shall notify the household of the change in their certification period.

HANDBOOK BEGINS HERE

If the household wants to continue to receive food stamp benefits, the household will have to submit an application for redetermination of regular food stamp benefits.

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(d) The CWD shall provide the household a timely notice of expiration of benefits prior to the end of the transitional benefit period.

.134 (Continued)

.1341 (Continued)

.1342 (Continued)

.145 (Continued)

.1451 (Continued)

.1452 (Continued)

.156 (Continued)

.1561 (Continued)

.167 (Continued)

.1671 (Continued)

.1672 (Continued)

Authority Cited: Sections 10554, 11265.1, and 18904, Welfare and Institutions Code.

Reference: Sections 10554, 18901.6, and 18904, 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 273.10(d)(4), (f), (g)(1)(i) and (ii); 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), (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 2017(c)(2)(B); 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); and Federal Administrative Notice 97-99, dated August 12, 1997.

Amend Sections 63-501.1, .3, and .5 to read:

63-501 ELIGIBILITY DETERMINATIONS

63-501

.1 Definition of Resources (Continued)

- .12 Nonliquid resources, such as personal property, ~~licensed and unlicensed vehicles~~, 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, ~~except for licensed vehicles as specified in Section 63-501.52~~, shall be its equity value. The equity value is the fair market value less encumbrances. (Continued)

.3 Exclusions from Resources

In determining the resources of a household, only the following shall be excluded:
(Continued)

- (c) ~~Licensed v~~ Vehicles shall be excluded, ~~as specified in Section 63-501.52~~. The exclusions shall apply to:
- (1) ~~unlicensed vehicles on those Indian reservations that do not require vehicles driven by tribal members to be licensed;~~
 - (2) ~~licensed vehicles used by ineligible noncitizens or disqualified persons whose resources are considered available to the household.~~ (Continued)

.5 Resource Values

The value of nonexcluded resources, ~~except licensed vehicles as specified in Sections 63-501.52 and .53~~, shall be their equity value. The equity value is the fair market value less encumbrances.

~~.51 Fair Market Value of Vehicles.~~

- ~~.511 The fair market value of automobiles, trucks and vans shall be determined by the value of those vehicles as listed in publications written for the purpose of providing guidance to automobile dealers and loan companies. Publications listing the value of vehicles are usually referred to as "blue books". The CWD shall insure that the blue book used to determine the value of vehicles has been updated within the last six months. The CWD shall assign the wholesale value to vehicles. If the term "wholesale value" is not used in a particular blue book, the CWD shall assign the listed value which is comparable to the wholesale value. The CWD shall not increase the basic value of a vehicle by adding the value of low mileage or other factors such as optional equipment or special equipment for the handicapped. If a new vehicle is not yet listed in the blue book, the CWD shall determine the wholesale value through some other means, such as contacting a car dealer which sells that make of vehicle and asking how much the dealership would offer the household for the car.~~
- ~~.512 To determine the most appropriate value of a vehicle, the CWD shall obtain from the applicant and/or the vehicle's registration card, the vehicle's year, make, model, and number of doors. If the information for these four items is incomplete, the CWD shall use the lowest blue book value listed to the extent that the vehicle has been identified.~~

~~.513 A household may indicate that for some reason, such as body damage or inoperability, a vehicle is in less than average condition. Any household which claims that the blue book value does not apply to its vehicle shall be given the opportunity to acquire verification of the true value from a reliable source. Also, households shall be asked to acquire verification of the value of licensed antique, custom made, or classic vehicles, if the CWD is unable to make an accurate appraisal. If a vehicle is no longer listed in the blue book, the household's estimate of the value of the vehicle shall be accepted, unless the CWD has reason to believe the estimate is incorrect. In that case, and if it appears that the vehicle's value will affect eligibility, the household shall obtain an appraisal or produce other evidence of its value, such as a tax assessment or a newspaper advertisement which indicates the amount for which like vehicles are being sold.~~

~~HANDBOOK BEGINS HERE~~

~~.514 HANDBOOK~~

~~**EXAMPLE OF BLUE BOOK LISTING — SEE HARD COPY MANUAL FOR ACTUAL EXAMPLE**~~

~~HANDBOOK ENDS HERE~~

~~.52 Handling of Licensed Vehicles.~~

~~The value of licensed vehicles of household members shall be excluded or counted as a resource as specified in Sections 63-501.521 through .524. The provisions for excluding or counting licensed vehicles shall also apply to ineligible aliens or disqualified individuals whose resources are considered available to the household, in accordance with Section 63-503.44, and unlicensed vehicles on those Indian reservations that do not require vehicles driven by tribal members to be licensed. (See Table I, Determining Value of Licensed Vehicles)~~

~~.521 The entire value of any licensed vehicle shall be excluded if the vehicle meets any of the following conditions:~~

- ~~(a) Used primarily (over 50 percent of the time the vehicle is used) for income producing purposes such as, but not limited to, a taxi, truck or fishing boat;~~
- ~~(b) Annually producing income consistent with its fair market value, even if used only on a seasonal basis;~~
- ~~(c) Necessary for long distance travel, other than daily commuting, that is essential to the employment of a household member; for example, the vehicle of a traveling sales person or a migrant farm worker following the work stream;~~
- ~~(d) Used as the household's home and, therefore, excluded under Section 63-501.3(a).~~
- ~~(e) Necessary to transport a physically disabled household member, including an excluded disabled household member regardless of the purpose of such transportation.
 - ~~(1) If the physical disability of the individual is not evident to the eligibility worker, verification shall be required.~~~~

- (2) ~~The individual shall be required to provide a statement from a physician certifying that the individual is physically disabled. The disability may be temporary or permanent.~~
- (3) ~~There shall be a limit of one vehicle per physically disabled household member.~~
- (4) ~~The vehicle need not have special equipment or be used primarily by or for the transportation of the physically disabled household member. However, a vehicle shall be considered necessary for the transportation of a physically disabled household member if the vehicle is specially equipped to meet the specific needs of the disabled person or if the vehicle is a special type of vehicle that makes it possible to transport the disabled person.~~
- (f) ~~The exclusions in (a) through (d) of this section will apply when the vehicle is not in use because of temporary unemployment, such as when a taxi driver is ill and cannot work, or when a fishing boat is frozen in and cannot be used.~~
- (g) ~~Previously used by a self-employed household member engaged in farming but not longer used over 50 percent of the time in farming because the household member has terminated his/her self employment from farming. The vehicle shall continue to be excluded as a resource for a period of one year from the date of termination.~~
- (h) ~~If the household depends upon the vehicle to carry fuel for heating or water for home use, when such transported fuel or water is the primary source of fuel or water for the household.~~
- (i) ~~Considered an inaccessible resource because its equity value is \$1,500 or less.~~

~~.522 All licensed vehicles not excluded under Section 63-501.521 shall individually be evaluated for fair market value and that portion of the value which exceeds the current vehicle exclusion limit, as specified in Section 63-501.522(a), shall be attributed in full toward the household's resource level, regardless of any encumbrances on the vehicles. Any value in excess of the current vehicle exclusion limit shall be attributed to the household's resource level, regardless of the amount of the household's investment in the vehicle, and regardless of whether or not the vehicle is used to transport household members to and from employment. Each vehicle shall be appraised individually. The fair market values of two or more vehicles shall not be added together to reach a total fair market value in excess of the current vehicle exclusion limit.~~

- (a) ~~For example, a household owning an automobile with a fair market value of \$5,500 shall have the current vehicle exclusion limit (\$4,650 as of October, 1996) excluded and \$850 applied toward its resource level.~~

~~.523 Licensed vehicles shall also be evaluated for their equity value, except for:~~

- (a) ~~Vehicles excluded by Section 63-501.521.~~
- (b) ~~One licensed vehicle per adult household member (or an ineligible noncitizen or disqualified household member whose resources are being considered available to the household), regardless of the use.~~

- (e) ~~Any other licensed vehicle driven by a household member under 18 years of age (or an ineligible noncitizen or disqualified household member under age 18 whose resources are being considered available to the household) to commute to and from employment, or to and from training or education which is preparatory to employment, or to seek employment. The equity exclusion applies during temporary periods of unemployment, to a vehicle which a member under age 18 customarily drives to commute to and from employment.~~

~~.524 In the event a licensed vehicle is assigned both a fair market value in excess of the vehicle exclusion limit as specified in Section 63-501.522(a) and an equity value, only the greater of the two amounts shall be counted as a resource.~~

HANDBOOK BEGINS HERE

- (a) ~~When computing the value of a licensed vehicle which has not been totally excluded or is not equity exempt, determine both the FMV and the equity value of the vehicle. The larger of the two values is considered the resource value and counted in the resource limit.~~

~~Example: The greater of the two amounts is counted as a resource.~~

Computation of FMV		Computation of Equity Value	
\$5,000	FMV	\$5,000	FMV
-4,650	Exclusion Limit	-3,250	Amount Owed
\$ 350	Excess FMV	\$1,750	Equity Value

~~The amount to be considered as a resource is \$1,750.~~

HANDBOOK ENDS HERE

~~.525 Determining Value of Vehicles~~

Step One

~~Determine if any licensed vehicles in the household are excludable as a resource. Vehicles in this category include those that are:~~

- ~~1. Income producing;~~
- ~~2. Annually producing income consistent with FMV;~~
- ~~3. Necessary to employment other than daily commuting, e.g., traveling salesman;~~
- ~~4. Used as a home;~~
- ~~5. Used to transport a physically disabled household member;~~
- ~~6. Previously used as income producing by household member self-employed in farming. Exclude for one year period from date of termination of self-employment in farming.~~

7. ~~Household depends on vehicle to carry fuel for heating or water for home use when such fuel or water is the primary source of fuel or water for the household.~~

~~If none of the vehicles in the household are categorized as excludable from resource consideration, or there are remaining vehicles left to be evaluated after others have been determined excludable, go to Step 2.~~

Step Two

~~Exclude any vehicle, licensed or unlicensed, that is an inaccessible resource (a vehicle that will not produce an estimated return of more than \$1,500). Valuation of an inaccessible vehicle is required at application and when a new vehicle is reported. Reevaluation is required only at recertification.~~

Step Three

~~Of the remaining licensed vehicles, determine the number of adult household members and exempt one vehicle each from the equity valuation. The FMV must be calculated, and the excess FMV is considered as a countable resource. Adult household members also include ineligible noncitizens or disqualified household members whose resources are considered available to the household.~~

~~Then, determine if any of the remaining licensed vehicles in the household are used by a teenager under age 18 to drive to work, school, job training, or to look for work. If there is a vehicle used by a teenager for any of these purposes, it is exempt from the equity value, but must be evaluated for FMV. The excess FMV is considered a countable resource. Household members under the age of 18 also include an ineligible noncitizen or disqualified household member under age 18 whose resources are considered available to the household.~~

Step Four

~~For any remaining licensed vehicles, compute the FMV and the equity value. Use the greater of the excess FMV or equity value as the countable resource value.~~

Step Five

~~For any remaining unlicensed vehicles compute the equity value of each and use the resultant amount as a countable resource value.~~

~~Add the values of the above resource values to arrive at the total vehicle resource value.~~

~~.53 — Handling of Unlicensed Vehicles~~

~~Unlicensed vehicles not excluded by Sections 63-501.3(c), (d), and (e), and except those on Indian reservations as specified in Section 63-501.52 shall be evaluated for equity value only. The equity value shall be attributed toward the household's total resources. Unlicensed vehicles with an equity value of \$1,500 or less are inaccessible resources. (Continued)~~

Authority Cited: Sections 10553 and 10554, 11209, and 18904, Welfare and Institutions Code.

Reference: Sections 10554, 18901, and 18904, 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); 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; P.L. 106-387, Section 847; Section 2466d., Title 20, United States Code (U.S.C.); 7 U.S.C. 2014(d); 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; and P.L. 104-193, Sections 810 and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996).

Food Stamp Notice of Change Transitional Benefits

If you have any questions or want more information, please contact your worker.

COUNTY OF _____

DEC 22 2003

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Notice Date : _____
Case Name : _____
Number : _____
Worker Name : _____
Number : _____
Telephone: _____
Address : _____

SAMPLE

ADDRESSEE

┌ _____ ┐
└ _____ ┘

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how. Your benefits may not be changed if you ask for a hearing before this action takes place.

Questions? Ask your Worker.

CHANGE IN BENEFITS

Because your CalWORKs case has been closed you will be receiving Transitional Food Stamp benefits.

Starting, _____, your food stamp benefits are changed from \$ _____ to \$ _____ each month. You will receive transitional food stamps for 5 months.

Reporting:

Households that are receiving transitional food stamp benefits do not have to report on their income or household situation each month during their transitional food stamp certification period.

However, if you reapply for regular food stamp benefits and you are approved, your transitional benefits will end and regular reporting requirement will apply.

If you reapply for CalWORKs and you are approved, you will no longer receive transitional food stamp benefits even if your 5 months have not ended.

Rules: These rules apply: You may review them at your welfare office. Assembly Bill 231 (Chapter 743, Statutes of 2003); Welfare and Institutions Code Sections 111155, 18901.6, 18901.9 and 18901.10.

CONCLUSION OF TRANSITIONAL BENEFITS

Effective _____, you current transitional benefit period will end.

Because:

- Your five month Transitional period will end.
- Your application for regular food stamps has been approved.
- Your application for CalWORKs has been approved.
- Other:

If you wish to continue to receive regular food stamp benefits you will have to submit a new application.

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, Food Stamps, or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your Food Stamps will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, Food Stamps or Child Care Services you got.

To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: Cash Aid Food Stamps Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.
- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

OTHER INFORMATION

Medi-Cal Managed Care Plan Members: The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

Child and/or Medical Support: The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

Family Planning: Your welfare office will give you information when you ask for it.

Hearing File: If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. (W&I Code Sections 10850 and 10950.)

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of _____ County about my:

Cash Aid Food Stamps Medi-Cal

Other (list) _____

Here's Why: _____

- If you need more space, check here and add a page.
- I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED

BIRTH DATE

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

NAME OF PERSON COMPLETING THIS FORM

PHONE NUMBER

- I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

FOOD STAMP BENEFITS YOUR RIGHTS AND RESPONSIBILITIES

SAMPLE

When you apply for food stamp benefits, you have rights and responsibilities. Your most important right is to be treated fairly without regard to race, color, national origin, political beliefs, religion, gender, age or disability. If you think you have been discriminated against, you may file a complaint by:

1. Contacting your county's civil rights coordinator; or
2. Calling 916-654-2107 or 1-866-741-6241 (toll free) or, for the hearing or speech-impaired, 1-916-654-2098 (TDD); or,
3. Writing to:
 - **California Department of Social Services
Civil Rights Bureau, MS 15-70,
P.O. Box 944243
Sacramento, CA 94244-2430**
 - or if you get Food Stamps only, write to:
**U.S. Department of Agriculture,
Food and Consumer Service, Civil Rights Office,
550 Kearny Street, San Francisco, CA 94108-2518**

YOUR RIGHTS

As a food stamp applicant or recipient, you have the right:

- To get help to filling out your application or any other food stamp form.
- To ask for translated forms and notices if you don't read English.
- To be treated with courtesy, consideration and respect.
- To ask for oral interpretation of forms and notices if translated forms and notices are unavailable.
- To be interviewed promptly by the county when you apply and to have your eligibility determined within thirty (30) days.
- To have the face-to-face interview waived if you are unable to appoint an Authorized Representative and no household member is able to go into the Food Stamp office because everyone is 65 years old and over or physically disabled and no one has earned income.
- To have the face-to-face interview waived if you have a hardship and cannot get to the Food Stamp office.
- To discuss your case with the county and to review your case yourself when you request to do so.
- To be told the rules for getting emergency food stamp benefits. If the county thinks you might be eligible, you will get an interview immediately and food stamp benefits within three (3) days.
- To ask to have your Food Stamp I.D., authorization document, or issuance card, or food stamps replaced if lost in the mail, damaged, stolen or destroyed.
- To get written notice when your application is approved, denied, or when your benefits change or stop.
- To have your records kept confidential by the county and state, unless there is an outstanding felony arrest warrant issued for you, or as otherwise provided by law.
- To file a complaint or to ask for a state hearing within ninety (90) days of any action if you think the action was wrong. You can write to your County Welfare Department or call toll free 1-800-952-5253 or for the hearing or speech impaired (TDD) 1-800-952-8349.
- To be represented at a state hearing by yourself or by a household member, friend, attorney, or other person of your choice. You may get free legal help at your local legal aid office or welfare rights group.

YOUR RESPONSIBILITIES

As a food stamp applicant or recipient, you are responsible for meeting the following requirements:

- **Fingerprint and photo imaging.** California has a rule that says that everyone who is required to be fingerprinted and photo imaged must have their photo and fingerprint image taken in order for your household to receive food stamp benefits. If someone in your household who is required to be photographed or finger imaged refuses to do so, your household will not be able to get food stamp benefits. These images are confidential and can only be used to prevent or prosecute welfare fraud.

SAMPLE

YOUR RESPONSIBILITIES (Continued)

- **Citizenship/Immigration Status.** You must sign under penalty of perjury that each member applying for food stamp benefits is a U.S. citizen or U.S. national. If someone in your household is not a citizen you will need to provide verification of his or her immigration status. Information you give us on immigration status will be checked with the U.S. Immigration and Naturalization Service (INS), but it will only be used to determine food stamp eligibility. Information about immigration is private and confidential.

You can apply for and get food stamp benefits for eligible family members, even if your family includes other members who are not eligible because of immigration status. For example, immigrant parents may apply for food stamp benefits for their U.S. citizen or qualified immigrant children, even though the parents may not be eligible for benefits. You do not have to provide immigration information or documents for any family members who are not eligible for food stamp benefits and who are not asking for food stamp benefits. Getting food stamp benefits will not affect your immigration status or the immigration status of your family.

- **Social Security Number.** You must provide the Social Security Number (SSN) for everyone in your household who is applying. Anyone who does not give an SSN or proof of application for an SSN will not be able to get food stamp benefits.

The SSN(s) will be used in a computer match to check your income and resources with records from tax, welfare, employment, the Social Security Administration and other agencies. SSN(s) will also be matched with law enforcement agencies. Differences may be checked out with employers, banks or others.

- **Verification.** If your worker asks for proof of a fact you give, you must provide it or give us the name of some other person or agency we may contact to get it. When you can't get the proof you need, we may be able to help you get it.
- **Reporting.** Every food stamp household must report on their income and household situation. Most households have to report every month, but your worker will tell you whether you are a monthly or non-monthly reporting or transitional household.
- **Cooperation.** You must cooperate with county, state and federal staff. You may not get benefits or your benefits may be stopped if you don't cooperate.

PENALTIES AND DISQUALIFICATION

Failing to follow the rules listed in this document can result in an Intentional Program Violation (IPV). The penalties for an IPV are disqualification as listed below, AND you can be fined up to \$250,000 and/or put in jail/prison for up to 20 years. Disqualification means not being able to get food stamp benefits for a period of time. When you are disqualified, the penalties stop your food stamp benefits for:

- 12 months for the first violation
- 24 months for the second violation, and
- forever for the third violation.

These penalties start after a state hearing or court of law finds that an individual committed an IPV. In addition, there are separate penalties for other things you should not do. They are:

- If you are found guilty in any court of law of trading food coupons for controlled substances, food stamp benefits can be stopped for 24 months for the first violation and forever for the second violation.
- If you are found guilty in any court of law of trading food stamp coupons for firearms, ammunition or explosives, food stamps can be stopped forever for the first violation.
- If you sell or trade food stamps worth \$500 or more, food stamp benefits can be stopped forever.
- If you file more than one application at the same time and give false identification or residence information, food stamp benefits can be stopped for ten (10) years.

Also, anyone who is accused of committing an IPV may agree to be disqualified by signing either a Disqualification Consent Agreement or an Administrative Disqualification Hearing Waiver. Anyone who signs one of these documents accepts responsibility to repay any overissuance.

In addition, if you don't report all the facts or give wrong facts to get or keep getting benefits, you can be legally prosecuted with penalties of a fine and/or imprisonment. You may be found to have committed a felony if more than \$400 is wrongly paid out in food stamp benefits because you didn't report all of your facts or changes in income, property or family status.

If your household receives food stamp benefits, you must follow these rules:

- Don't give wrong or incomplete facts to get or keep getting food stamp benefits.
- Don't trade or sell food stamps, Food Stamp Authorization Documents (ADs), or issuance cards.
- Don't alter ADs or issuance cards to get food stamp benefits you are not entitled to get.
- Don't use food stamps to buy ineligible items such as alcoholic drinks or tobacco, paper or cleaning products.
- Don't use someone else's food stamps, ADs or issuance cards for your household.

CERTIFICATION

- I certify that I have received copies of "Your Rights and Responsibilities" (DFA 285-A3) and "How to Report" (FS 23). I understand my rights and responsibilities. I agree to comply with my responsibilities. I also understand the penalties for giving wrong or incomplete facts and failing to report facts or situations that may affect my eligibility or benefit level for food stamp benefits.
- I also certify that I have received a copy of "Applying for Food Stamp Benefits" (FS 22).

SIGNATURE (ADULT HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE):	DATE:
SIGNATURE OF WITNESS OR INTERPRETER	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:

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DEC 03 2003

FOOD STAMP BENEFITS YOUR RIGHTS AND RESPONSIBILITIES

When you apply for food stamp benefits, you have rights and responsibilities. Your most important right is to be treated fairly without regard to race, color, national origin, political beliefs, religion, gender, age or disability. If you think you have been discriminated against, you may file a complaint by:

1. Contacting your county's civil rights coordinator;
2. Calling 916-654-2107 or 1-866-741-6241 (toll free);
3. For the hearing or speech-impaired,
1-916-654-2098 (TDD); or,
4. Writing to:

**California Department of Social Services
Civil Rights Bureau, MS 15-70,
P.O. Box 944243
Sacramento, CA 94244-2430**

**or if you get Food Stamps only, write to:
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Food and Consumer Service, Civil Rights Office,
550 Kearny Street, San Francisco, CA 94108-2518**

SAMPLE

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- To be told the rules for getting emergency food stamp benefits. If the county thinks you might be eligible, you will get an interview immediately and food stamp benefits within three (3) days.
- To ask to have your Food Stamp I.D., authorization document, or issuance card, or food stamp benefits replaced if lost in the mail, damaged, stolen or destroyed. EBT food stamp benefits are not always replaced; when the EBT card is not reported lost/stolen or benefits are spent by the authorized representative.
- To get written notice when your application is approved, denied, or when your benefits change or stop.
- To have your records kept confidential by the county and state, unless there is an outstanding felony arrest warrant issued for you, or as otherwise provided by law.
- To file a complaint or to ask for a state hearing within ninety (90) days of any action if you think the action was wrong. You can write to your County Welfare Department or call toll free 1-800-952-5253 or for the hearing or speech impaired (TDD) 1-800-952-8349.
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YOUR RESPONSIBILITIES (Continued)

- **Citizenship/Immigration Status.** You must sign under penalty of perjury that each member applying for food stamp benefits is a U.S. citizen or U.S. national. If someone in your household is not a citizen, you will need to provide verification of his or her immigration status. Information you give us on immigration status will be checked with the U.S. Immigration and Naturalization Service (INS), but it will only be used to determine food stamp eligibility. Information about immigration is private and confidential.

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- Don't alter ADs or issuance cards to get food stamp benefits you are not entitled to get.
- Don't use food stamp benefits to buy ineligible items such as alcoholic drinks or tobacco, paper or cleaning products.
- Don't use someone else's food stamps, ADs or issuance cards for your household.

SAMPLE

CERTIFICATION

- I certify that I have received copies of "Your Rights and Responsibilities" (DFA 285-A3 QR) and "How to Report Household Changes" (FS 23 QR). I understand my rights and responsibilities. I agree to comply with my responsibilities. I also understand the penalties for giving wrong or incomplete facts and failing to report facts or situations that may affect my eligibility or benefit level for food stamp benefits.
- I also certify that I have received a copy of "Applying for Food Stamp Benefits" (FS 22 QR).

SIGNATURE (ADULT HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE):	DATE:
SIGNATURE OF WITNESS OR INTERPRETER:	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:

DFA 285-A3 QR (12/03) IMPORTANT INFORMATION-REQUIRED FORM — NO SUBSTITUTES PERMITTED

- TEAR HERE -

CERTIFICATION

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- I also certify that I have received a copy of "Applying for Food Stamp Benefits" (FS 22 QR).

SIGNATURE (ADULT HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE):	DATE:
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DATE APPLICATION REVIEWED WITH CLIENT OR AUTHORIZED REPRESENTATIVE:

DFA 285-A3 QR (12/03) IMPORTANT INFORMATION-REQUIRED FORM — NO SUBSTITUTES PERMITTED

FOOD STAMP BUDGET WORKSHEET

SAMPLE

CASE NAME, COMPANION CASE REFERENCE, CASE NUMBER, CLASSIFICATION, CERTIFICATION PERIOD, CHANGE REPORT, QR 7, MID-QUARTER REPORT

PART 1 - INCOME FOR CHANGE REPORTING (CR) AND QUARTERLY REPORTING (QR) HOUSEHOLDS

A. NONEXEMPT GROSS EARNED INCOME. GROSS SALARY/WAGES, SELF EMPLOYMENT, TRAINING ALLOWANCE. 1. Month 1/Year, 2. Month 2/Year, 3. Month 3/Year, 4. Total Gross Earned Income, 5. QR Averaged Gross Earned Income

B. NONEXEMPT GROSS UNEARNED INCOME. CASH AID, SOCIAL SECURITY, UIB, DIS. PENSIONS, CHILD/SPOUSAL SUPPORT, SCHOLARSHIPS, GRANTS, LOANS, OTHER. 1. Month 1/Year, 2. Month 2/Year, 3. Month 3/Year, 4. Total Gross Unearned Income, 5. QR Averaged Gross Unearned Income

PART 2 - GROSS INCOME TEST FOR CR AND QR REPORTING HOUSEHOLDS

C. GROSS INCOME TEST. 1. Maximum Gross Income allowed for Household Size, 2. Total Gross Income (A4 + B4) or (A5 + B5) =, 3. Gross Income Eligible? (Is C2 less than or equal to C1?)

PART 3 - NET INCOME

D. NONEXEMPT GROSS INCOME. 1. Gross Earned Income, 2. Adjusted Gross Earned Income, 3. Total Gross Unearned Income, 4. Nonexempt Gross Income. E. EXCESS MEDICAL EXPENSES (Special Medical). 1. Expected Recurring Expenses, 2. Limited Period Expenses, 3. Total Allowable Expenses, 4. Less Medical Expense Allowance, 5. Excess Medical Expenses. F. STANDARD, DEPENDENT CARE, MEDICAL, HOMELESS SHELTER AND CHILD SUPPORT DEDUCTIONS. 1. Standard Deduction, 2. Dependent Care, 3. Homeless Shelter Deduction, 4. Child Support Deduction, 5. Averaged Excess Medical Expenses, 6. Total Deductions. G. ADJUSTED NET INCOME. 1. Nonexempt Gross Income, 2. Total Deductions, 3. Adjusted Net Income. H. SHELTER DEDUCTION. 1. Total Housing Costs, 2. Total Utility costs, 3. Total Shelter costs, 4. Allowable Shelter costs, 5. Excess Shelter costs, 6. Maximum Allowance For Shelter, 7. Allowable Shelter Deduction. I. NET MONTHLY INCOME. J. NET INCOME TEST. 1. Household Size, 2. Maximum Net Income Allowable, 3. Net income eligible

DOCUMENTATION. Weekly \$ x 4.33 = \$ (Stable income). Biweekly \$ x 2.167 = \$ (Stable income). Dependent Care, Child Support, Medical Expense, Utilities, Actual (Averaged over cert. period), SUA, Housing. QTR AVG, MID QTR AVG table.

PART 4 - BENEFITS. ALLOTMENT, SUPPLEMENT, E.W. Initials/Date

K. RESOURCE ELIGIBILITY (Nonexempt Resources Only)

1. Quarter/Month's Resources
2. Additional Resources (specify)
 - a. _____
 - b. _____
 - c. _____
3. Subtotal (K1 + K2a + K2b + K2c)
4. Resources Sold, Traded or Given Away (specify)
 - a. _____
 - b. _____
 - c. _____
5. Subtotal (K4a + K4b + K4c)
6. Current Resources (K3 - K5)
7. Resource Eligible?

	PAYMENT QUARTER	PAYMENT QUARTER
\$	_____	\$ _____
	_____	_____
	_____	_____
	\$ _____	\$ _____
\$	_____	\$ _____
	_____	_____
	_____	_____
	\$ _____	\$ _____
	\$ _____	\$ _____
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SAMPLE

PART 5—INCOME COMPUTATIONS

L. SELF-EMPLOYMENT (Nonexempt Resources Only)

1. Gross Income from Self-Employment
2. Expenses: Standard 40% Deduction
 Actual Expenses (Verification Required)
3. Total Nonexempt Income from Self-Employment
If averaging self-employment income go to L7. If adjusting a previous average, continue to L4.
4. Adjustment to Gross Income
5. Adjustment to Expenses
6. Adjusted Self-Employment Income (L3 + L4 + L5)
7. Monthly Self-Employment Income (L3 or L6 ÷ number of months income covers)

	PAYMENT QUARTER	PAYMENT QUARTER
\$	_____	\$ _____
\$	_____	\$ _____
	\$ _____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

M. EDUCATIONAL GRANTS, SCHOLARSHIPS AND LOANS

1. Income from Grants, Scholarships or Loans
2. Tuition and Mandatory Fees
3. Total Nonexempt Educational Income (M1 - M2)
4. Monthly Income from Grants, Scholarships or Loans
(M3 ÷ number of months income covers)

	PAYMENT QUARTER	PAYMENT QUARTER
\$	_____	\$ _____
\$	_____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

PART 6—REPORTED CHANGES (Other than the QR 7 or DFA 377.5)

Type of Change					
Date Change Occurred					
Date Change Reported					
EW Initials					

DEC 02 2003

SAMPLE

FOOD STAMP BUDGET WORKSHEET - Special Medical/Shelter Deductions

CASE NAME	CASE NUMBER	COMPANION CASE REFERENCE	CLASSIFICATION <input type="checkbox"/> NA <input type="checkbox"/> PA <input type="checkbox"/> MIXED <input type="checkbox"/> TFS
CERTIFICATION PERIOD FROM _____ THROUGH _____	<input type="checkbox"/> PROSPECTIVE <input type="checkbox"/> RETROSPECTIVE	<input type="checkbox"/> PROSPECTIVE <input type="checkbox"/> RETROSPECTIVE	DOCUMENTATION
PART 1 - NET MONTHLY INCOME	ISSUANCE MONTH	ISSUANCE MONTH	
A. NONEXEMPT GROSS EARNED INCOME			
1. Gross Salary, Wages	\$ _____	\$ _____	
2. Self-Employment	\$ _____	\$ _____	
3. Training Allowance	\$ _____	\$ _____	
4. Total Gross Earned Income (A1 + A2 + A3)	\$ _____	\$ _____	
5. Adjusted Gross Earned Income (80% of A4)	\$ _____	\$ _____	
B. NONEXEMPT GROSS UNEARNED INCOME			
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)	\$ _____	\$ _____	
C. TOTAL NONEXEMPT GROSS INCOME (A5 + B6)	\$ _____	\$ _____	
D. EXCESS MEDICAL EXPENSES			
1. Expected Recurring Expenses (occurring during the entire certification period). Include recurring averaged expenses.	\$ _____	\$ _____	
2. Limited Period Expenses (occurring during only a portion of the certification period). Include limited averaged expenses	\$ _____	\$ _____	
3. Total Allowable Expenses (D1 + D2)	\$ _____	\$ _____	
4. Less Medical Expense Allowance (\$35)	\$ _____	\$ _____	
5. Excess Medical Expenses (D3 - D4)	\$ _____	\$ _____	
E. STANDARD/DEPENDENT CARE/MEDICAL/HOMELESS SHELTER DEDUCTIONS			
1. Standard Deduction:	\$ _____	\$ _____	
2. Dependent Care (Lesser of Actual or Maximum)			
Child(ren) under two	\$ _____	\$ _____	
Child(ren) two and over/all other dependents	\$ _____	\$ _____	
Total Dependent Deductions	\$ _____	\$ _____	
3. Excess Medical Expenses (From D5)	\$ _____	\$ _____	
4. Homeless Shelter Deduction	\$ _____	\$ _____	
5. Total Deductions (E1 + E2 + E3 + E4)	\$ _____	\$ _____	
6. Total Adjusted Income (C - E5)	\$ _____	\$ _____	
F. CHILD SUPPORT DEDUCTION			
1. Total Legally Obligated Child Support paid out by household	\$ _____	\$ _____	
2. Total Adjusted Income (E6 - F1)	\$ _____	\$ _____	
G. SHELTER DEDUCTION			
1. Total Housing Costs	\$ _____	\$ _____	
2. Total Utility Costs (Actual or SUA)	\$ _____	\$ _____	
3. Total Shelter costs	\$ _____	\$ _____	
4. Allowable Shelter Costs (50% of F2)	\$ _____	\$ _____	
5. Excess Shelter Costs G3-G4	\$ _____	\$ _____	
H. NET MONTHLY INCOME (F2-G5)	\$ 	\$ 	
PART 2 - NET INCOME ELIGIBILITY			
I. NET INCOME TEST			
1. Household Size	_____	_____	
2. Maximum Net Income Allowed (From Table)	\$ _____	\$ _____	
3. Net Income Eligible? (Is G less than or equal to H2?)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
PART 3 - BENEFITS	ALLOTMENT	SUPPLEMENT	ALLOTMENT
E.W. Initials/Date			

First-Month Benefits Prorated?
 Yes No

SAMPLE

J. RESOURCE ELIGIBILITY (Nonexempt Resources Only)

1. Previous Month's Resources
2. Additional Resources (specify)
 - a. _____
 - b. _____
 - c. _____
3. Subtotal (J1 + J2a + J2b + J2c)
4. Resources Sold, Traded or Given Away (specify)
 - a. _____
 - b. _____
 - c. _____
5. Subtotal (J4a + J4b + J4c)
6. Current Resources (J3 - J5)
7. Resource Eligible?

ISSUANCE MONTH	ISSUANCE MONTH
\$ _____	\$ _____
_____	_____
_____	_____
\$ _____	\$ _____
\$ _____	\$ _____
_____	_____
_____	_____
\$ _____	\$ _____
\$ _____	\$ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 5-INCOME COMPUTATIONS

K. SELF-EMPLOYMENT (Nonexempt Resources Only)

1. Gross Income from Self-Employment
2. Expenses: Standard 40% Deduction
 Actual Expenses (Verification Required)
3. Total Nonexempt Income from Self-Employment
 If averaging self-employment income go to K7. If adjusting a previous average, continue to K4.
4. Adjustment to Gross Income
5. Adjustment to Expenses
6. Adjusted Self-Employment Income (K3 + K4 + K5)
7. Monthly Self-Employment Income (K3 or K6 ÷ number of months income covers)

ISSUANCE MONTH	ISSUANCE MONTH
\$ _____	\$ _____
_____	_____
\$ _____	\$ _____
\$ _____	\$ _____
_____	_____
\$ _____	\$ _____
\$ _____	\$ _____

L. EDUCATIONAL GRANTS, SCHOLARSHIPS AND LOANS

1. Income from Grants, Scholarships or Loans
2. Tuition and Mandatory Fees
3. Total Nonexempt Educational Income (L1 - L2)
4. Monthly Income from Grants, Scholarships or Loans (L3 ÷ number of months income covers)

ISSUANCE MONTH	ISSUANCE MONTH
\$ _____	\$ _____
_____	_____
\$ _____	\$ _____
\$ _____	\$ _____

PART 6-REPORTED CHANGES (Other than the CA 7 or DFA 377.5)

Type of Change	Date Change Occurred	Date Change Reported	EW Initials		

APPLYING FOR FOOD STAMP BENEFITS

SAMPLE

The Food Stamp Program helps you buy nutritious food for you and your family. This document will tell you more about how the program works and what you need to do in order to apply for benefits.

The county food stamp office wants to get you the help you need. **If you have a disability or need help with applying or continuing to receive food stamp benefits, let a county worker know.**

The law says that everyone who applies for or receives benefits and services must be treated fairly. Every county has a civil rights coordinator. If you feel you have been discriminated against, contact the civil rights coordinator in your county or call 1-800-952-5253. Look in your application for more information about filing a complaint.

HOW DO I APPLY?

You can apply for food stamp benefits by completing a food stamp application and returning it to a food stamp office in the county where you live. When you apply for food stamp benefits, you are applying for everyone in the household who buys and prepares food together, but you do not have to apply for people who are ineligible because of their immigrant status.

- ✧ If you need food stamp benefits right away because you don't have much money, you may get food stamp benefits within three days of turning in your application. This is called "Expedited Service." Not everyone can get Expedited Service, but it's a good idea to ask.
- ✧ After turning in an application, most people will be scheduled for an interview at the food stamp office. If you can't come to the office for your interview, you may be able to have your interview by phone, a worker may be able to come to your home, or other arrangements can be made. You may also authorize someone to go to the office and apply for you.
- ✧ During this interview, a county worker will go over the application and ask you more questions to complete the application process. You will need to gather the documents listed on this page and bring them to your interview.
- ✧ If you applied for both CalWORKs and food stamp benefits, but were denied CalWORKs, your original food stamp application will still be processed.

CHECKLIST OF THINGS TO BRING TO YOUR INTERVIEW

During your interview, the food stamp worker will need to see certain documents. If you have questions about what to bring, call the food stamp office. If you don't have all of your documents, be sure to go to your interview anyway--your worker may help you get the documents. They will also tell you if there is another way to show proof of the information you give.

Personal Identification

You will need to prove who you are. You can bring a birth certificate, driver's license, school or work I.D., voter registration, Social Security card, a sworn statement from someone who knows you, or an identification form from General Assistance or General Relief. If you have no address, be prepared to tell the worker where you are staying. If you are an immigrant, bring immigration papers for everyone who is applying for food stamp benefits.

Social Security Number

You will need to provide social security numbers for all members of your household who have them. You don't have to bring in the cards, just the numbers. If someone doesn't have a social security number, you need to bring proof (such as a letter from the Social Security office) that you have applied. You do not have to provide social security numbers for people who are not applying because of their immigrant status.

Proof of Your Income

If you have income, you will need to prove how much income you have and where it comes from. For money you earn at a job, you can bring one of the following: your pay stubs, a letter from your employer on company letterhead, your W-2 form, wage tax receipt, state or federal tax return, or self-employment bookkeeping records. For money from benefit programs (like social security, unemployment or workers compensation, or student aid), bring a copy of your benefit check or an official letter describing what you receive.

Proof of Your Assets

If you have bank account, bring a bankbook or current bank statement.

Proof of Your Expenses

Bring rent or mortgage receipts, utility bills, receipts for child or adult care, and receipts for medical expenses for people over 60 or disabled. If you pay court-ordered child support, bring proof of that payment. Proving these expenses may help you get more food stamp benefits.

WHAT YOU'LL BE ASKED AND WHY

During your interview at the county food stamp office, you will be asked a number of questions to determine whether you can get food stamp benefits and the amount of benefits you can get. Your worker is required by state or federal law to ask these questions.

Questions about Immigration Status

You will be asked if members of your household are citizens. If they are not, your worker will ask when they arrived in the United States and for proof of their documentation. **If you are a lawful permanent resident (LPR), you are eligible for food stamp benefits, as long as you meet other eligibility rules.**

WHAT YOU'LL BE ASKED AND WHY

Please keep in mind that the Food Stamp Program needs this information to determine whether the people in your household are eligible for food stamp benefits. If you are not a citizen or do not have documentation, you can receive food stamp benefits for your children if they are citizens or LPRs.

Questions about Felonies

Your food stamp worker is required to ask you two questions about felonies. First, you will also be asked if anyone in your household is fleeing the law to avoid felony prosecution. Under federal law, fleeing felons are not eligible for benefits. Second, you will be asked if anyone in your household has been convicted of a drug felony that occurred after August 22, 1996. People convicted of a drug felony after August 22, 1996 cannot get food stamp benefits but other members of the household will still be able to receive food stamp benefits.

Question about Fraud

Your food stamp worker is also required to ask if anyone in your household has ever committed welfare fraud. If someone has committed welfare fraud, it doesn't necessarily mean that you won't get food stamp benefits.

Questions about Income

Your ability to get food stamp benefits depends partly on how much money and resources you have. Your county worker will ask you questions about your income to make sure you get the right amount of benefits.

SOME IMPORTANT FOOD STAMP RULES

The Food Stamp Program has a lot of rules, but most of them depend on your specific situation. Here are some of the important ones:

Immigration Status

To get food stamp benefits in California, you must be a U.S. Citizen, a U.S. National, or be someone who is a lawful permanent resident (LPR) of the U.S. If you are an undocumented immigrant, you cannot get food stamp benefits but your children may be able to get benefits if they are citizens or LPRs. Getting food stamp benefits will not affect your immigration status or the status of your family. Immigration information is private and confidential.

Assets and Property

There is a \$2,000 limit on the amount of money that people in your household can have at home, in the bank, or in other places. If someone in your household is at least 60 years old, your household can have up to \$3,000. The value of your house does not count as long as you live in it.

Utilities

Your utility expenses (meaning things like gas, electricity, water, sewer, garbage and telephone expense) may be deducted from your income to help you get more food stamp benefits. When you apply, you may have a choice between using your actual utilities expenses OR using the Standard Utility Allowance (SUA).

The SUA is a single, fixed utility deduction that you may choose if you pay for heating or cooling separate from your rent or mortgage. If you don't have separate heating and cooling costs, you must use your actual utility expenses. The SUA will probably be higher than your actual utility expenses, which means that using the SUA may help you get more food stamp benefits.

Living in the County

All of the food stamp rules are the same from county to county, but you must be living in the county where you apply for benefits. If you move to a different county, you will need to reapply at the office in the new county.

Food Stamp Work Rules

If you are 16 through 59 years old, there are some work rules you may need to meet. You can be excused from the work rules for reasons such as mental or physical health problems that keep you from working, getting unemployment benefits, taking care of a child under age 6, or for other reasons that your worker can explain to you. If you are not excused, then some of the work rules you will need to meet may include keeping appointments, taking a job the county sends you to, not turning down or quitting a job, not reducing the hours you work, looking for work, doing community service, or going to school or training. If you don't meet the work rules, your food stamp benefits can be denied or stopped for one, three or six months.

Food Stamp Work Rule for Adults Without Children

If you are over 17 and under 50 and you are not caring for a minor child, you may also have to meet another work rule. You can be excused from this work rule if you are pregnant, live in the same food stamp household with a minor child, have mental or physical health problems that keep you from working, or for other reasons that your county worker can explain to you. If you are not excused, you must meet the work rule by doing one or more of the following for a total of 20 hours per week: work, school, or training. Or, you must do community service for the number of hours the county tells you.

If you don't meet the work rule for three months during a three year period and you don't have a good reason, your food stamp benefits will stop unless you are excused. You can get food stamp benefits again by meeting the work rule for the number of hours that the county tells you. After that, you might be able to get another three months of food stamp benefits without having to meet the work rule.

SOME IMPORTANT FOOD STAMP RULES (Continued)

If you are self-employed

If you are self-employed, you can either deduct your actual business expenses or use a standard deduction of 40 percent of your gross income. Once you choose a method of figuring your self-employed net income, you can only change this method when you are re-certified for food stamp benefits or every six months, whichever happens sooner.

Reporting

Most households must send a report on their income to the county each month in order to continue getting food stamp benefits. Other households must send in a report only when they have a change in income or household situation.

Households that are receiving transitional food stamp benefits do not have to report.

College, Business or Vocational Students

You can get food stamp benefits if you are a student and you are working, enrolled in an employment and training program, disabled, getting cash assistance, over the age of 50, or the parent of young children.

Amount of food stamp benefits

There is a limit to the number of food stamp benefits you can get each month. This amount is based on the number of people in your household and how much money you have each month after you pay for things like rent, utilities and child care.

If your household gets too many food stamp benefits by mistake, you may have to pay them back--even if it wasn't your fault that it happened.

A note about rules: If you do not understand a rule, please ask your worker to explain it. It's important to understand the rules so you can get as many food stamp benefits as your household is allowed to get.

USING YOUR FOOD STAMP BENEFITS

How do I get my food stamp benefits?

The way you get your food stamp benefits depends on the county where you live. Some counties will mail you coupon books with food stamp coupons in them. In other counties, you will receive a plastic card or authorization form that you will use to pick your food stamp coupons up at a food stamp outlet. Your worker will tell you how to get your food stamp coupon books in your county.

If your authorization form or food stamp coupons are lost, stolen or destroyed, call your worker right away. You may be able to get them replaced.

How do I use my food stamp benefits?

You **can** use your food stamp benefits to buy almost all foods, as well as seeds and plants to grow your own food. You do not have to pay sales tax on any item you buy with food stamp benefits. Food stamp benefits are accepted at most large grocery stores, as well as some farmers markets, convenience stores and other places that sell groceries.

You **cannot** use food stamp benefits to buy alcohol, tobacco, pet food, some types of already cooked food, or anything that is not food (like toothpaste, soap, or paper towels).

Once you receive your food stamps, sign the food stamp coupon book. This will make it easier to trace if they are lost or stolen. Keep the food stamps in the coupon book until you are ready to pay for your food. Stores will not accept \$5 or \$10 food stamp coupons if they are not together with a coupon book that has the same serial number as the food stamps. Stores will accept loose \$1 food stamps.

What happens if I no longer receive CalWORKs?

If you stop getting CalWORKs, you may still be able to get food stamp benefits. Food stamp benefits can help your family as you make the transition from welfare to work, so be sure to check with your worker about whether you can continue. You may be eligible for transitional food stamp benefits.

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FOOD STAMP BENEFITS HOW TO REPORT HOUSEHOLD CHANGES

Everyone who receives food stamp benefits must report when their income or household situation changes. Most households have to report these changes on a quarterly basis. Other households will report changes on the change reporting basis. Your worker will tell you whether you are a quarterly or change reporting household. If you're not sure how to report changes, what changes to report, or what proof we need, be sure to ask your worker.

The following list describes each type of reporting.

QUARTERLY REPORTING

If your worker tells you that you are a quarterly reporting household, you will need to turn in a completed Quarterly Eligibility Report (QR 7) by the 5th day of each 3rd month of the quarter. Your worker will tell you about your quarters.

When you turn in your QR 7, the information will be used to determine the amount of food stamp benefits you can get for the next quarter. For example:

If you turn in a QR 7 in March, you will report what income you had in February. You will also report any income changes you expect to have in April, May and June. If the income from February will stay the same, your cash aid and/or food stamp benefits for April, May and June will be figured using that same income and expenses for each of those months. If your income and expenses will change, your worker will use the new income amounts you will get in April, May and June to figure your cash aid and/or food stamp amount for those months. This is called prospective budgeting.

Quarterly reporting rules say that you must report things at certain times. You will be assigned a "report month" for each quarter. This will be the second month of each quarter. For example, if your quarter is January, February and March, February would be your "report month" and your report would be due by the 5th day of March. The report is always due by the 5th day of the month following your report month and will be considered late if not received by the 11th day of the month. If your QR 7 is late, you will have to pay back any cash aid or food stamps that you received but not supposed to get.

You will have to report all income, changes in the number of people in your household, property bought or sold by people in your household and other information for that report month as well as any changes in your income and expenses that you expect to happen in the next quarter.

If you do not turn in a completed Quarterly Eligibility Status Report (QR 7) by the end of the first working day of the month after the month your report is due, your household's benefits will be stopped.

What you must report on a Quarterly Report:

- Earned income from any source;
- Unearned income of any kind;
- Anyone getting free rent or utilities;
- Anyone who has expenses that are paid by someone else;
- Reduced hours of work or training;
- Someone moves in/out of your home;
- If you move;
- Any real or personal property bought, sold or exchanged;
- Any change in court-ordered child support paid by a household member;
- Anyone's citizenship/immigration status changes or receives correspondence from the INS;
- Anyone reaches 60 years of age;
- Anyone gets job, training or school payments for expenses;
- Anyone has a job, training or school costs such as for dependent care or supplies;
- Any household member convicted of a drug felony after August 22, 1996;
- Any household member fleeing from the law or in violation of probation.

REPORTING CHANGES DURING THE QUARTER

You must report the following things within (10) ten days of the change even if it is not your report month. You are to report:

- If your address changes.
- If you are an Able Bodied Adult Without Dependents (ABAWD); food stamp recipient and the number of hours they work or are in training drop to less than 20 hours a week or 80 hours in a month.

REPORTING VOLUNTARY CHANGES

You may also report other information voluntarily even when it is not your report month. Reporting information voluntarily may cause your household benefits to go up. The county will take action within (10) ten days after you provide verification. One exception is when the increase results from adding another person to your case. In that situation, the county will take action to increase benefits the first of the month after you provide verification. **Even if you have already reported something to the County, you must also report it on your next QR 7.**

REPORTING VOLUNTARY CHANGES - Continued

Some examples of voluntary reporting that may cause your benefits to go up include:

- Loss of income;
- Member becomes disabled or 60 years old;
- Member begins to pay court-ordered child support;
- New household member in the home;
- Shelter/housing cost increases;
- Medical expenses.

Reporting voluntary changes will never cause your benefits to go down in the quarter that they are reported. However, some examples of voluntary reporting that may cause your benefits to go down in the next quarter include:

- Gain or increase of income;
- Someone with no income moves out of your home;
- Someone in your home who had no income dies;
- Someone with income moves into your home;
- Shelter cost decrease.

You **MAY** report changes between quarterly reports either by:

- Mail, telephone or in person at the county food stamp office or by turning in a Mid-Quarter Status Report or QR 3.

OTHER CHANGES

There are other circumstances that will require the county to decrease or discontinue your benefits during the quarter in which they happen. Here are the examples:

- A household member is sanctioned;
- Someone in your household receives benefits in another household;
- A California Food Assistance Program status changes.
- An Able Bodied Adult Without Dependents (ABAWD); food stamp recipient and the number of hours they work or are in training drop to less than 20 hours a week or 80 hours in a month.

CHANGE REPORTING

If you are in a change reporting household you will not have to follow Quarterly Reporting rules. Instead, you **MUST** report the following changes within ten days:

- If your household's monthly earned income starts, stops or changes by more than \$100.00.
- If your household's monthly unearned income goes up or down by more than \$50.00
- Anyone's source of income changes.
- You move in with someone else or anyone moves into or out of your home, including newborns, other children, spouses, other relatives or non-relatives.
- Anyone moves to another address, plans to move or gets a new mailing address.
- Your household's total cash, stocks, bonds or other money is more than \$2000 (or \$3000 if someone in our household is age 60 or over or disabled).
- If there is a change in the amount of any court ordered child support paid by a member of the household for a child not living in the home.
- If you are an Able Bodied Adult Without Dependents and your work hours drop below 20 hours a week or 80 hours a month.

- Any member of your household who is avoiding or running from the law to avoid felony prosecution, custody or confinement after conviction, or is in violation of probation or parole.
- Any member of your household has committed and been convicted of a drug related felony for possession, use or distribution of a controlled substance(s) that took place after August 22, 1996.

You **MAY** report when:

- Anyone's physical or mental illness begins or ends.
- Anyone's citizenship, immigration status changes or anyone gets a letter, form or new card from the INS.
- You have changes in your dependent care costs.
- Any member who is disabled or age 60 or older has changes in or new medical expenses. If verified, your allotment can be refigured.
- Any member begins to pay court ordered child support for a child not living in the home.

You may report changes either:

- By mail, telephone, or in person at the County Food Stamp Office; or
- By turning in a DFA 377.5 Food Stamp Household Change Report form.

Transitional Food Stamp Benefits

If your household begins receiving transitional food stamp benefits, you do not have to report while receiving these benefits.

If you are receiving transitional food stamp benefits you may reapply to see if you can get more benefits. If you reapply and are approved for regular food stamp benefits, then all normal reporting rules will apply.