# CALFRESH (CF) PROGRAM
# REQUEST FOR POLICY/REGULATION INTERPRETATION

**INSTRUCTIONS:** Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO:
   - ☑ Policy/Regulation Interpretation
   - ☐ QC
   - ☐ Fair Hearing
   - ☐ Other:

5. DATE OF REQUEST: 02/21/2015

NEED RESPONSE BY: 03/02/2015

6. COUNTY/ORGANIZATION: Butte

7. SUBJECT: SAR, exceeding IRT, Verification forms and notices

2. REQUESTOR NAME:

3. PHONE NO.:

4. REGULATION CITE(S): 63-300.5

8. REFERENCES: *(Include ACL/ACIN, court cases, etc. in references)*
**NOTE: All requests must have a regulation cite(s) and/or a reference(s).**

ACL 12-25; ACL 12-25e; ACL 13-17; ACL 14-26; ACIN I-58-13

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

For SAR households, which is the correct form to send to request verification of income reported over IRT mid-period?

For SAR households, which is the correct form to send to request verification of necessary information to add a new household member when it is determined income will exceed IRT when combined with household income?

For SAR households, which is the correct form to send to request verification of necessary information to add a new household member when it is determined income will not exceed IRT when combined with household income?

For SAR households, which is the correct form to send to request verification of income reported under IRT but that would increase the household benefits?

10. REQUESTOR'S PROPOSED ANSWER:

No proposed answers

11. STATE POLICY RESPONSE *(CFPB USE ONLY)*:

See response on page 2

**FOR CDSS USE**

DATE RECEIVED: 02/21/2015

DATE RESPONDED TO COUNTY/ALJ: 03/02/2015 RN

# CALFRESH (CF) PROGRAM
# REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)

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|---|---|---|
| 1. RESPONSE NEEDED DUE TO:<br>☑ Policy/Regulation Interpretation<br>☐ QC<br>☐ Fair Hearing<br>☐ Other: | 5. DATE OF REQUEST:<br>2/21/2015 | NEED RESPONSE BY:<br>3/02/2015 |
| | 6. COUNTY/ORGANIZATION:<br>Butte | |
| | 7. SUBJECT:<br>SAR 7 and notices | |
| 2. REQUESTOR NAME: | 8. REFERENCES: *(Include ACL/ACIN, court cases, etc. in references)*<br>**NOTE: All requests must have a regulation cite(s) and/or a reference(s).** | |
| 3. PHONE NO.: | ACL 12-25; ACL 12-25e; ACL 13-17; ACL 14-26; ACIN I-58-13 | |
| 4. REGULATION CITE(S):<br>63-300.5 | | |

Response to question 1:

As stated in ACIN I-58-13 and ACIN I-58-13E, number 29, for a PA case, if the report of income is over the IRT the CWD will send a Request for Contact (CF 32) requesting the necessary information to determine the household's eligibility status. If it is confirmed that the household is no longer eligible, the CWD shall discontinue the case at the end of the month in which timely notice can be provided and send the household a NOA discontinuing the CalFresh case.

For an NA case the report of income over the IRT is considered Verified Upon Receipt (VUR) and no further verification is needed. The CWD shall discontinue the case at the end of the month in which timely notice can be provided and send the household a NOA discontinuing the CalFresh case.

Response to question 2:

As stated in ACIN I-58-13 and ACIN I-58-13E, number 29, for a PA case send a Request for Contact (CF 32) requesting the necessary information to determine the household's eligibility status. If the household provides the necessary information to confirm that the new household member is a mandatory member and their income is over the IRT, the case shall be discontinued at the end of the month in which timely notice can be provided and the CWD will send the household a NOA discontinuing the CalFresh case.

For an NA case the report of income over the IRT is considered Verified Upon Receipt (VUR) and no further verification is needed. The CWD shall discontinue the case at the end of the month in which timely notice can be provided and send the household a NOA discontinuing the CalFresh case.

Response to questions 3 and 4:

If the combined income with the new household member will not exceed the IRT the CWD must inform the household of necessary information needed to add the new member on the CF 377.6. The CWD should then follow the steps in ACIN 1-58-13E, number 29.

If the addition of the new household member will increase benefits and all necessary information has been provided, the CWD shall add the new member and calculate the new benefit amount.