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:

NEED RESPONSE BY:

6. COUNTY/ORGANIZATION: San Bernardino

7. SUBJECT: Application

2. REQUESTOR NAME:

3. PHONE NO.:

4. REGULATION CITE(S): Per CFR §273.2; MPP 63-300.32

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 #13-96

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

ACL #13-96 states "(W)hen the applicant cannot complete the full SAWS 2 Plus on the same day they initially indicate a desire to apply for one or more programs, CWDs may use the revised separate SAWS 1 (08/13) to initiate the application and establish the beginning date of aid, as is done now."
ACL 13-96 does not explicitly state that the SAWS 2 Plus must be signed by the applicant when a SAWS 1 is used to apply for benefits. However, it does state "the applicant will be required to complete the SAWS 2 Plus either in person through an interactive interview, online through the appropriate..." (continued on next page)

10. REQUESTOR'S PROPOSED ANSWER:

A signature is not required on the SAWS 2 Plus when the applicant has applied for CalFresh by submitting a SAWS 1. The SAWS 2 Plus must still be completed and provided to the applicant to verify the information on the form is correct.

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

Although the CalFresh application form is preferred, if an applicant submits a completed SAWS 1 with the minimum requirements, ithe CWD must accept the SAWS 1 as a single signature application to begin the application process and set the beginning date of aid at initial intake. The SAWS 2 Plus can be completed during the interview.

ACL 13-96 addresses the SAWS 1 single signature application for CalWORKs households. A policy ACL is currently being developed to address CalFresh only households and the use of the SAWS 1 as a single signature application.

FOR CDSS USE

DATE RECEIVED:

DATE RESPONDED TO COUNTY/ALJ: 5/27/2015

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

1. RESPONSE NEEDED DUE TO: ☐ Policy/Regulation Interpretation ☐ QC ☐ Fair Hearing ☐ Other:	5. DATE OF REQUEST: / NEED RESPONSE BY: 6. COUNTY/ORGANIZATION: 7. SUBJECT:
2. REQUESTOR NAME: 3. PHONE NO.: 4. REGULATION CITE(S):	8. REFERENCES: *(Include ACL/ACIN, court cases, etc. in references)* **NOTE: All requests must have a regulation cite(s) and/or a reference(s).**

(continued from previous page)
"...consortia website, or in hardcopy if the applicant chooses." Furthermore, ACL 13-96 states that the SAWS 2 Plus must completed in and signed when the applicant uses the SAWS 1 to begin the application process for CalWORKs.

Per CFR §273.2, "The State agency cannot, as a condition of eligibility, impose additional application or application processing requirements."

Per MPP 63-300.32, "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."

Requiring the applicant to sign a SAWS 2 Plus when he/she has applied via the SAWS 1 appears to violate CFR §273.2 as it requires an additional application to be signed.

Question: Is the SAWS 2 Plus required to be signed by the applicant when he/she has applied with a SAWS 1 that meets the minimum filing requirements (name, address and signature)?