

CalFresh Scope of Work 2015 - 2016



CalFresh Applications Submitted

- Submitting an application either on-line or paper to the County Welfare Office on behalf of the client.
- **Note:** There is no guarantee that a paper application can be tracked by the County or the consortiums.

Applications Submitted

- An application submitted by a client is **not** considered an application submitted by the agency.
- Applications should be complete and include documentation.



Documentation: CalFresh SOW Report spreadsheet

Contractor Name:		Prime Contractor A		
Organization Names	Applications Submitted	Applications Approved	SAR 7s Submitted	Recertifications Submitted
Subcontractor A	0	0	0	0
Subcontractor B	0	0	0	0
Subcontractor C	0	0	0	0

Special Populations



- Provide information on the following special populations:



Special Populations

- Seniors ➤ age 60 and older
- Working low-income households ➤ have earned income
- Immigrants ➤ non-citizens that have legal status to be in the U.S.



Special Populations

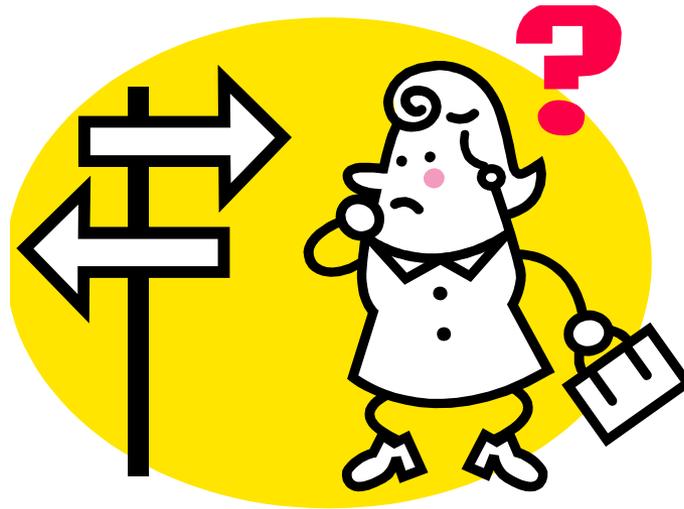
- Latinos ➤ ancestry to Cuba, Mexico, Puerto Rico, or Central and South America
- Mixed-status households ➤ households that contain one or more ineligible non-citizens and one or more eligible non-citizens or citizens
- Veterans and military families ➤ military veterans and families of active duty military

Special Populations - Tracking

Contractor Name:		Month:			FFY:		2015					
Organization Names	Applications Submitted	Applications Approved	SAR 7s Submitted	Recertifications Submitted	Population Designations for Submitted Applications							
					Immigrants	Latinos	Mixed-status HH	Seniors	Veterans/Military	Working Low-income HH	Other/Unknown	
Subcontractor A	0	0	0	0	0	0	0	0	0	0	0	0
Subcontractor B	0	0	0	0	0	0	0	0	0	0	0	0
Subcontractor C	0	0	0	0	0	0	0	0	0	0	0	0

Choose the category that would best fit the client.

Questions?



Suggested Strategies -- Applications

- When assisting clients be familiar with the concepts, terms, and definitions used in CalFresh.
- Work with the county to increase program knowledge.



Things to know

- Expedited service
- Determination of household size
- Household gross and net income
- Rules for deductions and proration

Things to know

- Supplemental Security Income/Supplemental Security Payment (SSI/SSP)
- Special rules for people age 60 and older, people with a disability, students, certain immigrants, able-bodied adults without dependents, children in foster care, boarders, and individuals who are homeless
- Confidentiality regulations

Strategies: After taking the Application

- Encourage clients to write down the name and phone number of the County Eligibility Worker (EW) or the appropriate county contact at the local CalFresh office.
- Have a signed release of information from the client.

Other Strategies:



- Identify due dates with the client
- Review Notices of Action from the county and explain them to the client
- Use a mailer to remind clients when their SAR 7 and Recerts are due.

CalFresh Applications Approved

- An approved application is an application that was completed by your agency or subcontractor, either on-line or on paper and submitted to the CWD on behalf of the client, and subsequently approved by the CWD.



Documentation



- Approved applications are counted in aggregate on the CalFresh SOW Report.
- Applications are not tracked on an individual basis.
- Track applications using the Community Based Organization (CBO) portal or by working with the county to determine the process that works best.

Suggested Strategies: Counting Apps

- All counties utilize one of three Statewide Automated Welfare Systems--SAWS (LEADER, C-IV, and CalWIN) that allow individuals to apply for benefits and manage their cases.



Documentation

- Your CalFresh **SOW Reporting spreadsheet** will be used to calculate how you are doing as compared to the scope of work numbers included in your contract.
- Your program analyst will review your SOW Report and discuss your progress.

Scope of Work: Example

- Prime Contractor A has set the annual SOW at 300 approved applications, or an average of 25 approved applications per month.



Scope of Work: Example

- Each month you will submit applications to the county. Not all of the applications you submit in the month will be approved that month.



Scope of Work: Example

- Eventually, the data will show the status of all applications, either approved or denied.



Scope of Work: Example

- The contractual expectation is that you complete at least 75% of your SOW for approved applications.

Scope of Work: Example

- The annual SOW completion rate for Prime Contractor A is set at 300 applications approved
- 225+ Approved Applications fulfills the contract

Questions?



Semi-Annual Report (SAR 7) Forms / CalFresh Recertification

- Submitting a SAR 7 form or CalFresh Recertification Application to the County Welfare Office on behalf of the client.
- A SAR 7 form or CalFresh Recertification Application submitted by the client on their own is **not** considered submitted by the agency.

Documentation

- SAR 7 forms or Recertifications must be counted on the CalFresh SOW Report spreadsheet

Contractor Name:		Prime Contractor A			
Organization Names	Applications Submitted	Applications Approved	SAR 7s Submitted	Recertifications Submitted	
Subcontractor A	0	0	0	0	
Subcontractor B	0	0	0	0	
Subcontractor C	0	0	0	0	

Partnering and General CFO Activities

Addressing barriers to participation and meeting the overall goals of the CFO Plan

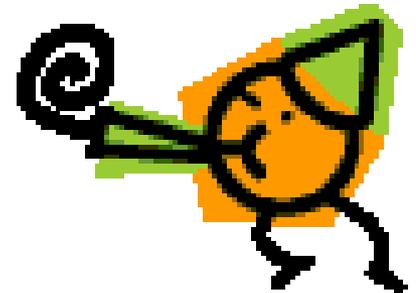


Documentation: Mid-Year Report

- Description of outreach activities
- Successes/promising practices
- Working with Counties

Documentation: Annual Report

- Elaborate on your Success and Challenges
- Describe Outreach Activities



Questions?

