

APPENDIX B:

Glossary of Terms and Acronyms

Note: Regulations numbers referred to in this document are from the CalFresh regulations at www.calfresh.ca.gov/PG845.htm

AAA Area Agency on Aging

ABAWD Able-Bodied Adult Without Dependents

An Able-Bodied Adult Without Dependents (ABAWD) is a Non-Assistance CalFresh recipient over age 17 and under age 50, who, in order to remain eligible for CalFresh, must meet the ABAWD work requirement. Non-Assistance CalFresh recipients are those who get CalFresh each month, but do not receive a monthly cash grant under the California Work Opportunity and Responsibility to Kids (CalWORKs) program. CalFresh eligibility for ABAWDs is limited to any three months in a 36-month period (a three-month time limit) unless the individual meets the ABAWD work requirement. This rule is waived for economically struggling geographic regions and is waived for California in Federal Fiscal Year 2013.

All County Letter (ACL) and All County Information Notices (ACIN) CDSS issues these to inform counties of changes to CalFresh, formerly Food Stamp Program, rules and regulations. www.calfresh.ca.gov/PG842.htm

Authorized Representatives (63-402.6) A person who is not a member of the household applying for CalFresh, but is designated to attend the interview, provide needed information, and apply on behalf of the household. The authorized representative can also obtain and use CalFresh benefits on behalf of the household. Learn more at www.cdss.ca.gov/shd/PG1126.htm. Note, CalFresh Outreach funds cannot pay for an outreach worker to be the authorized representative of an applicant.

C4 Yourself California Statewide Automated Welfare System Consortium-IV

CalWIN CalWORKs Information Network

CalWORKs California Work Opportunity and Responsibility to Kids Program

Case Number The number assigned by a county welfare department to an individual or family receiving benefits. This number determines which day of the month an individual's or family's CalFresh and/or cash benefits will become available.

Cash Out In California, people who receive Supplemental Security Income (SSI) and State Supplementary Payment (SSP) are "cashed out" of CalFresh. This means that they receive an additional amount of cash assistance in lieu of receiving regular CalFresh benefits. They are not eligible for CalFresh; however, other members of their household may be eligible. If they live with others, their income is not counted in determining eligibility for other members of their household.

Categorically Ineligible People who are categorically ineligible include: 1.) disqualified drug felons, 2.) unqualified immigrants, 3.) sanctioned adult household members, and 4.) SSI/SSP recipients.

CBO (Community-Based Organization) The CBOs referred to in this toolkit are primarily those that serve low-income clients.

CCFOP California CalFresh Outreach Plan

CDPH California Department of Public Health

CDSS California Department of Social Services

CF CalFresh

CFO CalFresh Outreach

Change Reporting Households that fall into this category do not submit periodic reports. Instead they must report specific changes within 10 days of when they happen. Households that are included in this category are seasonal and/or migrant farm workers, persons who reside on an Indian reservation, persons who are homeless, and households where all members are elderly or disabled without earnings.

Citizenship and Eligible Non-Citizens (63-405) An individual must be a U.S. citizen or a “qualified immigrant” to receive CalFresh. “Qualified immigrants” include lawful permanent residents (LPRs) including American immigrants, refugees, asylees, Cuban/Haitian entrants, and some battered spouses and children.

County Welfare Department (CWD) or “County” or LCO The primary entity that administers CalFresh in a given county. Official names of CWDs vary by county (e.g., Alameda County Social Services Agency, Los Angeles County Department of Public Social Services, Solano County Health & Social Services, and Yolo County Department of Employment & Social Services).

Deductions Utilized to determine net income for CalFresh. They are updated every October by state administering agencies and the U.S. Department of Agriculture. Deductions include items such as housing, standard deduction, utilities, dependent care, and out-of-pocket medical costs over \$35 per month for elderly or disabled people.

Disaster CalFresh The Disaster CalFresh Program (D-CalFresh) is a way to meet the nutritional needs of disaster victims in a 30-day period following a disaster such as flood, fire, earthquake, or any other natural catastrophe. The D-CalFresh is only available when all of the following elements occur: 1.) A Presidential declaration for individual assistance has been

declared in the affected area; 2.) Commercial channels of food distribution have been disrupted and those channels have been restored; and 3.) The State of California has received approval from the United States Department of Agriculture, Food and Nutrition Service to operate a D-CalFresh program. For more information regarding the D-CalFresh program, visit www.calfresh.ca.gov/PG2903.htm.

Drug Felon Persons convicted of drug-related crimes. In California, people with a felony conviction for possession or use of illegal drugs may be eligible for CalFresh if they are or have been in a recovery program, are on the waiting list to be enrolled in one, or have proof that illegal use of the substance has stopped. People convicted of felony drug manufacturing or sales are not eligible for CalFresh in California; other people in their household may be eligible. The income of the ineligible drug felon is prorated.

Electronic Benefit Transfer [EBT (63-603.1)] An EBT card refers to the “debit” card that is now utilized by CalFresh recipients. The Golden State Advantage Card is the official name of California’s EBT card.

Elderly For the purposes of the CalFresh program, the term elderly is used to identify anyone over 60 years of age.

Eligibility Worker In California, the county employee who is able to determine whether a household is eligible to receive CalFresh is the eligibility worker.

Excluded Household Members (63-402.2) Some people cannot be included in a CalFresh household, though their income, or a portion of their income, may be considered for eligibility calculations for other people in the household. In California, this includes, among others, people receiving SSI/SSP, undocumented non-citizens, and those who have committed CalFresh fraud in the past.

Exemption This word is used in different contexts within CalFresh. 1.) When determining gross and net incomes, there are certain items that are not counted. 2.) When considering work rules in CalFresh some household members can receive an exemption.

Expedited Service (ES) Commonly referred to as “emergency CalFresh.” Persons with very low incomes may qualify for this program and, in California, be eligible to receive CalFresh in three days.

Fair Hearing Used to appeal an action that impacts a household’s CalFresh benefits. Fair Hearings can be done in person, via phone, or in writing.

FANOut Food Access, Nutrition Education and Outreach

FFY Federal Fiscal Year

Federal Poverty Guidelines The Federal Poverty Guidelines are the income guidelines that determine poverty. They are readjusted every year and are used as the basis for eligibility for many means-tested programs like CalFresh. To see the most recent poverty guidelines, visit the Federal Health & Human Services website at <http://aspe.hhs.gov/poverty/13poverty.cfm>

Food and Nutrition Service (FNS) The Federal agency within the USDA responsible for the overall administration of the Supplemental Nutrition Assistance Program. www.fns.usda.gov

Golden State Advantage Card The official name of California’s EBT card.

Gross Income A household’s earnings before expenses are taken out. Gross income limits for CalFresh are set at 130 percent of the Federal Poverty Level. Households with seniors and disabled members do not need to pass the gross income test. Household (63-402.1) A “CalFresh household” refers to all persons within a residence who “purchase and prepare meals together.”

Some people must be in the same household as other family members, including children under 22 living in their parent’s home and people who are married or present themselves as married.

Interview All CalFresh applicants are required to participate in an interview with an eligibility worker. The stated purpose of the interview is to acquaint the applicant with the program, answer questions that the applicant may have, and give the applicant an opportunity to provide additional information necessary to qualify for CalFresh.

LCO Local CalFresh County Office, which is also called County Welfare Department.

Legal (or Lawful) Permanent Residents (LPR) Legal Permanent Resident is a term used in this toolkit to refer to immigrants who are in the country legally and are in possession of a valid Green Card.

Limited English Proficient (LEP) Refers to people with limited English skills. For information about the kind of help available for these populations when they apply, go to www.dss.cahwnet.gov/civilrights/PG594.htm

Limited Utility Allowance (LUA) Some households who pay for utilities separate from their rent or mortgage do not qualify for the standard utility allowance and must use the LUA when determining benefits.

Local Food & Nutrition Education (LFNE) Local nonprofit programs competitively funded by the *Network for a Healthy California* as part of the SNAP-Ed to provide innovative, community-based approaches to reach specific low-income individuals and families.

Local Incentive Awardees (LIA) The California Department of Public Health, in partnership with the United States Department of Agriculture, funds community-based agencies to empower low-income communities to practice

better nutrition and lifestyle changes with the ultimate goal of preventing obesity and other diet-related chronic diseases.

Maximum Shelter Deduction The maximum shelter deduction is the maximum deduction that a household can take regarding shelter costs and is adjusted annually by the USDA. Elderly and disabled households do not have a limit to their shelter deduction.

Mixed Status Household A mixed status household refers to a household where some members are undocumented and others are citizens or legal permanent residents. These households must be considered differently in the CalFresh application process.

Net Income For the purposes of CalFresh, net income refers to income after all allowable CalFresh deductions are removed.

Network *Network for a Healthy California*

Notice of Action (NOA) A letter from the county notifying the applicant or client of pending or needed action.

Notice of Missed Interview (NOMI) A letter sent to CalFresh applicants who did not attend their scheduled interview. The NOMI informs the applicant that s/he is responsible for rescheduling the appointment.

Over Issuance This occurs when the county grants a household more CalFresh benefits than the household qualified for. When the county finds its error, it will notify the household that it must repay the difference between the over issuance and the correct amount. Over issuance is sometimes called a claim or overpayment.

Personal Identification Number (PIN) A four-digit secret code that a recipient must use with his or her EBT card to access benefits.

Point-of-Sale (POS) A device that reads EBT cards and allows recipients to buy food with CalFresh benefits or make purchases with cash benefits.

Residency (63-401) Applicants must reside in the county in which they apply for CalFresh. Residency can be verified through proof of rent/mortgage payments, utility bills, and identity. There is no minimum length of time that someone needs to live in the county to be eligible for benefits there.

Resources (63-501) For the purpose of applying for CalFresh, resources are distinguished from income. A resource is property or money that a household has or does not regularly receive.

Restaurant Meals Allowance California is one of four states in the country that permits the purchase of restaurant meals with CalFresh (federally known as SNAP) benefits for special populations. These populations include elderly or disabled people and their spouses and homeless persons. This optional program is only available in certain counties.

Regional Networks (RN) The California Department of Public Health, in partnership with the United States Department of Agriculture, funds 11 regions that together provide services to all California counties and are working to create environments to help low-income Californians eat healthy and get regular physical activity.

Sanction Individuals are subject to CalFresh sanctions if they fail to comply with the requirements of a mandatory CalFresh Employment and Training (E&T) program or if they voluntarily quit a job of 30 hours or more per week, or if they reduce weekly hours worked to less than 30. Those who participate in E&T on a voluntary basis are not subject to

sanctions. Sanctions may last for one, three, or six months depending on the number of times the participant fails to comply.

Semi-Annual Reporting (SAR) Semi-Annual Reporting will replace Quarterly Reporting in California no later than October 1, 2013.

Supplemental Nutrition Assistance Program (SNAP) SNAP is the new Federal name for the Food Stamp Program, as designated by the 2008 Federal Farm Bill. States are allowed to select their own names for the program. In California, SNAP is known as CalFresh.

SNAP Issuance Tables (63-1100) Updated by the USDA every October; lists the maximum benefit that a household is eligible to receive.

Scope of Work (SOW) The SOW refers to the required deliverables in the CalFresh Outreach contract.

Supplemental Security Income/State Supplementary Payment (SSI/SSP) SSI/SSP is a cash benefit given to elderly, blind, or disabled people. For information about how SSI/SSP clients are excluded from receiving CalFresh in California, see *Regulation Quick Reference Sheet G*.

Standard Utility Allowance (SUA) A SUA is a fixed amount, set by CDSS, that households that have heating and cooling costs separate from their rent or mortgage can use to calculate CalFresh benefits.

Students (63-406) Students between the ages of 18 and 49 who are enrolled at least half-time in an institution of higher education are eligible for CalFresh if they meet one of the following: are employed 20 hours per week (averaged monthly), receive federal or state work-study money, have young children, receive CalWORKs, are enrolled in a CalFresh employment program, or do not intend to return to school the next semester.

TANF Temporary Assistance for Needy Families

Telephone Utility Allowance (TUA)

Households that are not eligible for SUA or LUA, but have telephone expenses, can claim \$20 when calculating CalFresh benefits.

Termination/Discontinuance This is the process of the county stopping benefits to the client. The county must provide the CalFresh recipient with “timely and adequate” notice if benefits are going to be stopped. This must occur at least 10 days before benefits are to end.

Under Issuance This occurs when a household gets fewer CalFresh benefits than it was qualified to receive. Households have the right to receive these CalFresh benefits.

USDA (United States Department of Agriculture) The Federal agency that administers SNAP. (FNS is part of USDA.) www.fns.usda.gov

Verifications May include proof of income, expenses, and immigration status. Some verifications are mandatory (e.g., income) and others are optional (e.g., child care) if a household wants to receive certain deductions or income exclusions. Optional verifications do not impact eligibility. The only verification required to issue CalFresh benefits under ES is proof of identity and all other mandatory verifications may be postponed temporarily.

WIC Women, Infants, and Children is a federally funded health and nutrition program.

Work Registrant (63-407) Work registrants are CalFresh recipients over age 16 and under age 60 who do not meet federally established exemptions, including caring for a child under age six, physical or mental unfitness, or half-time school attendance. Work registrants may be assigned to participate in a county’s CalFresh Employment and Training program.