

B. Basic Prescreening Flowchart

CalFresh prescreening is best done as a conversation. There is a lot of back and forth with the client in order to complete the prescreen. Each client is unique.

Introduce yourself to the client and say:

“Hi, my name is _____ and I am doing outreach for a program known in California as CalFresh. CalFresh is the new name in California for the Food Stamp Program. Have you heard about it?” At this point the client may share their experience or you can offer a brief explanation.

Continue with:

“May I ask you a few questions to help us see if you might be eligible?”

If the client agrees, then continue.

1. Yes/No *“Are you receiving CalFresh, formerly known as Food Stamps?”*

If “Yes,” skip to question #9.

If “No,” continue.

2. Yes/No *“Have you received CalFresh before?”*

If “Yes,” see note* and skip to question #9.

If “No,” continue.

*Note: Sometimes a client may have neglected to file updated paperwork and lost benefits that you can help restore. Discuss the reasons why the client has not updated their information. If their circumstances have not changed since they last received benefits, they just need to reapply or reopen their case.

3. Yes/No “Are you receiving CalWORKs, General Assistance or General Relief?”

If “Yes,” see note* and skip to question #9.

If “No,” continue.

*Note: If the answer is “Yes,” the client is categorically eligible and should be sent to the CalFresh office immediately, if they have not been receiving CalFresh. Categorically eligible means that the CalFresh program accepts eligibility determinations made by these other programs.

A person with a drug felony for sales or manufacturing is not eligible for CalFresh.

 Go to *Regulation Quick Reference Sheet B* for a summary.

An answer of “Yes” to any of these questions means **no further prescreen is needed**.

To find out if the client might be eligible, continue with:

4. Yes/No “How many people live in your home? Do you all purchase and prepare food together?”

 If “No,” then refer to *Regulation Quick Reference Sheet F* and help the client figure out how many households are in their home.

 If “Yes,” use the *Regulation Quick Reference Sheet F* and help the client figure out how many people are in their own household.

Continue with:

“With just your household in mind, please answer the following questions:”

5. Yes/No “Does anyone in your household have a Social Security number?”

(Citizens and Legal Permanent Residents (LPR) have a Social Security number.)

If “Yes,” skip to question #6.

If “No,” then continue.

5a. Yes/No “Is anyone in your household eligible for a Social Security number and has applied or has not yet applied?”

If “Yes,” skip to question #6.

If “No,” then continue.

5b. Yes/No “Is anyone in your household a refugee or seeking asylum?”

 See *Regulation Quick Reference Sheet D* for details.

If “Yes,” skip to question #6.

If “No,” continue.

5c. Yes/No “Does anyone in your household meet the special population exceptions?”

 Use your *Regulation Quick Reference Sheets B, C, D & E* to review special populations.

If “Yes,” skip to question #6.

If “No,” continue.

Advise the client that there are some exceptions and they may still be eligible. Discuss with the client and see if there are any special circumstances that would make them eligible.

Gross Monthly Income Limits for CalFresh Households Without Any Members Age 60 and Older or with a Disability October 1, 2012 to September 30, 2013

How many people are in your household?	1	2	3	4	5	6	7	8	Per additional household member
Is your household's combined Gross Monthly Income no more than: (Pick the column that matches the number of people in your household.)	\$1,211	\$1,640	\$2,069	\$2,498	\$2,927	\$3,356	\$3,785	\$4,214	+\$429
You might be eligible for as much as the amount in the column that matches number of people in your household, every month:	\$200	\$367	\$526	\$668	\$793	\$952	\$1,052	\$1,202	+\$150

6. Yes/No “Are you, or is there, any person in your household who is age 60 or older, or has a disability and is not receiving SSI/SSP?”

If “Yes,” then skip to question #8.

The income chart demonstrating Gross Income at 130 percent FPL does not apply to people age 60 or older or with a disability, or some immigrants.

6a. Yes/No or DK “Is the person receiving SSP receiving \$0 or are they in pending status due to \$0 in the award?”

If “Yes” or Don’t Know (DK), skip to question #8.

If “No,” then skip to question #9.

Gross Monthly Income Limits for CalFresh Households Where a Member Age 60 or Older or with a Disability is a Separate Household October 1, 2012 to September 30, 2013

How many people are in your household?	1	2	3	4	5	6	7	8	Per additional household member
Is your household’s combined Gross Monthly Income no more than: (Pick the column that matches the number of people in your household.)	\$1,536	\$2,081	\$2,625	\$3,170	\$3,714	\$4,259	\$4,803	\$5,348	+\$545
You might be eligible for as much as the amount in the column that matches number of people in your household, every month:	\$200	\$367	\$526	\$668	\$793	\$952	\$1,052	\$1,202	+\$150

7. Yes/No *“Does your household gross income fall below the amount allowed for the size of your household?”*

When you have finished the questions, evaluate your results. If the answer to any of the above questions is “Yes,” the household may be eligible for CalFresh. If any answers are “No,” the household may still be eligible.

If the client’s gross income is considerably higher than the limit in the table, you can let the client know that they are outside the income range of those who are usually eligible; however, encourage them to go to the CalFresh office and have an EW review their application with them.

If the client appears to meet the income guidelines, offer to assist them with completing the application.

8. Yes/No *“Would you like me to help you to complete an application?”*

If “Yes,” then complete the packet.

If the client is 60 or older or has a disability, proceed with a review of the deductions for seniors and complete the application assistance as described in *CalFresh Outreach Basics Handbook for Older Adults*.

If “No,” offer the application packet to the client to allow them to apply themselves.

9. Yes/No *“Would you be willing to tell others about the program?”*

If the client says “Yes,” then provide them with your phone number. If it seems like a good use of resources you can offer them brochures or fliers to take with them. Make sure your contact information is on the flier.