

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 23, 2001

ALL-COUNTY INFORMATION NOTICE NO. I-29-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS

REASON FOR THIS TRANSMITTAL

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | State Law Change |
| <input type="checkbox"/> | Federal Law or Regulation Change |
| <input type="checkbox"/> | Court Order or Settlement Agreement |
| <input type="checkbox"/> | Clarification Requested by One or More Counties |
| <input checked="" type="checkbox"/> | Initiated by CDSS |

SUBJECT: FOOD STAMP POLICY IMPLEMENTATION UNIT ASSIGNMENTS AND GUIDELINES FOR REQUESTING POLICY INTERPRETATIONS

Enclosed for your information is a list of the Food Stamp Policy Implementation Unit's (PIU) revised staff assignments by regulation/subject. This will enable you to identify the appropriate staff person to assist you in resolving a Food Stamp Program policy issue or question you have not been able to otherwise resolve within your own organization. Also, each PIU analyst is responsible for changes to any forms or Notices of Action that correspond to their assigned areas.

If you have policy questions regarding Work Requirements for Able-Bodied Adults Without Dependents (ABWADS), please contact Robert Nevins at (916) 654-1408 and for questions regarding the annual FSET plan please contact Toni Pyara at (916) 657-2630.

Requesting Policy Interpretations

Currently, counties request policy clarification by phoning the PIU. However, this method of submitting questions presents tracking problems and results in delays in promptly responding to written policy interpretation requests. To assist us in expediting our responses to your inquiries, we are requesting that counties follow the guidelines below.

- Submit questions by E-mail directly to the analyst assigned the regulations area. If the county does not have E mail access, please FAX your question to (916) 657-1806. If the request is an expedite, i.e., QC review or a hearing, please send a copy of the e-mail to Varaniece Hall, Unit Manager and to the FS Policy Bureau Chief.
- Indicate the reason for the question e.g., training, an eligibility determination on a case.
- Include the specific regulation citation(s) that pertains to your question, and any additional references you have checked such as All County Information Notices (ACINs). All County Letters (ACLs), etc.
- Include all relevant details, as questions will be responded to based on the information provided. No assumptions are made in responding to your questions.

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- Provide your proposed answer and information supporting your conclusion whenever possible.

Following these guidelines will help reduce the number of calls between analysts and counties before an answer can be provided and help ensure a timely response to county questions.

If you have any questions, please contact Varaniece Hall, Policy Implementation Unit Manager at (916) 657-3500.

Sincerely,

Original document signed by

GARY SWANSON, Chief
Food Stamp Branch

Enclosures

FOOD STAMP BUREAU
FOOD STAMP POLICY IMPLEMENTATION UNIT
ANALYST ASSIGNMENTS
April 2001
(916) 654-1896

ANALYSTS	PHONE	E-MAIL
<i>Rosemary Akhidenor</i>	<i>654-2116</i>	<i>Rosemary.Akhidenor@dss.ca.gov</i>
<i>Doris Bowers</i>	<i>654-0710</i>	<i>Doris.Bowers@dss.ca.gov</i>
<i>Frederick Hodges III</i>	<i>653-7973</i>	<i>Hodges,III,Fredrick@dss.ca.gov</i>
<i>Robert Marlow</i>	<i>654-1898</i>	<i>Robert.Marlow@dss.ca.gov</i>
<i>Sandra Pierce</i>	<i>653-5208</i>	<i>Sandra.Pierce@dss.ca.gov</i>
<i>Pat Sutherland</i>	<i>Bureau Chief</i>	<i>Pat.Sutherland@dss.ca.gov</i>
<i>Varaniece Hall</i>	<i>Unit Manager</i>	<i>Varaniece.Hall@dss.ca.gov</i>

Prefix Code - Public/CALNET *653=453* *654=464* *657=437*

FS SECTION	SUBJECT	ANALYST
<u>63-100</u>	General Provisions/Definitions	Robert Marlow
<u>63-200</u>		
63-201	Program Requirements	Robert Marlow
thru 206	(Confidentiality/CWD Liabilities)	
63-207	Program Informational Activities	<i>Policy Implementation Unit</i>
	Food Stamp Forms/NOAs	<i>Policy Implementation Unit</i>
		(See assigned area below)
<u>63-300</u>		
63-300	Application Process	Robert Marlow
63-301	Application Processing Time Standards	Robert Marlow
<u>63-400</u>		
63-401	Residency	Frederick Hodges
63-402	Household Concept	Frederick Hodges
63-403	California Food Assistance Program (State/Federal Eligibility)	Sandra Pierce
63-404	Social Security Numbers	Robert Marlow
63-405	Citizenship or Eligible Non-Citizen Status	Sandra Pierce
63-406	Student Eligibility	Frederick Hodges
63-407	Work Registration	Robert Nevins (Employment Bure
63-408	Voluntary Quit	Robert Nevins (Employment Bureau)
63-409	Income and Resource Maximums	Rosemary Akhidenor
63-410	Work Requirements for Able-Bodied Adults Without Dependents	Robert Nevins (Employment Bureau)
63-411	CFAP Work Requirements	Robert Nevins (Employment Bureau)
<u>63-500</u>		
63-501	Resource Determinations	Doris Bowers
63-502.1	Income Definition	Rosemary Akhidenor
63-502.2	Income Exclusions	Rosemary Akhidenor
63-502.3	Income Deductions	Rosemary Akhidenor
63-503.1	Month of Application	Rosemary Akhidenor

FS SECTION	SUBJECT	ANALYST
63-503.2	Prospective/Retrospective Budgeting	Rosemary Akhidenor
63-503.3	Net Income/Benefit Calculation	Rosemary Akhidenor
63-503.41	Self-Employment Income	Rosemary Akhidenor
63-503.42	Households with Boarders	Robert Marlow
63-503.43	Destitute Households	Robert Marlow
63-503.44	Income & Resources of Excluded Members	Doris Bowers
63-503.45	Income & Resources of Nonhousehold Members	Doris Bowers
63-503.46	Residents of Shelters for Battered Women	Robert Marlow
63-503.47	Residents of Drug/Alcoholic Trmt & Rehab Programs	Robert Marlow
63-503.48	Disabled or Blind Residents of Group Living Arrangements	Robert Marlow
63-503.49	Sponsored Aliens	Sandra Pierce
63-503.5	Decrease in Income due to Failure to Comply	Rosemary Akhidenor
63-503.6	Homeless FS Households/Prepared Meals	Frederick Hodges
63-503.7	Certifying MRRB Household in New County	Frederick Hodges
63-504.1	Certification Periods	Doris Bowers
63-504.2	Notices of Action (regs.only)	Doris Bowers
63-504.3	Monthly Reporting	Frederick Hodges
63-504.4	Effecting Changes for Nonmonthly Reporting Hsholds	Frederick Hodges
63-504.5	Households Changing their Reporting & Budgeting Status	Frederick Hodges
63-504.6	Recertification	Sandra Pierce
63-504.7	ID Cards	Sandra Pierce
63-504.8	Photo ID Cards	Sandra Pierce
63-505	Household Responsibilities	Sandra Pierce
63-506	Excluded Resources and/or Income of Native Americans or Alaska Natives	Doris Bowers
63-507	Resources and/or Income Excluded by Other Federal Laws	Doris Bowers
<u>63-600</u>	Coupon Issuance, Use and Replacement	Sandra Pierce
<u>63-700</u>	Coupon and Authorization Document Ordering, Storage and Accountability	Sandra Pierce
<u>63-800</u>		
63-801.1	Determination of Overissuances and	Sandra Pierce
thru 801.3	Establishment of Claims	Sandra Pierce
63-801.4	Claims Collections	Sandra Pierce
thru 801.9		
63-802	Restoration of Benefits	Sandra Pierce
63-804	State Hearings	Sandra Pierce
63-805	Intentional Program Violation Disqualification	Sandra Pierce
<u>63-900</u>	Emergency Food Stamp Assistance	Frederick Hodges

FS SECTION**SUBJECT****ANALYST****63-1100**

63-1101	Tables of Coupon Issuance	Rosemary Akhidenor
63-1101.1	Maximum Resource Eligibility Standards	Doris Bowers
thru 1101.3	Income Deductions, Income Eligibility Standards	
63-1101.4	Prorating Initial Month's Benefits	Doris Bowers
63-1102.1	Coupon Book Determination	Doris Bowers
thru 1102.3		

IRIS and Single Audit Act Reviews Coordination

Frederick Hodges

(Forms Coordinator – Sandra Pierce)

FOOD STAMP POLICY BUREAU UNIT FUNCTIONS

POLICY DEVELOPMENT UNIT

The Policy Development Unit has the primary function of developing, preparing and disseminating FS regulations. It also has the following functions:

- ✓ Research and analyze policy issues encompassing possible changes to the Food Stamp Program
- ✓ Disseminate regulation implementation instructions (emergency regulations)
- ✓ Assist in developing and implementing special projects directed at improving program effectiveness
- ✓ Bill Analyses
- ✓ Outreach

POLICY IMPLEMENTATION UNIT

The Policy Implementation Unit has the primary function of providing program policy interpretation to counties, workgroups, departmental staff, advocate groups, legislature, automation systems. It also has the following functions:

- ✓ Prepare responses to complaints and inquires
- ✓ Disseminate regulation implementation instructions
- ✓ Issue All County Letter and ACIN clarifying policy
- ✓ Participate in program litigation
- ✓ Forms development and revision