

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 8, 2006

ALL-COUNTY INFORMATION NOTICE NO. 1-66-06

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL COUNTY FOOD STAMP COORDINATORS  
 ALL CalWORKS COORDINATORS  
 ALL QUALITY CONTROL COORDINATORS

REASON FOR THIS TRANSMITTAL

- State Law Change  
 Federal Law or Regulation Change  
 Court Order or Settlement Agreement  
 Clarification Requested by One or More Counties  
 Initiated by COSS

SUBJECT: FOOD STAMP PROGRAM (FSP) POLICY INTERPRETATION  
 PROCEDURES AND LISTING OF STAFF ASSIGNMENTS

Attached for your information is a current list of FSP staff and their assignments by regulation/subject (Attachment A). This listing now includes staffing assignments for both the Policy Implementation Unit (PIU) and the Employment, Forms and Disaster Unit (EFAD). This will enable you to identify the appropriate staff person to assist you in resolving FSP policy issues or questions you have not been able to resolve within your own organization.

We are observing the guidelines provided in All County Information Notice (ACIN) 1-83-03, which limits policy questions and state response to those questions sent by Quality Control (QC) for discussion of policy errors, automation systems consortia for discussion of programming policy issues, state Administrative Law Judges (ALJs) regarding policies resulting from hearings and those submitted from the California Welfare Directors Association (CWDA) Food Review and Advisory Team (FRAT) for policies having statewide implications. We are also reissuing the protocols for requesting policy clarification. Attached is a Request for Regulation Interpretation form (FS 24), which is to be the only form used for submission of a policy question. The QC Request for Regulation Interpretation form (FS 25) is obsolete.

For Counties Requesting Policy Interpretations

Questions from counties must be submitted directly to the FRAT Committee for a response. If a question is received by state staff directly from a county, state staff will refer the question to the FRAT Committee. FRAT will then determine if a response has statewide implication. If FRAT determines that the question does impact policy statewide, the question will be forwarded to state staff for clarification. The question and policy clarification is then included in the Quarterly Question and Answer All County Information Notice (ACIN). If the question does not have statewide implication, FRAT will attempt to answer the question and respond directly back to the county.

Questions from QC staff, automation systems consortia or ALJs may still be submitted directly to state staff. State staff will respond directly to the requester and will determine if the question will become part of the Quarterly Question and Answer ACIN. If state staff determines that a question should be part of the Question and Answer ACIN, the question will also be shared with the FRAT Committee before finalizing for incorporation into the ACIN. Attachment B is a rotation schedule of FRAT members to whom questions from counties may be submitted through March 2008.

Question Format

To assist us in responding to your inquiries, the following guidelines must be used in completing the FS 24 (Attachment C):

- Complete the requestor's name, list the county/organization, provide the phone number of the requestor, give the subject of the request, specify the pertinent regulation cite(s) and cite references (ACLs, ACINs, FSQUADS), give the date of the request and the date a response is needed.
- State the question and include a scenario if needed for clarity. No assumptions are made in responding to policy questions.
- Provide your proposed answer and information supporting your conclusion, including pertinent regulation cites or other reference materials, such as prior Q & As and ACLs/ACINs.

For QC, automation systems consortia and ALJ questions, submit the FS 24 by e-mail directly to the analyst assigned to the policy area or regulation(s) in question. For counties, submit the FS 24 by e-mail directly to the FRAT committee member (see Attachment B). The question will then be answered directly by FRAT or forwarded to the appropriate FSP analyst for consideration/clarification as a statewide policy issue. If a county does not have e-mail access, please FAX your question to (916) 657-1806 to the attention of the appropriate analyst. If we are unable to respond within a reasonable timeframe, you will be contacted pending a reply to your inquiry.

For a camera ready copy of the FS 24, contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain the FS 24 from the COSS web page at: [http://www.dss.cahwnet.gov/cdssweb/FormnsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormnsandPu_271.htm).

If you have any questions regarding this letter, please contact LeAnne Torres at (916) 654-2135.

Sincerely,

**Original signed by**

RIGHTON YEE, Chief  
Food Stamp Branch

Attachments

Attachment A

Food Stamp Program  
Staff Assignments Listing

**FOOD STAMP PROGRAM ANALYST ASSIGNMENTS**  
*August 2006*  
 Bureau Main Phone Number (916) 654-1896

<u>ANALYSTS</u>	<u>PHONE</u>	<u>E-MAIL</u>
<i>Policy Implementation Unit (PIU)</i>		
<i>Rosie Avena</i>	654-1514	<u><a href="mailto:Rosie.Avena@dss.ca.gov">Rosie.Avena@dss.ca.gov</a></u>
<i>Sharon Campbell</i>	654-0737	<u><a href="mailto:Sharon.Campbell@dss.ca.gov">Sharon.Campbell@dss.ca.gov</a></u>
<i>Joyce Brewer</i>	654-3366	<u><a href="mailto:Joyce.Brewer@dss.ca.gov">Joyce.Brewer@dss.ca.gov</a></u>
<i>LeAnne Torres, Unit Manager</i>	654-2135	<u><a href="mailto:LeAnne.Torres@dss.c.a.gov">LeAnne.Torres@dss.c.a.gov</a></u>

*Employment, Forms and Disasters Unit (EFAD)*

<i>Robert Nevins</i>	654-1408	<u><a href="mailto:Robert.Nevins@dss.ca.gov">Robert.Nevins@dss.ca.gov</a></u>
<i>Frederick Hodges, III</i>	653-7973	<u><a href="mailto:Frederick.HodgesIII@dss.ca.gov">Frederick.HodgesIII@dss.ca.gov</a></u>
<i>Alicia Thomason</i>	657-2630	<u><a href="mailto:Alicia.Thomason@dss.ca.gov">Alicia.Thomason@dss.ca.gov</a></u>
<i>Randy Shiroy, Unit Manager</i>	654-1435	<u><a href="mailto:Randy.Shiroy@dss.ca.gov">Randy.Shiroy@dss.ca.gov</a></u>

<i>Pat Sutherland</i>	<i>Bureau Chief</i>	<u><a href="mailto:Pat.Sutherland@dss.ca.gov">Pat.Sutherland@dss.ca.gov</a></u>
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<i>Pref,x Code - Public/CALNET</i>	653=453	654=464	657=437
<i>FAX (916) 657-1806</i>			

<u>SECTION</u>	<u>SUBJECT</u>	<u>ANALYST</u>
<u>63-100</u>	General Provisions/Definitions	Rosie Avena
<u>63-200</u>		
63-201	Program Requirements	Rosie Avena
thru 206	(Confidentiality/CWD Liabilities)	Rosie Avena
63-207	Program Informational Activities	
<u>63-300</u>		
63-300	Application Process	Rosie Avena
63-301	Application Processing Time Standards	Rosie Avena
<u>63-400</u>		
63-401	Residency	Sharon Campbell
63-402	Household Concept	Sharon Campbell
63-403	California Food Assistance Program (State/Federal Eligibility)	Sharon Campbell

<b>SECTION</b>	<b>SUBJECT</b>	<b>ANALYST</b>
63-404	Social Security Numbers	Sharon Campbell
63-405	Citizenship or Eligible Non-Citizen Status	Sharon Campbell
63-406	Student Eligibility	Sharon Campbell
63-407	Work Registration	Robert Nevins
63-408	Voluntary Quit	Robert Nevins
63-409	Income Maximums Resource Maximums	Joyce Brewer Sharon Campbell
63-410	Work Requirements for Able-Bodied Adults Without Dependents	Robert Nevins & Alicia Thomason
63-411	CFAP Work Requirements	Robert Nevins
<b><u>63-500</u></b>		
63-501	Resource Determinations	Sharon Campbell
63-502.1	Income Definition	Joyce Brewer
63-502.2	Income Exclusions	Joyce Brewer
63-502.3	Income Deductions	Joyce Brewer
63-503.1	Month of Application	Rosie Avena
63-503.211	Determining Resources	Sharon Campbell
63-503.212	Budgeting	Joyce Brewer
63-503.3	Net Income/Benefit Calculation	Joyce Brewer
63-503.41	Self-Employment Income	Joyce Brewer
63-503.42	Households with Boarders	Sharon Campbell
63-503.43	Destitute Households	Sharon Campbell
63-503.44	Income of Excluded Members	Joyce Brewer
63-503.45	Resources of Nonhousehold Members	Sharon Campbell
63-503.46	Residents of Shelters for Battered Women	Sharon Campbell
63-503.47	Residents of Drug/Alcoholic Trmt & Rehab Programs	Sharon Campbell
63-503.48	Disabled or Blind Residents of Group Living Arrangements	Sharon Campbell
63-503.49	Sponsored Aliens	Sharon Campbell
63-503.5 & .6	Education and Contract Income	Joyce Brewer
63-503.7	Decrease in Income due to Failure to Comply	Rosie Avena
63-503.8	Homeless FS Households/Prepared Meals	Sharon Campbell
63-503.9	County Residence	Sharon Campbell

<b>SECTION</b>	<b>SUBJECT</b>	<b>ANALYST</b>
63-504.1	Certification Periods	Rosie Avena
63-504.2	Notices of Action (regs.only)	Rosie Avena
63-504.4	Effecting Changes for Nonmonthly Reporting Hsholds	Sharon Campbell
63-504.5	Households Changing their Reporting & Budgeting Status	Sharon Campbell
63-504.6	Recertification	Rosie Avena
63-504.7	ID Cards	Rosie Avena
63-504.8	Photo ID Cards	Rosie Avena
63-505	Household Responsibilities	Sharon Campbell
63-506	Excluded Income of Native Americans or Alaska Natives	Joyce Brewer
	Resources Excluded by Other Federal Laws	Sharon Campbell
63-507	Income Excluded by Other Federal Laws	Joyce Brewer
	Resources Excluded by Other Federal Laws	Sharon Campbell
63-508 & 63-509	Quarterly Reporting	Joyce Brewer
<b><u>63-600</u></b>	Food Stamp Benefits, Use and Replacement	Rosie Avena
<b><u>63-800</u></b>		
63-801.1 thru 801.3	Determination of Overissuances and Establishment of Claims	Rosie Avena Rosie Avena
63-801.4 thru 801.9	Claims Collections	
63-802	Restoration of Benefits	Rosie Avena
63-804	State Hearings	Rosie Avena
63-805	Intentional Program Violation Disqualification	Rosie Avena
<b><u>63-900</u></b>	Emergency Food Stamp Assistance	Frederick Hodges, III
<b><u>63-1100</u></b>		
63-1101	Tables of Coupon Issuance	Frederick Hodges, III
63-1101.1 thru 1101.3	Maximum Resource Eligibility Standards	Sharon Campbell
63-1101.4	Income Deductions, Income Eligibility Standards	Joyce Brewer
	Prorating Initial Month's Benefits	Rosie Avena

## Attachment B

### FRAT Members' Schedule For Receipt of Policy Questions

**CWDA FOOD STAMP ADVISORY AND REVIEW TEAM (FRAT)  
POLICY QUESTION ROTATION SCHEDULE**

FRAT rotation list for submitting policy questions with statewide application. This schedule is effective through March 2008.

<u>Quarter</u>	<u>Contact</u>	<u>E-Mail Address</u>	<u>FAX</u>
July- Sept. 2006	April James	<a href="mailto:AJames@co.sutter.ca.us">AJames@co.sutter.ca.us</a>	530 822-7212
Oct. - Dec. 2006	Julie Martinez	<a href="mailto:JHMartinez@co.alameda.ca.us">JHMartinez@co.alameda.ca.us</a>	510 259-3880
Jan - March 2007	LaTanya Lee		(562) 695-0423
April-June 2007	Jerry Kuiper	co.montere .ca.us	(831) 755-8408
July- Sept. 2007	Laura Fuller		(951) 358-3990
Oct.- Dec. 2007	William Vaughn	<a href="mailto:William.Vaughn@sfgov.org">William.Vaughn@sfgov.org</a>	415 558-4121
Jan. - March 2008	Maria Contreras	<a href="mailto:contrerasm@hss.sbcounty.gov">contrerasm@hss.sbcounty.gov</a>	909 383-9714



## Attachment C

### Food Stamp Program Request for Regulation Interpretation (FS 24)

## FOOD STAMP PROGRAM REQUEST FOR REGULATION INTERPRETATION

**INSTRUCTIONS:** Complete items 1 -10 of the form. Use a separate form for each policy interpretation request. Retain a copy of the FS 24 for your records and submit via email to the Food Stamp Policy Implementation Unit (FSPIU), 744 P Street, M.S. 16-32, Sacramento, CA 95814.

1. REQUESTOR NAME:	5. COUNTY/QUALITY CONTROL/CONSORTIA PLANNING/STATE HEARINGS
2. PHONE NO.:	6. SUBJECT:
3. REGULATIONS CITE(S):	7. REFERENCES: (ACLs/ACINs, FSQADs, etc.)
4. DATE OF REQUEST:	8. DATE RESPONSE NEEDED:

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

10. REQUESTOR'S PROPOSED ANSWER:

11. STATE POLICY RESPONSE (FSPIU USE ONLY):

ANALYST:

REGULATION PROBLEM:

YES  NO

DATE: