

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 29, 2003

ALL-COUNTY INFORMATION NOTICE NO I-26-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP 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 CDSS

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

Enclosed for your information is a current list of the Food Stamp Policy Implementation Unit's 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. Please contact the Food Stamp Forms Coordinator for changes to any forms or Notices of Action.

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

As a reminder to counties, we are reissuing the protocols below for requesting policy issued in April 2001. In addition, we have attached a County Request for Regulation Interpretation (CRR) sheet, which counties may use to further assist them in submitting their e-mail questions. An electronic copy of the form will be sent directly to counties for their use by May 5th.

Requesting Policy Interpretations

To assist us in expediting our responses to your inquiries, we are requesting that counties follow the guidelines below.

- Submit questions by E-mail (using the attached CRR) sheet) 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, e.g., a QC review or a hearing, please send a copy of the e-mail to Varaniece Hall, Unit Manager and to Pat Sutherland, Food Stamp Policy Bureau Chief.
- Indicate the reason for the question e.g., training, an eligibility determination on a case.

- Include the date by which you would like a response.
- Include the specific regulation citation(s) that pertains to your question, and any additional references you have checked such as All County Information Notices, All County Letters, Food Stamps Question and Answer Distribution System, 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.
- Provide your proposed answer and information supporting your conclusion whenever possible.

Following these guidelines will help reduce the “back and forth” of calls between analysts and counties and ensure a timely response to county questions. Routine inquiries should be responded to within fourteen days. If we are unable to respond within the appropriate timeframe, you will be contacted pending a reply to your inquiry.

If an electronic copy of the CRRI sheet is not received, please contact Karlotta Demers at (916) 654-1430 or at Karlotta.Demers@dss.ca.gov to request an electronic copy of the form. If you have any questions regarding this letter, please contact Varaniece Hall, Policy Implementation Unit Manager at (916) 657-3500.

Sincerely,

Original signed by:

RIGHTON YEE, Acting Chief
Food Stamp Branch

Enclosures

FOOD STAMP POLICY IMPLEMENTATION UNIT

ANALYST ASSIGNMENTS

May 1, 2003

Bureau Main Phone Number (916) 654-1896

ANALYSTS

Rosemary Akhidenor

Sharon Brown

Frederick Hodges III

Katie Kwiatek

Sandra Pierce

Pat Sutherland

Varaniece Hall

PHONE

654-2116

654-0737

653-7973

654-1898

653-5208

Bureau Chief

Unit Manager

E-MAIL

Rosemary.Akhidenor@dss.ca.gov

Sharon.Brown@dss.ca.gov

Frederick.HodgesIII@dss.ca.gov

Katie.Kwiatek@dss.ca.gov

Sandra.Pierce@dss.ca.gov

Pat.Sutherland@dss.ca.gov

Varaniece.Hall@dss.ca.gov

Prefix Code - Public/CALNET

653=453

654=464

657=437

<u>63-100</u>	General Provisions/Definitions	Sharon Brown
<u>63-200</u>		
63-201	Program Requirements	Katie Kwiatek
thru 206	(Confidentiality/CWD Liabilities)	
63-207	Program Informational Activities	Sandra Pierce
	Food Stamp Forms/NOAs	
<u>63-300</u>		
63-300	Application Process	Sharon Brown
63-301	Application Processing Time Standards	Sharon Brown
<u>63-400</u>		
63-401	Residency	Frederick Hodges, III
63-402	Household Concept	Frederick Hodges, III
63-403	California Food Assistance Program (State/Federal Eligibility)	Sandra Pierce
63-404	Social Security Numbers	Frederick Hodges, III
63-405	Citizenship or Eligible Non-Citizen Status	Sandra Pierce
63-406	Student Eligibility	Frederick Hodges, III
63-407	Work Registration	Employment Bureau
63-408	Voluntary Quit	Employment Bureau
63-409	Income and Resource Maximums	
63-410	Work Requirements for Able-Bodied Adults Without Dependents	Employment Bureau
63-411	CFAP Work Requirements	Employment Bureau
<u>63-500</u>		
63-501	Resource Determinations	Katie Kwiatek
63-502.1	Income Definition	Frederick Hodges, III
63-502.2	Income Exclusions	Frederick Hodges, III
63-502.3	Income Deductions	Frederick Hodges, III
63-503.1	Month of Application	Rosemary Akhidenor
63-503.2	Prospective/Retrospective Budgeting	Rosemary Akhidenor

FS SECTION	SUBJECT	ANALYST
63-503.3	Net Income/Benefit Calculation	Rosemary Akhidenor
63-503.41	Self-Employment Income	Rosemary Akhidenor
63-503.42	Households with Boarders	Frederick Hodges III
63-503.43	Destitute Households	Frederick Hodges III
63-503.44	Income & Resources of Excluded Members	Rosemary Akhidenor
63-503.45	Income & Resources of Nonhousehold Members	Rosemary Akhidenor
63-503.46	Residents of Shelters for Battered Women	Katie Kwiatek
63-503.47	Residents of Drug/Alcoholic Trmt & Rehab Programs	Katie Kwiatek
63-503.48	Disabled or Blind Residents of Group Living Arrangements	Katie Kwiatek
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	Katie Kwiatek
63-503.7	Certifying MRRB Household in New County	Sharon Brown
63-504.1	Certification Periods	Sharon Brown
63-504.2	Notices of Action (regs.only)	Sandra Pierce
63-504.3	Monthly Reporting	Sharon Brown
63-504.4	Effecting Changes for Nonmonthly Reporting Hsholds	Sharon Brown
63-504.5	Households Changing their Reporting & Budgeting Status	Sharon Brown
63-504.6	Recertification	Katie Kwiatek
63-504.7	ID Cards	Sandra Pierce
63-504.8	Photo ID Cards	Sandra Pierce
63-505	Household Responsibilities	Sharon Brown
63-506	Excluded Resources and/or Income of Native Americans or Alaska Natives	Katie Kwiatek
63-507	Resources and/or Income Excluded by Other Federal Laws	Katie Kwiatek
<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 thru 801.3	Determination of Overissuances and Establishment of Claims	Rosemary Akhidenor
63-801.4 thru 801.9	Claims Collections	Rosemary Akhidenor
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, III

63-1100

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

COUNTY REQUEST FOR REGULATION INTERPRETATION

Requestor Name:	County:
Phone No:	Subject:
Regulation Cite(s):	References:
Date of Request:	Date Response Needed:

(Include ACL/ACIN, FSQUADS, court cases, etc. in references)

QUESTION:

PROPOSED ANSWER:

STATE POLICY RESPONSE:

CONSULT: _____

Analyst:	Regulation Problem: _____yes _____no
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