

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 21, 1982

ALL-COUNTY INFORMATION NOTICE 1-141-82

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: USE OF CA 7, MONTHLY ELIGIBILITY REPORT, FOR FOOD STAMP REPORTING

REFERENCE: ACIN 1-41-82, REVISED FORM CA 7

In response to the referenced All-County Information Notice, the U.S. Department of Agriculture - Food and Nutrition Services (FNS), has requested that the Department clarify to counties the appropriate use of the CA 7 for food stamp reporting purposes.

Manual Section 63-504.352 provides that the CA 7 is the food stamp report form for public assistance (PA) households, and that PA households shall have timely reported food stamp changes if they comply with the reporting standards of the AFDC reporting system.

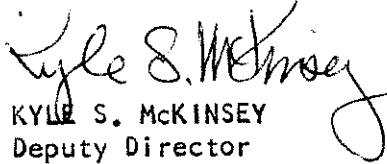
Manual Section 63-505.23 provides that all nonassistance (NA) households, including mixed households where at least one but not all members also receive public assistance, must report changes within 10 days of the date the change becomes known. CWDs are required to provide these households with a DFA 377.5, Food Stamp Household Change Report, at certification, recertification, and whenever a change is reported. The CA 7 is not the appropriate change report form for any NA household.

Counties are advised to make certain that mixed households understand their separate reporting responsibilities for the Food Stamp and Public Assistance Programs. The DFA 855, Food Stamp Recipient Reporting Responsibilities, has previously been provided to counties for use at certification and recertification to explain food stamp reporting responsibilities. It is particularly important that mixed households understand that food stamp changes must be reported within 10 days and that timely completion of the CA 7 only ensures that their public assistance reporting requirements have been met.

Since a mixed household will have both the CA 7 and the DFA 377.5, the household may elect to report its food stamp changes on the CA 7 despite the county's instructions to report the changes within 10 days by using the DFA 377.5 or by calling or coming into the food stamp office. In the event that a mixed household reports a food stamp change on the CA 7, the county must act on the change in accordance with Manual Section 63-504.32. However, the mixed household will

have timely reported only if the change was reported within 10 days. As with any change which is not timely reported, an untimely change reported by a mixed household on the CA 7 will be cited as a QC error.

Should you have any questions, please contact your Food Stamp Program Consultant at (916) 322-5475.


KYLE S. McKINSEY
Deputy Director

cc: CWDA