



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

July 30, 2013

ALL COUNTY LETTER 13-18

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALFRESH COORDINATORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL CONSORTIUM PROJECT MANAGERS  
ALL QUALITY CONTROL COORDINATORS

SUBJECT: TIMELY SUBMISSION OF RECERTIFICATION  
APPLICATIONS

REFERENCES: TITLE 7 CODE OF FEDERAL REGULATIONS (CFR) 7 CFR § 273.14  
(c)(1) AND (2); MANUAL OF POLICIES AND PROCEDURES (MPP):  
SECTIONS 63-504.61(c)(1) THROUGH (3)

The purpose of this letter is to transmit policy guidance regarding the timely submission of CalFresh recertification applications. The California Department of Social Services has become aware that the Manual of Policies and Procedures (MPP), Sections 63-504.61(c)(1) through (3) pertaining to timely applications for recertification requires modification and will be corrected as soon as administratively possible. In the interim, County Welfare Departments shall comply with this letter until the regulations are codified.

To the degree that MPP Section 63-504.61(c)(1) through (3) is not consistent with federal regulations found at 7 CFR § 273.14(c)(1) and (2), counties shall implement the following policies:

- For households certified longer than two months, an application for recertification is considered timely when submitted by the 15<sup>th</sup> day of the last month of the certification period.
- In the rare circumstance that a household is given a one or two month certification period, an application for recertification is considered timely when it is submitted within 15 days of receipt of the Notice of Expiration of Certification

REASON FOR THIS TRANSMITTAL

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

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(NEC). In this instance, the NEC would be provided with the approval for CalFresh benefits.

If you have any CalFresh program questions regarding this letter, please contact your CalFresh county contact or the CalFresh Policy Bureau at (916) 654-1896.

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division