



CDSS

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

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EDMUND G. BROWN JR.  
GOVERNOR

March 3, 2016

ALL COUNTY INFORMATION NOTICE I-19-16

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CALFRESH PROGRAM SPECIALISTS

SUBJECT: CALFRESH MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT (NEW CF 296)

REFERENCES: CALFRESH EXPEDITED SERVICE QUARTERLY STATISTICAL REPORT (DFA 296X) AND CALFRESH MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT (DFA 296)

The purpose of this letter is to notify counties that the California Department of Social Services (CDSS) will be releasing a revised CalFresh Monthly Caseload Movement Statistical Report (CF 296). The revised CF 296 form is a combination of the CalFresh Expedited Service Quarterly Statistical Report (DFA 296X) and CalFresh Monthly Caseload Movement Statistical Report (DFA 296) forms. The CF 296 has been significantly modified for clarity, accuracy, and greater consistency with federal reporting requirements. In addition, in order to have the information from the DFA 296X be consistent with the DFA 296 form, we have changed the expedited service items to be reported on a monthly basis instead of quarterly.

The new CF 296 report form has four parts. It consists of all applications received and disposed of during the month; of applications processed under expedited service; of certified caseload movement; and of items regarding recertification.

The All County Letter (ACL), which will include the revised automated form, instructions, and validations are forthcoming from the CDSS Data Systems and Survey Design Bureau.

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

Sincerely,

***Original Document Signed By:***

KIM MCCOY WADE  
Branch Chief  
CalFresh Branch

Attachment

## Changes Made to the DFA 296 and DFA 296X Forms

### ITEMS PULLED FROM THE DFA 296

In the title of the form the term “DFA” was changed to “CF.”

The main heading “Statewide” and “Month and year” has been changed into four separate boxes that read: “County Name, Version  Initial  Revised, Report Month, and Report Year.”

### PART A.

1. Used to read: “Applications pending at the beginning of the month” has been changed to read: “Applications received during the month.”
  - a. Used to read: “Item 5 from last month’s report, as reported to CDSS” has been changed to read: “Online applications received during the month.”
  - b. Used to read: “Adjustment (Item 1 minus Item 1a)” has been deleted.
2. Used to read: “Applications received during the month” has been changed to read: “Applications disposed of during the month (Sum of Items 2a, 2b, and 2c).”
  - a. This new 2a has been added to read: “Applications approved (Same as Item 5a).”
  - b. This 2b has been added to read: “Applications denied.”
    1. This 2b (1) item has been added to read: “Applications denied in over 30 days (CWD caused).”
    2. This 2b (2) has been added to read: “Applications denied for procedural reasons.”
    3. This 2b (3) has been added to read: “Applications denied because determined ineligible.”

### PART B. USED TO READ: CERTIFIED CASELOAD MOVEMENT HAS BEEN CHANGED TO READ: “APPLICATIONS PROCESSED UNDER EXPEDITED SERVICE (ES).”

3. Of the total applications from Item 1, number of applications processed under ES disposed of during the month.
  - a. Found entitled to ES (Sum of 3a1, 3a2, and 3a3)
    - i. Benefits issued in 1-3 days
    - ii. Benefits issued 4-7 days
    - iii. Benefits issued in over 7 days
  - b. Found not entitled to ES

## **PART C. CERTIFIED CASELOAD MOVEMENT**

4. Item number changed from 6 to 4.
  - a. Used to read: "Item 10 from...." has been changed to read: "Item 8 from ...."
  - b. Used to read: "Adjustment (Item 6 minus Item 6a,..." has been changed to read: "Adjustment (Item 4 minus Item 4a...)"
5. Item number changed from 7 to 5. Used to read: "Cases added during the month (Sum of Items 7a, 7b, 7c, 7d and 7e..." has been changed to read: "Cases added during the month (sum of Items 5a, 5b, 5c, 5d, and 5e ...)"
  - a. no change.
  - b. Added specific instruction to read: "Enter as 1 in PACF and 1 in NACF."
  - c. Added a note which reads: Note: Do not count ICT cases as new applications.
6. Item number changed from 8 to 6. Used to read: "Total cases open during the month (Certified eligible to participate during the month) (Item 6 plus Item 7; also sum of 8a, 8b and 8c)" has changed to read: "Total cases open during the month (Certified eligible to participate during the month) (Item 4 plus Item 5; also sum of 6a, 6b, and 6c)."
  - a. no change
    1. Used to read: "Federal persons in Item 8a cases plus federal persons in Item 8b cases" has been changed to read: "Federal persons in Item 6a cases plus federal person in Item 6b cases."
7. Item number has changed from 9 to 7. Used to read: "Cases terminated during the month" has been changed to read: "Cases discontinued during the month."
8. Item number has changed from 10 to 8. Used to read: "Cases brought forward at the end of the month (Item 8 minus Item 9)" has been changed to read: "Cases brought forward at the end of the month (Item 6 minus Item 7)"

## **RECERTIFICATIONS USED TO BE UNDER "PART C" AND HAS CHANGED TO "PART D."**

9. Item number changed from 11 to 9. Used to read: "Recertification disposed of during the month (Item 11a plus Item 11b)" has been changed to read: "Recertification disposed of during the month (Item 9a plus Item 9b)."

10. Item number changed from 12 to 10. Used to read: "Households that reapply any time following the end of their certification period will be reported under Part A" has been changed to read "Households that reapply any time following the end of their certification period will be reported under Part A in 2a or 2b."

The comment section has been expanded to gather the county's contact person's name, telephone, extension, fax, title/classification, email and date the report was submitted.

### **ITEMS PULLED FROM THE DFA 296X**

The title of the form used to read: "**CalFresh Expedited Service Quarterly Statistical Report DFA 296X**", has been changed to read: "**CALFRESH MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT CF 296.**"

The main heading "Statewide" and "Month and year" has been changed into four separate boxes that read: "County Name, Version  Initial  Revised, Report Month, and Report Year."

### **PART A. USED TO READ: "REQUEST FOR EXPEDITED SERVICE" HAS BEEN CHANGED TO READ: "APPLICATIONS FOR CALFRESH."**

Items 1 through 3 and Item 5 have been deleted.

Item 4 through 4b have been moved to **Part B.** under the heading which reads: "**APPLICATIONS PROCESSED UNDER EXPEDITED SERVICE**" of the new CF 296 form with some revisions. A Note has been added to read: "Note: While all applicants will be screened for ES, only those determined entitled for ES processing should be counted".

Item 4 has changed to Item 3 and it used to read: "Applications processed under ES disposed of during the report quarter" has been changed to read: "Of the total applications from Item 1, number of applications processed under ES disposed of during the month."

Item 4a has been changed to Item 3a and it used to read: "Found entitled to ES (Sum of Items 4a1, 4a2, and 4a3)" has been changed to read: "Found entitled to ES (Sum of Items 3a1, 3a2, and 3a3)."

Item 4a1 has been changed to Item 3a1.

Item 4a2 has been changed to Item 3a2 and it used to read: "Benefits issued in 4-7 days (Item 4a2a plus Item 4a2b) has been changed to read: "Benefits issued in 4-7 days."

Items 4a2a and 4a2b have been deleted.

Item 4a3 has been changed to 3a3 and it used to read: "Benefits issued in over 7 days (Item 4a3a plus Item 4a3b)" has been changed to read: "Benefits issued in over 7 days."

Items 4a3a and 4a3b have been deleted.

Item 4b has been changed to 3b.

Item 5 has been deleted.

**PART B. APPLICATION COMPLIANCE INFORMATION SECTION HAS BEEN DELETED.**

Item 6 has been changed to 7a and used to read: "Households discontinued due to recipient failure to complete application process for ongoing benefits during the report quarter" has been changed to read: "Households discontinued due to recipient failure to complete application process for ongoing benefits (ES only)."

The comment section has been expanded to gather the county's contact person's name, telephone, extension, fax, title/classification, email and date the report was submitted.