



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

April 25, 2017

ERRATA

ALL COUNTY LETTER NO. 15-94E

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 CALFRESH PROGRAM SPECIALISTS
ALL CONSORTIUM PROJECT MANAGERS

SUBJECT: CALFRESH PROGRAM: RESIDENCY

REFERENCE: [ALL COUNTY LETTER NO. 11-22](#) (dated March 25, 2011),
[ALL COUNTY LETTER NO.13-78](#) (dated September 19, 2013)

The purpose of this erratum to All County Letter (ACL) 15-94 is to provide revised language regarding mail returned as “undeliverable” or “addressee unknown.” Households are not required to report an address change until Semi-Annual Report (SAR) or recertification; therefore, sending a Request for Information (RFI) for returned mail is a county option and is not mandatory.

The following errata lists both the original language included in ACL 15-94 and corrected language for the impacted section. Deletions are marked in strikethrough and changes in **bold**. The changes are as follows:

On page five, under Mail Returned as “Undeliverable” or “Addressee Unknown,” it states:

Mail Returned as “Undeliverable” or “Addressee Unknown”

A discontinuance based on “whereabouts unknown” is not permitted in CalFresh. Discontinuance must be based on an established loss of residency gained from reliable information indicating a move out of the county or state. Therefore, if mail is sent to the household’s address of record and is returned as “undeliverable” or “addressee unknown,” the CWD cannot assume a loss of residence in the county of benefit issuance. There must be, as determined by the CWD and the criteria stated above, sufficient information to make a determination of eligibility. The county ~~must~~ attempt to contact the client by sending an

RFI to the last known address. If the client does not respond to the RFI, the county must take appropriate action as described in MPP 63-300.5(a)(2).

The revised language reads:

Mail Returned as “Undeliverable” or “Addressee Unknown”

A discontinuance based on “whereabouts unknown” is not permitted in CalFresh. Discontinuance must be based on an established loss of residency gained from reliable information indicating a move out of the county or state. Therefore, if mail is sent to the household’s address of record and is returned as “undeliverable” or “addressee unknown,” the CWD cannot assume a loss of residence in the county of benefit issuance. There must be, as determined by the CWD and the criteria stated above, sufficient information to make a determination of eligibility. The county **may** attempt to contact the client by sending an RFI to the last known address. If the client does not respond to the RFI, the county must take appropriate action as described in MPP 63-300.5(a)(2).

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:

TODD R. BLAND
Deputy Director
Welfare to Work Division