

July 1, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 19-63**

The California Department of Social Services has established a new process for collecting, reviewing, and disseminating data for the expansion of CalFresh to older adults and people with disabilities receiving Supplemental Security Income and/or California State Supplementary Payment.



**KIM JOHNSON**  
DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**  
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**GAVIN NEWSOM**  
GOVERNOR

July 1, 2019

ALL COUNTY LETTER (ACL) NO. 19-63

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALFRESH COORDINATORS  
ALL CALFRESH PROGRAM SPECIALISTS  
ALL CONSORTIA REPRESENTATIVES

SUBJECT: CALFRESH DATA DASHBOARD UPGRADES, EXPANSION, AND  
NEW PROCESS

REFERENCE: [ASSEMBLY BILL 1811 \(CHAPTER 35, STATUTES OF 2018\),  
WELFARE AND INSTITUTIONS CODE SECTIONS 18900.5 TO .7;  
ACL 18-90; ACL 18-91; ACL 18-92; ACL 18-107; ACL 18-108; ACL No.  
18-131; ACL No. 19-12; AND ALL COUNTY WELFARE DIRECTOR  
LETTER \(ACWDL\) "CALFRESH DATA DASHBOARD UPGRADES,  
EXPANSION, AND NEW PROCESSES," DATED JUNE 11, 2019.](#)

This letter provides information and instructions to notify County Welfare Departments (CWDs) of the new pilot process for collecting, reviewing, and disseminating CalFresh data specific to the expansion of CalFresh to recipients of Supplemental Security Income and/or California State Supplementary Payment (SSI/SSP), including data for the new Supplemental Nutrition Benefit (SNB) and Transitional Nutrition Benefit (TNB) programs. The new pilot process allows for timelier and more streamlined use of CalFresh data by the California Department of Social Services (CDSS) and CWDs to drive continuous improvement in our services to the public.

## **Background**

As described in [ACL No. 18-90](#), dated July 31, 2018, Assembly Bill (AB) 1811 reverses the CalFresh eligibility policy known as cash-out, under which recipients of SSI/SSP are ineligible for CalFresh. Effective June 1, 2019, individuals receiving SSI/SSP became eligible for CalFresh, provided all other eligibility criteria are met.

In addition to reversing the cash-out policy, AB 1811 creates two state-funded nutrition benefit programs known as the SNB Program and TNB Program, that will provide CalFresh households with nutrition benefits to mitigate any potential reduction to their CalFresh benefits or CalFresh ineligibility, respectively.

As described in the "[ACWDL: CalFresh Data Dashboard Upgrades, Expansion, and New Processes](#)," dated June 11, 2019, the CalFresh Data Dashboard has been upgraded and expanded to provide new key indicators for the expansion of CalFresh to SSI/SSP recipients, including Statewide Automated Welfare System (SAWS), Electronic Benefit Transfer, and Outreach data. New processes for SAWS data, in lieu of traditional county reports, were outlined in that letter and are detailed here. The new processes outlined below are a pilot of the new SAWS data partnership between CDSS and counties to support continuous program improvement.

## **I. Data Extraction**

The following methods will be used by CDSS Research Services Branch (RSB) to extract data from the SAWS:

- CalACES South: Tableau Structured Query Language interface connectivity to Oracle database.
- CalACES North: Application Express web-based interface connectivity to Oracle database.
- During the initial few weeks, for CalWIN counties only, data elements listed below will be reported to CDSS via CalWIN ad hoc query, executed by CalWIN and submitted to CDSS via Secured File Transfer (SFT) site. After July 15, 2019, CalWIN will have loaded the monthly ad hoc data elements into their Business Intelligence tool for CDSS to extract the data on an as-needed basis.

## **II. Data Requirements**

Using the data extraction methods listed above, the following individual-level data elements will provide information on continuing CalFresh individuals receiving SSI/SSP who may also receive SNB Program benefits or who transition off CalFresh and receive TNB Program benefits, as well as new CalFresh applicants receiving SSI/SSP. To the extent that the extracted data will be publicly disclosed, such as on the CalFresh Data Dashboard, RSB will aggregate the data elements by county and then de-identify the aggregated data using CDSS Data De-Identification Reference Guide prior to public disclosure. Note that some measures, while extracted at an individual level, provide information that applies to the entire household for each respective individual; e.g., preferred written language.

The data elements listed below are subject to update as additional data elements may be necessary to evaluate program implementation or as required by the Legislature. CDSS will be extracting the following data elements:

- Application date
- Application disposition
- Expansion implementation month
- Sexual orientation
- Gender identity
- Disability status
- Race/Ethnicity
- Count of CalFresh recipients that are also SSI/SSP recipients
- Preferred written language
- Age
- SSI/SSP benefit amount
- Public assistance status
- Household composition
- Gross earned income
- Earned income type
- Gross unearned income amount
- Unearned income type
- Shelter expense amount
- Utility allowance type
- Standard medical deduction
- Actual medical expense amount
- Final CalFresh allotment amount

### **III. Data Definitions**

Application date: Application date of new applications to CalFresh containing at least one person receiving SSI/SSP

Application disposition: Application disposition (approved, denied, or withdrawn) of new applications to CalFresh containing at least one person receiving SSI/SSP

Expansion implementation month: The month in which continuing CalFresh individuals receiving SSI/SSP are added to the CalFresh household and have a determination made regarding the household's SNB or TNB Program eligibility

Sexual orientation: Sexual orientation of individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Gender identity: Gender identity of individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Disability status: Disability status of individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Race/Ethnicity: Race/Ethnicity of individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Count of CalFresh recipients that are also SSI/SSP recipients: Either continuing CalFresh members receiving SSI/SSP or new applicants receiving SSI/SSP

Preferred written language: For CalFresh households containing at least one individual receiving SSI/SSP, the head of household's written language preference (either continuing CalFresh or new applicants)

Age: Age of individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

SSI/SSP benefit amount: SSI/SSP benefit amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Public assistance status: Public assistance status of the household containing the individual(s) receiving SSI/SSP (either continuing CalFresh or new applicants)

Household composition: Size of households that include individuals receiving SSI/SSP (either continuing CalFresh or new applicants); providing a separate count each for the number of aided individuals in the household and the total number of aided & unaided members in the household

Gross earned income: Gross earned income dollar amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Earned income type: Earned income source type for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Gross unearned income amount: Gross unearned income dollar amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Unearned income type: Unearned income source type for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Shelter expense amount: Shelter expense dollar amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Utility allowance type: Utility allowance type for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Standard medical deduction: Standard medical deduction status (yes/no) for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Actual medical expense amount: Actual medical expense dollar amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

Final CalFresh allotment amount: Final CalFresh allotment dollar amount for individuals receiving SSI/SSP (either continuing CalFresh or new applicants)

#### **IV. Data Review**

The proposed data review process is a pilot process developed as a result of the expansion of CalFresh to SSI/SSP recipients. The pilot process reflects new data extraction procedures for CDSS direct access to SAWS and is distinct from all other existing data review and submission processes. This pilot proposes a ten calendar day county review process that is subject to change pending the assessment of such process and may not apply to other reporting and data collection processes.

As mentioned in the [“ACWDL: CalFresh Data Dashboard Upgrades, Expansion, and New Processes,”](#) dated June 11, 2019, RSB will run the data query to extract individual level data in partnership with SAWS on the first business day of the month. The data will then be aggregated to the county and state levels, reviewed for potential data discrepancies, analyzed, and then shared with CWDs via SFT site that was setup in April 2019 for the State Data Exchange files. The CWDs will then be notified by RSB via email to review the data for their county by accessing the SFT site. The CWDs will have ten calendar days to review data and notify RSB of any concerns. After ten calendar days, RSB will proceed to post the county-specific data elements described in the ACWDL to the public CalFresh Data Dashboard. This process does not require CDSS to obtain from CWDs an active notice of permission to post data on the Dashboard after the ten calendar day review period. This ACL also serves as evidence that if a CWD does not respond to CDSS within ten calendar days, the CWD has implicitly approved the public disclosure of its aggregated and de-identified data. Should a CWD respond with concerns about their data and these concerns cannot be resolved prior to the closure of the ten calendar day review period, CDSS will work with the CWD to determine the best way to proceed on a case by case basis.

This ACL and other [CDSS Letters and Notices](http://www.cdss.ca.gov/inforesources/Letters-and-Notices) are available on the internet at:  
<http://www.cdss.ca.gov/inforesources/Letters-and-Notices>.

If you have any questions regarding this ACL, please contact the Data Systems and Survey Design Section at (916) 651-8269.

Sincerely,

***Original Document Signed By:***

M. AKHTAR KHAN, PhD  
Branch Chief  
Research Services Branch