

December 29, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 20-145**

The purpose of this All County Letter is to provide County Welfare Departments with guidance regarding the extension of California's Elderly Simplified Application Project (ESAP) Demonstration Project, including changes that have been made to ESAP. The new ESAP eliminates the periodic reporting requirement for ESAP households.



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

December 29, 2020

ALL COUNTY LETTER (ACL) NO. 20-145

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

SUBJECT: CALFRESH ELDERLY SIMPLIFIED APPLICATION PROJECT  
EXTENSION APPROVAL

REFERENCE: [FOOD AND NUTRITION ACT OF 2008 SECTIONS 3\(f\), 11\(e\)\(3\), AND 17\(B\); 7 CODE OF FEDERAL REGULATIONS \(CFR\) 273.2\(e\)-\(f\); 7 CFR 273.10\(f\)\(1\)-\(f\)\(4\); 7 CFR 273.14\(b\)\(3\); ALL COUNTY LETTER \(ACL\) 17-34; ACL 17-53; ACL 17-53E](#)

The purpose of this letter is to provide County Welfare Departments (CWDs) with guidance regarding the extension of California's Elderly Simplified Application Project (ESAP) Demonstration Project, including changes that have been made to ESAP. The new ESAP approval eliminates the periodic reporting requirement for ESAP households upon the completion of automation and confirmation of the policy effective date.

The California Department of Social Services (CDSS) has been authorized by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) to continue implementing the ESAP for the period beginning October 1, 2021 and ending September 30, 2026. California's ESAP approval now includes four waivers which continue to apply only to CalFresh households wherein all members are elderly and/or disabled (E/D) with no earned income.

This letter provides guidance regarding all four ESAP waivers. However, automation of the elimination of the periodic reporting requirement for ESAP households is not yet complete. The current anticipated completion date for automation is January 1, 2022 with an anticipated policy effective date of March 1, 2022. The CDSS will issue final guidance to counties once automation is complete and the policy effective date is confirmed. There are no changes to the other three ESAP waivers that are currently in practice.

## Background

The CDSS is committed to improving CalFresh access among the State's population of older adults and people with disabilities with low-income. To this end, CDSS submitted a request to FNS to extend and expand California's ESAP. The ESAP was approved in accordance with the requirements to operate a demonstration project under section 17(b) of the Food and Nutrition Act of 2008 (the Act). The four waivers described below were approved as part of California's ESAP:

- Waive the recertification interview requirement (7 CFR 273.14(b)(3));
- Make use of data matching to reduce client-provided verifications (7 CFR 273.2(f), Section 11(e)(3) of the Act);
- Extend the certification period to 36 months, including for ESAP cases processed by the Social Security Administration (SSA) (7 CFR 273.10(f)(1), Section 3(f) of the Act, 7 CFR 273.2(k)(1)(iii)(B)(1)); and
- Waive the requirement to contact the household at least once every 12 months, thereby eliminating the need to send and collect a *SAR 7 Eligibility Status Report* (SAR 7) (7 CFR 273.10(f)(1), 7 CFR 273.12(a)(5)(iii)(B), Section 3(f) of the Act).

These waivers apply to CalFresh households where all members are either elderly (age 60 or older) and/or disabled with no earned income. The waivers do not apply to any other CalFresh households.

The ESAP was originally implemented in California via [ACL 17-34](#) released on April 25, 2017. The previous iteration of the ESAP did not eliminate the periodic reporting requirement for ESAP households.

## Elimination of the Periodic Reporting Requirement

The requirement to complete a periodic report (i.e. SAR 7) when a household's circumstances and eligibility are unlikely to have significantly changed is not only an unnecessary burden to the household but also an unnecessary administrative burden for the CWD.

Under California's newly approved ESAP and upon completion of automation and confirmation of the policy effective date, ESAP households will no longer be required to complete a SAR 7 at the 12<sup>th</sup> and 24<sup>th</sup> month of their 36-month certification period. While the periodic reporting requirement will no longer apply, ESAP households will continue to be categorized as semi-annual reporting (SAR) households and must complete applicable mandatory mid-period reporting requirements, including gross monthly income received over the Income Reporting Threshold (IRT), and recertification

reporting requirements at the end of the certification period (excluding the interview as allowed under the ESAP) to maintain benefit eligibility.

While ESAP households will no longer be required to complete a SAR 7, they will continue to receive a *Reporting Changes for Cash Aid and CalFresh* (SAR 2) form at the 12<sup>th</sup> and 24<sup>th</sup> month of their 36-month certification period. The SAR 2 reminds ESAP households of the requirement to report gross monthly income received over the IRT during the 36-month certification period, if applicable.

CDSS has developed a one-time notice *CalFresh Notice of Change: Elimination of Semi-Annual Report* (CF 34) to inform ESAP households of the change and to communicate that, depending on the individual household's 36-month certification period, any pending SAR 7(s) will no longer be required. The CF 34 will be issued one time to all ESAP households statewide ahead of the policy effective date. The exact date of this mailing depends on the policy effective date and will be communicated to CWDs within the guidance confirming the policy effective date.

In addition, the ESAP specific form *CalFresh Notice of Expiration of Certification for Households with only Elderly and/or Disabled Members* (CF 377.2C) has been updated.

## **ESAP Implementation**

*Implementation Date:* Except for the waiver to eliminate the periodic reporting requirement for ESAP households, California will continue to implement the provisions of the ESAP as of October 1, 2021.

As previously stated, the effective date of the waiver to eliminate the periodic reporting requirement is dependent on automation. The current anticipated completion date for automation is January 1, 2022 with a policy effective date of March 1, 2022. The CDSS will issue final guidance to counties once automation is complete and the policy effective date is confirmed. Until the CDSS issues this guidance, CWDs must continue to process SAR 7s for all ESAP households.

*ESAP Eligible Households:* CalFresh applicant and recipient households are eligible for the ESAP if all household members are elderly (age 60 or older) and/or disabled and have no earned income. If the household includes excluded or ineligible members that are also all elderly and/or disabled, the household is still eligible for the ESAP.

*Application Forms for ESAP households:* There have been no changes to the CalFresh application forms for ESAP households. The CWDs may use the existing *Application for CalFresh Benefits* (CF 285) as an initial application and the *Recertification for CalFresh Benefits* (CF 37) as the recertification application for ESAP households.

*Expedited Service (ES):* Per existing policy, CWDs must screen all household applications, including those received from ESAP households, for ES entitlement and if eligible, process and issue benefits within three days. Under the ESAP and to the greatest extent possible, CWDs will use existing electronic data matches to complete verifications pending due to ES entitlement.

*Interviews:* 7 CFR 273.2(e) requires CWDs to interview applicant households in order to determine eligibility at initial certification and recertification. Under California's ESAP approval, part of this rule is waived to permit CWDs to forgo the recertification interview for ESAP households, unless the case is set to be denied. CWDs must continue to conduct an initial certification interview for all ESAP households.

If at recertification it appears that an ESAP household will no longer be eligible for CalFresh based on the information provided on the application for recertification or other information available to the CWD, the CWD must attempt to schedule an interview. No case will be denied at recertification without an attempt to schedule an interview.

If a CalFresh household was previously ineligible for ESAP but appears ESAP eligible based on the information provided on the application for recertification (e.g. all household members age and become elderly), the CWD must conduct a recertification interview to establish ESAP eligibility looking forward. A recertification interview cannot be waived until after ESAP eligibility has been established.

During the initial certification interview or the recertification interview when ESAP eligibility is first established, CWDs must clearly inform the household that an interview will not be required at the household's next recertification unless (1) the household requests an interview; (2) the CWD is going to deny the household's recertification application (e.g. a household's circumstances have changed and they appear to be ineligible for CalFresh); or (3) the information supplied by the household or authorized representative is questionable, incomplete or contradictory. The CWD must also inform the household of other reporting requirements, including requirements specific to ESAP households such as not completing a SAR 7 (once the policy effective date is confirmed) but continuing to be responsible for reporting gross monthly income received over the IRT during the certification period.

Although the initial interview requirement at 7 CFR 273.2(e) is not waived as part of the ESAP, this guidance must not be construed to mean that the initial interview for ESAP households cannot be waived by other measures (e.g. COVID-19 response efforts).

*Verifications:* To the greatest extent possible, electronic matches will be used to verify identity, income, residency and social security numbers. Under California's ESAP approval, two rules related to verifications are waived:

- Section 11(e)(3) of the Act requires CWDs to verify non-excludable income and household size (if questionable). FNS is waiving this section so that ESAP households are only required to submit verification of income if it is questionable.
  - 7 CFR 273.2(f) requires CWDs to verify gross nonexempt income, non-citizen eligibility, utility expenses, medical expenses, social security numbers, residency, identity, and child support payments. FNS is waiving this provision so that ESAP households do not have to provide such verifications unless questionable.
- Electronic matches will be used to the greatest extent possible for verification.

If applicable, the CWDs are required to use standard methods to verify excess medical expenses that exceed \$35 a month, and questionable information. If a medical expense can be verified via electronic sources (such as Medicare premiums), the household does not need to submit verification of that expense. Otherwise, the household must submit verification in order to claim the expense.

*Certification Periods:* The CWDs will assign ESAP households to a 36-month certification period. 7 CFR 273.10(f)(1) allows certification periods to extend up to 24 months for E/D households. Section 3(f) of the Act defines a certification period. Under California's ESAP approval, both rules have been waived and ESAP household certification periods have been extended to 36 months.

*Periodic Reporting Requirements:* Once a policy effective date has been communicated to CWDs, ESAP households will no longer be required to fulfill periodic reporting requirements, including submission of a complete SAR 7. In the interim, as is current practice, CWDs must continue to apply periodic reporting requirements to ESAP households.

*Conversion from ESAP to Non-ESAP:* During the 36-month certification period, if an ESAP household becomes ineligible for the ESAP, but remains eligible for CalFresh (for example, due to a household composition change or employment), the CWD will convert the household to a non-ESAP household in accordance with current reporting rules. To maintain eligibility, households converted from ESAP to non-ESAP must comply with all reporting requirements, including submission of a SAR 7 at 12 and 24 months as applicable, for the remainder of the 36-month certification period.

Households that become ineligible for ESAP must complete their 36-month certification period. The CWD cannot shorten a household's certification period once assigned. At the end of the 36-month certification period, the CWD must not only determine the

household's continuing CalFresh eligibility, but also determine whether the household continues to be ineligible for ESAP and if so, assign the household to a shorter certification period based on household type. The length of the new certification period will be 12 or 24 months, depending on the reason why the household is no longer eligible for ESAP. If the household is determined to once again be ESAP eligible, the household must again be assigned a 36-month certification period.

The CWD must notify an ESAP household when it is converted from ESAP to a regular CalFresh household. The *CalFresh Notice of Status Change for Households with only Elderly and/or Disabled Members* (CF 377.2D) informs the household about non-ESAP reporting responsibilities (e.g. interview required at recertification and periodic reporting).

### **ESAP Noticing Requirements**

Three ESAP specific notices (CF 377.2B, CF 377.2C, and CF 377.2D) were released via [ACL 17-53](#), which provides instructions on the use of the three forms, and revised via [ACL 17-53E](#).

The CF 377.2B and CF 377.2C are alternative notices of expiration of certification. Households nearing the end of the 36-month certification period must be sent either the CF 377.2B or the CF 377.2C, but not both. If the household is still participating in the ESAP, the CWD must use the CF 377.2B. If the household was converted from ESAP to non-ESAP during the 36-month certification period, the CWD must use the CF 377.2C. The CF 377.2B and 377.2D remain unchanged.

The CF 377.2C has been updated. Changes to the CF 377.2C are described below. Note that insertions are marked with **bold** and deletions are marked with ~~strikethrough~~.

#### *Overview of Changes to the CF 377.2C*

The original language on the first bullet point in the left-hand column reads:

We told you that a recertification interview is not required. Based on the changes you have told county about, you now need to complete a recertification interview.

The revised language reads:

We told you that a recertification interview is not required. Based on the changes you have told **the** county about, you now need to complete a recertification interview.

The original language on the first bullet point in the right-hand column reads:

The county will tell you when you need to report again. At that time, you must complete a reporting form provided by the county.

The revised language reads:

The county will tell you when you need to report again. At that time, you must complete ~~a reporting form~~ **all necessary form(s)** ~~provided by the county~~ **provides**.

The original language on the fourth bullet point in the right-hand column reads:

You do not turn in any proof of income, expenses, or other change information within 10 days of the date of the interview.

The revised language reads:

~~You do not turn in any proof of income, expenses, or other change information within 10 days of the date of the interview.~~

The original language on the seventh bullet point in the right-hand column reads:

You, or your authorized representative, have the right to file a CalFresh application by turning in the form to the county in person, by mail, by fax or by other transmission available in your county (e-mail or by on-line electronic application at: <http://www.benefitscal.org>). The length of time to deliver benefits is calculated from the date the application is filed with the county.

The revised language reads:

You, or your authorized representative, have the right to file a CalFresh application by turning in the form to the county in person, by mail, by fax or by other transmission available in your county (e-mail or by on-line electronic application at: <http://www.benefitscal.org>). ~~The length of time to deliver benefits is calculated from the date the application is filed with the county.~~

A new bullet point has been added to the bottom of the right-hand column that reads:



**If your household consists only of Supplemental Security Income (SSI) members, you, or your authorized representative, have the right to apply for CalFresh at any Social Security Administration office.**

This letter also transmits a copy of the new CF 34, a one-time notice that informs ESAP households of the elimination of periodic reporting requirements and communicates that, depending on the individual household's 36-month certification period, any pending SAR 7(s) will no longer be required. As previously noted, the CF 34 will be issued one time to all ESAP households statewide ahead of the confirmed policy effective date.

### **Quality Control (QC) Reviews**

The FNS has determined that the ESAP does not significantly modify the rules of determining a household's eligibility or benefit level. Therefore, ESAP household case review outcomes must be included in the state's error rate.

Reviewers will first make sure that all impacted households are correctly classified as ESAP households under the project rules (i.e. household with only E/D members and no earned income). If the household is not correctly classified as an ESAP household, eligibility and benefits will be reviewed following the regular SNAP standards. If the household is correctly classified as an ESAP household, eligibility and benefits will be reviewed following the rules of the ESAP. QC must apply verification standards and procedures specified in the FNS 310 Handbook. Without verification of all relevant circumstances, QC will be unable to complete a full QC review.

Cases selected for QC review may be included in the evaluation of the ESAP. Additional cases may be chosen if cases selected through the regular QC process are insufficient. A desk review of case information and verification of client information may be done via telephone if additional cases are needed.

### **Reporting Requirements and Evaluation:**

The FNS requires that the State submit an annual ESAP evaluation report. Reports are due three months after the end of the federal fiscal year (FFY). The Statewide Automated Welfare System (SAWS) will provide CDSS the necessary data through the existing SAWS Internal Request for Research and Analysis (SIRFRA) process to complete required ESAP evaluation reports.

#### *Annual Report*

The ESAP annual report must include the following about ESAP households:

- Number of initial certification applications approved

- Number of initial certification applications denied
- Number of recertification applications approved
- Number of recertification applications denied
- Number of recertification applications that required an interview
- Total number of California ESAP participants

### CA ESAP Reporting Schedule

Reports	Date Range Covered	Report Due Date
First Report	October 1, 2021-September 30, 2022	January 1, 2023
Second Report	October 1, 2022-September 30, 2023	January 1, 2024
Third Report	October 1, 2023-September 30, 2024	January 1, 2025
Fourth Report	October 1, 2024-September 30, 2025	January 1, 2026
Request for Renewal	N/A	March 30, 2026
Fifth Report	October 1, 2025-September 30, 2026	January 1, 2027

### *Pre-waiver/ Post-waiver Comparison*

As part of the requirements of the waiver, the CDSS must compare two specific groups of ESAP households to assess changes in participation. The first cohort includes all households that participated in the ESAP before the waiver of periodic reporting requirements is implemented. For the pre-waiver period, CDSS must identify all households participating in ESAP in March 2021. These households will become the research cohort for the pre-waiver comparison period. For each case identified, CDSS must report on the following information for each month between March 2021 and March 2022:

### *ESAP Households before Waiver Implementation Template*

<b>Table A: ESAP Households before Waiver Implementation</b>						
	Month 1	Month 2	Month 3	Month 4	...	Final Month
Total Cases in March 2021:	This number would not change over time					
Number of households that completed the periodic report						
Number of households that left SNAP in reporting month due to:						
Failure to return periodic report						

Failure to recertify						
Ineligibility (death)						
Ineligibility (other)						
Number of closed cases that return to SNAP in reporting month						
Average months off program						
Closure Reason for reopened cases						
Failure to return periodic report						
Failure to recertify						
Ineligibility (other)						
Number of cohort cases on SNAP in reporting month						

Once the waiver is in effect, CDSS must identify an ESAP cohort for post-waiver comparison. This cohort will include all ESAP cases participating four months after the start of the waiver. CDSS will collect the same monthly data points, except for data about periodic reporting, since this requirement is waived. In order to capture ESAP cases that close due to failure to recertify, the CDSS will need to follow this ESAP cohort for at least three years after implementation.

#### *Quality Control (QC) Report*

The State will randomly sample 200 active ESAP cases and review the cases for payment accuracy. In addition, the State will randomly sample 100 denied and terminated applications from ESAP households and review the application for the negative error rate. The full QC review will be based on the FNS QC 310 Handbook. The State will report on all errors by case. These reviews may be conducted via telephone.

Reporting data elements for active cases:

- The CWDs shall review 200 randomly selected active ESAP cases for payment accuracy, briefly describe the source of error, information regarding where the payment variance was found, and list out individual cases where a household received an over or underpayment of any amount. Unlike the error threshold (FFY 2021= \$39) used in the calculation of the active error rate, payment variance is any amount over or under the true benefit the household should have received.

Reporting data elements for Case and Procedural Error Rates (CAPER) cases:

- The State will randomly select 100 denied and terminated ESAP applications for the negative error rate.
- The State will provide the Case and Procedural Error Rates (CAPER) and will explain if the reason for denial is categorized as procedural error (e.g. failure to provide verification or additional information) or a client ineligibility error (due to income, fleeing felon, alien status, or self-reported resources).

The state will provide the following timeliness data for the 200 approved applications processed throughout the project that CWDs will pull for QC review:

- The percentage of all ESAP participants processed within current timeliness standards differentiating between expedited and 30-day applications.
- The percentage of all ESAP cases processed within statutory timeframes (application processing timeliness (APT) rate for ESAP cases).
- The State will provide the above data in the standard reporting template provided by FNS.

If you have any questions or need additional guidance regarding the information in this letter, contact the CalFresh Policy Bureau at [CalFreshPolicy@dss.ca.gov](mailto:CalFreshPolicy@dss.ca.gov).

Sincerely,

***Original Document Signed By***

ALEXIS FERNÁNDEZ  
CalFresh and Nutrition Branch  
Family Engagement and Empowerment Division

**Attachments**

# **CALFRESH NOTICE OF CHANGE: SEMI-ANNUAL REPORTING ELIMINATED**

COUNTY OF \_\_\_\_\_

Notice Date : \_\_\_\_\_  
 Case Name : \_\_\_\_\_  
 Case Number : \_\_\_\_\_  
 Worker Name : \_\_\_\_\_  
 Worker Number : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Addressee)


If you have any questions or want more information about this action, please contact your worker.

**State Hearing:** If you think this action is wrong, you can ask for a hearing unless you already had a hearing on the amount you owe. Pages two and three tell you how. Your benefits may not be changed if you ask for a hearing before this action takes place.

## **OVERVIEW OF CHANGE**

- Because your household contains only elderly and/or disabled members with no earned income, you will no longer have to complete the Semi-Annual Report (SAR 7) form.
- You may still need to report certain changes, including whenever your household's gross monthly income goes over your Income Reporting Threshold (IRT). The county will send you a form (the SAR 2) that reminds you of your IRT. If you need a more information before then so that you know when to report, please call the county.
- No action is required at this time.
- You will get a notice of expiration of certification before the end of your certification period. Once you receive that notice, you will need to take action. The notice will explain what you need to do.

**Rules:** These rules apply to the above action(s): 7 CFR 273.2(e), 7 CFR 273.2(f), 7 CFR 273.10(f)(1); 7 CFR 273.10(f)(4); 7 CFR 273.14(b)(3). You may review them online at [cdss.ca.gov](http://cdss.ca.gov) or at your local county office.

## YOUR HEARING RIGHTS

**You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.**

### **If you ask for a hearing before an action on Cash Aid, Medi-Cal, CalFresh, or Child Care takes place:**

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

**If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got.** To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop:	Cash Aid	CalFresh
	Child Care	

### **While You Wait for a Hearing Decision for:**

#### **Welfare to Work:**

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.

- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

#### **Cal-Learn:**

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

## OTHER INFORMATION

### **Medi-Cal Managed Care Plan Members:**

The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

**Child and/or Medical Support:** The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

**Family Planning:** Your welfare office will give you information when you ask for it.

**Hearing File:** If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

## TO ASK FOR A HEARING:

- **Fill out this page.**
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- **Send or take this page to:**

### OR

- **Call toll free: 1-800-952-5253** or for hearing or speech impaired who use TDD, 1-800-952-8349.

**To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above.** You may get free legal help at your local legal aid or welfare rights office.

**If you do not want to go to the hearing alone, you can bring a friend or someone with you.**

### HEARING REQUEST

I want a hearing due to an action by the Welfare Department of \_\_\_\_\_ County  
about my:    Cash Aid    CalFresh    Medi-Cal    Other (list) \_\_\_\_\_

**Here's Why:** \_\_\_\_\_

**If you need more space, check here and add a page.**

I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: \_\_\_\_\_

Name of Person Whose Benefits Were Denied, Changed or Stopped		Date of Birth	Phone Number
Street Address	City	State	Zip Code
Signature			Date
Name of Person Completing This Form			Phone Number

**I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)**

Name		Phone Number	
Street Address	City	State	Zip Code

# CALFRESH NOTICE OF EXPIRATION OF CERTIFICATION FOR HOUSEHOLDS WITH ONLY ELDERLY AND/OR DISABLED MEMBERS

COUNTY OF \_\_\_\_\_

Notice Date : \_\_\_\_\_  
 Case Name : \_\_\_\_\_  
 Case Number : \_\_\_\_\_  
 Worker Name : \_\_\_\_\_  
 Worker Number : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Addressee)

Need help or have questions? Ask your Worker.

**State Hearing: If you think this action is wrong, you can ask for a hearing. Pages two and three tell you how. Your benefits may not be changed if you ask for a hearing before this action takes place.**

## SPECIAL NOTE

We told you that a recertification interview is not required. Based on the changes you have told the county about, **you now need to complete** a recertification interview.

1. Your CalFresh Certification period will end on \_\_\_\_\_.  
(MM/DD/CCYY)
2. An interview is required. Interviews are done by phone unless you want an in-person interview. If you need help due to a disability, please tell the county right away.

## NEXT STEPS

1. Please fill out the entire application. Return it to the county by the first day of the last month of the certification period: \_\_\_\_\_.  
(MM/DD/CCYY)  
  
Late applications may cause a delay in benefits.
2. You will get a separate letter with the interview date and time. Call your worker right away if you do not get the appointment letter within 10 days of this notice.
3. If you do not keep the appointment, you must reschedule it.
4. If you are reporting changes such as income and expenses, **please include proof** with your application. Proof of any changes must be turned in no later than the end of your certification period. Please tell the county if you need help getting this information.

## IMPORTANT RULES

- The county will tell you when you need to report again. At that time, you must complete all necessary form(s) the county provides.
- If any of the following things happen, you may have to wait up to 30 days before final action is taken on your recertification application. You may get only partial benefits for the first month of your new certification period.
  - You are told an interview is required and you do not complete an interview within 10 days of the end of the certification period.
  - You do not turn in required proof before the end of your certification period.
- You have the right to get an application from the county and to have the county accept your application. The application must be signed and contain at least your name, address, and signature.
- You, or your authorized representative, have the right to file a CalFresh application by turning in the form to the county in person, by mail, by fax or by other transmission available in your county (e-mail or by on-line electronic application at: <http://www.benefitscal.org>).
- If your household consists only of Supplemental Security Income (SSI) members, you, or your authorized representative, have the right to apply for CalFresh at any Social Security Administration office.

**Rules:** These rules apply: CalFresh MPP Sections: 63-300.3, 63-504.25, 63-504.251, 63-504.6, 63-504.61. You may review them online at [cdss.ca.gov](http://cdss.ca.gov) or at your local county office.



## YOUR HEARING RIGHTS

**You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.**

### **If you ask for a hearing before an action on Cash Aid, Medi-Cal, CalFresh, or Child Care takes place:**

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

**If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got.** To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop:	Cash Aid	CalFresh
	Child Care	

### **While You Wait for a Hearing Decision for:**

#### **Welfare to Work:**

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.

- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

#### **Cal-Learn:**

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

## OTHER INFORMATION

### **Medi-Cal Managed Care Plan Members:**

The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

**Child and/or Medical Support:** The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

**Family Planning:** Your welfare office will give you information when you ask for it.

**Hearing File:** If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

## TO ASK FOR A HEARING:

- **Fill out this page.**
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- **Send or take this page to:**

### OR

- **Call toll free: 1-800-952-5253** or for hearing or speech impaired who use TDD, 1-800-952-8349.

**To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above.** You may get free legal help at your local legal aid or welfare rights office.

**If you do not want to go to the hearing alone, you can bring a friend or someone with you.**

### HEARING REQUEST

I want a hearing due to an action by the Welfare Department of \_\_\_\_\_ County  
about my:    Cash Aid    CalFresh    Medi-Cal    Other (list) \_\_\_\_\_

**Here's Why:** \_\_\_\_\_

**If you need more space, check here and add a page.**

I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: \_\_\_\_\_

Name of Person Whose Benefits Were Denied, Changed or Stopped		Date of Birth	Phone Number
Street Address	City	State	Zip Code
Signature			Date
Name of Person Completing This Form			Phone Number

**I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)**

Name		Phone Number	
Street Address	City	State	Zip Code



Food and  
Nutrition  
Service

1320  
Braddock  
Place

Alexandria  
VA, 22314

Ms. Alexis Fernandez  
Chief  
CalFresh and Nutrition Branch  
California Department of Social Services  
744 P Street  
Sacramento, California 95814

Dear Ms. Fernandez,

This letter is in response to the October 12, 2020, request from California's Department of Social Services (CDSS) to renew the California Elderly Simplified Application Project (ESAP) demonstration project. The State's request includes a promising approach involving elimination of the periodic report that may reduce churn and ease administrative burden on Supplemental Nutrition Assistance Program (SNAP) participants and the State. The Food and Nutrition Service (FNS) is approving the State's request to implement an ESAP with this innovative approach.

FNS is approving this waiver effective October 1, 2021, through September 30, 2026. The attached terms and conditions of this approval waive the recertification interview, extend the certification period to 36 months, remove the periodic report requirement (as of March 1, 2022), and allow for greater use of computer matching in lieu of asking the client for income verification. The waiver only applies to households where all household members are elderly (age 60 or over) and/or disabled individuals with no earned income. FNS is also approving the State's request to continue waiving §7 CFR 273.2(k)(1)(iii)(B)(1) allowing the State to extend certification periods up to 36 months for SNAP applications processed by the SSA for Supplemental Security Income (SSI) recipients with no earned income that are eligible for ESAP.

FNS is not approving CDSS' request to waive §7 CFR 273.12(a)(5)(iii)(G). ESAP households are required to report to CDSS when their gross monthly income exceeds the limit for the household size and if a member of the households wins substantial lottery or gambling winnings. ESAP participants are not subject to the work requirements for able-bodied adults, so the requirement to report a change in work hours below 20 hours per week, averaged monthly, does not apply.

As you are aware, FNS is currently undertaking an in-depth review of demonstration projects to ensure that all projects test novel ideas or promising approaches and incorporate robust evaluations. As indicated in FNS' September 13, 2018 "Innovation and Evaluation in SNAP Demonstration Projects" memo, all currently approved demonstration projects must incorporate innovative approaches that further the goals of improving program administration and efficiency. In compliance with this review, the State will conduct a long-term comparison of all households with elderly and/or disabled members with no earned income before implementation and after the Project begins to measure the effects of waiving the periodic report on improving program access and reducing churn.

Ms. Fernandez

Page 2

FNS appreciates the State's dedication to elderly and disabled households and the State's willingness to test innovative approaches to best serve this population. The attached terms and conditions further articulate the evaluation requirements and include a full reporting schedule. During the project period, CDSS will be required to submit annual reports, the first of which will be due to FNS by January 1, 2023. CDSS must continue to submit reports from the previous project period on January 1, 2021 and January 2, 2022.

FNS requests that the State submit written acceptance of these terms and conditions signed by the appropriate State official as soon as possible. FNS looks forward to working with CDSS on this project. If you need further information, please contact Hallie Nelson at [hallie.nelson@usda.gov](mailto:hallie.nelson@usda.gov).

Sincerely,

Sasha Gersten-Paal  
Director  
Program Development Division

cc: Sasha Gersten-Paal, Director, Program Development Division  
Jessica Luna, Chief, Program Design Branch  
Hallie Nelson, Program Analyst, Program Design Branch  
Alice McKenney, Team Lead, Program Design Branch  
Andrew Burns, Office of Policy Support  
Barbara Murphy, Office of Policy Support  
Stephanie Proska, Quality Control Branch  
Barbara Smith, Program Specialist, WRO  
Pandora Lewis, Senior Program Specialist, WRO  
Jodi Gonzalez, Lead Program Specialist, WRO  
Jacqueline Bourne, Lead Program Specialist, WRO  
Alexis Fernandez, Chief, California DSS  
Yazmin Saenz, Acting Bureau Chief, California DSS  
Kathy Yang, Section Chief, California DSS



Food and  
Nutrition  
Service

1320  
Braddock  
Place

Alexandria  
VA, 22314

## **APPROVED WAIVERS CALIFORNIA ELDERLY SIMPLIFIED APPLICATION PROJECT (California ESAP)**

*Elderly Simplified Application Project (the Project) waivers are approved in accordance with requirements to operate demonstration projects under section 17(b) of the Food and Nutrition Act of 2008, as amended (the Act). The waivers described below only apply to households with only elderly and/or disabled household members with no earned income. The waivers do not apply to any other Supplemental Nutrition Assistance Program (SNAP) participants in California (the State).*

### **WAIVERS OF THE ACT**

1. Section 3(f) of the Act defines “certification period” as the period for which households are eligible to receive SNAP benefits. The certification period shall not exceed 12 months, except that the certification period may be up to 24 months if all adult household members are elderly or disabled.

The Food and Nutrition Service (FNS) is waiving this section to allow the State to extend the certification period for 36 months.

2. Section 6(c)(1)(D)(i) of the Act notes that the State agency may require households that report on a periodic basis to submit reports not less often than once every 6 months, but not more often than once each month.

FNS is waiving this section to allow the State to waive the periodic reporting requirements.

3. Section 11(e)(3) of the Act requires that the State verify all non-excludable income and household size (if questionable).

FNS is waiving section 11(e)(3) of the Act to allow the State to use data matches, in lieu of asking the client for income verification. Households are only asked to verify this information when it is questionable. The State will use computer matches to the greatest extent possible.

### **WAIVERS OF SNAP REGULATIONS**

1. 7 CFR 273.2(f) requires the State agency to verify gross nonexempt income, non-citizen eligibility, utility expenses, medical expenses, social security numbers, residency, identity, child support payments, and questionable information.

## TERMS AND CONDITIONS

### Page 2

FNS is waiving this provision of the regulations so participating elderly and/or disabled households do not have to provide such verifications unless questionable. Computer matches will be used to the greatest extent possible to verify gross nonexempt income, non-citizen status, child support paid, social security numbers, residency, and identity. The State will continue to verify medical expenses greater than \$35 per month through regular means and any questionable information.

2. 7 CFR 273.2(k)(1)(iii)(B)(1) requires the State to certify SNAP applications processed by the Social Security Administration (SSA) for up to twelve months.

FNS is waiving this provision of the regulations to allow the State to extend certification periods up to 36 months for SNAP applications processed by the SSA for Supplemental Security Income (SSI) recipients with no earned income that are eligible for ESAP.

3. 7 CFR 273.10(f)(1) allows the State agency to certify households in which all adult members are elderly or disabled for up to 24 months.

FNS is waiving this provision of the regulations to allow the State to certify ESAP households for 36 months.

4. 7 CFR 273.12(a)(5)(iii)(B) requires households in which all adult members are elderly or have a disability, have no earned income and are certified for periods lasting between 13 and 24 months to file a periodic report once a year.

FNS is waiving this provision of the regulations to allow the State to eliminate the periodic reporting requirements for households in which all adult members are elderly or disabled, have no earned income, and are certified under ESAP.

5. 7 CFR 273.14(b)(3) requires that the State agency interview applicant households prior to recertification.

FNS is waiving this provision of the regulations to permit the State to forego recertification interviews with participating households, unless the State plans to deny the application for recertification, the information on the recertification form is questionable, or the ESAP household requests an interview. The State will not deny an application without an attempt to schedule an interview. Interviews at initial certification are still required.

## TERMS AND CONDITIONS

Page 3

### IMPLEMENTATION

#### Eligibility

Households that meet the following conditions are eligible for the State's ESAP demonstration project: all household members are elderly (age 60 or older) and/or disabled, and where no household member receives earned income.

#### Application and Screening

The State will follow normal procedures for initial application, using the CF 285 Application for CalFresh Benefits. The State will require a simplified recertification application for ESAP households, using the CF 37 Recertification for CalFresh Benefits.

#### Expedited Service

The State will process initial ESAP applications that appear eligible for expedited service within three days, consistent with existing State procedures. Computer matches will be used to complete pending verifications to the extent possible. Once all necessary verification is provided to the State agency in accordance with 7 CFR 273.2(i)(4)(iii), the State will assign 36-month certification periods to eligible ESAP households. If an expedited ESAP household has provided all verifications except those necessary to claim a deduction, the State will certify the case without the deduction in accordance with 273.2(f)(3)(ii). If the State is later able to verify the deduction during the certification period, the deduction would then be applied to the household, as detailed in All County Letter (ACL) 20-48.

#### Certification Period

The State will certify ESAP households for 36 months. The recertification process is detailed in the section below.

#### Simplified Reporting

All ESAP households will be on simplified reporting; however, ESAP participants are not required to submit periodic reports. The State will inform ESAP participants of their reporting requirements at the initial interview. Households will be required to report when monthly gross income exceeds the monthly gross income limit for its household size during the certification period in accordance with 7 CFR 273.12(a)(i)(C)(2). Households will also be required to report substantial lottery and gambling winnings as defined by 7 CFR 273.11(r). If the household becomes ESAP ineligible during the certification period but still remains eligible for regular SNAP, the household will be required to submit periodic reports every 6 or 12 months, depending on when and how the household loses eligibility.

## TERMS AND CONDITIONS

Page 4

### Interview

The State will conduct initial interviews for all households applying for the ESAP demonstration project.

At recertification, the State must conduct an interview in the following situations:

1. Prior to closing or denying an ESAP recertification;
2. If information supplied by the household or authorized representative is questionable, incomplete, or contradictory; or
3. If the ESAP household requests an interview.

The State may not deny an ESAP recertification application without first attempting to schedule a recertification interview.

### Verification

#### ***Initial Certification***

Electronic data matches are used to ensure that the household has no earned income and verify gross non-exempt unearned income, utility expenses, non-citizen status, social security numbers, identity, child support payments, medical expenses if paying a Medicare premium, death match, and prisoner match. If the electronic data match is not available or the information is questionable, the verification is requested from the household. The following electronic data matches will be used to the greatest extent possible:

- Income and Eligibility Verification System (IEVS), which includes:
  - Social Security Administration (SSA), for updates to a client's Social Security record including:
    - Date of birth match, daily
    - Social security number validation, daily
    - Benefit information, daily
    - Forty-quarters indicator for non-citizens, daily
    - Deceased persons match (DPM), semi-annual
    - Payment verification system, BENDEX, monthly
    - Beneficiary earning exchange record, monthly
    - Nationwide prisoner match (NPM), monthly
    - Medicare premium status, monthly
  - Employment Development Department:
    - Unemployment or disability insurance benefit information, daily
    - Wage information, daily
    - Integrated fraud detection, quarterly
    - Payment verification system, monthly
    - New hire registry, monthly



## TERMS AND CONDITIONS

### Page 5

- Franchise Tax Board, for information on interest or dividend unearned income, annual
- Welfare Intercept System, for overpayment indicator, daily
- Medi-Cal Eligibility Data System, for date of birth, identity, and homeless indicator, daily
- eDRS, for disqualification indicator, monthly
- United States Citizenship and Immigration Services, for SAVE (alien status verification), daily
- DHCS MEDS, for known-to-welfare indicator, daily
- Internal Revenue Service, for unearned income, annual and beneficiary earning exchange record, monthly
- Department of Justice, for fleeing felon match, monthly
- California Department of Corrections and Rehabilitation, California youth authority, monthly
- State Verification and Exchange System (SVES), for date of birth, name, social security number, and citizenship, daily
- Department of Child Support Services, for child support payment, monthly

Shelter costs and residency are not verified through electronic data matches. Shelter costs are verified only if they are questionable. Residency is verified through readily available documentary evidence, collateral contacts, or home visits.

Medical expenses can only be verified through electronic data matches if the household pays a Medicare premium. If the household does not pay a Medicare premium, medical expenses are verified with documentary evidence or collateral contacts. If the household cannot verify medical expenses, the application will not be denied, but the medical expense deduction will not be applied. Most ESAP households with verified medical expenses over \$35 per month will qualify for the State's Standard Medical Deduction (SMD) demonstration project, which waives section 5(e)(5) of the Act allowing the State to establish a standard medical expense to replace actual costs.

### ***During the Certification Period***

During the certification period, the State must take action upon receipt of a SSA Death Master File or Prisoner Verification System in accordance with requirements at 7 CFR 273.12(c)(3)(iii).

### ***Recertification***

At recertification, the State will follow the same verification procedures as during the initial certification. Electronic data matches are used to ensure that the household has no earned income and verify gross non-exempt unearned income, utility expenses, non-citizen status, , residency, and child support payments. If information cannot be verified through electronic data matches or is questionable, households must verify through standard mechanisms, such

## TERMS AND CONDITIONS

Page 6

as documentary evidence or collateral contacts. ESAP households that elect to claim actual medical expenses because the expenses exceed the standard medical expense of \$155 per month must re-verify medical expenses. ESAP households covered by the State's SMD do not need to re-verify medical expenses over \$35, unless questionable.

### Conversion of Households

#### ***Converting Ineligible ESAP Households to SNAP***

If during their certification period, an ESAP household becomes ineligible for ESAP, but remains eligible for SNAP, the State must remove the household from the ESAP demonstration project and convert the household to a regular SNAP household in accordance with the simplified reporting regulations in 7 CFR 273.12(a)(5). The State will maintain the ESAP certification period. At the time of conversion the household will no longer be covered by any waivers of this demonstration except for the 36 month certification period as specified in 7 CFR 273.10(f)(4), and will be subject to regular reporting requirements.

The State must notify the household of the changes in their status and responsibilities at the time they are removed from the demonstration project and converted to regular SNAP. At the end of the 36-month certification period, the State must assign eligible households who complete normal SNAP recertification requirements the appropriate certification period according to regular SNAP policy.

If the State becomes aware that a regular SNAP household is eligible for the ESAP at recertification, including households that were former ESAP participants removed from the demonstration project due to changes in circumstances, the State must add these households to the demonstration project and inform the households of their new status, reporting procedures, and responsibilities.

#### ***Converting ESAP Households to Innovative Waiver of Periodic Reports***

The State will eliminate the periodic report requirements for ESAP households beginning March 1, 2022. New households determined eligible for ESAP will be informed of their reporting requirements at initial certification and will receive a notice reminding them of their responsibility to report income above 130 percent of the reporting requirements at 12 and 24 months.

For currently participating ESAP households, the State will issue a one-time notice to advise households of the waiver of the periodic report. The notice will inform current ESAP households that they will no longer be required to complete a periodic report at 12 and 24 months for periodic reports due March 1, 2022 or later. The notice will also remind households of their continued reporting requirements. Depending on where the household is

## TERMS AND CONDITIONS

Page 7

in their certification period cycle, current ESAP households will receive notices reminding them of their reporting requirements at 12 and 24 months.

### Outreach

CDSS will leverage existing partnerships with State agencies and a broad statewide network of community-based organizations that work with elderly and disabled populations to communicate changes in CalFresh policy. Additionally, CDSS will proactively target existing CalFresh Outreach resources to the elderly population. Because CDSS will not be implementing an ESAP-specific initial application or otherwise distinguish ESAP-eligible households, CDSS does not plan on implementing ESAP-specific outreach or marketing efforts.

### Training

CDSS will issue an All County Letter (ACL) describing policy changes and the operational details of implementation. Additionally, CDSS will provide counties with technical assistance support, such as an implementation guide, recommended best practices, webinars, and a technical assistance point of contact at CDSS.

**GENERAL WAIVER TERMS AND CONDITIONS  
CALIFORNIA ELDERLY SIMPLIFIED APPLICATION PROJECT  
(California ESAP)**

**GENERAL**

- California is authorized to operate the Elderly Simplified Application Demonstration Project (the Project) for a period of 5 years from the Project's start date of October 1, 2021. The Project will begin on October 1, 2021, and expire on September 30, 2026. The State will operate this project statewide. The innovative waiver of periodic reporting will be effective starting on March 1, 2022 due to State system automation.
- The State will inform the Food and Nutrition Service (FNS) if the Project's actual implementation date changes.
- FNS reserves the right to withdraw its waiver approval and terminate the Project at any time if FNS determines that the Project is inconsistent with the Supplemental Nutrition Assistance Program (SNAP) goals to increase the efficiency of the Program and to improve the delivery of SNAP benefits to raise levels of nutrition among low-income individuals.
- If any Federal laws regarding this Project change during the approved period, the State agency will submit a modification request to FNS to ensure the Project's terms and conditions reflect current Federal law. FNS will review and approve the modification in accordance with section 17(b)(1)(D) of the Food and Nutrition Act of 2008, as amended.
- The State will ensure that all participants in the Project are qualified under the terms and conditions set forth in this approval.
- The State will also make certain no case is denied without an attempt to interview the applicant household.
- The State will provide FNS with regular reports, using the updated evaluation template attached to this approval.

**REQUEST FOR AN EXTENSION**

If the State would like to continue the Project beyond September 30, 2026 the State should send a request to FNS by March 30, 2026, six months before the Project expiration. The extension request letter should include a summary of progress to date, including the time since the last annual report, although FNS recognizes that data from the first part of the reporting period may only be preliminary.

## TERMS AND CONDITIONS

Page 2

### **QUALITY CONTROL (QC)**

QC review of demonstration project cases is governed by 7 CFR 275.11(g), which provides that the results of the review of households correctly classified for participation in a demonstration “which FNS determines to significantly modify the rules for determining households’ eligibility or allotment level” shall be excluded from the determination of the State’s error rate. FNS has determined that the Washington ESAP does not significantly modify the rules for determining households’ eligibility or allotment level.

Therefore, the results of the reviews, in both the active and negative sample frames, of households participating in this project shall be included in the State agency’s error rate, and shall be assigned a case classification code of “1” (included in the error rate calculation in item #11 of the FNS-380-1, QC Review Schedule).

Cases selected for review in the negative sample frame shall be assigned a case classification code of “1” (included in the error rate calculation) in Section II, item #9 of the FNS-245, SNAP Case and Procedural Case Action Review Schedule (formerly the Negative Case Action Review Schedule).

QC procedures for households participating in the California ESAP must be modified to require that the reviewer first determine if the household is correctly classified for participation under the rules of the project (i.e. is eligible to participate in the project under the FNS-approved terms and conditions). If the household is not correctly classified for participation, eligibility and the amount of the benefits will be reviewed against SNAP standards established in the Food and Nutrition Act and regulations, taking into account any FNS-approved waivers (other than those approved for this demonstration) or State options to deviate from specific provisions. If the household is correctly classified for participation in the project, eligibility and the amount of benefits for participating households will be reviewed against the rules of the demonstration project.

In making the determination of whether the household has been correctly classified for participation under the rules of the project, and in conducting reviews against the rules of the project, QC must apply standard verification standards and procedures as specified in the FNS-310, QC Review Handbook. Without independent verification of all relevant circumstances for the period of time under review, QC would be unable to determine the household’s eligibility to participate in the demonstration, or the correctness of the authorized allotment.

### **COST NEUTRALITY**

To ensure that Federal costs do not increase as a result of implementing the approved waivers, the State guarantees that it will maintain cost neutrality for the duration of the Project.

## TERMS AND CONDITIONS

Page 3

### EVALUATION

California must provide FNS with regular reports, detailed in the evaluative components section below.

CA ESAP Reporting Schedule		
REPORT	DATA RANGE COVERED	DUE DATE
First Annual Report	October 1, 2021 – September 30, 2022	January 1, 2023
Second Annual Report	October 1, 2022 – September 30, 2023	January 1, 2024
Third Annual Report	October 1, 2023 – September 30, 2024	January 1, 2025
Fourth Annual Report	October 1, 2024 – September 30, 2025	January 1, 2026
Renewal Request		March 30, 2026
Fifth Annual Report	October 1, 2025 – September 30, 2026	January 1, 2027

#### Evaluative Components

##### ***Annual reports***

The State will also provide an annual report for each year of the project. Annual reports are due three months after the end of each reporting period. The annual reports include four parts: pre- and post-waiver comparison, certification and recertification, timeliness, and QC. Please use the templates in the *ESAP Reporting Template* spreadsheet FNS provided to complete the annual report.

The State must select cases for the annual review at random. Cases reviewed through the QC process may be included in the project evaluation. If an insufficient number of cases are pulled through the regular QC process to meet minimum evaluation requirements, the State may select additional cases and conduct a desk review of case information, including verification of client information via telephone if necessary. State reports should describe methods of data collection and analysis, including the random case selection process, in an executive summary of the report.

1. Pre- and Post-Waiver Comparison: Please input data into the “Pre-Post Comparison” tab in the *ESAP Reporting Template* spreadsheet FNS provided.
2. Certifications/Recertification (broken out by fiscal year): Please input data into the “Cert-Recert” tab in the *ESAP Reporting Template* spreadsheet FNS provided.
3. QC and Error Rates (broken out by fiscal year): Please input data into the “QC & Error Rate” tab in the *ESAP Reporting Template* spreadsheet FNS provided.
4. Timeliness (broken out by fiscal year): Please input data into the “Timeliness” tab in the *ESAP Reporting Template* spreadsheet FNS provided.