

May 1, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 20-52**

The purpose of this All County Letter is to transmit and provide guidance to County Welfare Departments regarding the extension of waiver #2180012, which waives the Supplemental Nutrition Assistance Program (SNAP) regulations at [7 CFR §273.12\(a\)\(5\)\(iii\)\(E\)](#). The waiver, a copy of which is attached to this letter, allows CWDs to combine the required reminder notice sent to households that fail to file a complete periodic report, or Eligibility Status Report (SAR 7) form, by the specified filing date with a notice of adverse action as described at [7 CFR §273.12\(a\)\(5\)\(iii\)\(D\)](#).



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

May 1, 2020

ALL COUNTY LETTER NO. 20-52

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

SUBJECT: CALFRESH EXTENSION OF WAIVER TO COMBINE REMINDER  
NOTICE AND NOTICE OF ADVERSE ACTION AT THE PERIODIC  
REPORT

REFERENCE: [TITLE 7 CODE OF FEDERAL REGULATIONS \(CFR\)](#)  
[§273.12\(a\)\(5\)\(iii\)\(E\)](#); [ACL No. 18-18](#)

The purpose of this All County Letter (ACL) is to transmit and provide guidance to County Welfare Departments (CWDs) regarding the extension of waiver #2180012, which waives Supplemental Nutrition Assistance Program (SNAP) regulations at [7 CFR §273.12\(a\)\(5\)\(iii\)\(E\)](#). The waiver, a copy of which is attached to this letter, allows CWDs to combine the required reminder notice sent to households that fail to file a complete periodic report, or Eligibility Status Report (SAR 7) form, by the specified filing date with a notice of adverse action as described at [7 CFR §273.12\(a\)\(5\)\(iii\)\(D\)](#).

### **BACKGROUND**

The [ACL No. 18-18](#), dated February 16, 2018, provides guidance to CWDs regarding SNAP regulations at [7 CFR §273.12\(a\)\(5\)\(iii\)\(E\)](#) that require CWDs to send a reminder notice to households that fail to file a complete SAR 7 form by the specified filing date. Under these regulations, the reminder notice cannot be combined with the required notice of adverse action.

As a result of implementation challenges identified by CWDs and the Statewide Automated Welfare Systems (SAWS) consortia, the California Department of Social Services (CDSS) requested for and was approved by the United States Department of Agriculture, Food and Nutrition Service (FNS) to temporarily waive SNAP regulations at

[7 CFR §273.12\(a\)\(5\)\(iii\)\(E\)](#) to identify solutions to programming the new SAR 7 Reminder Notice (see [ACL 18-74, dated June 22, 2018](#)). With the current waiver expiring on April 30, 2020, the CDSS requested and was subsequently approved by FNS for an extension of the current waiver.

### **Waiver Extension Guidance**

The FNS has approved the waiver extension for a period of five years, effective May 1, 2020 through April 30, 2025. The waiver allows California to maintain the current practice and to delay implementation of the new reminder notice until the waiver expires.

Current practice for sending the notice of adverse action (the NA 960X SAR-*Stop Aid; Report Not Received* and the NA 960Y SAR-*Stop Aid; Report Incomplete*) will remain the same under this waiver. The CWDs will continue to send the NA 960X SAR to households that have not submitted a SAR 7 form by the specified filing date and will also continue to send the NA 960Y SAR to households that have submitted an incomplete SAR 7 form. Both the NA 960X SAR and the NA 960Y SAR act as a combined reminder notice and adequate notice of adverse action.

### **Waiver Conditions**

- The CWD will send the combined reminder notice and adequate notice of adverse action no later than 10 days from the date the report should have been submitted;
- If an eligible household files a complete SAR 7 form during the 10-day period following the date the combined notice is mailed, the CWD shall provide it with an opportunity to participate no later than 10 days after its normal issuance date; and
- The CDSS will provide the data required for the evaluation of this waiver, as outlined below.

### **Evaluation Data Requirements**

The FNS requires that California submit two interim reports showing data for 18 months and 36 months of operation under this waiver, due no later than 45 days after the 18 (December 15, 2021) and 36 month periods (June 15, 2023).

The reports shall include the following information captured at the periodic report:

- The number and percentage of households that failed to submit a complete SAR 7 form timely and received a combined notice;

- The number and percentage of households that did not submit a complete SAR 7 timely but submitted one during the 10-day period following the date the combined notice was mailed;
- The number and percentage of households terminated for failure to submit a complete SAR 7 form that reapply for benefits the following month;
- Any cost savings associated with the administration of this waiver; and
- Any issues associated with this waiver, including the number of client complaints (verbal or written) about any confusion related to the combined notice.

The SAWS will provide CDSS the necessary data through the existing SAWS Internal Request for Research and Analysis (SIRFRA) process to accomplish evaluation requirements.

This ACL and other CDSS Letters and Notices are available on the [CDSS webpage](#).

For CalFresh program questions or inquiries related to the attached form, please contact the CalFresh Policy Bureau at [CalFreshPolicy@dss.ca.gov](mailto:CalFreshPolicy@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

JENNIFER HERNANDEZ  
Deputy Director  
Family Engagement and Empowerment Division

Attachments



Food and  
Nutrition  
Service

1320 Braddock Place  
Alexandria, VA  
22314

Date: April 7, 2020

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

RE: SNAP – California – Waiver to Combine Reminder Notice and Adequate Notice –  
Extension – Approval

Dear Ms. Fernández:

This letter transmits approval of the California Department of Social Services (DSS) request to continue to waive Supplemental Nutrition Assistance Program (SNAP) regulations at 273.12(a)(5)(iii)(E). Under this waiver (2180012), California may continue to combine the reminder notice sent to households subject to Simplified Reporting that fail to complete a timely periodic report with an adequate notice as described at 273.12(a)(5)(iii)(D).

The Food and Nutrition Service (FNS) thanks the State agency for submitting the required interim and final data reports, as they are essential for assessing its capacity to successfully operate this waiver.

FNS is approving this waiver for a period of 5 years. This waiver is effective May 1, 2020, through April 30, 2025. This waiver is contingent upon the conditions and requirements in the attached waiver response. If the State would like to extend the approval, an extension request must be submitted to the FNS Regional Office by March 1, 2025, 60 days prior to the expiration date.

If you have any questions or need additional information regarding this waiver, please contact your Regional Office representative, Jackie Bourne at (415) 293-3717, or [Jacqueline.Bourne@usda.gov](mailto:Jacqueline.Bourne@usda.gov).

Sincerely,

Maribelle Balbes  
Acting Chief  
Certification Policy Branch  
Program Development Division

Enclosure

To: Alexis.Fernandez@dss.ca.gov  
cc: Kathy.Yang@dss.ca.gov  
[Jacqueline.Bourne@usda.gov](mailto:Jacqueline.Bourne@usda.gov)  
Waivers other than ABAWD  
CPB  
QC PAAD

FINAL:FNS:SNAP:PDD:CPB:EliotDeLaCruzKriviski:\_\_:4/1/2020:703-305-2352  
FILE:S:SNAP ALL:PDD\_FY20:Waivers: 2180012-CA-CombinedNotice-Extension-  
Approval-FY2020

Symbol	Surname	Date	Symbol	Surname	Date

**OFFICIAL RECORD COPY**

## Enclosure 1

### WAIVER TO COMBINE REMINDER NOTICE AND ADEQUATE NOTICE

1. **Waiver serial number:** 2180012
2. **Type of request:** Extension
3. **Regulatory citation:** 7 CFR 273.12(a)(5)(iii)(E)
4. **State:** California
5. **Region:** Western
6. **Regulatory requirements:** Regulations at 7 CFR 273.12(a)(5)(iii)(E) require State agencies to provide households with a reminder notice if a household subject to Simplified Reporting fails to file a complete periodic report by the specified filing date. The reminder notice advises households that a complete report should be filed within 10 days from the date that the State agency mails to notice or the household's participation shall be terminated and the State agency must send an adequate notice of termination. If an eligible household files a complete periodic report during this 10 day period, the State agency shall provide it with an opportunity to participate no later than ten days after its normal issuance date.
7. **Description of alternative procedures:** If a household fails to file a complete report by the specified filing date, the State agency will send a notice to the household advising it of the missing or incomplete report. This State agency will combine the notice of missing or incomplete report with the adequate notice of termination described at 7 CFR 273.12(a)(5)(iii)(D).
8. **Action and reason for approval or denial:** The Food and Nutrition Service (FNS) recognizes the need for State agency measures for effective and efficient program management. FNS is approving California's request for 5 years, effective May 1, 2020.
9. **Regulatory or legislative basis for action:** Approval is based on 7 CFR 272.3(c)(1)(ii), which allows FNS to approve waivers that would result in a more effective and efficient administration of the program.
10. **Conditions and reasons:** FNS is approving this waiver subject to the following conditions:
  - The State agency will send the combined reminder notice and adequate notice no later than 10 days from the date the report should have been submitted;
  - If an eligible household files a complete periodic report during the 10 day period following the date the combined notice is mailed, the State agency shall provide it

with an opportunity to participate no later than 10 days after its normal issuance date; and

- The State agency has the capacity to provide the FNS the data required for evaluation of this waiver.

### **Evaluation Data Requirements**

The State agency must provide the following data and analysis required for evaluation of this waiver:

- A copy of the combined notice; and
- Two interim reports showing data for 18 months and 36 months of operation under this waiver, due no later than 45 days after the 18 (December 15, 2021) and 36 month periods (June 15, 2023);
- A final report showing data for 57 months of operation under this waiver, due no later than 45 days after the 57 month period (March 17, 2025). The report must include:
  - The number and percentage of households that failed to submit a complete report timely and received a combined notice;
  - The number and percentage of households that did not submit a complete periodic report timely but submitted one during the 10 day period following the date the combined notice was mailed;
  - The number and percentage of households terminated for a failure to submit a complete periodic report that reapply for benefits the following month;
  - Any cost savings associated with the administration of this waiver; and
  - Any issued associated with this waiver, including the number of client complaints (verbal or written) about any confusion related to the combined notice.

**11. Information required for extension:** If the State wishes to extend the waiver beyond the 5 year approval period, the State agency must provide FNS with a final report including the information listed under item 10 updated to include the first 57 months of operation.

Waiver extension requests must be submitted to the Regional Office 60 days prior to the expiration date.

**12. Expiration date:** April 30, 2025

**13. Limitation, if any, on approval:** Approval of this waiver is limited to the California Department Social Services (DSS).

**14. Quality control procedures:** No special QC procedures are required for cases subject to the provisions of this waiver. Cases should be reviewed using standard review procedures contained in the FNS Handbook 310.



**15. Date of State agency's request:** February 13, 2020

**16. Date of Regional Office's transmittal of request to National Office:** February 24, 2020

**17. Date of National Office action:** April 7, 2020

**18. Anticipated implementation date (*notify FNS if actual date differs*):** May 1, 2020

**19. State agency contact (name/email/telephone):**

Name: Kathy Yang

Email: Kathy.Yang@dss.ca.gov

Phone: (671) 735-7300

**20. FNS Regional Office contact (name/email/telephone):**

Name: Jackie Bourne

Email: Jacqueline.Bourne@usda.gov

Phone: (415) 293-3717