

April 29, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 25-31

The purpose of this All County Letter is to transmit and provide guidance to County Welfare Departments (CWDs) regarding the extension of the Combine Reminder Notice and Adequate Notice Waiver. The waiver allows CWDs to combine the reminder notice with a timely and adequate notice of action if the household does not submit a complete and timely Eligibility Status Report (SAR 7).



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

April 29, 2025

ALL COUNTY LETTER NO. 25-31

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

SUBJECT: CALFRESH WAIVER EXTENSION: COMBINE REMINDER NOTICE
AND ADEQUATE NOTICE

REFERENCE: [TITLE 7 CODE OF FEDERAL REGULATIONS \(CFR\)](#)
[273.12\(a\)\(5\)\(iii\)\(D\)](#); [7 CFR 273.12\(a\)\(5\)\(iii\)\(E\)](#); [ACL NO. 18-18](#) AND
[ACL NO. 20-52](#)

The purpose of this All County Letter (ACL) is to transmit and provide guidance to County Welfare Departments (CWDs) regarding the extension of the Combine Reminder Notice and Adequate Notice Waiver. The waiver allows CWDs to combine the reminder notice with a timely and adequate notice of action if the household does not submit a complete and timely Eligibility Status Report (SAR 7). 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 Combine Reminder Notice and Adequate Notice Waiver for a period of five years, effective May 1, 2025 through April 30, 2030.

Waiver Extension Guidance

Supplemental Nutrition Assistance Program (SNAP) regulations at [7 CFR 273.12\(a\)\(5\)\(iii\)\(E\)](#) require CWDs to send a reminder notice to households that fail to file a complete SAR 7 by the specified filing date. The reminder notice advises households that a complete report must be filed within 10 days from the date the CWD mails the reminder notice or the household's participation will be terminated. The CWD must send an adequate notice of termination to households that fail to respond to the reminder notice. Under the waiver, CWDs are allowed to combine the required reminder notice with the adequate notice of termination described at [7 CFR 273.12\(a\)\(5\)\(iii\)\(D\)](#).

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

Waiver Conditions

The FNS has approved the waiver extension contingent upon compliance with the conditions listed below.

- The CWD 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 SAR 7 during the 10-day period following the date the combined notice is mailed, the CWD must 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 CDSS must submit two interim reports showing data for 18 months (May 1, 2025 to November 1, 2026) and 36 months (May 1, 2025 to May 1, 2028) of operation under this waiver, due no later than 45 days after the 18 month (December 16, 2026) and 36 month period (June 15, 2028).

The reports must include the following information:

- The number and percentage of households that failed to submit a complete SAR 7 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 days following the date the combined notice was mailed;
- The number and percentage of households terminated for failure to submit a complete SAR 7 that reapply for benefits the following month;
- Any cost savings associated with the administration of this waiver;
- Any issues associated with this waiver, including the number of client complaints (verbal or written) about any confusion related to the combined notice; and
- A copy of the combined notice.

To receive an extension, the CDSS must submit a waiver extension request and a final data report covering the reporting period of May 1, 2025 to November 1, 2029, to FNS by March 1, 2030, 60 days prior to the waiver expiration date.

Quality Control

No special Quality Control 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](#).

Copies and Translations

Forms referenced in this letter are available on the [CDSS Forms/Brochures webpage](#). When CDSS completes translations of a form, they are posted on the [Translated Forms and Publications webpage](#). When made available by CDSS, forms translated into an individual's preferred language must be provided to the individual pursuant to [Manual of Policies and Procedures \(MPP\) Section 21-115.2](#). For questions on translated materials, please contact the Translation Services Section at its@dss.ca.gov. If translations are not available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the [GEN 1365-Notice of Language Services](#) and a local contact number. See [ACL No. 22-56](#).

Per [MPP Section 21-115](#), the CWDs must ensure effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services must be provided, free of charge, to the applicant/recipient. If CDSS does not provide translations of a form, it is the county's responsibility to read and interpret the form if an applicant or recipient requests it. See [ACL No. 22-56](#). Additionally, the CWDs must provide auxiliary aids and services to persons with vision, hearing, or speech disabilities, where applicable. More information regarding provisions for services to applicants and recipients who have limited English proficiency or who have disabilities can be found in [MPP Section 21-115](#) and [ACL No. 19-45](#).

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.

Sincerely,

Original Document Signed By

ALEXIS FERNÁNDEZ GARCIA
Deputy Director
Family Engagement and Empowerment Division

Attachment



Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

April 7, 2025

Alexis Fernández Garcia
Deputy Director
Family Engagement and Empowerment Division
Department of Social Services
744 P Street
Sacramento, California 95814

RE: Supplemental Nutrition Assistance Program (SNAP) – California Waiver Request to Combine Reminder Notice and Adequate Notice – Extension – Approval

Dear Deputy Director Garcia:

This letter transmits the approval of the California Department of Social Services' request to continue to waive Supplemental Nutrition Assistance Program (SNAP) regulations at 7 CFR 273.12(a)(5)(iii)(E). Under this waiver, the State agency may 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 7 CFR 273.12(a)(5)(iii)(D).

The Food and Nutrition Service (FNS) is approving this waiver for a period of 5 years, effective May 1, 2025, through April 30, 2030. The approval is contingent upon the State agency's compliance with the waiver conditions and data reporting components in item 9 of the Enclosure. The detailed waiver response is enclosed. If the State agency would like to extend the approval, they are required to submit an extension request to the Regional Office 60 days (March 1, 2030) prior to the expiration date.

If you have questions or need additional information regarding this waiver, please contact your Regional Office representative.

Sincerely,

Signed by:

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Catrina L. Kamau
Chief
Certification Policy Branch
Program Development Division
Supplemental Nutrition Assistance Program

**COMBINE REMINDER NOTICE AND ADEQUATE NOTICE
WAIVER RESPONSE**

- 1. Type of request:** Extension
- 2. Regulatory citation:** 7 CFR 273.12(a)(5)(iii)(E)
- 3. State:** California
- 4. Region:** Western
- 5. Regulatory requirements:** Supplemental Nutrition Assistance Program (SNAP) 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 the 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 10 days after its normal issuance date.
- 6. 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. The 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).

State specific proposed alternative procedures: N/A

- 7. 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 this request for a period of 5 years, effective May 1, 2025, through April 30, 2030.
- 8. 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.
- 9. Conditions and reasons:** Approval is contingent on the following conditions. The State agency must:
 - Send the combined reminder notice and adequate notice no later than 10 days from the date the report should have been submitted;

- Provide an eligible household which files a complete periodic report during the 10-day period following the date the combined notice is mailed with an opportunity to participate no later than 10 days after its normal issuance date; and
- Comply with the evaluation data reporting requirements and schedule detailed below.

Evaluation Data Requirements

The State agency must submit the following reports via WIMS using the appropriate data sheet. Templates are located in the Waiver Templates tab and/or attached to the data report request in WIMS.

- Interim Report 1: Covers 18 Months After Implementation
 - Reporting Period: May 1, 2025 – November 1, 2026
 - Due Date: December 16, 2026
- Interim Report 2: Covers 36 Months After Implementation
 - Reporting Period: May 1, 2025 – May 1, 2028
 - Due Date: June 15, 2028
- Final Report or Close Out Report:
 - Final Report (if submitting extension): Covers 54 Months After Implementation
 - Reporting Period: May 1, 2025 – November 1, 2029
 - Due Date: At extension, 60 days before waiver expires (March 1, 2030)
 - Close Out Report (if not extending): Covers Full 60 Months of Implementation
 - Reporting Period: May 1, 2025 – April 30, 2030
 - Due Date: 45 days after waiver expires (June 14, 2030)

The reports must include the following measures:

1. The number and percentage of households that failed to submit a complete report timely and received a combined notice;
2. The number and percentage of households that did not submit a complete timely periodic report but submitted one during the 10-day period following the date the combined notice was mailed;
3. The number and percentage of households terminated for a failure to submit a complete periodic report that reapply for benefits the following month;
4. Any cost savings associated with the administration of this waiver;
5. Any issues associated with this waiver, including the number of client complaints (verbal or written) about any confusion related to the combined notice; and
6. A copy of the combined notice.

10. Information required for extension: If the State agency wishes to extend the waiver beyond the approved length period, the State agency must provide FNS with a signed extension request and any required data, as outlined above. FNS will not process an extension request until the State agency complies with the data requirements in their previous approval. FNS will consider an extension of this waiver based on the outcomes of the waiver and if the evaluation does not indicate a negative effect on program access or program integrity among the households subject to the waiver.

The State agency is required waiver extension requests to the Regional Office 60 days prior to the expiration date (March 1, 2030).

11. Expiration date: April 30, 2030

12. Limitation, if any, on approval: Approval is limited to the California Department of Social Services. The State agency is limited to the alternative procedures in this approval. The State agency must submit a modification request for FNS approval prior to making any changes to these approved procedures. The State agency must also notify FNS if it encounters issues or delays in implementation.

13. Quality control procedures: No special QC procedures are required for cases subject to the provisions of this waiver. Cases should be reviewed using the standard review procedures, modifying any eligibility requirements according to the terms and conditions of the waiver, and following the requirements for verification and documentation as contained in the FNS Handbook 310 to include documenting the QC review record with the certification waiver name or description and the period for which the applicable waiver was in effect, or when an approved waiver has been terminated or withdrawn as it pertains to the case under review.

14. Date of State agency's request: March 11, 2025

15. Date of Regional Office's transmittal of request to national office: March 12, 2025

16. Anticipated implementation date (*notify FNS if actual date differs*): May 1, 2025

17. State agency contact:

Name: Kathy Jew

Email: Kathy.Jew@dss.ca.gov

Phone: 916-698-0854

18. FNS Regional Office contact:

Name: Kathryn Mueller

Email: Kathryn.Mueller@usda.gov

Phone: 415-645-1930