

July 14, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

This letter communicates to County Welfare Departments that the California Department of Social Services is implementing a change-based plan submission process of the required Disaster CalFresh plans for Federal Fiscal Year 2021.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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July 14, 2020

ALL COUNTY WELFARE DIRECTORS LETTER (ACWDL)

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: COUNTY DISASTER CALFRESH PLANS FOR FEDERAL FISCAL YEAR  
2021

County Disaster CalFresh (D-CalFresh) plans for Federal Fiscal Year (FFY) 2021 are due by **August 7, 2020**.

Due to limited County Welfare Department (CWD) capacity as a result of California's continued response to the Coronavirus 2019 (COVID-19) pandemic emergency, for the FFY 2021 D-CalFresh annual planning cycle, the California Department of Social Services (CDSS) is implementing a **change-based plan submission process** for all CWDs.

At a minimum, all counties must provide a new complete D-CalFresh contact list for FFY 2021 by August 7, 2020. Counties implementing changes to their D-CalFresh plans must submit a revised plan with changes highlighted. Counties not implementing changes to their D-CalFresh plan must affirm in writing that their FFY 2020 D-CalFresh plan will be used for FFY 2021.

**Background**

County D-CalFresh plans are intended to guide the CalFresh program's emergency response efforts in the event of a natural or human-made disaster. A comprehensive plan ensures a coordinated response, and timely and accurate issuance of D-CalFresh food benefits to affected households. Further, county D-CalFresh plans ensure that California counties understand their roles and responsibilities during a disaster, as well as the policies and procedures that govern the D-CalFresh program.

As the state oversight agency, the CDSS is required to provide an annual state D-CalFresh plan to United States Department of Agriculture, Food and Nutrition Service (FNS) every FFY. The state D-CalFresh plan is based, in part, on information provided in the county plans and informs FNS of California's overall approach to serving ongoing and new CalFresh households who are affected by a disaster.

Effective January 1, 2018, the passage of [Assembly Bill 607](#) (Chapter 501, Statutes of 2017) requires all CWDs to submit a D-CalFresh plan to CDSS every FFY.

### **CalFresh Emergency Response Handbook**

The [CalFresh Emergency Response Handbook](#) is a useful tool to use as a reference for the D-CalFresh program and other disaster response policies and processes. In the event of a disaster, the CalFresh Emergency Response Handbook can be used to identify appropriate response options available to CWDs, the components of those options, and general implementation processes.

### **Change-Based Plan Submission Process**

As previously mentioned, all counties must provide a new complete D-CalFresh contact list for FFY 2021 by August 7, 2020.

Contacts on the D-CalFresh contact lists must include the following components, if applicable:

- Name
- Title
- Office Phone Number
- Cellular Phone Number
- Email Address

Counties implementing changes to their D-CalFresh plans must submit a revised plan with changes highlighted. Counties not implementing changes to their D-CalFresh plan must affirm in writing that their FFY 2020 D-CalFresh plan will be used for FFY 2021.

All CWDs must submit their updated D-CalFresh contact list and a revised D-CalFresh plan or affirmation that their FFY 2020 D-CalFresh plan will be used by FFY 2021 to CDSS by **Friday, August 7, 2020**. Responses can be submitted to [DisasterCalFresh@dss.ca.gov](mailto:DisasterCalFresh@dss.ca.gov) on or before the due date. Email submission from a county representative will be considered an electronic submission of the plan and no further submissions will be required by the CDSS.

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Questions regarding the planning process or plan submission should also be sent to [DisasterCalFresh@dss.ca.gov](mailto:DisasterCalFresh@dss.ca.gov).

Additional resources about D-CalFresh, including any current or recent disaster responses by CalFresh, can be found on the [CDSS Disaster Response website](http://www.cdss.ca.gov/inforesources/CalFresh/Disaster-CalFresh), located at: <http://www.cdss.ca.gov/inforesources/CalFresh/Disaster-CalFresh>.

If you have any questions regarding this letter, please contact the CalFresh Policy Bureau at (916) 651-8047.