

August 24, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

The purpose of this letter is to provide guidance to County Welfare Departments (CWDs) with instructions for complying with federal and state Employment and Training (E&T) reporting requirements established by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) and the California Department of Social Services (CDSS). In order to meet the reporting requirements for FFY 2020, CWDs are directed to submit the Annual CalFresh E&T Participant Outcomes report to the CDSS no later than **October 31, 2020**. In addition, beginning FFY 2021, CWDs and state partners are directed to submit CalFresh E&T Participant Outcomes report to the CDSS no later than the last day of the month following the end of each quarter.



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

August 24, 2020

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, DEPUTY DIRECTOR  
FAMILY ENGAGEMENT AND EMPOWERMENT DIVISION

SUBJECT: CALFRESH EMPLOYMENT & TRAINING (E&T): COMPLIANCE  
WITH FEDERAL AND STATE REPORTING REQUIREMENTS

REFERENCE: [ALL COUNTY LETTER NO. 14-91, \(10/06\)](#); [ALL COUNTY  
INFORMATION NOTICE NO. I-41-19; TITLE 7 CFR 273.7](#)

The purpose of this letter is to provide County Welfare Departments (CWDs) and state partners with instructions for complying with both the federal Supplemental Nutrition Assistance Program (SNAP) E&T reporting requirements established by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) and state reporting requirements established by the California Department of Social Services (CDSS).

<sup>1</sup>In order to meet the reporting requirements, CWDs and state partners are directed to submit the FFY 2020 Annual CalFresh E&T Participant Outcomes Report to the CDSS no later than **October 31, 2020**. The Annual CalFresh E&T Participant Outcomes report should include all individuals who participated in CalFresh E&T during Federal Fiscal Year (FFY) 2020 (October 1, 2019 through September 30, 2020).

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<sup>1</sup> The [interim final rule](#), Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program Monitoring, Oversight and Reporting Measures, was published in the Federal Register on March 24, 2016. States are required to include reporting measures in their Annual E&T State Plans.

Beginning FFY 2021, (October 1, 2020 through September 30, 2021), CWDs and state partners are required to submit a Quarterly CalFresh E&T Participant Outcomes Report (formerly known as the Annual Report).

The report must be submitted to the CDSS no later than the last day of the month following **the end of each quarter.**

The Quarterly CalFresh E&T Participant Outcomes Report submission will be aligned with the Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents (ABAWD), and Employment and Training Program Quarterly Statistical Report (STAT 47) and the Quarterly CalFresh E&T Program Progress Report.

## **I. Background**

### Participant Outcomes Report

The federal SNAP E&T reporting requirements were established by the Interim Final Rule: SNAP E&T Program Monitoring, Oversight, and Reporting Measures. The reporting requirements are comprised of Outcome measures based on the employment and earnings of current and former E&T participants. To monitor the effectiveness of SNAP E&T programs, state agencies are required to report Outcome data on an annual basis. The report is due to FNS on January 1<sup>st</sup> of each year.

Due to the volume of data necessary to compile the Annual Participant Outcomes Report to the FNS, the CDSS will require CWDs and state partners to submit this data on a quarterly basis beginning FFY 2021. Quarterly submission of CalFresh E&T Participant Outcomes Report data will reduce the administrative burden on CWDs and state partners and will increase data accuracy.

### STAT 47 Report

Additionally, FNS requires CDSS to gather data that identifies the number of Able-Bodied Adults Without Dependents (ABAWDs) and non-ABAWDs participating in CalFresh E&T activities regardless of ABAWD time limit waiver status. The STAT 47 also includes an entry for an October 1 point-in-time count of work registrants and ABAWDs. The October 1 point-in-time count is used to assist counties in the preparation of their CalFresh E&T Annual Plans. There are no changes to the submission dates of the STAT 47 and CWDs are to continue to submit these reports on a quarterly basis. STAT 47 submission instructions can be located on the [CDSS website](#).

### Quarterly Progress Report

The CDSS requires CWDs and state partners to submit Quarterly Progress Reports.

These reports include participant data, expenditure data, and information on CalFresh E&T Program growth and challenges throughout the quarter. These reports effectively communicate areas of continuous improvement within the CalFresh E&T Program. In addition, the Quarterly Progress Reports provide an opportunity for CWDs and state partners to communicate technical assistance needs to the CDSS.

## II. Important Dates

|                                   | Reporting Periods                    | Due Date                |
|-----------------------------------|--------------------------------------|-------------------------|
| <b>Annual Report<br/>FFY 2020</b> | October 1, 2019 – September 30, 2020 | <b>October 31, 2020</b> |

| Quarter | Reporting Periods                                   | Due Date                 |
|---------|---|--------------------------|
| Q1      | October 1 <sup>st</sup> – December 31 <sup>st</sup> | January 31 <sup>st</sup> |
| Q2      | January 1 <sup>st</sup> – March 31 <sup>st</sup>    | April 30 <sup>th</sup>   |
| Q3      | April 1 <sup>st</sup> – June 30 <sup>th</sup>       | July 31 <sup>st</sup>    |
| Q4      | July 1 <sup>st</sup> – September 30 <sup>th</sup>   | October 31 <sup>st</sup> |

## III. Reporting Instructions: Participant Outcomes Report

This letter includes the following information for the CalFresh E&T Participant Outcomes Report:

- i. Data Requirements
- ii. Data Field Names; Data Definitions; Data Instructions
- iii. Scenarios
- iv. Report Submission Process
- v. Technical Assistance

### i. Data Requirements

CWDs and state partners must provide the following data elements for every individual who participated in CalFresh E&T in **FFY 2020** by October 31, 2020. This information will be reported on a quarterly basis beginning **FFY 2021**.

*\*Note: CWDs are also required to collect this information for participants who received CalFresh E&T services from contracted providers and third-party partners.*

All dates entered on the CalFresh E&T Participant Outcomes Report are critical statistical information. Identifying component enrollment, as well as component start and end dates, is necessary to correctly account for the total number and percentage of participants that completed an Education, Self-Employment Training, Work Experience, Supervised Job Search, or Job Retention component as required for reporting and tracking purposes.

ii. Data Field Names; Data Definitions; Reporting Instructions

| Field Name    | Definition  | Reporting Instruction   |
|---------------|---|---|
| SSN           | Numerical identifier used to track a person's identification.   | Provide the nine-digit SSN for the individual, without spaces or dashes.  |
| County Code   | Unique number used to identify a specific county in California. | Provide the two-digit county code for the county in which the individual received services.<br><br><i>Note:</i> Do not leave field blank.               |
| Date of Birth | Date of participant's birth.                                    | Provide the individual's date of birth in the format of MM/DD/YYYY.<br><br><i>Note:</i> Do not leave field blank.                                       |
| Sex           | Sex of participant indicated on record.                         | Enter the participant's reported sex as:<br><br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to state<br><br><i>Note:</i> Do not leave field blank. |

| Field Name           | Definition  | Reporting Instruction  |
|----------------------|---|--|
| E&T Component        | Indicate the type of services the participant received, select from the list of eligible CalFresh E&T components. | <p>List of components CalFresh E&amp;T participant may participate in.</p> <ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Workfare</li> <li>• Work Experience</li> <li>• Education</li> <li>• Self-Employment Training</li> <li>• Job Retention</li> <li>• Orientation/Assessment*</li> </ul> <p>*Note: Orientation/Assessment is not a CalFresh E&amp;T component. However, individuals who attend Orientation/Assessment should be captured in the report, if they were enrolled in an eligible CalFresh E&amp;T component.</p> |
| Program Start Date   | The date the participant started participation in CalFresh E&T program.   | <p>Enter the date that the participant started in the CalFresh E&amp;T program.</p> <p>Use the format of MM/DD/YYYY</p> <p><i>Note:</i> Do not leave field blank.</p> <p>Note: Program Start Date should be the same date as the Orientation/Assessment. If the Orientation/Assessment are conducted on different dates, enter the last date attended.</p>   |
| Component Start Date | The date a participant begins a CalFresh E&T component.   | <p>Enter the first date of participation for each component.</p> <p>Use the format of MM/DD/YYYY</p> <p><i>Note:</i> Do not leave field blank.</p>   |

| Field Name                    | Definition   | Reporting Instruction  |
|-------------------------------|--|--|
| Component End Date            | The date in which the component ended for the participant.                     | <p>Enter the last date of participation for each component.</p> <p>Use the format of MM/DD/YYYY.</p> <p>Leave blank if participant is actively participating.</p>  |
| Component Completion          | Indicate if the participant successfully completed all component requirements. | <p>Enter a "0" or "1" to indicate the participant's status.</p> <p>Leave blank if participant is actively participating.</p> <p>0 = No (Unsuccessful completion)<br/>1 = Yes (Successful completion)</p>   |
| Program End Date              | The date the participant ended participation in the CalFresh E&T program.      | <p>Enter the date the participant ended participation in the CalFresh E&amp;T Program.</p> <p>This is the end date of participation in the CalFresh E&amp;T program. Enter the last date in which the individual received services within the E&amp;T program.</p> <p>Leave blank if participant is actively participating.</p> <p>Use format MM/DD/YYYY</p> <p><i>Note: If needed, this data field may be calculated using the "90 day look back" rule.</i></p> |
| Program Successful Completion | Indicate if the participant successfully completed the E&T Program.            | <p>Enter a "0" or "1" to indicate whether the participant has successfully completed the CalFresh E&amp;T program.</p>   |

| Field Name                       | Definition   | Reporting Instruction   |
|----------------------------------|--|---|
|                                  |  | <p>Leave blank if participant is actively participating.</p> <p>0 = No (Unsuccessful)<br/>1 = Yes (Successful)</p>  |
| ABAWD Status                     | An ABAWD is a CalFresh recipient, age 18 through 49, who is able-bodied without dependent children and does not meet the criteria for an exemption from the ABAWD time limit.  | <p>Enter a "0" or "1" to indicate the participant's ABAWD status.</p> <p>0 = No (not an ABAWD)<br/>1 = Yes (ABAWD)</p> <p><i>Note:</i> Do not leave field blank.</p>  |
| HSD or GED Prior to E&T Services | Participants can self-report whether they have received a High School Diploma or General Education Diploma prior to starting CalFresh E&T Services.  | <p>Enter a "0", "1", or "2" to indicate the participant's HSD/GED completion status.</p> <p>0 = No (Not completed)<br/>1 = Yes (completed)<br/>2 = Unknown</p> <p><i>Note:</i> Do not leave field blank.</p>                      |
| English as a Second Language     | Participants can either self-report at intake that English is their second language or the language in which the individual receives information about CalFresh can used to determine if English is their second language. | <p>Enter a "0" or "1" to indicate whether English is the participant's second language.</p> <p>0 = No (English is not second language)<br/>1 = Yes (English is second language)</p> <p><i>Note:</i> Do not leave field blank.</p> |
| Mandatory or Voluntary           | Mandatory participants are participants who do not meet any exemptions and must participate in the CalFresh E&T program.   | <p>Enter a "0" or "1" to indicate whether the participant is a voluntary or mandatory participant.</p> <p>0 = Mandatory</p>   |



| Field Name | Definition   | Reporting Instruction   |
|------------|--|---|
|            | Voluntary participants are participants who meet an exemption but choose to participate in the CalFresh E&T program. | <p>1 = Voluntary</p> <p>Note: In California all counties providing CalFresh E&amp;T are voluntarily doing so. Therefore, all CalFresh E&amp;T participants must be reported as a "1".</p> <p><i>Note:</i> Do not leave blank.</p> |

iii. Quarterly Participant Outcomes Report Scenarios

**Scenario #1**

Sally Jones is a CalFresh recipient. She decides to participate in CalFresh Employment and Training (E&T) to improve her employability. She meets with a CalFresh E&T case worker on February 10, 2020 and completes an employability assessment or Individualized Employment Plan (IEP). Sally attends CalFresh E&T orientation on February 15, 2020 to learn her rights and responsibilities for the program. Sally begins the Supervised Job Search (SJS) component on March 1, 2020. This component consists of several workshops, including resume writing, interview preparedness, etc. Sally completes the SJS component on March 31, 2020. She is offered a job and starts working on April 1, 2020. Sally is enrolled in the Job Retention component on March 20, 2020 for sixty days. Sally successfully completes the Job Retention component on May 20, 2020. Sally is no longer receiving CalFresh E&T services.

| Participant | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to<br>state | Program<br>Start Date | Component<br>Name        | Component<br>Start Date | Component<br>End Date | Component<br>Successful<br>Completion<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Successful<br>Completion<br>0 = No<br>1 = Yes |
|-------------|-----------|---|-----------------------|--------------------------|-------------------------|-----------------------|--|---------------------|--|
| Sally Jones | 223445656 | 01  | 02/15/2020            | *Orientation             | 02/15/2020              | 02/15/2020            | 1  | 05/20/2020          | 1  |
| Sally Jones | 223445656 | 01  | 02/15/2020            | Supervised<br>Job Search | 03/01/2020              | 03/31/2020            | 1  | 05/20/2020          | 1  |
| Sally Jones | 223445656 | 01  | 02/15/2020            | Job<br>Retention         | 04/01/2020              | 05/20/2020            | 1  | 05/20/2020          | 1  |

## Scenario #2

George Navaro receives CalFresh. He was told that he must participate in CalFresh E&T to keep his benefits. He goes in to talk to his CalFresh worker and is informed that participation in E&T services is voluntary in California. He decides to participate in the E&T program and completes orientation and assessment on April 6, 2020. He enrolls in Supervised Job Search (SJS) on April 6, 2020. After two weeks, George stops attending SJS on April 17, 2020 and is unreachable by his CalFresh E&T case manager.

| Participant      | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to<br>state | Program<br>Start Date | Component<br>Name        | Component<br>Start Date | Component<br>End Date | Component<br>Successful<br>completed<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Successful<br>Completion<br>0 = No<br>1 = Yes |
|------------------|-----------|---|-----------------------|--------------------------|-------------------------|-----------------------|---|---------------------|--|
| George<br>Navaro | 012356789 | 02  | 04/06/2020            | *Orientation             | 04/06/2020              | 04/06/2020            | 1   | 04/17/2020          | 0  |
| George<br>Navaro | 012356789 | 02  | 04/06/2020            | Supervised<br>Job Search | 04/06/2020              | 04/17/2020            | 0   | 04/17/2020          | 0  |

### Scenario #3

CalFresh benefits support Chris Stephens during times of unemployment and underemployment. Chris was recently let go from a job as a cashier at a local fast food restaurant. On December 10, 2020, Chris learns more about the CalFresh E&T program when she visits the county to apply for benefits. She speaks with eligibility staff about how she can get into the program, and when told orientation and assessment will be held later that day, she decides to attend, and is later enrolled into On-the-Job Training, which begins December 13, 2020. Chris meets the component participation requirements until January 19, 2021, when she decides to take different job, not associated with the E&T program.

#### Quarterly Participant Outcomes Report - FFY 2021/Quarter 1:

| Participant       | SSN       | Sex<br>01=Female<br><br>99=Decline<br>to state | Program<br>Start Date | Component<br>Name  | Component<br>Start Date | Component<br>End Date | Component<br>Successfully<br>completed<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Completion<br>0 = No<br>1 = Yes |
|-------------------|-----------|--|-----------------------|--------------------|-------------------------|-----------------------|---|---------------------|--|
| Chris<br>Stephens | 014326789 | 98   | 12/10/2020            | *Orientation       | 12/10/2020              | 12/10/2020            | 1   |                     | 0  |
| Chris<br>Stephens | 014326789 | 98   | 12/10/2020            | Work<br>Experience | 12/13/2020              |                       | 0   |                     | 0  |

### Scenario #3 Continued

#### Quarterly Participant Outcomes Report - FFY 2021/Quarter 2:

| Participant       | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline<br>to state | Program<br>Start Date | Component<br>Name  | Component<br>Start Date | Component<br>End Date | Component<br>Successfully<br>completed<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Completion<br>0 = No<br>1 = Yes |
|-------------------|-----------|---|-----------------------|--------------------|-------------------------|-----------------------|---|---------------------|--|
| Chris<br>Stephens | 014326789 | 98  | 12/10/2020            | *Orientation       | 12/10/2020              | 12/10/2020            | 1   | 01/19/2021          | 0  |
| Chris<br>Stephens | 014326789 | 98  | 12/10/2020            | Work<br>Experience | 12/13/2020              | 01/19/2021            | 0   | 01/19/2021          | 0  |

On May 15, 2021, Chris returns to the county office seeking E&T services again. She meets with a counselor who helps her develop an IEP, but before she can start in her component, she must attend a presentation on her rights and responsibilities as an E&T participant, and that will be offered on May 20, 2021. After attending the presentation, she begins the first component/activity outlined in her IEP, Supervised Job Search (SJS), on May 24, 2021. The component is scheduled to run for 6 weeks, but Chris finds employment early and stops participating in the SJS activities on June 30, 2021.

**Scenario #3 Continued**

Quarterly Participant Outcomes Report - FFY 2021/Quarter 3:

| Participant       | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline<br>to state | Program<br>Start Date | Component<br>Name        | Component<br>Start Date | Component<br>End Date | Component<br>Successfully<br>completed<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Completion<br>0 = No<br>1 = Yes |
|-------------------|-----------|---|-----------------------|--------------------------|-------------------------|-----------------------|---|---------------------|--|
| Chris<br>Stephens | 014326789 | 98  | 05/20/2021            | *Orientation             | 05/20/2021              | 05/20/2021            | 1   | 06/30/2021          | 1  |
| Chris<br>Stephens | 014326789 | 98  | 05/20/2021            | Supervised<br>Job Search | 05/24/2021              | 06/30/2021            | 1   | 06/30/2021          | 1  |

#### Scenario #4

Tara completes an employment assessment and IEP with an Employment Specialist at the county Department of Human Services office on May 20, 2021. After completing the assessment, she attends an orientation session on May 25, 2021, where she learns about the Employment & Training program policies, requirements, and components. Tara is then enrolled in the Supervised Job Search (SJS) component, with a scheduled start date of June 1, 2021; however, before beginning the component she finds a job and no longer participates in the program.

#### Quarterly Participant Outcomes Report - FFY 2021/Quarter 3:

| Participant     | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to<br>state | Program<br>Start Date | Component<br>Name | Component<br>Start Date | Component<br>End Date | Component<br>Successful<br>Completion<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Successful<br>Completion<br>0 = No<br>1 = Yes |
|-----------------|-----------|---|-----------------------|-------------------|-------------------------|-----------------------|--|---------------------|--|
| Tara<br>Winfree | 678912345 | 01  | 05/25/2021            | *Orientation      | 5/25/2021               | 05/25/2021            | 1  | 05/25/2021          | 1  |

### Scenario #4 Continued

Tara later realizes that although her job provides a paycheck, she still needs to retain her CalFresh benefits to supplement her nutrition needs. Tara returns to the Employment & Training program for assistance to find a better paying job on September 10, 2021. Ninety days have passed since Tara participated in E&T, so she is required to complete a new employment assessment and attend another orientation session. She completes both by September 20, 2021. During her second employment assessment, Tara expressed her desire to become a licensed cosmetologist. The Employment Specialist enrolls her in the Education component for E&T and Tara begins courses in the Cosmetology program at her local Community College on October 10, 2021. In addition, the Employment Specialist refers Tara to their partner, a community-based organization (CBO), that will provide Tara with an Intensive, six-week training in Self-Employment, from October 10, 2021 – November 23, 2021.

#### Quarterly Participant Outcomes Report - FFY 2021/Quarter 4:

| Participant     | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to<br>state | Program<br>Start Date | Component<br>Name | Component<br>Start Date | Component<br>End Date | Component<br>Completed?<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Completion<br>0 = No<br>1 = Yes |
|-----------------|-----------|---|-----------------------|-------------------|-------------------------|-----------------------|--|---------------------|--|
| Tara<br>Winfree | 678912345 | 01  | 09/20/2021            | *Orientation      | 09/20/2021              | 09/20/2021            | 1  |                     | 1  |



### Scenario #4 Continued

#### Quarterly Participant Outcomes Report - FFY 2022/Quarter 1:

| Participant  | SSN       | Sex<br>01=Female<br>02=Male<br>98=Unknown<br>99=Decline to | Program<br>Start Date | Component<br>Name        | Component<br>Start Date | Component<br>End Date | Component<br>Successful<br>Completion<br>0=No<br>1=Yes | Program<br>End Date | Program<br>Successful<br>Completion<br>0 = No<br>1 = Yes |
|--------------|-----------|--|-----------------------|--------------------------|-------------------------|-----------------------|--|---------------------|--|
| Tara Winfroe | 678912345 | 01   | 09/20/2021            | Education                | 10/01/2021              |                       |  |                     |  |
| Tara Winfroe | 678912345 | 01   | 09/20/2021            | Self-Employment Training | 10/12/2021              | 11/23/2021            | 1  |                     |  |

Key Points:

- Employment activity spans two report years
- Participant was required to complete Orientation and Assessment after being absent from the program for 90+ days
- Participant is enrolled in 2 components simultaneously

iv. Report Submission Process:

CWDs and state partners will submit the FFY 2020 Annual CalFresh E&T Participant Outcomes Report by **October 31, 2020** as outlined in this letter. Beginning FFY 2021, CWDs and state partners will submit the CalFresh E&T Participant Outcomes Report on a quarterly basis as outlined in this letter.

CWDs and state partners will send CalFresh E&T participant data to the CDSS through a Secure File Transfer Protocol (SFTP) site. A data submission template and instructions for uploading the data to the SFTP site will be released via email to the CWDs and state partners CalFresh E&T contacts prior to the start of the new FFY.

Because CWDs and state partners will be transferring personally identifiable information (PII), the CDSS has established a secure process for transferring and storing data. Once CWDs and state partners have uploaded their participant lists, a limited number of CDSS staff will access, transfer, and store the information on a secure network folder.

Note: Prior to uploading the participant lists, CWDs must validate the SSNs provided by matching the participants' SSNs against Medi-Cal Eligibility Data System (MEDS). If there is a discrepancy, the CWD must correct it. CWDs may use Client Identification Numbers (CINs) as a second identifier to validate the SSNs. State partners should validate the SSNs provided in coordination with CWDs.

To meet federal SNAP E&T reporting requirements, the CDSS will match the CalFresh E&T participant and former participant information provided by CWDs and state partners against wage data provided by the California Employment Development Department (EDD). The CDSS has a Memorandum of Understanding (MOU) with EDD which allows the CDSS to access wage data for all CalFresh recipients.

Note: The data requested includes all individuals who were participants from October 1<sup>st</sup> through September 30<sup>th</sup>. Individuals who completed participation prior to October 1<sup>st</sup> should not be included in the report. Please ensure that the information reported matches what is reported in the STAT 47 Report for Quarter 1 of the FFY.

v. Technical Assistance

Existing user credentials are still valid for the FFY 2020 submission process. New users must complete and submit form [GEN 1321](#) via email to Policy Analyst, Michael Xiong at [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov), to receive access to the SFTP site.

If you have any questions regarding the E&T federal reporting requirements or need technical assistance, please contact the CalFresh E&T Section, at: [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov).

#### IV. Reporting Instructions: Quarterly Progress Report

This letter includes the following information for the Quarterly Progress Report:

- i. Data Field Names and Instructions
- ii. Report Submission Process
- iii. Technical Assistance

i. Data Field Names and Instructions

The report should include expenditures, participant data, program expansion and program challenges experienced by CWDs and state partners during the quarter.

| Field Name  | Instruction   |
|---|---|
| Expended 100% Funds                               | Input the amount of 100% Funds the CWD/state partner CalFresh E&T Program has expended from the beginning of the FFY through the end of the reporting quarter. If none, leave blank.  |
| Expended 50% Reimbursement Funds                  | Input the amount of 50% Reimbursement Funds the CWD/state partner CalFresh E&T Program has expended from the beginning of the FFY through end of the report quarter. If none, leave blank.  |
| Expended Supportive Service Funds: Transportation | Input the amount of funds the CWD/state partner CalFresh E&T Program has expended on transportation supportive services (e.g. gas cards, bus passes, mileage reimbursement, etc.) from the beginning of the FFY through the end of the current quarter. If none, leave blank. |
| Expended Supportive Service Funds: Dependent Care | Input the amount of funds the CWD/state partner CalFresh E&T Program has expended on dependent care supportive services from the beginning of the FFY through end of the current quarter. If none, leave blank.   |
| Expended Supportive                               | Input the amount of funds the CWD/state partner   |

| Field Name  | Instruction  |
|---|--|
| Service Funds:<br>Ancillary                               | CalFresh E&T Program has expended on ancillary supportive services from the beginning of the FFY through end of current quarter. If none, leave blank.   |
| # of Participants Projected in current FFY                | Input the total number of CalFresh E&T participants projected to be served by the CWD/state partner for the current FFY.   |
| Participants Served in current FFY                        | Input the total number of CalFresh E&T participants served by the CWD/state partner CalFresh E&T Program from the beginning of the FFY through the end of the current quarter.   |
| Challenges Experienced This Quarter                       | Write a short narrative detailing any challenges the CWD/state partner CalFresh E&T program has encountered during the current quarter. If none, write "none."   |
| Program Growth Opportunities Discovered This Quarter      | Write a short narrative describing any opportunities for CalFresh E&T Program growth the CWD/state partner has discovered this quarter. If none, write "none."   |
| Participant Projections Aligned with Actuals This Quarter | Describe how the CWD's/state partner's actual CalFresh E&T participant rates this quarter correlate with prior projections; describe whether the county/State partner CalFresh E&T Program has had increased or decreased participation compared to projections. |
| Specific Efforts to Implement the 2018 Farm Bill Changes  | Describe how the CWD/state partner plans to implement the changes described in the 2018 Farm Bill, including the incorporation of case management services and the Supervised Job Search component.  |
| Technical Assistance                                      | What technical assistance can CDSS provide to the CWD/state partner and/or county partners? Check the appropriate box and describe any questions you or your partners have for the CDSS regarding the CalFresh E&T program. If none, write "none."               |

ii. Report Submission Process

The CDSS will provide CWDs and state partners the Quarterly Progress Report Template and Instruction Guide via email prior to the start of the new FFY.

CWDs and state partners will submit the Quarterly Progress Report to the CDSS according to the submission due dates outlined in this letter. If the CWD or state partner is unable to submit the Progress Report by the due date, they must submit a request for extension prior to the due date. All reports are to be submitted via email to [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov).

iii. Technical Assistance

Each report will be reviewed and assigned to a CalFresh E&T Policy Analyst for appropriate technical assistance and guidance if the need is indicated on the report.

If a CWD or state partner would like additional technical assistance or has any questions about the CalFresh E&T Program, please email [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division