

July 19, 2021

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), tribal organizations, and state partners that offer CalFresh Employment and Training (E&T) services with instructions for complying with E&T reporting requirements established by the United States Department of Agriculture, Food and Nutrition Service and the California Department of Social Services.



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

July 19, 2021

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](#); [ALL COUNTY INFORMATION NOTICE NO. I-41-19](#); [ALL COUNTY WELFARE DIRECTORS LETTER DATED AUGUST 24, 2020](#); [TITLE 7 CFR 273.7 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM \(SNAP\) – CLARIFICATION OF E&T OUTCOME REPORTING REQUIREMENTS – QUESTIONS AND ANSWERS \(Q&A\) PART II – MAY 2017](#)

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

To meet the reporting requirements, CWDs, tribal organizations, and state partners are directed to submit all Federal Fiscal Year (FFY) 2022 reports to the CDSS on a **quarterly** basis. All reports must be submitted to CDSS no later than the last day of the month following the end of each quarter.

In addition, beginning with FFY 2022, CWDs, tribal organizations, and state partners that offer subsidized employment as outlined in their approved FFY 2022 CalFresh E&T Annual Plan are required to track these individuals as E&T participants, as well as services provided to them. As such, subsidized employment must be tracked in the CalFresh E&T Participant Outcomes Report beginning October 1, 2021 for FFY 2022. The CDSS will provide an updated report template for FFY 2022.

## **BACKGROUND**

### CalFresh E&T Participant Outcomes Report

The CalFresh E&T Participant Outcomes Report is specific to CalFresh E&T and must only be submitted by CWDs, tribal organizations, and state partners that offer CalFresh E&T services. Federally, the 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. The CalFresh E&T Participant Outcomes Report must include all individuals who participated in CalFresh E&T during the FFY (October 1 through September 30).

Due to the volume of data necessary to compile the CalFresh E&T Participant Outcomes Report for FNS, the CDSS requires CWDs, tribal organizations, and state partners that offer CalFresh E&T services to submit this data on a quarterly basis. Quarterly submission of CalFresh E&T Participant Outcomes Report data reduces the administrative burden on CWDs, tribal organizations, and state partners and increases data accuracy. The CDSS then compiles this data and submits a comprehensive state report to FNS on an annual basis. The state report is due to FNS on January 1 of each year.

### CalFresh STAT 47 Report

The CalFresh STAT 47 Report is not specific to CalFresh E&T and must be submitted to CDSS by all CWDs. Tribal organizations and state partners that offer CalFresh E&T services are required to provide their CalFresh E&T participant data to their local CWD who will incorporate this data into their STAT 47 reports.

Data collected via the CalFresh STAT 47 is used to populate the *FNS SNAP E&T Program Activity Report* (FNS 583) which, among other purposes, is used by FNS to allocate SNAP E&T funding.

The STAT 47 includes a point-in-time count of work registrants and Able Bodied Adults without Dependents (ABAWDs). The point-in-time count should be used by CWDs

when preparing their CalFresh E&T Annual Plans and projecting the number of potential CalFresh E&T participants. Note that the STAT 47 requires CWDs to identify the number of ABAWDs and non-ABAWDs via the point-in-time count and the count of individuals participating in CalFresh E&T activities on a quarterly basis, regardless of whether the county is operating under an approved waiver of the ABAWD time limit. STAT 47 submission instructions can be located on the [CDSS website](#).

Note: Participants enrolled in subsidized employment must be reported on the STAT 47 under the work experience component. The CDSS will be releasing an updated STAT 47 and instructions to align with the 2018 Farm Bill and the addition of subsidized employment via a forthcoming All County Letter (ACL).

#### CalFresh E&T Progress Report

The CalFresh E&T Progress Report is specific to CalFresh E&T and must only be submitted by CWDs, tribal organizations, and state partners that offer CalFresh E&T services. These reports include preliminary participant data, expenditure data, and information on CalFresh E&T program growth and challenges throughout the quarter. These reports effectively communicate areas for continuous improvement within CalFresh E&T. In addition, the Progress Reports provide an opportunity for CWDs, tribal organizations, and state partners to communicate technical assistance needs to the CDSS.

#### **IMPORTANT DATES**

Quarter	Reporting Periods	Due Date
Q1	October 1 – December 31	January 31
Q2	January 1 – March 31	April 30
Q3	April 1 – June 30	July 31
Q4	July 1 – September 30	October 31

#### **CALFRESH E&T PARTICIPANT OUTCOMES REPORT INSTRUCTIONS**

This letter includes instructions on the following topics for the CalFresh E&T Participant Outcomes Report:

- Data Requirements
- Data Field Names, Definitions, and Reporting Instructions
- 90-Day Look Back Rule

- Participant Outcomes Report Scenarios
- Report Submission Process
- Technical Assistance

#### Data Requirements

CWDs, tribal organizations, and state partners must provide the following data elements for every individual who participated in CalFresh E&T on a quarterly basis.

CWDs, tribal organizations, and state partners are also required to collect this information for participants who received CalFresh E&T services from their subrecipients, if applicable.

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 who participated in CalFresh E&T during the FFY.

A CalFresh E&T component is defined as a service, activity, or program designed to help CalFresh recipients gain skills, training, or work experience. Components include but are not limited to supervised job search, workfare, work experience, self-employment, education/vocational training, and job retention.

**\*Note:** Orientation/Assessment is a CalFresh E&T activity often required to engage in a CalFresh E&T component. Therefore, individuals who attend Orientation/Assessment should be captured in the report.

#### Data Field Names, Definitions, and Reporting Instructions

Field Name	Definition	Reporting Instruction
Social Security Number (SSN)	Numerical identifier used to track a person's identification.	Enter the nine-digit SSN for the individual, without spaces or dashes.
County Code	Unique number used to identify a specific county in California.	Enter the two-digit county code for the county in which the individual received services.  Do <u>not</u> leave field blank.

Field Name	Definition	Reporting Instruction
Date of Birth	Date of participant's birth.	Enter the individual's date of birth in the format of MM/DD/YYYY.  Do <u>not</u> leave field blank.
Sex	Following federally defined categories, sex of participant indicated on record, as reported.	Enter the participant's reported sex as:  01=Female 02=Male 98=Unknown 99=Decline to state  Do <u>not</u> leave field blank.
CalFresh E&T Component	<p>A service, activity, or program designed to help CalFresh recipients gain skills, training, or work experience. Components include but are not limited to supervised job search, workfare, work experience, subsidized employment, self-employment, education/vocational training, job retention.</p> <p>Orientation/Assessment is a CalFresh E&amp;T activity required to engage in a CalFresh E&amp;T component. Therefore, individuals who attend Orientation/Assessment should be captured in the report.</p>	<p>Indicate the type of services the participant received, select from the list of eligible CalFresh E&amp;T components. 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> <li>• Subsidized Employment**</li> </ul> <p><i>*Note: Orientation/Assessment is not a CalFresh E&amp;T component. However, individuals who attend Orientation/Assessment must be captured in the report.</i></p> <p><i>**Note: Subsidized Employment must be tracked beginning FFY 2022.</i></p>

Field Name	Definition	Reporting Instruction
Program Start Date	The date the participant is placed and begins participation in CalFresh E&T.	<p>Enter the date the participant started in the CalFresh E&amp;T program in the format of MM/DD/YYYY.</p> <p>Do <u>not</u> leave field blank.</p> <p><i>*Note: Program Start Date should be the same date as the Orientation/Assessment. If the Orientation/Assessment are conducted on different dates, enter the <b>first</b> date attended.</i></p>
Component Start Date	The date a participant begins a CalFresh E&T component.	<p>Enter the first date of participation for each component in the format of MM/DD/YYYY.</p> <p>Do <u>not</u> leave field blank.</p>
Component End Date	The date in which the CalFresh E&T component ended for the participant.	<p>Enter the last date of participation for each component in the format of MM/DD/YYYY.</p> <p>Leave blank if participant is actively participating.</p> <p><i>Note: This data field must be calculated using the “90-day look back” rule.</i></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>0 = No (Unsuccessful completion) 1 = Yes (Successful completion)</p> <p>Leave blank if participant is actively participating.</p>

Field Name	Definition	Reporting Instruction
Program End Date	The last date in which the participant received services and ended participation in CalFresh E&T.	<p>Enter the date the participant ended participation in the CalFresh E&amp;T Program in the format MM/DD/YYYY.</p> <p>Leave blank if participant is actively participating.</p> <p><i>Note: This data field must be calculated using the “90-day look back” rule.</i></p>
Program Successful Completion	Indicate if the participant successfully completed CalFresh E&T.	<p>Enter a “0” or “1” to indicate the participant’s status.</p> <p>0 = No (Unsuccessful completion) 1 = Yes (Successful completion)</p> <p>Leave blank if participant is actively participating.</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) 1 = Yes (ABAWD)</p> <p>Do <u>not</u> leave field blank.</p>
High School Diploma (HSD) or General Education Diploma (GED) Prior to CalFresh E&T Services	Participants can self-report whether they have received an HSD or GED prior to starting CalFresh E&T.	<p>Enter a “0”, “1”, or “2” to indicate the participant’s status.</p> <p>0 = No (Not completed) 1 = Yes (completed) 2 = Unknown</p> <p>Do <u>not</u> leave field blank.</p>



Field Name	Definition	Reporting Instruction
English as a Second Language	Participants whose second language is English. This is meant to capture all participants who speak a language other than English as their first language, regardless of whether they also speak English or because this poses a barrier to employment. Participants can self-report this information.	Enter a “0” or “1” to indicate whether English is the participant’s second language.  0 = No (English is not second language) 1 = Yes (English is second language)  Do <u>not</u> leave field blank.
Mandatory or Voluntary	Mandatory participants are participants who do not meet any exemptions and must participate in CalFresh E&T.  Voluntary participants are participants who meet an exemption but choose to participate in CalFresh E&T .	Enter a “0” or “1” to indicate the participant’s status.  0 = Mandatory 1 = Voluntary  <i>Note: In California all counties and state partners providing CalFresh E&amp;T are voluntarily doing so. Therefore, all CalFresh E&amp;T participants must be reported as a “1”.</i>  Do <u>not</u> leave blank.

### 90-Day Look Back Rule

In order to align the CalFresh E&T definition of “completion of participation” specified at Title 7 Code of Federal Regulation (CFR) [273.7\(c\)\(17\)\(iv\)](#) with the Workforce Innovation Opportunity Act’s (WIOA’s) definition of “exit”, CWDs, tribal organizations, and state partners must use a 90-day “look back” rule in order to determine when an individual has completed participation in CalFresh E&T. If the individual has not received any CalFresh E&T services for 90 days, this individual is considered to have completed participation in CalFresh E&T. The 90-day look back period does not include job retention services.

**90 Day Look Back Rule Example 1:** An individual begins participating in CalFresh E&T on February 1, 2021. They stop participating on March 1, 2021. If they do not receive any CalFresh E&T services for 90 days (June 1, 2021), their participation would be considered complete. Therefore, the completion date is March 1, 2021. If that same participant resumes services in July 2021, after the 90-day look back period, it must be considered a new period of participation.

**90Day Look Back Rule Example 2:** An individual begins participating in CalFresh E&T on February 1, 2021. They stop participating on March 1, 2021. They return to CalFresh E&T on May 1, 2021 (less than 90 days) and are still considered enrolled as of February 1, 2021. They stop participating on July 1, 2021. If they do not receive any CalFresh E&T services for 90 days (October 1, 2021), their period of participation must be considered complete. Therefore, the completion date is July 1, 2021.

Participant Outcomes Report Scenarios

**Scenario #1**

Summer Kiles is a CalFresh recipient. Summer meets with a CalFresh E&T case worker on February 16, 2021 and completes an Employability Assessment and Orientation that same day. Summer begins the Supervised Job Search (SJS) component on February 23, 2021. Summer completes the SJS component on March 31, 2021. Summer is offered a job and starts working on April 1, 2021. Summer is enrolled in the Job Retention component on April 1, 2021 for 90 days. She successfully completes the Job Retention component on June 30, 2021.

Key Points:

- Participant attends Orientation and Assessment on the same day
- Participant enrolls in SJS component
- Participant can only be enrolled in Job Retention for a maximum of 90 days, upon completion of another qualifying E&T component

Participant	SSN	Sex 01=Female 02=Male 98=Unknown 99=Decline to state	Program Start Date	Component Name	Component Start Date	Component End Date	Component Successful Completion 0=No 1=Yes	Program End Date	Program Successful Completion 0 = No 1 = Yes
Summer Kiles	223445656	01	02/16/2021	Orientation/ Assessment	02/16/2021	02/16/2021	1	06/30/2021	1
Summer Kiles	223445656	01	02/16/2021	Supervised Job Search	02/23/2021	03/31/2021	1	06/30/2021	1
Summer Kiles	223445656	01	02/16/2021	Job Retention	04/01/2021	06/30/2021	1	06/30/2021	1

## Scenario #2

Joe Jimenez is a CalFresh recipient. Joe decides to participate in CalFresh E&T and completes Orientation and Assessment on March 15, 2021. He enrolls in SJS on March 15, 2021. After about two weeks (March 30, 2021), Joe stops attending SJS and is unreachable by his CalFresh E&T case manager. As of June 30, 2021, 90 days have passed, and Joe has not come back for CalFresh E&T services; the program end date is entered as **03/30/2021**.

### Key Points:

- Participant attends Orientation and Assessment on the same day
- Participant enrolls in SJS, but stops attending before successfully completing all elements
- Participant's last day of attendance is the date participation is considered complete, once 90 days have passed with no reengagement

Participant	SSN	Sex 01=Female 02=Male 98=Unknown 99=Decline to state	Program Start Date	Component Name	Component Start Date	Component End Date	Component Successful completed 0=No 1=Yes	Program End Date	Program Successful Completion 0 = No 1 = Yes
Joe Jimenez	012356789	02	03/15/2021	Orientation/ Assessment	03/15/2021	03/15/2021	1	03/30/2021	0
Joe Jimenez	012356789	02	03/15/2021	Supervised Job Search	03/15/2021	03/30/2021	0	03/30/2021	0

### Scenario #3

Kris Stevens was recently let go from a job as a cashier at a local fast food restaurant. On January 11, 2021, Kris learns more about CalFresh E&T when they visit the CWD to apply for CalFresh benefits. Kris attends Orientation and Assessment that same day, Kris is enrolled into On-the-Job Training, which begins January 19, 2021. Kris meets the component participation requirements until January 25, 2021, when they decide to take a different job, not associated with CalFresh E&T. As of March 25, 2021, 90 days have passed, and Kris has not come back for CalFresh E&T services; the program end date is entered as 01/25/2021.

#### Key Points:

- Participant is eligible to receive CalFresh E&T on date of application of benefits
- Participant attends Orientation and Assessment on the same day
- Participant enrolls in On-the-Job Training, which is an activity under the Work Experience Component
- Participation is considered complete on last day of attendance in component, following the 90 day look back rule

Participant	SSN	Sex 01=Female 02=Male 98=Unknown 99=Decline to state	Program Start Date	Component Name	Component Start Date	Component End Date	Component Successfully completed 0=No 1=Yes	Program End Date	Program Successful Completion 0 = No 1 = Yes
Kris Stevens	014326789	98	01/11/2021	Orientation/ Assessment	01/11/2021	01/11/2021	1	01/25/2021	0
Kris Stevens	014326789	98	01/11/2021	Work Experience	01/19/2021	1/25/2021	0	01/25/2021	0

#### **Scenario #4**

Tara Nguyen is a CalFresh recipient. Tara completes an Assessment with an Employment Specialist at the CWD office on July 20, 2021. After completing the Assessment, she attends an Orientation session on July 25, 2021.

Tara is enrolled in the SJS component with a scheduled start date of August 1, 2021; however, before beginning the component, Tara finds a job and no longer participates in the program. A month later (September 10, 2021), Tara returns to CalFresh E&T for assistance finding a better paying job. 90 days has not passed since Tara first participated in CalFresh E&T, so she is not required to complete a new Assessment and attend another Orientation session. The Employment Specialist enrolls her in the Education component and Tara begins courses 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.

#### **Key Points:**

- Participant attends Orientation and Assessment on two different days
- Participant is enrolled in SJS, but never participates in the component. Therefore, this component is not reported
- Participant reengages in E&T, enrolling in the Education and Self Employment components, before 90 days have passed. Participant is enrolled in 2 components simultaneously. Therefore, these two components are reported.
- CalFresh E&T activity spans two report years

Note: The table below is a representation of components and activities engaged in by the participant in the current fiscal year and will be reflected on the next FFY report.

Participant Outcomes Report – FFY 2021/Quarter 3

Participant	SSN	Sex 01=Female 02=Male 98=Unknown 99=Decline to state	Program Start Date	Component Name	Component Start Date	Component End Date	Component Completed? 0=No 1=Yes	Program End Date	Program Successful Completion 0 = No 1 = Yes
Tara Nguyen	678912345	01	07/20/2021	Orientation/ Assessment	07/20/2021	07/25/2021	1		

**Scenario #4 Continued**

Participant Outcomes Report - FFY 2022/Quarter 1:

Participant	SSN	Sex 01=Female 02=Male 98=Unknown 99=Decline to state	Program Start Date	Component Name	Component Start Date	Component End Date	Component Successful Completion 0=No 1=Yes	Program End Date	Program Successful Completion 0 = No 1 = Yes
Tara Nguyen	678912345	01	07/20/2021	Orientation/ Assessment	07/20/2021	07/25/2021	1		
Tara Nguyen	678912345	01	07/20/2021	Education	10/10/2021				
Tara Nguyen	678912345	01	07/20/2021	Self- Employment Training	10/10/2021	11/23/2021			

### Report Submission Process

CWDs, tribal organizations, and state partners must submit the CalFresh E&T Participant Outcomes Report on a quarterly basis. If the CWD, tribal organization or state partner is unable to submit the Participant Outcomes Report by the due date, they must submit a request for extension prior to the due date.

CWDs, tribal organizations, and state partners must send CalFresh E&T participant data to the CDSS through a Secure Automated File Exchange (SAFE) site. The CDSS will provide the instructions for uploading the Participant Outcome Report to the SAFE site via email to CWDs, tribal organizations, and state partners upon release of this letter.

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. Tribal Organizations and state partners should validate the SSNs provided in coordination with CWDs.

To meet SNAP E&T reporting requirements, the CDSS will match the CalFresh E&T participant and former participant information provided by CWDs, tribal organizations 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.

The data requested includes all individuals who were participants from October 1 through September 30. Individuals who completed participation prior to October 1 should not be included in the report. For each quarter, please ensure the information reported on the CalFresh E&T Participant Outcomes Report matches what is reported via the STAT 47 Report for the FFY .

### Technical Assistance

Existing SAFE site user credentials are still valid. New users must complete and submit form [GEN 1321](#) via email to [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov) in order to receive access to the SAFE site.

If you have any questions regarding the CalFresh 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).



## **CALFRESH E&T PROGRESS REPORT**

This letter includes instructions on the following topics for the CalFresh E&T Progress Report:

- Data Field Names and Instructions
- Report Submission Process
- Technical Assistance

### Data Field Names and Instructions

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

Field Name	Instruction
Expended 100% Funds	Enter the amount of 100% Funds expended from the beginning of the FFY through the end of the quarter. If none, leave blank.
Expended 50% Reimbursement Funds	Enter the amount of 50% Reimbursement Funds expended from the beginning of the FFY through the end of the quarter. If none, leave blank.
Expended Supportive Service Funds: Transportation	Enter the amount of funds 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 quarter. If none, leave blank.
Expended Supportive Service Funds: Dependent Care	Enter the amount of funds expended on dependent care supportive services from the beginning of the FFY through the end of the quarter. If none, leave blank.
Expended Supportive Service Funds: Ancillary	Enter the amount of funds the expended on ancillary supportive services from the beginning of the FFY through the end of the quarter. If none, leave blank.

Field Name	Instruction
Number of Participants Projected in the FFY	Enter the total number of CalFresh E&T participants projected to be served through the end of the FFY.
Number of Participants Served in the FFY	Enter the total number of CalFresh E&T participants served from the beginning of the FFY through the end of the quarter.
Challenges Experienced in the Quarter	Describe any challenges encountered in the quarter. If none, write "none."
Program Growth Opportunities Identified in the Quarter	Describe any opportunities for CalFresh E&T Program growth identified in the quarter. If none, write "none."
Participant Projections Aligned with Actuals in the Quarter	Describe how the actual CalFresh E&T participant rates in the quarter correlate with prior projections; describe whether the CalFresh E&T Program has had an increase or decrease in actual participation rates compared to projections.
Specific Efforts to Implement the 2018 Farm Bill Changes	Describe any 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 the CDSS provide? 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."

### Report Submission Process

The CDSS will provide the CalFresh E&T Progress Report Template and Instruction Guide via email to CWDs, tribal organizations, and state partners prior to the start of the new FFY.

CWDs, tribal organizations, and state partners must submit the CalFresh E&T Progress Report to the CDSS according to the submission due dates outlined in this letter. If the

CWD, tribal organization or state partner is unable to submit the CalFresh E&T 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).

#### 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, tribal organization or state partner would like additional technical assistance or has any questions about CalFresh E&T, please email [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov).