



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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GOVERNOR

May 30, 2014

ERRATA

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

ALL COUNTY INFORMATION NOTICE I-14-14E

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALFRESH PROGRAM SPECIALISTS
ALL CONSORTIA REPRESENTATIVES
ALL QUALITY CONTROL COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS

SUBJECT: WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) FOOD SUPPLEMENT

REFERENCE: SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012), SECTION 39, AMENDING WELFARE AND INSTITUTIONS (W&I) CODE SECTION 15525; ALL COUNTY LETTERS (ACL) 03-66; 13-71; 13-88; ALL COUNTY INFORMATION NOTICES (ACIN) I-38-11; I-14-14

The purpose of this erratum to All County Information Notice (ACIN) I-14-14 is to clarify information concerning automation of WINS, transitional CalFresh (TCF), mid-period reporting, and to update the verbiage on forms WINS 1 and WINS 1239. This erratum also includes new language for both the TCF 200 percent Federal Poverty Level (FPL) cutoff and the Mid-Period Reporting.

AUTOMATION OF WINS

(Page 4 of ACIN I-14-14)

The third paragraph of this section refers to the automated way of calculating work hours when the client does not give work hours to the Eligibility Worker (EW). In this paragraph it states that, "This functionality would be created to be a back-up only to be used when actual hours worked information is unavailable to the EW, and should not be

the normal practice; therefore, hours worked information must be requested and, if available, entered by the EW as part of the normal application, mid period report, recertification documentation, or change reporting processes.”

The part pertaining to “...hours worked information must be requested...” has been changed to read “...hours worked information **should** be requested...”

TRANSITIONAL CALFRESH (R7 & R8) (Pages 5 and 6 of ACIN I-14-14)

If a Transitional CalFresh (TCF) recipient is receiving over 200 percent of the Federal Poverty Level (FPL) they would not be eligible for WINS. The first paragraph of the TCF section has been changed to include information on the 200 percent FPL. The new language reads:

“Transitional CalFresh is given to households no longer on the CalWORKs program. Households are given up to an additional five months of CalFresh after which time they must either recertify or be removed from the CalFresh program (for more information see ACLs 03-66 and 13-88). Households who are eligible to or are receiving TCF are also eligible for WINS, as long as they meet all of the eligibility criteria and do not have income that exceeds 200 percent of the Federal Poverty Level (FPL). If the household does exceed the 200 percent FPL, it must be documented that the household is not eligible for the WINS benefit, but is still eligible for TCF. While it is at the discretion of each CWD how this takes place, a verification of eligibility for the WINS program must be determined to ensure that the family is in fact working and not over the 200 percent FPL. Also, if the household is over the 200 percent FPL, a WINS benefit denial notice is not required to be sent out.”

MID-PERIOD REPORTING (Page 8 and 9 of ACIN I-14-14)

If a semi-annual reporting recipient reports during mid-period for the express purpose of receiving WINS they are to be discouraged from reporting due to the possibility that the report could negatively impact the household’s benefits if there has been an income increase between report periods. However, if the recipient is a change-reporter then the CWD must accept the report and act accordingly. The second paragraph of the mid-period reporting has been changed to reflect this information and a short paragraph has been added following the second paragraph to cover change reporters. The new language reads:

“If a SAR reporting household makes a voluntary mid-period report solely for the sake of receiving the WINS benefit, the recipient should be informed that the report could negatively impact the household’s benefits if there has been an income increase between report periods. If mid-period WINS participation would diminish the household’s overall CalFresh benefits, then the CWD should not decrease benefits unless the report is considered verified upon receipt (VUR). See ACL 13-17 for more information on reports considered VUR.”

“For mid-period reports made by a change reporter, the CWD must determine if the report is mandatory and results in a change in benefit allotment per MPP 63-504.42. Also see 7 CFR 273.12(a)(1)(i)(C)(2).”

Forms WINS 1 and WINS 1239
(Attachments 3 and 4 of ACIN I-14-14)

The forms Notice to All CalFresh Recipients (WINS 1) and CalFresh Notice of Approval/Denial/Termination Work Incentive Nutritional Supplement (WINS) (WINS 1239) have been rewritten to clarify the information presented on them. These new versions are online and should be used in place of the old forms as of the release of this ACIN.

Notice to All CalFresh Recipients – WINS 1

The WINS 1 has been revised to clarify what sufficient hours in eligible work activities are, along with other edits. The following changes have been made to the notice:

The statement “Effective January 1, 2014, state law provides for the following” has been changed to read “**California state law provides for the following**”

In the first bullet under “Work hour requirements are” the first and second hours listings have been rewritten for clarity. They originally read, “20 hours per week for single custodial parents/caretaker families with a child under six years old” and “30 hours per week for non-two parent/caretaker families with no child under six years old.” They now read, “**20 hours per week for single custodial parents/caretaker families with at least one child under six years old**” and “**30 hours per week for non-two parent/caretaker families with a child(ren) between six and eighteen years old.**”

The statement at the bottom of the first bullet had the words “or volunteer work (work experience or community services)” removed.

The third sub-bullet of the second bullet reads “Have at least one parent/guardian in the household that meets the TANF definition of a ‘work-eligible Individual’ and is

participating in sufficient hours in eligible work activities that meet the federal TANF requirements.” This has been changed to read, **“Have at least one parent/guardian in the household that meets the TANF definition of a ‘work-eligible Individual’ and is participating in sufficient hours as listed above in eligible work activities that meet the federal TANF requirements.”**

CalFresh Notice of Approval/Denial/Termination Work Incentive Nutritional Supplement (WINS) - WINS 1239

The WINS 1239 has been revised due to miswording, punctuation, and an unnecessary check box. The following changes have been made to the notice:

In the “Approval” section, the check box was removed from “Recertification” and replaced with the word **NOTE**. This section of the notice is informational only and no check box was needed.

In the “Denial” section, the first check box has been changed from, “The child you are caring for is over 18” to **“The child you are caring for is 18 or over.”**

Also in the “Denial” section, the fourth check box has been changed from, “Your work hours have fallen below the minimum required for WINS eligibility.” to **“Your work hours are below the minimum required for WINS eligibility.”**

In the “Termination” section, the fourth check box has been changed from, “Your application for CalFresh has been denied.” to, **“Your CalFresh benefits have been discontinued.”**

Also in the “Termination” section, the last check box ended with a semi-colon. This has been changed to a colon.

Camera-Ready Copies and Translations

For camera-ready copies in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access you may obtain these forms from the CDSS webpage at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

When all translations are completed per Manual of Policies and Procedures (MPP) Section 21-115.2, including Spanish forms, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm.

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are 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.

The CWDs shall ensure that 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 shall be provided free of charge to the applicant/recipient. In the event that CDSS does not provide translations of a form, it is the county's responsibility to provide the translation if an applicant or recipient requests it. More information regarding translations can be found in MPP Section 21-115.

This ACIN and other CDSS Letters and Notices are available on the internet at: <http://www.dss.cahwnet.gov/lettersnotices/default.htm>.

If you have any questions regarding this letter, please contact your CalFresh county consultant or call the CalFresh Policy Bureau at (916) 654-1896.

Sincerely,

Original Document Signed By:

LINDA PATTERSON, Chief
CalFresh Branch