



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

May 8, 2009

ALL COUNTY INFORMATION NOTICE NO. I-37-09

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY FOOD STAMP EMPLOYMENT
AND TRAINING COORDINATORS

SUBJECT: FEDERAL FISCAL YEAR 2010 HANDBOOK FOR COUNTIES NOT
OFFERING A FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

REFERENCE: MANUAL OF POLICIES AND PROCEDURES SECTION 63-407

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2010 handbook for those counties not offering a Food Stamp Employment and Training (FSET) Program. As required by the Food and Nutrition Service and pursuant to the Manual of Policies and Procedures (MPP) Section 63-407.842(a), counties not participating in the FSET program must submit data for inclusion in California's statewide FSET plan. The non-FSET handbook consists of a template, instructions, and a brief definitions section explaining those terms relevant to counties not participating in FSET.

The data required for those counties not participating in the FSET program are minimal. They consist of projected estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs) during FFY 2010. Counties should use the enclosed handbook, including the template in submitting their data to CDSS as this will expedite the CDSS review process and reduce our potential for error in compiling county data.

Counties are reminded that the American Recovery and Reinvestment Act of 2009 (ARRA) suspends the eligibility time limits for ABAWDs effective April 1, 2009 through September 30, 2010. During this period, ABAWDs are not limited to receiving food

stamps for three out of 36 months without satisfying the ABAWD work requirement. However, ABAWDs are still subject to food stamp sanctions for failure to participate in the FSET program. To the extent possible, definitions contained in the non-FSET handbook are amended to reflect this provision of the ARRA. In accordance with CDSS instructions in All County Letter (ACL) 09-12 dated February 27, 2009, all ABAWD calendars were stopped effective April 1, 2009, and new 36-month calendars will begin October 1, 2010. However, counties must still provide reasonably accurate estimates of their work registrant and ABAWD populations for FFY 2010. Counties should be able to use the data from their most recent work registrant and ABAWD statistical reports to assist in the development of FFY 2010 estimates.

Work registrant and ABAWD estimates should be consistent with data reported on the following reports:

- Food Stamp Program Work Registrant, Able-Bodied Adults Without Dependents, and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 47); and
- Annual Work Registrant and Food Stamp Employment and Training Program Caseload Report (STAT 48).

Data tables for the STAT 47 and STAT 48 can be found at <http://www.dss.cahwnet.gov/research/PG349.htm> under Food Stamp Data Tables.

Counties are reminded that FNS utilizes the data from the STAT 47 and 48 forms to determine each state's future allocation of FSET funds. Therefore, it is important that counties report data on the STAT 47 and 48 reports in an accurate and timely fashion.

The deadline for submitting your county's work registrant and ABAWD estimates is June 8, 2009. Please ensure that your county's completed handbook is in our office by the above date. Please forward an electronic copy in Microsoft Word and mail a hard copy to the following CDSS staff person:

ATTN: Mr. Robert Nevins, Food Stamp Analyst
California Department of Social Services
Food Stamp Branch
744 P Street, M.S. 8-9-32
Sacramento, CA 95814

E-mail: robert.nevins@dss.ca.gov
Fax: (916) 654-1295

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If you have questions regarding the Food Stamp Work Registrant, ABAWD, and FSET Program Caseload Report, STAT 47 and STAT 48, please contact Sharon Shinpaugh of the Data Systems and Survey Design Bureau at (916) 928-7927. If you have any questions about this letter or the submittal of your estimates, please contact Robert Nevins, FSET Analyst, at (916) 654-1408 or Kristin Brinks, Food Stamp Employment and Special Projects Unit Manager, at (916) 654-1435.

Sincerely,

Original Document Signed By:

CHRISTINE WEBB-CURTIS, Chief
Food Stamp Branch

Attachment

**FEDERAL FISCAL YEAR 2010 HANDBOOK FOR COUNTIES NOT OFFERING A FOOD
STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM**

**GUIDELINES FOR PREPARING WORK REGISTRANT AND ABAWD ESTIMATES
(October 1, 2009 – September 30, 2010)**



**Prepared by the
California Department of Social Services
Food Stamp Branch
May 8, 2009**

Non-FSET COUNTY COVER SHEET
(To be completed by counties not offering FSET)

County of _____

Prepared by: _____

Title: _____

Telephone: _____

Fax: _____

E-mail: _____

Date Submitted: _____

INTRODUCTION

The purpose of this handbook is to provide counties not offering a Food Stamp Employment and Training (FSET) program with instructions regarding the annual work registrant and Able-Bodied Adult Without Dependents (ABAWD) information that must be submitted to the California Department of Social Services (CDSS). The Food and Nutrition Service (FNS) requires CDSS to submit an annual FSET plan for review and approval. The State's plan consists of a synopsis of the individual FSET plans developed by counties. As part of the plan, FNS asks for various statewide estimates of work registrants and ABAWDs. This information must be obtained from all counties, regardless of whether or not they offer an FSET program. Counties not participating in FSET should complete and submit their work registrant and ABAWD estimates to CDSS no later than **June 8, 2009**.

PLAN PREPARATION AND SUBMISSION

County estimates should be submitted using the format in this handbook and should be reasonably accurate projections that are consistent with numbers previously reported by the county on the following reports:

- Food Stamp Program Work Registrant, Able-Bodied Adults Without Dependents (ABAWD), and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 47); and
- Annual Work Registrant and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 48)

Data tables for the STAT 47 and STAT 48 can be found at:
<http://www.dss.cahwnet.gov/research/PG359.htm> under Food Stamp Data Tables.
Counties are encouraged to review the above data reports and definitions provided in these guidelines prior to preparing their estimates.

WORK REGISTRATION AND ABAWD INFORMATION

Provide a clear explanation of the methods used to estimate work registrant and ABAWD counts. Use data from the current fiscal year, whenever possible, in formulating the projection. Be as accurate as possible in developing these estimates.

A. WORK REGISTRANT POPULATION

1. Work Registrant Counts

Estimate the following:

- a. The number of work registrants in the existing food stamp caseload expected to be in the county on October 1, 2009 (see STAT 48): _____
- b. The anticipated number of new work registrants to be added between October 1, 2009 and September 30, 2010 (see STAT 47): _____
- c. The total number of work registrants in the county between October 1, 2009 and September 30, 2010 (a+b=c): _____

2. Unduplicated or Duplicated Work Registrant Count

FNS requires states to give an unduplicated count of work registrants. Unduplicated means the following:

- Individuals included in the work registrant count as of October 1 are not included in any subsequent count of work registrants for the remaining months of the year; and
- Individuals certified for food stamps or registered for work more than once in a 12-month period are only reported as a work registrant once during that 12-month period.

Clearly explain whether the estimated number of work registrants is based on a duplicated or unduplicated count. If a county can only provide a duplicated count of work registrants, estimate in this section the portion of reported work registrants believed to be duplicated. If your estimate significantly differs from previously reported data, detail the methodology used in making this estimate.

B. ABAWD POPULATION

1. ABAWD Counts

Estimate the following:

- a. The number of ABAWDs in the existing non-assistance food stamp caseload expected to be in the county on October 1, 2009: _____

Note: The ABAWD population is a subset of the work registrant population. There are always fewer ABAWDs than there are work registrants because there are added exemptions from the ABAWD work requirement which do not apply to work registration.

- b. The anticipated number of new ABAWDs to be added between October 1, 2009 and September 30, 2010 (see STAT 47): _____

Note: ABAWD counts on the STAT 47 are duplicate counts. Counties should adjust the ABAWD numbers to reflect an unduplicated estimate.

- c. The total number of ABAWDs in the county between October 1, 2009 and September 30, 2010 (a+b=c): _____

2. Unduplicated or Duplicated ABAWD Count

FNS requires states to give an unduplicated count of ABAWDs so counties must make every effort to do so. Unduplicated means the following:

- Individuals included in the ABAWD count as of October 1 are not included in any subsequent count of ABAWDs for the remaining months of the year (Note: This includes ABAWDs who fail to meet the work requirement and regain eligibility in the same year.); and
- ABAWDs certified or registered more than once in a 12-month period are only reported once during that 12-month period.

Clearly explain whether the estimated number of ABAWDs is based on a duplicated or unduplicated count. If a county can only provide a duplicated count of ABAWDs, estimate in this section the portion of ABAWDs believed to be duplicated. If your estimate significantly differs from previously reported data, detail the methodology used in making this estimate.

DEFINITIONS

ABAWD - An Able-Bodied Adult Without Dependents (ABAWD) is a non-assistance food stamp (NAFS) recipient between the ages of 18 and 49 who does not qualify for one of the ABAWD exemptions listed in Manual of Policies and Procedures (MPP) Section 63-410.3 (see list below).

ABAWD Exemptions - Persons are exempt from the ABAWD work requirement if they are exempt from food stamp work registration (see list of work registration exemptions below):

- Under 18 or over 50 years of age;
- Residing in a food stamp household that includes a child under 18 years of age;
or
- Pregnant.

Deferred - This term refers to a work registered person or persons temporarily excused by the county from mandatory participation in the FSET Program. For counties not offering an FSET program, all work registrants are deferred based on regulations at MPP Section 63-407.811 (a).

Food Stamp Employment and Training Program - A county-administered program designed to assist food stamp recipients increase their employability and self-sufficiency through participation in job search, job club, workfare, education and/or vocational training components.

FSET Mandatory Participant - A Food Stamp Program applicant or recipient who is neither exempt from food stamp work registration nor deferred from participation in FSET.

Non-ABAWD - A work registrant that qualifies for one of the ABAWD exemptions at MPP Section 63-410.32, namely, under age 18 or over age 50, residing in a food stamp household that includes a child under 18 years of age; or pregnant.

Work Registrant - A non-assistance food stamp (NAFS) applicant or recipient who is subject to food stamp work requirements at Manual of Policies and Procedures (MPP) Section 63-407.4, unless the individual meets one of the work registration exemptions at MPP Section 63-407.21.

Work Registration Exemptions - An individual is exempt from food stamp work registrant requirements if he/she meets one of the exemptions at MPP Section 63-407.21 (see list below):

- Younger than 16 years of age or 60 years of age or older;

- 16 or 17-year old who is not head of household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;
- Caring for a dependent child under age 6 or an incapacitated person;
- Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- Half-time school attendance.

Work Registrant Requirements - As a condition of food stamp eligibility, every NAFS applicant and recipient between the ages of 15 and 60 who does not qualify for a work registration exemption must comply with the following requirements:

- register for work or be registered by the county;
- participate in the FSET Program if assigned by the county;
- provide sufficient information to determine employment status or availability for work;
- report to an employer when referred by the county or its designee;
- accept a bona fide offer of suitable employment; and
- must not voluntarily quit a job of 30 or more hours a week or reduce work hours to fewer than 30 hours a week without good cause.