

April 12, 2011

ALL-COUNTY INFORMATION NOTICE NO. I-22-11

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR 2012  
HANDBOOK FOR COUNTIES NOT  
OFFERING A CALFRESH EMPLOYMENT AND TRAINING PROGRAM

REASON FOR THIS TRANSMITTAL

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

REFERENCE: MANUAL OF POLICIES AND PROCEDURES SECTION 63-407

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2012 handbook for those counties not offering a CalFresh Employment and Training (E&T) Program. The non-E&T handbook consists of a template, instructions, and a brief definitions section explaining those terms relevant to counties not participating in E&T. Counties should use the enclosed template in submitting their data to the California Department of Social Services (CDSS), as this will expedite the CDSS review process and reduce our potential for error in compiling county data.

Each year, CDSS is required to prepare a CalFresh E&T plan for review by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) (7 CFR 273.7(c)(8)). The state E&T plan consists of a synopsis of the individual E&T plans developed by counties. As part of the plan, FNS asks for various statewide estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs). All counties, regardless of whether or not they participate in E&T, must report work registrant and ABAWD estimates for inclusion in the statewide E&T plan (7CFR273.7(c)(9)).

In preparing their non-E&T plans, it is important that counties provide reasonably accurate estimates of their work registrant and ABAWD populations for FFY 2012. Data sources for preparing these estimates may include county generated reports, manual counts, and numbers previously reported by the county on the following forms:

- The Annual Work Registrant and CalFresh E&T Program Caseload Report (STAT 48); and
- CalFresh Program Work Registrant, ABAWD, and CalFresh E&T Program Caseload Report (STAT 47).

Data tables for the STAT 48 and STAT 47 can be found at <http://www.dss.cahwnet.gov/research/> under CalFresh, and then under CalFresh Data Tables.

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Counties are reminded that FNS utilizes the data from the STAT 47 and 48 forms to determine each state's future allocation of E&T funds. Therefore, it is essential that these reports be completed in an accurate and timely fashion. Please note that CalFresh recipients who are exempt from work registration on October 1 of the federal fiscal year who subsequently lose their exemption status and either apply for, or continue to receive CalFresh benefits should be included in the count of new work registrants during the year. This includes CalWORKs recipients who have reached the 48-month time limit and persons whose youngest child reaches the age of six, provided such persons don't qualify for another exemption.

The deadline for submitting your county's non-E&T plan is May 17, 2011. Please ensure that your county's completed plan is in our office by the above date.

**Please Note:** Counties will receive a Microsoft Word version of the template for actual use in preparing their plans. The Microsoft Word version of the template will be e-mailed to counties immediately following issuance of this ACIN. Counties should inform CDSS within one week of the issuance of this ACIN if they did not receive a Microsoft Word copy of the plan template. Those counties that did not receive an e-mailed copy of the template should e-mail updated contact information to Kristin Brinks, Manager of the Employment and Special Project Unit, at [kristin.brinks@dss.ca.gov](mailto:kristin.brinks@dss.ca.gov). The contact information should include the name, title, address, telephone number, fax, and e-mail address of the individual who will be responsible for preparing the non-E&T plan.

Please e-mail your non-E&T plan in Microsoft Word and send a hard copy to the following CDSS staff person:

ATTN: Mr. Robert Nevins, CalFresh Analyst  
California Department of Social Services  
CalFresh Branch  
744 P Street, M.S. 8-9-32  
Sacramento, CA 95814  
E-mail: [robert.nevins@dss.ca.gov](mailto:robert.nevins@dss.ca.gov)

If you have any questions about this letter, or the submittal of your estimates, please contact Robert Nevins, Program Analyst, at (916) 654-1408.

Sincerely,

***Original Document Signed By:***

LINDA PATTERSON, Chief  
CalFresh Branch

Attachment

FEDERAL FISCAL YEAR 2012 HANDBOOK FOR COUNTIES NOT OFFERING A  
CALFRESH EMPLOYMENT AND TRAINING (E&T) PROGRAM

GUIDELINES FOR PREPARING WORK REGISTRANT AND ABAWD ESTIMATES  
(October 1, 2011 – September 30, 2012)



Prepared by the  
California Department of Social Services  
CalFresh Branch  
April 2011

**Non-E&T COUNTY COVER SHEET**  
(To be completed by counties not offering E&T)

County of:
Prepared by:
Title:
Telephone:
Fax:
E-mail:
Date Submitted:

## **INTRODUCTION**

Each year, the California Department of Social Services (CDSS) is required to prepare a CalFresh Employment and Training (E&T) plan for review by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). The state E&T plan consists of a synopsis of the individual E&T plans developed by counties. As part of the plan, FNS asks for various statewide estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs). Thus, all counties, regardless of whether or not they participate in E&T, must report work registrant and ABAWD estimates for inclusion in the statewide E&T plan.

The purpose of this handbook is to provide the mechanism by which non-E&T counties may report annual work registrant and ABAWD estimates. The handbook consists of a template, instructions, and a brief definitions section explaining those terms relevant to counties not participating in E&T. Counties must use the Microsoft Word version of this document in submitting their estimates.

Counties not participating in E&T should submit their non-E&T plan to CDSS no later than May 17, 2011.

## PLAN PREPARATION AND SUBMISSION

County estimates should be submitted using the format in this handbook. Data sources for preparing these estimates may include county generated reports, manual counts, and numbers previously reported by the county on the following forms:

- The Annual Work Registrant and CalFresh E&T Program Caseload Report (STAT 48)
- The CalFresh Program Work Registrant, ABAWD, and CalFresh E&T Program Caseload Report (STAT 47)

Data tables for the STAT 48 and STAT 47 can be found at the following two websites:  
<http://www.cdss.ca.gov/research/PG359.htm>  
<http://www.cdss.ca.gov/research/PG360.htm>

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

Please be as accurate as possible in developing these estimates. This may require the use of multiple sources. Use data from the current fiscal year, whenever possible, in formulating the projections.

### A. Work Registrant Population

#### 1. Work Registrant Counts - Estimate the following:

- a. The number of work registrants in the existing CalFresh caseload expected to be in the county on October 1, 2011 (Part A, entry 1 of the STAT 48 form):
- b. The anticipated number of new work registrants to be added between October 1, 2011 and September 30, 2012:

*This estimate may be consistent with the cumulative total of four consecutive quarters worth of data from Part A, entry 1 of the STAT 47 report. However, counties may need to consult additional sources in developing reasonable estimates.*

- c. The total number of work registrants in the county between October 1 and September 30 of the fiscal year ( $a+b=c$ ):

#### 2. Unduplicated or Duplicated Work Registrant Count

To the best of their ability, counties are required to give an unduplicated count of work registrants. Individuals included in the work registrant count on October 1 should not be included in any subsequent count of work registrants for the remainder of the year. In addition, individuals certified for CalFresh or registered for work more than once in a

12-month period should only be reported as a work registrant once during that 12-month period.

- a. Indicate whether the count of work registrants is unduplicated or duplicated:
- b. Identify the sources for preparing work registrant estimates and note any methods employed to eliminate duplicate counts:

## **B. ABAWD Population**

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. Persons not exempt from the ABAWD work requirement are included in the county's ABAWD population, even if they reside in a waiver county or are granted the 15 percent exemption.

1. ABAWD Counts - Estimate the following:
  - a. The number of ABAWDs in the existing CalFresh caseload expected to be in the county on October 1, 2011:
  - b. The anticipated number of new ABAWDs to be added between October 1, 2011 and September 30, 2012:
  - c. The total number of ABAWDs in the county between October 1 and September 30 of the fiscal year ( $a+b=c$ ):
2. Unduplicated or Duplicated ABAWD Count

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

- a. Indicate whether the count of ABAWDs is unduplicated or duplicated:
- b. Identify the sources for preparing ABAWD estimates and note any methods employed to eliminate duplicate counts.

## **DEFINITIONS**

ABAWD - An Able-Bodied Adult Without Dependents (ABAWD) is a non-assistance CalFresh 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 CalFresh work registration (See list of work registration exemptions below). Individuals are also exempt if they are:

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

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

Work Registrant - A non-assistance CalFresh applicant or recipient who is subject to CalFresh work requirements at 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 CalFresh 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 six 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; or
- Half-time school attendance.

Work Registrant Requirements - As a condition of CalFresh eligibility, every non-assistance 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 E&T 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.