



CDSS

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DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

January 15, 2013

ALL-COUNTY INFORMATION NOTICE NO. I-02-13

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

SUBJECT: TEMPLATE AND INSTRUCTIONS FOR COUNTIES NOT OFFERING A CALFRESH EMPLOYMENT AND TRAINING PROGRAM IN FEDERAL FISCAL YEAR 2014

REFERENCE: MANUAL OF POLICIES AND PROCEDURES, DIVISION 63, SECTIONS 63-407

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2014 template to be completed by those counties not offering a CalFresh Employment and Training (E&T) Program. The template is part of the non-E&T handbook which also includes policy instructions and program definitions. Counties not participating in E&T must submit a non-E&T plan to the California Department of Social Services (CDSS) using the enclosed template. The non-E&T plan consists of estimates for CalFresh work registrants and Able-Bodied Adult Without Dependents (ABAWDs).

Each year, CDSS is required to prepare a CalFresh E&T plan for review by the United States Department of Agriculture, 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 ABAWDs. All counties must prepare work registrant and ABAWD estimates for inclusion in the statewide E&T plan, regardless of whether or not they participate in E&T.

In preparing their non-E&T plans, it is important that counties provide reasonably accurate estimates of their projected work registrant and ABAWD populations for FFY 2014. Data sources to assist counties in developing their 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

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- 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.

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 should be included in the count of new work registrants during the year. This includes CalFresh recipients whose youngest child reaches the age of six and CalWORKs recipients who have reached the 48-month time limit, provided such persons don't qualify for another exemption.

The deadline for submitting your county's non-E&T plan is **March 8, 2014**. 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 Bill Belon at [William.Belon@dss.ca.gov](mailto:William.Belon@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 to Robert Nevins at [Robert.Nevins@dss.ca.gov](mailto:Robert.Nevins@dss.ca.gov). The PDF version of the non-E&T template attached to this ACIN should not be used in completing the handbook. It is not necessary for you to send a signed copy of the plan until it has been reviewed by CDSS staff and any requested revisions have been made. Upon receiving state approval of your non-E&T plan, please send a hard copy to CDSS using the following contact information:

ATTN: Mr. William Belon, CalFresh Analyst  
California Department of Social Services  
CalFresh Branch  
744 P Street, M.S. 8-9-32  
Sacramento, CA 95814

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If you have any questions about this letter, or the preparation of your non-E&T plan, please contact Robert Nevins at (916) 654-1408.

Sincerely,

***Original Document Signed By:***

LINDA PATTERSON, Chief  
CalFresh Branch

Handbook for Counties Not Offering a CalFresh Employment and Training (E&T)  
Program

COUNTY Non-E&T PLAN COVER SHEET

(To be completed by counties not offering E&T in Federal Fiscal Year (FFY) 2014)

This template has been prepared by the California Department of Social Services (CDSS), CalFresh Branch. Non-E&T plans must be submitted using the enclosed template. The due date for submission of county non-E&T plans to CDSS is March 8, 2013.

Name of County:_____
Prepared by:
Title:
Telephone:
Fax:
E-mail:
Secondary Contact Name:
Secondary Contact Telephone:
Secondary Contact 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 counties that elect not to participate in E&T (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. Those counties not participating in E&T should submit their non-E&T plan to CDSS no later than March 8, 2013.

### Preparing Accurate Estimates

In developing their estimates of work registrants and ABAWDs, it is essential that counties have an accurate understanding of those CalFresh recipients who should be included in these populations. Counties should remember the following in preparing their plan estimates:

- The work registrant population is the largest population captured in the plan.
- The ABAWD population is a subset of the work registrant population. ABAWDs and work registrants are not distinct unrelated groups, but the ABAWD population is a smaller population within the work registrant population.
- There are always fewer ABAWDs in the county than there are work registrants because additional exemptions have been established for the ABAWD work requirement, which are not included in the list or work registration exemptions (see MPP Section 63-410.32).

Once a county has estimated the size of its work registrant population, it should use this population as its base for determining estimates for the number of ABAWDs in the county. The county should estimate the number of work registrants who qualify for the ABAWD exemptions based on age, pregnancy, and living in a CalFresh household with a child under age 18. These persons would be deducted from the work registrant count and the remaining work registrants would represent the county's ABAWD population.

Persons who do not qualify for an ABAWD exemption are counted as ABAWDs even if they reside in a county with an ABAWD waiver, or are granted the 15 percent ABAWD exemption. Such persons are not considered exempt from the ABAWD work requirement.

### Relationship of the Non-E&T Plan to the STAT 47 and STAT 48 Reports and the County Expense Claim

The quarterly STAT 47 and annual STAT 48 data reports are compiled to provide FNS with the actual number of work registrants and ABAWDs for each quarter as well as the number of persons participating in E&T components, and the number of ABAWDs receiving the 15 percent exemption or living in a county with an ABAWD waiver. The data from these reports also provides a starting point for counties to use in developing estimates for the next year's E&T plan.

Unless the county anticipates significant changes in the size and characteristics of its CalFresh population, estimates for the number of work registrants and ABAWDs identified in the non-E&T plan should not differ significantly from those reported on the STAT 47 and 48 forms. If numbers contained on the STAT forms appear problematic, counties should use other sources such as adhoc reports to ensure that estimates contained in their non-E&T plan are reasonable.

Counties are reminded that the estimates of work registrants and ABAWDs contained in their non-E&T plan should be based on unduplicated counts. Currently, the ABAWD count on the STAT 47 is a duplicated count, but CDSS plans to revise the form so that the numbers for work registrants and ABAWDs are both unduplicated. Counties will be informed when these revisions have been completed.

The STAT 47 report is due 15 business days after each fiscal quarter ends, and the STAT 48 report is due on November 15<sup>th</sup> of each year. Data from these reports is compiled by CDSS and transmitted to FNS using the FNS 583 E&T Program Activity Report. FNS utilizes the number of work registrants identified on the 583 report as the primary source for determining each state's annual E&T allocation. Thus, it is essential that counties periodically review the STAT 47 and 48 reports to ensure that work registrant numbers appear reasonable when compared with the size and demographics of the non-assistance CalFresh population. Inappropriately small work registrant counts will lead to a reduction in the size of California's federal E&T allocation.

## **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 these data reports and the definitions provided in these guidelines prior to preparing their estimates.

## **WORK REGISTRANT AND ABAWD ESTIMATES FOR FFY 2014**

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 initial estimates. Adjustments should then be made based on notable trends in the size of the CalFresh caseload. Please avoid using the same estimates from previous years if other reports suggest an increase in the non-assistance CalFresh population.

### **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, 2013 (Part A, entry 1 of the STAT 48 form).
- b. The anticipated number of new work registrants to be added between October 1, 2013 and September 30, 2014.

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 for 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, 2013.
- b. The anticipated number of new ABAWDs to be added between October 1, 2013 and September 30, 2014.
- 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 50 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 49 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.