

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



January 26, 2004

ALL COUNTY INFORMATION NOTICE NO. I-04-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP COORDINATORSREASON FOR THIS TRANSMITTAL

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

SUBJECT: INFORMATION ON HOMELESS SHELTERS

The purpose of this notice is to share some general information to assist the County Welfare Departments (CWDs) in their efforts to identify facilities that are homeless shelters. Often it is difficult to determine if a facility is a homeless shelter or an institution. Under Manual of Policies and Procedures (MPP) Section 63-402.4, residents of institutions are not eligible to receive food stamp benefits, while residents of homeless shelters can participate in the Food Stamp Program.

The members of the County Welfare Directors Association Food Stamp Committee requested assistance to help them identify facilities that are homeless shelters. As a result, a county workgroup of several county representatives was established to develop some general guidelines on determining if a facility can be considered a homeless shelter. These guidelines do not supercede current regulations and policies regarding establishing eligibility for homeless individuals under MPP 63-102(H) (2) and MPP 63-503.6.

Below are the guidelines the workgroup developed that other counties may find helpful. Please note that these guidelines are not prescribed by either the state or federal government.

In determining if a facility is a homeless shelter the county should consider if the facility:

- Accepts primarily homeless individuals as residents; and
- Has a time limit for residency (i.e., the facility is not the individual's permanent residence); and
- Has no lease or rental agreement and, as such, the individual residing there has no legal right against eviction (i.e., the individual can be required to leave).

In addition, unless authorized by the Food and Nutrition Service of the United States Department of Agriculture to accept food stamp benefits in exchange for meals (MPP 63-102(r) (9)(B), MPP63-604.4 and MPP63-503.6), no facility can require residents to use or turnover any portion of their food stamp benefits.

If you have any questions regarding this notice, please contact the Food Stamp Policy Unit at (916) 654-1896.

Sincerely,  
Original Document Signed By:

RICHTON YEE, Chief  
Food Stamp Branch