

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



August 22, 2007

ALL COUNTY INFORMATION NOTICE NO. I-44-07

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP COORDINATORS  
ALL CalWORKs PROGRAM SPECIALISTS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: CHANGES TO SAWS 2 FORM, REVISION OF QUESTION #37 REGARDING UTILITY COST INFORMATION

REFERENCE: ALL COUNTY LETTER 06-31, SIMPLIFICATION OPTIONS;  
ALL COUNTY INFORMATION NOTICE I-69-06,  
SIMPLIFICATION OPTIONS EFFECTIVE 11-01-06

The purpose of this letter is to inform County Welfare Departments of changes that have been made to the Statewide Automated Welfare System (SAWS) 2 form. Question #37 on page 10 of the form has been updated to comply with the Simplification Options discussed in All County Letter (ACL) 06-31. Specifically, it has been reformatted to include information to be used to determine whether the client is eligible for the Standard Utility Allowance (SUA), the Limited Utility Allowance (LUA) or the Telephone Utility Allowance (TUA). The "Utility Costs" section is now comprised of two sections: utility costs incurred and those that are used for heating or cooling.

**DESCRIPTION OF CHANGES**

Question 37 A, on page 10, has been changed to: "Does anyone have any utility costs? If "YES", please check all boxes below that apply."

Gas		Garbage or Trash	
Electricity		Sewer	
Other fuel (such as propane, butane, wood, coal, etc.)		Telephone/other means of communication, such as internet, etc.	
Water		Other (explain)	

Question 37 B, on page 10, has been changed to: "Do you use gas, electricity or other fuel for heating or cooling? If "YES", please check below."

UTILITY	USED FOR HEATING OR COOLING?
Gas	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electricity	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other Fuel	<input type="checkbox"/> YES <input type="checkbox"/> NO

In the “County Use” section, under “Utilities Verified”, “Metered” and “Client elects” have been deleted. “Verification not required” has been inserted. See below for the comparison of change in the “County Use” section from the old version to the new format:

<b>Changed from:</b>	<b>Changed to:</b>
Utilities verified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Utilities verified: <input type="checkbox"/> YES <input type="checkbox"/> NO
Metered: <input type="checkbox"/> YES <input type="checkbox"/> NO	Verification not required <input type="checkbox"/>
Client elects <input type="checkbox"/> Actual If Actual, Total Utilities \$ _____	

Also in the “County Use” section, the title of “Utility Allowance – Prorated” has been changed to “Utility Allowance”. The YES/NO boxes have been deleted. A box for “None allowed” has been added. See below for the comparison of change in the “County Use” section from the old version to the new format:

<b>Changed from:</b>	<b>Changed to:</b>
Utility allowance – Prorated <input type="checkbox"/> SUA <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LUA <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TUA <input type="checkbox"/> YES <input type="checkbox"/> NO	Utility allowance <input type="checkbox"/> SUA <input type="checkbox"/> LUA <input type="checkbox"/> TUA <input type="checkbox"/> None allowed

**USE OF SHELF STOCK**

Counties may begin using the modified form as soon as they are available on-line. However, counties can continue to use current shelf stock until it is depleted. If current shelf stock will be used, counties need to be vigilant about applying current policy regarding SUA, LUA and TUA as described in ACL 06-31, Food Stamp Simplification Options, which was effective 11-01-06.

**CAMERA-READY COPIES AND TRANSLATIONS**

For a camera-ready copy in English, contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain these forms from the [CDSS web page](https://www.cdss.ca.gov/inforesources/forms-brochures) at: <https://www.cdss.ca.gov/inforesources/forms-brochures>. When all translations are completed per MPP 21-115.2, including Spanish forms, they are posted on an ongoing basis on our web site. Copies of the [translated forms and publications](#) can be obtained at:

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<https://www.cdss.ca.gov/inforesources/translated-forms-and-publications>. For questions on translated materials, please contact Language Services at (916) 651-8876.

If you have any questions regarding this letter, please contact LeAnne Torres, Staff Services Manager, Food Stamp Bureau, Policy Interpretation Unit, at (916) 654-2135 or via e-mail at [LeAnne.Torres@dss.ca.gov](mailto:LeAnne.Torres@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

RIGHTON YEE, Chief  
Food Stamp Branch

bc: Richton Yee  
Maria Hernandez  
Mike Papin  
David Badal  
Randy Shiroi  
LeAnne Torres

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