



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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ARNOLD SCHWARZENEGGER
GOVERNOR

August 22, 2008

ALL COUNTY INFORMATION NOTICE NO. I- 57 -08

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS
ALL QUALITY CONTROL COORDINATORS

SUBJECT: FOOD STAMP PROGRAM (FSP) POLICY INTERPRETATION
PROCEDURES AND LISTING OF STAFF ASSIGNMENTS

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-66-06

Attached for your information is a current list of FSP staff and their assignments by regulation/subject (Attachment A). This listing includes staffing assignments for the Policy Implementation Unit (PIU) and the Employment and Special Projects Unit (SPU) and will allow counties and organizations to identify the appropriate staff person to assist in resolving FSP policy issues or questions arising due to application of FSP regulations.

We are observing the guidelines provided in All County Information Notice (ACIN) I-66-06, which limits policy questions and state responses to those questions sent by Quality Control (QC) for discussion of policy errors, automation systems consortia for discussion of programming policy issues, state Administrative Law Judges (ALJs) regarding policies resulting from hearings and those submitted from the California Welfare Directors Association (CWDA), and the Food Stamp Review and Advisory Team (FRAT) for policies having statewide policy implications. We are also reissuing the protocols for requesting policy clarification. Attached is a Request for Regulation Interpretation form (FS 24), which is the only form to be used for submission of a policy question. The FS 24 is included as Attachment C to this document. It has been revised to include responses from the FRAT Committee to counties.

For Counties Requesting Policy Interpretations

Questions from counties must be submitted directly to the FRAT Committee for a response through the Food Stamp Coordinator in your county. FRAT will then determine if a response has

REASON FOR THIS TRANSMITTAL

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

statewide implication. If FRAT determines that the question does impact policy statewide, the question will be forwarded to state staff for clarification and response. Attachment B is a rotation schedule of FRAT members to whom questions from counties may be submitted through December 2009. The questions and policy clarifications are then included in a Quarterly Question and Answer (Q & A) ACIN. If the question does not have statewide implication, FRAT will attempt to answer the question and respond directly back to the county. Counties may still request a state review of the question forwarded to the FRAT Committee.

For Organizations Other Than Counties Requesting Policy Interpretations

Questions from QC staff, automation systems consortia or ALJs may be submitted directly to state staff. State staff will respond directly to the requestor and will determine if the question will become part of a Q & A ACIN. If state staff determines that a question should be part of the ACIN, the question will also be shared with the FRAT Committee before finalizing for incorporation into the ACIN.

Question Format

To assist us in responding to your inquiries, the following guidelines must be used in completing the FS 24:

- Complete the requestor's name, list the county/organization, provide the phone number of the requestor, give the subject of the request, specify the pertinent regulation cites(s) and cite references (ACLs, ACINs, FSQUADS), give the date of the request and the date a response is needed.
- State the question and include a scenario if needed for clarity. No assumptions are made in responding to policy questions.
- Provide your proposed answer and information supporting your conclusion, including pertinent regulation cites or other reference materials, such as prior Q & As and ACLs/ACINs.

For QC, automation systems consortia and ALJ questions, submit the FS 24 by e-mail directly to the analyst assigned to the policy area or regulation(s) in question. For counties, submit the FS 24 by e-mail directly to the FRAT Committee member (see Attachment B) through the county Food Stamp Coordinator. The question will then be answered directly by FRAT or forwarded to the appropriate FSP analyst for consideration/clarification as a statewide policy issue. Attachment A also gives analysts' assignments and e-mail addresses. If a county does not have e-mail access, please FAX your question to (916) 657-1806 to the attention of the appropriate analyst. If we are unable to respond within a reasonable timeframe, you will be contacted to explain the delay in responding to the inquiry.

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For a camera-ready copy of the FS 24, contact the Forms Management Unit at (916) 657-1907.
If your office has internet access, you may obtain the FS 24 from the CDSS web page at:

<http://www.dss.cahwnet.gov/cdssweb/PG165.htm#fs>

If you have questions regarding this letter, please contact LeAnne Torres at (916) 654-2135.

Sincerely,

Original Document Signed By:

RIGHTON YEE, Chief
Food Stamp Branch

Attachments

Attachment A

Food Stamp Program Staff Assignments Listing

Food Stamp Program Analyst Assignments August 2008

Bureau Main Phone Number (916) 654-1896

<u>Analyst/Manager</u>	<u>Phone</u>	<u>E-Mail Address</u>
<u>Policy Implementation Unit (PIU)</u>		
Rosie Avena	654-1514	Rosie.Avena@dss.ca.gov
Sharon Campbell	654-0737	Sharon.Campbell@dss.ca.gov
Alicia Thomason	657-2630	Alicia.Thomason@dss.ca.gov
LeAnne Torres, Manager	654-2135	LeAnne.Torres@dss.ca.gov

Special Projects Unit

Robert Nevins	654-1408	Robert.Nevins@dss.ca.gov
Vacant		
Vacant		
Randy Shiroy, Manager	664-1435	Randy.Shiroy@dss.ca.gov
Mike Papin	Bureau Chief	Mike.Papin@dss.ca.gov

Prefix Code – Public/CALNET 653=453 654=464 657=437

FAX (916) 657-1806

<u>Section</u>	<u>Subject</u>	<u>Analyst</u>
<u>63-100</u>	General Provisions/Definitions	Rosie Avena
<u>63-200</u>		
63-201	Program Requirements	Rosie Avena
thru 206	(Confidentiality/CWD Liabilities)	Rosie Avena
63-207	Program Informational Activities	Rosie Avena
<u>63-300</u>		
63-300	Application Process	Rosie Avena
63-301	Application Processing Time Standards	Rosie Avena
<u>63-400</u>		

63-401	Residency	Sharon Campbell
63-402	Household Concept	Alicia Thomason
63-403	California Food Assistance Program	Sharon Campbell
<u>Section</u>	<u>Subject</u>	<u>Analyst</u>
63-404	Social Security Numbers	Sharon Campbell
63-405	Citizenship or Eligible Noncitizen Status	Sharon Campbell
63-406	Student Eligibility	Sharon Campbell
63-407	Work Registration	Robert Nevins
63-408	Voluntary Quit	Robert Nevins
63-409	Income Maximums Resource Maximums	Alicia Thomason Rosie Avena
63-410	Work Requirements for Able-Bodied Adults Without Dependents	Robert Nevins
63-411	CFAP Work Requirements	Robert Nevins
<u>63-500</u>		
63-501	Resource Determinations	Rosie Avena
63-502.1	Income Definition	Alicia Thomason
63-502.2	Income Exclusions	Alicia Thomason
63-502.3	Income Deductions	Alicia Thomason
63-503.1	Month of Application	Rosie Avena
63-503.241	Determining Resources	Rosie Avena
63-503.242	Determining Income	Alicia Thomason
63-503.25	Determining Deductions for Change Reporting & QR Households	Alicia Thomason
63-503.3	Net Income/Benefit Calculation	Alicia Thomason
63-503.41	Self-Employment Income	Alicia Thomason
63-503.42	Households with Boarders	Alicia Thomason
63-503.43	Destitute Households	Alicia Thomason
63-503.44	Income of Excluded Members	Alicia Thomason
63-503.45	Resources of Non-household Members Income of Non-household Members	Rosie Avena Alicia Thomason
63-503.46	Residents of Shelters for Battered Women	Alicia Thomason
63-503.47	Residents of Drug/Alcoholic Treatment & Rehabilitation Programs	Alicia Thomason
63-503.48	Disabled or Blind Residents of Group Living Arrangements	Alicia Thomason

63-503.49	Sponsored Noncitizens	Sharon Campbell
<u>Section</u>	<u>Subject</u>	<u>Analyst</u>
63-503.5 & .6	Education and Contract Income	Alicia Thomason
63-503.7	Decrease in Income due to Failure to Comply	Rosie Avena
63-503.8	Homeless FS Households/Prepared Meals	Alicia Thomason
63-503.9	County Residence	Sharon Campbell
63-504.1	Certification Periods	Rosie Avena
63-504.2	Notices of Action	Rosie Avena
63-504.13	Transitional Food Stamps	Sharon Campbell
63-504.4	Effecting Changes for Change Reporting Households	Alicia Thomason
63-504.5	Households Changing their Reporting & Budgeting Status	Alicia Thomason
63-504.6	Recertification	Rosie Avena
63-504.7	ID Cards	Rosie Avena
63-504.8	Photo ID Cards	Rosie Avena
63-505	Household Responsibilities	Alicia Thomason
63-506	Excluded Income of Native Americans	Alicia Thomason
63-507	Or Alaska Natives Income Excluded by Other Federal Laws	Alicia Thomason
	Resources Excluded by Other Federal Laws	Rosie Avena
63-508 & 63-509	Quarterly Reporting	Alicia Thomason & LeAnne Torres
<u>63-600</u>	Food Stamp Benefits, Use & Replacement	Rosie Avena
<u>63-800</u>		
63-801.1	Determination of Over-issuances & Thru 801.3	Rosie Avena
	Establishment of Claims	Rosie Avena
63-801.4 Thru 801.9	Claims Collections	Rosie Avena
63-802	Restoration of Benefits	Rosie Avena
63-804	State Hearings	Rosie Avena
63-805	Intentional Program Violation Disqualification	Rosie Avena
<u>63-900</u>	Emergency Food Stamp Assistance	Randy Shiroy

<u>63-1100</u>		
63-1101	Tables of Coupon Issuance	Alicia Thomason
63-1101.1	Maximum Resource Eligibility Standards	Rosie Avena
<u>Section</u>	<u>Subject</u>	<u>Analyst</u>
63-1101.2	Income Deductions	Alicia Thomason
63-1101.3	Income Eligibility Standards	Alicia Thomason
63-1101.4	Pro-rating Initial Month's Benefits	Rosie Avena

Attachment B

FRAT Members' Schedule For Receipt of Policy Questions

**CWDA FOOD STAMP ADVISORY AND REVIEW TEAM (FRAT)
POLICY QUESTION ROTATION SCHEDULE**

FRAT rotation list for submitting policy questions with statewide application. This schedule is effective through December 2009.

<u>Quarter</u>	<u>Contact</u>	<u>E-Mail Address</u>	<u>PHONE</u>
July – Sept. 2008	LaTanya Lee	latanyalee@dpss.lacounty.gov	(562) 908-6864
Oct – Dec 2008	Kaileen Speer	kspeer@co.shasta.ca.us	(530) 225-5018
Jan. – March 2009	Jimia Chapman	jchapman@co.humboldt.ca.us	(707) 268-2783
April – June 2009	April James	ajames@co.sutter.ca.us	(530) 822-7230 x 222
July – Sept. 2009	Pat Ramirez	pramirez@hsa.co.merced.ca.us	(209) 385-3000 x 5155
Oct. – Dec. 2009	Julie Martinez	JHMartinez@acgov.org	(510) 259-3892

Attachment C

**Request for Regulation Interpretation
(FS 24)**

FOOD STAMP PROGRAM REQUEST FOR REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. Retain a copy of the FS 24 for your records. For counties asking for policy interpretations, submit the question directly to a FRAT representative via e-mail. For other organizations (e.g., Quality Control, Administrative Law Judges), submit questions directly to the Food Stamp Policy Implementation Unit or Employment and Special Projects Unit representative via e-mail.

1. RESPONSE NEEDED DUE TO: <input type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Immediate Need/Emergency Services <input type="checkbox"/> Other:	5. DATE OF REQUEST:	NEED RESPONSE BY:
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION:	
3. PHONE NO.:	7. SUBJECT:	
4. REGULATION CITE(S):	8. REFERENCES: <i>(Include ACL/ACIN, court cases, etc. in references)</i> NOTE: All requests must have a regulation cite(s) and/or a reference(s).	
9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):		

10. REQUESTOR'S PROPOSED ANSWER:

11. FRAT RESPONSE TO COUNTY QUESTION:

12. STATE POLICY RESPONSE *(FSPIU USE ONLY)*:

FOR FRAT USE

DATE RECEIVED:	DATE RESPONDED TO COUNTY:	DATE FORWARDED TO STATE:
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