



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

August 11, 2011

ALL-COUNTY LETTER NO. 11-49

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CALFRESH COORDINATORS  
ALL QUALITY CONTROL COORDINATORS

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: CALFRESH ELIGIBILITY AND BUDGETING OF ANTICIPATED UNEMPLOYMENT INSURANCE INCOME

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP) DIVISION 63-63-509(a) (2); ALL-COUNTY LETTER (ACL) NO. 03-18

The purpose of this letter is to reiterate the appropriate method by which County Welfare Departments (CWDs) shall evaluate Unemployment Insurance Benefits (UIB) as income when determining eligibility and benefit amount for applicants and recipients of CalFresh.

**Quarterly Reporting (QR) Households**

As stated in MPP 63-509(a) (2):

Income is “reasonably anticipated” when the CWD determines it is reasonably certain that the recipient will receive a specified amount of income during any month of the QR Payment Quarter and applies to all income, earned or unearned.

If the amount of income or when the income will be received is uncertain (i.e., it cannot be reasonably anticipated), that portion of the household’s income that is uncertain or cannot be reasonably anticipated will not be counted when determining income eligibility and benefit levels.

Prospective budgeting requires CWDs to use income that the recipient “reasonably anticipates” the household will receive when calculating benefits. As defined on page eight of ACL 03-18, dated April 29, 2003, income is considered “reasonably anticipated” when:

1. The income has been or will be approved or authorized as of a date within the upcoming QR Payment Quarter, or the household is otherwise reasonably certain that the income will be received within the quarter; and

2. The amount of income is known.

Additional clarification is provided on pages 20 and 21 of ACL 03-18.

### **Change Reporting Households**

As stated in MPP 63-503.242(a) (1):

For purposes of determining the household's eligibility and level of benefits, the CWD shall take into account the income already received by the household during the month of application and any anticipated income the household and the CWD are reasonably certain will be received during the remainder of the certification period. If the amount of income that will be received, or when it will be received, is uncertain, that portion of the household's income that is uncertain shall not be counted.

### **Example**

A household reports that a member has been verbally approved for UIB. However, the member has not received an actual award letter or check, and does not know the exact start date or amount. Because the timing and amount of the income is not known, the CWD should not prospectively use this income in the determination of eligibility and benefit amount.

Therefore, whether the household is QR or change reporting, CWDs are not to anticipate UIB if the payment amount and date of receipt are unknown. If there is no reasonable certainty of the amount and the date of receipt, anticipated UIB income cannot be used to establish eligibility and/or benefit levels.

Further, when the CWD has used UIB income to determine eligibility and/or benefit levels from a source other than the household, they shall be made aware of the source of information and shall be provided with a copy of that verification. For example, a copy of an Income Eligibility Verification System (IEVS) report shall be made available to the client if IEVS was used to verify the anticipated income.

Additionally, if UIB was not used due to the fact that it could not be reasonably anticipated and at a later time the CWD learns that the client did indeed receive UIB, no

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over-issuance exists. Only that income that was anticipated with reasonable certainty may be used in the determination of eligibility and benefit amount and information acquired subsequently is not relevant to the initial budget quarter.

If you have any questions, please contact Tracy Ahlenstorf, CalFresh Policy Bureau, at (916) 657-3283 or by e-mail at: [Tracy.Ahlenstorf@dss.ca.gov](mailto:Tracy.Ahlenstorf@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division