

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

June 6, 1988



ALL COUNTY LETTER NO 88-54

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION OF FOOD STAMP EXPEDITED SERVICE  
TIMEFRAMES #2 - RDB #0488-17

REFERENCE: ACIN NOS. I-103-87 and I-28-88; ACL 87-160

The purpose of this letter is to provide county welfare departments (CWDs) with information and instructions concerning the implementation of food stamp regulation changes contained in the above referenced regulation package. Regulations have been filed with the Office of Administrative Law and are anticipated to be effective July 1, 1988. These regulations implement Assembly Bill 2384, Chapter 1293 (Statutes of 1987), which changes certain Food Stamp expedited service requirements.

In addition, this letter transmits the DFA 285-A1 (7/88), Application for Food Stamps-Part 1, and eligibility worker instructions, which have been revised to incorporate the regulation changes.

The major regulatory changes are as follows:

Manual Section 63-103.21(2)(c)

CWDs will be required to collect expedited service data on a quarterly basis regarding: (1) the number of applications and their disposition and (2) the number of cases discontinued after the initial issuance of expedited service benefits due to failure to complete the application process (providing any postponed verification).

This information will be reported via the "FOOD STAMP PROGRAM EXPEDITED SERVICE QUARTERLY STATISTICAL REPORT" (DFA 296X). A camera ready copy of the DFA 296X and instructions for completion of the DFA 296X were transmitted to the CWDs by ACL No. 88-49, dated May 23, 1988.

Manual Section 63-201.42

The CWDs will be required to compile a list of emergency food providers in the area served by each local food stamp office. The list shall be updated, based on information from the food providers. This list shall be made available, upon request, and, where needed, may be used to refer individuals to emergency food sites that may be able to provide assistance.

Manual Section 63-201.43

The CWDs upon request will make available to applicants, nonpromotional information provided by local legal services and welfare rights organizations. This information will essentially consist of names, addresses and phone numbers of these organizations.

Manual Section 63-301.52

The CWD must orally inform applicants of the availability of expedited service and upon request provide assistance in filling out forms (application, etc.) and completing the application process.

Manual Section 63-301.531

Current regulations require CWDs to make benefits available to households entitled to expedited service, no later than the fifth calendar day following the date the application was filed.

The revised regulations will require CWDs to make benefits available to households entitled to expedited service, no later than the third calendar day following the date the application was filed. Day "1" will be the day after application filing. This represents a change from the current state policy of counting day "1" as the date of application. In addition, a weekend will be counted as one day. However, if the third calendar day is a nonworking day when coupons cannot be issued, the CWD shall make coupons available on or before the working day immediately preceding the nonworking day.

## Example #1

If the application is filed on Thursday, the CWD would have to make benefits available by the following Monday.

## Example #2

Application is filed on Wednesday and the CWD cannot make benefits available on Saturday. The CWD would have to make benefits available by Friday.

## Example #3

Application is filed on Thursday and Monday is a holiday. The CWD would have to make benefits available by Friday unless coupons can be issued on Saturday.

## Example #4

Application is filed on Wednesday, Thursday is a holiday (Thanksgiving) and no coupons will be issued on Friday. The CWD would have to make coupons available on Wednesday unless coupons can be issued on Saturday.

Manual Section 63-301.541

Current regulations require verification of citizenship/alien status and identity for expedited service. Revised regulations limit verification requirements to identity only.

Manual Section 63-301.633

Current regulations require CWDs to use "best estimate" of the amount and date of receipt of the initial PA payment. Revised regulations replace "best estimate" with "reasonable certainty" in anticipating receipt of any income (including PA). This is a result of the requirements of AB 2384 which mandate that anticipated income be deemed uncertain and disregarded in the determination of eligibility for expedited service, to the maximum extent permitted by federal law. Therefore, the State will no longer exercise the waiver which permits the use of "best estimate" in determining the amount of income to be received in the beginning months.

Manual Sections 63-503.212(a), 503.212(c) and 503.22

Current regulations require the CWD to determine a household's eligibility and benefit level considering actual income already received during the month of application and the CWD's and the household's best estimate of income that will be received during the remaining beginning months.

These sections have been revised to require the CWD to determine a household's eligibility and benefit level during the beginning months by considering actual income already received and any anticipated income whose receipt can be determined with reasonable certainty during the beginning months. Handbook examples have been provided to demonstrate how this policy is to be applied.

#### DFA 285-A1 (7/88)

The DFA 285-A1 (7/88) was substantially revised, primarily to incorporate the regulation changes regarding the eligibility and verification provisions of AB 2384 and the homeless provisions of the McKinney Homeless Assistance Act. An outline of the changes to the DFA 285-A1 is attached.

#### IMPLEMENTATION

The DFA 285-A1 (7/88) has an implementation date of July 1, 1988, to coincide with the implementation of AB 2384. CWDs should destroy all existing stock of the DFA 285-A1 (2/87), effective July 1, 1988.

#### ORDERING OF STOCK

Counties were sent a camera-ready copy of the English version of the form via a Food Stamp Coordinator's letter dated April 7, 1988. A copy of the form is attached.

Counties may use the attached camera-ready copies of the Spanish versions of the form for local reproduction or may order state reproduced stock. Translations for the Chinese, Vietnamese, Cambodian, and Laotian versions of the DFA 285-A1 (7/88) will be mailed under separate cover by the Language Services Bureau.

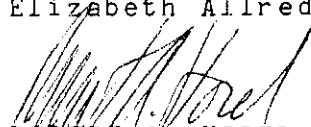
Orders for the DFA 285-A1 (7/88) should be submitted to the Department of Social Services Warehouse on the GEN 727B, County Forms Order, according to normal procedures no earlier than June 20, as stock for the English DFA 285-A1 (7/88) is not expected to be available in the warehouse prior to that date. Stock of the Spanish translation will not be available until August. Please specify the (7/88) revision date on the GEN 727B.

#### FORMS INSTRUCTIONS

- o Effective with the implementation of the form, the attached forms instructions replace the instructions in the Food Stamp Handbook, Manual Section 63-1230, DFA 285-A1 (7/88).

- o Vertical lines in the right hand margin identify changes or additions to the forms instructions.

If you have any questions regarding the implementation procedures in this letter, please contact Michael Papin of the AFDC and Food Stamp Policy Implementation Bureau at (916) 322-5330. If you have any questions regarding the DFA 285-A1 (7/88), please contact Elizabeth Allred at (916) 323-4954.



ROBERT A. HOREL  
Deputy Director

Attachments

cc: CWDA