

CALFRESH (CF) PROGRAM REQUEST FOR POLICY/REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:		5. DATE OF REQUEST: 07/1/2014	NEED RESPONSE BY: as soon as possible
2. REQUESTOR NAME: Damon Adare		6. COUNTY/ORGANIZATION: Sacramento County	
3. PHONE NO.: 916-875-3521		7. SUBJECT: Failure To Respond to a Request for Information (RFI)	
4. REGULATION CITE(S): ACL 13-17		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). ACL 13-17	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):
Can clients be discontinued for "failure to provide" when a New Hire Report is received mid period, more information is requested, i.e. paystubs and /or employment information and client does not comply?

10. REQUESTOR'S PROPOSED ANSWER:
Under Semi Annual Reporting (SAR) rules New Hire Reports (NHR) are not considered "Verified Upon Receipt" (VUR) therefore if further information is needed, no negative action can be taken until SAR7 or recertification, except when the New Hire Reports client is over IRT! Worker may request general employment information, name of company, number of hours and pay rate, however if not on the New Hire Report as over IRT, no negative action can be taken if client does not comply with the request! Information must be notated in case file and follow up done at SAR7 or RRR!

11. STATE POLICY RESPONSE (CFPB USE ONLY):
During the certification period, the county may obtain information about household circumstance through a third party or the household that bring eligibility into question, such as a New Hire Report. The county must then pursue clarification through sending the household a Request for Information (RFI) form CF 387 using procedures listed in MPP 63-300.5(a)(2). The county must provide a NOAA to terminate the household if they do not provide sufficient information clarifying information within 10 days of the request.

In response to the proposed answer, the county shall discontinue households with income over the IRT that will continue at a level exceeding the amount that qualifies the household for benefits. Per page 71 of ACL 12-25, third party information of household income under the IRT can be used as ancillary information to ensure the next SAR7 or Recertification is consistent with information known to the county.

FOR CDSS USE

DATE RECEIVED:	DATE RESPONDED TO COUNTY/ALJ:
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**CALFRESH (CF) PROGRAM
REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)**

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