

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:		5. DATE OF REQUEST:	NEED RESPONSE BY:
<input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:		02/21/2015	03/02/2015
2. REQUESTOR NAME: Dianna George		6. COUNTY/ORGANIZATION: Butte	
3. PHONE NO.: (530) 879-3522		7. SUBJECT: Household Composition Changes	
4. REGULATION CITE(S): 63-402.224		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 12-25; ACL 12-25e; ACIN I-58-13	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

Per ACL 12-25, when re-adding an individual who is already in the home, but not aided (i.e., fleeing felon), they can be added based on the SAR 7 or RE if there is enough documentation in the case to determine eligibility.

What if the request is made verbally mid-period (not on SAR 7 or RE)? For example, a wife calls to report that her husband, who is already in the home, but not in the AU, is no longer a fleeing felon and she would like to add him to the AU. Does a verbal request secure an application date for the new household member so we can start the process outlined in ACL 12-25, 12-25E, ACIN I-58-13, etc.?

If it needs to be in writing, is a note from customer acceptable or must it be on a CW 8/CF 377.5 SAR or other form?

10. REQUESTOR'S PROPOSED ANSWER:

Requestor has no proposed answer.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

Both verbal and written reports of adding a household member mid-period are acceptable. If all necessary verification is obtained, all eligibility factors are met, and the change in household composition results in an increase to the household's benefits, the CWD will add the new household member effective the first of the month following the month in which the change was reported as stated in ACL 12-25, page 58.

Specifically, a household member who is no longer a fleeing felon will need to provide verification of their cleared status (i.e. court statement, etc) in order to be deemed eligible.

FOR CDSS USE

DATE RECEIVED:

DATE RESPONDED TO COUNTY/ALJ:

A.B.

**CALFRESH (CF) PROGRAM
REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)**

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2. REQUESTOR NAME:		
3. PHONE NO.:		
4. REGULATION CITE(S):		