

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: 6/15/16	NEED RESPONSE BY: 6/22/16
2. REQUESTOR NAME: Delfina Chavez	6. COUNTY/ORGANIZATION: County of Fresno	
3. PHONE NO.: 559-600-2762	7. SUBJECT: Income verification for a job loss in data month	
4. REGULATION CITE(S): ACL 12-25, ACIN I-45-11, ACL 09-01	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, page 32 and 33	

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

A client submits their SAR 7 for data month 4/2016 reporting their employment terminated on 3/22/16. The client noted on the SAR 7 they received their final paycheck on 4/14/16. The final paycheck was not included with the submission of the SAR 7 however an employment termination letter was submitted stating the employment ended on 3/22/16. Since the termination letter did not include the amount of the last check that was received in the data month will the SAR 7 be considered incomplete? If considered incomplete will it require CWD to request verification of the final paycheck amount?

10. REQUESTOR'S PROPOSED ANSWER:

The SAR 7 would be considered incomplete as all income received in the data month shall be verified and the CWD must request verification. According to Page 12 of ACL 12-25, all required verification must be submitted with the SAR 7, according to ACIN I-45-11 and ACL 09-01 which are still in effect. According to verification rules Gross Nonexempt Income must be verified by the household through wage stubs, a letter from the employer, award letter, Applicant IEVS, Etc. However, if verification of income has been unsuccessful after exhausting all attempts because the person or organization providing the income have failed to cooperate with the household, the CWD shall determine an amount to be used for the purpose of eligibility determination based on the best available information, which may include an affidavit completed by the household. In the scenario provided the client did provide verification that the employment terminated but did not provide verification of the income received in the data month.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

The CDSS concurs that the client's SAR 7 is considered incomplete for not providing verification of the income that ended in the data month. If the household is certain that their income will be ending or new income will be starting in a certain month of the SAR Payment Period, this income will only be used to determine benefit amounts for the months in which it is reasonably anticipated to be received. In these situations, the CWD shall calculate two different benefit levels for the semi-annual period: one benefit amount for the months in which the income was received and one benefit amount in which the income will not be received.

FOR CDSS USE

DATE RECEIVED:

June 15, 2016

DATE RESPONDED TO COUNTY/ALJ:

June 20, 2016 RA