



**DO NOT
DUPLICATE**



In order to streamline the application process for CalFresh, ensure that clients are NOT unnecessarily duplicating applications.

| IF... | THEN... | BECAUSE... |
|--|--|---|
| <p>The applicant completes the:</p> <ul style="list-style-type: none"> ✓ SAWS 2 Plus (OR) ✓ CF 285 | <p>The EW should only ask for clarifying information from the applicant</p> | <p>The applicant does <u>not</u> need to sign the Statement of Facts (SOF).</p> <p>The CF 285 requires only one signature for the entire application.</p> |
| <p>The applicant completes the:</p> <p>SAWS 1</p> | <p>The EW should accept the SAWS 1 as a single signature application.</p> <p>This will begin the application process and set the beginning date of aid (BDOA) at intake.</p> | <p>Information required on the SOF should be completed during the interactive interview process. (Do not send the CF 285 or SAWS 2 Plus requiring another signature!)</p> <p>Upon completion of the interactive interview, the EW should provide a copy of the application to the applicant and give them the opportunity to review the information and maintain for their records.</p> |

