

# **REMEMBER TO DO THE FOLLOWING AT EACH INTAKE AND RECERTIFICATION:**

- Offer and Explain Expedited Service
- Provide a sample SAR 7 to the customer and explain how to complete and when to submit
- Provide a telephone number which the customer may call to ask questions or to obtain help in completing the SAR 7
- Review and explain the Rights and Responsibilities
- Review the CalFresh application for MCE/BBCE
- Explain and offer Voter Registration