

FIELD OPERATIONS BUREAU

CalFresh Review Unit

TRANSMITTAL NUMBER: 10-04

ERRATA

JANUARY 27, 2011

**TO: All Food Assistance Action Committee (FAAC) Members
and Field Operations Bureau (FOB) staff**

SUBJECT/PURPOSE: Procedures for the Modified Categorical Eligibility Program

RELATED REFERENCE: ACL No. 09-24

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

On July 1, 2009, as a result of state legislation (AB 433), the California Department of Social Services (CDSS) implemented Modified Categorical Eligibility (MCE) for CalFresh, formerly known as the Food Stamp Program, to existing and new applicant non-assistance CalFresh (NACF) households with members under the age of 18 who would otherwise be eligible for CalFresh benefits-- except for their exceeding the resource limit. To confer MCE, a household must be in receipt of a "Family Planning-PUB 275" brochure, a TANF/MOE-funded brochure. This results in resources not being considered for purposes of CalFresh eligibility.

INSTRUCTIONS:

Active Review:

Counties have the option of including the PUB 275 in all NACF applications and recertification packets. Some counties have elected to include the brochure in their application and recertification packets and other counties have chosen not to. QC reviewers will examine each non-assistance household case with a member under 18 to determine if the household was certified as a MCE household. If so, determine if it is the county's policy to include the PUB 275 in the application and recertification packets. Document your findings in the comment section under 'Resource' in RADEP and review the case according to the guidelines in the FNS Handbook 310. The household's resources need not be reviewed except to determine if the resources provided any income to the household such as interest or rent (Section 913 FNS Handbook 310).

If the QC reviewer determines that it is not the county's policy to include the PUB 275 in their application and recertification packets, the reviewer must examine the case record to determine if the brochure was provided. Check the eligibility worker's case comments or journals. Check to see if there is an indicator on their eligibility system verifying MCE. The QC reviewer's narrations must point out the screen that verifies MCE or the document in the case record that verifies MCE.

If it is determined that a non-assistance household was incorrectly classified as MCE or there was no evidence that the brochure was provided, the QC reviewer must verify the resources using the standard procedures in the FNS Handbook 310, Chapter 9.

Negative Review:

When a non-assistance household with a member under 18 is denied benefits for excess resources, QC reviewers must determine if the PUB 275 brochure was provided. If the brochure was provided, whether in the application packet or given to the household, then the QC reviewer will cite this action as invalid as resources should have been excluded in determining eligibility. If the PUB 275 was not provided, then the action is valid.

If the case was terminated due to excess resources and there is evidence that the non-assistance household with a member under 18 was provided the PUB 275 brochure, the action must be cited as invalid.

In reviewing the cases, refer to ACL 09-24 and the Question and Answers on AB 433, Modified Categorical Eligibility for the CalFresh Program that is attached to the ACL.

NOTE: State policy is in the process of providing new procedures for expanding MCE to all NACF households. Continue to review to ACL 09-24 until the new procedures have been released.

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Original Signed By Marlene Fleming

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