



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

January 31, 2012

ALL COUNTY LETTER NO. 12-08

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY EBT COORDINATORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY SPECIAL INVESTIGATIVE UNITS

SUBJECT: REVISED PROCESS ON OUT-OF-STATE ELECTRONIC
BENEFIT TRANSFER (EBT) CARD USAGE REPORTS

REFERENCE: ACL NO. 10-44 AND NO. 10-01

REASON FOR THIS
TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this notice is to revise county reporting requirements as it relates to the review of Out-of-State EBT Card Usage reports. Based on findings submitted by counties, the California Department of Social Services (CDSS) is revising the county reporting requirements provided in ACL 10-44 to apply only to those cases that have had 100 percent of their cash transactions occurring out-of-state for 90 consecutive days or longer.

CDSS Findings from 30-Day Reports

The Out-of-State EBT Card Usage reports are posted in the Statewide Automated Reporting System (SARS) on a monthly basis and identify cases that have 100 percent usage of their EBT food and cash transactions outside of California in a given month. Counties are currently reviewing these reports to determine if the identified cases continue to maintain residency in California, and counties are reporting their findings into SARS. CDSS reviewed the counties' reports and compared the results to similar types of cases from a previous time period and found no significant difference in the length of time it took for the cases to be discontinued (i.e., generally within 90 days). Therefore, CDSS will no longer focus on cases with 100 percent out-of-state usage for less than 90 days, as the majority of these cases are discontinued in a timely manner. CDSS commends counties for their diligence in evaluating the eligibility status of these cases and for taking appropriate and timely action as needed.

Revised Report Requirements

Effective upon receipt of this ACL, counties are only required to report findings for EBT cash cases that have had 90 consecutive days or more of out-of-state transactions. The counties' reports on their findings will continue to be due no later than the 15th day of the fourth month following the report month, allowing three calendar months for counties to work the monthly reports, contact clients, and enter their findings into SARS. For example, findings for the January 2012 report month are required to be input into SARS no later than May 15, 2012. Reports will continue to display all cases that have 100 percent of their EBT transactions outside of California in a given month, although counties should only report findings for those cases that have 90 consecutive days or more of usage outside the state. All cases with over 90 days of consecutive out-of-state usage will be listed first and highlighted in red on the monthly report.

Reporting the findings for only those cases with over 90 consecutive days of out-of-state usage is a more effective use of limited county resources and will not affect the counties' current process for verifying California state residency when individuals are suspected of being outside of the state for more than 30 days. Accordingly, counties should continue to follow the instructions specified in ACL No. 10-01 when determining an individual's residency and whether a case should remain eligible for aid, be discontinued, and/or referred for fraud investigation.

If you have any questions regarding this notice, please contact Lucy Hildebrand, EBT Unit Analyst, at (916) 653-8421 or Rapone Anderson, Chief, Program Technology and Support Bureau at (916) 657-3804. For questions about the SARS reports or if you need technical assistance in completing the SARS reporting form, please contact the EBT SARS Help Desk at (916) 263-4036. For CalWORKs policy questions, please contact your CalWORKs eligibility county consultant at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD BLAND
Deputy Director
Welfare to Work Division

c: CWFIA