

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

April 7, 1994

ALL COUNTY LETTER 94-29

REASON FOR THIS TRANSMITTAL

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



TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION OF FOOD STAMP FORMS REGULATIONS (RDB #0792-24)

REFERENCE: MANUAL SECTIONS (MS) 63-102 and 63-103; 63-202.5; 63-300.2, and .512(b)(3); 63-301.81; Handbook Sections 63-407.562; 63-408.252(c) and (d); 63-504.211(c); 63-504.253 and Handbook Sections 63-504.241; 63-504.254; 63-504.265; 63-504.274; and 63-801.431(g)

This letter provides information regarding regulations which became effective on February 1, 1994. These regulations established a Forms Definition Section, listing Food Stamp forms which are referenced in State Regulations. Required forms now will be referenced in regulation by form number rather than by form name. The attachment to this letter describes the major provisions of the changes.

These regulations also implemented a change in Food Stamp forms policy. Some California Department of Social Services (CDSS) notices of action no longer will be mandated. County Welfare Departments (CWDs) can use the CDSS form or develop a County substitute containing all notice requirements. Federal form standards are specified in State Regulations for those forms which are no longer mandated. CWDs will not have to submit waiver requests for forms modifications involving the affected notices.

Regulation changes were necessary to establish a uniform approach to referencing forms in regulations as required by the Office of Administrative Law (OAL). For consistency, amendments were made to the regulations, where appropriate, to repeal existing language providing form names, descriptions, acronyms, and revision dates. Minor editorial changes, which were made for consistency, clarity or section renumbering, are not addressed in this letter.

If you have any questions concerning Food Stamp Employment and Training/Voluntary Quit requirements, please contact your Employment Operations Analyst at (916) 657-3403. For all other questions regarding these revised regulations, please contact Nancy Yee of the Food Stamp Program Bureau at (916) 654-1065.

MICHAEL C. GENEST
Deputy Director
Welfare Programs Division

Attachment

c: CWDA

Description of Major Provisions

Definitions (MS 63-102 and 103)

MS 63-102 defines previously undefined terms and makes minor editorial revisions.

MS 63-103 establishes the Forms Definitions Section. This section provides information on how the section is organized, lists forms alphabetically, provides the most recent revision date, and defines each form by its purpose and its correct use. Additionally, MS 63-103 specifies that the following notices are recommended but are no longer mandated by the CDSS:

- DFA 377.1 Notice of Approval
- DFA 377.1A Notice of Denial or Pending Status
- DFA 377.2 Notice of Expiration of Certification
- DFA 377.4 Notice of Change
- DFA 377.7A Notice of Administrative Disqualification
- DFA 377.7B Food Stamp Repayment Notice for Inadvertent Household Errors Only
- DFA 377.7D Food Stamp Repayment Notice for Administrative Errors Only
- DFA 377.7F Food Stamp Repayment Notice for an Intentional Program Violation Only
- DFA 377.9 Notice of Back Benefits
- DFA 377.10 Food Stamp Notice of Disqualification and Right to Request a State Hearing

CWDs may use the recommended CDSS notice listed above or develop their own in accordance with Food Stamp regulations. The following forms continue to be mandatory:

- DFA 377.7C Food Stamp Repayment Agreement for Inadvertent Household Errors Only
- DFA 377.7E Food Stamp Repayment Agreement for Administrative Errors Only
- DFA 377.7G Food Stamp Repayment Agreement for an Intentional Program Violation Only

Program Administration (MS 63-202.5)

MS 63-202.5 has been revised to clarify that the comparable SAWS form may be used, as directed by CDSS, in lieu of the form otherwise designated in regulations. Revising this section eliminates the need to reference the SAWS form every time the comparable form is referenced in regulations.

Application Purpose (MS 63-300.2 and .512 (b)(3))

MS 63-300.2 has been revised to clarify that the SAWS 1, CA 1/DFA 285-A1; the BC JA2, CA 2/DFA 285-A2; and the SAWS 2A, CA 2/DFA 285-A2/MC 210 also may be used for Food Stamp Only cases.

MS 63-300.512(b)(3) has been repealed because it specifies the use of an obsolete form, the CA 6.

Application Processing (MS 63-301.81)

MS 63-301.81 has been revised to add the phrase "or the joint application forms" to clarify that a joint application form may be provided to GA applicant households when they are advised of their potential categorical eligibility.

Work Registration Requirements (Handbook Section 63-407.562)

Handbook Section 63-407.562 has been adopted to inform the CWD that the DFA 377.10 is the recommended CDSS form to use for disqualification actions.

Voluntary Quit (Handbook Section 63-408.252(c) and (d))

Previously unnumbered handbook material has been numbered as Handbook Section 63-408.252(c) and (d).

Notices of Action (MS 63-504.211(c) and 63-504.253)

MS 63-504.211(c) has been adopted to provide a notice standard currently not specified in State Regulations. Notices of action must advise the household of the availability of free legal representation if these services are available.

MS 63-504.253 has been adopted to provide federal forms standards and requirements currently not specified in State Regulations.

Recommended CDSS Forms (Handbook Sections 63-504.241; 63-504.254; 63-504.265; 63-504.274; and 63-801.431(g))

Handbook Section 63-504.241 has been adopted to inform the CWD that the DFA 377.1A is the recommended CDSS form to use for informing a household of the pending status of an application.

Handbook Section 63-504.254 has been adopted to inform the CWD that the DFA 377.2 is the recommended CDSS form to use for informing a household that their certification period will expire or will be shortened.

Handbook Section 63-504.265 has been adopted to inform the CWD that the DFA 377.4 is the recommended CDSS form to use for informing a household of changes in eligibility status or benefit levels or the suspension of benefits.

Handbook Section 63-504.274 has been adopted to inform the CWD that the NA 960X or NA 960Y are the recommended CDSS forms to use in the Food Stamp Program for informing a household that a complete CA 7 has not been received. However, for AFDC there is no change in the usage or modification requirements for the NA 960X or the NA 960Y.

Handbook Section 63-801.431(g) has been adopted to inform the CWD that the DFA 377.7B is the recommended CDSS form to use for requesting repayment of an Inadvertent Household Error overissuance, the DFA 377.7D is the recommended CDSS form to use for requesting repayment of an Administrative Error overissuance, and the DFA 377.7F is the recommended CDSS form to use for requesting repayment of an Intentional Program Violation overissuance.