

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 9, 1999

ALL-COUNTY LETTER NO. 99-64

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP COORDINATORSREASON FOR THIS TRANSMITTAL

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | State Law Change                                |
| <input type="checkbox"/>            | Federal Law or Regulation Change                |
| <input type="checkbox"/>            | Court Order or Settlement Agreement             |
| <input checked="" type="checkbox"/> | Clarification Requested by One or More Counties |
| <input type="checkbox"/>            | Initiated by CDSS                               |

SUBJECT: NONCITIZEN REFERENCE GUIDE

The purpose of this letter is to provide counties with an effective resource to use for food stamp households that contain noncitizen members. The attached "guide" was designed for identifying legal noncitizens, determining federal or California Food Assistance Program eligibility and streamlining budgeting actions for households containing noncitizen members. This guide does not in and of itself determine program eligibility, nor does it supersede the Systematic Alien Verification for Entitlements (SAVE) system requirements. The intention of this document is to be used in tandem with program regulations and is a user-friendly version of the regulations themselves. The regulations are the main authority and should always be adhered to when using this reference guide.

This guide was developed as a result of a noncitizen workgroup formed by county staff from the County Welfare Directors Association Technical Review Team in partnership with the California Department of Social Services (CDSS). We are very pleased with the results of this collaborative effort. The county members of the workgroup are:

- Star Howard of Monterey County
- Eunice Hamill of San Bernardino County
- Linda Valadez of San Joaquin County
- Charlotte Wright of San Luis Obispo County
- Susan Maxwell of Santa Clara County
- April James of Sutter County

We thank Star, Eunice, Linda, Charlotte, Susan and April for their willingness to tackle such a difficult assignment and for the fine job they did along with staff from the CDSS.

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If you have any questions regarding this guide, please contact Pam Kian of the Food Stamp Policy Development Unit at (916) 654-1801 or CALNET 464-1801.

Sincerely,

Original document signed by  
Bruce Wagstaff on 9/9/99

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Attachment

# NONCITIZEN REFERENCE GUIDE INDEX

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2. Only Federal Members Have Income
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4. CFAP & Federal Members Have Income

# **SECTION 1**

# QUALIFIED NONCITIZEN STATUS

## BACKGROUND AND OVERVIEW

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Ref. 63-405

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**Background** On June 23, 1998 Public Law 105-185, the Agriculture Research, Extension and Education Reform Act (AREERA) was signed by President Clinton. This law modified the provisions of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) relating to Federal Food Stamp eligibility for legal noncitizens.

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**Eligibility Overview** For a legal noncitizen to be eligible for the Federal Food Stamp Program, there are two separate criteria the individual must meet:

- The person must be a “Qualified Noncitizen,” (unless otherwise stated) AND
- The person must meet the Food Stamp Program eligibility criteria.

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# QUALIFIED NONCITIZEN

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**Definition:  
Section 431  
PRWORA**

The following legal noncitizens meet the definition of Qualified Noncitizen and are eligible for Federal Food Stamps provided they also meet the Food Stamp eligibility criteria (See pages 7 and 8):

<b>QUALIFIED NONCITIZENS FOR FEDERAL FOOD STAMPS</b>
<ul style="list-style-type: none"><li>• Lawfully admitted for permanent residence (LPR)</li><li>• Paroled under Section 212(d)(5) of the Immigrant and Nationality Act (INA) for at least one year</li><li>• Granted conditional entry under 203(a)(7) of the INA in effect prior to 4/1/80</li><li>• Granted asylum under Section 208 of the INA</li><li>• Refugee admitted under Section 207 of the INA</li><li>• Deportation withheld under 243(h) or 241(b)(3) of the INA</li><li>• Cuban or Haitian entrant as defined in 501(e) of Refugee Education Assistance Act of 1980</li><li>• A battered spouse, battered child, or parent or child of a battered person with a petition pending under 204(a)(1)(A) or (B) of the INA or 244(a)(3) of the INA in effect prior to 4/1/97 or 240A(b)(2) of the INA.</li></ul>

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# BATTERED NONCITIZENS

**Battered Noncitizens:**

The following noncitizens, who have a petition pending for legal permanent residence meet the definition of Qualified Noncitizen for Federal Food Stamps:

STATUS	CRITERIA	VERIFICATION
<ul style="list-style-type: none"> <li>Battered noncitizens or victims of extreme cruelty 63-405.51</li> </ul>	<ul style="list-style-type: none"> <li>Battered/abused by spouse or a parent of the noncitizen or member of spouse or parent's family living in same house and spouse or parent allowed battery or abuse</li> <li>Agency believes there is a connection between battery and need for benefits</li> <li>Battery may be physical, sexual, mental, neglect of medical needs or stalking</li> </ul> <p><b>Note:</b> Eligibility does not exist during any period in which the individual responsible for the battery or cruelty resides in the same household or family unit as the victim</p>	<p>Sworn statement of abuse by victim plus:</p> <ul style="list-style-type: none"> <li>Verification of Petition for permanent status, OR</li> <li>Police, government agency or court records or files, OR</li> <li>Documentation from a domestic violence program, legal, clinical, or medical professional who has rendered assistance, OR</li> <li>Statement from another individual who has knowledge of the circumstances that provided basis for the claim, OR</li> <li>Physical evidence of abuse</li> </ul> <p><b>Note:</b> If no other evidence of abuse can be provided, the statement can be accepted if county makes a determination, documented in writing in case file, stating that the client is credible.</p>
<ul style="list-style-type: none"> <li>Noncitizen whose child has been abused 63-405.52</li> </ul>		
<ul style="list-style-type: none"> <li>Child who lives in the same home as a battered/abused parent 63-405.53</li> </ul>		

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## TREATMENT OF INELIGIBLE NONCITIZENS

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**Excluded Household Members**  
63-402.22

Ineligible noncitizens are treated as excluded household members. Individuals who do not provide verification of citizenship or legal noncitizen status are also ineligible to benefits and are treated as excluded household members.

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**Resources**  
63-503.442(a)

The resources of excluded noncitizen members are counted in their entirety to the remaining household members.

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**Income**  
63-503.442(b)

A pro rata share of excluded noncitizen members' income is counted to the remaining household members.

The basic formula for budgeting the income of ineligible noncitizens is shown in the budgeting section of this material.

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**Eligibility & Benefit Level**  
63-503.442(d)

Noncitizen excluded members are **not** included in determining the household size for:

- Benefit level
  - Monthly income eligibility standards
  - Resource eligibility limits
  - Categorical eligibility of the remaining household members
- 

**Reporting of Illegal Noncitizen**  
63-405.8

Agency Staff are required to immediately inform the local Immigration and Naturalization Service (INS) office when it is discovered that a food stamp applicant or household member (*included or excluded*) is under Order of Deportation.

The reporting to INS of persons under Order of Deportation is restricted to information obtained as follows:

- The noncitizen or other household member volunteers the information
  - Documents in the Food Stamp (FS) case file
  - INS documents showing the individual to be under order of deportation
- 

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## VERIFICATION OF CITIZENSHIP & NONCITIZEN STATUS

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### Verification Requirements

Verification requirements are determined by the citizenship status of each individual. The following table will guide you through the verification process.

IF THE STATUS IS...	VERIFY...	AND ACCEPT A...
U.S. citizen 63-300.532	When the household's statement is questionable	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Passport</li> <li>• Religious records</li> <li>• Citizenship/naturalization certificate</li> </ul>
Legal Noncitizen 63-300.51(b)	At application for each person required to be included in the food stamp household	Document from INS <ul style="list-style-type: none"> <li>• I-94</li> <li>• I-551</li> <li>• I-688B</li> <li>• I-327 Re-entry Permit</li> <li>• I-512 (212 D5)</li> <li>• Foreign Passport stamped with entry indicating temporary evidence of LPR (Lawful Permanent Residency)</li> <li>• Documentation from INS clearly identifying the legal permanent resident pursuant to Sec. 245A of INA</li> <li>• See 63-405 for others</li> </ul>

### If Verification Is Not Available

Use the following when none of the items above are available:

WHEN THE STATUS IS...	THEN USE...
U.S. citizen 63-300.532	Statement from U.S. citizen <ul style="list-style-type: none"> <li>• Attesting to citizenship of an individual</li> <li>• Signed under penalty of perjury</li> <li>• Signed attesting to knowledge of penalties for assisting in commission of IPV</li> </ul>
Legal Noncitizen 63-300.51(b)(1)	<ul style="list-style-type: none"> <li>• A statement of a reason verification is unavailable AND</li> <li>• Other valid verification of noncitizen status from INS</li> </ul>

*Continued on next page*

## VERIFICATION OF CITIZENSHIP & NONCITIZEN STATUS

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**When Status  
is Not Verified**

When the citizenship or legal noncitizen status is not verified, then the individual is:

- 63-301.541(b)** • Not eligible for FS except for expedited services with residency verification postponed (cannot issue additional benefits until verification is received)
  - 63-300.51(b)(5)** • Treated as an excluded HH member until legal permanent resident status is attained and verified
- 

**Offering Help:  
Contacting  
INS**

Noncitizens may authorize the agency to contact INS for verification of their noncitizen status. Such authorization must be in writing.

- 63-300.51(b)(4)** • If the noncitizen does not wish to contact INS or does not authorize the agency to do so, the household is given the option of withdrawing the application or participating without that member(s)
  - 63-300.51(b)(6)** • If verification of eligible status is subsequently received by the agency, the worker must notify the household within 30 days of receipt of verification that they may reapply
- 

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## NONCITIZEN FEDERAL ELIGIBILITY

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**Federally  
Eligible  
Noncitizens:  
Time Limited**

The following legal noncitizens (if otherwise eligible) are eligible for Federal Food Stamps for a specific period of time:

STATUS	PERIOD OF ELIGIBILITY	INS DOCUMENT NOTATIONS
Refugees Sec. 207 of INA 63-405.121	Seven (7) years from date of admission	RE1, RE2, RE3, RE6, R7, RE8, R86, IC-6, IC-7, Y-1 thru 16, Y-64
Asylees Sec. 208 of INA 63-405.122	Seven (7) years from date asylum granted	AS6, AS7, AS8
Withheld deportation Sec. 243(h), 241(b)(3) of INA 63-405.123	Seven (7) years from date deportation is withheld	Z1, Z11, Z13
Cuban/Haitian Sec. 501e of Refugee and Assistance Act 63-405.124	Seven (7) years from date of entry	CH6, CU7P, CU6, CU7, CU8, CU9, CU0, CNP, CUP, CUX
Amerasian* Sec. 584e of Foreign Operations, Export Financing and Related Program Appropriations Act 63-405.125	Seven (7) years from date of entry	AM1, AM2, AM3, AM6, AM7, AM8

\*Amerasians are admitted as permanent resident noncitizens at the point of entry so they may be eligible. (See page 2 for Qualified Noncitizens)

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# NONCITIZEN FEDERAL ELIGIBILITY

**Eligible  
Noncitizens:  
No Time  
Limit**

The following legal noncitizens (if otherwise eligible) are eligible for Federal Food Stamps for an indefinite period provided they also meet the definition of Qualified Noncitizen (See page 2):

STATUS	CRITERIA	VERIFICATION
<ul style="list-style-type: none"> <li>• Veterans</li> <li>• Individuals on active duty in U.S. military 63-405.132</li> </ul>	<ul style="list-style-type: none"> <li>• Veteran honorably discharged for reason other than alienage AND</li> <li>• Met active duty requirement of 24 months or period called to active duty</li> </ul>	<ul style="list-style-type: none"> <li>• DD Form 214-Discharge</li> <li>• Form DD2-Veterans ID</li> </ul>
<ul style="list-style-type: none"> <li>• Persons who served with the Philippine Commonwealth during World War II or as post-war Philippine Scouts 63-405.132 [Section 402(a)(2)(c)(i) of PRWORA]</li> </ul>		<ul style="list-style-type: none"> <li>• Applicant's sworn statement and/or verification of Philippine Veteran Status</li> </ul>
<ul style="list-style-type: none"> <li>• Spouses, widows of veterans or military personnel 63-405.321</li> </ul>	<ul style="list-style-type: none"> <li>• Married at least one year and not remarried</li> <li>• Married for any period if a child was born during or before marriage</li> <li>• Marriage within 15 years of military duty in which injury or disease was incurred</li> </ul>	Documentation to prove: <ul style="list-style-type: none"> <li>• Military connection AND</li> <li>• Marriage OR</li> <li>• Birth</li> </ul>
<ul style="list-style-type: none"> <li>• Children of veterans or individuals on active duty in U.S. military 63-405.3</li> </ul>	<ul style="list-style-type: none"> <li>• Unmarried AND</li> <li>• Dependent</li> </ul>	
Individuals who <ul style="list-style-type: none"> <li>• Have 40 quarters of qualifying employment</li> <li>• Can be credited with 40 quarters through parents, stepparents, and/or spouses 63-405.4</li> </ul>	<ul style="list-style-type: none"> <li>• See "Qualifying Quarters" chart for eligibility criteria (Section 2)</li> </ul>	
<ul style="list-style-type: none"> <li>• Children under 18 63-405.133</li> <li>• Elderly (at least 65 years of age on 8/22/96) 63-405.135</li> <li>• Disabled individuals 63-405.134</li> </ul>	<ul style="list-style-type: none"> <li>• Legally residing in U.S. on 8/22/96</li> </ul>	<ul style="list-style-type: none"> <li>• Age verification</li> <li>• Verification of permanent disability AND</li> <li>• Immigration status</li> </ul>

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## NONCITIZEN FEDERAL ELIGIBILITY

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**Eligible  
Noncitizens:  
No Time  
Limit**

The following legal noncitizens (if otherwise eligible) are eligible for Federal Food Stamps for an indefinite period and do not have to meet the Qualified Noncitizen definition:

STATUS	CRITERIA	VERIFICATION
<ul style="list-style-type: none"> <li>• Members of Hmong/ Laotian tribe who aided U.S. personnel during the Vietnam War 63-405.211</li> <li>• Spouses of above 63-405.211(a)</li> <li>• Unmarried dependent children of above 63-405.211(a)</li> <li>• Unremarried surviving spouse 63-405.211(b)</li> </ul>	<p>Legally in the U.S.</p>	<p>Verify tribal membership:</p> <ul style="list-style-type: none"> <li>• Review and copy INS documents that substantiate that the client, spouse or parent of Hmong/ Highland Laotian tribe member during the appropriate time period OR</li> <li>• If appropriate, review and copy documents that verify the client is the spouse, unmarried child under 18 years of age or unremarried spouse of verified tribal member</li> </ul> <p>Have client complete an affidavit swearing that he/she was/is:</p> <ul style="list-style-type: none"> <li>• A member of a Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75 or related to a tribal member, naming the relationship and the tribal member's name and Alien number</li> </ul>
<p>Cross border American Indians born in Canada or Mexico, INA Sec. 289 63-405.22</p>		<p>Birth records showing 50% Indian blood</p> <ul style="list-style-type: none"> <li>• Affidavits from tribal officials</li> <li>• INS Form I-181 or other INS documentation</li> </ul>

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# VERIFICATION FOR HMONG AND HIGHLAND LAOTIAN TRIBAL MEMBERS

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## Acceptable Documentation

The following table describes acceptable INS documentation to use when determining the Hmong/Highland Laotian tribal member status. If the applicant's documentation does not have the information indicated in this table, go to the next table to determine the necessary action(s).

**Note:** Administrative Notice 99-01 pursuant to Section 508 of AREERA.

ITEM TO CHECK	WHAT TO LOOK FOR
Date of Birth (DOB)	DOB before 5/8/75
Country of Birth (COB)	COB is coded 203 (Laos) or  If the COB is one of the following, it may be acceptable if the client can offer a reasonable explanation as to why they were not born in Laos: 201 (Cambodia) 248 (Indonesia) 236 (Thailand) 260 (Philippines) 245 (China) 266 (Vietnam)
Refugee Code	Refugee code is: RE1, RE2, RE3, RE6, RE7, RE8, R86, IC6, IC7  If not a refugee, ask the applicant about the circumstances of his/her immigration to the U.S. Some Hmong/Highland Laotians sought asylum in other countries and entered the U.S. later as immigrants. If the applicant is able to substantiate the circumstances of his/her immigration, note that in the case record and accept.
Entry Date	Date is April 1975 or later.
Affidavit/Sworn Statement	If the individual meets all four items, s/he must sign an affidavit in which s/he swears, under penalty of law, that s/he was a member of a Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75. <b>Note:</b> This statement by itself is insufficient to establish a person as a Hmong or Highland Laotian tribal member

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# VERIFICATION FOR HMONG AND HIGHLAND LAOTIAN TRIBAL MEMBERS

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**Acceptable Documentation Continued**

If the applicant fails one or more of the items in the proceeding chart, the worker must first...

- Ask for documentation establishing tribal membership
  - Consider all relevant information or documentation when making the final determination
  - If there is still not enough evidence to connect him/her as an eligible member of a Hmong/Highland Laotian tribe, no eligibility for food stamps exists as a tribal member
- 

**Referral for Ineligible Individuals**

Individuals who have not been able to verify their tribal membership should be referred to an organization to assist in obtaining further verification/ documentation.

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**Verifications For Spouse, Widow/er, Unmarried Dependent Child**

All individuals seeking eligibility based on relationship to tribal member must verify the following:

- Tribal member status of the person to whom they are related AND
- That the tribal member, unless deceased, is lawfully residing in the United States AND
- Their own identity
- Proof of relationship

IF THE RELATIONSHIP IS	THEN VERIFY...
Spouse	<ul style="list-style-type: none"> <li>• Marriage to tribal member</li> <li>• That he/she is still married to tribal member</li> </ul> <p><b>Note:</b> Divorced spouses do not qualify</p>
Widow/er	<ul style="list-style-type: none"> <li>• Marriage to tribal member</li> <li>• Marriage ended by death-not divorce</li> <li>• That deceased spouse was tribal member.</li> </ul> <p><b>Note:</b> Whether or not tribal member lived in U.S. does not affect eligibility of applicant</p>
Unmarried Dependent Child(ren)	<ul style="list-style-type: none"> <li>• Born to a tribal member AND</li> <li>• Child is the unmarried dependent child of a tribal member OR</li> <li>• Was dependent upon deceased parent at the time of parent's death AND</li> <li>• Child is under 18 years of age</li> </ul>

## INS DOCUMENTS

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**I-551: Resident Alien Card** The I-551 card is issued to both conditional and lawful permanent resident aliens after the original I-94 card expires. The I-551, was revised in August 1989. This version was the first Alien Registration Card to contain an expiration date on every card.

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**Validity Period** The expiration date is given on the front of the card. The expiration date indicates when the card expires and must be renewed. It does not indicate that the alien's status has expired.

The current I-551 card is valid for:

- Ten years from issuance for lawful permanent resident aliens
  - Two years from the date of admission or adjustment for conditional permanent residents aliens
- 

**Color** The I-551 card is rose-colored with a blue Department of Justice logo.

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### Sample Cards



Form I-551 (August 1989)

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# INS DOCUMENTS

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**I-688:  
Temporary  
Resident Card**                      The I-688 Temporary Resident Card was the second document issued to aliens who further qualified under the "Amnesty Program."

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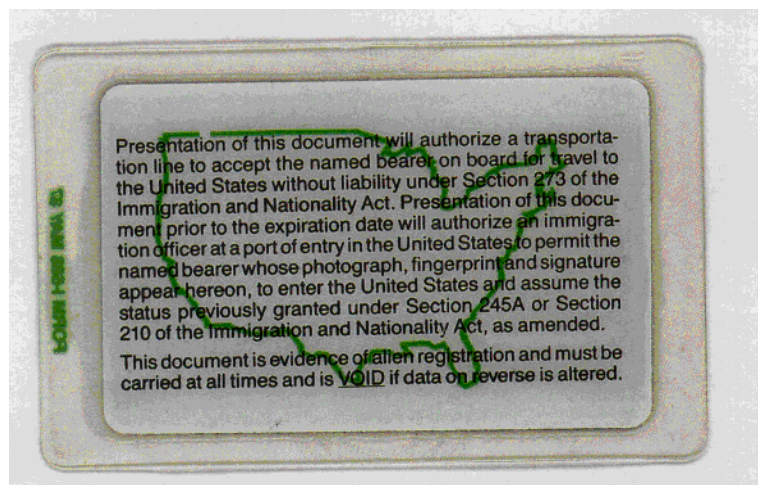
**Validity Period**                      The I-688 may be extended by placing a sticker on the reverse. Multiple stickers may be used to further extensions. Once the bearer becomes a permanent resident, a larger sticker is placed on the reverse which explains the new status of the bearer. With this endorsement, the bearer has the same privileges as a permanent resident.

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## Sample Card



Form I-688



Reverse

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Continued on next page

# INS DOCUMENTS

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## I-688B: Employment Authorization Document

The I-688B Employment Authorization Document is issued to aliens who are not permanent residents but have been granted permission to be employed in the U.S. for a specific period of time.

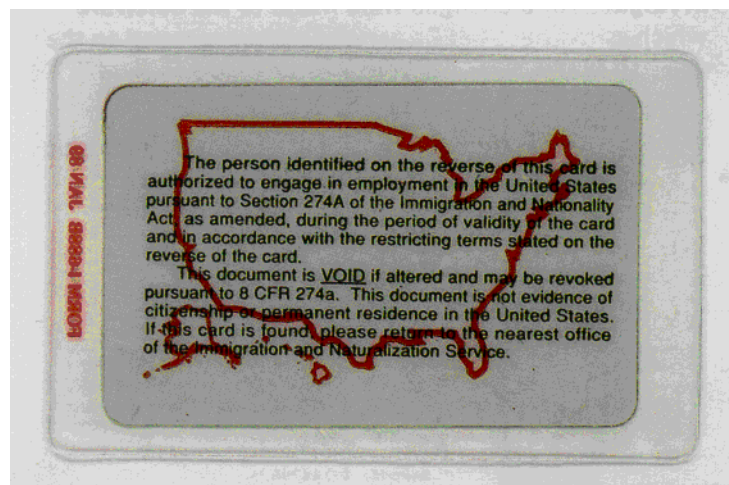
The card originally was produced with a Polaroid process similar to the I-688 and I-688A, but has the added feature of interlocking gold lines across the front.

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## Sample Card



Form I-688B



Reverse

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*Continued on next page*



# INS DOCUMENTS

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## I-688B: Employment Authorization Card

The I-688B card was modified in May 1995. Some INS offices began issuing the modified I-688B. The most significant change was to the card stock which was changed from the Polaroid process to a synthetic material called Teslin on which the biometric and biographic data of the bearer are printed.

Note that on this version, the name is printed on two lines.

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## Sample Card



Form I-688B (May 1995)

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In August 1995 changes were made to the software which prints the I-688Bs and the name reverted to the one line format similar to the original card.



Form I-688B (August 1995)

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## INS DOCUMENTS

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### I-327: Reentry Permit

The I-327 Reentry Permit is issued to a permanent resident alien in lieu of a passport. The reentry permit guarantees his/her permission to reenter the U.S. The reentry permit contains a digitized photograph and many of the security features of the passport. Visas and entry/exit stamps may be applied to the blank pages.

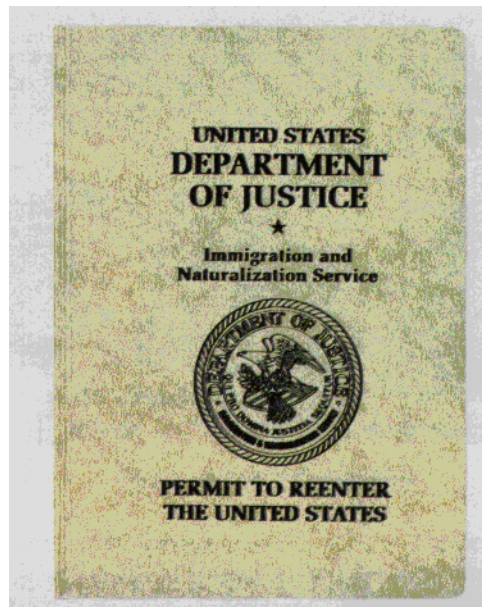
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### Validity Period

Valid for a period of 2 years and is not renewable.

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### Sample



Form I-327

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# INS DOCUMENTS

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## I-94: Arrival/ Departure Record

The I-94 Arrival/Departure Record is issued when an alien has been granted admission into the U.S. by an Immigration Inspector at an authorized Port of Entry. The I-94 is stapled to a page in the passport. This document will explain how long the bearer may remain and the terms of admission.

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## Sample

Departure Number  
**742831632 01**

U.S. IMMIGRATION  
250 WAS 177

Immigration and  
Naturalization Service

**SEP 13 1991**

I-94  
Departure Record

ADMITTED **B-2**  
UNTIL **MARCH 12, 1992**

14. Family Name  
**DOE**

15. First (Given) Name  
**JOHN**

16. Birth Date (Day/Mo/Yr)  
**01.01.91**

17. Country of Citizenship  
**ENGLAND**

See Other Side                      STAPLE HERE

**Warning** - A nonimmigrant who accepts unauthorized employment is subject to deportation.

**Important** - Retain this permit in your possession; *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

**Surrender this permit when you leave the U.S.:**

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

**Record of Changes**

Port: \_\_\_\_\_ Departure Record

Date: \_\_\_\_\_

Carrier: \_\_\_\_\_

Flight #/Ship Name: \_\_\_\_\_

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402

Form I-94

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Continued on next page

## **SECTION 2**



**NONCITIZEN FEDERAL ELIGIBILITY QUALIFYING QUARTERS  
63-405.4**

**Noncitizens lawfully admitted to the United States for permanent residency may qualify for Food Stamps if they have 40 quarters/credit of “Qualified Employment”.**

<b>HOW IS A QUARTER DETERMINED?</b>	A quarter is based on earned wages covered by Social Security and non-Social Security earnings if sufficient verification is obtained proving earnings exist. Social Security determines yearly the amount of earnings needed to equal a quarter of credit.
<b>HOW MANY QUARTERS CAN BE EARNED IN A YEAR?</b>	A maximum of four (4) calendar quarters can be earned, depending on the years the wages were earned, either per quarter or from the year's total earnings (See attached chart)
<b>HOW ARE QUARTERS OBTAINED?</b>	<p>Quarters may be credited to an individual if earned by:</p> <ul style="list-style-type: none"> <li>➤ Individual</li> <li>➤ Individual's natural or adoptive parent(s) for the period when the individual was under the age of 18. Quarters earned before a child's birth are also countable.</li> <li>➤ Individual's stepparent when all the following conditions exist: <ul style="list-style-type: none"> <li>• Stepparent is married to the natural/adoptive parent, <b>and</b></li> <li>• Quarters earned while stepparent relationship was in existence (relationship ceases upon divorce), <b>and</b></li> <li>• Stepparent relationship still exists, unless terminated by death of stepparent, <b>and</b></li> <li>• Only quarters earned while individual was under the age of 18.</li> </ul> </li> <li>➤ Individual's spouse, <b>but</b> only for quarters earned during the marriage <b>and</b> they remain married or relationship ended solely due to death of the spouse. Credits from both spouses may be combined to achieve 40 quarters for either or both spouses.</li> <li>➤ Individual's cohabiting <b>and</b> holding themselves out to the community, family and friends as husband and wife. Only quarters earned during the relationship can be counted. Quarters can not be counted if relationship ends other than by death.</li> </ul>
<b>WHAT IF THERE IS A DISCREPANCY IN SOCIAL SECURITY QUARTERS?</b>	Individuals should contact the Social Security Administration for a review. The Social Security office will provide a document indicating the number of qualifying quarters under review. During the review the individual may be eligible for up to six (6) months or until the review is completed, whichever is first. If the individual is later found to be ineligible, an overissuance is computed as an Inadvertent Household Error.
<b>HOW ARE QUARTERS VERIFIED?</b>	<p>There are several methods to verify quarters:</p> <ul style="list-style-type: none"> <li>➤ <b>IEVS</b> Through an interface with SSA, work quarters are automatically generated when an INS Alien Number is entered into the system when IEVS is requested. IEVS can also be used to obtain the quarter history on other family members who do not have an Alien Number by entering a dummy Alien Number of 77777777.</li> <li>➤ <b>PEBES</b> Generated when the individual completes a SSA-7004 and mails it to the Social Security Administration in Pennsylvania. Social Security will mail the PEBES report to the individual.</li> <li>➤ <b>SEQY</b> Report is generated when an individual goes to a SSA office and makes a request.</li> <li>➤ <b>Documentation of non-covered Social Security wages, such as:</b> <ul style="list-style-type: none"> <li>• Copy of W-2 or W-2c forms</li> <li>• Copy of federal/state income tax return with photocopy of W-2 and/or W-2c</li> <li>• Employer prepared wage statements</li> </ul> </li> </ul> <p><b>EXPEDITED FOOD STAMPS</b> may be issued if it appears the individual has 40 quarters of coverage. <b>DO NOT</b> issue additional benefits until verification is received. When received, issue retroactive benefits.</p>
<b>WHAT QUARTERS ARE NOT COUNTED?</b>	<ul style="list-style-type: none"> <li>➤ Any quarter after 12/96 when any federal means-tested benefits (CalWORKs/ TANF, Food Stamps, Medi-Cal/Medicaid, SSI) were received by: <ul style="list-style-type: none"> <li>• Individual</li> <li>• Individual's spouse</li> <li>• Parent of individual (while individual was under age 18)</li> </ul> </li> <li>➤ Any quarter that has not yet ended.</li> </ul>
<b>WHAT ABOUT CURRENT OR PRECEDING CALENDAR YEAR QUARTERS THAT ARE NOT YET SHOWING?</b>	<b>LAG QUARTERS:</b> Current and preceding year quarters which will not appear in IEVS due to processing time by Social Security of employer reports. If an individual claims to have more quarters and needs them to be eligible, the individual must provide employer prepared wage verification, W-2 forms or copies of IRS tax returns verifying that Social Security taxes were paid for the quarters.

## QUALIFYING EMPLOYMENT QUARTERS OF COVERAGE CHART

A quarter is a three (3) month calendar period ending 3/31, 6/30, 9/30 or 12/31.

Beginning 1/1/78, quarter credits were based on earnings for the entire year. If earnings are high enough, an individual can earn all four (4) credits by working only one (1) quarter.

For years prior to 1978, qualifying earnings had to be earned during the calendar quarter of credit. However, no quarters are available prior to 1937.

- ✧ Self-employment            Four (4) credits were earned for each taxable year in which an individual's net earnings from self-employment were \$400 or more.
- ✧ Agricultural wages        From 1951 through 1954, one (1) credit was earned for each calendar quarter in which an individual was paid a minimum of \$50 in wages. From 1955 through 1977, one (1) credit was earned for each \$100 paid during the year (limited to a total of 4).
- ✧ Other wages                One (1) credit was earned for each calendar quarter in which an individual was paid a minimum of \$50 in wages.

Year	EARNINGS FOR ONE (1) QUARTER CREDIT	EARNINGS FOR FOUR (4) QUARTERS CREDIT	Year	EARNINGS FOR ONE (1) QUARTER CREDIT	EARNINGS FOR FOUR (4) QUARTERS CREDIT
1999	\$740	\$2960	1987	\$460	\$1840
1998	700	2800	1986	440	1760
1997	670	2680	1985	410	1640
1996	640	2560	1984	390	1560
1995	630	2520	1983	370	1480
1994	620	2480	1982	340	1360
1993	590	2360	1981	310	1240
1992	570	2280	1980	290	1160
1991	540	2160	1979	260	1040
1990	520	2080	1978	250	1000
1989	500	2000	1977 & before	50	200
1988	470	1880			

Quarters from current/prior year will not be included in the IEVS report. To determine the number of credits earned in current/prior year, divide yearly gross earnings by quarterly earnings from above.

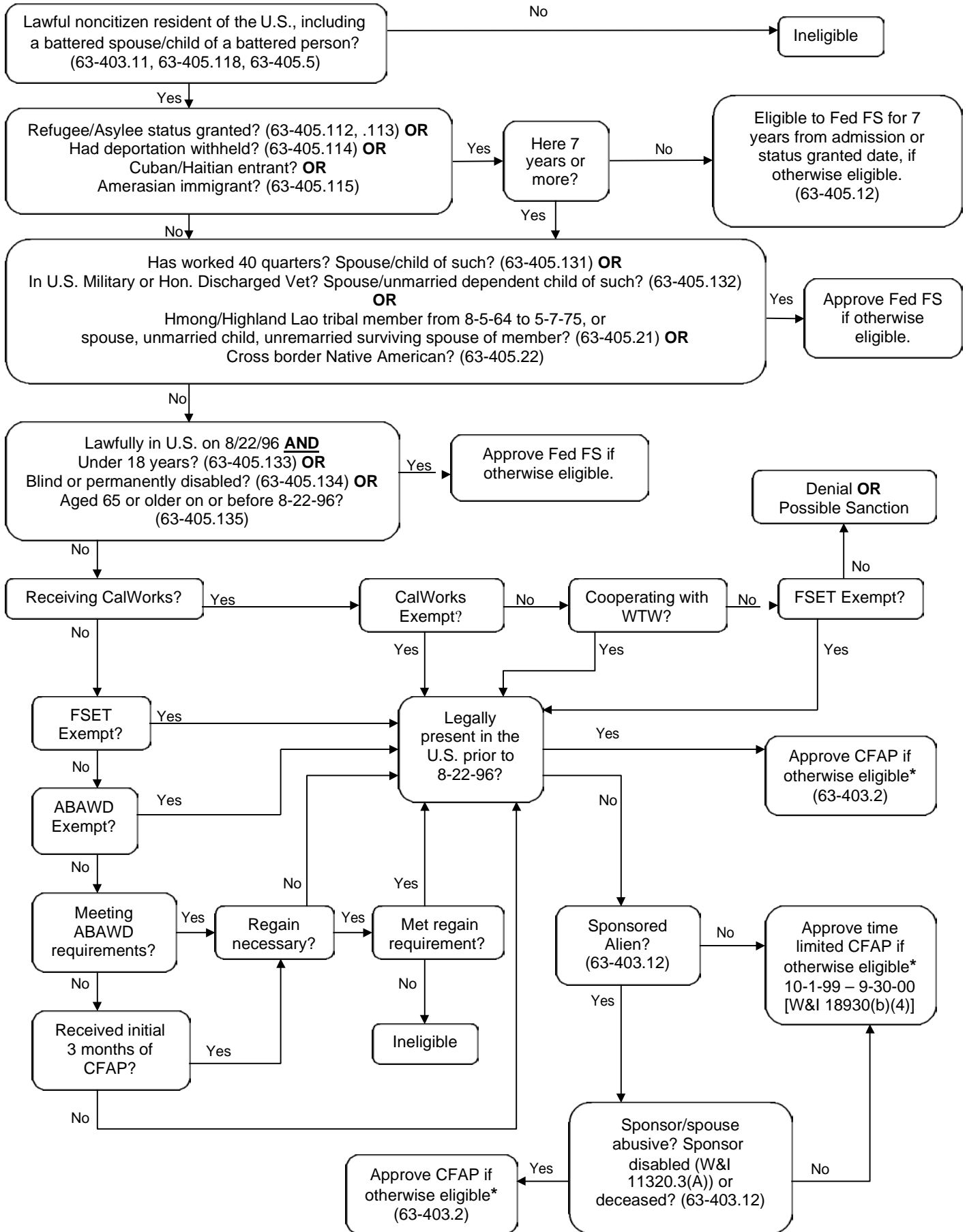
**Example:**    3/98 wage stubs indicate gross earnings for 1998 are \$3500.  
                   \$3500 ÷ \$700 = 5 quarters.  
                   As of 3/98 applicant already earned the maximum of 4 credits for 1998

**DO NOT** credit calendar quarters that have not ended.



## **SECTION 3**

## LEGAL NONCITIZEN FOOD STAMP DECISION CHART



\*Start calendar unless exempt **OR** continue calendar if previously started.

## **SECTION 4**

# TREATMENT OF INELIGIBLE NONCITIZENS' INCOME

## INCOME

A pro rata share of the income of Ineligible Noncitizens/SSN Disqualified Members is counted as income to the remaining members. This pro rata share is calculated by first subtracting the allowable exempt income from the ineligible member's income and dividing the income evenly among the household members, including the ineligible members. All but ineligible members' share is counted as income for the remaining household members.

The basic formula is shown below.

STEP 1	Noncitizen Gross Income - Allowable Exclusions = Noncitizen Income
STEP 2	Noncitizen income divided by the # of eligible FS HH members + ALL excluded FS HH members = Share of income per person.
STEP 3	Share of income per person times # of eligible FS HH members + ALL IPV/Work Sanctioned/Probation & Parole Violator/Drug Felon/Fleeing Felon excluded FS HH members equals income counted in the FS budget.

- NOTE:** 1) For income computation purposes, SSI recipients, Ineligible Students & Ineligible ABAWDs are considered NONHOUSEHOLD members and are NOT included in the proration of income.
- 2) For income computation purposes, the prorated share belonging to IPV/Work Sanctioned/Probation & Parole Violator/Drug Felon/Fleeing Felon excluded FS HH members is counted in the FS budget.

## FS INCOME PRORATION WORKSHEET FOR EXCLUDED NONCITIZEN MEMBERS

HOUSEHOLD COMPOSITION			INCOME
[A]	# of FS HH eligible members + # of excluded FS HH members (IPV/Work Sanction/Probation & Parole Violator/Drug Felon/Fleeing Felon)	_____	<b>PRORATION OF NONCITIZEN EXCLUDED MEMBER INCOME:</b> Gross Income of Excluded Noncitizen Members \$ _____ Less Allowable Exclusions - _____ Divide by [C] ÷ _____ Equals each person's share = _____ Multiply by [A] × _____
[B]	# of excluded noncitizen & SSN disqualified members	_____	
[C]	Total of [A] + [B] equals	_____	Equals share of Excluded Noncitizen Member's Income to use in the Food Stamp Budget = _____

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #1 – Excluded Member Pays Entire Expense Amount

### Household Situation:

- Four citizen children receive FS with no income.
- Mother is an excluded (undocumented) noncitizen and earns \$1000 monthly.
- Mother pays all of the rent from her earnings.
- Rent is \$500 and includes the utilities.

### Income:

Excluded Member's Income Computation		
\$1000 excluded member's earnings divided by	5 (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$200 per person
\$200 per person times	4 eligible FS HH members equals	\$800 FS HH's share of excluded member's earnings.

COUNT \$800 EARNINGS - (allow the earned income deduction).

### Housing:

\$500 total rent divided by	5 contributors (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$100 per person
\$100 per person times	4 eligible FS HH members equals	\$400 rent allowed in the FS budget.

COUNT \$400 RENT.



# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #2 – Shared Expenses

### Household Situation:

- Mother and three children (citizens) receive \$746 CalWORKs & FS.
- The mother's 13 year old sister lives with them and is an undocumented noncitizen.
- The mother receives \$200 monthly from her parents for support of her sister.
- All income is pooled.
- Rent is \$600 and includes the utilities.

### Income:

<b>Excluded Member's Income Computation</b>		
\$200 excluded member's income divided by	5 (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$40 per person
\$40 per person times	4 eligible FS HH members equals	\$160 FS HH's share of excluded member's income.

COUNT \$160 SUPPORT, \$746 CalWORKs.

### Housing:

\$600 total rent divided by	5 contributors (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$120 per person
\$120 per person times	4 eligible FS HH members equals	\$480 rent allowed in the FS budget.

COUNT \$480 RENT.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #3 – Flat Rate and Shared Expenses

### Household Situation:

- Mother is an excluded (undocumented) noncitizen.
- She works part-time and earns \$200 monthly.
- Her two citizen children receive \$505 CalWORKs & FS.
- Her boyfriend lives with her and they buy and prepare food together.
- He is an SSN disqualified excluded FS HH member.
- He earns \$600 monthly and gives her \$200 for his share of the rent & utilities.
- Rent is \$600 and includes the utilities.

### Income:

Excluded Member's Income Computation		
\$800 excluded members' income (\$200 mother's + \$600 boyfriend's) divided by	4 (2 excluded members + 2 eligible FS HH members) equals	\$200 per person
\$200 per person times	2 eligible FS HH members equals	\$400 FS HH's share of excluded members' income.

COUNT \$400 EARNINGS - (allow the earned income deduction), \$505 CalWORKs.

### Housing:

\$600 total rent divided by	4 contributors (2 eligible FS HH members + 1 excluded noncitizen member + 1 excluded SSN disqualified member) equals	\$150 per person
\$150 per person times	2 eligible FS HH members equals	\$300 rent allowed in the FS budget.

COUNT \$300 RENT.

**NOTE:** Even if an Ineligible noncitizen/SSN Disqualified Excluded FS HH member makes a fixed or flat rate contribution to an expense, the known contribution is not deducted and expense must be prorated. (63-502.372(b), 63-502.373 & 63-502.374)

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #4 – Excluded Noncitizen – Only FS HH Has Income

### Household Situation:

- Three citizen children receive \$626 CalWORKs & FS.
- The mother and father are excluded (undocumented) noncitizens and have no income.
- Rent is \$300 and the HH chooses SUA.

Count the full amount of income and expenses on the FS budget because only the FS HH has income.

**Income:** COUNT \$626 CalWORKs.

**Housing:** COUNT \$300 RENT.

**Utilities:** COUNT FULL SUA.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #5 – Excluded SSI/SSP and Noncitizen Have Income

### Household Situation:

- Mother is an excluded (undocumented) noncitizen and earns \$900 monthly.
- One child is on SSI/SSP and receives \$300 monthly.
- Only two citizen children receive FS.
- Mother deposits earnings and SSI check into her bank account (pooled income).
- Rent is \$600 and the HH chooses SUA.

### Income:

Excluded Member's Income Computation		
\$900 excluded member's earnings divided by	3 (1 excluded noncitizen member + 2 eligible FS HH members) equals	\$300 per person
\$300 per person times	2 eligible FS HH members equals	\$600 FS HH's share of excluded member's earnings.
<b>REMINDER:</b> The SSI child is considered a nonhousehold member for income computation purposes and is therefore NOT included in the proration of the excluded noncitizen's earnings.		

COUNT \$600 EARNINGS - (allow earned income deduction).

### Housing:

\$600 total rent divided by	4 contributors (2 excluded members + 2 eligible FS HH members) equals	\$150 per person
\$150 per person times	2 eligible FS HH members equals	\$300 rent allowed in the FS budget.

COUNT \$300 RENT.

### Utilities: Determine SUA contributors

2*	FS HH members
1	Excluded noncitizen member
1*	Excluded SSI child (pooled income)
4	TOTAL CONTRIBUTORS
* Per 63-502.374(a)(1), eligible FS HH members are considered contributors. In addition, per 63-502.374(a)(3), since the SSI child pools income, the child is considered a contributor.	

\$158 SUA divided by	4 contributors equals	\$39.50 per person
\$39.50 per person times	2 eligible FS HH members equals	\$79.00 FS HH's share of SUA

COUNT \$79.00 SUA

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #6 – Excluded Noncitizen and FS HH Have Income – Excluded Noncitizen Pays Flat Rate for Housing

### Household Situation:

- Mother is an excluded (undocumented) noncitizen and has no income.
- One excluded (undocumented) noncitizen child earns \$500 monthly.
- Two children receive \$505 CalWORKs & FS.
- Rent is \$600. The excluded noncitizen child gives the mother \$200 for rent including utilities, which the mother applies in full to the total rent.
- HH chooses SUA and the utility bills are paid from the CalWORKs grant.

### Income:

Excluded Member's Income Computation		
\$500 excluded member's earnings divided by	4 (2 excluded noncitizen members + 2 eligible FS HH members) equals	\$125 per person
\$125 per person times	2 eligible FS HH members equals	\$250 FS HH's share of excluded member's earnings.

COUNT \$250 EARNINGS - (allow earned income deduction), \$505 CalWORKs.

### Housing:

\$600 total rent divided by	4 contributors (2 excluded noncitizen members + 2 eligible FS HH members) equals	\$150 per person
\$150 per person times	2 eligible FS HH members equals	\$300 rent allowed in the FS budget.
<b>REMINDER:</b> Flat rate contributions made by excluded noncitizen FS HH members are NOT deducted but MUST be prorated. (63-502.372(b), 63-502.373 & 63-502.374)		

COUNT \$300 RENT.

### Utilities: Determine SUA contributors

2	FS HH members
1	Excluded noncitizen child with income
1	Excluded noncitizen mother (When one noncitizen has income, MUST count all noncitizens as contributors).
4	TOTAL CONTRIBUTORS

\$158 SUA divided by	4 contributors equals	\$39.50 per person
\$39.50 per person times	2 eligible FS HH members equals	\$79.00 FS HH's share of SUA

COUNT \$79.00 SUA.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #7 – FS HH Excluded Noncitizen & Nonhousehold Members All Have Income – Flat Rate and Shared Expenses

### Household Situation:

- Five citizen children receive \$849 CalWORKs & FS.
- Mother is excluded (undocumented) noncitizen and has no income.
- Mother's boyfriend, an excluded noncitizen, lives with her, buys and prepares food together, earns \$500 monthly, but doesn't contribute to rent or utilities.
- Mother's brother shares the house. He buys and prepares food separately. He pays \$200 of the rent & \$50 towards the utility bills including PG&E.
- Rent is \$900 and the HH chooses SUA.
- Mother uses the children's CalWORKs grant to pay the FS HH's share of the rent and utility bills including PG&E.

### Income:

Brother is a nonhousehold member. Do not count his income. Proration of the boyfriend's income is as follows:

Excluded Member's Income Computation		
\$500 excluded member's earnings divided by	7 (2 excluded noncitizen members + 5 eligible FS HH members) equals	\$71.43 per person
\$71.43 per person times	5 eligible FS HH members equals	\$357.15 FS HH's share of excluded member's earnings.

COUNT \$357.15 EARNINGS - (allow earned income deduction), \$849 CalWORKs.

### Housing:

\$900 total rent minus	\$200 flat rate (paid by non-household member) equals	\$700 rent available to FS HH
\$700 rent divided by	7 contributors (2 excluded noncitizen members + 5 eligible FS HH members) equals	\$100 per person
\$100 per person times	5 eligible FS HH members equals	\$500 rent allowed in the FS budget.
<b>REMINDER:</b> Flat rate contributions made by excluded noncitizen FS HH members are NOT deducted but MUST be prorated. (63-502.372(b), 63-502.373 & 63-502.374)		

COUNT \$500 RENT.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## Utilities:

1. Determine the number of separate households living in the residence.
  - HH #1 (FS HH) – Mother, her boyfriend and her 5 children.
  - HH #2 – Mother’s brother (he buys and prepares food separately).
  
2. Determine the number of separate households contributing to the expense.
  - HH #1 – Contributes from CalWORKs grant.
  - HH #2 – Contributes flat rate of \$50.
  
3. Determine the FS HH’s share of SUA.
  - \$158 SUA divided by 2 Contributing HHs = \$79.00 SUA per household.
  
4. Determine SUA contributors within the FS HH:

5	FS HH members
1	Mother’s boyfriend (Per 63-502.372(b)(2)(A), an excluded noncitizen member WITH INCOME is automatically considered a contributor whether he/she contributes or not).
1	Excluded noncitizen mother (Per 63-502.374(a)(2), when one noncitizen contributes or has income, MUST count all noncitizens as contributors).
7	TOTAL CONTRIBUTORS

\$79 SUA divided by	7 contributors equals	\$11.29 per person
\$11.29 per person times	5 eligible FS HH members equals	\$56.45 FS HH’s share of SUA

COUNT \$56.45 SUA.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #8 – Work Sanctioned and Noncitizen Excluded Members Have Income

### Household Situation:

- Father (citizen) is sanctioned by CalWORKs for failure to sign WTW plan. He is also sanctioned for FS due to failure to comply with another program's work requirement. He works part-time and earns \$225 monthly.
- Mother is excluded (undocumented) noncitizen who works part-time and earns \$200 monthly.
- Three citizen children receive \$626 CalWORKs..
- Rent is \$600 and the HH chooses actual utility expense (\$200 monthly).

### Income:

The earnings (\$225) of the father count in their entirety to the FS HH since he is a work sanctioned excluded member. Proration of the mother's income is as follows:

Excluded Member's Income Computation		
\$200 excluded member's earnings divided by	5 (1 excluded noncitizen member + 1 excluded work sanctioned member + 3 eligible FS HH members) equals	\$40 per person
\$40 per person times	4 (3 eligible FS HH members + 1 excluded work sanctioned member) equals	\$160 FS HH's share of excluded member's earnings.

COUNT \$385 EARNINGS [\$225 Father + \$160 Mother] - (allow earned income deduction), \$626 CalWORKs.

### Housing:

\$600 total rent divided by	5 contributors (1 excluded work sanctioned member + 1 excluded noncitizen member + 3 eligible FS HH members) equals	\$120 per person
\$120 per person times	4 (3 eligible FS HH members + 1 excluded work sanctioned member) equals	\$480 rent allowed in the FS budget.

COUNT \$480 RENT.

### Utilities:

\$200 actual utilities divided by	5 contributors (1 excluded work sanctioned member + 1 excluded noncitizen member + 3 eligible FS HH members) equals	\$40 per person
\$40 per person times	4 (3 eligible FS HH members + 1 excluded work sanctioned member) equals	\$160 FS HH's share of utilities.

COUNT \$160 ACTUAL UTILITIES.



# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #9 – Work Sanctioned, Noncitizen Excluded Member - Only FS HH Has Income

### Household Situation:

- Mother is sanctioned by CalWORKs for failure to sign WTW plan. She is not eligible for FS due to her noncitizen status and has no income.
- Three citizen children now receive \$626 CalWORKs.
- Rent is \$300 and the HH chooses SUA.

### Income:

<b>Excluded Member's Prorated CalWORKs Computation</b>		
\$746 CalWORKs grant prior to the work sanction divided by	4 (1 excluded noncitizen member + 3 eligible FS HH members) equals	\$186.50 per person
\$186.50 per person times	3 eligible FS HH members equals	\$559.50 FS HH's share of CalWORKs grant.
<p><b>REMINDER:</b> When the HH's benefits from another federal, state or local public assistance program are reduced due to failure to comply with requirements of that program, the HH's FS allotment shall not increase (63-503.5); 63-503.514 provides that the FS allotment calculation shall use the benefit amount issued prior to the penalty.</p> <p>*It is recognized that in following this methodology in some cases we are counting less CalWORKs per individual than if we count what the remaining non-failure to comply HH members are actually receiving in cash aid.</p>		

COUNT \$559.50 CalWORKs.

**Housing:** COUNT \$300 RENT.

**Utilities:** COUNT FULL SUA.

# EXCLUDED NONCITIZEN INCOME & EXPENSE PRORATION EXAMPLES

## #10 – Work Sanctioned, Noncitizen Excluded Member and FS HH Have Income

### Household Situation:

- Mother is sanctioned by CalWORKs for failure to sign WTW plan. She is not eligible for FS due to her noncitizen status.
- She works part-time and earn \$200 monthly
- Three citizen children now receive \$626 CalWORKs.
- Rent is \$300 and the HH chooses SUA.

### Income:

Excluded Member's Prorated CalWORKs Computation		
\$746 CalWORKs grant prior to the work sanction divided by	4 (1 excluded noncitizen member + 3 eligible FS HH members) equals	\$186.50 per person
\$186.50 per person times	3 eligible FS HH members equals	\$559.50 FS HH's share of CalWORKs grant.

Excluded Member's Income Computation		
\$200 excluded member's earnings divided by	4 (1 excluded noncitizen member + 3 eligible FS HH members) equals	\$50 per person
\$50 per person times	3 eligible FS HH members equals	\$150 FS HH's share of excluded member's earnings.

COUNT \$150 EARNINGS – (allow earned income deduction), \$559.50 CalWORKs.

### Housing:

\$300 total rent divided by	4 contributors (1 excluded noncitizen member + 3 eligible FS HH members) equals	\$75 per person
\$75 per person times	3 eligible FS HH members equals	\$225 rent allowed in the FS budget.

COUNT \$225 RENT.

### Utilities:

\$158 SUA divided by	4 contributors (1 excluded noncitizen member + 3 eligible FS HH members) equals	\$39.50 per person
\$39.50 per person times	3 eligible FS HH members equals	\$118.50 FS HH's share of utilities.

COUNT \$118.50 SUA.

## **COMBINED CFAP/FEDERAL BUDGETING**

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### **BACKGROUND**

For Combined Federal/CFAP cases, two separate Food Stamp (FS) budgets must be done.

The combined FS Budget computes the FS benefit amount for the entire household (both Federal and CFAP FS HH members). THIS IS THE ALLOTMENT WHICH THE HOUSEHOLD IS ISSUED.

The Federal FS Budget is ONLY used to determine the federal and state share of the combined allotment. The Federal FS Budget computes the FS benefit amount for the FEDERAL FS HH members only. The CFAP share of the combined allotment is determined by subtracting the federal benefit amount from the combined benefit amount.

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### **EXAMPLE**

Combined FS Budget (FEDERAL + CFAP) amount	\$172
Minus Federal FS Budget amount	- \$ 93
Equals CFAP	= \$ 79

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### **SPECIAL RULES for the FOR THE FEDERAL BUDGET**

In computing the Federal FS Budget, the following SPECIAL RULES treatment of income must be used:

- ◆ ALL income of a FEDERAL FS HH member is COUNTED.
- ◆ The FEDERAL FS HH member's SHARE of an excluded person's income is COUNTED.
- ◆ NONE of the income of a CFAP FS HH member is COUNTED.
- ◆ The CFAP FS HH member's SHARE of an excluded person's income is NOT COUNTED.

See the attached examples for application of the above special rules.

## Example #1 – Only Excluded FS HH Members Have Income

### Household Situation:

- Father (legal noncitizen) is CFAP eligible due to temporary disability. He has no income.
- Three citizen children receive Federal FS.
- Mother is an excluded (undocumented) noncitizen earning \$1000 monthly.
- Mother pays the rent from her earnings.
- Rent is \$500 and includes the utilities.

### Income:

	\$1000 excluded member's earnings divided by	5 (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$200 per person
COMBINED FS BUDGET	\$200 per person times	4 FS HH members (1 CFAP + 3 Federal) equals	\$800 excluded member's earnings to the Combined FS Budget.
FEDERAL FS BUDGET	\$200 per person times	3 Federal FS HH members equals	\$600 excluded member's earnings to the Federal FS Budget.

### Housing:

	\$500 total rent divided by 5 contributors (1 excluded noncitizen member + 4 eligible FS HH members) equals	\$100 per person
COMBINED FS BUDGET	\$100 per person times 4 eligible FS HH members (1 CFAP + 3 Federal) equals	\$400 rent allowed in the Combined FS Budget.
FEDERAL FS BUDGET	\$100 per person times 3 Federal FS HH members equals	\$300 rent allowed in Federal FS Budget.

COUNT \$400 RENT in the Combined FS Budget.

COUNT \$300 RENT in the Federal FS Budget.

# Food Stamp Budget Worksheet

Example #1	Combined Budget (Federal + CFAP)		Federal Budget (Federal Only)	
<b>A. Gross Income Test</b>				
1. Total Gross Earned Income	\$800		\$600	
2. Total Gross Unearned Income				
3. Total Gross Income		\$800		<u>\$600</u>
4. Household Size	4		3	
5. Maximum Gross Income Allowed		\$1783		\$1479
6. Gross Income Eligible (Is A3 less than or equal to A5?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>B. Total Income</b>				
1. 80% of Gross Earned Income (A1)	\$640		\$480	
2. Gross Unearned Income (A2)				
3. Total Adjusted Income		\$640		<u>\$480</u>
<b>C. Std./Dep. Care/Homeless/Child Support Deductions</b>				
1. Standard Deduction	\$134		\$134	
2. Dependent Care				
3. Homeless Shelter				
4. Total Legal Obligated C/S paid by HH				
5. Total Deductions		\$134		\$134
6. Preliminary Adjusted Income		\$506		\$346
<b>D. Shelter Deduction</b>				
1. Total Housing Costs	\$400		\$300	
2. Total Utility Costs (Actual or SUA)				
3. Total Shelter Costs (D1 + D2)	\$400		\$300	
4. Allowable Shelter Costs (50% of C6)	\$253		\$173	
5. Excess Shelter Costs (D3 – D4)	\$147		\$127	
6. Maximum Allowance for Shelter	\$275		\$275	
7. Allowable Shelter Deduction (Lessor of D5 or D6)	\$147		\$127	
<b>E. Net Monthly Income (C6 – D7)</b>		<u>\$359</u>		<u>\$219</u>
<b>F. Net Income Test</b>				
1. Household Size	4		3	
2. Maximum Net Income Allowed		\$1371		<u>\$1138</u>
3. Net Income Eligible (Is E less than or = to F2?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>G. Allotment</b>	\$311		\$263	
Combined Budget \$311 (Federal + CFAP) minus Federal Budget \$263 (Federal Only) equals \$48 CFAP.				

## **Example #2 – Only Federal Members Have Income**

### **Household Situation:**

- Mother and her three children (citizens) receive \$746 CalWORKs & Federal FS.
- The grandmother (age 63) lives with them. She has no income. She is a legal noncitizen and CFAP eligible.
- Rent is \$500 and includes the utilities.

### **Income:**

All of the CalWORKs grant is used in the Combined FS Budget because all individuals for whom it was issued are on Food Stamps. The entire CalWORKs grant is also used in the Federal FS Budget since all the individuals for whom it was issued are Federal FS HH members.

COUNT \$746 CalWORKs in the Combined FS Budget.

COUNT \$746 CalWORKs in the Federal FS Budget.

### **Housing:**

All of the rent is used in the Combined FS Budget because all contributors receive FS. The entire rent is also used in the Federal FS Budget since only the Federal FS HH members have income and/or meet the definition of a contributor.

COUNT \$500 RENT in the Combined FS Budget.

COUNT \$500 RENT in the Federal FS Budget.

# Food Stamp Budget Worksheet

Example #2	Combined Budget (Federal + CFAP)		Federal Budget (Federal Only)	
<b>A. Gross Income Test</b>				
1. Total Gross Earned Income				
2. Total Gross Unearned Income	\$746		\$746	
3. Total Gross Income		\$746		<u>\$746</u>
4. Household Size	5		4	
5. Maximum Gross Income Allowed		\$2086		\$1783
6. Gross Income Eligible (Is A3 less than or equal to A5?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>B. Total Income</b>				
1. 80% of Gross Earned Income (A1)				
2. Gross Unearned Income (A2)	\$746		\$746	
3. Total Adjusted Income		\$746		<u>\$746</u>
<b>C. Std./Dep. Care/Homeless/Child Support Deductions</b>				
1. Standard Deduction	\$134		\$134	
2. Dependent Care				
3. Homeless Shelter				
4. Total Legal Obligated C/S paid by HH				
5. Total Deductions		\$134		\$134
6. Preliminary Adjusted Income		\$612		\$612
<b>D. Shelter Deduction</b>				
1. Total Housing Costs	\$500		\$500	
2. Total Utility Costs (Actual or SUA)				
3. Total Shelter Costs (D1 + D2)	\$500		\$500	
4. Allowable Shelter Costs (50% of C6)	\$306		\$306	
5. Excess Shelter Costs (D3 – D4)	\$194		\$194	
6. Maximum Allowance for Shelter	\$275		\$275	
7. Allowable Shelter Deduction (Lessor of D5 or D6)	\$194		\$194	
<b>E. Net Monthly Income (C6 – D7)</b>		<u>\$418</u>		<u>\$418</u>
<b>F. Net Income Test</b>				
1. Household Size	5		4	
2. Maximum Net Income Allowed		\$1605		\$1371
3. Net Income Eligible (Is E less than or = to F2?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>G. Allotment</b>	\$371		\$293	
Combined Budget \$371 (Federal + CFAP) minus Federal Budget \$293 (Federal Only) equals \$78 CFAP.				

### Example #3 – Only CFAP Members Have Income

**Household Situation:**

- Four citizen children receive Federal FS with no income.
- Mother is a legal noncitizen and earns \$1000 monthly. She is CFAP eligible.
- Mother pays all of the rent from her earnings.
- Rent is \$500 and includes the utilities.

**Income:**

All earnings are used in the Combined FS Budget because the earnings belong to an included FS HH member. NONE of the earnings are used in the Federal FS Budget since the earnings belong to a CFAP individual.

COUNT \$1000 EARNINGS in the Combined FS Budget – (allow the earned income deduction).

COUNT \$ 0 EARNINGS in the Federal FS Budget.

**Housing:**

All of the rent is used in the Combined FS Budget because all contributors receive FS. Since both the CFAP and Federal FS HH members meet the definition of a contributor, the rent must be prorated in the Federal FS Budget.

\$500 total rent divided by 5 contributors (1 CFAP + 4 Federal FS HH members) equals	\$100 per person
\$100 per person times 4 Federal FS HH members equals	\$400 rent allowed in Federal FS Budget.

COUNT \$500 RENT in the Combined FS Budget.

COUNT \$400 RENT in the Federal FS Budget.



# Food Stamp Budget Worksheet

Example #3	Combined Budget (Federal + CFAP)		Federal Budget (Federal Only)	
<b>A. Gross Income Test</b>				
1. Total Gross Earned Income	\$1000		\$0	
2. Total Gross Unearned Income				
3. Total Gross Income		\$1000		<u>\$0</u>
4. Household Size	5		4	
5. Maximum Gross Income Allowed		\$2086		\$1783
6. Gross Income Eligible (Is A3 less than or equal to A5?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>B. Total Income</b>				
1. 80% of Gross Earned Income (A1)	\$800		\$0	
2. Gross Unearned Income (A2)				
3. Total Adjusted Income		\$800		<u>\$0</u>
<b>C. Std./Dep. Care/Homeless/Child Support Deductions</b>				
1. Standard Deduction	\$134		\$134	
2. Dependent Care				
3. Homeless Shelter				
4. Total Legal Obligated C/S paid by HH				
5. Total Deductions		\$134		\$134
6. Preliminary Adjusted Income		\$666		\$0
<b>D. Shelter Deduction</b>				
1. Total Housing Costs	\$500		\$400	
2. Total Utility Costs (Actual or SUA)				
3. Total Shelter Costs (D1 + D2)	\$500		\$400	
4. Allowable Shelter Costs (50% of C6)	\$333		\$0	
5. Excess Shelter Costs (D3 – D4)	\$167		\$400	
6. Maximum Allowance for Shelter	\$275		\$275	
7. Allowable Shelter Deduction (Lessor of D5 or D6)	\$167		\$275	
<b>E. Net Monthly Income (C6 – D7)</b>		<u>\$499</u>		<u>\$0</u>
<b>F. Net Income Test</b>				
1. Household Size	5		4	
2. Maximum Net Income Allowed		\$1605		\$1371
3. Net Income Eligible (Is E less than or = to F2?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>G. Allotment</b>	\$347		\$419	
Combined Budget \$347 [FS ALLOTMENT TO BE ISSUED] minus Federal Budget \$419 equals \$0 CFAP.				

## Example #4 – CFAP & Federal Members Have Income

### Household Situation:

- Mother is a legal noncitizen and earns \$900 monthly and pays \$300 for child care. She is CFAP eligible.
- Three legal noncitizen children receive Federal FS and \$500 child support monthly.
- Rent is \$800 and includes the utilities.

### Income:

All earnings are used in the Combined FS Budget because the earnings belong to an included FS HH member. NONE of the earnings are used in the Federal FS Budget since the earnings belong to a CFAP individual.

The child support is used in the Combined FS Budget because it belongs to included FS HH members. The child support is also used in the Federal FS Budget since it belongs to Federal FS HH members.

COUNT \$900 EARNINGS & \$500 CHILD SUPPORT in the Combined FS Budget – (allow the earned income deduction).

COUNT \$ 0 EARNINGS & \$500 CHILD SUPPORT in the Federal FS Budget.

### Housing:

All of the rent is used in the Combined FS Budget because all contributors receive FS. Since both the CFAP and Federal FS HH members meet the definition of a contributor, the rent must be prorated in the Federal FS Budget.

\$800 total rent divided by 4 contributors (1 CFAP + 3 Federal FS HH members) equals	\$200 per person
\$200 per person times 3 Federal FS HH members equals	\$600 rent allowed in Federal FS Budget.

COUNT \$800 RENT in the Combined FS Budget.

COUNT \$600 RENT in the Federal FS Budget.

### Child Care:

The entire child care is used in the Combined FS Budget because all contributors receive FS. Since both the CFAP & Federal FS HH members meet the definition of a contributor, the child care must be prorated in the Federal FS Budget.

\$300 child care divided by 4 contributors (1 CFAP + 3 Federal FS HH members) equals	\$75 per person
\$75 per person times 3 Federal FS HH members equals	\$225 child care allowed in Federal FS Budget.

COUNT \$300 CHILD CARE in the Combined FS Budget.

COUNT \$225 CHILD CARE in the Federal FS Budget.

# Food Stamp Budget Worksheet

Example #4	Combined Budget (Federal + CFAP)		Federal Budget (Federal Only)	
<b>A. Gross Income Test</b>				
1. Total Gross Earned Income	\$900		\$0	
2. Total Gross Unearned Income	\$500		\$500	
3. Total Gross Income		\$1400		<u>\$500</u>
4. Household Size	4		3	
5. Maximum Gross Income Allowed		\$1783		\$1479
6. Gross Income Eligible (Is A3 less than or equal to A5?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>B. Total Income</b>				
1. 80% of Gross Earned Income (A1)	\$720		\$0	
2. Gross Unearned Income (A2)	\$500		\$500	
3. Total Adjusted Income		\$1220		<u>\$500</u>
<b>C. Std./Dep. Care/Homeless/Child Support Deductions</b>				
1. Standard Deduction	\$134		\$134	
2. Dependent Care	\$300		\$225	
3. Homeless Shelter				
4. Total Legal Obligated C/S paid by HH				
5. Total Deductions		\$434		\$359
6. Preliminary Adjusted Income		\$786		\$141
<b>D. Shelter Deduction</b>				
1. Total Housing Costs	\$800		\$600	
2. Total Utility Costs (Actual or SUA)				
3. Total Shelter Costs (D1 + D2)	\$800		\$600	
4. Allowable Shelter Costs (50% of C6)	\$393		\$70.50	
5. Excess Shelter Costs (D3 – D4)	\$407		\$529.50	
6. Maximum Allowance for Shelter	\$275		\$275	
7. Allowable Shelter Deduction (Lessor of D5 or D6)	\$275		\$275	
<b>E. Net Monthly Income (C6 – D7)</b>		<u>\$511</u>		<u>\$0</u>
<b>F. Net Income Test</b>				
1. Household Size	4		3	
2. Maximum Net Income Allowed		\$1371		\$1138
3. Net Income Eligible (Is E less than or = to F2?)	[x]Yes [ ]No		[x]Yes [ ]No	
<b>G. Allotment</b>	\$265		\$329	
Combined Budget \$265 [FS ALLOTMENT TO BE ISSUED] minus Federal Budget \$329 equals \$0 CFAP.				