

December 20, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 18-117E

The purpose of this letter is to inform County Welfare Departments (CWDs) of the erratum to the All County Letter (ACL) No. [18-117](#). The purpose of the erratum is to provide revisions to the report, data instructions, and validation rules for the CalFresh Churn Monthly Caseload Report (CF 18).



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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

December 20, 2019

ERRATUM

ALL COUNTY LETTER NO. 18-117E

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALFRESH PROGRAM SPECIALISTS
ALL CONSORTIA REPRESENTATIVES
ALL QUALITY CONTROL PROGRAM COORDINATORS

SUBJECT: CALFRESH CHURN MONTHLY CASELOAD REPORT (CF 18)

REFERENCE: [7 CODE OF FEDERAL REGULATIONS \(CFR\) 273.12\(a\)\(5\)\(iii\)\(B\); 7 CFR SECTIONS 273.2\(i\), 273.2 \(i\)\(2\), 273.2\(i\)\(4\)\(iii\)\(A\) AND \(B\); WELFARE AND INSTITUTIONS \(W&I\) CODE 11265.1\(c\)\(1\) AND \(2\); W&I CODE 11265.1\(c\)\(5\); 11265.1\(c\)\(6\); 7 CFR 273.12\(a\)\(5\)\(iii\)\(F\); 7 CFR 273.14\(c\)\(2\); 7 CFR 273.14\(e\)\(2\); 7 CFR 273.14\(e\)\(3\); MANUAL OF POLICIES AND PROCEDURES SECTIONS 63-300.32, 63-301.51, 63-301.522, 63-301.533, 63-301.544, AND 63-301.545; ACL No. 12-74; ACL No. 12-74E](#)

The purpose of this erratum to the [ACL No.18-117](#) is to provide revisions to the report, data instructions, and validation rules for the CalFresh Churn Monthly Caseload Report (CF 18).

The revision to the report includes the deletion of two cells and items, revised definitions, addition of a new item, and renumbering the items accordingly. In addition, the report, data instructions, and validation rules have been revised to include the changes.

The original and revised language for the impacted sections is provided below. Deletions are marked with a ~~strikethrough~~ and additions are in **bold**.

ACL 18-117

The original language in the ACL reads:

CF 18 report form.

The revised language throughout the ACL reads:

CF 18 report ~~form~~.

The original language in the ACL reads:

CF 18 form.

The revised language throughout the ACL reads:

CF 18 ~~form~~ **report**.

The original language on page one of the ACL, the second paragraph reads:

Automation is currently anticipated to be complete within nine to twelve months from the release of this ACL, but no later than October 1, 2019.

The revised language reads:

Automation is currently anticipated to be completed **by the SAWS consortia** ~~within nine to twelve months from the release of this ACL, but no later than October 1, 2019~~ **July 1, 2020**.

The original language on page three of the ACL, the first paragraph reads:

The last section of the CF 18, Average Days to Process, evaluates the processing timeframes for initial and non-initial CalFresh applications with consideration for Expedited Service (ES) entitlement and non-ES entitlement.

The revised language reads:

The last section of the CF 18, Average Days to Process, evaluates the processing timeframes for initial ~~and non-initial~~ CalFresh **and CFAP** applications with consideration for Expedited Service (ES) entitlement and non-ES entitlement.

The original language on page three of the ACL, the third paragraph reads:

Implementation Timeline

Automation of the CF 18 report shall be completed by the SAWS consortia within nine to twelve months from the release of this ACL, but no later than October 1, 2019. The CWDs shall begin using the CF 18 as soon as automation is complete.

The revised language reads:

Implementation Timeline

Automation of the CF 18 report shall **must** be completed by the SAWS consortia ~~within nine to twelve months from the release of this ACL, but no later than October 1, 2019~~ **July 1, 2020**. The CWDs shall **must** begin using the CF 18 as soon as automation is complete. **If automation is completed by July 1, 2020, the first CF 18 report will be due on February 20, 2021. Churn Measurement 1 will have a September 2020 Data Cohort Month and Churn Measurement 2 will have a January 2021 Data Cohort Month.**

CF 18 INSTRUCTIONS

The original language in the CF 18 instructions reads:

CF 18 report form.

The revised language throughout the CF 18 instructions reads:

CF 18 report ~~form~~.

The original language in the CF 18 instructions reads:

CF 18 form.

The revised language throughout the CF 18 instructions reads:

CF 18 ~~form~~ **report**.

The original language on page one of the Instructions, under “Content” section, reads:

This report also includes data on SAR 7- and RRR-related discontinuances, as well as the average days to process (ADP) initial and non-initial applications for both expedited and non-expedited service.

The revised language reads:

This report also includes data on SAR 7- and RRR-related discontinuances, as well as the average days to process (ADP) initial ~~and non-initial~~ applications for both expedited and non-expedited service.

The original language on page two of the instructions, under “Churn Measurement #1” reads:

Data Cohort Month: the month that is five calendar months prior to the CF 18 Submission Month. If the report is due November 20th, 2019, then the Data Cohort Month is June 2019.

First Month Following Data Cohort Month: if the report is due November 20th, 2019, then First Month Following Data Cohort Month is July 2019.

Second Month Following Data Cohort Month: if the report is due November 20th, 2019, then Second Month Following Data Cohort Month is August 2019.

Third Month Following Data Cohort Month: if the report is due November 20th, 2019, then Third Month Following Data Cohort Month is September 2019.

Fourth Month Following Data Cohort Month: if the report is due November 20th, 2019, then Fourth Month Following Data Cohort Month is October 2019.

The revised language reads:

Data Cohort Month: the month that is five calendar months prior to the CF 18 Submission Month. If the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then the Data Cohort Month is ~~June 2019~~ **September 2020**.

First Month Following Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then First Month Following Data Cohort Month is ~~July 2019~~ **October 2020**.

Second Month Following Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Second Month Following Data Cohort Month is ~~August 2019~~ **November 2020**.

Third Month Following Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Third Month Following Data Cohort Month is ~~September 2019~~ **December 2020**.

Fourth Month Following Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Fourth Month Following Data Cohort Month is ~~October 2019~~ **January 2021**.

The original language on page three of the instructions, under “Churn Measurement #2” reads:

Data Cohort Month: the month prior to submission month. If the report is due November 20th, 2019, then the Data Cohort Month is October 2019.

First Month Prior to Data Cohort Month: if the report is due November 20th, 2019, then First Month Prior to Data Cohort Month is September 2019.

Second Month Prior to Data Cohort Month: if the report is due November 20th, 2019, then Second Month Prior to Data Cohort Month is August 2019.

Third Month Prior to Data Cohort Month: if the report is due November 20th, 2019, then Third Month Prior to Data Cohort Month is July 2019.

Fourth Month Prior to Data Cohort Month: if the report is due November 20th, 2019, then Fourth Month Prior to Data Cohort Month is June 2019.

The revised language reads:

Data Cohort Month: the month prior to submission month. If the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then the Data Cohort Month is ~~October 2019~~ **January 2021**.

First Month Prior to Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then First Month Prior to Data Cohort Month is ~~September 2019~~ **December 2020**.

Second Month Prior to Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Second Month Prior to Data Cohort Month is ~~August 2019~~ **November 2020**.

Third Month Prior to Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Third Month Prior to Data Cohort Month is ~~July 2019~~ **October 2020**.

Fourth Month Prior to Data Cohort Month: if the report is due ~~November 20th, 2019~~ **February 20th, 2021**, then Fourth Month Prior to Data Cohort Month is ~~June 2019~~ **September 2020**.

The original language on page three of the Instructions, under Definitions, “Average Days to Process (ADP)” section, reads:

Non-initial CalFresh application: submission of an application from a CalFresh household who has previously received CalFresh benefits. For example, if a household applied for CalFresh benefits and was denied, then the application is considered non-initial.

Initial CalFresh application: submission of an application from a CalFresh household who has not previously received CalFresh benefits. For example, if a household applied for CalFresh benefits and was denied, but later the denial was rescinded, then the application is considered initial.

The revised language reads:

~~Non-initial CalFresh application: Submission of an application from a CalFresh household who has previously received CalFresh benefits. For example, if a household applied for CalFresh benefits and was denied, then the application is considered non-initial.~~

Initial CalFresh application: submission of an application **for certification, including an application for certification filed after a break in aid.** ~~from a CalFresh household who has not previously received CalFresh benefits. For example, if a household applied for CalFresh benefits and was denied, but later the denial was rescinded, then the application is considered initial.~~

Note: Due to CalFresh delayed processing guidelines, anytime an application is filed within the 30 days following the last month of the household’s certification period, it is considered an application for recertification, not an initial application.

The original language on page three of the Instructions, under “ITEM INSTRUCTIONS, CHURN MEASUREMENT # 1, All SAR 7s & RRRs”, item 1, reads:

The total number of CalFresh households scheduled for SAR 7 & RRR submission within the Data Cohort Month. ***This item is automatically calculated.*** This is the sum of Items 2 through 7 & Items 9 through 16 [Cells 1 & 2].

The revised language reads:

The total number of CalFresh **and CFAP** households scheduled for SAR 7 & RRR submission within the Data Cohort Month. ~~***This item is automatically calculated.***~~ This is the sum of Items 2 through 7 & Items 9 through 16 [Cells 1 & 2].

The original language on page five of the “Item Instructions” reads:

CHURN MEASUREMENT #2

NOTE: A household should only be counted in either the SAR 7 or RRR Column. Therefore, a household can only be counted once in Items 17 through 27 to avoid duplicate counts in Item 1.

Applications from households with a recent SAR 7 or RRR:

17. The total number of SAR 7 and RRR CalFresh applications disposed during the Data Cohort Month (RRR includes Transitional CalFresh). [Cells 37 & 38]

18. The total number of CalFresh applications disposed from a CalFresh household who had a SAR 7 or RRR due within the prior four full calendar months from the Data Cohort Month. ***This item is automatically calculated.*** This is the sum of Items 19 through 27 [Cells 39 & 40]

Denied Applications with recent SAR 7 or RRR-related restoration:

19. The total number of denied CalFresh applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was restored in the First Month Prior to Data Cohort Month. [Cells 41 & 42]

The revised language reads:

CHURN MEASUREMENT #2

NOTE: A household should only be counted in either the SAR 7 or RRR Column. Therefore, a household can only be counted once in Items ~~17~~ **20** through ~~27~~ **28** to avoid duplicate counts.

~~Applications from households with a recent SAR 7 or RRR~~ **All CalFresh and CFAP applications disposed of during the Data Cohort Month.**

~~17. The total number of SAR 7 and RRR CalFresh applications disposed during the Data Cohort Month (RRR includes Transitional CalFresh). [Cells 37 & 38]~~
CalFresh and CFAP applications disposed of during the Data Cohort Month. [Cell 37]

~~18. The total number of CalFresh and CFAP applications disposed from a CalFresh household who had a SAR 7 or RRR due of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months from the Data Cohort Month. This item is automatically calculated. This is the sum of Items 19 through 27 [Cells 39 & 40] [Cell 38].~~

~~Denied Applications with recent SAR 7 or RRR-related restoration:~~
Total applications from households with a recent (within the prior four full calendar months) SAR 7 or RRR:

~~19. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR within the prior four full calendar months, and whose case was restored in the First Month Prior to Data Cohort Month. [Cells 41 & 42]. [Cell 39 & 40]~~

The original language on page six of Average Days to Process (ADP) "Item Instructions" reads:

28. The average number of days to approval of initial applications with expedited service from the date of application or date of discovery, if applicable, for applications reported in lines 29-31. [Cell 59]

The revised language on page six of Average Days to Process (ADP) "Item Instructions" reads:

28. **29.** The average number of days to approval of initial **CalFresh and CFAP** applications with expedited service from the date of application or date of discovery, if applicable, for applications reported in lines 29-31 **30-32.** [Cell 59]

The original language on page six of Average Days to Process (ADP) "Item Instructions" reads:

32. The average number of days to approval of initial applications with non-expedited service from the date of application or date of discovery, if applicable, for applications reported in lines 33-37. [Cell 63]

The revised language on page seven of Average Days to Process (ADP) "Item Instructions" reads:

32. **33.** The average number of days to approval of initial **CalFresh and CFAP** applications with non-expedited service from the date of application for applications reported in lines ~~33-37~~ **34-38**. [Cell 63]

The original language on page seven of Average Days to Process (ADP) "Item Instructions" reads:

Non-Initial Applications with Expedited Service:

39. The average number of days to approval of non-initial applications with expected service from the date of application or date of discovery, if applicable, for applications reported in lines 39-41. [Cell 69]

40. The total number of non-initial applications with expedited service approved within one to three days. [Cell 70]

41. The total number of non-initial applications with expedited service approved within four to seven days. [Cell 71]

42. The total number of non-initial applications with expedited service approved over seven days. [Cell 72]

Non-Initial Applications with Non-Expedited Service:

43. The average number of days to approval of non-initial applications with non-expedited service from the date of application for applications reported in lines 43-47. [Cell 73]

44. The total number of non-initial applications non-expedited service approved within one to seven days. [Cell 74]

45. The total number of non-initial applications with non-expedited service approved within eight to fifteen days. [Cell 75]

46. The total number of non-initial applications with non-expedited service approved within sixteen to twenty-two days. [Cell 76]
47. The total number of non-initial applications with non-expedited service approved within twenty-three to thirty days. [Cell 77]
48. The total number of non-initial applications with non-expedited service approved over thirty days. [Cell 78]

The revised language on page seven of the "Item Instructions" reads:

~~Non-Initial Applications with Expedited Service:~~

39. ~~The average number of days to approval of non-initial applications with expected service from the date of application or date of discovery, if applicable, for applications reported in lines 39-41. [Cell 69]~~
40. ~~The total number of non-initial applications with expedited service approved within one to three days. [Cell 70]~~
41. ~~The total number of non-initial applications with expedited service approved within four to seven days. [Cell 71]~~
42. ~~The total number of non-initial applications with expedited service approved over seven days. [Cell 72]~~

~~Non-Initial Applications with Non-Expedited Service:~~

43. ~~The average number of days to approval of non-initial applications with non-expedited service from the date of application for applications reported in lines 43-47. [Cell 73]~~
44. ~~The total number of non-initial applications non-expedited service approved within one to seven days. [Cell 74]~~
45. ~~The total number of non-initial applications with non-expedited service approved within eight to fifteen days. [Cell 75]~~
46. ~~The total number of non-initial applications with non-expedited service approved within sixteen to twenty-two days. [Cell 76]~~

~~47. The total number of non-initial applications with non-expedited service approved within twenty three to thirty days. [Cell 77]~~

~~48. The total number of non-initial applications with non-expedited service approved over thirty days. [Cell 78]~~

The original language on page eight “Additional Information” reads:

ADDITIONAL INFORMATION

Below is a chart of due dates and corresponding Cohort months for Churn Measurements #1 and #2. For both measurements, Column 5 is also the Report Month that should be selected at the top of the CF 18 dropdown menu on the automated form. **Note:** FY19/20 is used as an example. This chart can be applied to any month within any fiscal year.

Churn Measurement #1

1	2	3	4	5	6
Data Cohort Month	1st Month following Data Cohort Month	2ND Month following Data Cohort Month	3RD Month following Data Cohort Month	4TH Month following Data Cohort Month	Submission Month
June '19	July '19	August '19	September '19	October '19	November 20, 2019
July '19	August '19	September '19	October '19	November '19	December 20, 2019
August '19	September '19	October '19	November '19	December '19	January 20, 2020
September '19	October '19	November '19	December '19	January '20	February 20, 2020
October '19	November '19	December '19	January '20	February '20	March 20, 2020
November '19	December '19	January '20	February '20	March '20	April 20, 2020
December '19	January '20	February '20	March '20	April '20	May 20, 2020
January '20	February '20	March '20	April '20	May '20	June 20, 2020
February '20	March '20	April '20	May '20	June '20	July 20, 2020
March '20	April '20	May '20	June '20	July '20	August 20, 2020
April '20	May '20	June '20	July '20	August '20	September 20, 2020
May '20	June '20	July '20	August '20	September '20	October 20, 2020

Churn Measurement #2

1	2	3	4	5	6
4th Month Prior to Data Cohort Month	3rd Month Prior to Data Cohort Month	2nd Month Prior to Data Cohort Month	1st Month Prior to Data Cohort Month	Data Cohort Month	Submission Month
June '19	July '19	August '19	September '19	October '19	November 20, 2019
July '19	August '19	September '19	October '19	November '19	December 20, 2019
August '19	September '19	October '19	November '19	December '19	January 20, 2020

September '19	October '19	November '19	December '19	January '20	February 20, 2020
October '19	November '19	December '19	January '20	February '20	March 20, 2020
November '19	December '19	January '20	February '20	March '20	April 20, 2020
December '19	January '20	February '20	March '20	April '20	May 20, 2020
January '20	February '20	March '20	April '20	May '20	June 20, 2020
February '20	March '20	April '20	May '20	June '20	July 20, 2020
March '20	April '20	May '20	June '20	July '20	August 20, 2020
April '20	May '20	June '20	July '20	August '20	September 20, 2020
May '20	June '20	July '20	August '20	September '20	October 20, 2020

The revised language on page eight "Additional Information" reads:

ADDITIONAL INFORMATION

Below is a chart of due dates and corresponding Cohort months for Churn Measurements #1 and #2. For both measurements, Column 5 is also the Report Month that should be selected at the top of the CF 18 dropdown menu on the automated report. **Note:** FY 19/20 20/21 is used as an example. This chart can be applied to any month within any fiscal year.

Churn Measurement #1

1	2	3	4	5	6
Data Cohort Month	1st Month following Data Cohort Month	2ND Month following Data Cohort Month	3RD Month following Data Cohort Month	4TH Month following Data Cohort Month	Submission Month
June '19 September '20	July '19 October '20	August '19 November '20	September '19 December '20	October '19 January '21	November 20, 2019 February 20, 2021
July '19 October '20	August '19 November '20	September '19 December '20	October '19 January '21	November '19 February '21	December 20, 2019 March 20, 2021
August '19 November '20	September '19 December '20	October '19 January '21	November '19 February '21	December '19 March '21	January 20, 2020 April 20, 2021
September '19 December '20	October '19 January '21	November '19 February '21	December '19 March '21	January '20 April '21	February 20, 2020 May 20, 2021
October '19 January '21	November '19 February '21	December '19 March '21	January '20 April '21	February '20 May '21	March 20, 2020 June 20, 2021
November '19 February '21	December '19 March '21	January '20 April '21	February '20 May '21	March '20 June '21	April 20, 2020 July 20, 2021
December '19 March '21	January '20 April '21	February '20 May '21	March '20 June '21	April '20 July '21	May 20, 2020 August 20, 2021
January '20 April '21	February '20 May '21	March '20 June '21	April '20 July '21	May '20 August '21	June 20, 2020 September 20, 2021
February '20 May '21	March '20 June '21	April '20 July '21	May '20 August '21	June '20 September '21	July 20, 2020 October 20, 2021
March '20 June '21	April '20 July '21	May '20 August '21	June '20 September '21	July '20 October '21	August 20, 2020 November 20, 2021

April '20 July '21	May '20 August '21	June '20 September '21	July '20 October '21	August '20 November '21	September 20, 2020 December 20, 2021
May '20 August '21	June '20 September '21	July '20 October '21	August '20 November '21	September '20 December '21	October 20, 2020 January 20, 2022

Churn Measurement #2

1	2	3	4	5	6
4th Month Prior to Data Cohort Month	3rd Month Prior to Data Cohort Month	2nd Month Prior to Data Cohort Month	1st Month Prior to Data Cohort Month	Data Cohort Month	Submission Month
June '19 September '20	July '19 October '20	August '19 November '20	September '19 December '20	October '19 January '21	November 20, 2019 February 20, 2021
July '19 October '20	August '19 November '20	September '19 December '20	October '19 January '21	November '19 February '21	December 20, 2019 March 20, 2021
August '19 November '20	September '19 December '20	October '19 January '21	November '19 February '21	December '19 March '21	January 20, 2020 April 20, 2021
September '19 December '20	October '19 January '21	November '19 February '21	December '19 March '21	January '20 April '21	February 20, 2020 May 20, 2021
October '19 January '21	November '19 February '21	December '19 March '21	January '20 April '21	February '20 May '21	March 20, 2020 June 20, 2021
November '19 February '21	December '19 March '21	January '20 April '21	February '20 May '21	March '20 June '21	April 20, 2020 July 20, 2021
December '19 March '21	January '20 April '21	February '20 May '21	March '20 June '21	April '20 July '21	May 20, 2020 August 20, 2021
January '20 April '21	February '20 May '21	March '20 June '21	April '20 July '21	May '20 August '21	June 20, 2020 September 20, 2021
February '20 May '21	March '20 June '21	April '20 July '21	May '20 August '21	June '20 September '21	July 20, 2020 October 20, 2021
March '20 June '21	April '20 July '21	May '20 August '21	June '20 September '21	July '20 October '21	August 20, 2020 November 20, 2021
April '20 July '21	May '20 August '21	June '20 September '21	July '20 October '21	August '20 November '21	September 20, 2020 December 20, 2021
May '20 August '21	June '20 September '21	July '20 October '21	August '20 November '21	September '20 December '21	October 20, 2020 January 20, 2022

CF 18 VALIDATION RULES AND EDITS

The original language on page one under Churn measurement #1, All SAR 7s & RRRs, Item 1, reads:

Item 1	Item 1 must be the sum of (Item 2, Item 3, Item 4, Item 5, Item 6, Item 8, Item 9, Item 10, Item 11, Item 12, Item 13, Item 14, Item 15, and Item 16)
Cell 1	Cell 1 must be the sum of (Cell 3, Cell 5, Cell 7, Cell 9, Cell 11, Cell 19, Cell 21, Cell 23, Cell 25, Cell 27, Cell 29, Cell 31, Cell 33 and Cell 35)
Cell 2	Cell 2 must be the sum of (Cell 4, Cell 6, Cell 8, Cell 10, Cell 12, Cell 20, Cell 22, Cell 24, Cell 26, Cell 28, Cell 30, Cell 32, Cell 34, and Cell 36)

Item 1 validation is removed to capture all CalFresh households with a SAR 7 or RRR due in the Data Cohort Month:

Item 1	Item 1 must be the sum of (Item 2, Item 3, Item 4, Item 5, Item 6, Item 8, Item 9, Item 10, Item 11, Item 12, Item 13, Item 14, Item 15, and Item 16)
Cell 1	Cell 1 must be the sum of (Cell 3, Cell 5, Cell 7, Cell 9, Cell 11, Cell 19, Cell 21, Cell 23, Cell 25, Cell 27, Cell 29, Cell 31, Cell 33 and Cell 35)
Cell 2	Cell 2 must be the sum of (Cell 4, Cell 6, Cell 8, Cell 10, Cell 12, Cell 20, Cell 22, Cell 24, Cell 26, Cell 28, Cell 30, Cell 32, Cell 34, and Cell 36)

The original language under Churn measurement #2 reads:

APPLICATIONS FROM HOUSEHOLDS WITH A RECENT SAR 7 OR RRR

Item 18	Item 18 must be the sum of (Item 19, Item 20, Item 21, Item 22, Item 23, Item 24, Item 25, Item 26, and Item 27)
Cell 39	Cell 39 must be the sum of (Cell 41, Cell 43, Cell 45, Cell 47, Cell 49, Cell 51, Cell 53, Cell 55, and Cell 57)
Cell 40	Cell 40 must be the sum of (Cell 42, Cell 44, Cell 46, Cell 48, Cell 50, Cell 52, Cell 54, Cell 56, and Cell 58)

DENIED APPLICATIONS WITH RECENT SAR 7 OR RRR-RELATED RESTORATION

Item 19	Item 19 must be less than or equal to Item 18
Cell 41	Cell 41 must be less than or equal to Cell 39
Cell 42	Cell 42 must be less than or equal to Cell 40

APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE (FIRST MONTH PRIOR TO DATA COHORT MONTH)

Item 20	Item 19 must be less than or equal to Item 18
Cell 43	Cell 43 must be less than or equal to Cell 39
Cell 44	Cell 44 must be less than or equal to Cell 40
Item 21	Item 21 must be less than or equal to Item 18
Cell 45	Cell 45 must be less than or equal to Cell 39
Cell 46	Cell 46 must be less than or equal to Cell 40

APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE (SECOND MONTH PRIOR TO DATA COHORT MONTH)

Item 22	Item 22 must be less than or equal to Item 18
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Cell 47	Cell 47 must be less than or equal to Cell 39
Cell 48	Cell 48 must be less than or equal to Cell 40
Item 23	Item 23 must be less than or equal to Item 18
Cell 49	Cell 49 must be less than or equal to Cell 39
Cell 50	Cell 50 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(THIRD MONTH PRIOR TO DATA COHORT MONTH)**

Item 24	Item 24 must be less than or equal to Item 18
Cell 51	Cell 51 must be less than or equal to Cell 39
Cell 52	Cell 52 must be less than or equal to Cell 40

Item 25	Item 25 must be less than or equal to Item 18
Cell 53	Cell 53 must be less than or equal to Cell 39
Cell 54	Cell 54 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(FOURTH MONTH PRIOR TO DATA COHORT MONTH)**

Item 26	Item 26 must be less than or equal to Item 18
Cell 55	Cell 55 must be less than or equal to Cell 39
Cell 56	Cell 56 must be less than or equal to Cell 40

Item 27	Item 27 must be less than or equal to Item 18
Cell 57	Cell 57 must be less than or equal to Cell 39
Cell 58	Cell 58 must be less than or equal to Cell 40

The revised language reads:

**TOTAL APPLICATIONS FROM HOUSEHOLDS WITH A RECENT (WITHIN THE
FOUR FULL CALENDAR MONTHS) SAR 7 OR RRR**

Item 18 19	Item 18 19 must be the sum of (Item 19 20 , Item 20 21 , Item 21 22 , Item 22 23 , Item 23 24 , Item 24 25 , Item 25 26 , Item 26 27 , and Item 27 28)
Cell 39	Cell 39 must be the sum of (Cell 41, Cell 43, Cell 45, Cell 47, Cell 49, Cell 51, Cell 53, Cell 55, and Cell 57)
Cell 40	Cell 40 must be the sum of (Cell 42, Cell 44, Cell 46, Cell 48, Cell 50, Cell 52, Cell 54, Cell 56, and Cell 58)

DENIED APPLICATIONS WITH RECENT SAR 7 OR RRR-RELATED RESTORATION

Item ~~19~~ 20 Item ~~19~~ 20 must be less than or equal to Item ~~18~~ 19

Cell 41 Cell 41 must be less than or equal to Cell 39

Cell 42 Cell 42 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(FIRST MONTH PRIOR TO DATA COHORT MONTH)**

Item ~~20~~ 21 Item ~~19~~ 21 must be less than or equal to Item ~~18~~ 19

Cell 43 Cell 43 must be less than or equal to Cell 39

Cell 44 Cell 44 must be less than or equal to Cell 40

Item 24 22 Item 24 22 must be less than or equal to Item ~~18~~ 19

Cell 45 Cell 45 must be less than or equal to Cell 39

Cell 46 Cell 46 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(SECOND MONTH PRIOR TO DATA COHORT MONTH)**

Item 22 23 Item 22 23 must be less than or equal to Item ~~18~~ 19

Cell 47 Cell 47 must be less than or equal to Cell 39

Cell 48 Cell 48 must be less than or equal to Cell 40

Item 23 24 Item 23 24 must be less than or equal to Item ~~18~~ 19

Cell 49 Cell 49 must be less than or equal to Cell 39

Cell 50 Cell 50 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(THIRD MONTH PRIOR TO DATA COHORT MONTH)**

Item 24 25 Item 24 25 must be less than or equal to Item ~~18~~ 19

Cell 51 Cell 51 must be less than or equal to Cell 39

Cell 52 Cell 52 must be less than or equal to Cell 40

Item 25 26 Item 25 26 must be less than or equal to Item ~~18~~ 19

Cell 53 Cell 53 must be less than or equal to Cell 39

Cell 54 Cell 54 must be less than or equal to Cell 40

**APPLICATIONS WITH RECENT SAR 7 OR RRR RELATED DISCONTINUANCE
(FOURTH MONTH PRIOR TO DATA COHORT MONTH)**

Item 26 27 Item 26 27 must be less than or equal to Item ~~18~~ 19

Cell 55 Cell 55 must be less than or equal to Cell 39
Cell 56 Cell 56 must be less than or equal to Cell 40

Item 27 28	Item 27 28 must be less than or equal to Item 48 19
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Cell 57 Cell 57 must be less than or equal to Cell 39
Cell 58 Cell 58 must be less than or equal to Cell 40

CF 18 REPORT

The original language on the report reads:

Churn Measurement #2: The share of applications from households that participated in CalFresh/CFAP in the recent past.
--

Applications from households with a recent SAR 7 or RRR		SAR 7		RRR	
17.	The total number of SAR 7 or RRR CalFresh applications disposed during the Data Cohort Month (RRR includes Transitional CalFresh)	37		38	
18.	The total number of CalFresh applications disposed during the data cohort month from a CalFresh household who had a SAR 7 or RRR due within the prior four full calendar months	39	0	40	0

The revised language on the report reads:

Churn Measurement #2: The share of applications from households that participated in CalFresh/CFAP in the recent past.
--

Applications from households with a recent SAR 7 or RRR All CalFresh applications disposed of during the Data Cohort Month		SAR-7		RRR	
17.	The total number of SAR 7 or RRR CalFresh and CFAP applications disposed of during the Data Cohort Month (RRR includes Transitional CalFresh)	37		38	
18.	The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a CalFresh household who had a SAR 7 or RRR due participated in CalFresh/CFAP within the prior four full calendar months	39 38		40	

The new item # 19 is added on the report and reads:

Total applications from households with a recent (Within the Prior Four Full Calendar Months) SAR 7 or RRR	SAR 7		RRR	
19. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who had a SAR 7 or RRR due within the prior four full calendar months	39		40	
		0		0

The original language on the report reads:

Non-Initial Applications with Expedited Service			
39.	The average number of days to approval of non-initial applications with expected service from the date of application or date of discovery, if applicable	69	
40.	The total number of non-initial applications with expedited service approved within one to three days	70	
41.	The total number of non-initial applications with expedited service approved within four to seven days	71	
42.	The total number of non-initial applications with expedited service approved over seven days	72	
Non-Initial Applications with Non-Expedited Service			
43.	The average number of days to approval of non-initial applications with non-expedited service from the date of application	73	
44.	The total number of non-initial applications non-expedited service approved within one to seven days	74	
45.	The total number of non-initial applications with non-expedited service approved within eight to fifteen days	75	
46.	The total number of non-initial applications with non-expedited service approved within sixteen to twenty-two days	76	
47.	The total number of non-initial applications with non-expedited service approved within twenty-three to thirty days	77	
48.	The total number of non-initial applications with non-expedited service approved over thirty days	78	

The revised language on the report reads:

Non-Initial Applications with Expedited Service			
39.	The average number of days to approval of non-initial applications with expected service from the date of application or date of discovery, if applicable	69	

40.	The total number of non-initial applications with expedited service approved within one to three days	70	
41.	The total number of non-initial applications with expedited service approved within four to seven days	71	
42.	The total number of non-initial applications with expedited service approved over seven days	72	
Non-Initial Applications with Non-Expedited Service			
43.	The average number of days to approval of non-initial applications with non-expedited service from the date of application	73	
44.	The total number of non-initial applications non-expedited service approved within one to seven days	74	
45.	The total number of non-initial applications with non-expedited service approved within eight to fifteen days	75	
46.	The total number of non-initial applications with non-expedited service approved within sixteen to twenty-two days	76	
47.	The total number of non-initial applications with non-expedited service approved within twenty-three to thirty days	77	
48.	The total number of non-initial applications with non-expedited service approved over thirty days	78	

If you have any questions regarding the completion of this report, please contact Data Systems and Survey Design Section (DSSDS) at (916) 651-8269. Policy related questions should be directed to the CalFresh and Nutrition Branch at (916) 651-8047.

Sincerely,

Original Document Signed By:

M. AKHTAR KHAN, PhD
Branch Chief
Research Services Branch
Attachments

**CALFRESH CHURN
MONTHLY CASELOAD REPORT
CF 18**

INSTRUCTIONS

CONTENT

The CalFresh Churn Monthly Caseload Report (CF 18) captures data regarding CalFresh “caseload churn”, including the total number of CalFresh households scheduled to submit a Semi-Annual Report (SAR 7) and Redetermination/Recertification/Reapplication (RRR) within a given month and whether the scheduled SAR 7 or RRR is submitted timely, untimely, late, or is not renewed. This report also includes data on SAR 7- and RRR-related discontinuances, as well as the average days to process (ADP) initial applications for both expedited and non-expedited service.

PURPOSE

The CF 18 includes data elements that measure CalFresh caseload churn. Caseload churn occurs when an eligible household loses CalFresh benefits (i.e. missed reporting requirements) but re-enrolls shortly thereafter. This report looks at these data elements as they relate to two key reporting requirements for all CalFresh households: SAR 7 and RRR. Churn is measured in two different ways. The first measurement assesses the point in the reporting process and recertification in which churn is most common. The second measurement assesses the impact of various types of churn on the application process. This data will be used to inform continuous improvements in eligible clients’ timely access to benefits and overall program operations.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or by outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the submission month. If the report’s due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If a CWD determines that a revision is needed to its previously submitted report, the CWD shall submit a revised report for the applicable month(s). The California

Department of Social Services' (CDSS) data submission policy requires CWDs to revise current State Fiscal Year (FY) reports and two prior FYs if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the CWD to determine the corrections needed.

Download an Excel version of the report from <http://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>, complete the downloaded report, and e-mail to CDSS, Data Systems and Survey Design Section (DSSDS) at admcf18@dss.ca.gov. The electronic report contains automatic computation of some cells and provides e-mail transmission of completed reports to DSSDS. The website contains specific instructions and guidance. If you have questions regarding completion or submission of the report, contact DSSDS at (916) 651-8269.

For reference purposes, copies of the report and instructions can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>. The monthly, statewide reports and county-specific data are also available on the website. CWDs are encouraged to review their data on the website each month to confirm the county's data coincides with the data on file at CDSS.

GENERAL INSTRUCTIONS

Enter in the boxes provided at the top of the report the county's name, report version (Initial or Revised) and enter the report month and year.

Enter the data required for each item. Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise instructed. If your county does not provide a particular service/activity or the service/activity is provided but the county is unable to collect or track the data, enter "0" and explain in the Comments box.

Enter in the boxes provided at the bottom of the report the contact name, job title or classification, telephone number, and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Also, enter the same information for the contact person's immediate supervisor. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDS.

DEFINITIONS

Semi Annual Report (SAR 7): SAR 7 is the Semi-Annual Report form required to be submitted periodically within the certification period to determine household's ongoing eligibility.

Redetermination/Recertification/Reapplication (RRR): RRR is the annual process for re-determining a household's eligibility. The RRR process involves submitting an application for recertification, completing an interview, and providing all required verifications.

CF 18 Submission Month: The month in which the county submits the report to CDSS on or before the 20th calendar day. If the report is due on a Saturday, Sunday or a state holiday, then the report is due on the next business day.

CHURN MEASUREMENT #1: The share of CalFresh/California Food Assistance Program (CFAP) households who are due to have their eligibility re-determined in a given month who experience an interruption in benefits, but return to the program within four full calendar months following the Data Cohort Month.

Data Cohort Month: The month that is five calendar months prior to the CF 18 Submission Month. If the report is due February 20th, 2021, then the Data Cohort Month is September 2020.

First Month Following Data Cohort Month: if the report is due February 20th, 2021, then First Month Following Data Cohort Month is October 2020.

Second Month Following Data Cohort Month: if the report is due February 20th, 2021, then Second Month Following Data Cohort Month is November 2020.

Third Month Following Data Cohort Month: if the report is due February 20th, 2021, then Third Month Following Data Cohort Month is December 2020.

Fourth Month Following Data Cohort Month: if the report is due February 20th, 2021, then Fourth Month Following Data Cohort Month is January 2021.

Late RRR Application: submitted after the due month (the RRR due date), but does not result in a new application submission. [7 CFR 273.14(e)(3) and W&I Code 11265.1(c)(6) – Good Cause and County Error]

Late SAR 7 Application: submitted after the due month (the SAR 7 due date), but does not result in a new application submission. [7 CFR 273.12(a)(5)(iii)(F); W&I Code 11265.1(c)(6) – Good Cause and County Error]

Timely Recertification (RRR) Application: submitted on or before the 15th of the due month (the RRR due date), but does not result in a new application submission. [7 CFR 273.14(c)(2); W&I Code 11265.1(c)(1) and (2)]

DEFINITIONS (Continued)

Timely SAR 7 Application: submitted before the 11th of the due month (the SAR 7 due date), but does not result in a new application submission. [7 Code of Federal Regulations (CFR) 273.12(a)(5)(iii)(B); Welfare & Institutions (W&I) Code 11265.1(c)(1) and (2)]

Untimely RRR Application: submitted after the 15th of the due month (the RRR due date), but does not result in a new application submission. [7 CFR 273.14(e)(2); W&I Code 11265.1(c)(5)]

Untimely SAR 7 Application: submitted after the 10th of the due month (the SAR 7 due date), but does not result in a new application submission. [7 CFR 273.12(a)(5)(iii)(E); W&I Code 11265.1(c)(5)]

CHURN MEASUREMENT #2: The share of applications from households that participated CalFresh/CFAP in the recent past.
--

Data Cohort Month: The month prior to submission month. If the report is due February 20th, 2021, then the Data Cohort Month is January 2021.

First Month Prior to Data Cohort Month: if the report is due February 20th, 2021, then First Month Prior to Data Cohort Month is December 2020.

Second Month Prior to Data Cohort Month: if the report is due February 20th, 2021, then Second Month Prior to Data Cohort Month is November 2020.

Third Month Prior to Data Cohort Month: if the report is due February 20th, 2021, then Third Month Prior to Data Cohort Month is October 2020.

Fourth Month Prior to Data Cohort Month: if the report is due February 20th, 2021, then Fourth Month Prior to Data Cohort Month is September 2020.

Average Days to Process (ADP)

Initial application: Submission of an application for certification, including an application for certification filed after a break in aid.

Note: Due to CalFresh delayed processing guidelines, anytime an application is filed within the 30 days following the last month of the household's certification period, it is considered an application for recertification not an initial application.

ITEM INSTRUCTIONS

CHURN MEASUREMENT #1

NOTE: For Item 1 a household should only be counted once in either the SAR 7 or RRR Column. Therefore, a household can only be counted once in Items 2 through 16 to avoid duplicate counts in Item 1.

All SAR 7s & RRRs:

49. The total number of CalFresh and CFAP households scheduled for SAR 7 & RRR submission within the Data Cohort Month.

Timely SAR 7s and RRRs:

50. The total number of timely SAR 7s and RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible. [Cells 3 & 4]

51. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible. [Cells 5 & 6]

Untimely SAR 7s and RRRs:

52. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible with no loss of benefits. [Cells 7 & 8]

53. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible. [Cells 9 & 10]

Late SAR 7s and RRRs:

54. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and deemed eligible and experienced either no loss or loss of benefits. ***This item is automatically calculated.*** This is the sum of Items 6a & 6b. [Cells 11 & 12]

a. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible

and experienced no loss of benefits. [Cells 13 & 14]

- b. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced a loss of benefits. (This includes prorated applications.) [Cells 15 & 16]

55. The average number of days where benefits were lost due to late SAR 7 & RRR submission which was received in the first month following the data cohort month and the household experienced a loss of benefits within the First Month Following Data Cohort Month. [Cells 17 & 18]

56. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and subsequently deemed ineligible. [Cells 19 & 20]

SAR 7s and RRRs Not Renewed:

57. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month which were disposed and subsequently deemed eligible for benefits. [Cells 21 & 22]

58. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month which were disposed and subsequently deemed ineligible (include withdrawals) for benefits. [Cells 23 & 24]

59. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month which were disposed and subsequently deemed eligible for benefits. [Cells 25 & 26]

60. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month which were disposed and subsequently deemed ineligible (include withdrawals) for benefits. [Cells 27 & 28]

61. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month which were disposed and subsequently deemed eligible for benefits. [Cells 29 & 30]

ITEM INSTRUCTIONS (Continued)

62. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month which were disposed and subsequently deemed ineligible (include withdrawals) for benefits. [Cells 31 & 32]
63. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month which were disposed and subsequently deemed eligible for benefits. [Cells 33 & 34]
64. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month which were disposed and subsequently deemed ineligible (include withdrawals) for benefits. [Cells 35 & 36]

CHURN MEASUREMENT #2

NOTE: A household should only be counted in either the SAR 7 or RRR Column. Therefore, a household can only be counted once in Items 20 through 28 to avoid duplicate count.

All CalFresh and CFAP applications disposed of during the data cohort month:

65. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month. [Cell 37]
66. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months. [Cell 38]

Total applications from households with a recent (Within the Prior Four Full Calendar Months) SAR 7 or RRR:

67. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who was required to submit a SAR 7 or RRR within the prior four full calendar months. [Cell 39 & 40]

Denied Applications with recent SAR 7 or RRR-related restoration:

68. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR

ITEM INSTRUCTIONS (Continued)

and whose case was restored in the First Month Prior to Data Cohort Month. [Cells 41 & 42]

Applications with recent SAR 7 or RRR correlated discontinuation (First Month Prior to Data Cohort Month):

69. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month. [Cells 43 & 44]
70. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month. [Cells 45 & 46]

Applications with recent SAR 7 or RRR correlated discontinuation (Second Month Prior to Data Cohort Month):

71. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month. [Cells 47 & 48]
72. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month. [Cells 49 & 50]

Applications with recent SAR 7 or RRR correlated discontinuation (Third Month Prior to Data Cohort Month):

73. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month. [Cells 51 & 52]
74. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month. [Cells 53 & 54]

Applications with recent SAR 7 or RRR correlated discontinuation (Fourth Month Prior to Data Cohort Month):

75. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month. [Cells 55 & 56]

76. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month. [Cells 57 & 58]

Average Days to Process (ADP)

Initial Applications with Expedited Service:

77. The average number of days to approval of initial CalFresh and CFAP applications with expedited service from the date of application or date of discovery, if applicable, for applications reported in lines 30-32. [Cell 59]

78. The total number of initial applications with expedited service approved within one to three days. [Cell 60]

79. The total number of initial applications with expedited service approved within four to seven days. [Cell 61]

80. The total number of initial applications with expedited service approved after seven days. [Cell 62]

Initial Applications with Non-Expedited Service:

81. The average number of days to approval of initial CalFresh and CFAP applications with non-expedited service from the date of application for applications reported in lines 34-38. [Cell 63]

82. The total number of initial applications non-expedited service approved within one to seven days. [Cell 64]

83. The total number of initial applications with non-expedited service approved within eight to fifteen days. [Cell 65]

ITEM INSTRUCTIONS (Continued)

84. The total number of initial applications with non-expedited service approved within sixteen to twenty-two days. [Cell 66]
85. The total number of initial applications with non-expedited service approved within twenty-three to thirty days. [Cell 67]
86. The total number of initial applications with non-expedited service approved over thirty days. [Cell 68]

COMMENTS

Use the Comments section to:

- In the Comments box explain any “0” data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
- In the Comments box explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- In the Comments box provide any other comments the county determines necessary.
- In the Revised Report Explanation box explain the reason for a revised report.

ADDITIONAL INFORMATION

Below is a chart of due dates and corresponding Cohort months for Churn Measurements #1 and #2. For both measurements, Column 5 is also the Report Month that should be selected at the top of the CF 18 dropdown menu on the automated report. **Note:** FY 20/21 is used as an example. This chart can be applied to any month within any fiscal year.

Churn Measurement #1

1	2	3	4	5	6
Data Cohort Month	1st Month following Data Cohort Month	2ND Month following Data Cohort Month	3RD Month following Data Cohort Month	4TH Month following Data Cohort Month	Submission Month
September '20	October '20	November '20	December '20	January '21	February 20, 2021
October '20	November '20	December '20	January '21	February '21	March 20, 2021
November '20	December '20	January '21	February '21	March '21	April 20, 2021
December '20	January '21	February '21	March '21	April '21	May 20, 2021
January '21	February '21	March '21	April '21	May '21	June 20, 2021
February '21	March '21	April '21	May '21	June '21	July 20, 2021
March '21	April '21	May '21	June '21	July '21	August 20, 2021
April '21	May '21	June '21	July '21	August '21	September 20, 2021
May '21	June '21	July '21	August '21	September '21	October 20, 2021
June '21	July '21	August '21	September '21	October '21	November 20, 2021
July '21	August '21	September '21	October '21	November '21	December 20, 2021
August '21	September '21	October '21	November '21	December '21	January 20, 2022

Churn Measurement #2

1	2	3	4	5	6
4th Month Prior to Data Cohort Month	3rd Month Prior to Data Cohort Month	2nd Month Prior to Data Cohort Month	1st Month Prior to Data Cohort Month	Data Cohort Month	Submission Month
September '20	October '20	November '20	December '20	January '21	February 20, 2021
October '20	November '20	December '20	January '21	February '21	March 20, 2021
November '20	December '20	January '21	February '21	March '21	April 20, 2021
December '20	January '21	February '21	March '21	April '21	May 20, 2021
January '21	February '21	March '21	April '21	May '21	June 20, 2021
February '21	March '21	April '21	May '21	June '21	July 20, 2021
March '21	April '21	May '21	June '21	July '21	August 20, 2021
April '21	May '21	June '21	July '21	August '21	September 20, 2021
May '21	June '21	July '21	August '21	September '21	October 20, 2021
June '21	July '21	August '21	September '21	October '21	November 20, 2021
July '21	August '21	September '21	October '21	November '21	December 20, 2021
August '21	September '21	October '21	November '21	December '21	January 20, 2022

CalFresh Churn
Monthly Caseload Report
CF 18

DOWNLOAD REPORT FORM FROM:
<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>

EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS:

EMAIL US FOR TECHNICAL SUPPORT QUESTIONS:

COUNTY NAME	VERSION	SUBMISSION MONTH	REPORT YEAR
Select County Name	Initial	Select Month	Select Year
<i>Churn Measurement #1: The share of CalFresh/California Food Assistance Program (CFAP) households who are due to have their eligibility re-determined in a given month who experience an interruption in benefits, but return to the program within four full calendar months following the Data Cohort Month.</i>			
All SAR 7s & RRRs		SAR 7	RRR
1. The total number of CalFresh and CFAP households scheduled for SAR 7 & RRR submission within the Data Cohort Month	1	2	
Timely SAR 7s & RRRs		SAR 7	RRR
2. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible	3	4	
3. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible	5	6	
Untimely SAR 7s & RRRs		SAR 7	RRR
4. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible with no loss of benefits	7	8	
5. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible	9	10	
Late SAR 7s & RRRs		SAR 7	RRR
6. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and deemed eligible and experienced either no loss or loss of benefits.	11	12	0
a. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced no loss of benefits.	13	14	
b. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced a loss of benefits. (This includes prorated applications)	15	16	
7. The average number of days where benefits were lost due to late SAR 7 & RRR submission and the household experienced a loss of benefits within the First Month Following Data Cohort Month	17	18	
8. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and subsequently deemed ineligible	19	20	
SAR 7s & RRRs Not Renewed		SAR 7	RRR
9. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	21	22	
10. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	23	24	
11. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	25	26	
12. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	27	28	
13. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	29	30	
14. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	31	32	
15. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	33	34	
16. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	35	36	

All County Letter No. 18-117E
Page Thirty-two

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DATA SYSTEMS AND SURVEY DESIGN BUREAU

<i>Chum Measurement #2: The share of applications from households that participated CalFresh/CFAP in the recent past.</i>			
All CalFresh applications disposed of during the Data Cohort Month			
17. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month	37		
18. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months	38		
Total applications from households with a recent (Within the Prior Four Full Calendar Months) SAR 7 or RRR		SAR 7	RRR
19. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who had a SAR 7 or RRR due within the prior four full calendar months	39	40	0
Denied Applications with recent SAR 7 or RRR-related restoration		SAR 7	RRR
20. The total number of denied CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was restored in the First Month Prior to Data Cohort Month	41	42	
Applications with recent SAR 7 or RRR correlated discontinuation (First Month Prior to Data Cohort Month)		SAR 7	RRR
21. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month	43	44	
22. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month	45	46	
Applications with recent SAR 7 or RRR correlated discontinuation (Second Month Prior to Data Cohort Month)		SAR 7	RRR
23. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month	47	48	
24. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month	49	50	
Applications with recent SAR 7 or RRR correlated discontinuation (Third Month Prior to Data Cohort Month)		SAR 7	RRR
25. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month	51	52	
26. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month	53	54	
Applications with recent SAR 7 or RRR correlated discontinuation (Fourth Month Prior to Data Cohort Month)		SAR 7	RRR
27. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month	55	56	
28. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month	57	58	
Average Days to Process (ADP)			
Initial Applications with Expedited Service			
29. The average number of days to approval of initial CalFresh and CFAP applications with expedited service from the date of application or date of discovery, if applicable		59	
30. The total number of initial applications with expedited service approved within one to three days		60	
31. The total number of initial applications with expedited service approved within four to seven days		61	
32. The total number of initial applications with expedited service approved after seven days		62	
Initial Applications with Non-Expedited Service			
33. The average number of days to approval of initial CalFresh and CFAP applications with non-expedited service from the date of application or date of discovery, if applicable		63	
34. The total number of initial applications non-expedited service approved within one to seven days		64	
35. The total number of initial applications with non-expedited service approved within eight to fifteen days		65	
36. The total number of initial applications with non-expedited service approved within sixteen to twenty-two days		66	
37. The total number of initial applications with non-expedited service approved within twenty-three to thirty days		67	
38. The total number of initial applications with non-expedited service approved over thirty days		68	

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STATE OF CALIFORNIA
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COMMENTS		
General Comments		
Revised Report Explanation (Complete if Revised is selected. If Initial is selected this box remains blank)		
CONTACT PERSON	TELEPHONE	EXTENSION
JOB TITLE/CLASSIFICATION	E-MAIL	
SUPERVISOR	TELEPHONE	EXTENSION
JOB TITLE/CLASSIFICATION	E-MAIL	
		DATE SUBMITTED

CalFresh Churn Monthly Caseload Report CF 18

VALIDATION RULES AND EDITS

All data cells in this report must be greater than or equal to 0. Enter whole numbers only: no decimals. No data cell should be left blank.

Initial reports: If Initial is selected, the Revised Report Explanation box must be left blank.

Revised reports: If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

NOTE: This report is a combination of the CF 358 Federal only and CF 358 State only. The validations provided should be applied to both reports. Please make sure to use these validations to fill out both reports.

Churn Measurement #1: The share of households who are due to have their eligibility redetermined in a given month who experience an interruption in benefits, but return to the program within four full calendar months following the Data Cohort Month.

TIMELY SAR7S & RRRS

Item 2	Item 2 must be less than or equal to Item 1
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Cell 3	Cell 3 must be less than or equal to Cell 1
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Cell 4	Cell 4 must be less than or equal to Cell 2
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Item 3	Item 3 must be less than or equal to Item 1
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Cell 5	Cell 5 must be less than or equal to Cell 1
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Cell 6	Cell 6 must be less than or equal to Cell 2
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UNTIMELY SAR7S & RRRS

Item 4	Item 4 must be less than or equal to Item 1
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Cell 7	Cell 7 must be less than or equal to Cell 1
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Cell 8	Cell 4 must be less than or equal to Cell 2
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Item 5	Item 5 must be less than or equal to Item 1
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Cell 9	Cell 9 must be less than or equal to Cell 1
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Cell 10	Cell 10 must be less than or equal to Cell 2
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LATE SAR 7S & RRRS

Item 6 Item 6 must be less than or equal to Item 1

Cell 11 Cell 11 must be less than or equal to Cell 1
Cell 12 Cell 12 must be less than or equal to Cell 2

Item 6 Item 6 must be equal to the sum of (Item 6a and 6b)

Cell 11 Cell 11 must be equal to the sum of (Cell 13 and Cell 15)
Cell 10 Cell 12 must be equal to the sum of (Cell 14 and Cell 16)

Item 6a Item 6a must be less than or equal to Item 6

Cell 13 Cell 13 must be less than or equal to Cell 11
Cell 14 Cell 14 must be less than or equal to Cell 12

Item 6b Item 6b must be less than or equal to Item 6

Cell 15 Cell 15 must be less than or equal to Cell 11
Cell 16 Cell 16 must be less than or equal to Cell 12

Item 8 Item 8 must be less than or equal to Item 1

Cell 19 Cell 19 must be less than or equal to Cell 1
Cell 20 Cell 20 must be less than or equal to Cell 2

SAR 7S & RRRS NOT RENEWED

Item 9 Item 9 must be less than or equal to Item 1

Cell 21 Cell 21 must be less than or equal to Cell 1
Cell 22 Cell 22 must be less than or equal to Cell 2

Item 10 Item 10 must be less than or equal to Item 1

Cell 23 Cell 11 must be less than or equal to Cell 1
Cell 24 Cell 12 must be less than or equal to Cell 2

Item 11 Item 11 must be less than or equal to Item 1

Cell 25 Cell 25 must be less than or equal to Cell 1
Cell 26 Cell 26 must be less than or equal to Cell 2

Item 12 Item 12 must be less than or equal to Item 1

Cell 27 Cell 27 must be less than or equal to Cell 1
Cell 28 Cell 28 must be less than or equal to Cell 2

Item 13 Item 13 must be less than or equal to Item 1

Cell 29 Cell 29 must be less than or equal to Cell 1
Cell 30 Cell 30 must be less than or equal to Cell 2

Item 14	Item 14 must be less than or equal to Item 1
Cell 31	Cell 31 must be less than or equal to Cell 1
Cell 32	Cell 32 must be less than or equal to Cell 2

Item 15	Item 15 must be less than or equal to Item 1
Cell 33	Cell 33 must be less than or equal to Cell 1
Cell 34	Cell 34 must be less than or equal to Cell 2

Item 16	Item 16 must be less than or equal to Item 1
Cell 35	Cell 35 must be less than or equal to Cell 1
Cell 36	Cell 36 must be less than or equal to Cell 2

Churn Measurement #1: The share of applications from households that participated in the recent past.

TOTAL APPLICATIONS FROM HOUSEHOLDS WITH A RECENT (WITHIN THE PRIOR FOUR FULL CALENDAR MONTHS) SAR 7 OR RRR

Item 19	Item 19 must be the sum of (Item 20, Item 21, Item 22, Item 23, Item 24, Item 25, Item 26, Item 27, and Item 28)
Cell 39	Cell 39 must be the sum of (Cell 41, Cell 43, Cell 45, Cell 47, Cell 49, Cell 51, Cell 53, Cell 55, and Cell 57)
Cell 40	Cell 40 must be the sum of (Cell 42, Cell 44, Cell 46, Cell 48, Cell 50, Cell 52, Cell 54, Cell 56, and Cell 58)

DENIED APPLICATIONS WITH RECENT SAR 7 OR RRR-RELATED RESTORATION

Item 20	Item 20 must be less than or equal to item 19
Cell 41	Cell 41 must be less than or equal to Cell 39
Cell 42	Cell 42 must be less than or equal to Cell 40

DENIED APPLICATIONS WITH RECENT SAR 7 OR RRR CORRELATED DISCONTINUANCE (FIRST MONTH PRIOR TO DATA COHORT MONTH)

Item 21	Item 21 must be less than or equal to item 19
Cell 43	Cell 43 must be less than or equal to Cell 39
Cell 44	Cell 44 must be less than or equal to Cell 40

Item 22 Item 22 must be less than or equal to item 19

Cell 45 Cell 45 must be less than or equal to Cell 39
Cell 46 Cell 46 must be less than or equal to Cell 40

APPLICATIONS WITH RECENT SAR 7S OR RRR CORRELATED DISCONTINUANCE (SECOND MONTH PRIOR TO DATA COHORT MONTH)

Item 23 Item 23 must be less than or equal to item 19

Cell 47 Cell 47 must be less than or equal to Cell 39
Cell 48 Cell 48 must be less than or equal to Cell 40

Item 24 Item 24 must be less than or equal to item 19

Cell 49 Cell 49 must be less than or equal to Cell 39
Cell 50 Cell 50 must be less than or equal to Cell 40

APPLICATIONS WITH RECENT SAR 7S OR RRR CORRELATED DISCONTINUANCE (THIRD MONTH PRIOR TO DATA COHORT MONTH)

Item 25 Item 25 must be less than or equal to item 19

Cell 51 Cell 51 must be less than or equal to Cell 39
Cell 52 Cell 52 must be less than or equal to Cell 40

Item 26 Item 26 must be less than or equal to item 19

Cell 53 Cell 53 must be less than or equal to Cell 39
Cell 54 Cell 54 must be less than or equal to Cell 40

APPLICATIONS WITH RECENT SAR 7S OR RRR CORRELATED DISCONTINUANCE (FOURTH MONTH PRIOR TO DATA COHORT MONTH)

Item 27 Item 27 must be less than or equal to item 19

Cell 55 Cell 55 must be less than or equal to Cell 39
Cell 56 Cell 56 must be less than or equal to Cell 40

Item 28 Item 28 must be less than or equal to item 19

Cell 57 Cell 57 must be less than or equal to Cell 39
Cell 58 Cell 58 must be less than or equal to Cell 40