



CDSS

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DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

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

February 5, 2014

ALL-COUNTY INFORMATION NOTICE NO. I-12-14

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TEMPLATE AND INSTRUCTIONS FOR COUNTIES NOT OFFERING A CALFRESH EMPLOYMENT AND TRAINING PROGRAM IN FEDERAL FISCAL YEAR 2015

REFERENCE: MANUAL OF POLICIES AND PROCEDURES, DIVISION 63, SECTION 63-407

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2015 non-Employment and Training (E&T) template to be completed by those counties not offering a CalFresh E&T Program. The template is part of the non-E&T handbook which also includes policy instructions and program definitions. The non-E&T template is used by counties to identify projected estimates for CalFresh work registrants and Able-Bodied Adult Without Dependents (ABAWDs) for use by the California Department of Social Services (CDSS).

Each year, CDSS is required to submit a CalFresh E&T plan to the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). Data from counties who choose to participate in E&T is consolidated into a single plan that must be submitted to FNS by August 15, 2014. As part of the plan, FNS asks for various statewide estimates of work registrants and ABAWDs. All counties must prepare work registrant and ABAWD estimates for inclusion in the statewide E&T plan, regardless of whether or not they participate in E&T.

The deadline for submitting your county's non-E&T template is **March 5, 2014**. Please ensure that your county's completed template is in our office by the above date.

**Note:** Counties will receive a Microsoft Word document for actual use in preparing their non-E&T template. The Microsoft Word version of the template will be e-mailed to counties upon release of this letter. Please do not use the PDF template attached to this ACIN as it is included for instructional purposes only.

In preparing their non-E&T template, it is important that counties provide reasonably accurate estimates of their projected work registrant and ABAWD populations for

FFY 2015. Data sources to assist counties in developing their estimates may include county generated reports, manual counts, and numbers reported by the county on the following forms:

- The Annual Work Registrant and CalFresh E&T Program Caseload Report (STAT 48); and
- CalFresh Program Work Registrant, ABAWD, and CalFresh E&T Program Caseload Report (STAT 47).

Data tables for the STAT 48 and STAT 47 can be found at <http://www.dss.cahwnet.gov/research/> under CalFresh, and then under CalFresh Data Tables. Counties are reminded that FNS utilizes work registrant data from the STAT 47 and 48 forms to determine each state's future allocation of E&T funds. Therefore, it is essential that these reports be completed in an accurate and timely fashion. Please note that CalFresh recipients who are exempt from work registration on October 1 of the federal fiscal year who subsequently lose their exemption status should be included in the count of new work registrants during the year. This includes CalFresh recipients whose youngest child reaches the age of six and CalWORKs recipients who have reached the 48-month time limit, provided such persons do not qualify for another work registration exemption.

A county should inform CDSS within three working days from the issuance of this ACIN if it does not receive a Microsoft Word copy of the non-E&T template. The county should e-mail updated contact information to Bill Belon at [William.Belon@dss.ca.gov](mailto:William.Belon@dss.ca.gov). The contact information should include the name, title, telephone number, fax, and e-mail address of the individual who has primary responsibility for preparing the non-E&T template. A secondary contact person and his/her contact information should also be identified in case the primary contact is not available.

Please e-mail your non-E&T template in Microsoft Word to Robert Nevins at [Robert.Nevins@dss.ca.gov](mailto:Robert.Nevins@dss.ca.gov). It is not necessary for you to send a signed copy of the template until it has been reviewed by CDSS staff and any requested revisions have been made. Upon receiving state approval of your non-E&T template, please send a hard copy to CDSS using the following contact information:

ATTN: Mr. William Belon, CalFresh Analyst  
California Department of Social Services  
CalFresh Branch  
744 P Street, M.S. 8-9-32  
Sacramento, CA 95814

If you have questions regarding preparation of the STAT 47 or STAT 48 reports, please contact Sunit Mayall of the Data Systems and Survey Design Bureau at

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(916) 657-1642. If you have any questions about this letter or the preparation of your non-E&T template, please contact Robert Nevins at (916) 654-1408, or Bill Belon at (916) 654-1905.

Sincerely,

***Original Document Signed By:***

LINDA PATTERSON, Chief  
CalFresh Branch

Handbook for Counties Not Offering a CalFresh Employment and Training (E&T)  
Program

COUNTY Non-E&T TEMPLATE COVER SHEET

(To be completed by counties not offering E&T in Federal Fiscal Year (FFY) 2015)

This template has been prepared by the California Department of Social Services (CDSS), CalFresh Branch. It is used by counties to identify projected estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs). The due date for submission of the non-E&T template is March 5, 2014. Counties must use the enclosed template in submitting their work registrant and ABAWD estimates.

Name of County:_____
Name of Primary non-E&T Contact:
Title:
Telephone:
Fax:
E-mail:
Name of Secondary Contact:
Secondary Contact Telephone:
Secondary Contact E-mail:
Date Submitted:

## INTRODUCTION

Each year, the California Department of Social Services (CDSS) is required to prepare a CalFresh Employment and Training (E&T) plan for review by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). The state E&T plan consists of a synopsis of the individual E&T plans developed by counties participating in the E&T program. As part of the plan, FNS asks for various statewide estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs). All counties, regardless of whether or not they participate in E&T, must report work registrant and ABAWD estimates for inclusion in the state E&T plan.

The purpose of this handbook is to provide the mechanism by which counties that elect not to participate in CalFresh E&T (non-E&T counties) may report annual work registrant and ABAWD estimates. The handbook consists of a template, instructions, and a brief definitions section explaining those terms relevant to counties not participating in E&T. CDSS issues a copy of the template in Microsoft Word to be used by counties in submitting their estimates. Do not use the template included in this PDF file as it is for instructional purposes only. Those counties not participating in E&T should submit their non-E&T template to CDSS no later than March 5, 2014.

### Preparing Accurate Estimates

In developing their estimates of work registrants and ABAWDs, it is essential that counties have an accurate understanding of those CalFresh recipients who should be included in these populations. Counties should remember the following in preparing their estimates:

- The work registrant population is the largest population captured in the template.
- The ABAWD population is a subset of the work registrant population. ABAWDs and work registrants are not distinct unrelated groups, but the ABAWD population is a smaller population within the work registrant population.
- There are always fewer ABAWDs in the county than there are work registrants because additional exemptions have been established for the ABAWD work requirement, which are not included in the list of work registration exemptions (see MPP Section 63-407.21, 63-410.32, and the definitions below).
- Persons who do not qualify for an ABAWD exemption are counted as ABAWDs even if they reside in a county with an ABAWD waiver, or are granted the 15 percent ABAWD exemption. Such persons are not considered exempt from the ABAWD work requirement.

Once a county has estimated the size of its work registrant population, it should use this population as its base for determining estimates for the number of ABAWDs in the county. The county should estimate the number of work registrants who qualify for the ABAWD exemptions based on age, pregnancy, and living in a CalFresh household with a child under age 18. These persons would be deducted from the work registrant count and the remaining work registrants would represent the county's ABAWD population.

## Relationship of the Non-E&T Template to the STAT 47 and STAT 48 Reports

The quarterly STAT 47 and annual STAT 48 data reports are compiled to provide FNS with work registrant data, a variety of E&T participant counts, and the number of persons receiving the 15 percent exemption. This data consists of actual counts and not estimates. The STAT 47 report is due 15 business days after each fiscal quarter ends, and the STAT 48 report is due on November 15<sup>th</sup> of each year. Data from these reports is compiled by CDSS and transmitted to FNS using the FNS 583 E&T Program Activity Report.

Data from the Stat 47 and 48 reports can provide a helpful starting point for counties in preparing their work registrant and ABAWD estimates for their non-E&T template for the upcoming fiscal year. If numbers contained on the STAT forms look questionable when compared to other known data such as the size and characteristics of the county's non-assistance CalFresh caseload, the county should incorporate the use of additional sources such as adhoc reports to ensure that estimates contained in their non-E&T template are reasonable.

Counties are reminded that the estimates of work registrants and ABAWDs contained in their non-E&T template should be based on unduplicated counts. Currently, the ABAWD count on the STAT 47 is a duplicated count and there is currently no entry for ABAWD counts on the Stat 48. CDSS is revising the reports to address both of these issues. In the meantime, counties should use other sources and methods in projecting an October 1, 2014 ABAWD estimate in their non-E&T template and do their best to ensure that their work registrant and ABAWD estimates are unduplicated.

Note: FNS utilizes the number of work registrants identified on the FNS 583 report as the primary source for determining each state's annual E&T allocation. Thus, it is essential that counties periodically review the STAT 47 and 48 reports to ensure that work registrant numbers appear reasonable when compared with the size and makeup of the CalFresh caseload. Periodic training is also recommended for those who prepare the Stat 47 and 48 reports. Inappropriately small work registrant counts will lead to a reduction in the size of California's federal E&T allocation.

### TEMPLATE PREPARATION AND SUBMISSION

County estimates should be submitted using the format in this handbook. Data sources for preparing these estimates may include county generated reports, manual counts, and numbers previously reported by the county on the following forms:

- The Annual Work Registrant and CalFresh E&T Program Caseload Report (STAT 48)
- The CalFresh Program Work Registrant, ABAWD, and CalFresh E&T Program Caseload Report (STAT 47)

Data tables for the STAT 48 and STAT 47 can be found at the following two websites:  
<http://www.cdss.ca.gov/research/PG359.htm>  
<http://www.cdss.ca.gov/research/PG360.htm>

Counties are encouraged to review these data reports and the definitions provided in these guidelines prior to preparing their estimates.

## WORK REGISTRANT AND ABAWD ESTIMATES FOR FFY 2015

Please be as accurate as possible in developing these estimates. This may require the use of multiple sources. Use data from the current fiscal year, whenever possible, in formulating the initial estimates. Adjustments should then be made based on notable trends in the size of the CalFresh caseload. Please avoid using the same estimates from previous years without performing necessary research. This is especially true if other reports suggest a change in the size and/or characteristics of the non-assistance CalFresh population.

### A. Work Registrant Population

1. Work Registrant Counts - Estimate the following:
  - a. The number of work registrants in the existing CalFresh caseload expected to be in the county on October 1, 2014 (Part A, entry 1 of the STAT 48 form). - \_\_\_\_\_
  - b. The anticipated number of new work registrants to be added between October 1, 2014 and September 30, 2015. - \_\_\_\_\_

This estimate may be consistent with the cumulative total of four consecutive quarters worth of data from Part A, entry 1 of the STAT 47 report. However, counties may need to consult additional sources in developing reasonable estimates.

- c. The total number of work registrants in the county between October 1 and September 30 of the fiscal year ( $a+b=c$ ). - \_\_\_\_\_

### 2. Unduplicated or Duplicated Work Registrant Count

To the best of their ability, counties are required to give an unduplicated count of work registrants. Individuals included in the work registrant count on October 1 should not be included in any subsequent count of work registrants for the remainder of the year. In addition, individuals certified for CalFresh or registered for work more than once in a 12-month period should only be reported as a work registrant once during that 12-month period.

- a. Indicate whether the count of work registrants is unduplicated or duplicated.
    - b. Identify the sources for preparing work registrant estimates and note any methods employed to eliminate duplicate counts.

### B. ABAWD Population

Note: The ABAWD population is a subset of the work registrant population. There are always fewer ABAWDs than there are work registrants because there are added exemptions from the ABAWD work requirement, which do not apply to work registration. Persons not exempt from the ABAWD work requirement are included in the county's ABAWD population, even if they reside in a waiver county or are granted the 15 percent exemption.

1. ABAWD Counts - Estimate the following:
  - a. The number of ABAWDs in the existing CalFresh caseload expected to be in the county on October 1, 2014. - \_\_\_\_\_
  - b. The anticipated number of new ABAWDs to be added between October 1, 2014 and September 30, 2015. - \_\_\_\_\_
  - c. The total number of ABAWDs in the county between October 1 and September 30 of the fiscal year (a+b=c). - \_\_\_\_\_
2. Unduplicated or Duplicated ABAWD Count

Note: ABAWD counts on the STAT 47 are duplicate counts. Counties should adjust their ABAWD numbers to reflect an unduplicated estimate.

- a. Indicate whether the count of ABAWDs is unduplicated or duplicated.
- b. Identify the sources for preparing ABAWD estimates and note any methods employed to eliminate duplicate counts.

## DEFINITIONS

*ABAWD* - An Able-Bodied Adult Without Dependents (ABAWD) is a non-assistance CalFresh recipient between the ages of 18 and 50 who does not qualify for one of the ABAWD exemptions listed in Manual of Policies and Procedures (MPP) Section 63-410.3 (See list below). ABAWDs are subject to the ABAWD work requirement which is summarized in this section.

*ABAWD Exemptions* - Persons are exempt from the ABAWD work requirement if they are exempt from CalFresh work registration (See list of work registration exemptions below). Individuals are also exempt if they are:

- Under 18 or over 49 years of age;
- Residing in a CalFresh household that includes a child under 18 years of age; or
- Pregnant.

*CalFresh Employment and Training Program* - A county-administered program designed to assist CalFresh recipients increase their employability and self-sufficiency through participation in job search, job club, workfare, work experience, education and/or vocational training components.

*Work Registrant* - A non-assistance CalFresh applicant or recipient who does not meet one of the work registration exemptions at MPP Section 63-407.21. Work registrants are subject to CalFresh work registration requirements at MPP Section 63-407.4. Work registrant requirements and exemptions are listed below.

*Work Registration Exemptions* - An individual is exempt from CalFresh work registrant requirements if he/she meets one of the exemptions at MPP Section 63-407.21 (See list below):

- Younger than 16 years of age or 60 years of age or older;
- 16 or 17 years of age and who is not the head of the household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;
- Caring for a dependent child under age six or an incapacitated person;
- Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours; or
- Half-time school attendance.

*Work Registrant Requirements* - As a condition of CalFresh eligibility, every non-assistance applicant and recipient between the ages of 15 and 60 who does not qualify for a work registration exemption must comply with the following requirements:

- register for work or be registered by the county (see policies released in All County Information Notice (ACIN) I-01-13);
- participate in the E&T Program if assigned by the county;
- provide sufficient information to determine employment status or availability for work if requested by the county;
- report to an employer when referred by the county or its designee;
- accept a bona fide offer of suitable employment; and
- must not voluntarily quit a job of 30 or more hours a week or reduce work hours to fewer than 30 hours a week without good cause.