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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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ARNOLD SCHWARZENEGGER  
GOVERNOR

July 6, 2010

ALL-COUNTY INFORMATION NOTICE NO. I-57-10

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FEDERAL FISCAL YEAR 2011 HANDBOOK FOR COUNTIES NOT OFFERING A FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

REFERENCE: MANUAL OF POLICIES AND PROCEDURES SECTION 63-407

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

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2011 handbook for those counties not offering a Food Stamp Employment and Training (FSET) Program. The non-FSET handbook consists of a template, instructions, and a brief definitions section explaining those terms relevant to counties not participating in FSET. Counties should use the enclosed template in submitting their data to CDSS, as this will expedite the CDSS review process and reduce our potential for error in compiling county data.

As required by the United States Department of Agriculture, Food and Nutrition Service (FNS) and pursuant to the Manual of Policies and Procedures (MPP) Section 63-407.842 (a), counties not participating in the FSET program must submit data for inclusion in California's statewide FSET plan. The data consists of projected estimates of work registrants and Able-Bodied Adults Without Dependents (ABAWDs) during FFY 2011.

In preparing their non-FSET plans, it is important that counties provide reasonably accurate estimates of their work registrant and ABAWD populations for FFY 2011. Counties should be able to use the data from their most recent work registrant and ABAWD statistical reports to assist in the development of FFY 2011 estimates. Work registrant and ABAWD data is included in the following reports:

- The Annual Work Registrant and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 48); and
- Food Stamp Program Work Registrant, Able-Bodied Adults Without Dependents (ABAWD), and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 47).

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Data tables for the STAT 48 and STAT 47 can be found at <http://www.dss.cahwnet.gov/research/> under Food Stamps, and then under Food Stamp Data Tables.

Counties are reminded that FNS utilizes the data from the STAT 47 and 48 forms to determine each state's future allocation of FSET funds. Therefore, it is essential that these reports be completed in an accurate and timely fashion.

**The deadline for submitting your county's non-FSET plan, work registrant and ABAWD estimates is July 26, 2010.** Please ensure that your county's completed plan is in our office by the above date. Please e-mail an electronic copy in Microsoft Word and mail a hard copy to the following CDSS staff person:

ATTN: Mr. Robert Nevins, Food Stamp Analyst  
California Department of Social Services  
Food Stamp Branch  
744 P Street, M.S. 8-9-32  
Sacramento, CA 95814

E-mail: [robert.nevins@dss.ca.gov](mailto:robert.nevins@dss.ca.gov)

If you have questions regarding the Food Stamp Work Registrant, ABAWD, and FSET Program Caseload Report, STAT 47 and STAT 48, please contact Sharon Shinpaugh of the Data Systems and Survey Design Bureau at (916) 928-7927. If you have any questions about this letter, or the submittal of your estimates, please contact Robert Nevins, Program Analyst, at (916) 654-1408.

Sincerely,

***Original Document Signed By:***

CHRISTINE WEBB-CURTIS, Chief  
Food Stamp Branch

Attachment

**FEDERAL FISCAL YEAR 2011 HANDBOOK FOR COUNTIES NOT OFFERING A FOOD  
STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM**

**GUIDELINES FOR PREPARING WORK REGISTRANT AND ABAWD ESTIMATES**

**(October 1, 2010 – September 30, 2011)**



**Prepared by the  
California Department of Social Services  
Food Stamp Branch  
July 6, 2010**

**Non-FSET COUNTY COVER SHEET**  
(To be completed by counties not offering FSET)

<b>County of</b>
<b>Prepared by:</b>
<b>Title:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>E-mail:</b>
<b>Date Submitted:</b>

**INTRODUCTION**

The purpose of this handbook is to provide counties not offering a Food Stamp Employment and Training (FSET) program with instructions regarding the annual work registrant and Able-Bodied Adult Without Dependents (ABAWD) information that the United States Department of Agriculture (USDA) requires to be submitted to the California Department of Social Services (CDSS). The Food and Nutrition Service (FNS) requires CDSS to submit an annual FSET plan for review and approval. The state's plan consists of a synopsis of the individual FSET plans developed by counties. As part of the plan, FNS asks for various statewide estimates of work registrants and ABAWDs. This information must be obtained from all counties, regardless of whether or not they offer an FSET program. Counties not participating in FSET should complete and submit their work registrant and ABAWD estimates to CDSS no later than **July 26, 2010**.

**PLAN PREPARATION AND SUBMISSION**

County estimates should be submitted using the format in this handbook and should be reasonably accurate projections that are consistent with numbers previously reported by the county on the following reports:

- *The Annual Work Registrant and Food Stamp Employment and Training (FSET) Program Caseload Report (STAT 48)*
- *The Food Stamp Program Work Registrant, Able-Bodied Adults Without Dependents (ABAWD), and Food Stamp Employment and Training (FSET) 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 the above data reports and definitions provided in these guidelines prior to preparing their estimates.

## **WORK REGISTRATION AND ABAWD INFORMATION**

Please be as accurate as possible in developing these estimates. Use data from the current fiscal year, whenever possible, in formulating the projection.

### **A. Work Registrant Population**

#### **1. Work Registrant Counts - Estimate the following:**

- a. The number of work registrants in the existing food stamp caseload expected to be in the county on October 1, 2010. (See Part A, entry 1 of the STAT 48 form.)
- b. The anticipated number of new work registrants to be added between October 1, 2010 and September 30, 2011. (This estimate should be reasonably consistent with the cumulative total of four consecutive quarters worth of data from Part A, entry 1 of the STAT 47 report.)
- 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 (See Part A, item 1 of the STAT 48.). In addition, individuals certified for food stamps 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. If the count is unduplicated, describe the method used to eliminate multiple registrations.

- b. If the county is not able to produce an unduplicated count, describe how the county reports this number to CDSS. Report any plans to adopt a system to eliminate duplicate counts, including a time frame as to when the system is expected to be operational.

## **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 food stamp caseload expected to be in the county on October 1, 2010.
- b. The anticipated number of new ABAWDs to be added between October 1, 2010 and September 30, 2011.
- 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. Explain whether this count is duplicated or unduplicated.
- b. If the count is unduplicated, describe the method used to count an individual only once during the year. If the count is duplicated, explain the method used to eliminate the portion of ABAWDs believed to be duplicated and detail the methodology used to make this determination.

## **DEFINITIONS**

**ABAWD** - An Able-Bodied Adult Without Dependents (ABAWD) is a non-assistance food stamp (NAFS) recipient between the ages of 18 and 49 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.).

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

- Under 18 or over 50 years of age;
- Residing in a food stamp household that includes a child under 18 years of age; or
- Pregnant.

**Deferred** - This term refers to a work registered person or persons temporarily excused by the county from mandatory participation in the FSET Program. For counties not offering an FSET program, all work registrants are deferred based on regulations at MPP Section 63-407.811 (a).

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

**FSET Mandatory Participant** - A Food Stamp Program applicant or recipient who is neither exempt from food stamp work registration nor deferred from participation in FSET.

**Non-ABAWD** - A work registrant that qualifies for one of the ABAWD exemptions at MPP Section 63-410.32, namely, under age 18 or over age 50, residing in a food stamp household that includes a child under 18 years of age, or pregnant.

**Work Registrant** - A non-assistance food stamp (NAFS) applicant or recipient who is subject to food stamp work requirements at Manual of Policies and Procedures (MPP) Section 63-407.4, unless the individual meets one of the work registration exemptions at MPP Section 63-407.21.

**Work Registration Exemptions** - An individual is exempt from food stamp 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-year old who is not head of 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;
- Half-time school attendance.

**Work Registrant Requirements** - As a condition of food stamp eligibility, every NAFS 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;
- participate in the FSET Program if assigned by the county;
- provide sufficient information to determine employment status or availability for work;
- 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.