

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 323-2331



June 30, 1981

ALL-COUNTY INFORMATION NOTICE I-83-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: DFA 296 REPORTING QUESTIONS AND ANSWERS

REFERENCE:

County training workshops on the DFA 296, Monthly Caseload Movement and Statistical Report, have been completed. During the training, we collected county questions/concerns which we could not address at the workshops. These questions are both program and cost control related. Following are the responses to these questions which we would like to share with all counties in order that consistent reporting be maintained.

- 1) How does the county go about receiving increased allocations for EDP changes brought about by new information requested by the State?

The statewide EDP fiscal impact of the DFA 296 implementation is expected to be minimal. However, if a particular county experiences significant increased costs due to these changes, it should be communicated and justified to this Department in the form of a letter.

- 2) Why do the counties no longer get an intake count in the month following the last month of certification?

The revised form instructions will not allow an intake count for applications for recertification received within thirty days after the end of the certification period. This change is attributed to the fact that the workload typically required for a recertification (whether the application is received timely or untimely) is considered to be less than that required for a new application, and to more closely follow the intent of the regulations.

- 3) How will Items 5a (Applications pending 1-30 days), 5b (Applications pending over 30 days), 7a(1) (Applications approved within 30 days) and 7a(2) (Applications approved in over 30 days) be used?



100% POST-CONSUMER
RECYCLED PAPER

Item 5a and 5b will be used by the Food Stamp Program Management Branch (FSPMB) to pinpoint those counties developing a backlog in application processing. Item 7a(1) and 7a(2) will be used by FSPMB to monitor program compliance.



*In the example above, the NAFS household applies for AFDC in Month 1. The recertification due in Month 1 for NAFS is taken by the AFDC EW to certify the household for Month 2. Is this classified as a PA recertification or an NA recertification? If the recertification in Month 1 is taken by the FS EW and given to the AFDC EW to clear, how is the recertification classified?

In the example cited, the recertification would be classified as NA unless the PA grant was used in computing the FS budget. Therefore, the recertification is not based on whether an NA or PA EW "takes" or "clears" a recertification, but rather on the criteria above.

In Month 1, the case would be reported on the DFA 296 as NA certified eligible and as an NA recertification disposed, unless the PA grant was anticipated and used in computing the FS budget. The case would then be transferred to PAFS in Month 1 and counted as PAFS certified for a future month. In Month 2, the case would be counted as a PAFS certified eligible if the household continues to be eligible for food stamps.



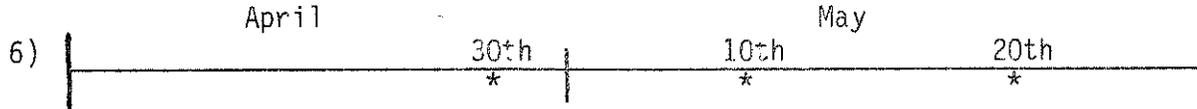
*In the example above, the county's cut-off date is April 24th. A case is carried forward on the DFA 296 in Item 6 on the May report. On April 25th the client comes in with information that makes the household ineligible for FS for May. The main FS issue for May has been run, so FS have been issued for the household. However, the worker places a hold on the FS for the household and they will be cancelled for May.

a) Is this the correct way to handle the case?

No. The recipient is entitled to a 10-day Notice of Adverse Action period with opportunity to request a hearing with aid paid pending. Therefore, if the client reported a change on April 25th, the earliest the benefits could be decreased would be May 5. The client would be eligible for food stamps in May.

b) How would this be reported on the DFA 296?

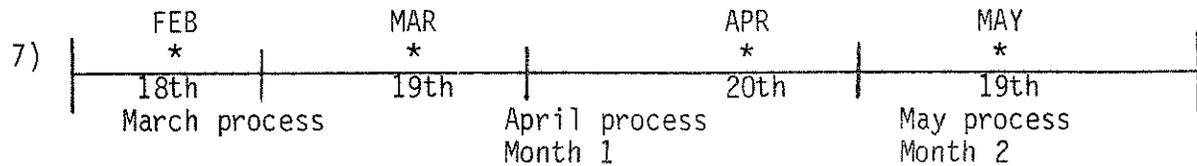
In this case the household is eligible for FS in May and is to be reported as such. The case would then be terminated on the May report.



- *A household is discontinued on April 30th;
- *On May 10th, the household reapplies, a new application is taken, and the household is not eligible;
- *On May 20th, the household again applies, a new application is taken and is approved.

Given the above circumstances, since a new application is taken on May 10th and denied, and on May 20th and approved, does the county report and get credit for both applications and disposals?

Yes. Under Food Stamp Manual Section 63-301.3, once the application has been denied, the household must file a new application. Since the initial application and denial are independent of the second application and approval, the county is given credit for both applications and disposals. Full verification requirements apply to the second application.



In the example above, given the county reports on a fiscal period from March 20th to April 20th, the certification period ends April 30th;

- a) If the recipient applies for recertification on April 20th, in which month is this counted?
- b) If the recipient applies for recertification on April 21, in which month is this counted?

A recertification is counted in the report month in which it is disposed regardless of whether the county is reporting on a fiscal or calendar report month. As the county asking this question is reporting based on a fiscal period, in question 7a the case is reported on the April report, if the recertification is disposed of on the same day of application. In question 7b, the case would be reported on the May report.

Recertification timeframes remain the same whether a county is reporting on a fiscal or calendar month. If an applicant files for recertification within the last month of certification or in the month following the last month of certification, it is considered a recertification. In this case, if the recipient applies for recertification by May 31st, it is still considered a recertification.

- 8) Will counties get a count for recertifications, Part C, Item 11? If not, why?

At this time, County Administrative Expense Control Bureau utilizes the applications disposed and certified eligible for the purpose of measuring NAFS activity levels. As stated previously, the workload involved in the recertification process is not considered the same as that for a new application. It should be noted that the recertification count is reflected in the certified eligible caseload.

- 9) If a household is terminated due to excess income effective 4/30 and reapplies on 5/10 due to a change in circumstances, is this a recertification or a new application? If the household is terminated effective 4/30 due to excess income and reapplies on 4/29 due to a change in circumstances, is this a recertification?

Both cases above are considered a new application as food stamp benefits were terminated because of a substantial change in household circumstances. Because of this change it would be necessary to secure full verification (63-300.5 and 63-300.52) rather than partial verification for recertifications (63-300.591). Also, it would be necessary to send out a denial notice in both cases.

- 10) Should the counties break out all items included under "Other Approvals"?

No, only a total is required. We do not need a breakout of all the various cases included under "Other Approvals".

- 11) Would the State provide the county with a denial code for withdrawals?

Our department no longer requires special coding for items on the DFA 296. Each county may use their own code.

If you have any questions, please contact Heidi Lasich 323-2331 or Norm Cubanski at 323-2334.

Sincerely,

Byron A. Lintz

FOR
 CLAUDE E. FINN
 Deputy Director
 Administration