

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814
(916) 657-3546



May 14, 1993

ALL COUNTY INFORMATION NOTICE
I-20-93

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED FOOD STAMP FORMS -- DFA 285-A2, "APPLICATION FOR FOOD STAMPS-PART 2" AND DFA 285-A3, "IMPORTANT FACTS FOR FOOD STAMP APPLICANTS"

This letter transmits copies of the revised DFA 285-A2 (4/93), "Application for Food Stamps-Part 2" (See Attachment I) and the DFA 285-A3 (4/93), "Important Facts for Food Stamp Applicants" (See Attachment II). These forms were revised to incorporate federal program changes and editorial suggestions made by the counties. A description of the changes made to these forms is provided in Attachment III.

STOCK

The California Department of Social Services (CDSS) warehouse will no longer stock the 11/92 version of the DFA 285-A2 or the 6/92 version of the DFA 285-A3. Counties should begin using the 4/93 versions of these forms by May 1, 1993, or as soon as the forms are available from the warehouse. County Welfare Departments (CWDs) may order stock from the warehouse according to the normal procedures contained in the County Forms Catalog.

NOTE:

The DFA 285-A2 and the DFA 285-A3 are required forms. CWDs that print their own stock may obtain camera-ready copies of these forms in English or Spanish by contacting the CDSS Forms Management Unit at (916) 657-1907 or CALNET 437-1907.

TRANSLATIONS

Camera-ready copies of the translated forms in Laotian, Cambodian, Vietnamese, and Chinese will be transmitted by the Language Services Bureau under separate cover. If you have questions regarding these translations, please contact Shirley Lu-Kung of the Language Services Bureau at (916) 654-1277 or CALNET 464-1277.

If you have any questions regarding the DFA 285-A2 or the DFA 285-A3, please contact Suzanne McNamee of the Food Stamp Program Bureau at (916) 657-3815 or CALNET 437-3815.



MICHAEL C. GENEST
Deputy Director
Welfare Programs Division

Attachments

c: CWDA

APPLICATION FOR FOOD STAMPS - PART 2

INSTRUCTIONS: Please complete this form in ink and bring or mail it to the Food Stamp Office. The application must be signed by an adult household member or by the Authorized Representative. If it is completed by an adult who is not a member of your household, attach a written authorization signed by the head of household or another household member.

If you need more space, attach another sheet of paper.

NAME (HEAD OF HOUSEHOLD)					
HOME ADDRESS	NUMBER	STREET	MAILING ADDRESS (IF DIFFERENT)	HOME PHONE ()	
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
			DAYTIME PHONE ()		

1 Provide the following information on each person living in the home, including yourself. You must list all people in the home whether or not they want food stamps.

A YOUR NAME (FIRST MIDDLE LAST)			CITIZEN/ALIEN STATUS CHECK (✓) <input type="checkbox"/> U.S. citizen/national <input type="checkbox"/> Undocumented alien <input type="checkbox"/> Lawful alien: <input type="checkbox"/> Sponsored <input type="checkbox"/> Refugee <input type="checkbox"/> Other		
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F	RELATIONSHIP TO HEAD OF HOUSEHOLD		
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE	BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
			60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO		

B NAME (FIRST MIDDLE LAST)			CITIZEN/ALIEN STATUS CHECK (✓) <input type="checkbox"/> U.S. citizen/national <input type="checkbox"/> Undocumented alien <input type="checkbox"/> Lawful alien: <input type="checkbox"/> Sponsored <input type="checkbox"/> Refugee <input type="checkbox"/> Other		
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F	RELATIONSHIP TO HEAD OF HOUSEHOLD		
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE	BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO			60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO		

C NAME (FIRST MIDDLE LAST)			CITIZEN/ALIEN STATUS CHECK (✓) <input type="checkbox"/> U.S. citizen/national <input type="checkbox"/> Undocumented alien <input type="checkbox"/> Lawful alien: <input type="checkbox"/> Sponsored <input type="checkbox"/> Refugee <input type="checkbox"/> Other		
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F	RELATIONSHIP TO HEAD OF HOUSEHOLD		
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE	BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO			60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO		

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SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F	RELATIONSHIP TO HEAD OF HOUSEHOLD		
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE	BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO			60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO		

COUNTY USE ONLY	
CASE NAME	
CASE NUMBER	
WORKER	DATE RCD
<input type="checkbox"/> New	<input type="checkbox"/> Recert
<input type="checkbox"/> Residency verified	
<input type="checkbox"/> FS ID verified	
FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
Verified: Citizen/Alien	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alien Reg #:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
Verified: Citizen/Alien	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alien Reg #:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
Verified: Citizen/Alien	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alien Reg #:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
Verified: Citizen/Alien	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alien Reg #:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No

Non-Household/Excluded Member Codes (63-402)

- | | |
|--|--|
| 1. Separate household (.12, .13)
(Purchase/prepare) | 7. Boarder (.3)(must be listed in 7) |
| 2. Separate household (.15)
(Elderly/disabled) | 8. SSN disqualified (.222) |
| 3. Roomer (.211)(must be listed in 7) | 9. IPV disqualified (.223) |
| 4. Live-in attendant (.212) | 10. Workfare sanctioned (.224) |
| 5. Other Shared Living Quarters (.213) | 11. SSI/SSP recipient (.225) |
| 6. Ineligible alien (.221) | 12. Ineligible student (.226) |
| | 13. Work requirement disqualified (.227) |
| | 14. Questionable citizenship (.21) |

Work Exemption Codes (63-407.1, .2)

- | | |
|--|--|
| a. Under 16/60 or older | d. Cares for child under 6 or incapacitated person |
| a.(1) 16/17 not head of household; or 16/17 in school/training at least 1/2 time | e. UIB registered |
| b. Mentally/physically unfit | f. Participant in drug/alcohol program |
| c. GAIN registered | g. 30 hour week/min. x 30 |
| | h. Student exemption |

E NAME (FIRST MIDDLE LAST)				CITIZEN/ALIEN STATUS CHECK (✓)		COUNTY USE ONLY	
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F		RELATIONSHIP TO HEAD OF HOUSEHOLD		FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE		BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		Verified: Citizen/Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO		60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO				Alien Reg #: Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	
F NAME (FIRST MIDDLE LAST)				CITIZEN/ALIEN STATUS CHECK (✓)		COUNTY USE ONLY	
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SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F		RELATIONSHIP TO HEAD OF HOUSEHOLD		FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE		BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		Verified: Citizen/Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO		60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO				Alien Reg #: Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	
H NAME (FIRST MIDDLE LAST)				CITIZEN/ALIEN STATUS CHECK (✓)		COUNTY USE ONLY	
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F		RELATIONSHIP TO HEAD OF HOUSEHOLD		FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
BIRTHPLACE (CITY/STATE/COUNTRY)		BIRTHDATE		BLIND OR DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		Verified: Citizen/Alien <input type="checkbox"/> Yes <input type="checkbox"/> No	
EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO		60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO				Alien Reg #: Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	
I NAME (FIRST MIDDLE LAST)				CITIZEN/ALIEN STATUS CHECK (✓)		COUNTY USE ONLY	
SOCIAL SECURITY NUMBER		SEX CHECK (✓) <input type="checkbox"/> M <input type="checkbox"/> F		RELATIONSHIP TO HEAD OF HOUSEHOLD		FS Work Code or Date Registered	FS Non-HH/Excluded Member Code
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EATS, BUYS FOOD OR FIXES MEALS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO		60 OR OLDER AND UNABLE TO BUY FOOD AND FIX MEALS? <input type="checkbox"/> YES <input type="checkbox"/> NO				Alien Reg #: Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	
2 A. Is anyone living in the home a foster child? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", who:							
B. Do you want the foster child(ren) and foster care income counted on the Food Stamp case? <input type="checkbox"/> YES <input type="checkbox"/> NO							
3 Has anyone ever been discontinued from Food Stamps due to non-cooperation for any reason, including a quality control review; or because of work or training sanctions? If "YES", explain below: <input type="checkbox"/> YES <input type="checkbox"/> NO							
WHO	WHY	WHEN	WHAT COUNTY/STATE				

4	Has anyone been disqualified from the Food Stamp Program for an intentional Program Violation or Welfare Fraud? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO	COUNTY USE ONLY																					
WHO	WHY	WHEN	HOW LONG?	WHAT COUNTY/STATE																				
5	Does anyone get food from any program such as Meals on Wheels, a food distribution program operated by a Native American Reservation, communal dining facility for the elderly or disabled or any other program? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO																						
WHO	NAME OF PROGRAM	WHO	NAME OF PROGRAM																					
6	Does anyone live in a homeless shelter, shelter for battered women, federally subsidized housing for the elderly, reservation for Native Americans, drug or alcoholic rehabilitation center, group living arrangement for the blind/disabled, prison, hospital? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO	FS Eligible Facility <input type="checkbox"/> YES <input type="checkbox"/> NO																					
WHO	NAME OF CENTER, SHELTER, ETC.																							
7	A. Does anyone pay you for meals and/or a room? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align:center;">Household Elects</td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td style="text-align:center;">Boarder</td> <td style="text-align:center;">HH Member</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align:center;">ROOMER</td> </tr> </table>		Household Elects										Boarder	HH Member							ROOMER	
	Household Elects																							
	Boarder	HH Member							ROOMER															
NAME	CHECK (✓) <input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both	HOW MUCH \$	HOW OFTEN	NO. OF MEALS PER DAY																				
B.	Do you pay anyone for meals and/or a room? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align:center;">Boarder</td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td style="text-align:center;">Boarder</td> <td style="text-align:center;">HH Member</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align:center;">ROOMER</td> </tr> </table>		Boarder										Boarder	HH Member							ROOMER	
	Boarder																							
	Boarder	HH Member							ROOMER															
NAME	CHECK (✓) <input type="checkbox"/> Meals <input type="checkbox"/> Room <input type="checkbox"/> Both	HOW MUCH \$	HOW OFTEN	NO. OF MEALS PER DAY																				
8	Is anyone 18 years of age or older enrolled in school, college or a training program? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO																						
NAME	AGE	NAME OF SCHOOL/COLLEGE/TRAINING PROGRAM ENROLLED	ENROLLED (✓) <input type="checkbox"/> FULL-TIME <input type="checkbox"/> HALF-TIME <input type="checkbox"/> OTHER	UNITS/HOURS PER WEEK	WORKING? <input type="checkbox"/> YES <input type="checkbox"/> NO	FS Eligible student <input type="checkbox"/> YES <input type="checkbox"/> NO Verified:																		
NAME	AGE	NAME OF SCHOOL/COLLEGE/TRAINING PROGRAM ENROLLED	ENROLLED (✓) <input type="checkbox"/> FULL-TIME <input type="checkbox"/> HALF-TIME <input type="checkbox"/> OTHER	UNITS/HOURS PER WEEK	WORKING? <input type="checkbox"/> YES <input type="checkbox"/> NO	FS Eligible student <input type="checkbox"/> YES <input type="checkbox"/> NO Verified:																		
9	Is anyone currently working or expecting to work in the next two months? If "YES", explain below: (NOTE: If self-employed, list and explain costs on a separate sheet of paper and attach to this form.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Earnings & Expenses																					
NAME OF PERSON	OCCUPATION	SELF-EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	EMPLOYER NAME	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align:center;">Exempt Income</td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td style="text-align:center;">Exempt Income</td> <td style="text-align:center;">Self-employed farmer?</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Exempt Income										Exempt Income	Self-employed farmer?							
	Exempt Income																							
	Exempt Income	Self-employed farmer?																						
DAYS/HOURS WORKED PER MONTH	PAY DATE(S)	WAGES BEFORE DEDUCTIONS \$ per	TIPS OR COMMISSIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Verif(s) on file																			
NAME OF PERSON	OCCUPATION	SELF-EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	EMPLOYER NAME	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align:center;">Exempt Income</td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td style="text-align:center;">Exempt Income</td> <td style="text-align:center;">Self-employed farmer?</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Exempt Income										Exempt Income	Self-employed farmer?							
	Exempt Income																							
	Exempt Income	Self-employed farmer?																						
DAYS/HOURS WORKED PER MONTH	PAY DATE(S)	WAGES BEFORE DEDUCTIONS \$ per	TIPS OR COMMISSIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Verif(s) on file																			
10	Is anyone on strike? If "YES", explain below:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Striker Regs Apply <input type="checkbox"/> YES <input type="checkbox"/> NO																					
NAME OF STRIKER	NAME OF UNION	NAME AND ADDRESS OF EMPLOYER/TRAINING PROGRAM	DATE WENT ON STRIKE																					

14 A. Does anyone own or is anyone buying real estate anywhere (in or outside the United States)? YES NO

If "YES", complete below. Include all resources owned, used, controlled, shared or held

COUNTY USE ONLY

Home exempt No
 Rental Exempt No
 Other Real Property
 Market Value \$ _____
 Amount Owed \$ _____
 Net Value \$ _____

TYPE (LAND, HOUSE, APARTMENT, ETC.)	ADDRESS OR LOCATION	USE (HOME, RENTAL, ETC.)	OWNER(S)	ESTIMATED VALUE	AMOUNT OWED
				\$	\$
				\$	\$

B. Does anyone, including children, have any of the resources listed below? YES NO

If "YES", complete below. Include all resources owned, used, controlled, shared or held jointly with or for another person(s).
 The county will figure if these resources count.

Check (✓) YES or NO for each item. Do not include the home you are living in, household goods, or personal items (books, clothes, etc.).

	YES	NO		YES	NO
- Cash or checks (on hand or elsewhere)	<input type="checkbox"/>	<input type="checkbox"/>	- Notes, mortgages, deeds of trust, sales contracts (payable to you)	<input type="checkbox"/>	<input type="checkbox"/>
- Checking account	<input type="checkbox"/>	<input type="checkbox"/>	- Retirement Funds (you can get if you stop work)	<input type="checkbox"/>	<input type="checkbox"/>
- Savings account/credit union account	<input type="checkbox"/>	<input type="checkbox"/>	- IRA or Keogh Plans, etc.	<input type="checkbox"/>	<input type="checkbox"/>
- Trust funds	<input type="checkbox"/>	<input type="checkbox"/>	- Employee deferred compensation	<input type="checkbox"/>	<input type="checkbox"/>
- Stocks, bonds certificates of deposit, money market accounts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	- Other (Explain)	<input type="checkbox"/>	<input type="checkbox"/>
- Oil, mining, or mineral rights	<input type="checkbox"/>	<input type="checkbox"/>			

Total Value = \$ _____

If "YES", complete below.

TYPE OF RESOURCE	OWNER	CURRENT VALUE	AMOUNT OWED (IF ANY)	NAME AND ADDRESS OF BANK, ETC.	ACCOUNT NUMBER
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		

(✓) if exempt

C. Does anyone get income from any of these resources? YES NO

If "YES", complete below.

WHO	FROM WHAT RESOURCE	HOW MUCH	HOW OFTEN
		\$	
		\$	

D. Does anyone own any cars, trucks, boats, trailers, vans campers, motorcycles, mobilehomes, houseboats, or other vehicles? YES NO

If "YES", COMPLETE THE FOLLOWING FOR EACH VEHICLE:
 Look at your registration to find the information for each vehicle you own.

Vehicle value (Enter Date of blue book issue or other documentation)

Vehicles	Vehicle (1)	Vehicle (2)	Vehicle (3)
Vehicle Owner			
Year/Class			
Make and Model			
Estimated Value			
Amount Owed			
Licensed (✓ box)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you use the car?	<input type="checkbox"/> Home <input type="checkbox"/> General Use <input type="checkbox"/> Transportation to work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> General Use <input type="checkbox"/> Transportation to work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> General Use <input type="checkbox"/> Transportation to work <input type="checkbox"/> Other

(1) Date: _____ \$ _____
 (2) Date: _____ \$ _____
 (3) Date: _____ \$ _____
 Total Resources \$ _____

GRAND TOTAL RESOURCES
 \$ _____

COUNTY USE ONLY - VEHICLES

C Fair Market Values

	VEHICLE (1)	VEHICLE (2)	VEHICLE (3)	FMV			
(A) Is vehicle a home, income producing or used for a disabled household member? (63-501.521)	<input type="checkbox"/> YES (Exclude) <input type="checkbox"/> NO Go to B	<input type="checkbox"/> YES (Exclude) <input type="checkbox"/> NO Go to B	<input type="checkbox"/> YES (Exclude) <input type="checkbox"/> NO Go to B	Minus \$4,500	Minus \$4,500	Minus \$4,500	Minus \$4,500
(B) 1. Is vehicle for home use? (Allow one vehicle only) OR 2. Is vehicle used for job search, employment or training? (63-501.523)	<input type="checkbox"/> YES Go to C Use Excess Value <input type="checkbox"/> NO Go to C and D. Use Greater Value	<input type="checkbox"/> YES Go to C Use Excess Value <input type="checkbox"/> NO Go to C and D. Use Greater Value	<input type="checkbox"/> YES Go to C Use Excess Value <input type="checkbox"/> NO Go to C and D. Use Greater Value	Excess Value	D Equity Values		
				FMV			
				Minus Encumbrance			
				Equity Value			

15 Has anyone sold, spent, or given away any real or personal property in the last 3 months such as a house, land, cars, bank accounts, money from a legal or accident insurance settlement, or anything else? YES NO
 If "YES", explain what and when:

COUNTY USE ONLY

16 A. Does anyone have any of the following housing costs? Check (✓) YES or NO for each item.

	YES	NO	HOW MUCH	HOW OFTEN BILLED
Rent	<input type="checkbox"/>	<input type="checkbox"/>	\$	
House (mortgage) payment	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Property taxes (if not in house payment)	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Insurance (if not in house payment)	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	\$	

Total housing verified? YES NO
 Total housing \$ _____
 Shared housing YES NO

B. Does anyone else pay all or part of these housing costs? (Include any rental assistance programs such as HUD, Section 8, etc.) If YES, complete below: YES NO

WHO	WHAT	HOW MUCH	HOW OFTEN BILLED
		\$	

17 A. UTILITIES: Do you pay for any of the utilities listed below separate from your rent or mortgage? CHECK (✓) YES OR NO FOR EACH LISTED UTILITY.
 If Yes, list the amount you are billed and how often you are billed.

	YES	NO	HOW MUCH	HOW OFTEN BILLED
Gas or other fuel	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Electricity or other fuel	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Is the gas or electricity or other fuel used to heat or cool your house?	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Water	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Sewage	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Garbage or trash	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Telephone (basic rate)	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Installation of utilities	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	\$	

Utilities verified? YES NO
 Client elects: Actual SUA
 If actual, Total utilities \$ _____
 SUA prorated: YES NO
 If YES, show computation.

B. Does anyone else pay all or part of these utility costs? Include Low Income Energy Assistance, etc. If YES, complete below: YES NO

WHO	WHAT	HOW MUCH	HOW OFTEN BILLED
		\$	

DOCUMENT:

18 You can authorize someone other than yourself or a household member to pick up your Food Stamps and to use them to buy your food. If you would like to authorize someone, complete below.

NAME OF AUTHORIZED REPRESENTATIVE	ADDRESS	TELEPHONE NUMBER

CERTIFICATION

- I understand the questions on this form.
- I understand that any facts I have given, including benefit and income facts, will be matched with local, state and federal records, such as employers, the Social Security Administration, tax, welfare and employment agencies, etc.
- I understand the county will send information to the Immigration and Naturalization Service (INS) for verification of alien status.
- I understand the information the county gets from INS may affect my eligibility for Food Stamps.
- I understand that all information, including benefit and income facts, that I have given on this form are subject to investigation and review by county, state, and federal personnel, and that if I give wrong facts my Food Stamps may be denied or discontinued.
- I understand the penalties, including the specific disqualification penalties for Food Stamps, for giving wrong or incomplete facts, failing to report facts or situations which may affect my eligibility or benefits for Food Stamps.
- I understand that the Food Stamp household, any adult member of a Food Stamp household (even if they move out), the sponsor of an alien household member or the authorized representative of residents in an eligible institution may be required to repay any benefits the household should not have received.
- I understand that my case may be selected for additional review to ensure that my eligibility was correctly figured and that I must cooperate fully with county, state or federal personnel in any investigation or review, including a quality control review.

I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct, and complete.

SIGNATURE (ADULT HOUSEHOLD MEMBER, AUTHORIZED REPRESENTATIVE)	DATE
WITNESS, IF YOU SIGNED WITH AN "X"	DATE
ELIGIBILITY WORKERS SIGNATURE	DATE

COUNTY USE ONLY

REGULATION MET?	IF NO, WHO?
Residency <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Citizen/Alien Status <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Student regs <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
SSN <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Resources - Within limits & amount \$ <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Work registration <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Sponsored alien <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	

REGULATION MET?	IF NO, WHO?
Categorically Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Gross Income Test Household Size Gross Monthly Income \$	
Gross Income Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Separate HH Income Test Household Size Gross Monthly Income \$	
Eligible for Separate HH Status <input type="checkbox"/> YES <input type="checkbox"/> NO	
Aged/Disabled <input type="checkbox"/> YES <input type="checkbox"/> NO	
DFA 285-C <input type="checkbox"/> YES <input type="checkbox"/> NO If no, why?	
<input type="checkbox"/> INELIGIBLE (REASON)	

IMPORTANT FACTS FOR FOOD STAMP APPLICANTS

These pages give you important information, including your rights and responsibilities. If you need more information or have questions, ask your worker. The County needs facts about you and your household to see if you are eligible for Food Stamps benefits and to figure how much you will get if you are eligible.

YOUR RIGHTS

- To be treated fairly without regard to race, color, national origin, religion, political affiliation, marital status, sex, handicap, or age. You may file a complaint if you feel you have been discriminated against by speaking with your County's civil rights representative or by writing to the:

State Department of Social Services
Civil Rights Bureau
744 P Street, MS 15-70
Sacramento, CA 95814

You may also file by calling collect (916) 654-2107 or for the hearing impaired toll-free 1-800-952-8349.

- To be treated with courtesy, consideration and respect.
- To be interviewed promptly by the County when you apply and to have your eligibility determined within 30 days.
- To discuss your case with the County and to review your case yourself when you request to do so.
- To be told the rules for getting Food Stamps right away. If we think you might be eligible, you will get an interview within three days.
- To ask for help to complete your application or any other Food Stamp form.
- To ask for forms and notices to be translated if you don't read English.
- To ask to have your Food Stamp I.D. authorization document or issuance card, or Food Stamps replaced if lost in the mail, damaged, stolen or destroyed. The County will tell you if you are eligible.
- To be given a written notice when your application is approved, denied, or when your benefits change or stop.
- To have your records kept confidential by the County and State.
- To file a complaint or to ask for a State hearing within 90 days of any action if you think the action is wrong. You can write to your County Welfare Department or call toll free 1-800-952-5253 or for the deaf (TDD) 1-800-952-8349

- To be represented at a State hearing by yourself or by a household member, friend, attorney, or other person of your choice. NOTE: You may get free legal help at your local legal aid office or welfare rights group.

YOUR RESPONSIBILITIES

Systematic Alien Verification for Entitlements (SAVE)

- To sign under penalty of perjury that each member applying for Food Stamps is a U.S. citizen, U.S. national or lawful alien resident. Information you give us on immigration status will be checked with the U.S. Immigration and Naturalization Service (INS). Information we get from INS may affect your eligibility for Food Stamps.

Social Security Number

- To give us the Social Security Number (SSN) for each applicant for Food Stamps. Anyone who refuses to give either a SSN or proof of application for a SSN will be disqualified from getting benefits. (Providing a SSN is required for all applicants by Section 1137 of the Social Security Act; 7 U.S. Code Section 2025e).
- The SSNs will be used in a computer match to check income and resources with records from tax, welfare, employment, the Social Security Administration and other agencies. Differences may be checked out with employers, banks or others. Making false statements or failing to report all facts or situations which affect eligibility for Food Stamps may result in discontinuance and/or repayment of benefits and/or criminal or civil action.

Verification(s)

- To give proof or more facts when we ask. If you can't get proof, to give the name of some other person or agency we may contact to get it. When you can't get the proof you need, we will help you get it.

Cooperation

- To cooperate with County, State and Federal staff. You may not get benefits or your benefits may be stopped if you don't cooperate.

YOUR REPORTING RESPONSIBILITIES

You must report all changes to the County. If you're not sure how to report changes, what changes to report, or what proof we need, ask your worker. Your worker will tell you if you are a monthly or nonmonthly reporting household.

HOW YOU MUST REPORT

Monthly Reporting

You must turn in a complete Monthly Eligibility Report by the 5th of the month.

Nonmonthly Reporting

You must report all changes within 10 days:

- by mail, telephone or in person at the County Food Stamp office OR
- on a DFA 377.5, Food Stamp Household Change Report OR
- on a Monthly Eligibility Report if you get AFDC.

Monthly Reporting Requirements

YOU MUST REPORT IF:

- Anyone gets money from work, relatives, Social Security, Veterans benefits, tax refunds, or any other source.
- Anyone gets free rent or utilities.
- Anyone's job or training program changes.
- Anyone's income or source of income changes, starts or stops.
- Anyone age 18 or older starts or stops school, college or training.
- You move in with someone else or anyone moves into or out of your home, including newborns, other children, spouses, absent parents, other relatives and non-relatives.
- Anyone moves to another address, plans to move, or gets a new mailing address. If you move to another County and you want to keep getting benefits, you must tell the County giving you aid and/or benefits AND ask for Food Stamps again.
- Anyone gets payments or allowances for job, training or school expenses, such as educational grants and loans, transportation to and from job or training, etc.
- Anyone is self-employed.
- Anyone has job, training or school costs, such as dependent care, transportation, tuition, books, etc.
- Anyone has expenses that are paid for in total or in part by someone else, such as housing, utilities, medical, dependent care, etc.

- Anyone gets, sells, gives away or transfers real property, such as a house, buildings or land; or personal property, such as money, a bank account, a motor vehicle, a boat, a trust fund, etc.
- Anyone's citizenship/immigration status or documentation changes.
- Anyone reaches 60 years of age.
- For a household that has a member that is disabled or age 60 or older, you may choose to report all allowable medical costs each month OR only changes of \$25 or more in allowable medical expenses.

Nonmonthly Reporting Requirements:

YOU MUST REPORT IF:

- Your total monthly income starts, stops, or changes by more than \$25.
- Anyone's source of income changes.
- Anyone moves in with you.
- Anyone moves into or out of your home.
- Anyone joins or leaves your household.
- Anyone buys, gets, sells or gives away a licensed motor vehicle.
- The total of your household's stocks, bonds, or other money is more than \$2000 (or \$3000 if you have a household member who is age 60 or older).
- Your monthly medical expenses change by \$25 for a household that has a member who is age 60 or older.

YOU MAY REPORT IF:

- A household member is aged 60 or older.
- Anyone in the household starts or stops a physical or mental illness.
- You have changes in your dependent care costs.
- Anyone's citizenship/immigration status or documentation changes.

Budgeting Rules — Monthly Reporting

The amount of Food Stamps you can get depends on your income and allowable expenses. What you report on the Monthly Eligibility Report will be used to figure the amount of Food Stamps you can get two months later. For example, your income and allowable expenses from January are used to figure the Food Stamp benefits you would get in March. This method is called retrospective budgeting.

WORK AND TRAINING RULES

You may need to take part in work or training activities. Your worker will look at your facts to see if the rules apply to you. Your worker will tell you what you need to do before and after your application is approved.

If you don't follow the work and training rules, and don't have a good reason, we may deny your application, change the amount of benefits you get, or disqualify a member or your household from getting Food Stamps for two months.

If someone joins your Food Stamp household who has been disqualified because they didn't follow the work rules, your Food Stamp household may be disqualified for up to two months.

VOLUNTARY QUIT

If you quit your job without a good reason, your household may be disqualified for three months. If someone else quits a job without a good reason or joins your household, your household may be disqualified for up to three months.

STANDARD UTILITY ALLOWANCE (SUA)

If you are billed for heating and/or cooling costs that are not included in your rent or mortgage payment, you may be eligible for the State Standard Utility Allowance (SUA). The SUA is one deduction for all of your eligible utility costs. If your utility bills are more than the SUA, you may switch between actual and the SUA at recertification and one other time during each 12 month period. If you have other utility costs but your heating or cooling costs are included in your rent, your benefits will be figured on your actual utility costs. Ask the County to check your facts to see if you are eligible for the SUA.

PENALTY WARNING

If you don't report all facts or give wrong facts to get or keep getting benefits, you can be legally prosecuted with penalties of a fine and/or imprisonment. You may be found to have committed a felony if more than \$400 is wrongly paid out in Food Stamp benefits because you didn't report all of your facts or changes in income, property or family status.

If your household receives Food Stamps, it must follow these rules:

- Don't give wrong or incomplete facts to get or keep getting Food Stamps.
- Don't trade or sell Food Stamps Authorization Documents (ADs) or issuance cards.
- Don't alter ADs or issuance cards to get Food Stamps you are not entitled to get.
- Don't use Food Stamps to buy ineligible items such as alcoholic drinks or tobacco, paper or cleaning products.
- Don't use someone else's Food Stamps, ADs or issuance cards for your household.

DISQUALIFICATION PENALTIES

Failing to follow these rules may result in a finding of a Food Stamp Intentional Program Violation (IPV). The penalties can result in fines up to \$250,000, imprisonment up to 20 years, and/or disqualification from the Food Stamp Program.

Disqualification means not being able to get Food Stamps for a period of time. The disqualification penalties are 6 months for the first violation, 12 months for the second violation, and permanent disqualification for the third violation. These penalties start after a State hearing or court of law finds that an individual committed an IPV. Also, anyone who is accused of committing an IPV may agree to be disqualified by signing either a Disqualification Consent Agreement or an Administrative Disqualification Hearing Waiver. Anyone who signs one of these documents accepts responsibility to repay any overissuance.

CERTIFICATION

I certify that I have received a copy of the "Important Facts for Food Stamp Applicants" (DFA 285-A3). I understand my rights and responsibilities. I agree to comply with my responsibilities. I also understand the penalties for giving wrong or incomplete facts, failing to report facts or situations which may affect my eligibility or Food Stamp benefits.

SIGNATURE (ADULT HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE):

DATE:

WITNESS, IF YOU SIGNED WITH AN "X"

DATE:

I certify that I have informed the applicant/recipient of the above responsibilities and of the possibilities of criminal penalties for intentionally making false statements or failing to report information which affects Food Stamp eligibility.

SIGNATURE OF INTERVIEWING WORKER

DATE APPLICATION REVIEWED WITH CLIENT OR AUTHORIZED REPRESENTATIVE:

DESCRIPTION OF CHANGES TO THE DFA 285-A2 AND THE DFA 285-A3

DFA 285-A2

o Page 1

- Question 1 of the (4/93) revision was numbered and circled.
- In question 1 of the (4/93) revision, A was changed to read "your" name; B through J, fourth line, left side, (through page 2) were changed to "Eats, buys food, or fixes meals with you?" In the middle of the page "60 or older, unable to buy food and fix meals?" was changed to "60 or older and unable to buy food and fix meals?"
- At the bottom of page 1 of the (4/93) revision, in the Non-Household/Excluded Member Codes, #5. "Other Shared Living Quarters (.213)" was added, items 6 through 13 were renumbered and "14. Questionable Citizenship (.21)" was added. The heading "Work Codes" was changed to "Work Exemption Codes."

o Page 3

- Question 4 of the (4/93) revision of the form was changed to "Has anyone been disqualified from the Food Stamp Program for an Intentional Program Violation (IPV) or Welfare Fraud?"
- Question 5 (11/92) County Use Only section: "Separate Household Requested" was moved to question 6 of the (4/93) revision of the form.
- In Question 5 of the (4/93) revision of the form, "Indian" was changed to "Native American."
- In Question 6, "Reservation for Native Americans" was added to the (4/93) revision of the form. In the County Use Only section, "Institution" was changed to "Facility."
- In Question 9 of the (4/93) revision, the vertical line in County Use Only section was extended to the end of Question 9. More space was added for "Earnings & Expenses."

o Page 4

- In Question 11 of the (4/93) revision, in the County Use Only section, a broken line was added between the two voluntary quit sections.

o Page 5

- Questions on page 5 have been renumbered to 14A, B, C, and D.
- The part of Question 14 in the (11/92) version that states "list mobile homes and..." was deleted.
- "Mobile homes" was added to 14D in the revised form.
- "The first line of the chart in 14B has been changed to "Cash or Checks (on hand or elsewhere)." "Grand Total Resources", "\$" and a line were added to the County Use Only section in 14D. "Minus \$4500" was added to the second, third, and fourth columns under "Fair Market Value" (County Use Only Section, lower right portion of page 5). The vehicle chart at the bottom of page 5 was changed in the (4/93) revision to simplify the computation of fair market or equity value.

o Page 6

- Question 18 on the (11/92) revision, "Does anyone get any of the items listed below free or in exchange for work?" and the A, B, C below the question were eliminated.
- The remaining questions from the (11/92) revision of the form were renumbered to 15, 16, and 17 on the (4/93) version.
- In Question 16B of the (4/93) revision, "(Include any rental assistance programs such as HUD, Section 8, etc.)" was added.
- In Question 17 of the (4/93) revision, the wording was changed to help the EW determine if the client qualifies for the SUA or actual utility allowance. "UTILITIES: Do you pay for any of the utilities listed below separate from your rent or mortgage? CHECK YES OR NO FOR EACH LISTED UTILITY. If yes, list the amount you are billed and how often you are billed." A YES/NO question and "Is the gas or electricity or other fuel used to heat or cool your house?" was added to address the SUA. Gas and Electricity were placed on a separate line since many homes receive separate bills for these items.
- Question 18 on the (4/93) version was moved to the bottom of the page from page 7 in the (11/92) revision.

o Page 7

- Certification statements were reformatted into two columns on the (4/93) revision.
- In the County Use Only section, an "If no, who?" column was added to the "Regulation Met?" box on the left side of the (4/93) revision.
- Under the "Regulation Met?" box on the left side of the (4/93) revision, the word "Property" of the (11/92) version has been changed to "Resources."
- On the right-hand side "Regulation Met?" box, on the (4/93) version beside "Aged/Disabled", the "NA" from the second "Regulation Met?" box of the (11/92) version was deleted.
- In the County Use Only section of the (11/92) version, "Eligible," "Recertification," "Certification Date," and the check boxes were eliminated from the (4/93) revision. "Supervisor's signature" and "Date" were also deleted from the (4/93) revision. The "Eligibility Worker's signature" and "Date" on the (11/92) version were moved to the bottom of the "Certification" section of the (4/93) revision.

DFA 285-A3

o Page 2

- The statement under Monthly Reporting Requirements of the (6/92) revision "Anyone has an increase or decrease in rent or utility costs." has been deleted from the (4/93) revision.

o Page 3

- The disqualification penalties on page 3 of the (6/92) revision have changed. The "\$10,000" fine is now "\$250,000"; imprisonment of "5 years" has been changed to "20 years."