

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 26, 1981

ALL-COUNTY LETTER NO. 81-30

TO: ALL COUNTY WELFARE DIRECTORS  
ALL STATISTICAL HANDBOOK HOLDERS (DIVISION 26)

SUBJECT: FOOD STAMP PROGRAM MONTHLY CASELOAD MOVEMENT  
STATISTICAL REPORT (DFA 296)

REFERENCE: DIVISION 26, SECTION 311

As a result of studies conducted in several counties by the Food Stamp Program Management Branch in 1980, the DFA 296 form has been revised. Attached is a copy of the revised form and the corresponding instructions. The revised form is to be implemented for the July report month. The current DFA 296 will remain in effect through the June report month.

The revised form DFA 296 includes three new items as follows:

- 1) Cases withdrawn
- 2) Cases approved within 30 days
- 3) Cases approved over 30 days

The following items have been deleted from the DFA 296:

- 1) All footnotes that now appear on the current form
- 2) All items discontinued over the past two years
- 3) The recertification section has been reduced to data on recertifications disposed only.

The edit items, cases pending and carried forward, had originally been deleted in our preliminary drafts of the form. These items are being retained in response to county comments to keep these for county tracking purposes and to meet our needs to monitor the accuracy of the report.

Although the DFA 296 form has not been altered substantially, the instructions have been completely amended to cover specific areas which were causing problems and inconsistencies in the data reported and to align reporting instructions more

closely with program regulations. Changes/clarifications are in the following areas:

- 1) redefining the reporting of recertifications and one month certifications/recertifications;
- 2) classification of food stamp cases pending the AFDC determination;
- 3) classification of food stamp cases in the month following the AFDC determination;
- 4) reporting of multiple dispositions;
- 5) reporting of restored benefits, and
- 6) allowing the option of fiscal or calendar month reporting.

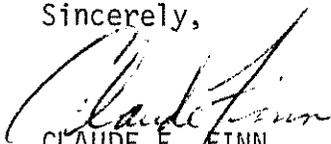
My staff has met with several committees of the County Welfare Director's Association over the last several months regarding the form and instruction revisions. They have also met with counties on the Case Data System to present these changes. The final form and instructions are being provided at this time in order that you can revise your reporting systems to accommodate the changes made before the July implementation date.

Training is scheduled for April to provide technical assistance to county reporting staff in order to assure accurate and consistent reporting. As this report is the means by which SDSS monitors and budgets the Food Stamp Program, it is critical to both the State and the counties. A schedule of training dates and locations is attached. Up to three people per county may attend. Statistical reporting staff are urged to attend as well as program and other interested staff as you deem necessary.

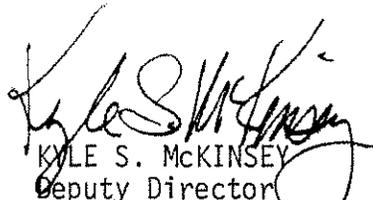
All counties are to identify to the SDSS County EDP Bureau, in writing, all one time and ongoing costs associated with the software changes required by this package. For clarification or further information on County EDP Bureau's notification requirements, please contact Ed Doren at (916) 924-2921.

If you have questions regarding the training workshops or the reporting form and instructions, contact Heidi Lasich, Statistical Services Branch, (916) 323-2331 or ATSS 473-2331. If you have program related questions, contact your Food Stamp Program Operations Consultant at (916) 322-5475 or ATSS 492-5475.

Sincerely,



CLAUDE E. FINN  
Deputy Director  
Administration Division



KYLE S. MCKINSEY  
Deputy Director  
Welfare Program Operations Division

Attachments

cc: CWDA

**FOOD STAMP PROGRAM  
MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT**

DEPARTMENT OF SOCIAL SERVICES  
STATISTICAL SERVICES BRANCH  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CALIFORNIA 95814

- Fiscal Report Month - Cut Off Date \_\_\_\_\_
- Calendar Report Month

COUNTY	COUNTY CODE	STATE USE ONLY	
FOR THE MONTH OF		MONTH	YEAR
			19

**PART A. APPLICATIONS FOR FOOD STAMPS**

- 1. Pending from last month (Item 5 last month, or explain) . . . . .
- 2. Received during the month . . . . .
- 3. Total during the month (Sum of 1 and 2) . . . . .
- 4. Disposed of during month (Sum of a, b, and c below) . . . . .
  - a. Total approved (Same as Part B, 7a) . . . . .
  - b. Denied . . . . .
  - c. Withdrawn . . . . .
- 5. Applications pending at end of month (3 minus 4 above; also, a plus b, below) . . . . .
  - a. Pending 1 to 30 days . . . . .
  - b. Pending over 30 days . . . . .

PAFS	NAFS
_____	_____
_____	_____

**PART B. CERTIFIED CASELOAD MOVEMENT**

- 6. Cases brought forward from last month (Item 10 last month or explain) . . . . .
- 7. Cases added during month (Sum of a through c, below) . . . . .
  - a. Applications approved (Sum of 1 and 2, below) . . . . .
    - (1) Approved within 30 days . . . . .
    - (2) Approved over 30 days . . . . .
  - b. Transfer in assistance classification from PAFS or NAFS . . . . .
  - c. Other approvals . . . . .
- 8. Total cases open during month (Sum of 6 and 7, above; also a plus b, below) . . . . .
  - a. Certified eligible to participate during the report month . . . . .
  - b. Cases certified for future months only . . . . .
- 9. Cases terminated during the report month . . . . .
- 10. Cases carried forward to next month (8 minus 9) . . . . .

PAFS

NAFS

**PART C. RECERTIFICATIONS**

- 11. Number of recertifications disposed of during the report month (Sum of a and b, below) . . . . .
  - a. Determined continuing eligible . . . . .
  - b. Determined ineligible . . . . .

PAFS

NAFS

**PART D. TO BE USED ONLY ON INSTRUCTION FROM SDSS**

- 12.
- 13.
- 14.

REPORT PREPARED BY:

TELEPHONE

DATE

## Instructions to DFA 296

### 26-311 FOOD STAMP PROGRAM MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT (FORM DFA 296)

#### 26-311.01 CONTENT

This report provides monthly data on application processing, certified caseload movement and recertifications.

#### 26-311.02 PURPOSE

The purpose of these data is to provide state and federal administrators with information needed for staffing, program planning and for fiscal projections.

#### 26-311.03 DISTRIBUTION

Data from these reports are compiled for distribution to DSS program and fiscal managers and other interested agencies and individuals. Data are also published in the monthly Public Welfare in California and Quarterly Workload and Cost Comparison publications.

#### 26-311.04 DUE DATE

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month.

Send report to:

Statistical Services Branch  
Department of Social Services  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230 prior to the due date.

#### 26-311.05 DEFINITIONS

Case - This term is used in all programs and the specific meaning will vary. As a general guide, however, a case can be defined as being a client of the agency for whom a record is established. Included in this definition are clients applying for service as well as those receiving service from the agency. From a practical standpoint, cases are either "opened", "active", "pending" or "closed" according to regulations.

For purposes of this report, the terms case(s) and household(s) are used interchangeably.

Caseload - This term is used in the broad sense to mean a group of cases. Particular meaning is applied by using "caseload" with other words. For example, a worker may have a caseload of pending applications and a caseload of certified cases. An agency may have an FS caseload, an AFDC caseload, a GR caseload, etc. Caseload may also be related to location, such as the caseload in a district office or in the county, or the caseload in the intake unit, etc.

Caseload Movement - Caseload movement statistics are required in a number of the summary statistical reports as a means of revealing changes occurring in the caseload during the report period. In principle, this type of reporting is accomplished by use of items similar to those found in checkbook stubs:

<u>Checkbook Stub</u>	<u>Statistical Report</u>
Balance brought forward	Pending from last month
Amount deposited	Received during month
Total	Total
Amount this check	Disposed of during month
Balance carried forward	Pending end of month

For any particular check stub or report, the first figure is the same as the last figure on the preceding stub or month's report. The instructions for this report containing caseload movement data require that the current and preceding month's reports be in agreement with respect to items brought forward unless the preceding month's report is found to have been wrong. When this occurs, the correct figure is shown on the current month's report and a footnote is used to explain the difference.

Ongoing reports may be completed on the basis of actual counts of items received and disposed of, with the total and pending figures determined arithmetically. An actual count of the number pending should be obtained for each report to ensure accuracy. Where this is not possible, an actual count shall be made once every six months.

The amount of net change (i.e., the difference between cases added and terminated) is not usually used in our statistical reports because it would not reveal properly the workload resulting from changes in the caseload. To appreciate this, consider the county which during one month added no cases and terminated none, as compared with the county which added 100 cases and terminated 100. Both counties would report a zero net change but obviously the second county would have a much heavier workload than the first.

Inventory Adjustment - This is used with reference to the summary reports. It means that the reporting agency has made an actual count (i.e., taken an inventory) of an item in the report and has found a difference from what was reported in the preceding month. The correct figure is entered on the report and a footnote is used to explain that the difference from a prior month was due to "inventory adjustment". When there has been no inventory count but a correction is to be made, the words "inventory adjustment" shall not be used; in these instances, a specific explanation is required.

Reporting Period - The reporting period shall be either the calendar month or the fiscal month. The county has the option of which report period it uses. The term "report month" used throughout the instructions refers to the reporting period used by the county welfare department.

Beginning with the July 1981 report month, the county must identify at the top of the form the reporting period to be used. Once reporting has started, the same reporting period must be used each month. Counties must obtain prior approval from the Statistical Services Branch if they wish to change the reporting period used.

PAFS - A public assistance (PAFS) household is one in which all members are included in a federally aided AFDC grant.

NAFS - A nonassistance (NAFS) household is one in which at least one member is not included in a federally aided AFDC grant. Food stamp households where one or more members participate in the Refugee Resettlement Program, nonfederal AFDC and General Relief programs are all considered nonassistance households.

Date of Application - The date a signed application for food stamps which contains the applicant's name, address and signature is received by the appropriate food stamp office.

Approval Date - The date the application is approved by county action.

Denial Date - The date the application is denied by county action.

Withdrawal - Any application voluntarily withdrawn by the applicant household in accordance with regulation Section 63-300.34.

Determination of Eligibility - The determination of eligibility begins with the filing of a signed application and ends with the certification or denial date (see above).

Certified Eligible to Participate - Households which are determined eligible to participate in the Food Stamp Program and are provided an opportunity to participate in the report month.

Intercounty Transfer - A household who transfers their food stamp eligibility from one county to another.

Transfer in Assistance Classification - A household whose assistance classification is transferred from PAFS to NAFS or vice versa.

Restored Benefits - Those benefits which are lost to the household due to an error by the county and then restored. Restored benefits are also those lost and then restored to the household due to a reversal of a fraud disqualification penalty.

Recertifications - A required application for continuing benefits received no later than the end of the month following the last month of certification.

One Month Certifications - Those cases certified eligible for one month only (e.g., expedited pending verification or household with anticipated changes).

#### 26-311.10 PART A. APPLICATIONS FOR FOOD STAMPS

Part A summarizes activity during the report month with respect to food stamp applications. A request for food stamps is a signed application that has been received by the appropriate food stamp office (see 63-301.1) on Forms CA 1 or DFA 285A.

Applications for recertification received in the last month of certification or in the month following the last month of certification are not to be reported in this section. They are to be reported only in Part C, Recertifications, and in

Item 7c, Other Approvals. Applications for recertification received after this time are to be reported as new applications. See instructions for Part C, Recertifications, for examples.

1. Pending from last month - Enter the number of food stamp applications pending from the previous month. Entry should equal Item 5 of the previous month's report or be explained in a footnote.
2. Received during the month - Enter the number of new applications received during the report month. Include applications received from transfer cases whose Form FNS 286 contained information that could not be verified or in which changes have occurred. Include applications for restored benefits to ineligible households as mandated by a court decision, e.g., Aiken vs. Obledo (see instructions on restored benefits, Section 26-311.20, Item 7c).

Do not include: 1) Recertifications as defined by these instructions, 2) intercounty transfers whose FNS 286 can be verified, and 3) applications for restored benefits not mandated by a court order.

3. Total during the month - Enter sum of Items 1 and 2.
4. Disposed of during the month - Enter the sum of Item 4a, 4b, and 4c.
  - a. Total approved - Enter the number of applications approved by county action for food stamps during the report month (see 63-301.1 and 63-301.2). Entry will equal Item 7a.
  - b. Denied - Enter the number of applications denied by county action during the report month (see 63-301.3). Denials must be classified as NAFS or PAFS in accordance with the instructions below.

If both the AFDC and food stamp determinations are made simultaneously the following reporting instructions must be followed:

<u>AFDC Action</u>	<u>Food Stamp Action</u>	<u>DFA 296 Reporting</u>
1) Denied	Denied	Nonassistance denial
2) Denied	Approved	Nonassistance approval; Nonassistance case certified eligible to participate
3) Approved	Denied	Public Assistance denial*
4) Approved	Approved	Public Assistance approval;* PA case certified eligible to participate

All other denials are classified as nonassistance.

\*Provided that household contains all members receiving federally assisted AFDC.

- c. Withdrawn - Enter the total number of applications, by assistance classification, voluntarily withdrawn by the applicant household.

A PAFS withdrawal is one in which an AFDC household, where all members are federally aided, applies for FS benefits and subsequently withdraws the FS application.

A household which applies simultaneously for AFDC and FS benefits and subsequently withdraws the joint application for AFDC and FS shall be counted as an NAFS withdrawal.

5. Applications pending at end of month - Enter the number of applications pending at the end of the month. Entry will equal the difference between total applications during the month and number disposed of, Item 3 minus Item 4. Entry is also the sum of Items 5a and 5b.
- a. Pending one to 30 days - Enter the number of applications that have been pending action for approval or denial from one to 30 days.
- b. Pending over 30 days - Enter the number of applications that have been pending action for approval or denial for over 30 days. This will be the applications from Item 1 which are still pending.

26-311.20 PART B. CERTIFIED CASELOAD.

6. Cases brought forward from last month - Entry will equal Item 10 of the previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7c and/or Item 9.
7. Cases added during the month - Enter the sum of Items 7a through 7c.
- a. Applications approved - Enter the number of applications approved for food stamps during the report month. (This item will equal Item 4a above; and is also the sum of 1 and 2 below.)
- (1) Approved within 30 days - Enter the number of applications approved within 30 days from the date of application.
- (2) Approved over 30 days - Enter the number of applications approved in 31 days or over starting from the date of application.
- b. Transfer in assistance classification from PAFS or NAFS - Enter in the appropriate column the number of certified households whose assistance classification was changed during the report month from NAFS to PAFS or vice versa and are added to the new classification caseload. A transfer in assistance classification is not considered a new application. These cases will not be counted in Items 2, 4a or 7a.

Example: When an ongoing case transfers from PAFS to NAFS, it is reported as follows:

Month 1 (Last month of PAFS certification)

Month 2 (First month of NAFS certification)

- |    |  |  |
|----|--|--|
| a) | PAFS Certified Eligible (Item 8a, Col. 1)                    | a) NAFS Certified Eligible (Item 8a, Col. 2) |
| b) | PAFS termination (Item 9, Col. 1)                            |  |
| c) | NAFS transfer in assistance classification (Item 7b, Col. 2) |  |
| d) | NAFS certified for future months (Item 8b, Col. 2)           |  |

c. Other Approvals - Enter the number of cases approved during the report month for reasons other than Items 7a and 7b, including:

- 1) Reinstatement of benefits on appeal cases (fair hearings),
- 2) Reinstatement of benefits for cases erroneously discontinued,
- 3) Reinstatement of benefits for PAFS cases whose cash grants were restored because the CA 7 discontinuance was rescinded,
- 4) Approval of benefits for cases erroneously denied,
- 5) Reinstatement of benefits to an eligible household who was discontinued due to county failure to act in a timely manner on a recertification request submitted within allowed time frames,
- 6) Restoration of lost benefits - Food stamp regulations (63-802.1) allow food stamp benefits to be restored even if the household is currently ineligible. Restored benefits are those which are lost due to an error by the county and then restored or benefits lost and then restored due to a reversal of a fraud disqualification penalty.

With the exception described below, applications for restored benefits are not to be counted as new applications. The case is to be brought into the caseload as an "other approval", Item 7c, and then reported as certified eligible, Item 8a. The exception are those cases whose benefits are restored due to a court decision, e.g., Aiken v. Obledo (but not a court reversal of a fraud disqualification). These cases are considered new applications,

- 7) Recertifications - Applications for recertification received in the month following the last month of recertification and approved are to be reported in this item, and
- 8) Intercounty transfers - If the FNS 286 (Certification of Transfer of Household Benefits) procedure is utilized to transfer a household from one county to another, it is not considered a new application if, in accordance with food stamp regulations (63-504.363b):

- a) There has been no change in household membership from that recorded on the FNS 286,
- b) The household is living in the county and no member of the household resides in a boarding home or institution,
- c) The 60-day continuation of the certification period has not expired, and
- d) No household member is an SSI recipient (as long as SSI recipients remain ineligible due to the cash-out status of California).

If the FNS 286 procedure is not utilized in transferring the case or the information on the FNS 286 contains information that cannot be verified, the case is reported as a new application and if approved, reported in Items 4a and 7a and Item 8a, certified eligible to participate.

When a public assistance food stamps case is transferred to another county and is approved for food stamps pending the AFDC determination in the gaining county, it is to be reported as a public assistance case. If AFDC is subsequently denied, then a transfer in assistance classification is reported in Item 7b. See instructions for Item 7b. Do not count as a NAFS application approved.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item. They are to be shown as an adjustment to Item 6 only and explained in a footnote. (See instructions for Item 6.)

- 8. Total cases open during the month - Enter the number of cases active during the report month; that is, those cases which are certified for current or future months. Sum of Item 6 plus Item 7; also sum of 8a and 8b.
  - a. Certified eligible to participate during the report month - Enter the number of households eligible to participate during the report month in each classification. A household eligible for any part of a report month is considered eligible for the entire month. Eligible food stamp households will be certified effective for the month of application with the exception of those cases reported in Item 8b. This will be true even if the household's eligibility is not determined until a subsequent month. This could result in various certification and reporting situations in which the eligibility determination is made in the month after the month in which the application is filed. The following examples apply to both PAFS and NAFS.
    - 1) The county might determine that the applicant was eligible in both the month of application and the month in which the eligibility determination was made.

Month 1	Month 2
eligible application received	eligible eligibility determination made

A household in this situation would receive two months' worth of benefits in Month 2.

For DFA 296 purposes, this will be reported as follows:

<u>Month 1</u>	<u>Month 2</u>
a) Application received (Item 2)	a) Application approved (Item 4a; Item 7a)
b) Application pending (Items 5 and 5a)	b) Case certified eligible to participate ( <u>one</u> count) (Item 8a)

- 2) The county might find that the applicant was eligible for the month in which the application was filed, but ineligible in the following month.

Month 1	Month 2
eligible application received	ineligible eligibility determination made

This household would receive the benefits it was entitled to receive for Month 1 in Month 2.

For DFA 296 purposes, this situation will be reported as follows:

<u>Month 1</u>	<u>Month 2</u>
a) Application received (Item 2)	a) Application approved (Item 4a and Item 7a)
b) Application pending (Items 5 and 5a)	b) Case certified eligible to participate (Item 8a)
	c) Case terminated during the report month (Item 9)

There shall not be a separate denial count recorded for the determination of ineligibility in Month 2.

- 3) It could be determined that the household was ineligible for the month in which the application was filed, but eligible for the following month in which its certification was completed.

Month 1	Month 2
<u>ineligible</u> application received	<u>eligible</u> eligibility determination made

This household would only receive benefits for Month 2. This situation will be reported on the DFA 296 as follows:

<u>Month 1</u>	<u>Month 2</u>
a) Application received (Item 2)	a) Application approved (Items 4a and 7a)
b) Application pending (Items 5 and 5a)	b) Case certified eligible to participate (Item 8a)

There shall not be a separate denial count recorded for the determination that the household was ineligible in Month 1.

- 4) The household may be determined to be ineligible for both the month of application and the following month in which the determination of eligibility was made.

Month 1	Month 2
<u>Ineligible</u> application received	<u>Ineligible</u> eligibility determination made

DFA 296 reporting for this situation would be as follows:

<u>Month 1</u>	<u>Month 2</u>
a) Application received (Item 2)	a) Application denied (Item 4b)
b) Application pending (Items 5 and 5a)	

There shall not be a separate denial count for the determination of ineligibility for Month 1.

- b. Cases certified for future months only - Enter the number of cases approved during the month which will receive food stamp benefits in future months only.

When a food stamp case is disposed of in the month of application and is determined ineligible for the month of application and eligible for future months only, it is to be reported as follows:

Month of Application

Future Month(s)

- a) Application received (Item 2)
- b) Application approved (Items 4a and 7a)
- c) Approved within 30 days (Item 7a(1))
- d) Case certified for future months (Item 8b)

- a) Certified eligible to participate (Item 8a)

There shall not be a separate denial count recorded for the determination of ineligibility in Month 1.

Changes in program classification during the report month shall be reported in this item; see example under instructions for Item 7b.

9. Cases terminated during the report month - Enter the number of cases terminated or removed from certification during the report month in the appropriate classifications. A case is reported in this item when it ceases to be an active case in the program or transfers in assistance classification during the report month; that is, any move out of either column on the DFA 296 report. See Section 26-311.50 and Item 7b for examples.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 9 but are shown as adjustments to Item 6. (See Item 6 instructions.)

10. Cases carried forward to next month - Enter the number of cases carried forward to the next month. Entry will equal the difference between Item 8 minus Item 9.

26-311.30 PART C. RECERTIFICATIONS

Any case which comes in for recertification no later than the end of the month following the last month of the certification period is to be counted as a recertification and shall not be counted as a new application.

Example:

Month 1 (May)	Month 2 (June)	Month 3 (July)
<ul style="list-style-type: none"><li>- Last month of certification.</li><li>- Household has been provided with a timely notice of expiration. If the household reapplies during this month, it is reported as a recertification.</li><li>- If an application for recertification is not received in this month, the case is terminated.</li></ul>	<ul style="list-style-type: none"><li>- Month following the last month of certification.</li><li>- Any household applying for continuing benefits during this month is reported as a recertification.</li></ul>	<ul style="list-style-type: none"><li>- Any application for recertification received in this month is reported as a new application.</li><li>- If an application is filed in Month 2, but processed in Month 3, it is to be reported as a recertification in this month.</li></ul>

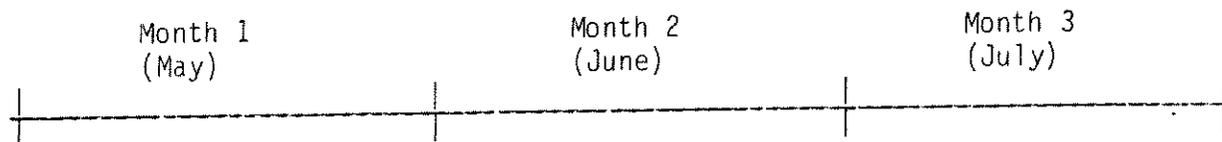
- a. If, in the example above, an application for recertification is filed in Month 1 (the last month of certification) and is approved for continuing eligibility, it is reported in Items 11a and 8a only. If not approved for continuing eligibility, report in Items 11b and 9.

If an application for recertification is not filed in Month 1, the case is terminated in Item 9.

- b. If, in the example above, an application for recertification is filed in Month 2 and is approved, it shall be reported in Items 11a, 7c and 8a. If not approved, report in Item 11b.
- c. If, in the example above, the application for recertification is filed in Month 3 (July), it shall be reported as a new application in Item 2. If approved, it is reported in Items 4a, 7a and 8a. If denied, report in Item 4b.
- d. If an application is filed in Month 2, but processed in Month 3, it shall be reported as a recertification in Month 3 and reported as in b above.

Any case which has been certified for one month only and subsequently comes in to reapply for continuing benefits by the end of the month following the month of certification, shall be counted as a recertification and not as a new application.

Example:



- Applicant files for food stamps and is certified for one month only.
  - A notice of expiration is provided at the time of certification. If household reapplies during this month, it is reported as a recertification.
  - If the household does not reapply, the case is terminated.
- a. If, in the example above, an application for recertification is filed in Month 1 (the last month of certification) and is approved for continuing eligibility, it is reported in Items 11a and 8a only. If not approved for continuing eligibility, report in Items 11b and 9.
- If an application for recertification is not filed in Month 1, the case is terminated in Item 9.
- b. If, in the example above, an application for recertification is filed in Month 2 and is approved, it shall be reported in Items 11a, 7c and 8a. If not approved, report in Item 11b.
- c. If, in the example above, the application for recertification is filed in Month 3 (July), it shall be reported as a new application in Item 2. If approved, it is reported in Items 4a, 7a and 8a. If denied, report in Item 4b.
- d. If an application is filed in Month 2, but processed in Month 3, it shall be reported as a recertification in Month 3 and reported as in b above.
11. Number of recertifications disposed of during the report month - Enter the sum of Items 11a and 11b.
- a. Determined continuing eligible - Enter the number of households which were determined to be eligible for continued participation during the report month in the appropriate classification.
  - b. Determined ineligible - Enter the number of households determined to be ineligible for continued participation during the report month.

## 26-311.40 PART D. OTHER

This section is reserved for additional information which may be required temporarily or permanently due to a court decision or a change in legislation or regulation. In order to avoid a revision to this form, this section is provided for any unforeseen reporting needs or requirements. If any items are added under this section, you will be notified by All-County Letter and given time for implementation.

## SECTION 26-311.50 REPORTING SITUATIONS AND EXAMPLES

Following are specific areas that require reporting in several data items on the DFA 296:

### 1. Delay in processing an application

If the county is unable to complete the processing of an application within the prescribed 30-day period due to the fault of the household, the regulations (63-301.421) provide that the county has the option of sending the household either a Notice of Denial or a Notice of Pending Status (option must apply to all households in the county). However, if a Notice of Denial is sent and the household takes the required action within 60 days of the date the application was filed, the application shall be reopened. If the county chooses the option of sending a Notice of Pending Status, it would be reported as follows:

Example:

Pending Option

Month 1

Month 2

Month 3

Application received.

Household has taken no action - loses entitlement to benefits for month of application. Pending notice sent.

a) Household takes necessary action by the end of the second 30-day period - application is reopened  
or

b) HH takes no action: No action by agency.

Report on the DFA 296 as follows:

Month 1

Month 2

Month 3

Application received (Item 2).

Pending notice sent  
Pending over 30 days (Item 5b).

a) Application is approved (Items 4a & 7a) and certified eligible (Item 8a)  
Approved over 30 days (Item 5b)

or  
b) Application is denied (Item 4b).

Example:

Denial Option

<u>Month 1</u>	<u>Month 2</u>	<u>Month 3</u>
Application received (Item 2).	Household has taken no action - loses entitlement to benefits for month of application. Denial notice sent. (Item 4b)	Application reopened (do not count in Item 2) and counted as: a) An "other approval" (Item 7c) and certified eligible (Item 8a) or b) Denied - no denial count to be reported as would duplicate denial count in prior month.

Inform the Statistical Services Branch via a footnote on the July 1981 report whether the county follows the option to pend the application or deny the application on the 30th day from the day of application. Counties may not utilize both options. If the county changes the option used, the Statistical Services Branch must be notified.

2. Termination of AFDC Benefits

In situations where a PA food stamp case has had a change in circumstances resulting in its public assistance benefits being discontinued but there is insufficient information to determine the effect on food stamps, the regulations (63-504.355) require that a Notice of Expiration be sent to the household stating that its food stamp certification period will expire at the end of the month following the month in which the notice is sent. On the DFA 296, these cases are transferred to NAFS in the month in which the notice is sent and certified eligible, NAFS in the month following the month in which the notice is sent. If an application is submitted for continuing benefits, it is reported as a recertification if the recertification time frames are met (see Part C instructions).

Example:

Month 1

AFDC benefits are terminated.

Month 2

FS benefits are continued. This is the last month of certification. Classified as NAFS.

If the household does not apply for continuing benefits, the case is terminated.

Month 3

Recipient reapplies for continuing NAFS benefits by the end of month 3, and is found eligible.

Report as follows:

Month 1

- a) PAFS Certified Eligible (Item 8a, Col. 1).
- b) PAFS Termination (Item 9, Col. 1).
- c) Transfer in assistance classification to NAFS (Item 7b, Col. 2).
- d) NAFS case certified for future months (Item 8b, Col. 2).

Month 2

- a) NAFS Certified Eligible (Item 8a, Col. 2).
- b) If household does not reapply for continuing benefits, terminate in Item 9, Col. 2,  
or
- c) If household reapplies for continuing benefits and is determined:  
1) ineligible, report in Item 11b and Item 9, Col. 2, or  
2) eligible, report in Item 11a.

Month 3

- a) Recertification disposed - Determined continuing eligible (Item 11a, Col. 2),  
or
- b) NAFS Certified Eligible (Item 8a, Col. 2).
- c) If the household did not reapply in month 2 and reapplies in month 3, the household must be brought back into the caseload under other approvals (Item 7c, Col. 2) if approved and in Item 11a; if not approved, report in Item 11b.

3. Multiple Dispositions

When a household applies for FS and will be evaluated for expedite service and for ongoing eligibility, this shall be reported as only one application.

The application for expedited services is counted as a new application for NAFS. If the household applies for continuing FS benefits and AFDC

benefits, the application is counted as a transfer in assistance classification at such time as the AFDC benefits are approved. If the household does not apply or is ineligible for AFDC but is eligible to receive FS benefits, report as an approved recertification, Item 11a, Column 2.

Report on the DFA 296 as follows (assuming the application is approved):

- a) Application received (one)  
Item 2, Col. 2
- b) Application approved (one)  
Item 4a, Col. 2 & Item 7a, Col. 2
- c) Certified eligible to participate (one count)  
Item 8a, Col. 2  
and either
  - 1) Case terminated NAFS  
(Item 9, Col. 2)
  - 2) Transfer in assistance to PAFS,  
(Item 7b, Col. 1)
  - 3) Case certified for future months  
(Item 8b, Col. 1)  
or
  - 4) Recertification disposed, continuing  
eligible (Item 11a, Col. 2)

4. Disposition of a food stamp case pending the AFDC determination:

- a. When the AFDC determination is made later in the same month:

If the AFDC grant for a federally aided case cannot be reasonably anticipated and is, therefore, not used in determining the food stamp benefits in accordance with MPP 63-503.221, the case is classified as NAFS. When the AFDC determination is made and is approved, it is a transfer in assistance classification in that month. Report on the DFA 296 as follows:

Month 1

- 1) Application received (Item 2)
- 2) Application approved (Items 4a, Col. 2 and 7a, Col. 2)
- 3) Certified eligible (Item 8a, Col. 2)
- 4) Transfer in assistance classification (Item 7b, Col. 1)
- 5) Certified for future months (Item 8b, Col. 1)
- 6) Case terminated (Item 9, Col. 2)

Month 2

Certified eligible (Item 8a, Col. 1)

- b. When the AFDC determination is made in the month following the food stamp determination:

The first month is classified as a nonassistance food stamp case, unless the AFDC grant for a household in which all members are federally aided is anticipated in accordance with MPP 63-503.221 and used to determine the food stamp benefits. In the second month, if the AFDC determination has not been made and food stamps are issued without the AFDC grant for a federally aided case being used to compute food stamp benefits, then it is classified as NAFS. When the AFDC determination is made, it is counted as a transfer in assistance classification in that month. Report as follows on the DFA 296:

Month 1

- 1) Application received (Item 2)
- 2) Application approved (Items 4a and 7a, Col. 2)
- 3) Certified eligible (Item 8a, Col. 2)

Month 2 If the AFDC determination has not been made when food stamps are issued in Month 2 without anticipating the AFDC grant, but AFDC is granted later in the month, report as below:

NOTE: This does not apply for expedited services cases certified for one month only. These cases are treated as a recertification in Month 2 and as a transfer in assistance classification when PA is approved.

- 1) Certified eligible (Item 8a, Col. 2)
- 2) Case terminated (Item 9, Col. 2)
- 3) Transfer in assistance classification (Item 7b, Col. 1)
- 4) Certified for future months (Item 8b, Col. 1)

Month 3

Certified eligible (Item 8a, Col. 1)

26-311.90 FORM DFA 296

Fill in the top of the form indicating 1) whether you are reporting on a fiscal or calendar report month, including the cut-off date if you report on a fiscal month, 2) the county name, 3) the county code, and 4) the report month. At the bottom of the form, indicate the person who is responsible for the report, their telephone number and the date the form was completed. If there is nothing to report in an item, enter "0"; do not leave any lines blank.

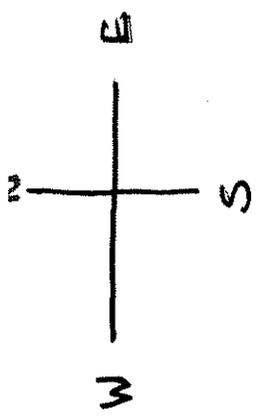
TRAINING WORKSHOPS FOR FORM DFA 296 - FOOD STAMP PROGRAM

<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Facility</u>	<u>Attending Counties</u>
Sacramento *	4/9	10:00 a.m.- 3:00 p.m.	State of California Community Care Licensing Office 2400 Glendale, Suite C Sacramento	Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Mono, Napa, Nevada, Placer, Sacramento, San Joaquin, Sierra, Solano, Sonoma, Stanislaus, Sutter, Tuolumne, Yolo, Yuba
Redding *	4/13	10:00 a.m.- 3:00 p.m.	CalTrans Building 1657 Riverside Drive Room 4 Redding	Del Norte, Humboldt, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity
Oakland	4/14	10:00 a.m.- 3:00 p.m.	State Building Assembly Room, 1st Fl. 1111 Jackson Street Oakland	Alameda, Contra Costa, Marin, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz
Fresno	4/16	10:00 a.m.- 3:00 p.m.	Federal Building 1130 O Street Room 2002 Fresno	Fresno, Kern, Kings, Madera, Mariposa, Merced, San Luis Obispo, Tulare
Los Angeles	4/17	10:00 a.m.- 3:00 p.m.	State Building 107 S. Broadway Room 1101 Los Angeles	Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura, Inyo

Up to three persons from each county may attend. Please have staff attending review the form and instructions in advance. If you have any questions regarding the training workshops, call Heidi Lasich (916) 323-2331 or ATSS 473-2331.

\* Maps are attached for training workshops in the Redding and Sacramento locations.

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING OFFICE  
2400 GLENDALE, SUITE C  
SACRAMENTO



N

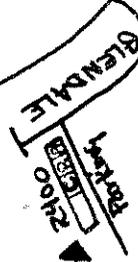


HIGHWAY 80

ARDEN WAY

PTA ARDEN

BELL AVE.



FULTON AVE

CALTRANS  
DISTRICT 2  
1657 RIVERSIDE DRIVE  
P.O. Box 2107, Redding, CA 96099

