STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

September 29, 1988

ALL COUNTY LETTER NO. 88-130

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION OF FOOD STAMP EXPEDITED SERVICE TIMEFRAMES #3 - RDB #0788-27

REFERENCE: ALL COUNTY LETTER NO. 88-54, DATED JUNE 6,1988

The purpose of this letter is to provide County Welfare Departments (CWDs) with information and instructions concerning the implementation of food stamp regulation changes contained in the above referenced regulation package. The regulations have been approved by the Office of Administrative Law and will be effective October 1, 1988 for all initial and recertification applications.

In addition, this letter provides a revision to the eligibility worker instructions for the DFA 285-A1, Application for Food Stamps - Part 1.

The major regulatory changes are as follows:

Manual Section 63-300.23

Currently the recertification process only requires a monthly reporting household to complete a DFA 285-A2, Application for Food Stamps - Part 2 and the appropriate CA 7 to determine continued eligibility. The new regulations require that the DFA 285-A1 also be completed.

Manual Section 63-301.521

Currently, retrospectively budgeted households are only entitled to expedited service at the time of initial application. The new regulations will enable households being recertified or applying after less than a one-month break in certification to receive expedited service if eligible.

Manual Sections 63-504.123(a) and 63-504.612

Currently at recertification the CWDs are required to provide the household with a DFA 285-A2. The new regulations require that the CWDs also provide a DFA 285-A1.

Manual Section 63-504.51

Currently, retrospectively budgeted households who move to another county or state with less than a one-month break in certification are not entitled to expedited service. The new regulations will enable these households to be entitled to expedited service if eligible.

The CWD must provide households determined entitled to expedited service with their benefits no later than the third calendar day following the date the application was filed or by their next normal issuance date, whichever is later. The next normal issuance date in this situation would be the date the household would have received benefits in the prior county or state.

Example #1

Household was certified in County A through the end of October, moved to County B and filed an application on November 14. It is determined that the household is entitled to expedited service. The household's next normal issuance date had it remained in County A would have been November 5. As the three day expedited service processing standard date of November 17, is later than the next normal issuance date of November 5, County B must make benefits available by November 17.

Example #2

Household was certified in County A through the end of October, moved to County B and filed an application on November 1. It is determined that the household is entitled to expedited service. The household's next normal issuance date had it remained in County A would have been November 5. As the next normal issuance date of November 5 is later than the three day expedited service processing standard date of November 4, County B must make benefits available by November 5.

Manual Section 63-504.618

Currently, this section defines untimely applications for recertification and the circumstances under which the household loses its right to uninterrupted benefits. The benefits of these households must be provided no later than 30 days after the application was filed.

The new regulations provide an exception as to when the household loses its right to uninterrupted benefits. This exception is applicable to households entitled to expedited service who make an untimely application for recertification, but file the application at least three days (as defined in M.S. 63-301.531) prior to their next normal issuance date of their new certification period. The CWD will be required to provide these households with their benefits by the household's next normal issuance date.

Example #1

A household's certification period expires October 31. The household files an application for recertification on October 27 and is determined entitled to expedited service. The household's next normal issuance date is November 1. As the household filed the application at least three days before its next normal issuance date, the household retains the right to uninterrupted benefits and the CWD must make benefits available by November 1.

NOTE: When the household applies at least three days prior to their next normal issuance date, but in the month following the expiration of the certification period (as might happen in a staggered issuance situation), the CWD would prorate the benefits in accordance with M.S. 63-504.618(a).

Example #2

A household's certification period expires October 31. The household files an application for recertification on November 1 and is determined entitled to expedited service. The household's next normal issuance date is November 3. As the household did not file the application at least three days before its next normal issuance date, it has lost the right to uninterrupted benefits and the CWD has until November 4 (expedited service processing standard date) to provide benefits.

Expedited Service Quarterly Statistical Report (DFA 296X)

For households that are entitled to expedited service and who apply with less than a one month break in certification, if the CWD issues benefits by the next normal issuance date (as indicated in Example 2, Page 2), the expedited service timeframes are considered to have been met. Therefore, these households would be shown on line Item 4.a(1) (In 1-3 days) on the DFA 296X.

Households entitled to expedited service who file an untimely application for recertification before the expiration of the current certification period (as indicated in Example 1, Page 3), will not be reported on the DFA 296X. These applications will be reported as recertifications on the DFA 296 (Food Stamp Program Monthly Caseload Movement Statistical Report) as there is no break in certification.

Households entitled to expedited service who file an untimely application for recertification after the expiration of the current certification period (as indicated in Example 2, Page 3), will be reported on the DFA 296X. However, these applications will not be reported on the DFA 296 as recertifications as there is a break in certification.

Further instructions regarding the DFA 296X will be provided in a separate All County Letter.

DFA 285-A1

No revision of the DFA 285-A1 is necessary. CWDs are, however, instructed to revise the form instructions for the eligibility worker that were attached to All County Letter No. 88-54 as follows:

- In the first sentence under "Purpose" delete the phrase "by nonmonthly households."

- Revise the first bullet in the "County Use Only" section to read: "Annotate if the application is new, recertification or retroactive."

If you have any questions regarding the implementation procedures in this letter, please contact Michael Papin of the AFDC and Food Stamp Policy Implementation Bureau at (916) 322-5330. If you have questions regarding the DFA 285-A1 (7/88), please contact Elizabeth Allred at (916) 323-4954. If you have any questions regarding the DFA 296X, please contact Anthony Armenta of the Statistical Services Branch at (916) 323-4942.

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Deputy Director

cc: CWDA