

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

May 7, 1990

ALL COUNTY LETTER NO. 90-38

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: THE HUNGER PREVENTION ACT OF 1988, RDB PACKAGE 0290-08: IMPLEMENTATION OF THE AFDC AND FOOD STAMP JOINT APPLICATION REQUIREMENTS AND WRITTEN VERIFICATION REQUIREMENTS IN THE FOOD STAMP PROGRAM

REFERENCE: ALL COUNTY LETTER NO. 90-19, DATED FEBRUARY 20, 1990  
ALL COUNTY WELFARE DIRECTORS LETTER OF APRIL 11, 1990

This letter provides County Welfare Departments (CWDs) with information and instructions concerning the implementation of regulation changes contained in the above referenced regulation package. These regulations, which implement the remaining two provisions of the Hunger Prevention Act (HPA) effective April 6, 1990, must be implemented no later than June 1, 1990.

This letter, including its attachment, supplements information that was contained in All County Letter (ACL) 90-19 regarding the HPA mandate that joint application forms be used when all members of a household apply for both AFDC and Food Stamps, and all Food Stamp households receive a written statement explaining the verification requirements of the Food Stamp Program.

The following forms, which are discussed individually in the attachment, are used to implement the AFDC and Food Stamp joint application requirements:

Joint Application and Statement of Facts for AFDC and Food Stamps

- o (SAWS 1) Coversheet (4/90) CA 1/DFA 285-A1  
(SAWS 1)(4/90) CA 1/DFA 285-A1, Application for Cash Aid, Food Stamps, and/or Medical Assistance
- o (SAWS 2A)(4/90) CA2/DFA 285-A2/MC 210, Important Information for Cash Aid, Food Stamps, and Medical Assistance Applicants and Recipients (the rights and responsibilities document)
- o (JA 2)(4/90) CA2/DFA 285-A2, Statement of Facts, Cash Aid and Food Stamps.

Verification Document

- o FS 8 (4/90), Important Information About Required Verifications in the Food Stamp Program

A copy of the JA 2 was transmitted to the CWDs under cover of All County Welfare Directors Letter (ACWD) of April 11, 1990. ACL 90-19 transmitted a copy of the other forms listed above.

Other Forms

Other forms discussed in this letter and the attachment are outlined below:

- o CA 1, Application for Cash Aid
- o CA 2, Statement of Facts for Cash Aid
- o CA 20, Statement of Facts Supporting Eligibility for Assistance (Redetermination)
- o CA 64, Statement of Citizenship/Alien Status
- o DFA 285-A1, Application for Food Stamps-Part 1
- o DFA 285-A2, Application for Food Stamps-Part 2
- o SAWS 2, Statement of Facts Supporting Eligibility for Assistance

IMPLEMENTATION

CWDs, except for the Statewide Automated Welfare Systems (SAWS) pilot projects, shall implement the joint application and written food stamp verification requirements no later than June 1, 1990, through use of the following forms:

Initial Applications

<u>Type of Case</u>	<u>Forms to be Used</u>
Joint AFDC/Food Stamp Cases	*SAWS 1, SAWS 2A, JA 2, and FS 8
AFDC and Refugee Assistance	*SAWS 1, SAWS 2A, and JA 2
Food Stamp Only	*SAWS 1, SAWS 2A, JA 2, and FS 8 OR DFA 285-A1, DFA 285-A2, CA 64, and FS 8

Redeterminations/Recertifications

<u>Type of Case</u>	<u>Forms to be Used</u>
Joint AFDC/Food Stamp (In or out of sync)	*DFA 285-A1, SAWS 2A, JA 2, and FS 8 OR *CA 20, DFA 285-A1, DFA 285-A2, and FS 8
AFDC and Refugee Assistance	*SAWS 2A and JA 2 OR *CA 20
Food Stamp Only	*DFA 285-A1, SAWS 2A, JA 2, and FS 8 OR *DFA 285-A1, DFA 285-A2, and FS 8

The attachment to this letter provides more detailed information, including implementation issues, about each of the forms specified in this letter. Forms instructions for the eligibility worker will be forwarded when available.

\*A CA 64 is not required, except as specified in the CA 64 Section of the Attachment.

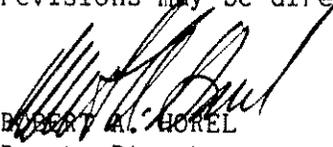
STOCK

A chart in the April 11 ACWD Letter outlined the expected availability dates of English and Spanish language stock of the SAWS 1, SAWS 2A, JA 2 and FS 8 in the DSS Warehouse; however, we have been notified that stock of the Spanish SAWS 1 and SAWS 2A is now available. CWDs may order stock from the State Department of Social Services Warehouse according to the normal procedures contained in the County Forms Catalog.

CWDs that print their own stock may obtain a camera-ready copy of the English and Spanish language versions of the SAWS 1, SAWS 1 Coversheet, SAWS 2A and the FS 8 from Nancy Ward, Forms Management Unit, (916) 322-8738 or ATSS 492-8738. Language Services Bureau (LSB) has already forwarded to the CWDs copies of these forms in Cambodian, Vietnamese and Chinese. The Lao version will be forwarded by the LSB when available. As explained in the April 11 ACWD Letter, State reproduced English language stock of the JA 2 is expected to be available by the end of June.

CWDs should limit their initial stock orders/printing to a three or four month stock level as revisions to the forms are anticipated within a few months following the June 1 implementation date. Some of the proposed changes are discussed in the attachment.

If you have any questions, please contact the AFDC and Food Stamp Policy Implementation Bureau at (916) 322-5330 or ATSS 492-5330. Implementation timeframes and other forms-related questions, comments and/or suggestions for the pending revisions may be directed to Elizabeth Allred at (916) 323-4954 or ATSS 473-4954.



ROBERT A. HOREL  
Deputy Director

cc: CWDA

Attachment

## ATTACHMENT

### SAWS 1 COVERSHEET

The SAWS 1 Coversheet, which was developed for the Statewide Automated Welfare System (SAWS) pilot projects, combines required informing information from the CA 1 and the DFA 285-A1, i.e., Immediate Need, Homeless Assistance, and Expedited Service. Additionally, the Coversheet provides some medical assistance information, instructions for completing the SAWS 1, and a glossary of terms used on the Coversheet and the SAWS 1.

#### Implementation Issues

1. The SAWS 1 Coversheet, which is a single page sheet that is attached to the SAWS 1, is given to the applicant every time a SAWS 1 is taken.
2. There is no specific requirement to review the coversheet with the applicant item by item; however, there is no change in the current requirements to provide some of the information to the applicant **orally** as well as in writing; i.e. the availability of and process necessary to obtain Food Stamp expedited service. Nevertheless, it is recommended that CWDs annotate in the case file (e.g. in the County Use Only section of the SAWS 1) that the coversheet has in fact been given to the applicant/recipient. At the next revision, we plan to modify the SAWS 1 to provide a checkbox for this item.

#### Upcoming Revision

It will be necessary to revise the SAWS 1 Coversheet within a few months of the June 1 implementation in order to accommodate changes that will be mandated by the pending settlement of the Welfare Rights League (WRL) Court Case, changes proposed by the Food and Nutrition Service, and changes to the narrative in some of the sections. WRL is expected to be finalized in the near future.

A number of counties have questioned the following text from the Coversheet: "Before you can get....complete Sections A and B, and give us all the facts we ask for during your eligibility interview. We'll tell you if you need to complete a written Statement of Facts." The upcoming revision will rephrase the narrative so that it is clear that a written Statement of Facts (JA 2) is required for all applicants, unless otherwise directed by the County. The current narrative was developed for SAWS county applicants who provide information during an interactive interview, not on the JA 2.

SAWS 1

The SAWS 1, which was originally developed for the SAWS counties, is a generic application form that integrates the CA 1 and the DFA 285-A1. Section A integrates the applicant information sections; Section B integrates the Immediate Need and Expedited Service screening questions.

Implementation Issues

1. The SAWS 1 is used for all **initial** applications for AFDC and Public Assistance Food Stamps, AFDC only, Refugee Assistance or Medi-Cal. The SAWS 1 may also be used for initial Food Stamp only cases; however, CWDs have the option of using the DFA 285-A1.
2. The SAWS 1 is attached to the SAWS 1 Coversheet. The carbon copy of the SAWS 1 must be given to all applicants for AFDC. There is no requirement to give a copy to Food Stamps Only applicants.
3. The SAWS 1 obsoletes the CA 1.
4. CWDs that opt to use the SAWS 1 for initial Food Stamp only cases must advise applicants for General Assistance/General Relief (GA/GR), that Immediate Need payments are payable only to applicants who are apparently eligible for AFDC or Refugee Assistance, and not GA/GR.
5. The SAWS 1 is **not used** for AFDC redeterminations; the DFA 285-A1 is **always used** for Food Stamp recertifications, including those in sync with an AFDC redetermination.
6. If the application is for Food Stamps and if Question 5, which asks "Is anyone a migrant or seasonal farmworker?", is answered "Yes", the CWD must determine entitlement for Expedited Service and for non-monthly reporting. This Food Stamp question is not repeated on the JA 2.
7. Effective June 1, 1990, the SAWS 1 records an application for medical assistance in the same manner as the CA 1 has in the past.

Upcoming Revision

It will be necessary to revise the SAWS 1 within a few months of the June 1 implementation in order to accommodate the new State civil rights regulations concerning Asian/Pacific Islander ethnic origins; changes mandated by the pending settlement of the WRL Court Case; changes proposed by the Food and Nutrition Service (FNS); and formatting changes.

SAWS 2A, Important Information About Cash Aid, Food Stamps, and Medical Assistance

The SAWS 2A, which was originally developed for the SAWS counties, is a generic document that incorporates informing information, including applicant rights and responsibilities, from the CA 2 Coversheet, the Lump Sum Notice for AFDC, page 5 of the DFA 285-A2, and various Medi-Cal documents. The SAWS 2A also includes information on Transitional Child Care, the Standard Utility Allowance, AFDC and Food Stamp job and training rules, etc.

Implementation Issues

1. The SAWS 2A is a five page document that is formatted in double sets. The SAWS 2A is **always** used when a JA 2 is taken. One set is given to the applicant and because of verification requirements, one complete set with the Certification Section completed by the applicant must be retained in the case file, except as follows:

- CWDs may retain only a signed and dated Certification Page if the following criteria are met:

- o the case file must already contain a complete set signed and dated by the applicant/recipient AND
- o the revision date for both SAWS 2As must be the same AND
- o the eligibility worker must also sign, date and clearly annotate the circumstances for this activity, i.e., application for a different aid category, recertification, etc.

- However, in order to conserve stock it is recommended that

CWDs request that the applicant/recipient resign and redate the Certification Section of the initial complete set already retained in the case file. In this instance, the eligibility worker must also resign, redate and clearly annotate the circumstances for this activity as outlined above.

2. The SAWS 2A is not used when the CA 20 or DFA 285-A1/DFA 285-A2 are taken.
3. Since the SAWS 2A is not attached to the JA 2, the CWD has the option of providing it to applicants either during the eligibility interview or during group or other orientations.
4. There is no specific requirement that each item on the SAWS 2A be discussed or read. However, there is no change in the requirement to provide some of the information orally to the applicant. Nevertheless, it is recommended that CWDs annotate in the case file (i.e. in the County Use Only section on page 5 of the SAWS 2A) that the coversheet has in fact been given to the applicant/recipient. At its next revision, we plan to revise the SAWS 2A to provide a checkbox for this item.
5. The Medical Assistance Only paragraph on page 4 relating to Spending Down Excess Property may be identified as not being applicable to AFDC or joint AFDC/FS applicants if their AFDC is approved. However, if AFDC is denied and Medical Assistance is still requested, CWDs have the option of telling the applicant orally or of crossing off the information.

Upcoming Revision

It will be necessary to revise the SAWS 2A within a few months of the June 1 implementation to alter the narrative for some sections, clean-up a variety of typographical errors, include information on the settlement of the WRL court case and Transitional Medi-Cal and possibly to provide information on GAIN and JOBS.

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JA 2

The JA 2, which was developed specifically to meet the joint application requirements, integrates format, eligibility questions, and County Use Only items from the CA 2 and DFA 285-A2.

Implementation Issues

1. The JA 2 is used for all initial AFDC and joint AFDC/FS applications. CWDs have the option of using the JA 2 or CA 20 for AFDC redeterminations and of using the JA 2 or DFA 285-A2 for initial applications and recertification for Food Stamp Only cases.
2. The JA 2 obsoletes the CA 2.
3. Applicants are only required to answer questions about the Program(s) they are asking for. "CA" and "FS" are listed next to each question, as appropriate.

However, Question 20, "Is anyone on strike?" is incorrectly labeled. Since this question is required for both Programs, not just "CA", CWDs must obtain this status from Food Stamp households.

4. Food Stamp Non-Household/Excluded Member Codes and Work Exemption Codes have been updated to meet current regulations.
5. Questions 1, 3, 5 - "Blind or Disabled?" is a trigger question that alerts the eligibility worker (EW) to the possibility of a disability-related work exemption, AFDC special needs, or Food Stamp disability status.
6. Question 23 - If a Food Stamp applicant responds "YES" to the receipt of any disability-related income (from the Social Security or Veterans Administrations, from the Railroad Retirement Board, or other federal, state, or local government agency), the EW must determine if a household member(s) meets the Food Stamp definition of aged and disabled. The direct questions from the DFA 285-A2 (questions 9A and 9B) that ask "Does anyone get disability...payments from..." have not been included on the JA 2.
7. Question 33 - In the County Use Only section next to the question, CWDs may annotate whether the applicant has closed a bank account within the last two years. However, no adverse action may be taken if the applicant declines to provide the information as this information is not a basis of eligibility for either AFDC or Food Stamps.
8. Questions 35 and 36 - These new health insurance-related questions have been added at the request of the Department of Health Services.
9. Question 39 - The narrative has been revised to include "earthquake" as an example of sudden and unusual circumstances.
10. Effective June 1, 1990 the JA 2 satisfies the requirements for Medi-Cal applications in the same manner as the CA 2 has in the past. (See Title 22, California Code of Regulations (CCR), Section 50161(e).)

CA 64

Implementation Issues for the Joint Application and Statement of Facts Requirements

In Public Assistance Food Stamp households and AFDC assistance units, which contain a maximum of two adults, the JA 2 satisfies the citizen/alien status declaration requirement as follows: each adult AFDC and Food Stamp applicant and recipient declares in writing, under penalty of perjury, whether the individual is a citizen or national of the United States, and if not, whether the individual is in satisfactory immigration status. In this instance, the eligibility worker must verbally inform the alien applicant/recipient of the requirements under the Immigration Reform and Control Act (IRCA) and annotate on the JA 2 that this information was given.

However, the CA 64 is used to satisfy the declaration requirement in the following circumstances:

- For initial cases anytime:
  - o an Application for Food Stamps-Part 2 (DFA 285-A2) is taken.
  - o a mixed AFDC/FS household contains more than two adults.
  - o a second adult in a Food Stamp Only case does not sign the JA 2.
- For redeterminations/recertifications, **only** if the prior declaration(s) are inadequate, such as:
  - o when anyone is added to the AFDC assistance unit or Food Stamp household.
  - o when alien status changes.

FS 8

The FS 8 is a new Food Stamp form that fulfills the requirements of MPP Section 63-301.411(b), which requires that applicants be provided with a written statement explaining the verification requirements the household must meet as part of the Food Stamp application process. The FS 8 provides common examples of verifications that are necessary to determine eligibility and benefit amount.

Implementation Issues

1. The FS 8 must be provided to all applicants for Food Stamps at application intake and at recertification.
2. There is no requirement to review the FS 8 with the applicant or for the CWD to retain a copy in the case folder. However, it is recommended that the CWD annotate in the case file (i.e. in the County Use Only sections of the SAWS 1 or SAWS 2A) that the FS 8 has in fact been provided to the household.