CalFresh Recertification New Form

CF 37
Background

- September 2013, the California Department of Social Services (CDSS) provided instruction in All County Letter (ACL) 13-75 on the use of the CF 285, a revised single signature CalFresh application for CalFresh only households to be used at intake and Recertification (RC).
- In 2014, under Food and Nutrition Services (FNS) directions, CDSS CalFresh Policy began the process of developing a simplified application to be used in lieu of the CF 285 for all CalFresh only households at Recertification (RC). The intent was to improve program access, decrease churn, simplify RC requirements and decrease the administrative burden on County Welfare Departments (CWDs).
- CDSS CalFresh Policy worked to develop the CF 37, which provide the client a shorter application that looked to gather only new or changed information regarding household circumstances.
Recertification Process

- The CF 37 must be utilized by CWDs by October 1, 2015 as the recertification application for all CalFresh only households.
- CWDs will mail the Notice of Expiration of Certification (NEC) and Appointment Letter for the interactive interview. Most interviews are done by phone but can also be done in person.
- The application and interactive interview must be done before the end of certification period.
- If the household misses the scheduled interview, they are advised to reschedule with the CWD to complete the recertification process. They have 30 days after the end of the certification period to complete.
- During the interactive interview, the County will go over the information on the application and will ask questions to recertify the household for CalFresh and determine benefits.
- To avoid a delay in recertifying, the household must provide proof of any changes in circumstance at the time of the interview. The household must keep the interview appointment even if they do not have all the verifications to provide proof.
Changes need to be reported

Authorized Representative

- CBO’s cannot claim federal reimbursement for any time spent with an applicant household for which the CBO chooses to the authorized representative.
Changes to be reported

Any change in Job/Income

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Job #1</th>
<th>Job #2</th>
<th>Job #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name</td>
<td></td>
<td></td>
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<tr>
<td>How often paid</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Monthly Gross Amount</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Hours worked per month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will this income continue?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

7a. Will there be any changes to anyone’s job or income in the near future?  Yes  No

Examples: Starting, stopping, increase or decrease of income, change in hours, quitting a job, going on strike, change in how often anyone is paid.

If yes, explain here and attach any proof.

8. Is anyone currently receiving money from any other source?  Yes  No

Changes to be reported (continued)

- Medical Costs
- Child support
- Dependent or Child Care
Verifications needed:

For all reported changes you must provide a proof. Some of the examples are:

- Change in job (letter from employer, Paycheck/Paystub, Layoff notice etc.)
- Increased Medical Expenses (if someone turned 60 or older/disabled examples of proof needed can be SSI/SSA documents, medical bills etc.)
- New child support obligation or any changes in amount of child support (court documents)
- Dependent or child care expenses (bills and receipts of out of pocket expenses)
Questions:

For any further discussion and questions please contact:
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