

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

Disaster CalFresh Certification

Number

63-505

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Revision Date:

03/02/2020

Background:

All Disaster CalFresh applicants must be interviewed in person. This section has been revised to inform staff about the form change from DFA 390 to CF 390.

Purpose:

This section describes the Disaster CalFresh certification requirements.

Policy:

63.505.1 Interviews:

All Disaster CalFresh applicants must be interviewed in person. Online applicants will be instructed, when submitting the Benefits CalWIN (BCW) application, to go to the nearest Family Resource Center (FRC) or Local Assistance Center (LAC) to complete the application process. They will also be informed that an Express Lane is available for online applicants.

63.505.2 Application Disposition:

During the interview:

- Review with the applicant their Rights and Responsibilities listed on the CF 385;
- Advise the household of the civil and criminal penalties which may apply if a violation of the CalFresh rules is committed as explained in the CF 385;
- Inform the household they may be subject to a post-disaster review,
- Provide the address, telephone number and/or online application webpage (<https://www.MybenefitsCalWIN.org/>) where the household may apply for regular CalFresh;
- Review the application and advise the household verbally and in writing whether the application was approved or denied; and
- If the application is approved, inform the household of the allotment amount, the length of the disaster benefit period, the proper use of EBT, and a manual notice of action; or
- If the application is denied, explain the basis for the denial verbally and in writing.

63-505.3 Notices of Action:

Households must be notified verbally and in writing of the approval/denial of the Disaster CalFresh via manual notice of action CF 390.

Note: Households refusing to cooperate in completing the application will be denied benefits at the time of refusal.

63-505.4 Certification Period:

The certification period will be either a half-month or a full month, whichever coincides with the disaster benefit period approved by CDSS.

Applicants are eligible to a one-time payment only during the disaster period.

63-505.5 Extension of the Disaster Benefit Period:

Disaster CalFresh will not be authorized or issued after the expiration of the designated benefit period unless the County has applied for and received FNS authorization for an extension of the disaster benefit period.

If the disaster benefit period is extended, households that already received disaster benefits may be recertified and issued additional disaster benefits for the extended benefit period, if they meet emergency eligibility criteria.

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A household applying for Disaster CalFresh recertification must submit an application and be interviewed. At recertification, re-verify identity and residency if these items are now questionable or residency has changed.

63-505.6 Benefit Issuance Timeframe:

If the household meets the Disaster CalFresh eligibility criteria in 63-506, authorize and issue the Disaster CalFresh allotment.

Provide the household an opportunity to obtain an allotment on the day of application, unless restrictions such as curfews make it impossible to meet this standard. In these situations, eligible households will be provided the opportunity to obtain allotments no later than the day following the date the application was filed.

63-505.7 Benefit Issuance Allotment:

Disaster CalFresh Applicants

Issue the Disaster CalFresh Maximum monthly allotment for the household size.

CalFresh Recipients Applying for Disaster CalFresh Benefits

The Disaster CalFresh allotment will be determined on the basis of household size and allotment issuance tables provided by CDSS.

Issue the difference between the household's monthly allotment already received, and the Disaster CalFresh maximum monthly allotment for the household size including sanctioned, previously ineligible non-citizens, ineligible students, and disqualified household members. Refer to 63-50410 for information on Disaster CalFresh supplements.

63-505.8 Transition to Regular CalFresh:

Apply CalFresh regulations to households choosing to receive regular CalFresh benefits after the Disaster CalFresh period. Households should submit form SAWS 2 PLUS for Public Assistance CalFresh, and/or CF 285 for Non-Assistance CalFresh.

- Households that apply for both, Disaster CalFresh and CalFresh during the Disaster CalFresh certification period and receive Disaster CalFresh benefits will not qualify to receive regular CalFresh benefits during the same period. These households may qualify to receive regular CalFresh benefits effective the day after the end of the Disaster CalFresh period.
- Households that apply for regular CalFresh after the end of the Disaster CalFresh certification period will have their date of application established following standard CalFresh regulations. Refer to 63-103.8

To process a regular CalFresh application during or after the Disaster CalFresh certification period:

- Include the countable income the HH received, will receive, and/or reasonably anticipated in the month of application to determine ongoing CalFresh.
- Determine the household's CalFresh allotment without regard to any benefits issued during the disaster period.
- If the application date is after the 15th day of the month, the household will receive the following month allotment at the same time.

Note: Applications for ongoing benefits received in a LAC will be reviewed by the LAC worker and immediately forwarded to the appropriate FRC for immediate assignment to an intake worker.

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References:

MPP 63-900

ACL 19-95, 87-158

Sunset Date:

This policy will be reviewed for continuance by 02/28/2023

Approval for Release:

Handwritten signature in blue ink, followed by the date "3-3-20".

RICK WANNE, Director
Eligibility Operations