9. Household Composition

9.1 Definitions

9.1.1 Definitions

The following definitions are required for understanding and determining household composition.

9.1.2 Elderly or Disabled [63-102(e)(i)]

An individual who:

1. Is 60 years of age or older.

2. Receives SSI benefits under Title XVI, or disability or blindness payments under Title II of the Social Security Act.

3. Receives disability RETIREMENT benefits from a governmental agency because of a disability considered permanent under Section 221(i) of the Social Security Act. [Refer to “Elderly or Disabled [63-102(e)(i)],” page 9-1.]

4. Receives Interim Assistance pending the receipt of SSI, provided that eligibility to receive those benefits is based on disability or blindness criteria that is at least as stringent as those used under Title XVI of the Social Security Act.

5. Receives disability-related medical assistance under Title XIX (Medi-Cal) of the Social Security Act.

6. Is a veteran with a service-connected or nonservice-connected disability rated by the Veteran's Administration (VA) as total, or who is paid as totally disabled under Title 38 of the United States Code.

7. Is a veteran OR the surviving spouse of a veteran, considered by the VA to be in need of regular aid and attendance, or permanently housebound as defined in Title 38 of the United States Code.

8. Is a surviving child of a veteran and considered by the VA to be permanently incapable of self-support under Title 38 of the United States Code.
9. Is a surviving spouse or surviving child of a veteran and considered by the VA to be entitled to compensation for a service-connected death, or pension benefits for a nonservice connected death under Title 38 of the United States Code, AND Has a disability considered permanent under Section 221(i) of the Social Security Act. (See NOTE).

**Note:**

"Entitled" means those persons who are eligible for these benefits, but who may or may not yet be receiving them.

10. Receives an annuity payment under Section 2(a)(i)(iv) of the Railroad Entitlement Act of 1974; AND Is determined to be eligible for Medicare by the Railroad Retirement Board (RRB).

**Note:**

Eligibility for Medicare must be specifically requested from the RRB. (Less than 50% are eligible.)

11. Receives an annuity payment under Section 2(a)(i)(v) of the Railroad Entitlement Act of 1974; AND Is determined to be disabled based on the criteria used under Title XVI (SSI) of the Social Security Act; AND Qualifies for Medicare.

[Refer to “Separate Household Test for Elderly and Disabled Person [63-402.16, 63-1101.10],” page 18-1] for information regarding requirements for elderly/disabled individuals to be a separate household.

**Note:**

Verification of #3 and #7, above. In order to verify disability in definitions #3 and #7, the SSA current list of disabilities may be used by the EW. This list is called the "Medical Improvement Not Expected" (MINE) list. [Refer to “The Medical Improvement Not Expected (MINE) List*,” page 9-3, below.]

- If it is obvious to the EW that the individual has a disability listed on the MINE list, the household will be considered to have a verified disability. Verification from SSA or a doctor is not required if adequate documentation of the disability determination is entered on the **Maintain Case Comments** window. The documentation must include the number of the obvious MINE disability.
- If the disability is not obvious to the EW, the household must provide a statement from a physician or certified psychologist, stating that the individual has one of the MINE impairments. The EW must specifically request the MINE listing number.

### The Medical Improvement Not Expected (MINE) List*

The MINE list, developed by the Social Security Administration (SSA), applies to individuals with impairments in which no improvement is expected. These are extremely severe impairments determined on the basis of experience in administering the disability programs to be at least static, but more likely to be progressively disabling either by reason of the impairment itself or impairment complications and which are unlikely to improve. Impairments which currently are not expected to improve are listed below.

* - Effective February, 1986

<table>
<thead>
<tr>
<th>MINE/Permanent Impairment Listing Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impairment and Number</td>
</tr>
<tr>
<td>1. Arthritis of one major joint in each Upper Extremity</td>
</tr>
<tr>
<td>2. Disorders of the Spine (Arthritis manifested by Ankylosis or Fixation at 30 degrees or more)</td>
</tr>
<tr>
<td>3. Amputation or permanent loss of use of two limbs</td>
</tr>
<tr>
<td>4. Amputation of leg at hip</td>
</tr>
<tr>
<td>5. Amputation of leg or foot because of Diabetes or Peripheral Vascular Disease</td>
</tr>
<tr>
<td>6. Statutory blindness, except if due to cataracts or detached Retina - markedly reduced ability to see objects not correctable by surgery, other treatment, or glasses</td>
</tr>
<tr>
<td>7. Loss of Visual Efficiency (visual efficiency of better eye after best correction 20 percent or less)</td>
</tr>
<tr>
<td>8. Hearing Impairments (Hearing not restorable by a Hearing Aid)</td>
</tr>
<tr>
<td>9. Chronic Obstructive Airway Disease</td>
</tr>
<tr>
<td>10. Ischemic Heart Disease with chest pain of cardiac origin</td>
</tr>
<tr>
<td>11. Arteriosclerosis Obliterans or Thromboangiitis</td>
</tr>
<tr>
<td>12. Chronic liver disease with Esophageal Varices resulting in massive hemorrhage or requiring Shunt operation</td>
</tr>
<tr>
<td>13. Impaired renal function due to Chronic Progressive Disease, incurable kidney disease (documented by persistent adverse objective findings) resulting in severely reduced function which may require Dialysis or transplant</td>
</tr>
<tr>
<td>14. Diabetes Mellitus with Manifestations as required by the applicable listing</td>
</tr>
<tr>
<td>15. Central nervous system vascular accident, with manifestations as required by the applicable listing more than 3 months postvascular accident</td>
</tr>
<tr>
<td>16. Parkinsonian Syndrome, with disturbance of movement, gait, or station as required by the applicable listing</td>
</tr>
</tbody>
</table>
### MINE/Permanent Impairment Listing Codes

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Cerebral Palsy, with Manifestations as required by the applicable listing</td>
<td>11.07</td>
</tr>
<tr>
<td>18.</td>
<td>Spinal cord or nerve root lesion resulting in Paraplegia or Quadriplegia, damage to the spinal cord or major branches resulting in markedly reduced function in two or more extremities</td>
<td>11.08</td>
</tr>
<tr>
<td>19.</td>
<td>Multiple Sclerosis, damage to the nervous system due to areas of inflammation which recur and may progress to interference with function of the nervous system, including severe weakness, paralysis</td>
<td>11.09</td>
</tr>
<tr>
<td>20.</td>
<td>Amyotrophic Lateral Sclerosis</td>
<td>11.10</td>
</tr>
<tr>
<td>21.</td>
<td>Anterior Poliomyelitis, with interference in swallowing, breathing, speech, or motor function as described in the applicable listing</td>
<td>11.11</td>
</tr>
<tr>
<td>22.</td>
<td>Muscular Dystrophy, a chronic progressive disease causing irreversible wasting of the muscles with a significant effect on the ability to use the arms and/or legs</td>
<td>11.13</td>
</tr>
<tr>
<td>23.</td>
<td>Degenerative disease, such as Huntington's Chorea, Friedreich's Ataxia, and Spinocerebellar Degeneration, with manifestations as required by the applicable listing</td>
<td>11.17</td>
</tr>
<tr>
<td>24.</td>
<td>Chronic brain syndrome (Organic Brain Syndrome) with manifestations as required by the applicable listing</td>
<td>12.02</td>
</tr>
<tr>
<td>25.</td>
<td>Functional psychotic disorders if institutionalized in a licensed Mental Hospital for past 12 Months without releases that would indicate improvement</td>
<td>12.03</td>
</tr>
<tr>
<td>26.</td>
<td>Functional nonpsychotic disorders if institutionalized in a licensed Mental Hospital for past 12 months without releases that would indicate improvement</td>
<td>12.04</td>
</tr>
<tr>
<td>27.</td>
<td>Severe mental retardation, with manifestations as required by the applicable listing</td>
<td>12.05A, B or C</td>
</tr>
<tr>
<td>28.</td>
<td>Age 55 and over with following conditions that meets Listing:</td>
<td>1.03A</td>
</tr>
<tr>
<td></td>
<td>a. Arthritis of major weight bearing joint</td>
<td>2.09</td>
</tr>
<tr>
<td></td>
<td>b. Organic loss of speech</td>
<td>3.04</td>
</tr>
<tr>
<td></td>
<td>c. Diffuse Pulmonary Fibrosis</td>
<td>3.05</td>
</tr>
<tr>
<td></td>
<td>d. Other restrictive ventilatory disorders</td>
<td>4.12</td>
</tr>
<tr>
<td></td>
<td>e. Chronic Venous insufficiency</td>
<td>10.05</td>
</tr>
<tr>
<td></td>
<td>f. Scleroderma or progressive system Sclerosis</td>
<td>11.15</td>
</tr>
<tr>
<td></td>
<td>g. Tabes Dorsalis</td>
<td>11.16</td>
</tr>
<tr>
<td></td>
<td>h. Subacute combined cord degeneration</td>
<td>11.19</td>
</tr>
<tr>
<td></td>
<td>i. Springomyelia</td>
<td>4.04C/D</td>
</tr>
<tr>
<td></td>
<td>j. Ischemic heart disease (chest pain of cardiac origin)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All impairments listed above are applicable only to cases originally allowed as meeting the listings. The impairments listed below do not have a specific listing equivalent.

| 29. | Amputation of a limb, current age 55 or older |        |
| 30. | Age 55 and over with two substantiated Myocardial Infarctions |        |
9. Household Composition

9.1.3 Felony Drug Conviction

Assembly Bill (AB) 1468 repeals the existing prohibition from receipt of CalWORKs and CalFresh benefits for individuals convicted in state or federal court after December 31, 1997 of a drug related felony. AB 1468 enacts statutory changes to the CalWORKs and CalFresh programs so that individuals with a prior felony drug conviction become eligible to receive benefits, so long as the individual is compliant with the terms of his or her probation or parole. With the enactment of Assembly Bill (AB) 1468, individuals with a prior felony drug convictions are eligible for CalFresh benefits effective April 1, 2015.

Applicants and recipients with prior felony drug convictions must be in compliance with the terms of their parole or probation in order to be eligible to receive CalFresh benefits. Therefore, any member who has found by a court of law to be in violation of probation or parole is ineligible for CalFresh.

Intake process

When applicants and recipients declare in the CalFresh application that no member of their household is found by a court of law to be in violation of probation or parole, no other verification is required.

Continuing process

Households who do not request assistance for a drug felon in their household, must be reviewed for possible eligibility during their recertification. If the drug felon is eligible, they must be added to the CalFresh household on the first of the month following the discovery of eligibility.

When recipients are in violation of the terms of their parole or probation, they must be discontinued from the aid. When the EW receives the DA 1 from the investigator, the EW must review the case and discontinue the parole or probation violator at the end of the month of discovery with a 10 day timely notice, if appropriate. No additional verification shall be required of individuals to verify the status of an applicant or recipient's parole or probation.

Reminder:

The Fleeing Felon Match (FFM) report provides counties with information for current recipients who are fleeing felons or parole or probation violators. Currently, the State sends the FFM report to the County Special Investigation Unit (SIU) and an investigator sends the “Public Assistance Fraud Match” (DA 1) to the EW. The EW is required to review the case and discontinue the parole or probation violator, if appropriate.

For more information regarding the process for FFM, Refer to Common Place Handbook Chapter 5.11
9.1.4 **Fleeing Felon and Persons in Violation of Probation or Parole Violation**

[63-102f.(3), 63-102p.(2) & 63-402.224 (a&b)]

Individuals who are fleeing felons and persons in violation of their probation or parole are included as members of the household for the purpose of defining a household. However, such individuals are ineligible to receive CalFresh and are treated as excluded members.

**Note:**

Fleeing felons and probation/parole violators are treated in the same manner as individuals disqualified for an Intentional Program Violation (IPV).

**Fleeing Felon**

“Fleeing Felon” is defined as an individual who is fleeing to avoid prosecution, custody or confinement after conviction of a crime or attempt to commit a crime, that is considered a felony under the law where the individual is fleeing.

An individual is considered a fleeing felon when a federal, state, or local law enforcement officer, acting in an official capacity, presents an outstanding felony arrest warrant that conforms to one of three National Crime Information Center (NCIC) Uniform Offense Classification codes, to the County obtain information on the location of and other information about the individual named in the warrant. The information may also be discovered while working the Fleeing Felon Match report. An individual is a fleeing felon when a warrant for arrest is presented with one of three NCIC codes.

The three NCIC codes are:

- Escape (4901)
- Flight to Avoid (prosecution, confinement, etc.) (4902)
- Flight-Escape (4999)

**Note:**

A felony is considered a high misdemeanor under the law of the state of New Jersey.

**Definition of Probation/Parole Violation**

To be considered a probation or parole violator, an impartial party, such as a judge or officially sanctioned tribunal, must determine that the individual violated a condition of his or her probation or parole imposed under federal or state law and that federal, state, or local law enforcement authorities are actively seeking the individual to enforce the conditions of the probation or parole.
**Actively Seeking for the Verification of Probation/Parole Violation**

To determine if an individual is in violation of probation or parole, counties must verify that law enforcement is *actively seeking* the individual. Once the verification that an individual is a probation or parole violator and is being actively sought has been attained, the County must take immediate action to terminate or deny CalFresh benefits.

**Verification Procedures**

SIU contacts the law enforcement agency and allow the agency 20 calendar days from the date of the inquiry to respond to a request for information about the conditions of a probation or parole violation, and whether the law enforcement agency is actively seeking the individual.

The following steps are required:

<table>
<thead>
<tr>
<th>If The Law Enforcement Agency</th>
<th>Then the County must</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not indicate that it intends to enforce the felony warrant or arrest the individual for the probation or parole violation within 30 days of the date of the County’s request for information,</td>
<td>Determine that the individual is NOT a probation or parole violator and document the household’s case file accordingly.</td>
</tr>
<tr>
<td>Indicates that it does intend to enforce the felony warrant or arrest the individual for the probation or parole violation within 30 days of the date of the county’s request for information,</td>
<td>Postpone taking any action on the case until the 30-day period has expired.</td>
</tr>
</tbody>
</table>

Once the 30-day period as expired, the County must verify with the law enforcement agency whether it has attempted to arrest the probation or parole violator.

<table>
<thead>
<tr>
<th>If It...</th>
<th>Then EW..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has,</td>
<td>Take action to deny the applicant, or discontinue the probation/parole violator.</td>
</tr>
<tr>
<td>Has NOT taken any action within 30 days,</td>
<td>Must NOT consider the individual a probation or parole violator and take NO further action. Document the case file accordingly.</td>
</tr>
</tbody>
</table>
Example:
Applicant found to be in violation of probation, but after inquiring with issuing agency, the County is informed agency will not act on violation within 30 days. The applicant must not be considered ineligible for CalFresh based on probation status.

Example:
Applicant found to be in violation of probation, issuing law enforcement agency informs the county it does intend to act within 30 days. The County must take no action on eligibility determination until the expiration of the 30th day. If after the 30th day the issuing agency has taken action in regards to the violation, the applicant must be denied for CalFresh. If the law enforcement has not taken action, the County must not consider the applicant ineligible for CalFresh based on probation status.

9.1.5 IPV Disqualified [63-402.223]
An individual disqualified from the CalFresh for committing an IPV (Intentional Program Violation).

9.1.6 Live-in Attendant [63-402.212]
An individual who resides with a household to provide medical, housekeeping, child care, or other similar personal services.

9.1.7 Living Together
For CalFresh purposes, the determination that child and parent live together is not limited to sharing the same residence, but maintaining the dependent relationship between child and parent. A dependent relationship can be established in EITHER of two ways:

- If a child and parent reside on the same parcel of land and do not live in separate and distinct living quarters they are living together. Separate and distinct living quarters include different buildings with self-contained living facilities, different units within the same building with self-contained living facilities, and mobile homes that are affixed to the land. To be considered affixed to the land the mobile home would have to have some type of permanent foundation sunk into the earth.

- If a child or parent repeatedly uses the kitchen, bathroom or sleeping facilities of his/her parent or child they are living together. Repeatedly using is defined as a majority of usage of any such type of facility.
9.1.8 Migrant and Seasonal Farmworkers, Cannery Workers
[63-102m(8), 63-102s(1)]

<table>
<thead>
<tr>
<th>Classifications</th>
<th>An individual or household who:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migrant Farmworker</td>
<td>Does not live at home, and Travels from place-to-place, changing residences to seek agriculturally-related work (follows the crops).</td>
</tr>
<tr>
<td>Seasonal Farmworker</td>
<td>Within the certification period, works seasonally in an agriculturally-related activity in the county where the household normally lives, and Does not travel from place-to-place.</td>
</tr>
<tr>
<td>Cannery Worker</td>
<td>Does not work on a farm. Is not considered a migrant or seasonal farmworker.</td>
</tr>
</tbody>
</table>

9.1.9 Others [63-402.213]

Other individuals who share living quarters with the household but who do not customarily purchase food and prepare meals with the household. For example, if the applicant household shares living quarters with another family to save on rent but does not purchase and prepare food together with that family, the members of the other family are not members of the applicant household.

9.1.10 Parental Control [63-102p(1)]

A minor child will be considered under the “parental control” of the adult with whom he/she resides unless one of the following conditions exists:

- The minor has entered into a valid marriage, whether or not such marriage has terminated by dissolution.
- The minor is on active duty with any of the armed forces of the United States of America.

**Note:**

A person who was in the armed forces but was discharged before reaching the age of 18 could still be considered under parental control.

- The minor has been emancipated by a court order.

If none of the above conditions exist then whether or not a minor should be considered under the “parental control” of the adult with whom he/she resides will be determined using the following criteria. The Eligibility Worker must assess the relative importance of the criteria below to each individual case in determining whether or not parental control exists:
• The minor is economically self-supporting and managing his/her own affairs.

• The closer a minor is to 18 years the more significant age becomes in the determination of parental control.

• The minor is absent from the adult with whom he/she is residing for significant periods of time and comes and goes without the adult's approval.

The factors which establish whether or not a child is under “parental control” must be documented on the Maintain Case Comments window.

9.1.11 Residents of Institutions [63-402.4]

Individuals who reside in an institution and receive the majority of their meals, over 50% of three meals daily, as part of the institution's normal services are not CalFresh eligible, except for:

• Residents of any federally subsidized housing for the elderly.

• Participants of drug or alcoholic treatment and rehabilitation programs who must reside at a treatment center. [Refer to "Eligibility [63-402.4]," page 27-1.]

• Disabled or blind persons who reside in a group living home and receive benefits under Title II of the Social Security Act.

• A woman or woman with children who temporarily reside in a battered women's home.

• Residents of foster family settings are considered as members of the household providing foster care.

• Residents of shelters for homeless persons.

9.1.12 Roomer [63-402.211]

An individual to whom a household furnishes lodging, but not meals, for compensation.

9.1.13 Sponsor

A person who has executed an affidavit of support or similar agreement on behalf of the alien as a condition of the alien's admission to the U.S. as a permanent resident on or after 2/1/83.

9.1.14 Sponsored Alien [63-102]

Those aliens lawfully admitted for permanent residents as immigrants and supported by a sponsor.
9.1.15  **Spouse [63-102]**

Either of two individuals who would be defined as married to each other under applicable state law or who are cohabitating and are holding themselves out to the community as husband and wife by representing themselves as such to relatives, friends, neighbors, or tradespeople.

**Note:**

The concept of “cohabitating and holding themselves out to the community as husband and wife” does NOT apply to same sex relationships/marriages.

9.1.16  **SSN Disqualified [63-402.222]**

Individuals disqualified for refusal or failure, without good cause, to provide or obtain an SSN as required in Section 63-404.4.

9.1.17  **Striker [63-402.8]**

A striker is anyone involved in a strike or concerted stoppage of work by employees (including a stoppage by reason of the expiration of a collective-bargaining agreement) or any concerted slowdown or interruption of operations by employees.

The following persons will not be considered strikers:

- Employees whose workplace is closed by an employer in order to resist demands of employees (e.g., a lockout).
- Employees unable to work as a result of striking employees.
- Employees not wanting to cross a picket line due to fear of personal injury or death.
- Individuals exempted from work registration by Section 63-407.2 on the day prior to the strike, other than those exempt solely on the grounds that they are employed.
- Employees whose employers have hired permanent replacements for the striking employees’ jobs. (The fact that the striking employees are offered other jobs does not affect their status as they must be able to return to the same job).

9.1.18  **Thrifty Food Plan [63-102t.(2)]**

The diet required to feed a family of four persons consisting of a man and a woman 20 through 54, a child 6 through 8, and a child 9 through 11 years of age, determined in accordance with the Secretary of Agriculture’s calculations. The cost of such diet shall be the basis for uniform allotments for all
households regardless of their actual composition, except that the Secretary will make household-size adjustments in the Thrifty Food Plan taking into account economies of scale.

### 9.1.19 UAMs (Unrelated Adult Males) [63-402]

Whenever the CalWORKs worker determines that an Unrelated Adult Male (UAM) is residing with a family applying for or receiving CalWORKs, each case must be examined individually to assess whether the URAM is a roomer or boarder, a household member or a separate household.

### 9.2 SSI/SSP Recipients

Assembly Bill (AB) 1811, Human Services Omnibus Trailer Bill, reverses the CalFresh eligibility policy known as “cash out,” under which SSI recipients are ineligible for CalFresh. In addition, AB 1811 creates two state-funded programs, known as the Supplemental Nutrition Benefit (SNB) Program and the Transitional Nutrition Benefit (TNB) Program. SSI/SSP grant amount are not decreased as a result of this policy change.

Effective June 1, 2019, individuals receiving or are authorized to receive SSI and/or California State Supplementary Payment (SSI/SSP) benefits are eligible for CalFresh, provided all other eligibility criteria are satisfied. This change includes recipients of the California Food Assistance Program benefits. Throughout this Section, “SSI” recipients refer to both recipients of SSI/SSP and or SSP only.

**Note:**

“Authorized to receive SSI/SSP means that an individual has been determined eligible for benefits and has been notified of this determination, even if the benefits have been approved but not received, or not paid because they are less than the minimum amount.

**Reminder:**

Under current CalFresh policy, individuals in SSI/SSP suspense status are eligible for CalFresh, if otherwise eligible. Therefore, individuals in SSI/SSP suspense status on the implementation date are not impacted by this policy change.

### 9.2.1 Newly Eligible Households

Newly eligible households (i.e., those in which all members are SSI/SSP recipients) may be eligible for CalFresh beginning 6/1/2019.

Newly eligible households must complete the existing CalFresh application process, including an interview within 30 days of application.
9. Household Composition

Exception:
Applications received from the Social Security Administration (SSA) must not require an interview. Refer to “SSA Joint Processing of CalFresh Applications” below for more information. Households that applied for CalFresh with Social Security Administration are not required an interview.

9.2.2 Joint Processing of CalFresh Applications by Social Security Administration (SSA) and the County

As a result of the federal regulatory requirement, SSA accepts CalFresh applications from households consisting only of SSI applicant and recipient members. SSA and the United States Department of Agriculture, Food and Nutrition Service (FNS) have established a national Memorandum of Understanding (MOU) that applies in all States and explains the CalFresh-related services that SSA provides in SSA offices, including SSA operations for taking applications. The Joint Processing procedures apply to households consisting only of SSI applicant or recipient members.

Households that include only SSI applicant or recipient members may apply and be certified for CalFresh under “SSA Joint Processing” procedures. The following sections outline how CalFresh “Joint Processing” by SSA and the county welfare offices will be implemented in California.

If SSA submits the household’s CalFresh application either by online or paper, the County must not require an additional signature from the household or schedule an interview to determine eligibility.

Exception:
For households that include both SSI and non-SSI applicants or recipients, SSA will refer the households to the online application or their County to apply for CalFresh benefits.

SSA Informing

Whenever a member of a household consisting only of SSI applicants or recipients conducts business with SSA, the SSA technician will inform the household of:

1. Their right to apply for CalFresh benefits at the SSA office without going to a County office; and
2. Their right to apply with the County Welfare Office if they choose to do so.

SSA Screening

The SSA technician will screen households for CalFresh eligibility or CalFresh application status. The SSA technician will fulfill this responsibility by asking the four questions outlined below, and that appear in the SSA eligibility system and on the paper “SSA 800 Application for SSI”:
1. Are you currently receiving SNAP benefits?
2. Have you received a recertification notice in the last 30 days?
3. Have you applied for SNAP benefits in the last 60 days?
4. Have you received an unfavorable SNAP decision?

SSA must allow the household to apply for CalFresh if the SSA determines that the household is either:

- Not receiving CalFresh;
- Receiving CalFresh, but needs to complete their recertification;
- Recently applied for CalFresh but was determined ineligible; and
- SSA determines that the individual is a member of a household that includes only SSI recipient or applicant members.

**SSA Application Assistance**

SSA will assist SSI only households to apply for CalFresh either by the online or paper application.

**GetCalFresh.Org: Statewide Online Application Tool:**

If a household with only SSI applicants or recipients agrees, the SSA technician will assist the household in completing and submitting a CalFresh application. These households may also complete the CalFresh application for recertification at the SSA office. The SSA will follow the same process for recertification as the CalFresh initial application.

The State and SSA, with federal approval, have agreed to use the GetCalFresh.org online application assistance tool for SSA submission of CalFresh applications. Beginning June 1, 2019, all California counties will receive CalFresh applications submitted by SSA using GetCalFresh. Use of GetCalFresh will be the SSA default method to assist households with submitting a CalFresh application. Only if the household requests to submit a paper application will the SSA technician divert to paper application procedures outlined later in this Section.

CalFresh applications submitted by SSA using GetCalFresh.org will be routed to MyBenefitsCalWIN portal with an indicator, “SSA Assisted-No Interview Required.”

In assisting the client with the submission of the CalFresh application through GetCalFresh.org, the SSA technician is signing the application on behalf of the household. CDSS and SSA have agreed, with federal FNS approval, that SSA technician attestation that the client has designated the SSA technician to sign the application on their behalf through GetCalFresh.org is sufficient.

**Important:**

Under no circumstances, these households are required to appear at the local county office or conduct an interview to finalize the eligibility determination.
CalFresh Paper Applications (CF 285)

If a household requests to submit a paper CalFresh application, SSA will assist the household in completing the paper application and will submit the signed paper application to the appropriate County within one business day of receipt of the signed application. The local SSA technician will submit the paper application to the designated email address assigned to AAC.

When submitting a paper application, the SSA technician will send the complete and signed Application for CalFresh Benefits (CF 285) with a Social Security Administration Transmittal for Supplemental Nutrition Assistance Program Applications (SSA 4233) cover sheet.

Information for Households Applying for CalFresh with the Social Security Administration (CF SSA 1)

After the CalFresh application has been submitted through GetCalFresh or the SSA technician submits the signed paper application to the County, the SSA technician will provide the household with a copy of CF SSA 1.

Per federal regulation, the CF SSA 1 will inform the household of the following:

• Contact information for the household’s County;

• The remaining actions to be taken by the household to complete the CalFresh application process;

• A statement that the household should be notified of their CalFresh eligibility determination within 30 days and can contact the COUNTY if it receives no notification within 30 days, or has other questions or problems;

• The household’s rights and responsibilities (including fair hearings, authorized representatives, out-of-office interviews, reporting changes, and timely reapplication); and

• Information on how and where to obtain an Electronic Benefits Transfer (EBT) card and Personal Identification Number (PIN) and how to use an EBT card and PIN, including the products the household may purchase with CalFresh benefits.

Pending SSI Approval

Households applying for SSI benefits and CalFresh benefits simultaneously will be subject to all CalFresh eligibility criteria until the household is considered categorically eligible. Because Joint Processing procedures apply to households consisting only of SSI applicant or recipient members, the EW must not assume that a household applying for CalFresh under SSA Joint Processing procedures is categorically eligible. The EW must confirm that all members receive or are authorized to receive SSI benefits before applying categorical eligibility.
No Interview by County

Households whose CalFresh applications are processed under SSA Joint Processing procedures will **not** be required to go into a County office, or otherwise be subject to an interview with the County.

**This rule applies whether the household is entitled to ES or not and whether the household is categorically eligible or not.** The County will process the application, and the EW will not contact the household to obtain information to complete the eligibility determination **unless:**

- The application is improperly completed;
- Mandatory verification is missing; or
- The EW determines that certain information on the application is questionable.

**Note:**

Contact made for the purposes described above will not be considered a County interview. **In no event will the applicant be required to go into a County office to finalize the eligibility determination.**

**Verification**

Even though the County will not interview households whose applications are processed under SSA Joint Processing procedures, the County must ensure that mandatory information is verified prior to determining initial eligibility. Households entitled to ES must be processed by existing ES verification rules that allow the verification requirement to be postponed.

**SDX and BEDEX**

SSI and SSP benefit payments are verified through State Data Match (SDX) and Beneficiary Earnings and Data Exchange (BENDEX) verified using SDX or BENDEX is considered verified upon receipt (VUR) because it has been provided by the primary source (i.e., SSA), it is complete, not questionable, and requires no further verification. Information verified through the SDX and BENDEX must **not** be re-verified, but households must also be allowed to verify another source if all necessary information is not available through the SDX or BENDEX or if the SDX or BENDEX information is contradictory to information provided by the household or is otherwise questionable.

The SDX and BENDEX data are available in MEDS via the “Title XVI -SSI/SSP Information” screen, also known as the **INQX** screen. The County must use the SSI and SSP benefit **amount paid (not eligible)** to the individual which is shown in the “**SSI – PAID – AMT**” and “**SSP – PAID – AMT**” data elements.
Note:

If the information in the INQX screen is questionable, because it seems to be too much to be a monthly payment, the EW will need to contact the household to request an alternative verification of the monthly payment amount that is expected moving forward.

Note:

CalFresh rules regarding the verification of SSI and SSP benefit payment amounts through the SDX or BENDEX apply regardless of household composition or the method of application. That means, regardless of whether a household is composed only of SSI applicant or recipient members or whether the household includes a combination of both SSI and non-SSI applicant or recipient members and whether an application is processed under SSA Joint Processing procedures or an SSI recipient applies with the County, verification of SSI benefit payments through SDX or BENDEX is the preferred method of verification.

Allowable Deductions

EWs may proactively contact the household to determine whether the household incurs expenses, such as medical costs that may increase benefits if verified. If applicable, the County must provide the household at least 10 days to verify. If a deduction is not mandatory (e.g., medical expenses) and the household does not fulfill the request for verification, the EW must determine eligibility without the deduction.

Reminder:

Verification of shelter expenses should only be requested if questionable. Households can claim a deduction any time: at application, periodic report, recertification, or during the certification period. Households do not have to wait until a periodic report or recertification to claim a deduction.

Certification Periods

Households processed under SSA Joint Processing procedures must be certified for a 24 or 36-month certification period depending on the household type. Households in which all members are elderly and/or disabled and have earned income will be assigned a 24-month certification period. Households in which all members are elderly and/or disabled, and the household has no earned income will be assigned a 36-month certification period under California’s Elderly Simplified Application Project (ESAP).
Public Assistance CalFresh (PACF)

Households in which all members receive SSI, including ESAP households, are considered PACF cases in the federal SNAP regulations. The State will be issuing revised instructions regarding the definition of PACF in the coming months.

Processing Timelines & Beginning Date of Aid (BDA)

When the household designates the SSA technician to sign the application on the household’s behalf, the SSA technician submits the application through GetCalFresh.org.

- For CalFresh applications submitted by SSA through GetCalFresh.org, the BDA is the date the County receives the signed GetCalFresh application from SSA.

- For paper applications submitted by fax or email, the application is considered received by SSA when the household returns the signed application to SSA. This applies even if there is a delay between when the household returns the signed application to SSA and when the SSA technician submits the signed application to the County.

If the household chooses to submit a paper application at the SSA office, the beginning date of aid is the date SSA receives the signed paper application. The date of the SSA receipt will be indicated on the paper application itself. The County must make an eligibility determination and issue benefits to eligible households within 30 days following the date SSA receives the signed application.

The County will make an eligibility determination and issue CalFresh benefits to eligible households within 30 days following the date SSA receives the signed application.

Expedited Service (ES)

The ES processing time standards begin the date the County receives the signed application from SSA. This applies whether the CalFresh application is submitted through GetCalFresh.org or a paper application is submitted by fax or email. The County must screen all CalFresh applications received from SSA for entitlement to ES when received by the County.

Before submission of the signed paper application to the County, the SSA technician will pre-screen the application for entitlement to ES, on the day the signed paper application is received at the SSA office. If the household appears to be entitled to ES, the SSA technician will write “Expedited Processing” on the first page of the application. The Counties are reminded that they must screen all CalFresh applications for entitlement to ES, whether the CalFresh application received under SSA Joint Processing is or is not marked by SSA as “Expedited Processing.”

The SSA technician will inform a household that appears to meet the criteria for entitlement to ES that benefits may be issued a few days sooner if the household applies directly with their County instead of with SSA. If the household chooses to apply with their County, the household will be informed of the option to submit an application online or take the paper application from SSA to the County office. The
County will then complete the ES screening, an interview, and processing of the application. In this scenario, as is always the case, the beginning date of aid is the date the County receives the signed application. The ES processing time standard also begins the date the County receives the signed application.

**Denials**

Households denied CalFresh benefits that have an SSI application pending (i.e., they are not receiving or are not authorized to receive SSI) must be informed on the notice of denial of the future possibility of categorical eligibility if and when they become SSI recipients. The CDSS is in the process of updating the CalFresh Notice of Denial or Pending Status (DFA 377.1A) to comply with this requirement. The revised notice will be released as soon as administratively feasible.

**Avoiding Duplicate Applications**

The County must implement a method to determine if any member of a household whose CalFresh application is submitted by SSA is already participating in CalFresh before completing the eligibility determination. The County will fulfill this responsibility by completing the existing file clearance process.

**Referral Process for Households with both SSI and Non-SSI Applicant or Recipient Members**

SSA will not assist households with both SSI and non-SSI applicant or recipient members with completing and submitting a CalFresh application.

The SSA technician must refer households with both SSI and non-SSI applicant or recipient members to www.getcalfresh.org or www.mybenefitscal.org or the appropriate County, if the household prefers to apply in person or, in some Counties, on the telephone.

To effectively provide a referral to those households who prefer to apply in person or by telephone, CDSS and SSA have agreed that SSA technicians will use CDSS’ “Find an Office” online tool to accurately identify the contact information, including phone number, of the County office closest to the household’s residence.

**Determination of Categorical Eligibility**

<table>
<thead>
<tr>
<th>Household Type</th>
<th>Can the HH apply for CalFresh with SSA?</th>
<th>Is the HH Categorically Eligible for CalFresh</th>
</tr>
</thead>
<tbody>
<tr>
<td>All members have applied for SSI</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>All members receive SSI</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>All members receive or have applied for SSI</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
**Recertification**

These households may also complete the CalFresh application for recertification at the SSA office. The SSA will handle the CalFresh application for recertification in the same manner as the CalFresh initial application. The SSA technician will take the client’s statement and process the application for recertification. Therefore, the County staff must verify and route the application to the current case worker.

9.2.3 Implementation for New Applicant Households with SSI/SSP Recipient Members

For new CalFresh households that include at least one member who is an SSI/SSP recipient and that apply on or after the implementation date, the SSI recipient(s) will be included in the household as an elderly and/or disabled member. These households will be assigned the maximum certification period for their household type.

9.2.4 Transitional CalFresh (TCF)

TCF cases that include an SSI recipient and complete their TCF recertification on or after the implementation date (i.e., 6/1/2019) will implement the policy change at recertification. The TCF household may voluntarily request to implement the change during the TCF households five-month TCF period, at any time after the implementation date. If a TCF household voluntarily requests to implement the policy change during the five-month TCF period, the TCF recertification will be processed early to add the SSI recipient.

- If a household becomes ineligible for CalWORKs mid period (i.e. not at SAR 7 or recertification) and is eligible for TCF, the household is not required to implement the expansion until the household’s TCF recertification, as long as the household has not also voluntarily requested to implement the expansion or voluntarily reported a household composition change. At which time, the household may be eligible for SNB or TNB.

- If the household becomes ineligible for CalWORKs at SAR 7 or recertification and is eligible for TCF, the County transitions the household to TCF and implements the expansion of CalFresh

9.2.5 ELIGIBILITY

**Treatment of Income, Resources, and Deductions**

As of the household effective date, new or previously excluded SSI recipients will become included household members, and their income, resources, and deductions must be considered when determining CalFresh eligibility for the household.

If a deduction was previously prorated because it was determined that the SSI recipient was a contributor, the EW must re-evaluate the deduction to ensure the household is receiving the correct deduction amount.
When adding the previously excluded SSI recipient in mid-period, the household’s benefits should be adjusted prospectively, as soon as timely and adequate notice can be provided to the household.

9.2.6 Categorical Eligibility (CE)

Households in which all members receive or are authorized to receive SSI benefits are categorically eligible for CalFresh unless the entire household is institutionalized or disqualified from receiving CalFresh for any reason.

For this purpose, “authorized to receive” means that an individual has been determined eligible for SSI benefits and has been notified of this determination, even if the SSI benefits have been authorized but not received, authorized but not accessed, suspended or recouped, or not paid because they are less than a minimum amount.

CE SSI only household should not be conferred Modified Categorical Eligibility (MCE). This is because certain preliminary eligibility factors have already been determined by the program that made the individual categorically eligible, which in this case is SSI.

CE means that certain preliminary eligibility factors do not apply to the household because they have already been determined by the other assistance program. While categorically eligible households have met these preliminary eligibility factors, counties must still determine the household’s benefit level. Individuals who are ineligible for CalFresh remain ineligible even if they are members of an otherwise CE household.

Example:

An ineligible student cannot become eligible for CalFresh based solely on being a member of a CE household.

Deemed Verified:
The following eligibility factors are deemed verified for CalFresh without additional verification:

- SSI/SSP payments
- Social Security Number
- Resources
- Sponsored immigrant information
- Residency.
- Identity

Verification Required:
Additional verification required, including but not limited:

- Additional earned or unearned income not verified by SSI or has not made information available (e.g., through a data match).
- Medical or dependent care expenses when the household claims.
Note:
EWs must use existing data matches to verify SSI recipient eligibility factors to determine the household’s benefit level using the Beneficiary Data Exchange Match (BENDX) that is part of the Payment Verification System (PVS) monthly match.

Mid-Period Changes

Households are no longer considered CE if SSI benefits are terminated for one or more members of the household. Households are not required to report termination of SSI benefits mid-period. However, if termination of SSI benefits becomes known to the county through a data match that is considered VUR, such as PVS, and the EW must take appropriate action mid-period.

9.2.7 Residents of an Institution

Residents of an institution are ineligible for CalFresh. This includes residents of an institution who are SSI recipients. Individuals must be considered residents of an institution when the institution provides them with the majority of their meals (i.e., over 50 percent of three meals daily) as part of the institution’s normal services. Refer to CF Handbook Chapter 29 for more information, including exceptions to this requirement.

9.2.8 Group Living Arrangements (GLA)

Some residents of GLAs that are also SSI recipients may be eligible for CalFresh. GLA are public or private nonprofit homes for disabled or blind individuals that serve no more than 16 residents and are certified by the county. A GLA resident may apply on his or her behalf unless the GLA determines that a resident does not have the physical and/or mental ability to so. Such residents may apply through an authorized representative as a one-person household.

Refer to Chapter 29 for more information regarding residents of institutions.

9.2.9 Ongoing Households: Household Effective Date:

Implementation for ongoing CalFresh households that include at least one household member who is an SSI recipient on the implementation date (i.e. 6/1/2019) will begin with periodic reports (i.e., SAR 7) or recertification due June 2019. Counties can stagger implementation at the ongoing household’s next periodic report (i.e., SAR 7) or recertification, or when voluntarily requested by the ongoing household on or after June 1, 2019. This rolling implementation date for individual households will be referred to as the household’s effective date.
Note:
Ongoing households include those households which temporarily lose their eligibility on or before the household effective date and have their benefits restored within 30 days of that date, based on good cause or providing the necessary information to restore eligibility (i.e., restoration of aid).

Implementation at Periodic or Recertification
At the time the SAR 7 report or recertification is processed, the EW must include the previously excluded SSI recipient(s) in the household size determination and consider the SSI member's income, resources, and deductions when determining the households' continuing eligibility and benefit amounts.

Implementation at Voluntary Request
Excluded SSI member(s) must be added at any time after June 1, 2019, but before the ongoing households next periodic report or recertification if the household:

- Requests to add the excluded SSI member(s) to the case, or
- Makes a voluntary report of a household composition change either verbally or in writing whether or not the household composition change is specific to the excluded SSI recipient.

Reminder:
A new application form is not required to add an SSI recipient to an ongoing CalFresh household per existing policy and procedures for a change in household composition.

This policy change does not require taking a county-initiated mid-period action for the ongoing household.

Example:
The county receives information during the certification period about an ongoing CalFresh household that is considered Verified Upon Receipt (VUR), such as a Payment Verification System (PVS) report. The county shall not require the implementation of the reversal of cash-out. If feasible, the EW may attempt to contact the household with relevant information so that the household is aware of the option to implement the reversal of cash-out. An attempt to provide the household with more information on the reversal of cash-out may not delay timely action on the information that is considered VUR.
Example:

An ongoing CalFresh household of an excluded SSI mom and an eligible child come in and apply for CalWORKs on or after June 1st, and there is not a household composition change. The SSI Mom can be added to the CalFresh only if that increases the household’s CalFresh benefits. Otherwise, the SSI mom must be added to the case the next SAR 7 or RC, whichever comes first.

Implementation of the policy change, whether at the periodic report, recertification, or voluntary request, may increase benefits, decrease benefits, or discontinuance for ongoing households. Depending on the outcome, the ongoing household may be eligible for the SNB or TNB Program.

For information regarding the SNB Program and the TNB Program, refer to CalFresh handbook Chapter 37 and 38, respectively.
## 9.3 HH Decision

Use the following chart to determine household composition:

<table>
<thead>
<tr>
<th>ALWAYS INCLUDE:</th>
<th>INCLUDE ONLY AT HH REQUEST:</th>
<th>NEVER INCLUDE:</th>
<th>ALLOW SEPARATE HH STATUS FOR:</th>
<th>URAMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Persons who purchase and/or prepare meals together.</td>
<td>Boarders who:</td>
<td>Nonhousehold Members:</td>
<td>• Persons who purchase and prepare meals separately EXCEPT those listed in Column 1.</td>
<td>Depending on the HH situation, a URAM may be a HH member, boarder, or separate HH. Follow the guidelines in this chart. An unmarried father whose **child is under 22 years of age and is a HH member must be included in the HH UNLESS the only common child is an unborn.</td>
</tr>
<tr>
<td>• Spouse of a HH member.</td>
<td>• Pay at least the amount of the “Thrifty Food Plan”, or</td>
<td>• Roomers;</td>
<td>• A person aged 60 or older who is unable to purchase and prepare meals separately due to a disability as defined in Section 28.2.3 (and their spouse), when the total gross income of the people the individual (and spouse) lives with is under the Income Limit for Elderly/Disabled HHs (165% test). [Refer to “Elderly/Disabled Separate HHs [63-402.17],” page 9-26.]</td>
<td></td>
</tr>
<tr>
<td>• Children under 18 and under parental control who live with a HH member</td>
<td>• Are in Foster Care.</td>
<td>• Live-in-attendants;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(except Foster Care children who may be excluded as boarders at the HH’s choice);</td>
<td></td>
<td>• Others living with the HH who buy and prepare meals separately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Children under 22 years of age living with their natural, adopted, or step parent(s) even if the child(ren)</td>
<td></td>
<td>Excluded HH Members:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Are married and living with their spouse and/or</td>
<td></td>
<td>• Students who fail to meet the student criteria;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Have children of their own living with them and/or</td>
<td></td>
<td>• Ineligible ABAWDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Customarily purchase and prepare food separately.</td>
<td></td>
<td>• Ineligible non-citizens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Boarders if:</td>
<td></td>
<td>• Person(s) who refuse to apply for/provide an SSN;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The boarder pays less than the “Thrifty Food Plan” amount, or</td>
<td></td>
<td>• Person(s) disqualified for an Intentional Program Violation (IPV) including:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The HH wishes to include the boarder (even though they pay equal to or more than the “Thrifty Food Plan” or are in Foster Care).[Refer to “Boarders,” page 9-30], for further information.]</td>
<td></td>
<td>• Fraud</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The boarder pays less than the “Thrifty Food Plan” amount, or</td>
<td></td>
<td>• Fleeing felons, parole/probation violators,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The HH wishes to include the boarder (even though they pay equal to or more than the “Thrifty Food Plan” or are in Foster Care).[Refer to “Boarders,” page 9-30], for further information.]</td>
<td></td>
<td>• Conviction of a DISQUALIFYING drug felony which occurred after August 22, 1996;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Person(s) disqualified for failure to comply with work registration requirements</td>
<td></td>
<td>• Person(s) disqualified for failure to comply with work registration requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Refer to “Boarders,” page 9-30], for further information.]
9.3.1 Application

At application, it is important to establish household composition first, before other eligibility factors, because the individual's status may affect the entire household. For example, an IPV-disqualified individual would make the entire CalFresh household ineligible for Categorical Eligibility.

9.3.2 Definition [63-402]

A household is an individual, or a group of individuals who LIVE TOGETHER, and:

- Customarily purchase and prepare meals together, or
- Are related by blood or marriage.

Blood or marital relationship is defined as the legal title of spouse, mother, father, daughter, son, and the extension of these relationships using step or half.

Additionally, a household may be composed of a woman alone, or a woman with children, who are temporary residents of a shelter exclusively for battered women and children. [Refer to “Shelters for Battered Persons [63-503.46],” page 27-7.]

9.3.3 Elderly/Disabled Separate HHs [63-402.17]

| An aged and disabled household member who meets the conditions listed below may be a separate household together with their spouse:

| The aged and disabled person must be unable to purchase and prepare meals because he/she suffers from:

| • A disability considered permanent on the MINE list. [Refer to “Definitions,” page 9-1.]
| • A disability which is not on the MINE list, but which is obvious to the EW. (Document the determination.)
| • A disability which is not obvious to the EW, provided verification of the disability is received from a physician or a licensed/ certified psychologist.

The verification must:

| • Certify that the individual is unable to purchase and prepare meals because he/she suffers from:
| • A non-obvious disability on the MINE list; or
• A severe, permanent disability not on the MINE list.

AND

Be written on the doctor’s letterhead stationery or the SC 76, Request for Medical Information.

• The total gross income of the other people with whom he/she lives (excluding the income of the elderly and disabled’s spouse) is under 165% of the maximum gross income for an elderly/disabled separate household.

Example:

Mr. and Mrs. John Jones live with their daughter, Linda Smith, her husband and two children. The combined gross income of the Smith family must be less than the Maximum Gross Monthly Income for a household of four.

9.3.4 Joint Custody

Use the chart below to determine the household composition when parents share joint physical custody of their children on a 50/50 basis (that is, when the child lives with each parent for the same number of days per month).

<table>
<thead>
<tr>
<th>JOINT CUSTODY SITUATION</th>
<th>HH COMPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child eats the majority of meals with one parent.</td>
<td>Include the child in the HH with the parent providing the majority of meals.</td>
</tr>
<tr>
<td>Child eats an equal number of meals with each parent.</td>
<td>Include the child in the HH of the first parent to apply, unless the parents mutually agree otherwise.</td>
</tr>
<tr>
<td>Parents mutually agree on the HH in which the child should be included.</td>
<td>Include the child in the HH which the parents have agreed upon, regardless of which parent provides the majority of meals.</td>
</tr>
</tbody>
</table>

9.3.5 Children Under Age 22 [63-402.142]

A child under 22 years of age, living with his/her natural, adopted or step parent(s) MUST be included in the same CalFresh household with his/her natural, adopted or step parent(s), even if the child:

• Is married and lives with his/her spouse and/or
• Has children of his/her own living with them and/or
• Customarily purchases and prepares food separately,

Or the parent(s) are elderly/disabled and could be considered a separate household under that regulation. [Refer to “Elderly/Disabled Separate HHs [63-402.17],” page 9-26]
If a parent has relinquished his/her parental rights through the courts or parental rights have been terminated through the courts, he/she is no longer considered the parent of the child and separate household status may be grant if the biological parent purchases and prepares food separately from the child.

If a child is adopted, the biological parents no longer have any legal ties to the child and are no longer considered the parents of the child. Therefore, if the biological parent(s) purchase and prepare food separately from the child, separate household status can be granted.

If the step-parent is no longer married to the child's parent, the “former” step-parent is no longer responsible or under obligation for the support of the child.

### 9.3.6 Separate HH Denials

Follow the chart below when an applicant applies alone, but lives with others who MUST be included in the household with the applicant.

<table>
<thead>
<tr>
<th>WHEN OTHER HH MEMBERS...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive CalFresh in another case.</td>
<td>Deny the application because the applicant cannot be a separate household. Notify the EW assigned to the other case. Tell the applicant to ask to be included in the other CalFresh household.</td>
</tr>
<tr>
<td>Do not already receive CalFresh.</td>
<td>Request the information and verification on the other people in the home and continue processing the application for the entire CalFresh household. DO NOT deny the application because the applicant is “not a separate household”. The applicant may withdraw the application if he or she does not wish to apply for the entire household. If the applicant does not wish to withdraw the application, but refuses to provide the information and verification on other household members needed to clear eligibility, deny the application on the 30th day for failure to provide information. [Refer to “Application,” page 9-26].</td>
</tr>
</tbody>
</table>

### 9.3.7 Institutions and Group Living

[Refer to “Institutional Residents,” page 27-1], for information on residents of institutions and group-living arrangements.

### 9.4 Nonparticipants

#### 9.4.1 Overview

There are two types of people living in the home that are not included in the CalFresh household:
9. Household Composition

- Nonhousehold members.
- Excluded household members.

The income and resources are treated differently for these two types of nonparticipating household members. However, neither are included in the determination of the size of the household.

9.4.2 Nonhousehold Members [63-402.21]

The following persons must not be included in the determination of the size of the household, and their income and resources are not taken into consideration:

- Roomers.
- Live-in attendants.
- Others - individuals who share living quarters but do not customarily purchase food and prepare meals with the household.

[Refer to “Excluded and Non-household Members,” page 10-1]] for information on treatment of non-household members.

9.4.3 Excluded HH Members [63-402.22]

There are three types of excluded HH members. The income and resources are treated differently for these three types of excluded HH members. However, none of them are included in the determination of the size of the household.

- The following excluded HH Members must NOT be included in the determination of the size of the household, but their income and resources ARE taken into consideration in determining eligibility and benefit allotment:
  - Ineligible non-citizens, ineligible ABAWDs and those who have failed or refused to provide a Social Security number.
  - Disqualified persons
    - IPV
    - Felony drug conviction
    - Fleeing felons
    - Parole/probation violators
    - Work Requirement Disqualified
Note:

The EW will be notified by Appeals or SIU when an individual has been found guilty of committing fraud-IPV. [Refer to “Supplemental Payments/Claims,” page 25-1] for processing, calculating, and collection of IPV claims.

- The following Excluded HH Members must NOT be included in the determination of the size of the household, and their income and resources are NOT taken into consideration in determining eligibility and benefit allotment:
  
  - Ineligible students - students enrolled in an institution of higher education who fail to meet the Student Eligibility Criteria. [Refer to “Students,” page 28-1] for the Student Eligibility Criteria.

[Refer to “Excluded and Non-household Members,” page 10-1] for information on the treatment of Excluded household members.

9.5 Boarders

9.5.1 Definition [63-402.3]

A boarder is defined as:

- A foster care child who is receiving foster care payments, or

- An individual residing with the household and paying reasonable compensation to the household for lodging and meals. A reasonable monthly payment will be either of the following:
  
  - For more than 2 meals per day, an amount which equals/exceeds the Thrifty Food Plan for the size of the boarder household.
  
  - For two meals or less per day, an amount which equals/exceeds two-thirds of the Thrifty Food Plan for the size of the boarder household.
  
  - An individual who pays less than reasonable compensation to the household which provides him/her with meals and lodging will be considered a member of that CalFresh household rather than a boarder.

9.5.2 Who Is Not a Boarder

The following persons will not be considered boarders:
• Children under 18 years of age under the parental control [Refer to “Definitions,” page 9-1] of a member of the household, except for foster care children.

• Adult or minor children living with their natural, adopted, or step parents.

• Parents living with their natural, adopted, or step children.

• A spouse of a member of the household.

• Siblings living with their natural, adopted, half or step brothers and sisters.

**Exception:**
Sibling foster care children may be considered boarders. Foster care status takes precedence over the sibling relationship. [Refer to “Foster Care Children,” page 9-31.]

### 9.5.3 Commercial Boarding House Residents

Residents of a commercial boarding house are ineligible for CalFresh.

A commercial boarding house:

- Is licensed.
- Offers meals and lodging for payment with the intent of making a profit.

### 9.5.4 Foster Care Children

Foster Care children are considered boarders and must be excluded from the CalFresh household as nonhousehold members, unless the household specifically requests that they be included. This also applies to sibling foster care children.

A sibling who is a foster care child must be excluded from the CalFresh household as a boarder unless the household specifically asks for the child to be included in the CalFresh household. (Foster care status takes precedence over the sibling relationship.)

A foster child placed by a federal, state, or local government program in the private home of a relative, or other individual or family is considered a boarder, even if the mother or father of the foster care child(ren) is also in the household. (Foster care status takes precedence over parent-child relationship.)

- If the foster care child is included in the CalFresh household at the household's request, count the entire Foster Care grant as income to the household.

- If the household does not choose to include the foster child as a household member, none of his/her income is counted toward the CalFresh household.
The foster child who is considered a boarder is not required to pay reasonable compensation to the household.

When a child is released to the custody of his/her natural/step parent, the Foster Care payments made to the foster parent must not be budgeted to the natural/step parent’s household for CalFresh eligibility.

[Refer to “Budgeting Concepts,” page 22-1] for additional information.

Note:

Children who participate in the “Foster Care Wraparound Services” Program are NOT considered Foster Care children, even though Foster Care program funds are used to provide services to these children.

CalFresh Child Receives Foster Care

When a child who received CalFresh is placed in Foster Care, a 10-day timely Notice of Action (NOA) must be sent to discontinue the CalFresh effective the end of the SAR period, unless the child is included in the Foster Care household, in which case the CalFresh will be discontinued mid-period.

Example:

A child receiving CalFresh is placed in Foster Care on December 16, 2008. The EW sent a timely 10-day NOA to discontinue the child from the parent’s CalFresh case as of 12/31/08 (mid-period) because the EW was aware the child would be added to the CalFresh in the Foster Care household effective January 1, 2009.

9.5.5 Treatment

Boarders who pay reasonable compensation may be included as members of the CalFresh household at the household’s request.

With the following two exceptions, boarders will not be included in the CalFresh household:

• Household chooses to include the boarder in the household, or
• Boarder pays less than reasonable compensation.

Boarders are ineligible to participate in CalFresh independent of the household providing board.

9.5.6 Budgeting

[Refer to “Budgeting Concepts,” page 22-1] for budget directions.]
9.6  UAM

9.6.1  Treatment

Whenever the CalWORKs worker determines that an Unrelated Adult Male (UAM) is residing with a family applying for or receiving CalWORKs, each case must be examined individually to assess whether the URAM is a roomer or boarder, a household member or a separate household.

Single Household

The URAM must be considered a household member if he customarily purchases and prepares meals with the household.

Separate Household

If eligible, the URAM must be considered a separate CalFresh household only if he customarily purchases and/or prepares meals apart from the household.

Boarder

The URAM must be considered a boarder if he pays reasonable compensation to the household for meals and meets the boarder criteria as specified in Section 63-402.3.

9.6.2  Unmarried Father

[Refer to “HH Decision,” page 9-25] for information on unmarried fathers.

9.6.3  Budgeting

[Refer to “URAMS,” page 22-27] for treatment of income from a URAM to the CalFresh household.

9.7  Strikers

9.7.1  Eligibility

Households with striking members will be ineligible to participate in CalFresh, unless the household was eligible one day prior to involvement in the strike action, and on the date of application.
9.7.2 Definition

A person will not be considered a striker for CalFresh purposes if:

- The individual has been locked out by the employer.
- The individual does not want to cross the picket line due to fear of personal injury or death.
- The individual is exempt from having a work registration requirement on the day prior to the strike. (This does not include the work exemption based on full employment.)

9.7.3 Documentation

Document striker status in the County Use section of the application (DFA 285 A2/SAWS 2).

9.7.4 Budgeting

[Refer to “Strikers [63-402.8],” page 22-31] for determination of income eligibility for a striker household.

9.7.5 Work Registration

[Refer to “Work Registration,” page 26-1] for work registration requirements.

9.7.6 Examples

The household composition examples below may be used as a guide. They are not all inclusive.

<table>
<thead>
<tr>
<th>INDIVIDUALS IN THE HOME</th>
<th>HH COMPOSITION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grandfather (61) and grandson (17). Grandson is under the &quot;parental &quot; control of grandfather.</td>
<td>One HH.</td>
<td>Children under 18 and under the parental control of a household member cannot be a separate HH.</td>
</tr>
<tr>
<td>2. Grandmother, daughter (23) and granddaughter.</td>
<td>a. One HH. b. Two HHs.</td>
<td>a. If they purchase and prepare meals together. b. If the daughter and granddaughter purchase and prepare meals separately from the grandmother.</td>
</tr>
<tr>
<td>INDIVIDUALS IN THE HOME</td>
<td>HH COMPOSITION</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. Parents and their married daughter (19) and her husband (23). Daughter purchases and prepares meals separately for herself and her husband.</td>
<td>One HH</td>
<td>The daughter cannot be a separate HH because she is under 22 years of age even if she: • is married and living with her spouse and • they customarily purchase and prepare food separately. She and her husband are part of her parent’s HH.</td>
</tr>
<tr>
<td>4. Divorced parents living with their natural, adopted or step children (under 22), but they purchases and prepares meals separately.</td>
<td>One HH</td>
<td>Separate household status shall not be granted to parents living with their natural, adopted or step children unless, a child is: (1) 22 years of age or older and P&amp;P separately from his/her parents; or (2) participating in other parent’s CalFresh household.</td>
</tr>
<tr>
<td>5. Divorced mother and child (10). Mother shares joint (50/50) custody of child with father who does not receive CalFresh.</td>
<td>One HH: mother and child.</td>
<td>If father later applies for CalFresh, child remains in mother’s HH, unless parents agree otherwise.</td>
</tr>
<tr>
<td>6. Sister (50) and brother (37). Brother is a boarder who pays reasonable compensation to sister for meals.</td>
<td>One HH: sister and brother.</td>
<td>Siblings living with their natural, adopted, half or step brothers and/or sisters (except for foster care children) cannot be considered boarders (63-402.344).</td>
</tr>
<tr>
<td>7. Resident of commercial boarding house.</td>
<td>Ineligible.</td>
<td>Residents of commercial boarding houses are ineligible.</td>
</tr>
<tr>
<td>8. Husband, wife and unrelated roomer (over 18).</td>
<td>Two HHs: one with husband and wife; one with roomer (if roomer applies for CalFresh).</td>
<td>Roomers must be separate HHs.</td>
</tr>
<tr>
<td>9. Mother (61), spouse (53), and mother's son (25).</td>
<td>a. One HH.</td>
<td>a. If all purchase and prepare meals together. b. If son purchases and prepares meals separately. (Spouses must be in the same HH.)</td>
</tr>
<tr>
<td>10. Brother (59), sister (50), and her son (30). All purchase and prepare meals separately.</td>
<td>Three households.</td>
<td>Adults (other than spouses) who purchase and prepare meals separately must be separate HHs.</td>
</tr>
<tr>
<td>11. Grandmother (58), son (20), and grandson (10), who is not the child of 20-year-old son. Grandmother has custody of the child.</td>
<td>One HH.</td>
<td>Grandmother has “parental control” of grandson. 20-year-old son must be included in his mother’s HH until he turns 22 AND purchases and prepares meals separately.</td>
</tr>
<tr>
<td>INDIVIDUALS IN THE HOME</td>
<td>HH COMPOSITION</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>12. Sister takes in homeless sister.</td>
<td>Two HHs:</td>
<td>If homeless sister purchases and prepares meals separately. (If sisters purchase and prepare meals together, they must all be one HH.)</td>
</tr>
<tr>
<td></td>
<td>One HH - homeless sister.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One HH - sister.</td>
<td></td>
</tr>
<tr>
<td>13. Mom (26) and her child (8) purchase and prepare separately from grandmother (60)</td>
<td>One HH.</td>
<td>Grandmother purchases and prepares meals with and provides &quot;parental control&quot; for 2nd child (5). Mom must be included with both children (because both are under 22).</td>
</tr>
<tr>
<td>who has legal guardianship and provides parental control over mom's 2nd child (5).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Boyfriend (24) and girlfriend (16).</td>
<td>a. One HH.</td>
<td>a. If the minor is under &quot;parental control&quot; of the boyfriend, regardless of whether or not they purchase and prepare meals together.</td>
</tr>
<tr>
<td></td>
<td>b. Two HHs.</td>
<td>b. If the girlfriend is not under &quot;parental control&quot; and purchases and prepares her meals separately. (Obtain verification from the boyfriend and document thoroughly as this may be considered questionable.)</td>
</tr>
<tr>
<td>15. Minor (16) lives with friends and supports himself by working at McDonald's. Minor</td>
<td>Minor is a separate HH from others in the home.</td>
<td>Obtain verification from adults in the home that minor is not under &quot;parental control&quot;. Document thoroughly.</td>
</tr>
<tr>
<td>pays rent, purchases and prepares meals separately, and is not under &quot;parental control.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Grandparent and two sibling grandchildren. One of the children is in foster care.</td>
<td>One HH with grandparent and child who is not in foster care.</td>
<td>Foster care grandchild is considered a boarder and may be either included or excluded at the household's option.</td>
</tr>
<tr>
<td>17. Grandmother (63) is permanently disabled and unable to cook for herself. Daughter,</td>
<td>a. One household.</td>
<td>a. If the income of daughter, son-in-law, and grandchildren exceeds the Elderly and Disabled Separate HH Test Limit (165% of the federal poverty limit).</td>
</tr>
<tr>
<td>son-in-law, and two grandchildren.</td>
<td>b. Two HHs: one with grandmother; one with daughter, son-in-law, and children.</td>
<td>b. If the income of daughter, son-in-law, and grandchildren does not exceed the Elderly and Disabled Separate HH Test Limit (165% of the federal poverty limit).</td>
</tr>
<tr>
<td>18. Father, mother, and minor child (10). Daughter (18) lives away from home, but eats</td>
<td>Two HHs.</td>
<td>Daughter (18) does not live with the family, and therefore must be a separate HH.</td>
</tr>
<tr>
<td>the majority of meals with her parents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Grandmother (50), who has a court order giving her custody of four minor children.</td>
<td>One HH.</td>
<td>Father cannot be a separate HH from his minor children.</td>
</tr>
<tr>
<td>The children's father (30) lives with them and purchases and prepares separately from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the grandmother and his children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDIVIDUALS IN THE HOME</td>
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<td>COMMENTS</td>
</tr>
<tr>
<td>-------------------------</td>
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<td>----------</td>
</tr>
<tr>
<td>20. Homeless mom and two minor children. Mom temporarily sleeps at one residence and the children sleep at another. Mom purchases and prepares food for the children separately from the family they live with.</td>
<td>One HH: mom and two children.</td>
<td>Children are still under the mother's &quot;parental control&quot; and this is only a temporary living arrangement. The children are not under the &quot;parental control&quot; of the adult they live with.</td>
</tr>
<tr>
<td>21. Brother (40), sister (35), and their niece (10). The sister has &quot;parental control&quot; over the niece. The sister and niece purchase and prepare meals separately from the brother.</td>
<td>Two HHs: one with the sister and niece, one with the brother.</td>
<td>The sister has &quot;parental control&quot; over the niece and they purchase and prepare meals separately from the brother.</td>
</tr>
</tbody>
</table>
| 22. Mother (30) and three minor children live separately from father (32). Father contributes financially to the family. | Two HHs: one with the father, and one with the mother and children (even if father eats with the CalFresh HH). | • Father must LIVE with the family to be included in the CalFresh HH.  
• VERIFY that father lives elsewhere, because this is unusual and therefore questionable.  
• The actual amount of father's financial contribution counts as income to the HH. |
| 23. Indigent man (35) shares housing with three unrelated adults who eat together. He does not eat with them and has no money to buy food. He subsists on food from charity food baskets and soup kitchens. | Two HHs. The man is a separate HH from others in the home. | Verify if questionable. DOCUMENT THOROUGHLY. |

### 9.7.7 Verification [63-300.5]

Applicants/recipients are responsible for providing proof of separate household status if it is "questionable."

- "Questionable" information means applicant statements which are inconsistent with other information (such as, previous applications or other case data).

- "Proof" means the use of third-party information or documentation to establish the accuracy of the statements on the application. A release of information must be obtained before contacting a third party directly, such as a phone call to the landlord or roommates.