

Transitional CalFresh

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I. [Summary](#)

This Handbook has been updated [to align with the Service Center District Case Action Model](#).

Updates are highlighted in purple.

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II. [General](#)

Transitional CalFresh (TCF) benefits are provided to households who are discontinued from CalWORKs and receive regular CalFresh (CF) benefits, without the need to reestablish eligibility.

A household may reapply for regular Non Assistance CalFresh (NACF) or Public Assistance CalFresh (PACF) at any time during the transitional period.

Households will be sent a Notice of Expiration of Certification (NEC) in the 4th month of TCF, with a recertification application. The household must complete the recertification to avoid a break in aid. The current worker of record is responsible for the recertification.

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III. Transitional CalFresh Entitlement

When a CF household is discontinued from a full month of CalWORKs cash assistance, the household may be eligible to receive TCF for five months. The benefit amount remains the same amount received by the household prior to their discontinuance from CalWORKs, less the Public Assistance (PA) grant. Entitlement to TCF is determined without the household having to apply.

TCF eligibility shall exist if the household received CalWORKs and regular CF benefits for a minimum of one full month. Households who received only a prorated month or **Immediate Need (IN)** only shall not be eligible for TCF benefits.

When the transitional benefit period is over, the household will have to recertify by completing a CalFresh recertification packet, in order to continue receiving CF benefits for the NACF eligibility program.

A. Individual CalWORKs TCF exceptions:

Individuals that are not a part of the TCF household shall not have their income counted to the remaining TCF eligible members. The following individuals that would have been discontinued in the same month as their CW/CF case shall not be included in the TCF (persons count) household; the individual is:

- Approved for CW and/or CF in another case (duplicate benefits cannot be issued).
- Sanctioned due to an Intentional Program Violation (IPV).
- The individual was determined a Fleeing Felon prior to the discontinuance of the CalWORKs case and TCF has not yet been established.
- Incarcerated (If the payee is the only adult in the household and is incarcerated, the entire household is ineligible unless there is an **Authorized Representative (AR)** and the children are not being aided on another case).

For households with individuals meeting the conditions above, TCF shall be authorized for only the eligible household members in the CW/CF discontinuance month. If benefits for any individuals meeting the above conditions have been authorized, a 10-day notice must be issued prior to removing the individual from the TCF household.

B. Individual exceptions during TCF period:

Individuals that are not a part of the TCF household shall not have their income counted to the remaining TCF eligible members. The following individuals that would have been discontinued in the same month as their CW/CF case shall not be included in the TCF (persons count) household; the individual is:

- Approved for CW and/or CF in another case (duplicate benefits cannot be issued).
- Sanctioned due to an Intentional Program Violation (IPV).

- The individual was determined a Fleeing Felon prior to the discontinuance of the CalWORKs case and TCF has not yet been established.
- Incarcerated (If the payee is the only adult in the household and is incarcerated, the entire household is ineligible unless there is an [Authorized Representative \(AR\)](#) and the children are not being aided on another case).

For households with individuals meeting the conditions above, TCF shall be authorized for only the eligible household members in the CW/CF discontinuance month. If benefits for any individuals meeting the above conditions have been authorized, a 10-day notice must be issued prior to removing the individual from the TCF household.

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IV. CalWORKs Case Exceptions for Transitional CalFresh

All CalFresh households that are discontinued from CalWORKs cash assistance will be eligible for TCF **with the following exceptions:**

Cases discontinued due to:

- A move out of the state.*
- All household members are deceased.
- All household members are sanctioned or otherwise disqualified from CF (i.e.: A household fails to cooperate with Quality Control).
- The only eligible household member is a fleeing felon, or becomes incarcerated.
- The household fails to submit a complete SAR 7.
- The household fails to submit an application for, or complete the Redetermination/Recertification.

If a household submits a SAR 7 and fails to meet all of the CalWORKs reporting requirements, but meets the CalFresh reporting requirements, the [Eligibility Services Technician \(EST\)](#) shall evaluate the household's ongoing eligibility for regular CalFresh benefits. The [EST](#) shall convert the household to the NACF aid code (09), retain the current certification period, and calculate benefits based on the information provided on the SAR 7 and the removal of the CalWORKs grant.

If the household fails to complete the Redetermination ([RD](#)) for CalWORKs, but completes the Recertification ([RC](#)) requirements for CalFresh and is eligible to CalFresh, the [EST](#) shall set up a new certification period converting the household to a NACF aid code (09).

If the household fails to complete the Redetermination for CalWORKs, but the Recertification for CalFresh is not yet due (i.e, RD/RC dates were not aligned), the [EST](#) shall convert the household to a NACF aid code (09) until the end of the current certification period.

***Important Note:** The EBT "Out-of-State Usage Report" cannot be used to determine if the entire household has moved to another state. Only when the [Eligibility Services Technician \(EST\)](#) has verified the household or household member is receiving CW and/or CF benefits in another state would TCF benefits be discontinued; see Section IV.

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V. Reporting Requirement

Households are not required to report changes in their circumstances during the transitional period; they have no reporting requirements. Benefit amounts are issued based on the information that already exists in the case; no further contact is required.

If the household moves out of the county after the transitional period has started, the **EST** will change the address and complete an Inter County Transfer (ICT). Households that move during either of the final two months of their TCF certification period shall be recertified at the end of the certification period in the former county of residence to prevent a break in aid. If for some reason the other county does not approve the CW and/or CF benefits, the county that initiated the TCF will reinstate the transitional benefits for the remaining eligible months.

If a household reports a change of address outside of California during the TCF period, the **EST** may only discontinue TCF if the household is receiving CW (TANF) and/or SNAP benefits in the new state. The **EST** must verify this information before taking any adverse action. The **EST** shall provide timely notice. Since the household is not required to report any changes once TCF eligibility has been determined, no overissuance will occur during this period. Third party information known to the county is not required to be acted upon during the TCF period.

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VI. Loss of Transitional CalFresh Eligibility During Transitional Period

TCF benefits may be terminated prior to the 5-month period for various reasons. If the transitional benefits must be terminated before the 5-month period, the **EST** shall always allow for a 10-day notice and shall discontinue the TCF benefits by using the Cancel/Withdraw/Terminate window in CalWIN.

TCF cases shall be discontinued in the following circumstances:

- The TCF household is sanctioned during the 5-month period and the household fails to cooperate before the case is discontinued (break-in-aid). TCF cannot be reinstated to issue the remaining months after a break-in-aid has occurred.
- The entire TCF household moves out of state and has been approved for CW (TANF) and/or SNAP benefits in the new state. Duplicate aid may not be issued.
- The TCF household reapplies and is eligible for CW only. Since the household has reapplied for CW, the TCF benefits must be terminated. The household does not have an option to continue to receive TCF while receiving CW.
- The TCF household reapplies and is eligible for CF benefits. Since the household has reapplied for regular CF, the TCF benefits must be terminated.
- TCF benefits have been authorized and the CW discontinuance is subsequently rescinded.
- The household shall be issued regular PACF benefits for the following month, allowing for a 10-day notice. Do not make changes to the TCF benefits that have already been issued. No overissuance will exist.
- TCF benefits have been authorized and the customer appeals the CW discontinuance. If Aid Paid Pending (APP) is appropriate for CW and/or CF, TCF benefits must be

terminated. Aid paid pending for CW and/or CF is equivalent to regular benefits for these programs.

Example of APP instances with Transitional CalFresh:

Scenario - TCF benefits have been authorized 9/1. The customer appeals the 8/31 discontinuance of CW and CF because they failed to complete their RRR. Aid paid pending is issued for CW only (APP is not applicable for CF, as certification period has ended).

Benefits received:

Aug: CW & CF (last month of regular CF benefits)

Sept: APP for CW and TCF benefits for CF (TCF benefits will end 9/30 due to receipt of APP for CW)

Oct: APP for CW; no CF benefits as customer did not submit a regular CF application.

Nov: CW appeal was subsequently lost, with APP terminated 11/30.

Question - Since the customer lost the appeal and CW benefits terminated 11/30, should TCF be issued again?

Answer - No. In order to be eligible for TCF, CW and regular CF must be issued in the last month.

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VII. Certifications

At the time the household transitions off of CalWORKs and becomes eligible for TCF, the household's regular certification ends. They will be certified for a 5-month TCF period. The EST shall schedule the recertification appointment (either by phone or in-person) per Handbook 63-03.05, Application Process.

Example:

A family is in receipt of CW/CF with the certification period ending effective 3/31/2020. On 12/31/2019 the CW case is discontinued due to excess income. On 1/1/2020 the case is transferred to TCF with the new certification period ending on 5/31/2020.

- The TCF certification period begins 1/1/2020 and ends 5/31/2020 = 5 months certification period for TCF.

Once the household is no longer in receipt of TCF, whether due to receiving the five months of transitional benefits or the household going back on CW and CF prior to the end of the 5-month transitional period, all regular eligibility and reporting requirements will apply. Upon expiration of the TCF certification period, the household shall be required to complete a recertification for ongoing CalFresh.

The RRR appointment scheduling process and RRR packet mailing has been automated in CalWIN. Initial appointments for RRRs no longer need to be manually created for cases assigned to the Service Center. The Recertification Appointment Letter (CF 29C) along with the additional forms listed in the RRR Packet Forms document will be mailed out automatically. Refer to [CalFresh Handbook 63-50.6b Service Center Recertification Process](#). Households submitting a

recertification to continue benefits after the TCF certification shall be authorized as a regular recertification.

Applicants that apply for regular CalFresh benefits prior to the 5th month of TCF due to change in circumstances in their household shall have their eligibility redetermined. If approved, they shall be eligible the 1st of the following month in which the TCF can be discontinued, allowing a 10-day notice. Any applications that are denied as a result of not meeting eligibility requirements shall continue to receive TCF until the remaining TCF certification months have been issued (rescind TCF benefit amount).

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VIII. [More Than One AU in a CalFresh Household](#)

When there are two or more CalWORKs assistance units receiving CalFresh on one case, all CalWORKs assistance units must be discontinued in order to be eligible for TCF.

If any member of the CalFresh household continues to receive CalWORKs benefits, the entire CalFresh household is ineligible for TCF. The CalFresh household will not be allowed to split into two separate households in an effort to gain eligibility for TCF.

Example:

There are two families living in the same house, each family is receiving a CalWORKs grant for their own AU. Family one consists of a mother and her 7-year-old child. Family two consists of the mother's 19 year old daughter and grandchild. CalFresh is being issued on the mothers' case for all members, as they cannot be separate H/Hs. The mothers' case was discontinued 12/31/11, due to failing to complete the RV/RC.

Family one, although discontinued from CalWORKs and having CalFresh issued on their case, is not eligible for TCF. The entire CalFresh household is ineligible to receive TCF since family two, the 19-year-old daughter and grandchild, is still in receipt of CalWORKs.

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IX. [Overissuances and Underissuances](#)

Overissuances and underissuances are assessed on TCF cases **only** when the case is set-up for TCF incorrectly. The TCF budget will not be adjusted to correct for errors that occurred prior to the transitional period.

Example:

Customer is discontinued effective 03/31/2019 due to excess income. The case is approved for TCF for 04/11-08/2019. During the TCF set-up, the EST discovers an error in the shelter deduction allowed from the period 6/2019 - 3/2019. The rent of \$350 was erroneously entered as \$650. The TCF budgeting will include the shelter deduction of \$650, which was allowed in the 03/2019 CF budget, even though this was an incorrect amount.

No overissuance can be calculated for the 5-month transitional period as the budget was based on the prior CW w/CF budget, even though it was incorrect. A new budget must be computed for the period of 06/19 - 03/20 using the correct rent amount of \$350 to establish an overissuance, if appropriate, for these months only.

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X. TCF Eligibility for ZBG Months

When CalWORKs is discontinued due to new or increased income that causes financial ineligibility, the old income amount is used to calculate the TCF allotment. Budgeting for TCF benefits is based on the last month the CalWORKs benefits that were issued, when a case is discontinued.

For **Zero Basic Grant (ZBG)** cases, the EST shall go back to the last month in which a cash grant and/or CalFresh benefits were issued, or the last month the household received the minimum CalFresh allotment due to Categorical Eligibility (CE). The 5-month TCF period shall begin in the following month, regardless of when the CalWORKs case was discontinued.

Example #1:

A household is discontinued from CW/CF effective 9/30/2019 due to excess income. They received the last CW cash grant of \$256 in 7/2019 and \$0 (ZBG) for 8/2019 and 9/2019. The last CF benefit amounts for the same months were \$141 in 7/2019 and \$0 for 8/2019 & 9/2019.

- TCF eligibility for this household shall begin in 8/2019, 1st month following the last CW and/or CF benefit amount that was issued.
- The budget information used for TCF eligibility shall be from the 7/2019 budget.
- TCF eligibility is effective 8/2019-12/2019. TCF eligibility does not begin 10/2019 in this case.

Example #2:

A household is discontinued from CW/CF effective 9/30/2019 due to excess income. They received the last CW cash grant of \$126 in 7/2019 and \$0 (ZBG) for 8/2019 and 9/2019. The last CF benefit amounts for the same months were \$211 in 7/2019 and \$16 for 8/2019 and 9/2019, due to CE.

- TCF eligibility for this household shall begin in 10/2019, 1st month following the last CW and/or CF benefit amount that was issued.
- Since this household received \$16 in the last month prior to being discontinued from CW, eligibility shall begin 10/2019, even though a cash grant was not issued.

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XI. Budgeting Examples and Situations

Any earned or unearned income used in the last month must be used to determine the benefit amount. All deductions (such housing and utility costs, child support, medical cost, etc., that were allowed in the last month) must also be included in budgeting the TCF benefits. The only

income that is not used is the CalWORKs grant and any **Public Assistance (PA)** grant penalty adjustments that were budgeted due to a CalWORKs sanction or penalty.

The only income that is not used is the CalWORKs grant and any PA grant penalty adjustments that were budgeted due to a CalWORKs sanction or penalty.

Example #1:

Mother and one child are receiving CW/CF in August. There is no additional income. On August 5th, mother calls to report that she has reconciled with the child's father, who is fully employed. His income makes the family ineligible. CW case is discontinued 8/31.

- TCF benefits are approved September through January (5-months).
- Since there was no earned or unearned income in the household budget for August, no income shall be counted in the TCF budget.
- Use the same housing, utility cost and any other deductions used in the August budget.
- If any O/I collections were being adjusted in August, continue to budget the adjustment for TCF.
- Household size should be 2 (mother and child who were discontinued from CW).

Example #2:

Father and two children are receiving CW/CF. On June 14th the children are placed in foster care. The household has no income other than the CW grant. On June 20th the father calls to report that he just got a job for 40 hours per week at \$10 per hour. CW case is discontinued 6/30.

- TCF benefits are approved July through November (5-months).
- No income should be counted as no income was budgeted in June.
- Use the same housing, utility cost and any other deductions used in the June budget.
- Carry over any O/I collections that were being adjusted in June.
- Household size should be 3 (father and two children who were discontinued from CW).

Example #3:

Mother and three children are receiving CW/CF. Mother has earnings of \$1450 applied to the April budget. On April 10th, mother calls to report that she got a raise and is now earning \$1950, which makes her ineligible for cash aid. CW case is discontinued 4/30.

- TCF benefits are approved May through September (5-months).
- The only income that should be applied to the budget is mother's earlier earned income of \$1450.
- Use the same housing, utility costs and any other deductions used in the April budget.
- Carry over any O/I collections that were being adjusted in April.
- Household size should be 4 (mother and three children who were discontinued from CW).

Example #4:

Mother and child are receiving CW/CF. The child is approved for SSI/SSP and the mother gets a job that makes the family ineligible for CW. Is the household eligible for TCF? If so, for how many people?

The mother and child would be eligible for TCF. However, if the child were receiving SSI/SSP in the month prior to the household being discontinued from CW, the child would not be eligible for TCF.

Example #5:

Mom (under age 22) and her child are receiving TCF. They move into the senior parent's home during the TCF period. Can the mom and child continue to receive TCF until the 5-month period ends?

Yes. TCF will continue for the 5-month period. Regular CF household composition rules would not take effect until the end of the TCF certification or a new application for CF is approved. However, if the senior parent is on CW, and the younger parent is included in the household, then TCF would end and the regular CF household composition rules would apply.

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XII. Processing

Transitional benefits are considered NACF benefits for funding purposes. TCF shall be provided from the 1st of the month following participation in the month in which the CW/CF program has been discontinued. See section IX for ZBG case exceptions.

The **EST** will notify the household of the TCF program approval and new certification period. A NEC notice and recertification application **packet** will be sent to the household 45 days prior to the end of the TCF certification period.

A. The following steps shall be used to issue transitional benefits:

- Review CW discontinuance and CF household members to ensure the household is eligible for TCF.
- TCF benefits shall be approved and issued in CalWIN based on the discontinuance reason.
- In the 4th month of TCF, the NEC notice and recertification application **packet** will be sent to the household **automatically by CalWIN**.
- The household shall be given a regular recertification appointment **and mailed a Recertification Appointment Letter (CF 29C) automatically by CalWIN**.

B. CalWORKs is rescinded after TCF has been issued:

- Do not change any budget information for CF during the TCF issuance month(s). Benefits shall remain 'frozen' for any transitional month already issued.
- Do not add the PA grant during months TCF were issued.
- Rescind the CW program in CalWIN as normal.
- The TCF benefit will be automatically discontinued and regular CF benefits will be issued the 1st of the following month (allowing for a 10-day notice)
- No overissuance will exist.

C. Household reapplies for CalWORKs with active TCF (non-rescind):

- If the household applies for CalWORKs during the TCF period, the EST shall do the following:

If CalWORKs is Denied:

- CW program shall be denied in CalWIN as normal.
- Do not make any changes to the active TCF benefits in the CF program in CalWIN. TCF will continue for the remaining 5-month period.

If CalWORKs is Approved:

- Approve the CW program in CalWIN as normal.
- Discontinue TCF in CalWIN by highlighting the CF program and selecting the appropriate reason from the drop down, in the Collect Withdraw/Deny/Terminate window in CalWIN. A 10-day notice must be given to the household.
- Send a Form 10-13 to have the new CF application App/Reg'd in CalWIN the 1st of the following month that TCF is discontinued and approve as normal.
- Align the certification period with the CW renewal date.

CalWORKs Denial after Immediate Need (IN) payment issued:

- Follow the current denial process in CalWIN.
- Discontinue TCF benefits in CalWIN by highlighting the CF program and selecting the appropriate reason from the drop down, in the Collect Withdraw/Deny/Terminate window in CalWIN. A 10-day notice must be given to the household. TCF eligibility is not applicable once IN has been paid.
- Send a Form 10-13 to have the CF portion of the application App/Reg'd in CalWIN the 1st of the following month that TCF is discontinued.
- Determine continuing eligibility, if otherwise appropriate for regular NACF and Medi-Cal benefits.

D. Household reapplies for regular CF with active TCF:

If the household reapplies for regular CF without a CW application during the TCF period, the EST should review the application and advise the household of the allotment amount that is more beneficial (TCF or regular NACF benefits). Advise the household to reapply in the last month of TCF, if receiving TCF benefits gives the household more benefits than regular NACF.

Withdraw:

- In many cases it will be in the household's best interest to withdraw the regular CF application, because they would receive a larger allotment under TCF. If this is the case, request and send a manual withdrawal Notice of Action (NOA) to the household.
- **Annotate** case comments.
- Do not make any changes to the active TCF benefits. Transitional benefits will continue for the remaining 5-month period.
 - **Important note:** Since the case is already active with TCF benefits, the withdrawal for the new application will not be able to be recorded in CalWIN. As stated in the first bullet, request a manual withdrawal NOA, enter case comments and on the paper application enter the word "Application Withdrawn" and the date in the County Use Area of the application. Send the paper application to be imaged in WebFiles.
- If this action was processed by an intake EST, transfer the case to be reassigned in district.

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Approvals:

- If regular CF is in the household's best interest, approve the regular NACF application for the month after TCF stops. Discontinue TCF benefits in CalWIN by highlighting the CF program and selecting the appropriate reason from the drop down, in the Collect Withdraw/Deny/Terminate window in CalWIN.
- Send a 10-13 to have the new CF application App/Reg'd in CalWIN the 1st of the following month after TCF is discontinued; approve as normal.

Important Note:

All regular CF applications submitted prior to the fifth month of the TCF period shall be referred to the EST for review. The EST will take the appropriate required action (Refer to steps C-D). Recertification's received during the fifth month of the TCF certification will be processed as a regular recertification.

| Active TCF | Regular CF Application Received | Person Responsible |
|---|--|--|
| <p>1st – 4th Month</p> | <p>Walk In - ESC will provide a CF application to the client. Upon receipt of application, ESC shall review MEDS for TCF aid code (OF/R7/R8/R9). Then forward application to WebFiles. All related WDT case action such as "Forms Rec'd" will be generated. Assigned EST shall review the application.</p> <p>Mail In - Mailroom shall forward application to WebFiles. A WDT case action "Forms Rec'd" will be generated. Assigned EST shall review the application.</p> <p>BCW - Applications are forwarded to WebFiles. A WDT case action "Forms Received" will be generated. Assigned EST shall review the application.</p> | <p>I. The EST will: Review the CF application, CalWIN and TCF aid code in MEDS (OF/R7/R8/R9). EST shall contact the client to determine which option is more advantageous for the client (TCF or CF).</p> <p>II. If the household is deemed eligible for:</p> <p>A. Regular CF Discontinue the Transitional CF by highlighting the CF program and selecting the appropriate reason from the drop down, in the Collect Withdraw/Deny/Terminate window in CalWIN. A 10-day notice must be given to the household. Complete Form 10-13. Enter case comments. Send all documents to WebFiles. [The CF application shall be App/Reg the 1st of the following month that TCF is discontinued]</p> <p>B. Transitional CF Request a manual Withdrawal NOA in CalWIN (Form CSF 31) Write "Application Withdrawn" on CF application.</p> |

| | | |
|-----------------------|---|--|
| | | <p>Enter case comments. Send all documents to WebFiles. Advise household that Recertification Appointment Letter (CF 29C) along with the additional forms listed in the RRR Packet Forms document will automatically be mailed out to them and to complete the recertification process.</p> |
| 5 th Month | <p>Walk In or Mail In- All TCF cases must be allowed to recertify in the last month of the TCF certification period.</p> | <p>CalWIN will automatically mail out the Recertification Appointment Letter (CF 29C) along with the additional forms listed in the RRR Packet Forms document in the 4th month of the TCF certification period.</p> <p>The EST assigned the WDT case actions will process as a regular recertification.</p> <p>Refer to CalFresh Handbook 63-50.6b Service Center Recertification Process.</p> |

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XIII. Customer Service Call Center (CSCC)

If the EST assigned to the Customer Service Call Center (CSCC) receives a call from the client and CW is discontinued, the EST shall:

1. Review to see if the household is eligible for TCF.
2. If eligible, the EST shall authorize TCF. The household will be sent a NEC notice, Recertification Appointment Letter (CF 29C), and recertification application packet automatically through CalWIN during the 4th month of TCF.
3. Ensure applicable notices are sent to the household.
4. Enter CalWIN case comments.

If a client calls into the CSCC to complete their TCF recertification or submit an early NACF application, the EST shall:

1. Review CalWIN case comments.
2. Review WebFiles for submitted verification.
3. Update CalWIN with any reported changes and determine CF eligibility.
4. If a NACF application is submitted before the end of the TCF period, determine if TCF or NACF benefits are more beneficial.
5. If TCF is more beneficial, advise household of the benefit difference and inquire if household would like to withdraw their NACF application.
6. Authorize continuing CF and ensure notices are sent to household timely.
7. Enter CalWIN case comments.

If a client calls into the CSCC to submit a CW/CF application is not eligible, deny CW but do not make any changes to the active TCF benefits in the CF program in CalWIN. TCF will continue for the remaining 5-month period. Ensure appropriate notices are sent to the household and enter CalWIN case comments.

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XIV. Questions and Answers

1. Is a household eligible for TCF if the CW participation and CF certification periods end at the same time?

Yes. If a household's CW and CF certification periods end at the same time, the county may extend the household's TCF certification period and provide transitional benefits for up to five months.

2. If a household loses CW because it no longer contains an eligible child and as consequence a household member is designated as an ABAWD, may the County still provide the household with TCF for a 5- month period?

Yes. The law does not require an analysis of their ABAWD status, thus the ABAWD rules would not be applied nor would the ABAWD calendar begin.

3. If new or increased income causes the loss of CW, is the income counted in determining the transitional benefit?

New or increased income that cause the loss of CW would not be counted in calculating the transitional benefit. To calculate the transitional benefits, the **EST** must use the prior month's CF budget minus any PA grants.

4. If the **EST** becomes aware of an error in the CW and/or the CF benefit, either at the time of calculating the transitional benefit or later, should the transitional benefit be adjusted to correct the error?

When TCF begins, the **EST** must recalculate the household's budget less the CW grant to determine the household's transitional benefit. Both the **EST** and the household are to be held harmless for inaccuracies in the transitional benefits that are due to prior errors in the CF benefit if the transitional benefit is correctly computed based on the benefit during the final month of CW receipt, even if this benefit was not correct.

The household may be liable for errors in allotment amounts prior to the TCF period. An overpayment (**O/P**) and/or overissuance (**O/I**) must be computed for errors made either administratively or inadvertently by the household for any incorrect benefits issued prior to the TCF period.

5. Is the TCF benefit the same in each month of the 5-month period regardless of changes in income, resources or household composition? What if the household becomes otherwise

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ineligible for CF (e.g. fleeing felon, or receipt of SSI/SSP benefits), during the TCF period, does the household's TCF benefits remain the same or does the county need to readjust the benefit amount?

Yes. Households are not required to report changes in their circumstances during the TCF period. Benefits are issued based on information that the [EST](#) already has, and therefore further contact with the household is not required. Most eligibility rules are not applicable during the TCF period, other than not issuing duplicate aid.

However, to prevent duplicate benefits, if a person leaves the household and is approved for benefits in another CF or CW case, then that person and their income would be removed from the TCF household.

6. If there is a CF O/I that is currently being collected can we continue to recoup (allotment reduction) the O/I on the TCF case?

Yes. A CF O/I being recouped in the month the CW discontinuance should continue. If the O/I is collected in full during the TCF period, the TCF benefits should be adjusted accordingly.

7. If the last CF benefit, prior to the CW case being discontinued, was a lesser benefit amount due to the [EST](#) not being able to provide a timely notice for a reduction in benefits, is the TCF benefit based on that amount adjusted for the loss of the CW grant?

Yes. The CF amount would be calculated based on what the household was receiving at the time of the CW discontinuance.

8. When the CW case is discontinued, does TCF also apply when some of the members received cash aid and some did not?

Yes. A 'mixed' household would be eligible for TCF. However, if the household contains some members who are discontinued from CW and some that continued to receive CW benefits, then the household would not be eligible for TCF.

9. If a household request a discontinuance of their CW benefits or the whereabouts are unknown, is it mandatory that the case receive TCF benefits?

Yes. After TCF has been approved and if the household requests not to receive transitional benefits, then the [EST](#) can discontinue by sending a [Notice of Action \(NOA\)](#) to discontinue per [the household's](#) request. Since benefits are deposited directly into the customer's EBT account, the whereabouts of the customer is not needed to approve TCF benefits.

10. If a household is receiving zero CW cash grant at the time they are discontinued from CW and are receiving \$16 in CF benefits because of CE, are they eligible for TCF?

Yes. The TCF amount would be based on the last month of CW eligibility and CF benefits.

11. When a TCF household has been terminated for non-cooperation with a QC reviewer and then complies with the reviewer, should the TCF benefits be resumed when applicable or must the household reapply for regular CF?

If the household does not cooperate on or before the discontinuance date, the household must reapply for regular CF benefits.

12. The CW household consisted of a mother and a minor child. Mom dies and the child went to live with relatives. The relatives information is unknown. Should TCF be granted to the child only?

TCF should only be set up if there is a designated authorized representative prior to benefits being discontinued.

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XV. References

[ACL 08-39](#); [ACIN I-58-08](#); [ACL 03-66](#); [ACIN I-21-04](#); [ACIN I-41-10](#); [ACL 13-78](#); [ACL 13-88](#)
[CalFresh Handbook 63-50.6b Service Center Recertification Process](#)

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