

October 28, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-114

The purpose of this All County Letter is to provide guidance to County Welfare Departments regarding verification of work study approval for college students who have applied or are applying for CalFresh. This letter also issues the Work Study Verification Letter and Work Study Verification Form that may be used by colleges to verify work study approval.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

October 28, 2020

ALL COUNTY LETTER NO. 20-114

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALFRESH PROGRAM SPECIALISTS
ALL CalWORKs PROGRAM SPECIALISTS
ALL CONSORTIA MANAGERS
ALL QUALITY CONTROL COORDINATORS

SUBJECT: CALFRESH STUDENT ELIGIBILITY: WORK STUDY
VERIFICATION LETTER AND FORM

REFERENCE: [TITLE 7 CODE OF FEDERAL REGULATIONS \(CFR\) SECTION 273.5\(b\)\(6\)\(i\)\(ii\)](#); [MANUAL OF POLICY AND PROCEDURES DIVISION 63, SECTION 63-406.212](#); [ALL COUNTY LETTER \(ACL\) 20-08](#); [WELFARE AND INSTITUTIONS CODE 18901.11](#)

This All County Letter (ACL) provides guidance to County Welfare Departments (CWDs) regarding verification of work study approval for college students who have applied or are applying for CalFresh. This letter also provides the Work Study Verification Letter and Work Study Verification Form that may be used by colleges to verify work study approval.

Students that provide verification showing that they are approved for work study for the school term, and can reasonably anticipate working during the approved term, meet the criteria for an exemption from the CalFresh student eligibility rule. Please note, this applies to any approved work study position whether on campus, remote, or off campus.

In partnership with the Student Eligibility Workgroup comprised of the California Community Colleges Chancellor's Office; California State University Office of the Chancellor; Office of the President: University of California; the California Workforce Development Board; county human service agencies; and advocates for students and clients, the California Department of Social Services (CDSS) has developed a letter and form that can be used by college campuses to assist with the verification of work study approval.

Currently, most colleges provide a financial aid award letter to verify that a student is approved for work study. Colleges may also provide the Work Study Verification Letter or completed Work Study Verification Form to students so that the student has another acceptable verification of work study approval to provide the CWD.

BACKGROUND

Federal regulations at [7 CFR 273.5\(b\)\(6\)\(i\)\(ii\)](#) and [Manual of Policy and Procedures \(MPP\) 63-406.212](#) allow participation in work study to serve as an exemption to the CalFresh student eligibility rule. To qualify under this provision, the student must be approved for work study on the date of the application or recertification interview. Work study must be approved for the school term(s), as defined by the institution, and the student must anticipate working during the approved term(s). Please note, it is important that CWDs not limit verification to any single type of document if multiple sources are available. The Student Eligibility Handbook ([ACL 20-08](#) issued February 12, 2020) provides further details about this and other exemptions from the student eligibility rule.

As amended by Senate Bill (SB) 173, [California Welfare & Institutions Code § 18901.11\(d\)\(2\)](#) required that CDSS, in consultation with stakeholders, create a standardized form to be used by community colleges and universities to verify that a student is approved for state or federal work study. The SB 173 Work Group developed both a form and a letter to inform students that they may be eligible for CalFresh and to serve as verification that they have been approved for work study. The statute requires community colleges and universities, to the extent practicable, to distribute the form or letter to all students approved for state or federal work study.

SAMPLE WORK STUDY VERIFICATION LETTER AND FORM

When completed by the college, the Work Study Verification Letter or Work Study Verification Form (see attachments) are both acceptable methods of verification that a student meets the criteria for an exemption from the student eligibility rule. For more details about verifying work study approval, please refer to [ACL 20-08](#).

Colleges may send the Work Study Verification Letter directly to students who have been approved for work study via email or mail. Alternatively, the Work Study Verification Form may be made available to students at the financial aid office or online to print or download in order to obtain verification of work study approval from their financial aid offices. The Work Study Verification Letter and Form can be found on the [CalFresh Resource Center: Policy Guidance](#) webpage under the Student Resources section.

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If you have any questions or need additional guidance regarding the information in this letter, contact the CalFresh Policy Bureau at CalFreshPolicy@dss.ca.gov.

Sincerely,

Original Document Signed By:

JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division

Attachments

[Insert school letter head in header]

Student Name:
Student ID:

Date:

SUBJECT: VERIFICATION OF WORK STUDY APPROVAL FOR CALFRESH

The [Fill in college name], Office of Financial Aid, has confirmed that you are approved for work study during the [Fill in academic school year/specific school term(s)] term. Based on your work study approval, you may be eligible for CalFresh benefits.

CalFresh is money for food that comes on an Electronic Benefit Transfer (EBT) card, which works like a debit card. It can help you pay for groceries while you are in college. We encourage you to apply for CalFresh to make your college expenses more affordable.

Step 1: Apply for CalFresh at www.getcalfresh.org/students or call 1-877-847-3663.

Step 2: Upload a copy of this letter with your application or give a copy to your worker.

Sincerely,

[Insert signature and signature block including a contact number for county workers to call]

Attention County Social Services Partners: This letter serves as acceptable verification that the student listed above has been approved for work study and may be exempt from the CalFresh student eligibility rule. Students who are approved for work study and anticipate working during the term, are exempt from the student eligibility rule per 7 CFR 273.5. This applies to all approved work study positions whether on campus, remote, or off campus. Please refer to the CalFresh Student Eligibility Handbook for more information (released in [All County Letter 20-08](#)).



(Insert school letter head)

VERIFICATION OF WORK STUDY APPROVAL FOR CALFRESH

Step 1: Fill out this form.

Step 2: Obtain signature below.

Step 3: Apply for CalFresh at www.getcalfresh.org/students or call 1-877-847-3663.

Step 4: Upload a copy of this form with your application or give a copy to your worker.

Student Name (First and Last)

Student ID Number

School Name

City

This form may be used to determine if the student can get CalFresh food benefits.

To be Completed by School:

1. Enrollment Status (check one):

Half-time or more

Less Than Half-Time

2. Approved for Work Study (check one):

This student has been approved for a federal or state work study program for the following:

Academic School Year: _____

Specific School Term(s): _____

Signature of School Official

Date

Print Name

Title

Phone Number

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