



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

POLICY AND PROCEDURE:

EBT Cash Staggering Exemption

REVIEW FREQUENCY:

Every two years

POLICY # 2000600-2006-20

DISTRIBUTION:

- Employment Services
- Eligibility Services
- Quality Mgmt

EFFECTIVE DATE: August 1, 2003

ORIGINAL DATE OF ISSUE: August 1, 2003

LAST REVISION DATE: August 7, 2020

APPROVAL: Jana Bautista 8/15/20
 Eligibility Services Manager Date

APPROVAL: Lynn Rey 8/15/20
 SSSD Deputy Director Date

APPROVAL: Quinn Gumbert 9-1-2020
 HHS Director Date

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to allow customers who face a hardship, due to having CalWORKs (CW) benefits staggered the ability to be exempt from the staggered requirements.

ADMINISTRATION:

Eligibility Specialist (EW)

DEFINITIONS:

None

END OF POLICY

PROCEDURE

I. Exemption from EBT staggered cash issuance request

- A. A CW recipient may request an exemption from the three-day staggering requirement due to hardship.
 - 1. Hardship may include, but is not limited to, the incurrence of late charges on the household's housing payments.
- B. A recipient may request the exemption verbally or by written request.
 - 1. If requested verbally:
 - a. EW will document request in the C-IV journal
 - b. Provide the SSSD 2048 form for recipient completion
 - c. Review for hardship and notify client if exemption is approved.
 - 1) Document finding in the C-IV journal
 - d. Image and index SSSD 2048 if returned
 - 1) SSSD 2048 is not required and exemption should not be denied solely for not turning in SSSD 2048.
 - 2. If requested in writing:
 - a. EW will document request in the C-IV journal
 - b. Provide the SSSD 2048 form for recipient to complete if request was made by other written means.
 - c. Review for hardship and notify the recipient if exemption is approved.
 - 1) Document finding in the C-IV journal
 - d. Image and index written request

II. Exempting benefits from staggered issuance in C-IV

- A. To stagger the CW benefits the EW shall:
 - 1. On the CalWORKs Detail Page click "Issuance Method"
 - 2. On the Issuance Method Detail Page click "Edit"
 - 3. Change the Staggered Issuance Exemption Indicator to "Yes"
 - 4. Click Save and Return
 - 5. Create a journal entry

REFERENCES:

[MPP 16-215.42](#)

FORMS

SSSD 2048 – EBT Cash Stagger Exemption

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
1.0	02-13-14	Biennial Review. Updated reference and included C-IV Process	S. Gardner, SSA
2.0	02-16-16	Biennial Review	S. Gardner, SSA
3.0	03-02-18	Biennial Review – No changes	S. Gardner, SSA
4.0	08-07-20	Biennial Review – Changed NW 782 form to the SSSD 2048.	S. Gardner, SSA