

**You have the right to:**

- Be treated equally without regard to race, color, national origin, religion, political affiliation, marital status, sex, disability, or age.
- Get help applying for or continuing to receive benefits and help in getting requested verifications.
- Ask for an interpreter and to have forms and notices translated if you do not speak or read English.
- Be interviewed promptly by the county and have your eligibility determined within 45 days for CalWORKs and 30 days for CalFresh.
- Get Immediate Need cash benefits within 1 day, or CalFresh Expedited Services within 3 days if you qualify.
- Get at least 10 days to give the County proof that is needed to determine eligibility.
- Continue getting benefits without a break if you move to another county.
- Choose prepaid health plan, fee-for-service coverage, Health Maintenance Organization, or Medi-Cal when eligible.
- Be notified in writing when your application is approved, denied, or within 10 days when your benefits change or stop.
- Have your records kept confidential by the county and state, unless there is a felony arrest warrant issued for you, or as otherwise provided by law.
- Talk with someone from the county or file a formal complaint with the state if you do not agree with an action taken by the county.
- Ask for a State Hearing within 90 days of the county's action.
- Get a list of surcharge-free ATMs and stores where you can get cash back at no cost when you make a purchase with your EBT card.
- Voluntarily report changes that may increase your benefits, such as decrease in income or changes to expenses.

**You have a responsibility to:**

- Sign under penalty of perjury that each person applying for CalWORKs and CalFresh benefits is a US citizen, US national, or has lawful immigration status.
- Give us the SSN for each applicant or recipient of CalWORKs and/or CalFresh. If you refuse to give us either an SSN, or proof of application for an SSN, you will not be able to get CalWORKs or CalFresh benefits. SSNs will be used in a computer match to check income and resources with records from tax, welfare, employment, the Social Security Administration, and other agencies.
- Give proof to support your eligibility. If you cannot get proof, the County may be able to help you get it.
- Cooperate with the county, state, and federal staff.
- Cooperate with the county and the Local Child Support Agency. Your CalWORKs will be lowered if you fail to cooperate without a good reason.
- Report any changes that occur within 5 days of your initial application.
- Report certain things two times a year. The first report will be your application or annual redetermination, and the second report will be the Semi-Annual Eligibility Report (SAR).

- Pay back any benefits that you were not eligible to get.

**You must report the following on your Application, Semi-Annual Report, and Recertification:**

- All income you or anyone in your household got in the report month, as well as any changes in your income that you are sure will happen in the next six months.
- Anyone who moved into or out of your home since you last reported, including newborns, and information about any new household member.
- Any property bought or sold by people in your household.
  - o There is a \$10,000 limit on the value of the property that your family can own and be eligible for CalWORKs. If someone in your family is at least 60 years old, the limit is \$15,000.
  - o Any balance remaining in your EBT account at the end of the month will be considered an available resource and could make your household ineligible for CalWORKs.
- The name of anyone in your household who is hiding or running from the law to avoid prosecution, or who has been found by a court of law to be in violation of probation or parole.

**What you must report within 10 days:**

- Anytime your family's combined income is more than the Income Reporting Threshold (IRT) for your family.
- Anytime someone in your household becomes a fleeing felon or is found by a court to be in violation of probation or parole.
- Anytime you move you must report your address change so that the county will know where to send your notices.

**Important Information for CalWORKs Applicants/Recipients Only:**

- You may be eligible for money to help pay for temporary shelter, permanent housing, or to prevent eviction. If you have already received homeless assistance and need it again, your worker will tell you if you are eligible.
- You must provide proof when requested by the county that children under 6 have received age-appropriate immunizations. Your grant may be lowered until this is received.
- All children between the ages of 6 and 18 years of age who are receiving aid must attend school. If your child is between 16 and 18 and is not attending school regularly, your grant can be lowered until he or she starts attending.
- If you or someone in your home is pregnant you may be eligible to CalWORKs pregnancy special need.
- A parent or caretaker relative is not eligible for CalWORKs when he or she has received cash aid for a total of 48 months. All cash aid from CalWORKs and/or cash aid from Tribal TANF or any other state counts toward the 48-month total.

**Employment Services Requirements:**

- If you get CalWORKs, you will need to take part in certain Employment Services activities to keep getting your cash aid. The county will tell you how many hours a week you must take part in these activities, or if you are excused from these rules.
- CalWORKs rules state you must:
  - o Sign a Welfare-to-Work plan
  - o Take a suitable job that is offered to you
  - o Not quit a job or reduce your earnings
- Any time you don't meet CalWORKs rules and you don't have a good reason, your cash aid and or your CalFresh may be stopped until you do what you should do.

You are committing a crime if you give false or wrong information, or do not give all the information on purpose to try to get CalFresh or Medi-Cal benefits that you are not eligible to receive, or to help someone else get benefits that they are not eligible to receive. You must pay back any benefits you get that you were not eligible to receive. If you do this on purpose and receive more than \$950 in benefits you were not eligible to receive, you can be charged with a felony.

**I understand that if I commit an intentional program violation by doing any of the following:**

- Hide information or make false statements
- Use electronic benefit transfer (EBT) cards that belong to someone else or let someone else use my card
- Use CalFresh benefits to buy alcohol or tobacco
- Trade, sell, or give away CalFresh benefits or EBT

**I may:**

- Lose CalFresh benefits for 12 months for the first offense and be required to repay all CalFresh benefits overpaid to me
- Lose CalFresh benefits for 24 months for the second offense and be required to repay all CalFresh benefits overpaid to me
- Lose CalFresh benefits permanently for the third offense and be required to repay all CalFresh benefits overpaid to me
- Be fined up to \$250,000, imprisoned up to 20 years, or both

I understand that if I trade CalFresh benefits for controlled substances, such as drugs, I may lose CalFresh benefits for 24 months for the first offense and permanently for the second offense.

I understand that if I give false information about who I am and where I live so I can get extra CalFresh benefits, I may lose CalFresh benefits for 10 years for each offense.

I understand that if I have been convicted of trading or selling CalFresh benefits worth more than \$500, or trading CalFresh benefits for firearms, ammunition, or explosives, I may lose CalFresh benefits permanently.

For CalWORKs, I understand I may have committed an intentional program violation and I may lose benefits if I do any of the following:

- Give false information about who I am or where I live
- Try to get dual benefits, for example, apply in two or more different counties or states at the same time
- Submit false documents for children or adult household members who are not eligible or who do not exist
- Violate conditions of my probation or parole
- Flee after felony conviction

I may lose CalWORKs benefits for 6 months, 1 year, 2 years, 4 years, 5 years, or forever and be fined up to \$10,000 and/or sent to jail or prison for up to 5 years.