



[CA-294680] Add BRM envelopes to the KG 2, AAP 3, and CSF 186 Forms

Issue Type:	SCR	Team Responsible:	Client Correspondence	Assignee:	Unassigned
Fix Version/s:	[TBD]	Designer Contact:		Change Type (SCR):	Enhancement
Minor Version:		Expedite Changes:	No	App Team Estimate Total:	
Reporter:	Nancy DeCasas	Regulation Reference:		Created:	09/25/2025 01:00 PM
Status:	New	Impact Analysis:		Outreach Required:	
Policy/Design Consortium Contact:	Cindy Coggins	Training Impacted:		App Funding Source:	
Project Phase (SCR):	Production	County Action:		App Funding Source ID:	
Other Agency Cross Reference:		Counties Impacted:			

Current Design: The KG 2 and AAP 3 forms are used for annual redeterminations, while the CSF 186 is a school verification form required to determine Kin-GAP eligibility for youth aged 18 or 19. Currently, these forms do not include a self-addressed return envelope, which makes it more difficult for clients to return the documents on time. This often leads to delays in processing, affecting eligibility determinations and benefit renewals.

AAP 3 is currently being sent to the primary applicant by batch. This batch is currently not scheduled.

Request: Including a return envelope with these forms would streamline the process for both staff and clients and help ensure timely submission and review.

Recommendation: To help streamline the process for both staff and clients, and to reduce delays in eligibility determinations and benefit renewals, recommend including a self-addressed return envelope with the KG 2, AAP 3, and CSF 186 forms. This addition would make it easier for clients to return the required documents promptly and support more timely processing.

Counties will be given the option to opt in or out once they receive the projected cost of adding Business Reply Mail (BRM) envelopes to these forms. Providing this cost estimate will allow each county to make an informed decision based on their budget and operational needs.

Update AAP 3 variable population. (See CA-300394)

Outreach Description:

Operational Impact: