


Desk Aid: CFET Eligibility Status in VSAS (Rev. 12/19)

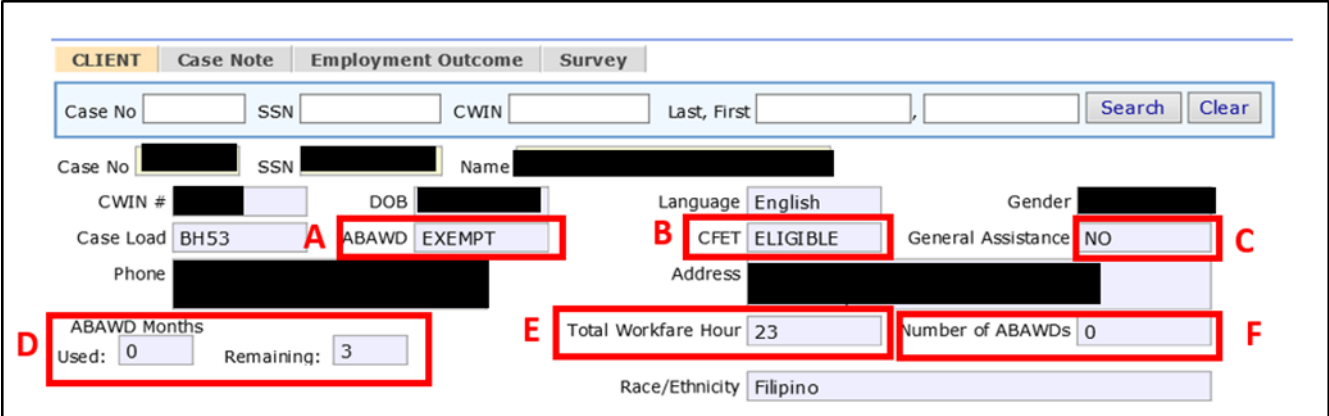
Important: Prior to enrolling a participant into a CFET program, CFET eligibility MUST be verified in VSAS.

Instructions: There are various results that VSAS will provide. Please follow the guide below to determine CFET eligibility for CFET participants.

Steps	Action
1.	Obtain and retain the <i>Consent to Release Public Assistance Information for the CalFresh Employment and Training</i> form (Addendum D or use an in-house form) from the potential participant. This release will allow you to verify the CalFresh eligibility of the CFET participant. Ensure the consent form contains the name, signature, signature date, and date of birth of the CFET participant.
2.	Log in to VSAS by launching the SSA Portal and accessing the SSA VSAS Portal logon. Log in using the VSAS User Name and Password provided to you from the SSA Help Desk and click [Login]. 

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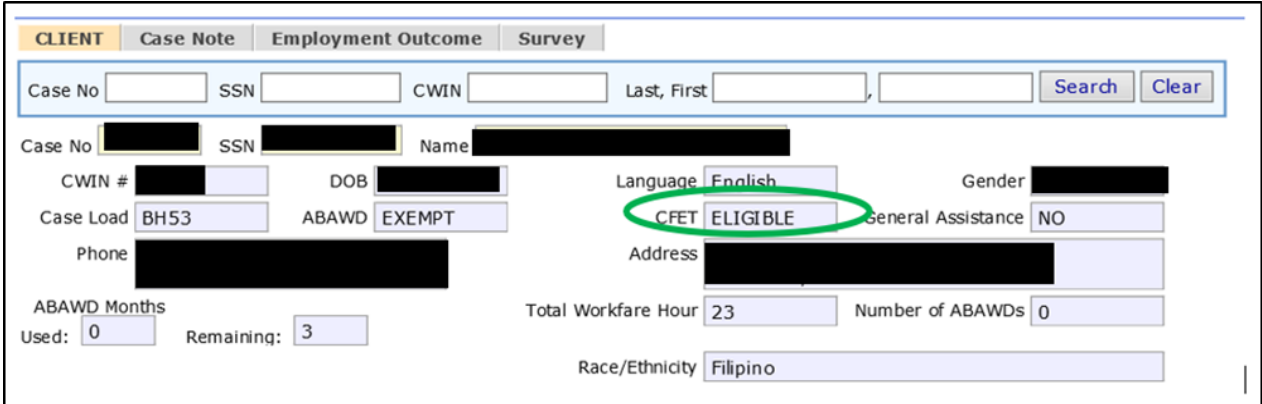
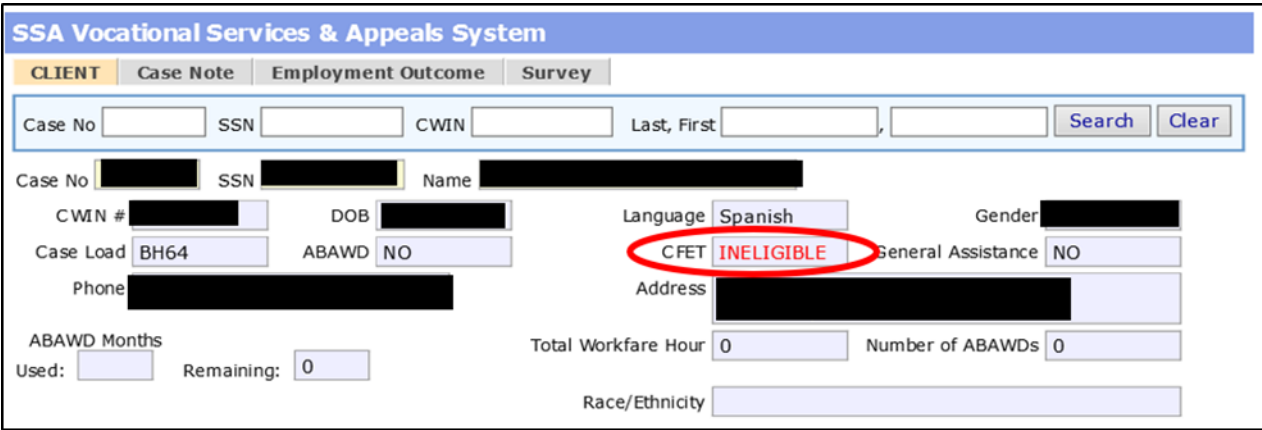
Steps	Action
3.	<p>To locate the participant in the VSAS system, enter demographic information in the Client tab (SSN, or Last, First name).</p> <p><u>Note:</u> Searching by the participant's SSN is recommended in VSAS to narrow down the results. Click on the [Search] button.</p> <div data-bbox="305 464 1448 1037" data-label="Form"> </div>
4.	<p>Select by single-clicking on the participant's name (the identifying information field will turn yellow).</p> <div data-bbox="215 1209 1542 1539" data-label="Form"> </div>

Steps	Action
5.	<p>There are six VSAS fields to pay special attention to when viewing participant information:</p> <ul style="list-style-type: none"> A. ABAWD indicator (YES/NO/EXEMPT), B. CFET (ELIGIBLE/<i>INELIGIBLE</i>) field C. General Assistance (GA) indicator (YES/NO) D. ABAWD number of months used and number of months remaining E. Total Workfare Hours to comply with ABAWD rules F. Number of ABAWDs that can share these workfare hours
	 <p>The screenshot shows the VSAS client information page. The following fields are highlighted with red boxes and labeled A through F:</p> <ul style="list-style-type: none"> A: ABAWD indicator (EXEMPT) B: CFET indicator (ELIGIBLE) C: General Assistance indicator (NO) D: ABAWD Months Used (0) and Remaining (3) E: Total Workfare Hour (23) F: Number of ABAWDs (0)
	<p>A. ABAWD (Able-Bodied Adult Without Dependents) indicator:</p> <ul style="list-style-type: none"> • If coded “YES,” the participant is an ABAWD and will need to participate in CFET services at least 20 hours/week or 80 hours/month, or in workfare (hours = CF allotment divided by minimum wage) in order to keep his/her CalFresh benefits. The participant will also need verification of participation hours and may need an attendance verification form completed and signed off by your agency (participant will provide). • If coded “NO” or “EXEMPT,” the participant does not have a minimum number of monthly hours to meet.

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	<p data-bbox="215 214 423 247">B. CFET field:</p> <ul data-bbox="313 260 1528 485" style="list-style-type: none"><li data-bbox="313 260 1528 338">• If coded “ELIGIBLE” participant is CFET eligible and can be participate in the CFET program.<li data-bbox="313 350 1528 428">• If coded “INELIGIBLE” participant is not CFET eligible and cannot participate in the CFET program until VSAS shows “ELIGIBLE.”<li data-bbox="313 441 1398 485">• Follow Steps 6-8 (below) to determine CFET eligibility and next steps. <p data-bbox="215 535 784 569">C. General Assistance (GA) indicator:</p> <ul data-bbox="313 581 1539 890" style="list-style-type: none"><li data-bbox="313 581 1539 842">• If coded “YES,” the participant is a recipient of GA and may be enrolled in the CFET program. The participant will need to contact their Employment Counselor (EC) at GA. The participant will also need verification of participation hours and may need an attendance verification form completed and signed off by your agency (participant will provide) in order to keep receiving GA benefits.<li data-bbox="313 854 1166 890">• If coded “No,” the participant is not a recipient of GA. <p data-bbox="215 947 915 980">D. ABAWD months used and remaining fields:</p> <ul data-bbox="313 993 1528 1167" style="list-style-type: none"><li data-bbox="313 993 1528 1071">• Number of months where ABAWD work requirements has not been complied with. After 3 months, CF benefit will be discontinued.<li data-bbox="313 1083 1528 1167">• Number of months left before CF benefit will be discontinued if ABAWD work requirements are not complied with. <p data-bbox="215 1224 683 1257">E. Total Workfare Hours field:</p> <ul data-bbox="313 1270 1474 1360" style="list-style-type: none"><li data-bbox="313 1270 1474 1360">• Number of Workfare hours that need to be completed monthly to comply with ABAWD work requirements. <p data-bbox="215 1434 662 1467">F. Number of ABAWDs field:</p> <ul data-bbox="313 1480 1516 1625" style="list-style-type: none"><li data-bbox="313 1480 1516 1625">• Number of ABAWDs in the case that can share the total number of Workfare hours that need to be completed monthly to comply with ABAWD work requirements.

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Steps	Action
6.	Follow the “If/Then...” guide below to determine CFET Eligibility or Ineligibility.
<p>If...</p> <p>Then...</p> <p style="color: green; font-weight: bold;">Participant is CFET ELIGIBLE</p>	<p>VSAS locates the participant and the CFET field shows ELIGIBLE,</p> <p>This means they are active for CalFresh and no other disqualifier exists.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
<p>If...</p> <p>Then...</p> <p style="color: red; font-weight: bold;">Participant is CFET INELIGIBLE</p>	<p>VSAS locates the participant and the CFET field shows INELIGIBLE,</p> <p>This means they are active for CalFresh, but one of the following disqualifying conditions exist:</p> <ul style="list-style-type: none"> ➤ Individual is sanctioned for CalWORKs, or ➤ Individual is active for California Food Assistance Program (CFAP). <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

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Steps	Action				
<p>If...</p> <p>Then...</p>	<p>If VSAS does <u>not</u> locate the participant and the “No records found” message appears,</p> <p>One of the following conditions exist:</p> <ul style="list-style-type: none"> ➤ Individual does not have a CalFresh case, or ➤ Individual is active on the CalWORKs Program. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #4f81bd; color: white; padding: 2px;">SSA Vocational Services & Appeals System</p> <p style="background-color: #f0f0f0; padding: 2px;">CLIENT Case Note Employment Outcome Survey</p> <p>Case No <input type="text"/> SSN <input type="text"/> CWIN <input type="text"/> Last, First <input type="text"/>, <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">No records found</p> </div>				
<p>If...</p> <p>Ask...</p>	<p>“No record is found” in VSAS:</p> <p><i>Question for participant: Are you receiving CalWORKs?</i></p> <p><i>Participant’s response: Yes or no.</i></p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 50%;">If YES...</th> <th style="width: 50%;">If NO...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>The participant cannot enroll in your program, refer participant to their Employment Counselor (EC) at CalWORKs Employment Services (CWES).</p> </td> <td style="padding: 5px;"> <p>Use the Reverse Referral Process to assist the participant to enroll in CalFresh. Once the participant is active for CalFresh, he or she may then be enrolled into your CFET program.</p> <p><u>Note:</u> Recheck CFET eligibility status (Step 1).</p> </td> </tr> </tbody> </table>	If YES...	If NO...	<p>The participant cannot enroll in your program, refer participant to their Employment Counselor (EC) at CalWORKs Employment Services (CWES).</p>	<p>Use the Reverse Referral Process to assist the participant to enroll in CalFresh. Once the participant is active for CalFresh, he or she may then be enrolled into your CFET program.</p> <p><u>Note:</u> Recheck CFET eligibility status (Step 1).</p>
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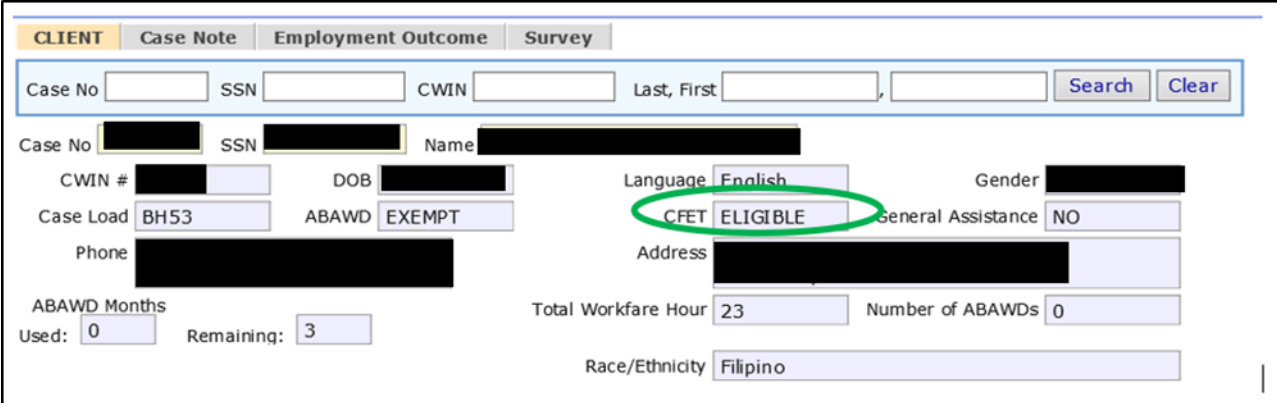
Steps	Action
<p>Active CFET Participants</p> <p>Then...</p>	<p>For Third Party Partners that have been working with an Active CFET participant and now the CFET field shows INELIGIBLE,</p> <p>One of the following disqualifying conditions exist:</p> <ul style="list-style-type: none"> • Participant’s CalFresh status is now FAIL, or • Participant’s CalFresh status is PASS, but: <ul style="list-style-type: none"> ➤ Participant is now active on CalWORKs, or ➤ Participant is sanctioned for CalWORKs. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #4a7ebb; color: white; padding: 2px;">SSA Vocational Services & Appeals System</p> <p style="background-color: #f0f0f0; padding: 2px;">CLIENT Case Note Employment Outcome Survey</p> <p>Case No <input type="text"/> SSN <input type="text"/> CWIN <input type="text"/> Last, First <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Case No <input type="text"/> SSN <input type="text"/> Name <input type="text"/></p> <p>CWIN # <input type="text"/> DOB <input type="text"/> Language <input type="text" value="Spanish"/> Gender <input type="text"/></p> <p>Case Load <input type="text" value="BH64"/> ABAWD <input type="text" value="NO"/> CFET INELIGIBLE General Assistance <input type="text" value="NO"/></p> <p>Phone <input type="text"/> Address <input type="text"/></p> <p>ABAWD Months Used: <input type="text"/> Remaining: <input type="text" value="0"/> Total Workfare Hour <input type="text" value="0"/> Number of ABAWDs <input type="text" value="0"/></p> <p>Race/Ethnicity <input type="text"/></p> </div>

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<p data-bbox="77 212 266 302">Active CFET Participants</p> <p data-bbox="77 352 164 386">Ask...</p>	<p data-bbox="289 212 1500 302">For Third Party Partners that have been working with an Active CFET participant and the record <u>is</u> found but the CFET field shows INELIGIBLE,</p> <p data-bbox="289 352 1544 443"><i>Question for participant:</i> Are you receiving CalWORKs? Have you been sanctioned for CalWORKs?</p> <p data-bbox="289 493 792 527"><i>Participant's response:</i> Yes or no.</p> <table border="1" data-bbox="289 577 1544 1711"> <thead> <tr> <th data-bbox="289 577 915 623">If YES...</th> <th data-bbox="915 577 1544 623">If NO...</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 623 915 1711"> <p data-bbox="300 630 883 894">If the participant is on CalWORKs or sanctioned for CalWORKs they cannot enroll in your program, refer participant to their Employment Counselor (EC) at CalWORKs Employment Services (CWES).</p> </td> <td data-bbox="915 623 1544 1711"> <p data-bbox="927 630 1425 711">Ask the participant the following question:</p> <p data-bbox="927 758 1479 884"><i>Question for participant:</i> When was the last time you received CalFresh benefits?</p> <p data-bbox="927 930 1528 1194">If less than 30 days - Instruct the participant to contact their Santa Clara County Eligibility Worker (EW) to determine why they were discontinued and if they comply can they get their CalFresh rescinded.</p> <p data-bbox="927 1241 1463 1367">If more than 30 days - Assist the participant in applying for CalFresh using the Reverse Referral Process.</p> <p data-bbox="927 1413 1523 1629">Once the participant's CalFresh status is active <u>and</u> VSAS shows the CFET field as ELIGIBLE, then Third Party Partners may continue to provide CFET services to the participant.</p> </td> </tr> </tbody> </table>	If YES...	If NO...	<p data-bbox="300 630 883 894">If the participant is on CalWORKs or sanctioned for CalWORKs they cannot enroll in your program, refer participant to their Employment Counselor (EC) at CalWORKs Employment Services (CWES).</p>	<p data-bbox="927 630 1425 711">Ask the participant the following question:</p> <p data-bbox="927 758 1479 884"><i>Question for participant:</i> When was the last time you received CalFresh benefits?</p> <p data-bbox="927 930 1528 1194">If less than 30 days - Instruct the participant to contact their Santa Clara County Eligibility Worker (EW) to determine why they were discontinued and if they comply can they get their CalFresh rescinded.</p> <p data-bbox="927 1241 1463 1367">If more than 30 days - Assist the participant in applying for CalFresh using the Reverse Referral Process.</p> <p data-bbox="927 1413 1523 1629">Once the participant's CalFresh status is active <u>and</u> VSAS shows the CFET field as ELIGIBLE, then Third Party Partners may continue to provide CFET services to the participant.</p>
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<p>7.</p> <p>Active CFET Participants</p>	<p>Verify the participant is <u>not</u> enrolled in a conflicting component.</p> <p>Enrollment in conflicting components is when two of the same components (ex. Supervised Job Search) are entered at two different Third Party Partners. Regulations <u>allow</u> a participant to be enrolled in two CFET components as long as they are <u>not</u> conflicting. For example, a participant may be enrolled in the Supervised Job Search component at one Third Party Partner and the English Second Language component at another Third Party Partner.</p> <p>Here is an example of conflicting component entries at two different Third Party Partners –<i>Sacred Heart Community Services</i> and <i>Catholic Charities of Santa Clara County</i>:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> <p>As you can see above, there are two open, non-End Dated entries for the same Job Search Training component. In this situation, the more current Third Party Partner will first need to discuss the conflicting component issue with the participant.</p> <p>Next, the Third Party Partner will need to contact the designated contact person at the other Third Party Partner in order to verify and discuss End Dating the component appropriately.</p> <p>(Note: Third Party Partners are unable to edit or end-date other agency’s entries in the VSAS system.)</p>

Steps	Action
8.	<p>It is mandatory that participants maintain their CF eligibility monthly, in order to be enrolled in the CFET program.</p> <p>Use VSAS to check CF eligibility on the first working day of each month.</p> <div data-bbox="269 436 1539 835"><p>The screenshot shows the VSAS interface with the following fields and values:</p><ul style="list-style-type: none">Case No: [Redacted]SSN: [Redacted]CWIN: [Redacted]Last, First: [Redacted]Language: EnglishGender: [Redacted]Case Load: BH53ABAWD: EXEMPTCFET ELIGIBLE (circled in green)General Assistance: NOPhone: [Redacted]Address: [Redacted]ABAWD Months Used: 0ABAWD Months Remaining: 3Total Workfare Hour: 23Number of ABAWDs: 0Race/Ethnicity: Filipino</div>

