**Congratulations on submitting your application for CalFresh!**

You have 30 days from today’s date (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) to complete all of the requirements. Add any important dates related to your application to your calendar or planner.

**Getting approved for CalFresh can be simple if you follow these easy steps:**



1. **Make sure to check your mail regularly!** The county will be mailing you a packet of information as well as an appointment letter for your intake interview.
2. **Answer your phone!** The county will be calling you, most likely from a blocked number, for your intake interview where they will review your application and let you know of next steps, typically takes 30 minutes.
3. If you miss the call or if the time scheduled does not work for you, call **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_ to reschedule right away.

1. Gather all of the requested documents to make copies of and mail, fax at our office or hand deliver to the county by your given deadline

**\*Important Note:** Once you have your intake interview you will be given 10 days to submit your verifications. If they are not received within 10 days, then you will automatically receive a denial notice. However, **YOU ARE NOT ACTUALLY DENIED** until you have reached 30 days from the date of your application. If you miss the initial 10-day deadline it is OK, just get your verifications to the county as soon as possible.

1. Call your case worker immediately to let them know you have submitted your verifications and to make sure that they were received. If faxing, make sure to call to confirm that the documents were transferred clearly and are readable.

**After the application for CalFresh is submitted, there are certain things you must do to keep your benefits:**

1. Report any changes as required by the county.
2. Complete **semi-annual report** (SAR 7) 6-months after you were approved.
3. Complete an **annual recertification** one-year after you were approved.

**Don’t Forget:**

* You have the **right** to ask for help to get the proof that is needed, to have 10 days for submitting requested proof, and to ask for a state hearing within 90 days.
* You have the **responsibility** to report changes as required and fully cooperate with County, State and Federal personnel.
* 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 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 were not eligible to receive.

**Please Contact Us For Help!**

**CalFresh Outreach can help you through the entire CalFresh application process.**

**We can [make free copies, fax verifications, etc] answer questions and help along the way!**

**Call us at [phone number here]**

**Or email: [email here]**

**Visit us at**

**[address here]**

**Drop-in Assist [time and day(s) here]**

***Or by appointment***