



**COUNTY of VENTURA**  
Human Services Agency

Dear

The United States Department of Agriculture (USDA) requires that the State of California conduct a quality control review of a sample of CalFresh cases to ensure that participants receive the correct amount of benefits (Title 45 of the Code of Federal Regulations, Section 205.40). The main purpose of the review is to identify how well the program is working and to identify ways to improve its operation. Your CalFresh case has been selected as part of the sample for . These cases are selected at random, and this does NOT mean that we believe anything is incorrect regarding your case.

In reviewing your case, I will ask you questions about your living arrangement, income, resources, shelter expenses, and other factors that affect your eligibility for the month of .

**Your participation in this review is mandatory.** CalFresh Regulation require that we notify your local county social service office if you do not cooperate (Manual of Policies and Procedures 63-505.1) In addition, the Federal government requires that we notify you of the possibility that your case will be referred for investigation if there is any evidence that you knowingly provided any false or misleading information.

If you are currently receiving CalFresh and you choose not to cooperate, the county will send you a termination notice informing you that if you do not fully cooperate with the review process, you will be

declared ineligible to receive CalFresh benefits. If you are NOT receiving CalFresh benefits at this time, your unwillingness to cooperate in this review may affect your future eligibility.

Your interview appointment has been scheduled as follows:

**Date:**

**Time:**

**Interview Type:**

**Face to Face at**

**Telephone:** I will be calling you at

**Video Conferencing:** We will complete a video conference via **Google Duo**. Please see attached instructions on how to download Google Duo. **Please have Google Duo downloaded prior to your interview time.** During this interview, we will be discussing confidential information. It is advised that you complete this interview in a private area, and not in a public space.

**Video Conferencing:** We will complete a video conference via **Facetime**. During this interview, we will be discussing confidential information. It is advised that you complete this interview in a private area, and not in a public space.

*Please provide the checked items requested on the following page.*

If you need assistance or need to reschedule your interview, please call at

Sincerely,

QC Program Assistant

QC Appointment Letter [3.21]

**Please Provide the Following:**

**1) Identity**

Your driver's license or any other identification you may have for

A doctor's statement or an official government document showing that is disabled or incapacitated.

**2) School**

Proof of school attendance (such as letter, class schedule, report card) for any household member attending in

College award letters showing the amount(s) of financial aid received in

College receipts for tuition and mandatory fees you paid for your educational institution for the

**7) Earned Income**

Verification of earned income from all household members that received income in

Self-employment earnings (such as tax returns, profit/loss statements) received in

**8) Unearned Income**

Verification of Social Security Benefits such as Retirement, Survivors, Disability benefits, and SSI/SSP received in

Verification of Veterans benefits received in

**3) Immigration Status**

Immigration documents for any non-citizen household member.

Verification of Unemployment Benefits received in

A current telephone number for the absent parent and verification of any child support or alimony you received in

**4) Household Composition**

Please have a friend, family member, or neighbor (who DOES NOT reside in your household) complete the attached Household Composition form.

**9) Expenses**

Verification of rent or mortgage expense for the month of

Verification of utility expense (such as electric or gas bill) for the month of

Verification for any medical expense(s) you paid during the month of

Verification of dependent care expense for the month of

Court orders or any legal papers stating the amount(s) of alimony and/or child support paid by any household member.

**5) Resources**

Your checking, savings, money market, bank, and/or credit union statement for

Verification of for

**10) Other**

**6) Medical Verification**

Please sign and date the Authorization to Release Information form.

Other:

### **ADDITIONAL INFORMATION**

Regulations require that we contact other persons who can verify information necessary to determine your CalFresh eligibility. For example, we may be in contact with the following persons or agencies to obtain or verify the information. If you do not wish the Quality Control Analyst to contact one of these persons or agencies, you shall have the opportunity to obtain the desired information or verification.

- Your bank or other financial institution
- Your landlord
- Your utility companies
- Federal agencies that might pay you a benefit such as the Veteran's Administration or Social Security Administration
- State or local government agencies such as the Department of Motor Vehicles and Employment Development Department
- Schools
- Your present or past employers
- Other sources of income

### **INFORMATION IS CONFIDENTIAL**

All the information we obtain is confidential. Only authorized agencies will be given access to the facts in your case. Authorized agencies receiving this information include:

- U.S. Department of Agriculture
- U.S. Department of Health and Human Services
- County Welfare Department

You have the right to inspect all information that the Department has relating to your case by notifying:

Rachel Nunez, HS Program Coordinator  
County of Ventura Human Services Agency  
4651 Telephone Rd  
Ventura, CA 93003  
(805) 289-9338  
FAX (805) 658-4558

### **USE OF INFORMATION**

Information you provide us will be used to implement program improvements. It will also help us decide if we should recommend changes in the law.