



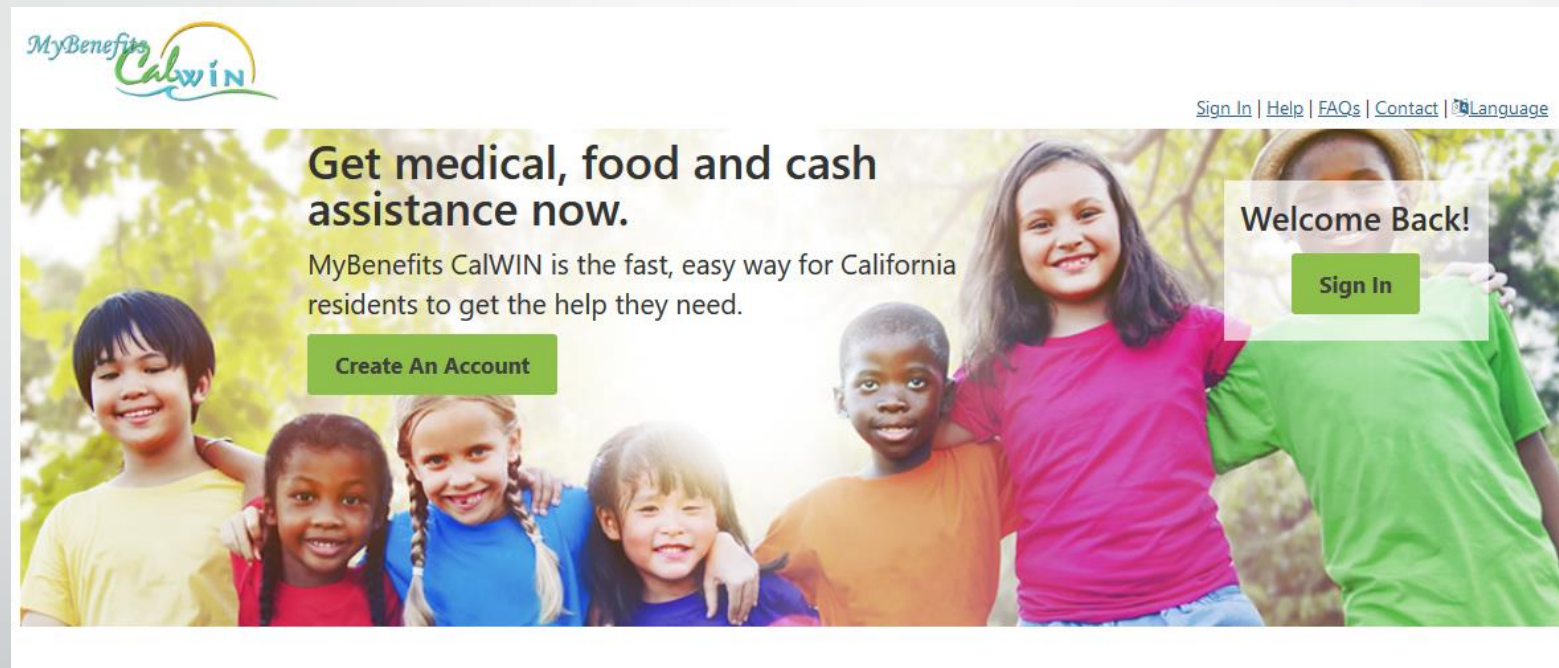
CalFresh Application A Comprehensive Step-by-Step Guide

For UCSF Professional Students. Ed. 2021-2022 Ed.
27th September, 2021.

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Step-By-Step Instructions

Creating an Account through [MyBenefitsCalWin](#) (15 steps)



Watch a video from the county for instructions on creating an account and getting started on your application

[MyBCW Applying for Aid CUSTOMER version - YouTube](#)

1. Create an account

- Visit <https://www.mybenefitscalwin.org> and select Create an Account
 - Select your county - Select the county you will be living in for the next 3-6 months.
 - Apply for Benefits – Click “Next”.
 - Contact Information - The county will communicate with you directly through the contact information you provide. You can use your UCSF email address or your personal email address.
 - Create User Name and Password
 - Select Three Security Questions
 - Select a Profile Image
 - Verify Your Email - MyBenefitsCalWin will send a confirmation email to the email address you used to create your account.

2. Apply for Benefits

- Log into your account <https://www.mybenefitscalwin.org> and select Apply for Benefits

The screenshot displays the MyBenefits CalWIN user interface. At the top left is the logo, and to its right is a user greeting: "Hi Anthony! San Francisco (Settings)". On the top right are links for "Sign Out", "Help", "FAQs", "Contact", and "Language". A navigation bar below the header contains "Overview" and "Benefits" (with a dropdown arrow). A yellow announcement banner reads: "Announcements URGENT EBT Facebook scam alert! Do not call EBT phone numbers posted on Facebook. Read about EBT alert". Below this is the "MyBenefits Overview" section, which includes a welcome message and a yellow warning box stating that the benefit overview is unavailable until the user approves their case information for online viewing. At the bottom, under the heading "I would like to...", there are three links: "See if I Am Eligible >", "Apply for Benefits >" (highlighted with a red box), and "View or Continue an Application >".

3. What you will need to apply

- To apply for benefits, you will be asked to provide:
 - Copy of your pay stub
 - Bills you pay (Rent, Utilities, Childcare)
 - School Documentation
 - Complete the [School Documentation for CalFresh](#) to request the documents to confirm your Federal Work Study eligibility, o EFC, and Full Time Enrollment to qualify for Student Exemptions

4. Acknowledgements

- Read the acknowledge the Disclosure Statements
 - Click "I Understand"
 - Click "Next"
- Read and acknowledge the Certification Statement
 - Click "I Understand"
 - Click "Next" These are Rights and Responsivities you will have to confirm before continuing with the application

These are Rights and Responsivities you will have to confirm before continuing with the application

5. Have you applied for CalFresh before?

- If you have applied for CalFresh or any other benefits before, provide the Covered CA Case number. If not, you can leave blank.

MyBenefits CalWIN FAQs Contact Us Help Sign Out

Apply for Benefits San Francisco County

Already applied through Covered CA? ?

During the last 90 days, have you applied through Covered CA for Medi-Cal or other health insurance program?
Please provide your Covered CA case number to assist with processing your application.

Covered CA case number:

If you have not applied through Covered CA, please leave the field empty and select the Next button.

Not sure what your case number is? Here are ways to find your Covered CA case number.

- If you came directly from the link at the end of your application, the webpage with your case number should still be open in another window. Click on the other window and find your case number in the upper left hand corner.
- You can go to www.coveredca.com and login to your account.
 - To login on the Covered California website click on the "Account Sign-in" in the upper right hand corner.
 - Enter your "User Name" and "Password" in the "LOGIN OR CREATE AN ACCOUNT" box. This will take you to your "Home Page".
 - From the Home Page" click one of the top navigation bar links: "Summary, Household, Personal Data, Income or Eligibility" and you will be taken to that section of your case.
 - Your case number will display in the upper left hand corner.

Not able to get your Covered CA case number?

- The County will work with you later to get more information. Select Next button below to continue.

6. Select Benefits

- This is where you will select Food Assistance Programs to start your application for CalFresh.
- You can also opt to apply for other county benefits, such as Medi Cal, if you are interested, however, our office can only offer support with CalFresh applications.
- We encourage students to answer all questions honestly and transparently, your answers on the application will not automatically exclude you from CalFresh consideration.

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits San Francisco County

Request for Assistance ?

This application is a fast and easy way for California residents to apply for medical, food, and cash assistance programs.

What would you like to apply for?

\$ Cash Aid Programs

Cash Aid for Families with Children (CalWORKs)

CalWORKs is a [cash aid program for low income families with children](#) to meet their basic needs. It also provides education, employment, and training programs to help families get jobs and move towards self-sufficiency. *A face-to-face interview is required after you submit this application.

Refugee Cash Assistance (RCA)

Needy refugees without children, who are not otherwise eligible for any other cash aid, may be eligible for 8 months of [Refugee Cash Assistance](#). These individuals may also be eligible to receive employment and other social services during the same 8-month period.

Cash Aid for Needy Adults (General Assistance/General Relief)

The General Assistance or General Relief (GA/GR) Program is designed to provide relief and support to needy adults who are not able to support themselves by their own means, other public funds, or assistance programs. Each county's GA/GR program issues benefits, sets payment levels and eligibility requirements. The next page will provide more information on this program.

Food Assistance Programs

Food Assistance (CalFresh)

The [CalFresh Program](#), formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP), can add to your food budget to put healthy and nutritious food on the table. The program issues monthly electronic benefits that can be used to buy most foods at many markets, farmers' markets and food stores.

7. CalFresh Application

- People – Read the statement and click “Next”.
- Contact Information - Address at which you will be able to receive mail for at least 3 months. If you move or change addresses, you can make updates through the MBCW portal.
- Expedited/Immediate Assistance - Answering Yes to these questions for expedited or immediate assistance means you need to be available to complete your application and pick up your EBT card within 3 business days. (If you need immediate food assistance we would recommend reaching out to our office if you cannot meet all requirements within 3 business days.)
- Provide your electronically signature.

8. Demographic Information (Optional)

- Provide your demographic information.
- You can opt out of submitting any demographic information like by clicking the opt out box on the top of the page.

The screenshot shows the 'Apply for Benefits' page for San Francisco County. The progress bar indicates 7% completion, with five steps: 1. People, 2. Income, 3. Resources, 4. Expenses, and 5. Finish. The current step is 'People - Your Info'. Under the 'Race/Ethnicity' section, there is a checkbox with the text: 'Check this box if you do not want to give the County information about your race and ethnicity. If you do not, the County will enter this information for civil rights statistics only'. Below this, there are questions about Hispanic/Latino/Spanish origin and ethnicity, with radio buttons for 'Yes' and 'No', and checkboxes for 'Mexican', 'Puerto Rican', 'Cuban', 'Other', 'White', 'American Indian or Alaskan Native', 'Black or African American', and 'Other or mixed'. There are also 'Specify' text input fields for each ethnicity section.

9. Interview Accommodations

- You can request an interpreter for your phone interview.
- Our office cannot coach or attend interviews with our students.

Assistance during an interview

The County will provide an interpreter at no cost to you.
If you are deaf or hard of hearing please check here

*Do you have a disability and need help applying?

Yes

No

Submit Now

← Back

× Exit

Next →

10. CalFresh Application (Cont.)

- Personal Information
- Previous Benefits

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits

San Francisco County

8% Completed

1 People | 2 Income | 3 Resources | 4 Expenses | 5 Finish

People – Your Info

Date of Birth (mm/dd/yyyy)

Gender? Male Female

Social Security Number

Social Security number is optional for members not applying for benefits.

* Do you have a Social Security Number? Yes No

* If yes, enter Social Security Number

* Check this box if you do not know this person's Social Security Number

* If no, have you applied for a Social Security Number? Yes No

Note: The collection of this information, including the social security number (SSN) of each household member, is authorized under the Food and Nutrition Act of 2008, as amended, 7 U.S.C 2011-2036. The information will be used to determine whether your household is eligible or continues to be eligible to participate in CalFresh. We will verify this information through computer matching programs. This information will also be used to monitor compliance with program regulations and for program management.

Submit Now | Back | Exit | Next

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits

San Francisco County

10% Completed

1 People | 2 Income | 3 Resources | 4 Expenses | 5 Finish

People – Your Info

These questions are about you.

Prior Aid

Has anyone in your household ever received public assistance (CalWORKs/Temporary Assistance for Needy Families, Tribal TANF, Medicaid, Supplemental Nutrition Assistance Program [CalFresh or food stamps], General Assistance/General Relief, etc.)? Yes No

Type(s) of Aid/Benefit

Name(s) Used

Date received (mm/dd/yyyy)

Received Where:




County

State <click here to choose>

Your Interview

11. Interview

- Interview Type - During the pandemic, all interviews are over telephone.
- Authorized Representative - If you are unable to complete the application process or use the EBT card yourself, you can select an Authorized Representative.
 - Our office cannot be an authorized representative for any of our students.
 - This is generally for people with caretakers or others who act on their behalf.

   *Your Interview



You will need to have an interview with the County to discuss your application. A worker will contact you to schedule your interview.

What type of interview do you want?

In Person

By Phone

Need other arrangements due to a disability

 Household's Authorized Representative 

You may authorize someone 18 years or older to help your household with your CalFresh benefits. This person can also speak for you at the interview, help you complete forms, shop for you, and report changes for you. You will have to repay any benefits you may get by mistake because of information this person gives the County and any benefits you didn't want them to spend will not be replaced. If you are an Authorized Representative you will need to give the County proof of identity for yourself and the applicant.

* Do you want to name someone to help you with your CalFresh case? Yes No

[Authorized Representative](#)

12. Household Information

- Whether or not you live with other people, you can apply for CalFresh as a single person household as long as you purchase and prepare food for yourself. Most of our students apply as a single person household even if they have roommates.
- If you claim other people in your household you will have to submit their information on your application and their income will be counted toward the total household income.

The screenshot shows the 'Apply for Benefits' page for San Francisco County. At the top, there are navigation links: MyBenefits CalWIN, FAQs, Contact Us, Help, and Sign Out. The main heading is 'Apply for Benefits' with 'San Francisco County' on the right. A progress bar indicates '18% Completed'. Below the progress bar is a five-step process: 1. People (selected), 2. Income, 3. Resources, 4. Expenses, and 5. Finish. Under the 'People' step, there is a section titled 'People in Your Home' with a shopping cart icon, a dollar sign, and a house icon. It says 'You have told us about' followed by a text input field. Below that is another text input field labeled 'Your Name' and 'Self, Age ##'. At the bottom of this section is a question: 'Is there anyone else in your home?' with radio buttons for 'Yes' and 'No'. At the very bottom of the page are four buttons: 'Submit Now', 'Back', 'Exit', and 'Next'.

13. People

- Only Citizens and Permanent Residents are eligible to receive CalFresh Benefits.
- If you are an international or undocumented student, you cannot apply for CalFresh, however there are other forms of assistance available through our office.
- You can reach out to us directly at finaid@ucsf.edu

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits | San Francisco County

28% Completed

1 People | 2 Income | 3 Resources | 4 Expenses | 5 Finish

Great job so far!
Remember you can skip any questions that don't have an *

People in Your Home
Here are questions about immigration status. Getting Food Stamps and Insurance Affordability Programs (IAP) will NOT affect your immigration status or the immigration status of your family.
Even if you are not a US citizen and do not have a legal immigration status, you may be able to get Food Stamps for your children or other family members that are US citizens or have a legal immigration status.

US Citizen Information
Only answer the question below for each person applying for benefits.
You have told us that you are applying for benefits for the following person(s):
Please indicate each person's citizen/noncitizen status

Your Name (Self, Age ##)
Citizen/Noncitizen Status: U.S. Citizen/National

Submit Now | Back | Exit | Next

14. People (Cont)

- Report Disabilities
- Provide Care Giver Information
- Report In-Home Supportive Services (IHSS) - You can find the details about IHSS on the [California Department of Social Services](#) website.
- Additional Services – Indicate any services you want to learn more about.
- Complete Background Information
- Provide Housing Details
- Provide Food Program Details
- Provide Prior Aid Information
- Provide Military Service Information

15. Income

- As UCSF students, if you are on financial aid, you will be reporting as “other income.”
- This is also where you will report your Federal Work Study eligibility.
- If you are receiving a stipend as a PhD student or from an outside agency like HPSP – these stipends may be over the income thresholds and make you ineligible for CalFresh. You can contact our office for more details.

MyBenefits Ca/WIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits | San Francisco County

60% Completed

1 ✓ People | 2 Income | 3 Resources | 4 Expenses | 5 Finish

Income
You are doing great

Job Income ?
Who is currently employed or self employed or is expecting to work in the next two months?

- A job is a paycheck received from an employer
- Self employment is receiving cash or a check for work using your own tools and/or materials
- Include any paid jobs the County helped you get

No one

16. Employment

- If you left a job in the past 30 days, you will be asked to submit copies of your last pay stubs.
- UCSF students are “college students”. Request verification of your full time student status through [School Documentation for CalFresh](#) form.

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits

San Francisco County

65% Completed

1 People

2 Income

3 Resources

4 Expenses

5 Finish

Income

Anthony, you are making great progress.

*Quit or Refused work or training

Has anyone lost a job, changed jobs, quit a job, or reduced work hours within the last year?

No one

17. Additional Resources

- Request additional information on available resources.

MyBenefits CaWIN FAQs Contact Us Help [Sign Out](#)

Apply for Benefits San Francisco County

73% Completed

1 People 2 Income 3 Resources 4 Expenses 5 Finish

Resources - Accounts

Does anyone in your household, including children, have any of the resources listed below?
Note: Optional for health care; only answer if someone applying is 65 or older or disabled.

- Checking accounts
- Certificates of deposit
- Savings accounts
- Money market funds
- Credit union accounts

No one

Self, Age

Resources - Other

Does anyone in your household, including children, have any of the resources listed below?
Note: Optional for health care; only answer if someone applying is 65 or older or disabled.

- Trust Funds, IRA or Keogh plans, etc.
- Business Property tools, equipment, etc.
- Life insurance
- Notes, mortgages, deeds of trust, contracts of sale, etc.
- Personal tools
- Safe deposit box
- Stock, mutual funds and/or bonds
- Tax refunds
- Cash or checks
- Lottery or casino winnings
- Oil, mining or mineral rights
- Retroactive social security
- Savings Bonds
- Burial trusts, contracts, insurance, designated money for cemetery plots or other burial items

Include items such as: artworks, livestock for personal use, sporting equipment, tools, guns, antiques/collectables, musical equipment, non-motor boats, camper shells, non-motor trailers, jewelry over \$100.00, personal tools, safe deposit box, savings bonds, EBT cash balance from previous month, etc.

No one

Self, Age

18. Property

- Indicate and property.

MyBenefits CalWIN FAQs Contact Us Help [Sign Out](#)

Apply for Benefits

San Francisco County

76% Completed

[People](#) [Income](#) [3 Resources](#) [4 Expenses](#) [5 Finish](#)

* **Real Estate Property**

Does anyone own or is anyone buying real estate anywhere (in or outside of the United States)?

No one

Anthony
Self, Age 26

* **Property Transfer**

Who has sold, spent, traded, transferred or given away any real property, such as a house or land or personal property such as money, cars, bank accounts, money from a legal or accident insurance settlement, or anything else within the last 3 months?

No one

19. Expenses

- Provide a List of Expenses
 - Housing (Rent, Mortgage, Property Taxes, Insurance, Temporary Housing, etc.)
 - Utility Bills
 - Low Income Home Energy/Assistance Program (LIHEAP)
 - Child/Adult Care Expenses
 - Medical Bills
- If you are receiving support from family members or outside sources for housing, your family or outside agency will need to pay your housing directly so it is considered a vendor payment rather than in-kind income.
- If your parents or outside agency send you money that you in turn use to pay your rent, it will be treated as in-kind income and will added to the total income to meet the thresholds for eligibility.

20. Supporting Documentation

- Based on your responses in the application, supporting documentation will be requested.
- You will at least need to submit:
 - Government Photo ID
 - Lease or rental agreement
 - Verification of SSN.
- You can upload the supporting documents from our office to support your application under student exemptions.

Submit Documents Detail
Please identify your documents to help us process your request.


Step 1: Select a Household Member and Document information.

This document is for

Document type

This document is a

Step 2: Choose a File(s) or Drag and Drop File(s).
[Find out more about the type of files that can be uploaded.](#)
Maximum file size: 5 MB



or Drag and Drop files here.

21. Voter Registration (Optional)

- You have the option to register to vote along with submitting your application.
- If you are an out of state student, you can use voter registration to support your reclassification as a California Resident for Tuition purposes. You can find more details with the [Office of the Registrar](#).

Apply for Benefits San Francisco County

97% Completed

✓ People ✓ Income ✓ Resources ✓ Expenses 5 Finish

Would you like to Register to Vote?

Requirements to register to vote are:

- A United States citizen and resident of California
- 18 Years old or older on Election Day
- Not currently in state or federal prison or on parole for the conviction of a felony
- Not currently found mentally incompetent to vote by a court

Important Notices

- Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
- If you would like help in filling out the voter registration application form, please call one of the voter hotline numbers listed below for assistance. The decision whether to seek or accept help is

21. Next Steps

Congratulations! You successfully submitted your CalFresh application.

- There will be a telephone interview with a county caseworker.
- If you did not submit all your supporting documents, you can go back into your MBCW portal and upload them as soon as they are available.
- During the pandemic the county has been inundated with CalFresh applications, there maybe longer than usual waits in responses and outreach from the county.

The screenshot shows the 'MyBenefits CalWIN' website interface. At the top, there are navigation links: 'MyBenefits CalWIN', 'FAQs', 'Contact Us', 'Help', and 'Sign Out'. The main heading is 'Apply for Benefits' for 'San Francisco County'. Below this, it says 'Application Submitted' with a green checkmark and a progress bar. A 'Thank You' message follows, providing tracking information: Confirmation Number, Date (9/27/2021), and Time (11:38 AM). There are buttons for 'Print/Save Confirmation Page' and 'Print/Save'. A list of programs includes '1. CalFresh' with a 'Print/Save' button. A note mentions that CalWORKs/Refugee Cash Assistance, CMSP, CalFresh, and IAP use the same application. A link for 'CA Secretary of State Voter Registration' is provided. A red-bordered box at the bottom contains 'Next Steps' for CalFresh, detailing the 30-day response time, filing date rules, and the possibility of a telephone interview.

MyBenefits CalWIN | FAQs | Contact Us | Help | Sign Out

Apply for Benefits | San Francisco County

Application Submitted

✓ you are done.

Thank You

Thank you for using MyBenefits CalWIN. Please print a copy of this page and keep for your records.

Your tracking information is:

Confirmation Number:

Date: 9/27/2021

Time: 11:38 AM

Your application has been submitted to the following programs.

1. CalFresh

Please note: CalWORKs/Refugee Cash Assistance, County Medical Services Program (CMSP), CalFresh and Insurance Affordability Programs (IAP) use the same application.

Please print a copy of each application or report for your records.

To complete the CA Voter Registration form, please access the web-site. [CA Secretary of State Voter Registration](#)

Next Steps

CalFresh

You will get an answer about your CalFresh application within 30 days of your filing date. Your filing date is the date you sign and submit your application before 5:00 p.m., PST, using this website. If you submit your application after 5:00 p.m. or on a weekend or holiday, your filing date is the next business day.

Your case will be assigned to a CalFresh worker. He or she will contact you within a few days to schedule an interview. If there are additional verifications needed, your worker will let you know what to submit.

You may be entitled to a telephone interview if there is a hardship in getting to the office. Please let your worker know if it will be difficult to appear in person at the office. Otherwise, an office interview will be scheduled.

CalFresh Questions?

- UCSF Financial Aid Office

Location, Contact, Hours

500 Parnassus Ave MU-201W
San Francisco, CA 94143

Phone: (415) 476-4181
Fax: (415) 476-6652
Email: finaid@ucsf.edu

Monday–Friday 8 a.m.–5 p.m.

- San Francisco County

If you need help with this website: call (415) 558-1001

CALFRESH (FOOD STAMPS) – San Francisco Human Services Agency

CalFresh Office
1235 Mission Street
San Francisco, CA 94103
Phone: (415) 558-4700

- Your CalFresh Case Worker
- How-To-Video: https://www.youtube.com/watch?v=5UoZbGzyrxQ&ab_channel=MyBenefitsCalWIN