

CalFresh Application A Step-by-Step Guide

FOR UCSF PROFESSIONAL STUDENTS ED. 2024-2025

Step-By-Step Instructions

Creating an Account through [BenefitsCal](#).

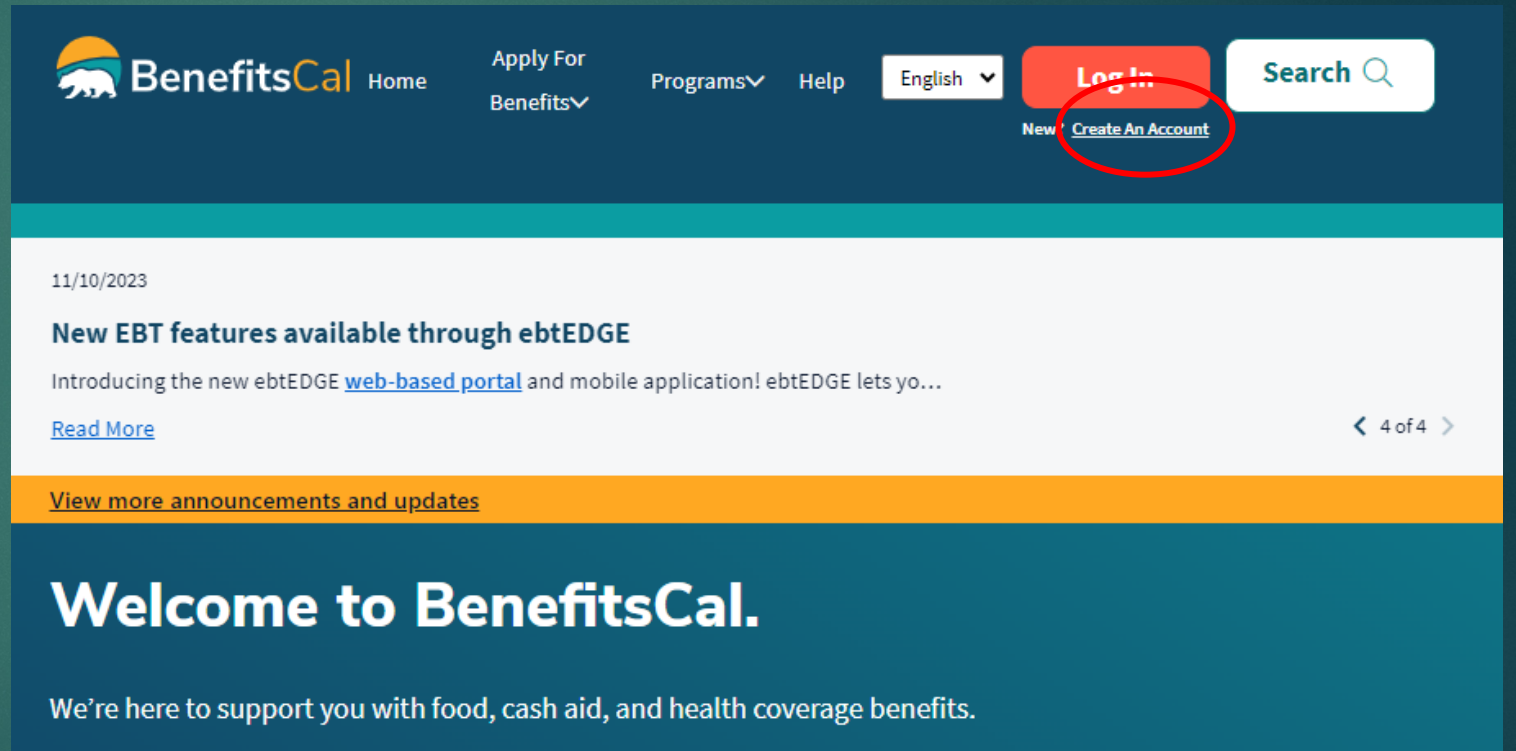
It is recommended that you create an account to apply for benefits. By creating an account it will allow you to save your information and go back to finish later.

Watch a video from the county for instructions on creating an account and getting started on your application: [BenefitsCal: How to apply for benefits](#)



Creating an account

- ▶ Visit <https://benefitscal.com/> and select "Create an Account"
 - ▶ Select your county - Select the county you will be living in for the next 3-6 months.
 - ▶ Enter email and create Password
 - ▶ Select Three Security Questions
- ▶ Log into your account and select "Start a new application"



The screenshot shows the BenefitsCal website homepage. The top navigation bar includes the BenefitsCal logo, a 'Home' link, and menu items for 'Apply For Benefits', 'Programs', and 'Help'. There is a language dropdown set to 'English' and a 'Login' button. A red circle highlights the 'Create An Account' link located below the 'Login' button. Below the navigation bar, there is a date '11/10/2023' and a news section titled 'New EBT features available through ebtEDGE' with a 'Read More' link. A yellow banner below the news section says 'View more announcements and updates'. The main content area features a large 'Welcome to BenefitsCal.' heading and a sub-headline: 'We're here to support you with food, cash aid, and health coverage benefits.'

Applying for Benefits

- ▶ If you chose not to create an account, visit <https://benefitscal.com/> and select "Apply for benefits"

Welcome to BenefitsCal.

We're here to support you with food, cash aid, and health coverage benefits.

What do you want to do today?


- Apply for benefits**
Learn more about food, cash aid, and health coverage programs
- Manage my benefits**
Upload documents, submit renewals, and more
- Set up an account as a Community Based Organization**
- Explore support and BenefitsCal resources**

Applying for Benefits

- ▶ Select your county
 - ▶ Select the county you will be living in for the next 3-6 months.
- ▶ Click "Begin"

First, we'll need to know where you currently live.

What county do you live in? (required)

San Francisco 

We're glad you're here! We'll guide you through the application process

BEGIN

Documentation required to apply

- ▶ To apply for benefits, you will be asked to provide:
 - ▶ Proof of identification
 - ▶ 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 and Full Time Enrollment to qualify for Student Exemptions

What to expect when applying for CalFresh

1. Complete and submit your application
2. Upload documents
3. County will review your application
4. They will reach out to schedule your phone interview

Step 1. Your information

- ▶ Enter your preferred languages to:
 - ▶ Read
 - ▶ Speak
 - ▶ To complete the application
- ▶ Need help to apply? – you may contact your local county office to provide you with an interpreter or help filling out your application. Our office cannot coach or attend interviews with our students.
- ▶ Enter your First name and Last name

Step 1. Your information

- ▶ Are a person with a disability? - Select "Yes"
- ▶ Are a person who is deaf or hard of hearing? - Select "Yes"
- ▶ If you need help filling out your application, click "please contact your local county office":
 - ▶ Select your county
 - ▶ Enter your Zip code
 - ▶ Select "Food (CalFresh)" program
 - ▶ Select "Search" for a list of local county offices

The screenshot shows a web form titled "Enter your county and Zip Code." It contains the following elements:

- A dropdown menu for "County (required)" with "San Francisco" selected.
- A text input field for "Zip Code (required)" containing "94143".
- A section titled "Select one or more programs. (required)" with four options:
 - Food (CalFresh) - This option is circled in red.
 - Cash Aid (CalWORKs)
 - Cash Aid (GA/GR)
 - Health Coverage (Medi-Cal)
- A red "SEARCH" button at the bottom.

Step 1. Your information

- ▶ Are you a college student? - Select "Yes"
- ▶ Are you a person experiencing homelessness? - Select "Yes" or "No"
 - ▶ This could include “couch surfing” not having a stable or consistent place to live for the next 3-6 months or not having an address where you can receive mail.
- ▶ Where do you currently live? - Enter Address, City, County, State, and Zip code
 - ▶ Address at which you will be able to receive mail for at least 3 months
 - ▶ Or enter the address where you receive mail if it is different than the address where you live

Where do you currently live?


Address Line 1 (required)

Address Line 2


This could be an apartment, unit or dorm room number.

City (required)



County (required)

-Select One- 

State

California 

Zip Code (required)


Step 1. Your information

- ▶ Which benefits are you applying for? - Select "Food (CalFresh)"
- ▶ Are you applying for benefits for yourself? - Select "Yes"
- ▶ Do you want to authorize someone to help you with your CalFresh case?
 - ▶ 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.

Which benefits is your household applying for? (required)

Select at least one. For Cash Aid, select the one that best applies to your situation.

[? Not sure what to choose?](#)

 **Food (CalFresh)**

The CalFresh Program can add to your food budget to help you put healthy food on the table.

Step 1. Your information

- ▶ Enter your contact info: Home phone, Mobile phone, Email
- ▶ Select if you would like to receive text and email alerts for your application
- ▶ Enter your Date of Birth
- ▶ Enter your gender, gender identity, sexual orientation (optional)
- ▶ Provide your SSN.
- ▶ Provide your marital status
- ▶ Are you a U.S citizen or national?
 - ▶ 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
- ▶ Are you of Hispanic, Latino, or Spanish origin? What is your race and ethnic origin? (optional)

Step 2. People

- ▶ Do you have other people living in your household?
 - ▶ 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.

**You selected: Food (CalFresh).
We'll need more information
about your household.**

Do you have other people living in your household?

[How does each program define household?](#) ▼

Yes

No

3. Household Details

- ▶ Select all that apply to you
- ▶ Our office will help support your application under student exemptions
- ▶ Selecting “Are enrolled in college or trade school” will direct you to further student questions

Select if you...

Are enrolled in college or trade school

Are a person with a disability
Is a person with a physical, mental, emotional, or developmental disability.

Received public assistance in any state
This includes Temporary Assistance for Needy Families (TANF)/CalWORKs, Tribal TANF, Medicaid/Medi-Cal, Supplemental Nutrition Assistance Program (CalFresh/SNAP), General Assistance/General Relief (GA/GR).

Get food from somewhere other than at home
This could be getting food from a meal plan at school or a dining facility for disabled people. If you're a student, the meal plan should cover more than 50% of your meals.

3. Household Details

- ▶ If you received public assistance before, provide the county where you received public assistance
 - ▶ This includes Medi-Cal or CalFresh/SNAP

Did you get public assistance in California?

Yes

No

3. Household Details

- ▶ List UCSF as your school
- ▶ Enrollment status – Select "half-time or more"
- ▶ Are you working while going to school? - Select "Yes" or "No"

Where are you studying?

School Name

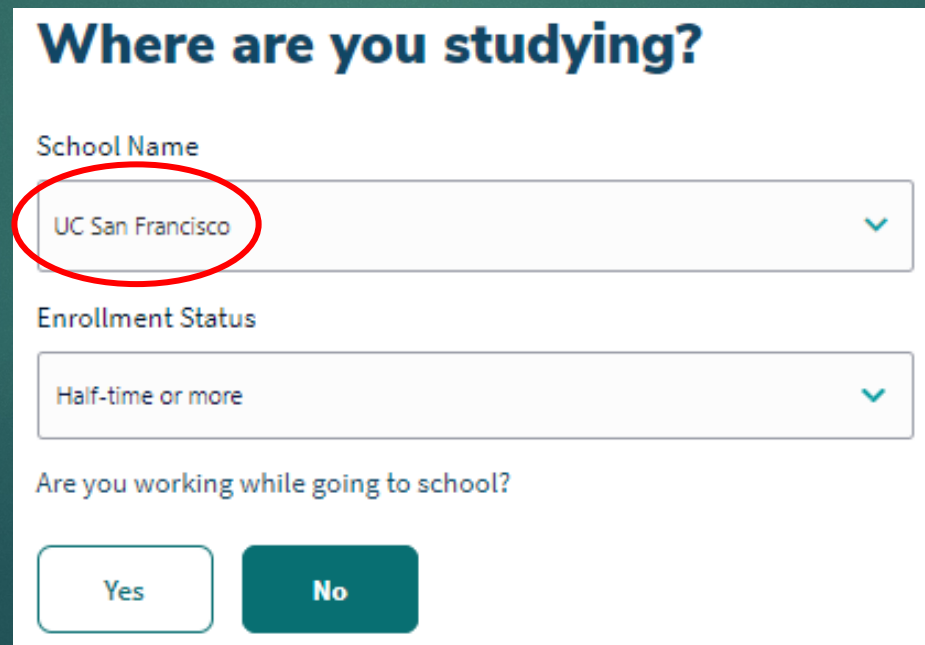
UC San Francisco

Enrollment Status

Half-time or more

Are you working while going to school?

Yes No

A screenshot of a web form titled "Where are you studying?". The form has three main sections. The first section is "School Name" with a dropdown menu showing "UC San Francisco" selected; this dropdown is circled in red. The second section is "Enrollment Status" with a dropdown menu showing "Half-time or more" selected. The third section is a question "Are you working while going to school?" with two buttons: "Yes" (light blue) and "No" (dark blue).

3. Household Details

- ▶ Do any of the student situations below apply to you?
 - ▶ College students must meet specific factors to qualify for CalFresh. Select all the student situations that apply to you. It may help you qualify for CalFresh.
 - ▶ You can select "Approved Work Study" even if you do not currently hold a Work Study job
 - ▶ Work Study is a popular eligibility consideration for many students. Financial Aid can verify and document your eligibility.
 - ▶ [Click here to request School Documentation for CalFresh](#)

CalFresh has special eligibility considerations for college students.

Select all that apply.

Approved for Work Study (even if the job is not assigned or hasn't started yet)

Aren't planning to be enrolled in school next term

Getting a TANF-funded Cal Grant A or B

Taking non-credit courses or are taking Adult Education courses

Participating in a student employment training program

4. Income

- ▶ Do you have a job?
 - ▶ If you receive Work Study income, you do not need to report this income here
- ▶ Do you get money that doesn't come from work?
 - ▶ Select "Yes" if you receive Financial Aid, Work Study, Gifts of money from your parents
- ▶ Money that doesn't come from work includes:
 - ▶ Work Study income
 - ▶ PhD and HPSP stipends
- ▶ Select the government sources you receive money. For most of our students that includes:
 - ▶ Financial aid
 - ▶ Work study

Do you get money from these government sources?

Select all that apply.

Financial Aid

This includes school grants, loans, scholarships and Federal Student Aid (FAFSA). This also includes CalGrant A and B.

Work Study

This could be awarded as part of your financial aid package. You may get this money if you work part-time in a Work Study job on campus or with an employer.

4. Income

How much do you get from Financial Aid?

Amount

\$ 70,000

How often?

Annually

Will you continue to get this income?

Yes

No

- ▶ Amount
 - ▶ Enter your Total amount awarded for the academic year. This can be found on the Awards Breakdown tab in your Financial Aid Student Portal (<https://finaid.ucsf.edu/>)
- ▶ How often? - select "Annual"
- ▶ Will you continue to get this income?
 - ▶ Select "Yes" if you will be a continuing student for the following academic year

4. Income

If you have a Federal Work Study job:

- ▶ Amount
 - ▶ Enter your Work Study award for the academic year
 - ▶ This can also be found on the Awards Breakdown tab in your Financial Aid Student Portal (<https://finaid.ucsf.edu/>)
- ▶ How often? - select "Annual"
- ▶ Will you continue to get this income?
 - ▶ Select "Yes" if you will continue working as a Federal Work Study student in the following academic year

How much do you get from Work Study?

Amount

\$ 7,000

How often?

Annually

Will you continue to get this income?

Yes

No

4. Income

- ▶ Select money you receive from any other sources or select "None of these apply"

Child or Spousal Support

Worker's Compensation

Gifts of Money or Loans

This includes gifts of cash as well as the money you receive from family or friends

Help paying for rent, food, or clothing

4. Income

- ▶ Are you on strike? - Select "Yes" or "No"
 - ▶ If "Yes", provide date of when your strike began, last pay date, and reason for the strike at work
- ▶ Did your employment change in the last year?
 - ▶ For incoming students, select "Yes" if you left a job in the last 60 days before starting school
 - ▶ Provide change date, last pay date, and reason for leaving job

Did this occur in the last 60 days?

Yes

No

Change Date

06/21/2024



Last Pay Date

06/28/2024



What is the reason for this job change?

Please Explain

8. Expenses

- ▶ Select all the expenses that apply to you or select "None of these apply"

Select all that apply.

Rent or Mortgage Payments

Property Taxes or Insurance
If billed separate from rent or mortgage.

Gas, Electric, or Other Fuel Used for Heating or Cooling
If billed separate from rent or mortgage.

Telephone/Mobile Phone

Water, Sewage and Garbage

Homeless Shelter
Anything you pay while staying at a shelter.

None of These Apply

8. Expenses

What are your Rent or Mortgage Payments?

If this bill is split with someone else, only enter the amount you pays.

Amount

\$ 1,500

How often?

Monthly



- ▶ Enter the amount you pay in rent.
- ▶ Select how often you pay

Repeat for all expenses you listed.

8. Expenses

Does anyone outside of your household help jo pay for this expense?

First Name

Last Name

Amount

How often?

- ▶ Does anyone outside of your household help you pay for this expense?
 - ▶ 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 vender 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.

5. Expenses

- ▶ Do you pay for adult care or childcare so you can go to work, school, or look for a job? - Select "Yes" or "No"
 - ▶ This could include:
 - ▶ Child, disabled adult, other dependents
 - ▶ If "Yes", enter cost, how often you pay, and care provider information
- ▶ Do you pay court-ordered child support? - Select "Yes" or "No"
 - ▶ If "Yes", provide name of children, amount of child care you pay , and how often
- ▶ Do you have court-ordered spousal support or alimony expenses? - Select "Yes" or "No"
 - ▶ If "Yes", amount and how often

6. Other Situations

- ▶ Answer the following Yes/No questions:
 - ▶ Have you been convicted of:
 - ▶ Receiving duplicate food assistance in any state after 09/22/1996?
 - ▶ Trafficking (trading or selling) EBT cards worth \$500 or more after 09/22/1996?
 - ▶ A parole or probation violation?
 - ▶ Have you been found guilty of:
 - ▶ Trading food assistance for drugs in any state after 09/22/1996?
 - ▶ Trading food assistance for guns, ammunitions, or explosives after 09/22/1996?
 - ▶ Are you:
 - ▶ Hiding or running from the law for a felony crime or attempted felony crime?

7. Document Upload

- ▶ Based on your responses in the application, supporting documentation will be requested.
- ▶ You will need to submit at least:
 - ▶ 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.
- ▶ Now you are ready to Review and Submit

8. 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 BenefitsCal account and upload them as soon they are available.
- ▶ Receive approval or denial of your application within 30 days by mail
- ▶ Receive your EBT card by mail in one week once approved


CalFresh Questions?


▶ UCSF Student Financial Services 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	Office Open: Monday–Thursday 9 a.m.–4 p.m.

▶ San Francisco County


1235 Mission Service Center


 1235 MISSION ST
SAN FRANCISCO, CA 94103


 (855) 355-5757

 Monday - Friday: 8:00 AM - 5:00 PM

170 Otis Service Center

 170 OTIS ST
SAN FRANCISCO, CA 94103

 (415) 557-5100

 Monday - Friday: 8:00 AM - 5:00 PM

1440 Harrison Service Center

 1440 HARRISON ST
SAN FRANCISCO, CA 94103

 (855) 355-5757

 Monday - Friday: 8:00 AM - 5:00 PM

▶ Your CalFresh Case Worker

▶ How-To-Video: <https://youtu.be/U1rZOW1DpSg?feature=shared>