Creating an Account through MyBenefitsCalWin (15 steps)

Watch a video form 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](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](https://www.mybenefitscalwin.org) and select Apply for Benefits
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, 0 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

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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.
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.
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.
9. Interview Accommodations

- You can request an interpreter for your phone interview.
- Our office cannot coach or attend interviews with our students.
10. CalFresh Application (Cont.)

- Personal Information
- Previous Benefits

![CalFresh Application Form](image-url)
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.
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.
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
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.
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.
17. Additional Resources

- Request additional information on available resources.
18. Property

- Indicate and property.
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.
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.
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.
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=sUoZbGzyrxQ&ab_channel=MyBenefitsCalWIN](https://www.youtube.com/watch?v=sUoZbGzyrxQ&ab_channel=MyBenefitsCalWIN)