



CalFresh Application A Step-by-Step Guide

FOR UCSF PROFESSIONAL STUDENTS ED. 2025-2026

Step-By-Step Instructions

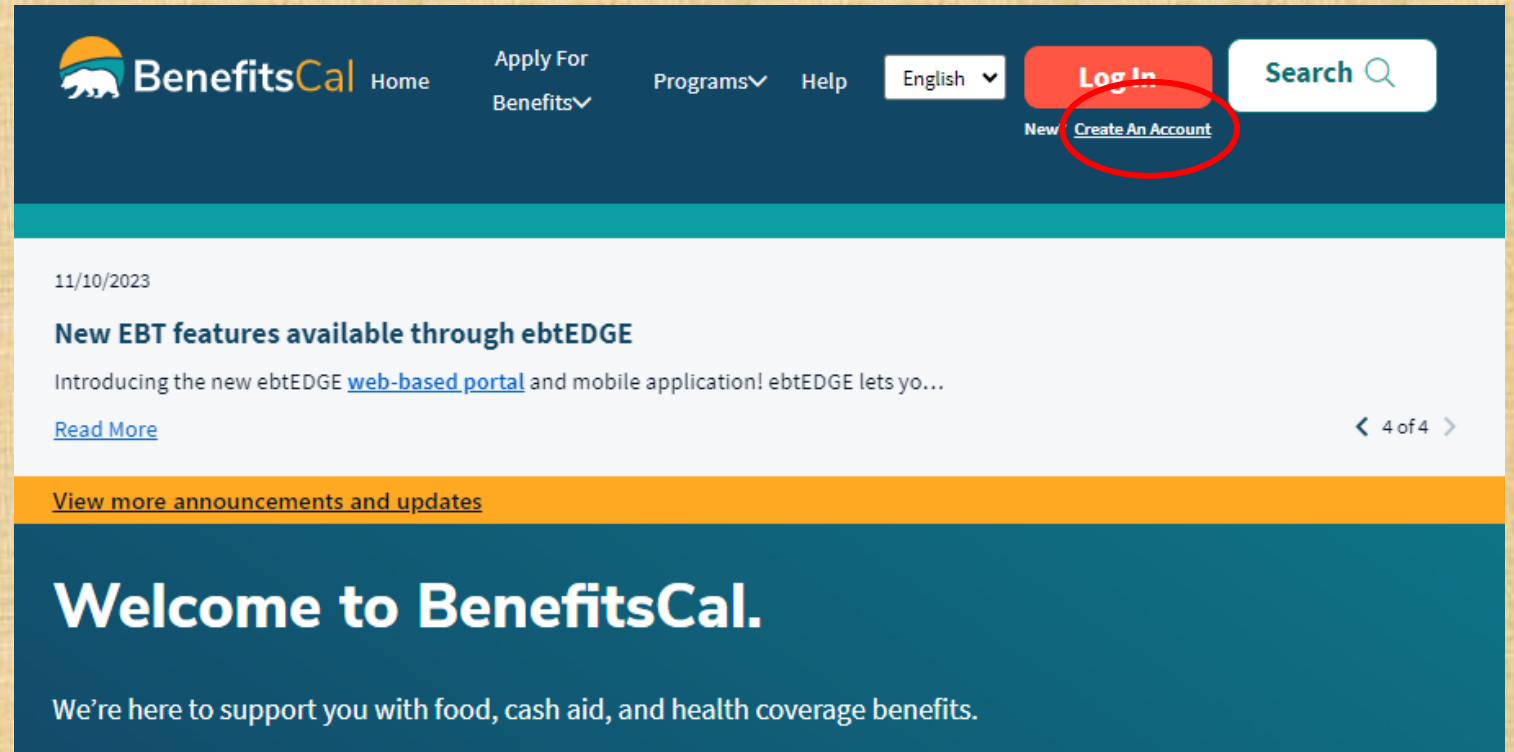
Create an Account through [BenefitsCal](#).

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.



Creating an account

- ▶ Visit <https://benefitscal.com/> and select "Create an Account"
 - ▶ Select your county - Choose 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"



Applying for Benefits

- If you chose not to create an account, you can 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
 - ▶ Choose 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

- ▶ When you apply for benefits, you will be asked to provide:
 - ▶ Proof of identification
 - ▶ Copy of your pay stubs
 - ▶ Bills you pay (Rent, Utilities, Childcare)
 - ▶ School Documentation
 - ▶ Complete the [School Documentation for CalFresh](#) to request documents that 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. The 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 you a person with a disability? - Select "Yes" or "No"
- ▶ Are you a person who is deaf or hard of hearing? - Select "Yes" or "No"
- ▶ 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." with the following fields and options:

- County (required):** A dropdown menu with "San Francisco" selected and a blue checkmark icon on the right.
- Zip Code (required):** A text input field containing "94143".
- Select one or more programs. (required):** A list of four programs, each with a checkbox:
 - ☒ Food (CalFresh) - This option is circled in red.
 - ☐ Cash Aid (CalWORKs)
 - ☐ Cash Aid (GA/GR)
 - ☐ Health Coverage (Medi-Cal)
- SEARCH:** A red button at the bottom of the form.

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
 - ▶ Provide an 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)

[<](#) [Next](#)

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

Step 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.

Step 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

Step 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" depending on what is true for your circumstances

Where are you studying?

School Name

UC San Francisco

Enrollment Status

Half-time or more

Are you working while going to school?

Yes No

Step 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

Step 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.

Step 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

Step 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

Step 4. Income

- ▶ Select money you receive from any other sources or select "None of these apply"
- ▶ 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 added to the total income to meet the thresholds for eligibility.**

☐ 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

Step 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?

Change Date

06/21/2024 

Last Pay Date

06/28/2024 

What is the reason for this job change?

Please Explain

Step 5. 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

Step 5. 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.

Step 5. 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 added to the total income to meet the thresholds for eligibility.**

Step 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:
 - ▶ Care for a 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 childcare you pay, and how often you pay
- ▶ Do you have court-ordered spousal support or alimony expenses? - Select "Yes" or "No"
 - ▶ If "Yes", provide the amount you pay and how often you pay

Step 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?

Step 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

Step 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
Email: finaid@ucsf.edu

Phone: (415) 476-4181
Fax: (415) 476-6652
8am - 5pm

Office Open:
Monday–Friday

► San Francisco County

SFHSA Service Centers offer program assistance in-person or by phone.

Details for each location and the services they provide are available through their website: <https://www.sfhsa.org/contact-us/locations>