



## Steps to apply for CalWORKs in San Francisco

Keep this form for reference

### 1. Submit an application

- Visit 170 Otis Street, 3120 Mission Street, or 801 Turk Street.
- Online at: [BenefitsCal.com](https://www.benefitscal.com) or call: **(855) 557-5100** or fax: **(415) 557-5478**.
- Mail to: SFHSA CalWORKs, PO Box 7988, San Francisco, CA, 94120.

### 2. Schedule and complete a CalWORKs appointment in person or by phone

- Visit 170 Otis Street or call: **(855) 557-5100**.
- We will ask you questions to learn more about your situation.

### 3. Attend a CalWORKs information session

- Visit 170 Otis Street or call **(855) 557-5100**.
- An online option is available upon request.
- We will tell you about the support and services available and whether you will have work and/or school requirements if you are approved for CalWORKs.

### 4. Turn in your paperwork by the due date

- Call us if you have questions or need help to complete this step.

### 5. Check your mail and your phone messages or voicemail

- It can take up to 45 days for us to send you a CalWORKs approval or denial notice. Check your mail for notices from CalFresh (food assistance) and Medi-Cal (health services) if you're not already enrolled.

**If your family has urgent needs for money, housing, food, rent or utility bills, clothing, or medical needs, let us know right away.**

**You may qualify for immediate emergency help.**

We can arrange language translations. If you have questions, call **(855) 557-5100** and ask for the contact information for your case manager.

**Case Manager Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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