

**County of San Diego, Health and Human Services Agency (HHS)**  
**CalWORKs Program Guide**

**Family Stabilization Program**

**Number**

**10-007.A**

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**Revision Date:**

09/01/18

**Background:**

Per CDSS regulation MPP 42-749, individuals may participate in the Family Stabilization (FS) program to overcome an emergency that is destabilizing their family and impairing their ability to participate in Welfare-to-Work (WTW) activities.

**Purpose:**

This material revision is to add Attachment A - Homeless Programs Payments Grid.

**Policy:**

**10-007.A.1 Qualifying Emergencies**

CalWORKs families may participate in the FS program if the family is experiencing an emergency that interferes with WTW participation. Qualifying emergencies may include:

- Domestic violence
- Behavioral health needs
- Housing and utility needs
- Vehicle repair

**10-007.A.2 Family Eligibility**

The Assistance Unit (AU) must include an individual who is participating in the WTW program and receiving CalWORKs, and whose ability to participate is affected by the qualifying emergency.

Eligible family members include:

- Noncompliant or sanctioned individuals who agree to sign a WTW Compliance Plan or Sanction Cure Plan. The FS Plan may be signed in lieu of a WTW Compliance or Sanction Cure Plan.
- Non-aided parents who are eligible to WTW services while in a Family Reunification Plan and are experiencing an emergency that affects participation.

The individual and family must be eligible to CalWORKs with no impending discontinuance, unless otherwise specified in this policy. The FS request will not be approved if CalWORKs eligibility is not established or is not expected to continue in the future month.

**10-007.A.3 Participation Requirement**

Participants are subject to all WTW program requirements except the weekly participation hours requirement, and must comply with his/her FS Plan to continue receiving FS services.

**10-007.A.4 WTW 24-Month Time Clock**

FS services may stop the WTW 24-Month Time Clock, for up to six cumulative months. Good cause must be evaluated for each month.

**10-007.A.5 General Payment Guidelines**

FS has a 12-month consecutive, cumulative payment limit that is based on the size of the CalWORKs AU and the type of services requested. The 12-month period is specific to the FS service type and begins on the date the first FS payment is issued.

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FS payments will be issued to the service provider on behalf of the participant and may not exceed the established payment limit without authorization from the County.

The participant is responsible for the payment of services not previously authorized by the County, and will not be reimbursed for services already paid.

10-007.A.6 Family Stabilization Services

**A. Referral Services**

WTW participants and their family members may be referred to Behavior Health Services (BHS) or other agencies/services if they meet FS eligibility criteria. Referral services for family members must be related to the barrier that is affecting the participant's ability to participate in WTW activities.

Participants may decline FS referrals and services at any time.

**B. Housing and Utility Need**

WTW participants may be eligible to Homelessness Prevention Services (HPS) if they are eligible to FS services, meet the CalWORKs criteria below for homelessness, and/or have an eviction or shut-off notice. Obligated (current or future) rent amount must be at or under 80% of the AU's total household monthly income and participants must be able to maintain stable housing without additional assistance. HPS will not be approved if the HPS payment will not prevent eviction or utility shut-off.

HPS may provide payment assistance for any combination of the following:

- Temporary shelter or temporary housing expenses while seeking permanent housing
- Past due rent amount and late fees to prevent eviction
- Rent and/or deposit to secure permanent housing
- Past due utility bill and late fees to prevent shut-off
- Charges to establish new utility services
- Credit check fees
- Other homelessness prevention services as determined appropriate

Required Verification\*:

- Written notice of termination/eviction;
- Shut-off or late payment notice from the utility company;
- Written statement from a shelter or shared housing provider; and/or
- Other supporting documentation/verification deemed necessary to evaluate HPS eligibility

\* Any exceptions must be approved by the County

Payment Limits:

<b>HPS Payment Type</b>	<b>12-Month Cumulative Limit*</b>	
<b>Permanent Housing</b> Includes: Credit check fee, Deposit, Rent, Past due rent	AU size 1-4	Up to \$3,500
	AU size 5+	Up to \$4,500
<b>Temporary Housing</b>	Up to \$150 per day, including taxes and fees, for up to 28 days	
<b>Utility Assistance</b>	AU size 1-4	Up to \$1,000

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Includes: Deposit, Past due bill	AU size 5+	Up to \$1,500
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\* Any exceptions must be approved by the County

HPS may not be used to pay legal fees related to disputes with the property owner or other shelter/utility service providers.

HPS payments will only cover the AU's portion of the housing/utility expense when the AU is living in a shared housing situation and the non-AU members are contributing toward the total expense; or the AU is receiving other housing assistance, such as Section 8. Housing/utility contributions received from a non-AU member will be deducted from the AU's portion of the expense if the non-AU member is not counted in the total household monthly income calculation.

**C. Vehicle Repair**

WTW participants may be eligible to Transportation Emergency Assistance (TEA) if they are eligible to FS services, have a registered vehicle that requires repair, and do not have access to another vehicle. The vehicle that requires repair must be currently registered to the participant and/or the participant's spouse or domestic partner, and not be registered as "non-operational." For two-parent families, each participant may request TEA; however, the requests cannot be for the same vehicle.

TEA may provide payment assistance for:

- Essential vehicle repairs in order for the participant to travel to/from WTW activities
- Car rental expenses incurred by the participant while the vehicle is being repaired if public transportation is not a reasonable option
- Cost of the vehicle repair estimate

Qualifying vehicle repairs do not include routine vehicle maintenance and must be completed by a licensed (California Bureau of Automotive Repair) and bonded auto repair shop, car dealership, or professional mechanic who is Automotive Service Excellence (ASE) certified. Vehicle repair costs must not exceed the value of the vehicle.

Required Verification\*:

- Current vehicle registration in the participant and/or his/her spouse or domestic partner's name(s);
- Two written estimates completed by different qualifying service providers; and/or
- Other supporting documentation/verification deemed necessary to evaluate TEA eligibility

\* Any exceptions must be approved by the County

Payment Limits:

<b>TEA Payment Type</b>	<b>12-Month Cumulative Limit*</b>
<b>Essential Vehicle Repairs</b>	Up to \$2,500
<b>Car Rental</b>	Up to \$60 per day, including taxes and fees, for up to seven days
<b>Towing of a Non-Operational Vehicle</b>	Up to \$100

\* Any exceptions must be approved by the County

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**Procedure:**

- CalWORKs Processing Guide 10-007.A.1 - Family Stabilization Procedures
- Attachment A - CalWORKs Desk Aid - Homeless Programs Payment Grid

**References:**

ACL 14-12, 14-61, 15-22  
ACIN I-64-15

**Sunset Date:**

This policy will be reviewed for continuance by 09/30/21.

**Approval for Release:**



A handwritten signature in black ink, followed by the date "9-12-18". The signature appears to be "Rick Wanne".

Rick Wanne, Director  
Eligibility Operations

## CalWORKs and Employment Services (ES) Homeless Assistance Programs Summary

### Attachment A

<b>ES Family Stabilization Financial Assistance Guidelines (Registered in ES. Managed by ES Contractors)</b>		
Family Stabilization has a consecutive 12 months average, cumulative payment limit that is based on the size of the CalWORKs Assistance Unit (AU) and the type of services requested.		
<b>Financial Payment Type</b>		<b>12-Month Cumulative Limit</b>
<b>Bridge Housing</b>	<ul style="list-style-type: none"> <li>Hotel/motel voucher</li> </ul>	Up to \$150 per day, including taxes and fees, for up to 28 days
<b>Rental Assistance</b>	<ul style="list-style-type: none"> <li>Rental Deposit</li> <li>Rent</li> <li>Past-due rent/eviction notice</li> </ul>	AU size 1-4 Up to \$3,500 AU size 5+ Up to \$4,500
<b>Utility Assistance</b>	<ul style="list-style-type: none"> <li>Deposits</li> <li>Past-due/shut down notices (electric, gas, water, cable)</li> </ul>	AU size 1-4 Up to \$1,000 AU size 5+ Up to \$1,500
<b>Transportation Emergency Assistance</b> (Vehicle for ES participation activities or employment)	<ul style="list-style-type: none"> <li>Essential/emergency vehicle repairs</li> </ul>	Up to \$2,500
	<ul style="list-style-type: none"> <li>Car rental, when vehicle not available due to repair</li> </ul>	Up to \$60 per day, including taxes and fees, for up to 7 days
	<ul style="list-style-type: none"> <li>Towing of a Non-Operational Vehicle, for purposes of repair</li> </ul>	Up to \$100
Contact County for waiver limits of any of the above.		