

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

Family Stabilization

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10-007.A

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Revision Date:

12/1/2020

Background:

Individuals may participate in the Family Stabilization (FS) program to overcome an emergency that is destabilizing their family and impairing their participation to Employment Services (ES) activities.

Purpose:

The purpose of this revision is to expand various areas of the FS program, including Eviction Prevention services, Housing and Utility services, and Transportation Emergency services.

Policy:

Qualifying Emergencies

CalWORKs families may participate in the FS program if the family is experiencing an emergency that interferes with employment and ES participation. Qualifying emergencies may include domestic violence, behavioral health needs, housing and utility needs, and essential vehicle repairs.

Family Eligibility

The Assistance Unit (AU) must include an aided individual whose ability to participate in the ES program is affected by the reported emergency. The FS request will not be approved if CalWORKs eligibility is not yet determined or expected to continue in the future month. FS participants are required to sign form FS2 'Family Stabilization Plan' listing assigned activities and necessary supportive services. Eligible family members may include:

- Noncompliant or sanctioned individuals who sign a Compliance Plan or Sanction Cure Plan
- Non-aided parents who are eligible to ES services while in a Family Reunification Plan

Participation Requirement

FS participants are not subject to the average 20/30/35 weekly hour requirements when unable to participate concurrently in ES activities. For this reason, FS services may stop the participant's WTW 24-Month Time Clock (WTW 24-MTC) for up to six cumulative months. Participants must comply or demonstrate good cause for not complying with their plan to continue receiving FS services.

Eviction Prevention Services

ES participants may be eligible to housing assistance through the FS program if they are at risk of becoming homeless due to past due rent. The FS program may cover overdue rent amount(s) to avoid an eviction and rent subsidies for a minimum of three months. ES participants qualifying for subsidies will be responsible for contributing at least 30% of their income towards the rent while participating in employment-related and/or barrier removal activities leading to self-sufficiency.

Bridge Housing Assistance

The FS program may cover the costs of temporary accommodations while the homeless family is seeking permanent housing. Bridge Housing Assistance may supplement CalWORKs Temporary Homeless Assistance (THA) when insufficient to cover daily rates.

Rental Assistance

As alternative or in addition to CalWORKs/Permanent Homeless Assistance (PHA), the FS program

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also provides housing assistance for ES participants who are homeless or at risk of becoming homeless due to an eviction. In alignment with PHA guidance, participants are required to show that they will be able to maintain stable housing without additional assistance. To ensure affordability, housing costs may **not** exceed the 80% of the family's Total Monthly Household Income (CPG 44.200-H). Rental assistance may cover past due rent, late fees to resolve an eviction notice, credit check fees, storage fees, and a security deposit and/or first month's rent to secure permanent housing. FS payments will only cover the AU's portion of the housing/utility expense when the AU is in a shared housing situation and the non-AU members are contributing toward the total expense.

Utility Assistance

The FS program may cover past due utility bills and late fees to prevent electric, gas, water, cable, or phone service shut-off, and charges to establish new utility services (deposit, activation fee), including credit check fees.

FS participants are required to provide the supporting documentation necessary to evaluate eligibility to housing/utility assistance including, but not limited to:

- Written notice of termination/eviction or overdue rent
- Shut-off or late payment notice from the utility company
- Written statement from a shelter or shared housing provider requesting to vacate the property

Transportation Emergency Assistance (TEA)

The FS program provides assistance to cover the cost of essential vehicle repairs necessary to ensure reliable transportation to/from assigned ES activities when the participant has no access to another privately owned vehicle. The vehicle that requires repairs must be lawfully registered to the participant and/or the participant's spouse or domestic partner, and not be registered as "non-operational". Approved repairs 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. TEA may cover, but it is not limited to:

- Essential vehicle repairs not exceeding the verified vehicle value
- Regular maintenance when necessary to complete the approved vehicle repair
- Costs of making the vehicle legally drivable on the road (may include, but are not limited to tires, breaks, windshield damage repairs, vehicle registration fee)
- Car rental while the vehicle is being repaired and there is no other transportation option
- Vehicle repair estimate (if not provided free of cost or deducted from final invoice)
- Towing charges to the service provider completing the authorized vehicle repair

The FS participant is required to provide supporting documentation necessary to evaluate TEA eligibility. Verification may include:

- Current vehicle registration under the participant and/or the participant's spouse or domestic partner's name
- Two written estimates completed by different qualifying service providers

Payments

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

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FS payments are issued to the service provider on behalf of the participant and may not exceed the established payment limit without County approval. The participant is responsible for the payment of any services not previously authorized by the County.

| FS Payment Type | | 12-Month Cumulative Limit* | |
|---|--|---|---------------|
| Eviction Prevention | <ul style="list-style-type: none"> Past-due rent, late fee Partial monthly rental subsidy (based upon 30% of family's current income) | Minimum of 3 months | |
| Bridge Housing | <ul style="list-style-type: none"> Hotel/motel voucher | <ul style="list-style-type: none"> Up to \$150 per day (taxes and fees included) Up to 60 days or as needed | |
| Rental Assistance* | <ul style="list-style-type: none"> Rental Deposit Rent Past-due rent (eviction notice) | AU size 1-4 | Up to \$3,500 |
| | | AU size 5+ | Up to \$4,500 |
| Utility Assistance* | <ul style="list-style-type: none"> Deposit, activation fee Past-due bills (shut-off notice) | AU size 1-4 | Up to \$1,500 |
| | | AU size 5+ | Up to \$2,000 |
| Transportation Emergency Assistance (for qualifying vehicle) | <ul style="list-style-type: none"> Essential/emergency repairs Costs of making the vehicle legal to drive (e.g. windshield damage repair, tires, breaks, registration fee) | Up to \$5,000 (cost of estimate, parts, labor, and taxes included) | |
| | Car rental (while the vehicle is being repaired) | <ul style="list-style-type: none"> Up to \$100 per day (taxes and fees included) Up to 7 days. | |
| | Towing of non-operational vehicle for the purpose of being repaired | Up to \$200 | |

*County approval is required for any exception to the above program limits

Referral Services

FS participants may be referred to Behavioral Health Services (BHS) if a need is identified and/or services are requested. Referral services for family members must be related to the barrier that is affecting the individual's successful participation and satisfactory progress in assigned ES activities.

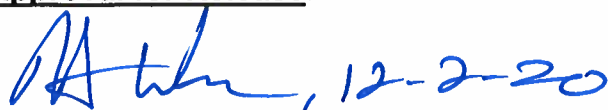
References:

MPP 42-749, ACL #14-12, ACL #14-61

Sunset Date:

This policy will be reviewed for continuance on or by 12/31/2023.

Approval for Release:



Rick Wanne
Director Eligibility Operations

CalWORKs and Employment Services (ES) Homeless Assistance Programs Summary

Attachment A

| ES Family Stabilization Financial Assistance Guidelines (Registered in ES. Managed by ES Contractors) | | |
|---|--|--|
| 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. | | |
| Financial Payment Type | | 12-Month Cumulative Limit |
| Eviction Prevention | <ul style="list-style-type: none"> • Past due rent • Late fee • Partial monthly rental subsidy, based upon 30% of family's current income | Minimum of three months |
| Bridge Housing | <ul style="list-style-type: none"> • Hotel/motel voucher | Up to \$150 per day, up to 60 days (as needed), including taxes and fees |
| Rental Assistance | <ul style="list-style-type: none"> • Rental Deposit • Rent • Past-due rent/eviction notice | AU size 1-4 Up to \$3,500 AU size 5+ Up to \$4,500 |
| Utility Assistance | <ul style="list-style-type: none"> • Deposits • Activation fee • Past-due/shut down notices (electric, gas, water, cable, phone) | AU size 1-4 Up to \$1,500 AU size 5+ Up to \$2,000 |
| Transportation Emergency Assistance (Vehicle for ES participation activities or employment) | <ul style="list-style-type: none"> • Essential/emergency vehicle repairs • Repairs for making the vehicle legal to drive (Windshield damage repair, registration fee, tires) | Up to \$5,000, including cost of estimate, parts, labor, and taxes |
| | <ul style="list-style-type: none"> • Car rental when vehicle not available due to approved repair | Up to \$100 per day for up to 7 days, including taxes, and fees |
| | <ul style="list-style-type: none"> • Towing of a Non-Operational Vehicle, for purposes of repair | Up to \$200 |
| Contact County for waiver limits of any of the above. | | |