

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

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Revision Date:

May 1, 2022

Background:

Every customer applying for CalWORKs must be informed of the availability of the Diversion Program at the time of application. The Diversion Program offers a one-time payment as a possible resolution to the circumstances that caused the family to apply for cash assistance prior to the family's approval for aid. It provides cash payments or services with the intent of diverting the customer from long-term aid. A customer applying for CalWORKs may either participate in the Diversion Program, or decline participation and receive aid under CalWORKs, if otherwise eligible.

Purpose:

The purpose of this revision is for sunset review and section renumbering. There is no policy change. This material has been renumbered from CalWORKs Program Guide (CPG) section 40-100.I to CPG section 40-100.D.

Policy:

Diversion Requirements

Customers applying for CalWORKs may only receive Diversion services at the time of application. The time of application includes the interview and anytime while the application is pending.

To qualify for Diversion services, the customer must meet all the following requirements:

- Be apparently eligible for CalWORKs
- Have a job offer or current employment
- Be able to benefit from diversion services and avoid the need for extended assistance
- Complete and sign form CW 88 *CalWORKs Diversion Services Agreement*

Apparent Eligibility

Apparently eligible for CalWORKs means the information provided on the Statement of Facts such as the Assistance Unit's (AU) income, resource and information otherwise available to the county indicates that the AU would be eligible for CalWORKs if the information were verified.

The following will be verified to support the determination of Apparent Eligibility:

- Eligible non-citizen status for non-citizen customer and
- Verification of pregnancy if the customer is pregnant with no other eligible children (Refer to CPG section 44-200.C *Pregnancy Special Needs* and CPG section 41-500.F *Pregnancy Based AU* for more information regarding acceptable verification for pregnancy)

Criteria of Job Offer or Current Employment

In determining whether the customer is likely to be able to avoid the need for extended assistance the county will consider whether the customer has current employment or a job offer. The employment or job offer must:

- Provide income that when combined with other resources will enable the customer to meet the family's needs without a monthly CalWORKs grant **and**
- Have a definite start date and be expected to last throughout the Diversion Period

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Customer's Right to Choose

If the customer has been determined to be a suitable candidate for the Diversion Program, the customer will be informed of this option. The customer has the right to accept or reject the Diversion Program option. The one-time payment is intended to cover the family's specific need(s) in lieu of ongoing CalWORKs assistance. If the customer chooses to receive a Diversion payment in lieu of receiving aid, the CalWORKs application will be denied, when the Diversion payment is authorized.

Customers Not Eligible for Diversion

The following customers are considered ineligible for Diversion payments:

- Non-needy caretaker relatives
- Supplemental Security Income (SSI) recipients
- Timed out individuals
- Individuals convicted of fraud
- Other customers who are not 'apparently eligible', such as but not limited to non-residents, fleeing felons, undocumented non-citizens, sanctioned individuals, etc.

Note: A customer convicted in state or federal court, after December 31, 1997, of a drug related felony, is ineligible for CalWORKs from the date of conviction up to March 31, 2015. Effective April 1, 2015, the prohibition from receipt of CalWORKs for these individuals was repealed.

Expenses Not Covered

Diversion payments must not be made for the following:

- Employer's background investigation pending an offer of a job, or for background checks
- Traffic tickets, parking tickets, or other penalties
- Start-up costs of self-employment
- Firearms/weapons

Note: The program may pay for some costs involved in continuing a self-employment business that has established a record of success.

Expenses Covered

The Family Resource Center (FRC) management may authorize payments above the dollar limits listed below provided the total payment does not exceed the equivalent of three months of the Maximum Assistance Payment (MAP) for the AU. Documentation of unusual circumstances and need is required.

Expense	Description	Max Amount
Rent/Utilities	<ul style="list-style-type: none"> • Rent/utility deposits, to stabilize a family situation. Utilities include gas, electric, propane and water • Back rent to prevent eviction, and to cover utility payments in arrears to avoid utility shutoff or to assure restoration of utility service • Rental/utility deposits for relocation within the county when distance between residence and employment prior to the move is at least 35 miles one-way, or 	Actual cost*

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	residence is in a remote area that would require a trip on public transportation of two hours or more, including transfers	
Child care	Funds for child care while the individual is waiting to be accepted in Stage 2 or Stage 3 child care.	Actual Cost*
Transportation	Cash for gas or mass transit passes. Private vehicles must be owned by the customer and be required as a condition of employment (or if no public transportation is available), the customer must have a valid CA Driver License.	\$75
Vehicle Repair	Repairs to a vehicle owned and used by the customer (required as a condition of employment or if no public transportation is available). Includes: tires, batteries, smog checks, etc.	Actual Cost*
Clothing	<ul style="list-style-type: none"> • Uniforms • Special shoes (work, nursing) • Office Attire (including shoes) 	\$100 \$75 \$100
Tools	Tools required as a condition of employment and needed for the job – estimate is required.	Actual Cost*
Licenses/Health Cards	Licenses needed to obtain or retain employment. Note: Driver Licenses are not included except when renewing a license to obtain or retain employment.	Actual Cost*
Union Dues	Initial membership fees if mandated to join a union as a condition of employment.	Actual Cost*
Immigration Documentation	Fees for replacement of immigrant registration documentation, issued by United States Citizenship and Immigration Services (USCIS) or the U.S. Consulate, required in obtaining employment.	Actual Cost*
Medical Tests/Services	<ul style="list-style-type: none"> • Medical test/physicals not covered by Medi-Cal and required as a condition of employment • Can cover hearing aids, glasses, etc. when not covered by Medi-Cal and needed for employment 	Actual Cost*
Stoves/ refrigerators	A stove and/or refrigerator needed to stabilize the family living situation.	\$250 each

* Actual Cost is granted up to the MAP of AU multiplied by three.

Diversion Period

The Diversion Period is determined by dividing the value of the Diversion payment by the appropriate MAP level for the 'apparently eligible' AU at the time of the initial application. Partial months are not counted when determining the Diversion Period.

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- Diversion payments are limited to once every 12 months (including Diversion payments from other counties)
- Diversion payments are limited to the equivalent of 3 months of the MAP for the AU

CalWORKs Application/Reapplication for Diversion Recipients

When the customer applies for CalWORKs after receiving Diversion services, the customer is considered a new applicant and the begin date of aid rules will apply. Refer to CPG section 40-100.A *Application Process* for more information.

If the former Diversion recipient applies for CalWORK...	Then...
Within the Diversion Period	The AU has two options: <ul style="list-style-type: none"> • To allow the county to recoup the entire Diversion payment amount through a 10% CalWORKs grant reduction, or • Count the entire determined Diversion Period against the applicant's 48-month CalWORKs time limit
After the Diversion Period	Only one month is counted towards the 48-month CalWORKs time limit and no repayment of the Diversion services must be required.

Out-of-State Diversion

Diversion income received from out-of state is considered a nonrecurring lump sum payment. Nonrecurring lump sum payments are treated as income in the month received and treated as property in subsequent months, per CPG section 44-100.M *Treatment of Income*.

Any Diversion income received from out-of-state cannot count against the CalWORKs 60-Month time limit, however, coordination with the other states is required to ensure that the correct number of months of Temporary Assistance for Needy Families (TANF) time on aid is counted.

Procedure:

Processing Guide 40-100.D1

Other Program Impacts:

CalFresh Program Guide 63-224 Income Exclusions

Medi-Cal Program Guide 10.03.01L CalWORKs Diversion Payments, 09.06.01 Personal Property

References:

EAS 81-200, 40-129, 42-302

ACL No. 97-68, 14-100

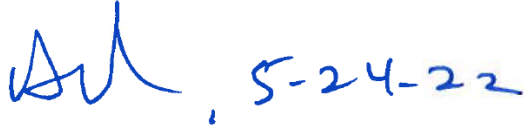
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Sunset Date:

This policy will be reviewed for continuance on or by May 31, 2025.

Approval for Release:



Rick Wanne, Director
Self-Sufficiency Services