

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

Temporary Homeless Assistance

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44.200.E

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Revision Date:

April 1, 2023

Background:

Temporary Homeless Assistance (THA) is a payment available once every 12-months, with exceptions, to a homeless family while seeking permanent housing.

Purpose:

The purpose of this revision is to implement changes to the THA program per Senate Bill (SB) 1065 which requires **same day issuance of THA benefits**. This revision also includes changes to the issuance increments. This section has been renumbered from CalWORKs Program Guide (CPG) section 44-200.G to 44-200.E.

Policy:

An Assistance Unit (AU) may receive THA for shelter costs when the AU meets the homeless criteria as outlined in CalWORKs Program Guide (CPG) 44-200.D *Homeless Assistance* while looking for a permanent place to live. Families receiving services under a Family Reunification (FR) plan may also be entitled to receive THA. Refer to CPG 40-183.D *CalWORKs Reunification Families*.

Period of Eligibility

- THA payments will be made for a total of 16 days. Issuances do not need to occur on consecutive days if the customer requests less than 16 days
- THA will be considered exhausted once:
 - All 16 days have been issued
 - The AU resolves their homelessness
 - 12 months have passed from date of the first THA payment
- THA may be issued after an issuance of a Permanent Homeless Assistance (PHA) payment, if shelter is still needed prior to their assuming occupancy of the permanent housing and the THA period has not expired
- Unless eligible for an exception, an AU may receive THA only once every 12 months

Promptness Requirement

THA payments must be issued or denied **on the same working day** in which the AU requests THA:

- THA payments are to be issued on the last working day before a weekend or holiday when it is established that the AU will lack shelter on the weekend or holiday even if they are not yet homeless on the last working day

Payment Issuance and Amount

THA payments will be issued all at once for all 16 days of THA benefits unless the customer requests less than 16 days of benefits, in which case the 16 days may be issued nonconsecutively for the period of eligibility. The THA payment amount is calculated on a daily basis according to the AU size

AU Size	Payment Amount per Day
AU of four or fewer members	\$85
For each additional AU member	\$15 up to a maximum of \$145

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If the actual daily rate charged to the AU is less than the THA daily payments, the AU is entitled to receive the difference. This includes payments made to vendors.

When determining an apparently eligible AU, the following individuals are not included in the AU size for THA:

- Noncitizen applicant who:
 - Does not provide verification of their eligible noncitizen status
 - Is an undocumented immigrant
- Pregnant person with no eligible children who does not provide medical verification of pregnancy within 30 days
- Sanctioned Individuals

Payment Verification

At the time of the THA issuance, customers will be informed of the requirement to provide verification of the cost incurred for temporary shelter. The initial THA payment may be issued directly to the AU via their Electronic Benefits Transaction (EBT) card, but the AU must provide verification that the THA was used for shelter or paid to a person or establishment with whom the family has executed a valid lease, sublease or shared housing agreement before any subsequent payments will be made directly to the AU. Failure to provide verification that the funds were paid to an allowable shelter provider constitutes mismanagement of funds. All future payments associated with the incidence of homelessness are to be issued as vendor payments directly to the shelter provider.

Acceptable payment verifications:

- Commercial Establishment:
 - Receipt issued by the establishment (for example, a hotel/motel) that verifies the AU's stay
- Paid Shelter
 - Receipt issued by a paid shelter that verifies the AU's stay
- Person Not in the Business of Renting Properties
 - Short-term lease agreement
 - Short-term sublease agreement
 - Short-term shared housing agreement

A short-term lease, sublease or shared housing agreement must include the name of the provider and the tenant, the address of the property, the amount paid to the provider, terms of the agreement, and the dates of occupancy

Mismanagement of Funds

Mismanagement of funds does not exist if:

- The customer spends only part of the THA payment, but verifies the remainder of the THA payment was not enough to cover the full cost for the payment period received
- The customer spends the full THA payment on only partial days of the payment period but verifies payment for those partial days were paid to an allowable shelter provider
- THA is used outside of the county, state, or country as long as residence has been established (per CPG 42-400.A-B); as there are no regulations limiting where THA can be accessed
- THA payments used for a shared housing arrangement that stretch the number of days the AU is sheltered

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Payment Verification Good Cause

If THA payments are not issued out consecutively, due to the time that may pass between each issuance, good cause will be evaluated if the AU has not kept verification of cost incurred for temporary shelter.

Housing Search Log Requirement

The AU will be informed of the requirement to make a minimum of one contact with a prospective landlord for each day the AU receives THA payments. The AU will be provided with a copy of form *CW 74 Permanent Housing Search Document*. The AU does not have to make contacts each day but must make a contact for each day of THA received prior to receiving subsequent HA. After the issuance of the THA payment, the AU will be advised to submit a completed CW 74 to document their search for permanent housing. If all 16 days of THA are issued at once, staff will not take any negative action or deny future HA payment if the household does not provide the housing search document.

Procedure:

HT 210 Issue Temporary Homeless Assistance

Did You Know PPM61307 Temporary Homeless Assistance – 16 Days at Once

HAPP-HOME Screen Changes

Impacts:

Forms

- 07-345 HHSA (09/20) *CalWORKs Homeless Assistance (HA) Shared Housing Agreement/Housing Verification* has been uploaded to the Electronic Forms Library to verify shared housing when other verification is not available
- CW 42 (10/21) – *Statement of Facts – Homeless Assistance* has been revised to remove references and questions regarding the liquid resource limit, added a checkbox in the certification section to verify homelessness, and removed that an exception due to a state or federally declared disaster must be natural
- The CW 74 (9/19) *Permanent Housing Search Form* was revised to remove the reference to receiving temporary shelter payments for a maximum of 16 days in a row

Notices of Action (NOAs):

- M44-211A (12/19) – Temporary Shelter and Permanent Housing
 - To be used to used when approving THA
 - NOA was revised to remove references to the 16 days of THA having to be used in consecutive days and to add shared housing agreement as an acceptable verification of shelter cost
- M44-211D (10/21) – Temporary Shelter and/or Permanent Housing
 - To be used when denying THA. Revised to remove obsolete denial reasons, “there is not proof that you were homeless the whole time after you got your last temporary denial reason shelter aid payment” and replaces reason regarding only being able to rent from the property owner or manager” to “you do not have a valid lease, sublease, or shared housing agreement

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References:

SB 1065

EAS 44-211.5

ACL No. 18-71, 18-106, 19-118, 21-121

ACIN I-64-19, I-52-20, I-70-22

Sunset Date:

This policy will be reviewed for continuance by April 30, 2026.

Approval for Release:



Rick Wanne, Director
Self-Sufficiency Services