

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

Nonrecurring Special Needs

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44-200.B

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Revision Date:

February 1, 2021

Background:

Per Welfare and Institution Code (WIC) 11450, a family shall be entitled to receive an allowance for recurring special needs not common to a majority of customers after the family has used all available liquid resources.

Purpose:

The purpose of this revision is to complete the sunset review and to reformat this section to current standards. Information from CalWORKs Program Guide (CPG) 44-200.E Transportation Need is now available in the Daily Bus Pass Eligibility Policy and Procedure Guide (EPPG). As a result, CPG 44-200.E is now obsolete and has been removed from the CPG.

Policy:

Nonrecurring Special Needs Overview

An Assistance Unit (AU) is entitled to receive a nonrecurring special need payment to repair or replace clothing or household equipment, for damages to the home, and to pay for interim shelter when the AU's home was destroyed or made uninhabitable or inaccessible. The loss or damage must have been caused by sudden and unusual circumstances beyond the AU's control.

The Human Services Specialist (HSS) is responsible in assisting the AU to identify any special need which they may have, the types of special need allowances available, and the procedure for securing payment for those needs.

The person for whom the special need is authorized must be a member of the AU. Excluded and sanctioned household members are not eligible to special need payments. An eligible person may receive one or more special need payment at the same time.

Resource Limit

An AU is ineligible to receive a nonrecurring special need payment if they have over \$100 in nonexempt liquid resources with the exception of funds deposited in a restricted account.

Nonrecurring Special Need Payment Limit

The total amount allowed for the payment for household emergencies shall not exceed \$600 for each incident.

Payment limitations on specific items include:

- Clothing – up to \$25 per AU member
- Bedding, dishes, kitchen utensils – \$12 per AU member
- Stove/Oven – \$142
- Refrigerator – \$190
- Space heater – \$73
- Double bed including mattress – \$143
- Other essential furniture – \$50

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Payment will not be made to repair or replace items not belonging to the AU. The most feasible and economic method of repair or replacement including the provision of donated or used serviceable items must be determined and documented.

Damage to the AU's Home

A payment for the costs of essential repair or replacement resulting from damage to the AU's home can be issued within the \$600 limit specified above.

- The payment will be allowed for the following costs:
 - Moving and/or storage costs necessitated by the damage to the home
 - Labor and material costs for repair of the home in which the AU lives and a member of the AU owns

Interim Shelter

An AU may receive up to a \$600 nonrecurring special need payment for the cost of interim shelter when their home has been destroyed, made uninhabitable or inaccessible due to sudden and unusual circumstances.

An AU is not eligible to receive a nonrecurring special need payment for the cost of interim shelter if they received Homeless Assistance (HA). However, if the AU has received the HA, and the AU's home is subsequently destroyed, made uninhabitable or inaccessible, the AU may qualify for interim shelter assistance. The payment for both interim shelter and HA cannot be paid for the same instance of homelessness.

Verification

Verification is required to determine:

- If the customer meets the conditions of the need
- The total cost of the need and the payment plan
- The customer's portion of the cost if the need is shared by others in the household
- If the loss is due to a sudden and unusual circumstance beyond the AU's control
 - Sudden and unusual does not necessarily mean customers are unaware of the circumstances happening in advance. For example, in the event of a natural disaster such as a wildfire, the customer may be aware of the need to evacuate in advance and the circumstance is considered sudden and unusual

The customer must be provided examples of the different types of proof (e.g. utility bill, medical documentation) that are acceptable or assisted with obtaining verification. When applicable, the HSS may request a release of information such as a CW 60 (Release of Information -Financial Institution), CW 61 (Authorization to release Medical Information), or a release of information. Refer to CalWORKs Program Guide 19-111.A (Confidentiality of Records and Release of Information) for instruction on requesting third party information.

If, after all attempts have been made and the HSS determines that the customer has made a good faith effort to obtain verification but is still unable to provide, a sworn statement is sufficient to verify the existence of a special need. The sworn statement must include all dot points listed above to be accepted.

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Impacts:

None

Procedures:

How-To 273 – Maintain Special Needs
Eligibility Policy and Procedure Guide (EPPG) – Daily Bus Pass Policy

References:

EAS 44-211.3, 44-211.4, 44-316.312
ACIN I-72-20

Sunset Date:

This policy will be reviewed for continuance by January 31, 2024.

Approval for Release:

Handwritten signature and date: Rick Wanne, 2-10-21

Rick Wanne, Director
Eligibility Operations