

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

Temporary Homeless Assistance

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44.200.G

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Revision Date:

November 1, 2020

Background:

Per state regulations Homeless Assistance (HA) is available to a homeless family seeking shelter.

Purpose:

The purpose of this revision is to implement changes to the Temporary Homeless Assistance program made by SB 80 and AB 960 effective January 1, 2020. SB 80 removed the consecutive day rule for Temporary Homeless Assistance Benefits. AB 960 expanded allowable providers of housing for purposes of receiving Temporary Homeless Assistance.

Policy:

Temporary Homeless Assistance (THA)

The Assistance Unit (AU) may receive THA for shelter costs when the AU has no place to stay while looking for a permanent place to live. Families receiving services under a Family Reunification (FR) plan may also be entitled to receive THA (CPG 40-183.D).

Period of Eligibility

- THA payments may be made for a total of 16 days. Issuances do not need to occur on consecutive days.
- THA will be considered exhausted once:
 - All 16 days have been issued
 - AU resolves their homelessness; or
 - 12 months have passed from date of the first THA payment
- THA may be issued after 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 on the same working day in which the AU requests THA:

- If the AU has no shelter, resource services may be offered to the customer for assistance in finding shelter. In this instance, the THA payment may be issued no later than the close of business on the working day following the request
- 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

THA payments will be issued in increments as follows:

- Initial Issuance: Three workdays plus any nonworking days that are bracketed by the workdays
Example:
THA is requested on a Thursday, with the next Monday being closed due to a holiday. THA benefits may be issued for six days to pay for Thursday through Tuesday nights' shelter. Thursday, Friday and Tuesday are the three workdays. Saturday, Sunday and Monday are the bracketed non-workdays.

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- Second Issuance: Seven days
- Third Issuance: Remaining balance of the 16-day period

Payment Amount

The THA payment is calculated on a daily basis as follows:

AU Size	Effective 01/01/19	Prior to 01/01/19
AU of four or fewer members	\$85	\$65
For each additional AU member	\$15 up to a maximum of \$145	\$15 up to a maximum of \$125

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 payment made to vendors.

When determining an apparently eligible AU, do not include a person who is:

- A non-citizen applicant who does not provide verification of his/her eligible non-citizen status
- A woman with no eligible children who does not provide medical verification of pregnancy
- A person who is sanctioned

Payment Verification

The Human Services Specialist (HSS) will inform the AU of the requirement to provide verification of the cost incurred for temporary shelter. The initial THA payment may be issued directly to the AU, 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 incident are to be issued as vendor payments directly to the shelter provider.

Acceptable payment verifications:

- Commercial Establishment:
 - Receipt issued by the establishment (e.g.; 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, such as a short-term:
 - Lease agreement;
 - Sublease agreement; or
 - 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

Note: 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.

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- 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.

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 HSS will inform the AU of the requirement to make a minimum of one contact with a prospective landlord for each day the AU receives THA payments, unless the AU has good cause for not searching for housing. Good cause includes, but is not limited to, illness or lack of transportation. 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. THA payments may only be issued if the AU cooperates. After the issuance of the initial THA payment, the AU must submit a completed housing search form (CW 74) to document their search for permanent housing while receiving THA payments. The HSS will obtain a written release of information authorization from the AU before making a collateral contact, to verify housing search.

If the HSS is unable to verify due to the AU's failure to cooperate, additional THA payments will not be issued. If the AU subsequently meets the requirements, the AU may continue to receive THA payments as otherwise eligible. No payment is to be issued for those days during which non-cooperation existed.

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
- The CW 42 (9/19) – Homeless Assistance Statement of Facts has been revised to remove all references to the 16 days of THA having to be used consecutively
- 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 (12/19)– Temporary Shelter and/or Permanent Housing
 - To be used when denying THA

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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.

References:

EAS 44-211.5


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

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

Sunset Date:

This policy will be reviewed for continuance by September 30, 2023

Approval for Release:



Rick Wanne, Director
Eligibility Operations

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

Housing Support Program (HSP) Financial Assistance Guidelines (Enrolled in CalWORKs. Managed by ES Contractors)		
Total financial assistance average target \$10,000 per family, per fiscal year.		
Financial Payment Type		Limitations
Bridge Housing	<ul style="list-style-type: none"> Hotel/Motel Voucher 	Up to 60 days
Moving Expenses	<ul style="list-style-type: none"> Rental Deposits First/last month rent Utility deposits Moving costs 	As needed
Rental Assistance	Monthly rental subsidy, based upon 30% of family's current income: <ul style="list-style-type: none"> If the family has no income, the rent is paid 100% with HSP funds If the family has stable income, the family's rent share is 30% of their current income, remainder is paid with HSP funds 	6 to 12 months, based on need
Other	<ul style="list-style-type: none"> Housing application fees Credit check fees Legal fees and fines Utility payments & shut down notices (electric, gas, water, cable) Making home habitable costs (appliances, furniture, houseware items, repairs, etc.) Required parking fees during rental subsidy Landlord incentives (up to \$2,500 per family) 	As needed
HSP program follows Rapid Rehousing/Housing First model in this priority: permanent housing, rental subsidy, temporary housing. Contact County for waiver limits of any of the above.		

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.		

CalWORKs Homeless Assistance (Enrolled in CalWORKs. Managed by County Family Resource Centers)	
Homeless Assistance is limited to once every 12 months	
Temporary Homeless Assistance (Bridge Housing - hotel/motel):	
<ul style="list-style-type: none"> \$85 per day up to 16 days for an Assistance Unit size of 4 Additional Assistance Unit members can get an additional \$15 per day, maximum is **\$145 per day 	
Permanent Homeless Assistance:	
Rental assistance benefit threshold is 80% of the family's Total Monthly Household Income	