

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

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Revision Date:

11/01/18

Background:

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

Purpose:

The purpose of this revision is to notify staff of the increase to the Temporary Homeless Assistance (THA) daily payment amounts. Also incorporating CalWORKs Program Guide (CPG) Policy Inquiry (PI) No. 2014-08 information; the PI becomes obsolete with this revision.

Policy:

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. A Family Reunification (FR) family may also be entitled to receive THA (CPG 40-183.D).

Period of Eligibility

- THA payments may be made for up to 16 consecutive days
- The 16 consecutive day period begins on the first day for which a THA payment is issued
- THA is exhausted once this period ends, even if payments for all 16 days are not authorized
- The AU must request all THA payments before the end of the 16 consecutive day period
- THA may be issued after issuance of a Permanent HA (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 payment 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 may 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.
- Second Issuance: Seven days
- Third Issuance: Remaining balance of the 16 consecutive day period

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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 Eligibility Worker 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, and paid to a provider of a commercial establishment, before any subsequent payments will be made directly to the AU. Failure to provide verification that the funds were paid to a qualified 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.

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.
- 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.

Housing Search Log Requirement

The Worker 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 worker will obtain a written release of information authorization from the AU before making a collateral contact, to verify housing search.

If the worker 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.

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Notices of Action (NOAs)

NOAs to approve or deny THA application:

- M44-211A - Approve - Temporary Homeless Eligibility
- M44-211D - Deny - Temporary Homeless Ineligibility

References:

EAS 44-211.5

ACL No. 18-71, 18-106

Sunset Date:

This policy will be reviewed for continuance by November 30, 2021.

Approval for Release:



Rick Wanne, Director
Eligibility Operations

CalWORKs and Employment Services (ES) Homeless Assistance Programs Summary

Attachment A

<p style="text-align: center;">CalWORKs Homeless Assistance (Enrolled in CalWORKs. Managed by County Family Resource Centers)</p>
<p>Homeless Assistance is limited to once every 12 months</p>
<p>Temporary Homeless Assistance (Bridge Housing - hotel/motel):</p> <ul style="list-style-type: none">• *\$65 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 **\$125 per day <p>* Increasing to \$85 as of January 1, 2019 ** Increasing to \$145 as of January 1, 2019</p>
<p>Permanent Homeless Assistance: Rental assistance benefit threshold is 80% of the family's Total Monthly Household Income</p>