

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

Employment Services Programs Payment Guidelines Updates

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20-04

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Effective Date:

September 22, 2020

Background:

The Employment Services (ES) program helps participants find employment, stay employed, move to higher paying jobs, and eventually to become self-sufficient. The services provided include programs to remove employment barriers such as the Housing Support Program (HSP), Family Stabilization (FS) Program, and Wraparound Programs. Financial assistance is provided for approved products and services intended to improve outcomes of participants in the ES program.

Purpose:

The purpose of this special notice is to modify services and payment guidelines for the HSP, FS, and Wraparound Programs, including Supportive Services, and to revise the Homeless Programs Payments Grid.

Policy:

The modified services and payment guidelines are identified below under the corresponding program.

HSP (CPG 10-008.A)

The emphasis of HSP will be to provide temporary and permanent housing assistance with a priority being to provide extensive Housing Navigation services. Other expansions of HSP will include:

- Total HSP financial assistance average increasing from \$5,000 to \$10,000
- Bridge Housing time limit increasing from 28 days to 60 days
- Including required parking space fees during rental subsidy
- Increase Landlord Incentives to up to \$2,500
- Include appliance replacement/repair as a landlord incentive

FS (CPG 10-007.A)

The emphasis of FS will be to provide eviction prevention services and barrier removal assistance by providing the following expansions to the program:

- Expand Eviction Prevention services to include:
 - A minimum of three months rental subsidy based upon 30% of the family's current income
 - Past due rent and late fees
- Bridge Housing time limit increasing from 28 days to 60 days also to include storage fees
- Utility Assistance to include:
 - Utility activation fee or shutoff notice, including telephone
 - Payment limit increasing from \$1,000 to \$1,500 for Assistance Unit (AU) size 1-4, and from \$1,500 to \$2,000 for AU size 5+
- Transportation Emergency Assistance to also include:
 - Non-essential repairs for making the vehicle legal to drive (i.e. windshield damage repair, registration fee, tires)
 - Payment limit increasing from \$2,500 to \$5,000
- Car rental payment limit increasing from \$60 to \$100 per day

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- Payment limit for Towing of Non-Operation Vehicle, for repair purposes, increasing from \$100 to \$200

Wraparound Program (CPG 10-160.A)

- The length of services time limit increasing from 90 days to 180 days

ES Incentive Program (CPG 10-011.C)

ES Incentive Payments are payments for approved products and services intended to improve outcomes of participants in the ES program. ES Incentive Payments are made on behalf of ES participants to assist with barrier removal to enable successful participation. The ES Incentive program will:

- Establish the Computer Purchasing Program (CPP) to provide laptop computers to all participants in approved ES activities, including voluntary participants
- Provide each parent in a two-parent household with a laptop computer to facilitate participation in assigned ES activities
- Provide ES participants with a MiFi including a year's subscription for internet service, a warranty, and a Microsoft office package for each laptop.

Procedure:

CPG updates to reflect these new regulations are in progress, and scheduled to be updated in the near future:

- HSP (CPG 10-008.A)
- FS (CPG 10-007.A)
- Wraparound Program (CPG 10-160.A)
- ES Incentive Program (CPG 10-011.C)

Also, an updated Homeless Programs Payments Grid, with the above revisions, is attached to this Special Notice as reference.

Impacts:

None.

References:

CFL No. 20/21-23

Sunset Date:

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

Approval for Release:

 9-23-20

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, for a minimum of 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) |
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| 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 |