

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

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Revision Date:
December 1, 2021

A. Background:

The purpose of property regulations is to ensure General Relief (GR) applicants use, to the maximum extent possible, property resources to meet their needs. The overall property limit is \$1,500. See Desk Aid 90-300.1A GR Property Limits Guide.

Property limitations, policies, and procedures applied by Health and Human Services Agency (HHSA) are derived from Welfare and Institutions (W&I) Code, Part 5, Chapter II, Section 17107. Section 17107 of the W&I Code defines the Board of Supervisors' responsibilities in setting property limits. Section 258 and 261-263 of the County Administrative Code defines the limits set under the authority of W&I Code Section 17107 and defines the procedures.

Purpose:

This section has been reformatted, the overall property limit has been updated to \$1,500, references to non-citizens have been updated, and guidance has been added regarding sworn statements taken via NICE inContact as temporary verifications.

Policy:

B. Availability

Property values, including the community property interest in the possession of a separated spouse, are considered available to the GR customer, unless the property is considered unavailable. Verifications are required to determine confirmation of conditional, partial, or unavailability of property. A customer's sworn statement regarding availability will be sufficient if it is reasonable and consistent with other given information.

C. Sponsored Non-Citizens

The availability of the property of the sponsor must be explored to determine what changes, if any, occurred after the sponsorship agreement was originally signed. The Human Services Specialist (HSS) will contact the sponsor for verification using the Electronic Systematic Alien Verification for Entitlements (e-SAVE) process and the CW 22 Sponsor's Statement of Facts.

D. Supplemental Security Income (SSI)/State Supplementary Payment (SSP) Recipients

The property of an SSI/SSP recipient, including the spouse, who resides with the GR customer is not counted when determining the GR eligibility of the customer (Rogers v. Detrich).

E. Documentation and Verification

It is the customer's responsibility to provide the most accurate and current verification available. Refer to General Relief Program Guide (GRPG) 90-300.4 through 11 for specific requirements.

Acceptable verifications are shown in the table below.

Type	Description/Action
Written, Standardized Record	This record is to be issued by a government agency or company. It is to specifically identify the property item and its current value.

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Statement of Value by the Customer	This statement must be able to be confirmed by a dealer in the property item, an insurance adjuster, or a property appraiser. Confirmation must be in writing, by phone, or other means. Confirmation in writing is the preferred method.						
Pending Verifications	A sworn statement from the customer or detailed entry on the Statement of Facts may be used in rare instances, with supervisor approval, as temporary verification of property value pending receipt of acceptable verification. Aid may not exceed the end of the month in which the 30 th day, from the date of requesting the verification, falls. Examples of pending verifications would be: <ul style="list-style-type: none"> • out of state bank account. • bank requiring written authority to release the information. • an inoperable motor vehicle located outside the county. 						
Case Record Documentation	Appropriate case record documentation is: <ul style="list-style-type: none"> • image of property verifications located in the case record. • entry on the Statement of Facts, of all pertinent facts and information. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th align="left">If ...</th> <th align="left">Then the ...</th> </tr> </thead> <tbody> <tr> <td>no written documentation is available,</td> <td>HSS will specify how the verification was completed.</td> </tr> <tr> <td>a sworn statement has been obtained as a temporary verification,</td> <td>sworn statement will be imaged in the case file and an entry made on the Statement of Facts.</td> </tr> </tbody> </table>	If ...	Then the ...	no written documentation is available,	HSS will specify how the verification was completed.	a sworn statement has been obtained as a temporary verification,	sworn statement will be imaged in the case file and an entry made on the Statement of Facts.
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Note: Sworn statements obtained as temporary verifications may be completed via NICE inContact and a telephonic signature may be captured. Document in case comments when NICE inContact is used for the completion of forms.

F. Department of Motor Vehicles (DMV) Property Clearance

As part of the requirement to evaluate resources for GR, HSSs will request a DMV clearance when it is suspected that there is an unreported vehicle that could affect case eligibility. For GR, aid will not be granted until the clearance of a suspected unreported vehicle has been completed. The actions in the table below are to be completed.

Step	Responsibility	Action
1	HSS	Complete form 16-167 HHSA and forward to the designated staff in the Family Resource Center (FRC).
2		Attach a photocopy of the DMV driver's license or DMV Identification (ID) card, if available.
3		Enter a case comment stating the reasons for requesting a DMV clearance. If the clearance is being completed due to a third-party report and the person wishes to remain anonymous, that person's name is not to be included in the case comment.

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4	Designated Clearance Staff	Clear name of each adult in the case per FRC training instructions.
5		Stop the clearance process if more than five to ten minutes are spent clearing without any result. If there is strong evidence that there is an unreported vehicle, the FRC can use discretion to lengthen the time of the clearance.
6		Note on the 16-167 HHS that the results were inconclusive for clearances with no result.
7		Note unreported vehicles found in the clearance on the form and attach a screen print of all unreported vehicles.
8		Return the 16-167 HHS to the HSS.
9	HSS	Review the information from the completed clearance and take the appropriate action. Appropriate action may include further clarification from the customer, granting aid if otherwise eligible, or denial or discontinuance of aid if not eligible. For discontinuances, timely notice must be given.
10		Maintain DMV printouts as confidential information. Screen prints must not be given to customers and DMV address information from the clearance cannot be disclosed to the customer or to anyone else. If the customer is granted review of the case record, the DMV address information must be removed.

G. Waiver

In cases of extreme hardship aid may be extended to an applicant who owns real or personal property that exceeds the property limits. These situations require the approval of the GR Program Manager. Also see GRPG 90-600.2.D on waivers.

Extreme hardship situations are defined as:

- Aid Through First Payday situations when the applicant cannot return with additional verifications because of work or training schedules.
- The customer has an eviction notice.
- The customer has a utility shut-off notice.
- The person has immediate or physical conditions or behaviors which indicate serious emotional or physical health problems which may hamper their ability to cooperate with HHS.
 - For example, visible shaking, open sores, difficulty moving, or unusual speech patterns.
- The customer has no non-financial resources available to meet their immediate needs.
 - For example, food, shelter, or physical or mental health referrals.
- The customer may lose their only source of housing. The options available are obtaining an equity loan or selling the primary residence to meet property limits.
 - For example, if after having attempted to sell or rent their primary residence the customer has not had immediate success, a waiver should be considered.

Procedures:

None

Program Impacts:

None

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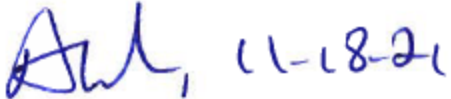
References:

County Policy

Sunset Date:

This policy will be reviewed for continuance by November 30, 2024.

Approval for Release:



Rick Wanne, Director
Self-Sufficiency Services