

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 2, 1991

ALL COUNTY LETTER NO. 91-58

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AFDC HOMELESS ASSISTANCE REGULATION REVISIONS

REFERENCE: MPP SECTION 44-211.5

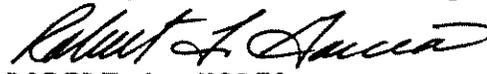
This All County Letter provides information about revisions to the AFDC Homeless Assistance (HA) regulations which implement the provisions of SB 724, Chapter 97, Statutes of 1991. The effective date of these emergency regulations is August 1, 1991.

The revised regulations limit Temporary Shelter benefits to 16 calendar days; require County Welfare Departments (CWDs) to verify an Assistance Unit's (AU) homelessness within three working days; and, require the AU to complete a housing search form. A more detailed description of the regulation changes is contained in Attachment 1.

Attached are:

- A list of changes to the regulations,
- Notice of Action message language,
- Information about HA Forms, and
- A draft copy of the regulations.

For policy clarifications, please contact Sandra Poole-Taylor at (916) 324-2661 or ATSS 454-2661. For HA forms questions, please contact LeAnne Torres at (916) 324-2016 or ATSS 454-2016. For Notice of Action questions, please contact John Honeycutt at (916) 445-1131 or ATSS 485-1131.

*for*   
ROBERT A. HOREL  
Deputy Director

Attachments

cc: CWDA

## REVISIONS TO AFDC HOMELESS ASSISTANCE REGULATIONS

Following is a list of the Homeless Assistance (HA) regulations which were revised. Following each regulation cite, is a description of the change. The revised regulations have an effective date of August 1, 1991.

<u>MPP</u>	<u>REGULATION</u>	<u>CITE</u>	<u>CHANGE</u>
1)	40-012		This section provides CWDs with implementation instructions. The revised regulations are effective with HA requests received on or after August 1, 1991.
2)	44-211.513		This sets forth the requirement that HA payments can only be made when the provider of housing is a commercial establishment (e.g., apartment complex), shelter, or person in the business of renting properties who has a history of renting properties.
3)	44-211.514		<p>The regulations were revised to limit eligibility to temporary shelter (TS) assistance and permanent housing (PH) assistance to once every 24 months. Since the revision is effective August 1, 1991, it should not be applied to cases which received HA prior to August 1, 1991. For example, if a case received TS and PH in June 1991, they are entitled to it again in June 1992. However, if the AU incurs an incident of homelessness in June 1992, for example, and receives HA, they wouldn't be entitled to HA again until June 1994.</p> <p>.514(b) changes the HA eligibility period from 12 months to 24 months to be consistent with 44-211.514.</p>
4)	44-211.515		This regulation changes the HA eligibility period from 12 months to 24 months to be consistent with 44-211.514.

5) 44-211.519

.519(a)(3)(A) provides that mismanagement does not include cases where the recipient fails to pay rent because of a rent increase which results in the AU's share of the rent being over 80 percent of the maximum aid payment without special needs. The previous provision that stated mismanagement would not exist when a recipient failed to pay rent due to sudden and unusual circumstances beyond the recipient's control has been repealed.

.519(a)(3)(C) - This section provides that mismanagement does not include cases where a recipient's failure to pay rent is a result of domestic violence by a spouse, partner, or roommate.

.519(b)(1) sets forth the requirement that when restricted payments are provided to an AU, the CWD must issue the vendor or two-party payment to the AU for delivery to the service provider or directly to the service provider. The method of issuance is at the discretion of the CWD.

.519(b)(2) requires the CWD to assist the recipient in developing a greater ability to manage funds by 1) providing each family with informational materials (see Attachment 3), and 2) referring the family to appropriate services where these exist.

6) 44-211.52

This section explains that TS is only available once in a 24 month period, rather than 12 month period, while an AU is searching for permanent housing.

7) 44-211.522

This section changes the HA period of eligibility from 12 months to 24 months as required by 44-211.514.

.522(a) was revised to limit eligibility to TS assistance to 16 consecutive days. Since the revision is effective August 1, 1991, it should not be applied to cases which received TS prior to August 1, 1991. For example, if an AU requested TS in July 1991, they are entitled to receive TS for 21 consecutive days (28 days with good cause).

8) 44-211.524

Revisions to this regulation reflect the change in TS eligibility to 16 days.

.524(c) requires the initial TS payment to be issued for up to 3 working days. A handbook example clarifies that a request for TS prior to a weekend or holiday may result in an initial issuance of more than 3 calendar days.

.524(d) requires the CWD to verify the family's homelessness within the first three working days. If the AU meets the criteria outlined in Division 20-003.2 or 20-005.322, the CWD shall refer the AU to its early fraud unit (EFU) for assistance in the verification of homelessness. Except for cases referred to the EFU, CWDs must obtain the AU's consent for the release of information to verify homelessness. If the CWD is unable to verify by some means that the AU is homeless, the AU must complete and sign a statement under penalty of perjury.

.524(e) provides that an extension of TS benefits beyond the 3 day limit and on a weekly basis thereafter up to 7 days per week for a maximum of 16 calendar days shall be based upon: 1) The CWD's verification of the AU's homelessness within the first three days, 2) The AU's continuing need for TS benefits, and 3) The AU's documentation of a search for permanent housing while receiving TS benefits.

CWDs are required to issue a housing search form to the AU so that the AU can document its housing search (see Attachment 3). AUs must make a minimum of one contact for each day the AU receives TS unless a good cause reason exists. If the CWD issues 7 days of TS benefits, the AU must make a minimum of 7 contacts with prospective landlords. The AU may make 3 contacts on one day and 4 on another to total 7. The AU does not have to literally make 1 contact on each of the seven days. Some examples of good cause include illness, lack of transportation, or location in an area such as a rural county where lack of housing would make one contact per day unreasonable.

9) 44-211.526

This section has been repealed to eliminate the reference to TS payments being made in increments ranging from one day to one week within a 21 or 28 day period.

10) 44-211.535

The revision to this regulation reflects the change in the HA period of eligibility to 24 months as specified in 44-211.514.

**ATTACHMENT 2**

**NOTICES OF ACTION**

Attached are copies of Turner approved Notice of Action (NOA) message language in English. Translations in Spanish and the four Indochinese languages will follow.

M44-211A (8/91) (Approve) -- This message is being revised to reflect the change in MPP 44-211.514 to limit HA eligibility to once every 24 months. In addition, a statement has been added regarding the requirement in MPP 44-211.524(e) that the AU provide documentation of their housing search.

M44-211B (8/91) (Approve) -- This message has been revised to change the HA period of eligibility from 12 months to 24 months as required in MPP 44-211.514.

M44-211C (8/91) (Approve) -- This message has been revised to change the HA period of eligibility from 12 months to 24 months as required in MPP 44-211.514.

M44-211D (8/91) (Deny) -- This message has been revised to change the HA period of eligibility from 12 months to 24 months as required in MPP 44-211.514. In addition, two new reasons for denial of HA benefits have been added: 1) Failure to cooperate in verification of homelessness (MPP 44-211.524(d)) and, 2) Failure to provide documentation of a search for PH (MPP 44-211.524(e)).

M44-211D1 (4/91) (Deny) -- This message is obsolete effective 9/1/91.

State of California  
Department of Social Services

Manual Msg. No.: M44-211A  
Action : Approve  
Reason: Homeless Eligibility  
Title: Temporary Shelter

Auto ID No. : 120  
Flow Chart No. :  
Source : Homeless Regs.  
Regulation Cite: MPP 44-211.5

Form No. : NA 290  
Effective Date : 02/01/88  
Revision Date : 08/01/91

MESSAGE: As of \_\_\_\_\_, the County has approved your request for homeless aid for temporary shelter.

The amount of your homeless aid is \$\_\_\_\_\_.

You can get \$\_\_\_\_\_ a night for temporary shelter. The amount of your aid is figured on this notice.

If you do not find a permanent place to live by \_\_\_\_\_, you may be able to get more temporary shelter aid. Come back to this office no later than \_\_\_\_\_. To get more temporary shelter aid, you must give us proof that you are looking for a permanent place to live.

You can get homeless aid for temporary shelter for up to 16 days in a row in any 24 month period if you are homeless. After this time passes, you can't get temporary shelter aid again until \_\_\_\_\_.

Also, you may be able to get homeless aid for permanent housing when you find a place to live. You can get aid for permanent housing if your rent is no more than 80% of your needs.

Basic Needs for ___ persons:	\$ _____
	x .80
Total Amount Your Housing Can Cost:	\$ _____

When you find a place to live, get a note from the landlord telling how much your rent will be.

Temporary Shelter Aid	
Amount per night:	\$ _____
Nights:	x _____
Total Temporary Shelter Aid:	= \$ _____

INSTRUCTIONS: Use to approve a nonrecurring special need (homeless assistance) payment for temporary shelter.

Complete the fill-in items to inform the applicant of the temporary shelter payment conditions.

Use the right hand column to show the Temporary Shelter Aid computation part of the message.

This message replaces M44-211A (02/01/88).

State of California  
Department of Social Services

Manual Msg. No.: M44-211C, 1of2  
Action : Approve  
Reason: Homeless Eligibility  
Title: Temporary Shelter  
and Permanent Housing  
Form No. : NA 290  
Effective Date : 02/01/88  
Revision Date : 08/01/91

Auto ID No. : 122  
Flow Chart No. :  
Source : Homeless Regs  
Regulation Cite: MPP 44-211.5

MESSAGE: As of \_\_\_\_\_, the County has approved your request for homeless aid for temporary shelter and permanent housing.

The total amount of homeless aid you will get is \$ \_\_\_\_\_.

You will get \$ \_\_\_\_\_ a night for \_\_\_\_\_ nights for temporary shelter.

After that, you will move into your new home on \_\_\_\_\_.

You will get \$ \_\_\_\_\_ for permanent housing.

You can get an amount of aid for permanent housing that is the same amount as two months' rent, plus the cost of utility deposits.

The total amount of homeless aid you will get for temporary shelter and permanent housing is figured on this notice.

You can get homeless aid only once in a 24 month period. You can't get homeless aid again until \_\_\_\_\_.

Temporary Shelter Aid

Amount per night: \$ \_\_\_\_\_  
Nights: x \_\_\_\_\_  
Total Temporary  
Shelter Aid: = \$ \_\_\_\_\_

Permanent Housing Aid

Actual Cost of Housing:

Amount of Last Month's Rent: \$ \_\_\_\_\_  
Amount of Security Deposits: + \_\_\_\_\_  
Amount of Utility Deposits: + \_\_\_\_\_  
Your Total Cost of Housing: = \$ \_\_\_\_\_

Highest Amount of Permanent Housing Aid  
You Can Get:

Amount of Monthly Rent: \$ \_\_\_\_\_  
x 2  
= \_\_\_\_\_  
Amount of Utility Deposits: + \_\_\_\_\_  
Highest Amount of Aid You Can Get: = \$ \_\_\_\_\_

State of California  
Department of Social Services

Manual sg. No.: M44-211B  
Action : Approve  
Reason: Homeless Eligibility  
Title: Permanent Housing  
Form No. : NA 290  
Effective Date : 02/01/88  
Revision Date : 08/01/91

Auto ID No. : 121  
Flow Chart No. :  
Source : Homeless Regs  
Regulation Cite: MPP 44-211.5

MESSAGE: As of \_\_\_\_\_, the County has approved your request for homeless aid for permanent housing.

You will get homeless aid for permanent housing on \_\_\_\_\_.

The amount of your homeless aid is \$ \_\_\_\_\_. This is for:

- Last month's rent
- Security deposits
- Utility deposits

The amount you can get is based on how much rent you will be paying. The most homeless aid you can get for permanent housing is two months of rent plus the cost of utility deposits. You cannot get more than this even if your housing costs more.

The amount you will get is figured on this notice.

You can get homeless aid for permanent shelter only one time in a 24 month period. You can't get homeless aid again until \_\_\_\_\_.

Actual Cost of Housing

Amount of Last Month's Rent: \$ \_\_\_\_\_  
Amount of Security Deposits: + \_\_\_\_\_  
Amount of Utility Deposits: + \_\_\_\_\_

Your Total Cost of Housing = \$ \_\_\_\_\_

Highest Amount of Homeless Aid You Can Get

Amount of Monthly Rent: \$ \_\_\_\_\_  
x 2  
= \_\_\_\_\_  
Amount of Utility Deposits: + \_\_\_\_\_

Most Aid You Can Get: = \$ \_\_\_\_\_

Your total housing costs are [ ] less [ ] more than the highest amount of aid you can get, so you will get \$ \_\_\_\_\_.

INSTRUCTIONS: Use to approve a nonrecurring special need (homeless assistance) payment for temporary shelter.

Complete the fill-in items to inform the applicant of the permanent housing conditions. Check the appropriate box(es). Use the right hand column to show the computations for Actual Cost of Housing and Highest Amount of Homeless Aid You Can Get.

This message replaces M44-211B (02/01/88).

State of California  
Department of Social Services

Manual Msg. No.: M44-211C, 2of2  
Action : Approve  
Reason: Homeless Eligibility  
Title: Temporary Shelter  
and Permanent Housing  
Form No. : NA 290  
Effective Date : 02/01/88  
Revision Date : 08/01/91

Auto ID No. : 122  
Flow Chart No. :  
Source : Homeless Regs  
Regulation Cite: MPP 44-211.5

Your total permanent housing costs are [] less [] more than the highest amount of aid you can get, so you will get \$ \_\_\_\_\_ in permanent housing aid.

Total

Temporary Shelter Aid: \$ \_\_\_\_\_  
Permanent Housing Aid: + \_\_\_\_\_  
= \$ \_\_\_\_\_

INSTRUCTIONS: Use to approve a nonrecurring special need payment when both temporary shelter and permanent housing are to be paid.

Complete the fill-in items informing the applicant of the temporary shelter and permanent housing conditions.

Use the right hand column to show the calculations for Temporary Shelter Aid and Permanent Housing Aid. Check the appropriate box in the Permanent Housing Aid section.

This message replaces M44-211C (02/01/88).

Auto ID No. : 123  
Source : Homeless Regs  
Regulation Cite: MPP 44-211.5

MESSAGE: The County has denied your request for homeless aid for:  
 Temporary Shelter  
 Permanent Housing  
Dated \_\_\_\_\_.

Here's why:

- You are not homeless.  
To get homeless aid, you must meet one of these rules:
  - You do not have your own place to stay at night,
  - OR
  - You are staying at night in a shelter that is temporary,
  - OR
  - The place you are living in is a place that people do not usually live.
- You have more than \$100. To get homeless aid, you can't have more than \$100 in liquid resources.
- You wouldn't agree to let us verify your homelessness. If you do agree to let us verify your homelessness, you may be able to get temporary shelter.
- You have to show proof of looking for permanent housing. You have not shown proof. If you do, you may be able to get more temporary shelter.
- You do not have a permanent place to live.
- The place you found to live costs too much. It costs \_\_\_\_\_ . To get aid for permanent housing, the place you find to live cannot cost more than 80% of your family's needs. 80% of your family's needs is figured on this notice.
- You already got homeless aid in this 24 month period. You can get homeless aid only once in any 24 month period. You can't get homeless aid again until \_\_\_\_\_ .
- You are staying with someone who is not in the business of renting shelter.

State of California  
Department of Social Services

Manual .sg. No.: M44-211D, 2of2  
Action : Deny  
Reason: Homeless Ineligibility  
Title: Temporary Shelter  
and/or Permanent Housing  
Form No. : NA 290  
Effective Date : 02/01/88  
Revision Date : 08/01/91

Auto ID No. : 123  
Flow Chart No. :  
Source : Homeless Regs  
Regulation Cite: MPP 44-211.5

IF ANY OF THESE THINGS CHANGE, YOU MAY BE ABLE TO GET HOMELESS AID FOR TEMPORARY SHELTER AND PERMANENT HOUSING. YOU CAN APPLY AGAIN.

Basic Need for \_\_\_\_\_ Persons: \$ \_\_\_\_\_  
x .80  
Total Amount Your Housing Can  
Cost (80% of Needs): = \$ \_\_\_\_\_

INSTRUCTIONS: Use to deny a request for homeless assistance for temporary shelter and/or permanent housing.

Complete the fill-in items and check the appropriate boxes to inform the applicant.

Use the right hand column to show the computation for the Total Amount Your Housing Can Cost (80% of Needs).

This message replaces M44-211D. (02/01/88).

FORMS DISCUSSION

AFDC Homeless Assistance

The following discussion pertains to the CA 42, Statement of Facts - Homeless Assistance (HA) and several additional forms needed to implement the provisions of the AFDC Homeless Assistance regulation revisions. The new forms are the CA 74 (8/91), Permanent Housing Search Document; the CA 84A, Money Management Information - General; and the CA 84, Money Management Monthly Worksheet. Implementation of the above forms is August 1, 1991. Reproducible copies of the above forms are attached.

FORM CHANGE

CA 42 (8/91), Statement of Facts - Homeless Assistance

- o The second bullet has been changed to read "You may get TS payments for up to 16 days in a row. The first day starts when you get the first TS payment. If you stay anywhere for free, you can't get a TS payment, but the free days count as part of the 16 days." A TS payment is only available if the applicant/recipient stays in a shelter, motel or other commercial establishment which is in the business of renting rooms. This bullet informs about the new 16 consecutive days of TS eligibility.
- o A new third bullet was added: "To get TS payments, you must rent from a prson or place that is in the business of renting property."
- o The third bullet was deleted from the prior revision and replaced with the fourth bullet which reads: "You may get a TS and/or PH payment only once in 24 months. The 24 months start when the County gives you the first payment." This addition is in accordance with MPP 44-211.514.
- o An additional section has been added to question #2 which asks "What was your last address?" This documents the prior address. MPP 44-211.536 reads that a "payment for permanent housing costs is not available to assist recipients to return to their most recent former residence....."

CA 74 (8/91), Permanent Housing Search Document

- o The provisions at 44-211.524(e) specify that the Homeless AU must complete a housing search form. Therefore, the CA 74 was developed to meet the mandated PH search procedure. Since many counties already use a county developed form, the State developed form is recommended. The form should be given to the AU at the time a Temporary Shelter payment is issued.

CA 84A (8/91), Money Management Information - General

- o For those recipients who have mismanaged HA funds and receive restricted benefits, the CWD is to assist the recipient in developing a greater ability to manage funds by providing them with informational materials and referring them to appropriate services. This form acts as an informational coversheet to the CA 84, Money Management Monthly Worksheet. CWDs shall provide this information to all HA recipients who have been determined to have mismanaged HA funds.

CA 84 (8/91), Money Management Monthly Worksheet

- o This form was developed as a tool for HA recipients to use in identifying areas where budgeting needs improvement. It is a recommended form; not required for County use.

STOCK

The CA 42 must be used by implementation of the AFDC HA regulations in August 1991. The prior revision is no longer correct. Stock of the 8/91 revision is anticipated in the DSS Warehouse by October 1991.

The CA 84A will also be stocked in the DSS Warehouse. Stock of this form is expected by October 1991.

CWDs will need to locally reproduce stock of the CA 42 and the CA 84A until stock is received.

The CA 74 and CA 84 will not be stocked in the DSS Warehouse.

## TRANSLATIONS

The CA 42, CA 74, CA 84A and CA 84 will be translated into Spanish, Cambodian, Chinese, Lao and Vietnamese.

The Spanish translations will follow under separate cover from the Welfare Policy Implementation Bureau when available. The Asian language translations will follow under separate cover from the Language Services Bureau to County Forms Coordinators.

## CAMERA-READY COPIES

Counties that print stock locally or for those counties that need a camera-ready copy for stock reproduction purposes may call the Forms Management Bureau at (916) 322-8738 or ATSS 492-8738 for the English and Spanish versions. The Asian language translation copies may be obtained by calling the Language Services Bureau at (916) 323-9562 or ATSS 973-9562.

# STATEMENT OF FACTS - Homeless Assistance

## Important Information

- If you have no place to stay, have \$100 or less in resources and appear eligible for AFDC, you may get Homeless Assistance. You must be seeking permanent housing. While you are looking, you may get money for temporary shelter (TS). If you find someplace to live, you may get money for permanent housing (PH).
- You may get TS payments for up to 16 days in a row. The first day starts when you get the first TS payment. If you stay anywhere for free, or somewhere other than a shelter or business which rents rooms, you can't get a TS payment, but the days count as part of the 16 days.
- To get TS payments you must rent from a person or place that is in the business of renting property.
- You may get TS and/or a PH payment only once in 24 months. The 24 months start when the county gives the first payment to you.
- You will be asked to prove that your payments were spent on shelter. If you can't, future payments will go to a shelter, landlord or others for you.

*Instructions: Print all answers in ink. If you need help, ask your worker.*

1. Name of Caretaker Relative (first, middle, last)

Message Phone	A	Social Security Number - -	B	Date of Birth Mo. ___ Day ___ Yr. ___
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2.A. What was your last address?

Number, Street City State Zip

B. Explain where you are staying now.

C. How long have you been there?

D. Do you pay for staying there?  
If "YES," how much?  YES  NO

3. Explain why you have no place to stay.

4. Are you seeking permanent housing?  
Explain:  YES  NO

5. Do you get Cash Aid?  
If "YES," in which county:  YES  NO

6. Did you get Homeless Assistance from any county at any time?  
If "YES," complete:  YES  NO  
Which county: \_\_\_\_\_ When: \_\_\_\_\_

7. List all liquid resources you own (include cash, checks, savings or checking accounts, credit union accounts, etc.). List each item and give its value.

8. If you get Homeless Assistance, you may have the payment made out to you or given directly to a shelter, landlord or other for you. Check (✓) below to tell us how you want the payment made:  
 To Yourself  To a Landlord  To a Shelter  Other (explain): \_\_\_\_\_

### COUNTY USE ONLY

DATE RECEIVED

C	CO	Aid Code	Case Number	AU
D	Case Name (Last, First)			
E	Date HA Authorized Mo. ___ Day ___ Yr. ___			
F	Type of HA (check) <input type="checkbox"/> T (Temporary) <input type="checkbox"/> P (Permanent)			

Disposition:

- Shelter arranged prior to Temp. Asst.
- Temp. Asst. Date: \_\_\_\_\_
- Permanent HA. Date: \_\_\_\_\_
- Vendor payment issued.
- HA Denied

Worker:

Total resource value:

### CERTIFICATION

*I understand there is a limit on how much Homeless Assistance I can get.*

*I understand I must provide proof of payment for housing, and if I cannot, I must have my Homeless Assistance payments made out or given to a shelter, landlord or others for me.*

*I understand that providing a Social Security Number (SSN) is required by Section 402(a)(25) of the Social Security Act. The SSN will be used to check identity, to prevent duplicate participation and to verify my eligibility and benefits.*

*I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained on this statement of facts is true and correct.*

SIGNATURE OF CARETAKER RELATIVE

DATE

# PERMANENT HOUSING SEARCH DOCUMENT

## Important Information

- To get Temporary Shelter (TS) payments, you must look for Permanent Housing (PH) for each day you get a TS payment. You may get TS for a maximum of 16 days in a row.
- You must talk to a person who could rent to you for each day you get TS. If you can't talk to a person on one day, you can talk to two people the next day to make up.
- You must give proof that your TS payment was spent for shelter.
- You must keep a list of each person you talked with by filling in the information below. If you need more space, use the back of the form.

Case Name:	Case Number:
EW Name/Number	EW Phone:

Date of Contact	Address	Person Contacted	Phone	This place wasn't rented because:
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

I authorize the County to verify the above information as needed to show that I am looking for Permanent Housing.

Signature

Date

Date:

Case Name:

Case Number:

### MONEY MANAGEMENT INFORMATION - GENERAL

- For the well being of a family and the protection of children, there are three basic needs which have to be met before any others. They are food, shelter and clothing. Once shelter is paid, there is the added cost of utilities.
- It is important that food, shelter, clothing and utilities are paid first before any other expenses are considered.
- Did you know that there are two kinds of expenses?: (1) Fixed expenses and (2) Flexible expenses.
- **FIXED EXPENSES:** These are expenses that come every month. The amount of the monthly bill usually doesn't change. Fixed expenses are bills like rent or mortgage payments, telephone monthly rate, monthly averaged utility costs, a car payment, insurance payments, etc.
- **FLEXIBLE EXPENSES:** These are expenses that may or may not come every month AND/OR may not cost the same every month. Examples of flexible expenses are things like clothing needs, food, car upkeep, recreation, savings, and other needs.
- If your bill is not a fixed expense, it is a flexible one. Flexible expenses will change every month and may give you some money to readjust with.
- By planning ahead, you may be able to budget for a special item you need AND be able to pay for your basic needs: food, shelter, clothing and utilities.
- If you have questions or want more information, talk with your County Representative.

I have received a copy of the Money Management Information Sheet.

Signature

Date

Comments:

<p>Comments:</p>	
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# MONEY MANAGEMENT - MONTHLY BUDGET WORKSHEET

Date:

Case Name:

Case Number:

## Instructions

- In the first column, figure your monthly income.
- In the middle column, write down your fixed expenses. Fixed expenses come every month, but the amount of the bill usually stays the same. Fixed expenses are bills like rent or mortgage payments, insurance payments, etc.
- In the last column, write down your flexible expenses and amounts. Flexible expenses may or may not come every month and may not cost the same every month. Flexible expenses are things like clothing, food, savings, car upkeep, recreation, etc.
- Total each column.

## WORKSHEET

Monthly Income		Monthly Fixed Expenses		Monthly Flexible Expenses	
<u>Source</u>	<u>Amount</u>	<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>
1.	\$ _____	1.	\$ _____	1.	\$ _____
2.	+ _____	2.	+ _____	2.	+ _____
3.	+ _____	3.	+ _____	3.	+ _____
4.	+ _____	4.	+ _____	4.	+ _____
5.	+ _____	5.	+ _____	5.	+ _____
Total Income	\$ = _____	Total Cost	\$ = _____	Total Cost	\$ = _____

After you have totalled each column:

- Compare your expenses with your income.
- Will you spend more than you earn, or will you have any money left after your bills are paid?
- Decide how you can change your budget if you are spending more income than you have.
- If you have more money after your expenses, decide how you can use it to pay for an immediate need; or, plan to save it to be able to pay for an upcoming item of need.
- Planning for your expenses is the most important way to manage your money.

Adopt Section 40-012 to read:

40-012 IMPLEMENTATION OF AMENDMENTS TO THE HOMELESS ASSISTANCE  
SPECIAL NEED

40-012

.1 This regulatory action which consists of adopting, amending and repealing language in Section 44-211.5 shall begin with requests for Homeless Assistance received on or after August 1, 1991 in order to comply with Welfare and Institutions Code Sections 11271, 11272, and 11450 (Chapter 97, Statutes of 1991).

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Sections 10850, 11271, 11272, and 11450(f)(2), Welfare and Institutions Code; and 45 CFR 205.50, 45 CFR 206.10(a)(3)(ii)(8), and 45 CFR 206.10(a)(1)(ii).

Amend Section 44-211.5 to read:

44-211 SPECIAL NEEDS IN AFDC (Continued)

44-211

.5 Homeless Assistance

.51 General

A homeless AU seeking permanent housing is eligible to receive homeless assistance. Homeless assistance is available to meet the reasonable costs of securing permanent housing and is also available to meet the costs of temporary shelter while the AU is seeking permanent housing. (Continued)

.513 The CWD shall only make payment if the provider of housing is a commercial establishment, shelter, publicly funded transitional housing, or person in the business of renting properties who has a history of renting properties.

.5174 An AU is eligible for the nonrecurring special need payment for homeless assistance for one incident of homelessness in a consecutive 1224-month period. A homeless assistance payment may be granted for either, or both, temporary shelter or permanent housing. A permanent housing payment may be granted whether or not a payment for temporary shelter has been issued.

(a) (Continued)

(b) The 1224-month period begins in the month in which the first homeless assistance payment is issued.

(c) (Continued)

.5145 An otherwise eligible AU that has received a homeless assistance payment within the preceding 1224 months may be eligible to receive a new homeless assistance payment under the following conditions: (Continued)

.5176 (Continued)

.5177 (Continued)

.5178 (Continued)

.5179 The county shall make direct payments to providers of temporary shelter, permanent housing or utilities for any future homeless assistance payments associated with the incident of homelessness when the CWD establishes a finding of mismanagement of AFDC cash assistance.

- (a) Mismanagement exists only when:
- (1) The county determines that the homeless assistance payment was not used for shelter; or
  - (2) The AU fails to provide verification as required under Sections 44-211.524(d) and 44-211.532(c); or
  - (3) The recipient's homelessness is the result of the failure to pay rent, other than for the following:
    - (A) A rent increase which results in the AU's share of the rent being over 80 percent of the maximum aid payment, without special needs, for an AU of that size. A sudden and unusual circumstance beyond the recipient's control
    - (B) Reasonable exercise of a tenant's right to withhold rent for cause.
    - (C) Domestic violence by a spouse, partner, or roommate.

(b) The CWD shall do all of the following when restricted payments are provided to an AU:

- (1) Issue the vendor or two-party payment by one of the following methods, at the discretion of the CWD:
  - (A) Mail or delivery to the AU for delivery to the service provider.
  - (B) Mail or delivery directly to the service provider.
- (2) Develop greater ability on the part of the recipient to manage funds in such a manner as to protect the welfare of the family by:
  - (A) Providing each family with informational materials.
  - (B) Referring the family to appropriate services where such services exist.

## .52 Temporary Shelter

The temporary shelter payment may be available no more than once in 24 months to a homeless AU for temporary shelter, when the AU is also seeking permanent housing. (Continued)

- .522 An AU is not eligible to receive the temporary shelter payment if it has already been granted permanent housing assistance during the 1224-month period described in MPP 44-211.514 except:
- (a) An AU may receive temporary shelter assistance, after it has been granted permanent housing assistance, when the AU still needs temporary shelter prior to assuming occupancy of the permanent housing, provided that the temporary shelter 2116-101 28/when good cause is established consecutive-day limit has not expired.
- .523 (Continued)
- .524 An AU determined to be homeless may be eligible for up to 16 21 128 consecutive days of temporary shelter assistance, regardless of the CWD's schedule for issuance of payments.
- (a) The AU must request all temporary shelter assistance before the end of the 2116-128/ consecutive-day limit.
  - (b) The AU must provide verification of shelter expenditures and a housing search to receive reimbursement for temporary shelter assistance for expenses incurred within the 2116-128/ day period.
  - (c) An initial temporary shelter payment shall be issued for up to three working days. The 21 consecutive day limit shall be extended an additional seven consecutive days for good cause.

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(1) EXAMPLE:

An AU requests temporary shelter on a Thursday. The following Monday is a national holiday and the CWD will be closed. The CWD will issue temporary shelter benefits for six days to pay for Thursday through Tuesday nights' shelter.

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- (d) The CWD shall verify the family's homelessness within the first three working days.
  - (1) The CWD shall refer the AU to its early fraud prevention and detection unit for assistance in the verification of homelessness when the AU meets the criteria outlined in Section 20-003.2 or 20-005.322.

- (2) Other than referrals made pursuant to Section 44-211.524(d)(1), the CWD shall obtain the AU's consent for the release of information to verify homelessness.
- (3) If the CWD is unable to verify that the AU is homeless, the AU must complete and sign a statement under penalty of perjury which includes the following information:
- (A) A statement of liability for providing false information.
  - (B) Name, address and phone number of previous landlord.
  - (C) Location where the AU is currently staying.
- (e) An extension of benefits beyond the three-day limit and on a weekly basis thereafter up to seven days for a maximum total of 16 calendar days shall be based upon:
- (1) The CWD's verification of the AU's homelessness within the first three days.
  - (2) The AU's continuing need for temporary shelter benefits.
  - (3) The AU's documentation of a search for permanent housing while receiving temporary shelter benefits.
    - (A) The CWD shall issue a housing search form to the AU for the AU to document its search for housing.
    - (B) A minimum of one contact with prospective landlords for each day the AU receives temporary shelter benefits shall be required unless the AU has good cause for not searching for housing.
- 10/17* (i) Good cause includes, but is not limited to, the following situations:
- 1A* a. The CWD determines that the AU, to the extent it is capable, has made a good faith but unsuccessful effort to find permanent housing while receiving temporary shelter benefits within the 21-day limit; or

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- b. The permanent housing located by the AU will not be available for occupancy within the 21-day temporary shelter period.

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(ii) EXAMPLE

An AU requests temporary shelter benefits on a Monday and is issued three days of benefits and a search form by the CWD. The AU returns to the CWD on Thursday. The search form shows that the only contacts were with three landlords on Thursday prior to returning to the CWD. If the CWD has verified the AU's homelessness and the AU still needs temporary shelter assistance, the CWD will consider the AU to have cooperated with the requirement in Section 44-211.524(e)(3)(B), and issue up to seven more days of temporary shelter benefits.

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- (C) Temporary shelter benefits shall be issued while the AU is cooperating, as outlined in Section 44-211.524(e)(3)(B).
- (D) If the AU is not issued temporary shelter benefits because the CWD is unable to verify its homelessness due to failure to cooperate, as outlined in Section 44-211.524(e)(3)(B), but subsequently the AU meets the requirements, the AU shall continue to receive temporary shelter benefits as otherwise eligible. No payment shall be issued for those days during which noncooperation existed.

(f) 187 (Continued)

.525 (Continued)

1828 CWDs may grant the temporary shelter payment in increments ranging from one days to one weeks worth of payment. Within the 21(28) consecutive day limit, the minimum payment shall cover the period from issuance to the next CWD workday unless MPP 44-211.523(b) applies.

.53 (Continued)

.535 If due to an emergency, an AU must move within the 1224-month time limit specified in MPP 44-211.514, the AU shall be allowed to transfer deposits to meet the security deposits for the new residence.

(a) An emergency cannot result from an intentional act on the AU's part.

(b) If the CWD determines that the transfer was within the 1224-month time limit, and not an emergency, refunded deposits shall be treated as liquid resources.

.536 (Continued)

Authority Cited: Sections 10553, 10554, 11209 and 11450(g), Welfare and Institutions Code.

Reference: Sections 11266(a)(2), 11271, 11272, 11450(a)(1), (b), and (c), 11450(f)(2) and 11453.2, Welfare and Institutions Code; 45 CFR 206.10(a)(3)(ii)(8), 45 CFR 233.10(a)(1)(iv), 45 CFR 233.20(a)(13), and 45 CFR 234.60(a)(2)-(11).