

NOTICE OF FORM CHANGE NO. 06-019

DATE

1/26/006

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE SSGP 45 (1/06)

State Supplemental Grant Program handout

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 1/06	REPLACES 7/05	<input type="checkbox"/> Obsolete

REQUIRED FORM-

No Change Permitted

REQUIRED FORM-

Substitute Permitted With Prior DSS Approval

Recommended Form

UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT:

Department of Social Services Warehouse
P.O. Box 980788
West Sacramento, CA 95798-0788

Other:

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

DISPOSITION OF OLD SUPPLY

Use until exhausted

Destroy

USE NEW FORM

When supply available in DSS Warehouse

Use new form effective _____

USE FORM IN ACCORDANCE WITH

All County Letter No.

Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

Check on the internet to see if forms are available at www.dss.cahwnet.gov

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: fmudss@dss.ca.gov. Contact Language Services for other languages at (916) 651-8876 or by electronic mail at LTS@dss.ca.gov.

THE STATE SUPPLEMENTAL GRANT PROGRAM (SSGP)

SSGP DOES PROVIDE

1. **SSGP PROVIDES FUNDS TO ASSIST PEOPLE WHO HAVE SUFFERED DAMAGE FROM A DECLARED DISASTER.** ("Declared" means that the Governor has requested and received from the President a declaration that a disaster situation exists and allows the implementation of individual assistance programs.)
2. **SSGP APPLICATION.** To be eligible for SSGP assistance, applicants must have applied to the Federal Emergency Management Agency (FEMA) and have received the maximum grant from FEMA's Individuals and Households Program (IHP). Applications that have reached the maximum IHP grant will be automatically transmitted from FEMA to SSGP for processing. There is no separate application process for SSGP. SSGP uses information obtained by FEMA and follows FEMA guidelines to determine SSGP grants. SSGP may make a grant equal to the difference between the federal (IHP) grant awarded and the federally eligible appraised loss, not to exceed ten thousand dollars (\$10,000) per individual or household. SSGP can not duplicate other assistance received from any governmental agencies or personal insurance.
3. **SSGP GRANTS ARE GIVEN ONLY FOR SERIOUS NEEDS AND NECESSARY EXPENSES DIRECTLY CAUSED BY THE DISASTER.** A "serious need" is an item essential to the daily life of any individual or family.
4. **THE MAXIMUM GRANT IS \$10,000.** However, the majority of the SSGP grants are between \$200 and \$2,000.
5. **SSGP FUNDS MUST BE SPENT ON THE ITEMS FOR WHICH THE MONEY IS AWARDED.** Uniform pricing standards and guidelines are used to determine award amounts. Allowances are based on medium grade items, materials, equipment and services.
6. **ALL SSGP APPLICANTS ARE ASSURED EQUAL TREATMENT UNDER THE GUIDELINES OF THE PROGRAM.** Grant award decisions are made on the basis of the damage verification provided by FEMA, other verification documentation, and Federal and State Policies and procedures.

ELIGIBLE ITEMS

covered under the SSGP may include:

1. **Rental Assistance:** A grant may be issued for rental assistance when FEMA has paid the maximum IHP Grant.
2. **Housing:** Must be owned by and be the primary residence of the applicant at the time of the disaster:
 - a. **Repair, Replace, Rebuild:** Grants may be provided for the least expensive way to put the property back into habitable condition.
 - b. **Provide Access:** Grants may be provided for private roads, driveways or bridges, which provide the only means of access to the residence.
 - c. **Clean or Sanitize:** SSGP may assist with funds to clean or sanitize homes for health reasons.
 - d. **Debris Removal:** Grants may be provided for debris removal necessary only to prevent further damage to the residence and to remove health hazards.
 - e. **Mobile Homes:** SSGP may assist with funds to move these for protection from disaster-related damage or to repair or relevel them after a disaster.
3. **Personal Property:** Must have been in use at the time of the disaster.
 - a. **Clothing:** Grants may include funds for enough changes of clothing to meet serious needs.
 - b. **Household Items, Furnishings, and Appliances:** SSGP may provide allowances sufficient to make repairs to return eligible items to functional levels or obtain necessary replacements.
 - c. **Tools and uniforms for work:** SSGP may replace these if they are essential to the wage earner's employment and if the wage earner had to have them to get their present job. Self-employed individuals do not qualify for essential tools assistance.
4. **Medical or Dental:** SSGP may assist with funds if the applicant has suffered a disaster-related illness, injury or loss of medical or dental items and has insufficient insurance to cover loss.
5. **Moving and Storage:** SSGP may provide funds if necessary to prevent future damage to the personal property.
6. **Transportation:**
 - a. SSGP may provide resources to restore the operational capability of the vehicle if the damage or loss is the result of the disaster, the vehicle has a valid registration and insurance at the time of the disaster and another family vehicle is unavailable to meet the transportation needs.
 - b. SSGP may provide resources for public transportation, if the requirement for this transportation was disaster-related.
7. **Funeral:** Interment or cremation expenses are available if the death was a direct result of the disaster.

NOTE: FEMA accepts applications for disaster assistance for sixty (60) days following the date the President declares a major disaster.

THE STATE SUPPLEMENTAL GRANT PROGRAM (SSGP)

SSGP DOES NOT PROVIDE

- SSGP DOES NOT PROVIDE FUNDS TO ASSIST PEOPLE WHO DID NOT SUFFER DAMAGE OR INJURIES AS A DIRECT RESULT OF A DECLARED DISASTER.**
- SSGP DOES NOT PROVIDE FUNDS TO CORRECT PRE-EXISTING CONDITIONS OR DAMAGE THAT IS A RESULT OF DEFERRED MAINTENANCE.**
- APPLICANTS DO NOT HAVE TO BE RESIDENTS OF THE DISASTER AREA.** For example, they could be driving through the disaster area and sustain car damage. HOWEVER, claims for residence damage are accepted only from owner-occupants of primary residences. Claims for personal property items not located in the primary residence will be checked to verify that the property was in regular use.
- SSGP IS NOT AN INSURANCE PROGRAM.** The program does not provide funds sufficient to replace or repair all items damaged as the result of the disaster. Pricing guidelines include allowances sufficient to restore or replace eligible items to meet the serious need, without regard to the cost or value of the damaged items. SSGP does not return applicants to their pre-disaster status.
- SSGP WILL NOT PROVIDE FUNDS THAT RESULT IN DUPLICATION OF BENEFITS.** SSGP can not duplicate other assistance received from any governmental agencies or personal insurance.
- SSGP IS NOT A LOAN PROGRAM.** SSGP grants do not have to be repaid unless the monies were not spent according to the SSGP guidelines, if it is determined that the grant was made in error, the grant was obtained fraudulently, or it is determined at a later time that the grant was or could be duplicated from another source, e.g., insurance settlements, Small Business Administration (SBA) disaster loans, American Red Cross (ARC) assistance. If duplicate funds from another source become available after the SSGP grant is disbursed, the grant must be repaid.
- AN APPLICANT DOES NOT HAVE TO HAVE INCOME BELOW ANY CERTAIN LEVEL TO QUALIFY FOR THE PROGRAM.** HOWEVER, applicants must be declined by SBA or have eligible needs beyond the SBA approved loan amount to qualify for real and personal property, moving and storage and transportation assistance.

SSGP CANNOT PROVIDE assistance for:

- Business Losses Including Farms:** Tools, etc., are ineligible if the applicant is self-employed.
- Improvements and Additions:** SSGP will not upgrade real or personal property.
- Landscaping.**
- Recreational Real or Personal Property:** (e.g., summer cabins, boats, trail bikes, stereos).
- Debts or Financial Obligations** that the applicant incurred prior to the disaster.
- Any Item In Storage** at the time of the disaster.
- Luxury, Nonessential and Decorative Items:** (e.g., fur coats, wallpaper, indoor plants, patio furniture, VCRs, jewelry, antiques, curio cabinets, bookcases).
- Cosmetic Damage:** (e.g., stained walls, minor cracks, carpets or drapes, vehicle paint).
- Pet or Animal Losses.**
- Replacing Cash.**
- Food.**



STATE OF CALIFORNIA
Arnold Schwarzenegger, Governor

**HEALTH AND HUMAN
SERVICES AGENCY**
Kimberly Belshé, Secretary

DEPARTMENT OF SOCIAL SERVICES
Cliff Allenby, Interim Director

*The State Supplemental Grant Program (SSGP) is administered by the State of California Department of Social Services,
744 P Street, M.S. 6-143, Sacramento, CA 95814 – Toll Free Telephone Number: (800) 759-6807 (800) 952-8349 (TDD)*