



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
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December 4, 2014

**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY HOUSING SUPPORT PROGRAM WELFARE DIRECTORS  
ALL COUNTY HOUSING SUPPORT PROGRAM COORDINATORS

FROM: M. AKHTAR KHAN, Chief *AK*  
Research Services Branch  
Administration Division

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CaIWORKs) HOUSING SUPPORT PROGRAM (HSP)  
MONTHLY STATUS REPORT HSP 14 (9/14)

REFERENCE: [SENATE BILL \(SB\) 855 \(CHAPTER 29, STATUTES OF 2014\);](#)  
[WELFARE AND INSTITUTIONS CODE SECTION 11330.5](#); ALL  
COUNTY WELFARE DIRECTORS LETTER DATED  
JULY 18, 2014; ALL COUNTY HOUSING SUPPORT PROGRAM  
WELFARE DIRECTORS LETTER DATED NOVEMBER 20, 2014

This letter informs the counties that have been awarded funding for the CaIWORKs HSP for Fiscal Year (FY) 2014-15 that effective with the September 2014 report month, participating counties are required to submit data using the CaIWORKs Housing Support Program Monthly Status Report HSP 14.

Effective July 1, 2014, HSP became a new component of the CaIWORKs program that provides housing support, services and financial assistance to families that meet the criteria developed by HSP awardee counties and approved by CDSS as set forth in Senate Bill 855 (Chapter 29, Statutes of 2014). HSP is outlined in the [All County Welfare Directors Letter, dated July 18, 2014](#).

The HSP 14 report provides the family's residence status when entering and exiting the program. The report also includes the frequency, types and amount of HSP financial assistance as well as the frequency and types of HSP services issued to the family. To

All County Housing Support Program Welfare Directors Letter  
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complete the electronic form, HSP awarded counties are to download a copy of the HSP 14 form from the California Department of Social Services, Data Systems and Survey Design Bureau (DSSDB) website by using the following link: <http://www.cdss.ca.gov/dssdb/>. The electronic form contains the form and links to the instructions and validations. All HSP awarded counties are required to submit the report via e-mail to DSSDB at [admhsp14@dss.ca.gov](mailto:admhsp14@dss.ca.gov) by the 20th calendar day of the month following the report month.

Due to the timing of this notification, the September, October and November report months are all due on December 22, 2014 with each report submitted separately. HSP awarded counties will report on a monthly basis beginning with the December report month. The HSP 14 form, instructions and validations are attached in PDF as reference material.

If you have any questions regarding the completion of this report, please contact DSSDB at (916) 651-8269. Any program related questions should be directed to the CalWORKs Eligibility Bureau at (916) 654-1322.

Attachments

# CalWORKs Housing Support Program (HSP) Monthly Status Report HSP 14

DOWNLOAD REPORT FORM FROM:  
<http://www.cdss.ca.gov/dssdb>  
EMAIL COMPLETED REPORT FORM TO:  
[admhsp14@dss.ca.gov](mailto:admhsp14@dss.ca.gov)

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
When completing the report each month, complete Items 1 and 11 first, using last month's report as reported to CDSS as the source.			
<b>PART A. REQUESTS/REFERRALS FOR SERVICES</b>			<b>Total Requests/ referrals</b>
<b>Requests/referrals Received</b>			
1. Requests/referrals pending at the end of last month, <b>as reported to CDSS in Item 10 on last month's report</b> .....		1	
2. Requests/referrals adjustment (correction) (Item 3 minus Item 1, positive or negative number, automatically calculated)..... <i>This item is a correction to last month's Item 10 entry. If Item 2 is zero, leave the Item 2 Explanation box in the Comments section blank. If Item 2 is not zero, explain the reason for the adjustment/correction in the Item 2 Explanation box.</i>		2	
3. Requests/referrals pending at the beginning of the month.....		3	
4. Requests/referrals received during the month.....		4	
5. Total requests/referrals on hand during the month (Item 3 plus Item 4).....		5	
<b>Requests/referrals Denied</b>			
6. Requests/referrals denied during the month (Sum of Items 6a through 6e)..... In Items 6a through 6e, select the primary reason for the denial.		6	
a. Family does not have a CalWORKs recipient.....		7	
b. Family is not in an eligible residence situation (not homeless or not in imminent danger of becoming homeless).....		8	
c. Family does not meet additional county eligibility criteria.....		9	
d. HSP funding is not available.....		10	
e. Other denials including withdrawals (Explain in Item 6e Explanation box).....		11	
<b>Requests/referrals Approved</b>			
7. Requests/referrals approved during the month.....		12	
8. Of the requests/referrals approved in Item 7, total persons in the family (Sum of Items 8a through 8d)..... In Items 8a through 8d, include all persons in the family's request/referral, including those not in the CalWORKs Assistance Unit		13	
a. Age 0 - 23 months.....		14	
b. Age 2 - 5 years.....		15	
c. Age 6 to 17 years.....		16	
d. Age 18 years and older.....		17	
9. Of the requests/referrals approved in Item 7, the family's residence status at time of approved request/referral (Item 9a plus Item 9b, also Item 9 is equal to Item 7).....		18	
a. Family lacking fixed and regular nighttime residence (Item 9a1 plus Item 9a2).....		19	
1) Family having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations.....		20	
2) Family residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.....		21	
b. Family in receipt of a judgment for eviction, as ordered by the court.....		22	
10. Requests/referrals pending at the end of the month (Item 5 minus Item 6 minus Item 7) (This month's Item 10 will be next month's Item 1).....		23	

PART B. CASELOAD MOVEMENT			Total Cases
<b>Active Cases</b>			
11. Cases carried forward from last month, as reported to CDSS in Item 19 on last month's report.....			24
12. Cases adjustment (correction) (Item 13 minus Item 11, positive or negative number, automatically calculated)..... <i>This item is a correction to last month's Item 19 entry.</i> <i>If Item 12 is zero, leave the Item 12 Explanation box in the Comments section blank.</i> <i>If Item 12 is not zero, explain the reason for the adjustment in the Item 12 Explanation box.</i>			25
13. Cases at the beginning of the month.....			26
14. New cases added during the month (Same as Item 7 Requests/referrals approved).....			27
15. Total cases on hand during the month (Item 13 plus Item 14).....			28
Cases Discontinued (Family Exits)	In Permanent Housing	Not in Permanent Housing	Total Cases
16. Cases discontinued (family exits) during the month (Sum of Items 16a-16g, also equal to Item 17). In Items 16a through 16g, select the primary reason for exiting.	29	30	31
a. Family completed the HSP (HSP services were provided, but are no longer needed).....	32	33	34
b. Family no longer has a CalWORKs recipient.....	35	36	37
c. Family is non-compliant with HSP requirements.....	38	39	40
d. Family is no longer eligible per county requirements (includes cases in which family reached the county's funding maximum).....	41	42	43
e. Family moved out of the county.....			44
f. Family whereabouts are unknown.....			45
g. Family has other reason for exiting (Explain in Item 16g Explanation box).....	46	47	48
17. Of the cases in Item 16, the family's housing situation at exit (Sum of Items 17a through 17h, also Item 17 is equal to Item 16).....	49	50	51
a. Family is in permanent housing and is not receiving a subsidy.....	52		
b. Family is in permanent housing and is receiving a subsidy.....	53		
c. Of those reported in Item 9b, family retained permanent housing after receipt of judgment for eviction, as ordered by the court.....	54		
d. Family is sharing housing with relatives/friends.....	55	56	57
e. Family is in a shelter or nighttime residence that is a supervised publically or privately operated shelter.....		58	
f. Family is residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.....		59	
g. Family has unknown housing situation.....			60
h. Family has other housing situation (Explain in Item 17h Explanation box).....	61	62	63
18. Of the cases in Items 17a, 17b, 17d and 17h, families in permanent housing at the time of exit (Sum of Items 18a through 18d)..... In Items 18a through 18d, select the length of time in HSP after placed in permanent housing.	64		
a. One calendar month or less (includes families receiving only deposit and/or 1st month's rent).....	65		
b. Two - three months.....	66		
c. Four - five months.....	67		
d. Six months or more.....	68		

PART B. CASELOAD MOVEMENT (Continued)		Total Cases
<b>Case Status at the End of the Month</b>		
19. Cases on hand at the end of the month (Item 15 minus Item 16) (This month's Item 19 will be next month's Item 11).....		69
20. Of the cases in Item 19, the housing status of the family at the end of the month (Sum of Items 20a-20c, also equal to Item 19).....		70
a. Family is not in permanent housing.....		71
b. Family was placed or moved into permanent housing during the month (Sum of Items 20b1 through 20b4, Item 20b is to be completed ONLY in the month the family obtains permanent housing).....		72
In Items 20b1 through 20b4, select the calendar days between request/referral and placement in permanent housing,		
1) 13 days or less.....		73
2) 14 - 29 days.....		74
3) 30 - 45 days.....		75
4) 46 days or more.....		76
c. Family is in ongoing permanent housing.....		77
PART C. FINANCIAL ASSISTANCE		Total Cases
21. Of the cases in Item 15, cases that were issued financial assistance during the month ( <b>Unduplicated cases</b> ) Cell 78 is the sum of all HSP expenditures, Items 22 through 30, issued to the family, automatically calculated. Cell 79 is an unduplicated HSP case count, requiring an entry.....	78	79
In Items 22-30, select all types of financial assistance that apply.		
22. Total rental assistance issued to the family during the month (Item 22a plus Item 22b).....	80	81
a. Full monthly rental subsidy issued (Sum of Items 22a1 through 22a6).....	82	83
1) Less than \$501.....	84	85
2) \$501 - \$750.....	86	87
3) \$751 - \$1,000.....	88	89
4) \$1,001 - \$1,300.....	90	91
5) \$1,301 - \$1,800.....	92	93
6) More than \$1,800.....	94	95
7) Of the cases in Item 22a (Cell 83), <b>median amount</b> of the full monthly rental assistance expenditures.....	96	
b. Partial rental assistance issued (Sum of Items 22b1 through 22b6) (Cases in which the family pays some portion of the monthly rent).....	97	98
1) Less than \$501.....	99	100
2) \$501 - \$750.....	101	102
3) \$751 - \$1,000.....	103	104
4) \$1,001 - \$1,300.....	105	106
5) \$1,301 - \$1,800.....	107	108
6) More than \$1,800.....	109	110
7) Of the cases in Item 22b (Cell 98), <b>median amount</b> of the partial monthly rental assistance expenditures.....	111	
23. Security deposits issued during the month.....	112	113
24. Utility deposits issued during the month.....	114	115
25. Utility payments issued during the month.....	116	117
26. Moving costs issued during the month.....	118	119
27. Motel or hotel vouchers issued during the month.....	120	121
28. Paid shelter costs issued during the month.....	122	123
29. Making home habitable costs issued during the month.....	124	125
30. Other financial assistance issued during the month (Explain in Item 30 Explanation box).....	126	127

<b>PART D. HOUSING AND RELOCATION SERVICES</b>		<b>Total Cases</b>
31. Of the cases in Item 15, cases that were provided housing and/or relocation services during the month (Unduplicated cases).....		128
32. Of the cases in Item 31, services provided during the month (Sum of Items 32a through 32f).....		129
In Items 32a through 32f, select all services that apply.		
a. Case management.....		130
b. Landlord engagement.....		131
c. Housing search and placement.....		132
d. Legal services.....		133
e. Credit repair.....		134
f. Other (Explain in Item 32f Explanation box).....		135

**COMMENTS**

General Comments

Item 2 Explanation

Item 6e Explanation

Item 12 Explanation

Item 16g Explanation

Item 17h Explanation

Item 30 Explanation

Item 32f Explanation

Revised Report Explanation

CONTACT PERSON	TELEPHONE	EXTENSION	FAX
JOB TITLE/CLASSIFICATION	E-MAIL		DATE SUBMITTED

**CalWORKs HOUSING SUPPORT PROGRAM (HSP)  
MONTHLY STATUS REPORT  
HSP 14 (9/14)**

**INSTRUCTIONS**

**CONTENT**

The monthly HSP 14 report contains statistical information about the CalWORKs Housing Support Program (HSP) during the report month. The report provides information about CalWORKs families that have requested or been referred to HSP services and have been approved, denied or discontinued, and provides the reasons for denials and discontinuances. The report provides the family's residence status when entering and exiting the program. The data also includes the number and type of HSP services and amount of HSP financial assistance issued to the family.

**PURPOSE**

Effective July 1, 2014, HSP became a new component of the CalWORKs program that provides housing support, services and financial assistance to families that meet the criteria set forth in Senate Bill 855 (Chapter 29, Statutes of 2014). HSP is outlined in the All County Welfare Directors Letter, dated July 18, 2014. The HSP 14 report provides county, state and federal entities with information needed for budgeting, staffing and program planning.

**COMPLETION AND SUBMISSION**

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or by outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb>, complete the downloaded form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at [admhsp14@dss.ca.gov](mailto:admhsp14@dss.ca.gov). The electronic form contains automatic computation of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding completion or submission of the report, contact DSSDB at (916) 651-8269.

For reference purposes, copies of the report form and instructions can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>.

**GENERAL INSTRUCTIONS**

Enter in the boxes provided at the top of the form the county's name, report version (Initial or Revised) and enter the report month and year.

Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise instructed. If your county does not provide a particular service/activity or the service/activity is provided but the county is unable to collect or track the data, enter "0" and explain in the **General Comments** box.

**GENERAL INSTRUCTIONS (Continued)**

Enter in the boxes provided at the bottom of the form the contact name, job title or classification, telephone number, fax number, and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

**DEFINITIONS**

Approved: Authorized to receive HSP housing and/or relocation services and/or financial assistance.

CalWORKs Assistance Unit: A group of related persons living in the same home who have been determined eligible for CalWORKs and for whom cash aid has been authorized.

Case: A case is a family that has been approved for HSP.

County eligibility criteria: The eligibility criteria determined by the county. This includes criteria outlined within the county's HSP proposal or other written policies or procedures relevant to HSP created by the county.

Denial: When an applicant is not granted HSP housing and/or relocation services and/or financial assistance after the submittal of a referral on behalf of the family or a request for services.

Discontinuance: When an HSP case is no longer receiving any HSP housing and/or relocation services and/or financial assistance.

Eligible residence: To be eligible for HSP, a family must be homeless or in receipt of a judgment for eviction, as ordered by the court. As a result, for the purposes of this report, a family has "an eligible residence" when the family meets the definition of homeless or is in receipt of a judgment for eviction, as ordered by the court.

Family: For the purposes of this report, a family is household living together with at least one person who is a CalWORKs recipient. The family members are those related to the CalWORKs recipient and/or known to the CalWORKs case.

Homeless: For the purposes of HSP, a family is considered homeless when the family lacks a fixed and regular nighttime residence, and either:

- The family's primary nighttime residence is a supervised publically or privately operated shelter designed to provide temporary living accommodation, or
- The family resides in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

New case: A new case is a case that is approved for HSP in the report month.

Ongoing case: An ongoing case is a case that was approved for HSP in a prior month.

Permanent housing: Housing for the family that is meant to be long-term. In permanent housing, there is no time limit on how long the family may reside in the housing or on the amount of time the family can receive assistance. Permanent housing may be subsidized or unsubsidized.

Requests for services: A request for HSP housing and/or relocation services and/or financial assistance. For the purposes of this report, the terms "request for services," "referral for services," and "HSP applications" are interchangeable.

Temporary housing: Housing that is not intended or designed to be permanent.

Withdrawals: Requests for services (applications) that have been voluntarily withdrawn by the family.

**ITEM INSTRUCTIONS****PART A. REQUESTS/REFERRALS FOR SERVICES**

Part A summarizes the HSP requests or referrals that are received, denied, or approved during the month. It includes the reasons for denials and the family's residence situation at time of the approved request for services.

**Requests/referrals Received**

1. Requests/referrals pending at the end of last month, as reported to CDSS in Item 10 on last month's report: Enter *Item 10 Requests/referrals pending at the end of the month, from last month's report*. [Cell 1]
2. Requests/referrals adjustment (correction) (Item 3 minus Item 1, positive or negative number, automatically calculated): ***This item is automatically calculated.*** This item is a correction to last month's Item 10, Requests/referrals pending at the end of the month. It is Item 3 minus Item 1 and can be a positive or negative number. If Item 2 is zero, leave the Item 2 Explanation box in the Comments section blank. If Item 2 is not zero, explain the reason for the adjustment in the Item 2 Explanation box. Items 1 and 3 should usually be the same number, and as a result Item 2 will usually be zero. This adjustment is provided in the event a county's ending balance last month is not the same as this month's beginning balance due to a delay or error in posting an action that applies to last month's requests/referrals. [Cell 2]
3. Requests/referrals pending at the beginning of the month: Enter the number of HSP requests/referrals for services that were pending at the beginning of the month. [Cell 3]
4. Requests/referrals received during the month: Enter the number of HSP requests/referrals for services that were received during the month. [Cell 4]
5. Total requests/referrals on hand during the month (Item 3 plus Item 4): ***This item is automatically calculated.*** This is the total of Item 3 (requests received in a prior month) plus Item 4 (requests received this month). [Cell 5]

**Requests/referrals Denied**

6. Requests/referrals denied during the month (Sum of Items 6a through 6e): ***This item is automatically calculated.*** This is the number of HSP requests/referrals denied during the month. It is the sum of Items 6a through 6e. [Cell 6]

In items 6a through 6e, select the primary reason for the denial.

- a. Family does not have a CalWORKs recipient: Enter the number of requests/referrals that were denied during the month because the family does not have a CalWORKs recipient. [Cell 7]
- b. Family is not in an eligible residence situation (not homeless or not in imminent danger of becoming homeless): Enter the number of requests/referrals denied during the month because the family is not in an eligible residence situation (not homeless or not in imminent danger of becoming homeless (see Definitions)). [Cell 8]
- c. Family does not meet additional county eligibility criteria: Enter the number of requests/referrals that were denied during the month because the family does not meet the county's eligibility criteria (see Definitions). [Cell 9]
- d. HSP funding is not available: Enter the number of requests/referrals that were denied during the month because the county did not have HSP funding available. [Cell 10]

**ITEM INSTRUCTIONS (Continued)**

- e. Other denials including withdrawals (Explain in Item 6e Explanation box): Enter the number of requests/referrals that were denied during the month for reasons other than those listed in Items 6a through 6d. This includes the family voluntarily withdrawing its request or loss of contact with the family. [Cell 11]

**Requests/referrals Approved**

7. Requests/referrals approved during the month: Enter the number of requests/referrals approved during the month. These approved requests/referrals become active HSP cases in the month. As a result, Item 7 is the same as *Item 14 New cases added during the month*. [Cell 12]
8. Of the requests/referrals approved in Item 7, total persons in the family (Items 8a through 8d): ***This item is automatically calculated.*** This is the total number of persons in the families reported in Item 7 during the month. [Cell 13]

In Items 8a through 8d include all persons in the family (persons known to be a part of the referral), including those not in the CalWORKs Assistance Unit, when they are known to the case.

- a. Age 0 – 23 months: Enter the number of persons age 0 – 23 months in the family during the month. [Cell 14]
- b. Age 2 – 5 years: Enter the number of persons age 2 – 5 years in the family during the month. [Cell 15]
- c. Age 6 - 17 years: Enter the number of persons age 6 – 17 years in the family during the month. [Cell 16]
- d. Age 18 years and older: Enter the number of persons age 18 years and older in the family during the month. [Cell 17]
9. Of the requests/referrals approved in Item 7, the family's residence status at the time of request/referral (Item 9a plus Item 9b, also Item 9 is equal to Item 7): ***This item is automatically calculated.*** It is the sum of Items 9a and 9b. This item is also the same as Item 7. [Cell 18]
- a. Family lacking fixed and regular nighttime residence (Item 9a1 plus Item 9a2): ***This item is automatically calculated.*** It is the sum of Items 9a1 and 9a2. [Cell 19]
- 1) Family having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations: Enter the number of families during the month that have a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations. [Cell 20]
- 2) Family residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings: Enter the number of families during the month that are residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [Cell 21]
- b. Family in receipt of a judgment for eviction, as ordered by the court: Enter the number of families in the month that are in receipt of a judgment for eviction, as ordered by the court. [Cell 22]
10. Requests/referrals pending at the end of the month (Item 5 minus Item 6 minus Item 7): ***This item is automatically calculated.*** It is Item 5 minus Item 6 minus Item 7. This month's Item 10 will be used to enter next month's Item 1. [Cell 23]

**ITEM INSTRUCTIONS (Continued)****PART B. CASELOAD MOVEMENT**

Part B summarizes HSP cases that are active: new this month or continuing from the prior month. It provides the reasons for discontinuances, as well as the family's residence status at the time of being discontinued. This part also includes information about the cases that remain active at the end of the month, including the family's residence status. An active case may or may not receive HSP financial assistance. Consequently, cases entered in Part B in the report month may or may not be counted in Part C.

**Active Cases**

11. Cases carried forward from last month, as reported to CDSS in Item 19 on last month's report: Enter *Item 19 Cases on hand at the end of the month, from last month's report.* [Cell 24]
12. Cases adjustment (correction) (Item 13 minus Item 11, positive or negative number, automatically calculated): ***This item is automatically calculated.*** This item is a correction to last month's *Item 19 Cases on hand at the end of the month.* It is Item 13 minus Item 11 and can be a positive or negative number. If Item 12 is zero, leave the Item 12 Explanation box in the Comments section blank. If Item 12 is not zero, explain the reason for the adjustment in the Item 12 Explanation box. Items 11 and 13 should usually be the same number, and as a result Item 12 will usually be zero. This adjustment is provided in the event a county's ending balance last month is not the same as this month's beginning balance due to a delay or error in posting a case action that applies to last month's cases. [Cell 25]
13. Cases at the beginning of the month: Enter the number of cases that were active at the beginning of the month. [Cell 26]
14. New cases added during the month (Same as Item 7 Requests/referrals approved): ***This item is automatically calculated.*** This item is the same as Item 7 Requests/referrals approved during the month. A request/referral becomes an active case in the month the request is approved. [Cell 27]
15. Total cases on hand during the month (Item 13 plus Item 14): ***This item is automatically calculated.*** It is the sum of Item 13 (ongoing cases) plus Item 14 (new cases). [Cell 28]

**Cases Discontinued (Family Exits)**

In Items 16a-16d, 16g, 17d and 17h, enter cases in the In Permanent Housing column or in the Not in Permanent Housing column as applicable. If the family's housing status at the time of exiting HSP is unknown, use the last known residence in determining the column entry.

16. Cases discontinued (family exits) during the month (Sum of Items 16a through 16g, also equal to Item 17): ***This item is automatically calculated.*** This is the sum of Items 16a through 16g. This item is also the same as Item 17. [Cells 29-31]

In Items 16a through 16g select the primary reason for exiting.

- a. Family completed the HSP (HSP services were provided, but are no longer needed): Enter the number of families during the month that completed the HSP. These are families that have been provided HSP services in the current month or in a prior month, but HSP services will no longer be needed. ***Total Cases column (Cell 34) is automatically calculated.*** [Cells 32-34]
- b. Family no longer has a CalWORKs recipient: Enter the number of families during the month that no longer have a CalWORKs recipient. ***Total Cases column (Cell 37) is automatically calculated.*** [Cells 35-37]

**ITEM INSTRUCTIONS (Continued)**

- c. Family is non-compliant with HSP requirements: Enter the number of families during the month that are non-compliant with HSP requirements. **Total Cases column (Cell 40) is automatically calculated.** [Cells 38-40]
- d. Family is no longer eligible per county requirements (includes cases in which family reached the county's funding maximum): Enter the number of families during the month that are no longer eligible per county requirements. This includes cases in which family reached the county's funding maximum. **Total Cases column (Cell 43) is automatically calculated.** [Cells 41-43]
- e. Family moved out of the county: Enter the number of families during the month that moved out of county. [Cell 44]
- f. Family whereabouts are unknown: Enter the number of families during the month whose whereabouts are unknown. [Cell 45]
- g. Family has other reason for exiting (Explain in Item 16g Explanation box): Enter the number of families exiting for reasons other than those in listed in Items 16a through 16f during the month. Explain the reason in the Item 16g Explanation box. **Total Cases column (Cell 48) is automatically calculated.** [Cells 46-48]
17. Of the cases in Item 16, the family's housing situation at exit (Sum of Items 17a through 17h, also Item 17 is equal to Item 16): This item is automatically calculated. It is the sum of Items 17a through 17h. This item is also equal to Item 16. [Cells 49-51]
- a. Family is in permanent housing and is not receiving a subsidy: Enter the number of families in permanent housing that are not receiving a subsidy at time of exiting the HSP. [Cell 52]
- b. Family is in permanent housing and is receiving a subsidy: Enter the number of families in permanent housing that are receiving a subsidy at time of exiting the HSP. [Cell 53]
- c. Of those reported in Item 9b, family retained permanent housing after receipt of judgment for eviction, as ordered by the court: Enter the number of families that **were reported in Item 9b in the report month or in a prior month** that are still in the same residence at the time of exiting the HSP, as at the time of the request/referral. [Cell 54]
- d. Family is sharing housing with relatives/friends: Enter the number of families sharing housing with relatives/friends, either permanent or not permanent at time of exiting the HSP. **Total Cases column (Cell 57) is automatically calculated.** [Cell 55-57]
- e. Family is in a shelter or nighttime residence that is a supervised publically or privately operated shelter: Enter the number of families in a shelter or nighttime residence that is a supervised publically or privately operated shelter at time of exiting the HSP. [Cells 58]
- f. Family is residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings: Enter the number of families residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings at time of exiting the HSP. [Cell 59]
- g. Family has unknown housing situation: Enter the number of families whose housing situation is unknown at the time of exiting the HSP. [Cell 60]
- h. Family has other housing situation (Explain in Item 17h Explanation box): Enter the number of families in housing situations other than those listed in Items 17a through 17g at time of exiting the HSP. **Total Cases column (Cell 63) is automatically calculated.** [Cells 61-63]

**ITEM INSTRUCTIONS (Continued)**

18. Of the cases in 17a, 17b, 17d and 17h, families in permanent housing at the time of exit (Sum of Items 18a through 18d): **This item is automatically calculated.** It is the sum of Items 18a through 18d. [Cell 64]

In Items 18a through 18d, select the length of time in HSP after being placed in permanent housing.

- a. One calendar month or less (includes families receiving only deposit and/or first month's rent): Enter the number of cases placed in permanent housing for one calendar month or less at time of exiting the HSP. [Cell 65]
- b. Two – three months: Enter the number of cases placed in permanent housing for two – three months at time of exiting the HSP. [Cell 66]
- c. Four – five months: Enter the number of cases placed in permanent housing for four – five months at time of exiting the HSP. [Cell 67]
- d. Six months or more: Enter the number of cases placed in permanent housing for six months or more at time of exiting the HSP. [Cell 68]

**Case Status at the End of the Month**

19. Cases on hand at the end of the month (Item 15 minus Item 16): **This item is automatically calculated.** It is Item 15 minus Item 16. This month's Item 19 is used to enter next month's Item 11. [Cell 69]

20. Of the cases in Item 19, the housing status of the family at the end of the month (Sum of Items 20a through 20c, also equal to Item 19): **This item is automatically calculated.** This is the sum of Items 20a through 20c. [Cell 70]

- a. Family is not in permanent housing: Enter the number of families at the end of the month that are not in permanent housing. [Cell 71]
- b. Family was placed or moved into permanent housing during the month (Sum of Items 20b1 through 20b4): **This item is automatically calculated.** It is the sum of Items 20b1 through 20b4. **Item 20b is to be completed ONLY in the month the family obtains permanent housing.** [Cell 72]

In Items 20b1 through 20b4, select the time period that represents the number of calendar days from the date the family's request/referral was approved to the date the family was placed in permanent housing.

- 1) 13 days or less: Enter the number of families with 13 days or less between the date the request/referral was approved and the date placed in permanent housing. [Cell 73]
  - 2) 14 - 29 days: Enter the number of families with 14 to 29 days between the date the request/referral was approved and the date placed in permanent housing. [Cell 74]
  - 3) 30 - 45 days: Enter the number of families with 30 to 45 days between the date the request/referral was approved and the date placed in permanent housing. [Cell 75]
  - 4) 46 days or more: Enter the number of families with 46 days or more between the date the request/referral was approved and the date placed in permanent housing. [Cell 76]
- c. Family is in ongoing permanent housing: Enter the number of families in ongoing permanent housing. Families entered in this item obtained permanent housing in a prior month and continued to be in permanent housing in the current month. [Cell 77]

**ITEM INSTRUCTIONS (Continued)****PART C. FINANCIAL ASSISTANCE**

Part C summarizes the types and amounts of HSP financial assistance that were issued to CalWORKs families during the month. An active case may or may not receive HSP financial assistance during the month. Consequently, cases entered in Part B in the report month may or may not be counted in Part C.

21. Of the cases in Item 15, cases that were issued financial assistance during the month (**Unduplicated cases**): Enter the number of the cases in Item 15 that were issued financial assistance during the month. This is an unduplicated case count. **Expenditures column [Cell 78] is automatically calculated.**  
[Cells 78-79]

Of the cases in Item 21, select all the types of financial assistance in Items 22 through 30 that apply. Families entered in Item 22a cannot be entered in Item 22b and vice versa.

22. Total rental assistance issued during the month (Item 22a plus Item 22b): **This item is automatically calculated.** This is the sum of Items 22a and 22b. [Cells 80-81]
- a. Full monthly rental subsidy issued (Sum of Items 22a1 through 22a6): **This item is automatically calculated.** It is the sum of Items 22a1 through 22a6. [Cells 82-83]

In Items 22a1 through 22a6 the family's entire rent is paid by the HSP.

- 1) Less than \$501: Enter the amount of rental assistance issued during the month that was less than \$501 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was less than \$501 in the Total Cases column. [Cells 84-85]
- 2) \$501 - \$750: Enter the amount of rental assistance issued during the month that was between \$501 and \$750 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$501 and \$750 in the Total Cases column. [Cells 86-87]
- 3) \$751 - \$1,000: Enter the amount of rental assistance issued during the month that was between \$751 and \$1,000 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$751 and \$1,000 in the Total Cases column. [Cells 88-89]
- 4) \$1,001 - \$1,300: Enter the amount of rental assistance issued during the month that was between \$1,001 and \$1,300 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$1,001 and \$1,300 in the Total Cases column. [Cells 90-91]
- 5) \$1,301 - \$1,800: Enter the amount of rental assistance issued during the month that was between \$1,301 and \$1,800 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$1,301 and \$1,800 in the Total Cases column. [Cells 92-93]
- 6) More than \$1,800: Enter the amount of rental assistance issued during the month that was more than \$1,800 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was more than \$1,800 in the Total Cases column. [Cells 94-95]
- 7) Of the cases in Item 22a (Cell 83), median amount of the full monthly rental assistance expenditures: Enter the **median amount** of the full monthly rental assistance expenditures during the month. [Cell 96]

**ITEM INSTRUCTIONS (Continued)**

- b. Partial rental assistance issued (Sum of Items 22b1 through 22b6): ***This item is automatically calculated.*** It is the sum of Items 22b1 through 22b6. [Cells 97-98]

In Items 22b1 through 22b6 part of the family's rent is paid by the HSP and part is paid by the family.

- 1) Less than \$501: Enter the amount of rental assistance issued during the month that was less than \$501 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was less than \$501 in the Total Cases column. [Cells 99-100]
  - 2) \$501 - \$750: Enter the amount of rental assistance issued during the month that was between \$501 and \$750 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$501 and \$750 in the Total Cases column. [Cells 101-102]
  - 3) \$751 - \$1,000: Enter the amount of rental assistance issued during the month that was between \$751 and \$1,000 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$751 and \$1,000 in the Total Cases column. [Cells 103-104]
  - 4) \$1,001 - \$1,300: Enter the amount of rental assistance issued during the month that was between \$1,001 and \$1,300 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$1,001 and \$1,300 in the Total Cases column. [Cells 105-106]
  - 5) \$1,301 - \$1,800: Enter the amount of rental assistance issued during the month that was between \$1,301 and \$1,800 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was between \$1,301 and \$1,800 in the Total Cases column. [Cells 107-108]
  - 6) More than \$1,800: Enter the amount of rental assistance issued during the month that was more than \$1,800 in the Expenditures column. Enter the number of cases with rental assistance issued during the month that was more than \$1,800 in the Total Cases column. [Cells 109-110]
  - 7) Of the cases in Item 22b (Cell 98), median amount of the partial monthly rental assistance expenditures: Enter the **median amount** of the partial monthly rental assistance expenditures during the month. [Cell 111]
23. Security deposits issued during the month: Enter the amount of security deposits issued during the month in the Expenditures column. Enter the number of cases that were issued all or part of a security deposit during the month in the Total Cases column. [Cells 112-113]
24. Utility deposits issued during the month: Enter the amount of utility deposits issued during the month in the Expenditures column. Enter the number of cases that were issued all or part of utility deposits during the month in the Total Cases column. [Cells 114-115]
25. Utility payments issued during the month: Enter the amount of utility payments issued during the month in the Expenditures column. Enter the number of cases that were issued all or part of utility payments during the month in the Total Cases column. [Cells 116-117]
26. Moving costs issued during the month: Enter the amount of moving costs issued during the month in the Expenditures column. Enter the number of cases that were issued all or part of moving costs during the month in the Total Cases column. [Cells 118-119]

**ITEM INSTRUCTIONS (Continued)**

27. Motel or hotel vouchers issued during the month: Enter the amount of motel or hotel vouchers issued during the month in the Expenditures column. Enter the number of cases that were issued motel or hotel vouchers during the month in the Total Cases column. [Cells 120-121]
28. Paid shelter costs issued during the month: Enter the amount of paid shelter costs issued during the month in the Expenditures column. Enter the number of cases that were issued paid shelter costs during the month in the Total Cases column. [Cells 122-123]
29. Making home habitable costs issued during the month: Enter the amount of “making home habitable” costs issued during the month in the Expenditures column. Enter the number of cases that were issued “making home habitable” costs during the month in the Total Cases column. [Cells 124-125]
30. Other financial assistance issued during the month (Explain in Item 30 Explanation box): Enter the amount of financial assistance issued for reasons other than those listed in Items 22 through 29 during the month in the Expenditures column. Enter the number of cases that were issued financial assistance for reasons other than those listed in Items 22 through 29 during the month in the Total Cases column. [Cells 126-127]

**PART D. HOUSING AND RELOCATION SERVICES**

Part D summarizes the number and types of HSP housing and/or relocation services that were provided to CalWORKs families during the month. These may include those funded by the HSP, or those that are not funded by the HSP but ones in which the client is referred to or is receiving in relation to HSP.

31. Of the cases in Item 15, cases that were provided housing and/or relocation services during the month (Unduplicated cases). Enter the number of cases in Item 15 that were provided housing and/or relocation services during the month. This is an unduplicated case count. [Cell 128]
32. Of the cases in Item 31, services provided during the month (Sum of Items 32a through 32f). ***This item is automatically calculated.*** This is the sum of Items 32a through 32f. [Cell 129]

In Items 32 through 32f select all services that apply. Each case entered in Item 31 will usually (but not always) have at least one service entered in Items 32a through 32f, and may have up to six types of services entered. As a result, Item 31 will be less than or equal to Part B's *Item 15 Total Cases on hand*. If a family received any individual service more than once in the report month, count the service only once per case per month.

- a. Case management: Enter the number of case management services provided during the month. [Cell 130]
- b. Landlord engagement: Enter the number of landlord engagement services provided during the month. [Cell 131]
- c. Housing search and placement: Enter the number of housing search and placement services provided during the month. [Cell 132]
- d. Legal services: Enter the number of legal services provided during the month. [Cell 133]
- e. Credit repair: Enter the number of credit repair services provided during the month. [Cell 134]
- f. Other (Explain in Item 32f Explanation box): Enter the number of housing and/or relocation services other than those listed in Items 32a through 32e that were provided during the month. [Cell 135]

## COMMENTS

Use the Comments section to:

- In the General Comments box explain any “0” data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
- In the General Comments box explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- In the General Comments box provide any other comments the county determines necessary.
- In the Item 2 Explanation box, explain the reason for the adjustment (correction) to last month’s ending balance of requests/referrals pending.
- In the Item 12 Explanation box, explain the reason for the adjustment (correction) to last month’s ending balance of cases carried forward.
- In the Items 6e, 16g, 17h, 30 and 32f Explanation boxes, explain the “other” reasons.
- In the Revised Report Explanation box explain the reason for a revised report.

# CalWORKs Housing Support Program (HSP)

## Monthly Status Report

### HSP 14

## VALIDATIONS

### CELLS 1 - 135

Each data cell in this report must be a whole number equal to or greater than zero (0), except Item 2/Cell 2 and Item 12/Cell 25 which may be either a positive or negative number. Enter no decimals. No data cells should be left blank, unless otherwise noted.

**Initial reports:** If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

**Revised reports:** If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

### PART A. REQUESTS/REFERRALS FOR SERVICES

#### Requests/referrals Received

**Item 1** *Item 1 must be equal to Item 10 on last month's report, as reported to CDSS*

Cell 1 Cell 1 must be equal to Cell 23 from last month's report, as reported to CDSS

**Item 2** *Item 2 must be equal to (Item 3 minus Item 1)*

Cell 2 Cell 2 must be equal to (Cell 3 minus Cell 1)

**Item 2** *If Item 2 is not zero, then the Item 2 Explanation box must be completed*

Cell 2 If Cell 2 is not zero, then the Item 2 Explanation box must be completed

**Item 5** *Item 5 must be equal to (Item 3 plus Item 4)*

Cell 5 Cell 5 must be equal to (Cell 3 plus Cell 4)

#### Requests/referrals Denied

**Item 6** *Item 6 must be less than or equal to Item 5*

Cell 6 Cell 6 must be less than or equal to Cell 5

**Item 6** *Item 6 must be equal to (Item 6a plus Item 6b plus Item 6c plus Item 6d plus Item 6e)*

Cell 6 Cell 6 must be equal to (Cell 7 plus Cell 8 plus Cell 9 plus Cell 10 plus Cell 11)

**Item 6e** *If Item 6e is not zero, then the Item 6e Explanation box must be completed*

Cell 11 If Cell 11 is not zero, then the Item 6e Explanation box must be completed

#### Requests/referrals Approved

**Item 7** *Item 7 must be less than or equal to Item 5*

Cell 12 Cell 12 must be less than or equal to Cell 5

**Item 7** *Item 7 must be equal to Item 9*

Cell 12 Cell 12 must be equal to Cell 18

**Item 8** *Item 8 must be greater than or equal to Item 7*

Cell 13 Cell 13 must be greater than or equal to Cell 12

<b>Item 8</b>	<b>Item 8 must be equal to (Item 8a plus Item 8b plus Item 8c plus Item 8d)</b>
Cell 13	Cell 13 must be equal to (Cell 14 plus Cell 15 plus Cell 16 plus Cell 17)

<b>Item 9</b>	<b>Item 9 must be equal to Item 7</b>
Cell 18	Cell 18 must be equal to Cell 12

<b>Item 9</b>	<b>Item 9 must be equal to (Item 9a plus Item 9b)</b>
Cell 18	Cell 18 must be equal to (Cell 19 plus Cell 22)

<b>Item 9a</b>	<b>Item 9a must be equal to (Item 9a1 plus Item 9a2)</b>
Cell 19	Cell 19 must be equal to (Cell 20 plus Cell 21)

<b>Item 10</b>	<b>Item 10 must be equal to (Item 5 minus Item 6 minus Item 7)</b>
Cell 23	Cell 23 must be equal to (Cell 5 minus Cell 6 minus Cell 12)

## PART B. CASELOAD MOVEMENT

### Active Cases

<b>Item 11</b>	<b>Item 11 must be equal to Item 19 on last month's report, as reported to CDSS</b>
Cell 24	Cell 24 must be equal to Cell 69 on last month's report, as reported to CDSS

<b>Item 12</b>	<b>Item 12 must be equal to (Item 13 minus Item 11)</b>
Cell 25	Cell 25 must be equal to (Cell 26 minus Cell 24)

<b>Item 12</b>	<b>If Item 12 is not zero, then the Item 12 Explanation box must be completed</b>
Cell 25	If Cell 25 is not zero, then the Item 12 Explanation box must be completed

<b>Item 14</b>	<b>Item 14 must be equal to Item 7</b>
Cell 27	Cell 27 must be equal to Cell 12

<b>Item 15</b>	<b>Item 15 must be equal to (Item 13 plus Item 14)</b>
Cell 28	Cell 28 must be equal to (Cell 26 plus Cell 27)

<b>Item 15</b>	<b>Item 15 must be greater than or equal to Item 31</b>
Cell 28	Cell 28 must be greater than or equal to Cell 128

### Cases Discontinued (Family Exits)

<b>Item 16</b>	<b>Item 16 must be equal to (Item 16a plus Item 16b plus Item 16c plus Item 16d plus Item 16e plus Item 16f plus Item 16g)</b>
Cell 29	Cell 29 must be equal to (Cell 32 plus Cell 35 plus Cell 38 plus Cell 41 plus Cell 46)
Cell 30	Cell 30 must be equal to (Cell 33 plus Cell 36 plus Cell 39 plus Cell 42 plus Cell 47)
Cell 31	Cell 31 must be equal to (Cell 34 plus Cell 37 plus Cell 40 plus Cell 43 plus Cell 44 plus Cell 45 plus Cell 48)

<b>Item 16</b>	<b>Item 16 must be equal to Item 17</b>
Cell 29	Cell 29 must be equal to Cell 49
Cell 30	Cell 30 must be equal to Cell 50
Cell 31	Cell 31 must be equal to Cell 51

<b>Item 16</b>	<b>Item 16 Total Cases Column must be equal to (Item 16 In Permanent Housing Column plus Item 16 Not in Permanent Housing Column plus Item 16e Total Cases Column plus Item 16f Total Cases Column)</b>
Cell 31	Cell 31 must be equal to (Cell 29 plus Cell 30 plus Cell 44 plus Cell 45)
<b>Item 16a</b>	<b>Item 16a Total Cases Column must be equal to (Item 16a In Permanent Housing Column plus Item 16a Not in Permanent Housing Column)</b>
Cell 34	Cell 34 must be equal to (Cell 32 plus Cell 33)
<b>Item 16b</b>	<b>Item 16b Total Cases Column must be equal to (Item 16b In Permanent Housing Column plus Item 16b Not in Permanent Housing Column)</b>
Cell 37	Cell 37 must be equal to (Cell 35 plus Cell 36)
<b>Item 16c</b>	<b>Item 16c Total Cases Column must be equal to (Item 16c In Permanent Housing Column plus Item 16c Not in Permanent Housing Column)</b>
Cell 40	Cell 40 must be equal to (Cell 38 plus Cell 39)
<b>Item 16d</b>	<b>Item 16d Total Cases Column must be equal to (Item 16d In Permanent Housing Column plus Item 16d Not in Permanent Housing Column)</b>
Cell 43	Cell 43 must be equal to (Cell 41 plus Cell 42)
<b>Item 16g</b>	<b>If Item 16g is not zero, then the Item 16g Explanation box must be completed</b>
Cell 46	If Cell 46 is not zero, then the Item 16g Explanation box must be completed
Cell 47	If Cell 47 is not zero, then the Item 16g Explanation box must be completed
Cell 48	If Cell 48 is not zero, then the Item 16g Explanation box must be completed
<b>Item 16g</b>	<b>Item 16g Total Cases Column must be equal to (Item 16g In Permanent Housing Column plus Item 16g Not in Permanent Housing Column)</b>
Cell 48	Cell 48 must be equal to (Cell 46 plus Cell 47)
<b>Item 17</b>	<b>Item 17 must be equal to Item 16</b>
Cell 49	Cell 49 must be equal to Cell 29
Cell 50	Cell 50 must be equal to Cell 30
Cell 51	Cell 51 must be equal to Cell 31
<b>Item 17</b>	<b>Item 17 must be equal to (Item 17a plus Item 17b plus Item 17c plus Item 17d plus Item 17e plus Item 17f plus Item 17g plus Item 17h)</b>
Cell 49	Cell 49 must be equal to (Cell 52 plus Cell 53 plus Cell 54 plus Cell 55 plus Cell 61)
Cell 50	Cell 50 must be equal to (Cell 56 plus Cell 58 plus Cell 59 plus Cell 62)
Cell 51	Cell 51 must be equal to (Cell 52 plus Cell 53 plus Cell 54 plus Cell 57 plus Cell 58 plus Cell 59 plus Cell 60 plus Cell 63)
<b>Item 17</b>	<b>Item 17 Total Cases Column must be equal to (Item 17 In Permanent Housing Column plus Item 17 Not in Permanent Housing Column plus Item 17g Total Cases Column)</b>
Cell 51	Cell 51 must be equal to (Cell 49 plus Cell 50 plus Cell 60)
<b>Item 17d</b>	<b>Item 17d Total Cases Column must be equal to (Item 17d In Permanent Housing Column plus Item 17d Not in Permanent Housing Column)</b>
Cell 57	Cell 57 must be equal to (Cell 55 plus Cell 56)
<b>Item 17h</b>	<b>If Item 17h is not zero, then the Item 17h Explanation box must be completed</b>
Cell 61	If Cell 61 is not zero, then the Item 17h Explanation box must be completed
Cell 62	If Cell 62 is not zero, then the Item 17h Explanation box must be completed
Cell 63	If Cell 63 is not zero, then the Item 17h Explanation box must be completed

<b>Item 17h</b>	<b>Item 17h Total Cases Column must be equal to (Item 17h In Permanent Housing Column plus Item 17h Not in Permanent Housing Column)</b>
Cell 63	Cell 63 must be equal to (Cell 61 plus Cell 62)

<b>Item 18</b>	<b>Item 18 must be equal to (Item 17a plus Item 17b plus Item 17d plus Item 17h, In Permanent Housing Column)</b>
Cell 64	Cell 64 must be equal to (Cell 52 plus Cell 53 plus Cell 55 plus Cell 61)

<b>Item 18</b>	<b>Item 18 must be equal to (Item 18a plus Item 18b plus Item 18c plus Item 18d)</b>
Cell 64	Cell 64 must be equal to (Cell 65 plus Cell 66 plus Cell 67 plus Cell 68)

### Cases Status at the End of the Month

<b>Item 19</b>	<b>Item 19 must be equal to (Item 15 minus Item 16)</b>
Cell 69	Cell 69 must be equal to (Cell 28 minus Cell 31)

<b>Item 19</b>	<b>Item 19 must be equal to Item 20</b>
Cell 69	Cell 69 must be equal to Cell 70

<b>Item 20</b>	<b>Item 20 must be equal to Item 19</b>
Cell 70	Cell 70 must be equal to Cell 69

<b>Item 20</b>	<b>Item 20 must be equal to (Item 20a plus Item 20b plus Item 20c)</b>
Cell 70	Cell 70 must be equal to (Cell 71 plus Cell 72 plus Cell 77)

<b>Item 20b</b>	<b>Item 20b must be equal to (Item 20b1 plus Item 20b2 plus Item 20b3 plus Item 20b4)</b>
Cell 72	Cell 72 must be equal to (Cell 73 plus Cell 74 plus Cell 75 plus Cell 76)

### PART C. FINANCIAL ASSISTANCE

<b>Item 21</b>	<b>Item 21 Expenditures Column must be greater than or equal to Item 21 Total Cases Column</b>
Cell 78	Cell 78 must be greater than or equal to Cell 79

<b>Item 21</b>	<b>Item 21 Expenditures Column must be equal to (Item 22 plus Item 23 plus Item 24 plus Item 25 plus Item 26 plus Item 27 plus Item 28 plus Item 29 plus Item 30, Expenditures Column)</b>
Cell 78	Cell 78 must be equal to (Cell 80 plus Cell 112 plus Cell 114 plus Cell 116 plus Cell 118 plus Cell 120 plus Cell 122 plus Cell 124 plus Cell 126)

<b>Item 21</b>	<b>Item 21 Total Cases Column must be less than or equal to Item 15</b>
Cell 79	Cell 79 must be less than or equal to Cell 28

<b>Item 21</b>	<b>If Item 21 Total Cases Column is zero (0), then Item 21 Expenditures Column must be zero (0)</b>
Cell 79	If Cell 79 is zero (0), then Cell 78 must be zero (0)

<b>Item 22</b>	<b>Item 22 Expenditures Column must be greater than or equal to Item 22 Total Cases Column</b>
Cell 80	Cell 80 must be greater than or equal to Cell 81

<b>Item 22</b>	<b>Item 22 must be equal to (Item 22a plus Item 22b)</b>
Cell 80	Cell 80 must be equal to (Cell 82 plus Cell 97)
Cell 81	Cell 81 must be equal to (Cell 83 plus Cell 98)

<b>Item 22</b>	<b>Item 22 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 81	Cell 81 must be less than or equal to Cell 79

<b>Item 22</b>	<b>If Item 22 Total Cases Column is zero (0), then Item 22 Expenditures Column must be zero (0)</b>
Cell 81	If Cell 81 is zero (0), then Cell 80 must be zero (0)
<b>Item 22a</b>	<b>Item 22a Expenditures Column must be greater than or equal to Item 22a Total Cases Column</b>
Cell 82	Cell 82 must be greater than or equal to Cell 83
<b>Item 22a</b>	<b>Item 22a must be equal to (Item 22a1 plus Item 22a2 plus Item 22a3 plus Item 22a4 plus Item 22a5 plus Item 22a6)</b>
Cell 82	Cell 82 must be equal to (Cell 84 plus Cell 86 plus Cell 88 plus Cell 90 plus Cell 92 plus Cell 94)
Cell 83	Cell 83 must be equal to (Cell 85 plus Cell 87 plus Cell 89 plus Cell 91 plus Cell 93 plus Cell 95)
<b>Item 22a</b>	<b>Item 22a Expenditures Column must be greater than or equal to Item 22a7</b>
Cell 82	Cell 82 must be greater than or equal to Cell 96
<b>Item 22a</b>	<b>If Item 22a Total Cases Column is zero (0), then Item 22a Expenditures Column must be zero (0)</b>
Cell 83	If Cell 83 is zero (0), then Cell 82 must be zero (0)
<b>Item 22a1</b>	<b>Item 22a1 Expenditures Column must be greater than or equal to (Item 22a1 Total Cases Column x \$1)</b>
Cell 84	Cell 84 must be greater than or equal to (Cell 85 x \$1)
<b>Item 22a1</b>	<b>Item 22a1 Expenditures Column must be less than or equal to (Item 22a1 Total Cases Column x \$500)</b>
Cell 84	Cell 84 must be less than or equal to (Cell 85 x \$500)
<b>Item 22a1</b>	<b>If Item 22a1 Total Cases Column is zero (0), then Item 22a1 Expenditures Column must be zero (0)</b>
Cell 85	If Cell 85 is zero (0), then Cell 84 must be zero (0)
<b>Item 22a2</b>	<b>Item 22a2 Expenditures Column must be greater than or equal to (Item 22a2 Total Cases Column x \$501)</b>
Cell 86	Cell 86 must be greater than or equal to (Cell 87 x \$501)
<b>Item 22a2</b>	<b>Item 22a2 Expenditures Column must be less than or equal to (Item 22a2 Total Cases Column x \$750)</b>
Cell 86	Cell 86 must be less than or equal to (Cell 87 x \$750)
<b>Item 22a2</b>	<b>If Item 22a2 Total Cases Column is zero (0), then Item 22a2 Expenditures Column must be zero (0)</b>
Cell 87	If Cell 87 is zero (0), then Cell 86 must be zero (0)
<b>Item 22a3</b>	<b>Item 22a3 Expenditures Column must be greater than or equal to (Item 22a3 Total Cases Column x \$751)</b>
Cell 88	Cell 88 must be less than or equal to (Cell 89 X \$751)
<b>Item 22a3</b>	<b>Item 22a3 Expenditures Column must be less than or equal to (Item 22a3 Total Cases Column x \$1,000)</b>
Cell 88	Cell 88 must be less than or equal to (Cell 89 X \$1,000)
<b>Item 22a3</b>	<b>If Item 22a3 Total Cases Column is zero (0), then Item 22a3 Expenditures Column must be zero (0)</b>
Cell 89	If Cell 89 is zero (0), then Cell 88 must be zero (0)

**Item 22a4** **Item 22a4 Expenditures Column must be greater than or equal to (Item 22a4 Total Cases Column x \$1,001)**

Cell 90 Cell 90 must be greater than or equal to (Cell 91 x \$1,001)

**Item 22a4** **Item 22a4 Expenditures Column must be less than or equal to (Item 22a4 Total Cases Column x \$1,300)**

Cell 90 Cell 90 must be less than or equal to (Cell 91 x \$1,300)

**Item 22a4** **If Item 22a4 Total Cases Column is zero (0), then Item 22a4 Expenditures Column must be zero (0)**

Cell 91 If Cell 91 is zero (0), then Cell 90 must be zero (0)

**Item 22a5** **Item 22a5 Expenditures Column must be greater than or equal to (Item 22a5 Total Cases Column x \$1,301)**

Cell 92 Cell 92 must be greater than or equal to (Cell 93 x \$1,301)

**Item 22a5** **Item 22a5 Expenditures Column must be less than or equal to (Item 22a5 Total Cases Column x \$1,800)**

Cell 92 Cell 92 must be less than or equal to (Cell 93 x \$1,800)

**Item 22a5** **If Item 22a5 Total Cases Column is zero (0), then Item 22a5 Expenditures Column must be zero (0)**

Cell 93 If Cell 93 is zero (0), then Cell 92 must be zero (0)

**Item 22a6** **Item 22a6 Expenditures Column must be greater than or equal to (Item 22a6 Total Cases Column x \$1,801)**

Cell 94 Cell 94 must be greater than or equal to (Cell 95 x 1,801)

**Item 22a6** **If Item 22a6 Total Cases Column is zero (0), then Item 22a6 Expenditures Column must be zero (0)**

Cell 95 If Cell 95 is zero (0), then Cell 94 must be zero (0)

**Item 22a7** **If Item 22a7 is zero (0), then Item 22a Expenditures Column must be zero (0)**

Cell 96 If Cell 96 is zero (0), then Cell 82 must be zero (0)

**Item 22b** **Item 22b must be equal to (Item 22b1 plus Item 22b2 plus Item 22b3 plus Item 22b4 plus Item 22b5 plus Item 22b6)**

Cell 97 Cell 97 must be equal to (Cell 99 plus Cell 101 plus Cell 103 plus Cell 105 plus Cell 107 plus Cell 109)

Cell 98 Cell 98 must be equal to (Cell 100 plus Cell 102 plus Cell 104 plus Cell 106 plus Cell 108 plus Cell 110)

**Item 22b** **Item 22b Expenditures Column must be greater than or equal to Item 22b7**

Cell 97 Cell 97 must be greater than or equal to Cell 111

**Item 22b** **Item 22b Expenditures Column must be greater than or equal to Item 22b Total Cases Column**

Cell 97 Cell 97 must be greater than or equal to Cell 98

**Item 22b** **If Item 22b Total Cases Column is zero (0), then Item 22b Expenditures Column must be zero (0)**

Cell 98 If Cell 98 is zero (0), then Cell 97 must be zero (0)

**Item 22b1** **Item 22b1 Expenditures Column must be greater than or equal to (Item 22b1 Total Cases Column x \$1)**

Cell 99 Cell 99 must be greater than or equal to (Cell 100 x \$1)

**Item 22b1** **Item 22b1 Expenditures Column must be less than or equal to (Item 22b1 Total Cases Column x \$500)**

Cell 99 Cell 99 must be less than or equal to (Cell 100 x \$500)

**Item 22b1** *If Item 22b1 Total Cases Column is zero (0), then Item 22b1 Expenditures Column must be zero (0)*

Cell 100 If **Cell 100** is zero (0), then Cell 99 must be zero (0)

**Item 22b2** *Item 22b2 Expenditures Column must be greater than or equal to (Item 22b2 Total Cases Column x \$501)*

Cell 101 **Cell 101** must be greater than or equal to (Cell 102 x \$501)

**Item 22b2** *Item 22b2 Expenditures Column must be less than or equal to (Item 22b2 Total Cases Column x \$750)*

Cell 101 **Cell 101** must be less than or equal to (Cell 102 x \$750)

**Item 22b2** *If Item 22b2 Total Cases Column is zero (0), then Item 22b2 Expenditures Column must be zero (0)*

Cell 102 If **Cell 102** is zero (0), then Cell 101 must be zero (0)

**Item 22b3** *Item 22b3 Expenditures Column must be greater than or equal to (Item 22b3 Total Cases Column x \$751)*

Cell 103 **Cell 103** must be greater than or equal to (Cell 104 x \$751)

**Item 22b3** *Item 22b3 Expenditures Column must be less than or equal to (Item 22b3 Total Cases Column x \$1,000)*

Cell 103 **Cell 103** must be less than or equal to (Cell 104 X \$1,000)

**Item 22b3** *If Item 22b3 Total Cases Column is zero (0), then Item 22b3 Expenditures Column must be zero (0)*

Cell 104 If **Cell 104** is zero (0), then Cell 103 must be zero (0)

**Item 22b4** *Item 22b4 Expenditures Column must be greater than or equal to (Item 22b4 Total Cases Column x \$1,001)*

Cell 105 **Cell 105** must be greater than or equal to (Cell 106 x \$1,001)

**Item 22b4** *Item 22b4 Expenditures Column must be less than or equal to (Item 22b4 Total Cases Column x \$1,300)*

Cell 105 **Cell 105** must be less than or equal to (Cell 106 x \$1,300)

**Item 22b4** *If Item 22b4 Total Cases Column is zero (0), then Item 22b4 Expenditures Column must be zero (0)*

Cell 106 If **Cell 106** is zero (0), then Cell 105 must be zero (0)

**Item 22b5** *Item 22b5 Expenditures Column must be greater than or equal to (Item 22b5 Total Cases Column x \$1,301)*

Cell 107 **Cell 107** must be greater than or equal to (Cell 108 x \$1,301)

**Item 22b5** *Item 22b5 Expenditures Column must be less than or equal to (Item 22b5 Total Cases Column x \$1,800)*

Cell 107 **Cell 107** must be less than or equal to (Cell 108 x \$1,800)

**Item 22b5** *If Item 22b5 Total Cases Column is zero (0), then Item 22b5 Expenditures Column must be zero (0)*

Cell 108 If **Cell 108** is zero (0), then Cell 107 must be zero (0)

<b>Item 22b6</b>	<b>Item 22b6 Expenditures Column must be greater than or equal to (Item 22b6 Total Cases Column x \$1,801)</b>
Cell 109	Cell 109 must be greater than or equal to (Cell 110 x \$1,801)
<b>Item 22b6</b>	<b>If Item 22b6 Total Cases Column is zero (0), then Item 22b6 Expenditures Column must be zero (0)</b>
Cell 110	If Cell 110 is zero (0), then Cell 109 must be zero (0)
<b>Item 22b7</b>	<b>If Item 22b7 is zero (0), then Item 22b Expenditures Column must be zero (0)</b>
Cell 111	If Cell 111 is zero (0), then Cell 97 must be zero (0)
<b>Item 23</b>	<b>Item 23 Expenditures Column must be greater than or equal to Item 23 Total Cases Column</b>
Cell 112	Cell 112 must be greater than or equal to Cell 113
<b>Item 23</b>	<b>Item 23 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 113	Cell 113 must be less than or equal to Cell 79
<b>Item 23</b>	<b>If Item 23 Total Cases Column is zero (0), then Item 23 Expenditures Column must be zero (0)</b>
Cell 113	If Cell 113 is zero (0), then Cell 112 must be zero (0)
<b>Item 24</b>	<b>Item 24 Expenditures Column must be greater than or equal to Item 24 Total Cases Column</b>
Cell 114	Cell 114 must be greater than or equal to Cell 115
<b>Item 24</b>	<b>Item 24 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 115	Cell 115 must be less than or equal to Cell 79
<b>Item 24</b>	<b>If Item 24 Total Cases Column is zero (0), then Item 24 Expenditures Column must be zero (0)</b>
Cell 115	If Cell 115 is zero (0), then Cell 114 must be zero (0)
<b>Item 25</b>	<b>Item 25 Expenditures Column must be greater than or equal to Item 25 Total Cases Column</b>
Cell 116	Cell 116 must be greater than or equal to Cell 117
<b>Item 25</b>	<b>Item 25 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 117	Cell 117 must be less than or equal to Cell 79
<b>Item 25</b>	<b>If Item 25 Total Cases Column is zero (0), then Item 25 Expenditures Column must be zero (0)</b>
Cell 117	If Cell 117 is zero (0), then Cell 116 must be zero (0)
<b>Item 26</b>	<b>Item 26 Expenditures Column must be greater than or equal to Item 26 Total Cases Column</b>
Cell 118	Cell 118 must be greater than or equal to Cell 119
<b>Item 26</b>	<b>Item 26 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 119	Cell 119 must be less than or equal to Cell 79
<b>Item 26</b>	<b>If Item 26 Total Cases Column is zero (0), then Item 26 Expenditures Column must be zero (0)</b>
Cell 119	If Cell 119 is zero (0), then Cell 118 must be zero (0)
<b>Item 27</b>	<b>Item 27 Expenditures Column must be greater than or equal to Item 27 Total Cases Column</b>
Cell 120	Cell 120 must be greater than or equal to Cell 121
<b>Item 27</b>	<b>Item 27 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
Cell 121	Cell 121 must be less than or equal to Cell 79
<b>Item 27</b>	<b>If Item 27 Total Cases Column is zero (0), then Item 27 Expenditures Column must be zero (0)</b>
Cell 121	If Cell 121 is zero (0), then Cell 120 must be zero (0)

<b>Item 28</b>	<b>Item 28 Expenditures Column must be greater than or equal to Item 28 Total Cases Column</b>
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Cell 122	Cell 122 must be greater than or equal to Cell 123
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<b>Item 28</b>	<b>Item 28 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
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Cell 123	Cell 123 must be less than or equal to Cell 79
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<b>Item 28</b>	<b>If Item 28 Total Cases Column is zero (0), then Item 28 Expenditures Column must be zero (0)</b>
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Cell 123	If Cell 123 is zero (0), then Cell 122 must be zero (0)
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<b>Item 29</b>	<b>Item 29 Expenditures Column must be greater than or equal to Item 29 Total Cases Column</b>
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Cell 124	Cell 124 must be greater than or equal to Cell 125
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<b>Item 29</b>	<b>Item 29 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
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Cell 125	Cell 125 must be less than or equal to Cell 79
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<b>Item 29</b>	<b>If Item 29 Total Cases Column is zero (0), then Item 29 Expenditures Column must be zero (0)</b>
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Cell 125	If Cell 125 is zero (0), then Cell 124 must be zero (0)
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<b>Item 30</b>	<b>Item 30 Expenditures Column must be greater than or equal to Item 30 Total Cases Column</b>
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Cell 126	Cell 126 must be greater than or equal to Cell 127
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<b>Item 30</b>	<b>If Item 30 is not zero, then the Item 30 Explanation box must be completed</b>
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Cell 126	If Cell 126 is not zero, then the Item 30 Explanation box must be completed
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Cell 127	If Cell 127 is not zero, then the Item 30 Explanation box must be completed
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<b>Item 30</b>	<b>Item 30 Total Cases Column must be less than or equal to Item 21 Total Cases Column</b>
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Cell 127	Cell 127 must be less than or equal to Cell 79
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<b>Item 30</b>	<b>If Item 30 Total Cases Column is zero (0), then Item 30 Expenditures Column must be zero (0)</b>
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Cell 127	If Cell 127 is zero (0), then Cell 126 must be zero (0)
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## PART D. HOUSING AND RELOCATION SERVICES

<b>Item 31</b>	<b>Item 31 must be less than or equal to Item 15</b>
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Cell 128	Cell 128 must be less than or equal to Cell 28
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<b>Item 32</b>	<b>Item 32 must be greater than or equal to Item 31</b>
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Cell 129	Cell 129 must be greater than or equal to Cell 128
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<b>Item 32</b>	<b>Item 32 must be equal to (Item 32a plus Item 32b plus Item 32c plus Item 32d plus Item 32e plus Item 32f)</b>
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Cell 129	Cell 129 must be equal to (Cell 130 plus Cell 131 plus Cell 132 plus Cell 133 plus Cell 134 plus Cell 135)
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<b>Item 32f</b>	<b>If Item 32f is not zero, then the Item 32f Explanation box must be completed</b>
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Cell 135	If Cell 135 is not zero, then the Item 32f Explanation box must be completed
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