

June 28, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

This letter provides County Welfare Departments (CWDs) with information on the continuation of the Housing for the Harvest program as authorized by Assembly Bill 128 for the Budget Act of 2021. It provides funding information including steps for requesting and accepting these funds, and guidance on program changes.



**KIM JOHNSON**  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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**GAVIN NEWSOM**  
GOVERNOR

June 28, 2021

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: HOUSING FOR THE HARVEST EXPANSION

REFERENCE: ASSEMBLY BILL 128  
ALL COUNTY WELFARE [DIRECTORS](#) LETTER (ACWDL) DATED  
MARCH 1, 2021

This letter provides County Welfare Departments (CWDs) with notice of the continuation of the Housing for the Harvest (H4H) program expansion, as established in the H4H ACWDL dated March 1, 2021, and requests that eligible counties interested in participating in the H4H expansion notify CDSS of their interest to continue to participate by July 2, 2021.

The purpose of the H4H expansion is to support wraparound services and financial assistance for agricultural and food processing workers who have tested positive for or have been exposed to COVID-19 so that they may isolate or quarantine, and to prevent further spread in communities already disproportionately impacted by COVID-19.

On February 22, 2021, the Legislature passed AB 85, an immediate action budget bill that included a one-time \$24.0 million General Fund (GF) funding to the California Department of Social Services (CDSS) to expand the H4H support services program. On June 14, 2021, the Legislature passed AB 128 as the proposed Budget Act of 2021, making available the \$24.0 million GF for use through June 30, 2022.

This letter includes a description of programmatic changes to the statewide H4H wraparound services program. If not mentioned in this letter, the program scope and authorized uses for the funding, available county allocations, reimbursement information, and data collection requirements, are described in the [ACWDL dated March 1, 2021](#).

## Program Participants

The H4H expansion program provides opt-in funding support for counties that have large numbers of eligible farm and food processing workers and are interested in providing these workers additional support services. The Central Valley, Central Coast, and Imperial County regions have the highest number of agricultural workers, so these remain the target areas for the program. Counties currently participating in the H4H program are invited to continue their participation in the program.

The following counties are currently participating in the H4H program:

- Sacramento Valley/North Coast: Colusa, Sacramento, and Yolo
- Central Valley: Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare
- Central Coast: Monterey, Santa Barbara, Santa Cruz, and Ventura
- Imperial Region: Imperial and Riverside

## Program Implementation

Local administrators in counties with a current H4H program are expected to continue implementing the program **until December 31, 2021**. Counties may end their participation in program at any time, so long as they provide at least 30-day notice to CDSS and the public.

## Funding Allocation and Eligible Use of Funds

Continuing county allocations remain the same as those provided to each county based on the [ACWDL dated March 1, 2021](#). However, CDSS may consider augmenting allocations at its discretion based on utilization rates and funding availability.

Counties interested in continuing to receive their funding allocation for their H4H program must agree to comply with the funding terms and conditions by signing and returning the Director Certification (**Attachment One**).

The terms and conditions include a commitment to:

- 1) Meet the requirements outlined in the ACWDL [dated](#) March 1, 2021 and any changes described in this letter;

- 2) Use the funds in accordance with state law and applicable funding requirements;
- 3) Use the funds on the eligible activities as specified in this letter;
- 4) Engage in ongoing technical assistance with CDSS and its partners;
- 5) Utilize funds efficiently by leveraging other local, state, and federal funds available to the community; and
- 6) Comply with data reporting requirements established by CDSS.

To accept these funds, County Welfare Directors in counties with existing H4H programs must review and complete the H4H Director Certification (**Attachment One**), and return it to CDSS at [HousingforHarvest@dss.ca.gov](mailto:HousingforHarvest@dss.ca.gov) **no later than 12:00 p.m. on July 16, 2021**. Counties who will no longer continue to participate in the program should also complete page three (3) of the H4H Director Certification notifying CDSS of their decision and returning the completed form via email to [HousingforHarvest@dss.ca.gov](mailto:HousingforHarvest@dss.ca.gov) **no later than 12:00 p.m. on July 9, 2021**.

### **Program Eligibility**

Participants must continue to meet all of the following criteria:

- Work in California food processing or agriculture
- Meet FEMA non-congregate sheltering criteria for COVID-19:
  - Have tested positive; or been exposed; and
  - Able to self-isolate or quarantine at home; or
  - Unable to self-isolate or quarantine at home and sheltering temporarily at a hotel funded through H4H.

For the purposes of the H4H program, agricultural workers are defined as employees in occupations or industries as defined by Industrial Welfare Commission wage orders 3, 8, 13, and 14 (Canning, Freezing and Preserving Industry; Industries Handling Products after Harvest; Industries Preparing Agricultural Products for Market, on the Farm; and Agricultural Occupations) or similar industries and occupations.

### **Changes to Wraparound Services and Financial Assistance**

Counties participating in the H4H program will receive funding to provide similar wrap support services for those isolating in hotels and those isolating at home, for up to 14 days. Local administrators may receive up to \$750 per eligible participant to cover existing services, as well as the following:

- Targeted outreach to employers and farmworkers to raise awareness of services
- Information about any additional local COVID-19 supports, including direct referrals to vaccinations.

The authorized financial assistance amount has changed to \$1,000 for all participants regardless of where they are isolating or quarantining. This assistance is not income dependent. Counties and local administrators are encouraged to continue supplementing these amounts.

### **Reimbursement and Fiscal Claiming**

Counties will continue to utilize an invoice form to request a reimbursement or cash advance, or to document actual expenditures of funds that have previously been advanced. Invoices submitted for the purposes of requesting a reimbursement or to reconcile expenditures of advanced funds shall report costs incurred in connection to the program (e.g., costs related to wraparound services, financial, etc.) and should continue to include supporting documentation for those costs. The funds available for the H4H program expansion described in this letter are **one-time funds and must be used for services delivered until the end of the counties participation in the program or the end of the program as determined by CDSS, which will be no later than June 30, 2022.**

### **Technical Assistance and other Inquiries**

For any technical assistance requests or other inquiries related to the H4H program please email the program at [HousingforHarvest@dss.ca.gov](mailto:HousingforHarvest@dss.ca.gov). You may also direct specific questions to Kirsten Raschko at the Immigration Services Bureau by emailing [Kirsten.Raschko@dss.ca.gov](mailto:Kirsten.Raschko@dss.ca.gov), or by phone at (916) 838-8022.

Sincerely,

### ***Original Document Signed By:***

ELIANA KAIMOWITZ, Chief  
Immigrant Integration Branch  
Office of Equity

Enclosures

**HOUSING FOR THE HARVEST PROGRAM  
DIRECTORS CERTIFICATION**

County Welfare Directors wishing to accept the remaining funds made available to their county by CDSS for this program, shall complete and return this Housing for the Harvest (H4H) Certification by **12:00 p.m. on July 16, 2021**. By accepting these funds and signing the certification below, the County Welfare Director agrees to the funding terms and conditions outlined below. This Director's Certification must be completed and signed by the County Welfare Department.

**Accepting Funds**

A county may accept the remaining amount allocated, or a portion of these funds. Counties may also indicate their ability to accept additional funds (in excess of the allocation) should additional funds be available. *Note: if the county wishes to decline these funds, skip to page 3.*

To accept funds, check the appropriate box below (select only one) and provide the projected number of individuals the county will serve with these funds.

Accept only the total one-time Housing for the Harvest allocation amount in Attachment One. Complete the amount the county is accepting: \$\_\_\_\_\_

Accept the total one-time Housing for the Harvest allocation amount AND accept additional funds (if available) beyond current allocation level, if there are any remaining funds available.

Accept only a portion of the Housing for the Harvest allocation amount in Attachment One. Complete the amount the county is accepting: \$\_\_\_\_\_

Projected number of individuals the county will serve with these funds:

**Housing for the Harvest  
Funding Terms and Conditions**

I, \_\_\_\_\_, County Welfare Director, certify that I will ensure that the following conditions of the Housing for the Harvest program are met:

1. Housing for the Harvest funds allocated to the county are used in accordance with the eligible uses specified in the most recent Housing for the Harvest ACWDL.
2. Housing for the Harvest services are operated consistent with all state and federal laws.

**County Name:**

**ACWDL Attachment 1**

3. To the best extent possible, the Local Administrator will work with applicable partners, including cities, housing and public health agencies, behavioral health departments, and emergency response agencies, to identify and strategically utilize all available local, state, and federal funding to continue to provide support services for agricultural workers who test positive for or are exposed to COVID-19.
4. Housing for the Harvest participant data will be collected and reported to CDSS including, but not limited to, weekly participant totals and financial assistance provided.
5. County officials will engage in continuous quality improvement efforts, including working with CDSS staff for training and/or targeted technical assistance.
6. I, on behalf of the county, acknowledge that the CDSS reserves the right to reallocate Housing for the Harvest program funds should the CDSS determine it is appropriate or necessary to maximize program impact throughout the state.

I certify that \_\_\_\_\_ will utilize the Housing for the Harvest funding pursuant to the terms outlined above and understand this is a condition of receiving these funds.

\_\_\_\_\_  
**CWD Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Signatory**

\_\_\_\_\_  
**Title**

**Local administrator Contact Information**

Please provide the name and contact information for the local administrator that is currently leading or will be leading your county's Housing for the Harvest wraparound and financial assistance services, if it is an entity other than the county itself. **[Insert Contact Name, Title, Email and Phone]**

County Name:

ACWDL Attachment 1

**Declining Funds**

Counties that do not wish to accept these funds are asked to notify CDSS by completing and signing the section immediately below and returning to [HousingforHarvest@dss.ca.gov](mailto:HousingforHarvest@dss.ca.gov) as soon as possible but no later than **12:00 p.m. on July 9, 2021.**

*Note: counties and tribes accepting funds should not complete this section; refer to page 1.*

To decline the funds, check the box below and complete the name and signature of the County Welfare Director.

Decline the remaining Housing for the Harvest funds available to county.

\_\_\_\_\_  
**CWD Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Signatory**

\_\_\_\_\_  
**Title**



**HOUSING FOR THE HARVEST EXPANSION**  
*(Disaster Response Emergency Operations Account Funding)*

**REIMBURSEMENT REQUEST / CASH ADVANCE REQUEST /  
 INVOICE FOR ADVANCED FUNDS**

<b>County Name:</b>		<b>Month/Year:</b>	
<b>Contact Name:</b>		<b>Address:</b>	
<b>Telephone No:</b>			
<b>Email:</b>			

**Select one request type below:**

☐ **Reimbursement Request**

*(Complete Section 1)*

☐ Regular 30-Day

☐ 3-Day Expedite

☐ **Cash Advance Request**

*(Complete Section 2)*

☐ **Invoice for Advanced Funds**

*(Complete Section 1) – non-reimbursement*

<b>Section 1: Reimbursement Request and Invoice for Advanced Funds</b>		
<b>Description of Services and/or Items</b>	<b>Cost</b>	<b>Individuals Served During Invoice Period</b> <i>(Number of Individuals who were served with these Expenditures)</i>
<b>1. Wraparound Services for Individuals in Hotels</b> <i>Defined in ACWDL dated June 28, 2021</i>		
<b>2. Wraparound Services for Individuals at Home</b> <i>Defined in ACWDL dated June 28, 2021</i>		
<b>3. Total Individuals provided Financial Assistance</b> <i>(combined totals of a and b)</i>		
<i>a. Individuals in hotels (\$1,000)</i>		
<i>b. Individuals at home (\$1,000)</i>		
<b>4. Administrative/Operational Costs Associated</b> <i>(county and/or subcontractor staff time, data entry, operational expenses, etc.)</i> <i>Defined in ACWDL dated June 28, 2021</i>		
<b>Total</b>		

<b>Section 2: Cash Advance Requests Only</b>	
Purpose (specify if for wraparound services and/or financial assistance, a Administrative costs, or both):	
Cash Advance Requested: (Maximum allowed – 25% of allocation)	
Expense Period:	

**COUNTY CERTIFICATION**

I hereby certify under penalty of perjury, that I am the Official in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reported herein have been expended and are properly chargeable as expenditures for administration of the Welfare programs in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services (CDSS).

***If Cash Advance is requested:*** I agree to submit an invoice to report actual expenditures of advanced funds due by the last business day of the following month in which the costs were incurred. Also, I agree to return to CDSS any advanced funds which are not offset by a CDSS approved reimbursement, or which exceed the amount to which this agency becomes entitled, by August 13, 2022.

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**SIGNATURE OF COUNTY AUDITOR**

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**DATE**

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**SIGNATURE OF COUNTY WELFARE DIRECTOR**

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**DATE**