



CDSS

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GOVERNOR

September 22, 2014

COUNTY FISCAL LETTER (CFL) NO. 14/15-19

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL CONSORTIA PROJECT MANAGERS

SUBJECT: UPDATED CLAIMING INSTRUCTIONS FOR THE CALIFORNIA
WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) FAMILY STABILIZATION PROGRAM

REFERENCES: [SENATE BILL \(SB\) 855 \(CHAPTER 29, STATUTES OF 2014\)](#)
[ASSEMBLY BILL \(AB\) 74 \(CHAPTER 21, STATUTES OF 2013\)](#)
[SB \(CHAPTER 47, STATUTES OF 2012\)](#)
[WELFARE & INSTITUTIONS CODE \(W&IC\) SECTION 11325.24](#)
[W&IC SECTION 15204.2](#)
[ALL COUNTY LETTER \(ACL\) NO. 14-16, DATED](#)
[SEPTEMBER 4, 2014](#)
[ACL NO. 14-12, DATED FEBRUARY 4, 2014](#)
[CFL NO. 13/14-44, DATED MARCH 28, 2014](#)
[CFL NO. 13/14-35, DATED FEBRUARY 5, 2014](#)
[CFL NO. 12/13-33, DATED MAY 17, 2013](#)
[CFL NO. 13/14-32, DATED NOVEMBER 27, 2013](#)

This CFL provides an updated description for Type of Expense (TOE) code 05 – Housing Assistance included in CFL No. 12/13-33, dated May 17, 2013. This CFL also contains revised claiming instructions for the Family Stabilization program. Due to changes in the CalWORKs program made by SB 855 (Chapter 29, Statutes of 2014) the description for TOE code 05 has been updated. Additionally, TOE code 05 has been added to the existing Family Stabilization Program Codes (PCs) identified in CFL 13/14-35, dated February 5, 2014, and CFL 13/14-44, dated March 28, 2014.

The addition of TOE code 05 to the existing Family Stabilization PCs is due to the change made by SB 855 to W&IC section 11325.24(e) which now allows a family to receive housing assistance during any month a family is participating in Family Stabilization. Therefore, families participating in Family Stabilization may receive

housing assistance beyond the four-month time period. Historically, this housing assistance was allowed as a housing benefit claimable to the CalWORKs Single Allocation (SA) as a non-recurrent short term benefit (NSTB). Additionally, the Family Stabilization W&IC section 11325.24(e) was amended to specify both the Family Stabilization allocation *and* the CalWORKs SA may be used to provide housing assistance for any month a family is participating in the Family Stabilization program. It is important to note, *only* the Family Stabilization program has specific statutory authority provided by W&IC 11325.24(e) to use additional CalWORKs SA funds to supplement the housing assistance provided under the Family Stabilization program.

The revisions to TOE code 05 – Housing Assistance are designed to capture housing assistance costs in programs which exceed the four month limit on NSTBs. Effective with the March 2014 quarter, the TOE code 05 – Housing Assistance has been revised as follows:

TOE Code 05 – Housing Assistance

Costs associated with providing housing assistance services for recipients, including but not limited to the following:

- **Financial assistance, including monthly rental assistance, security deposits, utility payments, moving cost assistance, motel and hotel vouchers and emergency assistance.**
- **Housing stabilization and relocation, including outreach and engagement, landlord recruitment, case management, housing search and placement, legal services and credit repair.**
- ~~Monthly rent, rental or utility deposits, monthly utility charges and emergency assistance.~~
- **Food for Independent Living Program youth recipients only.**

Claiming Instructions:

The Family Stabilization program is designed to provide services that may extend beyond a four-month period; therefore, all housing assistance payments within the Family Stabilization program will need to be claimed to the TOE code 05. The California Department of Social Services is aware some counties' existing Family Stabilization programs have provided ongoing housing assistance for time periods beyond four months. It is necessary for counties to identify these ongoing housing assistance costs within the March 2014 and June 2014 claiming quarters and move them in the adjustment claims to Program Identifier Number (PIN) 884005 or 885005 as appropriate. However, in order to claim to the TOE code 05, counties must have a CDSS-approved Family Stabilization plan identifying housing as part of the plan. Counties may continue to claim under the appropriate Family Stabilization PC to TOE code 28 – Work-Related Activities and Expenses –Employed, for short-term, non-recurring costs not associated with housing.

Effective with the March 2014 quarter, the TOE code 05 – Housing Assistance is available to capture housing related costs:

PC	884	Family Stabilization-Federal
PIN	884005	Housing Assistance

PC	885	Family Stabilization-Non-Federal
PIN	885005	Housing Assistance

The CDSS received various questions concerning the Welfare-to-Work (WTW) period in which individuals are eligible for Family Stabilization services. Family Stabilization services are available at any point during the WTW flow and are not specific to only participants prior to signing a WTW plan. However, the eligible participant must have time remaining on their WTW 24-month time clock.

If you have questions regarding this letter, please direct your questions to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch