

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



December 14, 2006

ALL COUNTY LETTER NO. 06 - 58

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL CONSORTIUM PROJECT MANAGERS

**REASON FOR THIS TRANSMITTAL**

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

SUBJECT: **CalWORKs: IMPLEMENTATION OF CHANGES TO THE HOMELESS ASSISTANCE (HA) PROGRAM**

REFERENCE: Welfare and Institutions Code (WIC) Section 11450, All County Letter (ACL) 95-62, ACL 06-25, Assembly Bill (AB) 1808 (Chapter 75, Statutes of 2006)

The purpose of this letter is to provide questions and answers (Q & A's) to the County Welfare Departments (CWDs) regarding the implementation of changes to the California Work Opportunity and Responsibility to Kids (CalWORKs) Homeless Assistance (HA) Program. These changes became effective July 12, 2006 as a result of new state law. This letter is designed to provide additional clarification and details regarding the CalWORKs HA changes that were described in the implementing ACL 06-25, which was released on August 1, 2006.

**Background**

Assembly Bill 1808 made changes to prevent homelessness for CalWORKs families, raise temporary housing assistance rates, and expand the range of available housing to CalWORKs families. Specifically, the new provisions:

- Increased the total maximum daily rate for the temporary HA payment from \$40 per day to \$65 per day for families of four or fewer and \$15 per day for each additional family member up to a maximum of \$125 daily.
- Expanded the definition of homelessness for purposes of determining eligibility for permanent homeless assistance to include families who receive a notice to pay rent or quit.
- Changed the rent threshold for Permanent HA from 80 percent of the maximum aid payment level to 80 percent of the total monthly household income (TMHI).
- Added a new category of Permanent HA to be available to pay eligible CalWORKs families up to two months of rent arrearages to prevent eviction.

## Forms and Notices

The CDSS has modified the Statement of Facts for Homeless Assistance (CW42) and approval and denial notices of action (NOAs) in the CalWORKs program to conform to the new CalWORKs HA requirements. The revised CW42 and NOAs are included in this letter.

Attachment A: Questions and Answers

Attachment B: Notices of Action (NOAs) used for the approval and denial of homeless assistance benefits.

Attachment C: The Statement of Facts for Homeless Assistance (CW42).

## Camera Ready Copies and Translations of Revised Homeless Assistance Forms

For a camera ready copy of the English version of the CW 42, contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain this form from the CDSS web page at: [http://www.dss.cahwnet.gov/cdssweb/On-lineFor\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/On-lineFor_271.htm). When all translations are completed per MPP 21-115.2, including Spanish forms, they are posted on an ongoing basis on our web site. Copies of the translated forms and publications can be obtained at: [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm). For questions on translated materials, please contact Language Services at (916) 651-8876.

If you have any other questions regarding this letter, please contact your CalWORKs County consultant.

Sincerely,

***Original signed by:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Enclosures

c: CWDA  
CSAC

## Attachment A

### Questions and Answers for the Homeless Assistance Program

#### **Questions And Answers:**

**Question 1:** Is payment of Permanent Homeless Assistance (HA) in the form of rent arrearages also considered a once-in-a lifetime (OLT) program?

**Answer:** Yes. Once a client receives either form of permanent HA (payment of rent arrearages to prevent eviction or payment of last month's rent/security deposit for a new residence), a CalWORKs Assistance Unit (AU) will have exhausted their OLT payment, unless they meet one of the exceptions listed at Manual of Policies and Procedures (MPP) Section 44-211.541.

**Question 2:** Are clients who previously received temporary and/or permanent homeless assistance once before eligible again under this bill to receive permanent homeless assistance?

**Answer:** No. A client who had previously exhausted his/her OLT HA benefits before would not be eligible to receive the permanent HA rent arrearage payments unless they meet an exception.

**Question 3A:** If there is a SSI person in the household, who is unable to pay their portion of the rent arrearages, is the county expected to pay the AU the entire amount of rent arrearages owed? If so, are we required to verify the SSI person's hardship?

**Answer 3A:** No. The County is not expected to pay the SSI/SSP person's portion of the rent arrearages because individuals who receive SSI/SSP are not eligible to receive CalWORKs cash aid and their income is never considered in determining an AU's eligibility or grant amount. Consistent with the existing treatment of SSI/SSP family members, the CWD should treat this situation as a shared housing arrangement. If the household is in a shared housing situation, CalWORKs will only pay for the AU's share of the arrearages.

**Question 3B:** If the CWD is not required to pay for the SSI/SSP person's portion of the rent arrearages and the AU will be evicted because they can't come up with that person's share of the rent, would the CWD deny the AU's request for Permanent HA rent arrearage payments?

**Answer 3B:** If payment of the AU's portion of rent arrearages would not prevent their eviction, the CWD would deny the request for permanent HA rent arrearage payments.

**Question 4:** What portion of the MFG child's income can be counted in the Total Monthly Household Income (TMHI)? Would you also include the MFG child's child support in the TMHI?

**Answer:** Yes. All income of the AU will be considered in calculating the TMHI, including the MFG child's child support income. Income of AU and non-AU members whose income is required to be used in determining the AU's grant must be considered in the TMHI. Although the MFG child's child support income is exempt for purposes of calculating an AU's grant, it shall be included in the TMHI.

**Question 5:** Please define extraordinary circumstance, reasonable conditions of preventing eviction, and financial hardship.

**Answer:** Due to the broad and general nature of these terms, the ability to create one definition that would cover all possible circumstances for these terms is not feasible. Counties will be required to make a reasonable assessment of the facts and use discretion to determine if a family's situation meets the standards for these conditions. Below are some examples to help guide counties in their determination of situations that would meet the standards for finding a family eligible for payment of rent arrearages.

When the AU is unable to pay for rent as a result of other necessary expenses they incurred that were beyond their control and for which they are obligated to pay, this would be considered a financial hardship situation that resulted from "extraordinary circumstances beyond the AU's control."

Examples of expenses that might place an AU in a financial hardship situation include, but are not limited to:

- High hospital bills not covered by Medi-Cal.
- Car repairs.
- Funeral expenses.
- Cost required traveling to visit an ill or dying relative or to attend a funeral.
- Repair of household appliances not otherwise covered by CalWORKs non-recurring special needs.
- High utility bills resulting from unforeseen circumstances, such as weather extremes.
- Loss of wages due to illness of self or family members.

Situations that might not be considered resulting from extraordinary circumstances beyond the AU's control include, but are not limited to the following:

- Loss of income due to purchase of non-essential household goods, gambling debts, parties, or vacations.
- Failure to budget appropriately.
- Paying off regular credit card debts.

**Question 6:** In order for an AU to be eligible for permanent HA rent arrearage payments, does the AU need to be seeking permanent housing per MPP Section 44.211.51.

**Answer:** For purposes of eligibility for temporary HA, an AU would be required to be seeking permanent housing. However, in order for an AU to receive Permanent HA rent arrearage payments, the AU would not need to be seeking housing, because the AU already has a residence.

**Question 7:** Do families of five or more persons automatically get an additional \$15 a day for each household member for temporary shelter costs?

**Answer:** Yes.

Example: If you have an AU of six (mother, father, and 4 children) that applies for temporary HA, the family would be entitled to receive \$65 for the first four family members and an additional \$15 per day for each of the other two family members for a total of \$95 for the family.

**Question 8:** If the family is otherwise eligible for payment of permanent HA rent arrearages, but payment of arrearages would not prevent eviction, can we pay permanent HA to the family to move them into another residence? For example, if the AU is required to pay three months of rent arrearages in order to keep from being evicted, can the CWD pay for a new place to live?

**Answer:** Yes, the CWD could pay the AU permanent HA to secure a new residence under certain conditions. The CWD would first need to ensure that the AU meets all eligibility requirements for HA rent arrearage payments. However, if making these arrearage payments would not prevent eviction, the CWD would not approve HA arrearage payments. Under this set of circumstances however, the AU would be considered homeless for purposes of HA to secure a permanent residence. As long as the AU meets the other relevant conditions, the CWD would pay permanent HA for the AU to secure a new permanent residence. In addition, the AU may also be eligible for temporary assistance if the AU actually gets evicted and they lack a fixed nighttime residence.

**Question 9:** What income does the county consider when determining an AU's eligibility for Permanent HA?

**Answer:** In determining whose income should be included in the TMHI, counties must count all earned and unearned income of all AU members and of any other persons whose income is currently used in calculating an AU's grant, including but not limited to sanctioned and penalized household members and persons who are excluded by law for their undocumented non-citizen, drug felon, or timed-out status. In addition, the TMHI also includes the CalWORKs grant amount that the family receives excluding special needs.

**Question 10:** If actual income is reported during the homeless assistance application process, and it is less than what was used to determine the AU's ongoing benefits, do counties need to act on this information as a Mid-Quarter report and re-average the income and supplement the case?

**Answer:** Yes. CWDs must treat the report of decreased income as a voluntary mid-quarter report and take appropriate action.

**Question 11A:** How do we handle HA applications when the AU composition is changing when the family applies for HA? For example, in a continuing case, when adding a new person to the AU would result in a decrease to the grant, that person can't be added to the AU until the first of the next quarter. If the AU is applying for permanent HA mid-quarter, and the new person in the home can't be added to the AU until the beginning of the next quarter, would this be considered a shared housing situation between the AU and the family member who can't be added to the AU until next quarter, thus splitting responsibility for rent payment? Or would the CWD count the new person's income in the TMHI for permanent HA purposes?

**Answer 11A:** The determination of TMHI for permanent HA is a separate process from the process of determining an AU's grant amount. The intent of the new law when determining TMHI is to count all of the income of family members, rather than just considering the Maximum Aid Payment (MAP) of AU members. Considering all income available to a family allows the family to potentially secure a larger or more suitable residence that rents at a higher amount

than they could secure with 80 percent of MAP. For purposes of determining whose income should be considered in the TMHI, the CWD would only include income of those individuals who are either in the AU or who are otherwise required to be mandatorily included in the AU, but who may be excluded from the AU by law or as a result of a sanction, with the exception of an SSI/SSP individual. In addition, anyone whose income must be used in determining the AU's grant should have their income considered in the TMHI. This would include optional persons, such as step-parents.

The situation described in 11A does not constitute a shared housing situation. In this situation, the CWD must count the income of the new person in the home for purposes of the TMHI if that person will be added to the AU or if that person's income will be used to help calculate the AU's grant.

**Question 11B:** Using the same scenario, what would the CWD do regarding the permanent HA application if adding this person and his/her income would make the AU ineligible (due to no deprivation or excess income). Would the AU be eligible or ineligible to HA benefit? Should the CWD include this person's income in the TMHI?

**Answer 11B:** Regardless of whether the person being requested to be added to the AU will make the AU ineligible at the end of the current quarter, if the AU is eligible now and receiving CalWORKs at the time they apply for permanent HA, they are entitled to receive it if otherwise eligible. In addition, the income of the new person in the home would be included in the TMHI.

**Question 12:** In a continuing case, whose income do you use in the TMHI to determine eligibility for temporary homeless assistance when a person is being added to the AU?

**Answer:** Determining eligibility for temporary homeless assistance does not require figuring out the TMHI for an AU. TMHI is used for purposes of determining eligibility for permanent HA payments.

**Question 13:** Do we include the person being added in the AU for purposes of determining the daily rate for temporary homeless assistance?

**Answer:** Yes. As long as the person is apparently eligible and will be added to the AU according to QR regulations. The regulations for determining who is entitled to temporary HA were not affected by changes resulting from AB 1808.

**Question 14:** What documentation would the CWD need to verify homelessness for purposes of granting permanent HA rent arrearage payments?

**Answer:** AUs applying for HA must verify their circumstances in accordance with general eligibility verification guidelines at MPP Sections 40-105.12 and 40-115.22. For permanent HA rent arrearage payments, AUs will be required to provide a pay rent or quit notice to verify pending eviction. AUs must also verify that the eviction is for nonpayment of rent due to a financial hardship that resulted from extraordinary circumstances beyond their control and not due to other lease or rental violations. In many cases, CWDs will need to make a reasonable determination of what would be considered acceptable verification of the AU's circumstances that led to receiving a pay rent or quit notice. This process will need to be handled on a case-by-case basis, depending

on the alleged circumstances. Acceptable verification would include, but is not limited to verification of medical bills, car repair bills, utility bills, funeral expenses – anything that would indicate that the AU incurred expenses that were not routine and that were beyond their control and resulted in their inability to pay their rent. (Also refer to question #5.)

**Question 15:** Do the daily rates for temporary homeless assistance apply to excluded family members, such as Drug Felons, Ineligible Non-Citizens, and/or Timed-Out individuals?

**Answer:** No. The regulations for determining who is entitled to temporary HA were not affected by changes resulting from AB 1808. The daily temporary HA rates only apply to eligible or apparently eligible AU members.

**Question 16:** Does the change in the definition of homeless only apply to the application for HA rent arrearage payments or for ongoing temporary homeless assistance as well?

**Answer:** Expanding the definition of homelessness to include families who receive a notice to pay rent or quit only applies to families seeking assistance to prevent eviction, and is therefore limited to permanent HA. CWDs will not be required to pay temporary HA to families who have a notice to pay rent or quit, because they do not lack a fixed and regular nighttime residence. (Also refer to question #8.)

**Question 17:** Does the determination of TMHI include the total CalWORKs grant?

**Answer:** Yes. All earned and unearned income of the AU will be considered in determining the AU's TMHI, including the CalWORKs grant paid to the AU excluding special needs.

**Question 18:** What is the timeframe required for issuing rent arrearage payments?

**Answer:** Since the payment of rent arrearages is one form of Permanent HA, the CWD must make the determination of eligibility for rent arrearages within one working day of the AU providing all required verification.

**Question 19:** How would the county determine a shared housing situation? And would the county compute the rent arrearage payment in situations of shared housing?

**Answer:** Shared housing is defined in MPP Section 44-211.531(b). The county would be responsible for paying only the AU's share of the arrearages, and each month of the AU's arrearage payment cannot exceed 80% of their TMHI. The household will be responsible for providing verification to the county regarding how much their portion of the rent payment is.

**Question 20:** Is there a requirement for a written application and approval/denial notice, or can application and notification be verbal?

**Answer:** Homeless Assistance rules regarding applications, denials and approvals did not change under AB 1808. Applicants/recipients of CalWORKs must complete a separate application for homeless assistance, including permanent HA for the payment of rent arrearages. Counties are also required to notify HA applicants in writing to indicate if their application has been approved or denied. CDSS has modified the CW 42 (HA Statement of Facts) and the HA approval and denial

notices to include the recent HA changes.

**Question 21:** Will there be any new data reporting requirements?

**Answer:** At this time, no additional reporting requirements are anticipated.

**Question 22:** Will CWDs be required to issue retroactive HA payments back to July 12, 2006?

**Answer:** Since the new homeless assistance changes were effective July 12, 2006, CWDs are required to make retroactive payments to AUs as follows:

- For temporary HA, if an AU received temporary HA on or after July 12, 2006, but did not receive the new increased daily rate of payment, CWDs shall retroactively pay the new maximum rate for that AU size.
- For permanent HA rent arrearage payments, if the county becomes aware of any AU that met all of the eligibility conditions for the payment of permanent HA for rent arrearages on or after July 12, 2006, and the AU was able to prevent its eviction by payment of rent arrearages with money to which they are obligated to repay, the CWD shall issue retroactive permanent HA rent arrearage payments to the AU upon verification of these facts.

**Question 23:** Please clarify the different types of homeless assistance benefits.

**Answer:** There are two basic types of Homeless Assistance – Temporary and Permanent. The AU can get temporary HA for shelter costs if the AU has no place to stay while they are looking for a permanent place to live. There are also two types of permanent HA. The AU can receive permanent HA to help pay for costs of securing a new permanent residence if they have no fixed or regular nighttime residence. The AU can also get a new type of permanent HA if the landlord has given the AU a pay rent or quit notice. This second type of homeless assistance can be for up to two months of back rent.

**Question 24:** Can CWDs also pay for utility arrearages, or are the permanent HA rent arrearage payments only allowable for payment of rent arrearages?

**Answer:** HA rent arrearage payments are to be paid for rent only unless utilities are included as part of the rent.

**Question 25:** Does payment for rent arrearages only cover up to two prior months' rent, or can one of the two months be current? Example: Customer requests homeless assistance on July 12, 2006, based on receipt of a pay or quit notice and has not paid rent for June or July 2006. Rent for July was due on July 1 and was considered overdue or late as of July 10. Can the CWD pay for June and July rent as arrearages?

**Answer:** Yes. If the landlord provides the AU with a pay rent or quit notice and requires payment of one month of arrears and the current month's rent to avoid eviction, the CWD could issue permanent HA to prevent eviction in this case. Once rent for a current month is overdue, it should be considered as an arrearage.

**Question 26:** Since the Permanent HA rent threshold is increased to 80% of the TMHI, will the maximum payment for Permanent HA for rent arrearages also be 80% of the TMHI, or will payment

remain at 80% of the AU's MAP?

Rent Arrearage Example: A CalWORKs family consists of an ineligible noncitizen parent and two eligible CalWORKs children. The noncitizen parent has earnings of \$800 per month. Full MAP for an AU of two in Region 2 is \$555. The Region 2 monthly calculated grant for this AU of two is \$402.

TMHI for this family would be \$800 + \$402 for a total of \$1202. 80% of the TMHI is \$961.60. 80% of MAP for this AU of two is \$444. Is the maximum payment for permanent HA still \$888 (\$444 x 2), or is it \$1,923.20 (\$961.60 x 2)?

**Answer:** The CWD would pay actual monthly rent arrearage payments as long as it is at or below 80% of TMHI. In the example cited above, the CWD could pay a maximum of two months of arrearages at \$961.60 per month for a total of \$1,923.20. However, if each month's rent arrearage is less than 80% of the AU's TMHI, the CWD shall only pay the actual monthly arrearage amount owed. For requirements regarding the amount of permanent HA payable to secure a permanent residence, refer to MPP 44-207. The maximum amount of HA payable for last month's rent is also 80% of TMHI instead of 80% of MAP.

**Question 27:** Since the current CW 42 form (Statement of Facts – Homeless Assistance) does not ask questions needed for evaluating applications for the payment of rent arrearages, will counties be required to continue to use it for this purpose? Will the CW42 be revised or will there be a separate form for that purpose?

**Answer:** The CW 42 form (Statement of Facts – Homeless Assistance) has been revised/modified to include questions pertaining to the new HA provisions for the payment of rent arrearages.

**Question 28:** Would CWDs be required to pay the rent arrearages when families who receive housing assistance from the Housing Authority are still not able to pay their portion of the arrearages and are several months behind on the rent and will be evicted? If they lose the housing authority assistance, regardless of us paying the arrearages, the family will still go homeless without the rent assistance since they cannot afford the rent. Would we pay the arrearages in these situations?

**Answer:** No. The CWD would not pay permanent HA for rent arrearages in these described situations, because payment of two months of rent arrearages would not prevent eviction as required by the new rules.

**Question 29:** Does the new provision for payment of rent arrearages only apply to families that have never received their once-in-a-lifetime HA benefits? What about families who are just being evicted for another reason other than failure to pay rent? If we approved HA for them can they save this arrearages benefit if they later find themselves two months behind because of a verified financial hardship in the future?

**Answer:** The new form of permanent HA payments for rent arrearages will only be available to families who have not exhausted their once-in-a-lifetime HA benefits. Families that are being evicted for reasons other than nonpayment of rent are not entitled to permanent HA rent arrearage payments. CWDs will not pay rent arrearages for clients unless the arrearages are owed to the

landlord and payment of the arrearages will prevent eviction. No situation should arise in which an AU would be able to “save” the arrearage payments made by the CWD to the AU.

**Question 30:** In determining income to be used as part of the AU’s TMHI, do we use income from the AU’s most recent Quarterly Reporting (QR) Report Month (used to determine the cash aid for the QR Payment Quarter) or do we also consider current income that may be less than that of the QR Report Month?

**Answer:** The determination of TMHI does not rely on income reported on the QR 7 from prior months or income reported on the QR 7 that was anticipated for the future quarter. The CWD must use the current amount of income available to the AU that they list on the CW 42 form at the time of application for homeless assistance.

**Question 31:** Do CWDs need to verify the available TMHI declared by the AU?

**Answer:** General CalWORKs verification rules continue to apply. The CWD should verify available TMHI in order to appropriately determine eligibility and payment levels for HA.

**Question 32:** If gross earned income must be used in the TMHI, how is “available income” defined when the income is self-employment income?

**Answer:** For purposes of determining gross income TMHI for a self-employed person, the CWD would use self-employment profit income after business expenses have been deducted. Please refer to MPP 44-113.212 (QR) for treatment of self employment income.

**Question 33:** If a client uses their permanent HA to pay back rent of two months, are they still eligible to use temporary homeless assistance for a different instance?

**Answer:** A client is only eligible for homeless assistance benefits once-in-a-lifetime, with exceptions. Once they receive permanent HA in the form of rent arrearage payments, the AU will have exhausted their once-in-a-lifetime HA benefits, unless the AU meets an exception as specified at MPP Section 44-211.541. Receipt of Permanent HA would end this AU’s incidence of homelessness and they would not be entitled to a temporary HA payment.

**Question 34:** If a client has received a pay rent or quit notice and is not eligible for two months of back rent payments/arrearages, will they still be eligible for temporary and permanent homeless assistance?

**Answer:** Yes, the CWD could pay the AU permanent HA to secure a new residence under certain conditions. The CWD would first need to ensure that the AU meets all eligibility requirements for HA rent arrearage payments. However, if making these arrearage payments would not prevent eviction, the CWD would not approve HA arrearage payments. Under this set of circumstances however, the AU would be considered homeless for purposes of HA to secure a permanent residence. As long as the AU meets the other relevant conditions, the CWD would pay permanent HA for the AU to secure a new permanent residence. In addition, the AU may also be eligible for temporary assistance if the AU actually gets evicted and they lack a fixed nighttime residence.

**Question 35:** If the county paid back rent for a client to prevent homelessness and the client was still evicted, would the county still pay for temporary benefits?

**Answer:** Provided the HA rent arrearage payment, which would be considered a once-in-a-lifetime HA payment, was not made in error, the AU would only be eligible to receive HA for temporary shelter if it meets one of the exceptions at MPP 44-211.54.

**Question 36:** Is the CWD required to pay the AU the full daily flat rate of \$65 even if the hotel rate is less than the daily rate? What if the CWD issues vendor payments for temporary HA and the hotel charges less than \$65? Does the AU receive the remainder of the daily flat rate?

**Answer:** Yes. The CWD will pay the AU the daily flat rate of \$65 regardless of the hotel rate. If the hotel rate is less than the daily flat rate, then the AU must receive the difference.

If a vendor payment is made on behalf of the AU for temporary HA, the CWD is required to pay the remaining balance of the daily flat rate to the AU.

# ATTACHMENT B

## Notices of Action

Auto ID No.:  
Source : 01-43  
Issued by :  
Reg Cite : 44-211.5

Use Form No. : NA 290 & NA Back 9  
Original Date : 02-01-88  
Revision Date : 11-21-06

YOU CAN GET HOMELESS ASSISTANCE ONLY ONCE IN  
A LIFETIME UNLESS YOU MEET AN EXCEPTION.

MESSAGE:

As of \_\_\_\_\_ the County has approved your  
request for homeless assistance. The amount  
of your homeless assistance is \$\_\_\_\_\_.

**Temporary Shelter**

Temporary Shelter Aid per Night: \$\_\_\_\_\_  
Number of Nights: x\_\_\_\_\_  
Total Temporary Shelter = \$\_\_\_\_\_

- If you do not find a permanent place to  
live by \_\_\_\_\_, you may be able to get  
more temporary shelter aid. Come back  
to this office no later than \_\_\_\_\_ and  
give us proof that you are looking for a  
permanent place to live. If you do not  
give us proof, your temporary shelter  
aid may end. You can get temporary  
shelter aid for up to 16 days in a row.  
At the end of your 16 days, your  
temporary shelter aid will stop.

- This is your last payment for temporary  
shelter aid.

If you are still homeless after your  
temporary shelter aid stops, you may be able  
to get permanent housing aid when you find a  
place to live. You can get permanent  
housing aid if your rent is no more than 80%  
of your total monthly household income  
(TMHI). 80% of your TMHI is \_\_\_\_\_. If your  
income changes this amount could change.  
When you find a place to live, get a signed  
statement or rental agreement from the  
landlord telling how much your rent will be.

**Permanent Housing Assistance**

**[ ] Permanent Housing Move in Costs**

You have been approved for permanent homeless assistance because your rent is less than 80% of your total monthly household income.

Your Actual Cost of Housing  
Last Month's Rent \$ \_\_\_\_\_  
Security Deposits + \_\_\_\_\_  
Utility Deposits: + \_\_\_\_\_  
Your Total Move in Costs = \$ \_\_\_\_\_

Amount of Monthly Rent: \$ \_\_\_\_\_

80% of Total Monthly Household Income \$ \_\_\_\_\_

NUMBER OF MONTHS: X  2   
= \_\_\_\_\_

Amount of Utility Deposits: + \_\_\_\_\_  
Most homeless assistance you can get = \$ \_\_\_\_\_

**[ ] Back Rent Payment**

To prevent eviction, you will receive a payment for up to two months of back rent. This amount is calculated below.

Amount of back rent for the month of: \_\_\_\_\_  
\$ \_\_\_\_\_

80% of Total Monthly Household Income \_\_\_\_\_

Amount of back rent for the month of: \_\_\_\_\_  
\$ \_\_\_\_\_

80% of Total Monthly Household Income \_\_\_\_\_

Your Total Back Rent Payment = \$ \_\_\_\_\_

Your total housing costs are /\_/ less /\_/ more than the homeless assistance you can get, so you will get \$ \_\_\_\_\_.

Original Date : 02-01-88

Revision Date : 11-21-06

INSTRUCTIONS: Use to approve a nonrecurring special need (homeless assistance) payment for temporary shelter, permanent housing, and rent arrearages.

Complete the first blank on page one with the date the homeless aid was approved. Fill in the second blank with the amount of homeless aid.

Check the appropriate box(es) and fill in the items depending on whether temporary shelter and/or permanent housing or rent arrearage payments was approved.

This message replaces M44-211A dated 10-01-02.

file : lchurch/MSERIES/M.44211A

Auto ID No.:  
Source : 01-43  
Issued by :  
Reg Cite : 44-211.5

Use Form No. : NA 290 & NA Back 9  
Original Date : 02-01-88  
Revision Date : 11-21-06

MESSAGE:

The County has denied your request dated  
\_\_\_\_\_ for homeless assistance for:

- Temporary Shelter
- Permanent Housing

Here's why:

- You are not homeless.  
To get homeless assistance, you must meet one of these rules:
  - You do not have your own place to stay at night,
  - OR You are staying at night in a shelter that is temporary,
  - OR The place you are living in is a place that people do not usually live.
  - OR You have received a notice to pay rent or quit.
- You can get homeless assistance only once in a lifetime unless you meet an exception.
- You were living with a family at the time they got homeless assistance.
- There is no proof that your homelessness was caused by one of the following 12 month exceptions:
  - o domestic violence
  - o place not livable
  - o medical illness
- You already got homeless assistance due to a 12 month exception.
- Your homelessness was not due to a state or federally declared natural disaster.
- There is no proof that you were homeless the whole time after you got your last temporary shelter aid payment.
- You cannot get homeless assistance because you are not getting cash aid.

- [ ] You have more than \$100. To get homeless assistance you cannot have more than \$100 in liquid resources.
- [ ] You would not agree to let us verify your homelessness. If you do agree to let us verify your homelessness, you may be able to get temporary shelter aid.
- [ ] You have to show proof that you are looking for permanent housing. You have not shown proof. You will no longer be able to get temporary shelter aid.
- [ ] You do not have a permanent place to live.
- [ ] You are staying with someone who is not in the business of renting shelter.
- [ ] The place you found to live costs too much. It costs \$\_\_\_\_\_. To get aid for permanent housing, the place you find to live in cannot cost more than 80% of your total monthly household income. 80% of your total monthly household income is figured on this notice.
- [ ] The amount of homeless assistance would not cover the total back rent amount due.
- [ ] Your monthly back rent amount is higher than 80% of your total monthly household income. (Your total monthly household income is calculated below)
- [ ] You did not provide a pay rent or quit notice.
- [ ] Your eviction is due to something other than not paying your rent.
- [ ] Your eviction, due to non-payment of rent, is not due to a financial hardship beyond your control.

[ ] You wouldn't agree to let us verify your  
pay rent or quit notice.

Total Monthly Household Income for the  
month of:

\_\_\_\_\_

\$ \_\_\_\_\_

x .80

Total Amount Your Housing Can  
Cost (80% of Total Monthly  
Household Income):

=\$ \_\_\_\_\_

INSTRUCTIONS: Use to deny a request for homeless assistance for temporary shelter,  
permanent housing and rent arrearages.

Complete the first blank on page one with the date homeless aid was requested and  
check the appropriate box(es) to inform the applicant.

This message replaces M44-211D dated 04-01-02.

file : lchurch/MSERIES/M.44211D

## ATTACHMENT C

### Statement of Facts for Homeless Assistance (CW42)

# STATEMENT OF FACTS - HOMELESS ASSISTANCE

## Important Information

- If you have no place to stay or have received a pay rent or quit notice from your landlord, you may be able to get Homeless Assistance payments **once in a lifetime**, unless your homelessness is due to an exception. To get Homeless Assistance, you cannot have more than \$100 in resources and you must either be eligible for CalWORKs or appear to be eligible for CalWORKs.
- Exceptions to the once-in-a-lifetime rule are homelessness due to: domestic violence, physical or mental illness, or uninhabitability of the home. These exceptions are limited to once every 12 months. Homelessness that is directly caused by a State or Federal declared natural disaster is also an exception.
- If you received a pay rent or quit notice you may be able to get Homeless Assistance payments for up to two months of back rent.
- If you have no place to stay, you must be looking for permanent housing to get Homeless Assistance for Temporary Shelter (TS). If you find someplace to live, you may get money for permanent housing.
- You may get TS payments for up to 16 days in a row. The first day starts when you get the first TS payment. If you stay anywhere for free, or somewhere other than a shelter or business which rents rooms, you can't get a TS payment, but the days count as part of the 16 days.
- To get TS payments you must rent from a person or place that is in the business of renting property.
- At the end of the 16 days, TS will stop. You will never be able to get TS again, unless you have an exception, even if you have not used up all the TS benefits.
- You will be asked to prove that your payments were spent on shelter. If you can't, future payments will go to a shelter, landlord or others for you.

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

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

Message Phone	A	Social Security Number - -	B	Date of Birth Mo. ____ Day ____ Yr. ____
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2. What is your current or last address?  
Number, Street City State Zip

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

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

5. Does anyone in your home get income from a job or training program or any other source?  YES  NO  
If "YES", list all income and who gets it below:

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

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

**If you do not have a permanent home, fill out questions 8 through 12. If you are asking for back rent, skip to questions 13 through 17.**

8. Explain where you are staying now.

9. How long have you been there?

10. Do you pay for staying there?  
If "YES," how much?

11. Explain why you have no place to live.

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

COUNTY USE ONLY				
DATE RECEIVED				
C	CO	Aid Code	Case Number	AU
D	Case Name (Last, First)			
E	Date HA Authorized Mo. ____ Day ____ Yr. ____			
F	Type of HA (check)			
	<input type="checkbox"/> Temporary			<input type="checkbox"/> Permanent
	<input type="checkbox"/> TV			<input type="checkbox"/> PV
	<input type="checkbox"/> TM			<input type="checkbox"/> PM
	<input type="checkbox"/> TU			<input type="checkbox"/> PU
	<input type="checkbox"/> TD			<input type="checkbox"/> PD
	Start Date: _____		Start Date: _____	
	<b>Disposition:</b>			
	<input type="checkbox"/> Shelter arranged prior to TS			
	<input type="checkbox"/> Vendor payment issued			
	<input type="checkbox"/> HA denied			
Worker:  Total resource value:				

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13. What day did you get a pay rent or quit notice?

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14. How many months of back rent do you owe?

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15. How much is your monthly rent?

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16. Why didn't you pay your rent?

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17. Why is your Landlord evicting you?

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**CERTIFICATION**

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**I understand that:**

- Homeless Assistance Temporary Shelter (TS) and Permanent Housing (PH) payments are limited to once in a lifetime, unless I have a verified exception.
- There is a limit on how much Homeless Assistance I can get.
- I am required to give my Social Security Number, which will be used to check identity and verify that I am not getting aid in more than one case, one county, or one state.

I understand that I must **provide proof** that:

- I am homeless; or I have received a notice to pay rent or quit.
- I am homeless due to an exception, if I have already gotten homeless assistance.
- I used the TS payment for housing, and that if I cannot, I must have my homeless assistance payments made out or given to a shelter, landlord or to others for me.

I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained on this Statement of Facts - Homeless Assistance is true and correct.

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SIGNATURE OF CARETAKER RELATIVE

DATE

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