

HAPPY ST. PATRICK'S DAY

March 2007

# CalWORKs Division Newsletter

## HOME INTERVIEW PROGRAM (HIP) SCANTRON HOUSING SURVEY

On February 21, 2007, DPSS implemented a housing survey to capture current housing situation, such as shared housing and precarious living condition of each CalWORKs applicant family. The survey is completed by the HIP Eligibility Worker using information on LEADER and observations made during the home interview. This mechanism will be used to collect housing aggregate data for research purposes, and possible expansion of housing services to Los Angeles County residents with the primary goal of preventing homelessness.



## HOW ARE INCOME TAX REFUNDS TREATED?

### **Earned Income Tax Credit (EITC):**

CalWORKs policy regarding EITC follows Food Stamp policy Section 63-504(m), which states that Federal EITC received as a lump sum payment for a month is excluded as a resource or income.

An EITC payment received by any household member shall be excluded for 12 months, providing the household was receiving FS at the time of the receipt of EITC, and participating in CalWORKs continuously during the 12-month period. Continuous participation includes breaks of one month or less, such as for late or missing QR 7s.

If it is unclear from the pay stub how much the EITC payment is, the participant or employer must be contacted for clarification and documented in LEADER **Case Comments**.

### **Income Tax Refunds**

Income tax refunds (Federal and State) are considered nonrecurring lump sum payments. These lump sum payments are to be counted as property/resources in the month received and subsequent months in the quarter received.

## ARE YOU OFFERING DIVERSION PAYMENTS AS AN OPTION TO CalWORKs?

Diversion provides a lump sum payment to apparently eligible CalWORKs applicants with the intent of diverting them from long term aid. Applicants must demonstrate a potential for maintaining ongoing income to meet the families' needs based on current employment, an employment offer or a likelihood of finding immediate employment. Diversion is also an alternative to using up the CalWORKs 60-month Time-Limit.

Diversion can pay for things like, but not limited to:

- Transportation (auto repairs, auto insurance, etc.)
- Work tools
- Special licenses
- Safety clothes
- Child care costs (deposits, registration, etc.)
- Relocation (within the state of California due to employment)
- Medical services
- Other reasonable expenses (determined on a case by case basis)

### **How do I inform the applicant about Diversion?**

The PA 2019, Diversion Information Notice, is used by the intake worker to explain the Diversion Program to all CalWORKs applicants during the initial intake interview. The completed PA 2019 must be on file in the case record prior to authorization of CalWORKs benefits, including immediate need payments.

For more information on the Diversion Program, see **CW Policy Section 81-200, Diversion Services**, in the LEADER Handbook.

## REMINDER!!! DOMESTIC VIOLENCE (BATTERED) NONCITIZENS ARE ELIGIBLE FOR CalWORKs

Noncitizens are eligible for CalWORKs if they have a:

- ✓ Domestic violence self-petition under the Violence Against Women Act (**VAWA**); or
- ✓ Family-based petition for certain relatives of a US citizen or legal permanent resident; or
- ✓ Self-petitions by widowers of US citizens; or
- ✓ Cancellation of Removal/Suspension of Deportation petitions.

**REMINDER!!! DOMESTIC VIOLENCE (BATTERED)  
NONCITIZENS ARE ELIGIBLE FOR CalWORKs  
(Continued)**

The United States Citizenship and Immigration Services (USCIS) or Executive Office for Immigration Review (EOIR) documentation must show that the petition is approved or is pending (prima facie determination has been made).

The following are acceptable forms of documentation to determine eligibility:

- ✓ I-360 pending or approved self-petition; or
- ✓ I-130 pending or approved petition for non-citizen relative; or
- ✓ EOIR 40 application for suspension of deportation has been filed or is pending; or
- ✓ EOIR 42 application for cancellation of approval has been filed or is pending.

The status of a petition can be obtained online at <http://www.uscis.gov> or by calling toll-free at (800) 375-5283. Reference: LEADER Handbook, CW 42-400 Residence

**NEW HOMELESS PROGRAMS FOR NON-  
CalWORKs FAMILIES EFFECTIVE MARCH 1, 2007**

**12-Month Rental Subsidy Assistance Program** provides up to \$300 per month in rental subsidy for up to 12 consecutive months. The amount of the rental subsidy is determined by the family size: ▪ \$200/month for a family of up to 2; ▪ \$250/month for a family of 3; ▪ \$300/month for a family of 4 or more. Families moving into subsidized permanent housing are not eligible to receive the rental subsidy. The rent must be within 80% of the Total Monthly Household Income (TMHI) including the subsidy. (See Administrative Directive 4634, dated 3-1-07.)

**The Moving Assistance Program** provides assistance with move-in costs, including security deposit, last month's rent, utility turn-on fees, truck rental, and the purchase of a stove and/or refrigerator if the new housing unit does not have one. The maximum payment for appliances cannot exceed \$405 and the maximum Moving Assistance payment, including the appliances, cannot exceed \$2000. The rent must be within 80% of the TMHI. (See Administrative Directive 4635, dated 3-1-07.)

**Who is eligible?**

Homeless non-CalWORKs families exiting emergency shelters, transitional housing, or similar temporary group living who are being referred by the exiting agency because they found permanent housing. Deprivation and citizenship are not factors of eligibility for these programs. However, the family must meet the income and property limits for CalWORKs and comply with the photo and finger image process.

**NEW HOMELESS PROGRAMS FOR NON-  
CalWORKs FAMILIES EFFECTIVE MARCH 1, 2007  
(Continued)**

**How will we know the family is moving out of emergency shelter?**

The family will be given a flyer/referral completed by the emergency or transitional shelter or similar temporary group housing which the family is exiting. The applicant family will then present this referral to an Eligibility Worker to apply for the programs, along with the rental agreement and income verification, if applicable. If the family does not have the referral but indicates that they are exiting a housing/shelter agency, the Eligibility Worker can complete the referral, provided the information has been verified with the housing/shelter agency.

*The March 2006 CalWORKs Division Newsletter contains information on how to impose a child support penalty and sanction. This information has been corrected (in blue), as follows:*

**HOW IS A CHILD SUPPORT PENALTY AND SANCTION IMPOSED ON LEADER?**

**WHEN/WHY:**

CalWORKs participants must agree to cooperate in identifying and locating absent parents as well as agree to assign child/spousal support rights to the County.

- A penalty is a 25% grant reduction that is imposed when a CW 371, DPSS/CSSD Two-Way Gram, is received from CSSD indicating that the participant did not cooperate.
- A sanction is the removal of the participant from the AU when he/she refuses to give the County the right to keep child/spousal support. The refusal must be in writing on the CW 2.1, Notice and Agreement for Child and Spousal Support.

**HOW:**

Penalties and sanctions are imposed by completing information on the Caretaker tab of the **Absent/Unmarried Parent Information** screen – **NOT** by inputting information directly onto the **Sanction Information** screen.

- A penalty – is imposed by answering, No (“N”) **to the “Agree To Cooperate with child support Payment [Y/N]”** question on the Caretaker tab.
- A sanction is imposed by answering No (“N”) **to the “Agree To Cooperate with DA/Medical Support [Y/N]”** question on the Caretaker tab.

Detailed information about child support policies and procedures is found in the LEADER Handbook section CW 82-500