



CalWORKs DIVISION

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CalWORKs: HOMELESS ASSISTANCE (EAS 44-211.5)

Homeless Assistance (HA) Payments

This is to reinforce that all HA payments (temporary and/or permanent) must be issued via **Special Payments** on LEADER. Additionally, all HA payments require a three level authorization (Eligibility Worker [EW]/Eligibility Supervisor [ES]/District Deputy Director [DDD]). After the EW authorizes the payment, a message ("*Supervisor's Signature Required*") will be displayed at the bottom of the **Authorization Final Disposition** screen. The **Special Payments** screen, then, will appear on the appropriate **ES/DDDD Review** screen, in the **Authorization & Wrap Up** subsystem for final review and authorization. HA payments (temporary and/or permanent) **must not** be authorized via **Auxiliary Issuance** on LEADER.

NOTE: If there is a need to issue a HA payment via **Auxiliary Issuance** due to LEADER incorrectly determining the special payment, you must follow these steps:

- Complete a trouble ticket;
- Submit the trouble ticket;
- Document **Case Comments** as to why the HA payment is being issued via **Auxiliary Issuance**, and include the trouble ticket number;
- Issue the HA payment; and
- Input, manually, the HA payment indicator code on MEDS for tracking HA payments.

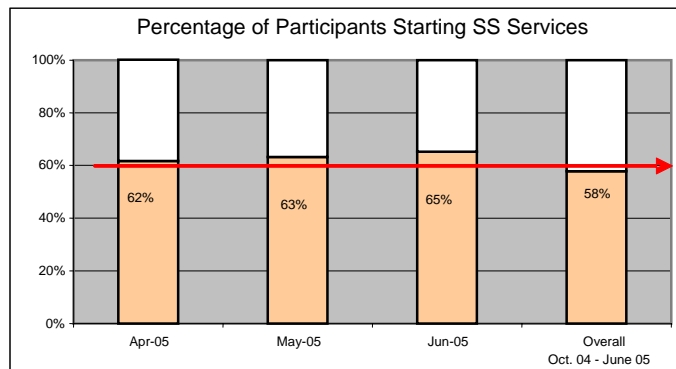
State law limits HA to once-in-a-lifetime. This applies to prior recipients of once-in-a-lifetime HA and to new applicants. Whenever a CalWORKs applicant/participant applies for HA, always check if the applicant/participant has already received the once-in-a-lifetime benefit. This is done by following these steps:

1. Verify the Statewide HA Payment indicator on MEDS;
2. Verify the HA Summary screen on LEADER;
3. Verify Case Comments on LEADER; and
4. Verify the Auxiliary Issuance Summary screen.



DEPARTMENTAL GOAL FOR SPECIALIZED SUPPORTIVE SERVICES

We are getting there! In June, we increased our overall percentage of participants beginning Specialized Supportive Services from 57% to 58%. Please continue to follow-up with participants and make sure they begin supportive services.



Here is what a GSW can do to help the Department meet this goal:

1. On back door referrals, inform the service provider of any missed appointments by the participants.
2. When a back door referral is received, schedule an appointment and immediately follow-up with a phone call to inform the participant of his/her upcoming supportive services appointment.

REASONABLY ANTICIPATED INCOME (OPS 23-110.30)

Reasonably anticipated income is defined as income the applicant/participant reasonably expects to receive during the QR Payment Quarter. The participant must know the exact amount he/she will receive and the exact date the income will be received. This income can be earned or unearned and stable or fluctuating.

Example: A participant provides an award letter stating the participant has been approved for State Supplemental Income (SSI). The award letter states the participant will receive \$661.10 monthly.

Can the SSI income be entered in LEADER? No. The award letter does not reflect the date the participant will begin receiving the SSI benefits; therefore, the income is not reasonably anticipated.