



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## BUREAU OF PROGRAM AND POLICY

### ADMINISTRATIVE MEMORANDUM

NUMBER 09-61	DATE 2/10/10
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SUBJECT: **CalWORKs – HOMELESS/HOUSING PROGRAMS TIPS**

REFERENCE:

CANCELS: None

FILE IN: EAS 44-211.5

SPECIAL ATTENTION:  
[X] CalWORKs

REPORT REQUIRED [ ] YES [X] NO  
SURVEY REQUIRED [ ] YES [X] NO

This is to inform CalWORKs district staff about the revised colored 8.5x11 card (Attachment) that provides tips to assist staff in answering commonly asked questions about the Homeless Assistance and Housing Program administered by DPSS. The revision was necessary due to changes in some of the programs including:

- Termination of the Housing Locator Contract;
- Termination of the 12-Month Rental Subsidy Program for CalWORKs and Non-CalWORKs families; and
- Replacement of the 4-Month Rental Subsidy Program with an 8-Month Rental Assistance Program.

District administrators are asked to ensure that the card is distributed to all CalWORKs employees and that it is kept on each employee's desktop for easy access and reference.

Questions regarding this release may be directed by Administrative staff to the CalWORKs Program Section at (562) 908-6336.

  
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PHIL ANSELL, DIRECTOR  
BUREAU OF PROGRAM AND POLICY

PA:CL  
JS:ca

CLEARANCE/APPROVAL:  
[X] BAS [X] BPP [X] BSO [X] BWS

Attachment

# CalWORKs Housing Program Tips



## IS A FAMILY IN NEED OF TEMPORARY SHELTER?

Does a family need help with temporary shelter until they find permanent housing? If they meet the eligibility requirements, they can get:

- \$65 - \$125 a night, depending on the family size, for up to 16 consecutive days of temporary shelter. They can get this the same day they apply.

### To be eligible, the individual must:

- Be homeless with children;
- Be receiving CalWORKs, or be CalWORKs eligible;
- Have less than \$100 in cash on hand; and
- Be looking for permanent housing.



## IS A FAMILY IN NEED OF SECURITY DEPOSITS/MOVING COSTS?

Does a family need help with moving costs? Does the family need a stove and/or refrigerator for their new home?

If they meet the program requirements for Permanent Homeless Assistance (HA) or Moving Assistance (MA), they can get:

- Move-in costs, once they find permanent housing, for up to twice the rent amount and additional funds for needed utility deposits (HA). They can get this within one work day, if required verification is provided.
- Up to \$2000 in moving costs, including security deposits, utility turn-on fees, and truck rental (MA).
- Up to \$405 for the purchase of a stove and/or refrigerator (included in the MA \$2000 limit).

### Have they received HA or MA before?

Generally, if someone has previously received HA/MA, they are not eligible again. However, there are exceptions to this once-in-a-lifetime rule:

- There was a natural disaster (e.g., fire, earthquake).
- They are a victim of domestic violence.
- The former home becomes uninhabitable (e.g. condemned),
- There is a verified physical/mental disability.

### To be eligible, the family must:

- Be receiving CalWORKs or be CalWORKs eligible;
- Be experiencing a financial hardship (MA);
- Not have received Permanent HA or MA in the past; or
- Be eligible for an exception to the once-in-a lifetime limit.

### If the family appears to be eligible, tell them the following:

- If receiving CalWORKs, come into the office and talk with your worker or the HA Liaison – make sure you say you're homeless.
- If not receiving CalWORKs, come into the office to apply for CalWORKs – make sure you say you're homeless.



## IS A FAMILY BEING EVICTED? IS A FAMILY BEHIND ON THEIR RENT/ UTILITIES?

Is a family about to be evicted because they are behind in their rent? Does a family need help with their utilities to avoid turn-off?

If they meet the eligibility requirements for Rent Arrearages, they can get:

- Help with payment of rent up to two months in arrears. They can get this within one work day, if required verification is provided.

If they meet the eligibility requirements for Emergency Assistance to Prevent Eviction (EAPE), they can get:

- Help with payment of rent up to two months in arrears.
- Help with payment of utilities up to two months in arrears.

### To be eligible, the family must:

- Be receiving CalWORKs.
- Have monthly rent expenses which are at or below 80% of the Total Monthly Household Income. (This rule applies to Rent Arrearages Program; however, it does not apply to the EAPE Program.)



## DOES A FAMILY NEED HELP WITH THEIR RENT?

Does a family need rental assistance to help pay their rent? Are they eligible to or have received Permanent HA or MA within the last 30 days? If they meet the program requirements for the 8-month Rental Assistance (RA) program, they can get:

- A rental subsidy for 8 months for up to \$300 per month depending on the family size. They can get this within one work day, if required verification is provided.

Family of 1 to 2 can receive	\$200 per/mo.
Family of 3 can receive	\$250 per/mo.
Family of 4 or more can receive	\$300 per/mo.

### To be eligible, the family must:

- Be receiving CalWORKs, be Welfare-to-Work, an exempt volunteer, or have a Domestic Violence Waiver of GAIN participation.
- Be CalWORKs timed-out and either employed or participating in Post-Time Limited (PTL) Services.
- Be eligible to or have received Permanent HA or MA within the last 30 days.
- Have found housing that is not subsidized.

**Please note that the purpose of this document is to provide brief information regarding the DPSS Housing Programs. Its intent is not to determine eligibility to the programs.**