

**DEPARTMENT OF PUBLIC SOCIAL SERVICES  
ADMINISTRATIVE DIRECTIVE**



<b>NUMBER</b> 4478 Supp III	<b>DATE</b> 04/20/10
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**SUBJECT:** DPSS HOUSING PROGRAM

**REFERENCE:** Administrative Directive No. 4478, dated April 1, 2004  
Administrative Memorandum No. 02-17, dated May 20, 2002  
Administrative Directive No. 4478, Supp I, dated July 1, 2004  
Administrative Directive No. 4478, Supp II, dated September 15, 2009

**CANCELS:** NONE

**FILE IN:** CalWORKs Policy  
Section 44-211.5

**CANCEL DATE:**

**SPECIAL ATTENTION:**

CalWORKs

REPORT REQUIRED  NO  
SURVEY REQUIRED  NO

**I. PURPOSE/BACKGROUND**

This Administrative Directive (AD) releases a policy change to the Moving Assistance (MA) program.

As of December 1, 2009, the Housing Authority of the City of Los Angeles (HACLA) has launched two Section 8 Voucher Program revisions in response to changes in the economy and the local housing market.

The HACLA Section 8 Program revisions include:

- The use of new Voucher Payment Standards (VPS), which is the most HACLA can pay for a unit. If the gross rent (contract rent plus utility allowances) for the participant's unit is higher, the participant must pay the difference in rent; and
- A change in the subsidy standard (voucher bedroom size). If the gross rent (rent plus utility allowances) for the participant's unit is higher than the VPS, the participant's portion of the rent will increase.

As a result of these revisions, the housing situation of families who are currently on Section 8 and receiving CalWORKs may be affected, placing them at risk of homelessness.

The Department of Public Social Services is modifying its MA policy to allow families affected by the HACLA Section 8 Program revisions to be able to receive MA or qualify for an exception to the once-in-a-lifetime rule.

## II. KEY POINTS

- CalWORKs families affected by the HACLA Section 8 Program revisions will be able to receive MA to secure a new rental unit. The HACLA Section 8 Program revisions will be considered their financial hardship.
- CalWORKs families who have exhausted their once-in-a-lifetime MA payment, and have been affected by the new HACLA rules, will be able to claim this as an exception to the once-in-a-lifetime MA payment.

## III. POLICY/PROCEDURES

Effective with the release of this AD, CalWORKs families will be able to receive MA to secure a new rental unit if they were affected by the HACLA Section 8 Program revisions. Families will be able to claim the HACLA Section 8 Program revisions as their financial hardship on their MA application.

In addition, CalWORKs families who have exhausted their once-in-a-lifetime MA payment will be able to claim the HACLA Section 8 Program revisions as an exception to the once-in-a-lifetime rule, since this was caused by circumstances beyond the participant's control. Staff will use the "prior home becoming uninhabitable due to circumstances beyond the participant's control" as the exception.

Families must provide verification of the changes to their Section 8 Program contract. However, with the participant's written consent, the Housing Resource Eligibility Worker may contact the Section 8 Program case manager to verify the information if the family is not able to provide the verification.

Deputy District Directors must ensure that this AD is reviewed with all Housing Resource Eligibility Staff as well as with all Homeless Case Managers.

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



PHIL ANSELL, DIRECTOR  
BUREAU OF PROGRAM AND POLICY

CLEARANCE APPROVAL:  
 BAS  BPP  BSO  BWS  BCTS

PA:CL  
JS:ca

LISTS I, II, III, & IV