

**DEPARTMENT OF PUBLIC SOCIAL SERVICES
ADMINISTRATIVE DIRECTIVE**



NUMBER 4822	DATE 10/21/09
-----------------------	-------------------------

**SUBJECT: HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
ISSUANCE PROCEDURE FOR THE DEPARTMENT OF CHILDREN AND
FAMILY SERVICES AND THE DEPARTMENT OF COMMUNITY AND
SENIOR SERVICES**

REFERENCE: NONE

CANCELS: NONE

CANCEL DATE: June 30, 2012

FILE IN: NONE

SPECIAL ATTENTION:
[X] CalWORKs

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

I. PURPOSE/BACKGROUND

This Administrative Directive provides new policy and procedures to CalWORKs designated eligibility staff at the El Monte District #04, on how to issue Homelessness Prevention and Rapid Re-Housing Program (HPRP) payments on behalf of the Department of Children and Family Services (DCFS) and the Department of Community and Senior Services (DCSS) participants who have been determined eligible by DCFS and DCSS to receive HPRP assistance.

The American Recovery and Reinvestment Act (ARRA), signed by President Obama on February 17, 2009, provides \$1.5 billion to the Department of Housing and Urban Development (HUD) for the HPRP. The purpose of the HPRP is to provide financial assistance and services to either prevent individuals and families from becoming homeless or to help quickly re-house and stabilize those who are homeless. DPSS is charged with the responsibility of issuing payments for DCFS and DCSS.

II. POLICY

DCFS and DCSS will screen and evaluate individuals who are homeless or at risk of homelessness, determine eligibility, ensure the validity of W-9 forms signed by the landlords, and create HPRP records on the Homeless Management Information System (HMIS). They will forward all necessary paperwork/documentation with payment request via the HPRP Two-Way Gram (attachment) to DPSS CalWORKs Program/Homeless Services Section. DPSS

II. **POLICY** (cont'd)

will review payment request, issue payments, and send confirmation of payment to DCFS and DCSS via the HPRP Two-Way Gram. HPRP payments are to be authorized for issuance within one (1) workday after receipt of all required verification/documentation, including the processing of the W-9. The HPRP Eligibility Worker (EW) is to follow the procedures below to authorize Eviction Prevention, Housing Subsidy, Rapid Re-Housing and/or Housing Relocation payments for DCSS and Housing Assistance payments for DCFS on LEADER.

Per HUD requirements, all HPRP payments must be issued via vendor payments to the landlords and/or utility companies. The HPRP EWs and the back-ups will be assigned a specialized LEADER profile and specialized file number to prevent/minimize erroneous payment type selections.

III. **PROCEDURES**

A. **CalWORKs Program**

The designated HPRP staff in CalWORKs Program will:

1. Receive payment request sent by DCFS and DCSS;
2. Forward the HPRP Two-Way Gram via e-mail to the BWS El-Monte District designated HPRP staff requesting LEADER case numbers for cases that are unknown to LEADER;
3. Forward all W-9 paperwork to the Special Operations Section via e-mail, with a request to enter vendors' information on LEADER;
4. Forward the HPRP Two-Way Gram via e-mail to the designated HPRP EW at the El Monte District #04, requesting issuance of HPRP payments to applicants who have been determined to be eligible to receive HPRP assistance; and
5. Return incomplete payment requests to DCFS/DCSS with an explanation on the Two-Way Gram.

B. **Special Operations Section**

1. Receives HPRP Two-Way Gram from CalWORKs Program;
2. Reviews W-9 forms for completeness;
3. Enters vendors' information on LEADER; and
4. Returns completed HPRP Two-Way Gram via e-mail to CalWORKs Program, attention JuanRizo@dpss.lacounty.gov.

III. PROCEDURES (cont'd)

C. Designated HPRP EW

For cases not known to LEADER, the HPRP EW has to work with a designated Case Opening Clerk to clear LEADER and MEDS to assign a new LEADER case number.

When signing on to LEADER, the HPRP EW selects the "HPRP Profile" when approving/issuing HPRP payments. Only designated staff will be able to view HPRP payment types. The payments are to be authorized via the LEADER Auxiliary Issuance process using the following steps:

1. From the Go to Navigator select the **Benefit Issuance** sub-system, **Auxiliary Summary** screen.
2. Enter the case number and begin/end month of payment in the "Parameters" field.
3. Select the "Add" button to open the **Auxiliary Issuance Details** screen. Complete the details screen as follows for each issuance:

<u>Field Name</u>	<u>Select/Enter</u>
Program	Select HPRP;
Aid Type	Select appropriate description, which will translate to a two-digit aid code
Payment Type	<p>For DCSS:</p> <p>For the Eviction Prevention Program, select "EP/Rent" for late rent to prevent eviction, and/or "EP-Gas" or "EP/Elec" for overdue utility bills.</p> <p>For the Rapid Re-Housing Program, select: "MA Housing" for security deposits; "MA/Gas" and/or "MA/Elec" for utility turn on fees; "MA/Truck". for truck rental. For the Housing Subsidy program, select "1st Rent/Subsidy"; select subsequent payment types based on the payment month.</p> <p>For Housing Relocation, select Reloc/Housing, Reloc/Gas, Reloc/Truck.</p>

PROCEDURES (cont'd)

C. Designated HPRP EW (cont'd)

<u>Field Name</u>	<u>Select/Enter</u>
Payment Type	For DCFS : For the Rental Subsidy Program , select “ 1st Rent/Subsidy ,” select subsequent payment types based on the payment month. Utl/Gas 1st, 2nd, etc., Utl/Elec, 1st, 2nd, etc. For the Moving Assistance Program , select MA/Housing, MA/Utl/Elec, MA/Truck, EP/Rental, EP/Utl/Gas, and/or EP/Utl/Elec.
Accrual Month	Enter the accrual month and year
Issuance Type	Select “ Warrant ”
Issuance Amount	Enter the authorized amount
Federal Amount	Enter the authorized amount
Issuance Method	Select “ Vendor Payment ”, for all programs and payment types
Utility Company	Select appropriate utility company
Utility Account Number	Enter utility account number on “ Utility Account Number ” field
Issuance Reason	Select “ Aux-Non LDR Program ”
Offset Amount [Y/N]	Enter “ N ”
Recoup Amount [Y/N]	Enter “ N ”
FS Participation Status	Select “ NA ”
Persons Aided	Enter the number in household and number of adults and children.

4. Verify that the information entered is correct and select the “OK” button to authorize the request.

III. **PROCEDURES** (cont'd)

C. **Designated HPRP EW** (cont'd)

5. Repeat for each payment request.
6. Submit to HPRP Eligibility Supervisor (ES) for review and payment authorization.

D. **DESIGNATED HPRP ES**

The designated HPRP ES will:


1. Review LEADER for the correctness of data entered by EW.
2. Contact Juan Rizo at (562) 908-5833 at CalWORKs Program, Homeless Services Section for payment approval before submitting to the Deputy District Director (DDD) for authorization.
3. Authorize HPRP payments as per established LEADER procedures.
4. Ensure that the HPRP payments are made within one (1) workday after receipt of the completed/approved HPRP Two-Way Gram.
5. Submit payment authorization to the DDD.

E. **Deputy District Director**

The DDD will:

1. Authorize HPRP payments as per established LEADER procedures.
2. Return completed HPRP Two-Way Gram to CalWORKs Program, attention: JuanRizo@dpss.lacounty.org.

Administrative staff may direct questions regarding this release to appropriate staff in the CalWORKs Section at (562) 908-6336.



PHIL ANSELL, DIRECTOR
BUREAU OF PROGRAM AND POLICY

CLEARANCE/APPROVAL:

BAS BCTS BPP BSO BWS

PA:CL
JS:tt

Attachment



**Homelessness Prevention & Rapid Re-Housing Program (HPRP)
Two-Way Gram**

TO	Name: Title: Department: Select Department Phone No.: Fax No.:	FROM	Name: Title: Department: Select Department Phone No.: Fax No.:
-----------	--	-------------	--

Date:	Participant Name:	HMIS Number:
-------	-------------------	--------------

Please Take Appropriate Action to Issue Payment for the:

For DCSS/DCFS Use Only

- Select Department/Program Select Payment Type
- Select Department/Program Select Payment Type
- Select Department/Program Select Payment Type
- Select Department/Program Select Payment Type
- Select Department/Program Select Payment Type
- Select Department/Program Select Payment Type

(For Rent/Util Subsidy Only)

- Issuance Sequence Amount: \$ _____
- Issuance Sequence Amount: \$ _____
- Issuance Sequence Amount: \$ _____
- Issuance Sequence Amount: \$ _____
- Issuance Sequence Amount: \$ _____
- Issuance Sequence Amount: \$ _____

Participant /Household Information:

Name (Last, First)	Relationship	Date of Birth	SS Number

Attached Documents:

- IRS Validated W-9 Form
- HPRP Landlord Verification Form
- Utility Account Information
- Other-
- Housing Inspection Completed? Yes No N/A
- Lead Based Paint Assessment Completed? Yes No N/A
- Rent Reasonableness Assessment Completed? Yes No N/A

Comments:

Action Taken:

- Payment issued
- Payment request not processed

Comments:

For DPSS Use Only

Request from BPP CW Homeless Section to DPSS EI Monte #04 Office

- Create LEADER Record Existing LEADER Case Number: Issue Payment

Response from DPSS EI Monte #04 Office to BPP CW Homeless Section

- LEADER Record Created? Yes No. If yes enter LEADER case number:
- Payment(s) Issued? Yes No

Comments:

Request to SOS:

- Create Vendor record on LEADER

SOS Response:

- Vendor record created on LEADER? Yes No

Comments: