



CDSS

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DEPARTMENT OF SOCIAL SERVICES
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EDMUND G. BROWN JR.
GOVERNOR

September 26, 2016

COUNTY FISCAL LETTER NO. 16/17-21

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: FISCAL YEAR 2016-17 CALWORKS HOUSING SUPPORT
PROGRAM ALLOCATION AUGMENTATION

REFERENCE: [ALL COUNTY WELFARE DIRECTORS LETTER DATED
JUNE 17, 2016;
COUNTY FISCAL LETTER NO. 16/17-08, DATED JULY 27, 2016](#)

This letter informs counties of an augmentation to the Fiscal Year 2016-17 California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) allocation. Based on the Budget Act of 2016, an amount of \$35 million was allocated to participating County Welfare Departments on July 27, 2016. This letter allocates the remaining \$11.7 million in Federal and General Fund.

The augmentation amounts displayed in Attachment I reflect an increase in funding requested by some participating HSP counties as well as funding for five additional HSP counties this year.

As with all allocations, counties that receive HSP funding are required to claim all costs on a quarterly basis by performing time studies and utilizing HSP identified Program Codes (PCs). Counties should claim costs to the following PCs and the associated Direct-to-Program codes to capture activities/costs for the CalWORKs HSP:

- PC 893 - CalWORKs Housing Support non-Maintenance of Effort
- PC 894 - CalWORKs Housing Support Non-Federal and TANF Timed-Out
- PC 895 - CalWORKs Housing Support Federal

Attachment II provides fiscal claiming instructions for CalWORKs HSP.

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If you have any questions regarding claiming, please contact fiscal.systems@dss.ca.gov. If you have other questions regarding HSP, please contact the CalWORKs Eligibility Bureau at HSP@dss.ca.gov or by phone at (916) 654-1322.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Financial Management and Contracts Branch

Attachments

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Sincerely,

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LILIA A. YOUNG, Chief
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Attachments

**FISCAL YEAR 2016-17 CALWORKS HOUSING SUPPORT PROGRAM (HSP)
GENERAL FUND (GF) AND FEDERAL FUND AUGMENTATION ALLOCATION**

COUNTY	HSP GF AND FEDERAL FUND ALLOCATION	AUGMENT	TOTAL REVISED HSP GF AND FEDERAL ALLOCATION
<i>CFL No. 16/17-08</i>			
Alameda	\$1,516,825	\$758,413	\$2,275,238
Alpine	\$0	\$0	\$0
Amador	\$0	\$150,000	\$150,000
Butte	\$575,550	\$575,550	\$1,151,100
Calaveras	\$150,000	\$0	\$150,000
Colusa	\$0	\$0	\$0
Contra Costa	\$1,441,509	\$0	\$1,441,509
Del Norte	\$0	\$215,000	\$215,000
El Dorado	\$472,548	\$330,784	\$803,332
Fresno	\$1,000,000	\$0	\$1,000,000
Glenn	\$300,000	\$141,500	\$441,500
Humboldt	\$496,009	\$276,581	\$772,590
Imperial	\$0	\$0	\$0
Inyo	\$0	\$0	\$0
Kern	\$509,365	\$0	\$509,365
Kings	\$299,250	\$141,775	\$441,025
Lake	\$0	\$0	\$0
Lassen	\$0	\$0	\$0
Los Angeles	\$4,000,000	\$0	\$4,000,000
Madera	\$431,300	\$0	\$431,300
Marin	\$461,464	\$262,589	\$724,053
Mariposa	\$123,909	\$0	\$123,909
Mendocino	\$343,000	\$0	\$343,000
Merced	\$703,018	\$537,226	\$1,240,244
Modoc	\$0	\$0	\$0
Mono	\$0	\$0	\$0
Monterey	\$615,782	\$272,218	\$888,000
Napa	\$184,252	\$43,155	\$227,407
Nevada	\$263,750	\$6,210	\$269,960
Orange	\$612,000	\$0	\$612,000
Placer	\$300,000	\$67,000	\$367,000
Plumas	\$0	\$0	\$0
Riverside	\$1,500,000	\$375,000	\$1,875,000
Sacramento	\$1,803,054	\$0	\$1,803,054
San Benito	\$166,105	\$0	\$166,105
San Bernardino	\$1,759,106	\$540,894	\$2,300,000
San Diego	\$1,000,000	\$1,000,000	\$2,000,000
San Francisco	\$2,789,428	\$1,294,659	\$4,084,088
San Joaquin	\$330,909	\$0	\$330,909
San Luis Obispo	\$1,600,000	\$614,283	\$2,214,283
San Mateo	\$0	\$924,299	\$924,299
Santa Barbara	\$482,344	\$80,156	\$562,500
Santa Clara	\$1,597,000	\$548,000	\$2,145,000
Santa Cruz	\$1,128,852	\$0	\$1,128,852
Shasta	\$626,699	\$117,173	\$743,872
Sierra	\$0	\$0	\$0
Siskiyou	\$0	\$172,739	\$172,739
Solano	\$825,816	\$578,071	\$1,403,887
Sonoma	\$1,012,381	\$0	\$1,012,381
Stanislaus	\$412,760	\$288,932	\$701,692
Sutter	\$0	\$500,000	\$500,000
Tehama	\$52,593	\$52,593	\$105,186
Trinity	\$0	\$0	\$0
Tulare	\$399,000	\$0	\$399,000
Tuolumne	\$199,637	\$0	\$199,637
Ventura	\$792,000	\$88,000	\$880,000
Yolo	\$1,400,000	\$400,000	\$1,800,000
Yuba	\$322,492	\$322,492	\$644,984
Total	\$34,999,707	\$11,675,292	\$46,675,000

Fiscal Claiming Instructions for CalWORKs Housing Support Program

Program Codes (PC) 895 – California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Federal, PC 894 - CalWORKs Housing Support Non-Federal and Temporary Assistance for Needy Families (TANF) Timed-Out and PC 893 - CalWORKs Housing Support non-Maintenance of Effort (MOE) and the associated Direct-to-Program (DTP) codes are available to capture activities/costs for the CalWORKs Housing Support Program.

Time Study Instructions

1. CODE 8951 CalWORKs Housing Support Federal Case Management

This code includes time spent providing housing support services to federally eligible CalWORKs families by assisting in finding and retaining safe, affordable and stable housing.

2. CODE 8941 CalWORKs Housing Support Non-Federal and TANF Timed-Out Case Management

This code includes time spent providing housing support services to non-federally eligible CalWORKs families by assisting in finding and retaining safe, affordable and stable housing.

The nonfederal population includes the recent non-citizen entrant population, where the individual has resided in the country for less than five years and is ineligible to receive TANF assistance and services. Under federal law, persons who legally entered the United States are ineligible for any means-tested public benefit for a period of five years, unless that person meets an exception based on his/her immigration status (i.e., this excludes refugees and asylees). This code also includes the TANF Timed-Out population, recipients who have reached their 60-month TANF time limit but are still eligible for CalWORKs.

3. CODE 8931 CalWORKs Housing Support Non-MOE Case Management

This code includes time spent providing housing support services to families within the Safety Net, Fleeing Felon and Long-Term Sanction population by assisting in finding and retaining safe, affordable and stable housing.

It is important to note that the child-only population cannot receive a housing support payment that may benefit an ineligible person in the Assistance Unit (AU) with TANF or TANF MOE funds. Therefore, all zero-parent, child-only cases should be claimed to the PC 893 – CalWORKs Housing Support Non-MOE. Below are examples of the types of cases that should be considered a part of the zero-parent, child-only caseload.

- Homeless children of Safety Net, Fleeing Felon or Long-Term Sanction parents – K1 & 3F
- Homeless Recent Non-Citizen Entrant (RNE) children with undocumented parent – 3G

- Homeless children who are U.S citizens but the parent is undocumented – 33
- Homeless children who are in AUs that qualify as a combination of 3G and 33 – 3H
- Homeless children whose parents receive Supplemental Security Income payments – 3R
- Homeless dependent children in the homes of non-needy care-taker relatives – 3R

Claiming Instructions

The following PCs and associated Program Identifier Numbers (PINs) are made available to capture costs incurred in the operation of the CalWORKs Housing Support program:

PC	895	CalWORKs Housing Support Federal
TSC	8951	CalWORKs Housing Support Fed Case Mgmt.
PIN	895003	Transportation-Unemployed
	895005	Housing Assistance
	895031	Contracted Activities–Unemployed
	895032	Contracted Activities-Employed
	895068	Direct Costs
	895088–91	Support Operating*
	895092	Casework–OT/CTO Costs
	895093	Support Staff–OT/CTO Costs
	895094	Start Up/Nonrecurring Costs
	895097	Transportation-Employed
DTP	B87	CalWORKs Housing Support
Costs will be funded at 100/00/00/00 (Federal/State/Health/County).		

PC	894	CalWORKs Housing Support Non-Federal
TSC	8941	CalWORKs Housing Support Non Fed Case Mgmt.
	894003	Transportation-Unemployed
	894005	Housing Assistance
	894031	Contracted Activities–Unemployed
	894032	Contracted Activities-Employed
	894068	Direct Costs
	894088–91	Support Operating*
	894092	Casework–OT/CTO Costs
	894093	Support Staff–OT/CTO Costs
	894094	Start Up/Nonrecurring Costs
	894097	Transportation-Employed
DTP	B87	CalWORKs Housing Support
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

PC	893	CalWORKs Housing Support non-MOE
TSC	8931	CalWORKs Housing Support non-MOE Case Mgmt.
	893003	Transportation-Unemployed
	893005	Housing Assistance
	893031	Contracted Activities–Unemployed
	893032	Contracted Activities-Employed
	893068	Direct Costs
	893088–91	Support Operating*
	893092	Casework–OT/CTO Costs
	893093	Support Staff–OT/CTO Costs
	893094	Start Up/Nonrecurring Costs
	893097	Transportation-Employed
DTP	B87	CalWORKs Housing Support
Costs will be funded at 00/100/00/00 (Federal/State/Health/County).		

* The county must have a Letter of Intent on file with the California Department of Social Services to use Support/Operating PIN Codes (88-91).

As of the September 2016 quarter, the transportation Type of Expense (TOE) Code 03 – Transportation–Unemployed and TOE Code 97 – Transportation-Employed have been added to the Housing Support Program codes. These PINs are to be used for transportation related costs associated with the CalWORKs Housing Support Program.

Costs claimed in excess of the county's CalWORKs Housing Support allocation will be shifted to county only via State Use Only (SUO) code 896-SUO CalWORKs Housing Support.

An updated description for TOE Code 05 - Housing Assistance was provided in [CFL No. 14/15-19](#) dated September 22, 2014.

All housing assistance payments within the CalWORKs Housing Support Program will need to be claimed to the TOE 05 - Housing Assistance. Counties may continue to claim under the appropriate CalWORKs PC to TOE Code 28 - Work-Related Activities and Expenses – Employed, for short-term, non-recurring housing costs that qualify as a non-recurring short-term benefit and are not associated with the CalWORKs Housing Support Program. Please note that the activities and costs claimed to TOE Code 05 and TOE Code 28 do not include those associated with the CalWORKs Homeless Assistance Program delineated in the Manual of Policy and Procedures section 44-211.5.

If counties have any questions regarding these claiming instructions, please direct them to FISCAL.SYSTEMS@dss.ca.gov.