



CDSS

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GOVERNOR

July 27, 2016

COUNTY FISCAL LETTER (CFL) NO. 16/17-08

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS

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

REFERENCE: [ALL COUNTY WELFARE DIRECTORS LETTER DATED
JUNE 17, 2016](#)

This letter informs counties of the Fiscal Year (FY) 2016-17 initial allocation for the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP). An amount of \$35 million is allocated out of a total of \$46.7 million in federal and General Fund, based on the Budget Act of 2016. Attachment I provides a county-specific distribution.

A final allocation letter will be released through a CFL in October 2016 to include counties requesting new funding (i.e. the county was not funded in FY 2015-16) and/or counties requesting continued funding greater than the allocation received in FY 2015-16.

As with all allocations, counties that receive HSP funding are required to claim all costs on a quarterly basis by performing time studies and using HSP associated Program Codes (PCs) and Program Identifier Numbers. Counties should claim costs to the following PCs:

- 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 Housing Support Program.

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Any questions regarding claiming should be directed to 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:

JIM O'BRIEN, Chief
Budget Bureau

Attachments

**FISCAL YEAR 2016/17 CALWORKS
HOUSING SUPPORT PROGRAM ALLOCATION**

County	Allocation
Alameda	\$1,516,825
Alpine	\$0
Amador	\$0
Butte	\$575,550
Calaveras	\$150,000
Colusa	\$0
Contra Costa	\$1,441,509
Del Norte	\$0
El Dorado	\$472,548
Fresno	\$1,000,000
Glenn	\$300,000
Humboldt	\$496,009
Imperial	\$0
Inyo	\$0
Kern	\$509,365
Kings	\$299,250
Lake	\$0
Lassen	\$0
Los Angeles	\$4,000,000
Madera	\$431,300
Marin	\$461,464
Mariposa	\$123,909
Mendocino	\$343,000
Merced	\$703,018
Modoc	\$0
Mono	\$0
Monterey	\$615,782
Napa	\$184,252
Nevada	\$263,750
Orange	\$612,000
Placer	\$300,000
Plumas	\$0
Riverside	\$1,500,000
Sacramento	\$1,803,054
San Benito	\$166,105
San Bernardino	\$1,759,106
San Diego	\$1,000,000
San Francisco	\$2,789,428
San Joaquin	\$330,909
San Luis Obispo	\$1,600,000
San Mateo	\$0
Santa Barbara	\$482,344
Santa Clara	\$1,597,000
Santa Cruz	\$1,128,852
Shasta	\$626,699
Sierra	\$0
Siskiyou	\$0
Solano	\$825,816
Sonoma	\$1,012,381
Stanislaus	\$412,760
Sutter	\$0
Tehama	\$52,593
Trinity	\$0
Tulare	\$399,000
Tuolumne	\$199,637
Ventura	\$792,000
Yolo	\$1,400,000
Yuba	\$322,492
Total	\$34,999,707

Fiscal Claiming Instructions for CalWORKs Housing Support Program

Program Codes (PC) 895 - CalWORKs Housing Support Federal, PC 894 - CalWORKs Housing Support Non-Federal and 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 Temporary Assistance for Needy Families (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 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 SSI 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 CDSS 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 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 Type of Expense (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.