

DEPARTMENT OF PUBLIC SOCIAL SERVICES  
ADMINISTRATIVE DIRECTIVE



NUMBER 4538 Supp I	DATE January 1, 2007
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SUBJECT: CHANGES TO THE TEMPORARY HOMELESS ASSISTANCE PROGRAM (THAP)+14

REFERENCE: LEADER HANDBOOK, SECTION 44-211.5, HOMELESS ASSISTANCE (HA) GENERAL AND DPSS HOUSING PROGRAM AND ADMINISTRATIVE DIRECTIVE 4585, HOMELESS CASE MANAGER REFERRALS TO HOUSING LOCATOR PROGRAM, DATED 10-17-06

CANCELS: Administrative Directive No. 4538, dated November 17, 2005

CANCEL DATE: NONE

REFER TO: CW Policy  
Section 44-211.5

SPECIAL ATTENTION: REPORT REQUIRED: [ ] YES [X] NO  
[X] CalWORKs/GAIN SURVEY REQUIRED: [ ] YES [X] NO  
[X] Homeless Case Managers

I. PURPOSE/BACKGROUND

This Administrative Directive (AD) releases revised policy to the Temporary Homeless Assistance Program (THAP)+14 by changing the eligibility to this program to *only* CalWORKs Welfare-to-Work (WtW) or post time-limited participants who have been referred to a Housing Locator (HL) by the Homeless Case Manager (HCM). Families who agree to be referred to a HL at the time of the THAP+14 application may also qualify for these benefits if there is a district HL allocation available.

This policy change is necessary because funding for the THAP+14 budgeted for Fiscal Year (FY) 06-07 was depleted effective October 31, 2006, due to higher than budgeted expenses from August to October 2006, and increased utilization of the program. The increase in expenses occurred as a result of the changes to the Homeless Assistance Program (HAP) implemented on July 12, 2006, by the California Department of Social Services (CDSS).

One of the changes made by CDSS was an increase to the total maximum daily rate for temporary shelter from \$40 per day to \$65 per day for families of four or fewer and \$15 per day for each additional family member up to a maximum of \$125 per day. This increase in the daily rate by CDSS was also applied by DPSS to the County's THAP+14. Although alternate funding has been identified to continue the program, there was a need to limit the program to those families where the additional THAP+14 benefits are most likely to help the family secure permanent housing.

These changes are effective January 1, 2007.

***District Directors must ensure that this AD is reviewed with all appropriate staff and that a copy and an explanation of the AD are provided to staff.***

## II. KEY CHANGES

- Changes to the THAP+14 are effective January 1, 2007.
- THAP+14 benefits are limited to homeless CalWORKs WtW applicants/participants or post time-limited participants who have been referred to a HL by the Homeless Case Manager (HCM).
- Participants previously referred to a HL must be cooperating with the HL, (i.e., keeping appointments, attending credit counseling classes if so directed, etc.).
- For families not currently working with a HL, the HCM must first determine if a HL referral allocation is available for the district office and applicant/participant meets the eligibility requirements for the HL program. The applicant/participant must also agree to be referred to a HL at the time of the THAP+14 application.

## III. POLICY

Effective January 1, 2007, eligibility is limited to CalWORKs WtW applicants/participants or post time-limited participants who have been referred to a HL by the HCM. Participants in the HL program must be cooperating with the HL at the time of the THAP+14 application.

For applicants/participants who have never been referred to a HL, the HCM must first determine if a HL referral allocation is available to the district office. If an allocation is available and the applicant/participant meets the criteria set forth in AD 4585, Homeless Case Manager Referrals to Housing Locator Program, dated 10-17-06, the applicant/participant can then be processed for THAP+14 benefits, once the referral to the HL has been made. THAP+14 benefits are a once in a lifetime benefit with certain exceptions.

Child-only cases (i.e., parent/relative is an SSI recipient, undocumented alien, GAIN or Child Support sanctioned) and cases where the adult/s is/are GAIN exempt are **not eligible** to THAP+14 benefits. For GAIN exempt cases, the adult can agree to be an exempt volunteer. However, the adult must be in compliance with a GAIN activity before the family can reapply for THAP+14 benefits.

## III. PROCEDURES

### A. Housing Resource Eligibility Worker (HREW)

At the time the family is in the office applying for THAP+14, the HREW will Check LEADER, Data Collection, Case Summary, and Special Indicator to determine if the family has an assigned HCM.

#### IV. PROCEDURES (Continued)

##### A. Housing Resource Eligibility Worker (HREW) (continued)

1. For applicants applying for THAP+14 **who have** an assigned HCM, the HREW will:
  - a. Contact the HCM to determine if the family has been referred to a HL. If yes, determine eligibility and issue payment, provided that the family is cooperating with the HL, i.e., keeping appointments, attending credit counseling classes, if so directed, etc., and the family is otherwise eligible to THAP+14 benefits.
  - b. If the participant has not been referred to a HL, ask the HCM to determine if the district has a HL referral allocation available and if the participant meets the HL referral eligibility requirements.
  - c. Ask the HCM to make an immediate HL referral for those participants who meet the HL eligibility requirements if the district has an available HL allocation. Once the HREW obtains a copy of the HL referral, he/she is to process the THAP+14 application and issue payment.
2. For applicants for THAP+14 who **do not** have an assigned HCM, the HREW will:
  - a. Ask the applicant/participant if he/she agrees to be referred to an HCM, in order to determine eligibility for HL services and THAP+14.
  - b. Make an immediate referral to the HCM and work with the HCM to complete the HCM intake, should applicant/participant agrees to the referral.
  - c. Determine with the assistance of the HCM if the family is eligible to be referred for HL services and if the district has an allocation for a referral available.
  - d. Request that the HCM make an immediate HL referral for those applicants/participants who meet HL eligibility requirement if the district has an allocation available.
  - e. Process the THAP+14 application and issue payment once a copy of the HL referral is obtained.

**IV. PROCEDURES (Continued)**

A. Housing Resource Eligibility Worker (HREW) (continued)

2. For applicants for THAP+14 who **do not** have an assigned HCM, the HREW will: (continued)
  - f. Deny the THAP+14 application via the existing PA 6014 when:
    - i. The family was referred to a HL, but is not cooperating with the HL;
    - ii. The family refused to be referred to a HCM;
    - iii. The family refused HL services;
    - iv. The family is not eligible to be referred to a HL; or
    - v. There are no more HL allocations available in the district for the month (in this instance, inform the family that they may reapply the following month if still homeless).

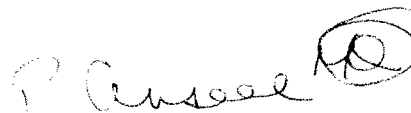
B. Homeless Case Manager (HCM)

1. The HCM will work together with the HREW to ensure that all families applying for the THAP+14 benefits are expedited into the HCM program and referred to a HL, when eligible and if a HL referral allocation is available in the district.
2. Contact the HL for those families already referred to a HL to determine if the family is cooperating with the HL.

C. Housing Resource Eligibility Supervisor (HRES), HCM Supervisor, Deputy District Director (DDD)

The HRES, HCM Supervisor, and the DDD will ensure that all of the above procedures are being followed by the eligibility and homeless case management staff.

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



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PHIL ANSELL, DIRECTOR  
BUREAU OF PROGRAM AND POLICY

PA:JL  
FW:jms  
LISTS I, II, III, & IV

CLEARANCE/APPROVAL:  
 BAS  BCTS  BPP  BSO  BWS