



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## BUREAU OF PROGRAM AND POLICY

### ADMINISTRATIVE MEMORANDUM

NUMBER 09-23	DATE 04/07/09
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**SUBJECT: HOMELESS ASSISTANCE (HA) PROGRAM - EXCEPTIONS TO THE ONCE-IN-A-LIFETIME RULE**

**REFERENCE:**

**CANCELS: NONE**

**REFER TO:**

**SPECIAL ATTENTION:**  
[X] CalWORKs

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

The purpose of this Administrative Memorandum (AM) is to remind staff that renters who become homeless due to a foreclosure, may qualify for an exception to the Once-in-a-Lifetime rule for Permanent Homeless Assistance. This exceptional circumstance falls under the "prior home becoming uninhabitable due to circumstances beyond the participant's control" criterion.

The current economic crisis is having a direct effect on the number of families who become homeless due to foreclosures. This AM serves as a reminder to staff that "foreclosures" will be considered as an exception as part of the "prior home becoming uninhabitable due to circumstances beyond the participant's control" criterion. All program eligibility requirements remain the same and third party documentation is required to verify that the property was foreclosed. If the participant is unable to provide verification, the Eligibility Worker and Homeless Case Manager must make all effort to find information on the Internet to verify if the property is foreclosed. However, if they are unable to find any information, a signed affidavit can be accepted in lieu of verification.

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

PHIL ANSELL, DIRECTOR  
BUREAU OF PROGRAM AND POLICY

CLEARANCE/APPROVAL:  
[X] BAS [X] BCTS [X] BPP [X] BSO [X] BWS

PA:CL  
JS:tt