Cal**SAWS** | **Information Transmittal (CIT)**   **0011-20**

☐ **CalSAWS DD&I**	☒ **C-IV M&O**	☐ **CalWIN M&O**	☐ **LRS M&E**

Distribution Date:	January 30, 2020
To:	Committee.CalWORKs_CalFresh.All; Consortium.RegionalManagers.All; PPOC.40;
CIT Name:	ACL 19-118 – SB 80, AB 960 - REMOVAL OF THE CONSECUTIVE DAY RULE FOR TEMPORARY HOMELESS ASSISTANCE BENEFITS
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- ☐ General
- ☒ Policy
  - ☒ CW
  - ☐ CF
  - ☐ MC
  - ☐ CMSP
  - ☐ FC/KG/AAP
  - ☐ Child Care
  - ☐ WtW
  - ☒ Other Program (Homeless – Temp)
- ☐ C4Yourself   ☐ Your Benefits Now!
- ☐ Customer Correspondence
- ☐ Other_____

- ☐ Reports
  - ☐ Fiscal
  - ☐ Caseload Movement
  - ☐ Management
- ☒ Fiscal
- ☐ Security
- ☐ Batch and Interfaces
- ☐ Imaging
- ☐ Migration
- ☐ Conversion
- ☐ Technical
- ☒ Training
- ☒ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to provide instructions to provide Homeless Assistance – Temp benefits according to the policy in ACL 19-118 for the **C-IV system**. **Background** ▮▮▮▮▮▮▮ repealed the rule that the 16 days of temporary Homeless Assistance (HA) benefits must be used on consecutive days and instead authorizes families to receive 16 cumulative days of temporary HA benefits within a 12-month period. SCR CA-211293 / CIV-105386 has been created to update the CalSAWS systems. A release date for the SCRs has not been determined at this time. **County Action** For counties that choose to implement this policy prior to system automation changes, the suggested options below may be used: 1. Issue Homeless-Temp benefits through the current Service Arrangement process. 2. If there is a break in the 16 consecutive days, issue the remaining benefits with a new Service Arrangement.

	3. Manually track the issued days and remaining days to insure not to exceed the maximum of 16 days within a 12-month period. 4. Generate the appropriate related Homeless-Temp NOA and/or Forms 5. Journal all case actions. **Example Scenario –** Customer is approved for HA -Temp benefits on May 3rd and receives the first 3 days of benefits. The customer returns to the office June 1st to receive the remaining 13 days of benefits Issue the remaining benefits through the Service Arrangement process. Generate the appropriate Homeless Assistance Notice of Actions. May 3, <u>Journal entry</u>: HA-Temp issued for 3 days on 05/03/YYYY through a Service Arrangement. June 1, <u>Journal entry</u>: HA-Temp issued for 13 days on 06/01/YYYY through a Service Arrangement. **Best Practices –** • Use your current county business practice to manually track HA-Temp received within the 12-month period. • Use your current county business practice for Journals to document how many days of HA-Temp was used when a break occurs. • Use your current county business practice for file clearance when researching eligibility to HA-Temp. • When sending an ICT, document in the Comments Section of the ICT Detail page, how many days of HA-Temp was used.
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Backup Project Contact: (Name, phone number, email address)	Binh Tran (562) 484-7955 TranB@CalSAWS.org
Attachments:	None
Web Portal Link:	▮▮▮▮▮ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder.