

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

Distribution Date:	May 8, 2020
To:	Committee.CalWORKs_CalFresh.All; PPOC.40; Consortium.RegionalManagers.All;
CIT Name:	ACWDL (May 4, 2020); Expansion of Diversion Services due to COVID-19 Disaster
From:	CalSAWS Project

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input checked="" type="checkbox"/> Other Program(s) <u> Diversion </u>
<input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p>Purpose (This CIT affects all LRS and C-IV counties). The purpose of this CIT is to provide LRS and C-IV counties a suggested process to issue Diversion benefits according to the policy in All County Welfare Directors (ACWDL), dated May 4, 2020, California Work Opportunity and Responsibility to Kids (CWs) Implementation of Executive Order N-59-20 Regarding Diversion Services.</p> <p>Background The ACWDL provides counties with guidance on implementing the expansion of CWs Diversion Services in accordance with Executive Order N-59-20, dated May 1, 2020. The expansion of services is in effect immediately, and will expire on June 30, 2020, unless extended.</p> <p>The Executive Order (EO) waives the requirement that applicants for Diversion Services be apparently eligible to CWs if their gross income is below 200% Federal Poverty Level (FPL). The need for diversion services must be caused by a disaster COVID-19, and the total payments must not exceed \$5,000. When an applicant requests Diversion Services while the Executive Order is in effect, below are the general guidelines:</p>
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- No asset test is required;
- The applicant's gross income must be below 200% of the FPL;
- The applicant must be otherwise apparently eligible for CWs, aside from exceeding the income limits;
- Participation in the lump-sum diversion program is contingent on the determination of a crisis or episode of need: and
- Total payments issued to an applicant family must not exceed \$5,000.

Refer to the [ACWDL](#) for more information regarding the diversion services expansion.

Additional Information

Due to the small caseload and the timeframe for which this policy is effective, system changes will not be made to the LRS or the C-IV system to account for the changes in the EO. Please follow the **County Action** instructions to provide diversion services to applicants under the [Executive Order](#).

County Action

1. Follow your county policy when offering and receiving a request for CW diversion services.
2. Determine if the family's gross income is less than 200% of FPL per the chart below.

The 2020 Poverty Guidelines:

Persons in Family	Poverty Guideline (Annual Income)	200% of Poverty Level Guideline (Annual Income)
1	\$12,760	\$25,520
2	17,240	34,480
3	21,720	43,440
4	26,200	52,400
5	30,680	61,360
6	35,160	70,320
7	39,640	79,280
8	44,120	88,240
≥ 9	Add \$4,480 for each additional person	Add \$8,960 for each additional person

3. Follow the Diversion – Process and Issue Benefits job aid.
4. Run EDBC according to the instructions in the Diversion job aid.
5. If the EDBC fails for an applicant that should be eligible based on the EO, override the EDBC to approve the diversion program. Use EDBC Override Reason 'Covid-19'.
6. Manually generate and send an existing Notice of Action according to current policy regulations. **There are no new notices for the Diversion EO.**
7. Issue the diversion benefits through the Needs and Service Arrangement process. For more information, refer to the Diversion job aid.
8. Follow your county policy to identify COVID-19 cases (Ex. case flag).
9. Journal all actions.

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Attachments:	CIT 0077-20 JA Diversion - Process and Issue Benefits_LRS.docx CIT 0077-20 Job Aid - Diversion - Process and Issue Benefits_CIV.docx
Web Portal Link:	<div style="background-color: black; width: 80px; height: 15px; margin-bottom: 10px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 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.

