Homeless Assistance – Process and Issue Benefits

Purpose

The purpose of this job aid is to provide instructions on processing Temporary and Permanent Homeless Assistance (HA) programs and issuing benefits in the LRS.

Adding the Homeless Assistance Program to a Case

When processing Homeless Assistance, you must first add a Homeless Temp or Homeless Perm program to the client's existing case. For instructions on adding a program to an existing case, refer to Job Aid: Add a Program to an Existing Case.

Reminder: To verify any previous Homeless Assistance, you can refer to:

- MEDS to verify previous Homeless Assistance and
- Homeless Assistance block of the Time Limit Summary page.

Note: See the Homeless Assistance Time Track job aid for more information.

Temporary Homeless Assistance

Entering Data Collection Information – Homeless Record

Once the Homeless Temp program is added, the Homeless Assistance Detail – Temporary and Homeless Assistance Detail – Temporary – Payments pages must be completed. This is done through the Homeless Assistance List page.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Homeless Assistance** on the **Task** navigation bar.

Step	Action
4.	On the **Homeless Assistance List** page: a) Select <**Temporary**> from the **Homeless Assistance Type** drop list. b) Click the **Add** button.
5.	On the **Homeless Assistance Detail - Temporary** page: a) Select the <**Reason**> from the **Reason** drop list. b) Enter the <**Exception**> from the **Exception** drop list, if applicable. c) Select <**Yes** or **No**> from the **Prior Misuse of Funds** drop list. d) Enter <**Received Date**> in the **CW 42 Received Date** field. e) Click the **Add** button in the **Payments** section.
6.	On the **Homeless Assistance Detail – Temporary – Payments** page: a) Enter the <**Date**> in the **Payment Begin Date** field. b) Enter the <**Date**> in the **Payment End Date** field. c) Select **Yes** from the **Verified** drop list. d) Select <**Received Status**> from the **CW 74 Received** drop list, if applicable. e) Click the **Save and Return** button.
7.	On the **Homeless Assistance Detail - Temporary** page: a) Click the **Save and Return** button.

The 12-month (365/366-calendar-day) period begins on the day the first payment of either Temp-HA or Perm-HA (whichever comes first) is issued to the AU and ends 12-months later (365/366 calendar days). You can view the Homeless Assistance begin date and end date from the Homeless Assistance block of the Time Limit Summary page.

Note: You also can view the remaining days of the Temp-HA for the current 12-month (365/366-calendar-day) period from the Homeless Assistance Time Track List. Refer to Homeless Assistance Time Track job aid for more information.

Entering Data Collection Information – Living Arrangement

If the CalFresh household is eligible to the homeless shelter deduction in the CalFresh budget, you must create a living arrangement record with a Living Arrangement Type of "Homeless" for each homeless case member who is a contributor on a shelter expense record. When you run EDBC for the CalFresh program, the LRS will allow the correct homeless shelter expense deduction in the budget.

Note: Living Arrangement is also used for determining eligibility to the Restaurant Meals Program (RMP). Please reference Job Aid Restaurant Meals Program on completing RMP and the Living Arrangement page. If Living Arrangement is currently homeless, then skip updating the Living Arrangement Detail page.

The following step action table assumes you are in the context of a case.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Click **Customer Information** from the **Local** navigator.
3.	On the **Task** navigation, click **Living Arrgmt** hyperlink.
4.	On the **Living Arrangement List** page: a) Click the **Add** button.
5.	On the **Living Arrangement Detail** page: a) Select <**Change Reason**> from the **Change Reason** drop list. b) Enter <**Date**> in the **Reported Date** field. c) Select <**Name**> from the **Name** drop list. d) Select <**Homeless**> from the **Living Arrangement Type** drop list. e) Enter <**1st of the Benefit Month**> in the **Arrival Date** field. **Note:** The Arrival Date must be set to the first day of the month for the case to be eligible for RMP for the current month. f) Click the **Save and Add Another** button if there are more household members to add, or g) Click the **Save and Return** button.

Multiple Months and Running EDBC for Homeless Assistance - Temporary

If the HA-Temp payment overlaps two months, you must run EDBC for the two overlapping months. .

For Example: Participant applies for HA–Temp on 07/29.

- For the 1st seven days payment from 07/29 to 08/04, you must run EDBC with a Begin Month of July and an End Month August.

- For the payment for the 2nd seven days from 08/19 to 08/25, you must run EDBC for a Begin Month and End Month of August. The EDBC budget will show two budgets, one from 08/01 to 08/04 and the other from 08/19 to 08/25.

Run EDBC on Homeless – Temp

The LRS requires you to run EDBC on the Homeless Assistance program to issue benefits. For any supplemental benefits on the Homeless Assistance program, please see *County Supplemental Programs for CW*.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Run EDBC** from the **Task** navigation bar.
4.	On the **Run EDBC** page: a) Select the check box for the **Homeless - Temp** program. **Note**: If you are running the HA program with other programs (i.e. CW), select the CW program as well to include any data collection updates made and HA budget information in the CW budget. b) For the **Benefit Processing Range**, select <**Begin Month**> from the **Begin Month** drop list. c) Select <**End Month**> from the **End Month** drop list. d) Select <**Run Reason**> from the **Run Reason** drop list if appropriate. e) Click the **Run EDBC** button
5.	On the **EDBC List** page: a) Click the <**Homeless**> hyperlink.
6.	On the < **Homeless**> **EDBC Summary** page: a) Review EDBC results. b) Click the **Accept** button if the results are correct. **OR** c) Click the **Cancel** button if the results are not what you expected. **Note**: If the budget is correct, complete these steps for each month run for HA.
7.	If all budgets are accepted, on the **Run EDBC** page:

Step	Action
	a) Click the **Save and Continue** button.

Note: Batch EDBC job will discontinue the Homeless-Temp program when: all the 16 days of benefits are issued; or the 12 months (365/366 days) time period is ended; or the Permanent Homeless Assistance is issued.

Expanded Temporary Homeless Assistance

The following step action table assumes you are in the context of a case.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Homeless Assistance** on the **Task** navigation bar.
4.	On the **Homeless Assistance List** page: a) Select <**Temporary**> from the **Homeless Assistance Type** drop list. b) Click the **Add** button.
5.	On the **Homeless Assistance Detail - Temporary** page: a) Select the <**Expanded Temp-HA for Victim of Domestic Abuse**> from the **Reason** drop list. b) Select <**Yes** or **No**> from the **Prior Misuse of Funds** drop list. c) Enter <**Date**> in the **CW 42 Received Date** field. d) Enter <**Date**> in the **Sworn Statement Received Date** field. e) Select <**Yes** or **No**> from the **Initiate Additional 16 Day Period** drop list. f) Enter <**Date**> in the **Additional Period CW 42 Received Date** field, if applicable. g) Enter <**Date**> in the **Additional Period Sworn Statement Received Date** field, if applicable. h) Select the **Add** button in the **Payments** section to open the **Homeless Assistance Detail – Temporary – Payments** page.
6.	On the **Homeless Assistance Detail – Temporary – Payments** page: a) Enter <**Date**> in the **Payment Begin Date** field. b) Enter <**Date**> in the **Payment End Date** field.

Step	Action
	c) Click the **Save and Return** button.
7.	On the **Homeless Assistance Detail - Temporary** page: a) Click the **Save and Return** button.

Multiple Months and Running EDBC for Expanded Homeless Assistance-Temp

If the first 16-day period and the expanded 16-day period overlap two months, run EDBC for the two months to issue the payment for the first 16-day period and if eligible for the expanded 16-day period run EDBC for the month of the expanded payment. Running EDBC for the 2nd month will discontinue the HA-Temp program.

If the first payment period ends on a weekend or holiday and the participant is eligible for the expanded 16-day payment, EDBC allows processing of the expanded 16-day payment on the last working day prior to the weekend/holiday.

The expanded 16-day HA-Temp can be processed months or years after first issued of 16-day HA-Temp for Victims of Domestic Abuse. EDBC determines 16-day increments for a total of 32 days wherein the two 16-days do not need to be consecutive. Families are limited to a maximum of 32 days of these benefits in their lifetime.

Permanent Homeless Assistance

Once the Homeless Perm program is added, the Homeless Assistance Detail – Permanent / Homeless Assistance Detail page must be completed. This is done through the Homeless Assistance List page.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Homeless Assistance** on the **Task** navigation bar.
4.	On the **Homeless Assistance List** page: a) Select <**Permanent**> from the **Homeless Assistance Type** drop list. b) Click the **Add** button.

Step	Action
5.	On the **Homeless Assistance Detail - Permanent** page: a) Enter <**Date**> from the **Begin Date** field. b) Enter <**Date**> from the **End Date** field. c) Select the <**Reason**> from the **Reason** drop list. d) Enter the <**Exception**> from the **Exception** drop list, if applicable. e) Select <**Yes** or **No**> from the **Prior Misuse of Funds** drop list. f) Select <**Yes** or **No**> from the **Valid Financial Hardship** drop list. g) Enter <**Received Date**> in the **CW 42 Received Date** field. h) Enter <**Date**> in the **Rental Agreement Received Date** field if applicable. i) Click the **Save and Return** button.

Entering Data Collection Information – Living Arrangement

If HH is applying for HA, Living Arrangement page must be completed.

If the CalFresh household is eligible to the Homeless shelter deduction in the CalFresh budget, you must create a living arrangement record with a Living Arrangement Type of "Rent Apartment" for homeless for each case member who is a contributor on a shelter expense record. When you run EDBC for the CalFresh program, the LRS will allow the correct homeless shelter expense deduction in the budget.

The following step action table assumes you are in the context of a case.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select **Customer Information** from the **Local** navigator.
3.	Click **Living Arrangement** on the **Task** navigation bar.
4.	On the **Living Arrangement List** page: a) Click the **Add** button.
5.	On the **Living Arrangement Detail** page: a) Select <**Change Reason**> from the **Change Reason** drop list.

Step	Action
	b) Enter <**Date**> in the **Reported Date** field. c) Select <**Name**> from the **Name** drop list. d) Select <**Rent Apartment**> from the **Living Arrangement Type** drop list. e) Enter <**1st of the Benefit Month**> in the **Arrival Date** field. f) Click the **Save and Add Another** button if there are more household members to add, or g) Click the **Save and Return** button.

Entering Data Collection Information - Expenses

In order to complete the Permanent Homeless process, you must complete the Expense page, such as Rent (security deposit) and utilities if incurred.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Expenses** on the **Task** navigation bar.
4.	On the **Expense List** page: a) From the **Expense Category** drop list select <**Shelter**> option. b) Click the **Add** button.
5.	On the **Expense Detail** page: a) Confirm that **Shelter** is displayed in the **Expense Category** field. b) If last month's rent is required, you must select <**Homeless Security Deposit**> from the **Expense Type** drop list. **OR** Select <**Rent**> from the **Expense Type** drop list. c) Select <**Frequency**> from the **Frequency** drop list. d) Click the **Shared with RDP** page section expand caret and select <**Yes** or **No**> from the **Is this expense shared with a Registered Domestic Partner?** drop list, if appropriate. e) In the **Contributors** page section, click the **Add** button.
6.	On the **Expense Contributors Detail** page: a) Select <**All Contributors**> from the **Person(s)** multi-select list.

Step	Action
	b) Enter <**Begin Date** > in the **Begin Date** field. c) No Entry in the **End Date** field. d) Click the **Save and Return** button.
7.	On the **Expense Detail** page: a) In the **Amount** page section, click the **Add** button.
8.	On the **Expense Amount Detail** page: a) Confirm or select <**Change Reason**> from the **Change Reason** drop list. b) Confirm or enter <**Date Reported**> in the **Report Date** filed. c) Enter <**Amount**> in the **Amount** field. d) Enter <**Amount of Last Month's Rent**> in the **Amount of Last Month's Rent** field, if applicable. e) Enter <**Name**> in the **Name of Others who Paid** field, if applicable. f) Enter <**Yes or No**> in the **Subsidized** field, if applicable. g) Enter <**Begin Date** > in the **Begin Date** field. h) Enter <**End Date**> in the **End Date** field, if applicable. i) Select <**Verification Status**> from the **Verified** drop list. j) Click the **Save and Return** button.
9.	On the **Expense Detail** page: a) Click the **Save and Return** button.

Enter Data Collections Information - Utility Expense

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Expenses** on the **Task** navigation bar.
4.	On the **Expense List** page: a) From the **Expense Category** drop list select <**Utility Allowance**> option. b) Click the **Add** button.
5.	On the **Expense Detail** page: a) Confirm that <**Utility Allowance>** is displayed in the **Expense Category** field.

Step	Action
	b) Confirm <**Utility Allowance**> is displayed in the Expense Type field. c) Select <**Frequency**> from the **Frequency** drop list. d) Click the **Shared with RDP** page section expand caret and select <**Yes** or **No**> from the **Is this expense shared with a Registered Domestic Partner?** drop list, if appropriate. e) In the **Contributors** page section, click the **Add** button.
6.	On the **Expense Contributors Detail** page: a) Select <**All Contributors**> from the **Person(s)** multi-select list. b) Enter <**Begin Date** > in the **Begin Date** field. c) No Entry in the **End Date** field. d) Click the **Save and Return** button.
7.	On the **Expense Detail** page: a) In the **Utility Allowance Type** page section, click the **Add** button.
8.	On the **Utility Allowance Type Detail** page: a) You must complete all <**Mandatory>** fields. b) Enter <**Begin Month>** in the **Begin Month** field. c) No Entry in the **End Date** field. d) Select <**Verification Status**> from the **Verified** drop list. e) Click the **Save and Return** button.
9.	On the **Expense Detail** page: a) Click the **Save and Return** button.

Run EDBC on Homeless – Perm

The LRS requires you to run EDBC on the Homeless Assistance program to issue benefits. For any supplemental benefits on the Homeless Assistance program, please see the next section, *County Supplemental Programs for CW*.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Select **Run EDBC** on the **Task** navigation bar.
4.	On the **Run EDBC** page:

Step	Action
	a) Select the check box for the **Homeless - Perm** program. **Note**: If you are running the HA program with other programs (i.e. CW), select the CW program as well to include any data collection updates made and HA budget information in the CW budget. b) For the **Benefit Processing Range**, select <**Begin Month**> from the **Begin Month** drop list. c) Select <**End Month**> from the **End Month** drop list. d) Select <**Run Reason**> from the **Run Reason** drop list if appropriate. e) Click the **Run EDBC** button
5.	On the **EDBC List** page: a) Click the <**Homeless Program**> hyperlink.
6.	On the <**Program**> **EDBC Summary** page: a) Review EDBC results. b) Click the **Accept** button if the results are correct. **OR** c) Click the **Cancel** button if the results are not what you expected. **Note**: If the budget is correct, complete these steps for each month run for HA.
7.	If all budgets are accepted, on the **Run EDBC** page: a) Click the **Save and Continue** button.

Note: The EDBC budget will require two levels of authorization after Eligibility Worker accepts EDBC results.

Arrearages – Homeless (Past Due Rent)

Arrearages are calculated by selecting the Homeless Assistance Detail – Permanent reason of Received Notice to Pay Rent or Quit or eviction notice. An Expense type of Shelter will also need to be added reflecting the past due rent amount. Arrearages will be calculated when EDBC is run.

The following table contains steps to complete the Expense Detail page for the type of Shelter.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click **Expenses** on the **Task** navigation bar.
4.	On the **Expense List** page: a) From the **Expense Category** drop list select <**Shelter**> option. b) Click the **Add** button.
5.	On the **Expense Detail** page: a) Confirm that **Shelter** is displayed in the **Expense Category** field. b) Select <**Homeless – Past Due Rent**> from the **Expense Type** drop list. c) Select <**Frequency**> from the **Frequency** drop list. d) Click the **Shared with RDP** page section expand caret and select <**Yes** or **No**> from the **Is this expense shared with a Registered Domestic Partner?** drop list, if appropriate. e) In the **Contributors** page section, click the **Add** button.
6.	On the **Expense Contributors Detail** page: a) Select <**All Contributors**> from the **Person(s)** multi-select list. b) Enter <**Begin Date of the Past Due Rent**> in the **Begin Date** field. c) Enter <**End Date of the Past Due Rent**> in the **End Date** field. d) Click the **Save and Return** button.
7.	On the **Expense Detail** page: a) In the **Amount** page section, click the **Add** button.
8.	On the **Expense Amount Detail** page: a) Enter <**Amount of the back rent for the first month**> in the **First Month Back Rent Amount** field. b) Enter <**MM/YYYY of the first month back rent**> in the **First Month** field. c) Enter <**Amount of the back rent for the second month**> in the **Second Month Back Rent Amount** field, if applicable. d) Enter <**MM/YYYY of the second month back rent**> in the **Second Month** field. e) Enter <**Name**> in the **Name of Others who Paid** field, if applicable.

Step	Action
	f) Enter <**Begin Date of the Past Due Rent**> in the **Begin Date** field. g) Enter <**End Date of the Past Due Rent**> in the **End Date** field. h) Select <**Verification Status**> from the **Verified** drop list. i) Click the **Save and Return** button.
9.	On the **Expense Detail** page: a) Click the **Save and Return** button.

County Supplemental Programs for CW

Supplemental housing assistance programs must be issued through the creation of a Need, Service Arrangement and Payment request. Supplemental housing assistance programs in LRS still require you to add a Homeless Assistance program to the case.

- **Add Homeless Assistance – Temporary program for:**
    - Temporary Homeless Assistance Program (THAP) + 14

- **Add Homeless Assistance – Permanent program for:**
    - Emergency Assistance to Prevent Eviction (EAPE)
    - Moving Assistance
    - Housing Relocation
    - 4 Month Rental Assistance

Supplemental Homeless Assistance

Adding the Supplemental Homeless Assistance Need

The following table provides steps to create a Need for both Temporary and Permanent HA benefits.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Customer Information** link on the **Local** navigator.
3.	Click the **Needs** on the **Task** navigation bar.
4.	On the **Needs List** page: a) Click the **Add Need** button.

Step	Action
5.	On the **Need Detail** page: a) Select <**Primary Applicant of the CalWORKs Program**> from the **Name** drop list. b) Select **Homeless Assistance** from the **Category** drop list. c) Select <**Supplemental Homeless Assistance**> from the **Type** drop list. d) Enter <**Beginning Date of the HA**> in the **Begin Date** field. e) Enter <**End Date of the HA**> in the **End Date** field. f) Select <**Status of the Need**> from the **Status** drop list. **Note:** A need must have a **Status** of **Indicated** to be associated with a service arrangement. g) Select <**Reason for the Status**> from the **Status Reason** drop list. h) Select <**Service Arrangement**> from the **Save and Add a New** drop list and click the **Go** button.

Creating the Supplemental Homeless Assistance Service Arrangement

The following table provides steps to create a service arrangement for both Temporary and Permanent HA benefits.

Step	Action
1.	On the **Service Arrangement Detail** page: a) Confirm or select the radio button for the **Supplemental Homeless Assistance** need. b) Enter <**Beginning Date of the Homeless Period**> in the **Arrangement Period From** field. c) Enter <**Ending Date of the Homeless Period**> in the **Arrangement Period To** field. d) Select the <**Homeless Temp or Homeless Perm**> From the **Program Type** drop list. e) Select <**Aid Code**> from the **Aid Code** drop list f) Select <**Same as Customer**> from the **Payee** drop list. **g)** Select <**Supplemental Program**> from the **Service Type Description** drop list. h) Enter <**Number of Program Persons**> in the **AU Size** field. i) Enter <**Amount** > in the **Amount** field **Note:** Amount cannot exceed the maximum program limit. j) Select <**Approved**> from the **Status** drop list.

Step	Action
	k) Select <**Eligible for service**> from the **Status Reason** drop list. l) Enter <**Date of the Status**> in the **Status Date** field. m) Click the **Save and Return** button. **Note:** Follow the instructions below to complete the Payment Request.

Creating a Supplemental Homeless Assistance Payment Request

A payment request must be created before the payment can be issued.

Step	Action
2.	On the **Service Arrangement List** page: a) Click the **Service Arrangement ID** hyperlink.
3.	On the **Service Arrangement Detail** page: a) Click the **Create Payment Request** button. **Note:** The Create Payment Request button only displays if the latest status of the service arrangement is Approved, Closed, or Discontinued.
4.	On the **Payment Request Detail page**: a) Confirm <**Name of Payee**> is selected from the **Payee Name** drop list. b) Enter <**Payment Amount**> in the **Requested Amount** field. c) Select <**Yes** or **No**> from the **Advanced** drop list. d) Select <**Homeless Month**> from the **Service Month** drop list. e) Select <**Issuance Method**> from the **Issuance Method** drop list. f) Enter <**Date Received**> in the **Received Date** field. g) Enter <**Pay Code**> in the **Pay Code** drop list. h) Confirm or select <**Mail or Pickup**> from the **Delivery Method** drop list. **Note:** Pick up will result in a new EBT card being issued. i) Confirm or select <**Manually Issued, Routine, or Rush**> from the **Immediacy** drop list. j) Click the **Save** button.

Authorizations

In order for LRS to create the issuance record, the payment request must be approved. To approve the payment it must have two levels of authorizations; the first from the Supervisor and the second from the Deputy. The Supervisor and Deputy are notified by LRS of the required authorization through a task.

The following will occur through the Message Center for pending authorizations:

- The Supervisor will receive the pending approval task.
- Then the Deputy will be notified of the pending approval task after a Supervisor approves the payment request.

If rejected:

- If a Supervisor/Deputy rejects a payment request, the Worker assigned to the case will be notified through a task.

The Supervisor and/or Deputy will approve through the Pending Authorization page located under the Case Info on the Global.

Creating a Second Payment Request for the Customer

If the amount due to the Provider is less than the total eligible amount of Homeless Assistance, a second payment request may be created for the remaining amount. If the issuance method for these additional funds is Warrant, a payment request must be created before the warrant can be issued. Refer to the Job Aid Payment Requests – Manage for information on creating a payment request.

Issuing a Warrant

After the payment request is saved, it is ready to be processed according to County procedures to generate the warrant.

Issuing a Two-Party Check

IMPORTANT NOTE: Worker must verify the Provider is known to the Resource Databank (RDB), if the resource is not found, you will need to submit a request to the Resource Databank Maintainer to update the RDB with the Provider.

Steps below will demonstrate how to verify Resource on the Resource Databank.

Step	Action
1.	Place the cursor over **Resources Databank** on the **Global** navigation bar.
2.	Select the **Resource** link on the **Local** navigator.

3.	On the **Resource Search** page enter the provider name. a) Click the **Search** button b) Click on the appropriate Provider **Name Hyper link** to view the **Resource Detail** page.
4.	On the **Resource Detail** page copy the **Resource ID Number** to use when issuing a Two Party check.

Issuing a two-party check when benefits have been misused, you will need to access the Homeless Assistance Detail page and designate funds as misused.

Step	Action
1.	Place the cursor over **Eligibility** on the **Global** navigation bar.
2.	Select the **Case Summary** link on the **Local** navigator.
3.	On the **Case Summary**: a) Click the **View Detail** button in the **Homeless Temp** program block.
4.	On the **Homeless – Temp Detail** page: a) Click **Edit** button. b) For the Payee, click the **Edit** button in the **Administrative Roles** page section.
5.	On the **Administrative Roles Detail** page: a) Select <**Two Party**> from the **Payee Sub-Type** drop list. b) Enter <**Month**> in the **Begin Month** text field. c) Click the **Save and Return** button.
6.	On the **Homeless – Temp Detail** page: a) Click the **Add** button in the **Administrative Roles** page section.
7.	On the **Administrative Roles Detail** page: a) Select <**Secondary Payee**> from the **Administrative Role** drop list. b) Click the **Select** button under **Resource**. c) Enter <**Month**> in the **Begin Month** text field. d) Click the **Save and Return** button.
8.	On the **Homeless – Temp Detail** page: a) Click the **Save and Return** button.

Step	Action
9.	On the **Case Summary** page: a) Click the **View Detail** button in the **Homeless Temp** program block.
10.	On the **Homeless – Temp Detail** page: a) Click the **Issuance Method** button.
11.	On the **Issuance Method** Detail page: a) Click the **Edit** button. b) Select <**Warrant**> from the **Issuance Method** drop list. c) Click the **Save and Return** button.
12.	On the **Homeless – Temp Detail** page: a) Click the **Save and Return** button.
13.	When you run EDBC, select <**Pick Up**> from the **Delivery Method** drop list and <**Manually Issued**>" from the **Immediacy Indicator** drop list.

Closing the Pending Homeless Program when issuing for County Supplemental Programs

After the service is provided to the Customer, the Homeless Program Block remains pending until further notice, currently under review.