General Assistance Policies

1. General Assistance Policies

1.1 GA 100 — General Statement

The Department of Social Services shall be responsible for administering a General Assistance program to relieve and support indigent residents of the County when such persons are not supported by their own means, their relatives or other public or private resources. Said program shall be administered in accordance with Part 5 (commencing with section 17000) of Division 9 of the Welfare and Institutions Code and these policies.

1.2 GA 101 — Regulations and Procedures

The Department shall establish regulations for determining the initial and continuing eligibility of persons for aid under this program and for implementing these policies.

1.3 GA 102 — Compliance with Requirements

Applicants and recipients shall fulfill all conditions and requirements of these policies, regulations and state law to receive aid. Failure or refusal to comply with these conditions and requirements will result in the denial/discontinuance of aid.

1.4 GA 103 — Non-Discrimination

The Department shall not discriminate against any applicant or recipient due to race, color, creed, ethnic origin, sex, marital status, age, physical or mental handicap, national origin, or political affiliation, in violation of law.
1.5 GA 104 — Application

An applicant shall submit to the Department an application for aid and a statement of facts; and verify the information provided therein, the application and statement of facts to be in a form prescribed by the Department.

1.6 GA 105 — Reporting Responsibilities

An applicant or recipient shall report all changes in circumstances which affect aid to the Department within ten days of occurrence. In addition, applicant(s) or recipient(s) shall report all changes in circumstances which affect aid to the Department on the next periodic income report form, or at the next reinvestigation meeting with the Department, whichever is required by the Department.

1.7 GA 106 — Investigations and Re-Investigations

The Department shall investigate every applicant for aid, and shall reinvestigate every recipient of aid at least once annually, but more frequently if deemed necessary to determine entitlement or continuing entitlement to aid under these policies.

1.8 GA 107 — Records

The Department shall keep and maintain full and complete records of investigations and reinvestigations, in accordance with law.
1.9 GA 108 — Confidential Case Records

The case records maintained by the Department shall be confidential and not open to examination or inspection, except by:

1. The Grand Jury of Santa Clara County.
2. The Board of Supervisors of Santa Clara County.
3. An officer or employee of Santa Clara County charged with implementation or enforcement of these policies.
4. The applicant or recipient, the authorized representative of such person, and a person who has a signed release from the applicant or recipient.
5. Persons authorized by section 17006 or 17006.5 of the Welfare and Institutions Code, but only as to those records to which they are entitled by said section.
6. Other persons or agencies as may be required by law.

1.10 GA 109 — Timeliness of Eligibility Determination

The Department shall make a determination of eligibility within 45 days of receipt of proper application.

1.11 GA 110 — Medi-Cal Benefits

All applicants shall take all necessary steps to apply for Medi-Cal and accept the benefits they qualify for, or are entitled to.
1.12 GA 111 — Social Security Number

An applicant shall either apply or have received a Social Security number from the Social Security Administration and shall provide proof thereof.

1.13 GA 112 — Unmarried Minor

An unmarried minor shall not be eligible for aid.

1.14 GA 113 — Director's Exception

The Director of the Agency, or his/her designee, may grant exceptions to these policies to alleviate extreme hardship in emergency or unusual situations. A record of such exceptions shall be maintained by the Agency. A decision by the Director, or his/her designee, on a request shall be final and not subject to appeal.

1.15 GA 114 — Sponsor Requirements

The Agency shall request the following information from the sponsor of a non-citizen applying for, or receiving, General Assistance:

- A copy of the “Affidavit of Support” which was completed for the U.S. Citizenship and Immigration Services (USCIS) at the time of sponsorship; and
- Information regarding the sponsor's financial situation on a form prescribed by the Agency.
1.16 GA 115 — Notice of Action

The Department shall provide notice to persons who are affected by specific, negative actions of the Department, such as termination or reduction of aid, at least seven days prior to the effective date of such actions.

1.17 GA 116 — Affirmation of Eligibility

Each applicant/recipient shall be required at any application or redetermination of assistance to file an affirmation setting forth his belief that he/she meets the specific conditions of eligibility. Such statements shall be on forms prescribed by the Agency and shall contain a written declaration that the affirmation is made under penalty of perjury. Any person signing a statement containing such declaration, who willfully states as true any material matter which he/she knows to be false, is subject to the penalty prescribed for perjury in the Penal Code.

When any statement is submitted on the applicant/recipient's behalf by a close personal friend, relative, public/private agency, or any other person, such other person or entity making an affirmation who willfully states as true any material matter which he/she knows to be false, is subject to the penalty prescribed for perjury in the Penal Code.

1.18 GA 120 — Appeal to Hearing Officer

An applicant or recipient who is dissatisfied with any action or inaction of the Agency may request an appeal to a Hearing Officer.

An appeal may be initiated by filing a written or oral request for hearing which specifically states the basis of the appeal. This request must be filed with the Social Services Agency, Appeals Unit, 333 W. Julian Street San Jose, Ca 95110. To be valid, a request for an appeal must be filed personally, by telephone, or by mail within the following time frames:
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- In situations in which the appeal involves an action by the Agency, the request for an appeal must be filed within 30 days of the date on which the notice of action was personally handed or mailed to the applicant or recipient; or

- In situations in which the appeal involves inaction by the Agency, the request for an appeal must be filed within 30 days of the date on which the Agency should have taken action.

A recipient who, without good cause, fails to comply with the provisions of GA 105, GA 106, GA 213, GA 215, GA 216, GA 217 and GA 219, and for whom a sanction is being proposed, shall be automatically scheduled for an appeal hearing.

1.19 GA 121 — Notification of Automatic Hearing

The Agency shall notify the recipient of the date, time and location of the automatic hearing. The notification shall be on a form prescribed by the Agency and shall be mailed no less than seven (7) calendar days prior to the hearing.

1.20 GA 123 — Aid Continued Pending Decision of Hearing Officer Non-Automatically Scheduled Hearings

If the request for an appeal hearing (other than an automatically scheduled hearing) is filed personally, by telephone, or by mail within seven (7) days of the notice of action, aid shall not be terminated or reduced pending the issuance of a written decision by the Hearing Officer. The request shall be filed with the Appeals Unit, Social Services Agency, 333 W. Julian Street, San Jose, CA 95110. If the request for a hearing is filed by mail, it must be sent by United States mail with the postage prepaid and with a postmark establishing that the date of mailing was within seven (7) days of the date of the notice of action by the Agency.
1.21 GA 124 — Aid Continued Pending Hearing Date
Automatically Scheduled Hearings

If the automatically scheduled hearing date is later than the date of the proposed discontinuance and sanction, aid shall be paid pending the hearing and decision.

1.22 GA 125 — Conduct of Hearings by Hearing Officer

The hearing will be conducted by an impartial Hearing Officer designated by the Director of the Social Services Agency or his/her designee. An applicant or recipient may appear personally, through an authorized representative or through counsel, and may present any evidence relative to the disputed action.

For automatically scheduled appeal hearings, the Agency will make its position available to the recipient at least two (2) days before the scheduled hearing.

The worker who initiated the disputed action shall be directed by the Agency to be present at the hearing if requested by the applicant/recipient, and, provided he or she is employed by the County of Santa Clara. If the worker is no longer employed by the County, the Agency shall direct an employee who is knowledgeable about the disputed action to be present at the hearing. If, upon request of the applicant/recipient, a worker is not present at the hearing, the applicant or recipient, may be granted a continuance of the hearing for a period not to exceed 15 days in order to allow for a worker to be present. The applicant/recipient may elect to proceed with the hearing in the absence of a worker.

An automatic hearing shall only be rescheduled if the recipient shows good cause (as defined in GA 231) for missing the initial hearing; or, if the Agency requests a new date. Aid pending such rescheduled hearing shall be continued.

The Hearing Officer shall administer an oath or affirmation to all witnesses. All testimony shall be tape-recorded. The Hearing Officer shall issue a written decision on the day of the hearing.
1.23 GA 127 — Administrative Review by Director

If the applicant/recipient or the General Assistance Program Manager is dissatisfied with the decision of the Hearing Officer he/she may request an administrative review by the Director of the Social Services Agency or his/her designee. Such request must be filed in writing within 15 days after notification of the decision of the Hearing Officer, with the Director, Social Services Agency, 333 W. Julian Street, San Jose, CA 95110. The request must specifically state the reason or reasons why the applicant or recipient believes the Hearing Officer's decision was incorrect. The Director or the Director's designee shall review the Hearing Officer's decision.

Within 15 days after receiving the request for review, the Director or designee shall notify the applicant or recipient and the General Assistance Program Manager whether the Hearing Officer's decision was correct. The Hearing Officer's decision shall stand pending the Director's review.

1.24 GA 130 — Agreement to Reimburse

The legal sponsor(s) of an non-citizen General Assistance applicant/recipient shall sign an Agreement to Reimburse for any aid provided the non-citizen during the period of time for which the sponsor has agreed, in writing, to provide for the non-citizen.

Lack of a reimbursement agreement shall not affect the Agency's right to procure reimbursement by legal action.

1.25 GA 131 — Lien

The signed Agreement to Reimburse shall be recorded and shall thereby create a lien against all current and future real property owned or purchased by the signee or cosignees of the agreement.
1.26 GA 132 — Exercising the Lien

The lien on real property created by the Agreement to Reimburse shall not be exercised until:

1. There is a property transaction;
2. The recipient comes into funds; or
3. The recipient dies, providing there is no dependent parent, spouse, or child using the property as a home at the time of the recipient's death.

1.27 GA 133 — Reduction of Reimbursement Obligation - OBSOLETE

1.28 GA 140 — Residence

Applicants and recipients shall be residents of the State of California and the County of Santa Clara. Residence requires at least fifteen (15) days continuous physical presence in the County of Santa Clara and the intent to remain indefinitely within the State of California and the County of Santa Clara. Residence must be supported by objective proof. The method of such proof shall be devised by the Agency.
1.29 GA 141 — Residence of a Non-Citizen

A non-citizen who has been lawfully admitted into the United States as an immigrant with the right to remain permanently or indefinitely, and a non-citizen granted temporary legal residence under the Immigration Reform and Control Act of 1986 (PL 99-603) or Violence Against Women Act of 1994 (PL 103-322) and its subsequent amendments, may establish residence as required by these policies. All other non-citizens, being unable to establish residence, are not entitled to aid.

1.30 GA 160 — Responsible Relatives

Responsible relatives, defined in section 17300 of the Welfare and Institutions Code as the spouse of a recipient and parent of a minor child who is a recipient, shall support indigent persons for whom they are responsible to the extent that they are financially and pecuniarily able.

In the event that responsible relatives do not provide such support and the County provides aid, the responsible relatives shall reimburse the County for the amount of support which they should have provided. The Department shall determine the amount of support which the responsible relatives should have provided, the determination to be based on the financial and pecuniary ability of the responsible relatives to contribute. In the event that the responsible relatives do not reimburse the County, the Department may, depending upon the anticipated cost effectiveness of legal action, request the Board of Supervisors to authorize legal action to collect the amount for which the relatives were responsible.

1.31 GA 161 — Recovery from Sponsors

The Agency may request the district attorney or other civil legal officer to maintain an action against the legal sponsor to recover for the County the aid provided the non-citizen during the period of time for which the sponsor has agreed, in writing, to provide for the non-citizen. The Agency may also request that an order be secured requiring repayment of any sums which may become due in the future.
1.32 GA 162 — Sponsor Information from the U.S. Citizenship and Immigration Services (USCIS)

The Agency may request sponsor information from the U.S. Citizenship and Immigration Services (USCIS) if the applicant/recipient is a sponsored non-citizen.

1.33 GA 170 — Real Property Not Used as a Home

An applicant or recipient who owns real property, other than real property used as his or her home, shall be deemed to be receiving income therefrom, such income to be equal to the rental value of the real property.

1.34 GA 171 — Real Property Used as a Home

An applicant or recipient may qualify for aid regardless of the value of real property which he or she owns, as long as the real property is used as his or her home.

1.35 GA 172 — Transfer of Real Property

Any transfer of real property or an interest in real property by an applicant without adequate consideration within two years prior to the date of application for aid which was for the purpose of qualifying for aid, shall render the applicant ineligible for aid unless the real property or the interest therein is reconveyed to the recipient or is made subject to a lien held by the County.
1.36 GA 180 — Personal Property

An applicant or recipient who owns nonexempt personal property with an equity value in excess of $500.00 shall not be eligible for aid. The net market value of nonexempt personal property shall be verified by the Department.

1.37 GA 181 — Exempt Personal Property

The following items are exempt from consideration as personal property:

1. Personal possessions
   a. Wedding and engagement rings
   b. Heirlooms
   c. Clothing
   d. Household furnishings and items to equip and maintain a household for the recipient.

2. Equipment and materials, including inventories necessary to implement or continue an approved plan of self-support, when the total value does not exceed $300.

3. One motor vehicle which has maximum fair market value of up to $4,650.00, following deduction of encumbrances.

4. One irrevocable burial trust per person if the total cost does not exceed $300.

5. One interment plot, vault, or crypt per person, if retained for use by said person.

6. Personal property which is unavailable for the support of applicant or recipient.
1.38 GA 182 — Transfer of Personal Property

The transfer of personal property which has an equity value in excess of $300.00 without adequate consideration within two years prior to the date of application for aid which was for the purpose of qualifying for aid shall make the applicant ineligible for aid for the length of time the property could have provided a level of support at the maximum level of aid authorized by these policies.

1.39 GA 200 — Income

The nonexempt income of a person or family unit shall be considered in determining eligibility for and the amount of aid. If income exceeds the amount of maximum aid set forth herein, the person or persons shall be ineligible for aid. If income is less than the amount of maximum aid, the person or persons shall be eligible for an amount of aid which is the difference between the needs standard and the nonexempt income. The source and amount of all income shall be verified.

1.40 GA 201 — Definition of Income

Income is any benefit in cash or in kind available to or expected to be available to the applicant or recipient.
1.41 GA 202 — Request to Seek Other Means of Support

An applicant or recipient shall take all necessary and reasonable steps to obtain any resource or benefit for which they qualify or are entitled, including but not limited to the following:

1. Supplemental Security income (SSI)
2. Social Security Benefits (SSA)
3. California Work Opportunity and Responsibility to Kids (CalWORKs)
4. Veterans Benefits (VA)
5. Workers Compensation
6. Unemployment Benefits (UIB)
7. Disability Benefits (DIB)

Any person who is eligible for a federal/state cash aid program shall not be eligible for aid under the General Assistance program.

To the extent that such resources or benefits, other than a federal/state cash aid program, are available, they shall be considered to be income; to the extent that such resources or benefits will become available in the future, they shall be considered to be income as of the date of availability.

1.42 GA 203 — Ineligibility for Federal / State Program

An applicant who is ineligible for a federal and state cash aid program due to receipt of lump sum income, shall be ineligible for aid for the length of time he/she would be ineligible for the federal/state cash aid program.
An applicant who is ineligible for a federal/state aid program due to failure/refusal to comply with federal/state program requirements, shall be ineligible for aid for the length of time he/she would be ineligible for the federal/state cash aid program.

An applicant who is ineligible for a federal/state cash aid program due to a sanction/penalty shall be ineligible for aid for the length of time of the sanction/penalty. This includes children affected by the CalWORKs Maximum Family Grant (MFG) rule.

1.43 GA 204 — Exempt Income

All involuntary payroll deductions and work-related expenses are exempt from consideration as income.

1.44 GA 210 — Program Status Classification

The Agency shall classify recipients who are incapable of engaging in gainful employment because of a physical and/or mental condition as “unemployable.” The Agency shall classify all other recipients as “employable.” For purposes of these policies, “able to work” shall mean the same as “employable.” “Unable to work” shall mean the same as “unemployable.”

1.45 GA 211 — Self-Support

The Department shall assist all recipients to devise ways and means to bring themselves to a level of self-support.
1.46 GA 213 — Public Works Program

The Agency shall develop and administer a Public Works Program as follows:

1. An applicant or recipient (hereinafter referred to as participant) who is classified as able to work shall participate in the Public Works Program. The purpose of the program is to keep the individual from idleness, to assist in the development of appropriate work habits and attitudes, and to preserve the individual’s respect.

2. The Agency shall assign participants to local governmental agencies and nonprofit organizations to perform tasks which serve the public interest. The assignment of participants to such tasks shall not result in the replacement of a regular employee.

3. The maximum number of hours which a participant may be required to work during a General Assistance pay period shall be determined by dividing the amount of aid to which the participant is entitled during said period by the state minimum hourly wage.

4. If the number of hours worked during a General Assistance pay period is multiplied by the state minimum hourly wage and the product exceeds the amount of aid to be received during the period, no further work may be required of a participant until an amount of aid equal to the excess has been paid to the participant as subsequent aid.

1.47 GA 214 — Persons Exempt from Public Works Program and/or Job Search Requirements

An applicant or recipient who meets any of the following criteria shall be exempt from the Public Works Program and/or job search requirement(s), as determined by the Agency:

1. Persons 18 to 19 years of age who are attending high school on a full-time basis and who are enrolled in the final semester.
2. Persons 65 years old or older, unless they volunteer to participate in the program.

3. Persons who obtain employment and commence work, but are receiving aid pending receipt of their initial wages.

4. Persons participating in a training or rehabilitation program approved by the Agency.

5. Persons classified as employable who are determined by the Agency to be temporarily unable to participate in the Public Works Program and/or job search requirements.

1.48 GA 215 — Availability for and Acceptance of Employment

An applicant or recipient who is classified as "able to work" shall remain available for full-time employment and shall accept any bona fide offer of employment.

1.49 GA 216 — Registration with Employment Development Department

An applicant or recipient classified as “able to work” shall register for employment with a local office of the State of California, Employment Development Department, and shall maintain such registration in an active status.

1.50 GA 217 — Voluntary Termination of Employment

An applicant who voluntarily terminates employment without “good cause” shall be ineligible for aid for 30 days from the date of termination. “Good cause,” as used herein, exists when:
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1. The wage paid is less than the state minimum hourly wage if the job was within the state of California; or less than the federal minimum hourly wage if the job was outside the state of California.

2. The employment violated applicable health and safety laws and regulations.

3. The hours of work required exceed those customary to the occupation.

4. The employment position was in excess of the individual's mental or physical capacity.

5. The individual was ill or was required to care for an ill member of the immediate family and no other care arrangements were feasible.

6. The individual was unable to get to, or return from, the place of employment.

7. There were other compelling reasons which justified termination.

1.51 GA 218 — Responsibilities of the Recipient Unable to Work

An applicant or recipient classified as unable to work shall take all necessary and reasonable actions to rehabilitate or retrain himself or herself to obtain employment and to become self-supporting.

1.52 GA 219 — Job Search Requirements

As a requirement for continuing aid, a recipient classified as able to work shall make a good faith effort to obtain employment by making twenty-four (24) monthly contacts with potential employers when not assigned (one) 1 week of work project and eighteen (18) monthly contacts with potential employers when assigned three (3) weeks of job search and one (1) week of work project. A minimum of six (6) job search contacts must be made each week except during the week of work project assignment. In addition, two (2) weekly contacts must be made with the State Employment Development Department. A recipient who has not fully complied with
all of the job search requirements shall be deemed to have met the requirements if
the Agency determines that the total effort of the recipient to obtain employment
indicates that a good faith effort to obtain employment has been made.

Job search contacts made by a recipient shall be reported to the Agency on a job
search verification form. The Agency may also require a face-to-face meeting with
the recipient in order to determine whether there has been compliance with job
search requirements.

Applicants and recipients shall be informed of their job search requirements.

Failure to make a good faith effort to obtain employment shall constitute a failure to
comply pursuant to GA 230.

1.53 GA 229 — Failure to Comply Resulting in
Graduated Sanction Periods

Upon implementation by the Agency, this policy becomes effective for individuals
who are able to work and takes precedence over GA 230.

A recipient who fails or refuses, without good cause, to comply with any of the
following program requirements shall be ineligible for a period of one, two or four
calendar months for any:

1. Failure to comply with the Public Works Program as required by GA 213.

2. Failure to remain available for full-time employment or accept a bona fide offer
   of employment as required by GA 215.

3. Failure to maintain an active registration with the Employment Development
   Department as required by GA 216.

4. Failure to make a good faith effort to obtain employment as required by
   GA 219.

The length of the sanction period shall be determined by the incidence of
non-compliance. The first sanctionable incident shall result in ineligibility for one (1)
calendar month, the second for two (2) calendar months, and the third and any
additional for four (4) calendar months.
1.54 GA 230 — Failure to Comply

A recipient who fails or refuses, without good cause, to comply with any of the following program requirements shall be ineligible for a period of one (1) calendar month for any:

1. Failure to comply with the Public Works Program as required by GA 213.

2. Failure to remain available for full-time employment or accept a bona fide offer of employment as required by GA 215.

3. Failure to maintain an active registration with the Employment Development Department as required by GA 216.

4. Failure to make a good faith effort to obtain employment as required by GA 219.

5. Failure to take necessary and reasonable actions to rehabilitate or retrain as required by GA 218.

6. Failure to report income and/or property as required by GA 105 and GA 106.

7. Failure to complete the forms or attend the face-to-face meeting which relates to a determination of continuing entitlement to aid as required by the Agency under GA 106.

8. Failure to provide information necessary to the correct determination of eligibility and/or grant.

1.55 GA 231 — Good Cause

Lack of "good cause," as used in GA 230, may be demonstrated by either

- Three separate acts of negligent failure to follow program requirements; or
- Willful failure or refusal of the recipient to follow program requirements.
### 1.56 GA 232 — Cause Determination by Worker

For the purpose of a worker's determination of whether a failure to comply with the requirements of GA 230 was without good cause, evidence that the recipient received, in advance, a written notice of his or her obligation to comply with the requirement shall create a rebuttable presumption that the failure was willful, and, therefore, without good cause. The recipient may present evidence to rebut such presumption at the automatically scheduled appeal hearing.

### 1.57 GA 233 — Cause Determination by Hearing Officer

Cause determinations shall be made by the hearing officer in accordance with the criteria in GA 231.

Negligence is defined as inadvertence, carelessness, haste, lack of attention, forgetfulness or failure to use reasonable care.

Willfulness, as determined by the Hearing Officer, is an intentional or deliberate act or omission by a GA recipient resulting in a violation of a sanctionable policy or regulation. Violations that are committed negligently, inadvertently, through good faith error in judgement, or because of mental or physical disability, are not considered to be willful.

### 1.58 GA 234 — Fraudulent Documents/Information

An applicant/recipient who provides fraudulent documentation/information to obtain a continuance or increase of General Assistance or to avoid a reduction in General Assistance shall be ineligible for General Assistance for a period of three (3) months.
1.59 GA 270 — Time of Payments of Aid

Aid shall be paid at least once monthly to all eligible persons.

1.60 GA 271 — Initial Payment of Aid

The initial payment of aid shall be effective on the date of determination of eligibility, or on the tenth (10th) day following the date of filing of a signed application, whichever is earlier. For a sanctioned case, if the date of filing is ten (10) or more days prior to the end of the sanction period, the effective date shall be the first day following the end of the sanction period.

For new residents of Santa Clara County, as defined in GA 140, aid shall be effective no earlier than the sixteenth (16th) day following the date of continuous physical presence in the County of Santa Clara.

1.61 GA 272 — Client Error Overpayment

Overpayments which are caused by the failure of an applicant or recipient to provide requested information, supporting materials, or verifications, or to report changes of circumstances which he or she knows would affect eligibility for or the amount of aid, shall be recouped by the Department at the earliest opportunity by reducing future payments of aid by 10 percent of the total amount.

Overpayment claims of $125.00 or less are not to be collected on closed GA cases. Recoupment shall be resumed when GA cases re-open.
1.62 GA 273 — Administrative Error Overpayments

Overpayments which are caused by the Department, shall be recouped by the Department by reducing future payments of aid by 5 percent of the total grant amount over a period of twelve months from the date of occurrence.

Overpayment claims of $125.00 or less are not to be collected on closed GA cases. Recoupment shall be resumed when the GA cases re-open.

1.63 GA 274 — Emergency Support Payment Pending Eligibility Determination

The Department may make an emergency support payment pending a determination of eligibility, the amount not to exceed 25 percent of the maximum monthly aid payment to which the person or persons are entitled.

1.64 GA 275 — Employment or Training Commencement Payment

The Department may make a one-time only aid payment to provide for the needs associated with commencing employment or employment-related training, the amount not to exceed the maximum monthly aid payment to which the person is entitled.
1.65 GA 280 — Maximum Aid Payments

The General Assistance maximum standard of aid is established pursuant to the framework provided in the Welfare and Institutions Code 17000.5. For GA payment rates, refer to [“General Assistance Charts,” page 4-1] of the Chart Book.

Applicants/recipients who share housing in accordance with GA 282 shall have their General Assistance reduced as follows:

- Fifteen percent (15%) if the recipient(s) shares housing with one other person;
- Twenty percent (20%) if the recipient(s) shares housing with two other persons;
- Twenty-five percent (25%) if the recipient(s) shares housing with three or more other persons.

Refer to the Chart Book Chapter 4 [“Need Standards,” page 4-1] for share Housing charts.]

Note:
On May 24, 2011, the Board of Supervisors approved to amend GA Policy [280] to authorize future increases to the Maximum General Assistance Payment by the Cost of Living Adjustment granted to CalWORKs Recipients. The maximum General Assistance monthly payments shall not be subject to other changes affecting CalWORKs aid payments.

1.66 GA 281 — Shelter Payments

The Director of the Agency (or his/her designee) may set rules and regulations for the implementation of vendor payments. Upon receipt of a statement from the landlord, on a form(s) prescribed by the Agency, the shelter payment, up to the maximum GA grant, may be paid by the Agency directly to the landlord on behalf of the recipient. At no time shall payment of aid for shelter exceed the actual cost of shelter. The costs of shelter include the costs for rental or mortgage payments, property taxes, insurance, and utilities (gas, electricity, water, garbage, sewage, basic telephone).
1.67 GA 282 — Shared Shelter

A recipient who resides in a shared shelter arrangement shall not receive more than the amount authorized for shared shelter unless she or he resides in a living unit with permanent bathroom and kitchen facilities which are not shared with any other resident.

1.68 GA 283 — Interim Assistance Program

Persons who appear to be eligible for Supplemental Security Income (SSI) and who have applied for such aid are eligible for the General Assistance Interim Assistance Program.

1.69 GA 287 — Transit Passes

Transit passes shall be issued to persons applying for General Assistance, or associated programs, in order for applicants to complete initial application.

In order to complete the work project component of the Public Works Program, each employable recipient shall be issued a transportation allowance equal to the cost of a Valley Transit Authority adult day pass for each day of work project assignment within Santa Clara County.

1.70 GA 288 — Return to Residence

Department may provide the minimum cost of transportation necessary to return a nonresident to his or her place of legal residence.
1.71 GA 289 — Special Needs

Special needs are those needs which are urgent in nature and absolutely essential to maintain health and a minimum level of decency. Payments may be granted by the Department to cover special needs, which payments are in addition to the maximum aid authorized herein, when the special needs have been verified and are unavailable from other resources. Special needs and payments therefore are as follows, except that payments for special needs due to a catastrophe shall not exceed a total of $300.00 per catastrophe.

Special Diet

The actual cost of a therapeutic diet, but not to exceed $15.00 per month, when a therapeutic diet has been prescribed by a physician and the diet requires an identifiable additional expense to recipient.

Restaurant Meals

- The actual cost of restaurant meals, but not to exceed $15.00 per month, for recipients other than those on a special diet who must eat in a restaurant. The actual cost of restaurant meals, not to exceed $30.00 per month, for recipients who have had a therapeutic diet prescribed by a physician, when the diet requires an identifiable additional expense, and who must eat in a restaurant, said amount being in lieu of the special diet allowance.

- Special allowances for restaurant meals shall be allowed only if present living arrangements do not provide or permit cooking facilities and living arrangements which provide or permit cooking facilities are currently unavailable in the recipient's community.

Clothing

The actual cost, not to exceed $50.00, for a one-time replacement of basic clothing, but only if the recipient has been receiving aid for at least three consecutive months.
Linens or Bedding

• An initial supply of linens or bedding may be allowed whenever these items are not provided by current living arrangements.

• Replacement of linens or bedding may be allowed when there has been a loss due to sudden and unusual circumstances.

• Items of linens and bedding shall be limited to:

  Sheets  3 per bed
  Blankets 2 per bed
  Pillows 1 per person
  Pillow cases 2 per pillow

• The amount allowed shall be the actual cost, but not to exceed $50.00.

Household Furniture and Appliances

Repair or replacement (whichever costs less) of household furniture and appliances may be allowed whenever there has been loss due to sudden and unusual circumstances. The amount allowed shall be the actual cost, but not to exceed:

Maximum Cost:

  Stove $ 55.00 (plus cost of installation)
  Refrigerator  70.00
  Washing Machine  100.00 (including delivery and installation)
  Table and Chairs  30.00 (including 4 chairs; each additional chair--$5)
  Crib  20.00 (including mattress)
  Bed  15.00
  Springs  15.00
  Chest of Drawers  15.00

Care in Home

The cost of care for a recipient in his or her own home may be allowed when such care: (a) is needed for more than a month; (b) is due to illness or incapacity; (c) such care is less costly than hospitalization, nursing home or boarding home, depending on the level of care needed; (d) the care is ordered by a doctor and approved by the County Medical Consultant; and (e) there is no immediate relative or other available resource which may provide such care.
Transportation

The actual cost of transportation when transportation is needed for medical treatment and when public transportation is unavailable or unsuitable. The cost shall be the lowest possible amount which is consistent with the needed transportation, such costs to be determined by the Department.