SSA Intranet

Immediate Need/ Expedited Determination of Eligibility to CalWORKs 100-A2

Approved: ***Signature on File*** 03/31/2011

PURPOSE

The purpose of this procedure is to provide instructions regarding the eligibility determination for an Immediate Need payment (IN) and for Expedited Determination of Eligibility for CalWORKs. (Expedited Determination)

SUMMARY

An Immediate Need (IN) payment is provided for CalWORKs applicant(s) who meet the definition of “Apparent Eligibility” and have an emergency situation that cannot be met by any other available resource.
An Expedited Determination is provided if the emergency situation is an eviction, and the applicant is found to be eligible for an IN payment.

IMMEDIATE NEED

The IN payment is that amount of the grant to which the applicant(s) would be entitled for the month of application or $200.00, whichever is less.
The family is eligible for another IN payment in the following month if their cash aid has not been approved and all of the following conditions are met:

- The applicant(s) submitted a second request:
- The applicant(s) remains apparently eligible;
- The cash benefit amount has not yet been issued;
- The family emergency continues or a new emergency has arisen; and
- The IN payment issued in the previous month was approved for an amount less than $200.00.

Note: In no event shall the combined amount of the IN payments exceed $200.00.

OCSSA

ELIGIBILITY CONDITIONS

Eligibility for an IN payment exists when the applicant meets all of the following conditions:

1. Is apparently eligible for CalWORKs. "Apparent Eligibility" is when there is indication that the applicant would be eligible for aid if the information on the Statement of Facts was verified.
2. Has an emergency situation (as listed below) regardless of whether it could have been anticipated, which cannot be addressed by the issuance of Food Stamps, homeless assistance or by any other available resource:

• Lack of Housing – The applicant is homeless.
• Pending Eviction – The applicant has received any type of eviction notice, including a three-day notice to pay or quit.
• Lack of Food – The applicant does not have enough food to sustain the family for a period of three calendar days.
• Utility Shutoff Notice – The applicant has received a notice of shutoff or the utility has been shut off.
• Transportation – The applicant is unable to meet essential transportation needs such as those relating to food, medical care, or job opportunity.
• Clothing – The applicant lacks essential clothing such as diapers or clothing needed for inclement weather.
• Other - The applicant has other emergencies of similar importance to the family's immediate health and safety.

1. Has resources that do not exceed the following resource limitations:

1. Has complied with the following conditions of eligibility:

• Provided medical verification of pregnancy if pregnancy is the only basis of aid.
• Applied for unconditionally available income [including Unemployment Benefits (UIB)] for all family members.
• Provided SSN Enumeration, Social Security Number (SSN) card or proof of application for SSN for each applicant.
• Provided Proof of legal residence for each non-citizen in the applicant family.
• Completed the statewide fingerprint and imaging process (SFIS) for each required AU member. (See FSS/ASAP Operational Policy B-VIII.5)
• Agreed to cooperate with the Department of Child Support by signing the CA2.1 Agreement to cooperate with the DA as appropriate.

IMMEDIATE NEED PAYMENT REQUEST

When applying for CalWORKs the applicant(s) shall be given the opportunity to request an IN payment by:

• Completing the immediate need section of the application. (questions 14 – 18 and answer yes to any part of question 18 on SAWS 1); or
• Complete the "Immediate Need Payment Request" (CW4) after the date of application but before application has been approved for payment.

An IN payment request may be made any time during the application process.
The IN section of the application or the CW4 application should be completed by the applicant unless the applicant specifically request assistance with completing the form. If assistance is provided record what assistance was provided in the Case Comments in CalWIN.
The applicant shall be given a copy of the SAWS1 or the CW4 (when it is received from the applicant) indicating the date of receipt.
Note: The Immediate Need (IN) Flow Chart WT 27 is a step-by-step basic guide to assist with determination of IN and processing of the IN application.

IMMEDIATE NEED INTERVIEW

When feasible, the worker should conduct the interview the same day the IN payment is *requested* but *no later than the next working day.* All IN payment requests received during regular business hours shall be accepted on that date.

PROCESSING TIME FRAMES

Immediate Need Determination
A determination of eligibility for an IN payment should be made no later than the next working day following the receipt of the request.
If CalWORKs eligibility has not been verified, an IN payment shall be issued no later than the next working day following the day the IN request was received. (see RG "Immediate Need Expedited Services")

EXPEDITED DETERMINATION OF ELIGIBILITY FOR CALWORKS

The applicant(s) shall be permitted to choose in writing either the IN payment or the Expedited Determination of Eligibility for CalWORKs within three working days when all of the following conditions are met:

• The applicant is found to be eligible for an IN payment;
• The emergency situation is an eviction;
• The applicant is in receipt of a notice of eviction, including a three-day notice to pay or quit;
• The applicant has insufficient funds to pay the rent owing; and
• The applicant is currently residing in his/her home.

The applicant shall be informed in writing of what is necessary to determine eligibility before the applicant chooses between IN and Expedited Determination.
The "CalWORKs Applicant Choice Form" (CW43) shall be provided to the applicant to record the applicant's decision. The CW43 shall be saved in the case record and the worker shall note in Case Comments the applicant(s) decision.
Expedited Determination shall be completed and the payment issued within three working days from the date of the IN payment request.
The worker should issue the IN payment no later than the third working day if the eligibility determination cannot be completed.
The "**Immediate Need/Expedited Services CalWIN Resource Guide"** provides instructions for processing IN and ES requests and authorize benefits to the applicants EBT card.

ISSUANCE OF PAYMENT

If eligibility for cash assistance is verified within the IN time frame, the regular aid payment for which the applicant is eligible shall be issued in lieu of the IN payment
If eligibility for cash assistance is not verified within the IN time frame, the IN payment shall be issued, unless the emergency situation is pending eviction and the applicant has requested an Expedited Determination.
The applicant shall be provided a written notice of the action.

INELIGIBILITY/DENIAL OF PAYMENT

When eligibility for an IN does not exist, the IN request shall be denied and the applicant notified in writing. When notification is hand delivered, a new CW4 shall also be given to the applicant(s).
The eligibility determination process shall continue unless the applicant(s) fail to meet financial eligibility or deprivation criteria. The CalWORKs application and the request for an IN payment may be denied concurrently.
Denial of an IN payment request is not a reason to deny the application for cash aid.
The IN request is denied in the following situations:

• The applicant is eligible for Immediate Need based on the need for food and the need for food has been met through the issuance of Food Stamps within one working day from the date of the IN request.
• The applicant is eligible for an Immediate Need payment based on homelessness and a homeless assistance payment has been issued within one working day of the IN request.
• There is no apparent eligibility.
• Based upon all available information the applicant does not have an emergency situation.
• The applicant is eligible for an IN payment based on an eviction and the applicant chooses Expedited Determination for CalWORKs.
• The need has been met through a referral to another community resource.
• The applicant is currently receiving public cash assistance.
• The Immediate Need request was made by an individual being added to an existing CalWORKs case.
• The Immediate Need request was made on behalf of a child placed in Foster Care.
• The county is unable to establish the applicant has met eligibility conditions. (As listed above.)
• The applicant fails to keep the scheduled face-to-face interview.
• The entire assistance unit is being sanctioned.

COMPLETION OF CASH ELIGIBILITY DETERMINATION PROCESS

Within 15 working days from the date of receipt of the IN payment request and when an IN payment has been issued, the county shall verify the applicant's eligibility for aid.

• The 15 working day time frame shall apply to an IN payment request that was denied because the emergency situation was met by another public program or private resource, or by the issuance of Homeless Assistance.

• When the 15 working day time frame cannot be met, because of circumstances beyond the county or clients control, the eligibility verification process shall continue. Narrate in CalWIN Case Comments the reason for the 15 day time frame not being met.

The amount of aid payment shall be the grant amount less any Immediate Need payment the county issued for that month. The county shall issue the payment as soon as administratively possible.

When an Immediate Need payment has been issued, and the applicant family is determined to be ineligible for cash benefits, the application shall be denied and the IN payment is considered an overpayment.

ATTACHMENTS

CW 4 - “Immediate Need Payment Request”
CW 43 - “CalWORKs Applicant Choice Form
CalWIN Resource Guide – Immediate Need Expedited Services
WT 27- Immediate Need Flow Chart

REFERENCES

ACL 09-43
EAS 40-129
EAS 44-205
EAS 44-211
EAS 44-315
EAS 44-350

OCSSA