



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

October 2, 2015

Mr. Donald Ashton, Director
El Dorado County Health and Human Services Agency
3057 Briw Road
Placerville, CA 95667

Dear Director Ashton:

Congratulations! We are pleased to inform you that your county's proposal for the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) for Fiscal Year (FY) 2015-16 has been accepted.

Your county's final allocation for FY 2015-16 is **\$472,548**.

Trainings and Meetings

In person attendance by the county's HSP coordinator or designee is required for HSP trainings and/or meetings throughout the year. To date, the following HSP trainings have been scheduled:

- November 5th and 6th in Sacramento (Northern California counties); or
- November 9th and 10th in Los Angeles (Southern California counties); and
- December 8th in Orange County (All HSP counties)

Additional information regarding the upcoming trainings will be sent to your county's designated HSP coordinator.

Fiscal Claiming

Counties that receive HSP funding are required to claim all costs on a quarterly basis by performing time studies and utilizing HSP identified Program Codes. Additional information regarding county HSP claiming instructions are enclosed. If you have any questions regarding claiming instructions, please contact the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Data Reporting

Counties in receipt of HSP funding are required to complete and return the HSP 14 report on a monthly basis. The first HSP 14 report for newly funded counties will be due November 20, 2015 for the reporting month of October 2015. The report form and instructions are enclosed. If you have any questions regarding the HSP 14 report, please contact the Data Systems and Survey Design Bureau at (916) 651-8269.

Mr. Donald Ashton, Director
Page Two

HSP Certification

To accept the terms of the HSP allocation, please review and complete the enclosed HSP certification form. The HSP certification form indicates the number of families targeted for permanent housing, based on the final allocation amount. In addition, counties are expected to target at least 70 percent of the HSP allocation for direct financial assistance, which includes rental subsidies, security deposits, moving costs, temporary shelter costs, etc. It does not include case management or administrative expenses.

Please scan and return the completed HSP certification form to Julie McQuitty at julianne.mcquitty@dss.ca.gov no later than October 16, 2015. Please also send the original signed document, postmarked no later than October 16, 2015, to the following address:

California Department of Social Services
744 P Street
MS 8-8-31
Sacramento, CA 95814
Attn: Julie McQuitty

Thank you for your proposal and we look forward to partnering with you to provide housing support to CalWORKs families. If you have any questions, please contact Kären Dickerson, Chief, CalWORKs Employment and Eligibility Branch, at (916) 651-6562.

Sincerely,




TODD R. BLAND
Deputy Director
Welfare to Work Division



BRIAN DOUGHERTY
Deputy Director
Administration Division

Enclosure(s)

c: Cynthia Kjellin, Staff Services Analyst II

CalWORKs Housing Support Program (HSP) Allocation

County Welfare Director Certification

El Dorado County

Fiscal Year: 2015-16

HSP Allocation: **\$472,548**

Target number of families for permanent housing: **48 at a cost of \$10,000 or less per case**

I, _____, County Welfare Director of _____ County,
certify that I will:

1. Ensure an in-person representative is present for CDSS-hosted HSP trainings and meetings. The HSP point of contact in my county is:

Name: _____
Title: _____
Phone Number: _____
Email Address: _____
2. Provide HSP data requested by CDSS, including the HSP 14 monthly data report.
3. Target spending on direct financial assistance to be at 70 percent or more of the HSP allocation. Direct financial assistance includes rental subsidies, temporary shelter costs, moving related expenses, utility deposits and payments, etc. Direct financial assistance does not include costs associated with case management, administrative expenses or data collection.
4. Target housing **48** or more homeless families. For purposes of the HSP, "homeless" is defined as:
 - a. Lacking a fixed and regular nighttime residence; and either
 1. Having a primary nighttime residence that is a supervised publically or privately operated shelter designed to provide temporary living accommodations; or
 2. Residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
 - b. In receipt of a judgment for eviction, as ordered by a court.

I certify that _____ County will administer the HSP program pursuant to the above conditions.

CWD Director Signature

Date