

# Placer County Human Services

<b>EFFECTIVE DATE:</b> 10-15-92	<b>REVISION DATE:</b> 4/23/2015	<b>TITLE:</b> Special Needs	<b>PROGRAM:</b> CW
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<b>References</b>	EAS 44-211 ACL 14-04, ACL 15-38, ACL 15-38E
<b>BACKGROUND</b>	A special need is a need not common to most of the recipients for certain things, which are essential for their support. When an applicant/recipient indicates a special need, the Eligibility Specialist must clearly explain the types of special needs that are available and how to secure a special need payment.
<b><u>RECURRING SPECIAL NEEDS</u></b>	<p>A recurring special need is one, which results in additional costs to the AU for two or more months in a calendar year.</p> <p>The payment for a recurring special need cannot exceed the actual increase in costs to the AU. These actual costs must be verified each quarter on the SAR 7 unless the allowance guidelines in EAS 44-112.2 are used.</p> <p>A recurring special need includes Pregnancy, therapeutic diets, special transportation, special laundry, and cost of housekeeping services, special telephone services, and excessive use of utilities.</p>

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## **NONRECURRING SPECIAL NEEDS**

An applicant/recipient may request a nonrecurring special need payment to replace lost or destroyed clothing, household equipment, to repair damage to a home, or to pay for interim housing.

### **A. Reason for Special**

The special need must be required because of an emergency resulting from sudden or unusual circumstances beyond the AU's control (EAS 44-211.4). Sudden unusual circumstances are natural disasters and events that take the client by surprise. If the client is aware of the circumstances in advance of its taking place, it is not considered a sudden circumstance.

#### Example:

The house the AU is living in has been condemned. The AU has already received Homeless Assistance within the past two years. The landlord gave the client 30 days to vacate the house. On the 30th day, the client applies for the interim shelter special need. Since the client was aware she had to move in advance, the circumstances are not sudden and the client is not entitled to the special need.

The Eligibility Specialist must verify the loss is due to sudden and unusual circumstances. With a signed Release of Information from the recipient, the Eligibility Specialist may contact an agency which has knowledge of the loss, such as the Red cross, Police or Fire Department.

### **B. Payment for Non-Recurring Special Needs**

The Special need for payment for clothing, housing equipment or interim shelter shall be the actual cost of the items (EAS 44-21.413a). Before the special need payment is granted, the client must provide estimates of the cost of the repairs, items to be replaced or the interim shelter.

Example: The recipient states that his/her actual costs for interim will be \$30 per day. The Eligibility Specialist gives the recipient \$200. The recipient brings the receipt the next week showing they paid \$100 for the week. Since the recipient was issued \$200, he/she was given enough money for two weeks of rent. No interim shelter payment would be issued until the

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	<p><b>C. Clothing and Household Equipment</b> A payment can be made to replace clothing which has been lost due to sudden and unusual circumstances. The payment may not exceed \$25 for each member of the AU.</p> <p>Household equipment which has been lost due to sudden or unusual circumstances may be repaired or replaced. A guideline to the replacement is in EAS 44-211.422.</p> <p><b>D. Damage to the AU's Home</b> A payment can be made for the costs of essential repair or replacement caused by damage to the AU's home. These payments can be for moving costs, storage costs, labor and material costs for the repair.</p> <p><b>E. Interim Shelter</b> Interim housing payments can only be made when the AU's home was destroyed or made inhabitable or inaccessible due to sudden or unusual circumstances beyond their control. He/she must have an estimate of the actual costs. Payment of interim shelter will be in the amount of the actual costs. A nonrecurring special need for interim shelter is not the same as a Homeless Assistance payment and should not be paid in the same manner.</p> <p>The interim shelter special need payment may be requested even when the applicant/ recipient has received Homeless Assistance previously as an</p> <p>Example: An Au consisting of a mother, father and one child has received Homeless Assistance in the past. The father physically abuses the mother and she leaves the home. She requests help in finding a place to live. Since her home has been made inaccessible, she can request an interim shelter special need.</p>
<b><u>HOMELESS ASSISTANCE</u></b>	Homeless Assistance is also a nonrecurring special need payment. Recipients must prove they spent the temporary Homeless Assistance payment on housing or all future payments are paid to the vendor. Recipients must also have

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receipts that prove they spent the permanent Homeless Assistance payment on what it was intended to cover (i.e. deposit, last month's rent, etc.) See EAS 44-211(d)(2). The Eligibility Specialist may not require a receipt when the payment has been paid directly to a vendor unless there is a reason to believe the recipient did not move to the address for which he/she received.

## I. RECEIPTS

At the time the recipient is granted a nonrecurring special need payment, the Eligibility Specialist must inform them of the requirement for all temporary Homeless Assistance receipts to be provided. The consequence for not providing is that all future Homeless Assistance payments are paid to a vendor. The Eligibility Specialist must monitor the case for the return of receipts within 30days. A correspondence letter can be sent as a reminder to the client.

## II. OVERPAYMENT

When the recipient fails to provide receipts, the EW must compute an overpayment on the special need. There is no overpayment when a client fails to provide receipt for temporary or permanent Homeless Assistance and the payment has been vendor paid. An exception would be if the Eligibility Specialist has reason to suspect the client did not stay at the place for which Homeless Assistance was paid. In this situation, receipts would be required. A client may provide valid receipts later that proves she/he purchased or repaired the items with the special need payment. When the receipts are provided, the Eligibility Specialist should void the overpayment.

## III. REQUIRED DOCUMENTATION AND INFORMING

The Eligibility Specialist must clearly document the recipient's request for a special need.

After the Eligibility Specialist determines the recipient's eligibility to the special need, the recipient must be notified of either an approval or denial of the special need request. Homeless Assistance has separate approval and denial Notices of Action.

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