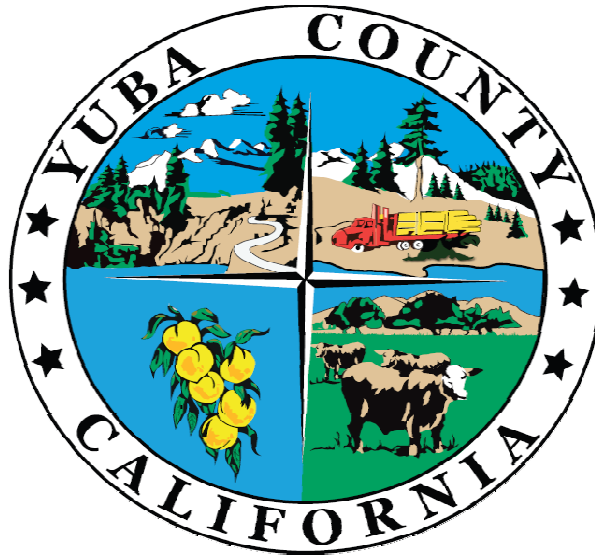


**YUBA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
GENERAL ASSISTANCE HANDBOOK**



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DECEMBER 15, 2015

**YUBA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
GENERAL ASSISTANCE HANDBOOK**

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INTRODUCTION

SECTION I

1. **LEGAL BASIS FOR THE GENERAL ASSISTANCE PROGRAM**

The California Welfare and Institutions (W&I) Code, Division 9, Part 5, Sections 17000 through 17410 is the general authority for the administration of General Assistance (GA). The definition of the GA Program is delegated to the County Boards of Supervisors by state law. Each county is required to establish standards of assistance which shall be available to the general public.

General Assistance in Yuba County is based upon formal actions of the Board of Supervisors. However, the Director of the Health and Human Services Department (HHSD) is the delegated authority to interpret the GA Regulations & Handbook and to amend, alter or modify the regulations contained therein if necessary to assure consistency with the law. Any such changes will be approved by the Board of Supervisors. In addition, routine, non-policy changes in the Handbook may be made by the Director of the HHSD.

Upon adoption by the Board of Supervisors, this GA Handbook provides the legal basis for the program in Yuba County. Any questions of interpretation should be directed to the GA Program Manager.

2. **GENERAL INFORMATION**

GA is a program financed by local taxes. An amount is included in the annual budget adopted by the Board of Supervisors. Eligibility and amount of aid is established in accordance with Welfare and Institutions Code 17000.5

3. **PURPOSE OF THE GENERAL ASSISTANCE PROGRAM**

The GA program is by nature a residual assistance program for those persons who are ineligible for aid under any federal or state program which is designed to meet all of the applicant/recipient's needs, such as CalWORKs or Supplemental Security Income/State Supplementary Payment (SSI/SSP). It is in large part an emergency assistance program to be used when other resources are not available or cannot be developed to meet the needs of the applicant(s).

The Eligibility Technician (ET) is responsible for securing, verifying and evaluating information and evidence to determine the amount of need and eligibility, and for explaining the applicant/recipient's rights and requirements under the program. Respect for the integrity and self-esteem of the applicant/recipient is essential in promoting and encouraging self-reliance and independence. Per the Supplemental Nutrition Assistance Program (SNAP) regulations, CalFresh benefits do not count as income.

During the determination of initial and continuing eligibility, each applicant/recipient shall assume as much responsibility as possible within their physical, emotional,

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educational, or other limitations. Applicant/recipient responsibilities include but are not limited to:

- A. Completing or participating in the completion of all documents required in the application process or in the determination of continuing eligibility
- B. Making available to the County all documents that are in their possession or available to them which are needed to determine eligibility and the amount of grant
- C. Reporting all facts which he/she believes to be material to their eligibility or which the County has identified to them as affecting eligibility
- D. Reporting any change in any of these facts within ten (10) calendar days of the occurrence
- E. Applying for CalFresh benefits, GA cases are considered non-assistance households

4. CIVIL RIGHTS AND AMERICANS WITH DISABILITIES ACT (ADA)

Pursuant to State and Federal laws, the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP), Division 21, and the Civil Rights Annual Plan guidelines, counties are required to ensure that the administration of public assistance and social services programs is non-discriminatory and accommodations for individuals with disabilities are provided and expedited as referenced in the County of Yuba HHSD Civil Rights Plan, and Americans with Disabilities Act (ADA), Title II SSA Policy D31. This includes but is not limited to:

- A. Written procedures to identify an applicant's/recipient's disability (physical or mental impairment, which could limit access or participation).
- B. Written procedures for offering free interpreter services and auxiliary aids, addressing all languages spoken by applicants/recipients, including American Sign Language.
- C. Procedures to identify an applicant's/recipient's need for services due to his or her disability, limited-English proficiency or inability to read or write and provide the opportunity for him or her to request auxiliary aids, services, translated forms, or assignment to a bilingual ET or other interpreters. Describe services and accommodations provided, e.g. interpretation by paid interpreters or other county employees, Braille materials, etc.
- D. Procedures to ensure that services or benefits are not denied or unduly delayed due to an applicant's disability, limited English proficiency, or inability to read or write.
- E. Procedures to ensure that case files identify non-English-speaking and limited-English speaking, or disabled applicants/recipients so that when transferred from one ET to another within the program or one program to another program, services can be provided appropriately.

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- F. Division 21, section 21-116 requires the County to document in the applicants'/recipients' case files certain information or actions taken including but not limited to:
 - 1. Information that identifies the applicant/recipient as disabled.
 - 2. Applicant/recipient's requests for auxiliary aids, reasonable accommodations, services or interpreter services and how those services were provided.
- G. Procedures to ensure that benefits are not terminated, for example as a sanction for violating program rules, or for failure to submit required paperwork, without consideration of whether a recipient's disability, limited English proficiency, or inability to read or write affected the recipient's ability to comply with program rules.

5. **REPAYABILITY**

The W&I Code permits counties to request repayment of GA payments made from county funds. Each application for GA shall include the applicant's agreement to repay assistance issued under the program to the extent that the recipient later acquires property, not including wages, that is in excess of the amount necessary to meet the recipient's needs.

The applicant/recipient shall be provided a Notice of Action (NOA) specifying the amount of repayment and the right to appeal.

ELIGIBILITY DETERMINATION

SECTION II

1. **ELIGIBILITY DETERMINATION**

Yuba County HHSD shall:

- A. Investigate the needs and resources of each applicant for GA.
- B. Protect the integrity of the program by ensuring that aid is paid only to eligible persons.

Eligibility determination is done by a recorded study and verification of the applicant/recipient's circumstances in relation to GA requirements, followed by a decision as to eligibility and, if eligible, the amount of aid.

- C. Ensure that every person administering aid shall conduct them self with courtesy, consideration, and respect toward applicants and recipients.
- D. Ensure that every person administering aid shall endeavor at all times to perform his or her duties in such a manner as to secure for every person the amount of aid to which he or she is entitled.

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2. **CONFIDENTIAL CASE RECORDS**

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

- A. The Grand Jury of Yuba County.
- B. The Board of Supervisors of Yuba County.
- C. An officer or employee of Yuba County charged with implementation or enforcement of these policies.
- D. The applicant or recipient, the authorized representative of such person, and a person who has a signed release of information from the applicant or recipient.
- E. 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.
- F. Other persons or agencies as may be required by law.

APPLICATION FOR GENERAL ASSISTANCE

SECTION III

1. **APPLICATION PROCESS**

- A. An application consists of a written request for GA on the appropriate GA application form. Aid may not be approved without the appropriate written Application for GA, Statement of Facts Supporting Eligibility, Repayment Agreement, and any other verification or forms required by Department Procedures.

As part of the application process, the County will review the GA Responsibilities and Requirements Agreement with the applicant/recipient. The applicant shall sign the Responsibilities and Requirements Agreement form and the applicant will be provided with a copy of the agreement.

- B. All applicants who are denied assistance will be provided a written denial NOA which includes the specific reason for denial, the appropriate GA regulation sections and appeal rights.
- C. All applicants/recipients have the right to self-determination and may request withdrawal, denial or discontinuance of benefits. When an act of non-cooperation precedes this request or follows a written agreement to cooperate, without good cause, all applicable sanctions for failure to comply with GA regulations, policies and/or procedures or for misrepresenting material facts to the Department shall be imposed.

2. **PROMPTNESS**

The Department will process each application within thirty (30) days. It is the Department's goal to process Immediate Need applications within three business days.

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Immediate Need is defined as the immediate need for shelter, food and/or medical needs, or has an unlawful detainer Notice to Vacate, or 48-hour utility shut off notice.

3. **BEGINNING DATE OF AID (BDA)**

The BDA in GA is the first of the month in which an application for GA is signed and received by the Department from an applicant who is eligible. Aid shall be granted on a monthly basis based on eligibility requirements.

Applicants applying for GA after the 15th day of the month, determined eligible to receive benefits for the initial month and the subsequent month, shall receive both allotments at the same time.

4. **REPORTING**

An ET will meet with the employable recipient to review job search progress. All recipients shall report any changes in their income, needs and other factors of eligibility within ten (10) calendar days of the occurrence.

5. **VERIFICATION**

When verification of evidence is available, it will be filed in the case record per procedures.

The applicant/recipient is the first source of information and it is the responsibility of the applicant/recipient, insofar as possible, to furnish all information necessary to establish eligibility to aid and the correct amount of grant. The Department is responsible for providing reasonable assistance to the applicant/recipient in obtaining verifications required to determine eligibility to receive GA benefits.

6. **REQUIRED VERIFICATION**

A. **IDENTIFICATION** – One form of identification is required for each adult member of the GA Assistance Unit (AU); it is not required for a minor who is aided as part of a family unit. Identity may be verified through readily available documentary evidence, or if this is unavailable, through a collateral contact.

Examples of acceptable identity verifications that the applicant may provide include, but are not limited to:

- Social Security card or other documents containing the SSN
- Driver's license/Identification card
- Work or school ID
- ID for health benefits, or for another assistance program
- Voter registration card
- Wage stub
- Birth certificate
- Collateral contact

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A collateral contact is a written confirmation of an individual's identity by a person outside the AU. The acceptability of a collateral contact shall not be restricted to a particular individual but may be anyone that can be expected to provide an accurate third-party verification of the individual's identity. Examples of acceptable collateral contacts include, but are not limited to:

- Employers
- Landlords
- Social services agencies
- Probation/Parole Officer

An exception may be made when the person has a valid reason for not having identification (e.g. theft of papers, loss in fire, homelessness etc.) and the person qualifies for Immediate Need GA. The Department shall provide the applicant with a Verification for Reduced Fee Identification Card Form (DL 937) if an individual is unable to obtain proof of identity, including through collateral contact.

NOTE: Inquiry to a collateral contact requires the written authorization from the applicant/recipient. All verifications will be documented in the case record per Department procedures. Failure of applicant/recipients to provide necessary verifications or failure to cooperate with the Department in securing necessary verifications without good cause shall result in denial or discontinuance of benefits.

- B. **SOCIAL SECURITY NUMBER (SSN)** - A SSN (or proof of non-citizen status) is required for every member of the GA AU for which aid is requested prior to issuance of benefits. Verification shall include the Social Security card or other valid documentation, such as award letters from the Social Security Administration. For members of the GA AU who do not have a SSN, verification of a completed SSN application is required prior to issuance of benefits. The Department shall promptly supply applicants with the SSN application form.
- C. **AGE** - Age is verified only if the ET has reason to believe the applicant is a minor or is age 65 or older. When two or more verifications conflict, the primary documentation takes precedence. Examples: Birth certificate, school records, or identification which required proof of age.
- D. **NON-CITIZEN STATUS** - Verification of non-citizen status is required.
- E. **COOPERATION ESTABLISHED** - The AU must demonstrate cooperation with all program and eligibility requirements, including Job Search and must complete an application for all other available monies, including but not limited to; SSI/SSP, Veteran's Benefits, Unemployment Insurance Benefits (UIB), State Disability Income (SDI), and request that a sponsor of a non-citizen verify support monies. The AU is required to cooperate with the Department and with any other Department or individual in securing those benefits.
- F. **OTHER**- Verifications shall be required as identified by the ET as specified elsewhere in the Handbook.

PROGRAM REQUIREMENTS AND PENALTIES

SECTION IV

1. **CASE STATUS**

All recipients of GA must be evaluated for employability. However, such evaluation shall not be required before aid begins.

It is the goal of the Department to develop a plan of support for GA applicant/recipients so that GA will be utilized as a temporary emergency means of support while recipients strive to become self-sufficient or to otherwise become independent of further assistance.

2. **MINORS**

Age verification is required in all situations in which the ET has reason to believe that the applicant is a minor, unless the minor is aided as part of a family group.

- A. Emancipated minors are eligible to receive GA provided they otherwise meet all eligibility requirements.
- B. Non-emancipated minors, other than members of the GA AU, will be referred to Children's Services for a child abuse/neglect assessment.

3. **ADULT STUDENTS**

Adult students are potentially eligible to receive GA if they are willing and able to meet all program requirements and if all eligibility factors are met.

4. **INTERIM ASSISTANCE (IA)**

All incapacitated persons shall be referred to the Social Security Administration Office to file an SSI/SSP application. Failure to apply for SSI/SSP makes the AU ineligible for GA.

GA may be granted to SSI/SSP applicants while the application for SSI/SSP is pending if the AU is otherwise eligible to receive GA. The applicant/recipient must sign the form Authorization for Interim Assistance (SSP14) in order for the county to recoup monies loaned. The SSP14 is NOT an optional form. The applicant/recipient is responsible for notifying the county within ten (10) days if the status of their SSI/SSP application changes.

5. **INCAPACITATED PERSONS**

- A. Incapacity will be verified in accordance with Department procedures. Assistance will be authorized pending verification of incapacity.
- B. Evaluation of the person's employability must be done by a health care professional. An applicant's failure/refusal to cooperate with obtaining an

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evaluation by a health care professional without good cause shall result in the denial or discontinuance of GA benefits, and the imposition of sanctions per Section IV.7.

- C. Alcohol or other substance abuse alone does not automatically constitute incapacity.
- D. A person residing in a contracted residential substance abuse treatment facility is **not** eligible to receive GA.
- E. Persons may be classified as incapacitated because of a physical, social, emotional and/or mental condition.
- F. Persons who are no longer incapacitated shall be transitioned to the Employable's Program if additional assistance is requested. Recipients shall be allowed to obtain a change in classification between Incapacitated and Employable without a new GA application and without any interruption in benefits due to the change in classification, so long as the recipient complies with all program requirements relating to the new classification.
- G. Individuals may appeal employability classification determinations.

6. **EMPLOYABLE PERSONS**

The GA AU shall be given a Notice of Action (NOA) which shall include the benefit period at the time of approval for GA benefits. No further benefits shall be authorized after expiration of the benefit period.

Recipients shall be allowed to obtain a change in classification between Employable and Incapacitated without any new GA application and without any interruption in benefits due to the change in classification, so long as the recipient complies with all program requirements relating to the new classification.

Each individual in the GA AU, unless excluded from receiving benefits, is required to meet all work requirements of the GA program unless specifically exempted by a health care professional. Failure to cooperate without good cause results in the imposition of a sanction.

A. **EXEMPTIONS**

The following persons are exempt from participation in the Job Search:

- Incapacitated
Verification of incapacity by a health care professional must be on file.
- A child under age sixteen (16)

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- A child age sixteen (16) or seventeen (17) who is a full-time student (as defined by the school) in an elementary school, junior high/middle school, high school, or vocational/technical school. Verification of school enrollment is required.
- Age sixty-four (64) or older
- An adult responsible for the care of a member of the AU on a substantially continuous basis due to the physical and/or mental impairment/incapacity of that member, as verified by a physician's statement. If another person resides in the home that can provide such care, the GA applicant/recipient is not exempt.
 - a. Verify the impairment/incapacity of the other AU member and that substantially continuous care is necessary, as verified by a physician's statement.
 - b. Determine that the adult seeking the exemption is the only person available to provide care.
 - c. One adult caretaker of a child under six (6) months old. If another person resides in the home that can provide such care, the GA applicant/recipient is not exempt.

B. REQUIREMENTS

Each non-exempt member of the AU must comply with each of the requirements of mandatory Job Search promptly after aid begins:

- Job Search requires the applicant/recipient to complete a minimum of 10 (ten) job search contacts monthly and submit the Job Search Form (YCHHSD 78) to the Department by 4:00 pm on the second Wednesday of each month.
- Conduct job search as required by the GA Program
- Accept job referrals made by the ET
- Accept any offer of appropriate employment which pays at least minimum wage

C. TIME LIMITS

GA benefits for employable individuals who have been offered an opportunity in the Job Search Program shall not exceed three (3) months out of any twelve (12) month period.

The GA AU shall be notified of the benefit period at the time of approval for GA benefits. No further benefits shall be authorized after expiration of the benefit period without a new application and redetermination of eligibility.

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GA benefits for incapacitated individuals, who have been approved for SSI/SSP benefits, will be discontinued from GA from the date of the Social Security approval.

7. **SANCTIONS**

- A. Sanctions shall be applied when a member of the GA AU fails or refuses without good cause to follow program regulations.
1. Sanctions shall be imposed only when a GA AU member:
- a. Is not participating in the Job Search Program, without good cause.
 - b. Voluntarily quits a job, without good cause, or causes an employer, without good cause, to terminate him or her because of a violation of valid company rules or policies.
 - c. Refuses, without good cause, a job referral or a job offer.
 - d. Participates in a strike, without good cause.
 - e. Fails, without good cause, to be evaluated by a health care professional and claims a disability lasting more than three (3) weeks.
 - f. Knowingly makes fraudulent or intentional false statements or intentionally withholds information regarding GA eligibility.
 - g. Engages in violent, destructive or threatening behavior in connection with the GA Program.
- B. Sanctions applied to any adult member of the AU will reduce the Maximum Aid Payment.
- C. Duration of sanctions shall be as follows:
- 1. Initial sanctions shall be applied for ninety (90) days from the date aid is last paid.
 - 2. A sanction of one hundred eighty (180) days shall be applied for any second or subsequent incidents, within a twelve (12) month period.
 - 3. The sanction period may be stayed when aid is paid pending an appeal. The balance of the sanction period will be served if the County's action is upheld on appeal.
- D. Application and Review of Sanctions for Employable's
- 1. Sanctions will be imposed and good cause determinations will be made when the recipient is subject to a sanction for actions prior to application for GA and for failure to participate in the Job Search Program without good cause.
 - 2. Sanctions will be imposed and good cause determinations will be made by the ET anytime an applicant/recipient fails to meet the requirements of the Job Search Program without good cause.

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3. The sanction period will stop if the sanctioned individual becomes incapacitated. Such incapacity must be verified by other medical evidence prior to resuming aid. The balance of the sanction period will be served when the incapacity is over.
 4. When the sanction period exceeds the remaining period of eligibility, the balance of the sanction period shall continue to run. Once the sanction period ends, the recipient is eligible for any remaining period of eligibility within the original existing twelve (12) month period.
- E. Sanctions will **not** be imposed if good cause is found to exist. In determining good cause, a violation will not be considered willful or negligent if the individual claims that his or her failure to comply with program requirements was the result of his or her verified disability, or the verified disability was a significant factor causing the failure. In all cases in which the recipient makes such a claim that his or her failure to comply with program requirements was the result of his or her verified disability, or if the HHSD has reason to believe that an individual's disability was a significant factor in causing the failure to comply, then HHSD will evaluate and determine whether the disability was a significant factor causing the failure to comply.

Lack of good cause consists of willful refusal or failure, or three separate instances of, negligent failure of the recipient to follow program requirements.

- F. Good cause may be demonstrated by a showing of any of the following which includes but is not limited to:
1. The recipient was hospitalized or ill
 2. It is verified that the recipient's failure to comply with program requirements was the result of his or her disability, or disability was a significant factor causing the failure.
 3. The recipient's job paid less than the minimum wage as set by the State of California.
 4. The job was beyond the recipient's mental or physical capacity.
 5. Transportation issues prevented the recipient from complying with the Job Search requirements.
 6. Inability to obtain verification from a third party not under the recipient's control.
 7. Other circumstances beyond the recipient's control that resulted in the recipient not being able to comply with a program requirement or deadline. This could include: Missing an appointment because it conflicted with a previously scheduled medical appointment, job interview, court, probation, or parole appointment; missing an appointment or deadline due to a failure of transportation; or a death in the recipient's immediate family, including a spouse, domestic partner, parent, sibling, or child.
- G. A NOA with respect to the imposition of sanctions shall specify the reason a sanction is imposed and shall specifically identify the alleged violation(s).

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8. EMPLOYED PERSONS

- A. For purposes of GA, full-time employment is defined as sixty four (64) hours of employment per month or employment which pays the equivalent minimum wage and is equal to or in excess of the GA grant.
- B. Aid shall not be approved when any adult member of the AU is fully employed or on strike.

9. INELIGIBLE PERSONS

- A. Institutionalized Person Any individual incarcerated or otherwise institutionalized is not eligible to receive GA. If a recipient is incarcerated or institutionalized during an aided period, aid paid during this period is considered an overpayment
- B. Residential Treatment Facility Any individual who is residing in a contracted residential substance abuse treatment facility is not eligible to receive GA benefits. If a recipient is residing in a contracted residential substance abuse treatment facility during an aided period, aid paid during this period is considered an overpayment.
- C. Probation/Parole Violators Any individual who is violating a condition of probation or parole imposed under federal law or the law of any state is not eligible to receive GA, unless the individual is granted a pardon by the President of the United States. To be considered a probation or parole violator, an impartial party, such as a judge or an officially sanctioned tribunal, must determine that the individual violated a condition of his or her probation or parole and that federal state or local law enforcement authorities are actively seeking the individual to enforce the conditions of the probation or parole. See ACL No. 15-82.
- D. Fleeing Felons Any individual who is a fleeing felon is not eligible to receive GA. An individual who is a fleeing felon when a warrant for arrest is presented with one of the following three NCIC codes: Escape (4901); Flight to Avoid Prosecution, Confinement, etc. (4902); or Flight-Escape (4999).
- E. Sanctioned/Ineligible Persons Any individual sanctioned from or ineligible due to time limit restrictions on another Public Assistance Program such as CalWORKs.
- F. SSI/SSP recipients- Any individual who is receiving SSI/SSP is ineligible.
- G. Responsible Relative or Friend Any individual being supported by a responsible relative (spouse, parent, adult child or friend) with the financial ability is ineligible.

INCOME AND PROPERTY DETERMINATIONS

SECTION V

1. INCOME DEFINITION

Income is any benefit in cash received by the GA AU, including but not limited to work or business activities, ownership in real property, a contribution from persons or organizations, pensions/retirement, interest or dividends.

All income of the AU shall be considered in determining financial eligibility to GA assistance. Income and resources that are currently available to an AU shall be taken into consideration in determining the amount of the assistance grant.

Potential income and resources shall be explored and developed so that they can be made available to meet the needs of the AU. Failure of an AU, upon the Department's request, to apply for any aid or income or to file for any property to which they appear eligible results in ineligibility.

2. VERIFICATION OF INCOME

Applicant agrees to take all actions necessary to obtain unconditionally available income, including public assistance, a relative's offer of contribution, benefits available to veterans of military service, Social Security and Unemployment Benefits, possible sponsor contributions, and retirement or pension plans.

Applicants/recipients who appear to be eligible for other aid programs (e.g. SSI/SSP) must follow-through with the eligibility determination. Failure to follow through without good cause will result in ineligibility for GA. Persons who need assistance in completing the eligibility process due to disability, limited English proficiency, or inability to read or write shall be provided such assistance or be found to have good cause.

3. TYPES OF INCOME

- A. Current income is the income which is received in the current month regardless of the period over which it is accrued. Monies which are received or anticipated to be received during the calendar month are considered currently available income.
- B. Money that is legally obligated and otherwise directly payable to an individual, but which is diverted to a third party, shall be counted as income as if it were paid to the individual (i.e. Social Security income paid to a payee/representative).
- C. Earned income is all wages and salaries received by an employee, including gross income from a self-employment enterprise (excluding business-related expenses) and/or the total gain from the sale of any capital goods or equipment related to the business, excluding the verified costs of doing business.

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- D. Educational grants and loans are prorated over the period they are intended to cover. Verified tuition and other mandatory school fees are deducted per Department procedures.
- E. Energy Assistance payments are not considered income.
- F. Grants or gifts from individuals or assistance agencies must be evaluated as to amount and purpose. Those contributions which are designated to meet all or a portion of the GA component shall be counted as income.
- G. Lump sum payments received are considered income in the month they are received. Thereafter, these sums are considered assets. The AU is ineligible for GA until it spends down the money to an amount below the asset limit. Examples include Social Security payments, other social insurance awards, insurance settlements, income tax refunds, earned income credits, retirement benefits, etc.
- H. Reimbursements received are not considered income to the AU to the extent that they do not exceed the costs incurred.
- I. Retirement funds, including money in Individual Retirement Accounts and Keoghs, shall be considered potentially available income. The funds must be actually available. AUs are required to apply for withdrawal of such funds. When received, the funds will be treated as lump sum payments. Failure to apply for these funds shall result in ineligibility to receive GA.
- J. Ten percent (10%) of roomer/boarder payments shall be considered income unless such payments are made to the applicant/recipient by a subletter and passed on in full to the landlord.
- K. The AU's share of rent shall be the full rent amount less all payments received from roomers.

4. **DEEMED INCOME**

- A. The income of all members of the AU will be included in determining the financial eligibility of the AU. In accordance with the W & I Code, Division 9, Part 6, Chapter 10, Section 18908 and Food Stamp Regulations, Section 63-201, CalFresh allotments are not considered income.
- B. The income of any person who, as a sponsor of the entry of a GA Applicant or Recipient into the United States, executed an affidavit of support or similar agreement with respect to that applicant or recipient, and the income of sponsor's spouse, shall be deemed, after the deductions provided in W&I Code 17001.7 (b) (c), to be the income of that applicant or recipient, for a period of three (3) years after the individual's entry into the United States.

The deeming of a sponsor's and the sponsor's spouse's income shall not apply to a non-citizen whose sponsor has abandoned his or her duty to support the

non-citizen in accordance with W&I Code 17001.7 (f). Abandonment of the duty to support shall include, but is not be limited to, abuse, battery, neglect, or refusal to support. Evidence of abandonment may be demonstrated by documentary evidence or collateral statements.

5. **DEFINITION OF REAL PROPERTY**

Real property is land and improvements, as differentiated from cash, vehicles or similar assets which are personal property. Real property includes, as a general rule, immovable property attached to the land (e.g. trees, fences, buildings, etc.). It also includes mines, patented or unpatented oil, mineral and/or timber rights. Any mobile home or other dwelling which is used exclusively as the applicant/recipient's only home is considered real property for GA purposes.

A GA applicant who owns real property is not eligible for GA unless there is no equity in the property after deducting all liens and encumbrances on the property.

The real property of any person who, as a sponsor of the entry of a GA Applicant or Recipient into the United States, executed an affidavit of support or similar agreement with respect to that applicant or recipient, and the real property of sponsor's spouse, to be the real property of that applicant or recipient, in accordance with W&I Code 17001.7 (b) (c), for a period of three (3) years after the individual's entry into the United States.

The deeming of a sponsor's and the sponsor's spouse's real property shall not apply to a non-citizen whose sponsor has abandoned his or her duty to support the non-citizen in accordance with W&I Code 17001.7 (f). Abandonment of the duty to support shall include, but is not be limited to, abuse, battery, neglect, or refusal to support. Evidence of abandonment may be demonstrated by documentary evidence or collateral statements.

The amount of real property resources of a sponsor and the sponsor's spouse that shall be deemed to be the real property of a non-citizen for any month shall make that non-citizen ineligible to receive GA.

6. **FOREIGN ASSETS**

Real property consisting of foreign assets will be treated as secondary real property with the same requirements to sell as described above unless the AU provides verification of official action to block or freeze the asset.

7. **DEFINITION OF PERSONAL PROPERTY**

Personal property is any property, tangible or intangible, that is not real property, generally consisting of possessions which may be easily transported or stored, or present or future interests in property whether legal or equitable. Personal property may be in the nature of a property right, such as uncollected debts and claims, and includes vehicles, liquid resources, deferred compensation, accounts receivable and/or interest in a firm under receivership. Liquid resources consist of cash on hand and

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assets which can be readily and quickly converted to cash, such as savings, checking and other bank accounts, the cash surrender value of insurance policies, stocks, bonds, IRA's, KEOGH's. Verification through documents within the applicant or recipients control without incurring new cost to the recipient of the value of personal property shall be provided before any aid is paid.

8. PERSONAL PROPERTY MAXIMUM

- A. Encumbrances of record are to be considered in determining the personal property holdings of the AU. Encumbrances on vehicles must be recorded with the DMV in order to be subtracted from the vehicle value. Verification of an encumbrance is required only when the unencumbered value would make the AU ineligible to receive GA.
- B. If the AU does not agree with the value assigned to any personal property item, they may submit an appraisal prepared by a qualified appraiser. The appraisal shall be used in determining the value of the personal property item.

The value of any items of personal property not excluded; is included in the maximum permissible property total.

9. PERSONAL PROPERTY TO BE INCLUDED

- A. The personal property of any person who, as a sponsor of the entry of a GA Applicant or Recipient into the United States, executed an affidavit of support or similar agreement with respect to that applicant or recipient, and the personal property of sponsor's spouse, to be the personal property of that applicant or recipient, in accordance with W&I Code 17001.7 (b) (c), for a period of three (3) years after the individual's entry into the United States.

The deeming of a sponsor's and the sponsor's spouse's personal property shall not apply to a non-citizen whose sponsor has abandoned his or her duty to support the non-citizen in accordance with W&I Code 17001.7 (f). Abandonment of the duty to support shall include, but is not be limited to, abuse, battery, neglect, or refusal to support. Evidence of abandonment may be demonstrated by documentary evidence or collateral statements.

- B. The amount of personal property resources of a sponsor and the sponsor's spouse that shall be deemed to be the resources of a non-citizen for any month shall be the total value of personal property determined as if the sponsor were applying for GA, reduced by one thousand five hundred dollars (\$1,500).

10. PERSONAL PROPERTY TO BE EXCLUDED

- A. The value of household furniture and personal effects, including engagement and wedding rings and heirlooms, not to exceed \$1,000.

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- B. The value of tools, supplies, equipment and other items which are determined by the Department to be an essential part of a program of rehabilitation or a program to assist in the maintenance and self-support of the AU.
- C. The value of one vehicle per AU that the net value does not exceed \$5,000.

The value of a vehicle is determined per the most recent Kelly Blue Book (KBB) "private party" value at the time of the determination.
- D. An irrevocable trust for funeral, cremation or interment expenses is excluded from consideration.
 - 1. Money or securities must be placed in an irrevocable trust with either a banking institution or trust company legally authorized by the State of California to serve as trustee or with not less than three (3) persons, one of whom may be an employee of the funeral director who is entering into a pre-need Funeral Arrangement as provided in the Business and Professions Code.
 - 2. Life or burial insurance purchased specifically for funeral, cremation or interment expenses, which is placed in an irrevocable trust or which has no cash or loan value to the insured, is exempt.
 - 3. Securities by a licensed cemetery authority which by their terms are convertible only into payment for funeral, cremation or interment are exempt.

11. **FOREIGN ASSETS**

Foreign assets will be included unless the AU provides verification of official action to block or freeze a foreign account or asset.

RESIDENCE

SECTION VI

1. **CITIZENSHIP AND NON-CITIZEN STATUS**

Verification of United States citizenship or legal residence is required when there is reason to believe citizenship is questionable, such as when the individual was born outside the United States or when information conflicts with statements from the applicant/recipient.

Non-citizens who provide acceptable documentation that they are legally residing in the United State on a non-temporary basis are eligible to receive GA.

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Non-citizens, who hold Immigration and Customs Enforcement (ICE) documentation verifying they have been granted an indefinite stay from deportation, are eligible to receive GA.

Non-citizen victims of trafficking, domestic violence and other serious crimes who qualify for Federal and/or State aid are eligible to apply for and receive GA benefits.

Persons with student visas, tourist visas or other evidence of temporary admission do not qualify for GA.

Except when an applicant is in Immediate Need and cannot immediately provide verification, GA will not be issued pending verification of permanent legal resident status. Undocumented non-citizens are not eligible to receive GA.

GA will not be issued pending verification of permanent legal resident status. Undocumented non-citizens are not eligible to receive GA.

Foreign visitors who are stranded here may be referred to the closest consulate of their country.

2. GENERAL RESIDENCE INFORMATION

In order to be eligible to receive GA a person must have been a resident of Yuba County for fifteen (15) days immediately prior to the GA application. Nothing in this section shall be construed to require that an individual have an address or to require a homeless person to acquire an address. A person's residence is the place where he or she lives. The burden of establishing Yuba County residency rests on the applicant. A person may establish residency by self-declaring his/her physical presence and intent to remain in the County indefinitely.

Residence, once established, cannot be lost except by a combination of action and intent. The person who declares or plans to leave the area retains residence until actual time of departure. Aid is denied/discontinued immediately upon the individual's departure from Yuba County if he or she has an intention to remain elsewhere immediately. Temporary absences from Yuba County, with no intention to reside elsewhere, do not render a person ineligible for continued aid. If a person terminates his or her residence in Yuba County, the person may return and re-establish residence at any time by residing in Yuba County for fifteen (15) days.

No applicant for GA may be denied assistance solely on the basis that he/she lacks an address, is living in campgrounds or other similar temporary accommodations, or is sleeping in a vehicle.

Applicant/recipients must keep the Department advised of their address. An AU with an address who moves to another address or becomes homeless shall inform the Department of their whereabouts within ten (10) calendar days. An AU without an address who moves to another location or locates housing shall inform the Department of their whereabouts within ten (10) calendar days.

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Applicants and recipients who have no permanent address, including homeless individuals, may use a Post Office Box or any other designated address for purposes of HHSD's mailing of notices and other materials. The mailing address may be a post office box, the address of a relative, friend, shelter, or any other organization that allows the individual to receive mail.

Persons who do not provide the Department with a residence address or who do not choose to use a designated address for purposes of the HHSD's mailing of notices and other materials retain the responsibility of retrieving any correspondence the Department may initiate via General Delivery at the Marysville Post Office. Such persons may come to the HHSD office on a regular basis and request to view all correspondence mailed to them. The Department shall advise applicant/recipients of this right. Documents shall be dated by the Department on the date they are prepared as if they were to be placed in the mail. Dates shall not be altered to reflect the date the item was retrieved by the applicant/recipient.

Persons who received GA from another jurisdiction in the month in which they apply in Yuba County are not eligible to receive GA from Yuba County in the same month.

3. **VERIFICATION**

Verification of residence in Yuba County is required. Individuals will be asked to provide appropriate documentation in their immediate control, such as rent receipts, including motel or hotel receipts, copies of utility bills, driver's license or other identification cards, as proof of residence in Yuba County. Inquiries to collateral contacts may be made with the applicant/recipient's written authorization. When objective verification is not available, the applicant/recipient's sworn statement on the GA Statement of Facts is acceptable verification unless other objective evidence substantiates that the applicant/recipient is not a Yuba County resident.

The Applicant/Recipient's share of the housing expense shall be verified by form YCHHSD 9-Housing Statement. The housing payment shall not exceed the maximum established housing allotment limits.

An applicant/recipient's sworn statement may be subject to review by the Department's Special Investigations Unit (SIU).

BENEFIT DETERMINATIONS

SECTION VII

1. The GA benefit is calculated as follows:

To determine the Maximum Aid Payment (MAP) for the eligible members of the GA AU, see the General Assistance Maximum Aid Table in Section VII.2.C.

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- A. If some members are excluded due to receipt of SSI/SSP, non-citizen status, the benefit will be based on the GA MAP for the number of eligible persons in the GA AU.
- B. Verification of housing costs includes rent receipts, rental agreement, motel, hotel, campground receipts, trailer park, RV or mobile home space rental fee, mortgage payment or a statement of the amount owed for the current month. If the person cannot obtain these verifications through no fault of his/her own, the individual may self-declare these facts. The County may not reduce the grant for failure to provide third party verification of housing costs.
- C. If an applicant/recipient shares housing with one or more unrelated persons or with one or more persons who are not legally responsible for the applicant/recipient, the MAP is reduced by 15% if shared with one (1) other person, 20% if shared with two (2) other persons, or 25% if shared with three (3) or more other persons. Room and Board housing is not considered shared housing subject to the pro rata deduction.
- D. Utilities are defined as electricity, gas, heating/cooking fuel, water and/or sanitation.
- E. Verification of utility costs includes paid receipts or canceled check for utilities as listed, current utility bill in the applicant's/recipient's name, statement from the manager/landlord/owner specifying the applicant's/recipient's responsibility for the cost of utilities. If the person cannot obtain these verifications through no fault of his/her own, the individual may self-declare these facts. The County may not reduce the grant for failure to provide third party verification of utility costs.
- F. Applicants who state that they do not plan to make Yuba County their residence may be eligible for assistance to return to their prior residence or to their destination providing they are otherwise eligible for GA. The applicant must also determine whether any community agency can provide travel assistance.

A person or family shall not be eligible to receive assistance with transportation to another area more than once in any twelve (12) month period.

2. **METHODS OF PAYMENT**

The County, at its discretion, may elect to make GA payments either to a provider or to the GA AU. Payments shall be issued by check or widely accepted merchant gift card.

A. **ISSUANCE OF BENEFITS**

Provider Payments Housing payments are issued through a voucher system directly to a landlord. The County will request that the applicant's landlord sign

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a statement indicating an understanding and acceptance of the voucher system. If the landlord does not sign the verification timely, benefits will still be paid to the applicant. The amount of rent will need to be verified by other means.

Utility Expenses Benefits for utility expenses are issued by check.

Personal and Incidentals Benefits for Personal and Incidentals are issued by check or widely accepted merchant gift card.

No benefits will be issued to a destination outside of the County for housing or utility costs incurred out of Yuba County.

B. FINANCIAL ELIGIBILITY

Financial eligibility to receive GA is determined by subtracting all current net income per the GA MAP. Any applicable overpayment adjustment shall be subtracted from the GA benefit not to exceed (five percent) 5% of the monthly grant.

The MAP is based on the size of the GA AU and the AU's housing arrangements. See GA Maximum Aid Tables.

The MAP shall not include any individual who is not eligible for aid as a result of the CalWORKs time limits specified in the W & I Code Section 11454 until all of the children of the individual on whose behalf aid was received, whether or not currently living in the home, are eighteen (18) years of age or older.

C. AID PAYMENTS

1. GA Application

General Assistance will be authorized when the GA AU has provided all mandatory verifications. Such assistance shall be limited to a period not to exceed thirty (30) days from the date of application. Failure to cooperate shall result in denial of GA benefits.

2. Continuing Payments

Issuance of a full month of aid without a break in aid constitutes continuing aid. Continuing benefits requires monthly certification.

Individuals who apply for GA after the 15th day of the month and have been determined eligible to receive benefits for the initial month and the subsequent month shall receive both allotments at the same time.

GENERAL ASSISTANCE MAXIMUM AID TABLES

Household Size	Total Hsg/Util/P&I	Housing	Utilities	Personal & Incidentals
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1	\$331.00	\$205.00	\$43.00	\$83.00
2	541.00	335.00	70.00	136.00
3	670.00	415.00	87.00	168.00
4	799.00	495.00	04.00	200.00

GA Allotment Breakdown

Housing = 62% of full allotment

Utilities = 13% of full allotment

Personal and Incidentals = 25% of allotment

Round up or round down for Housing and Utilities

Adjust P&I up or down to equal full allotment

Pursuant to W&I Code Section 17000.5, the Board of Supervisors adopts the GA standard of aid based on the Public Assistance grant levels under Welfare and Institutions (W&I) Code 11453. The Director of the HHSD implements adjustments as needed to the General Assistance standard of aid to align with adjustments to the Public Assistance Standard. This standard of aid shall constitute a sufficient standard of aid.

PROGRAM INTEGRITY

SECTION VIII

1. **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

No applicant may be denied the right to apply because he or she is unable to appear at an office in person due to disability. GA applicants whose disability prevents them from getting to the HHSD office shall be informed of and offered available alternate accommodations.

2. **OFFICE SAFETY**

The County will not tolerate violent or destructive behavior in any Health & Human Services office/property or any other location associated with the GA Program. It is vital that order be maintained to ensure the safety of both GA applicants/recipients and employees. All acts of violence, destructive or threatening behavior in connection with the GA Program are prohibited. Any violation of this prohibition may result in an imposition of applicable sanctions.

Violent behavior consists of but is not limited to:

- A. Threatening or attempting to strike or otherwise harm another person
- B. Spitting or urinating on another person
- C. Damaging property that does not belong to the applicant/recipient

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- D. Threatening or attempting to damage property that does not belong to the applicant/recipient
- E. Making a bomb threat
- F. Striking or otherwise harming another person
- G. Use of profane language is not in and of itself considered violence unless it is combined with threatening behavior

3. INTER-PROGRAM REFERRALS

GA staff must be aware of eligibility factors for other assistance programs and make a referral when appropriate. All applications and continuing GA cases shall be screened for potential eligibility to other public assistance programs, including SSI/SSP, and referred when it appears that potential eligibility exists.

4. GOOD CAUSE DETERMINATION

Good cause will be evaluated and determined anytime an individual is non-compliant with eligibility and program requirements, including those required to complete Job Search.

In determining good cause, a violation will not be considered willful or negligent if the applicant or recipient claims that his or her failure to comply with program requirements was the result of his or her disability. In all cases in which the applicant or recipient makes such a claim that his or her failure to comply with eligibility and program requirements, including those of Job Search was the result of his or her disability, HHSD will investigate and determine whether the disability was a significant factor causing the failure to comply.

5. CASE RECORDS

A separate case shall be established for each separate AU receiving assistance or services under the GA Program.

- A. Determination of the AU is based on the following:
 - 1. Responsible relative status

When a non-responsible relative has previously supported an applicant/recipient, separate AU status may be established if circumstances within the household have changed.

- B. Eligibility of individuals within a household to receive GA is not a factor in determining the composition of the AU. Excluded members of the GA AU include but are not limited to:
 - 1. Recipients eligible for or receiving another type of public assistance (SSI/SSP, CalWORKs, Refugee Cash Assistance (RCA))
 - 2. Ineligible non-citizens

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3. Non-exempt minor children who fail to cooperate with GA program requirements
4. Sanctioned/Ineligible Persons Any individual sanctioned from or ineligible due to time limit restrictions on another public assistance program such as CalWORKs

ADMINISTRATIVE REVIEW

SECTION IX

1. **NOTICES OF ACTION (NOA)**

- A. Negative action requires adequate written notice to the applicant/recipient.

Written NOAs shall be issued and mailed or handed to an applicant or recipient whenever any action affecting eligibility, duration of benefits or benefit levels regarding an applicant or recipient is taken.

Applicants who are denied assistance will be provided a NOA. Advance notice is not required when aid is denied. The effective date is the date the NOA is issued.

When an application is approved for benefits, an approval NOA must be provided. The NOA must specify how the grant was calculated.

When an application is approved for a specific period of time, an approval notice will be issued identifying the period of eligibility.

A recipient is entitled to advance written notice. The NOA in cases of discontinuance or grant reduction must be provided at least ten (10) days prior to the effective date of action. NOAs must include instructions on the right to ask for a hearing and the requirement to file for a hearing within thirty (30) days of the NOA date.

The date of the NOA shall prevail regardless of the method of delivery. Applicants/recipients who use a designated address, Post Office Box, or General Delivery for HHSD mailing of notices and other material retain the responsibility of retrieving any correspondence the Department may initiate.

- B. The NOA will advise the applicant/recipient of the reasons for the proposed adverse action, the applicable regulations, the right to appeal and that aid may be paid pending the hearing when an appeal is filed.
- C. Timely ten day (10) notice is **not** required in the following instances:
1. The Department has factual information confirming the death of a member of the GA AU.
 2. The whereabouts of the GA-AU are unknown (i.e. where Department mail has been returned by the Post Office, in an appropriate case,

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indicating no known forwarding address) and cannot be reasonably discovered, for example, telephoning any number that the Department has on file for the applicant/recipient.

3. A member of the GA AU has been admitted or committed to an institution such as a medical facility or jail.
4. The Department confirms that the effective date of other public cash assistance precedes or is within the ten (10) day advance notice period.

2. **APPEALS**

Applicants/recipients may request a conference with representatives of the County GA Program to discuss a NOA. A conference does not affect the applicant/recipient's right of appeal. The NOA will advise the applicant/recipient that even if he or she requests a conference, the appeal deadline remains unchanged.

Applicant/recipients may appeal an action directly to the County Health & Human Services Office.

A. The appeal must:

1. Be requested in writing
2. State the reasons for disagreement with the action
3. Be signed and dated
4. Be filed within thirty (30) days of the NOA date unless there is good cause.

All hearing requests shall be date stamped on the day the request is received in the HHSD office.

B. The filing date will be determined as follows:

1. The postmark date on the envelope if the request is mailed.
2. The date stamp on the hearing request if the request is hand delivered to the County.
3. The date the request was signed if the date cannot be determined in (1) or (2) above.
4. Three (3) calendar days before the request was stamped received by the County if the date cannot be determined by the methods described in (1), (2) or (3) above.

If the last date for the performance of any act required in this section is a day that county offices are closed, the period shall be extended to the next working day.

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- C. The claimant may represent himself/herself during all aspects of the hearing process or may be represented by an attorney, an authorized representative or any other person whom he or she designates by signing a written statement.

A representative for the claimant must be authorized in writing prior to the hearing if the claimant does not attend the hearing.

- D. The claimant and authorized representative shall have the right to review the case record and/or any other evidence used in making a determination of eligibility. Such review shall be made available at least ten (10) days prior to the hearing.
- E. Hearings shall be conducted in accordance with Department procedures. All testimony shall be given under oath or by affirmation.
- F. Witnesses may only testify at the hearing in the presence of the claimant or authorized representative.
- G. The claimant or authorized representative shall have the right to testify, present witnesses, present written documentation and cross-examine witnesses.
- H. Department staff and any other persons participating in any action leading to the request for an appeal shall appear at the hearing when their presence is requested by Appeals staff, by the claimant, the authorized representative, or when they can provide testimony relative to the merits of the case. All proceedings will be recorded.
- I. Decisions by the Hearing Officer in GA appeals are adopted by the County.
- J. A request for hearing or portion thereof shall be dismissed by a written letter when:
1. The issue is not within the jurisdiction of the County appeals process.
 2. The request for hearing is filed beyond the time limit set forth in this section, unless there is good cause for late filing.
 3. The Hearing Officer determines at the hearing that the claimant or authorized representative is unwilling to present the case.
 4. The Hearing Officer determines that the identical issue has been the subject of a previous hearing involving the claimant.
 5. The requestor of the hearing does not have standing to request the hearing.
 6. The claimant abandons the hearing by failing to confirm or appear at the hearing without good cause.
- K. If the appeal is denied or dismissed, the claimant may file a written request for a review by the Director of the Yuba County HHSD or designee within fifteen (15) days of the date the decision was adopted. The filing date shall be determined

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by the date the written request is received by HHSD. Persons will be informed within twenty-one (21) calendar days if a request for review by the Director is granted. If a response is not received within this time period, the request shall be deemed denied.

- L. If a request for review by the Director is granted, and the appeal decision remains denied or dismissed, and the applicant is not satisfied with the decision, he/she may appeal to the Board of Supervisors. Every appeal filed with the Board of Supervisors shall be in writing and shall state the facts upon which the appeal is based and the relief requested and shall be filed with the Clerk of the Board of Supervisors within thirty (30) days of the mailing date of the decision of the Health and Human Services Director, or designated representative. An appeal to the Board of Supervisors shall be a record appeal. The decision of the Board of Supervisors shall be final.

3. AID PAID PENDING

- A. When the recipient files an appeal prior to the effective date of the NOA, aid shall be continued in the amount that the recipient would have been paid according to Department procedures.
- B. Recipients who file an appeal and received aid paid pending shall be required to comply with and cooperate with all GA eligibility and program requirements pending the appeal decision.
- C. Any aid paid pending the appeal decision becomes part of the repayable GA amount. Aid paid pending an appeal is adjustable from future GA payments when the decision supports the County's action.
- D. Exceptions – Aid paid pending shall not be paid or shall cease when:
 - 1. The claim is withdrawn or abandoned.
 - 2. The claim is denied or dismissed.
 - 3. The Hearing Officer determines that the issue is one of law or regulation or change in law or regulation and not of incorrect application of the law or regulation.
 - 4. The claimant, with good cause, requests that the hearing be postponed.
 - 5. The appeal is rescheduled after the claimant and/or the authorized representative failed to appear without good cause.
 - 6. A final decision has been adopted.

4. REPAYABILITY

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The W & I Code permits counties to request repayment of GA benefits made from county funds. Each application for GA shall include the applicant's agreement to repay assistance issued under the program from after acquired property.

When an applicant/recipient has a claim for Worker's Compensation, lawsuit, or other similar claim pending, a lien shall be signed against that claim for any aid extended. Applicants/recipients shall sign a form authorizing payment to the County for GA received while an SSI/SSP application is pending from any lump sum retroactive SSI/SSP payments for the period for which the County provided GA.

Failure of the applicant/recipient to sign a repayment agreement and/or a lien shall result in denial or discontinuance of GA benefits.

The total aid granted, either continuously or intermittently is repayable. Repayment of all aid paid is expected. The County shall also pursue recovery from the legal sponsor of a non-citizen for aid paid to the non-citizen during the time in which the sponsor has agreed, in writing, to provide for the non-citizen. The County may require the legal sponsor of the non-citizen applicant/recipient to sign a written agreement to repay any aid provided to the non-citizen pursuant to the W & I Code 17001.6(a).

The applicant/recipient shall be provided a NOA specifying the amount of repayment and the right to appeal.

5. **OVERPAYMENTS**

An overpayment occurs when an applicant/recipient receives GA benefits for which he or she was not entitled due to either administrative or applicant/recipient error. Overpayments may be recovered by decreasing the grant payment by a maximum of five percent (5%) to an otherwise eligible applicant/recipient.

Overpayments due to suspected fraud or misrepresentation shall be referred for investigation and possible criminal prosecution per HHSD procedures.

6. **UNDERPAYMENTS**

When a GA AU is underpaid, a supplement will be issued promptly upon discovery of the underpayment. Administrative underpayments which occur more than one (1) year prior to the date of discovery are not correctable unless ordered by an appeal decision.

The date of discovery is the earlier of the following dates: (1) the date the Department is notified of, discovers or should have discovered the underpayment or (2) the date the claimant requests the correction. If the Department has lost contact with the GA AU and is unable to issue a supplement within sixty (60) days from the date of discovery, no supplemental payment shall be made unless ordered by an appeal decision.

The amount of an underpayment shall be established in accordance with the regulations and grant amounts in effect at the time the underpayment occurred. An underpayment may be used to offset an overpayment. Supplemental payments issued

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to correct an underpayment are not to be considered a resource or currently available in the month paid or the following month.

GLOSSARY OF TERMS

SECTION X

1. **TERMS**

The following list of definitions includes the terms as used in this Handbook:

- A. **APPEAL**
A written request by an applicant or recipient for a hearing on an action relative to their application or continuing aid.
- B. **ASSISTANCE UNIT**
The AU is a group of related persons living in the same home who would be classified as an AU under CalWORKs programs.
- C. **CASH AID PAYMENT**
A check issued by Yuba County.
- D. **COMMUNITY AGENCY**
A private Agency with the stated purpose of helping to meet financial, social, or other types of requests from needy segments of the community.
- E. **CONTINUING GENERAL ASSISTANCE**
Issuance of a full month of aid without a break in aid constitutes continuing aid. Termination or reduction of continuing aid payments requires ten (10) days advance notice except when aid terminates at the end of a time limited eligibility period of thirty (30) days or less.
- F. **COUNTY**
As used in this manual of regulations, the term County shall refer to the County of Yuba, Marysville, California.
- G. **DEPARTMENT**
The terms Department, Health and Human Services Department and all federal, state, county, city and private agencies with which the Department has written or implied contracts for services and support.
- H. **EMPLOYABLES**
Persons who are determined to be physically and mentally able to participate in the Job Search Program.
- I. **INCAPACITATED**
Adults whose physical, social, emotional and/or mental condition as verified by medical evidence is such that they cannot be expected to engage in any type of gainful employment.
- J. **INTERIM ASSISTANCE (IA)**
GA payments authorized to applicants for SSI/SSP during the time their applications are being processed by the Social Security Administration.

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- K. **LIEN**
The legal right to or claim upon real or personal property to satisfy an obligation. The lien in GA allows the County to recover the amount of assistance extended in the event of the recipient's death, receipt of a home loan, sale of property, or conclusion of a lawsuit, including Worker's Compensation.
- L. **MAXIMUM AID PAYMENT (MAP)**
The total amount of payment a GA AU is entitled to during a calendar year.
- M. **MINOR**
Any unmarried person under the age of 18 years. If the marriage of a person under age 18 has been annulled, the person reverts to status as a minor.
- N. **REFERRAL**
Directing an applicant/recipient to another available program or service.
- O. **RESOURCES**
Money, property, claims or goods of value which may be utilized to meet an applicant/recipient's needs.
- P. **RESIDENTIAL TREATMENT FACILITY**
Any individual who is residing in a contracted residential substance abuse treatment facility is **not** eligible to receive GA.
- Q. **RESPONSIBLE RELATIVES**
Responsible relatives are the spouse of the applicant/recipient or the parent of a non-emancipated minor.
- R. **REVIEW OR CONFERENCE**
An examination of a case by a supervisor to determine the accuracy of an action taken. This may be requested by an applicant/recipient prior to an appeal but does not affect the individual's right to appeal.
- S. **SANCTION**
A specific period of ineligibility imposed when a member of the GA AU fails without good cause to comply with GA regulations, policies and/or procedures or misrepresents material facts to the Department.
- T. **SHARED HOUSING**
A standard of general assistance for applicants or recipients who share housing with one or more unrelated persons or one or more persons who are not legally responsible for or related to the applicant/recipient.
- U. **SPONSORED NON-CITIZEN**
A non-citizen who was lawfully admitted to the United States for permanent residence by relying on an affidavit of support pursuant to the Immigration and Nationality Act.

V. UNDOCUMENTED NON-CITIZEN

A non-citizen who has no documentary proof of their legal right to reside in the United States.