



Department of Children and Family Services Policy and Procedure Guide

Division No: 03–Child Welfare

Effective Date:
November 20, 2008

Chapter No: 10–Services

Item No: 004–Family Support – Moving and Housing Assistance

POLICY: Supplemental payments of last resort for necessary and reasonable housing/furnishing and moving costs for eligible clients of Emergency Response, Voluntary Family Maintenance, Family Reunification and Permanency Planning Divisions will be processed by the Department Business Office, located at 2011 Fresno Street, Suite #301, mailstop #144.

**KEY RESULT
AREA:**

Social Workers will incorporate family and community engagement skills into assessments and interventions to support, protect and strengthen families. Staff will assist in the advancement of family well-being. This includes supporting and working alongside families to help them become self-sufficient.

PURPOSE:

To provide one-time supplemental funding for a portion of housing/furnishing/moving costs as a component of service plans to prevent child abuse and neglect, provide reunification services, and strengthen the family unit.

ELIGIBILITY:

Financial hardship.
No alternate funding (e.g. CalWorks)
No community resources (e.g. neighborhood collaborative or on-profit agency assistance, utilities assistance programs)

REQUIRED:

Coordination with Job Specialist, if assigned.

**REQUIRED
DOCUMENTS:**

Form 65
Supporting Service Plan Memo

Submitting Party/Division Manager/
Program Manager

– _____
Name Date

Deputy/Assistant Director's Approval

– _____
Name Date

Director's Approval

– _____
Name Date
Catherine A. Huerta
11/20/08

Item 4 – Family Support – Moving and Housing Assistance

PROCEDURE:

I. RESPONSIBILITIES:

- A. Case Managers are responsible for the identification and linkage of clients to supportive programs that provide service funds, and to insure that all eligible services are provided through the responsible program.
- B. Case Managers are responsible for ensuring that all service fund options are exhausted prior to submission of a Form 65 funding request to the Business Office
- C. Case Managers are responsible for the confirmation of client eligibility for service funds for which the Form 65 is submitted.
- D. Social Work Supervisors are responsible for approval of the Form 65 as complete and accurate as submitted.
- E. The Business Office is responsible for processing payments to vendors.
- F. Required documents for rental assistance may include copies of the proposed rental agreement, HUD documents.
- G. Requirements for household expense assistance include copies of utility bills, past due notices or deposit statements.
- H. Required documents for the purchases of household items/supplies include price quotations from the vendor on company letterhead.
- I. For household items, information must be included that indicates that comparative pricing has been done and the lowest cost items are submitted for payment.
- J. Provision of moving and housing expenses is at the discretion of the Department of Children and Family Services and subject to fund availability.