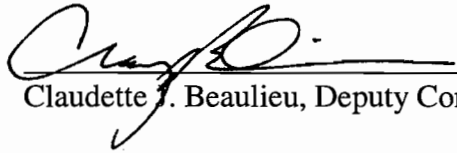




STATE OF CONNECTICUT
 DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL


 Claudette J. Beaulieu, Deputy Commissioner

June 1, 2010
 Effective Date

POLICY TRANSMITTAL NO.: UP-10-05

SUBJECT: Eligibility for Emergency Housing

This transmits revised policy under which an individual who is eligible for Temporary Family Assistance or State Supplement benefits may immediately qualify for emergency housing benefits if a foreclosure judgment has been entered against him or her pursuant to chapter 846 of the Connecticut General Statutes. The department is implementing this policy revision in accordance with Public Act 08-22.

Previously, an eligible individual against whom a foreclosure judgment is entered pursuant to chapter 846 of the Connecticut General Statutes must wait until the time limited for redemption has passed before he or she may qualify for emergency housing. Under this revision, an eligible individual may qualify immediately upon the entering of the foreclosure judgment.

INSTRUCTIONS FOR UPDATING THE UPM:

Remove and Recycle

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DISPOSITION: This Policy Transmittal may be recycled once the UPM has been updated.

DISTRIBUTION: UPM list

RESPONSIBLE UNIT: Adult Services, (860) 424-5250

Date Issued: 7/27/10

MCS

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**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-98

Transmittal: UP-98-31

4525

Section:

Standards of Assistance

Type:

POLICY

Chapter:

Special Needs

Program:

AABD

Subject:

4525 This chapter describes the types of special needs available to the particular assistance unit under the AABD program, and the conditions and limits which are applied to special needs.

Special needs are not available for assistance units residing in long term care facilities.

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Date: 6-1-10

Transmittal: UP-10-05

4525.05

Section:

Standards of Assistance

Type:

POLICY

Chapter:

Special Needs

Program:

AABD

Subject:

Emergency Housing

4525.05 A. Provisions

1. Emergency housing is recognized by the Department as a special need when the assistance unit cannot remain in permanent housing and:
 - a. the assistance unit is not able to move into permanent housing on the same day that the existing housing is lost;
 - b. the reason for the loss of housing meets one of the conditions specified in A. 2.; and
 - c. the assistance unit is not receiving relocation assistance under the State Uniform Relocation Assistance Act despite having made reasonable efforts to apply for such assistance. For purposes of this section, receiving relocation assistance means being placed by the town welfare agency in temporary or permanent housing.
2. The reason for the assistance unit's being unable to remain in permanent housing must be one of the following:
 - a. a judgment has been entered against the assistance unit in a summary process action instituted pursuant to Chapter 832 of the Connecticut General Statutes, provided that the action was not based on criminal activity of the assistance unit;
 - b. the recipient has left the current housing arrangement to escape domestic violence;
 - c. a judgment has been entered against the assistance unit in a foreclosure action pursuant to Chapter 846 of the Connecticut General Statutes;
 - d. the assistance unit is required to relocate by local health or building officials because:
 - (1) a child under the unit's supervision has been found to have either:
 - (a) a level of lead in the blood equal to or greater than 20 micrograms per deciliter; or
 - (b) any other abnormal body burden of lead; and
 - (2) the local director of health has determined that the source of the lead poisoning is the assistance unit's residence;

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Subject:

Emergency Housing

4525.05 A. 2. Provisions (continued)

- e. a catastrophic event has rendered the current housing uninhabitable as determined by appropriate state or local officials or by the Department;
- f. the assistance unit has been ordered to vacate current housing by a local code enforcement official;
- g. the assistance unit left a shared living arrangement when the primary tenant:
 - (1) is in the process of being evicted;
 - (2) has received a preliminary notice from the landlord under section 47a-15 of the Connecticut General Statutes;
 - (3) has received a notice to quit due to termination of a rental agreement for lapse of time; or
 - (4) is engaged in criminal activity; or
- h. the assistance unit was illegally locked out of the current living arrangement by the landlord and has filed a complaint with the police concerning such lockout.

B. Special Need Application

Application for the special need of emergency housing must be made within 45 days of the loss of permanent housing.

C. Limitation of Coverage

Eligible individuals entering emergency housing **on or after July 1, 1992** may receive this special need for not more than one occurrence during a calendar year and not more than **sixty days** per occurrence. Eviction from one emergency housing location and subsequent entry into another emergency housing location constitutes one occurrence.

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Special Needs

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AABD

Subject:

Emergency Housing

4525.05 D. Assistance Unit Requirements

As a condition of eligibility for this special need, the assistance unit must:

1. agree to make reasonable efforts to locate permanent housing;
2. accept a Licensed Home for the Aged as the emergency housing site unless the Department determines that this is inappropriate due to the health or physical limitations of the recipient;
3. accept less costly, reasonable, alternative emergency housing when requested to do so by the Department; and
4. accept permanent housing if it was constructed, renovated or rehabilitated with state or federal financial assistance.

E. Standard of Assistance

The standard of assistance for emergency housing is the per diem rate, including tax, not to exceed charges for the same or similar housing which the housing provider would normally charge the general public or, in the case of a private non-profit shelter, the rate paid under the General Assistance Program. The standard used for recipients using Licensed Homes for the Aged as emergency housing sites is the rate established by the Department.

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Section:

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Type:

PROCEDURES

Chapter:

Special Needs

Program:

AABD

Subject:

Determining Eligibility for Emergency Housing

- P-4525.05
1. Determine why the assistance unit is requesting emergency housing benefits.
 2. Evaluate whether the reason in step 1 prevents the assistance unit from remaining in its present housing and is an acceptable one under which you may authorize a payment for emergency housing, as described in policy.
 - If not, deny the request for emergency housing and send the assistance unit notice of denial.
 - If the reason in step 1 is an acceptable one, go on to step 3.
 3. Determine whether the assistance unit is receiving relocation assistance under the State Uniform Relocation Assistance Act.
 - If yes, deny the request for emergency housing and send the assistance unit a notice of denial.
 - If no, go to step 4.
 4. Require the assistance unit to apply for relocation assistance. Confirm with the local official that the unit, has, in fact, applied.
 - If the unit does not cooperate, deny the application and send the unit notice of the denial.
 - If the unit has applied but must wait before its eligibility is determined, go on to step 5.
 5. If the assistance unit has used its maximum amount of days, deny the request and send the unit a notice of denial. If not, go on to step 6.

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PROCEDURES

Chapter:

Special Needs

Program:

AABD

Subject:

Determining Eligibility for Emergency Housing

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6. Determine the last date of eligibility for emergency housing benefits based on the 60 day limit. Go to step 7.
7. Explain the policy to the assistance unit and include an explanation of the time restrictions. Also explain that the Department may assist with locating permanent housing. Send the assistance unit a notice of eligibility for Emergency Housing. Remember to include the date beyond which eligibility cannot continue, based on the 60 day limit.
8. Determine whether the assistance unit prefers to have the special need payment issued as a vendor payment or to have the amount added to the basic need payment.
9. Ask the assistance unit and manager of shelter, hotel or motel to complete form W-1479, and use it to document the method of payment chosen by the assistance unit.
10. Refer the case, with as much information as is available, to a DSS Social Worker for help in locating permanent housing. Also make a referral to DCF if there is evidence of danger to minor children as described in policy.
11. Authorize emergency housing payments if the assistance unit qualifies for the special need.
12. If the Department is issuing AABD benefits in the form of a monthly check to the recipient, inform the recipient that he or she can pick up the check at the R.O. or DSS can mail the check to the emergency housing address.
13. Use the "ES" puller code when the check will be pulled for routing to the Regional Office. Contact Central Office if the emergency housing mailing address will be located outside the area serviced by your Regional Office.
14. If the unit begins receiving relocation assistance under the State Uniform Relocation Assistance Act, discontinue the special need payment after sending the assistance unit proper notification. If the recipient's eligibility for Relocation Assistance is still pending, contact the town each month before authorizing another payment.

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Determining Eligibility for Emergency Housing

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- | 15. Whenever sending an adverse action notice to the assistance unit regarding eligibility for emergency housing, remember to inform the unit in writing that benefits will not be continued beyond 60 days, even if the unit requests a Fair Hearing within 10 days of the adverse action notice. Add the following text to the notice:

"Benefits will not continue beyond (date), even if you request a Fair Hearing within 10 days of this notice."

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
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Date: 6-1-10

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8562.30

Section:
Jobs First

Type:
POLICY

Chapter:
Standards of Assistance

Program:
TFA

Subject:
Emergency Housing

8562.30 A. Provisions

1. Emergency housing is recognized by the Department as a special need when the following criteria are met:
 - a. the assistance unit cannot remain in permanent housing due to a reason listed in A. 2., below;
 - b. the assistance unit is not able to move into permanent housing on the same day that the housing is lost; and
 - c. the assistance unit is not receiving relocation assistance under the State Uniform Relocation Assistance Act despite having made reasonable efforts to apply for such assistance. For purposes of this section, receiving relocation assistance means being placed by the town welfare agency in temporary or permanent housing.
2. The reason for the assistance unit's being unable to remain in permanent housing must be one of the following:
 - a. a judgment has been entered against the assistance unit in a summary process action instituted pursuant to Chapter 832 of the Connecticut General Statutes, provided that the action was not based on criminal activity of the assistance unit;
 - b. the recipient left the current housing arrangement to escape domestic violence;
 - c. a judgment has been entered against the assistance unit in a foreclosure action pursuant to Chapter 846 of the Connecticut General Statutes;
 - d. the assistance unit is required to relocate by local health or building officials because:
 - (1) a child in the assistance unit or under the unit's supervision has been found to have either:
 - (a) a level of lead in the blood equal to or greater than 20 micrograms per deciliter; or
 - (b) any other abnormal body burden of lead; and
 - (2) the local director of health has determined that the source of the lead poisoning is the assistance unit's residence;

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Standards of Assistance

Program:
TFA

Subject:
Emergency Housing

8562.30 A. 2. Provisions (continued)

- e. a catastrophic event has rendered the current housing uninhabitable as determined by appropriate state or local officials or by the Department;
- f. the assistance unit has been ordered to vacate current housing by a local code enforcement official;
- g. the assistance unit left a shared living arrangement when the primary tenant:
 - (1) is in the process of being evicted;
 - (2) has received a preliminary notice from the landlord under section 47a-15 of the Connecticut General Statutes;
 - (3) has received a notice to quit due to termination of a rental agreement for lapse of time; or
 - (4) is engaged in criminal activity; or
- h. the assistance unit was illegally locked out of the current living arrangement by the landlord and has filed a complaint with the police concerning such lockout.

B. Time Limit for Application

Application for the special need of emergency housing must be made within 45 days of the loss of permanent housing.

C. Limitation of Coverage

- 1. Families requiring emergency housing as a result of lead poisoning, as described in section A. 2. d., above, with a child receiving chelation treatment may receive assistance for more than one occurrence during a calendar year, provided that the total number of days for all occurrences do not exceed eighty days in any calendar year.
- 2. All other families requiring emergency housing may receive this special need for not more than one occurrence during a calendar year and not more than sixty days per occurrence. Eviction from one emergency housing location and subsequent entry into another emergency housing location constitutes one occurrence.

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8562.30 C. Limitation of Coverage (continued)

- 3. If the assistance unit is in a hotel or motel, this special need can be included only when the assistance unit's inability to remain in permanent housing is because of a catastrophic event.

D. Assistance Unit Requirements

As a condition of eligibility for this special need, the assistance unit must:

- 1. agree to make reasonable efforts to locate permanent housing; and
- 2. accept less costly, reasonable, alternative emergency housing when requested to do so by the Department; and
- 3. accept permanent housing if it was constructed, renovated or rehabilitated with state or federal financial assistance.

E. Standard of Assistance

The standards of assistance for emergency housing are the following:

- 1. for assistance units in private non-profit shelters, the actual amount charged, not to exceed \$14.00 per night per person; or
- 2. for assistance units in locations other than private non-profit shelters, the per diem rate, including tax, not to exceed charges for the same or similar housing which the provider would normally charge the general public, up to a maximum of \$42.00 per room per night.
 - a. The Department pays up to the maximum when the assistance unit uses an apartment as emergency housing regardless of the number of rooms in the apartment.
 - b. The Department pays up to the maximum on a per room basis when the assistance unit uses a location such as a hotel or motel as emergency housing provided the number of rooms used does not exceed the minimum number of rooms required by local fire codes for the number of assistance unit members involved.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
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8562.35

Section:

Jobs First

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POLICY

Chapter:

Standards of Assistance

Program:

TFA

Subject:

Emergency Telephone Installation

8562.35 A. Provisions

1. Installation charges required to obtain telephone service are recognized as a non-recurrent Special Need requirement if the physical or mental condition of an assistance unit member requires immediate access to a telephone in case of an emergency and there is no operational telephone in the unit's residence. Only the installation charges are recognized as a Special Need. Ongoing monthly charges are not recognized as a Special Need.
2. In order to qualify for telephone installation on the basis of a physical or mental condition, the disorder or disability must be chronic in nature one that results from a severe injury or illness.

B. Standards of Assistance

The standards of assistance for emergency telephone installation is the amount charged for the following services up to the appropriate maximum:

1. the standard residential line service connection charge;
2. a one-time product charge for telephone rental, up to a maximum of \$5.00;
3. the cost of labor, up to a maximum of \$23.00;
4. the cost of one telephone jack, up to a maximum of \$4.00.