

1 [Electronic benefit transfers, monthly pay period; deleting payment by emergency check.]

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3 **Ordinance amending sections 20.57.6A, 20.59, 20.59.1, 20.59.3, 20.76, 20.106, and**
4 **20.206 of the San Francisco Administrative Code by: 1) authorizing the Department of**
5 **Human Services (DHS) to provide aid payments in the form of electronic benefit**
6 **transfers in the General Assistance program, 2) authorizing DHS to provide aid**
7 **payments on a monthly basis, and 3) deleting DHS' ability to provide aid payments in**
8 **the form of emergency checks.**
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10 Note: Additions are single-underline italics Times New Roman;
11 deletions are ~~strikethrough italics Times New Roman~~.
12 Board amendment additions are double underlined.
13 Board amendment deletions are ~~strikethrough normal~~.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. The San Francisco Administrative Code is hereby amended by amending
16 section 20.57.6A, to read as follows:

17 **SEC. 20.57.6A. SPECIAL ALLOWANCES; INCOME-IN-KIND VALUE EXCEEDS**
18 **MONTHLY MAXIMUM GRANT.**

19 A special allowance of up to \$59.00 per month shall be made available, ~~in the form of an~~
20 ~~emergency check,~~ to any recipient when the income-in-kind value of housing, and/or utilities,
21 and/or meals provided to that recipient exceeds the maximum monthly grant for which that
22 recipient is eligible. If such income-in-kind value does not exceed the maximum monthly grant
23 for which that recipient is eligible, but allows for less than \$59.00 cash per month, that
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1 recipient shall receive an amount, ~~in the form of an emergency check,~~ that, when added to the
2 maximum monthly grant for which that recipient is eligible, equals \$59.00 cash per month.
3 This section shall not affect the collection of overpayments due to fraud, negligent failure to
4 report facts, or administrative error as set forth in this Article.

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6 Section 2. The San Francisco Administrative Code is hereby amended by amending
7 section 20.59, to read as follows:

8 **SEC. 20.59. AID PAYMENTS.**

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10 (a) **Emergency Assistance.** Emergency assistance of up to two weeks shall be
11 provided in the form of in-kind aid, ~~and/or~~ vouchers, ~~and/or~~ warrants, or electronic benefit
12 transfers. During this period of emergency assistance, the Department of Human Services
13 shall investigate the facts material to the determination of eligibility for the General Assistance
14 Program. If good cause exists that said investigation cannot be completed within two weeks,
15 emergency assistance may be extended for another two weeks.

16
17 The Executive Director of the Department of Human Services is authorized to contract
18 with social service agencies for the provision of emergency assistance outside normal working
19 hours.

20 (b) **Normal Payment Periods.** The normal payment periods ~~shall~~may be either
21 every two weeks, ~~or~~ ~~semimonthly,~~ or monthly. There is no limit to the number of normal
22 payment periods during which a recipient may receive aid.

23
24 (c) **Supplemental Rent Payments.** Applicants or recipients whose verified monthly
25 rent exceeds the maximum monthly grant for which they are eligible may elect to have rental

1 payments made in the form of a two-party check payable to the applicant/recipient and the
2 housing provider for the entire amount of the rent not to exceed the applicable monthly
3 amount listed below.

4 **MAXIMUM SUPPLEMENTAL MONTHLY RENT PAYMENT AMOUNT**

5 Single Individual Applicant/Recipient \$345

6 Number of Eligible Persons in Same Family

7 2 Persons \$567

8 3 Persons \$703

9 4 Persons \$834

10 5 Persons \$952

11 6 Persons \$1,070

12 7 Persons \$1,175

13 8 Persons \$1,281

14 9 Persons \$1,388

15 10 Persons \$1,508

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18 In the case of more than 10 persons in a family budget unit, an additional \$25 each
19 month shall be paid for each additional person in the family budget unit.

20 The “housing provider” must be the owner of the property, or the owner's designated
21 management agent, on which the applicant/recipient resides, or a nonprofit community
22 organization that either directly, or through agreements with property owners, provides
23 housing. Supplemental rent payments shall not be considered “personal needs” for purposes
24 of Section 20.57.3 of this Article. In addition, the termination of supplemental rent payments
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1 shall be subject to the notice provisions of Section 20.60. However, the applicant/recipient
2 may waive such notice, or any portion of the 10 calendar day notice period to allow for a
3 change in aid payment.
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5 Section 3. The San Francisco Administrative Code is hereby amended by amending
6 section 20.59.1, to read as follows:
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8 **SEC. 20.59.1. AID PAYMENTS; IN GENERAL.**

9 General Assistance aid payments may be provided in form of in-kind benefits, in-kind
10 orders, vouchers, checks, electronic benefit transfers, or ~~and~~ warrants.
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12 Section 4. The San Francisco Administrative Code is hereby amended by amending
13 section 20.59.3, to read as follows:
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15 **SEC. 20.59.3. AID PAYMENTS; IN-KIND AID.**

16 Assistance in the form of in-kind benefits, in-kind orders, electronic benefit transfers, or
17 emergency checks shall be used:

- 18 (a) As aid payments.
- 19 (b) For applicants and recipients who declare themselves to be homeless.

20 Applicants and recipients are required to provide a verifiable rent receipt, or verifiable
21 documentation of shared housing, or verifiable documentation of rent-free housing. Self-
22 declared homeless applicants and recipients shall receive in-kind benefits for housing, utilities,
23 and meals. If in-kind benefits are not available, such applicants and recipients shall receive
24 the cash assistance equivalent to the income-in-kind value of housing, utilities, and/or meals,
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1 whichever is not available, if otherwise eligible for these amounts, ~~in the form of an emergency~~
2 ~~check~~. Failure to comply with the rules of a housing program that results in ejection from that
3 housing program will be considered failure to satisfy the requirements for continuing eligibility
4 for aid and will result in discontinuance from the General Assistance Program, subject to the
5 notice and hearing provisions of this Article.

6 (c) For Eligible persons awaiting transportation arrangements, provided that aid
7 shall not exceed one week.

8 (d) For Eligible homeless persons awaiting admission into a hospital or institution.

9 (e) For Persons who have demonstrated inability to handle cash payments for
10 necessities of life.
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13 Section 5. The San Francisco Administrative Code is hereby amended by amending
14 section 20.76, to read as follows:

15 **SEC. 20.76. PAES STIPENDS.**

16
17 (a) For each eligible individual or for each eligible family budget unit of two or more
18 persons who qualify for stipends under this Article, the maximum monthly stipend amount
19 which participants shall receive is listed below.

20 **MAXIMUM PAES STIPEND AMOUNT**

21 Single Individual \$ 395
22 Number of Eligible Persons in Same Family
23 2 Persons \$ 649
24 3 Persons \$ 804
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1	4 Persons	\$ 955
2	5 Persons	\$ 1,089
3	6 Persons	\$ 1,223
4	7 Persons	\$ 1,343
5	8 Persons	\$ 1,464
6	9 Persons	\$ 1,586
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8	10 Persons	\$ 1,723

9 In the case of more than 10 persons in a family budget unit, an additional \$25 each
10 month shall be paid for each additional person in the family budget unit. For Family Budget
11 Units in which members receive cash payments from more than one federal, State or County
12 assistance program, except for SSI/SSP, the total aid payment shall consist of the sum of
13 each individual's proportionate share of the aid payment for a family budget unit of the same
14 size within each program for which each member is eligible.

15 (b) The maximum monthly PAES stipend for which an applicant is eligible shall be
16 the maximum monthly PAES stipend prorated as of the eligibility determination date, minus
17 any nonexempt cash available to the applicant during that calendar month, minus the fair
18 market value of any nonexempt personal property available to the applicant during that
19 calendar month, and minus the value of any prorated in-kind housing, utilities and/or meals
20 available or provided to the applicant. A rent payment, retroactive to the first of the month in
21 which eligibility is determined, may be authorized to prevent eviction from existing housing.

22 (c) The maximum monthly PAES stipend for which a participant is eligible shall be
23 the maximum PAES stipend minus any nonexempt cash received from sources other than
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1 PAES which is available to the participant during the month for which the stipend is paid,
2 minus the fair market value of any nonexempt personal property which is, or will be, available
3 to the participant during the month for which the stipend is paid, and minus the value of any
4 in-kind housing, utilities and/or meals available or provided to the participant.

5 (d) No PAES stipend shall be issued for less than \$5.00.

6 (e) PAES assistance and stipends may be provided in the form of vouchers,
7 checks, two-party checks, warrants, electronic benefit transfers, in-kind benefits, and/or
8 through third party contracts.

9 (f) PAES stipends may be made payable only to the participant or, upon the
10 participant's written authorization, to the participant and a designated co-payee, or to a
11 representative payee.

12 (g) PAES stipends may be mailed directly to the participant or to the designated
13 representative payee. PAES stipends may be made by electronic benefits transfer. PAES
14 stipends may be picked up at a location designated by the Department. PAES stipends shall
15 not be mailed to a post office box, a mail receiving service, or to an address outside the City
16 and County of San Francisco, except upon specific authorization of the Executive Director.

17 (h) The Maximum PAES Stipend Amounts listed in Section 20.76(a) of this Article
18 shall be increased by any annual percentage cost of living increase to the Maximum Aid
19 Payment, and according to the same schedule, if such an increase is implemented by the
20 State of California in the TANF/CalWORKs program.

21 (i) Participants may be provided with assistance, as specified in Subsection (e)
22 above, to help pay, in full or in part, ancillary work-related expenses.
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1 (j) Applicants and recipients are required to provide a verifiable rent receipt, or
2 verifiable documentation of shared housing, or verifiable documentation of rent-free housing.
3 Self-declared homeless applicants and recipients shall receive in-kind benefits for housing,
4 utilities and meals. If in-kind benefits are not available, such applicants and recipients shall
5 receive the income-in-kind value of housing, utilities, and/or meals, whichever is not available,
6 ~~in the form of an emergency check,~~ if otherwise eligible for these amounts. Failure to comply with
7 the rules of a housing program that results in ejection from that housing program will be
8 considered failure to satisfy the requirements for continuing eligibility for aid and will result in
9 discontinuance from PAES, subject to the notice and hearing provisions of this Article.

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11 (k) A special allowance of up to \$59.00 per month shall be made available, ~~in the~~
12 ~~form of an emergency check,~~ to any recipient when the income-in-kind value of housing, and/or
13 utilities, and/or meals provided to that recipient exceeds the maximum monthly stipend for
14 which that recipient is eligible. If such income-in-kind value does not exceed the maximum
15 monthly stipend for which that recipient is eligible, but allows for less than \$59.00 cash per
16 month, that recipient shall receive an amount, ~~in the form of an emergency check,~~ that, when
17 added to the maximum monthly stipend for which that recipient is eligible, ~~that~~ equals \$59.00
18 cash per month. This section shall not affect the collection of overpayments due to fraud,
19 negligent failure to report facts or administrative error as set forth in this Article.
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23 Section 6. The San Francisco Administrative Code is hereby amended by amending
24 section 20.76, to read as follows:

25 **SEC. 20.106. CALM PAYMENTS.**

1 (a) For each eligible individual or for each eligible family budget unit of two or more
2 persons who qualify for assistance under the CALM Program, the maximum monthly payment
3 amount which recipients shall receive is listed below.

4 **MAXIMUM CALM PAYMENT AMOUNT**

5 Single Individual \$ 395

6 Number of Eligible Persons in Same Family

7 2 Persons \$ 649

8 3 Persons \$ 804

9 4 Persons \$ 955

10 5 Persons \$ 1,089

11 6 Persons \$ 1,223

12 7 Persons \$ 1,343

13 8 Persons \$ 1,464

14 9 Persons \$ 1,586

15 10 Persons \$ 1,723

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18 In the case of more than 10 persons in a family budget unit, an additional \$25 each
19 month shall be paid for each additional person in the family budget unit. For family budget
20 units in which members receive cash payments from more than one federal, State or County
21 assistance program, except for SSI/SSP, the total aid payment shall consist of the sum of
22 each individual's proportionate share of the aid payment for a family budget unit of the same
23 size within each program to which each member is eligible.
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1 (b) The maximum monthly CALM payment for which an applicant is eligible shall be
2 the maximum monthly CALM payment prorated as of the eligibility determination date, minus
3 any nonexempt cash available to the applicant during that calendar month, minus the fair
4 market value of any nonexempt personal property available to the applicant during that
5 calendar month, and minus the value of any prorated in-kind housing, utilities and/or meals
6 available or provided to the applicant. A rent payment, retroactive to the first of the month in
7 which eligibility is determined, may be authorized to prevent eviction from existing housing.
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9 (c) The maximum monthly CALM payment for which a recipient is eligible shall be
10 the maximum CALM payment minus any nonexempt cash received from sources other than
11 CALM which is available to the recipient during the month for which assistance is paid, minus
12 the fair market value of any nonexempt personal property which is, or will be, available to the
13 recipient during the month for which assistance is paid, and minus the value of any in-kind
14 housing, utilities and/or meals available or provided to the applicant.
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16 (d) No CALM payment shall be issued for less than \$5.00.

17 (e) CALM may be provided in the form of vouchers, checks, two-party checks,
18 warrants, electronic benefit transfers, in-kind benefits, and/or through third party contracts.

19 (f) CALM payments may be made payable only to the recipient or, upon the
20 recipient's written authorization, to the recipient and a designated co-payee, or to a
21 representative payee.
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23 (g) CALM payments may be mailed directly to the recipient or to the designated
24 representative payee. CALM payments may be made by electronic benefit transfer. CALM
25 payments may be picked up at a location designated by the Department. CALM payments

1 shall not be mailed to a post office box, a mail receiving service, or to an address outside the
2 City and County of San Francisco, except upon specific authorization of the Executive
3 Director.

4 (h) The Maximum CALM Payment Amounts listed in Section 20.106(a) of this
5 Article shall be increased by any annual percentage cost of living increase to the Maximum
6 Aid Payment, and according to the same schedule, if such an increase is implemented by the
7 State of California in the TANF/ CalWORKs program.

8 (i) Applicants and recipients are required to provide a verifiable rent receipt, or
9 verifiable documentation of shared housing, or verifiable documentation of rent-free housing.
10 Self-declared homeless applicants and recipients shall receive in-kind benefits for housing,
11 which includes utilities and meals. If in-kind benefits are not available, such applicants and
12 recipients shall receive the income-in-kind value of housing, utilities, and/or meals, whichever
13 is not available, ~~in the form of an emergency check~~ if otherwise eligible for these amounts.
14 Failure to comply with the rules of a housing program that results in ejection from that housing
15 program will be considered failure to satisfy the requirements for continuing eligibility for aid
16 and will result in discontinuance from CALM, subject to the notice and hearing provisions of
17 this Article

18 (j) A special allowance of up to \$59.00 per month shall be made available, ~~in the~~
19 ~~form of an emergency check,~~ to any recipient when the income-in-kind value of housing, and/or
20 utilities, and/or meals provided to that recipient exceeds the maximum monthly payment for
21 which that recipient is eligible. If such income-in-kind value does not exceed the maximum
22 monthly payment for which that recipient is eligible, but allows for less than \$59.00 cash per
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1 month, that recipient shall receive an amount, ~~in the form of an emergency check, that,~~ when
2 added to the maximum monthly payment for which that recipient is eligible ~~that,~~ equals \$59.00
3 cash per month. This section shall not affect the collection of overpayments due to fraud,
4 negligent failure to report facts or administrative error as set forth in this Article.

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6 Section 7. The San Francisco Administrative Code is hereby amended by amending
7 section 20.206, to read as follows:

8 **SEC. 20.206. SSIP PAYMENTS.**

9
10 (a) For each eligible individual or for each eligible family budget unit of two or more
11 persons who qualify for assistance under the SSIP Program, the maximum monthly payment
12 amount which recipients shall receive is listed below.

13 **MAXIMUM SSIP PAYMENT AMOUNT**

14 Single Individual \$ 395

15 Number of Eligible Persons in Same Family

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17 2 Persons \$ 649

18 3 Persons \$ 804

19 4 Persons \$ 955

20 5 Persons \$ 1,089

21 6 Persons \$ 1,223

22 7 Persons \$ 1,343

23 8 Persons \$ 1,464

24 9 Persons \$ 1,586

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1 10 Persons \$ 1,723

2 In the case of more than 10 persons in a family budget unit, an additional \$25 each
3 month shall be paid for each additional person in the family budget unit. For family budget
4 units in which members receive cash payments from more than one federal, State or County
5 assistance program, except for SSI/ SSP, the total aid payment shall consist of the sum of
6 each individual's proportionate share of the aid payment for a family budget unit of the same
7 size within each program for which each member is eligible.
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9 (b) The maximum monthly SSIP payment for which an applicant is eligible shall be
10 the maximum monthly SSIP payment prorated as of the eligibility determination date, minus
11 any nonexempt cash available to the applicant during that calendar month, minus the fair
12 market value of any nonexempt personal property available to the applicant during that
13 calendar month, and minus the value of any prorated in-kind housing, utilities and/or meals
14 available or provided to the applicant. A rent payment, retroactive to the first of the month in
15 which eligibility is determined, may be authorized to prevent eviction from existing housing.
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17 (c) The maximum monthly SSIP payment for which a recipient is eligible shall be
18 the maximum SSIP payment minus any nonexempt cash received from sources other than
19 SSIP which is available to the recipient during the month for which the SSIP payment is paid,
20 minus the fair market value of any nonexempt personal property which is, or will be, available
21 to the recipient during the month for which the SSIP payment is paid, and minus the value of
22 any in-kind housing, utilities and/or meals available or provided to the recipient.
23

24 (d) No SSIP payment shall be issued for less than \$5.00.
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1 (e) SSIP may be provided in the form of vouchers, checks, two-party checks,
2 warrants, electronic benefit transfers, in-kind benefits, and/or through third party contracts.

3 (f) SSIP payments may be made payable only to the recipient or, upon the
4 recipient's written authorization, to the recipient and a designated co-payee, or to a
5 representative payee.

6 (g) SSIP payments may be mailed directly to the recipient or to the designated
7 representative payee. SSIP payments may be made by electronic benefit transfer. SSIP
8 payments may be picked up at a location designated by the Department. SSIP payments shall
9 not be mailed to a post office box, a mail receiving service, or to an address outside the City
10 and County of San Francisco, except upon specific authorization of the Executive Director.

11 (h) The Maximum SSIP Payment Amounts listed in Section 20.206(a) of this Article
12 shall be increased by any annual percentage cost of living increase to the Maximum Aid
13 Payment, and according to the same schedule, if such an increase is implemented by the
14 State of California in the TANF/CalWORKs Program.

15 (i) Applicants and recipients are required to provide a verifiable rent receipt, or
16 verifiable documentation of shared housing or verifiable documentation of rent-free housing.
17 Self-declared homeless applicants and recipients shall receive in-kind benefits for housing,
18 utilities and meals. If in-kind benefits are not available, such applicants and recipients shall
19 receive the income-in-kind value of housing, utilities, and/or meals; whichever is not available,
20 ~~in the form of an emergency check~~ if otherwise eligible for these amounts. Failure to comply with
21 the rules of a housing program that results in ejection from that housing program will be
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1 considered failure to satisfy the requirements for continuing eligibility for aid and will result in
2 discontinuance from SSIP, subject to the notice and hearing provisions of this Article.

3 (j) A special allowance of up to \$59.00 per month shall be made available, ~~in the~~
4 ~~form of an emergency check,~~ to any recipient when the income-in-kind value of housing, and/or
5 utilities, and/or meals provided to that recipient exceeds the maximum monthly payment for
6 which that recipient is eligible. If such income-in-kind value does not exceed the maximum
7 monthly payment for which that recipient is eligible, but allows for less than \$59.00 cash per
8 month, that recipient shall receive an amount, ~~in the form of an emergency check,~~ that, when
9 added to the maximum monthly payment for which that recipient is eligible ~~that,~~ equals \$59.00
10 cash per month. This section shall not affect the collection of overpayments due to fraud,
11 negligent failure to report facts or administrative error as set forth in this Article.
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15 APPROVED AS TO FORM:
16 DENNIS J. HERRERA, City Attorney

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19 By: _____
20 JENNIFER WILLIAMS
21 Deputy City Attorney
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