

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.**

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

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

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

21 (c) **Supplemental Rent Payments.** Applicants or recipients whose verified monthly
22 rent exceeds the maximum monthly grant for which they are eligible may elect to have rental
23 payments made in the form of a two-party check payable to the applicant/recipient and the
24 housing provider for the entire amount of the rent not to exceed the applicable monthly
25 amount listed below.

1 **MAXIMUM SUPPLEMENTAL MONTHLY RENT PAYMENT AMOUNT**

2 Single Individual Applicant/Recipient \$345

3 Number of Eligible Persons in Same Family

4 2 Persons \$567

5 3 Persons \$703

6 4 Persons \$834

7 5 Persons \$952

8 6 Persons \$1,070

9 7 Persons \$1,175

10 8 Persons \$1,281

11 9 Persons \$1,388

12 10 Persons \$1,508

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

15 The "housing provider" must be the owner of the property, or the owner's designated
16 management agent, on which the applicant/recipient resides, or a nonprofit community
17 organization that either directly, or through agreements with property owners, provides
18 housing. Supplemental rent payments shall not be considered "personal needs" for purposes
19 of Section 20.57.3 of this Article. In addition, the termination of supplemental rent payments
20 shall be subject to the notice provisions of Section 20.60. However, the applicant/recipient
21 may waive such notice, or any portion of the 10 calendar day notice period to allow for a
22 change in aid payment.

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24 Section 3. The San Francisco Administrative Code is hereby amended by amending
25 section 20.59.1, to read as follows:

1 **SEC. 20.59.1. AID PAYMENTS; IN GENERAL.**

2 General Assistance aid payments may be provided in form of in-kind benefits, in-kind
3 orders, vouchers, checks, electronic benefit transfers, or ~~and~~ warrants.

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5 Section 4. The San Francisco Administrative Code is hereby amended by amending
6 section 20.59.3, to read as follows:

7 **SEC. 20.59.3. AID PAYMENTS; IN-KIND AID.**

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

10 (a) As aid payments.

11 (b) For applicants and recipients who declare themselves to be homeless.

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

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

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

1 (e) For Persons who have demonstrated inability to handle cash payments for
2 necessities of life.

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4 Section 5. The San Francisco Administrative Code is hereby amended by amending
5 section 20.76, to read as follows:

6 **SEC. 20.76. PAES STIPENDS.**

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

10 **MAXIMUM PAES STIPEND AMOUNT**

11 Single Individual \$ 395

12 Number of Eligible Persons in Same Family

13 2 Persons \$ 649

14 3 Persons \$ 804

15 4 Persons \$ 955

16 5 Persons \$ 1,089

17 6 Persons \$ 1,223

18 7 Persons \$ 1,343

19 8 Persons \$ 1,464

20 9 Persons \$ 1,586

21 10 Persons \$ 1,723

22 In the case of more than 10 persons in a family budget unit, an additional \$25 each
23 month shall be paid for each additional person in the family budget unit. For Family Budget
24 Units in which members receive cash payments from more than one federal, State or County
25 assistance program, except for SSI/SSP, the total aid payment shall consist of the sum of

1 each individual's proportionate share of the aid payment for a family budget unit of the same
2 size within each program for which each member is eligible.

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

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

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

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

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

23 (g) PAES stipends may be mailed directly to the participant or to the designated
24 representative payee. PAES stipends may be made by electronic benefits transfer. PAES
25 stipends may be picked up at a location designated by the Department. PAES stipends shall

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

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

7 (i) Participants may be provided with assistance, as specified in Subsection (e)
8 above, to help pay, in full or in part, ancillary work-related expenses.

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

18 (k) 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 stipend for
21 which that recipient is eligible. If such income-in-kind value does not exceed the maximum
22 monthly stipend for which that recipient is eligible, but allows for less than \$59.00 cash per
23 month, that recipient shall receive an amount, ~~in the form of an emergency check, that~~, when
24 added to the maximum monthly stipend for which that recipient is eligible, ~~that~~ equals \$59.00
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1 cash per month. This section shall not affect the collection of overpayments due to fraud,
2 negligent failure to report facts or administrative error as set forth in this Article.

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4 Section 6. The San Francisco Administrative Code is hereby amended by amending
5 section 20.76, to read as follows:

6 **SEC. 20.106. CALM PAYMENTS.**

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

10 **MAXIMUM CALM PAYMENT AMOUNT**

11 Single Individual \$ 395

12 Number of Eligible Persons in Same Family

13 2 Persons \$ 649

14 3 Persons \$ 804

15 4 Persons \$ 955

16 5 Persons \$ 1,089

17 6 Persons \$ 1,223

18 7 Persons \$ 1,343

19 8 Persons \$ 1,464

20 9 Persons \$ 1,586

21 10 Persons \$ 1,723

22 In the case of more than 10 persons in a family budget unit, an additional \$25 each
23 month shall be paid for each additional person in the family budget unit. For family budget
24 units in which members receive cash payments from more than one federal, State or County
25 assistance program, except for SSI/SSP, the total aid payment shall consist of the sum of

1 each individual's proportionate share of the aid payment for a family budget unit of the same
2 size within each program to which each member is eligible.

3 (b) The maximum monthly CALM payment for which an applicant is eligible shall be
4 the maximum monthly CALM payment prorated as of the eligibility determination date, minus
5 any nonexempt cash available to the applicant during that calendar month, minus the fair
6 market value of any nonexempt personal property available to the applicant during that
7 calendar month, and minus the value of any prorated in-kind housing, utilities and/or meals
8 available or provided to the applicant. A rent payment, retroactive to the first of the month in
9 which eligibility is determined, may be authorized to prevent eviction from existing housing.

10 (c) The maximum monthly CALM payment for which a recipient is eligible shall be
11 the maximum CALM payment minus any nonexempt cash received from sources other than
12 CALM which is available to the recipient during the month for which assistance is paid, minus
13 the fair market value of any nonexempt personal property which is, or will be, available to the
14 recipient during the month for which assistance is paid, and minus the value of any in-kind
15 housing, utilities and/or meals available or provided to the applicant.

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.

22 (g) CALM payments may be mailed directly to the recipient or to the designated
23 representative payee. CALM payments may be made by electronic benefit transfer. CALM
24 payments may be picked up at a location designated by the Department. CALM payments
25 shall not be mailed to a post office box, a mail receiving service, or to an address outside the

1 City and County of San Francisco, except upon specific authorization of the Executive
2 Director.

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

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

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

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

SEC. 20.206. SSIP PAYMENTS.

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

MAXIMUM SSIP PAYMENT AMOUNT

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

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

1 (b) The maximum monthly SSIP payment for which an applicant is eligible shall be
2 the maximum monthly SSIP 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.

8 (c) The maximum monthly SSIP payment for which a recipient is eligible shall be
9 the maximum SSIP payment minus any nonexempt cash received from sources other than
10 SSIP which is available to the recipient during the month for which the SSIP payment is paid,
11 minus the fair market value of any nonexempt personal property which is, or will be, available
12 to the recipient during the month for which the SSIP payment is paid, and minus the value of
13 any in-kind housing, utilities and/or meals available or provided to the recipient.

14 (d) No SSIP payment shall be issued for less than \$5.00.

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

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

20 (g) SSIP payments may be mailed directly to the recipient or to the designated
21 representative payee. SSIP payments may be made by electronic benefit transfer. SSIP
22 payments may be picked up at a location designated by the Department. SSIP payments shall
23 not be mailed to a post office box, a mail receiving service, or to an address outside the City
24 and County of San Francisco, except upon specific authorization of the Executive Director.
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1 (h) The Maximum SSIP Payment Amounts listed in Section 20.206(a) of this Article
2 shall be increased by any annual percentage cost of living increase to the Maximum Aid
3 Payment, and according to the same schedule, if such an increase is implemented by the
4 State of California in the TANF/CalWORKs Program.

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

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

By: *Jennifer Williams*
JENNIFER WILLIAMS
Deputy City Attorney



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Ordinance

File Number: 070208

Date Passed:

Ordinance amending sections 20.57.6A, 20.59, 20.59.1, 20.59.3, 20.76, 20.106, and 20.206 of the San Francisco Administrative Code by: 1) authorizing the Department of Human Services (DHS) to provide aid payments in the form of electronic benefit transfers in the General Assistance program, 2) authorizing DHS to provide aid payments on a monthly basis, and 3) deleting DHS' ability to provide aid payments in the form of emergency checks.

April 10, 2007 Board of Supervisors — PASSED ON FIRST READING

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Jew, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

April 17, 2007 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Jew, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 070208

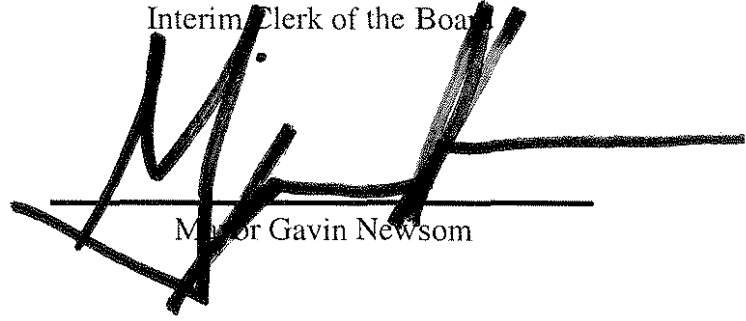
I hereby certify that the foregoing Ordinance was **FINALLY PASSED** on April 17, 2007 by the Board of Supervisors of the City and County of San Francisco.



Kay Gulbengay
Interim Clerk of the Board

APR 27 2007

Date Approved



Mayor Gavin Newsom