

TUOLUMNE COUNTY DEPARTMENT OF SOCIAL SERVICES
Eligibility Division of Policies and Procedures

Subject: CalWORKs-Diversion

Effective Date: January 8, 1998

Section No:

Revision Date: May 21, 2012 (Update County Website)

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Background	Welfare and Institution Code (WIC) 11266.5 mandates that each county implement a Diversion program for applicants who would likely avoid the need for extended CalWORKs assistance if provided a means to meet a current need or emergency in the form of a lump sum payment or service to meet the need.
Reference	EAS MPP 81-200 C-IV Job Aid-Diversion Process and Issue Benefits
Policy	CalWORKs 81-200 gives Tuolumne County sole discretion to determine if an applicant would likely avoid the need for extended assistance if provided access to the Diversion Program. To be considered for a Diversion Payment or Services the applicant must first meet CalWORKs eligibility criteria. In making the determination for a Diversion payment or service, the county may consider any of the following: • The applicant's employment history • The likelihood of the applicant obtaining immediate full-time employment • The applicant's general prospect for obtaining full-time employment • The applicant's need for cash assistance to pay for housing or substantial and unforeseen expenses or work-related expenses as it would pertain to obtaining or keeping employment • Housing stability as it would pertain to obtaining or keeping employment • The adequacy of the applicant's child care arrangement as it would pertain to obtaining or keeping employment.
Procedure: Process	The Screener shall: I. Screen the applicant for CalWORKs II. Ask the applicant to read the SAWS 1 Coversheet and answer any questions that arise regarding the Diversion program. NOTE: A general overview of CalWORKs Diversion Payment/Services is on the SAWS 1 Coversheet. The EW shall: I. Review the case history to determine if previous Diversion payments were issued. Diversion aid codes are 3J, 3Y, 3K, or 3X. II. Discuss the Diversion Informational Coversheet (CW 88) located in the CW or CW/CF Application Intake Packet with the client.

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	III. If the applicant requests Diversion, determine if the applicant meets “apparent eligibility” rules for CalWORKs. a. Definition: “Apparent eligibility” 40-129.11 means that the information provided on the Statement of Facts and information otherwise available to the county indicates that the applicant would be eligible for aid if the information on the Statement of Facts were verified. IV. Applicant reads and completes the Diversion Services Agreement (CW 88) located in the OmniForm Filler>CalWORKs>Diversion folder. b. Contact WtW Supervisor to obtain the name of the Welfare-To-Work Social Worker who will conduct the Diversion assessment. c. Notify the applicant with a manual Notice of Action of the results of the Diversion Payment/service request. i. Diversion request denied, send NOA-M81-215B (01/2002) and continue with the normal CalWORKs application process. ii. Diversion request approved/CalWORKs application denied, send NOA-M81-215A denying CalWORKs application and grant Diversion payment/service. NOAs are not available on C-IV. Manual NOAs are located in the OmniForm Filler>CalWORKs>Diversion folder. The Welfare-To-Work Social Worker shall: I. Interview applicant. II. Determine if the applicant will benefit from Diversion payment/services. III. Complete the top “Worker Completes” and bottom “County Use Only” portion of the form (#CW 88). Route the Diversion Services Agreement (#CW 88) to the appropriate EW.
Procedure: Determination of Diversion Period	I. The period is determined by dividing the value of the diversion payment by the MAP amount for the apparently eligible assistance unit. a. The value for noncash payment or services is determined by valuing the payment received for services rendered in the open market. b. Partial months are not counted when determining the

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	period Example: Household of 3 Diversion payment \$1,500 to fix car $\\$1,500/608 \text{ (MAP 3)} = 2.46 \text{ months}$ 2 months is the Diversion period
Procedure: Reapplication for CalWORKs within Diversion Period	The EW Shall: I. If the reapplication is within the Diversion Period: a. The client may choose to allow the County to recoup the Diversion payment through 10% grant reduction, or the client may choose to have the total Diversion period count against the 48-month time limit.
Procedure: Reapplication for CalWORKs After Diversion Period	The EW Shall: I. Count only the issuance month issuance month against the 48-month time limit II. Do not attempt to recoup Diversion payment.