

90-200.1. RESIDENCE

**A.
General**

This section provides the residence requirements for the GR Program.

**B.
Policy**

GR applicants must meet the following residence requirements prior to granting aid. They must:

- Be physically present in San Diego County for a minimum of 15 days;
 - Not be in San Diego County temporarily;
 - Not be residents of another state or county;
 - Provide evidence of intent to lawfully reside in San Diego County; and
 - Qualify for assistance in all other respects and cooperate with the GR program requirements.
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**C.
Proof of Intent
to Reside**

The following information reflects the decision of the Appeals Court in Nelson vs. the Board of Supervisors. That decision prohibits CalWORKs from requiring a fixed address to establish residence.

To demonstrate an intention to reside in the County and, before aid may be issued, one of the criteria in the table below must be documented.

Item	Requirement
Rent Receipt and/or Utility Bill	A 30-day rent receipt or utility bill in the applicant's name for a San Diego County address, which was issued within the past 30 days from the current date of application.
Photo ID Card	<ul style="list-style-type: none">• Must be issued within the past 12 months showing a printed San Diego County address.• A valid ID card may be employment, government, or student related.<ul style="list-style-type: none">– A student ID card must have been issued within the current semester/quarter, or– For the last semester/quarter completed during periods of school vacation.• An ID card obtained through a private concern does not meet this requirement.

Continued on next page

90-200.1. RESIDENCE, Continued

Proof of Intent to Reside
(continued)

Item	Requirement
Employment	<ul style="list-style-type: none"> • The applicant currently has a job in San Diego County and/or • Is being aided as “Aid Through First Payday.”
CalWORKs Records	Verification that the applicant was a public assistance recipient in San Diego County within the past three months.
Probation or Parole Records	An agent verifies that the applicant is restricted to San Diego County as a condition of probation or parole.
Applicant’s/ Recipient’s Declaration	The applicant’s/recipient’s affirmation answers to the “intent to reside” questions on the application forms when they have no residential address and cannot establish residence as above. For such applicants/recipients, these affirmative answers will be completely sufficient to establish proof of intent to reside. (Nelson v Board of Supervisors).

D. Post Office Boxes and Commercial Mail Receiving Agencies

GR applicants/recipients may use a Post Office Box or Commercial Mail Receiving Agency to receive mail, including aid warrants, only when:

- The applicant/recipient is without a residential address and requests this as an alternative to receipt of benefits in the office, or
- The applicant/recipient has cause for not being able to receive mail at his/her residential address; and
- The reason for the request has been reviewed and approved.

E. Approval Procedures

The table below shows the actions that the worker must take to approve an applicant’s/recipient’s request for the use of a Post Office Box or Commercial Mail Receiving Agency.

Continued on next page

90-200.1. RESIDENCE, Continued

Approval Procedures (continued)

Step	Action
1	<p>Determine from the applicant/recipient the reason for the request and obtain verifications as specified below. Acceptable requests include the following:</p> <ul style="list-style-type: none"> • The client has no residential address, requests a P.O. Box, or Commercial Mailing agency, and declares his/her situation to be one of the following: <ul style="list-style-type: none"> – His/her illness or incapacity makes traveling to the office an undue hardship (Incapacitated); – Coming to the office for benefits impedes his/her completion of Employable program requirements and independent job seeking activity (Employable); – Special or unusual circumstances which cause the applicant/recipient to believe he/she could be harmed as a result of picking up notices at the FRC, e.g., fear of theft or assault based on special knowledge or experience. • Mail delivery at residence is <u>not</u> available. Must be verified in writing or by phone with Post Office or the rental manager and documented in the case file. (NOTE: Post Office verification is <u>not</u> required for residences with “rural route” mail delivery or one of the following ZIP codes: 92031, 92048, 92053, 92067, 92070, and 92080. (The Post Offices involved have verified that mail is <u>not</u> delivered to resident addresses in these Zip Code areas. • <u>Personal</u> mail delivery is not permitted at the residence (campgrounds and some motels and hotels). Must be verified in writing or by phone with the rental or campground manager. • Mail theft is common to the area and/or the applicant’s/ recipient’s residence mailbox. Must be reported to and verified by the Post Office and documented in the case file. • The applicant’s/recipient’s mailbox is damaged or absent and mail is undeliverable. Must be verified by the Post Office and documented in the case file. Approval is for <u>one month only pending</u> immediate replacement of the mailbox.
2	<p>Submit a gram, outlining the circumstances of the request and the verification obtained, to the FRC Manager.</p>

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90-200.1. RESIDENCE, Continued

Approval Procedures (continued)

Step	Action						
3	<p data-bbox="537 428 1390 678">The FRC Manager will approve or disapprove the request using the criteria of 1, above, and any other pertinent information. If approved, the FRC Manager will add to the gram the required review date, not to exceed six months or the next certification or restoration. Disapprovals should have an explanation. The gram will be returned to the worker and imaged in the case file.</p> <table border="1" data-bbox="537 716 1398 978"><thead><tr><th data-bbox="537 716 764 751">If ...</th><th data-bbox="764 716 1398 751">Then the worker will ...</th></tr></thead><tbody><tr><td data-bbox="537 751 764 867">approved,</td><td data-bbox="764 751 1398 867">change the case address, set a Case Alert for review and image the request gram in the case file.</td></tr><tr><td data-bbox="537 867 764 978">disapproved,</td><td data-bbox="764 867 1398 978">advise the applicant/recipient of the disapproval and explanation and image the request gram in the case file.</td></tr></tbody></table>	If ...	Then the worker will ...	approved,	change the case address, set a Case Alert for review and image the request gram in the case file.	disapproved,	advise the applicant/recipient of the disapproval and explanation and image the request gram in the case file.
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disapproved,	advise the applicant/recipient of the disapproval and explanation and image the request gram in the case file.						
4	<p data-bbox="537 1020 1406 1188">Review any approved request at least at the interval set by the FRC Manager by repeating Steps 1, 2 and 3, above. Depending on the volume of requests and required reviews, the FRC Manager may give authority for continued approval to the Supervisors.</p>						
