

## 90-300.01. POLICY

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### **A. General**

The purpose of property regulations is to ensure GR applicants use, to the maximum extent possible, property resources to meet their needs. The overall property limit is \$1000. (See [Appendix A](#) for the GR Property Limits Guide).

Property limitations, policies, and procedures applied by HHSa are derived from W&I Code, Part 5, Chapter II, Section 17107. Section 17107 of the W&I Code defines the Board of Supervisors' responsibilities in setting property limits. Section 258 and 261-263 of the County Administrative Code defines the limits set under the authority of W&I Code Section 17107 and defines the procedures.

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### **B. Availability**

Property values, including the community property interest in the possession of a separated spouse, are considered available to the GR applicant/recipient, unless the property is considered unavailable. Verifications are required to determine confirmation of conditional, partial, or unavailability of property. An applicant's/recipient's sworn statement regarding availability will be sufficient if it is reasonable and consistent with other given information.

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### **C. Sponsored Aliens**

The availability of the property of the sponsor must be explored to determine what changes, if any, occurred after the sponsorship agreement was originally signed. The worker shall contact the sponsor for verification through the use of Verification Request (G-845) and the Sponsor's Statement of Facts (CW 22).

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### **D. SSI/SSP Recipients**

The property of a SSI/SSP recipient, including the spouse, who resides with the GR applicant/recipient is not counted when determining the GR eligibility of the applicant/recipient (Rogers v. Detrich).

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### **E. Documenta- tion and Verification**

It is the applicant's/recipient's responsibility to provide the most accurate and current verification available. (See [GRPG 90-300.4](#) though [11](#) for specific requirements).

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**E. Documentation and Verification** (continued)  
 Acceptable verifications are shown in the table below.

<b>Type</b>	<b>Description/Action</b>				
Written, Standardized Record	This record is to be issued by a government agency or company. It is to specifically identify the property item and its current value.				
Statement of Value by the Applicant/ Recipient	This statement must be able to be confirmed by a dealer in the property item, an insurance adjuster, or a property appraiser. Confirmation must be in writing, by phone, or other means. Confirmation in writing is the preferred method.				
Pending Verifications	<p>A sworn statement from the applicant/recipient or detailed entry on the Statement of Facts may be used in rare instances, with supervisor approval, as temporary verification of property value pending receipt of acceptable verification. Aid may not exceed the end of the month in which the 30<sup>th</sup> day, from the date of requesting the verification, falls. Examples of pending verifications would be:</p> <ul style="list-style-type: none"> <li>• out of state bank account</li> <li>• bank requiring written authority to release the information</li> <li>• an inoperable motor vehicle located outside the county</li> </ul>				
Case Record Documentation	<p>Appropriate case record documentation is:</p> <ul style="list-style-type: none"> <li>• image of property verifications located in the case record</li> <li>• entry, by the worker, of all pertinent facts and information on form 07-104 HHSA imaged in the case file</li> <li>• entry on the Statement of Facts, of all pertinent facts/information</li> </ul>				
	<table border="1"> <thead> <tr> <th data-bbox="448 1444 883 1482"><b>If ...</b></th> <th data-bbox="883 1444 1406 1482"><b>Then the ...</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1482 883 1560">no written documentation is available,</td> <td data-bbox="883 1482 1406 1560">worker will specify how the verification was completed.</td> </tr> </tbody> </table>	<b>If ...</b>	<b>Then the ...</b>	no written documentation is available,	worker will specify how the verification was completed.
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a sworn statement has been obtained as a temporary verification,	sworn statement will be imaged in the case file and an entry made on the Statement of Facts.				

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**F. DMV Property Clearance** As part of the requirement to evaluate resources for GR, workers will request a DMV clearance when it is suspected that there is an unreported vehicle that could affect case eligibility. For GR, aid will not be granted until the clearance of a suspected unreported vehicle has been completed. The actions in the table below are to be completed.

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
1	Worker	Complete form 16-67 HHSA ( <a href="#">Appendix B</a> ) and forward to the designated staff in the FRC.
2		Attach a photocopy of the DMV driver's license or DMV ID card, if available.
3		Enter a Case Comment stating the reasons for requesting a DMV clearance. If the clearance is being completed due to a third-party report and the person wishes to remain anonymous, that person's name is not to be included in the Case Comment.
4	Designated Clearance Staff	Clear name of each adult in the case per FRC training instructions.
5		Stop the clearance process if more than five-ten minutes are spend clearing without any result. If there is strong evidence that there is an unreported vehicle, the FRC can use discretion to lengthen the time of the clearance.
6		Note on the 16-67 HHSA that the results were inconclusive for clearances with no result.
7		Note unreported vehicles found in the clearance on the form and attach a screen print of all unreported vehicles.
8		Return the 16-67 HHSA to the worker.
9	Worker	Review the information from the completed clearance and take the appropriate action. Appropriate action may include further clarification from the applicant/recipient, granting aid if otherwise eligible, or denial/ discontinuance of aid if not eligible. For discontinuances, timely notice must be given.
10		Maintain DMV printouts as confidential information. Screen prints must not be given to applicants/recipients and DMV address information from the clearance cannot be disclosed to the applicant/recipient or to anyone else. If the applicant/recipient is granted review of the case record, the DMV address information must be removed.

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### G. Waiver

Aid may be extended to an applicant who owns excess real or personal property in cases of extreme hardship. Such situations require the approval of the Program Manager. (Also see [GRPG 90-600.2.D](#) on waivers.)

Extreme hardship situations are defined as:

- Aid through first payday situations when the applicant cannot return with additional verifications because of work or training schedules.
- The person has an eviction notice.
- The person has a utility shut-off notice.
- The person has immediate and/or physical conditions or behaviors which indicate serious emotional or physical health problems which may hamper their ability to cooperation with HHSA (such as visible shaking, open sores, difficulty moving, unusual speech patterns, etc.).
- The person has no non-financial resources available to meet the immediate needs of this individual such as food, shelter, physical/mental referrals, etc.
- The person may lose their only source of housing. The options available are obtaining an equity loan or selling the primary residence to meet property limits. If having attempted to sell or rent his/her primary residence the applicant/recipient has not met immediate success, a waiver should be considered.