

90-600.2. TYPES OF AID PAYMENTS

**A.
General**

This section provides information regarding most of the types of aid payments in the GR Program. The following sections provide information on other types of aid payments.

**B.
Initial Aid
Payments to
Applicants**

Aid payments shall be issued via Electronic Benefit Transfer (EBT) unless the recipient chooses Direct Deposit. The initial aid payment will be prorated when the beginning date of aid is other than the first of the month. Ongoing grants will be issued via EBT for receipt on the first through third of the month depending on case number or Direct Deposit, for receipt on the first of the month.

**C.
Extreme
Hardship
Waiver**

The extreme hardship waiver is intended to assist applicants/recipients who are aged, have emotional/physical health problems, or have no other resources available for food and shelter needs. While most hardship waiver requests are related to resource limits, waivers may also be requested for other eligibility criteria, such as time limits.

**D.
Reasons for
Extreme
Hardship
Waiver**

Aid may be given to an applicant when, in the judgment of the FRC Manager, the application of a specific regulation would cause an extreme hardship to the applicant, due to exceptional circumstances. Waivers may be requested in cases of extreme hardship from the GR Program Manager. Form 11-105 HHSA, Extreme Hardship Waiver Request, is to be used to request an evaluation for a Waiver. However, no GR benefits are to be authorized until approval of the waiver is received.

GRPG Letter #55 (5/09)

**E.
Definition of
Extreme
Hardship**

Extreme hardship shall be defined as follows:

- Aid through First Payday (see [GRPG 90-500.4.B-C](#)), when the applicant cannot return with the additional verifications because of work scheduling or training.
 - Person with an eviction notice. (A 3-day notice to pay rent or quit will be accepted as an eviction notice if the amount of aid to be received is greater than or equal to the amount of rent owed.)
 - Person with a utility shut off notice.
-

Continued on next page

90-600.2. TYPES OF AID PAYMENTS, Continued

Definition of Extreme Hardship (continued)

- Person who has an immediate and/or visible physical condition or behavior which indicates serious emotional or physical health problems which may hamper his/her ability to cooperate with the Agency. (For example, visible shaking, open sores, difficulty moving, unusual speech patterns, etc.)
- People for whom there are no non-financial resources available to meet the immediate needs of this individual. (For example, food referral, placement in shelter, referral to County Mental Health or CMS, etc.)

GRPG Letter #61 (7/10)

F. Time-Limited Eligibility

A hardship waiver can be requested past the three-month time limit for persons classified as AB for three additional months. If a case is discontinued due to time limits alone, workers shall evaluate for a hardship waiver when:

- The recipient requests Aid Paid Pending (APP); or
- The case is requested by Appeals.

The hardship evaluation will be based on information in the case file. The recipient does not have to be contacted for additional information. If time-limited eligibility is discontinued due to a sanction, the worker shall not review for a hardship waiver.

The worker shall document if a waiver was requested in the Case Comments. When the Supervisor completes the GR Hearing Resolution, he/she shall note the outcome of the hardship waiver evaluation. The evaluation of a hardship waiver will not change the GR Hearing.

G. Waiver Approvals

When a hardship situation is identified, aid may be granted or continued, only upon receipt of approval from the GR Program Manager.

Aid should be granted effective the date the applicant would have been otherwise eligible.

Continued on next page

90-600.2. TYPES OF AID PAYMENTS, Continued

Waiver Approvals (continued)

If the ...	Then ...
request for waiver process conflicts with employable work program assignments,	the work program days that were missed should be excused.
orientation was missed,	it should be included as part of the work project assignment for the next month.

H. Waiver Examples

The table below shows some examples of waiver situations.

Example	Situation
1	It is discovered at GR recertification on September 17 that recipient has equity in real property. The recipient is given a NOA to discontinue the case effective September 30. A determination is made by the FRC to request an administrative waiver based on extreme hardship. The request is submitted to the Program Manager, is approved on October 2 and is returned to the FRC on October 5. The beginning date of aid is October 1.
2	On September 24, applicant is denied GR during the intake interview due to excess property (application date was September 20). Applicant files an appeal and is scheduled for a GR Hearing on October 8. The FRC is upheld at the hearing but, the FRC submits a request for waiver on October 9. Waiver is approved and returned to the FRC on October 13. Applicant met all other eligibility criteria, except for property, on the intake date. Beginning date of aid is September 20.

GRPG Letter #73 (1/14)

I. Waiver Eligibility

All eligibility factors, other than the basis for the referral, must be clearly established prior to granting GR.

Continued on next page

90-600.2. TYPES OF AID PAYMENTS, Continued

J. Waiver Procedure

The request for waiver of program requirements by the Program Manager must follow the example given in [Appendix A](#), Sample Format for Request for Waiver. Forward the original (a fax or e-mail from the FRC Manager is acceptable) to the GR Program Manager. The request will be returned, usually by email, to the FRC upon receipt of the GR Program Manager's decision.

K. Duration of Approved Waivers

The approval period will be identified on the waiver request. If a specific time limit is not identified, the waiver is valid for the certification period. A new waiver request is required at the end of the approval period unless the situation prompting the waiver request is no longer in place.
