

## CHAPTER 2

### GENERAL ASSISTANCE GUIDELINES

#### Eligibility Factors

**2:100** **Eligibility Criteria:** In order to be eligible for general assistance, the applicant must come within the definition of a poor person as set forth in Section 1:116 herein, establish a need pursuant to Section 2:500 and meet the following criteria.

**2:101** **Residency:** An applicant must reside within the geographic boundaries of Douglas County in order to make application through the Douglas County Office. Individuals residing outside of Douglas County should be referred to the appropriate county office for assistance. If an individual is not permanently residing in Nebraska and/or Douglas County, temporary assistance may be granted provided all other eligibility criteria are met.

**2:102** **Citizenship Requirements:** An applicant for assistance must attest that:

- a) he or she is a United States citizen, or
- b) he or she is a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq.; as such act existed on January 1, 2009, and is lawfully present in the United States.

If the applicant attests that he or she is a lawfully present qualified alien under the federal Immigration and Nationality Act, the political subdivision (Douglas County) must then verify the applicant's eligibility through Systematic Alien Verification for Entitlements Program ("SAVE Program"). The SAVE Program is operated by the United States Department of Homeland Security and is an intergovernmental, information-sharing initiative, which is designed to aid federal, state, and local benefit-issuing agencies and licensing bureaus to verify an applicant's immigration status to ensure that only eligible persons receive public benefits and licenses.

The income of a federally recognized sponsor will be considered in determining eligibility, as specified by federal legislation.

**2:103** **Resources:** Equity value of all resources in the immediate possession or control of the applicant or recipient, unless otherwise exempt, will be considered as income for

purposes of eligibility. Such resources include but are not limited to:

- a) bank accounts, stocks, bonds, time certificates, mutual funds, trust funds, revocable burial funds, net proceeds available from the surrender/liquidation of stocks, 401(k) and/or any other types of retirement accounts, etc.;
- b) personal property such as automobiles, boats, campers, motorcycles, etc.;
- c) real estate;
- d) business equipment including all business property, fixtures and machinery, including farm machinery;
- e) livestock, poultry and crops;
- f) royalties received by registered tribal members from land developed and operated as a casino;
- g) life insurance with a cash/surrender value in excess of the maximum amount permitted for an adult county burial as specified in Chapter 6, herein;
- h) gaming/gambling proceeds, and
- i) personal injury settlements and/or other documents received as a lump sum, or on a periodic basis, as a result of litigated matters, or the assertion of the legal claim of right.

**2:104** **Equity Value:** The fair market value of a resource less any recorded liens or encumbrances and in the case of real estate, reasonable fees required to liquidate those resources, including the usual and customary real estate commission computed using the appraised value for tax purposes.

In cases of jointly owned property and/or joint interest in a resource that is in the name of the applicant/recipient and an individual not included in the household, it shall be presumed that the applicant's/recipient's interest in such property is proportionate to all other joint owners, unless sufficient evidence is presented to the contrary.

**2:105** **Fair Market Value of Real Estate and Vehicles:** Unless sufficient evidence is presented to the contrary, the fair market value of real estate will be determined in accordance with the property's appraised value for tax purposes, and the fair market value of a vehicle will be determined in accordance with the trade-in values set forth in the *N.A.D.A. Guide*.

**2:106**      **Exempt Resources:** The following resources shall not be considered in determining an applicant's eligibility for general assistance.

- a) \$35,000.00 of equity in a primary residence owned by the applicant;
- b) household furnishings;
- c) one vehicle which is presently being used to meet the applicant's transportation needs and which has an equity value of less than \$5,000.00. In the case of a married couple, two (2) vehicles which are operable and presently being used to meet the transportation needs of the household, which have a combined equity value not to exceed \$7,000.00. In cases where the equity value exceeds \$5,000.00; or, in the case of a married couple, \$7,000.00, assistance may be authorized for up to thirty (30) days to allow sufficient time to sell the vehicle(s) and reduce the equity value. Proceeds from the sale shall be considered income to the household at the time of sale;
- d) burial lots;
- e) life insurance policy/policies with a combined cash value equal to the maximum expenses permitted for an adult county burial as specified in Chapter 6, herein. Cash value in excess of this exemption shall be considered a resource to the client, provided that no exemption shall be allowed on requests for county burial;
- f) Indian Lease Land.

**2:107**      **Potential Resources:** In order to be eligible, all applicants and/or recipients will be required to seek alternative sources of income and/or resources to meet future needs. In order to comply with this provision, an applicant and/or recipient, when applicable, shall:

- a) Complete the application and follow through with all available appeal processes for any public and/or private entity benefits to which he/she may be entitled, or is potentially entitled to, including but not limited to: Social Security, Supplemental Security Income, Veterans Benefits, Aid to the Aged, Blind or Disabled, Temporary Assistance to Needy Families, Energy Assistance, Food Stamps, Unemployment Compensation, Worker's

Compensation, available transportation services, etc.

- b) Employable applicants/recipients shall make good faith efforts to seek employment, and/or comply with the requirements of the Job Training/Community Service Programs as specified in Chapter 4 herein, unless the client:
  - 1) has reached retirement age as defined by the Social Security Administration and has applied for, or is receiving Social Security benefits.
  - 2) is employed on a regular basis and working at least twenty-five (25) hours per week and earning the federal minimum wage or equivalent; or,
  - 3) has a verified physical and/or mental disability which precludes him/her from being employed, or his/her presence in the home as a fulltime caregiver has been verified by a physician to be essential for the health and safety of a person rendered disabled by a verifiable medical or mental health condition. In such cases, the client shall not be required to participate in Job Training/Community Service until a medical practitioner certifies that his/her condition no longer precludes employment; or,
  - 4) is a single parent and has a child under the age of six (6) residing in the home; or,
  - 5) is required to attend an orientation meeting(s) in lieu of any of the above requirements.
  
- c) make reasonable efforts to obtain possession and control of resources, or income, in which the applicant/recipient has a legal interest. Any person who is or becomes ineligible for other general assistance and/or medical assistance programs, due to his/her own actions or inactions, shall also be ineligible in accordance with Nebraska Revised Statutes, Sections 68-104 and 68-131 (as amended).

- d) Attend all meetings as required to assist in the development of potential resources, education, and/or employment.

**2:108** **Verification:** For purposes of complying with the provisions of Section 2:107, the applicant/recipient must:

- a) provide verification from the appropriate agency that an application for benefits has been submitted, or an appeal has been filed, and/or the applicant/recipient has scheduled an appointment to apply for benefits; or,
- b) provide verification of participation with the Job Training/Community Service Program, as required.
- c) provide verification that the applicant/recipient has made every effort within his/her means to secure possession and control of resources in which he/she has a legal interest.
- d) provide verification as required. Provide work history and consent to the release of interagency earnings data from other governmental agency sources.

**2:109** **Net Income/Available Income:** All income received by or vested in the applicant/recipient or member of the family unit, for the authorization period not otherwise exempt. In the case of earned income, the following items are allowable deductions from gross earnings:

- a) withholding taxes
- b) Social Security and Medicare (FICA)
- c) mandatory retirement
- d) premiums for health insurance

**2:110** **Exempt Income:** The following income shall be disregarded when determining the amount of assistance which the client is eligible to receive:

- a) stipends received through a county approved job training program. Such disregard shall be granted for an initial period of three (3) months beginning with the month in which the first payment is received. If after consultation with the program representative, it is determined that the applicant/recipient requires additional time to complete his/her training program, the disregard may be extended for an additional three (3) months. In no event may the disregard be allowed for a period in excess of six (6) months.

- b) job training program stipends defined as exempt income by the federal government.
- c) the balance of a Pell Grant remaining after deductions for tuition, fees and books have been determined by the educational institution. The balance of these funds is to be used in lieu of transportation, non-food allotment and clothing for the number of months equal to the academic period for which the Pell Grant was awarded.
- d) fifty (50) percent of a newly employed recipient's gross earned income may be disregarded for a period not to exceed three (3) consecutive months of full pay, provided that the recipient has been employed less than fulltime and has received shelter or medical assistance during any of the three (3) most recent months.
- e) revenue from Indian Lease Land.
- f) energy assistance stipends/grants, provided that the stipend/grant is used to meet the applicant's/recipient's energy needs.
- g) basic phone service for one phone number including basic internet services, taxes and mandated fees and excluding charges for long distance and optional features; with the exception of any optional features certified by a healthcare provider to be medically necessary;
- h) security deposits for shelter and/or utilities paid on behalf of the client.
- i) Payments made by a third party(ies) that have been determined to be a contribution as defined in 1:028.

**2:111 Income and Resource Guidelines:** Applicants/recipients with available income and resources equal to or in excess of the following standards, during the authorization period, are ineligible for general assistance.

One-Person Household - \$425.00

Two-Person Household - \$440.00

Provided that in those cases where the available income is deemed to be vested and would otherwise disqualify the applicant/recipient, general assistance may be authorized within the applicable amounts to prevent an eviction or a shut-off of utilities. An exception to the income limits specified herein may be made for individuals who have a verified physical/mental health condition which necessitates a

specialized housing need. In such cases, the income limit shall not exceed \$125.00 per month over the income and resource guidelines specified herein.

**2:112** **Verification and Documentation of Income and Resources:** The worker shall verify all income and the ownership and value of all resources declared by the applicant/recipient. All verification must be documented and contained in the case record prior to approval.

**2:113** **Right of Reimbursement:** The applicant/recipient, in order to be eligible, shall authorize the County to be reimbursed for relief granted, if the applicant/recipient is found eligible for a State or Federal program which provides retroactive benefits to the applicant/recipient from the date of application; or the applicant/recipient has applied for replacement of a lost or stolen check which may be reissued.

#### **Assistance Provided**

**2:200** **Goods and Services Provided:** The following items are payable or provided through the general assistance program:

- a) food
- b) shelter - includes rent and utilities (no security deposits or application fees)
- c) medical care through the Primary Health Care Network as outlined in Chapter 3, herein
- d) transportation
- e) non-food necessities (includes laundry, housekeeping supplies and personal care items)
- f) clothing
- g) cremation expenses as outlined in Chapter 6, herein.

**2:201** **Standards for Payment:** All General Assistance payments will be determined by household composition and the type of dwelling unit. The maximum payment shall not exceed the standard established for each category. All payments will be made directly to the vendor providing the goods or services.

**2:202** **Dwelling Unit/Shelter Definitions: Payment Schedule**

- 1) Residential Unit - For General Assistance purposes, a residential unit is defined as a self-contained dwelling unit which has a separate secure entrance, separate cooking and food storage facilities and a separate bathroom. Additionally, there must be a sink large enough to accommodate dish washing. A residential unit may be rented to related or unrelated individuals. Total residential unit rent is one rate for the self-contained dwelling unit. The maximum shelter allowance is \$400.00 for an applicant/recipient or married couple.
- 2) Boarding/Rooming House - For General Assistance purposes, a dwelling unit in which the applicant(s)/recipient(s) has/have a sleeping room and must share as common areas a minimum of one of the following: entrance, cooking and food storage facilities and/or bathroom facilities. Total dwelling unit rent is not one rate for the premises, as in a residential unit, but is a “sleeping room” rate. This includes a Boarding/Rooming House as defined in Nebraska Revised Statutes 41-204 and 41-205 (as amended). The maximum shelter allowance shall be \$275.00 for an applicant/recipient or a married couple.
- 3) Shared Living - For General Assistance purposes, “shared living” is defined as a living arrangement in which the applicant/recipient or married couple shares a residential unit as defined above, with the property owner. The maximum shelter allowance shall be \$225.00 for an applicant/recipient or a married couple.

**A. Shelter:**

A recipient or married couple may elect to have all or part of the shelter allowance applied to his/her rent or utilities, any combination of which cannot exceed the maximum shelter rate. In no case will payment be authorized for an amount which exceeds the actual charges incurred during the authorization period.

Once a shelter payment has been issued to the vendor, the recipient or married couple cannot receive payment for an alternate living situation unless the payment was issued in error or the recipient or married couple is/are required to obtain a new living situation due to circumstances beyond his/her control. In no case will payments be authorized in any one month which would exceed the maximum shelter allowance specified herein.

**B. Specialized Housing Need:**

Individuals who have a verified physical and/or mental health condition which

necessitates a specialized housing need may be authorized a supplemental shelter allowance, not to exceed \$125.00 per month, provided the individual cannot obtain housing which will meet his/her specialized need without such supplement.

**C. Assisted Living/Board and Room Facilities:**

Payment for shelter at a facility licensed by the State of Nebraska at the rate established by the State, may be authorized if the applicant/recipient has a verified medical need which requires some degree of supervision.

**D. Non-Food Necessities:**

Non-food necessities are defined as items needed for personal hygiene and environmental cleanliness; i.e. toilet paper, cleaning products, laundry detergent, shampoo, bath soap, deodorant, toothbrush, toothpaste, paper towels, broom, dust pan, etc. Items considered inappropriate are tobacco and tobacco products, alcoholic beverages, food items, pet food, magazines, etc.

**Non-Food Maximum Allowances**

<u>Household Size</u>	<u>Allowance</u>
1	\$25.00
2	\$40.00

**Group Living Facility**

Persons residing in a group living facility, such as a shelter, where some but not all housekeeping aids and/or toiletries are not uniformly or consistently available.

<u>Household Size</u>	<u>Allowance</u>
1	\$20.00
2	\$25.00

**E. Food:** All applicants/recipients will be required to apply for food stamps to meet this need. General Assistance will not be issued to supplement the food stamp allotment. In cases of emergency, the food stamp tables will be used to determine the amount of the food order by household size and the number of days covered.

**F. Transportation:** Bus tickets may be issued to applicants/recipients for medical and administrative appointments, job training/community service participation, employment until alternative transportation is secured or the first pay check is received, and acquiring shelter and other general assistance benefits. If there is a

health condition, or situation which precludes the use of the bus service, the applicant/recipient will be referred to the State of Nebraska for Title XX Transportation Services. Alternative forms of transportation may be arranged at the discretion of the Director of the Department of General Assistance or designee.

- G. Transportation Outside of Douglas County:** Families with minor children requesting transportation must seek other appropriate resources. Bus transportation may be provided to individuals who financially qualify for assistance to locations outside of Douglas County if either of the following conditions are met:
- 1) The individual has not resided in Douglas County for six (6) consecutive months and wishes to return to his/her place of residence, provided the individual has secured a place to stay upon his/her arrival and this information can be verified; or,
  - 2) The individual has secured employment outside of Douglas County, and the prospective employer can confirm this information.
- H. Clothing:** The caseworker may authorize a clothing purchase not to exceed \$75.00 per person, every six (6) calendar months, provided that:
- 1) the clothing is essential for health and safety; and
  - 2) the recipient has been referred to a public and/or private organization for clothing, and it has been verified that appropriate donated clothing is not available in the community; and,
  - 3) the recipient has not been authorized for a General Assistance clothing allowance within the last six months. Exceptions may be granted at the discretion of the Director of the Department of General Assistance or designee.
- I. Cremation Assistance:** See Chapter 6, herein.

### **Disqualification from Program Participation**

- 2:300 Ineligible Applicants:** Applicants who meet the eligibility criteria may still be denied General Assistance, as follows:
- a) If the lack of income and/or resources is a result of the client's own actions or inactions.

- b) For purposes of this provision, a full-time student will be presumed to lack income and/or resources as a result of his/her own action in restricting his/her ability to engage in full-time employment, unless sufficient evidence is presented to the contrary.
- c) The provisions of 2:300(b) herein, shall not apply if the client is enrolled as a full-time student as part of a County approved job training program as specified in Chapter 4, herein, or the individual is nineteen (19) years of age or younger and is attending high school.
- d) The applicant has obtained/attempted to obtain General Assistance benefits to which he/she was not entitled through fraud or misrepresentation and/or has not fully made restitution to the County.

**2:301**     **Disposal of Resources**: An individual having knowledge of the General Assistance (GA) income and resource limits is ineligible if he/she disposes of, or deprives himself/herself of, resources by transfer or sale of the resources for less than fair market value. The worker shall investigate any resource the applicant/recipient may have owned but has disposed of before or following application for benefits. The worker shall verify the fair market value of the resource at the time it was disposed of and determine the equity value of the resource. To determine the countable value disposed of, the worker shall:

- a)     Subtract the compensation, if any, the client received from the equity value.  
  
          The result is the countable value (i.e., equity value \$3,000.00 – amount received at transfer \$1,000.00 = \$2,000.00)
- b)     Divide the countable value by the standard-of-need (monthly figure) for the household size to determine the number of months that the applicant/recipient is ineligible.

**2:302**     **Reduction or Loss of Income**: If an applicant/recipient has suffered a loss or reduction in income and such loss or reduction is a result of the voluntary actions or inactions of the applicant/recipient, General Assistance will be denied. Such actions or inactions include, but are not limited to the following:

- a) failure to cooperate with any federal, state, municipal, or county agency, or private entity providing benefits to the applicant/recipient and resulting in the loss or reduction of benefits.
- b) failure to work when employment is or was available within the last ninety (90) calendar days, or has been offered to the applicant/recipient; and it is, or was, within the applicant's/recipient's physical and mental ability to perform the type of work involved. In the event that the disqualification period falls within the 1<sup>st</sup> and the 31<sup>st</sup> of any month, assistance payments will be prorated from the date the disqualification ends to the last day of the authorization period.
- c) the applicant/recipient has failed or refused to pursue employment opportunities within the last ninety (90) calendar days. Such failure may consist of:
  - 1) failure to complete a formal application for employment when required by the prospective employer.
  - 2) failure to appear for a personal interview which has been arranged with a prospective employer.
  - 3) failure to accept referrals from the Workforce Development Office (Nebraska Job Service) to apply and/or interview with a prospective employer.
- d) the applicant/recipient has been denied or suffered a reduction of benefits due to fraud or misrepresentation in applying for or receiving benefits from a federal, state, or local agency or a private entity.
- e) the applicant/recipient has through fraud or misrepresentation attempted to receive or did receive general assistance to which they were not entitled.
- f) the applicant/recipient has been denied or suffered a reduction of benefits from a private employer due to fraud, misrepresentation or failure to cooperate.

### **Payment Procedures**

**2:400**     **Vendor Payments:** Payments on behalf of eligible recipients can only be made if the vendor will accept a County payment, agrees to adhere to all requirements set forth in Section 5:200 herein, and agrees to provide the goods or services through the authorization period.

- 2:401**     **Insuring Maintenance of Minimum Health and Decency:** Even though an applicant/recipient is found eligible for General Assistance, payment will not be issued unless such payment will insure the maintenance of minimum decency and health for the client. Such situations include, but are not limited to the following:
- a) Utility shut-offs: The applicant/recipient has received a shut-off notice for non-payment and the maximum rate of payment allowable for the household is insufficient to prevent the shut-off from occurring.
  - b) Foreclosure or eviction proceedings are pending and the maximum payment allowable for the household unit is insufficient to prevent foreclosure or eviction.
  - c) The applicant's/recipient's residence does not meet the minimum provisions of the applicable health codes.

**2:402**     **Notice of Eligibility but Non-Issuance of Payment:** In all cases in which the provisions of Sections 2:400 and 2:401 herein apply, the applicant/recipient will be notified in writing that:

- a) he/she is eligible for General Assistance for the authorization period,
- b) the maximum payment available for the items requested,
- c) payment will not be issued to the vendor; and
- d) once alternative living arrangements are made and the vendor has agreed to provide the goods and services through the authorization period, General Assistance will be issued.

If General Assistance is not issued during the authorization period, a notice of termination of benefits will be sent to the applicant/recipient. In the event that the applicant/recipient and vendor reach an agreement after the letter of termination has been issued, General Assistance may be issued if it will assist the applicant/recipient in avoiding relocation, and if such agreement is reached within thirty (30) days of the date of the notice of termination.

### **Determination of Benefits**

**2:500**     **Budgeting:** In order to determine the amount of General Assistance that may be authorized, the worker shall:

- a) Determine the total amount of income and resources available. If this figure equals or exceeds the amounts established in Section 2:111, herein, the applicant/recipient is ineligible. If this amount is below the Guidelines, the worker shall then;
- b) Determine the basic needs of the household by adding together:
  - 1) The actual housing and/or utilities cost, not to exceed the maximums established in Section 2:202 herein, and
  - 2) The non-food necessities allowance established in Section 2:202, herein.
  - 3) In cases of a shared dwelling unit, the client's portion of the total shelter cost is determined in accordance with Section 2:202 herein.
- c) Subtract the available income and resources from the basic needs. The difference is the amount of General Assistance that may be authorized.
- d) In cases where the individual's basic needs, as defined above, are equal to his/her available income and/or resources, and such income and resources are within the applicable guidelines, and the individual has a transportation need as defined in Section 2:202 (F) herein, bus tickets may be authorized to meet this need. In addition, the individual may be eligible for a clothing allowance every six (6) calendar months, provided the conditions in Section 2:202 (H), herein, are met.
- e) In cases where the individual's total income and/or resources are less than his/her basic needs and this total is at or below the applicable guidelines, the individual may be eligible for partial shelter, non-food and/or clothing assistance.

**2:501 Periodic or Lump Sum Payments:**

- a) If an applicant/recipient receives regular periodic income, from any source, the worker shall divide the total amount received, or anticipated to be received in a year, by twelve (12) to determine the amount of monthly income to be shown in the applicant's/recipient's budget each month. If the payment is intended for a period of time other than a year, divide the total amount received by the number of months in the designated period of time.
- b) If an applicant/recipient, with or without knowledge of County assistance program regulations, receives a one time lump sum payment, from any source, divide this amount by the standard-of-need for the household to determine the number of

months the recipient is ineligible for General Assistance. Provided that if such sum was received prior to the date of the application, and/or the applicant was not receiving General Assistance prior to the receipt of the lump sum, the worker shall determine the amount of the lump sum and the number of months which have expired since its receipt in comparison to the reasonable and necessary monthly living expenses needed or required by the household for necessities of life, based on its then standard of living. For this purpose all actual, reasonable, and verifiable expenditures will be considered. If the lump sum exceeds the reasonable needs of the household for necessities of life during the time period in question, the excess amount shall be determined, and it is then presumed that the applicant has deprived himself/herself of a resource equal to the amount of the excess. Section 2:301; herein, and its provisions shall control.

- c) If an applicant has received a lump sum payment which has resulted in the termination of previous General Assistance eligibility the worker shall review the number of months for which the applicant was determined ineligible and whether that period of time has elapsed.
- d) If a first time applicant declares receipt of a lump sum payment prior to the month of application, an itemized statement of expenditures made to deplete the sum must be provided as verification that the money is gone.

**2:502 Recovery of Overpayments:** In the event that a person receives General Assistance benefits through fraud or misrepresentation, the Department shall notify the individual in writing to repay the amount of the overpayment within thirty (30) calendar days of the date of notification or contact the Department to arrange a repayment plan. If the benefit amount that was fraudulently obtained exceeds \$1,500.00 and full restitution has not been made within thirty (30) calendar days of the notification, the Director will refer the matter to the Douglas County Sheriff's Office for investigation and subsequent prosecution. If the amount owed is less than \$1,500.00, the Director will determine whether to refer the matter to the Sheriff's Office or arrange a suitable payment plan with the individual.

### **Classification of Need**

**2:600** **Case Categories:** All applications for General Assistance will be identified according to whether the need is deemed continuous or short-term.

**2:601** **Continuous Cases:** All County applicants/recipients who are also in the process of applying for Social Security and/or State Disability benefits will be deemed a continuous case until the Social Security/State application process is concluded. This would include denials that are on appeal. All applicants/recipients who have been unemployed for more than three (3) months will be deemed a continuous case until employment is found, provided that the applicant/recipient does not qualify for any other form of state or federal assistance, exclusive of Food Stamps and Energy Assistance. All cases falling within this section will be certified for a period not to exceed six (6) calendar months from the date that the client is notified in writing.

**2:602** **Short-Term Cases:** If an applicant/recipient is in the process of applying for Aid to the Aged, Blind or Disabled, Medicaid, Temporary Assistance to Needy Families, Social Security benefits, Veterans benefits, Unemployment Compensation, retirement benefits, etc. and has not resided in Douglas County for at least ninety (90) days, or any other case which does not fall within the definition of a continuous case, will be deemed short-term and approved for one (1) calendar month, if all eligibility factors have been met.

**2:603** **Action on Continuous and Short-Term Cases:** General Assistance shall be furnished to all eligible individuals:

- a) within seven (7) days from the date that the application is completed as defined in Chapter 1, Section 1:008, herein if the need is short-term. If circumstances beyond the control of the applicant/recipient and/or County necessitate a delay, the reason for the delay shall be documented in the case file.
- b) within thirty (30) days from the date the application is completed as defined in Chapter 1, Section 1:008, herein, if the need is continuous. If circumstances beyond the control of the applicant/recipient and/or County necessitate a delay, the reason for the delay shall be documented in the case file.

**2:604** **Continuous Cases: Monthly Reporting:** Applicants/recipients who have been

certified for General Assistance and who meet the definition of a continuous case will remain certified for a period of six (6) calendar months from the date that the client was notified in writing and will not be required to reapply on a monthly basis, provided the applicant/recipient:

- a) In all cases, completes the monthly reporting requirements, as directed, to confirm the living situation and review his/her needs for the next month. Failure to submit any other information as required by this section will result in a denial of assistance for the month following the reporting period.
- b) Participates in Job Training and/or Community Service in accordance with Chapter 4, herein, and submits the required documentation of active participation within the specified reporting period.
- c) Failure to participate in Job Training and/or Community Service or to provide verification in accordance with Chapter 4, herein; will result in a denial of assistance for three (3) calendar months.
- d) All assistance provided pursuant to this section shall be for the month immediately following the reporting period.
- e) If there has been a change in the applicant/recipient's circumstances which would have affected the amount of assistance that he/she was eligible to receive and assistance has already been provided, such change may be reflected in the following month or months which may result in an increase, decrease or denial of assistance for that month or months.

**2:605 Eligibility Re-determination:** All cases falling within the provisions of Section 2:601 herein must be reviewed and eligibility re-determined in order to certify the case for an additional six (6) month period.

**2:606 Elements of Re-determination:** In order to re-determine eligibility, the applicant must:

- a) complete and sign a new General Assistance application in a face-to-face interview;
- b) provide necessary verification on all points of eligibility.

**2:607 Right to Appeal:** An individual who has suffered a loss or reduction of benefits based upon the provisions of this chapter shall have the right to appeal such adverse action as

provided for in Sections 1:300 through 1:303 of these regulations herein.