



Policy/Procedure:	Other Assistance and Supportive Payments for Colorado Works
Reference:	C.R.S. 26-2-706.6; 26-2-709, 9 CCR 2503-6
Rule/Statute:	3.606.8.B
Effective Date:	3/1/2022

BACKGROUND & PURPOSE

Colorado Works (CW) is Colorado's Temporary Assistance for Needy Families (TANF) program. Through the program, clients receive help becoming self-sufficient by strengthening their family's economic and social stability. CW serves as a financial safety net for children and their caretakers. Routt County conducts thorough assessments for the whole family to ensure other assistance and supportive payments are provided for all identified needs.

The purpose of this policy is to provide Routt County workers the guidelines and requirements when administering other assistance or supportive services to clients.

DEFINITIONS

Assessed need - Any identified need of a client or family receiving CW grant payments beyond ordinary, routine living expenses that is designed to deal with a specific crisis situation or episode of need, is not intended to meet recurrent or ongoing needs, and will not extend beyond four months without a new assessment.

Basic Cash Assistance (BCA) - A recurrent cash payment intending to meet ongoing needs.

Client - A current or past applicant or a current or past recipient of a CW grant payment.

Colorado Works - The TANF program in Colorado.

County worker - An employee or designated representative of the county department.

Diversion - A short-term cash payment (not to extend beyond four (4) months) intended to meet an episode of need.

Statewide automated system - The electronic platform used to calculate public assistance program benefits and grant payments.

Supportive payment - A payment and/or service in addition to basic cash assistance or diversion that is based on an assessed need.

Workforce Development (WD) - The program provided to clients determined to be work eligible as described in section 3.607.

POLICY

Routt County provides supportive payments and other assistance to all eligible CW clients in accordance with federal law, state rule, and the guidelines outlined in this policy.

Eligibility

Clients are able to receive supportive payments if they have an assessed need and:

- They are receiving BCA, or
- They received a diversion payment in that month (see the Routt County Diversion Policy), or



- They are a non-custodial parent who needs assistance attaching to or retaining employment who is lawfully present and has annual income under \$75,000.
- They are engaged in Routt County post-TANF or job-retention program and are lawfully present with an annual income under \$75,000.

Assessed Needs

An assessed need is any identified need beyond ordinary, routine living expenses that is designed to deal with a specific crisis situation or episode of need, is not intended to meet recurrent or ongoing needs, and will not extend beyond four months without a new assessment.

Assessed needs may include:

- Paying for school or training programs
- Transportation
- Personal care or clothing
- Housing
- Childcare
- Financial planning and budgeting
- Mediation for non-custodial parents
- Counseling/rehabilitation
- Incentives for goal achievement
- Incentives for gaining and/or maintaining employment
- Special medical needs (family planning, therapy/counseling, and dental services) that are not covered by Health First Colorado
- Needs of the children in the family including extracurricular activities, incentives for grades/school attendance, and technology
- Any other identified need that will help to stabilize the client or whole family

Routt County will assess non-work eligible families for other assistance and/or supportive payments at each eligibility interview, at minimum. Work eligible clients must be assessed for supportive payments by a county worker at least once every 90 days. The results of an assessment or discussion to identify assessed needs for other assistance and/or supportive payments shall be documented in case comments in the statewide automated system within five business days of the assessment date.

Supportive Payments

Routt County may address assessed needs by issuing supportive payments through the statewide automated system (the Colorado Benefits Management System (CBMS)) to the client's Electronic Benefit Transfer account or as a CBMS direct vendor payment, or through other supports offered by community providers. Routt County's other assistance or supportive payments may not exceed \$5,000 in a single payment transaction and \$25,000 per year. Other assistance payments or supportive payments funded through other programs/resources (monetary or not) do not count towards a client's lifetime supportive payment limit. The County Director or the Director's designee has the discretion to override the amount of other assistance or supportive payments issued to a CW client or family.

Clients may request supportive payments at any time through PEAK, the MyCOBenefits application, verbally, or in writing. Routt County shall take action on all other assistance or supportive payment



requests within ten calendar days from the date of request by the client or family. All requests for and decisions to approve or deny supportive payments shall be documented in CBMS within five business days.

Clients may appeal supportive payment denial decisions and Routt County will adhere to the county and State's appeal process.

Unallowable Supportive Payments

The below assessed needs are not eligible for supportive payments:

- Medical services (except for family planning, therapy/counseling, and dental services that are not covered by Health First Colorado)
- Needs covered by Title IV of the Social Security Act that supports children in foster care
- Needs of a client's children who are not in the home
- Juvenile justice related services
- Purchase of a capital asset (such as a car, home, investment property, etc.) greater than \$5,000

Routt County will provide resources and referrals to clients who demonstrate these assessed needs but will not issue monetary payments to meet the need.

Referrals

Routt County workers are responsible for connecting CW clients to resources that will help support their long-term economic security, as well as ensuring clients receive appropriate support in a timely manner. The purpose of referrals is to connect clients with various services available within the community, which clients can continue to access after leaving the CW program. Routt County workers shall provide referrals for all families.

Referrals include but are not limited to:

- Housing services
- Transportation assistance
- Client advocacy services
- Prevention and intervention
- Health services, including treatment and therapy
- Domestic violence supports
- Legal services, including mediation
- Food resources

Non-Custodial Parent Supportive Payments

To support the multi-generation framework, Routt County may provide supportive payments listed in this policy, and based on an assessed need to non-custodial parents to assist with obtaining and retaining employment. Non-custodial parents should be able to engage in and pay child support payments as a result of these supportive payments.



When requested, Routt County will provide any external documents, for State review, relating to supportive payments outside of this policy.

Signed by:

CHAIR, ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

DATE