

9/1/87
B

Bulletin No. 87-41F

P-2800 A-

P-2800 Emergency Assistance to Families With Children

A. Determining Eligibility

Workers should always check to see whether a family with children is eligible for EA before granting GA since EA grants are 50 percent federal funds.

In order to determine if the household is eligible for EA you should do the following:

1. Check Case Record Contents form inside front cover of case file or file copies of GA/EA worksheets, to determine when the household's last EA eligibility period began.
 - If the folder is in another District Office, contact that D.O. to obtain the last EA eligibility period and other relevant information. Request the file be sent and ACCESS records be transferred to the new D.O.
2. Determine whether or not the household has met the 30-day grant/12 month period requirement specified at WAM 2800 A.

The next 30-day period can be no earlier than the first day of the corresponding month in the next year.

EXAMPLE: A household receives its first EA payment on 7/30. The household's next 30-day EA eligibility period could start as early as 7/1 of the following year.

If the 12-month period has passed, process the application as EA. If the 12-month period has not passed, process the application as GA using a "GC" code in the category field on the GAEL screen.

B. Excluded Income

Income is defined as the sum of all monetary payment received by the household in the previous 30 days. EA policy allows for the exclusion of certain items from the income eligibility computation but requires that the availability of funds from these sources be considered when determining whether or not emergency need exists (WAM 2808.6).

For example, the first \$50 of child support received is exempt for purposes of eligibility determination, but all of the funds in the applicant's possession must be considered in determining emergency need. However, in determining what

portion of the rent the applicants must pay in permanent housing, net eligibility income is used.

For example: Mary received \$300 child support two days before receiving her shut off notice from the power company. She hasn't cashed the check yet. In calculating her income eligibility and liability for rent in permanent housing, subtract the first \$50, leaving \$250 in countable income. However in determining the resources she has available to meet the