

3/1/90  
D-F

Bulletin No. 89-84

P-2800

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P-2800     Emergency Assistance to Families With Children  
              (Continued)

D.     Disbursing EA Benefits

All checks or vendors that are used to EA benefits must be coded "EA".

- under no circumstances should EA benefits be mixed with GA or GC benefits on the same check.
- Check should have "EA" written in the appropriate spaces by D.O. clerical staff.
- Vendors should have "EA" written in the upper right-hand corner.
- Checks written in the District office should not be combined; e.g., rent and food in one check. A separate check should be issued for each item code.
- When checks or vendors are issued by ACCESS via GAEL the Program Field should be EA.

E.     Replacing Lost/Stolen Checks

Follow the basic procedures for replacing checks at P-2131 C. Do not replace a check until all of the forms have been completed. DO NOT REPLACE A CHECK WHICH HAS BEEN CASHED AND THEN THE MONEY WAS STOLEN!

Note:     In cases where the lost/stolen check was made out to a provider, the provider (or authorized representative) should follow the same procedures as outlined for a client.

F.     Denying EA Benefits

When denying the entire application, or any part of it, the worker should:

1.     Inform applicant of reason for denial and explain rights to a fair hearing. Advise applicant that you are required to give notice of the reason in writing.
2.     Give applicant DSW 220 GAD which must include reason for denial and rights to a fair hearing.

File copy of DSW 220 GAD in case record.

NOTE: DSW 220 GAD should be mailed to the client if he or she has left the office before the notice of denial is completed. However, all efforts should be made to give the notice to the client while he or she is in the office.

3. Code the "Reason for Denial" field in GAEL.