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I. BACKGROUND

Prior to the passage of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) Public Law 104-193 enacted on August 22, 1996, the EA Program was an optional federal open-entitlement program under Title IV-A of the Social Security Act. It allowed states to obtain 50 percent FFP to reimburse for the cost of short-term assistance and or services, once the recipient was deemed ineligible for Title IV-E funds and met all EA eligibility requirements. On January 1, 1996, the federal Department of Health and Human Services (DHHS) terminated FFP under the EA Program for the cost of services to children in the juvenile probation system.

When PRWORA was passed in 1996, it repealed Title IV-A and eliminated EA as a separate, open-ended federal entitlement program. Federal statutes provided that TANF funds may be used for such programs that were receiving Title IV-A funds as in effect on September 30, 1995 or, at the State's option August 22, 1996. Federal Title IV-A funds that were previously used for the EA Program were subsumed into the TANF Block Grant.

California opted to continue the EA Program in effect on September 30, 1995, which included the Title IV-A Probation Program. Subsequently, in 1997 the California Legislature passed the Comprehensive Youth Services Act (CYSA) which provided TANF funds to County Probation Departments for the purposes of providing services previously provided under the old EA probation component. While the past several years TANF funds have been used for the TANF Probation Program, the program is no longer under California Department of Social Services (CDSS) as it is now being administered through the California Board of Corrections.

The TANF funds are currently allocated to County Welfare Departments for those services previously provided under the EA-CWS component. The County Welfare Departments are to ensure that they follow the EA Program rules that were in effect on September 30, 1995, in administering these funds to ensure continued federal eligibility.

II. GENERAL

- A. The Emergency Assistance (EA) Program in California is a federally funded program under the Temporary Assistance to Needy Families (TANF) Block Grant. Federal financial participation is available to provide short term aid to children/families in emergency situations who meet certain specified criteria.
- B. Although EA is a funding source for children who are not federally eligible for Title IV-E funding, all applications must be processed either granted or denied based on whether or

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not the family meets EA eligibility conditions. It is important to note that children who are Title IV-E eligible may also be eligible to the EA Program. However, CDSS's agreement with Region IX is that California will not claim EA funds for a child that is Title IV-E eligible.

III. REFERENCE

ACL 93-64, Emergency Assistance for County Welfare Departments for Emergency Assistance Shelter Care and Non-Federal Foster Care

Errata to ACL 93-64, Emergency Assistance for County Welfare Departments for Emergency Assistance Shelter Care and Non-Federal Foster Care

CFL 93/94-21, Questions and Answers on Title IV-A Emergency Assistance Claiming

ACIN I-41-93, Questions and Answers on Title IV-A Emergency Assistance (EA) Phase I Probation and Phase II Child Welfare Services

CFL 93/94-38, Questions and Answers on Title IV-A Emergency Assistance Claiming

ACL 94-35, Proposed State Plan Amendment for the Emergency Assistance Program for County Probation and Welfare Departments

ACIN I-15-94, Emergency Assistance Income Level for Fiscal Year 1994-95

ACIN I-18-94, Questions and Answers on Title IV-A Emergency Assistance (EA) Phase I Probation and Phase II Child Welfare Services

ACL 94-90, Emergency Assistance for Child Welfare Services and Probation – Policy Changes and Clarifications

ACIN I-04-95, Questions and Answers Resulting from Probation Training on the Title IV-A Emergency Assistance (EA) Program

ACL 95-06, Emergency Assistance (EA) for County Welfare Departments, Emergency Response (ER) Activities and Crisis Resolution Services

ACL 05-38, The Emergency Assistance Program

IV. COMPONENTS

A. EA-CWS

1. The EA-CWS components includes Emergency Shelter Care (ESC) and Foster Care for dependents and voluntary placements. Effective August 1, 1994, the EA-CWS component was expanded to include emergency response (ER) activities and crisis resolution services.

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- a. EA-ER funding will additionally be available to all emergency response activities leading up to the taking of an EA application, and those activities subsequent to taking the application which are considered part of the eligibility determination. The following are the claimable activities of the EA-ER category:
- i. EA-ER Training includes the time spent in the preparation of the provision of EA-ER training for staff.
 - ii. EA-ER Detention Preparation includes time spent in the preparation of the Petition and Detention.
 - iii. EA-ER Referrals includes the time spent receiving emergency referrals, including the expenses incurred in providing a Hotline for reporting child abuse, neglect, exploitation; assessing whether the referral alleges abuse, neglect, abandonment, or exploitation; completing the ER protocol as outlined in Division 31 Regulation Section 31-105, which includes investigating the emergency allegations, conducting in person investigations as necessary, and pursuing collateral contacts; time spent closing the case if the allegation is unfounded; if the allegations are founded time spent in ongoing investigation activities including reporting to the Department of Justice and noticing parents regarding the temporary custody of the child.
 - iv. EA-ER Foster Care Assessment/Case Plan includes the time spent in assessment and case plan activities, when the child is in out of home placement and includes time spent gathering and evaluating relevant information; notifying the parent/guardian/Indian tribe as appropriate; meeting with the parent/guardian to explain the case plan and to request the parent/guardian's signature approving the plan and for a child placed per a voluntary agreement, indicating a willingness to participate in the child's case plan; the review by the Social Worker's supervisor of the assessment and case plan if it occurs within 30 calendar days of the Eligibility Worker's first date of authorization of the EA assistance/services; updating the case plan, when that occurs within 30 calendar days of the Eligibility Worker's first date of authorization of the EA assistance/services; and obtaining the parent's signature on the EA application.



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- v. EA-ER In-Home Assessment/Case Plan includes the time spent in assessment and case plan activities, when those activities occur prior to the child’s removal from the home or while the child remains at home under county supervision. These activities include the time spent gathering and evaluating relevant information; notifying the parent/guardian/Indian tribe, as appropriate; meeting with the parent/guardian to explain the case plan and to request the parent/guardian’s signature approving the plan and indicating a willingness to participate in the child’s case plan; the review by the Social Worker’s supervisor of the assessment and case plan if it occurs within 30 calendar days of the Eligibility Worker’s first date of authorization; and obtaining the parent’s signature on the EA application.
 - vi. EA Application Completion includes time spent completing the EA application and obtaining the parent’s signature on the EA application if the time was not included under another category.
- b. EA-ESC
 - i. EA–ESC funding is used for placement in either a county operated or contracted shelter care facility following the child’s removal from his/her home or current placement.
 - c. EA-FC
 - i. EA-FC funding is used for foster children who are not federally eligible.

B. EA-Probation

- 1. The EA-Probation component is no longer in effect. In 1997 the California Legislature passed the Comprehensive Youth Services Act (CYSA) which provided TANF funds to County Probation Departments for the purposes of providing services previously provided under the old EA-Probation component.

V. DEFINITION OF AN EMERGENCY

- A. A child who is at risk of abuse, neglect, abandonment or exploitation.

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VI. ELIGIBILITY CRITERIA

A. All of the following conditions must be met:

1. A covered emergency exists **and** an application is completed and signed by a parent, or where both parents are unavailable or unwilling to apply on behalf of a child(ren), the application is completed and signed by another adult relative or by the Social Worker; **and**
2. The child is under the age of 21; **and**
3. The child is living with, or within the past six months has lived with, a relative as defined in EAS 45-101(ee); **and**
4. The family has not received EA benefits during the previous 12 months; **and**
5. The child's income is no greater than two hundred percent of the California median family income as certified by the applicant; **and**
6. The emergency did not arise because an adult family member refused without good cause to accept employment or training; **and**
7. The Eligibility Worker has authorized EA within 30 calendar days of the date of the application **and** prior to the termination of services (unless the Eligibility Worker determines that services should be authorized based on presumptive eligibility).

VII. CHILD SPECIFIC ELIGIBILITY

- A. Prior to 9/19/94, EA was authorized for a family. Effective 9/19/94, an application must be taken for each child experiencing an emergency; and each child authorized to receive EA will have his/her own 12 month period of eligibility. Also, multiple children in the same household may have different but concurrent 12 month periods of eligibility.
- B. Each "eligible needy child" is considered a "family of one"; only the child's income is considered when determining income eligibility and adult family members are excluded from receiving EA assistance/services.

VIII. EPISODE

- A. An episode is a period of time during which a child is experiencing an emergency for which assistance/services have been authorized. The "episode" begins from the date or removal/date of risk and is limited to a single emergency "episode" within a period of 12 consecutive months. The "episode" ends when services are terminated (dependency is vacated) or at the end of the 12 calendar month EA eligibility period, whichever occurs first. This 12 month EA eligibility period is calculated from the date of authorization.

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- B. EA differentiates a “break in service” from a “break in payment”. If the child’s service case remains open, there is not a break in service. When a child returns to a Foster Care placement after a break in payment, the Social Worker does not need to complete a new EA application. However, the Clerical Specialist must be notified of the continuation of the episode. Conversely, if there is an actual break in service, a new episode, the Social Worker must complete a new EA application.
- C. The Beginning Date of Aid (BDOA) begins on the date the application is signed by the parent; this is consistent with the EA State Plan. The Not to Exceed (NTE) date is counted 12 months from the date of authorization. It is critical to process EA applications immediately.
- D. Scenarios
1. An EA eligible child is removed and placed in a foster home on 1/3/09. On 1/16/09, the Eligibility Worker authorizes EA. On 7/17/09, the child is returned home on a Family Maintenance (FM) Order. On 9/30/09, the child is removed and returned to a foster home. This would be considered a continuation of the episode that began on 1/3/09 because dependency had not been vacated and the CWS Case was active. The child would be EA eligible through 1/15/10.
 2. An EA eligible child is removed and placed in out of home care on 2/5/09. On 2/15/09, the Eligibility Worker authorizes EA. On 3/8/09, the child is returned home and on 4/30/09 the CWS service case is closed. On 5/10/09, the child is once again removed and placed in out of home care. This would be considered a new episode because the services had been terminated. The child would not be eligible to EA unless the previous episode was abated.
 3. An EA eligible child is removed and placed with a relative on 2/1/09. On 2/6/09, the Eligibility Worker authorized EA. On 8/10/09, the child is removed from the relative’s home and placed in a licensed foster home. This would be considered a continuation of the episode that began on 2/1/09. Payment should be made through EA effective 8/10/09 and the child would be EA eligible through 2/5/10 if the child remains in an EA eligible facility.
 4. An EA eligible child is removed and placed in out of home care on 3/1/09. On 3/13/09, the Eligibility Worker authorized EA and granted Federal Foster Care, aid code 42, based on the Father’s unemployment. On 9/1/09, the EW learns the Father is

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working full-time and, therefore, deprivation no longer exists. This would be considered a continuation of the episode that began on 3/1/09. Payment should be made through EA effective the day following the date on which FFP was lost. The child would be EA eligible through 3/12/10 unless the Father again lost his job.

IX. SOCIAL SECURITY NUMBERS (SSN)

- A. It is State policy that each child receiving EA assistance/services have a SSN. Based on this policy, applications for children who do not have SSN's must be authorized presumptively. Until these children have been assigned a SSN and a final eligibility determination has been made, we are precluded from claiming EA. Also, all pseudo numbers used to enter a child's information on the ACE tracking system must be replaced once the SSN has been obtained.
- B. Although having a SSN is not an EA eligibility requirement, it is a "condition of eligibility" based on the fact it is used as the unique identifier to determine whether a family has been authorized to receive EA assistance/services in the past 12 months.
- C. If the Child has a SSN, that number must be entered on the EA-1. If the child does not have a SSN but the head of household does, the Eligibility Worker may use the head of household's SSN to check ACE. ACE will assign a pseudo number to the child. All pseudo numbers used to enter a child's information on ACE must be replaced by the actual SSN when it is obtained. This normally would occur when the Eligibility Worker records the final eligibility determination on ACE.

X. ASSISTANCE TO CHILDREN IN EMERGENCY SYSTEM (ACE)

- A. ACE is the statewide tracking system for the EA Program. ACE resides in the Medi-CAL Eligibility and Data System (MEDS) network.
- B. Before the Eligibility Worker can determine eligibility for EA, ACE must be cleared to determine if the child has received EA within the 12 months prior to the beginning date of this episode. This is achieved by comparing the ACE NTE date from any existing record to the date of potential EA authorization based on the pending application. It should be noted that a case can be determined presumptively prior to clearing ACE, but a final eligibility determination can never be made with querying ACE. Please refer to the Appendix for ACE Clearance procedures.



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C. The minimum information ACE requires is the following:

1. Child's name and DOB
2. SSN for either the child or head of household
3. Head of household's name and address
4. Date of removal/Date of risk
5. Application date
6. Program type

XI. APPLICATION PROCESSING TIMELINES

- A. An EA application must be taken as soon as possible, but no later than 30 calendar days from the date the child has been determined to be at risk of abuse, neglect, abandonment or exploitation or the date child was removed from their home.
- B. The date of application is the date the parent/relative signs the EA-1 or the date the Social Worker signs on behalf of the child when the parent/relative is unwilling or unavailable to sign. If both the parent/relative and Social Worker sign, the earlier date would be the date of application.
- C. Once the Social Worker has initiated the EA application, the Eligibility Worker must then authorize or deny EA assistance/services within 30 calendar days from the date of application, or prior to termination of services if it occurs sooner.

XII. APPLICATION

- A. Social Worker Responsibilities
 1. The EA-1 should be completed for each child determined to at risk. For placement purposes this is the date of removal pursuant to either a voluntary placement agreement, Police Hold or Detention Order.
 2. An application must be completed for each child experiencing an emergency. The top portion of the EA-1 must be completed: county name, type of application (primary or supplemental), date child determined to be at risk, information needed for eligibility determination, and county worker certification.
 3. An application cannot be initiated more than 30 calendar days after the date the child is determined to be at risk.

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4. Obtain the parent/relative's signature. If both parents are unavailable or unwilling to apply on behalf of the child(ren), the application may be completed and signed by another adult relative or by the Social Worker.
 - a. The person signing the application must have specific knowledge the family meets the eligibility criteria, including income.
5. Send the completed application with the Intake Packet to the Clerical Specialist immediately.
6. Service Case Record Documentation
 - a. Document case management activities including assessment, case planning, arrangement for services and authorization of services within 30 calendar days of the date of application or prior to termination of services, whichever is sooner.
 - b. Document services and assistance provided.
 - c. Document placement start and end date including non-foster care placements.
 - d. Document parent's legal resident status.
 - e. Retain a copy of the completed, signed EA-1 indicating approved or denied.
7. Case Plan
 - a. The EA Program requires the following to be identified in the case plan. Also, the first three items should be completed within 30 calendar days of the date of authorization.
 - i. Issues that need to be addressed in order to resolve the emergency.
 - ii. Assistance/services that need to be provided to address the issues.
 - iii. Goals and/or next steps to help resolve the emergency.
 - iv. Assistance/services that were provided.

NOTE: CDSS has advised counties that Federal Auditors will not penalize our Department for failure to provide all the services covered in the case plan. However, they will penalize the Department if claims are submitted for services not covered in the case plan.

8. Completion of the EA-1 Form
 - a. Either the Parent/Relative or Social Worker who applies on behalf of the child, must complete the items shown below:

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- i. County Name
- ii. Primary or Supplemental Application box checked
- iii. Date Child Determined to be at Risk
- iv. Information Required for Eligibility Determination Section
 - 1) Child's Name and AKA if applicable
 - 2) Child's Date of Birth
 - 3) Child's Social Security Number – If none, the Social Worker should indicate such.
 - 4) Head of Household's Name – This must be the parent or relative with whom the child has lived with 6 months prior to the removal.
 - 5) Head of Household's Date of Birth
 - 6) Head of Household's Social Security Number
 - 7) Head of Household's Address and Telephone Number
 - 8) CWS Case Name and Number
- v. Certification Section
 - 1) Item #1 checked by the Social Worker indicating that an emergency exists that meets the EA definition.
 - 2) Item #2 checked by the Applicant or Social Worker indicating the child has lived with the relative in the past six months.
 - 3) Item #3 checked by the Applicant or Social Worker indicating the emergency arose because an adult family member refused without good cause to accept employment or training.
 - 4) Item #4 checked by the Applicant or Social Worker indicating the child's total income is equal or does not exceed 200% of California's median income for the current state fiscal year.
 - 5) Item #5 checked by the Social Worker indicating this application is being completed by a county worker on behalf of a child whose parent/relative is unavailable or unwilling to complete the application.
 - 6) Comments. The Social Worker should use this line to indicate if the child is undocumented etc.

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- vi. Parent/Relative's Signature and relationship to the child. If they do not sign a specific reason must be indicated such as refused or incarcerated. CDSS has stated "Unavailable" is not an acceptable reason and documentation must be specific.
 - vii. County Worker signature, location, phone number and date
- B. Eligibility Worker Responsibilities
- 1. Review the EA-1 for completeness including necessary signatures.
 - 2. Request and receive verification through ACE.
 - 3. Sign the EA-1 either approving or denying eligibility and authorizing assistance/services.
 - 4. Distribute the denied or approved EA-1 to the head of household, Social Worker and ensure a copy is scanned into CaseSTAR along with the ACE screen prints.
 - 5. Grant or deny EA applications within 30 calendar days of the date of application and before the termination of services. The date of application is the date the EA-1 is signed by either the parent/relative or Social Worker. For application signed by both, the date of application is the date of the earliest signature.
 - a. The processing time limits may be extended if the case appears to be eligible, but more time is needed to complete the determination process. (See Presumptive Eligibility)
- C. Eligibility Worker Procedures
- 1. Review the EA-1 to ensure the following items are completed:
 - a. Primary or supplemental box is checked
 - b. Date child determined to be at risk
 - c. Child's name
 - d. Child's DOB
 - e. Child's SSN
 - f. Head of Household's name
 - g. Head of Household's SSN
 - h. Box #1 is checked "YES" certifying that an emergency exists.

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- i. Box #2 is checked “YES” certifying that the child is under 21 and living with a relative within the past six months, and the degree of relationship is written on the form.
- j. Box #3 is checked “NO” certifying that the emergency did not arise because an adult family member refused without good cause to accept employment or training.
- k. Box #4 is checked “YES” certifying that the family meets the EA income limits. For CWS purposes, an “eligible needy child” is considered a “family of one”. Therefore only the child’s income needs to be considered.
- l. Box #5 is checked by the Social Worker indicating whether or not s/he is making the application of behalf of a child whose parent/relative is unavailable or unwilling to apply.
 - i. If box #5 is checked “YES”, the Social Worker must have signed and dated the form and documented the parent/relative signature block an explanation as to why the parent/relative did not sign.
 - ii. If box #5 is checked “NO” the Social Worker must have signed and dated the form and the parent/relative must have signed, dated and indicated their degree of relationship to the child.
- 2. The date of application is within 30 calendar days of the date the child was determined to be at risk. When the application is signed by both the parent/relative and the Social Worker, the date of application is the date of the earliest signature.
- 3. Verify that acceptable EA authority for placement has been received. The Eligibility Worker must receive either a Police Hold (DC 23), Detention Order or the voluntary placement agreement (SOC 155).

NOTE: Although court order findings are not a requirement for EA, the court orders for EA should meet AFDC-FC standards. Eligibility Workers should review the Detention Order to ensure the following findings have been met: continuance in the home of the parent/relative would be contrary to the child’s welfare; reasonable efforts have been made and will continue to prevent the need for removal of the child; and care, custody and control has been vested with our Department. However, if findings are not met, do not delay granting the EA application.

- 4. If any of the required elements of the EA-1 are missing, return the application to the Social Worker with EA-3. If you do return to the SW, set controls so that the 30 day period has not been exceeded.

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5. If the application is complete, review the EA-1 and MEDS and CalWIN information. For example, a child has not lived with a relative within the past six months; the income exceeds the EA limit; or CalWIN shows EA has been authorized within the previous twelve months. Resolve any discrepancies before granting or denying the EA application.
6. EA applications should be approved unless one of the following is found:
 - a. Eligibility to federal foster care takes precedence as a funding source.
 - b. Social Worker check box #1 “NO” that an emergency did not exist.
 - c. The child is age 21 or older.
 - d. The child did not live with a parent or relative within the past six months.
 - e. The emergency arose because an adult family member refused without good cause to accept employment or training.
 - f. The family does not meet the income criteria. An “eligible needy child” is considered a “family of one”. Therefore, only the child’s income needs to be considered.
 - g. The application is incomplete. The Social Worker as the applicant failed to document the reason for the parent/relative not signing the EA-1.
 - h. The family has received EA benefits during the previous twelve months.
 - i. The date of the application is not within 30 calendar days of the date the child was determined to be at risk.
 - j. The application is not received by the Eligibility Worker within 30 calendar days of the date of application; or cannot be approved including presumptively within 30 calendar days of application.
7. If the application is complete and the child appears to be otherwise eligible to EA, clear the case on ACE.
8. Complete the Eligibility Worker Section of the EA-1 as follows:
 - a. Check box #7 to verify the application has been reviewed for completeness.
 - b. Check box #8 to verify the emergency did not arise because an adult family member refused without good cause to accept employment or training.
 - c. Check box #9 to verify the child meets the income criteria for EA as certified by the applicant.
 - d. Check box #10 to verify that ACE has been queried and the response received.

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- e. If EA is being approved, check box #11. Complete lines 11a and 11c for all cases. Line 11b only needs to be completed to record the final determination of eligibility on a case that was granted presumptively.
 - i. Line 11a: Enter the date of authorization in ACE. This should be the same date the EA-1 is signed and dated by the Eligibility Worker. If EA is being granted presumptively, place an “X” in the box preceding the authorization date.
 - ii. Line 11b: If EA is approved presumptively, leave this blank. When a final determination of EA eligibility is made, enter the date of the final determination.
 - iii. Line 11c: If EA is approved presumptively, leave this blank. When a final determination of EA eligibility is made, enter the ACE NTE date.
- f. If EA is being denied, skip box #11 and do not make any entries on lines 11a, 11b, or 11c. Enter the date of denial on line 12 and enter the reason on the line below.
- g. Sign and date the bottom of the form including the office name, address and telephone number. This date should be the same date as the date of authorization on line 11a or the date of denial on line 12.
- h. Forward the EA-1 to the Eligibility Worker Supervisor for review and signature.
- 9. When the final eligibility determination is made, distribute the EA-1 as follows:
 - a. Mail the family copy to the address shown in the Related Head of Household box. This serves as the Notice of Action (NOA) to the parent/relative. If this is returned “unable to deliver” scan into CaseSTAR and make the appropriate documentation.
 - b. Send the case record copy to the Social Worker via inter-office mail. This serves as their notice of the disposition of the application
 - c. Send the fiscal copy to the Fiscal Unit via inter-office mail.
 - d. Scan the eligibility copy into CaseSTAR.
- 10. Review the FC intake packet to determine whether or not the child is eligible to AFDC-FC and whether or not the child is federally eligible.
 - a. If the case is federally eligible, grant federal AFDC-FC. Although EA is a funding source for children who are not eligible to Title IV-E, all applications must be either be granted or denied based solely on whether or not the family meets EA eligibility conditions. Title IV-E eligibility is not a reason to deny EA. Children



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who are Title IV-E eligible may also be EA eligible. However, California’s Department of Social Services’ agreement with Region IX is that they will not claim EA funds for cases that are Title IV-E eligible. For days prior to detention, EA can be used.

- b. If the case is not federally eligible grant EA.
11. Set a tickler for one month before the NTE date and send notification to the Clerical Specialist to obtain the Intake packet from the Social Worker if the child will remain in Foster Care.

XIII. ERRONEOUS DENIAL

If the Social Worker believes the Eligibility Worker denied an application in error, s/he may return it for review. If this is within 30 calendar days of the date of application, the Eligibility Worker may correct it and authorize EA assistance. If this is not within 30 calendar days of the date of application, it cannot be corrected.

XIV. PRESUMPTIVE ELIGIBILITY (PE)

PE is a method whereby the Eligibility Worker can authorize EA assistance prior to making a final determination of eligibility. Only the Eligibility Worker can determine whether PE is appropriate on a specific case. The Eligibility Worker must complete the EA eligibility determination within 30 calendar days of the date the application is signed unless s/he determines that services should be authorized based on presumptive eligibility.

For presumptive eligibility, EA services still must be authorized within 30 calendar days of the date of application and prior to the termination of services. However, the Eligibility Worker then has an additional six months (up to seven months from the date of application) to complete the eligibility determination. Example: if the application date is 1/12/09, the Eligibility Worker has through 8/11/09 to determine final eligibility. It is the Eligibility Worker’s responsibility to ensure the time limit is not exceeded.

NOTE: The Department cannot claim EA funding until the final eligibility determination is made.

When approving presumptively, the Eligibility Worker should complete the EA-1 as follows: check box #11, enter the date of PE authorization on line 11a, sign and date the form and send a copy to the Social Worker. In addition, the case should be pended on ACE. When the final eligibility determination is made the Eligibility Worker should complete the EA-1 as follows: enter the date of final eligibility determination on line 11b, enter the ACE NTE date on line 11c and initial and date above the Eligibility Worker’s original signature.



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Presumptive eligibility is beneficial in extending the time for processing cases that otherwise appear eligible. Presumptive eligibility may be used when:

- A. The Eligibility Worker is awaiting receipt of the SSN for the child. Since a child must have a SSN as a condition of eligibility, the case can only be granted presumptively prior to the child's SSN being assigned.
- B. The EA-1 is being returned to the Social Worker for completion and/or corrections and it is close to the 30th calendar day after the date of application.
- C. The Eligibility Worker is unable to clear the case on ACE within 30 calendar days of the date of application due the system being down.
- D. The Social Worker needs additional time to verify information.

XV. CHILD SUPPORT REFERRALS

A referral to The Department of Child Support is sent for placements being paid with EA funds.

XVI. BEGINNING DATE OF AID

The beginning date of aid for EA purposes is the date the EA-1 application was signed by either the parent/relative or Social Worker. Since AFDC-FC funds are not available for the days prior to Detention, EA can provide an alternative to CBCC.

XVII. ELIGIBLE FACILITIES

The child must be placed with one of the following:

- A. Licensed Foster Parent
- B. Foster Family Agency Certified Home
- C. Group Home
- D. County operated or contracted emergency shelter care facilities
- E. Non-related extended family members (NREFM)

NOTE: Children placed with relatives are not eligible to EA and other funding sources should be explored.

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XVIII. MEDI-CAL

EA is not considered a categorical program. For Medi-CAL purposes it is non-linked. The Eligibility Worker will need to complete a MC 250 to apply for non-linked Medi-CAL for non-federal children for whom EA is granted. If the child is determined to be eligible, Medi-CAL would be granted. Children receiving EA who are pending foster care placement may be granted "45" Medi-CAL if they are determined to be eligible.

XIX. NOTICE OF ACTION (NOA)

A. Notice to the Related Head of Household

1. The Eligibility Worker is required to send a NOA (copy of the EA-1) of the initial eligibility determination to the related head of household at the time that determination is made irrespective of whether the application was completed by the parent/relative or by the Social Worker. There is no requirement to send a NOA when the EA is discontinued.

B. Notice to Caregiver

1. Send a NOA to notify the caregiver when we are beginning, ending and/or making changes to payments for children in their care.

XX. DOCUMENTATION

A. In order to be considered eligible for Federal Financial Participation (FFP) the case record must include the following:

1. Completed, signed application including documentation of eligibility, and authorization of EA.
2. Child and other household members were eligible to receive EA based on federal and state requirements.
3. Copies of the voluntary placement agreement, Police Hold or Detention Order.
4. Documentation of the effective date and ending date of EA.

XXI. REINVESTIGATION (RV) REQUIREMENT

- A. There is no RV requirement for the EA program. However, EW's should remember to notify the Clerical Specialist to obtain an intake packet before the NTE date.

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XXII. INTER-COUNTY TRANSFERS

- A. Although, there is no inter-county transfer period for EA, the Eligibility Worker should follow the same procedure used for Foster Care. When jurisdiction is transferred while a child is receiving EA funds, the Social Worker will notify the Eligibility Worker immediately. The Eligibility Worker will immediately initiate transfer to the other county. The sending county must advise the receiving county what EA eligibility is still available and provide necessary EA documentation. Therefore, the Eligibility Worker will send the following to the receiving county:
1. Copy of the EA-1
 2. Copy of the ACE clearance
 3. Copies of other clearances
 4. Copy of the Detention Order
 5. An indication of the last date for which Contra Costa County will be claiming EA funds.
 6. FC 18 as well as other required documents

NOTE: The transfer period may be shortened by mutual agreement between the sending and receiving county Eligibility Workers.

XXIII. RECEIPT OF SSI

If the child is non-federal and receiving SSI and the placement costs exceed the SSI benefit amount the SSI abates welfare and the Government Benefits Clerk (GBC) offsets EA.

If the child is non-federal and receiving SSI and the placement costs are below the SSI benefit amount the balance of the SSI is deposited into a Trust account and the aid type is adjusted to county only (9X).

XXIV. END OF EA EPISODE

- A. Since EA is not a categorical program an Intra-Program Status Change is not allowable. If the child remains in placement at the end of the episode, the Social Worker must complete an Intake packet for AFDC-FC that must include the FC-2, SOC 158 and a new SAWS1. This is necessary for payment to continue to the caregiver.
- B. The Eligibility Worker will notify the Clerical Specialist approximately 30 days prior to the end of the EA episode. The Clerical Specialist will need to ask the Social Worker if



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the child will remain in placement. If so, the AFDC-FC Intake packet (FC-2, SOC 158 and SAWS1) must be completed and sent to the Eligibility Worker. The Social Worker must sign the applications (SAWS1) no later than the day following the NTE date in order to avoid the use of county only funds. EA must be discontinued on the NTE date.

- C. The EW will submit the completed AFDC-FC Intake Packet to the EW Supervisor for approval. The EW should submit all documents as well as the INQM screen print from MEDS.

XXV. ABATEMENT

In certain circumstances it may be beneficial to abate a previous episode in favor of the current episode. When the previous EA claim is abated, a new application must be processed and assistance authorized for the new emergency the Department is choosing to claim. The new emergency constitutes a new episode and, therefore, a new twelve month period of eligibility with a new NTE date.

- A. Department Policy (Currently, Contra Costa County is not utilizing abatements)
 - 1. Abating Episode within this County
 - a. The Employment & Human Services Department is still considering whether or not it would be fiscally advantageous to establish abatement criteria and procedures for in county cases.
 - 2. Abating Episodes Between Counties
 - a. The Employment & Human Services Department’s policy is not to abate nor to request abatement between counties.
- B. ACE
 - 1. When abating a prior episode on ACE, it is critical to print the screen showing the abatement date and the message indicating the record was abated. When a new record is added, the abated record will be written to the ACE history and will not longer be visible on the system. Staple the abatement notice and ACE screen print to the new EA-1.
- C. CalWIN
 - 1. If payments were issued through CalWIN, ensure the aid code history is adjusted accordingly.

CONTACT PERSON: First Line Supervisors and above may contact the Benefits Program Analyst with questions about this section.

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ACE CLEARANCE

Review for Existing ACE Record		
IF	AND	ELIGIBILITY WORKER MUST
No match on ACE for record showing EW authorization		Process as otherwise eligible. Print ACE screen and file.
No match with child's SSN or MEDS pseudo-number	Match with child's and and DOB	Treat as existing record. See action on existing record
No match with child's name and DOB	Other match only (HOH, SSN, Case # or other ID)	Research possible matches. Document research, print ACE screen and file
Multiple matches with any data element		Research possible matches. Document research, print ACE screen and file
Match with child's SSN or MEDS pseudo number		Treat as existing record. See action on existing record.
Action on Existing ACE Record		
Existing ACE record showing EA authorization	ACE NTE date precedes date of potential authorization for pending EA application.	Process as otherwise eligible. Print ACE screen and file.
Existing ACE record showing EA authorization	ACE NTE date is the same or later than the date of potential authorization for pending EA application.	See action on current or future NTE date.

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ACE CLEARANCE

Action on Current or Future NTE Date		
IF	AND	ELIGIBILITY WORKER MUST
Child ineligible for EA		Deny application. Print ACE screen and file.
Child otherwise eligible for EA	Prior EA episode to be abated	Process abatement. Approve application, print ACE screen and file.
Child otherwise eligible for EA and NTE date will occur before 30 th calendar day after application	Prior EA episode not to be abated	Approve application after NTE date has expired. Print ACE screen and file.
Child otherwise eligible for EA and NTE date will occur after 30 th calendar day after application	Prior EA episode not to be abated	Deny application. Print ACE screen and file.
Creation and Modification of ACE Records		
No ACE record exists	Pending EA application	Create ACE pending record
EA to be authorized	ACE pending record exists	Modify ACE pending record by adding AUTH date and PGM type
EA to be denied	ACE pending record exists	Delete ACE pending record
EA episode to be abated	ACE record exists	Modify ACE record to show abatement by adding ABATE date