

<b>DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION</b>	<b>TEMPORARY CASH ASSISTANCE MANUAL</b>	
<b>EMERGENCY ASSISTANCE FOR FAMILIES WITH CHILDREN 1301</b>	<b>COMAR 07.03.03.07</b>	<b>SUPPORTIVE SERVICES 1300</b>

### 1301.1 PURPOSE

- Family Investment Administration (FIA) allocates a set amount of funds annually to each local department for meeting emergencies for families with children (EAFC).
- Each local department has the flexibility to develop a plan for the unique requirements and resources within that particular jurisdiction.
- If budgeted EAFC funds are exhausted, the local department must use funds from another source to meet any additional emergencies.

### 1301.2 FEDERAL REQUIREMENTS

#### A. An EAFC is issued to avoid the destitution of an individual under the age of 21

1. The application must include an individual under the age of 21
2. The application may include a married couple only, as long as one of them is under age 21.
3. The applicant household cannot have resources available to meet the emergency
4. The emergency cannot be as a result of quitting a job without good cause

#### B. Good cause for quitting a job includes, but is not limited to:

1. Discrimination based on:

Age	Ethnicity
Race	Gender
Color	Disability
National origin	Religion
Political belief	Marital status
Sexual orientation	Limited English Proficiency
Cultural differences	

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2. Breakdown in child care or transportation
3. Domestic violence
4. Hazardous working conditions
5. Documented illness or incapacitation
6. Incarceration
7. Resignation at employer's request or
8. Other circumstances determined to be good cause by the local department

### **1301.3 LOCAL PLANS**

- A. The local plan designates the types of covered emergencies. Coverage may include emergencies not listed here. The following are examples of emergency types the local may choose to include in their plan:

Disasters: fire, flood, hurricane, tornado, civil disturbance	Theft or breakdown of an essential appliance
Pending foreclosure or eviction	Lack of an essential appliance due to landlord's refusal to furnish the appliance
Pending eligibility determination for continuing assistance	Being stranded away from home
Lack of a home for a child discharged from Foster Care or an institutional placement	Lack of or insufficient supply of heating fuel, lack of utilities, or threat of imminent utility turn-off
Theft of money	

#### **B. Local plans must**

1. Meet federal requirements
2. Be approved by DHR

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3. Have DHR approval for any modification, and
  4. Include the following:
    - a. Method used to allocate resources among applicants
    - b. Types of emergencies to be covered
    - c. Application process
    - d. Verification required
    - e. Maximum number of times a family may receive EAFC assistance within one 12-month period.
    - f. Maximum amount of money that can be paid per EAFC grant within a fiscal year
    - g. Financial eligibility requirements
    - h. Method of payment (EBT or manual check)
    - i. Plans for transfer of EAFC funds to other customer services, if applicable
- C. The local department may pay EAFC in addition to:
1. Temporary Cash Assistance (TCA)
  2. Welfare Avoidance Grant (WAG)
    - An EAFC grant may not be used interchangeably with a WAG
- D. An applicant is not required to file for child support to receive an EAFC grant.
- E. There is no length of residency requirement for EAFC eligibility.
- F. EAFC applicants may file for other benefits, such as:
1. Temporary Cash Assistance (TCA)
  2. Medical Assistance (MA)

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3. Food Supplement Program (FSP)

G. Case records must contain sufficient information to substantiate the case manager's actions in approving or denying the EAFC application.

H. Screen, process and issue all EAFC benefits through CARES.

1. Finalize EAFC applications on the same day received, if required information is available.
2. Processing includes all manual-processing steps through **CARES KMEN**
3. BECAUSE OF THE WAY CARES OPERATES (AND SINCE THESE ARE EMERGENCIES), **CARES FINALIZATION, INCLUDING ISSUING THE BEG, MUST BE DONE ON THE SAME DAY.**
4. Local departments must have procedures for issuing benefits if the CARES program is not accessible.

I. Send the customer a notice advising of approval or denial

- Customers have the right to appeal an EAFC decision
- Benefits are not paid pending the hearing decision.