



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: #12-17

Effective Date: **March 1, 2012**

Issuance Date: **March 14, 2012**

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

**FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR** *Rosemary Malone*

**RE: CHANGES TO EMERGENCY ASSISTANCE TO FAMILIES WITH  
CHILDREN (EAFC)**

**PROGRAM AFFECTED: EMERGENCY ASSISTANCE TO FAMILIES WITH  
CHILDREN (EAFC)**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND TRAINING**

**Summary and changes:**

The Family Investment Administration (FIA) revised its Emergency Assistance to Families with Children (EAFC) guidelines effective March 1, 2012. The chart below provides both the current and new requirements. All Local Departments were required to submit a new local EAFC plan by the end of February 2012 implementing the changes.

<b>Previous Requirement</b>	<b>New Requirement</b>
Assistance unit must contain a child under age 21.	<b>Assistance unit must contain a child under age 21.</b>
Assistance unit composition follows TCA.	<b>Assistance unit composition follows TCA</b>
EAFC and customer's resources must resolve crisis.	<b>EAFC and customer's resources must resolve crisis.</b>
LDSS has an EAFC budget allocation	<b>LDSS has a fixed EAFC budget allocation</b>
An LDSS may request supplemental EAFC funds if they expend their allocation	<b>LDSS cannot request supplemental EAFC funds</b>
LDSS develops local plan and sends to FIA for approval	<b>LDSS develops and submits local plan for FIA approval</b>
LDSS determines maximum amount EAFC	<b>LDSS determines maximum amount</b>

authorized	<b>EAFIC authorized</b>
One EAFIC benefit within 12 months.	<b>One EAFIC benefit in 24 months. (Eligible in the 25<sup>th</sup> month)</b>
EAFIC grants may be used for a variety of items.	<b>Criteria limited to prevention of homelessness such as rental eviction, put out, foreclosure or the purchase of fuel for heating or for a utility turn off</b>
Customer must apply for Energy Assistance first.	<b>Customer must apply for Energy Assistance first.</b>
The cause of the emergency cannot have been due to the applicant or other responsible adult in the assistance unit quitting a job.	<b>The cause of the emergency cannot have been due to the applicant or other responsible adult in the assistance unit quitting a job.</b>

**REQUIRED ACTION:**

**Local Plans:**

Local Departments continue to determine the maximum EAFIC allotment per customer for their jurisdiction.

1. Look back in CARES to determine if the applicant has received EAFIC in the past 24 months.
2. The Local Department Director or the Director's designee may approve a second EAFIC benefit within the 24 month eligibility period in extreme circumstances. Examples of extreme circumstances may include but are not limited to:
  - Providing rental assistance for victims of family violence who are working with Social Services or a community based organizations such as the House of Ruth.
  - Providing rental assistance when the family is dislocated because a natural disaster.
3. If the applicant has not received EAFIC in the past 24 months, process the application as usual. (Please see Eligibility Determination on page 3.)
4. The EAFIC grant along with the customer's resources must be sufficient to resolve the crisis by preventing the eviction, foreclosure or continuing utility services. Customers must also show that they will be able to pay the ongoing expense so that emergency does not recur.

## **Eligibility determination:**

Anyone may file an application for EAFC. They have the right to file even when they appear to be ineligible because they have received a prior EAFC benefit within the last 24 months. When this occurs, send a denial letter stating that the customer is not eligible because he or she has received an EAFC grant within a 24 month period.

To determine eligibility:

1. Count the gross income of all **adult** household members in the month of the EAFC application.
  - Do not count the income of children under 21.
2. Deduct the mandatory deductions from gross pay such as taxes, social security, FICA, and then consider the cost of work, transportation, child care, shelter and any other expenses which the customer paid in the month of the emergency or must pay in order to continue to work or stay in a work activity.
3. Consider all available liquid resources which the customer can use to resolve the emergency prior to approving the EAFC grant.
4. Require the customer to show how they will meet the ongoing expense for which they are requesting assistance. If they cannot meet the expense, do not approve the EAFC grant.
5. Approve the application when the customer's available income and resources are less than emergency amount.
6. Deny the application if:
  - The customer has sufficient income and resources to meet the emergency.
  - The customer's 24 month ineligibility period has not expired.
  - If the customer cannot show how he or she will pay the ongoing expense to keep the emergency from reoccurring.

## **Examples:**

Terk E. Burger is applying for an EAFC grant because he has a BGE turn off notice. He is a single dad with 2 children, ages 10 and 13. He works and earns \$1100 biweekly. In the month of January, the weather was extremely cold. Mr. Burger slipped on the ice and fractured his ankle. He was off work 3 weeks and his gross earnings for January totaled \$1800. He only received sick pay for the 3 weeks he was off, instead of

his regular pay. He does not receive child support for his two children. His gas and electric bill came to \$1300 for January. This was an unusually high bill because of extremely cold temperatures. Mr. Burger's rent is \$1000 per month. His medical bills, food, and transportation costs totaled \$1239 for the month of January. He used his savings to help pay for his January expenses and does not have any more money to pay his turn off notice. Mr. Burger has gone back to work but will not get another paycheck for 2 weeks. Mr. Burger is eligible for EAFC. His income and resources were exhausted for the month of January. He had no money left to pay the turnoff notice. He is able to pay the expenses ongoing.

**Reminders:**

Do not pay EAFC when the crisis is a result of someone in the household voluntarily quitting a job without good cause. This policy has not changed. Follow TCA policy requirements when determining good cause for quitting a job.

**CARES**

Please use CARES code **553** to deny an EAFC application that is filed within the 24 months. Case managers must add free-form text to the notice stating, "Your application for Emergency Assistance to Families with Children (EAFC) is being denied because you can only receive EAFC assistance once every 24 months."

**INQUIRIES:**

Please direct EAFC and TCA policy questions to Marilyn Lorenzo at 410-767-7333 or by email: [mlorenzo@dhr.state.md.us](mailto:mlorenzo@dhr.state.md.us) or Gretchen Simpson at 410-767-7937 or by email: [gsimpson@dhr.state.md.us](mailto:gsimpson@dhr.state.md.us).

**ACTION DUE:** March 1, 2012

cc: DHR Executive Staff  
FIA Management Staff  
Policy, Research and Training Staff  
Constituent Services