Emergency Assistance Tracking Application Process

Number: 45-064
Date: 12/1/2008

PURPOSE

The purpose of this policy is to provide guidelines on how an Emergency Assistance (EA) Tracking application is received and processed by the EA Eligibility Technician (ET). The process will cover EA applications for minors with:

- Citizenship and Social Security Number verified
- Unqualified Alien Status
- Unknown/Unverified Social Security Numbers
- Applications with active EA cases

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. *Signature on file.*

POLICY

The EA Program in California is a federally-funded program under the Temporary Assistance to Needy Families (TANF) Block Grant. Federal Financial Participation (FFP) is available to provide short term aid to children in emergency situations who meet certain specified criteria.

The EA Child Welfare Services (EA-CWS) component was designed to provide services to children who are determined to be at risk of abuse, neglect, abandonment, or exploitation. The EA-CWS includes Emergency Shelter Care (ESC) and Foster Care benefits for dependents and voluntary placements that have experienced a qualifying episode that caused removal from the home. Funding is available for no more than one episode in a 12-month period for up to 364 days. Costs and services funded under this component include Foster Care maintenance payments EA-Foster Care, EA-ESC, crisis resolution services, and case management. Children receiving Supplemental Security Income/State Supplementary Payment (SSI/SSP) and unqualified aliens are not eligible to EA services.

Applications must be processed within 30 days from the date the parent/relative or social worker signs the EA 1 application.
Application consists of the following:

- EA 1
- Detention Hearing Minute Order (Crisis Resolution)

The EA ET will need to obtain the following screens in the EA case record:

- MEDS Prints
- INQM
- INQX
- INQB
- INQC
- CalWIN Prints
- Inquire on Individual
- Inquire on Case Information
- Search for Issuance

Once the child meets all eligibility requirements enters information into Medical Eligibility Determination System (MEDS) Assistance to Children in Emergency (ACE) to obtain the Not To Exceed (NTE) date. After NTE date is obtained enters information into Folder Tracking System (FTS).

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Emergency Assistance Application	EA 1
Vital Statistics Verification	F063-30-101
Social Security Administration Referral Notice	MC 194
Social Security Administration – Application for a Social Security Card	SS-5
Emergency Assistance Abatement Request	F063-31-EA Abate CFS

PROCEDURE

REQUIRED ACTION

The following actions must be completed when an application for EA is submitted to Foster Care.

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Responsibility	Step	Required Action
EA Social Worker	1.	Submits completed EA application to Foster Care Information Processing Technician (IPT).
Foster Care IPT	1.	Receives application and date stamps when EA 1 application is received.
	1.	Enters application information (child's name) into assignment log and assigns application to EA ET.
EA ET	1.	Searches for any existing information on the minor, biological mother, and biological father in CalWIN, MEDS, Child Welfare Services/Case Management System (CWS/CMS), and FTS.
	1.	If applicable, prints screens from the various computer systems verifying existing case information of minor applicant and biological parent(s).
	1.	Approves/Denies the EA case.
	1.	Updates MEDS ACE screen with minor applicant and parent/relative's information and obtains a NTE date.
	1.	Completes data entry into FTS.
	1.	Sends a copy of the completed EA 1 application to Services, Fiscal Accounting, and the parent/relative.
	1.	Assigns case to EA Closed Files (MPSP).

REQUIRED ACTION

The following actions must be completed when an applicant for EA is an unqualified alien or the child receives SSI/SSP.

Responsibility	Step	Required Action
EA Social Worker	1.	Notates "Undoc" in front of the EA 1 application.
	1.	Submits completed EA application to the Foster Care IPT.
Foster Care IPT	1.	Receives application and date stamps when EA 1 application is received.
	1.	Enters application information (child's name) into assignment log and assigns application to EA ET.
EA ET	1.	Searches for any existing information on the minor, biological mother, and biological father on CalWIN, MEDS, CWS/CMS, and FTS.
	1.	If applicable, prints screens from the various computer systems verifying existing case information of minor applicant and biological parent(s).
	1.	Once information is found to show the child is an unqualified alien or the child is on SSI/SSP, enters "Denied" status into FTS.

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	1.	Sends a copy of the completed EA 1 application to Services, Fiscal Accounting, and the parent/relative.
	1.	Assigns case to EA Closed Files (MPSP).

REQUIRED ACTION

The following actions must be completed when an applicant for EA does not have a Social Security Number.

Responsibility	Step	Required Action
EA Social Worker	1.	If the parent or relative does not provide a Social Security Number, searches CWS/CMS and notes on application, or provides pseudo number.
	1.	Submits completed EA application to the Foster Care IPT.
Foster Care IPT	1.	Receives application and date stamps when EA 1 application is received.
	1.	Enters application information (child's name) into assignment log and assigns application to EA ET.
EA ET	1.	Searches for any existing information on the minor, biological mother, and biological father on CalWIN, MEDS, CWS/CMS, and FTS.
	1.	If Social Security Number cannot be located or verified by searching the various computer systems, uses a pseudo number until the Social Security Number is received.
	1.	Prints screens from the various computer systems verifying existing case information of minor applicant and biological parent(s).
	1.	If child is a United States (US) citizen or qualified alien approves, EA case as Presumed Eligible.
	1.	Updates MEDS ACE screen with minor applicant and head of household's information and obtains NTE date.
	1.	Completes data entry into FTS.
	1.	Sends a copy of the completed EA 1 application to Services, Fiscal Accounting, and the parent/relative.
	1.	Assigns case to EA Closed Files (MPSP).
	1.	Before a Social Security Number can be applied for on behalf of a child, a certified copy of a birth certificate must be requested. Refer to Foster Care Birth Certificate Requests Policy and Procedure 45-009.

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1. Once birth certificate is received, applies for a Social Security Number per program requirements.

   Refer to Foster Care Social Security Number Requirements Policy and Procedure 45-201.15; and Social Security Card Request for Emergency Assistance (EA) Tracking Program Policy and Procedure 45-062.

1. Once Social Security Number is obtained, updates FTS with Social Security Number and notifies Intake or Continuing ET of new information.

REQUIRED ACTION

The following actions must be completed when an application falls in the timeline of a previous episode and costs are expected to exceed prior episode. This procedure is known as the Abatement Process.

Responsibility	Step	Required Action
EA Social Worker	1.	Submits completed EA application to Foster Care IPT.
Foster Care IPT	1.	Receives application and date stamps when EA 1 application is received.
	1.	Enters application information (child's name) into assignment log and assigns application to EA ET.
EA ET	1.	Searches for any existing information on the minor, biological mother, and biological father on CalWIN, MEDS, CWS/CMS, and FTS.
	1.	If there is an active EA Tracking case with a current NTE date, submits copy of application, MEDS ACE screen print, and CalWIN payment prints verifying no payments made during EA episode to EA Social Worker and controls for return. **Note:** If payment was made cannot abate record and will notify EA Social Worker.
EA Social Worker	1.	Completes Emergency Assistance Abatement Request (F063-31-EA Abate CFS) and submits abatement request to the Fiscal Program Manager.
Fiscal Program Manager	1.	Reviews and approves abatement request per program mandates.
	1.	Sends abatement request to the Foster Care Program Manager.
Foster Care Program Manager	1.	Reviews documentation submitted and if eligible completes abatement entries into the MEDS ACE system.
	1.	Sends approved abatement to EA ET for application approval.

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