

## TRAVERSE COUNTY EMERGENCY ASSISTANCE FUNDS POLICY

### I. Basic Eligibility Factors

1. The household must meet one of the definitions below of family:
  - a. minor child (under the age of 18, or will be graduating by their 19<sup>th</sup> birthday) or a group of minor children related to each other as siblings, half-siblings, step-siblings, or adopted siblings, along with their natural step or adoptive parent(s) or other caregiver(s); or
  - b. A pregnant woman who is not a minor and has no other eligible children and her spouse, if living with her; or
  - c. A minor caregiver's parent(s) who has no other minor children; or
  - d. A minor caregiver and child.
2. At least one member of the household must have resided in Minnesota for the last 30 days.
3. At least one child or pregnant woman in the household must meet MFIP citizenship requirements.
4. At least one caregiver and one child must not have used the following in the past 18 months for the same type of emergency request:
  - a. Emergency Assistance
  - b. Emergency General Assistance
  - c. Emergency Minnesota Supplemental Aid
5. The household emergency must have not been caused by a household member being in sanction or disqualification for any reason (job service, fraud).
6. The households' gross income must be at or below 200% FPG at the time of application.
7. An established Emergency Committee, consisting of Financial Assistance Supervisor and one Financial Worker may decide on a case by case need to approve an emergency request, in order to further alleviate a crisis, for households that don't fit the plan's criteria.

### II. Policy Factors

1. Traverse County Emergency Funds are a capped county allocation and will be allocated until the funds are depleted.
2. Traverse County Emergency funds (including other available funds) must resolve the crisis, not postpone it and must be the most cost-effective solution to the emergency.
3. Only vendor or protective payee payments will be issued.

4. Money management information will be made available to all households requesting assistance.
5. County Emergency Funds are available to households who have made a payment to the provider in the last 3 months.

### **III. Definitions**

The household must be in an emergency situation in which it is without, or will lose within, thirty (30) days after the date of application a basic need item which would threaten the household's health or safety. Basic needs are defined as:

A. Housing:

1. First month's rent
2. Past due monthly rent

B. Utilities

1. Utility disconnects
2. Heating fuel
3. Water Service

To resolve the emergency, the minimum amount will be issued.

### **IV. Determining Applicant's Portion of Payment**

Within the time necessary to resolve the crisis, all members of the household must be unable to resolve the emergency by combining:

1. Liquid assets or any other assets that can be liquidated; and
2. Income they anticipate to receive; and
3. Other funds the household is eligible to receive

### **V. Required Documentation**

The household must have experienced a documented, verifiable change in circumstances resulting in the crisis.

The household must provide proof of their emergency by remitting an eviction notice, utility or water shut off notice.

**Documentation must be received within 30 days of the application or assistance will be denied.**