

# TRAVERSE COUNTY EMERGENCY GENERAL ASSISTANCE FUNDS POLICY

Effective July 1, 2019

## I. Basic Eligibility Factors

- A. The household must consist of only adult members, with no minor children.
- B. At least one member of the household must have resided in Traverse County for at least one month.
- C. The unit must not have received, or be eligible for, emergency aid from the MFIP Consolidated Fund within twelve (12) months of application for EGA.
- D. The unit must not currently be eligible for, or receiving, MFIP.
- E. At least one person in the EGA unit must meet GA or GRH citizenship requirements.
- F. No one in the household has used Emergency General Assistance in the past twelve (12) months.
- G. The household emergency must not have been caused by a household member being in sanction or disqualification for any reason (job service, fraud).
- H. The household's gross income must be at or below 200% for the previous calendar year.
- I. An established Emergency Committee, consisting of the 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 do not fit the plan's criteria.
- J. To expeditiously prevent an emergency, households will not be required to complete the DHS-5223 Combined Application Form or be subject to a face-to-face interview process, thus allowing them to remain at their jobs and not have to take time off work to resolve an emergent need. They will be required to complete the Traverse County Emergency Assistance Application (Appendix A), attached.

## II. Policy Factors

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

**III. Definition**

- A. 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:
  - 1. Housing:
    - a. One month's rent, not including service charges/fees
    - b. Emergency housing
  - 2. Utilities
    - a. One month's utility, disconnects, not including service charges/fees
    - b. Heating fuel, including delivery
    - c. One month's water service, not including any service charges/fees
  
- B. To resolve the emergency, the minimum amount will be issued.

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

- A. 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**

- A. The household must have experienced a documented, verifiable change in circumstances resulting in the crisis, including but not limited to:
  - 1. An event which prevents a household member from obtaining or retaining employment
  - 2. Health conditions impairing the ability to work
  - 3. Other unexpected occurrences
  
- B. The household must provide proof of their emergency by remitting an eviction notice, utility or water shut-off notice.

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

Adopted and Board Approved: June 18, 2019

Amended June 2019:

  
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Board Chair Signature

6-18-19  
Date