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PURPOSE

1. To meet the emergency needs of applicants.

PRINCIPLE

2. "Emergency Assistance" is defined in Regulation as assistance provided on a one-time basis for a period not exceeding one month.
3. Emergency assistance may also include payments to provide for the immediate need of an applicant while awaiting a more complete assessment of needs.
4. Staff are cautioned that requests for emergency assistance should be granted with care since immediate verification is not always possible.

POLICY

5. Applicants are expected to first explore all other reasonable options to meet immediate . needs, including family resources and credit resources within the community.
6. Allowable emergency assistance expenses shall include items of basic need and special needs.
7. The verification of expenses and incomes is not always possible in emergency situations. However, such verification shall be made before additional or continuing assistance is granted.
8. The calculation of need may show the applicant to be eligible for more than has been requested. In such situations, the lesser amount shall be paid where that will meet the emergency needs.

PROCEDURE

9. Applications for emergency assistance shall be made on the Financial Assistance Assessment (ISM Assessment) with all applicable areas completed.
10. Where an applicant has in excess of \$50 cash assets, refer to Instruction 4-2.

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CROSS REFERENCE

- 3-13-1 Emergency Assistance - Credit/Service Authorization
- 4-1 Family Resources
- 4-2 Liquid Assets