

POLICY GUIDE 99.14

Emergency Assistance Program Referral Protocol

Distribution: X, Z, and C-3

DATE: December 8, 1999

TO: Rules and Procedures Bookholders, DCFS and Purchase of Service Agency Child Welfare Staff

FROM: Jess McDonald, Director

EFFECTIVE: December 20, 1999

I. Purpose

The purpose of this Policy Guide is to issue new procedures when requesting assistance from the Emergency Assistance Program for the Family Preservation, Family Reunification and Intake Enhancement Programs. This Policy Guide does not apply to the Norman Emergency Cash Assistance Program.

II. Primary Users

The primary users of this Policy Guide are workers who assist families through the Family Preservation, Family Reunification and Intake Enhancement Programs and for supervisors and managers who approve the requests. These programs do not exist in Cook County.

The primary users of this Policy Guide are child welfare staff of the Department and purchase of service agencies.

III. Background Information

The change in the Emergency Assistance Program Referral Protocol is a result of an external audit which showed that funds were being disbursed for some families in excess of statutory caps.

IV. Key Words

Emergency Assistance Program, Intake Enhancement Program, Family Preservation Program, Family Reunification Program,

V. Definition

The Emergency Assistance Program refers to the cash assistance programs for the Family Preservation, Family Reunification and Intake Enhancement Programs.

VI. Emergency Assistance Program Referral Protocol.

The POS Norman Liaison must approve all requests for the Emergency Assistance Program.

Case workers who are requesting funds from the Emergency Assistance Program shall complete form **CFS 370-5, Request for Cash and/or Housing Assistance** and send their request to the agency processing the Emergency Assistance Program request. The agency processing the Emergency Assistance Program requests **must** fax form **CFS 370-5, Request for Cash and/or Housing Assistance** to the POS Norman Liaison at **(312) 814-7134 or (312) 814-5602** for approval before issuing funds.

Agencies which have a contract with the Department to disburse cash assistance from the Emergency Assistance Program, through their Family Preservation, Intake Enhancement or Family Reunification Program contracts, **shall not** process requests for cash assistance without the POS Norman Liaison=s (or designees) approval, which must appear on form **CFS 370-5, Request for Cash and/or Housing Assistance**. Agencies that process cash assistance through one of these programs will receive the names of the POS Liaison (and designees) and their signature to ensure that appropriate approval was received.

Families may not receive more than \$500 from the Emergency Assistance Program in the same fiscal year.

Requests for other services through the Family Preservation, Family Reunification or Intake Enhancement programs **do not** go through the POS Norman Liaison for approval.

VII. Questions

Questions regarding this Policy Guide should be directed to:

DCFS Office of Litigation Management
John Cheney-Egan, Housing Specialist
160 N. LaSalle - Sixth Floor
Chicago Illinois 60601
(312) 814-1878

VIII. Filing Instructions

File this Policy Guide immediately after Procedures 302.385, Services to Meet Basic Needs.