**EMERGENCY ASSISTANCE**

1. **Is it mandatory for Townships to provide Emergency Assistance?** NO, 305 ILCS 5/6-10

 *- "May be given"*

2. **Does Emergency Assistance replace General Assistance?** NO, Emergency Assistance Handbook

 (EAH) 5.02 - *"…verification shall first be conducted to determine if an applicant is eligible for General Assistance".*

3. **Can my Township provide Emergency Assistance instead of General Assistance?** NO, EAH 3.09 - *"An applicant eligible for or currently receiving General Assistance is ineligible for Emergency Assistance".*

4. **What are the two purposes for which EA may be disbursed?** EAH 9.02 - *EA may be disbursed ONLY for the following specified purposes: 1) to alleviate a life-threatening circumstance or 2) to pay a work related expense (i.e., render a recipient self-sufficient).*

5. **What guidelines do you need to set before you adopt the EA Handbook?** EAH 6.05 - *Asset Disregard, 6.09 Income Disregard, 9.06/9.07 Payment Levels AND determine what needs you will meet under a life-threatening emergency: 1.41 shelter, food, utilities, medication, transportation or other basic necessity OR a work related expense.*

6. **If an applicant is financially able to alleviate his life-threatening circumstance, but does not want to deplete his bank account, is he eligible for Emergency Assistance?** NO, EAH 3.02 - *An applicant who is financially able to alleviate a life-threatening circumstance is ineligible for EA - your asset disregard will determine the amount of cash/bank account he/she is able to have and still be eligible for EA.*

7. **If the EA grant amount is not sufficient to alleviate the life-threatening circumstance or pay the work related expense, is he eligible for EA?** NO, EAH 3.03 - *If the Emergency Assistance grant, when coupled with other resources and benefits, is insufficient to alleviate the life-threatening circumstance or to pay the work related expense, the applicant is ineligible for EA.*

8. **What if an applicant is eligible for GA but just wants EA to pay his power bill?** EAH 3.09 - *If an applicant is eligible for or currently receiving General Assistance, the applicant is ineligible for Emergency Assistance. EAH 5.02 - Regardless of the nature or amount of EA requested, investigation and verification shall first be conducted to determine if an applicant is eligible for General Assistance. If it is determined that an applicant is eligible for GA, the application for EA shall be denied and the applicant shall be approved for GA.*

9. **How often can EA be granted to the same applicant?** EAH 3.11 - *An applicant is ineligible for EA if the applicant received EA from a governmental unit within the preceding 12 months.*

10. **If an applicant is receiving TANF or SSI, is he eligible for EA?** NO, EAH 3.12 - *Applicant is receiving cash assistance or is included in an assistance unit which is currently receiving cash assistance.*

11. **Is an applicant eligible for EA if he has reached the lifetime limit for TANF?** NO, EAH 3.13 - *Applicant is ineligible for or not currently receiving Cash Assistance because of non-cooperation, fraud, suspension, recoupment, receipt of a lump sum payment or expiration of lifetime limits under the TANF program.*

12. **If an applicant is sanctioned from GA or TANF, is he eligible for EA?** NO, EAH 3.14 - *Applicant is ineligible for or not currently receiving Cash Assistance because of a sanction imposed by the IL Department of Human Services or another governmental unit.*

13. **Does the Township need any verification to process an application for EA?** YES, EAH 5.03 - *Investigation of eligibility requirements,* 5.04 - *verification of information relating to eligibility requirement, and* 5.05 - *Applicant must cooperate in the investigation and verification of eligibility requirements.*

14. **Can a Township make a referral to another agency for a benefit to help meet the need of the applicant?** YES, EAH 5.06 - Referral for Other Benefits - *An applicant who appears eligible for any benefit which would help alleviate the life-threatening circumstance shall be referred to the appropriate agency to make application for such benefit.*

15. **Do you budget income and assets to determine eligibility for EA?** YES, EAH Section 6.

16. **Do you use gross or net earnings when budgeting for EA?** EAH 6.0 - Deductions from Currently Available Non-Exempt Earned Income. *List of deductions from the currently available non-exempt earned income of the applicant is found on page 5 of Section 6 (revised October 2009).*

17. **Is a married couple an Adult case or a Family case for EA?** EAH 7.03 - *FAMILY CASE - There are 2 EA assistance units or case classifications: (a) Adult Case is comprised solely of 1 Adult and (b) Family Case which may be comprised of either a husband and wife, or 1 or more children, or 1 or more children and a specified adult relative of the children.*

18. **How long do you have to make a decision on an application for EA?** EAH 8.02 - *An application for EA shall be approved or denied in a timely manner not to exceed 30 calendar days from the date of the application.*

19. **Is the Township required to give a written notice when a decision is made for EA?** YES, EAH 8.05 - *Notice of Decision on Application for Emergency Assistance (Notice of Decision Form in Appendix)*

20. **If the Township approves an application for EA, is it acceptable to give cash or a check made payable to the recipient?** NO, EAH 9.01 - *Disbursement by disbursing order or vendor payment only.*

21. **Is the Township required to provide written notification of Notice of Benefits Available and Rights & Responsibilities to each EA applicant?** YES, EAH 10.04 - *Notification of available EA benefits, and* 10.05 *Notification of Rights and Responsibilities - both found in the Appendix.*