

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision # 731
Category Emergency Assistance Programs – Consolidated Emergency Assistance Program (CEAP)
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Summary

The Community Services Division, WorkFirst program policy unit has updated information in the EA-Z Manual under **Emergency Assistance Programs – Consolidated Emergency Assistance Program (CEAP)**. The purpose section was revised to clarify information regarding CEAP issuance for those families whose TANF/SFA cash assistance was terminated while in Non-Compliance Sanction (NCS).

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EMERGENCY ASSISTANCE PROGRAMS - CONSOLIDATED EMERGENCY ASSISTANCE PROGRAM (CEAP)

Revised July 13, 2010

Purpose: This section describes a cash program available to families or pregnant women who face an emergency and do not have the money to meet their basic needs, including families whose TANF cash assistance has been terminated while in Non-Compliance Sanction (NCS) ~~within the last six months~~. Formerly, only TANF cases closed while in NCS within the last six months needed to participate before we removed their sanction. As of July 1, 2010, all NCS cases must participate for four consecutive weeks before they qualify for TANF/SFA, no matter how long it has been since their TANF closed. These families may qualify for CEAP until their participation requirement is met. We will amend WAC to clarify this. Assistance under this program is limited to not more than thirty consecutive days within a period of twelve consecutive months.

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Determining financial need and benefit amount for CEAP.

WAC 388-436-0015

Effective March 1, 2007

WAC 388-436-0015 Consolidated emergency assistance program (CEAP).

1. CEAP is available to the following persons:
 - a. A pregnant woman in any stage of pregnancy; or
 - b. Families with dependent children, including, within available funds, families who have stopped receiving their TANF grant within the last six months under [WAC 388-310-1600](#).
2. Applicants must be residents of Washington state as defined in [WAC 388-468-0005](#).
3. Applicants must demonstrate a financial need for emergency funds for one or more of the following basic requirements:
 - a. Food;
 - b. Shelter;
 - c. Clothing;
 - d. Minor medical care;
 - e. Utilities;
 - f. Household maintenance supplies;
 - g. Necessary clothing or transportation costs to accept or retain a job; or
 - h. Transportation for a minor, not in foster care, to a home where care will be provided by family members or approved caretakers.
4. Payment under this program is limited to not more than thirty consecutive days within a period of twelve consecutive months.

This is a reprint of the official rule as published by the [Office of the Code Reviser](#). If there are previous versions of this rule, they can be found using the [Legislative Search page](#).

CLARIFYING INFORMATION

1. Being a citizen or legal resident alien is not an eligibility requirement for CEAP.

EXAMPLE

A migrant farmworker household consisting of a mother, father, and one child applies for cash

assistance. They are not eligible for ongoing cash assistance since they are undocumented. The TANF is denied and CEAP is now considered for meeting the family's current needs as CEAP is available to undocumented households.

2. Proof of social security numbers is not required. Do not require the client to provide SSN for the family as an eligibility requirement.
3. Applicants for CEAP must complete the Client Declaration of need on the Emergency Assistance Request/Grant Computation form DSHS 14-337(X).

NOTE: The on-line application or the DSHS 14-001 Application form can be used to request CEAP. If these forms are used, a DSHS 14-337 must still be completed.

4. For Residency requirements, see [RESIDENCY](#).
5. Families whose TANF grant has been terminated for during Non-Compliance Sanction ~~within the last six months~~ due to action by the Sanction Review Panel can apply for CEAP under the same rules as other applicants. WorkFirst participation is not an eligibility requirement for CEAP.

WORKER RESPONSIBILITIES

1. Review the request form with the applicant. It is the applicant's responsibility to verify unpaid medical bills, utilities, and shelter costs. The applicant may request food, clothing, and household maintenance items without providing proof of the need.

NOTE: For Disaster Cash Assistance, the client does not have to produce proof of expenses unless it is questionable.

2. Explain to the CEAP applicant the limited availability (thirty consecutive days within twelve consecutive months) of this program.

EXAMPLE

The client applies on February 5th with an eviction notice. CEAP is approved on February 6th and a payment is made to the landlord. The client returns on February 10th with an electricity shut off notice. Since it is within the 30 day limit it can be approved. The client returns again on March 15th with a shut off notice for the natural gas, This is denied as it is after the 30 day period.

CEAP ASSISTANCE UNIT COMPOSITION.

WAC 388-436-0020

Effective September 1, 1998

WAC 388-436-0020 CEAP assistance unit composition.

1. To be eligible for CEAP, a child must be living with:
 - a. A parent or a relative of specified degree as defined under [WAC 388-454-0010](#); or
 - b. Has lived with such a relative within six months of the request for assistance.
2. The following persons living in the household must be included as members of the CEAP assistance unit:
 - a. All full, half, or adopted siblings under eighteen years of age, including a minor parent; and
 - b. The parent, adoptive parent, or stepparent living with the child or children.
3. The following persons living in the household do not have to be included but may be included as members at the option of the applicant:
 - a. One caretaker relative of specified degree when the child's parent does not live in the home;
 - b. Stepbrothers or stepsisters to all children in the assistance unit.
4. The following persons may make up a CEAP assistance unit without including others living in the home:
 - a. The child of a parent who is a minor when the minor parent is not eligible due to the income and resources of his/her parents; or
 - b. A pregnant woman when no other child is in the home.
5. The following persons living in the household are not included as members of the CEAP assistance unit:
 - a. A household member receiving Supplemental Security Income (SSI);
 - b. A household member ineligible due to reasons stated in [WAC 388-436-0025](#) and [WAC 388-436-0030](#).

This is a reprint of the official rule as published by the [Office of the Code Reviser](#). If there are previous versions of this rule, they can be found using the [Legislative Search page](#).

WORKER RESPONSIBILITIES

1. When determining which members of the household will make up the CEAP assistance unit, first look at who must be members through relationship. A child within the family who is step-sibling to one child but half-sibling to another child becomes a mandatory member because of the half-sibling

relationship.

EXAMPLE

A household consists of a married couple, two children belonging to the wife, two children belonging to the husband, and one child belonging to both parents. The couple wants to exclude the two children of the wife from the CEAP application because they receive child support income.

They are step-siblings to the husband's two children. The children are mandatory members because they are half siblings to the one child belonging to both parents. All the children must be included.

2. When adding a caretaker relative other than a parent, or adding step-siblings, determine if it is to the advantage of the assistance unit to add that person. Inform the client that when choosing to add a member who doesn't have to be included, that person's income and resources are considered in determining need and benefit amount.
3. A minor parent living in the home of his/her parents is a mandatory member of the parent's CEAP assistance unit. When the parent's CEAP request is denied because resources and income exceed the need, the minor parent's child only can become a separate CEAP assistance unit if that child has an emergent need.

NOTE: A minor child cannot apply for CEAP by themselves. There must be a parent or relative of specified degree in the household.

ELIGIBILITY CONDITIONS FOR CEAP--JOB REFUSAL.

WAC 388-436-0025

Effective April 19, 2007

WAC 388-436-0025 Eligibility conditions for CEAP--Job refusal.

Repealed by 07-07-103, filed 3/19/07, effective 4/19/07.

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ELIGIBILITY FOR CEAP DEPENDS ON OTHER POSSIBLE CASH BENEFITS.

Effective March 1, 2007

WAC 388-436-0030 Eligibility for CEAP depends on other possible cash benefits.

1. Before the department approves CEAP benefits, we must determine that all household members are ineligible for benefits from any of the following programs:
 - a. Temporary assistance for needy families (TANF) or State family assistance (SFA), unless the family has had its cash grant terminated under [WAC 388-310-1600](#) within the last six months;
 - b. Refugee cash assistance (RCA);
 - c. Diversion Cash Assistance (DCA);
2. To receive CEAP, the applicant must take any required action to receive benefits from the following programs:
 - a. TANF, or SFA, unless the family has had its cash grant terminated under [WAC 388-310-1600](#) within the last six months;
 - b. RCA;
 - c. Supplemental security income (SSI);
 - d. Medical assistance for those applicants requesting help for a medical need;
 - e. Food assistance for those applicants requesting help for a food need;
 - f. Housing assistance from any available source for those applicants requesting help for a housing need;
 - g. Unemployment compensation, veteran's benefits, industrial insurance benefits, social security benefits, pension benefits, or any other source of financial benefits the applicant is potentially eligible to receive.
3. The department may not authorize CEAP benefits to any household containing a member who is receiving reduced cash benefits for failure to comply with program requirements of TANF/SFA or RCA. This restriction does not apply to families who have stopped receiving TANF cash benefits under [WAC 388-310-1600](#) within the last six months.

This is a reprint of the official rule as published by the [Office of the Code Reviser](#). If there are previous versions of this rule, they can be found using the [Legislative Search page](#).

CLARIFYING INFORMATION

1. Eligibility and payment amounts for all other DSHS financial, medical and food assistance programs must be determined before CEAP benefits may be approved, except for families who do not qualify for cash assistance because their case was terminated while in NCS **within the last six months**.
2. If the household contains a member who is eligible to receive or is receiving TANF, SFA or RCA, the family's emergency needs may be covered under the AREN benefit provisions in [WAC 388-436-](#)

[0002](#).

3. Families receiving TANF/SFA or RCA at a reduced level, due to sanction or penalty, are not eligible for CEAP.

INCOME AND RESOURCES FOR CEAP.

WAC 388-436-0035

Effective September 1, 1998

WAC 388-436-0035 Income and resources for CEAP.

1. Estimated income, resources and circumstances of the following persons are used in determining need and payment for CEAP:
 - a. All persons included as members of the CEAP assistance unit;
 - b. If living in the home, the spouses and minor brothers and sisters of persons included as members of the CEAP assistance unit.
2. Public assistance payments plus authorized additional requirements received in the calendar month of CEAP application are considered as income.
3. The value of resources not listed as excluded in [WAC 388-436-0040](#) is considered available to meet the emergent needs of the CEAP assistance unit.

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CLARIFYING INFORMATION

An income estimate is based on income already received plus a reasonable expectation of anticipated income for the month of application.

1. Resources include items such as cash, checking & savings accounts, marketable securities, personal property and real property. Real property is land and buildings. See RESOURCES for more complete information.
2. If an optional member as described in [WAC 388-436-0015](#) (3) is included in the CEAP assistance unit, the resources and income of that person and that person's spouse are considered available to the CEAP assistance unit. If those income and resources would reduce or deny the CEAP benefit, the optional member can be excluded.

EXAMPLE

An aunt applies for emergency cash assistance for her niece and wants to be included in the assistance unit as a needy caretaker relative. The income and resources belonging to the aunt and her husband show that no emergency need exists. The aunt can be excluded. She and her husband don't have a legal obligation to support the minor child.

EXCLUDED INCOME AND RESOURCES FOR CEAP.

WAC 388-436-0040

Effective March 8, 2004

WAC 388-436-0040 Excluded income and resources for CEAP.

Resources and income listed below will not be considered in determining need or payment for CEAP:

1. A home as defined under [WAC 388-470-0045](#);
2. One vehicle, running and used regularly by the assistance unit, with an equity value not to exceed one thousand five hundred dollars);
3. Household furnishings being used by the assistance unit;
4. Personal items being used by members of the assistance unit;
5. Tools and equipment being used in the applicant's occupation;
6. The value of the coupon allotment under the Food Stamp Act of 1977, as amended;
7. Benefits received under the women, infants and children program (WIC) of the child nutrition Act of 1966, as amended, and the special food service program for children under the National School Lunch Act, as amended;
8. Energy assistance payments;
9. Grants, loans, or work study to a student under Title IV of the Higher Education Amendments or Bureau of Indian Affairs for attendance costs as identified by the institution;
10. Income and resources of an SSI recipient;
11. Livestock when the products are consumed by members of the assistance unit;
12. All resources and income excluded for the TANF program under [WAC 388-470-0045](#) and by federal law.

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CLARIFYING INFORMATION

The equity value of a vehicle is determined by subtracting the amount still owed from the fair market value of the car. The fair market value is the average loan value as listed in the NADA Official Used Car Guide, or the wholesale value as listed in the Kelly Bluebook.

WORKER RESPONSIBILITIES

1. See **RESOURCES** for:
 - a. A complete list of resources exempt under Federal Law;
 - b. Determining real property as a home;
 - c. The method of establishing values on non-exempt resources.
 2. Document in Remarks (REMA) behind the Resource screens how income and resource values were established.
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INCOME DEDUCTIONS FOR CEAP.

WAC 388-436-0045

Effective June 11, 2008

WAC 388-436-0045 Income deductions for CEAP.

The following deductions are allowed when determining the CEAP assistance unit's net income:

1. A ninety dollar work expense from each member's earned income;
2. Actual payments made by a member with earned income for care of a member child up to the following maximums:

Hours Worked Per Month	Each Child Under Two Years	Each Child Two Years Or Older
0 - 40	\$ 50.00	\$ 43.75
41 - 80	100.00	87.50
81 - 120	150.00	131.25
121 or More	200.00	175.00

3. Verified expenses for members of the assistance unit during the current month as follows:
 - a. Medical bills;
 - b. Child care paid in an emergency in order to avoid abuse;
 - c. Dental care to relieve pain; or
 - d. Costs incurred in obtaining employment.
 - e. For Disaster CEAP, disaster-related expenses and/or losses suffered as a result of the disaster if the expense and/or loss is not anticipated to be reimbursed during the month of

application.

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DETERMINING FINANCIAL NEED AND BENEFIT AMOUNT FOR CEAP.

WAC 388-436-0050

Effective July 25, 2009

WAC 388-436-0050 Determining financial need and benefit amount for CEAP.

1. To be eligible for CEAP assistance, the assistance unit's nonexcluded income, minus allowable deductions, must be less than ninety percent of the TANF payment standard for households with shelter costs. The net income limit for CEAP assistance units is:

Recipients CEAP AU	Net Income Cutoff
1	\$ 323
2	407
3	505
4	594
5	685
6	779
7	900
8 or more	996

2. The assistance unit's allowable amount of need is the lesser of:
 - a. The TANF payment standard, based on assistance unit size, for households with shelter costs as specified under [WAC 388-478-0020](#); or
 - b. The assistance unit's actual emergent need, not to exceed maximum allowable amounts, for the following items:

Maximum allowable amount by assistance unit size:

Need Item	1	2	3	4	5	6	7	8 or more
Food	\$217	\$276	\$341	\$402	\$463	\$526	\$600	\$664
Shelter	265	334	416	490	564	639	740	818
Clothing	31	39	48	57	65	75	85	96

Minor Medical	184	234	290	341	393	444	516	570
Utilities	89	113	140	164	189	216	250	276
Household maintenance	65	83	103	121	140	159	183	202
Job related transportation	359	453	562	661	762	866	1000	1107
Child related transportation	359	453	562	661	762	866	1000	1107

3. The assistance unit's CEAP payment is determined by computing the difference between the allowable amount of need, as determined under subsection (2) of this section, and the total of:
 - a. The assistance unit's net income, as determined under subsection (1) of this section;
 - b. Cash on hand, if not already counted as income; and
 - c. The value of other nonexcluded resources available to the assistance unit.
4. The assistance unit is not eligible for CEAP if the amount of income and resources, as determined in subsection (3) of this section, is equal to or exceeds its allowable amount of need.

This is a reprint of the official rule as published by the [Office of the Code Reviser](#). If there are previous versions of this rule, they can be found using the [Legislative Search page](#).

CLARIFYING INFORMATION

The amounts requested in each category can't exceed the maximum limit allowed. Excess amounts from one category can't be carried over to another category that is below the maximum.

EXAMPLE

A CEAP assistance unit of 3 persons verifies a need of \$500 for rent, and \$60 in utilities. Net income and resources equal \$100.

	Need	Maximum (3 persons)	Allowed
Rent	\$500	\$416	\$416
Utilities	\$ 60	\$140	\$ 60
		\$476	Total needed or allowed
		\$562	Payment standard for 3
		\$476	The lesser of the two above
		<u>-100</u>	minus available income and resources

\$376

CEAP payment

WORKER RESPONSIBILITIES

1. Explain that they may choose to receive the CEAP funds directly or have them sent to a vendor on their behalf.
 2. If the client does not have an EBT account, then an account must be opened.
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ACES PROCEDURES

See [Consolidated Emergency Assistance Program \(CEAP\)](#)

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