



**State of Florida
Department of Children and Families**

Jeb Bush
Governor

Lucy D. Hadi
Secretary

MEMORANDUM

DATE: September 28, 2005 **TRANSMITTAL NO.:** P-05-09-0029

TO: Economic Self Sufficiency Zone Program Offices
Economic Self Sufficiency District Operations Managers

FROM: Jennifer Lange, Chief, Program Policy (**Signature on File**)

Kara Jenkins, Chief, FLORIDA Operations (**Signature on File**)

SUBJECT: Emergency Cash Assistance Program for Evacuees (ECA)

This memorandum is to notify staff of a new emergency cash assistance program for evacuees from Louisiana, Mississippi, and Alabama due to Hurricane Katrina, and to provide instructions for implementation.

Background:

The federal government has authorized additional TANF funds that may be used by states to support families affected by Hurricane Katrina by providing non-recurrent short-term TANF assistance. The funds are available to assist families that left their home states and are now living in other states, regardless of their intent to remain. Florida has opted to implement the Emergency Cash Assistance Program for Evacuees (ECA) to provide a one time cash payment equal to four months of TCA at the maximum payment level for the household size, to eligible families.

Household Eligibility Requirements for ECA:

- Must have left Louisiana, Mississippi, or Alabama (any county or parish) as a result of Hurricane Katrina and be in Florida. (See attached charts)
- Must contain a child(ren) under age 18 (or under age 19 if a full time student in high school or its equivalent) living with a parent(s) or caretaker relative. Follow normal TCA standard filing unit and relationship policy with the following exceptions.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery

- An 18 year old child who was attending high school or an equivalent school prior to the hurricane or is enrolling in school in Florida is considered to meet the student criteria.
 - Pregnant women who have no other children and who are in their third trimester, can qualify as a family of one without medical verification of their inability to work.
 - Count only the needs of the family members who evacuated to Florida.
 - Children who were evacuated without their parent/caretaker and are now living with a non-evacuee relative caretaker can qualify as a child only ECA case. If non-evacuee relative caretakers also request assistance for themselves and have no other children through which they can derive eligibility, process as a regular TCA case.
- Must have **available** income equal to or less than 200% of the federal poverty level for their household size,
 - Must have **available** countable assets equal to or less than \$2,000,

Note: Only income and assets available to the family at the time of application should be considered when determining eligibility. If the family's income or assets exceed the applicable limit in the month of application, but are reduced below those levels by the following month, deny ECA for the month of application and approve for the following month.

- Must meet the technical federal requirements of citizenship/alien status and non-fleeing felon status. However there are no work registration/participation or child support cooperation requirements. TCA school attendance, school conference and immunization requirements do not apply.
- Can not be concurrently receiving TANF cash assistance in any state.
- Can not receive regular TCA for four consecutive months beginning with the month of receipt of the ECA payment.
- Can not receive ECA more than one time.
- Months of receipt of ECA do not count towards the 48 month limit on TCA receipt.
- Must apply for ECA benefits by August 1, 2006.

Eligibility Verification Requirements:

- Verification of a family's evacuee status should be obtained when available. Examples include:

- driver's license from one of the affected states,
 - documents or collateral contacts with the Red Cross, other relief agencies, or other individuals who can attest to the household's evacuee status,
 - FAIR information, or
 - household's statement as a last option, when staff have made reasonable efforts to obtain verification.
- The applicant's statement regarding citizenship/non-citizenship status, non-fleeing felon status, available income and assets is acceptable as a last option, if staff have made reasonable efforts to obtain verification.
 - Applications should be referred to Access Integrity staff for review using normal screening policies and procedures.
 - Verification of TANF status in another state is required.
 - If the family claims non-receipt of TANF in another state, try to verify this with the home state. If that contact is unsuccessful, accept client statement as verification and record the attempted verification on CLRC.
 - If the family claims receipt of TANF in another state, has access to the funds, and indicates they plan to continue receiving TANF in the other state, deny the ECA.
 - If the family is receiving TANF in another state, but would like their case in the other state closed so they can receive ECA in Florida, contact the other state and request case closure. If that contact is unsuccessful, record the attempt on CLRC and send an e-mail message to the other state requesting closure by the next month. Approve ECA for the following month.
 - If the family is receiving TANF in another state, but does not have access to the funds, contact the other state to verify, advise of request for assistance in Florida and request case closure. Approve ECA for the month of application, if benefits are determined to be unavailable.

TANF Receipt Inquiry Contacts:

Alabama- Phone: (334) 242-1773 or (334) 242-1950
E-mail: fad@dhr.state.al.us

Mississippi- Phone: 1-800-948-4060 or (601) 359-4810
E-mail: leden@mdhs.state.ms.us

Louisiana- Phone: (225) 342-2342
E-mail: ofswebmaster@dss.state.la.us

Payments to Eligible Recipients:

Eligible household will receive a one-time cash assistance payment equal to four months of TCA at the maximum payment level for their household size, with a tier one shelter standard. (Chart attached.) Example: A three person household will receive a payment of \$1,212.00 ($\$303 \times 4 = \$1,212$).

Treatment of the ECA Payment:

Since this is a one-time TANF emergency assistance payment it will be treated as an excluded disaster payment. This means the payment will be excluded as income for the Food Stamp and Medicaid Programs and will not count as a TCA time limited month for any future TCA receipt.

Application Procedures:

Encourage families to apply using the web based application, but make the paper Access FLORIDA Application (DCF ES form 2337) available as necessary. When using the paper application, ask the applicant to complete the attached special questionnaire (Supplement To The Application For Assistance) to identify themselves as evacuees.

An interview is required to determine the eligibility of these evacuee households. The face-to-face interview may be waived in hardship situations, including transportation difficulties associated with energy conservation efforts and fuel shortages.

FLORIDA Instructions:

Identification of Evacuee Status:

Identify each individual evacuee using two new fields that have been added to the "AIIIC" screen. These fields capture the state and county that the individual lived in at the time of the disaster.

- In the "EMGNCY ST" field enter the state code that the individual lived in during the time of the disaster. This information is on the "TEMR" table.
- In the "EMGNCY CNT" field enter the county code that the individual lived in during the time of the disaster. This information is on the "TEMR" table.
Note: These codes are for identification purposes only.
- **Staff no longer needs to use the Red Flag codes on the FLORIDA screen, AIIA.**

Benefit Authorization:

When FLORIDA builds an ADCR, I, or U assistance group, whether as a pass or fail,

- Review issuance history to determine if an ECA payment has previously been made to this household. If no prior ECA payment has been made,
- Manually determine the household's eligibility using the ECA criteria and the income limit of 200% of the federal poverty level.
- Use work program exemption code 46 for each adult evacuee on the AGPI screen.
- FIAT the cash benefit using code 107 (Hurricane Katrina Evacuee).
The FIAT amount for this code cannot exceed \$3,000.
 - Should the ECA payment exceed \$3,000, an auxiliary using reason code 954 (Supplemental Benefits - Hurricane Katrina Evacuees) will need to be completed for the additional amount (this code can not exceed \$999).
- Approve on AWAA using reason code 025 (Approved for Emergency Cash Assistance for Hurricane Katrina Evacuee).
- Deny on-going cash benefits using reason code 285 (Katrina Evacuee).
- If the applicant is also requesting food stamp benefits, re-run AABC and say "NO" to "Wish To Apply" for cash on AGPY so that cash benefits will not be included in the food stamp budget.
- Authorize food stamp and Medicaid benefits as appropriate.

Reapplication:

If a family applies for TCA prior to the fifth month following receipt of their ECA payment, deny using code 284 (Already Received Assistance as a Hurricane Katrina Evacuee). If a family applies for TCA more than four months after their receipt of ECA, follow standard TCA policy in processing the application.

If there are any questions or additional information needed, please contact Gary D. Scott at SUNCOM 293-7427 or (850) 413-7427 for policy issues. For Web application issues please contact Florence Love at SUNCOM 284-6790 or (850) 413-6790. For FLORIDA system issues contact Victoria Ellis at SUNCOM 291-2275 or (850) 921-2275.

cc: Chief Information Officer, DCF Information Systems (Brock)
FLORIDA Operations (Poirier, Anderson)
FLORIDA Help Desk (Kenyon)
Program Policy (Lewis, Schilling, Grignon)
Program Integrity (Ransdell, Bowman)
Quality Control (Pearce)
Appeals Hearings (Pritchard)
Florida Legal Services (Huddleston)
Office of General Counsel (Minnis)
Data Analysis (Hudgens)
AWI (Malone, Mott, Scott)
Department of Revenue (Mohnen)

Emergency Cash Assistance (ECA) Income Limits and Payment Amounts

Family Size	Maximum Available Income limit 200% FPL	ECA Payment Amount
1	1,595	\$720
2	2,139	\$964
3	2,682	\$1,212
4	3,225	\$1,456
5	3,769	\$1,704
6	4,312	\$1,948
7	4,855	\$2,196
8	5,399	\$2,440
9	5,942	\$2,684
10	6,485	\$2,932
11	7,029	\$3,180
12	7,572	\$3,428
13	8,115	\$3,676
14	8,659	\$3,924
15	9,202	\$4,172
16	9,745	\$4,420
17	10,289	\$4,668
18	10,832	\$4,916
19	11,375	\$5,164
20	11,919	\$5,412
21	12,462	\$5,660
22	13,005	\$5,908
23	13,549	\$6,156
24	14,092	\$6,404
Add. Person	+544	+248

**HURRICANE KATRINA
EMERGENCY ASSISTANCE PROGRAM FOR EVACUEES
SUPPLEMENT TO THE APPLICATION FOR ASSISTANCE**

Florida is providing emergency assistance to people who left Louisiana, Mississippi and Alabama as a result of Hurricane Katrina. If you wish to apply for this help, please answer the following questions and submit this form with your application for assistance.

Applicant name

First

Middle

Last

Did you or someone you are applying for leave Louisiana, Mississippi or Alabama as a result of Hurricane Katrina? Yes No

If Yes, which state did you or they live in? Louisiana Mississippi Alabama

Which county or parish in that state did you or they live in? (see list on back of this form) _____

Are you or someone you are applying for currently receiving public assistance benefits in another state? Yes No

If Yes, what state? Louisiana Mississippi Alabama Other _____
Name of State

If public assistance is being received, check each benefit that you or they receive

cash food stamps Medicaid
 Other Name or type of benefit _____

If you or they are receiving public assistance, are you or they able to access and use those benefits? Yes No

I understand the questions on this document and the penalties for hiding or giving false information (see Application for Assistance). I certify, under penalty of perjury, that the information I have given is correct and complete to the best of my knowledge. I also authorize the release of any information necessary to determine the correctness of my eligibility.

Applicant or Designated Representative:

Signature _____ **Date** _____

Witness
(if signed with an X) _____ **Date** _____

Back of form

Alabama		Louisiana		Mississippi	
Autauga	Houston	Acadia	LaSalle	Adams	Leflore
Baldwin	Jackson	Allen	Lincoln	Alcorn	Lincoln
Barbour	Jefferson	Ascension	Livingston	Amite	Lowndes
Bibb	Lamar	Assumption	Madison	Attala	Madison
Blount	Lauderdale	Avoyelles	Morehouse	Benton	Marion
Bullock	Lawrence	Beauregard	Natchitoches	Bolivar	Marshall
Butler	Lee	Bienville	Orleans	Calhoun	Monroe
Calhoun	Limestone	Bossier	Ouachita	Carroll	Montgomery
Chambers	Lowndes	Caddo	Plaquemines	Chickasaw	Neshoba
Cherokee	Macon	Calcasieu	Pointe Coupee	Choctaw	Newton
Chilton	Madison	Caldwell	Rapides	Claiborne	Noxubee
Choctaw	Marengo	Cameron	Red River	Clarke	Oktibbeha
Clarke	Marion	Catahoula	Richland	Clay	Panola
Clay	Marshall	Claiborne	Sabine	Coahoma	Pearl River
Cleburne	Mobile	Concordia	St. Bernard	Copiah	Perry
Coffee	Monroe	Desoto	St. Charles	Covington	Pike
Colbert	Montgomery	East Baton Rouge	St. Helena	De Soto	Pontotoc
Conecuh	Morgan	East Carroll	St. James	Forrest	Prentiss
Coosa	Perry	East Feliciana	St. John	Franklin	Quitman
Covington	Pickens	Evangeline	St. Martin	George	Rankin
Crenshaw	Pike	Franklin	St. Mary	Greene	Scott
Cullman	Randolph	Grant	St. Tammany	Grenada	Sharkey
Dale	Russell	Iberia	Tangipahoa	Hancock	Simpson
Dallas	Shelby	Iberville	Terrebonne	Harrison	Smith
DeKalb	St. Clair	Jackson	Vermilion	Hinds	Stone
Elmore	Sumter	Jefferson	Washington	Holmes	Sunflower
Escambia	Talladega	Jefferson Davis	West Baton Rouge	Humphreys	Tallahatchie
Etowah	Tallapoosa	Lafayette	West Feliciana	Issaquena	Tate
Fayette	Tuscaloosa	Lafourche		Itawamba	Tippah
Franklin	Walker			Jackson	Tishomingo
Geneva	Washington			Jasper	Tunica
Greene	Wilcox			Jefferson	Union
Hale	Winston			Jefferson Davis	Walthall
Henry				Jones	Warren
				Kemper	Washington
				Lafayette	Wayne
				Lamar	Webster
				Lauderdale	Wilkinson
				Lawrence	Winston
				Leake	Yalobusha
				Lee	Yazoo

Alabama							
County	All 3 Programs	TCA and FS	TCA Only	County	All 3 Programs	TCA and FS	TCA Only
Autauga			✓	Houston			✓
Baldwin	✓			Jackson			✓
Barbour			✓	Jefferson		✓	
Bibb		✓		Lamar		✓	
Blount			✓	Lauderdale		✓	
Bullock			✓	Lawrence			✓
Butler			✓	Lee			✓
Calhoun			✓	Limestone			✓
Chambers			✓	Lowndes			✓
Cherokee			✓	Macon			✓
Chilton			✓	Madison			✓
Choctaw	✓			Marengo		✓	
Clarke	✓			Marion		✓	
Clay			✓	Marshall			✓
Cleburne			✓	Mobile	✓		
Coffee			✓	Monroe		✓	
Colbert		✓		Montgomery			✓
Conecuh			✓	Morgan			✓
Coosa			✓	Perry		✓	
Covington			✓	Pickens	✓		
Crenshaw			✓	Pike			✓
Cullman		✓		Randolph			✓
Dale			✓	Russell			✓
Dallas			✓	Shelby			✓
DeKalb			✓	St. Clair			✓
Elmore			✓	Sumter	✓		
Escambia			✓	Talladega			✓
Etowah			✓	Tallapoosa			✓
Fayette			✓	Tuscaloosa	✓		
Franklin			✓	Walker			✓
Geneva			✓	Washington	✓		
Greene	✓			Wilcox		✓	
Hale	✓			Winston		✓	
Henry			✓				

Louisiana

County	All 3 Programs	TCA and FS	TCA Only	County	All 3 Programs	TCA and FS	TCA Only
Acadia	✓			Madison		✓	
Allen		✓		Morehouse		✓	
Ascension	✓			Natchitoches		✓	
Assumption	✓			Orleans	✓		
Avoyelles		✓		Ouachita		✓	
Beauregard		✓		Plaquemines	✓		
Bienville		✓		Pointe Coupee	✓		
Bossier		✓		Rapides		✓	
Caddo		✓		Red River		✓	
Calcasieu	✓			Richland		✓	
Caldwell		✓		Sabine		✓	
Cameron	✓			St. Bernard	✓		
Catahoula		✓		St. Charles	✓		
Claiborne		✓		St. Helena	✓		
Concordia		✓		St. James	✓		
Desoto		✓		St. John	✓		
East Baton Rouge	✓			St. Landry		✓	
East Carroll		✓		St. Martin	✓		
East Feliciana	✓			St. Mary	✓		
Evangeline		✓		St. Tammany	✓		
Franklin		✓		Tangipahoa	✓		
Grant		✓		Tensas		✓	
Iberia	✓			Terrebonne	✓		
Iberville	✓			Union		✓	
Jackson		✓		Vermilion	✓		
Jefferson	✓			Vernon		✓	
Jefferson Davis	✓			Washington	✓		
Lafayette	✓			Webster		✓	
Lafourche	✓			West Baton Rouge	✓		
LaSalle		✓		West Carroll		✓	
Lincoln		✓		West Feliciana	✓		
Livingston	✓			Winn		✓	

Mississippi

County	All 3 Programs	TCA and FS	TCA Only	County	All 3 Programs	TCA and FS	TCA Only
Adams	✓			Leflore		✓	
Alcorn		✓		Lincoln	✓		
Amite	✓			Lowndes	✓		
Attala	✓			Madison	✓		
Benton		✓		Marion	✓		
Bolivar		✓		Marshall		✓	
Calhoun		✓		Monroe		✓	
Carroll		✓		Montgomery		✓	
Chickasaw		✓		Neshoba	✓		
Choctaw	✓			Newton	✓		
Claiborne	✓			Noxubee	✓		
Clarke	✓			Oktibbeha	✓		
Clay		✓		Panola		✓	
Coahoma		✓		Pearl River	✓		
Copiah	✓			Perry	✓		
Covington	✓			Pike	✓		
De Soto		✓		Pontotoc		✓	
Forrest	✓			Prentiss		✓	
Franklin	✓			Quitman		✓	
George	✓			Rankin	✓		
Greene	✓			Scott	✓		
Grenada		✓		Sharkey		✓	
Hancock	✓			Simpson	✓		
Harrison	✓			Smith	✓		
Hinds	✓			Stone	✓		
Holmes		✓		Sunflower		✓	
Humphreys		✓		Tallahatchie		✓	
Issaquena		✓		Tate		✓	
Itawamba		✓		Tippah		✓	
Jackson	✓			Tishomingo		✓	
Jasper	✓			Tunica		✓	
Jefferson	✓			Union		✓	
Jefferson Davis	✓			Walthall	✓		
Jones	✓			Warren	✓		
Kemper	✓			Washington		✓	
Lafayette		✓		Wayne	✓		
Lamar	✓			Webster		✓	
Lauderdale	✓			Wilkinson	✓		
Lawrence	✓			Winston	✓		
Leake	✓			Yalobusha		✓	
Lee		✓		Yazoo	✓		