# PURPOSE | OVERVIEW | POLICY | REQUIRED FORMS HYPERLINKS | REQUIRED ACTION

Emergency Assistance/ Number: 45-202.521
Emergency Shelter Care

Date: 12/1/2008

#### PURPOSE

The purpose of this policy is to provide guidelines on how to process an Emergency Assistance/Emergency Shelter Care (EA/ESC) referral for a child placed with relative or Non-Relative Extended Family Member (NREFM) prior to home approval.

#### **APPROVED**

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. Signature on file.

## **OVERVIEW**

Emergency Assistance (EA) is a federally-funded program under the Temporary Assistance to Needy Families (TANF) Block Grant where federal financial participation (FFP) is available to provide short term assistance and/or services to children/families in an emergency who are at risk of abuse, neglect, abandonment, or exploitation and meet certain specified criteria. The EA/ESC is a component of the EA program and can be used to fund a relative or NREFM placement prior to home approval for providing emergency shelter care to a foster child for up to 30 days in a qualifying episode within a 12 consecutive month period.

## **POLICY**

Foster Care Eligibility staff is required to expeditiously process an EA/ESC referral (form 815B) upon receipt regardless if case determination is made or not. This is to provide immediate financial assistance to the relative or NREFM caretaker while the Foster Care case status remains pending. The EA/ESC funding may be used to pay relative or NREFM prior to the detention hearing and home approval for up to 30 days from the date the EA 1 application is signed by the parent or Senior Social Worker (SSW). This date is the same as the "Positive" date in the Folder Tracking System (FTS). If the child remains placed with a relative or NREFM beyond 30 days and the home is still not approved, county funds will be used to pay for the placement. Eligibility staff must verify that there is an active EA case in the FTS prior to authorizing EA/ESC payment using the basic Foster Care rates that are based on the child's age and county of residency.

As a reminder, relatives cannot receive ongoing EA (5K) funding where NREFM placements can. Therefore, if Federal Aid to Families with Dependent Children-Foster Care (AFDC-FC) can be approved prior to EA/ESC payment, Federal AFDC-FC should be used for any days that the child is eligible for.

**Example:** FTS approval date is August 4<sup>th</sup>. Detention hearing date is August 5<sup>th</sup>. ET received the 815B on August 9<sup>th</sup> indicating that the child was placed with a relative on August 3<sup>rd</sup>. Home approval is pending. In this example, Eligibility staff will pay EA/ESC from August 4<sup>th</sup> through September 2<sup>nd</sup> (30 days).

# REQUIRED FORMS HYPERLINKS

Form Name

Relative/NREFM Placement Assessment - Emergency
Placement Approval

Non-System Determined Issuance

Form Number
F063-04-815B
F063-04-815B

## **PROCEDURE**

# **REQUIRED ACTION**

The following actions must be completed when processing an EA/ESC referral (form 815B).

Step Required Action

 When the EA/ESC referral (form 815B) is received, reviews the form to ensure that the checkbox which indicates the home has been verified as meeting the health and safety standards required for an emergency relative/NREFM placement is marked.

**Note:** When this checkbox is marked, it is an indication that the assessing SSW has completed the following clearances for all adults in the home as well as any adults outside of the home who will have significant contact with the child:

- CWS/CMS
- CACI
- CLETS
- Live Scan (completed within 10 calendar days of the CLETS clearance)
- DMV
- Megan's Law Sex Offender Database
- · Out-of-State Child Abuse Records

**Note:** Out-of-state child abuse record clearances must be completed for all adults residing in the home who have resided in another state in the preceding five years per Adam Walsh Child Protection and Safety Act of 2006.

- 1. Verifies that there is an active EA tracking case in FTS.
- 1. If there is an active EA tracking case in FTS, enters all relevant information in CalWIN as a placement.
- Issues EA/ESC payment via Non System Determined Issuance (NSDI) using basic Foster Care rates that are based on the child's age and county of residency.
- 1. Ensures that the prorated payment amounts and aid type A4 in CalWIN are correct.
- 1. Ensures that the child's Medi-Cal aid type 45 is on MEDS.
- If there's no active EA tracking case in FTS, contacts the EA assignment clerk to find out if an EA application has been received and/or assigned to an EA ET.
- Follows-up with the assigned EA ET on the status of the application. Once it has been processed and approved in FTS, completes steps 2 through 4.
- If the EA application is denied, EA/ESC funds may not be used to pay for the placement. Other funding sources will need to be evaluated.