



# Applications

## Formal Diversion Programs

## Emergency Assistance

### Louisiana

#### Applications

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**Filing and Processing Applications**  
**Pre-Application Requirements**  
**Pending Application Requirements**  
**Personal Responsibility Contracts**  
**Employability Plans**

**Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in policy manual. Right may also be protected by regulation.

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Food Stamps  
Medicaid

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 days.

The agency is required to issue a written decision on applications.

**Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state does not impose requirements (other than verification of information concerning eligibility) that a family must meet in order for its cash assistance application to be processed and approved.

**Personal  
Responsibility  
Contracts**

Applicants and recipients are not required to sign a personal responsibility contract.

**Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

TANF eligibility worker at the TANF office

The following people must sign an employability plan:

Head of household

Both parents in "two-parent" families

The following applicants and recipients are exempt from developing and/or signing an employability plan:

Individual exempt from work requirements

Individual who is subject to work requirements but is not chosen for FINDWORK participation due to funding limitations

Employability plans include a state or county agreement to provide services, and the services are listed.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements.

## **Formal Diversion Programs**

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The state does not operate a formal cash diversion program.

## **Emergency Assistance**

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The state does not have an emergency assistance program.

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*