



# Applications

## Formal Diversion Programs

## Emergency Assistance

### Missouri

#### Applications

---

**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 statute

Right provided for in regulation

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

The statewide application is a joint application for:

Food Stamps

Medicaid

State "general assistance"

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 imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

- Conduct job search
- Conduct a child care search if applicant is not available for work due to lack of child care

The following applicants are exempt from pending application requirements:

- Adult exempt from work requirements

## **Personal Responsibility Contracts**

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:  
After eligibility is determined

The personal responsibility contract is:

- The product of individualized assessment or worker discretion

The contract identifies specific employment activities.

The following people must sign the contract:

- Head of household
- Both parents in "two-parent" families

The following applicants and recipients are exempt from developing and signing a contract:

- Individuals who are exempt from work requirements

The following obligations can be included in the contract:

- Agreement to participate in work activities
- Participation in specific work activities
- Minor parent school attendance requirements
- Participation in life skills or parenting classes
- Agreement to reach self-sufficiency within a set period of time

The contract includes a state or county agreement to provide services, and lists the services.

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

### **Employability Plans**

Applicants and recipients are not required to sign an employability plan, i.e. a plan that covers only work requirements.

## **Formal Diversion Programs**

---

The state does not operate a formal cash diversion program.

## **Emergency Assistance**

---

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.*