



# Applications

## Formal Diversion Programs

## Emergency Assistance

### Oregon

#### Applications

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**Filing and Processing Applications**  
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#### **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  
Child care  
Emergency Assistance

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 45 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:

- Attend orientation session

- Agree to cooperate with child support enforcement

- Cooperate with child support activity:

- Assessment Program (AP): All applicants except two-parent families in Pay After Performance are assessed for employability and given an Employment Development Plan with assigned activities within 15 days of applying. For up to 30 days they must participate in AP and are not eligible for an ADC cash grant. Caseworkers have discretion to exempt applicants from AP for circumstances such as domestic violence. Also at caseworker discretion, payments may be made during AP to meet a family's basic living expenses and support participation in assigned activities.

## **Personal Responsibility Contracts**

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

Applicants must sign a personal responsibility contract:

- While the application is pending

The personal responsibility contract is:

- A standard form listing obligations

The following people must sign the contract:

- Head of household

- Both parents in "two-parent" families

- Non-parent caretaker not receiving assistance

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

- No exemptions specified

The following obligations can be included in the contract:

- Agreement to participate in work activities

- Cooperation with child support enforcement

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

The sanction for refusing to sign a contract is:

- Denial of application or termination of grant

The sanction lasts until compliance.

## **Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, while the application is pending.

An individual develops an employability plan with:

- TANF eligibility worker at the TANF office
- Another worker at the TANF office
- A worker at an office separate from the TANF office:
  - A "community partner"

The following people must sign an employability plan:

- Head of household
- Both parents in "two-parent" families
- Minor parent who is not head of household
- Non-parent caretaker not receiving assistance

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

- Individual exempt from work requirements

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 provide emergency assistance to families that are receiving TANF cash assistance.

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Food; transportation to former state of residence; shelter needs; medical needs

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*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.*