



Applications

Formal Diversion Programs

Emergency Assistance

Washington

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
Emergency Assistance
State "general assistance"
State medical assistance
Drug and alcohol treatment; nursing care

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/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:

Individual with a child under 12 months
Non-parent caretaker not receiving assistance

The following obligations can be included in the contract:

Agreement to participate in work activities
Participation in specific work activities
Child school attendance requirements
Minor parent school attendance requirements
Participation in life skills or parenting classes
Drug or alcohol provisions
Reminder of lifetime limit of 60 months

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 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
- Minor parent who is not head of household
- Dependent child age 16 or 17

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

- Individual with a child under age 12 months
- Non-parent caretaker not receiving assistance

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

The state operates a formal diversion program.

Current cash assistance recipients may not participate in the diversion program.

The maximum cash payment is \$1500.

The size of a diversion payment is calculated on a case-by-case basis up to the maximum.

The income and asset limits used to determine diversion program eligibility are the same as those applied to applicants for ongoing cash assistance.

Eligibility for a cash diversion payment is decided based upon:

- Objective written criteria
- Caseworker discretion

A family that receives a diversion payment is ineligible for another diversion payment for 12 months.

If a family receives cash assistance during the period of ineligibility, the diversion cash payment is recouped as follows:

- Loan is collected by five percent per month cash grant reduction

A diversion payment does not count as using up any months of time-limited assistance.

When a family receives a diversion payment, its child support rights are not assigned to the state.

Families that receive diversion payments are eligible to receive:

- Child care services

- Case management services:

 - Case manager makes referrals to state, federal and community services.

- Employment services:

 - Provided through Employment Security Department

Emergency Assistance

The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention

- Prevent utility shutoff or restore service

- Emergency housing assistance

- Temporary shelter for homeless families

- Food; repair malfunction in heat, water or electricity source; secure housing and necessary clothing in the event of a natural disaster; minor medical; clothing; transportation to work or child care; household maintenance

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; minor medical; household maintenance including blankets and beds; clothing; transportation to employment or for minor child to get to child care

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

- Food; minor medical; household maintenance including blankets and beds; clothing; transportation to employment or for minor child to get to child care

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.