

# Franklin-Vance-Warren Opportunity, Inc.

## Community Services Block Grant

### Emergency Assistance Policy

For the purposes of this document, Franklin-Vance-Warren Opportunity, Inc. will be referred to as “the Agency” and individuals requesting assistance will be referred to as “the applicant(s).”

1. **Emergency Assistance Availability**

The Agency will only grant assistance through a program when funding is available through that respective program’s funding source(s). When funding is available, the Agency will accept applications for assistance according to a schedule determined by Agency management. The Agency reserves the right to adjust application schedules as necessary and/or deemed appropriate by Agency management. **No Emergency Assistance will be provided in an amount greater than \$300**, unless approved by the Chief Executive Officer of the Agency.

2. **Eligibility for Emergency Assistance**

The Agency may only grant assistance to households meeting the following guidelines. (For the purposes of this policy, a household includes all persons permanently residing in a single dwelling.)

- The household must be located within Franklin, Granville, Vance, or Warren counties
- Applications for assistance must be submitted in the name of the Head of Household
- Applicant must be elderly (62 years or older) or disabled
- Applicant must have a written program referral from another human service agency
- Applicant must complete a budget with Agency staff
- Eligible applicants must pay a portion of their respective bill before receiving any Emergency Assistance; applicants will have 3 business days from the date of their application’s approval to submit a receipt of this payment to the Agency
- Applicant must provide all documentation requested by the Agency in order to complete the application, prove eligibility, and/or provide assistance (i.e. verification of income, residence, etc. and/or respective bill)
- Each household is eligible for Emergency Assistance only **once** per calendar year
- Each household must meet the annual income guidelines below. Sources of income to be included are: wages from working, child support, disability income, SSI benefits, unemployment benefits, and Work First benefits.

Family Size	200%
1	\$21,660
2	\$29,140
3	\$36,620
4	\$44,100
5	\$51,580
6	\$59,060
7	\$66,540
8	\$74,020

For family units with more than 8 members, add \$3,740 for each additional member

- The Agency reserves the right to waive certain eligibility requirements as deemed appropriate by the Chief Executive Officer of the Agency

### 3. **Processing Emergency Assistance Applications and Payments**

The standard timeline for Emergency Assistance is 3 business days from the time the application is “Complete.” An application is not considered “Complete” unless and until all required documentation is received by the Agency. Applicants will have 3 business days from the time they submit their application to submit all required documentation. If an application is not “Complete” within 3 business days of the first submission, the application will be denied. The applicant must then re-apply in order to be considered for Emergency Assistance. Once an application is deemed “Complete” it may take up to 3 business days for Emergency Assistance to be issued. Applicants are encouraged to complete applications (with all necessary documentation) as soon as possible to ensure timely assistance.

### 4. **Verification Requirements**

Applicants will be required to submit verification of all household income, assets, living expenses, living situation (rent/own), number of permanent household members, and elderly/disabled status. Additional documentation may be required in order to verify need and/or provide assistance. Failure to provide required documentation will result in denial of assistance.

### 5. **Needs Covered Under Emergency Assistance**

The type of Emergency Assistance provided is limited to the following categories:

- Utilities (electricity, water, and natural gas for cooking & heating only)
  - Assistance may be granted to prevent disconnection of service or to establish a new service (deposit)
  - Account must be in the applicant’s name
  - Agency will not be responsible for any applicable late fees or service charges
- Rent
  - Assistance may be granted to prevent eviction (legal notice of eviction is required)
  - Eviction must follow terms of rental/lease agreement or, when there is not rental/lease agreement, tenant must be given 45 days before eviction takes place
  - Agency will not be responsible for late fees or court costs
  - Agency reserves the right to deny assistance when it is determined that the family income is not sufficient to afford payments beyond the period of the Emergency Assistance
- Mortgage
  - Assistance may be granted to prevent foreclosure
  - Mortgaged home must be owned and occupied by applicant
  - Applicant must be seeking a loan modification (i.e. lower payments or interest rate)
  - Property taxes will only be paid to prevent foreclosure or forfeiture
- Employment
  - Assistance may be granted to aid applicant in gaining or retaining employment
  - Employment is subject to verification
  - Assistance is limited to: pre-employment testing, uniforms, gas, and/or equipment necessary to perform the assigned job
- Education
  - Assistance may be granted to aid applicant in completion of professional certificate or job-related training program
  - Assistance may include: tuition, educational travel, training literature, and/or testing fees
  - Applicant must have applied for and been denied financial aid via FAFSA
  - Programs of study must be completed on or before 12/30/10
  - Applicant must possess a high school diploma or GED
  - Programs of study are subject to prior Agency approval
  - Assistance recipients must attend a minimum of 80% of classes

- Failure to complete or pass a program of study will result in ineligibility for additional educational assistance for a period of no less than one calendar year
- Food
  - Assistance amounts will be based on the verified number of people permanently residing within the household
  - Applicant must provide proof that the household has applied for Food Stamps and is waiting to receive assistance
  - Applicant must provide proof of loss of income (pay stubs, DSS letter, ESC verification, or termination of employment letter)
  - Assistance recipients will be accompanied to the store by Agency staff and only food purchases will be allowed
- Medical
  - Assistance will be granted to elderly and/or disabled applicants only
  - Applicant must prove hardship resulting in their inability to purchase their medication(s)