



Policy Name	County Crisis Funds
Policy Number	2.704
Origination Date	7/1/2003 (reviewed 9/22/08 & 12/9/09)
Board Approval Date	10/15/19
Policy Owner	Financial Services Supervisor
Responsible Personnel	Financial Services Staff
Regulatory Requirement	NA
Cross References	
Attachments	

Appendix Purpose

To delineate the policy components of the crisis fund as it applies to accessing resources for county-funded emergency assistance.

Procedure

A. Basic Eligibility Factors

- a. The household must meet one of the definitions below of family:
 - i. A minor child (under the age of 18 or is under the age of 19 and is a full-time student in a secondary school) or a group of minor children related to each other as siblings, half-siblings, step-siblings, or adopted siblings, along with their natural, step or adoptive parent(s) or other caregiver(s); or
 - ii. A pregnant woman who is not a minor and has no other eligible children and her spouse, if living with her; or
 - iii. A minor caregiver's parent(s) who has no other minor children; or
 - iv. A minor caregiver and child; or
 - v. A noncustodial parent of a minor child receiving assistance
- b. At least one member of the household must have resided in Minnesota for at least thirty days.
- c. At least one child or pregnant woman in the household must meet the MFIP citizenship requirements.
- d. At least one caregiver and one child must not have used the following in the past 18 months:
 - i. Emergency Assistance
 - ii. County Crisis Funds
 - iii. Emergency General Assistance
 - iv. Emergency Minnesota Supplemental Aid
- e. A household member's refusing or quitting employment or refusing training for employment without good cause must not have caused the emergency. Employment Services criteria will be used to evaluate good cause.
- f. The emergency must jeopardize a child's health or safety.
- g. The household must be in compliance with all Human Services and Employment Services requirements.

- h. The household's gross income must be at or below 200% Federal Poverty Guidelines (FPG) for a family of the applicable size at the time of application.
- i. The household must have paid 50% of net income toward basic needs in the past two months from month of application.
- j. Shelter and utility payment will be limited to the current and past two months and shall not exceed \$1,000.
- k. Priority will be given to families receiving DWP or MFIP, including Family Stabilization Services and families at risk of receiving MFIP or DWP.

B. Policy Components

- a. County Crisis Funds (CCF) are a capped county allocation. When the allocated funds are depleted, all future requests will be denied. There will be no waiting list.
- b. CCF (included with other available funds) must resolve the crisis, not postpone it.
- c. CCF will be approved for the most cost-effective solution to the emergency.
- d. CCF eligibility will be determined for the applicant's initial request(s) at the time of application and will not be available again until at least 18 months have passed from the month of application. Additional assistance will not be authorized once an application is approved.
- e. When a determination is made that the household's mismanagement of money caused the crisis, the County may require the assistance unit to cooperate with vendor, protective or two-party payments for an indefinite period of time. Money mismanagement is defined as:
 - i. Repeated inability to plan the use of income to meet necessary expenditures;
 - ii. Repeated observation that the recipient is not properly fed or clothed;
 - iii. Repeated failure to meet obligations for rent, utilities, food and other essentials;
 - iv. Evictions or a repeated incurrence of debts
- f. CCF are not available for a crisis resulting from fraud disqualification on the part of any household member.
- g. CCF will be issued by vendor payments only.

C. Definition of Basic Needs

- a. The household must be in an emergency situation in which it is without or will lose within thirty days after the date of application a basic need item which would threaten the household's health or safety. Basic needs are defined as:
 - i. Housing
 - 1. First month's rent
 - 2. Past due monthly rent (including lot rent)
 - 3. Note: CCF does not cover damage deposits, contract-for-deed, balloon or mortgage payments
 - ii. Utilities
 - 1. Utility deposits, reconnect fees and past due charges
 - 2. Heating fuel, including delivery and hook-up fees
 - 3. Water service
- b. To resolve the emergency the minimum amount will be issued.

- c. CCF can be used for moving expenses (utility hookups and deposits only) only if the move is due to denial of CCF to pay existing shelter costs, the household meets other CCF eligibility requirements and the county agency determines moving will resolve the emergency.
- d. CCF may be used if immediate action is needed to protect the life or health of a child and non-payment will result in out of home placement of a child.
- e. In addition to basic needs, there may be assistance with employment related expenses if referred to agency by an Employment Services provider is approved by a supervisor.

D. Determining Applicant's Portion of Payment

- a. Within the time necessary to resolve the crisis, all members of the household must be unable to resolve the emergency by combining:
 - i. Liquid assets or any other assets that can be liquidated; and
 - ii. Income they anticipate to receive; and
 - iii. Other funds the household is eligible to receive
- b. Exception: Assets and income the unit has or will have that they will need to cover their basic needs (rent, utilities and food) are not counted.

E. Documented Need for County Crisis Fund Payment

- a. The household must complete an Emergency Assistance Form and complete a face-to-face interview.
- b. The household must have experienced a documented, verifiable change in circumstances resulting in the crisis, including but not limited to:
 - i. An event which prevents a household member from obtaining or retaining employment.
 - ii. Health conditions impairing the ability to work
 - iii. Other unexpected occurrences
- c. The household must provide proof of identity, assets, income, work expenses and immigration status. The county may also request proof of children's age and relationship, if questionable.
- d. The household must provide documentation of their emergency by remitting an eviction notice, utility or water shut of notice. Eviction notices written by parties other than bona fide property managers will not be considered sufficient proof that a housing crisis exists.
- e. Documentation must be received within 30 days of the application or assistance will be denied.
- f. Appeal rights will be included on all notices and are on the Emergency Assistance Form.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

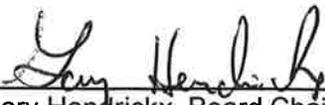
Signatures:



 Catherine Lee, Director

10-15-19

 Date

Board Approval: 
Gary Hendrickx, Board Chair

Date