

**Purpose and definitions on page two. Please review purpose before starting.**

Authorized by: \_\_\_\_\_

Date: 4/23/2004

*Signature*

To:	CAF Self-Sufficiency Program Staff		
Subject(s):	Closure of the Emergency Assistance (EA) Program Effective May 1, 2004		
Due date:	April 30, 2004	AR Number:	SS-AR-04-003

Action Required: Effective May 1, 2004, the Emergency Assistance (EA) program will no longer be funded. This change does not in any way affect the Temporary Assistance for Domestic Violence Survivors (TA-DVS) program.

DHS will not approve requests for EA after April 30, 2004. If clients apply for EA on or after May 1, 2004, they must be denied under rule 461-135-0301. DHS will file a temporary change to this rule, which will be effective May 1, 2004. Clients who applied for or were found eligible for EA benefits in April 2004 will no longer be eligible for EA benefits as of May 1 if an EA payment has not been made on or before April 30th, 2004. When that happens, use the same rule (461-135-0301) to deny payment. You will not be able to use pay reason 20 after April 30th, 2004. It is critical for staff to understand that once the EA program closes, no further payments will be allowed, either by revolving fund or by the special cash pay system. Staff will need to inform clients who have applied or were approved for EA benefits in April that EA payments must be made no later than April 30th, 2004.

We realize that the closure of the EA program will be hard for many of our clients. We regret having to take this action. The 2005 Legislature will decide whether the program will be funded in the future.

If you have any questions about the closure of the EA program, please contact Jeff Stell at (503) 945-6542. For questions concerning systems, please call Lisa Stegmann at (503) 378-2101 ext. 314.

Reason for Action:As listed above

Field/Stakeholder review:  Yes, reviewed by: \_\_\_\_\_  No

*If you have any questions about this action request, contact:*

Contact(s):	As listed above		
Phone:		Fax:	
E-mail:			

# Purpose and Definitions for Action Request (AR) Template

**Action Request:** Action requests are requests for action by a given deadline. They are time-sensitive, and should be read and processed upon receipt.

Examples of when an AR should be used include items like, complete management performance appraisals by 1/1/03. Submit information for federal report by 2/1/03. Form a review committee by 3/1/03. Review and comment on attached document by 4/1/03.

**If the Action Request purpose does not fit document criteria, refer to purpose on form DHS 0079 Policy Transmittal or DHS 0080 Information Memorandum for alternate formats.**

**Originating Cluster:** The name of the cluster that is sending out the action request (e.g., Children Adults and Families, Administrative Services, DHS Director's Office, etc.)

**Authorized by:** Depending on the content of the action request, this field may include one or more individuals' names (e.g., the Assistant Director of a Policy and Program Cluster and the Assistant Director of Community Human Services) or the name of a unit.

**Date:** The date you are sending out the action request.

**To:** A listing of the groups or individuals receiving the action request.

**Subject:** The title or subject of the action request.

**Due date:** The date the action must be completed.

**AR Number:** Units that have pre-existing numbering systems should continue to use them. If your unit does not have an established numbering system, use the release date (for example, if you are sending the action request out on December 11, 2002 mark the field 12-11-02).

**Action required:** A detailed description of the action you want the recipients to take.

**Reason for action:** Explanation or justification for actions.

**Field/stakeholder review:** If the action request was reviewed by the field or stakeholders, mark the yes box and list the name of the group(s) that reviewed it. If there was no review process, mark the no box.

**Contact Information:** These fields should contain the names of one or more individuals or the name of a unit that can answer questions about the action request. The individuals or unit's phone number, fax, and e-mail address should be listed.