

Agency Date Stamp:

**EMERGENCY ASSISTANCE APPLICATION**

Please read each item carefully before you answer. The answers you give will be used to decide if you are eligible for Emergency Assistance. If eligible, some of the answers you give will decide the amount of your Emergency Assistance payment.

Applicant Last Name		Applicant First Name	
Street Address		Telephone Number ( )	
City	County	State	Zip Code
Mailing Address if not the same as above: Street Address, PO Box			
City		State	Zip Code
Have you applied for Emergency Assistance before? If yes, when?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you provide the care and control of either your child or a relative's child in your home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this child(ren) stay in your care in the future?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**EMERGENCY**

Describe the emergency, what happened, when it happened, and where it happened:

Your emergency must meet one of the following categories: Impending Homelessness, Homelessness, Energy Crisis, Fire, Flood, or Natural Disaster. Check one box and fill out only that one section.

**IMPENDING HOMELESSNESS**

Do you have an eviction notice or a foreclosure notice?  
If yes, when did you receive it?  Yes  No

When did you first get behind in your rent or mortgage payment? What caused this?

Are you seeking a new home as a result of domestic abuse?  Yes  No

Are you seeking a new home because your rental housing is in foreclosure?  Yes  No

If yes, when must your family leave your current rental housing?

Current landlord/management company name and contact person

Current landlord/management company phone number

Current landlord/management company mailing address

**HOMELESSNESS**

Do you lack a fixed **and** regular nighttime place to live, or do you sleep in a place not meant for sleeping?  
If yes, how did you become homeless and when did it happen?  Yes  No

Do you plan to get a permanent place to live?  Yes  No

Are you now in a shelter for domestic abuse and seeking a new home as a result?  Yes  No

Has a building or housing inspector or public health official decided your home is uninhabitable?  
If yes, when did this happen? Do you have a housing inspection report?  Yes  No

**ENERGY CRISIS**

Does your family have an immediate threat to its health and safety from an Energy Crisis?  
If yes, what help has your family obtained already?  Yes  No

**FIRE**

**FLOOD**

**NATURAL DISASTER**

**FINANCIAL REQUEST**

What amount of Emergency Assistance (EA) funds are you requesting? \$ \_\_\_\_\_

**HOUSEHOLD MEMBERS**

Please list all persons in your household at the time of the emergency. List yourself on the first line.

The provision of your Social Security number (SSN) is mandatory under Wisconsin Statutes section 49.138. Your Social Security number will be used to verify information relating to your Emergency Assistance application. If you do not provide the SSNs for each adult in your household, your Application may be denied. You do not have to provide SSNs for children in your household.

Mark *Yes* or *No* to show if each person is a US Citizen or a Qualified Alien.

Name (list yourself first)	SSN	Birth Date	Citizen or Qualified Alien	Relationship
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Self</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**HOUSEHOLD FINANCIAL INFORMATION**

Please list all household income and assets.

In the **INCOME** section, list the amount of income in the "Amount" column. In the "Source" column, list where the income is from such as employment, unemployment, child support, or other government resource, etc. In the "Household Member" column, list who the income belongs to.

In the **ASSETS** section, list the name, value and source of each asset for all household members. For example, an asset could be a vehicle, boat or snowmobile, a retirement account, or a savings account. For each asset, list the name of the household member who owns the asset.

**INCOME**

Amount	Source	Household Member

**ASSETS**

Name	Value	Source	Owner

## SIGNATURES AND ASSURANCES

**Initial each line to indicate that you have read and understand these statements.**

- \_\_\_\_\_ I understand the questions and statements on this Application.
  
- \_\_\_\_\_ I certify that I am providing true information. I understand that if I do not tell the truth or do not provide true information, I may be fined up to \$10,000 or go to jail for up to nine months or both.
  
- \_\_\_\_\_ I agree to provide documents to prove my statements if it is requested and I understand that the W-2 agency may contact other persons or organizations to obtain the necessary proof of my eligibility and level of any payment.
  
- \_\_\_\_\_ I reside in and intend to continue residing in Wisconsin. Note: A migrant worker must reside in Wisconsin but does not have to intend to continue residence in Wisconsin.
  
- \_\_\_\_\_ All persons listed on this application are US citizens or qualified aliens.
  
- \_\_\_\_\_ I understand that if I do not agree with the agency's decision regarding my Emergency Assistance Application, I may request a Fact Finding Review by writing to or calling the W-2 agency that made the Application decision. I must do this within 45 calendar days of the decision date.
  
- \_\_\_\_\_ I authorize the agency to request and receive any information that is appropriate and necessary for the proper administration of the Emergency Assistance program. Sources of information may include, but are not limited to, the Internal Revenue Service, Social Security Administration, Unemployment Insurance Division, and the Department of Transportation. I also understand that any person, including any financial institution, credit reporting agency, employer, or educational institution is authorized to release this information, according to Wisconsin Statutes section 49.22(2m) and 49.138.

Applicant Signature	Date Signed
Authorized Representative Signature, if applicant is unable to sign	Date Signed
Agency Representative Signature	Date Signed

The Division of Family and Economic Security (DFES) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please call (608) 266-3400 or (866) 864-4585 TTY (Toll Free).

For civil rights questions call (608) 266-5335.

Bring documents and information regarding this page with you to the W-2 agency. The W-2 agency will complete this page.

**EA FINANCIAL WORKSHEET**

**\$516 for group of 2-4 persons, \$645 for group of 5 persons or \$110 per person for group of 6 or more persons for Impending Homelessness, Homelessness, Fire, Flood, or Natural Disaster or \$500 for the group (any number of persons) for Energy Crisis** (a) \$ \_\_\_\_\_

**Amount Requested by Applicant (FINANCIAL REQUEST from page 2)** (b) \$ \_\_\_\_\_

<b>Countable Income for the Household</b> (include income already used for paid expenses)	<b>Date Available:</b>	
Earned Income	_____	\$ _____
Any other income your household receives	_____	\$ _____
Anticipated insurance payment	_____	\$ _____
Community resources available	_____	\$ _____
Assets that can be liquidated within 31 days of this Application	_____	\$ _____

**Sum of Countable Income above** (c) \$ \_\_\_\_\_

<b>Expenses Resulting from the Emergency (not covered by other assistance programs or resources)</b>		
	<b>Paid</b>	<b>Unpaid</b>
Temporary Housing	\$ _____	\$ _____
Past Due Rent (due to a financial crisis)	\$ _____	\$ _____
Food	\$ _____	\$ _____
Utilities (heat or electricity)	\$ _____	\$ _____
Clothing	\$ _____	\$ _____
Home Repairs	\$ _____	\$ _____
Household Items or Appliances	\$ _____	\$ _____
1 <sup>st</sup> Month's Rent & Security Deposit	\$ _____	\$ _____
Medical expenses	\$ _____	\$ _____
Transportation needs	\$ _____	\$ _____

<b>Usual and Necessary Monthly Expenses (not covered by other assistance programs or resources)</b>		
Rent/Mortgage	\$ _____	\$ _____
Child Care	\$ _____	\$ _____
Food	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
Medical Care (not covered by insurance)	\$ _____	\$ _____
Other _____	\$ _____	\$ _____

**Subtotals of Paid and Unpaid Expenses** (d) \$ \_\_\_\_\_ (e) \$ \_\_\_\_\_

**Sum of Subtotal Expenses listed above (d plus e)** (f) \$ \_\_\_\_\_

**Available Income (c minus d)** (g) \$ \_\_\_\_\_

**Financial Need (e minus g)** (h) \$ \_\_\_\_\_

**EA Payment Amount = a, b, or h (whichever is less)** (i) \$ \_\_\_\_\_

## Instructions for the Emergency Assistance (EA) Application

**Overview:** You must apply for Emergency Assistance (EA) at the W-2 agency in the county where you live. If your family is homeless, you may apply for EA in the county where you are at this time, or you may apply for EA in the county where your family is moving to for a permanent place to live if that is in a different county. The W-2 agency will provide you with an EA Application.

The time frame for an EA Application is in the same month as when the emergency happens or in the next month.

Once you have completed the Application, the W-2 agency will process your request and issue any payments for which you qualify.

**Completing the EA Application:** You have the right to complete and sign the Application the same day as you request EA. The W-2 agency will determine whether you are eligible for EA. If you are eligible for EA, the W-2 agency usually will issue payment within five business days of the date you sign the Application.

To complete the EA Application, complete pages 1, 2, and 3 to the best of your ability. A W-2 agency staff person will complete page 4. Please review this page after it has been completed.

The W-2 agency will meet with you in-person. When you come to the W-2 agency, be sure to bring all documents that show relevant information for all Application items (including page 4) such as:

- Social Security Number (SSN) card;
- Pay stubs and other income documents;
- Layoff notice;
- Termination notice;
- Job quit notice (and reason for job quit);
- Receipts for medical expenses not covered by insurance;
- Receipts for vehicle repairs not covered by insurance and other transportation expenses;
- Receipts for any exceptional, unexpected and necessary expenses;
- Receipts for other expenses you report on the EA Application;
- Eviction notice;
- Mortgage foreclosure notice;
- Notice to vacate property; and
- Other relevant documents.

**Financial Eligibility:** The W-2 agency will add up your expenses and compare it to your income and assets in the month of your EA Application.

**Emergency Shelter:** EA funds can only be used to pay for temporary shelter in emergencies due to fire, flood or natural disaster. In these situations, EA can pay for temporary shelter and transportation to a shelter.

**Permanent Place to Live:** For fire, flood or natural disaster, EA funds can be used to pay for temporary shelter and a permanent place to live. For impending homelessness or homelessness, EA funds can be used to pay for a permanent place to live but not for temporary shelter. When EA funds can be used to pay for a permanent place to live, if there is any EA payment amount left over after establishing this permanent place to live, EA can pay for additional household needs typically incurred when establishing a home, for example furniture, household goods, etc.

**Signatures and Assurances (page 3 in the Application):** A W-2 agency staff person will read through each of these statements with you. This is to make sure you understand each statement and so that you have an opportunity to ask questions. You must initial each statement to show that you understand it.

Penalties for giving false information are defined in Wisconsin Statutes section 49.95. Penalties vary from forfeitures to felony charges of up to a \$10,000 fine or jail for up to nine months or both, depending on the false information.

**Fact Finding:** You have the right to use the Fact Finding process as a way to resolve disputes. You may request a Fact Finding if (1) the agency does not take action on the EA Application within a reasonable amount of time, or (2) the EA Application amount is not funded in part or whole, or (3) you believe the payment amount was not calculated correctly. The Fact Finding request must be made within 45 days of the agency action that is in dispute.