

EMERGENCY ASSISTANCE SERVICES (EAS) INSTRUCTIONS

PURPOSE:

The CS-EAS-1 will function as the Emergency Assistance Services (EAS) program application and eligibility determination document.

NUMBER OF COPIES AND DISTRIBUTION:

This form will be filed in the family's case record, or in the child's case record, if the child is in Alternative Care.

INSTRUCTIONS FOR COMPLETION:

I. EMERGENCY ASSISTANCE SERVICES REQUEST

At the time the decision has been made to deliver any purchased services to any family or child in Alternative Care who is determined eligible for EAS (via a CA/N report, referral, safekeeping, etc.), Section I of the CS-EAS-1 will be signed by:

1. The parent(s), grandparent(s), adoptive parent(s), stepparent(s), a sibling, an aunt, an uncle, or a cousin of the child with whom the child has lived within the previous six months, or
2. The Children's Services Worker in any case where the child is being or has been placed in Alternative Care.

II. EMERGENCY ASSISTANCE SERVICES ELIGIBILITY

Immediately upon the client signing the CS-EAS-1, the Children's Services Worker will complete Section II of the CS-EAS-1. The appropriate boxes will be checked by the worker based on their knowledge of the family or child in question. The worker should consult with the family, Family Support Division staff, and other Division automated systems, if necessary, to complete this procedure.

The Children's Services Worker will then sign and date the CS-EAS-1 at the bottom of Section II. The worker will also enter a specific Service Authorization Start Date on the CS-EAS-1. This date will initiate the clients 365 day EAS eligibility period. This date will be the date that the earliest purchased service is to be delivered to a family and will always be the placement date when the CS-EAS-1 is being completed for a child in Alternative Care.

The worker will then enter the Service Authorization Start Date in field 27 of the Protective Services Case Form, SS-63 (for families) or in field 32 of the Alternative Care Client Form, SS-61 (for children in Alternative Care).

COMPLETION OF CS-EAS-1 WHEN FAMILIES ARE RECEIVING INTENSIVE IN-HOME SERVICES (IIS)

In situations where a family has been referred to IIS, a CS-EAS-1 would be complete for contractual services only, CD in-house IIS Specialists would not need to complete the CS-EAS-1, unless CTS services were purchased during the IIS intervention.

Contractual IIS Specialists are asked to obtain the signature of the parent or legal guardian, and to complete as many of the eligibility boxes as possible, with the exclusion of the last box. The provider will then forward the form to the CD office in the county where the family resides. (Note: Local CD county offices will need to designate a staff person to be responsible for assuring that the forms are complete on families where there is not an opened CD case and that the SS-63 is opened and entered into the system).

INSTRUCTIONS FOR RETENTION:

This form should be kept until the case record is destroyed according to *Section 5, Chapter 4: Record Retention and Expungement* in the *Child Welfare Manual* .

MEMORANDA HISTORY: CS91-66, CS93-6, CS93-23, CS95-39