

EA Shelter Transfer Notices

EA Emergency Assistance Reference Guide Update 003

When an EA AU's shelter placement is being changed from one shelter or hotel to another shelter or hotel, the EA recipient must be provided with written notice of the transfer.

- Use the TES-TR-3 to notify the recipient of a shelter transfer when the current shelter terminated the EA AU's placement due to violating rules or posing a threat to health or safety.
- Use the TES-TR-1 to notify the recipient of a shelter transfer for a reason other than violating rules or posing a threat to health or safety.



FYI

Authorization for Reimbursement of Emergency Aid to the Elderly, Disabled and Children Benefits from the SSI Retroactive Payment (AP-SSI-1) form

To become or remain eligible for EAEDC, anyone 65 or older, or anyone with a physical and/or mental impairment expected to last a year or more, must sign a new AP-SSI-1 form at application and each eligibility review. Since this form is valid for only one year, it is imperative that a new form be signed at least once per year. The AP-SSI-1 form authorizes reimbursement to the Department for EAEDC benefits received pending the SSI approval. The Department will receive the individual's SSI retroactive check, deduct any EAEDC benefits and forward the balance, if any, to the individual.

A copy of each AP-SSI-1 must remain in the case record. Do not replace the previous signed form with the newly signed form. Retaining all AP-SSI-1 forms will ensure proper reimbursement if an SSI application is filed and approved.

If an SSI application is denied, be sure to have another AP-SSI-1 signed; the previous one is no longer valid once a decision has been reached. However, it must remain in the case record.

If an SSI application is approved, the individual is ineligible for EAEDC.

For more detailed information refer to 106 CMR 702.710(B).

