

**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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Argeo Paul Cellucci  
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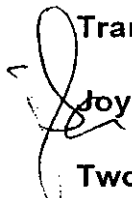
Jane Swift  
 Lieutenant Governor

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 Secretary

Claire McIntire  
 Commissioner

**Field Operations Memo 99-33**  
**November 17, 1999**

**To:** Transitional Assistance Office Staff  
**From:**  Joyce Sampson, Assistant Commissioner for Field Operations  
**Re:** Two Emergency Assistance Eligibility Standards

**Background**

The Governor and the Legislature have approved a separate eligibility standard for determining financial eligibility of a family applying for **Emergency Assistance (EA) temporary emergency shelter benefits**. This new *EA Shelter Standard* should be used for all EA shelter applications effective immediately. EA regulations will be revised and issued as soon as possible. In the interim, this Field Operations Memo provides the standards for Transitional Assistance Offices to use in determining EA eligibility.

**New Shelter Eligibility Standard**

The new EA Shelter Standard is based on 130 percent of the federal poverty level. There will be two eligibility standards: the new *EA Shelter Standard* and the *EA Non-Shelter Standard* (currently known as the Eligibility Standard). The following two tables show the differences between the two standards.

<u>AU Size</u>	<u>EA Shelter Standard</u>	<u>EA Non-Shelter Standard</u>
1	\$ 893.00	\$ 725.20
2	1199.00	899.10
3	1504.00	1071.15
4	1810.00	1235.80
5	2115.00	1406.00
6	2421.00	1579.90
7	2726.00	1750.10
8	3032.00	1918.45
9	3337.00	2086.80
10	3643.00	2257.00
increment	306.00	175.75

**Applying the EA Standards**

There is no change in the way the monthly income of the EA AU is determined. Income is entered on the PACES CALC screen to calculate the AU's monthly income. The Transitional Assistance Worker/Homeless Coordinator compares the AU's monthly income amount to the appropriate EA Standard for an AU of its size.

- Determine which EA benefit(s) the AU is requesting.
  - If the AU is applying for temporary emergency shelter benefits **only**, then compare the AU's monthly income with the **EA Shelter Standard**.
    - If the monthly income is less than the EA Shelter Standard, then the AU meets the financial eligibility test for EA shelter benefits;
    - If the monthly income is more than the EA Shelter Standard, then the AU does not meet the financial eligibility test for EA shelter benefits.
  - If the AU is applying for temporary emergency shelter **and** another EA benefit, first compare the AU's monthly income with the EA Non-Shelter Standard.
    - If the monthly income is less than the EA Non-Shelter Standard, then the AU meets the financial eligibility for any EA benefit;
    - If the monthly income is more than the EA Non-Shelter Standard but less than the EA Shelter Standard, then the AU meets the financial eligibility for EA shelter benefits only.
    - If the monthly income is more than the EA Shelter Standard, then the AU does not meet the financial eligibility test for EA benefits.
- Remember to send the appropriate NFL-9, to approve and/or deny the requested EA benefit(s).

*Example:* EA benefits (shelter, advance rent, food, clothing and household supplies) are requested because of a natural disaster. The monthly income of the AU of three is \$1300. This monthly income is more than the EA Non-Shelter Standard (\$1071.15) but less than the EA Shelter Standard (\$1504.00) The request for advance rent, food, clothing and household supplies must be denied but the request for shelter approved.

**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478.