

Additional Requirements

Extra Money for Welfare (TANF) Clients

What is Additional Requirements?

If you qualify for Temporary Assistance to Needy Families (TANF), State Financial Assistance (SFA), or a Refugee Cash Assistance (RCA) welfare grant and you have an emergency, you may be eligible to get "Additional Requirements (AR)," which is money for emergency needs. The following information tells who can get additional requirements (AR) and under what circumstances. AR is an extra payment made for certain emergency needs. DSHS pays the least amount necessary to get the family through the emergency.

Who may get additional requirements?

- People who qualify for or already receive Temporary Assistance for Needy Families (TANF), State Family Assistance (SFA) or Refugee Cash Assistance (RCA).
- People who received TANF in another state and moved to Washington are eligible for AR in that same month.
- If you do not get or want to get TANF, SFA, or RCA, you may not get Additional Requirements to help with one-time emergency needs.

What emergency needs are covered?

1. Rent, security deposits, mortgage payments, taxes or fees to:
 - a. prevent eviction or foreclosure; or
 - b. obtain new housing or housing subsidies. Help is available for if you are fleeing domestic violence or are homeless.
2. Needed repairs for damages or defects to your home that cause a risk to your health

or safety. If you rent, DSHS will help you only after you have written a letter to the landlord requesting the repairs (as provided in the Residential Landlord Tenant Act at RCW ch. 59.18.) Also, if it would cost less for you to move, DSHS will pay for that, but will not pay for repairs.

3. Repairs, deposits, fees and services necessary for electricity, water, sewer and fuel for heating and cooking. DSHS will also pay for basic local telephone service if it is necessary for your basic health and safety.

When will DSHS help?

- You must have a good reason for not having enough funds to meet your housing or utility needs, a "good reason" includes the following:
 - you had an emergency situation such as an injury or illness
 - you had necessary or emergency expenses for such items as shelter, food clothing, medical care necessary for employment or to cure pain, emergency child care or other reasonable and necessary expenses
 - you were involved in a disaster such as theft, house fire, flood, severe weather accident or medical emergency
 - you have encountered extra, short-term expenses caused by homelessness, domestic violence, or other situations that threaten the family's health and safety
 - you have experienced a reduction or termination of the family's cash grant due to expected or budgeted income that will not actually be available.

How much may I get?

- You may receive up to \$750 in addition to the amount of your grant.
- DSHS may approve a payment above the \$750 maximum for health and safety reasons.
- DSHS will only cover emergency needs during one month per year (but will cover more than one emergency need during that month even if you apply at different times during that same month.)
- DSHS will pay the least amount necessary to get the family through the emergency.

Are there any exceptions?

You can receive more than \$750 for health and or safety reasons. You cannot receive more than the \$750 for any other reason. Previously you could get more than the maximum amount by requesting an exception to policy, but has been eliminated.

What if I need help right away?

You may receive help by electronic benefit transfer, so DSHS may put the money directly into your bank account, usually that same day. However, we do not recommend using the EBT, as monies paid directly to you by DSHS would be counted as income that affects

eligibility for and amount of benefits. It is better to have DSHS pay the third party, such as the utility company or the landlord. You may also apply by telephone, if you are currently receiving TANF, SFA or RCA.

If your caseworker denies your request, ask to speak with a supervisor or the administrator of the DSHS office. The supervisor or administrator may change the caseworker's decision and allow your request.

What if I am denied Additional Requirements?

If you are denied additional requirements, ask DSHS to put it in writing. You have the right to a fair hearing. (Note: even if DSHS doesn't deny you in writing, you can still ask for a fair hearing based on what was told to you by the DSHS worker.) To ask for a fair hearing, fill out a fair hearing request at your local DSHS office or write to **Office of Administrative Hearings, P.O. Box 42489, Olympia, WA 98504**. If it is an emergency, you may ask for an "expedited" (faster than usual) fair hearing by calling the office of administrative hearings at (360) 664-8717 or 1-800-583-8271. If you decide to go ahead with the hearing, see our publication [Representing Yourself at a Fair Hearing](#).

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