



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 06-19

Effective Date: Immediately

Issuance Date: November 1, 2005

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
JOHN A. HEATH, EXECUTIVE DIRECTOR, CSA**

**RE: EMERGENCY ASSISTANCE FOR KATRINA EVACUEES STRANDED
AWAY FROM HOME**

**PROGRAM AFFECTED: EMERGENCY ASSISTANCE TO FAMILIES WITH
CHILDREN (EAFC), ADULT SERVICES FLEX FUNDS**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

The Emergency Assistance to Families with Children (EAFC) is financial assistance available to families with children in need as a result of a defined emergency. One of the defined emergencies that may be specified in local EAFC plans is when a family is stranded away from their home. Through this action transmittal we are specifying stranded away from home as an emergency that is covered by EAFC for Katrina evacuees.

The state of Maryland has hosted families who were evacuees from Hurricane Katrina. Now that many cities in the gulf region have reopened and residents are returning their homes, evacuees from the Gulf Coast States may want to return home, even though they may not have a specific residence to return to.

ACTION REQUIRED:

If a family of victims of the Hurricane Katrina disaster from one of the Gulf Coast states of Alabama, Louisiana and Mississippi comes to the department to request assistance to return home or to move permanently to another state, the local department may offer them EAFC under the emergency type: "stranded away from home." Document and verify in the case record the destination and the amount of the travel expense. Following local department EAFC procedures, the local finance office issues a check (usually a two-party check to the vendor and head of household) in the amount the family will need to travel to their state. Make sure to put the **HK** code in the special

circumstances field on the ADDR screen to identify the EAFC as going to Hurricane Katrina evacuees.

The Office of Adult Services in the Community Services Administration has identified local adult protective services flex funds as a potential resource to help single adult evacuees with such transportation, if a local Director wishes to do so. Follow local department procedures to issue flex funds to cover the transportation. Again, please make sure the special circumstances field on the ADDR screen is coded **HK**.

It is essential that you continue to enter **HK** in the Special Circumstances field on the ADDR screen to identify Hurricane Katrina evacuees. The Federal Emergency Management Administration (FEMA) will reimburse states for travel expenses for Hurricane Katrina evacuees to return home or to move to another state where they plan to reside permanently.

Code the **Emergency Type** on the CARES EMER screen as **ST**. Then code the **Need Type** as **BU** (bus), **TR** (train), **PL** (Plane), or **TI** (taxi) depending upon the method of travel.

ACTION DUE:

Immediately.

INQUIRIES:

Please direct all TCA and EAFC requirements to Marilyn Lorenzo at 410-767-7333 or Gretchen Simpson at 410-767-7937. Direct adult services flex funds questions to April Seitz at 410-767-7569.

cc: FIA Management Staff
CSA Management Staff
Constituent Services
DHR Help Desk