



Attachment D

SONOMA COUNTY

Eligibility for Disaster EFA

Policies & Procedures

When activation of Disaster EFA begins:

- A) After activation of the Emergency Operations Center (EOC), or other instruction from the County Administrator's Office (CAO) – Community-Based Organizations (CBOs) will be notified to start administering cash assistance.
- B) CBOs should begin client intake/eligibility assessment using the UDIP within the first 72 hours after being notified to administer disaster emergency financial assistance (EFA).
- C) CBOs will track all clients who were assessed, who got aid, where clients were assessed, how much aid per client was dispersed, and client demographics (i.e., race/ethnicity, languages spoken, age, household size).
- D) County reimbursement of funds should occur within 30 days of invoicing.

Determining resident eligibility

Eligibility Criteria

Purpose: Determine eligibility for community members to receive emergency disaster assistance. The process requires three parts.

- 1) Was the household impacted by the disaster (e.g., work closed, mandatory evacuation, home destroyed or damaged, road closures);
- 2) Confirm household income eligibility – household income less than 60% of Area Median Income (AMI) to be eligible for assistance (<60% AMI);
- 3) Determine amount to disburse: \$500 minimum per household up to \$2,000 maximum per household.

Part 1: First, a determination needs to be made if the community member was impacted by the disaster. The community member **MUST** be a resident of Sonoma County to qualify for assistance.

Demonstration of Eligibility: **ANY** of the following:

- Household was forced to evacuate **OR**
- Housing was damaged or destroyed in the disaster **OR**
- Resident was unable to work due to disaster. Inability to work may include:
 - Work location closed to due disaster
 - Unable to get to work due to disaster (i.e., trees down, flooded roads)
 - School closure/lack of childcare (for children under age 12) preventing wage earner to go to work

If no to all of these criteria, stop – resident is not eligible for disaster EFA.

If yes to any of these criteria, continue to Part 2.

Part 2: Next, a determination needs to be made if the community member is income eligible. There are three different ways individuals can demonstrate income eligibility. Community members **ONLY** need to meet one of the two (A or B below) to be income eligible. Once income eligibility is determined, proceed to **Part 3** to determine amount of financial assistance.

A) Low- Income Status: Income at or below 60% of the Area Median Income (AMI):

Determine household size from the UDIP intake

June 2023								
Household Size								
	1	2	3	4	5	6	7	8
60% AMI	\$52,860	\$60,420	\$67,980	\$75,480	\$81,540	\$87,600	\$93,600	\$99,660

Demonstration of Eligibility: Low-income status verified through **ANY** the following means:

- Tax return showing total annual income **OR**
- Recent paystub from which total annual income can be derived **OR**
- Proof of current unemployment benefits

OR

B) Qualification for any of the following programs:

Demonstration of Eligibility: Proof of current enrollment in any of the programs below.

- Children’s Health Insurance Program (CHIP)
- Childcare Subsidies through the Child Care and Development Fund (CCDF) Program
- Medicaid
- National Housing Trust Fund (HTF), for affordable housing programs only
- Home Investment Partnerships Program (HOME), for affordable housing programs only
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP) & Cal-Fresh
- Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- Medicare Part D Low-income Subsidies
- Supplemental Security Income (SSI)
- Head Start and/or Early Head Start
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Section 8 Vouchers
- Low-Income Home Energy Assistance Program (LIHEAP)
- Pell Grants

****If an individual is NOT able to provide any type of documentation indicating eligibility for Emergency Financial Assistance provided through COAD, a self-attestation under penalty of perjury form will be accepted pending an individual’s self-certification of low-income status**.**

Once you have determined that the community member is income eligible, move on to Part 2 to determine if they have been impacted by the disaster and are eligible to receive emergency assistance.

YES INCOME ELIGIBLE	PROCEED TO PART 3 (next section)
NOT INCOME ELIGIBLE	Inform them of other relevant resources available.

Part 3: Amount of Cash Assistance

Table 1: Intake Questions

Question on intake	Response	Points
Are you a single parent?	If YES	+1
How many people are in your household? This should be the same for what you put in your taxes.	If 4 or more people in the household	+1
Were you impacted by any of the following during the disaster? <ul style="list-style-type: none"> • Power Outage • Evacuation Mandate • Flooding • Fire • Earthquake 	If YES to ANY choices listed, including, “OTHER”	+1

<ul style="list-style-type: none"> • Road Closures • Loss of wages 		
Did you have any additional expenses as a result of the disaster? (Ex: Generators, heat, water, gas, emergency shelter due to evacuation)	If YES	+1
. Are you currently displaced from your normal permanent residence as a result of the disaster?	If YES, residence is destroyed OR damaged	+3
Does the household currently have any source of income?	If NO or SEASONAL	+1
Did anyone in your household lose their job as a result of the disaster?	If YES	+1
Did anyone in your household lose income due to the disaster?	If YES	+1
Do you think you will be able to pay next month's rent or mortgage as a result of the rainstorm?	If NO	+1
Does the household currently receive financial assistance to support daily living (e.g., any public assistance program)?	If ANY checked off (Except for none of the above)	+1
Have you previously been able to access the following: <ul style="list-style-type: none"> • SSI • Unemployment Insurance 	If NO	+1
TOTAL POINTS POSSIBLE		13

Funding Based on Total Points

Purpose: Determine the amount of funding each community member will receive based on the points added on Table 1.

Amount funded for: \$500-\$2,000

Total Points	Funding
1-3	\$500
4-6	\$1,000
7-9	\$1,500
10-13	\$2,000