Update 2016-5: Common Place Handbook

**ELIGIBILITY WORKER CO-LOCATION AT EMERGENCY ASSISTANCE NETWORK LOCATIONS**

**Background**

The Emergency Assistance Network (EAN) is made up of several community based organizations (CBOs) and provides a variety of services to prevent homelessness and act as a safety net for residents facing eviction, utility disconnections and hunger. The EAN also offers assistance to help families and individuals recover from emergency situations. Individuals and families serviced by EAN are often eligible for public benefits.

**Changes**

To outreach to the population in need, Eligibility Workers (EWs) are co-located at EAN sites to process applications for CalFresh and Medi-Cal. The EAN representatives assist individuals with completing applications, usually via My Benefits CalWIN (MyBCW). Once the applications are received by SSA, they are downloaded by designated clerical staff and processed by the co-located EWs.

["MyBCW Application Processing," page 58-1]

**Clerical**

Co-located EWs will contact designated clerical staff for case identification purposes and application registration. Clerical will use the information provided by the EW to ID the case and register the application.

**Implementation**

This Update is being issued for informational purposes only. The information contained in this Update is already in effect.
Other Programs

This currently applies to the CalFresh and Medi-Cal programs.

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