

EARD - Emergency Assistance Request Detail

This screen is used to add the individuals who comprise the family unit that is applying for emergency assistance.

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CAFSEARD          EMERGENCY ASSISTANCE REQUEST DETAIL          07/11/2016          9:48
USER ID : C74142SW MODIFY                                PAGE NO: 1
CAPS ID : 00001654 00 NAME: DOE, ANNETTE

LAST NAME          FIRST NAME  I   DOB          SSN          S REL CTZ STS BC SSC
DOE                ANNETTE    /   05/25/2005  987-98-7987  F SLF  Y   Y   Y Y
* DOE              JANE       /   06/10/1980  654-65-4654  F BMR  Y   NM  Y Y
* DOE              CARL       /   04/10/2002  753-75-3753  M BRO  Y   Y   Y Y
* DOE              BRANDY     /   04/15/2008  951-95-1951  F SIS  Y   Y   Y Y

ADDRESS LINE1      : 754 RIVER ROCK DR
ADDRESS LINE2      :
CITY/STATE/ZIP/COUNTY : HELENA MT 59602 0240 25

APPLICATION SIGNED DATE: 06/01/2016

PATH: EAR2
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client that was entered on the TIID (TEAMS Initial Inquiry Detail) screen.

NAME

This field will display the name of the client whose CAPS ID is displayed in the CAPS ID field.

LAST NAME

This field will display the last name of the primary child on the application, or the selected family member.

FIRST NAME

This field will display the first name of the primary child on the application, or the selected family member.

/

This field will display the middle initial (if one exists) of the primary child on the application, or the selected family member.

DOB

This field will display the date of birth for the primary child on the application, or the selected family member.

SSN

This field will display the social security number for the primary child on the application, or the selected family member.

S (F12)

This field will display the sex code for the primary child on the application, or the selected family member.

REL (F12)

This field will display the relationship code for the primary child on the application, or the selected family member. *This will display SLF (self) for the primary child and will display the relationship of the selected family member to that primary child.*

CTZ

Enter "Y" (yes) if the child/family member is a United States citizen. Enter "N" (no) if the child/family member is not a United States citizen.

MAR STS (F12)

This field will display the marital status for the primary child on the application, or the selected family member.

NEED BC

This field will display "Y" (yes) if a birth certificate for the primary child on the application, or the selected family member, is required. This field will display "N" (no) if a birth certificate for the primary child on the application, or the selected family member, is not required. *If the primary child or family member is already known to TEAMS this flag will, most likely, display "N" as this information is already known.*

NEED SSC

This field will display "Y" (yes) if a social security card for the primary child on the application, or the selected family member, is required. This field will display "N" (no) if a social security card for the primary child on the application, or the selected family member, is not required. *If the primary child or family member is already known to TEAMS this flag will, most likely, display "N" as this information is already known.*

ADDRESS LINE1

This field will display the first line of the residential address for the primary child on the application. *This information defaults from the ADDL (Address List) screen.*

ADDRESS LINE2

This field will display the second line of the residential address (if one exists) for the primary child on the application. *This information defaults from the ADDL (Address List) screen.*

CITY/STATE/ZIP/COUNTY

This field will display the city, state code, zip code and county code for the residential address for the primary child on the application. *This information defaults from the ADDL (Address List) screen.*

APPLICATION SIGNED DATE

Enter the date the client signed the application. *It is important to use the actual application signed date as that is when eligibility will begin, once the application is approved.*

Additional Information

To add additional family members to the application, press F10 to access the RELL (Relationship List) screen. Select each family member you wish to add with a "C" and press enter to return to the EARD screen. *In order for the person to be brought back to EARD, they must be an open client and have a social security number, date of birth and sex code. All of these details can be verified on the PERD (Person Detail) screen.*

If a family member is selected on the RELL (Relationship List) screen, and they are not eligible (they have received TANF in the last 365 days) they will not be brought back to EARD.

When additional family members are selected on the RELL (Relationship List) screen, an online interface is immediately done to verify eligibility. A star (*) next to their name on EARD indicates the person is not currently known to the TEAMS system.

A residential address for the primary child on the application is required on the ADDL (Address List) screen.