

# Additional Requirements (AR)

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## 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)." AR is a one-time-only cash grant for emergency needs. This publication explains who can get additional requirements (AR) and when you can get it.

AR is a once-in-a-lifetime extra payment made for certain emergency needs. DSHS pays the least amount necessary to get your family through the emergency.

## Am I eligible for AR?

Yes, if:

- You qualify for or already get Temporary Assistance for Needy Families (TANF), State Family Assistance (SFA) or Refugee Cash Assistance (RCA).
- You got TANF in another state and moved to Washington. You are eligible for AR in the same month that you moved here.
- You have not already gotten an AR grant.
- If you do not get or want to get TANF, SFA, or RCA, you may not get AR to help with one-time emergency needs.

## What emergency needs does AR cover?

**Rent, security deposits, mortgage payments, taxes or fees to:**

- prevent eviction or foreclosure; or
- get new housing or housing subsidies. You can get help if you are fleeing domestic violence or you are homeless.

**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 the landlord asking for 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. DSHS will not pay for repairs.

**Utilities help:** 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 needed 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. "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 your family's health and safety
- your family's cash grant has been reduced or cut off due to expected or budgeted income that will not actually be available.

## How much may I get?

- You may get up to \$750 in addition to the amount of your grant.

- You can ask for and get help only once in your lifetime.
- DSHS may approve a payment above the \$750 maximum for health and safety reasons.
- DSHS will pay the least amount necessary to get the family through the emergency.

### Are there any exceptions?

You can get more than \$750 for health and or safety reasons. You cannot get more than the \$750 for any other reason.

### What if I need help right away?

You may get help by electronic benefit transfer (EBT), so DSHS may put the money directly into your bank account, usually that same day. However, we do not recommend using the EBT. Monies paid directly to you by DSHS would be counted as income that affects eligibility for and amount of benefits. Instead, have DSHS pay the third party, such as the utility company or the landlord. You may also apply by telephone, if you are currently getting 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 does not 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, 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 called [Representing Yourself at a Fair Hearing](#). You should also get legal advice:

◆ If you are low-income and live outside King County, call CLEAR at 1-888-201-1014 weekdays between 9:15 a.m. and 12:15 p.m.

If you live in King County, call the King County Bar Association’s Neighborhood Legal Clinics at (206) 267-7070 between 9:00 a.m. and noon, Monday – Thursday, to schedule a free half-hour of legal advice.

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