

**EA Reform Committee**  
**Family Emergency Information Form**

**Please complete this form and e-mail or fax it to:**

Date \_\_\_\_\_ Staff Name \_\_\_\_\_ Phone & e-mail \_\_\_\_\_  
Organization \_\_\_\_\_

1. What DTA/DHCD office did the family apply for EA? \_\_\_\_\_
2. What date or dates? How many times?
3. Who specifically has the family spoken to at the DHCD office (if they know)
4. Did DHCD take a written application?
5. If not, what reason was given to the family for not taking a written application?
6. If a written application was taken, what was the date of the written application? Or applications \_\_\_\_\_
7. Would the family like to share anything about the application experience and their interactions with DHCD staff? (use reverse if necessary)
8. Did family tell DHCD they had nowhere to go tonight?
9. What resources and/or suggestions were they offered in response?
10. What was the specific reason(s) the family was told they were not eligible?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use back of page if you need more room.

11. Did the DHCD staff member give them anything in writing about why they are ineligible?  
(circle one) Yes No If "yes" attach to this form.

**12. Family Information**

- Name \_\_\_\_\_
- Phone # \_\_\_\_\_ Back-up phone # \_\_\_\_\_
- Number and ages of children \_\_\_\_\_
- With who and at what address did they sleep last night \_\_\_\_\_  
\_\_\_\_\_
- Why can't they go back to where they slept last night \_\_\_\_\_  
\_\_\_\_\_
- Where have they been staying in the past 30 days \_\_\_\_\_  
\_\_\_\_\_
- What family members, relatives, and friends live in this area \_\_\_\_\_  
\_\_\_\_\_
- Can we contact any of these people to see if they could stay with them for a short time? If "yes" – who and their contact info? \_\_\_\_\_  
\_\_\_\_\_

13. Other relevant EA-related information or housing related information (i.e. disabled family member, medical issues, domestic violence history etc.)? \_\_\_\_\_

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14. Can we contact the family to get more information on their EA denial and their emergency housing needs?

(circle one) Yes No

**SHORT Resource List**

HAP or similar agency - RAFT

MJP *u*

CLA (formerly WMLS) - legal assistance

OTHER??