



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
*Community Services Division*  
**Post Office Box 45470 Olympia WA 98504-5470**

April 13, 2020

**TO:** CSD Regional Administrators  
CSD CSO Administrators  
CSD CSCC Administrators  
WorkFirst Staff

**FROM:** Babs Roberts, Director  
Community Services Division, ESA

**SUBJECT: DISASTER CASH ASSISTANCE PROGRAM**

Effective April 17, 2020, CSD will begin to administer the Disaster Cash Assistance Program (DCAP) in response to the COVID-19 emergency. Thank you in advance for your attention to learning about and administering this temporary program to help Washingtonians through this unprecedented time of hardship.

The Governor's declaration of a statewide emergency enables DSHS to offer the DCAP program to people who are not eligible for other cash programs. The assistance is available to all Washington families and people without children who meet the income and resource limits of the program.

**DCAP Overview:**

- The applicant must be living in Washington before the emergency happened. They must have suffered a loss of income or property as a result of the emergency, which could be a layoff, furlough, or the inability to go to work.
- The program is available for one month in a 12 month period.
  - ACES does not calculate the payments; staff will manually calculate the payments using the [DCAP Calculation Worksheet DSHS 12-208 available in Barcode Forms from ECR](#) and manually enter the amount in ACES 3G.
  - DCAP is a temporary program. We will notify you when the program is no longer available.
- The applicant must apply for other assistance available, such as:
  - TANF/SFA/RCA
  - Aged, Blind or Disabled (ABD) cash
  - Pregnant Women Assistance (PWA)
  - Unemployment compensation
  - Paid Family & Medical Leave through ESD or their employer

- Under DCAP, applicants are not required to:
  - Meet citizenship or alien requirements; or
  - Provide a social security number; or
  - Be pregnant or have a minor child
  
- DCAP follows the Consolidated Emergency Assistance Program (CEAP) income, resource and payment rules, which are being amended in response to the COVID-19 emergency.
  - Resource Limits – Exempt up to \$6,000 in available liquid resources and up to \$10,000 equity in one vehicle
  - Net income Limits – Same as TANF payment standard
  - Payment Standards – Same as TANF

**Training:**

The DCAP LMS training #140053 was updated to include changes related to COVID-19. This training is mandatory for all Public Benefit Specialists, WorkFirst Program Specialists, and their supervisors. It must be completed by April 16, 2020.

**Policy / WAC Information:**

The DCAP WACs reference the Consolidated Emergency Assistance Program (CEAP) WACS in regards to income, resource and payment rules. The following DCAP and CEAP WACs are being amended via emergency adoption:

- [WAC 388-436-0040](#) is being amended to exempt up to \$6,000 in available liquid resources and up to \$10,000 equity in one vehicle.
- [WAC 388-436-0050](#) is being changed to increase the CEAP income limit from 90% of the TANF payment standard to 100% of the TANF payment standard.
- [WAC 388-436-0055](#) is being updated about DCAP “What is the disaster cash assistance program?”

**Resources:**

Disaster Cash Assistance Program Training #140053

[DCAP Desk Aid](#)

[DCAP ACES User Manual](#)

[EAZ Manual - Disaster Cash Assistance Program](#)

[EAZ Manual - CEAP](#)

[DCAP Q&A on SharePoint Site](#)

If you have any questions, please contact Sarah Garcia at Sarah.Garcia@dshs.wa.gov or Kat Gussett at Kat.Gussett@dshs.wa.gov.

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DCAP Policy Memo

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