Emergency Assistance Systems Desk Aid

System	Information You May Find	Suggested Documentation
EATS (Emergency Assistance Tracking System)	• Tracking 12 month EA time limits • Enter EATS Application status • EA case comments: Request Details and Payment Details • EA Payment Information	Must document: • EA referral and resources (if applicable) • EA Group • Oral Verification (if applicable) • Financial Verification • Non Financial Information: EA Group and Emergency Type
CWW (CARES Worker Web)	• Income, Assets, Address and Employment • Household Relationships • Identity, Citizenship and WI Residency • W-2 Case Comments (case level)	Optional Case Comments (Case level comments) Page
CARES (Client Assistance for Re-employment and Economic System)	• W-2 Placement and payments (WPWW) • Fact Findings • W-2 Case Comments (pin level)	Optional CMCC (W-2 Pin level case comments) or WPSS (Support Services Summary)
ECF (Electronic Case Files)	• Paperless file that may contain verification items that can be used for processing EA Application	Must be scanned within 30 calendar days of application date if known to CARES: • EA Application Part 1 and Part 2 • Financial Verification examples include: banking statements, car titles, check stubs if not current/known to CWW • Non-Financial Verification examples include: Eviction notice, foreclosure notice, 3rd reports or statements, lease, birth certificates and ID
KIDS (Kids Information Data System)	• Child Support information custody, placement and payments	Query Access Only and EA documentation in KIDS is not applicable
Paper Files	• EA Application • All applicable verification/documentation	If not known to CARES, all documentation and verification must be kept in a paper file.