

**TIME LIMITS AND BENEFITS CLIFF**

Following the training, there have been several questions around the Time Limits changes and the Benefits Cliff.

The questions below are directly addressing some of those technical questions. Regular questions and answers addressing all areas of the reinvestment will be sent out on Friday the 18<sup>th</sup>.

<b>Benefits Cliff</b>	
<p>What are the “Big 3”?</p>	<p>The big three, which is covered in the training sessions, refers to:</p> <ul style="list-style-type: none"> <li>• Hours per week</li> <li>• Hourly Wage</li> <li>• 1<sup>st</sup> Pay date.</li> </ul> <p>Ensure that you obtain the name of the employer for the TRACS Employment Placement (factory)</p>
<p>For clients whose TANF is closing effective 3/31/16 and converting to ERDC effective 4/1/16, are they eligible for the new re-investment program? Would these folks be getting the \$ 27 copay for 3 months?</p>	<p>No, a case that goes over the income limit in March are not eligible for the increased exit limit, the \$27 copay for three months or the 3 months of employment payments. The policy does not go into effect until 4/1/16. If a case closes on 4/30/16, that case would be eligible for those benefits. First Employment Payments would be issued in 5/2016.</p>
<p>In the Benefit Cliff training it stated to end the WO step the first Friday after TANF closes. Currently we wait to close the WO step until sometime after attendance deadline the following month so we are able to pursue verification and receive participation for the prior month. For example, a client’s TANF ends on February 29<sup>th</sup>, we would continue to keep open the WO step until after the attendance deadline on March 18<sup>th</sup>. Can we continue with this process?</p>	<p>If verification has been received for the attendance, the WO attendance should be added with the end date the first Friday after the TANF closes.</p> <p>Example: TANF closes on 4/30/16 WO step with verified hours should close on 5/6/16</p> <p>If verification has not been received for the attendance, the WO step is in planned status (not started) and you would want to keep it open in order to wait for verification to capture the WO attendance whenever possible.</p>
<p>In addition, the chart that was drawn during the Benefit Cliff training today to help explain when to code ELI vs NAS (specifically in non-citizen households) was extremely helpful to participants. Could you please add it to an upcoming Q&amp;A so workers are able to reference it?</p>	<p><a href="#">Cheat Sheet is attached to the email.</a></p>
<p>According to our training, they say that the ELI and NAS coding should only be coded under the X payee.</p>	<p>Yes, you will code the Exit Income Limit (ELI) or No Adult Standard (NAS) on the X payee.</p>

<p>If there is a 2 parent HH and the X payee is not working, however the other adult in the HH is the one receiving income. Should we still code ELI on the X payee or the AD that is working?</p>	
<p>How are childcare support services paid when you have a JOBS activity and WO?</p>	<p>The policy has not changed in regards to how childcare is paid. If someone has more WO hours, the DPU request would be for a CCB with no co-pay. If the JOBS activity is majority of the hours, a JCCB would be issued. You can find this information in the JOBS Activities and Support Service Quick Reference Guides.</p>
<p>How many times is someone allowed to receive Employment payments within a 12 month period?</p>	<p>There is currently no limit.</p>
<p>Is ETL (ERDC reservation list) still needed?</p>	<p>If a person does not directly move to the ERDC program when TANF closes and the client returns within 2 months requesting ERDC, the worker will code the ETL (if approved <u>or</u> denied ) which will allow them to bypass the waitlist.</p> <p><b>ETL does not mean zero copay.</b> The reduced copay is still the best benefit for our family.</p>
<p>If someone reports a job loss while on Employment Payments but they are not reapplying for TANF, will their Employment Payments continue through the three months?</p>	<p>When a reported and verified job loss is received, we will act to close down Employment Payments (EP) early with timely decision notice.</p>
<p>Someone is an active DQ on May 1<sup>st</sup>. They then report a job. Do we look at the No Adult Standard (NAS) or Exit Limit Increase (ELI)</p>	<p>This question may only apply until July 1<sup>st</sup>, 2016.</p> <p>In this case scenario, we would need to look at the cooperation and determine if the DQ should be lifted. If yes, return to an AD status and use the ELI standard. If no, you will use the NAS standard.</p> <p>Each situation will be unique. Please staff with policy unit if you encounter this situation and need additional guidance.</p>
<p>Do we count the Employment Payment (EP) for the Employment Related Daycare?</p>	<p>Yes, the Employment Payment does count, however, since they are getting the reduced copay, it is irrelevant.</p>
<p>Will there be a handout for clients?</p>	<p>Not at this time, but we will look into the possibility of creating one. You can use the information flyer that was sent to all staff to share with clients. See attached copy.</p>
<p>Since the TNC form 221T is being removed from the system, how do we calculate income for this family type?</p>	<p>Use the TANF calculator through 3/31.</p>
<p>Why code Exit Income Limit (ELI) on a new applicant?</p>	<p>Purpose of the code tells the system to start looking at the new exit limit. It is put on the case right away so workers don't have to go back in to code it after the case opens. If there is income at intake, it needs to be manually</p>

	determined (and narrated) using the countable and adjustable income chart (form 5530).
If we don't code No Adult Standard (NAS) on a case, will the system give you an error?	Yes. An edit will appear if earned income is coded and there is not a NAS or ELI case descriptor on the case.
When coding No Adult Standard (NAS), how does that relate to required participation?	It does not relate to participation. The code is geared towards pointing system to a higher exit limit.
What income code is used if the case is over the income limit?	You would use "compute" and program P2 or M5
Do we add the income if a case is over income limit?	Yes. Code the income in the Needs Resource (n/r) line.
Do we count Employment Payments on the SNAP case with TBA (Transitional Benefits)	No
When do the Employment Payments start in regards to the SNAP TBA benefits?	They are coded at the same time and will run concurrently.
Are Work Authorized or non-citizen individuals eligible for Employment Payments?	No
What if the citizen in a household with a non-citizen becomes employed? Are they eligible for Employment Payments?	Yes
How do we look at Self-Employment?	You will look at Self Employment no differently than you look at it now. No policy changes.
A client <i>reports</i> that they are working, earning \$10 an hour for 40 hours a week. Their first paycheck was received on the 14 <sup>th</sup> of the month and they earned \$50.00. What action is taken on this case?	Since the first check was on the 14 <sup>th</sup> , the client has reported the "Big 3" (wage, weekly hours and first pay date), you would close that case for 3/31.
A client <i>reports</i> the "Big 3" but you notice that the income (\$10/hr) and hours (10hr/wk) with a first paycheck on the 14 <sup>th</sup> of \$50 does not put them over the income limit. Do we close this case end of month?	No. There is no change in policy. We would need to pend for verification to accurately code the TANF case.
Are clients eligible for support services once they leave TANF?	No. Since they are no longer considered TANF recipients, they are not eligible for support services.
Can Employment Payments end early?	Yes, only if someone loses their job and return to TANF or reports job
Someone is getting employment payments. They come in on the first of the month to apply for TANF because they lost their job. Do we count that income?	Yes. Code it as OTH. Be sure to end it once TANF begins.

Time Limits	
The Hardship coding date will no longer end at TANF cert?	Correct. Hardship coding should match verification on all codes for which verification is required; if no verification is

	required, hardship coding should be for 3 months. Hardship coding cannot be further out than the certification date
Is there a hardship code when someone is working with Child Welfare?	No, but in many cases, the existing hardship extension codes may apply
Are TRJ's (Time Reached Jobs) required to participate?	Yes; individuals who have used their 60 months and do not meet a hardship extension criteria are coded TRJ and converted to a "NO" on the case but are still JOBS mandatory
What if someone gets medical documentation continuously or the doctor's not states permanent exemption and the participant isn't eligible for SSI?	Some hardships are ongoing, but new documentation will be required for each certification.
Can people get an extension if a hardship is reported past the 60th month?	Yes. For all of the hardship extensions (not for the temporary continuation of benefits codes that include Family Crisis or Jobs Plus) can be granted at any point past the 60 <sup>th</sup> month, even if the individual has been removed from the grant for a period of time. The hardship coding can be added, the TRJ (Time Reached Jobs) can be converted to a TRH (Time Reached Hardship), and they can be converted back to an "AD".
Who will make the determination on how long the extension will be when a participant is TLF (Family Crisis) eligible?	Central office will make this determination and it will most often be 90 days.
Are we looking at the Federal Clock at all? Are we looking at the State clock for eligibility?	The field only looks at federal months when a person is applying in Oregon and we need to verify the out of state time. Other states should be reporting the federally counted months, and that is the information that should be entered on the individuals client information screen.
Will the 7785 reflect changes now that TLN (prior code) is no longer a valid code?	The DHS 7785 is for JOBS participation. It will be updated, but a specific form is being created to collect documentation specific to a time limit hardship extension code
Could the hardship code have a different end date than the TLY code?	Yes, hardship codes are no longer connected to the certification date; the TLY code should ALWAYS match the certification date. Both are required on the system if a hardship exists.
Once hardship documentation is received on a TRH participant, can we SUPPL to the first of the month or the date they turned in verification?	We will supplement the benefits back to the date they turned in verification. <b>NOTE: THIS IS A CHANGE FROM ORIGINALLY SHARED</b>

<p>Will there be guidance on who is a qualified medical professional and who can document a disability for what?</p>	<p>No additional guidance is in place at this time, but nothing has changed. If the documentation seems appropriate, it can be used. If there are questions, contact the TANF Policy team for guidance.</p>
<p>When a worker changes a TRH (time limits hardship) "AD" to a TRJ (time limits Jobs) "NO" does a reduction notice need to be sent?</p>	<p>Yes, the worker will need to send the reduction notice and convert the individual back to a "NO" on the case.</p>
<p>If a worker accidentally leave a TRH "AD" on as an "AD" pas their exemption time, could that be an administrative overpayment?</p>	<p>Yes, this is a potential error and administrative overpayment.</p>
<p>Are the 48 and 54 month notices automatic?</p>	<p>At this time, the 48 month notice is system generated (it has been for some time). The 54 and 57 months notices will eventually be system generated but it will not happen with the 4/1/16 changes. They are courtesy notices, and workers can use the time limit reports to identify individuals at these points in time and send notices as appropriate.</p>
<p>Will hardships drop off by themselves?</p>	<p>Yes, because the hardship extension codes are entered as a N/R code with a date, the coding will fall off at the end of the month that is coded.</p>
<p>Will the IN GNT code of an AD that has a TRH C/D turn back to a NO when the hardship ends automatically?</p>	<p>No, the hardship extension coding will fall off, but the individual will remain coded as an "AD" on the case and benefits will not be reduced or closed.</p>
<p>Lots of confusion around time limit VS participation and the fact that a few of codes were gone, a few needed approval and two worker would only refer to analysts if the conditions were present at the participants 60th month.</p> <ul style="list-style-type: none"> <li>• Time limit hardship criteria determination is separate from JOBS participation exemptions. Many time they correlate, but they need to be determined, narrated, and coded separately.</li> <li>• A hardship criteria coding cheat sheet is being developed and should be available 4/1/16 to help staff in knowing which hardship codes need documentation, which need staffing, and which need to be entered by a TANF policy analyst.</li> </ul>	