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Office of Self-Sufficiency Programs
Authorized Signature

Number: SS-IM-06-005
Issue Date: 05/01/2006

Topic: Agency-wide Policy

Subject: Add-a-Person Policy for Self-Sufficiency

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging
☒ Children, Adults and Families
☐ County DD Program Managers

☐ County Mental Health Directors
☐ Health Services
☐ Seniors and People with Disabilities
☐ Other (please specify):

Message: Self-sufficiency staff frequently have questions about the forms, verification and effective dates used for adding persons, including newborns, to ongoing cases. This IM summarizes the policy for ERDC, FS, Medicaid and TANF.

ERDC

No application is required to add a person, including newborns, to an ERDC case. The request can be by phone, via a 943, etc. When someone either joins or leaves an ERDC filing group, the change ordinarily takes effect the 1st of the month following the month in which the change is reported. However, there are situations where earlier action may be required to meet the family's child care needs (see *FSM* - Child Care Worker Guide #2 - Changes) and other situations where action should be delayed to allow for timely notice. Narrate the request and use the 210A to ask for needed verification before adding the person. Add the person as soon as eligibility is established and verified.

Food Stamps

No application is required to add a person, including newborns, to a FS case. The request can be by phone, via a 943, etc. Narrate the request and use the 210A to ask for needed verification before adding the person. No verification is needed to add a newborn. For FS, new members are always added to the case the 1st of the month following their entry into the household/establishment of eligibility.

Exception: If the client wants to add someone to a TBA case, they must reapply. Deny the application if the client will receive more FS benefits through TBA than under the new case situation.

<u>Medical Programs</u>
Newborn for EXT, MAA, MAF, OHP
> No application or forms are required. It is <u>not</u> required that the child was listed on the application as "unborn." Verification of birth is required. Need name, DOB, sex, race and, in the near future, ethnic origin.

Someone Other Than a Newborn
> **MAA, MAF, OHP:** A new application is not required. However the person to be added may need to sign the application (see 461-115-0071). For OHP, the entire filing group must be recertified for the person to be added. To add a returning parent to an MAA case, allow 45 days for the family to establish eligibility under a new basis of deprivation.

> Verify SSN, income, alien status, pregnancy and premium amount for cost-effective employer-sponsored health insurance premium reimbursement (HIP).
> For OHP-OPU, verify current OPU premium payment status and whether full-time higher ed student meets requirements in rule 461-135-1110. Verify American Indian/Alaska Native/eligibility for Indian Health Services benefits for OHP premium exemption.

> For all programs, verify American Indian/Alaska Native/eligibility for Indian Health Services benefits for exemption from health plan enrollment and copay requirements.

> If eligible, add the new person to the benefit group effective the date of request.

<u>TANF</u>
- **N**   No application is needed to add a newborn who was listed on the application as an unborn. Simply request a copy of the birth certificate and proof of having applied for an SSN.
- **N**   To add a returning parent, take a new application and allow 30 days for the family to establish eligibility under a new basis of deprivation.
- **N**   To add anyone else, including a newborn who wasn't listed on a previous application, have the primary person make the necessary revisions to the latest application in the file, then sign and date the changes.

The effective date for adding a person is:

- The date of birth, if adding a newborn and all eligibility requirements are met and verified within 45 days after the birth; **or**
- The date all eligibility requirements are met and verified for all others.

If you have any questions about this information, contact:

Contact(s):	ERDC: Shiela Carter, 503-945-6110 Rhonda Prodzinski, 503-945-6087 Food Stamps: Anne Hilgers, 503-945-6105 Sandy Ambrose, 503-945-6092 Rosanne Richard, 503-945-5826 Eliza Devlin, 503-947-5105 Medical: Joyce Clarkson, 503-945-6106 Michael Avery, 503-945-6072 Michelle Mack, 503-947-5129 TANF: Jeff Stell, 503-945-6542 Xochitl Esparza, 503-945-7016