

# Information Memorandum Transmittal Office of Self-Sufficiency Programs



Dawn Myers, Self Sufficiency Program Design  
Deputy Administrator

**Authorized signature**

**Number:** SS-IM-19-001  
**Issue date:** 01/11/2019

**Topic:** Other

**Due date:**

**Subject:** Eligibility for Employees and Recipients Impacted by Federal Government Shutdown

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                       | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> ODDS Children's Residential Services             | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Message:**

This transmittal is in response to the increased requests for guidance regarding benefit eligibility during the federal shutdown. This guidance highlights current rules that can be referenced and applied when working with federal employees impacted by furlough, and federal benefit recipients unable to provide requested verification.

SNAP, TANF, and ERDC's current eligibility rules allow the department to offer benefits to eligible families while considering the availability of income and anticipated income.

**Example:**

Susan is requesting both TANF and SNAP benefits. She reports that she works for TSA, and although she is currently working full-time, she hasn't received any income in January and has no idea if or when she will be paid. The worker can determine eligibility counting no income from this source and remind Susan to report when she does start getting payments again.

SNAP, TANF, and ERDC's current rules allow acceptance of the applicant's statement of income if there is no other way to verify the source. Applicants that receive benefits from federal programs such as; Bureau of Indian Affairs tribal benefits or Department of Veteran's Affairs disability payments, may be unable to verify benefits during a government shutdown.

The rules guide us during the intake, to accept the applicants statement, narrate the situation, and provide the applicant with the reporting requirements.

Example: George is requesting benefits with his eligibility worker and reports that he is receiving tribal benefits through the Bureau of Indian Affairs. The worker asks if George has any way to verify this income, but George reports that he cannot get any proof as the BIA is currently closed. The worker can accept and narrate George's statement of his income, remind him of the reporting requirements, and continue with the eligibility determination.

### **ERDC *New Applicants***

A federal employee who is **working but not receiving pay** can apply for ERDC as a new applicant. Employees can reasonably anticipate not receiving ongoing pay. If all other eligibility is met, these cases will be certified using zero earned income from the federal employment for the entirety of the 12-month certification period. Other income, like child support, will be counted regularly.

A federal employee who is **not working and not receiving** pay is ineligible for ERDC unless they are receiving another source of earned income.

### **ERDC *Ongoing Benefits***

A federal employee who is **working but not receiving pay** can have their Child Care Billing form canceled and replaced if they are not able to afford the copay. The family must verify actual income for the month. If no income was received staff should accept the statement from the family. The lower income must result in a decrease in copay of at least \$25 before DPU can be authorized to cancel and replace the billing form.

A federal employee who is **not working and not receiving pay** can qualify for Authorized Work Search (AWS) starting February 2019 or the month after they report their employment has stopped. AWS will be coded through 04/2019. Federal employees must report within 10 days of returning to work. Additional guidance will be sent if an extension is required beyond April 2019.

**Multi-program rules to reference and assist with application:**

- [461-150-0020](#) Prospective Eligibility and Budgeting
- [461-135-0400](#) Specific Requirements; ERDC
- [461-140-0020](#) Availability of Resources
- [461-140-0040](#) Determining Availability of Income
- [461-160-0040](#) Dependent Care Costs; Deduction and Coverage
- [461-170-0010](#) Reporting Changes – Overview
- [461-170-0011](#) Changes That Must Be Reported
- [461-120-0330](#) Requirement to Pursue Assets
- [461-115-0610](#) Verification; General

*If you have any questions about this information, contact:*

Contact(s): SNAP Policy Unit TANF Policy Unit ERDC Policy Unit	
Phone:	Fax:
Email: <a href="mailto:SNAP.Policy@dhsosha.state.or.us">SNAP.Policy@dhsosha.state.or.us</a> <a href="mailto:TANF.Policy@dhsosha.state.or.us">TANF.Policy@dhsosha.state.or.us</a> <a href="mailto:Childcare.Policy@dhsosha.state.or.us">Childcare.Policy@dhsosha.state.or.us</a>	