

Annette Tesch, Policy Coordinator
Authorized Signature

Number: SS-PT-04-023
Issue Date: 10/01/2004

Topic: CAF Self-Sufficiency Programs Family Services Manual (including some Senior and People with Disabilities programs)

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

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 | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): All Users of the Family Services Manual |

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):		Release No:	FSM-34
Effective Date:	October 1, 2004	Expiration:	N/A
References:	OMAP Worker Guide Release #18, effective August 1, 2004: http://www.dhs.state.or.us/healthplan/data_pubs/wguide.html		
Web Address:	http://www.dhs.state.or.us/policy/selfsufficiency		

Discussion/Interpretation:

Introduction

Replaced outdated Adult and Family Services mission statement with current Children, Adults and Families and Department of Human Services statements. IN A

Updated information resource persons list. IN C

TANF

Made minor corrections to the wording, removed reference to Pay-after-Performance. TF F

Corrected language in item 4 regarding availability of income. Made to comply with rule 461-140-0040 and clarify when income is considered available. TF G

Food Stamps

Each year the Food and Nutrition Service increases income standards and benefit amounts effective October 1. The Standard Deduction and utility allowances are also revised. The new standards have been incorporated. FS C.4, F.2, F.20, F.25, F.27, F.28; GP G, WG-MP #7, and DHS 5530

Policy was added to clarify how to treat a person who is receiving SSI from California, when the other filing group members are not receiving FS. Cross references to this policy were added to several areas. FS C.6, F.18, G.7, CA B.67, IB A.29

Clarified that a Graduate Teaching Fellowship is a form of educational income. Added a cross reference for how to count this income to the policy in Counting Client Assets. FS D.3

Revised OFSET policy to indicate OFSET support payments are limited to transportation and child care only. Some contractors may agree to other types of payments. ES A.4, FS D.15

Added a cross reference to the definition of a productive job in the discussion about how to treat an applicant job quit in the 30 days prior to the FS filing date. FS D.21

Added the change in policy regarding the minimum \$10 benefits for a benefit group of three or more. FS E, F.29, G.8, IB A.33

Added cross references to the Quick Asset Chart. They include: General Assistance, GI Bill, OSIP, OSIP-IC, and TANF. FS F.5

Clarified that anytime a client reports in SRS that their income is exceeding the countable income limit the worker must act. This is true even if the action will reduce benefits. If necessary, request verification. A QC Hot Tip was also added to identify when to act on changes in SRS. FS F.8, H.1, H.7, WG #9

Removed the policy from SRS which stated that workers in offices only needed to act on changes reported to the OHP Central Processing Center (branch 5503) when processing the interim report or at recertification. There is no longer a need to pursue this policy as many of the companion cases are going back to the local offices. FS F.8

Clarified that only self-employed and contracted income may be annualized. FS F.12

Added a QC Hot Tip to the policy on the child support payment deduction. FS F.23

Federal regulations require Oregon to incorporate a third utility allowance for those filing groups with a cost for only one utility. Therefore, the utility allowance policy is changing. The full utility allowance (FUA) will continue to be given to all filing groups with an out-of-pocket heating/cooling cost. The limited utility allowance (LUA) will be given to only those filing groups with a cost for at least two allowable utilities (but no cost for heating/cooling). The new single utility allowance (TUA) will be given to those filing groups with only one utility cost (not heating/cooling). The TUA will generally be given to those groups with a cost for the basic rate on a telephone only. However, there may be some groups without a telephone and have a cost for another utility. FS F.25

Clarified what actions to take when restoring benefits to a household which also has an overpayment. The overpayment must always be repaid first before remaining restored benefits are given to the client. FS G.15

Added examples on how to act on changes when UC ends due to employment and when a person with income moves into the home. FS H.5

Removed references to obsolete forms. Updated AFS to DHS form numbers. Miscellaneous corrections. FS WG #1

Corrected a cross reference. FS WG #3

Child Care

For each hour of class time, students are authorized for three hours rather than two hours of child care benefits to cover both class and study time. CC J.1

Medical Assistance

For OHP program eligibility, clarified that if income cannot be verified, workers should accept the client's statement. MA B

Increased the OHP-CHP resource limit to \$10,000. MA F

Removed references to OSIPM-MN program. MA A, AP A, CA B, IB A, GP G, IND A

Office of Medical Assistance Programs

This material was effective August 1, 2004 and was distributed by OMAP under OMAP-PT-04-003. Although the attached material shows FSML-33 on the header, it is actually included with this release, FSML-34.

This revision contains updates related to the changes in the OHP Standard benefit package, elimination of copayments for clients on the OHP Standard benefit package and a change in the process for Administrative Hearings. Additional changes include:

Updated Field Resource chart. OMAP WG-1

Updated to include recent changes to the OHP, specifically to the OHP Standard benefit package. OMAP WG-2

Includes revised Medical Care ID and a sample of the temporary ID. OMAP WG-3

Updated to include the reduction in covered services on the Prioritized List of Health Services and changes in the OHP Standard benefit package. Revised Benefit package charts and the DHS Medical Assistance Programs chart. OMAP WG-4

Revised and clarified information on managed health care enrollment, added section on Auto Enrollment. OMAP WG-5

Updated program information for the Senior Prescription Drug Assistance Program and the Family Health Insurance Assistance Program. OMAP WG-6

Revised information on process for clients requesting Administrative Hearings. OMAP WG-11

Updated information on branch responsibility for ensuring medical transportation is appropriate. OMAP WG-12

Updated information on premium responsibility and added rule references. Removed OHP Standard copayment information. OMAP WG-14

Noncitizens

Updated the information on using SAVE/Web1. Changed all INS references to USCIS. NC A

Counting Client Assets

Incorporate the policy change on adoption assistance that was given with policy transmittal SS-PT-04-015 effective July 1, 2004. CA B.1

Added a clarifying statement to the note that if a client has a previous VISTA contract with another state and comes to Oregon, the new contract is effective the date the new assignment in Oregon begins and not the date they signed the original contract in the other state. CA B.18

Clarified that the foster care payment includes both the state payment and for adult foster care the full amount the person in care is required to pay (including room and board and service payments). CA B.23

Corrected the policy on the amount of the representative payee fee that can be excluded from SSI income. The correct amount is up to \$25 and not \$30. CA B.67

Added notes about VA educational benefits to help staff identify them and also to look for possible disability payments when certain kinds of VA educational benefits are given. CA B.76

Added a cross reference to the farmer example in the FS chapter to link with the additional exclusions for farmers in Counting Client Assets. CA C.4

Issuing and Restoring Benefits

Corrected a cross reference to SPD procedures for issuing a PIN. IB A.8

Generic Program Information

Added language that clarified that JOBS support service payments that were used by clients for items other than their intended purpose are considered overpayments. GP C

Multiple Program Worker Guides

Added The Work Number as a source of income verification. Removed a reference to calling SAVE. Removed policy on verifying work quarters, substituting a cross-reference to the material in Noncitizens E. MP WG #2

Replaced with link to SPD's worker guide containing updated information. MP WG #9

Corrected one of the examples. Added a cross reference to the treatment of VA income in other chapters. WG-MP #14

Corrected the hand-delivered cutoff dates for July and October. MP WG #18

Implementation/Transition Instructions:

Training/Communication Plan:

Local/Branch Action Required: Review policy changes with branch staff.

Review the utility allowance on each case at recertification to assure that the household is receiving the correct allowance based on the payment of heating/cooling costs or the number of non-heating/cooling utilities the group is paying.

Central Office Action Required:

It is believed most FS cases receiving the LUA have only one utility cost. Per a policy transmittal scheduled to be released September 7, 2004, all LUAs will be converted to TUA during September. The reduction notice to affected FS households is scheduled to be mailed September 7, 2004.

Forms: Revise the DHS 853 and 854 to include the new income standards.

Systems: Update the new FS standards so the 10/03 benefits will be issued correctly.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

Remove

Insert

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If you have any questions about this policy, contact:

Contact(s):	See Introduction C, Contact List, located in this manual for a list of program contacts.		
	If you have questions about the filing instructions, please contact Annette Tesch at 503-945-6067.		
Phone:		Fax:	
E-mail:			