

Barbara Hopkins, CAF Self-Sufficiency Programs  
**Authorized Signature**

**Number:** SS-PT-08-015  
**Issue Date:** 04/01/2008

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

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):		Release No:	FSML- 49
Effective Date:	April 1, 2008	Expiration:	N/A
References:			
Web Address:	<a href="http://www.dhs.state.or.us/policy/selfsufficiency/em_firstpage.htm">http://www.dhs.state.or.us/policy/selfsufficiency/em_firstpage.htm</a>		

**Discussion/Interpretation:**

**Changes were made to the following sections:**

***Employment and Self-Job Preparation and Entry Services:***

The vocational training section no longer includes language for requiring a criminal history check as part of the vocational training application or selection process. (ES-b.9)

***Temporary Assistance for Needy Families (Pre-TANF, TA-DVS, TANF, SFPSS, Refugee Benefits, Housing Stabilization, Emergency Assistance)***

**SFPSS**

- Section D contains the Payment Standards effective January 1, 2008, and should have been issued in Release #48, January 2008. (PSS-d)

## TANF

- Amended to implement HB2469 provisions by describing re-engagement process for clients in the Pre-TANF, Refugee (REF), State Family Pre-SSI/SSDI (SFPSS), and Temporary Assistance for Domestic Violence Survivors (TA-DVS) programs, and providing more detail and clarification about the re-engagement process, which also applies to clients in the JOBS program (see OAR 461-190-0231). *(TF-f)*
- Amended to remove language that indicates that this benefit can be considered periodic income. Clarified how to count Social Security Death Benefits. *(TF-g)*.

## Food Stamps

- DHS 7261 (Sworn Statement of Not Receiving Food Stamps) is obsolete as of April 1. This form was used when an FS applicant moves to Oregon from another state and was useful when all states were mailing FS coupons monthly. With the nationwide advent of issuance via EBT, returned mail can no longer be counted on to alert FS agencies when a client moves out of state. For several years, the FSP has trained new workers to call the applicant's former state of residence as part of determining eligibility. Contact numbers are provided in MP-WG#4 and updated annually. This is not only a more reliable indicator of duplicate benefits, but can be used to inform other states of the move and to gather information such as the former household composition. Obsoleting the form will require all FS workers to use this preferred method. *(FS-b.6; FS-i.9)*
- Added the expanded criteria for when to send out the Notice of Missed Appointment based on the recent Policy Transmittal. *(FS-b.8)*
- Clarification for when applications for food stamp approval or denial is to be put on FCAS. *(FS-b.15; FS-b.16)*
- Added clarification that reduction of work hours to less than 30 hours a week includes the equivalent of 30 hours at federal minimum wage. Also added an example of what actions to take when a person reports they have a job during their 8-week OFSET job search period. *(FS-d.10)*
- Added examples of the actions to take when work hours are reduced by an employer and not at the request of the client or when a client causes their own dismissal. *(FS-d.22.19; FS-d.22.20)*
- Added clarification on medical deductions. Also added an explanation of what "special training" means in relation to a service animal. *(FS-f.20)*
- Added a note to remind workers the cost for phone cards and prepaid cell phones is not considered a utility expense and does not qualify a household for the utility allowance. *(FS-f.25)*
- Added example for medical deductions. *(FS-f.29)*
- Changed to reflect changes to OARs 461-175-0200 and 461-175-0340. When a client voluntarily requests a closure or reduction, the client must sign the DHS 457D. When the client withdraws the application, send a basic decision notice. Also, a decision notice does not become void if the department amends the decision notice, contested case notice, or extends the effective date. *(FS-h)*

## Medical Assistance

- The multiple medical program notice matrix was revised for clarity. *(MA-b)*
- The OHP-OPU premium exemption amounts were updated to reflect the January Federal Poverty Level increase. *(MA-e)*
- EXT effective date policy was updated. *(MA-e)*
- Updated the OHP income standards to reflect the January Federal Poverty Level increase. *(MA-f)*

## Counting Client Assets

- Amended language, removed reference to periodic income, and added reference to OAR 461-140-0120. *(CA-b.68)*
- Revised definition of self-employment and reorganized for clarity. *(CA-c;CA-wg1)*

## Issuing and Restoring Benefits

- DHS 7261 (Sworn Statement of Not Receiving Food Stamps) is obsolete as of April 1. This form was used when an FS applicant moves to Oregon from another state and was useful when all states were mailing FS coupons monthly. With the nationwide advent of issuance via EBT, returned mail can no longer be counted on to alert FS agencies

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### **Multiple Program Worker Guides**

- The categorical eligibility standard for 185% changed with the new poverty level standards. All other FS standards will change on their regular schedule in October. (MPWG-07)

### **Noncitizens**

- Revised to include information about the Multnomah County Pre-Natal CAWEM Expansion project. (NC-c)
- Added minimum earnings required to earn a work quarter in 2008. (NC-e)

### **5530 chart**

- The categorical eligibility standard for 185% changed with the new poverty level standards. All other FS standards will change on their regular schedule in October.

## **Implementation/Transition Instructions:**

### **Training/Communication Plan:**

### **Local/Branch Action Required:**

Review policy changes with branch staff.

### **Central Office Action Required:**

### **Systems**

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

### **Filing Instructions:**

Please file this material in the *Family Services Manual* as indicated below:

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**Contact(s):** If you have any questions about this *policy*, 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 Barbara Hopkins at the number/email address below.

**Phone:** 503-945-6174

**Fax:**

**E-mail:** Barbara.r.hopkins@state.or.us

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