

Barbara Hopkins, CAF Self-Sufficiency Programs
Authorized Signature

Number: SS-PT-08-037
Issue Date: 12/15/2008

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 |
| <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:	FSML- 52
Effective Date:	January 1, 2009	Expiration:	N/A
References:			
Web Address:	To FSM PDF: http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-08-037-attach.pdf		

Discussion/Interpretation:

Changes were made to the following sections:

Employment and Self-Sufficiency Services

The Employment and Self-sufficiency Services Section A – Support Services chapter has been updated. Though the policy has not changed around support services, examples and clarification has been provided about when support services are available to support case plans in JOBS and other TANF related programs. Also included are examples of things that are not intended to be covered by support service payments. The chapter has had some reformatting to make it easier to find information about the approval and/or denial processes. In addition to these changes information on using the new “Request for Temporary Assistance for Needy Families (TANF) Support Services and Notice of Decision and Action Taken” (DHS 7822) has been included in the updates.. (ES-a)

TANF

This revision includes additional information on verifying countable months of Tribal TANF or TANF received out of state; TANF eligibility beyond five years, and participation requirements when receiving TANF in excess of five years. (TF-n)

Post-TANF (New chapters)

Post-TANF chapters are now available. (PT-toc, a, b, c, d, e, f, g)

Food Stamps

Added more types of VA Educational income to the Quick Asset Chart (*FS-f.5, FS-h.2*)

Removed the special NED reporting requirement. The requirement for a NED to report when household income exceeds 185 percent FPL ended October 1, 2008. A couple areas in the manual were not updated. (*FS-f.8*)

Moved most material on prospective budgeting to new multi-program worker guide MP-WG-22. (*FS-f.6, f.11, f.12, f.29*)

The minimum allotment for the prorated initial month of FS continues to be \$10. Effective October 1, 2008, the law allows eligible one or two person benefit groups to receive a minimum of \$14 a month. (*FS-g.8*)

Removed wording in reporting changes about special NED reporting. This additional reporting requirement ended 10/1/08. (*FS-h.2*)

Updated several forms used for FS and added a notice writer notice number. (*FS-wg#1.1, 1.3, 1.5*)

Information on A&D residential facilities rewritten and expanded for clarity. (*FS-wg#3*)

Child Care Assistance

Removed the requirement to verify two prior months income and replaced with 30-days. (*CC-b*)

Clarified filing group status for military parents when they are called to active duty for more than 30 days; and updated student status requirement to be in filing group to align with rule 461-110-0350. Students who are age 18 or under the age of 19 need to be in secondary school or vocational training at least half-time not full-time. (*CC-c.1, c.2, c.3*)

Clarified eligibility for military parents when they are called to active duty for more than 30 days and added examples. Removed references to "Periodic Review" and replaced with "re-application" as the *ERDC Periodic Review and Food Stamp Application* (DHS 7476) is being renamed to "*Employment Related Day Care (ERDC) Re-application and Food Stamp (FS) Application.*" (*CC-d.5, d.8*)

Removed references to "periodic review" and replaced with "re-application." Periodic Review" gives the wrong impression of the eligibility process as it is used to re-determine eligibility and re-establish a new eligibility period. A DHS 210 should be used instead of DHS 487 when pending at re-application. Removed requirement to use two prior months income and replaced with 30-day requirement. Moved budgeting examples and types of income to MP WG #22. (*CC-e*)

Removed reference to paying for unmet co-pays out of JOBS Support Service payments. (*CC-f*)

Revised Child Care Cheat Sheet to clarify when a CCB vs JCCB is issued for Pre-TANF and Post TANF. (*CC-WG#2*)

Updated ERDC Cheat Sheet to bring in line with current policy. (*CC-WG#7*)

Counting Client Assets

Expanded the listing of Veterans Titles for educational income. (*CA b.24, b.81*)

Expanded the list of possible pension/retirement plans and the list of excluded plans for FS. (*CA b.52*)

Updated the Rep payee fee to reflect 2009 amount. (*CA b.68, b.71*)

Added a note identifying where gross self-employment is identified on the federal Schedule C tax form. (*CA-c.1*)

Multiple Program Worker Guides

New worker guide incorporating information and examples on prospective budgeting for all programs. (*MP-WG#22*)

Implementation/Transition Instructions:

Training/Communication Plan:

Review policy changes with branch staff.
FSM Release #52

Local/Branch Action Required:

Review policy changes with branch staff.

Central Office Action Required:

None

Systems

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

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

Remove

Release #52 (effective January 1, 2009):

Employment and Self-Sufficiency Services

TOC, pp 1-2 (all pages)
#A, pp 1-14 (all pages)
#B, pp 1-38 (all pages)
#C, pp 1-6 (all pages)

TANF-Related Programs

TOC, pp 3-10

TANF

#F, pp 1-26 (all pages)
#N, pp 1-4 (all pages)

Post-TANF (New Sections)

#A, pp 1-2 (all pages)
#B, pp 1-6 (all pages)
#C, pp 1-2 (all pages)
#D, pp 1-2 (all pages)
#E, pp 1-2 (all pages)
#F, pp 1-2 (all pages)
#G, pp 1-4 (all pages)

SFPSS

#D, pp 1-2 (all pages)

Food Stamp Programs

TOC, pp 3-4
#B, pp 9-10, 13-32
#D, pp 13-34
#F, pp 13-20, 25-66
#G, pp 1-10 (all pages)
#H, pp 3-4, 9-10
#I, pp 1-24 (all pages)

Insert

Release #52 (effective January 1, 2008):

Employment and Self-Sufficiency Services

TOC, pp 1-2 (all pages)
#A, pp 1-14 (all pages)
#B, pp 1-38 (all pages)
#C, pp 1-6 (all pages)

TANF-Related Programs

TOC, pp 3-10

TANF

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#D, pp 1-2 (all pages)

Food Stamp Programs

TOC, pp 3-4
#B, pp 9-10, 13-32
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#H, pp 3-4, 9-10
#I, pp 1-24 (all pages)

WG#1, pp 1-6, 13-16
WG#3, pp 1-4 (all pages)
WG#9, pp 1-8 (all pages)

Child Care Assistance

TOC, pp 1-4 (all pages)
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#B, pp 1-4 (all pages)
#C, pp 1-4 (all pages)
#D, pp 1-4 (all pages)
#E, pp 1-10 (all pages)
#F, pp 3-16
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WG#2, pp 1-6 (all pages)
WG#3, pp 1-4 (all pages)
WG#7, pp 1-4 (all pages)

Medical Assistance Programs

#A, pp 1-2
#D, pp 9-16
#E, pp 7-14, 21-22, 27-28
WG#3, pp 3-6

Noncitizens

#A, pp 1-10 (all pages)
#B, pp 7-8
#C, pp 5-6
#D, pp 1-4 (all pages)
#F, pp 1-2 (all pages)

Counting Client Assets

#B, pp 1-92 (all pages)
#C, pp 1-6 (all pages)

Issuing and Restoring Benefits

#A, pp 1-28 (all pages)

Generic Program Information

#C, pp 9-28

Multiple Program Worker Guides

TOC, pp 1-2 (all pages)
#04, pp 1-2 (all pages)
#11, pp 11-14
#13, pp 5-10
#14, pp 1-8 (all pages)
#18, pp 1-2 (all pages)
#21, pp 1-2 (all pages)
#22, pp 1-6 (all pages)

Subject Index and Acronyms

#B, pp 3-4, 9-18

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

WG#1, pp 1-6, 13-16
WG#3, pp 1-8 (all pages)
WG#9, pp 1-8 (all pages)

Child Care Assistance

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WG#7, pp 1-4 (all pages)

Medical Assistance Programs

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#D, pp 9-22
#E, pp 7-14, 21-22, 27-28
WG#3, pp 3-6

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#B, pp 7-8
#C, pp 5-6
#D, pp 1-4 (all pages)
#F, pp 1-2 (all pages)

Counting Client Assets

#B, pp 1-94 (all pages)
#C, pp 1-6 (all pages)

Issuing and Restoring Benefits

#A, pp 1-28 (all pages)

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#C, pp 9-28

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#18, pp 1-2 (all pages)
#21, pp 1-2 (all pages)
#22, pp 1-6 (all pages)

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