Xochitl Esparza
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Authorized Signature

Number: SS-PT-09-018
Issue Date: 06/15/09

Topic: Cash Payments

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):

☐ 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): Self-Sufficiency

Policy/Rule Title:	FSM TANF I – Determining and Calculating Benefits		
Policy/Rule Number(s):	OAR 461-155-0020 - Prorated Standards; Adjusted Number in HH	Release No:	
Effective Date:	June 15, 2009	Expiration:	
References:			
Web Address:			

Discussion/Interpretation:

The Secretary of State (SOS) Audits Division recently conducted an audit of self-sufficiency payments. In reviewing these TANF cases, SOS found instances where data entered into the Client Maintenance System (CMS) did not agree with the department's documentation of the client's household composition. These input errors were specific to TANF No-Adult households and resulted in either an underpayment or overpayment to the client.

Implementation/Transition Instructions:

When determining eligibility of TANF No-Adult applicants and recipients, review and correctly determine and calculate TANF benefits with no-adult in the *need* group.

Training/Communication Plan:

Manager review of FSM policy, administrative rule, and Policy Transmittal with branch staff.

Local/Branch Action Required:

At application or re-determination of TANF eligibility in No-Adult households, ensure benefits are correctly calculated according to the adjusted number in the household.

CMS calculates TANF benefits for No-Adult cases based on the <u>adjusted</u> number in the household, the number in the need group, and countable income. This information is compared to the TANF No-Adult Standard to determine eligibility and benefit amount. The TANF No-Adult Standards are used when the adult is not included in the *need* group because they are:

- A non-needy caretaker relative;

- An SSI recipient;

- An ineligible noncitizen;

- Serving an IPV penalty; or

- Disqualified due to noncooperation with JOBS activities, child support requirements, or Alcohol and Drug/Mental Health treatment requirements.
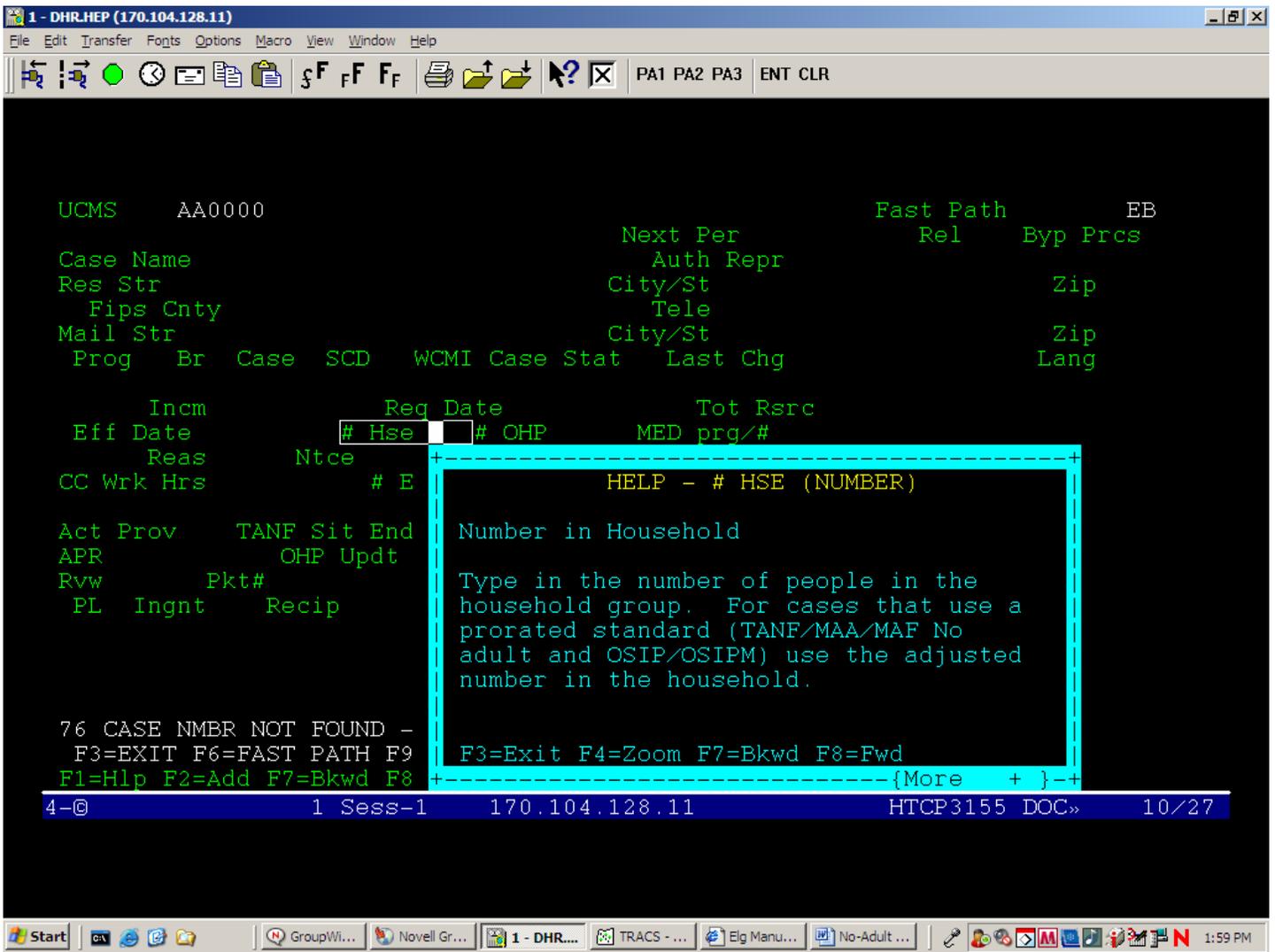
To correctly calculate the No-Adult Adjusted Income/Payment Standard, the case worker must:

1. Determine the adjusted number in the household; and
2. Enter the adjusted number in the household in the **# Hse** field on UCMS.

The <u>adjusted</u> number in the household is determined by taking the total number of individuals in the *household*, minus the following individuals unless they are included in the *need* group:

- Unborn child;

- Foster children;

- Children receiving adoption assistance;

- Clients receiving long-term care or waivered home and community-based care;

- Live-in attendants who live with the filing group solely to provide necessary medical or housekeeping services and are paid to provide these services;

- Landlords and tenants.

The adjusted number in the household is entered in the **# Hse** field on UCMS:

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Central Office Action Required:

An edit will be added to prompt a case worker to review the Hse # field, and update if needed, when taking a New, Reopen, Restore, or Compute action on CMS.

Field/Stakeholder review: ☐ Yes   ☒ No

If yes, reviewed by:

Filing Instructions: None

If you have any questions about this policy, contact:

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