

Xochitl Esparza, TANF Program Manager

**Authorized Signature**

**Number:** SS-PT-12-005

**Issue Date:** April 16, 2012

**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   
  County Mental Health Directors  
 Area Agencies on Aging   
  Health Services  
 Children, Adults and Families   
  Seniors and People with Disabilities  
 County DD Program Managers   
  Other (please specify): Self-Sufficiency

Policy/Rule Title:	Specific Requirements: Post-TANF		
Policy/Rule Number(s):	OAR <a href="#">461-135-1250</a>	Release No:	
Effective Date:	April 16, 2012	Expiration:	
References:	<a href="#">Senate Bill 1579 (2012)</a>		
Web Address:			

**Discussion/Interpretation:**

Due to continuing state economic issues and as part of the February plan approved by the 2012 Legislative Assembly, the Post-TANF program is being suspended beginning May 1, 2012.

Because the Post-TANF program is suspended beginning May 1, 2012, the \$50 Post-TANF payment made to eligible clients will end on April 30, 2012.

Clients coded eligible for Post-TANF as of April 10, 2012, will be sent a [letter/notice](#) on April 16, 2012, letting them know:

- Their Post-TANF benefit will end on April 30, 2012;
- They may request a hearing but do not have the right to continuation of benefits at the same level pending the outcome of the hearing. They do not have this right because of amendments to OAR [461-135-1250](#), effective April 16, 2012,

that are being made as part of the implementation of required budgetary reductions;

- If they are getting SNAP benefits, the loss of the Post-TANF benefit may cause an increase in the amount of food benefits they may get. Clients are instructed to call their DHS worker to ask if there will be a change in their SNAP benefits.

### **Implementation/Transition Instructions:**

- During the month of April, workers should continue to determine Post-TANF eligibility. When a client is found to be Post-TANF eligible, the worker should:
  - Add the PTF case descriptor and PT1 or PT2 need/resource code with 4/12 as the end date;
  - Issue benefits for any month in which the client is Post-TANF eligible using the [DHS 437](#) and A1 pay reason.
- During the month of May, staff will process prior Post-TANF benefits by using the [DHS 437](#) and the A1 benefit reason on EBISS for cases where the family is Post-TANF eligible for months prior to May (retroactive eligibility);
- Issue retroactive Post-TANF benefits via EBISS, if applicable;  
Example - TANF ends 03/31/12 due to income/earnings. The client has until 05/15/12 to turn in pay stubs for April Post-TANF. Pay stubs are received on 05/05/12. The case worker needs to issue April Post-TANF benefits via EBISS and send a notice ([DHS 771](#)) approving April benefits only;
- Beginning Thursday, April 26, 2012, PTF case descriptors and PT1 and PT2 need/resource codes will not be allowed on CM cases;
- Companion SNAP Case - Post-TANF income coded GNT on a companion SNAP case will be reduced by the system to \$0.00. Post-TANF cases with an OTH of \$50 coded on the companion SNAP case will be identified and a list will be sent to branch offices to update. Case workers will need to review the case to ensure that the \$50 is the Post-TANF payment prior to removing the income;
- Administrative Hearings Requests - Send a *Denial of Continuing Benefits Pending Hearing Decision* ([DHS 5303](#) Hearing Form) to clients who submit an administrative hearing request based on the ending of the Post-TANF program and ask for a continuation of benefits. On the [DHS 5303](#), mark “other” with the reason: “You are not entitled to a continuing benefits notice in your situation because the Post-TANF program has ended and funds are not available for continuing benefits.” On the [DHS 5303](#), cite OAR [461-135-1250](#)(11).

Implement the expedited hearing process for clients who file a second hearing request challenging the denial of continuing benefits (aid paid pending).

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

- Review this rule change and transmittal with staff.

**Central Office Action Required:**

- Send the letter/notice to Post-TANF recipients informing them their Post-TANF benefit ends April 30, 2012;
- Central Office will remove all current PTF case descriptors and PT1 and PT2 need/resource codes from the CM system at April EOM processing;
- Central Office is working to ensure that Post-TANF cases that close April 30, 2012, and meet JPI criteria are converted to JPI in May 2012;
- Amend Oregon Administrative Rule [461-135-1250](#);
- Revise the Family Services Manual.

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

**Filing Instructions:**

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

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