

Robert Trachtenberg, Hearings and Rules Unit  
 Manager

**Authorized Signature**

**Number:** SS-PT-12-014

**Issue Date:** 06/15/2012

**Topic:** CAF Self-Sufficiency Programs Family Services Manual Advance Copy  
 (including some Seniors 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 <a href="#">66</a>
Effective Date:	July 1, 2012	Expiration:	N/A
References:			
Web Address:			

**Discussion/Interpretation:**

**Release #66**

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

- Introduction
- Employment and Self-Sufficiency Services
- TANF-Related Programs:
  - TANF
  - SNAP
  - Child Care Assistance
  - Noncitizens
  - Child Support Program
  - Counting Client Assets

Issuing and Restoring Benefits  
Generic Program Information  
Multiple Program Worker Guides  
Subject Index and Acronyms

**Manual statements are included for the following sections:**

## **Employment and Self-Sufficiency Services**

Updated sections to reflect policy changes related to JOBS program activities and support services. (*ES-a.1, a.2, b.1-15, b.18, c.1-4, d.1-2, d.5-9, f.1-4*)

## **TANF**

Updated to state the requirement to cooperate with DHS and DCS to establish paternity and pursue child support does not apply to two-parent households. (*TANF-d.8, f.6, f.19*)

The time limit rule was changed May 1, 2012, and the FSM is being changed to remove the economic hardship exemption criteria. Two-parent households (where deprivation is based on under/unemployment) are now subject to state time limits, but not federal, and to clarify that people in Post-TANF, JOBS Plus and SFPSS are not subject to time limits. The FSM has now been updated to incorporate these rule changes along with changes to the Client Index Time Limit Screen that will be put in place before the end of June. (*TANF-n*)

## **SNAP**

Noted that SNAP recertification packets cannot be mailed to an out-of-state address. (*SNAP-b.17*)

Added language directing staff not to send recertification packets out of state. (*SNAP-d.2*)

Clarification for allowable reverse mortgage shelter costs. Updated reverse mortgage shelter examples. (*SNAP-f*)

## **Child Support Program**

Updated to state there is no assignment of rights to child support and no accumulation of unreimbursed assistance (URA) for two-parent families getting cash assistance. (*CS-b.2, CS-b.3*)

Updated to state two-parent families getting cash assistance are not required to cooperate with DHS and DCS to establish paternity and pursue child support. (*CS-c.1, c.4*)

Updated to state two-parent households getting cash assistance are not required to cooperate with DHS and DCS to establish paternity and pursue child support. (*CS-d.2, d.3*)

Updated to state child support received by DCS for a two-parent household getting cash assistance is distributed in the same manner as child support received on a closed TANF case. (*CS-f.1*)

Updated to state two-parent households are not eligible for pass-through, but are eligible for a disregard of child support. (*CS-h.2*)

## Counting Client Assets

Updated information on Representative Payee fee for SSI by removing dollar amount and putting in link to SSA website for fee updates. (CA-b.71)

## Multiple Program Worker Guides

Link-Up America program eliminated; updated procedure for OTAP referral procedure. (MPWG#10)

Added a section on case file maintenance about the need to keep all applications for assistance and other documents used to support eligibility determination in one case file and to use a tracking method when transferring case files and documentation to another branch office. (MPWG#21)

## Implementation/Transition Instructions:

**Training/Communication Plan:** Review policy changes with branch staff.

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

Review policy changes with branch staff.

## **Central Office Action Required:**

None.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing Instructions:** The filing instructions will be available with January's DHS Family Services Manual release.

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

<b>Contact(s):</b>	If you have any questions about this policy, see Introduction C, <a href="#">Contact List</a> , in the Family Services 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.		
<b>Phone:</b>	503-945-6174	<b>Fax:</b>	503-373-7032
<b>Email:</b>	<a href="mailto:Barbara.r.hopkins@state.or.us">Barbara.r.hopkins@state.or.us</a>		