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Authorized Signature

Number: SS-PT-12-017
Issue Date: 06/15/2012

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
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Policy/Rule Title:	TANF Time Limits - CI Screen Changes		
Policy/Rule Number(s):	OAR 461-135-0075	Release No:	
Effective Date:	June 9, 2012	Expiration:	
References:			
Web Address:			

Discussion/Interpretation:

The Client Index (CI) Screen where workers enter time from out-of-state has been modified. Workers will no longer have to add information on both TRACS and the CI screen. A comment section has been added to the updated CI screen. In addition, the state and federal counters have been verified to ensure the months displayed are accurate.

Implementation/Transition Instructions:

1) Out-of-state TANF receipt:

- Any out-of-state time and tribal time on TANF must be entered on the Client Index (CI) screen:

- When a client indicates on the ([MSC 415F](#)) application or during the interview they received TANF in another state or through a Tribal TANF program, DHS must contact the other state or tribe to determine the number of months they received TANF;
- The new CI time limit screen requires a begin and end date for time on TANF from other states. Entering the number of months will not be sufficient. If there has been a break in a person's out-of-state time on TANF, the worker needs to get the begin and end dates for each segment of time and record each separately. This is important to ensure time on TANF gets entered and counted accurately;
- The updated CI screen includes fields to enter the state where TANF was received; months on TANF; and it has a comment section where workers can narrate who from the other state/tribe verified the information, their phone number and the date;
- If the client was receiving Tribal TANF, the name of the tribe should be narrated in the comment section. Previously, this information would have been narrated in TRACS. That is no longer required as part of tracking time on assistance.
- To access the time limit Client Index (CI) screen: In CI – Go to the right hand bottom of the WEBM screen; put an X before the TL and hit {Shift-F1};
- The updated CI screen includes both federal and state months on TANF. Any policy related client actions (i.e., a reduction in benefits) with respect to time limits should be based on the state time limit, not federal time limit.

2) Verification of out-of-state TANF:

- Multiple Program Worker Guide #4 ([MPWG#4](#)) lists contacts in each state that are used for verification of out-of-state months and receipt of assistance:
 - The worker guide is reviewed and updated annually;
 - If workers find an error on the guide or they learn there is a new contact number they should contact Barbara Hopkins at 503-945-6174 or at Barbara.r.hopkins@state.or.us to get the guide updated.
- If a worker is unable able to get through to the other state's contact number in [MPWG#4](#):
 - If a client states they have reached 60 months:
 - Contact [Barbara Hopkins](#) in Central Office to let her know that the number on the [MPWG#4](#) is not working;
 - If the client has official documentation from the other state stating they have received 60 months of TANF that can be used to verify time (temporarily);

- For individuals who do not meet any exemptions, if all other eligibility requirements are met, benefits could be opened for the children only pending verification of out of state time for the adults;
- For individuals who meet hardship exemption criteria, once the hardship is verified (if required), a grant can be opened for the whole family, assuming they meet all other eligibility requirements.
- If the client states they have less than 60 months:
 - Contact [Barbara Hopkins](#) in Central Office to let her know that the number on the [MPWG#4](#) is not working;
 - Try to contact the client's out-of-state worker or tribal worker to verify the time;
 - If all other eligibility requirements have been met, open a grant for the children only pending verification of out-of-state time for the adults.

3) For people who reached 60 months of TANF receipt:

- Once a needy adult or minor parent head-of-household reaches 60 months of state time, and if they do not meet any of the exemptions listed in the [Family Service Manual TANF N – Time Limit for TANF](#), they will no longer be eligible for benefits for themselves. This can include: time on TANF in Oregon; combined Oregon time and out-of-state time on TANF; or 60 months received in another state. Any adults in the household who have not reached 60 months, as well as eligible children on the grant, will continue to receive TANF;
- As of May 1, 2012, the change to time limits applied to families moving from out of state who have reached 60 months in the other state or a combination of states. No one who has been living continuously in Oregon will have more than 24 months of state countable time on TANF. For families currently in Oregon, review the time on TANF at the next re-determination. When the adult or minor head-of-household reaches 60 months in Oregon – either countable state months or with a combination of Oregon and out-of-state months – they will be subject to time limits unless they meet a hardship exemption (See [TANF N – Time Limit for TANF](#).)
- Two new need/resource codes were added to the system in May that should be used with adults and minor parent head-of-households who have reached 60 months of time on TANF using the Oregon time limit count:
 - If they are not exempt add a need/resource code of TRJ (time-limit reached) – "C" for continuous. Also change the in-grant code to "NO" and make sure there is a TLY (subject to time limits, yes) N/R code;
 - If they are exempt, they will remain an "AD" on the case. Add a N/R code of TRH (time-limit reached Hardship) – the date should match the review date. An N/R code listing why the client is exempt TL* (See exemptions

listed in [TANF-N](#)) is required. Please remember that in order to qualify for many of the exemptions, verification from a licensed or certified professional is required. At re-determination time limit exemptions should be reviewed to see if they are still relevant. A case descriptor of TRH should also be added to the exempt cases who have reached 60 months of state time on TANF;

- It is important that these need/resource codes are used as they impact how cases are funded. Children in families where adults lost eligibility for TANF due to the 60-month time limit will be funded with state money.

4) Notices:

- The [DHS 415R](#) includes information about the TANF time limit;
- The TANF computer-generated eligibility notice (*CM 1A – Cash Benefits Approved*) has been updated to include information about time limits so a family knows why they may be getting less cash;
 - If reductions are made at re-determination, a timely continuing decision notice is required ([DHS 456](#)) which clearly states that cash is being reduced because an adult or minor parent head-of- household has reached 60 months on TANF and does not meet any exemption criteria. Cite OAR [461-135-0075](#) in reductions notices for individuals who have reached 60 months of state time.

5) Participation:

- People who have reached 60 months on TANF are required to cooperate with their case plan. Adults and minor parent head-of-households who do not cooperate with the case plan may be subject to disqualifications (according to policy) whether or not they are coded a “NO” on the grant. TANF time limit exemptions are specific to determining countable months of TANF and should not be confused with federal participation exemption criteria.

Training/Communication Plan: Updated TANF training materials; sending out Q & A; updated online web tools

Local/Branch Action Required: See above.

Central Office Action Required: Update of rule, FSM, and training tools. Time from out of state that was entered incorrectly was deleted.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Carol Krager		
Phone:	503-945-5931	Fax:	503-373-7032
E-mail:	Carol.krager@state.or.us		