

Robert Trachtenberg, Hearings and Rules  
Administrator

**Authorized Signature**

**Number:** SS-PT-12-029

**Issue Date:** 12/14/2012

**Topic:** Office of Self Sufficiency Programs Family Services Manual **Advance Copy**  
(including some Aging 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 DD Program Managers   |
| <input checked="" type="checkbox"/> Aged and People with Disabilities | <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"/> Other (please specify): All users of the Family Services Manual |

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):		Release No:	FSML <b>68</b>
Effective Date:	January 1, 2013	Expiration:	N/A
References:			
Web Address:			

**Discussion/Interpretation:**

**Release #68**

**Changes (some technical) were made to the following sections:**

Introduction  
 Employment and Self-Sufficiency Services  
 TANF-Related Programs:  
     TANF  
     JPI  
 SNAP  
 Medical Assistance Programs

Noncitizens  
Child Support Program  
Counting Client Assets  
Multiple Program Worker Guides

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

**Medical Assistance Programs**

Pursuit of assets is being updated to allow client statement as sufficient verification for pursuit of UC. (MA-a.14)

**Noncitizens**

Added clarifying information about alien status for trafficking victims and their family members. (NC-b.1A)

Chart B is being updated to reflect the COA code change trafficking victims experience when they become LPRs. These groups were included before but not called out in the chart, so there was a potential to determine their eligibility as CWM. (NC-WG#1)

**Counting Client Assets**

Income producing property has been updated to include information for the SNAP program. If an individual is receiving rent for the property they live in, this is considered shared shelter and not income producing property, unless the amount received is more than the expense. (CA-b.34)

For the SNAP program, income and resources that are being set aside in an approved plan are excluded from countable income. (CA-b.55)

**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>		