

Annette Tesch, Policy Coordinator  
**Authorized Signature**

**Number:** SS-PT-04-012  
**Issue Date:** 06/30/04

**Topic:** CAF Self-Sufficiency Programs Family Services Manual (including some Senior 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:	FSM-32
Effective Date:	July 1, 2004	Expiration:	N/A
References:	OMAP Worker Guide Revision 17		
Web Address:	<a href="http://www.dhs.state.or.us/policy/selfsufficiency">http://www.dhs.state.or.us/policy/selfsufficiency</a>		

**Discussion/Interpretation:**

TANF

Changed some of the good cause rules that take effect when a client fails to participate in JOBS including a client has good cause when the noncooperation is caused by an aspect of the client's disability and clients no longer have good cause simply for reasons that are out of their control, as they did before. TF F

TA-DVS

Language changed to align with 4/1/04 rule change OAR 461-135-1230. DV J

Added examples of when it may not be safe to pursue an overpayment. DV L

## Food Stamps

Expanded FS verification to state that a reported change in income of \$25 or less, from the same source, can be acted upon without requesting additional verification. FS B.10

Added clarification from rule that when a change in costs that will increase benefits is reported and the worker requests verification, there is no change made to the existing deduction coded on FCAS until the verification is received. FS B.11

Added a cross reference to the list of approved RCF's under the filing group discussion about special living situations. FS C.4

Clarified that the OFSET activities identified in FS D.12 (work components) and listed on the case plan is limited to the 8-week OFSET participation. All other OFSET requirements must be met year around. FS D.10

Implements new policy regarding when to consider the repayment of an overpayment as available income for FS. FS regulations now consider that the repayment of an overpayment from the same income source (for example; SSB overpayment out of SSB or UC overpayment out of UC benefits) is not counted as available income for FS unless it is an TANF IPV or TANF client-caused overpayment being repaid out of the TANF grant. The amount being collected from the TANF grant to repay an IPV or client-caused overpayment will be coded as DQI income. FS F.1, F.15, CA A.2b

SRS changes include:

- Clarified that cases can only be placed in the SRS during the first three months of the certification period.
- Revised policy to indicate that FS cases may remain in SRS when the household loses all countable income until the next Interim Change Report (DHS 852) or recertification action, whichever comes next.
- Added information about how to compute income for SRS. While processing the Interim Change Report, the income verified for month 5 of the certification period is used as an indicator of what the anticipated income should be for months 7 to 12 of the certification period. The actual income received in month 5 may not be used if the income is variable and needs to be converted to a monthly figure. FS F.8

Added clarification that no member of the FS filing group may receive TANF for TBA. This question has arisen several times in connection to multiple TANF cases sharing the same FS case. FS F.9

Added the clarification that a change from one report system to another is always effective the first of the following month from the date the worker takes the action. FS F.11

Clarified that only self-employment or contracted income may be annualized. Periodic or other sources of income cannot be annualized. For periodic income the client must be given a choice to either have the income counted in the month of receipt or have it averaged over the period of time it covers. For example, the Grand Ronde tribe receives a casino profit share each December, they may have the expected income counted for December only or have it averaged over the year. FS F.12 and 14

Added the Mail Returned as Undeliverable by the Post Office to manual. This policy was released in December by Policy transmittal. FS H.4.

Added clarifying information on when to use the DHS 210, SDS 539H, DHS 210A or DHS 487 with cross references to other areas within the FS Chapter that discuss the use of these forms. FS H.10, 11 and 12.

Added items 9 and 10 on the use of the DHS 210 and 210A. FS H

### Child Care

Changed references from the Computer Guide Sections V-B and VIII-C to the CC Worker Guide-8 JCCB Guide. CC H.4, CC H.9

Added ERDC, JOBS and OFSET program coding information. CC H.6

### Medical Assistance

Added the new Expected Family Contribution (EFC) limit for the 2004/2005 school year used in determining OHP eligibility for students of higher education. The 2004/2005 EFC limit is \$3,851, the same as for the 2003/2004 school year. MA E.3

### Office of Medical Assistance Programs

All references to Mail Order Pharmacy Program have been changed to Home Delivery Pharmacy Program. Additional changes include:

- Updated description for OHP Standard Benefit Package. OMAP-WG #4
- Updated the overview information for payment of insurance premiums. OMAP-WG #7
- Revised billing amount for Procedure Codes 97750, 96100, 96117, and 54240. OMAP-WG #8
- Changed references for Mail Order Pharmacy to Home Delivery Pharmacy. Updated Home Delivery Pharmacy Program information. OMAP-WG #14

### Noncitizens

Removed obsolete policy on conditional entrants. Added information on the *public charge* issue for noncitizens receiving cash, food, service and medical benefits. Specified that workers do not need to call SAVE for refugees during their first 8 months in the US. NC A

Removed obsolete policy on conditional entrants. Added reference to the interactive DHS 221F on the form server. NC B

Removed SSI/OSIP program information and replaced with a link to the SPD worker guide. Renumbered footnotes and eliminated obsolete ones. Minor clarifications on how to identify alien status. WG-NC #1

Added the earnings threshold of a countable quarter of work for 2003 and 2004. NC E

### Counting Client Assets

Policy on identifying self-employment has been expanded and clarified. The policy clearly labels some of the more troublesome occupations (e.g., selling Avon or picking up cans) to end ongoing confusion. Under the revised policy, newspaper carriers are identified as **not** self-employed. The money spent by the carriers monthly on newspapers, bags and rubber bands is now considered unavailable. The balance is treated as earned income (EML). CA A, CA C, CA-WG #1

Revised treatment of Foster Care income for FS households to clarify that foster care income is only exempt when the person receiving the care is a member of the household group. Some FS clients are foster care providers but the persons they provide care for live in a different residence. The persons in care are not members of the FS household. In this situation where the client is a foster care provider for persons who live outside their home, the foster care income is now counted as self-employment income. CA B

Updated cross references due to changes in Counting Client Assets B. Added new policy on how to treat Groundfisher Disaster Benefits and RARE program income. These policies were released earlier via a memorandum. Also added policy regarding Disqualifying income for FS cases. CA B

Revised how to treat Nutrition Assistance Program Benefits from Puerto Rico, American Samoa or the Commonwealth of the Northern Mariana Islands per new instructions from the Food and Nutrition Service. CA B.25

Removed all references to EA medical. The Department no longer administers this program because the federal-funding authority for this program no longer exists. CA Chapter

### Multiple Program Worker Guides

Added new worker guide on the 10-day notice deadline for 2004. MP-WG #18

## **Implementation/Transition Instructions:**

Self-Employment: The DHS 859B is being revised to state that self-employed clients must verify their income. The form is not acceptable as proof. For programs that allow short certification/redetermination periods, workers are encouraged to use them, if needed, to allow self-employed clients a transition period in which to begin keeping records of their SLF income and related costs. After this short transition period, deny self-employed applicants who cannot provide verification of income. For marginally self-employed clients (e.g., those who collect and redeem cans), review the worker guide for questions to establish an estimate of income. (WG-CA-01)

## **Training/Communication Plan:**

Self-Employment: Later in the year, an FS Skill Challenge will go out on this topic. Although the programs budget income differently, the definition of self-employment applies to all programs.

**Local/Branch Action Required:** Review policy changes with branch staff.

Review the change in foster care income at recertification to ensure that the income is correctly counted in the future for those providers who live in a different residence from the persons for whom they provide care.

Begin to code the COP as TANF client caused or IPV overpayment recoveries are discovered and no later than the next FS recertification.

**Central Office Action Required:** The Overpayment Recovery Unit has agreed to inform TANF workers when it begins to collect a TANF overpayment from a TANF grant.

Systems: The income code of COP will be created and ready to use July 1, 2004.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing Instructions:**

Remove

Insert

Introduction C  
Employment & Self-Sufficiency Services C  
Assessment Program TOC  
Assessment Program B  
Assessment Program C  
Assessment Program D  
Assessment Program E  
TANF F pp 5-20  
TANF H p 1/2  
TANF O  
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Food Stamps TOC p 3/4  
Food Stamps B pp 3-6, 11-26  
Food Stamps C pp 5-10  
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Food Stamps I pp 7/8, 11/12  
Food Stamps Worker Guide #5 p 1/2  
Food Stamps Worker Guide #9 p 3/4  
Child Care F pp 1/2, 5/6, 15/16  
Child Care H  
Child Care J p 1/2  
Medical Assistance TOC  
Medical Assistance C pp 3-7  
Medical Assistance E pp 7-10  
Medical Assistance F pp 3-8  
Medical Assistance Worker Guide #2  
Office of Medical Assistance Programs Worker Guide #4 pp 1/2, 5/6  
Office of Medical Assistance Programs Worker Guide #7 p 1/2  
Office of Medical Assistance Programs Worker Guide #8 pp 7/8, 11/12  
Office of Medical Assistance Programs Worker Guide #12 pp 3/4, 17/18  
Office of Medical Assistance Programs Worker Guide #14 pp 3-6

Introduction C  
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TANF F pp 5-19  
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Food Stamps B pp 3-6, 11-26  
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Office of Medical Assistance Programs Worker Guide #7 p 1/2  
Office of Medical Assistance Programs Worker Guide #8 pp 7/8, 11/12  
Office of Medical Assistance Programs Worker Guide #12 pp 3/4, 17/18  
Office of Medical Assistance Programs Worker Guide #14 pp 3-6

Remove

Insert

Noncitizens TOC  
Noncitizens A pp 1-8  
Noncitizens B  
Noncitizens E p 3/4  
Noncitizens Worker Guide #1  
Counting Client Assets TOC  
Counting Client Assets A  
Counting Client Assets B  
Counting Client Assets C  
N/A  
Generic Program Information E  
Generic Program Information F  
Multiple Program Worker Guides TOC  
Multiple Program Worker Guides #12  
N/A  
Index & Acronyms B

Noncitizens TOC  
Noncitizens A pp 1-10  
Noncitizens B  
Noncitizens E p 3/4  
Noncitizens Worker Guide #1  
Counting Client Assets TOC  
Counting Client Assets A  
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Counting Client Assets C  
Counting Client Assets Worker Guide #1  
Generic Program Information E  
Generic Program Information F  
Multiple Program Worker Guides TOC  
Multiple Program Worker Guides #12  
Multiple Program Worker Guides #18  
Index & Acronyms B

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

<b>Contact(s):</b>	See Introduction C, Contact List, located in this manual for a list of program contacts.  If you have questions about the filing instructions, please contact Annette Tesch at 503-945-6067.		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			