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# THE SKILL MAINTENANCE CHALLENGE

Strengthening Knowledge in 15 Minutes

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FS Program Unit

April 2008

## Hodgepodge

Lots of information comes across your desk every day. No one reads every e-mail or transmittal, but how many have you missed lately? This month's Skill Challenge is a chance to catch up on what you've missed or breathe a sigh of relief that nothing gets by you.

### SCORE

- \_\_\_\_\_ 1. Your client is getting the \$150 Post-TANF payment. Is this countable income for FS? If yes, how do you code this on FSMIS? 10 Points
- \_\_\_\_\_ 2. The \$150 Post-TANF payment, added to the group's other income, puts them at 200% FPL. Are they categorically eligible? If so, how will you code FSMIS? 10 Points
- \_\_\_\_\_ 3. There are three adults on an open FS case: the HH, her husband and their 19-year-old son, William. William comes into your branch on April 25<sup>th</sup> to say he has moved out on his own and wants to apply for FS. William wants his benefits to start May 1. What's the easiest way to make this possible? 20 Points
- \_\_\_\_\_ 4. An irate client is on the phone, saying his FS benefits ended and he never got notice. You check LOGI,FScase# and find no evidence that his expiration notice went out. What now? 10 Points
- \_\_\_\_\_ 5. You took the FS on-line civil rights training last March as a new worker. Is this a one-time training or do you need a booster shot? 10 Points
- \_\_\_\_\_ 6. On the subject of civil rights, race and ethnicity coding are checked as part of the Food Stamp Management Evaluation (FSME). What do you have to do to get this right? Which screens are involved? 20 Points
- \_\_\_\_\_ 7. An applicant is in your office with an visa bearing an SI or SQ status code. Does he meet the alien status requirement? 10 Points
- \_\_\_\_\_ 8. What wording is required on a piece of undeliverable mail to close the FS case using RM policy? 10 Points

\_\_\_\_\_ **TOTAL**

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## ANSWERS

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Note: Some information was issued as a one-time e-mail. References are given when possible.

1. Yes, it is countable if the case is not in TBA. It can be coded as OTH or GNT. If you code the PTF income as GNT, you must also enter the correct CM case number and person letter to make the monthly update work correctly. Since the PTF payment is always \$150, OTH also works just fine.
2. Yes. Receiving PTF makes the case categorically eligible. Code Cat El C and enter income on the case that puts them \$1 under the 185% cat el limit so FSMIS accepts the code. Refer to *SS-IM-08-010* for suggested narration.
3. William can sign a 457D to waive 10-day notice: any adult on the case can do this. Send a courtesy notice (such as NOTM Speedee Note) to the HH to let them know.  
*FS H examples*
4. Check for the notice the only way you can: LOGI, Febtcase#. This change was made several months ago as the first step in eliminating SSNs as case numbers. You can also pull up a case via WEBM, FIND or FCAS using the same number. See April's *On Target*.
5. This is an annual requirement from FNS. Sign into the Learning Center and do a search for on-line classes whenever you have 15 minutes to take this. *SS-IM-08-013*
6. The race and ethnicity codes should be checked and narrated once at CRT or REC for each person on the case. Update these fields via Person/Alias Update and the Person Race screen you access from the Race field. If the coding on-line does not match what was indicated on the application, please narrate why. You can find more details in April's *On Target*.
7. Your client is a special immigrant from Iraq or Afghanistan and meets the alien status requirement for FS as a refugee. However, there are limits on their eligibility period, which include an end date of 9/30/08. Refer to *SS-PT-08-011* for more information.
8. Use the RM code to close an FS case for any returned mail without a forwarding address as long as the wording is not "inadequate address." There is no requirement to keep the envelope as long as you narrate the date and wording. *SS-PT-08-007*

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### SCORING

100-90	You're the person everyone depends on.
80-70	Close, but no cigar.
Under 70	Delete is not the only choice on your keyboard.

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