
THE SKILL MAINTENANCE CHALLENGE

Strengthening Knowledge in 15 Minutes

FS Program Unit

March 2009

Transmittals

Each month transmittals are sent out from central office to notify field staff about changes in policy. There are 3 different types of transmittals; IM—Information Memorandum, AR—Action Request and PT—Policy Transmittals. IM's are used to share information about specific topics, but are not related to any changes in policy. An AR is used when action is required by field staff. The last type PT's are used to notify staff of changes or clarifications being made to specific policy. What information has recently been shared from your FS Policy Unit in central office? Take a few minutes to review information provided by the FS Policy Unit through transmittals in 2008 and 2009.

SCORE

- _____ 1. In October the minimum allotment for 1 and 2 person households was increased for the first time, what is the minimum benefit for food stamp cases with 1 or 2 people? 10 Points
- _____ 2. The cap for dependent care was removed effective what month? 10 Points
- _____ 3. **True or False** If a client misses a scheduled interview, even if they have not completed the application, a Notice of Missed Interview (NOMI) must be sent. 10 Points
- _____ 4. What is the code that can be used to stop the midmonth Interim Change Report notice from going out, and why would you use this code? 10 Points
- _____ 5. The new Federal Poverty Level (FPL) was released at the end of January, what part of the food stamp standards changed? 10 Points
- _____ 6. **True or False** Any client receiving a LIHEAP payment qualifies for the full utility allowance (FUA). 10 Points
- _____ 7. A client's recertification is due in November and the case closes 11/30. The client submits the recertification packet in November, which shows that they are receiving SSB. Since there will be a COLA increase in January how do you code the income on this case? 10 Points
- _____ 8. **True or False** In order to replace food there must be a disaster declared by the Federal Government. 10 Points
- _____ 9. What action is required when the minimum wage increases on January 1st?
- _____ 10. There is a requirement that anyone who deals with individuals applying for food stamps must take Civil Rights training. How often is it required to take this training? 10 Points

_____ TOTAL

ANSWERS

1. \$14. The previous minimum benefit amount was \$10. The minimum benefit amount will now change every time the FS Payment Standard or the Thrifty Food Plan change. **SS-PT-08-032**
2. October 1, 2008. Households with eligible dependent care costs prior to this change were limited to \$175 a month for anyone over 2-years-old and \$200 for children under 2. Households now will receive a deduction for whatever they pay. **SS-PT-08-032**
3. True. Anytime we schedule an interview appointment for a client the NOMI must be sent if the interview is missed. **SS-PT-08-012**
4. The code is H. This code is put in the form field when the branch office receives the Interim report in the 6 month, but they are unable to process it before the 15th. The code will prevent only the midmonth notice from going to the client and will automatically drop off at the end of the month. **SS-PT-09-003**
5. For food stamps, the 185% limit changed. All other standards for food stamps are updated in October. **SS-PT-09-002**
6. True. Receiving LIHEAP this winter qualifies the household for the FUA. Many households received \$1 LIHEAP in March. They have the LHP HH type and are now coded with FUA. This is a one-time payment. Anytime a client receives a LIHEAP payment they are eligible for the FUA during that year. At recert it is important to narrate that the client received LIHEAP last winter and it is anticipated they will receive the payment again. **SS-IM-09-014**
7. Code the December SSB amount. The computer will auto update the case if it is in CRS or MRS. The computer does not auto update SRS cases. For SRS cases, wait until the Interim Report or the client reports or verifies a change. **SS-IM-08-041**
8. False. To replace food the client must have lost food due to disaster or misfortune. This includes loss of electricity. It does not include power shut off for non-payment of a bill. **SS-IM-08-044**
9. Any changes that are being made to income effective January 1st or later must reflect the higher minimum wage. There is no requirement to go in and make changes to ongoing FS cases until a report is made. **SS-IM-08-039**
10. Civil Rights training must be completed once a year. There is training available online through the Learning Center. If you have not taken the class in 2009 there is no time like the present! **SS-IM-08-013**

SCORING

100-90	Nice job!
80-70	Keep up the good work!
Under 70	Might need a little extra time reading transmittals!