

STATE OF ALABAMA
DEPARTMENT OF HUMAN RESOURCES
Montgomery, Alabama

Administrative Letter No. 7336

Date: May 7, 2010

TO DIRECTORS, COUNTY DEPARTMENT OF HUMAN RESOURCES

FROM Mary Lois Monroe, Director, Food Assistance Division *MLM*

TRANSMITTAL OF REVISION TO:
Points of Eligibility Manual

Revision Number: 165

Effective Date: June 1, 2010

TYPE OF REVISION/ACTION REQUIRED

- New Chapter Material Change to Chapter Material Other (specify)
 Update to Appendix Deletion from Appendix

UPON RECEIPT, REVIEW, IMPLEMENT, AND REVISE YOUR MANUAL.

Page/Section Number

Chapter 2, Table of Contents, Sections 201 & 209-A; Chapter 12, Table of Contents, Section 1202; Chapter 13, Section 1301; Chapter 17, Sections 1703, 1706 & 1707

Subject/Description of Revision

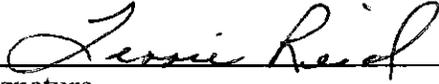
PROCESSING OF ALL FOOD ASSISTANCE CASES BY FOOD ASSISTANCE STAFF

Effective June 1, 2010, Food Assistance caseworkers will assume responsibility for processing all food assistance applications and absorb those food assistance cases which are currently being processed by Public Assistance staff. **This change does not apply to Madison, Limestone and Clarke counties.** These counties will continue to process pure PA/Food Assistance cases under current policy and operating procedures until further notice.

TRANSITION/IMPLEMENTATION PROCEDURES

Joint Applications

Beginning June 1st, all households who wish to apply for food assistance benefits must file an application with the Food Assistance Office. The joint Family Assistance and Food Assistance application (DHR-FAD-690) is no longer an acceptable application for Food Assistance. Give clients making a new joint application June 1st or later, a Food

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	Signature
	Title Deputy Commissioner for Family Resources
Date	5/11/10

Assistance application and refer him/her to the Food Assistance Office. Per usual procedures, the application date for food assistance is the date that the Food Assistance application with the client's name, address and signature is received in the Food Assistance Office. Form 690 will be revised in the future to delete the application for food assistance option. Until such time, redact the existing supplies of the form distribution on or after June 1st by striking through the following sections: (1) the "Family Assistance (FA)/Food Stamps" application option on the top of the form (2) the expedited Food Stamps section (3) the Food Stamp waiver section (4) the Agency Use section and (5) the Food Stamp Representative section.

Joint applications taken prior to June 1st but awarded in June may be transferred to the Food Assistance Unit at award.

Recertifications

Recertifications on PA/Food Assistance cases due this month with a June certification period must be processed by the Family Assistance caseworker and then transferred to the Food Assistance Unit.

Recertifications on PA/Food Assistance cases due as of July 1st or later will be processed in the Food Assistance Office. Recertification labels generated by SCI-II for PA/Food Assistance cases must be sent to the Food Assistance Office upon receipt. No later than the day following receipt of these labels, eligibility staff must promptly forward these labels to the Food Assistance Office to facilitate the scheduling of timely recertification interviews. The Food Assistance worker must send the household the appropriate food assistance application.

Reported Changes on PA/Food Assistance Cases

Changes that affect the Food Assistance benefit and that are reported to the PA worker must be acted on for food assistance within 10 days. The PA worker must process any change reported to completion following Food Assistance policy and procedures. If the household remains eligible, the PA worker should transfer the case to the Food Assistance Unit.

Six-Month Reporting

The PA worker must process to completion any six-month report forms received before the case is transferred to the Food Assistance Unit.

It is imperative that case records are thoroughly documented when any action is taken by the PA worker prior to transferring a case to the Food Assistance Unit. **After the transition is complete, the county department must still ensure that information reported to either worker at any time is transmitted between units in a timely manner so that the appropriate changes can be made by the worker(s) responsible for each program area.**

Automation

Food Assistance will be responsible for registering all food assistance applications. Use of application processing standard code "6" by Family Assistance to register a PA/Food Assistance application and override a currently existing NA case, will no longer apply. Household type codes are not affected by this change. The appropriate NA Food Assistance Office code and worker number should be changed as cases are transferred to the NA Office. The format of reports generated by SCI-II is not affected by this change.

Other Changes

Also incorporated in this revision are changes to Chapter 17 policy material and a correction to an error in policy. **Section 1706-Other Changes** has been modified and/or changed to comply with federal regulations. Changes are as follows:

- a) There has been a change in the household's PA grant.

Changes reported to the Family Assistance worker are considered known to the agency by food assistance policy. The county department must ensure that information reported to either worker is transmitted between Family Assistance and Food Assistance units in a timely manner so that the appropriate changes can be made by the worker(s) responsible for each program area, if appropriate. We have recently received federal policy clarification regarding how changes reported to the Family Assistance worker are acted on for food assistance purposes. Changes that affect the amount of the Family Assistance (PA) grant must also be acted on for the Food Assistance case, regardless of whether the reported change results in an increase or decrease in the Food Assistance benefits. However, other changes reported to the Family Assistance worker, that do not result in a change to the PA grant, are not to be acted on in the Food Assistance case, if the reported change would result in a decrease in food assistance benefits. Only changes reported to the Family Assistance worker that would cause an increase in benefits will be acted on outside the SR, except where the PA grant is affected or the report of additional income results in the household's total income exceeding 130% of the poverty level for the household.

For example, a PA household reports to the Family Assistance worker that a member has gone to work. Due to income disregards, no change is made to the Family Assistance grant. This change is transmitted to the Food Assistance worker, who evaluates the change and determines that the income does not result in the household exceeding 130% of the poverty level for the household size. This change will not be acted on for Food Assistance purposes as it did not affect the amount of the PA grant and did not cause the household to exceed its income limit. This change will be acted on at SR or recertification, whichever comes first.

- f) Information received through IEVS from sources that is considered unverified upon receipt (Chapter 2, **Section 205-I**) and other unverified information received from a third party source such as Quality Control, or an anonymous caller, shall be processed in conjunction with the six-month report if it is received after certification but before the household submits the six-month report. Information received after the six-month report has been processed, shall be handled/cleared at certification.

The county office is no longer required to act within 10 days on a change that results in no eligible individual in the home due to the institutionalization of all household members and changes reported to the eligibility worker by other DHR employees in their professional capacity. If either one of these two changes is reported, they must be addressed at six-month report or recertification, whichever is earlier.

Section 1703-Six Month Report list the correct dates for which the six-month report is generated and mailed. The six-month report form is generated on the 20th of the month. When the 20th of the month falls on a weekend or holiday, these forms are generated on the business day prior to the 20th. Six-month report forms are mailed by the automated system on the 24th of the month.

When the 24th of the month falls on a weekend or holiday, these forms are mailed on the last business day prior to the 24th.

A correction to an error in policy was made in **Section 1707-B, Six-Month Reporting to Simplified Reporting, #2, Decrease in Benefits**, "However, the decrease in benefits will not be effective until recertification."

If you have questions regarding these procedures or change in policy, follow usual procedures for contacting the Food Assistance Policy Desk.