

MANUAL MATERIAL TRANSMITTED

MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 61		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
19	1	12/96	19	1	3/97
20	1	9/95	20	1	9/95
25 - 27	1	12/96	25 - 27	1	3/97
28	1	9/95	28	1	9/95
i	2	10/96	i	2	3/97
ii	2	9/95	ii	2	9/95
5	2	10/96	5	2	10/96
6	2	9/95	6	2	3/97
7	2	3/96	7	2	3/96
8 - 9	2	9/95	8	2	9/95
10	2	12/96	9 - 10 b	2	3/97
10 a	2	9/95			
			ES-FS-2A	FORM	1/97
DATE: December, 1996			TO: All Income Maintenance Manual Holders		

This change is being made to incorporate details about a change previously released in Change #50.

Change #50 contained information about the expansion of certification periods to up to 24 months when all members of the FS benefit group are either elderly or disabled. There is a review required at the 12-month point, and this change provides specific policy governing these 12-month reviews.

We have used the word "review" to describe this process and to distinguish it from the redetermination process. Changes resulting from information reported on the review form (ES-FS-2) are treated as reported changes, not as changes reported during a redetermination.

This policy will not be applicable until 9/97, when those cases approved or redetermined effective 10/96 with a certification period of more than 12 months become due for a 12-month review. We are adding the policy at this time so that RAPIDS programming can

information to continue the Food Stamp certification, an F number is opened with no interruption in benefits. This also applies to Food Stamp cases certified under an A, B or D case number. A new ES-2 is not required. See Chapter 2.

- Categorically Eligible benefit groups, as defined in item R,3, do not require a new ES-2 when all of the following conditions are met:
 - They had an AFDC/U or GA for DA application pending; and
 - They were denied Food Stamps; and
 - Subsequent to that denial, they are determined eligible to receive AFDC/U or GA for DA; and
 - They are otherwise Categorically Eligible.

The Worker provides benefits using the original application and any other pertinent information provided subsequent to that application. Benefits are paid from the date for which AFDC/U or GA for DA eligibility is established or the date of the original Food Stamp application, whichever is later. The client cannot be required to complete a new ES-2. The Worker may update the ES-2 information by mail or by telephone. Changes in the information on the original ES-2 must be shown in the shaded areas marked For Office Use Only.

- When an individual's Food Stamp work requirement penalty expires, he is added to the benefit group without having to complete an ES-2, unless he is the sole benefit group member.
- When the case is closed for failure to return the ES-FS-2 as a 12-month review (See Section 2.2,B), an ES-2 is not required when the completed ES-FS-2 is returned by the last day of the 13th month.

B. COMPLETE APPLICATION

When the applicant signs an ES-2 which contains, at a minimum, his name and address, his application is complete.

An application is considered incomplete when the applicant chooses not to sign the ES-2. When this occurs, it is a withdrawal and appropriate data system action and client notification must be completed. The recording on the ES-2, must specify that the client did not want to sign

individual applies for and is determined eligible for benefits.

The Worker must determine if any member(s) of the applicant benefit group has been disqualified and the length of the disqualification period.

M. BEGINNING DATE OF ELIGIBILITY

The beginning date of eligibility is the date of application. Benefits for the initial month are prorated from the date of application, over the number of days remaining in the month.

Initial month means the first month following any period of time in which the benefit group was not participating.

See Section 7.7,A for cases closed due to failure to submit a QR form in the required time limit.

If the case is closed for failure to submit a complete 12-month review form (See Section 2.2,B,4) on time, and the client subsequently returns the form in the 12th month, benefits are not prorated for the 13th month. However, if the form is returned on the first day of the 13th month, or later, benefits are prorated from the date the form is received.

If a benefit group applies in WV, but received Food Stamps for the same month in another state, the beginning date of eligibility is the first day of the month following the last month of receipt from the other state.

If the benefit group fails to provide the information requested on an ES-6 within the 30-day time limit, but provides it within 60 days of the original application date, the date of eligibility is the date the information was provided. See item A.

EXCEPTION: For migrant and seasonal farm workers, the initial month is the first month following any break in certification of more than 30 days.

N. REDETERMINATION SCHEDULE

When Food Stamp benefits are issued under an AFDC/U case number, the redetermination period coincides with the AFDC/U redetermination.

For all other cases, the Worker decides when the redetermination is due. It may be scheduled to coincide

must be made every 12 months. Form ES-FS-2 will be automatically mailed to the client to accomplish the contact. Workers will be notified when the report is due. See Section 2.2,B.

O. EXPEDITED PROCESSING

NOTE: It is possible for a client to qualify for Expedited Service at any time during the application process.

Expedited Service is the term used for special procedures in processing applications meeting specific requirements. The requirements and procedures follow.

1. Eligibility Requirements

The following groups of cases are eligible for Expedited Service provided all other eligibility factors are met. They are:

- Those whose monthly gross income is less than \$150 and whose liquid assets do not exceed \$100.
- Migrant and seasonal farm worker benefit groups which have been determined Destitute, as defined in Chapter 10, and whose liquid assets do not exceed \$100.
- Eligible benefit groups whose combined monthly gross non-excluded income and liquid assets are less than the benefit group's monthly paid and unpaid shelter and utility costs.

There is no limit to the number of times a benefit group may be certified under expedited procedures, as long as, prior to each expedited certification, the benefit group either completes the verification requirements that were postponed at the last expedited certification, or was certified under normal processing standards since the last expedited certification.

EXAMPLE: Mr. A was due for redetermination in April. He kept his scheduled appointment and continues to be eligible. He is not eligible for Expedited Service because his normal issuance cycle continues.

EXAMPLE: Mr. B applies for Food Stamps on May 1 and is found eligible for Expedited Service. He is

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d. Closure at Client's Request

The Worker must close the case when the client requests that such action be taken. The Worker should encourage the client to state the reason he is making the request, but acts on the case closure even if he does not. Advance notice is required.

C. PROCEDURES FOR ADDING NEWBORN CHILDREN (AFDC/U AND MEDICAID ONLY)

Each CSM is responsible for assigning one person in each of the counties under his supervision to seek out information about newborn children. This individual is responsible for ensuring that information about newborn children is added to the AFDC/U or Medicaid case and that the information is entered into the appropriate data system within 5 working days of the date information is obtained. This individual is also expected to work with medical providers and clients in the county to develop mutually agreeable procedures for obtaining the necessary information as quickly as possible. The CSM must also have a back-up designee when the contact person is unavailable.

A statewide list of the contact people is maintained by the IM Policy Unit and shared as appropriate. Each CSM is responsible for notifying the IM Policy Unit as soon as changes occur.

A printout titled Births Due In (mm/yy) is produced monthly which shows all families expecting a birth in the following month. Special coding in Blocks 49 and 55 in the C-219 system and Block 35 in the M-219 system is the basis for production of the printout. See Sections 2.3,A and 2.4,A.

This process is required only for AFDC/U and Medicaid cases. However, at the discretion of the CSM and Regional Director, the process may also be followed for the Food Stamp Program. The C-219 system codes for Blocks 49 and 55 are valid for any C-219 system case and will cause the case to appear on the printout.

- Automatic Food Stamp Closure, WEC735P1

Received monthly, this listing identifies all Food Stamp cases with a F case number which have been closed automatically by the data system. A recording must be made on the ES-5 to indicate that the case was automatically closed.

- Monthly Food Stamp Payrolls, WES142P1

The county office receives 2 listings each month which provides the following information: case number, case name and address, Food Stamp income, number in Food Stamp benefit group, CA and SUA indicator. The listings contain the names of all cases active in the data system as of the first day of each month. In addition, all cases that are approved after the deadline date for the appropriate Program appear during the month of approval on a WEA930AP1 pick-up listing. This listing is run on a daily basis and sent to the county office.

The information on these printouts provides the Worker with a reference to all active cases and the pertinent information about the case.

B. REPORTING REQUIREMENTS

1. QR

QR benefit groups are not required to report changes outside the QR process.

2. Non-QR

Changes must be reported within 10 days of the date the change becomes known to the benefit group. Form ES-FS-2 is one means by which this may be done. See item A,1.

EXCEPTION: The benefit group is not required to report any mass changes in federal benefits, such as the yearly increase in RSDI or SSI benefits. RSDI/SSI increases are handled by the Department in accordance with instructions in Appendix B of this Chapter. All other federal benefit cost-of-living increases are treated as any other change, except that the client is not penalized for failure to report these mass changes.

When the client does not report in a timely manner and the change could have been made earlier, a claim may be established. See Chapter 20.

A non-QR case must report the change within 10 days of the date the change occurs. Benefits are not restored when the change which would have increased benefits is not reported within 10 days.

4. 12-Month Review of Eligibility

NOTE: The first cases affected by the 12-month review policy are those certified for more than 12 months beginning in October, 1996.

Cases with certification periods of more than 12 months must have a review completed by the end of the 12th month of eligibility. This review differs from the redetermination as follows:

- The 12-month review is accomplished by mail only; and
- No face-to-face interview is conducted; and
- Form ES-FS-2 is used, instead of form ES-2.

The data system automatically mails an ES-FS-2 to the affected cases. The form is mailed by the first day of the 12th month. It must be returned by the 10th day of the 12th month. The Worker must check the form after it is returned to determine if any changes are necessary. Changes reported on the ES-FS-2 are to be treated as changes reported during the certification period, not as changes reported during the completion of a redetermination, i.e., all adverse actions require 13 days advance notice.

The form is considered to be complete when all items that require a yes or no answer have one marked and appropriate detailed information is provided. Unless the client indicates on the form that the change is for one month only, the Worker must assume that the change is continuing. Verification is not requested on the ES-FS-2. If a change is reported that requires verification, it must be requested using form ES-6. Failure to provide requested verification results in case closure, after 13 days advance notice.

In addition, Food Stamps may be changed from an F number to an A, B, D, C or U number.

When case circumstances change so that the benefit group becomes eligible for additional disregards or deductions, the Worker must make data system changes and determine if supplemental benefits are required. See Chapters 10 and 23.

3. Change In Benefit Group

The addition of an eligible individual to the benefit group is made effective the month after the change is reported. When the data system deadline has passed, benefits are restored for the month following the month in which the change was reported. When the addition results in a decrease in benefits, it is effective the month after the change is reported if there is time to issue advance notice. If not, the change is effective 2 months after it occurs, but no claim is established unless the client failed to report in a timely manner, and this is the reason the change could not be made within 13 days.

When the client does not report in a timely manner and the change could have been made earlier, the change must be made no later than the month after the expiration of the 13-day advance notice period.

4. Change In Income

When a client reports the loss of UCI income, the Worker must evaluate the circumstances to determine if the Food Stamp work penalty must be applied. The penalty is applied when the individual is exempt from Food Stamp work requirement due solely to the fact that the client was registered with BEP. Good cause for failure to comply with a BEP requirement includes all situations described in Section 13.3,C. These are the same as good cause for voluntarily quitting a job.

See Chapters 7 and 10 for other changes in income.

5. Change Of Address

A change of address is made in the data system as soon as the client reports it. Any other changes which the client reports, in addition to the address change, are also acted on at the same time, when notice requirements permit.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Dear Food Stamp Recipient:

Because everyone who receives Food Stamps with you is at least age 60 or disabled, you are not required to visit the Department of Health and Human Resources (DHHR) Office every year to review your Food Stamp case.

However, we must still have information about your household. Please complete the enclosed form and mail it to your local DHHR office by _____. If you have questions or need help filling in the form, please call your local office or call toll-free 1-800-642-8589.

If you do not return the form by the date shown above, your Food Stamps will be stopped, but you will be notified again before this happens and told about your right to a Fair Hearing on the issue of stopping your Food Stamps.

If you have questions or concerns, please do not hesitate to contact us.