

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 236		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
ES-6A and ES-6B			OFS-6A		1/02
DATE: JANUARY 1, 2002			TO: ALL INCOME MAINTENANCE MANUAL HOLDERS		

This change is being made to revise the ES-6A and ES-6B which explain the spenddown process to clients. Each side of the 2-sided form previously had its own number. These have been combined into a new **OFS-6A**.

The form has been redesigned and the policy has been updated. When the ES-6A and B were inserted in RAPIDS notices, the OFS-6A will now be used.

The form gives an example of how spenddown is computed and, if the form is used by the Worker in the office or in the field, there is a place for the Worker to calculate the individual client's spenddown amount.

Thanks to the many people who helped in the revisions to the form, most notably Nancy Atkins, Commissioner, Bureau for Medical Services and Pam Smarr, Trainer, Region III.

The new form will be used the next time the form is reprinted, so once the current form supply is depleted, routine form orders will be filled with the new form. A copy of the form will be released over GroupWise to each Supervisor when the Manual change is posted in case you want to print it and copy for immediate use.

Questions should be directed to the OFS Policy Unit.

