

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 288		
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xiii	1	5/00	xiii	1	5/00
xiv	1	10/02	xiv	1	5/03
xv	1	4/03	xv	1	5/03
135 - 140a	1	4/03	135	1	4/03
			136 - 140b	1	5/03
25 - 30a	13	4/03	25	13	4/03
			26 - 30a	13	5/03
31	13	4/03	31	13	5/03
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i	24	4/01	i	24	5/03
ii	24	3/03	ii	24	5/03
12a	24	3/02	12a	24	5/03
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			16 - 20h	24	5/03
20i - 20l	24	3/03	20i - 20l	24	5/03
20m - 20o	24	2/03	20m - 20o	24	5/03
20p - 20u	24	3/03	20p - 20w	24	5/03
OFA-PRC-1		6/98	OFA-PRC-1		5/03
WT-3A		1/96	OFA-WVW-3A		5/03
DATE: MAY 1, 2003			TO: All Income Maintenance Manual Holder		

Changes were made to implement Phase III of the WVW Refocus recommendations as follows:

- ➡ A new Self-Sufficiency Appraisal Form, OFA-WVW-3A, has been created. Its use is mandatory. It may be completed in the office or in the home, by the client or the Worker. However, it must be reviewed during a home visit within 45 days of the date of

application. The Worker is also advised to use the workbook "Making Case Management Work," which is available in each District office. Until an initial supply of the forms is received, please make copies of the attached form.

A committee headed by Mike Lobert in OFA put the form together. Many thanks to: Carol Groves, Valerie Wells, Sue Radko, Gale Lucas and Mary Kay Henderson for their work in developing the form.

- ➡ A few changes were made to the OFA-PRC-1.
- ➡ More complete instructions were added to Section 1.25,T about completion of an Initial Self-Sufficiency Plan (SSP), the First Full SSP and subsequent changes to the SSP. The initial SSP must be completed as a condition of eligibility; the First Full SSP must be completed within 45 days of application, following use of the new appraisal form.
- ➡ A change was made to the sanction policy regarding home visits. The former policy was effective 4/01/03. The change is effective 5/01/03. The change allows the home visit to be completed anytime after client notification of the 2nd sanction, but before notification of the 3rd sanction. Several people questioned the 4/01/03 policy and a few people on the Refocus Implementation Team thought that a different decision was made at the meeting. Therefore, the issue was addressed again and the policy has been changed. We apologize for any confusion this may cause, but in this case, we believe the change will be more beneficial in the long-run and allow more time to complete a mandatory home visit.
- ➡ Periodically, the adult(s) and/or emancipated minor(s) in the AG must have an evaluation of the client's progress toward self-sufficiency. These mandatory face-to-face interviews must be completed at 24, 36 and 48 months. They may also be completed in the 25th, 37th and 49th months, depending on the choice of the District office. These interviews may be completed with the redeterminations of eligibility when the redetermination is also due in the same month. **However, the redeterminations may NOT be delayed until the 25th, 37th and 49th months, if the District office elects to complete the periodic evaluations at that time.**

Please note that the 24/36/48-month evaluations must occur based on the number of months the adult has received TANF benefits. This date will not always coincide with the redetermination date for the case.

RAPIDS generates 2 MOBIUS reports which track the number of month of TANF receipt:

- 🕒 WRRP921A, WORKS Approaching 24 Months-This includes adults with TANF months from 18 - 25 months.

🕒 WRRP919A, WORKS Approaching 60 Months-This includes adults with TANF months from 42 - 60 months.

RAPIDS is designing a new MOBIUS report to identify adults with 26 - 41 TANF months. You will be notified when this report is available.

These evaluations are more than a meeting between the client and the Worker. Those who are to be included in the evaluation process are listed in Sec. 24.4,M. The client's situation as it relates to meeting the requirements of the self-sufficiency plan is examined to determine his progress and to determine if his self-sufficiency plan remains appropriate for him. The purpose is to get as many ideas as possible to help the client become self-sufficient. Beginning with the 36th month, the CSM or his designee is required to attend. If the CSM cannot attend, it is recommended that a person who is not already attending the evaluation in another capacity be appointed. The meeting can be as informal as the local office wishes and every effort must be made to put the client at ease by introducing everybody and making it clear that the purpose is to do everything possible to help him. The bulk of the meeting will be devoted to a discussion of what the client has done, how much closer he has moved toward his goal and any other opportunities that could be available to him. The client is not merely a witness to the meeting and should be encouraged to participate in the process.

Other changes were made as follows:

- ☐ Throughout the changed Sections about the PRC and orientation, we specified that the requirements applied to adult and emancipated minors.
- ☐ A new Section, E, was added to Section 24.3 to place limits on the number of hours that can be entered for some activities. This is being made as a result of several RAPIDS reports which appear to show some problems with coding hours in WP.
- ☐ Sections 1.25,T and U contain new policy which does not require a new PRC or Orientation when the client reapplies for WVW within 3 months of the effective month of closure. An example was added to help in determining the 3-month period. **However, the client must re-sign and re-date the PRC that was in effect at the time the AG was closed.**

All policy questions should be addressed to the OFA Policy Unit. RAPIDS questions should be directed to the RAPIDS Help Desk.

