

6.1 INTRODUCTION

The applicant must be notified in writing of the action taken on his application, and the recipient must be notified in writing, and usually in advance, of any action resulting in a change in benefits. Adverse actions other than those specified in Section 6.3,C,2 require a 13-day advance notice period before any case action is taken. Forms and letters are available for most situations which require a notice, and some client notification is accomplished through computer-generated letters. See Chapter 23. When the data systems automatically send appropriate notices to the client, it is not necessary for the Worker to provide any additional notification.

The instructions in this Chapter apply to notification letters completed by the Worker. Information specific to long-term care cases is found in Chapter 17.

All notification letters completed by the Worker are prepared in duplicate with one copy filed in the case record. There are instances in which more than one action takes place simultaneously, such as approval for Medicaid and denial of Food Stamps. One notification letter is sufficient in these situations provided:

- The details of all actions are contained in the letter; and
- The one form letter used provides the client with all rights due him for all addressed issues; and
- Notice requirements for each benefit involved are met.

In addition to the client notification letter, the Worker must provide the client with calculations showing how eligibility and/or the amount of the benefit was determined. The Worker must also provide the client the opportunity to request a Fair Hearing and/or Pre-Hearing Conference.

NOTE: AFDC/U and A, B and D case closures require special treatment for the following two reasons:

- Receipt of AFDC/U or SSI automatically entitles the recipient to Medicaid coverage.
- Food Stamp benefits are also received under C, U, A, B or D case numbers.

Ineligibility for AFDC/U or SSI automatically terminates Medicaid coverage. However, Medicaid eligibility under another coverage

group must be evaluated. Except for Categorically Eligible benefit groups ineligibility for AFDC/U or SSI has no effect on eligibility for the Food Stamp Program. A determination of eligibility for Food Stamps must be made separate and apart from AFDC/U and SSI eligibility.

For management purposes, it is more expedient to provide Medicaid and Food Stamps under one case number for SSI and AFDC/U recipients. However, these are separate and distinct program benefits being received under one case number. Therefore, when the AFDC/U or SSI eligibility of a current recipient is in question, separate eligibility determinations must be made for each program involved. At the time of AFDC/U or SSI closure, the notification letter must explain the client's eligibility status for all programs.