



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: 02-87

Effective Date: July 1, 2002

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
DISABILITY ENTITLEMENT ADVOCACY PROGRAM STAFF**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: SSI/SSDI APPLICATION REQUIREMENT FOR DEAP/TCA

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Action Transmittal (AT) #01-39 provides policy and procedures for the state-funded Disability Entitlement Advocacy Program for Temporary Cash Assistance (DEAP/TCA). AT #01-39, instructs local departments to refer TCA adults and children (adults for disabled children) with a 12 or more month disability to DEAP for assistance in filing an application for Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Local departments no longer have DEAP staff in their district offices. Case managers, however, may continue to access the DEAP database for more up-to-date information and may contact DEAP staff as necessary. This means that TCA applicants and recipients (adults for disabled children) must file applications for SSI/ SSDI prior to referral to DEAP. The Social Security Administration (SSA) is required to see applicants on the same day they come into the local SSA office. Local departments must assist TCA applicants and recipients in filing SSA applications.

As a condition of eligibility, TCA applicants and recipients must provide proof of filing an application for SSI and/or SSDI at application, recertification or interim change when there is an assistance unit member with a 12 or more month disability. If the applicant or recipient does not provide proof, **do not deny or close the case** the family will be federal TCA and work requirements must be met.

ACTION REQUIRED:

Beginning July 1, 2002, follow these procedures when the TCA assistance unit includes an adult or child with a verified 12 or more month disability (**one medical with a 12 or more month disability or combined medical reports which total 12 months**):

1. Application:

- a. Proof of filing an application with SSA for SSI and/or SSDI benefits for each parent and each child with a 12 or month medical is required at application before any DEAP/TCA benefits are issued. Verify application filing using SVES.
- b. When the case manager receives verification of an SSI/SSDI application (and all other eligibility factors have been met):
 - √ Enter the disability information on the individual's DEM2 screen, including the IAR date;
 - √ Complete the DEAP referral and SSA application fields on the individual's UINC screen; and
 - √ Include a copy of the SSI/SSDI application verification in the DEAP/TCA referral packet.
- c. When parents fail to provide verification of an SSI/SSDI application for a disabled person in the TCA assistance unit, approve the case (if all other eligibility factors are met). Assistance unit members are subject to work requirements, as appropriate, even when medical verification indicates a disability exists.

2. Interim Change:

- a. Proof of filing an application with SSA for SSI and/or SSDI benefits for each parent and each child with a 12 or more month medical is required at interim change when a disabled assistance unit is identified or reported during the initial or any subsequent recertification period.
- b. When the case manager receives verification of an SSI/SSDI application (and all other eligibility factors have been met):
 - √ Enter the disability information on the individual's DEM2 screen, including the IAR date;
 - √ Complete the DEAP referral and SSA application fields on the individual's

UINC screen; and

- √ Include a copy of the SSI/SSDI application verification in the DEAP/TCA referral packet.

- c. When parents fail to provide verification of an SSI/SSDI application for a disabled person in the TCA assistance unit, the case is approved (if all other eligibility factors are met), disregard the verification of disability and refer to work activities as appropriate. The assistance unit members are subject to work requirements.

3. **Recertification:**

- a. Proof of filing an application with SSA for SSI and/or SSDI benefits for each parent and each child with a 12 or more month medical is required at recertification before the TCA case is recertified.
- b. When the case manager receives verification an SSI/SSDI (and all other eligibility factors have been met):
 - √ Enter the disability information on the individual's DEM2 screen, including the IAR date;
 - √ Complete the DEAP referral and SSA application fields on the individual's UINC screen; and
 - √ Include a copy of the SSI/SSDI application verification in the DEAP/TCA referral packet.
- c. Although the medical report indicates a disability, the disability is disregarded when parents fail to provide verification of an SSI/SSDI application for a disabled person in the TCA assistance unit:
 - √ Re-certify the case (if all other eligibility factors are met) and
 - √ Require assistance unit members to comply with the work requirements as appropriate.

4. **Verification at Application, Interim Change and Recertification:**

- a. Case managers may access SVES to verify a SSI/SSDI application date to avoid sending the applicant/recipient to SSA if there is a pending SSI/SSDI application. A screen print is required as verification. Manual Release 02-03 provides specific instructions to access SVES.

- b. Verification of an SSI/SSDI application includes a computer printout, hand written form or any other documentation provided by SSA when applicants/recipients are required to file a new application or the application date cannot be verified through SVES.
- c. Please reference Action Transmittal 01-39 for DEAP/TCA policy.

IMPORTANT REMINDER:

Non-parent caretaker relatives with no children of their own in the TCA assistance unit may volunteer for DEAP/TCA but are not required to follow DEAP/TCA rules. The case manager should, however, encourage these caretakers to volunteer for DEAP/TCA if there is a verified 12 or more month medical for themselves or the children in the assistance unit and point out the advantages of the increased income that may result.

ACTION DUE:

For applications, recertifications or interim changes (when an assistance unit member has a 12 or more month disability) on or after July 1, 2002.

NARRATE ALL CASE ACTIVITY CAREFULLY:

Local departments must ensure that narration of case activity is clear, concise, and complete according to the action taken by the case manager. Good narration also supports the local department's decision when the case record is required for a fair hearing or a Quality Control review.

FREE-FORM TEXT ON NOTICES:

Case managers must use plain English, case specific text in the free-form text area on CARES notices. The added text helps customers to read and understand the reason for the denial or closing.

RIGHT TO APPEAL

As a reminder, local departments shall advise households of their right to appeal a local department decision and the procedures for requesting a fair hearing. Local departments must also advise households of any legal services that might be available to represent them during a fair hearing. To find out the number of their local Legal Aid office, customers may call Legal Aid's toll-free number, 1.800.999.8904.

INQUIRIES

Please direct TCA policy questions to Edna McAbier at 410.767.8805 or email at emcabier@dhr.state.md.us. Direct DEAP questions to Cheryl Hill at 410.767.6049

or chill@dhr.state.md.us.

c: FIA Management Staff
Constituent Services
DHR Help Desk
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