May 21, 1996



Issuance Date:

Department of Human Resources 311 W. Saratoga St. Baltimore, MD. 21201-3521

Effective Date: Upon Receipt

Control Number: IMA OPA #96-30 REVISED

IMA ACTION TRANSMITTAL

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE INCOME MAINTENANCE SUPERVISORS

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, IMA

RE: DESIGNATION OF DEMONSTRATION PROJECT GROUPS 14 DAY DELAY CHILD SPECIFIC BENEFIT

PROGRAM AFFECTED: AFDC

ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM POLICY AND REGULATION

SUMMARY:

Action Transmittal IMA OPA #96-30 issued on March 20, 1996, was amended on March 29, 1996. Because of the number of questions received from local departments concerning the Child Specific Benefit initiative, that Action Transmittal is being reorganized and revised to include those issues. This REVISED IMA OPA 96-30 replaces the original Action Transmittal.

BACKGROUND:

The Family Investment Program (FIP) is a Demonstration Waiver approved by the United States Department of Health and Human Services. This Action Transmittal introduces the new policy regarding the Child Specific Benefit (CSB) initiative of the FIP and updates the 14 day delay policy now that the federal government has not passed a Welfare Reform bill. The project shall operate for a little over 2 years. Not all customers are required to comply with these new provisions.

DESIGNATION OF DEMONSTRATION GROUPS FOR THE FAMILY INVESTMENT PROGRAM (FIP)

Not all FIP initiatives are effective in April, but they will be effective before the end of the year.

The FIP initiatives, and the effective dates are:

Minor parent provision	August, 1995
14 Day Delay	November, 1995
Child Specific Benefit	April, 1996
Earnings Disregards of 20% and 50%	July, 1996
Monthly conversion using 2 pays or 4 pays	July, 1996
Retain 90% of standard for same unit size with no income	July, 1996
Count \$60 of housing subsidy	July, 1996
Five day adverse action	July, 1996
Transitional Assistance	July, 1996
Child Support Bonus	July, 1996
One car per household regardless of value	July, 1996
\$2000 asset limit	July, 1996
No deprivation factor	July, 1996
Full family sanction for non-compliance with	July, 1996
work requirements	
Welfare Avoidance Grant	October, 1996
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All cases, statewide, must comply with the initiatives which do not require a waiver and do not need a **CONTROL** group. These are the minor parent initiative, the \$60 housing subsidy, and the recoupment change. A small **CONTROL** group will not have to comply with or be affected by the remaining FIP initiatives. The **CONTROL** cases will be located in Baltimore County and in Baltimore City at the Hilton Heights and Park Circle districts. There will also be **EXPERIMENTAL** cases in these offices that will be used to compare against the **CONTROL** group. These **EXPERIMENTAL** customers follow the same rules as the **TREATMENT** customers.

CONTROL and **EXPERIMENTAL** cases were assigned in Baltimore County, and in the Hilton Heights and Park Circle districts of Baltimore City beginning April 1, 1996.

SELECTION OF ACTIVE PAYEES

A total of 6,000 assistance units will be selected as a sample for the FIP Evaluation Groups. There will be 3,000 assistance units in the **CONTROL** Group and 3,000 assistance units in the **EXPERIMENTAL** Group. 1,500 **CONTROL** cases and 1,500 **EXPERIMENTAL** cases were selected by the computer after close of business on March 31 from active cases. The remaining **CONTROL** and **EXPERIMENTAL** cases will be selected from applicants over the next 12 months beginning on April 1, 1996. The balance of the State will be in the **TREATMENT** Group. A new State FIP indicator field has been added to the AIMS screens and to the INCH and DEM1 screens on CARES.

ALL CURRENT CARES COUNTIES WILL BE IN THE TREATMENT GROUP

A one-time only programming loaded the following codes on AIMS and CARES for all active, active-no pay and under appeal cases after close of business on March 31, 1996.

C - Control E - Experimental T - Treatment

All pend and suspend cases will have the T code.

<u>SELECTION OF NEW APPLICANTS - BALTIMORE COUNTY, HILTON HEIGHTS</u> <u>AND PARK CIRCLE DISTRICTS:</u>

An applicant is defined as anyone who applies on or after April 1, 1996. Anyone who goes off the rolls and returns to re-apply is to be reassigned the same code as when they left the system. Anyone who transfers to another local department keeps their original code for the lifetime of this pilot. Group designation shall be assigned during intake according to local practice. Selection method is by the last digit of the Head of Household's social security number. All applicants having social security numbers ending in 1 or 2 will be **EXPERIMENTAL** cases and coded "E". All applicants having social security numbers ending in 8 or 9 will be **CONTROL** cases and coded "C". All remaining cases will be in the **TREATMENT** group and coded "T". The balance of the state's cases will be in the **TREATMENT** group and coded "T". <u>AIMS PROCEDURES:</u>

The worker will have the responsibility to input the correct code in the FIP IND field on the AIMS 2/3B form when pending the request for assistance. The FIP IND codes are:

C - Control E - Experimental T - Treatment

CARES PROCEDURES:

The screener will have the responsibility to input the FIP Evaluation Code on the INFORMED CHOICE ("INCH"). The valid values for FIP codes are:

C - Control E - Experimental T - Treatment

RETIRED AND CLOSED CASE FOLDERS

For evaluation purposes, file the **CONTROL** and **EXPERIMENTAL** cases separately. If of these must be available for review even after the Demonstration Project timeframe is reached.

14 DAY DELAY

Follow the instructions in Action Transmittal IMA OPA 96-14 to apply the 14 day delay to applications: As mentioned in that AT, a **CONTROL** group is needed since the federal government did not pass a welfare reform bill. The **CONTROL** group <u>does not</u> follow the 14 day delay. In AIMS jurisdictions, use the "W" code rule to keep **CONTROL** cases from being prorated for the 14 days. The case <u>will</u> be prorated from date application filed.

<u>Clarification of members changing units</u>. When a person is added to an existing unit, the benefit is supplemented in the current month from the date the signed 491 is received in the local department. If the individual becomes part of a new AU, the 14 day delay is imposed. Example: AFDC for Mom and 2 children and Mom is incarcerated. The children move in with Grandmom who files for AFDC. Even though the original case received the 14 day delay, the new case, like <u>all</u> applications, receives this delay.

EXCEPTION: To encourage family stability and unity, applications including children returned to the home by the Department, or placed with a different caretaker by the Department are not subject to the 14 day delay. In AIMS, use the "W" override provision. In CARES, date the application 14 days before the actual application date. If this date falls in a prior month, deny the prior month during finalization to avoid issuance of the MA card.

<u>EXAMPLE</u>: Due to a Protective Services action, a child is placed with a cousin by the Department. The cousin files for AFDC benefits on June 4 for this child. To avoid the 14 day delay, enter the application date in CARES as May 21. During finalization of the case, deny the month of May. Approve the month of June. The cousin will receive benefits from June 4 and an MA card with the effective date of June 1.

CHILD SPECIFIC BENEFIT

No direct cash assistance may be paid for a child born ten or more months after the initial application for cash assistance. The rule does not apply when:

• the birth of the child was the result of incest or rape

- the child is the first born of a minor
- the child has been placed with a caretaker relative by a Social Services Administration worker
- a caretaker relative has legal guardianship (court ordered) of the child

The incremental portion of the cash assistance that the family would receive shall be paid to a third party on behalf of the child. This increase shall be issued into a special account in the Electronic Benefit Transfer System (EBTS). Current child support payments for this child will be deducted from the CSB. Training in use of the EBTS will be provided to third parties. Only the third party will have access to this special account and must agree to use the funds in the "child specific benefit" account to purchase products appropriate for the child.

This Action Transmittal also introduces a new form, the DHR/IMA FIP 1800 that is effective with this change. It is the Rights and Responsibilities for Child Specific Benefits form and will become a part of the case record. Notification is not required when the caretaker is not a member of the unit, or the unit does not contain a minor mother or a pregnant minor. Beginning April 1, 1996 the eligibility worker must:

- explain the new policy to the customer
- have the customer read and sign that the rule is understood
- enter the CSB determination date on the automated system

The first children covered by the child specific benefit will not be born until February, 1997. Details on obtaining a third party, training the third party on the Electronic Benefit Transfer System, and specifics for handling these cases will be sent before January, 1997.

ACTION REQUIRED:

Effective April 1, 1996, at application and at the first redetermination of each customer in the **EXPERIMENTAL** or **TREATMENT** group the eligibility worker shall:

- explain the new policy to the customer
- have the customer read and sign the Rights and Responsibility form DHR/IMA FIP 1800 acknowledging that he/she has been informed of, and understands, the new policy.

It is very important the customer understands that the new policy not only applies to

him/her, but to all parents or future parents in the cash assistance unit, including:

- minor parents
- pregnant minors
- pregnant adult with no other children. The firstborn of a minor is to be excluded from the rule.
- At each subsequent redetermination, discuss the new policy, review the Rights and Responsibilities form with the customer by going over the original FIP 1800, and document the case narrative that this was done.

The original copy of the form is to be retained in the permanent section of the case file. The customer is to receive a copy.

CONTAMINATION OF A CASE

Should a caseworker inadvertently contaminate a case by informing the customer of the FIP provisions which require a **CONTROL** group, the caseworker needs to follow the PPI decontamination rules to clean the case. Until further notice, send the required form to:

Joyce Underwood Director, Welfare Reform Room 644 311 W. Saratoga St. Baltimore. MD 21201

AIMS/AMF

Effective April 1, 1996, AMF will have a date field to track notification of the "child specific benefit" provision. The field will be mandatory for all adult AFDC customers, minor AFDC parents and pregnant minors receiving AFDC. Customers assigned to the statewide CONTROL group will not have a notification date entered.

During application, enter the notification date on the AIMS 2/3B, to the right of field #23 for the head of household. Members requiring notification will have the date written next to the MS field.

At all times after the pend is completed, use the AIMS2. In the AMF associate area, enter the head of household name and date of notification. Do the same for other members who must have notification of the rule.

<u>CARES</u>

The "child specific benefit" notification data collection field became available in CARES May 1, 1996. All AFDC adults, minor parents and pregnant minors with an application or redetermination date equal to or greater than April 1, 1996 must be notified of the "child specific benefit" provision. Customers assigned to the statewide control group are not subject to the "child specific benefit" and should not be notified of the provision. The field for CSB notification date is located on the DEM1 screen.

NOTE: The firstborn of a minor parent will not be affected, but any additional children born to the minor parent will be. When the minor parent reaches age 18 and is eligible for cash assistance in her own right, she and all of her children, including current pregnancies, will become eligible, and a new notification date is set. SHE DOES NOT RECEIVE RESTRICTED CSB UNLESS SHE HAS CHILDREN 10 OR MORE MONTHS FROM THE DATE OF APPLICATION FOR <u>HER OWN CASE</u>.

ACTION REQUIRED OF:

All local departments.

ACTION DUE:

Immediately. Please direct questions to Annette Smith at (410) 767-7475 or Sue Woolford at (410) 767-7190.

DHR Executive Staff IMA Management Staff

CHILD SPECIFIC BENEFIT QUESTIONS

MASTER FILES:

Q. When adding a new person to an existing Assistance Unit do workers have to complete an AMF 1 (or AMF section of AIMS 2) with the CSB notification date?

A. Yes, if the new person is an adult in the unit, a minor parent, or a pregnant minor. Put the CSB next to the race code in the AMF portion of the AIMS 2.

Q. Is the CSB date a mandatory field on AMF?

A. No, if the client is designated to be in a Control case the CSB date field can be left blank. All others must have the six digit date entered.

Q. Will there be a report generated which will indicate those active cases chosen for Experimental and Control designation on April 1, 1996?

A. Yes, a report will be generated when the computer designates codes for all active cases. This report is being developed and should be available by April 1, 1996.

Q. Can the CSB date be changed on AMF?

A. Not at this time. A request to OIM to have an enterable field is being forwarded.

Q. Will the demonstration codes (C,E,T) appear before April 1, 1996?

A. No, the information will not be accessible through AIMS or AMF until Monday, April 1.

Q. Will the system prorate FIP Control cases correctly (not subject to the 14 Day Delay) or must workers enter a "W" on the AIMS 2 when approving the case?

A. No, the system will not correctly prorate FIP Control cases from the date of application without the use of the "W" code on the AIMS 2.

Q. If the customer filed the application before the interview date and the pend is completed, how does the notification date get into AMF?

A. If the AIMS 2/3B has been completed prior to notification of the rule, put the date in the AMF section of the AIMS 2. Complete the first associate box with the applicant's name and the notification date.

CHILD SPECIFIC BENEFIT:

Q. If a minor parent (notified of the CSB while on the caretaker relative's case) leaves the existing Assistance Unit and opens her own case what happens to the original CSB date? Is the new CSB notifications date entered?

A. The new notification date is entered. If the field is still unenterable, call the OIM Help Desk.

Q. Based on current Mandatory Filing Unit policy, can a parent decline to include a newborn to avoid the third party EBT account?

A. No.

Q. If the non-custodial parent pays child support in excess of \$81 then the CSB will not apply because that child is ineligible for cash assistance. What happens if the child support payment is above the income limits for Food Stamps and M.A.?

A. The child is still considered part of the AFDC case even though no cash is paid for the child. Therefore, the case with that child is still categorically eligible for Food Stamps and MA.

Q. If child support payments are to be subtracted from the CSB, who is responsible for tracking child support payments and how will the information be received in a timely manner to pay proper amounts into CSB account? What if child support fluctuates?

A. This will be an automated interface between CSES and CARES to determine the amount of CSB to be issued. If the child support and CSB do not transfer to the Food Stamp case, normally the amount of the increment (example: \$450-\$373=\$77) would be entered as unearned income. If the child support exceeds the amount of the increment, enter the child support.

Q. CSB Form 1800 informs the client of the right to appeal. What happens if the client appeals this new policy?

A. The customer has a right to appeal but will not receive benefits pending appeal. The CSB will be paid to a third party unless the appeal decision favors the customer.

Q. What happens if the customer refuses to sign the form?

A. If the customer refuses to sign the form, the caseworker signs the form, makes a notation of the refusal, places the original in the record, and gives the customer the copy.

Q. Can the customer use a relative as the representative for the third party benefit?

A. Yes, provided the relative works through the non-profit or religious organization.

Q. If the caretaker is not in the assistance unit does the DHR/IMA FIP 1800 get signed?

A. Yes, if the caretaker out of the unit is the parent. If the caretaker is another relative, the form is not necessary unless there is a minor mother or a pregnant minor in the unit.

OTHER ISSUES:

Q. If the applicant gives the incorrect social security number at the time of interview and later the caseworker discovers the error, what happens to the group designation for FIP?

A. Once the pend transaction has been completed and the client has been designated into a FIP demonstration group based on the last digit of the social security number the original code will not change.

Q. What if the customer cannot give any information about his or her social security number? What FIP code should be entered at the time of pending the case?

A. If the customer has no idea of the number, make the case "T".

Q. If the customer withdraws his or her application does the worker still pend the case with the appropriate FIP code based on the last digit of the social security number?

A. Yes, regardless of case disposition the proper code must be entered.

Q. If an AFDC customer moves to Maryland from another state and applies for benefits here, does the 14 Day Delay apply to that individual?

A. Yes, the 14 Day Delay is a state policy and would apply to a new applicant even if that individual had been receiving assistance in another state the month prior. The application should be accepted and the 14 day delay begins at that point, not from the first of the month in which the applicant from another state can be eligible. MARYLAND DEPARTMENT OF HUMAN RESOURCES AUTOMATED INCOME MAINTENANCE SYSTEM/AUTOMATED MASTER FILE SYSTEM PEND CLEARANCE FORM

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DATE: 03/05/96 1)NAME: MARY 4)RACE: 100 8) ^{DVA} : F F : CIS F J/CAT DATA	CLIENT ID: ST	2)BIRTH DT: 6)MAR/STAT: LEVS CB: FATE FIP:	S 7)LOC/CODE: 10)PROJ/CAT CNT: 0
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THE SIX DIGIT FIELD TO ENTER THE CHILD SPECIFIC BENEFIT DATE WILL FOLLOW THE STATE FIP FIELD.

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FAMILY INVESTMENT PROGRAM RIGHTS AND RESPONSIBILITIES FOR CHILD SPECIFIC BENEFITS

_____DEPARTMENT OF SOCIAL SERVICES

Case/Client Name:______District Office:_____

Case/Client Number:______Worker:______

Date:_____Telephone Number:_____

Maryland's Family Investment Program requires that no additional cash assistance will be paid to me for any child born ten or more months after this date.

Initials

_____I understand that if I have, or another person in the assistance unit has a child after___/_/_, I will not receive a raise in my cash assistance.

____I understand that a child born after 10 months, if eligible, will receive Food Stamps, Medical Assistance and Child Support services.

_____I understand that a separate account will be established and paid to a third party who will be responsible for the purchase of items for the child.

____I understand that I have the right to appeal any decision made that I do not agree with on my case.

____I have read this notice or had it read to me and 1 understand what it says. I agree to tell other members in my household.

Signature/Caretaker Relative Date

Signature/Worker

Print Name of Caretaker Relative