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FIA ACTION TRANSMITTAL

Issuance Date:

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FIA #97-52

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: PRIMARY PREVENTION INITIATIVE (PPI)

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

**ORIGINATING OFFICE: OPA/DIVISION OF PROGRAM POLICY AND
REGULATION**

BACKGROUND INFORMATION:

Under federal welfare legislation, Maryland has the option to continue PPI as part of the Family Investment Program (FIP), rather than under a waiver. Accordingly, the Primary Prevention Initiative demonstration waiver will end on January 1, 1997, although the evaluation activities will continue until June 1997. The first step will be to convert the control case designator in the AIMS and CARES to an experimental designator on November 1, 1996. The next step will be incorporating the PPI requirements at the next redetermination. This Action Transmittal will explain that process and introduce two new policies pertaining to all customers.

NEW POLICIES AND PROVISIONS:

- ▶ Customers are no longer required to declare school enrollment for children turning six in the calendar year.
- ▶ Customers who provide necessary verifications for education and health will have their disallowances removed in the month following compliance.

CONTINUING POLICIES AND PROVISIONS:

- ▶ Customers must provide proof of health examinations once every year for children from birth to six years.

- ▶ Customers must verify once every year that school age children (7 in the calendar year through 18 years) are attending school at least 80% of the time.
- ▶ Customers who fail to meet either age specific requirement can only avoid a disallowance by claiming good cause if they have an active case in Child Protective Services (CPS), Intensive Family Services (IFS), or Families Now (FN).
- ▶ Customers who do not meet the PPI requirements without good cause receive a disallowance of \$25 per month for every child out of compliance.
- ▶ Adult customers in the assistance unit and each child who will be age 7 or older by the end of the calendar year are eligible for an annual health bonus payment of \$20 with proof of a physical check-up in the current calendar year.
- ▶ Customers are no longer required to declare a willingness to comply with PPI requirements at the time of application.

OTHER POLICIES AND PROVISIONS:

- ▶ PPI requirements for health and education have been incorporated in the regular FIP/Temporary Cash Assistance policies.
- ▶ All TCA customers (including former PPI control group members) will be subject to the same provisions for health and education.

ACTION REQUIRED:

- ▶ A computer run will be generated to identify control group customers by local and district. Each local department will receive a list of their control group customers along with a paper alert to facilitate control case identification.
- ▶ At the next redetermination, the case manager must explain to control group members that PPI has become part of normal FIP policy and that they no longer have control cases (*see control group script*). This means that they must provide proof of meeting the education and/or health requirements at their next redetermination. The control group customers must also be told that in order to receive a \$20 health bonus payment for family members age seven and older, they must provide proof of a health check-up for each (*see control group script*). **NOTE:** If the redetermination is in November or December 1996, the family should be told that the policy is changing January 1, 1997, and they will need to meet it at their next redetermination and annually thereafter.

- ▶ **Customers who were members of the experimental or treatment group must provide necessary PPI verifications at the first redetermination of the new year and annually thereafter.**
- ▶ **Workers will identify those customers who are eligible to remain in good cause at their first scheduled redetermination. A timely Notice of Adverse Action must be sent to customers who no longer qualify for good cause.**

OBSOLETE PPI FORMS:

- ▶ **PPI School Age Questionnaire {A&B} (DHR/IMA/PPI 787)**
- ▶ **Research Consent Form (DHR/IMA/PPI 1133)**
- ▶ **PPI Case Transfer Special Handling (DHR/IMA/PPI 1134)**
- ▶ **Decontamination Letter (DHR/IMA/PPI 1135)**
- ▶ **Planning Guide For Your Next Redetermination (DHR/IMA/PPI/1138)**
- ▶ **Declaration Form (DHR/IMA/PPI/1127)**
- ▶ **Education Sick Slip (DHR/IMA/1129)**
- ▶ **PPI Follow-up Letter (DHR/IMA/PPI 1136)**
- ▶ **Informed Consent and Request for Services (DHR/IMA/PPI 1137)**

REVISED FORMS/NOTICES:

- ▶ **Preventive Health Care Form (DHR/FIA/PPI 1131 - Revised 7/96)**
- ▶ **PPI Rights and Responsibilities Form (DHR/FIA/PPI 1126 - Revised 7/96)**

SYSTEM CHANGES:

On November 1, 1996, the following modifications will be completed to the AIMS and CARES systems:

- ▶ **The PPI Control group selection process will be blocked.**
- ▶ **All PPI Control group cases that are either Closed, Active, Suspended or Pending will be changed to the Experimental group.**
- ▶ **The \$20 Health OTO will no longer be automatically generated for the Control group cases.**
- ▶ **The control cases will need special procedures applied if "touched" on the system after November 1, 1996.**

The former Control cases will not be subject to the PPI requirements and disallowances until the second redetermination after November 1, 1996. To prevent disallowances from being erroneously applied to the former Control cases, the following procedures must be applied on the AIMS and CARES systems:

AIMS

Effective November 1, 1996, the cases that were formally members of the PPI Control group will be indistinguishable, on the system, from those cases that have remained in the PPI Experimental group. DHR Central will provide each LDSS with a report informing them of the PPI Control cases that have been changed to the Experimental group in each District Office.

If a former Control case is 'touched' on the system, after November 1, 1996, the following procedures must be completed until the second redetermination of 1997:

- On the AIMS 2, in the Pre-School Health (PSCH) and Educational (ED) fields, enter a Zero (0) and in the Good Cause (GCAUS) field, enter a 'N'o.

During this process, it is essential that the case manager clearly identifies the former Control cases and explains in the narrative the purpose for entering these codes on the AIMS 2 without verification in the case file.

At the second redetermination of 1997, the former Control cases will be subject to the PPI disallowances.

- ▶ On the AIMS 2, in the PSCH field enter the number of children from birth to six years who are subject to a Pre-school Health disallowance.
- On the AIMS 2, in the ED field enter the number of children seven years and older (or who will be seven by 12/31) who are subject to an Education disallowance.
- On the AIMS 2, in the GCAUS field, enter a 'Y'es or 'N'o, based on whether the customer has proven Good Cause for failure to meet the PPI requirements.

CARES

Effective November 1, 1996, if a case is "touched" (either an interim change or a redetermination on the system) the Pre-School Health (PSCH) field on the DEM2 screen and the Good Standing field on the ALAS screen will be mandatory. DHR Central will provide each local with a listing of their PPI Control cases. The following information should be entered:

- ▶ On the DEM2 screen, a 'Y' will be entered in the Ind field with "CS (Client Statement) as the verification type. The date the customer is informed of the PSH and ED requirements will be entered as the date of verification.
- ▶ On the ALAS screen, a 'Y' will be entered in the Good Standing field with 'SC' (School) as the verification type.

During this process, it is essential that the case manager clearly identifies the former Control case and explains in the narrative, (PF21) from the ADDR screen, the purpose for entering these Valid Values on the DEM2 and ALAS screens without verification in the case file.

At the second redetermination of 1997, the former Control cases will be subject to the PPI disallowances.

- ▶ On the DEM2 and ALAS screens, the Pre-school Health and Educational fields should be updated to reflect whether the customer actually satisfied these requirements.

Throughout this process, it is essential that the case manager clearly identifies the former Control case and explains in the narrative, (PF21) from the ADDR screen, the purpose for entering these Valid Values on the DEM2 and ALAS screens without verification in the case file.

ACTION DUE DATE: This policy change is effective January 1, 1997.

ACTION REQUIRED BY: All Local Departments of Social Services

INQUIRIES: Please direct inquiries to George VanHook at (410) 767-7696; Esther Freeman at (410) 767-7944; or the DHR Help Desk at (410) 767-7002.

KM:gva

Attachments

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
SSA Management Staff

CONTROL GROUP CUSTOMER SCRIPT

Under the Family Investment Program (FIP), all Temporary Cash Assistance customers must meet certain requirements for health and education. You are no longer a member of the PPI Control Group. This means that beginning with your next redetermination, you will have to verify one or both of the following once every year:

- ▶ that health examinations have been given for children from birth to six years;*
- ▶ that school age children (seven in the calendar year through 18 years) are attending school at least 80% of the time.*

If you do not meet the requirements, your grant will be reduced by \$25 per month for each child out of compliance. Your grant will not be cut if you are receiving help from Child Protective Services (CPS), Intensive Family Services (IFS), or Families Now (FN). You can still get help if you do not have a service case in these categories; however, this assistance will not prevent a grant reduction.

Additionally, you can still receive a \$20 bonus once a year for each person in your household seven years and older with proof that they have had a health exam in the current calendar year. You have the right to ask me for help at any time.