



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration **ACTION TRANSMITTAL**

Control Number: 08-03

Effective Date: August 1, 2007

Issuance Date: August 10, 2007

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: ADDING A PERSON TO AN EXISTING CASE

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA) ONLY

ORIGINATING OFFICE: OFFICE OF PROGRAMS

BACKGROUND: Changes in federal work participation requirements are requiring that we review existing policies and procedures. The TCA manual currently states that an individual must be added to an existing TCA AU the month following the month that the customer reports the change; this includes newborns. FIA now recognizes that adding an infant in this manner negatively affects the Work Participation Rate (WPR). When an infant is added to the case the month after the customer reports the change, CARES counts the mother of the child as mandatory for the WPR in the month the infant was born, when she may be exempt. This transmittal changes the procedure for adding **all individuals** to an existing TCA case.

ACTION REQUIRED:

A. Newborns

When the local department finds out about a newborn because:

1. The customer reports the baby's birth,
2. The local department receives an 1184 from the hospital, or
3. The baby is added for another program including MA; add the infant to the existing TCA grant:
 - Effective the month in which the infant is born. Require the customer to document all changes reported.
 - When adding an infant to an existing AU, exempt the mother of the child from the WPR in the month the infant was born on CARES "WORK" screen ES.
4. Exclude the mother from the WPR for having a child under one for up to 12 months, if the full 12-month exemption has not been used.

NOTE: Read the previous case narration to determine whether the customer has already used the child under one exemption.

CARES PROCEDURE:

When adding a newborn to a TCA case in CARES, from the CARES **AMEN** Screen, use **Option K** (Add A Person)

- ‡ On the **CLRE** Screen, enter the Date of Birth for the newborn as the Application Date
- ‡ Enter a Y to assign a new Client ID on the **NMCL** Screen,
- ‡ On the **INCH** Screen, select the program, and enter the application date
- ‡ On the **SCDI Screen**, enter the **EW ID**, and PF4
- ‡ Proceed to **Option O** from the **AMEN** Screen, and enter all necessary information for the newborn
- ‡ ***If the customer is eligible for the child under one exemption***-On the **WORK 01** Screen, change the Work Requirement field to “NO” and the Work Requirement Status to “CK”

If the customer is only eligible for the 12 weeks postpartum, the **Work Requirement** status should be **YE** and no exemption code is needed. Change the Status Date to the child’s date of birth.

- ‡ Confirm the information (the exempt mother should have a 114 Exempt Code on the **ELIG** Screen in the **REASON** Field)
 - ‡ Commit the Data
 - ‡ Go to **Option P** from the Amen Screen
 - ‡ Select the month to be processed
 - ‡ On the **WORK 01** Screen, change the **Work Requirement** field to “NO” and the Work Requirement Status to “**CK**”
- ‡ The customer is mandatory for work participation, after the 12 weeks post partum period, when the customer has used the full 12 months of the “CK”-child under 1 exemption.
- ‡ After all months have been processed, proceed to **Option Q** from the AMEN Screen to finalize the “Add-A-Person.”

B. Adding An Individual with no countable income

Add an individual with **no countable income** to the existing TCA grant, effective the month in which the individual comes into the home. The customer must provide any required documentation.

1. Add the person to CARES using Option K-Add A Person.
2. Screen the new individual to determine if he or she is work mandatory.
3. Code CARES appropriately and refer the customer to an activity.
4. If the individual is a child apply PPI policy.

C. Adding An Individual with countable income

Add an individual with **countable income** to the existing TCA grant, effective the month following the change, but no later than the second subsequent month, depending on whether adverse action notice is required.

1. Add the person to CARES using option K-Add A Person.
2. Do not include the new individual's income when you are completing Option K
3. Finalize the case.
4. Go back in CARES through Option R-Interim Change and add the individual's income. The individual's income may cause the benefit amount to increase or decrease.
5. Send adverse action as appropriate.

D. Underpayments and Overpayments

Adding someone to the household may create an underpayment or overpayment. Review the case information carefully to determine whether to approve the BEG or remove it.

Underpayments usually occur when you add a person to the A/U who does not have any income. In most cases, approve the BEG/s. However, review the case information because, if you are going back in and adding income for the added individual or the household the underpayment BEG may be incorrect.

Overpayments usually occur when income in the A/U increases. Please refer to the paragraph above and review the case before you approve or deny an overpayment BEG.

It is rare to have an overpayment in the month of the change when adding someone to the household. (Unless the information was not reported timely.) The customer has 10 days to report the change. The case manager has time to work it and then 10 days adverse action time.

WORKS

When information is coded correctly in CARES (see section above on CARES procedures for adding a new born) the child under one ("CK") information downloads from CARES into WORKS for the ongoing month.

Examples:

1. Child is born May 5, 2007. Customer reports timely and the case manager adds the baby to the TCA effective May 5. The customer has not used her child under one exemption.

- ‡ The case manager completes the "Add a Person" procedure in CARES and adds the child.

‡ The customer's CARES WORK screen is coded **NO** in the Work Requirement field and "**CK**" in the Work Requirement Status. The information downloads into WORKS.

2. Child is born February 10, 2007. The customer reports the change on May 5. The customer has not used her child under one exemption.

‡ The case manager completes the "Add a Person" procedure in CARES and adds the baby to the TCA each month back to the baby's date of birth.

‡ The mother's WORK screen is coded **NO** in the Work Requirement field and "**CK**" in the Work Requirement Status for each month the baby is added. The information is downloaded into WORKS.

3. Child is born February 10, 2007. The customer reports the change on May 5. The customer has not used her child under one exemption.

‡ The case manager completes the CARES "Add a Person" procedure to add the baby back to the date of birth, but does not code the mother's CARES WORK screen properly. The "CK" exemption does not download from CARES to WORKS because it was not recorded in CARES.

‡ The case manager must go back into CARES in Option R, Interim Change, and code the mother's WORK screen **NO** in the Work Requirement field and "**CK**" in the Work Requirement Status in the ongoing month and for each month the baby is added.

‡ WORKS must be corrected for each month the baby was added. The mother should be coded OTB in WORKS.

4. Child is born February 10, 2007. The customer reports the change on May 5. The customer has used her child under one exemption.

‡ The case manager completes the CARES "Add a Person" procedure to add the baby back to the date of birth. The customer is not exempt from work participation.

‡ There should be no change needed to CARES to affect the download.

‡ The customer is **YE** in the Work Requirement field. She has a good cause exemption for 12 weeks postpartum.

ACTION DUE: Effective August 1, 2007.

INQUIRIES: Please direct TCA policy questions to Marilyn Lorenzo at 410-767-7333 or Gretchen Simpson at 410-767-7937. Direct CARES and WORKS questions to Scott Adams at 410-767-3964.

cc: DHR Executive Staff
FIA Management Staff

Constituent Services
Help Desk