FAMILY INVESTMENT ADMINISTRATION **DHR**	CARES BULLETIN
	Effective Date: IMMEDIATELY
Issuance Date: June 17, 1996	**Control Number:** 96-56

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

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: AFDC-PW SPECIAL NEEDS BENEFIT

PROGRAMS AFFECTED: AFDC-PW

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION
DIVISION OF PROGRAM AND SYSTEMS SUPPORT

Background:

In CARES, the calculation of an AFDC-PW grant is based on the GPA-PW standard. The GPA-PW parameter was changed to $125 on June 14, 1996. As a result of the GPA-PW grant reduction, CARES will not correctly calculate AFDC-PW. It will not recognize that a customer should receive the Special Needs Benefit and will subsequently pay only $179 (AFDC grant for 1 person plus Prenatal Need supplement). The AFDC-PW Special Needs and Prenatal Nutrition Benefits will be eliminated effective August 1, 1996, reducing the AFDC-PW grant amount to $165.

Action Required:

No case actions should be taken on active AFDC-PW cases by local departments between June 17 and June 30, 1996. This includes associated Food Stamp and Medical Assistance cases. If circumstances require that action be taken, the local department must issue the $30 Special Needs Benefit and count the correct amount of income in the Food Stamp calculation for July using the procedure outlined below.

All AFDC-PW applications approved (including GPA-PW going to AFDC-PW) in the month of July 1996 will not automatically receive the $30 Special Needs Benefit, nor will CARES include this amount in calculating the customer's Food Stamps. Local departments must manually issue the Special Needs Benefit using the following procedures:

In the processing month of 7/96:

On the UINC Screen enter a Source of 'OF', Amount of $30, Verification of 'OF' and Frequency of 'AC'.

Make all other necessary changes for normal case processing and commit data.

While finalizing the month of 7/96, taking into consideration proration, ensure that a full month's gross income is counted as $209 in the Food Stamp calculation (for cases that have another type of income CARES will count $209 plus the other income).

Press PF13 and add the following text to the approval notice:

"Please disregard the underpayment notice. You have already received the correct benefit amount."

Access Option R (Benefit Error Groups) from the CARES Main Menu. Select Option E (Add Another BEG) with the AU # of the AFDC-PW case.

Enter "U" in the Underpayment/Overpayment field, 7/96 in the Month field, $30 as the Underpayment Amount and "AE" (Agency Error) as the Underpayment Reason. Commit data.

Present the Underpayment BEG to the supervisor for approval. After the BEG is approved the benefit will be transmitted to EBT during overnight batch processing.

Issuance of the $30 Special Needs Benefit should be completed the same day the case is finalized in July 1996.

Note: In the future, if eligibility is re-calculated for an AFDC-PW case or an associated Food Stamp or Medical Assistance case for the month of July 1996, CARES will generate an overpayment for the AFDC-PW case and an underpayment for the Food Stamp case. If this occurs, both Benefit Error Groups should be coded as "AE" on the CAFI or FSFI screens and subsequently removed.

As always, clearly narrate all case actions by pressing PF21 from the ADDR Screen.

Thank you for your assistance in this matter. If you have any questions regarding this bulletin, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350..

KM/dh

cc: DHR Executive Staff
        FIA Management Staff
        Help Desk
        CTF