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**From:** DPA Policy  
**Sent:** Friday, June 29, 2001 3:38 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Child Care Policy Change

**BROADCAST TO DPA STAFF AND SERVICE PROVIDERS**  
from POLICY AND PROGRAM DEVELOPMENT

This message provides notice of a change in child care policy. As some of you have noticed, the new child care daily rates are high in comparison to the monthly enrollment rate. A child who is on an attendance authorization will exceed the monthly enrollment rate once they attend child care for 17 days.

**CURRENT POLICY**

DPA's current policy is to pay the monthly enrollment rate or the attendance rate, whichever is lower.

**ISSUES REGARDING CURRENT POLICY**

- DPA's policy differs from the Department of Education and Early Development's (EED) policy, which is to pay the attendance rate for the number of days in care, even if the rate exceeds the enrollment rate. It is very difficult for child care providers to operate under two different policies, one of which will pay them more for providing the same amount of care.
- Providers who take children on an attendance basis have no assurance how much they will be paid since they don't know how often the children will be in care. It makes sense that these providers get paid more on a daily basis than the enrollment rate allows.
- In some areas of the state, it is very difficult to find providers who will take children on an attendance basis. Allowing providers higher attendance rates may encourage them to be more willing to accept children on an attendance basis.

**NEW POLICY**

In an effort to be consistent with EED policies and practices, and to encourage child care providers to accept children on an attendance basis when needed, **we are rescinding the policy of paying the lower of the attendance rate or the enrollment rate for attendance authorizations. Effective July 1, staff should pay the attendance rate for the number of days in care.** We will be evaluating the effects of the high daily rates on both the DPA and EED systems over the next few months.

Please remember that it is the responsibility of DPA staff and case managers to determine the type of authorization to issue. Providers may not mandate attendance authorizations for children in full-time care.

**WHAT DOES THIS MEAN FOR YOU?**

1. issue enrollment authorizations whenever possible
2. review payments on attendance authorizations. If we are paying high attendance bills and the client is consistently using over 17 days of child care, issue an enrollment authorization
3. document any problems you may experience due to the new rate structure and forward them to your Assistant Regional Manager or to Mary Lorence
4. staff paying the child care bills will need to override the monthly enrollment limit (not the state maximum amount), manually calculate the payment rate, and enter the amount in the system

Assistant Regional Managers, please share this information with our service providers. If you have questions about this policy, please contact Mary Lorence at 465-3329 or at [mailto:Mary\\_Lorence@health.state.ak.us](mailto:Mary_Lorence@health.state.ak.us). Thank you for your continued work and patience in implementing changes to the child care system.

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**From:** DPA Policy  
**Sent:** Friday, June 29, 2001 3:01 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** 60-Month and PRAW Update

**Broadcast to All DPA Staff & DPA Service Providers  
From System Operations and the Policy and Program Development Team**

**60-Month Update and Changes to the PRAW Screen**

As our first Temporary Assistance families near their 60-month limit, it is essential that information about months of assistance on EIS is accurate and that families approaching the time limit are receiving the services they need. To help us accomplish this, several initiatives are underway:

Rapid Response Team

The Policy and Program Development Team has identified about 30 families that, according to existing EIS information, will reach the 60-month time limit between October 2001 and June 2002. The Regional Managers will work with staff in their regions to review the number of months of assistance these families have used and ensure that they are referred to services they need to achieve self-sufficiency. Policy and Program Development will be working closely with field staff to notify these families of the end of their 60 months of assistance and determine if they qualify for an extension to the time limit under existing policy and regulations.

PRAW Screen Changes

Beginning June 30, 2001, the MTHS USED field on the PRAW (Previous Aid / Work Incentives) screen will be hard-coded. EIS will no longer allow case workers to manually change this information. Instead, the field can only be changed by the EIS Help Desk. If a caseworker determines that the number of months recorded on the PRAW screen is inaccurate, the case worker must:

- Document the reason for the inaccuracy on the family's CANO (Case Notes) screen; and
- Send an e-mail request to the EIS Help Desk to correct the number of months on the PRAW screen. The request must give the individual's name and EIS case number, and the date of the corresponding CANO entry. The Help Desk will confirm that there is a supporting entry on the CANO screen and correct the number of months recorded on the PRAW screen.

Long-Term Planning

In addition to the two initiatives described above, we are planning a special project to review the months of assistance counted for targeted cases and are continuing to work on policies and procedures to address proposed changes to the 60-month timelimit extension criteria. The new policies and procedures will take effect prior to July 2002 and will provide additional guidance and clarification for the large number of families who will begin to reach the timelimit then. In the meantime, a change to the 60-month timelimit section of the Temporary Assistance manual will be issued to update the guidance for allowing extensions to the timelimit under existing regulations.

If you have any system-related questions, please contact the Help Desk at [EISHelp@health.state.ak.us](mailto:EISHelp@health.state.ak.us) <mailto:EISHelp@health.state.ak.us>. If you have any policy questions, contact the Policy and Program Development Team at [DPAPolicy@health.state.ak.us](mailto:DPAPolicy@health.state.ak.us) <mailto:DPAPolicy@health.state.ak.us>.

Assistant Regional Managers, please share this information with our service providers.

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**From:** DPA Policy  
**Sent:** Friday, June 29, 2001 10:48 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** SSA COLA Corrections

**Broadcast to all DPA staff  
From the Policy and Program Development Team**

**Social Security Cost of Living Allowance Corrections**

Social Security recently learned about an error in the calculation of the cost-of-living allowance for the last two years. As a result, Social Security and SSI benefits will go up in August. The amount of the increase is small. For example most SSI payments will increase by only \$1.00. The State Verification Exchange System and the Bendex interface are already showing the higher Social Security benefit amounts.

We are still gathering information and researching how best to implement this change. In the interim, please do not use the higher (corrected) Social Security benefit amount in determining eligibility and payment calculations for any public assistance program. Further guidance will be provided on this change soon.

If you any questions about this broadcast, please contact the Policy and Program Development Team at [DPAPOLICY@health.state.ak.us](mailto:DPAPOLICY@health.state.ak.us) <<mailto:DPAPOLICY@health.state.ak.us>>.

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**From:** DPA Policy  
**Sent:** Thursday, June 21, 2001 10:00 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Letter from Director to APA/SSI Recipients

**Broadcast to all DPA Staff  
From the Policy and Program Development Team**

**Letter from the Director  
Annual Review Process for APA Recipients Who Receive SSI**

Yesterday, we issued a broadcast announcing the automation of the annual review process for Adult Public Assistance (APA) recipients who receive Supplemental Security Income (SSI). The new review process no longer requires APA/SSI recipients to submit a review application each year. Although the new process will not be fully automated until July, we stopped sending APA review applications to APA/SSI recipients even earlier. Last Friday, a letter from the Director was mailed to APA/SSI recipients to advise them of this change. Since APA staff may receive questions about the letter from APA recipients, the text of the letter is shown below:

Dear APA Recipient:

Good News! We have simplified the annual review process for many Adult Public Assistance (APA) recipients. Beginning April 2001, you no longer need to complete an annual APA review form if you:

- Receive federal Supplemental Security Income (SSI) benefits; and
- Continue to meet the APA program's Alaska residency requirements.

Alaska's APA program is designed to supplement federal SSI benefits. People who are eligible for SSI benefits are automatically eligible for APA benefits. Instead of requiring an annual review form, we will simply check to see if you are eligible for SSI benefits and are still an Alaska resident.

This change only affects APA recipients who receive SSI benefits. If you do not receive SSI benefits, you will still need to complete an APA review form each year in order to remain eligible.

Sincerely,

Jim Nordlund  
Director of Public Assistance

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**From:** DPA Policy  
**Sent:** Friday, June 08, 2001 10:38 AM  
**To:** ALL DPA Statewide Staff  
**Cc:** Curt Lomas (E-mail)  
**Subject:** Long-Term Recipient Study

**BROADCAST TO ALL DPA STAFF FROM  
THE POLICY AND PROGRAM DEVELOPMENT TEAM**

**ALASKA TEMPORARY ASSISTANCE EVALUATION PROJECT  
LONG-TERM RECIPIENT STUDY**

The Division, in partnership with the UAA Institute on Circumpolar Health Studies (ICHS) and the UAA School of Social Work, is about to begin our second study of the Temporary Assistance Program. Our first study, the “leavers study,” provided information on families who have left the Temporary Assistance Program (results of the leavers study are available on the ICHS web page at <http://www.ichs.uaa.alaska.edu/ichs/TAreport.html>). This phase of work will study long-term recipients of Temporary Assistance - those who have received benefits for 40 months or longer. The study will help us understand the nature of employment barriers experienced by these families so that we can continue to develop services to assist them in becoming self-sufficient.

Part of the study data will be captured through a client survey. The survey has approximately 100 questions designed to collect information on barriers to employment. In June and July, approximately 800 families from around the state will be contacted by phone from Craciun Research Group, a subcontractor of ICHS. The interviewer will explain the purpose of the survey, inform them of their rights to have the information kept confidential, and obtain their consent to be interviewed.

A letter notifying long-term recipient families of the upcoming survey was mailed earlier this week (a copy is attached to this broadcast). You may receive phone calls from clients who have questions or concerns about responding to our survey. Please reassure them that they are participating in a legitimate research project, and that their responses are very important. Let them know that their status in the Temporary Assistance program will not be affected by their participation, and that their responses will be kept confidential.

**Note to Assistance Regional Managers:** Please share this information with our case management community service providers.

Thanks very much. Your help will promote a good response to our survey.

If you have questions, please contact Angela Salerno at 465-3200.

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Dear Alaskan:

I'm writing to let you know that a representative of Craciun Research Group will be calling you soon to ask you to be interviewed by telephone and offer you \$25.00 for your time. The interview will take about 30 minutes to complete. The Alaska Division of Public Assistance has authorized this survey and your participation is very important. Your participation is completely voluntary.

The Division of Public Assistance has asked the University of Alaska Anchorage Institute for Circumpolar Health Studies to conduct a study to find out how people who have been on Temporary Assistance for 40 or more months are doing and what might be done to help them become self-sufficient. As part of the study, the University has hired the Craciun Research Group to conduct a survey of 800 families who have been receiving Temporary Assistance benefits. You are one of the people selected to be interviewed. The information we gather from you and the other families will be very valuable as the state and the federal government consider ways to better serve Temporary Assistance families.

Your name, address, telephone numbers and other personal information from your Public Assistance case record are confidential. Public Assistance has provided this information to the University to conduct this study on their behalf. All information we and Craciun Research collect during the survey is also confidential and will be used only for research purposes. The University and Craciun Research will not release information that is specifically identified with you or anyone else in your family to the Division of Public Assistance or anyone else. If you participate in the survey, you can be assured that your personal information will be kept in confidence and closely guarded. Please read the back of this page for complete information about your consent to be interviewed and your right to privacy.

An interviewer from Craciun Research will be calling you sometime before the end of July to interview you on the telephone. The interview takes about 30 minutes. The interviewer will speak to you personally- other members of your household will not be included. Your privacy is very important to us. Please tell the interviewer if you want to be interviewed at a particular time or at a different telephone number than the one at which we first contact you and we will schedule a time and place convenient to you. We will mail you a check for \$25.00 after the interview is completed.

If you have any questions or concerns, please call Curt Lomas, project manager at the Institute for Circumpolar Health Studies, at (907) 786-6514.

Sincerely,

Brian L. Saylor, Ph.D.  
Director

Friday, June 08, 2001 10:38 AM Long-Term Recipient Study

## Spring/Summer 2001 Temporary Assistance Recipient Survey

### Information about the Interview and your Rights to Privacy

**Confidentiality:** The information that we collect during this interview is confidential. Every surveyor or other researcher who might see the information you provide has signed a written agreement to keep your information confidential and use it only for purposes of this study.

We will use the information you give us, along with information we collect from many other families, in our study of the Alaska Temporary Assistance program. However, we will not give your name to the Division of Public Assistance or anyone outside of our working group, none of the information you give us will be identified as having come from you, and we will not tell the State who we paid to participate in this study.

You do need to know, however, that we may be required by law to report to the Department of Health and Social Services anything you tell us that indicates that you or someone else may have broken laws about child abuse. We may be required to report possible elder abuse to the Department of Administration. These agencies may then investigate the reported information.

**Voluntary Participation:** Your participation in the interview is strictly voluntary. You may refuse to answer any question the interviewer asks you. You may decide to stop the interview at any time. You will not lose any benefits or services if you refuse to participate or decide to stop. Your participation in the interview implies that your participation is voluntary.

**Risks:** Your answers to the interview questions and any other information that you give us will have no effect on the benefits that you have received in the past or will receive in the future from the State of Alaska or the Division of Public Assistance.

During the survey, we will be asking you personal questions about the characteristics of you and your family. We will be asking about jobs, income, personal health and welfare, individual and family problems, housing, transportation, employment opportunities, and your opinions about the Alaska Temporary Assistance Program. You may occasionally feel uncomfortable in answering some of these questions. Beyond that possible discomfort, there are no known risks to you if you participate in this study. If you experience discomfort, you may stop the interview or refuse to answer the question or questions you are uncomfortable with or ask to be interviewed at a different place or time when you would feel more comfortable. If you are afraid that someone you do not want to hear your answers might overhear them, please let the interviewer know so we can make arrangements to protect your privacy.

**Benefits of Participation:** The information that you and many other Temporary Assistance recipients provide during this statewide survey will help the Division of Public Assistance and other government officials better understand how Alaska's Welfare-to-Work programs and policies are working and help them identify ways to make them work better. We expect that what we learn from this survey will be of great benefit to the people in Alaska, particularly to low-income families who may need Temporary Assistance. The information will also be provided to federal officials who are considering changes to the welfare reform law and may help them make better decisions about changes in the law.

**Contact Information:** If you want any more information about the study, or would like to talk with someone about it, please contact Curt Lomas at the University of Alaska at 786-6514 or Angela Salerno at the Division of Public Assistance at 465-3200.

Friday, June 08, 2001 10:38 AM Long-Term Recipient Study

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**From:** DPA Policy  
**Sent:** Thursday, June 07, 2001 1:30 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Re: Seasonal Benefit Reduction

**BROADCAST TO ALL DPA STAFF AND  
DPA CASE MANAGEMENT SERVICE PROVIDERS  
FROM THE POLICY AND PROGRAM DEVELOPMENT TEAM**

Summer is here and that means more employment opportunities for Alaska Temporary Assistance recipients. It also means that for July, August, and September, benefits for most two-parent families will be reduced by 50 percent.

**New Policy**

Legislation passed this year that changes our two-parent seasonal benefit reduction policy. Beginning July 1, 2001, two-parent families may be exempt from the seasonal benefit reduction if one parent is needed in the home to care for a child with a disability who requires 24-hour care. A physician or other licensed medical professional must certify the child's disability and the need for 24-hour care.

**Informing Families**

We mailed two letters informing two-parent families of the upcoming seasonal benefit reduction: a letter from Director Jim Nordlund on May 21<sup>st</sup> and EIS notice X067 on May 29<sup>th</sup>. Both letters encourage families to contact their case worker for additional help in finding work. These letters also market the array of services we have available to help support employment opportunities.

The X067 notice also advises families of the new policy exemption and instructs the family to contact their case worker if they think this exemption applies to them. In some cases, a family may have already provided the necessary medical evidence. In others, the information may still be needed. If a family contacts you about this new provision, please advise them about the need for medical certification.

**EIS Processing**

Once the necessary medical information is provided, and it's determined that an exemption from the seasonal reduction is appropriate, enter a "Y" in the SEASONAL OVR (Override) field on the AFPD screen to stop the seasonal benefit reduction from occurring.

**FLSA Reminder**

The Seasonal Benefit Reduction may affect two-parent families in Community Work Experience (CWE) placements. CWE generally does not meet the federal requirements for a training activity; therefore, participants in CWE activities are subject to federal Fair Labor Standards Act (FLSA) compensation requirements. Case managers should review CWE placements to ensure compliance with FLSA by checking to see that the hours of CWE activity do not exceed the family's monthly Temporary Assistance benefit divided by federal minimum wage (\$5.15). More information about this policy is included in the May 1999 Community Work Experience Guide.



If you have any questions or need additional information about these policies, please e-mail the Policy and Program Development Team at DPA Policy. Assistant Regional Managers, please share this information with our service providers.

*Jim Steele*

Public Assistance Analyst  
Alaska Division of Public Assistance

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**From:** DPA Policy  
**Sent:** Wednesday, March 28, 2001 3:43 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Annual APA Reviews for SSI Recipients

**Broadcast to all Adult Public Assistance Staff  
from Systems Operations and the Policy and Program Development Team**

**IMPORTANT MESSAGE**

As a result of last year's Business Analysis and Process Design Conference, field staff representatives made several suggestions for streamlining the operation of the Adult Public Assistance (APA) program. One of these suggestions was to streamline the annual APA reviews for SSI recipients. SSI recipients make up about 60 percent of our statewide APA caseload. Our goal is to fully automate the annual APA review process for those APA recipients who also receive SSI benefits. Essentially, this means the Eligibility Information System (EIS) will automatically check for Alaska residency and SSI recipient status, and re-certify the APA/SSI recipient for another year. Non-SSI recipients will continue to have their annual APA reviews processed the same as before.

Part of the necessary programming has now been completed. That is, for APA/SSI recipients whose EIS review period ends April 2001 or later, EIS will no longer mail APA Review Due notices and APA review applications to APA recipients who receive SSI benefits. However, programming to automatically check Alaska residency and SSI recipient status, and recertify the APA/SSI recipient for another year has not yet been completed. Until the new APA review process for SSI recipients is fully automated, we have established some interim procedures to reduce paperwork and alleviate your APA workload as much as possible.

**Interim Procedures:**

- Since you will no longer receive a review application from APA/SSI recipients, it is essential to review your monthly caseload report, CR001, at the beginning of the month to identify those APA/SSI cases that need to be reviewed and reauthorized for another year. The first month this must be done is April 2001.
- When reviewing the case, you will only be required to confirm the individual's Alaska residency and SSI recipient status through the use of the SVES interface or other available information. If the APA recipient meets these two criteria, APA benefits may be approved for another year.
- If the case is not reviewed and reauthorized in a timely manner, an EIS alert will be generated at the end of the month because a review application was not registered on EIS. This alert should also be used to identify APA/SSI cases that need to be reviewed and processed.
- Because SSI recipients are not required to submit an annual review application, it is no longer necessary to send them an EIS notice (i.e., P802) to advise them that their APA review has been completed.

If you have any questions regarding these interim procedures please contact Jim Steele by phone at (907) 465-3201, or by e-mail at Jim\_Steele@health.state.ak.us.

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**From:** DPA Policy  
**Sent:** Friday, March 09, 2001 10:15 AM  
**To:** ALL DPA Statewide Staff; ALL DPA State Associates  
**Subject:** Child Care Manual Change #1

**Broadcast to all Staff  
From Policy and Program Development**

Change #1 to the PASS I Child Care Manual was recently distributed statewide. If you have not received your copy, please contact Camille Fulsaa, Policy and Program Development Unit, at 465-5840, or e-mail her at [Camille\\_Fulsaa@health.state.ak.us](mailto:Camille_Fulsaa@health.state.ak.us).

A number of new policies and clarifications are covered in this manual change. Please review it carefully.

Contact Mary Lorence at 465-3329 or [Mary\\_Lorence@health.state.ak.us](mailto:Mary_Lorence@health.state.ak.us) if you have questions relating to this manual change or any other child care policy.

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**From:** DPA Policy  
**Sent:** Thursday, January 27, 2000 3:00 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Temporary Assistance Time Limits Notice

**Broadcast to All DPA Staff - January 28, 2000**

**From the Policy and Program Development Team and Systems Operations**

**Subject: Temporary Assistance Time Limits**

As we move through the 30<sup>th</sup> month of the Temporary Assistance Program, we are developing additional intensive strategies to address families with 24+ months of assistance. One of these strategies is to start sending regular notices to these families telling them how many months of Temporary Assistance they have used and how many they have left. We expect this will motivate families to work harder on their self-sufficiency steps and, for some (about 3% statewide), it will be a reminder that, despite being penalized, their time clock is ticking.

Next week we will mail an automated notice, X082, to open Temporary Assistance households living in communities that are not exempt from the 60-month time limit. This notice will be mailed to all families who have received at least 24 months of assistance. The number of months used for this notice is being read from the "MTHS USED" field on the PRAW screen. The X082 will be used on an ongoing basis to reinforce the time limit message. For your information, a copy of this notice is attached to this message.

Please send policy questions to the Policy and Program Development Team at [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us) or by SYSM at HPAPOLY. Send EIS-related questions to Systems Operations Help Desk at [EISHelp@health.state.ak.us](mailto:EISHelp@health.state.ak.us) or to the DPA EIS Helpdesk listed on the global address list.

ANYWHERE DISTRICT OFFICE  
DIVISION OF PUBLIC ASST  
STREET ADDRESS  
CITY AK 99801  
(908) 555-5555  
(1-800) 555-5555

STATE OF ALASKA  
DIVISION OF PUBLIC ASST

CASE NUMBER: 05000000  
CASELOAD ID: 100202

MAILING DATE: 1/28/00

CASE NAME  
PO BOX 5555  
TOWN AK 99999

TEMPORARY ASSISTANCE BENEFITS LIMIT

DEAR (Primary Information Person)

\*\* IMPORTANT NOTICE ABOUT YOUR TIME LIMIT \*\*

There is a lifetime limit on how long you and your family can receive benefits from Temporary Assistance (ATAP). The limit is five years, or a total of 60 months.

So far, your family has received XX month(s) of Temporary Assistance.

This means your family can only get money from Temporary Assistance for another XX month(s).

Because of this time limit, it is important for you to think ahead about using your remaining months wisely.

We can help. We have services to help you find and keep a job or, if you're working now, to help you increase your wages or get a better job.

Please contact me or your case manager if you have any questions or if you need information about how we can help you get off of Assistance.

\*\* USE YOUR REMAINING MONTHS CAREFULLY! \*\*

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**From:** DPA Policy  
**Sent:** Tuesday, January 23, 2001 3:59 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** ALL DPA State Associates  
**Subject:** CIRI Dividend Guidelines

**Broadcast to All DPA Staff  
From Staff Development and Training and  
The Policy and Program Development Team**

As a follow-up to the information on Native Dividends issued January 17 by Staff Development and Training, we would like staff to observe these guidelines when processing the CIRI payments for Temporary Assistance and APA cases in retrospective budgeting.

First, receipt of these dividends should not affect the individual's case until the benefit month corresponding to the budget month when the payment was received. For example, dividends received in December would affect the case beginning in February and dividends received in January would affect the case in March.

If you encounter a case that was closed a month earlier than these guidelines provide, please reopen the case and redetermine eligibility without considering the CIRI dividend. For example, a client received and reported the payment in January and the case was closed for February as prospectively over resource because of the CIRI dividend. The case should be reopened and eligibility for February redetermined without considering the resources associated with the CIRI distribution. If the household is expected to exceed the resource limit in the month of March, then the TA or APA case should be closed with timely notice of adverse action.

Second, because of the size of CIRI's distribution, we would like staff to be proactive in establishing how the money was used and what the client's current resource situation is. Please take the time to contact the client and develop the spend-down information we need to correctly determine resource eligibility.

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**From:** Kreher, Ron  
**Sent:** Thursday, January 04, 2001 11:57 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Temporary Assistance Policy Changes - Supportive Services and Good Cause for Voluntary Separation from Employment

**Importance:** High

**Broadcast to All DPA Staff and Case Management Service Providers  
from the  
Policy and Program Development Team**

At long last, and by popular demand, the Policy and Program Development Team presents changes and enhancements to policies covering supportive services and good cause for voluntary separation from employment. These changes:

1. Add new supportive services for car insurance, emergency shelter, and youth enrichment activities;
2. Remove the caps for all supportive services **except** remedial medical and relocation;
3. Significantly increase the maximum payment amounts for remedial medical and relocation, and;
4. Provide good cause for voluntary job quit or reduction of hours when these actions are considered essential to furthering family self-sufficiency.

The change in supportive services policy is intended to provide you with greater flexibility in supporting client participation in approved work activities. Initially, we planned to add legal assistance as a supportive service and to allow the purchase of high-risk (SR-22) auto insurance. However, due to concerns about liability, additional research is needed before these services can be offered.

You have all done an excellent job determining the need for supportive services and guaranteeing that the supportive services you authorize assist families to achieve self-sufficiency. Continue to use your prudent judgement when determining a customer's need for supportive services as you coach clients to:

- Use personal resources (such as the PFD) to meet self-sufficiency goals;
- Be cost conscious and use comparison shopping when selecting vendors for supportive services;
- Identify and access community resources that can help them remain self-reliant when they no longer receive assistance.

The attached document describes the policy changes and provides guidance on implementing them. These changes will be incorporated into a future Temporary Assistance manual change. In the interim, please insert the attached document into the appropriate sections of your Temporary Assistance manual.

Any questions regarding these changes to Temporary Assistance policies should be directed to the DPA Policy mailbox at [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us).

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**From:** Boatwright, Bob  
**Sent:** Wednesday, January 03, 2001 8:08 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Child Support Deduction for Temporary Assistance

**BROADCAST TO ALL DPA STAFF FROM SYSTEMS OPERATIONS AND THE POLICY & PROGRAM DEVELOPMENT TEAM**

**Subject: Deductions for child support payments by Temporary Assistance families.**

Child support payments made by a member of a Temporary Assistance household will now be allowed as a deduction from income when calculating Temporary Assistance eligibility and benefit amounts. This policy is effective with determinations made on or after January 3, 2001 for February benefits. This new deduction will be based on information entered on the DEMH screen, as is currently done for the Food Stamp Program.

We have instituted this policy because we recognize that support paid for children who do not live in the home is a factor in a family's ability to become self-sufficient. We hope to encourage the families we work with to recognize both the obligation to provide regular support to all their children, and that this obligation must be included in their plans to become self-supporting.

To be allowed, payments must be made by a member of the assistance unit. Child support payments made by members of the economic unit (stepparents, deemed parents, and alien sponsors) are accounted for in the deeming process.

**NOTE:** If a Temporary Assistance case is auto-authorized, you will have to manually authorize February benefits in order for the child support payment to be correctly deducted from the income. These cases can then be re-set to auto-authorize for future benefit months.

This policy change will be included in a future revision of Temporary Assistance manual section 780-1. If you have any questions, please contact the Help Desk at DPA EIS Helpdesk or [EISHelpdesk@health.state.ak.us](mailto:EISHelpdesk@health.state.ak.us) or the Policy & Program Development Team at 465-3347 or email [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us).



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**From:** DPA Policy  
**Sent:** Friday, December 01, 2000 2:52 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Temporary Assistance COLA Changes

Each year, Temporary Assistance need standards are adjusted at the same rate as the Cost of Living Increase in SSI benefits. This increase in the need standards is effective January 1, 2001 and triggers the following changes in the Alaska Temporary Assistance Program.

- The amount of the ratable reduction increases to 19.85%, paying 80.15% of need. This keeps the maximum Temporary Assistance payments at the same levels;
- The maximum shelter allowances increase; and
- The EIS Income Standards Table and ratable reduction calculations are updated.

Recipients with income may receive an increase in benefits. Case workers should send notice W700 to recipients whose benefits increase because of the change in the need standards.

In order to implement these changes on EIS, auto-authorization is turned off for the benefit month of January. All Temporary Assistance cases must be manually authorized for January 2001.

The new need standards and shelter allowances are listed at the bottom of this broadcast. These changes will be included in Temporary Assistance manual change # 3, which will be distributed in December.

Please direct policy questions to the Policy and Program Development Team at [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us). Direct EIS-related questions to Systems Operations at [EISHelp@health.state.ak.us](mailto:EISHelp@health.state.ak.us)

NEED STANDARDS EFFECTIVE JANUARY 1, 2001:

Basic Adult-Included Standards

Assistance Unit Size	Two Parents (both able to work)	Need Standard
One Caretaker		
2	3	1,028
3	4	1,156
4	5	1,284
5	6	1,412
6	7	1,540
7	8	1,668
8	9	1,796
Each Additional		128

Two Parents, One Physically/Mentally Unable to Work (Incapacity Cases)

Assistance Unit Size	Need Standard
3	1,156
4	1,284
5	1,412
6	1,540
7	1,668
8	1,796
Each Additional	128

Child-Only Standards

Assistance Unit Size	Need Standard
1	564
2	692
3	820
4	948
5	1,076
6	1,204
7	1,332
8	1,460
Each Additional	128

Pregnant Woman Standard 643

2000 Shelter Allowances

Assistance Unit Size	Need Standard	Shelter Allowance
AI 01	643	192
AI 02	1,028	308
AI 03	1,156	346
AI 04	1,284	385
AI 05	1,412	423
AI 06	1,540	462
AI 07	1,668	500
AI 08	1,796	538
Each Add'l	128	38

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**From:** Kreher, Ron  
**Sent:** Thursday, December 21, 2000 2:12 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** CIRI Dividends and Post-Temporary Assistance Management

**Importance:** High

**Broadcast to all DPA Staff and Service Provider Case Managers  
from the Policy and Program Development Team and Field Services**

This broadcast clarifies case management services available for Cook Inlet Region, Incorporated, (CIRI) shareholders whose Temporary Assistance cases will close as a result of the receiving the large dividend payments that CIRI will start distributing to their shareholders on December 28, 2000.

This unexpected windfall provides a unique opportunity for families to use the dividend in making progress toward self-sufficiency and in preserving months of assistance for the future. Therefore, post-temporary assistance (Post-TA) case management services will be made available for families whose Temporary Assistance case closes because of receipt of the CIRI dividend. Post-TA case management will be offered for up to six months following case closure. Families should be encouraged to use this money in ways to help them achieve self-sufficiency such as, paying off debts, purchasing reliable transportation, securing stable housing, and pursuing training and education necessary to promote job retention and advancement. The sudden influx of a large lump sum payment often has the potential to create unanticipated stress. We want to assist in alleviating these situations from occurring and work toward a positive outcome for families by continuing case management services.

Post-TA case management services are voluntary and families are not subject to the conditions of the FSSP in effect prior to case closure. Services should focus on supportive counseling and coaching that assists them to make informed decisions on the use of personal resources to support self-sufficiency objectives and to meet basic needs. These services should compliment those CIRI is promoting, such as financial planning seminars. As always, the availability of personal resources should be carefully considered prior to the authorization of any supportive services.

Because some families may need our agency's help in the future, case managers should consult with DPA eligibility technicians to discuss the impacts of proposed plans for using the dividends on eligibility for assistance programs.

During the next few weeks, please contact families you know will be receiving the dividend to discuss their plans for pursuing self-sufficiency goals and tell them about the availability of Post-TA case management services.

**Assistant Regional Managers** - Please ensure that this broadcast is distributed to service provider case managers.

Please submit any questions regarding this guidance to the DPA policy mailbox.

ANYWHERE DISTRICT OFFICE  
DIVISION OF PUBLIC ASST  
STREET ADDRESS  
CITY AK 99801  
(908) 555-5555  
(1-800) 555-5555

STATE OF ALASKA  
DIVISION OF PUBLIC ASST

CASE NUMBER: 05000000  
CASELOAD ID: 100202

MAILING DATE: 1/28/00

CASE NAME  
PO BOX 5555  
TOWN AK 99999

TEMPORARY ASSISTANCE BENEFITS LIMIT

DEAR (Primary Information Person)

**\*\* IMPORTANT NOTICE ABOUT YOUR TIME LIMIT \*\***

There is a lifetime limit on how long you and your family can receive benefits from Temporary Assistance (ATAP). The limit is five years, or a total of 60 months.

So far, your family has received XX month(s) of Temporary Assistance.

This means your family can only get money from Temporary Assistance for another XX month(s).

Because of this time limit, it is important for you to think ahead about using your remaining months wisely.

We can help. We have services to help you find and keep a job or, if you're working now, to help you increase your wages or get a better job.

Please contact me or your case manager if you have any questions or if you need information about how we can help you get off of Assistance.

**\*\* USE YOUR REMAINING MONTHS CAREFULLY! \*\***

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**From:** DPA Policy  
**Sent:** Friday, November 24, 2000 11:08 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Subject: New APA/SSI Standards for 2001

**BROADCAST TO ALL DPA STAFF  
FROM THE POLICY AND PROGRAM DEVELOPMENT TEAM**

Here's a preview of next year's changes to APA and SSI income standards. As they do every year, the APA and SSI Need and Payment standards will increase on January 1, 2001. These increases are the result of the 3.5 percent Cost of Living Allowance (COLA) increase granted to recipients of SSI beginning January 1, 2001.

SSA benefits will also increase by 3.5 percent beginning January 1, 2001. The APA mass change job will automatically adjust the APA standards and increase the amounts of SSI and SSA income by the COLA increase. It will also recalculate grants for most APA cases.

The APA Manual will include the new 2001 standards in December.

Please direct APA policy questions to the Policy and Program Development Team by e-mail to the DPA Policy mailbox at [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us). Direct EIS-related questions to the DPA EIS Helpdesk at [EISHelpdesk@health.state.ak.us](mailto:EISHelpdesk@health.state.ak.us).

The new standards are as follows:

<b>APA Need and Maximum Payment Standards</b>	<b>Need</b>	<b>Max. Pymt.</b>
Individual, Independent Living	\$ 984	\$ 892
Individual, In Another's Household	814	721
Couple, One Elig, Independent Living	1184	1051
Couple, One Elig, In Another's Household	935	817
Couple, Both Elig, Independent Living	1459	1324
Couple, Both Elig, In Another's Household	1212	1074
Nursing Home Personal Needs	74	75
Nursing Home 300% Eligibility Standard	1590	N/A

**SSI Income Standards**

Individual, Independent Living	\$530.00
Individual, In Another's Household	353.34
Couple, Both Elig, Independent Living	796.00
Couple, Both Elig, In Another's Household	530.67