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**From:** DPA Policy  
**Sent:** Wednesday, September 25, 2002 2:33 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Revised AD #2, Preliminary Examination for Interim Assistance

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

The AD #2 form, *Preliminary Examination for Interim Assistance*, has been revised. This form is used as part of the process for establishing eligibility for Interim Assistance. It has been revised to streamline the eligibility determination process. The form no longer asks the physician to attach a medical evaluation, and eligibility is decided by a check box only.

The AD #2 is only available from the DPA E-forms website at <http://dpaweb.hss.state.ak.us/e-forms/eformhome.htm>. We will no longer maintain a supply of this form in the Director's Office as the form is revised each year when the SGA (Substantial Gainful Activity) amount changes as part of the annual Cost of Living Adjustments.

Please begin using the new 9/02 version of the AD #2 upon receipt of this broadcast, and ***destroy or recycle the previous 1/02 version, as well as any associated forms that may be attached to the previous version.***

If you have any questions about the revised form, please contact the Policy and Program Development Team at 465-3347 or email us 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:** Tuesday, September 24, 2002 11:01 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Diversion Coding

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

The Employment Outcome Improvement Project (EOIP) is just gathering steam, but it's already clear that more families are using diversion payments to meet their immediate short-term needs. The availability of larger diversion payments beginning July 1, 2002 has also contributed to this increase.

Because of this, it's important to correctly code diversion payments on EIS. First, it allows us to defray the cost of diversion payments with federal TANF funds. Second, it gives the Division necessary data on the number and amount of diversion payments.

When authorizing diversion payments, please make sure you use the diversion codes in the Need Type field on the GA Benefit Screen (GABS). Diversion codes are:

- DC** Diversion Payment - Child Care
- DE** Diversion Payment - Employment
- DO** Diversion Payment - Other
- DT** Diversion Payment - Transportation

Unlike diversion, General Relief Assistance (GRA) is paid for with state-only funds. The budget for GRA is very limited so it is important that diversion payments are coded correctly. ***Do not*** use any other codes when authorizing a diversion payment. Other available codes, such as MI (miscellaneous), RE (rent), TR (transportation), and UT (utilities) are only used when authorizing GRA for emergency needs.

If you have any questions please contact any member of the Policy and Program Development Team at 465-3347 or email [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us) <<mailto:dpapolicy@health.state.ak.us>>.

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**From:** Kreher, Ron  
**Sent:** Tuesday, September 17, 2002 4:37 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** Sturrock, Kathy; Melinda M Cavanaugh  
**Subject:** Lifeline and Linkup - Telephone Service Discounts

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

DPA offices and case management service providers will soon receive posters marketing the Lifeline and LinkUp programs administered by the Alaska Universal Service Administrative Company. The Lifeline and Linkup programs offer discounts to qualified telephone customers for both basic monthly residential telephone service and telephone service installation.

The Telecommunications Act of 1996 provides federal funding to ensure that quality telephone services are available to all consumers at affordable rates. A portion of each consumers bill goes to this fund and telephone providers are required to use the funds to extend affordable access to phone services through the Lifeline and Linkup programs. Lifeline provides reductions in participants' monthly, local residential phone charges. The reductions can amount to as much as \$20 per month for monthly use. Depending on the provider, Linkup services can reduce the cost of installing phone service by up to \$70.

Please inform your clients about these services. They can be a valuable resource for low income families. A brochure describing the services is available in PDF format at <http://www.ausac.org/lifeline%20brochure.pdf>. If your clients are interested in the programs, applications for Lifeline and Linkup services can be accessed online at [http://www.acsalaska.com/local\\_service/residential/service\\_assistance.stm](http://www.acsalaska.com/local_service/residential/service_assistance.stm) in either WORD or PDF formats.

Families should submit completed applications to:

**Alaska Communications Systems  
Attn: LSA Representative  
PO Box 72215  
Fairbanks, AK 99707-2215**

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**From:** Musslewhite, Edward  
**Sent:** Friday, September 13, 2002 1:31 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Workstar Employer of the Year Nominations

Broadcast to all DPA Staff  
From Ron Kreher, Work Services Program Officer

Nominations are now being accepted for the annual **Workstar Employer of the Year** awards. Each year, the Governor presents awards to honor those employers who have demonstrated outstanding commitment to hiring and helping Temporary Assistance clients move from welfare to work.

This is your opportunity to recognize those employers you work with that have made a special effort to hire Temporary Assistance clients or who have gone out of their way to help TA clients succeed in the workplace. Governor Knowles will present these prestigious awards in person, and the ceremonies are carried on TV and covered by the press.

**Criteria for Employer Award**

Any business that has a current Alaska business license and has hired a person who was receiving Alaska Temporary Assistance at the time he or she was hired is eligible for consideration.

The nomination deadline is October 1, 2002, so please act quickly. The Employer nomination form is attached. Forms should be completed and returned to:

Workstar Coordinator  
Alaska Workforce Investment Board  
1016 W. 6<sup>th</sup> Avenue, Suite 105  
Anchorage, Alaska 99501  
(fax) 907 269-7489



## WorkStar Employer of the Year

The WorkStar program is seeking nominations for the fourth annual WorkStar Employer of the Year Awards. These awards will be presented by Governor Tony Knowles to honor the efforts of employers who have demonstrated an outstanding commitment to welfare to work. Any business that has hired a person who was receiving Alaska Temporary Assistance at the time s/he was hired and has a current Alaska business license is eligible for consideration.

The WorkStar committee and staff will evaluate the nominations. Governor Knowles will present the awards in a ceremony later this year. All nominees and award recipients will be recognized in an advertisement in their local newspaper

In 2001, four companies were presented with the WorkStar Award for their commitment to help Public Assistance Clients meet their goal of self-sufficiency:

- < Alaska Family Hospice
- < Tesoro Alaska
- < Cook Inlet Council on Alcohol and Drug Abuse (CICADA)
- < Odom Corporation
- < Advance Till Payday
- < Togiak Fisheries

As you may have been personally involved in welfare to work efforts in your community, we encourage you to nominate any employer that you believe merits this prestigious award. You are encouraged to duplicate and distribute this application to any members of your organization involved in welfare to work efforts.

### Nomination Form

Name of Business to be nominated: \_\_\_\_\_

Contact Person (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Why should this business be a WorkStar Employer of the Year? (please attach additional sheets)

Your name, agency, and phone number: (optional) \_\_\_\_\_

Please fax, e-mail or mail your completed nominations no later than October 1, 2002, to:

WorkStar Coordinator  
 Alaska Workforce Investment Board  
 Department of Labor & Workforce Development  
 1016 W. 6<sup>th</sup> Avenue, Suite 105  
 Anchorage, AK 99501  
 Phone: 907/ 269-7485 ☒ Fax: 907/ 269-7489

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**From:** Chase, Joan  
**Sent:** Wednesday, September 04, 2002 9:35 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Food Stamp Program Changes Effective October 1

**Broadcast to All Staff**  
**From the Food Stamp Policy Unit**

The Farm Security and Rural Investment Act of 2002, more commonly known as the "Farm Bill", contains several changes to Food Stamp Program policy that are effective October 1, 2002. We are writing to tell you about these changes so you can apply the new policies when determining food stamp eligibility and benefit amounts for October.

**There are three major changes:**

- Eligibility is extended to all disabled legal aliens
- The resource limit is increased to \$3000 for households containing a disabled household member
- The full Standard Utility Deduction (SUD) and non-heating utility standards are allowed to households living in the same residence with other households

**New Food Stamp Program Policy**

**Eligibility for Disabled Aliens**

The Farm Bill extends food stamp eligibility to most legal aliens who are disabled. This provision is effective October 1, 2002. Prior to October 1, disabled aliens were eligible only if they had been in the United States on August 22, 1996. This change removes that requirement.

Caseworkers will need to review their cases containing disabled aliens and ensure all disabled aliens meeting all eligibility criteria who are living with participating households are included in the food stamp household effective October 1, 2002. To assist you with identifying these cases, a list of cases containing non-citizens household members coded with a "DI" participation code has been compiled. This list will be sent to Supervisors and Managers in a separate broadcast. The list uses July 2002 data, so it does not contain every case that may contain a disabled alien. We ask that you do your best to identify cases that have been recently approved that may contain a disabled alien.

**\$3000 Resource Limit for Households Containing a Disabled Household Member**

The Farm Bill extends the \$3000 resource limit to households containing a disabled household member. This provision is effective October 1, 2002. This change allows us to apply the same resource limit to all "SPECAT" households, those containing a disabled household member or a member age 60 or older.

EIS has been programmed to allow the \$3,000 resource limit to households containing disabled household members. In some cases, the caseworker will be asked if there is a disabled household member in the home. Detailed instructions on how this new process works will be sent to you in a separate broadcast.

### **Standard Utility Deduction**

The Farm Bill simplifies the policy when a household shares a residence with another household. Effective October 1, 2002, when the residence is shared, each household who pays at least a portion of the heating costs is entitled to the full Standard Utility Deduction (SUD). For those households not incurring a heating cost but incurring non-heating utility costs, the household is entitled to the full non-heating utility standard.

For households entitled to the SUD, code the heating utility expense type (OL, GS, CW, EL, OE) with a "SU" subtype. EIS will allow the full SUD. For households entitled to the non-heating utility standard, code the utility expense type (EL, WT, SW, TL) with the subtype field blank. EIS will allow the full non-heating utility standard.

### **Annual October 1 Updates**

The excess shelter cost deduction, gross and net income limits, and the maximum food stamp allotments all increase effective October 1, 2002.

### **Food Stamp Manual Change #8**

Food Stamp Manual Change #8 will include these changes, as well as several clarifications to existing policy. This manual change will be distributed to you mid-September.

Please contact Joan Chase, Food Stamp Policy Specialist, at [Joan\\_Chase@health.state.ak.us](mailto:Joan_Chase@health.state.ak.us) if you have any questions.

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**From:** Chase, Joan  
**Sent:** Friday, August 30, 2002 11:24 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Revised Application for Services Gen50B

**Broadcast to All DPA Staff**  
From the Policy Coordination Team

The *Application for Services* (Gen 50B) form has been revised and a new form, *Information You Need to Know to Apply for Assistance* (Gen 52), has been created.

**APPLICATION FOR SERVICES (GEN 50B)**

Food Stamp Program rules now require us to have “request for service” information on the front page of the application form. The front page can now be used as a “request for service” application to establish the benefit start date and begin the application process. The front page of the application also contains the questions necessary for office staff to screen for Food Stamp expedited service. Other minor changes were also made to the application form.

For applicants who choose not to complete the entire application when they first come into the office, simply have the applicant fill in their name, mailing address, and signature on the front page. Keep a copy of this front page to use as the applicant’s request for service. The new front page replaces all local "one-pager" requests for service forms.

Please use up your existing supply of Gen50B applications. Once you begin to use the new Gen50B, please destroy your supply of local office “one-pager” request for service forms.

Supplies of the new Gen50B form are available by contacting DPA Policy ([dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us) [<mailto:dpapolicy@health.state.ak.us>](mailto:dpapolicy@health.state.ak.us)).

**INFORMATION YOU NEED TO KNOW TO APPLY FOR ASSISTANCE (GEN 52)**

A new form, *Information You Need to Know to Apply for Assistance* (Gen 52) provides applicants with information about our programs, how and when they can apply, if an interview is needed, what verification is required, and when they can expect to begin getting benefits.

This form is given to all applicants when they request an application. A supply of the new Gen 52 forms has been sent to your offices. Please begin to use them once they arrive.

If you have any questions, contact the Policy Coordination Team at DPA Policy ([dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us) [<mailto:dpapolicy@health.state.ak.us>](mailto:dpapolicy@health.state.ak.us)).



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**From:** Kreher, Ron  
**Sent:** Tuesday, August 20, 2002 7:53 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** AHFC Program Changes

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

**Changes to AHFC  
Housing Assistance WIN Voucher Program &  
HUD Earned Income Disallowance for Disabled Adults**

Alaska Housing Finance Corporation (AHFC) made two program changes that support Temporary Assistance and APA clients as they work towards self-sufficiency.

- The “Welfare to Work” Voucher program is now called the Work Incentive (WIN) Voucher Program. Changes to this program should allow more Temporary Assistance clients to be eligible for WIN housing assistance.
- Working disabled adults receiving housing assistance through AHFC’s Housing Choice (Section 8) or WIN Voucher programs are now eligible for a HUD Earned Income Disallowance.

WIN Voucher Program Changes

WIN vouchers provide rental assistance to low-income families living in Anchorage, Fairbanks, Homer, Juneau, Ketchikan, Soldotna/Kenai and Wasilla/Mat-Su. To be eligible for a WIN Voucher, the head, spouse, or co-head of a household must:

1. Meet all Section 8 Voucher requirements; and either,
2. Be a Temporary Assistance client employed or participating in work activities with no one in the household in penalty; or,
3. Be a former Temporary Assistance client employed or in training whose case closed within the past twenty-four (24) months; or,
4. Appear to be eligible for Temporary Assistance employed or in training, and not received Temporary Assistance within the past 24 months.

Families needing housing assistance who meet Section 8 requirements and are employed and/or engaged DPA work activities should be encouraged to apply.

WIN Voucher Applications

Families who are not on the AHFC waitlist must complete the Preliminary Application for Housing Assistance. **They must check the “Work Incentive Vouchers” box on page 1 of the application and complete the Work Incentive Voucher (WIN) Application Addendum.**

Families on the AHFC waitlist were mailed a notice on August 6<sup>th</sup> explaining program changes and inviting them to apply for a WIN Voucher. **These families must complete the one-page Work Incentive Voucher (WIN) Application Addendum, which was included with the notice, and return it to their local AHFC office.**

Completed applications should be submitted at the local AHFC office.

### WIN Voucher Continued Eligibility

To stay eligible, the WIN household must meet AHFC work requirements at annual voucher eligibility reviews. AHFC verifies that the household has met the work requirements when the head, spouse or co-head of household:

- Documents at their second Annual Reexamination at least 910 hours, from the time they entered the program, of any combination of paid employment, Temporary Assistance work activities, or training (this equates to about 20 hours of DPA work activities per week).
- Documents at the third Annual Reexamination at least 455 hours of paid employment in the past year (This equates to about 10 hours paid employment per week).

### HUD Earned Income Disallowance

Disabled adults with earned income are now eligible for a HUD Earned Income Disallowance (EID). When a housing participant receives the EID, their rent does not increase when their earned income increases for up to 24 months.

Disabled adults receiving housing assistance qualify for the EID if they meet one of three criteria, regardless of the type of housing assistance they receive (either Public Housing or a Voucher).

- Unemployed 12 months prior to new employment; or,
- Received TANF during or within 6 months of a new job or increase in earnings; or,
- Gets a new job or increase in earnings during participation in a job training program.

**NOTE:** Non-disabled adults receiving housing assistance with either Housing Choice Section 8 or WIN voucher are not eligible for an EID. This is a statutory limitation that AHFC cannot alter.

Both of these changes support families in work and promote their self-sufficiency. When working with Temporary Assistance clients, please assist clients to identify their housing needs and to apply for housing assistance if needed.

The Preliminary Application for Housing Assistance and the WIN Application Addendum are attached. AHFC will be providing copies of the application and the addendum to One-Stop Job Centers soon. Further information is available by contacting a local AHFC field office or by calling Jim Gurke, Manager, Policy & Program Development at 330-8420 in Anchorage.



Preliminary  
Application for Ho...



Preliminary  
Application for Ho...



WIN Application  
Addendum.doc

**From:** DPA Policy  
**Sent:** Thursday, August 01, 2002 11:55 AM  
**To:** ALL DPA Statewide Staff; ALL DPA State Associates  
**Subject:** New 60-month Notices

***Broadcast to All DPA Staff & Case Management Service Providers***

***From the 60 Month Project Team***

*Several new notices are now available on EIS to support working with families who have received an extension to the 60-month time limit. These notices are for use when determining if a family may continue to need an extension to the time limit after their current extension period ends, and to close the case if further extension is not allowed. A new closure notice is also provided for use when a family on a hardship extension does not comply with FSSP requirements.*

*Two of the notices, J092 and J093, are also available in PDF format so that case management service providers can use them to contact a family about the possible need for a further extension. The PDF versions of these notices are attached and will also be available in E-Forms on the DPA website.*

*Below is a list of the new notices and the situations in which they apply:*

Notice Number	Notice Title	Situation	Format
J092	Request to Continue on Extension	To send to recipients 60 days before extension period ends to ask if they need to request another extension	Available in EIS and as PDF format for use by service providers
J093	Continued Extension Meeting Notice	To schedule a meeting to determine if the family qualifies for further extension	Available in EIS and as PDF format for use by service providers
W416	Case Closed – Noncompliance on Extension	To close a case when an adult on a hardship extension does not comply with FSSP requirements	Available in EIS
W417	Case Closed – Extension Not Continued	To close a case when a family requests but does not qualify for a further extension	Available in EIS
W419	Case Closed – Time Limit Extension Ends	To close a case when a family's extension period ends and the family has not requested further extension	Available in EIS

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**From:** DPA Policy  
**Sent:** Wednesday, July 31, 2002 1:29 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** CSED Forms Broadcast

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

Child Support Enforcement Division (CSED) has revised the *Child Support Information* form (04-1603a) and their *Release of Information* form (04-0500b).

The new 1603a now:

- Asks for additional information regarding past child support received,
- Includes information about Child Support Enforcement Services, and
- Incorporates the affidavit and request for address confidentiality.

**Note:** The *Affidavit & Request for Address Confidentiality* (04-0502) and the *Information about Child Support Enforcement Services* (04-1424Z) were separate forms. To simplify this process, information from these forms has been included in the newly revised 1603a.

Procedural Changes:

- Please begin using the new CSED 1603a form when supply arrives in your office. This form will remain the color blue.

**Note:** The Native Family Assistance Programs will eventually use a slightly different version of the 1603 and it will be a different color.

- Discontinue using the *Medical Support and Child Support Enforcement Options* form (Med 10B). This information is now incorporated on the 1603a.
- Make the *Release of Information* (04-0500b) and the *Affidavit & Request for Address Confidentiality* form (04-0502) available for clients who wish to request their address be kept confidential after they have completed the 1603a. Please note that parents only need to complete the affidavit and not the entire 1603a should their situation change after initially submitting the 1603a form.

**All Public Assistance offices should be receiving a supply of the revised 1603a and 04-0500b within the next few days.**

**Once the supply is received, please discard the old 1603, 1424Z, 04-0500 and Med 10B forms.**

**Also, for those offices working with Fee Agents, please advise them of these changes and provide them with a sufficient supply of the new forms.**

**If you do not receive a supply of these forms or have any questions please write to Policy and Program Development at [dpapolicy@health.state.ak.us](mailto:dpapolicy@health.state.ak.us)**

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**From:** DPA Policy  
**Sent:** Friday, July 19, 2002 2:59 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Revised EPI

**Broadcast to all Staff from the  
Policy and Program Team**

**New Employment Planning Information Form**

The Employment Planning Information form (EPI) has been revised. As part of the Employment Outcomes Improvement Project, the EPI has been improved to reflect a strengths-based approach to services and a renewed emphasis on work.

Changes to the EPI include:

Information on employment goals has been moved to the first page in order to emphasize work as the primary outcome for clients;

Addition of a “Strengths Inventory” designed to assist the client identify personal strengths that will help them be successful in work;

References to specific employment barriers have been deleted, setting the stage for a high expectations environment and a work-focused relationship between client and case manager.

The revised EPI has been posted in the e-forms section of the DPA Website at <http://dpaweb.hss.state.ak.us/e-forms/eformhome.htm>; printed copies will be distributed within a few weeks. Please discard the old EPI and begin using the revised e-form as soon as possible.

We will rely on your input to improve the EPI. As you use the form in the field, the policy team requests that you send comments and suggestions for modifications to the DPA Policy mailbox.

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**From:** DPA Policy  
**Sent:** Wednesday, July 17, 2002 4:08 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Penalty Brochure Broadcast

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

The *Your Best Bet*, TA 10 penalty brochure, has been revised. This form is given to applicants and recipients to explain penalties and how penalties can be resolved. Supplies of the revised form are being mailed to each district office. Upon receipt of these forms, please destroy the previous 09/01 version of the brochure and begin using the new 0702 version.

Additional supplies of the revised penalty brochure are available through Policy and Program Development. If more forms are needed, please order them using the Gen 125 Forms Order available on the DPA e-forms website at <http://dpaweb.hss.state.ak.us/e-forms/eformhome.htm>.

If you have any questions about this revised form, please contact the Policy and Program Development Team at 465-3347 or e-mail us 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:** Wednesday, July 03, 2002 2:23 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** ALL DPA State Associates  
**Subject:** New Penalty Policy

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

Attached to this broadcast is the policy memorandum for implementation of the changes in penalty policy that took effect July 1, 2002. This memo supplements the information that was provided in broadcasts from the Policy and Program Development Team on June 21, and from System Operations on July 1, 2002.

This policy memorandum:

- Explains the new penalty policies that took effect July 1;
- Outlines the system changes that have been made in response to the new policies; and
- Provides guidance for implementing the new policies.

These new policies will be included in the next Temporary Assistance manual change. Until that change is issued, please keep this policy memorandum with Chapter 723 of your Temporary Assistance Manual.

Please don't hesitate to contact us if you have any questions about these new policies or the implementation guidance. For system related questions, please contact the EIS Help Desk at [EISHelp@state.ak.us](mailto:EISHelp@state.ak.us). For policy questions please contact any member of the Policy and Program Development Team at 465-3347 or email us at [dapolicy@health.state.ak.us](mailto:dapolicy@health.state.ak.us)

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

## Alaska Temporary Assistance Program

### Policy Memorandum

July 2, 2002

TO: All DPA Staff and Service Providers

FROM: The Policy and Program Development Team  
Ellie Fitzjarrald, Chief

SUBJECT: Implementation of new penalty policies

Effective July 1, 2002, amendments to state law significantly changed several types of penalties and how they affect the families we serve. The changes in penalty policy, like the changes to Diversion policy, are intended to provide staff with improved tools to engage families in the planning and activities that will lead them to employment and self-sufficiency.

This policy guide outlines the changes that have been made and provides guidance for transitioning to the new policies. It is a reference tool for both case managers and eligibility staff to use in explaining the new policies to affected individuals, and for processing affected cases. Included in this guide are:

- An overview of the changes and how they affect families that are currently being penalized;
- Instructions for ending penalties or implementing the new penalty amounts; and
- Additional changes that will occur over the next few months as the provisions of the recent legislation are put into place.

A financial penalty should be the final step in the process of promoting participation, and is used only when other efforts to engage the family have failed. Communication between case managers and eligibility workers is essential in this process, and in the implementation of the new policies. Clear communication about when a participant agrees to and does comply will ensure that families are given positive reinforcement and encouragement to continue the process of becoming self-supporting.

Please don't hesitate to contact us if you have any questions about these new policies or the implementation guidance. For system related questions, please contact the EIS Help Desk at [EISHelp@state.ak.us](mailto:EISHelp@state.ak.us). For policy questions please contact any member of the Policy and Program Development Team at 465-3347 or email us at [dapolicy@health.state.ak.us](mailto:dapolicy@health.state.ak.us)



## **Alaska Temporary Assistance Program**

### **Policy Memorandum**

July 2, 2002

## **OVERVIEW OF CHANGES**

### **Affected Penalties**

The changes in law affect only the penalties for:

- Failing to cooperate with the Child Support Enforcement Division (CSED);
- Failing to develop, sign, and comply with a Family Self-Sufficiency Plan (FSSP); and
- Failing to participate in work activities.

There have been no changes to the penalties for Intentional Program Violation, job quit or refusal of work, or the failure of a minor parent to attend school.

### **What the changes are**

There are three significant changes to Temporary Assistance penalty policy under the recent legislation:

1. No longer are there mandatory penalty periods for second, third, and subsequent penalties. Each penalty for non-compliance with the child support cooperation, FSSP or work activities requirements only lasts until the individual complies with the requirement.
2. There are different penalty amounts for different size families. If an individual does not meet one of the program requirements covered under this policy, the family's benefits will be reduced by 40% of the maximum payment amount for that size family.
3. The amount of the penalty can increase over time. If the non-compliance is not corrected within 4 months, the penalty amount may increase to 75% of the family's maximum payment, and if not corrected within 8 months, the family may be found ineligible for Temporary Assistance (a full-family sanction).

July 2002 is the first penalty month for the purpose of counting toward the higher penalty reductions. It is important to note that the count of months starts over with each new penalty. For example, if an individual is penalized for three months and then complies with the program requirement, a subsequent penalty would start again at month one, rather than counting the months from the previous penalty.

# Alaska Temporary Assistance Program

## Policy Memorandum

July 2, 2002

### TRANSITIONING TO THE NEW POLICIES

#### 1. Compliance and Ending Penalties

The most important impact of the new policies is that any family can end a child support non-cooperation, FSSP or work activity penalty immediately by complying with the program requirement. This affects families that are currently under a second or third FSSP or work activities penalty, who have been told that the penalty must last until a particular date in the future.

The participant must actually be in compliance with the FSSP or work activity requirement before the penalty is ended. The case manager determines when the individual is in compliance, and must communicate to the eligibility worker both when the individual agrees to comply and when they have actually met the requirement. The penalty is then ended, and benefits restored back to the date of notification of intent to comply.

This change also affects the date that child support non-cooperation penalties are ended - these penalties no longer run until the end of the month in which the individual complies but must be ended as of the date the individual complies (such as the date CSED notifies DPA that the individual is cooperating).

Identifying families who are already complying or who are willing to comply is an important part of the implementation of these new policies. Case managers should actively reach out to families that are currently penalized, to discuss why they are not complying, to insure that the family understands what they need to do to end the penalty, and to provide an incentive for the family to begin participating. Using the monthly penalty report, case managers need to:

- Review cases that are currently in penalty status;
- Immediately inform the eligibility worker of any families that are currently complying so the penalty can be ended;
- Contact families that are not in compliance, to explain the new policies and how they can benefit the family; and
- Work to resolve the issues causing the non-compliance, in order to help families undertake a renewed effort toward becoming self-supporting.

## Alaska Temporary Assistance Program

### Policy Memorandum

July 2, 2002

#### Processing the change

If an individual who is serving a second or third penalty is already in compliance on July 1, the eligibility worker ends the penalty effective June 30 and authorizes a supplemental payment for July to restore full benefits.

If an individual who is serving a second or third penalty agrees to and does comply with the program requirement during the month of July, the eligibility worker ends the penalty effective the date they stated their intent to comply, and authorizes a supplemental payment for July.

#### **2. Beginning the new penalty amounts**

Many families that are currently penalized will experience a change in their benefit amount under the new policies, since the penalty amount is now 40% of the family's maximum payment instead of the previous reduction of \$369. Larger families will receive a smaller benefit under the new policies. However, the following family types will receive a larger benefit:

- Families that include only one caretaker relative and one dependent child;
- Families that include one dependent child and two parents who are both able to work; and
- Two parent families in which both adults are currently penalized.

#### Processing the change

The 40% reduction will be applied to any application that is processed in July with a child support, FSSP, or work activities penalty in place.

For ongoing cases, EIS report TA 40A was distributed Monday, July 1, to each District Office. This report lists the families that are under penalty by office, unit and caseload. The eligibility worker must authorize August benefits for all cases that are under penalty in order for the new penalty amount to take effect.

**NOTE:** When authorizing August Temporary Assistance benefits to implement the new penalty amount please remember to:

1. Redetermine Food Stamps for August, to reflect any changes in the Temporary Assistance benefit and reauthorize the benefit; and

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2. Re-enter your PCN on the TAPD or FSAD screens. If you do not re-type your PCN and press <ENTER>, EIS will not recognize the change and incorrect benefits will be issued.

If a family's August benefits change because of the new penalty amount, send the new EIS notice W706, "Benefit Change - New Penalty Amount", informing the family of the change. Since a decrease in benefits because of the new penalty amount requires timely adverse notice, the **processing of these cases needs to be completed by July 19, 2002.**

Cases that receive a larger benefit under the new policy should be re-worked for July, and a supplemental benefit issued if there is an underpayment. **No July overpayments should be processed based on the new penalty amounts.**

#### Note on Multiple Penalties

*Under previous policy, a family that included two parents was subject to a doubled reduction in benefits if both parents were non-compliant. Under the new penalty policies, a family is only subject to a 40% reduction even if both parents are under a penalty for non-cooperation with CSED, failure to develop and sign an FSSP, or failure to participate in work activities.*

*However, both parents must be in compliance before full benefits are restored to the family. If only one adult complies there is no recalculation done for that month, since there will be no change in benefits. Once both adults comply the family's benefit is recalculated and a supplemental benefit is issued if necessary.*

*Two parent families **are** subject to multiple penalties if one parent is under a 40% penalty and the other parent is under an IPV or school attendance penalty.*

### 3. Progressive Penalty Amounts

Before the 75% or 100% penalties can be imposed, DPA must:

- Attempt a home visit; and
- Make a written finding that, considering the results of the home visit and the availability of other services in the community that are appropriate to the family's needs, the health, safety, and well-being of the children in the family will not be significantly jeopardized by imposition of a 75% or 100% penalty.

If the 75% or 100% penalties are not imposed, the Division has the authority to manage the family's cash assistance.

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#### Processing the change

No action needs to be taken at this time regarding the higher penalty amounts. The first month that can be affected by these provisions is November. Over the next few months, we will be developing the policy, procedures, and EIS changes needed to address these situations. This development will include:

- Guidance on attempting and completing home visits
- The criteria for decisions on the health and safety of the children;
- How we determine what other services are available in the community that are appropriate to the family's needs;
- How we document this as a "written finding";
- Assessment of whether we need to implement policies regarding the management of a family's cash assistance.

We are interested in and will be soliciting your input to help craft these policies and protocols.

#### **OTHER EIS CHANGES**

##### Penalty Codes

To simplify the coding of penalties on the WOSA screen, two penalty codes (EA and JS) have been ended. All penalties for failure to comply with the work activities requirement must now be entered using the WA code.

##### Notices

A new EIS Notice is available for the conversion to the new penalty policy. The W706, "Benefit Change - New Penalty Amount", advises a family about the change in their benefit caused by the conversion to the new penalty amounts.

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The following EIS notices have been revised to include information about the new progressive penalty provisions:

- W062, Child Support - Good Cause Not Allowed
- W105, Assistance Approved With Penalty
- W709, Benefit decrease - Child Support Penalty
- W787, Work or Plan Penalty

Several other EIS notices have been revised to simply advise families that their assistance may be reduced or ended if they fail to comply with program requirements. These notices are:

- J013, Referral for Job Opening
- J014, Partner Agency Referral
- J016, Self Sufficiency Plan Appointment
- J017, Work Activity Assignment
- J108, Planning for Better Employment
- W011, Self-Sufficiency Plan Required
- W012, Referral for Self-Sufficiency Planning
- W017, Self-Sufficiency Plan Changed
- W019, Referral for Case Management Services
- W050, Child Support Assignment Information
- W060, Child Support Cooperation Statement
- W783, ATAP Member Loses Work Exemption

EIS notices describing the former one-month, six-month, and twelve-month penalty periods for non-compliance with FSSP or work activity requirements have been ended:

- W780, First Work or Plan penalty
- W781, Second Work or Plan Penalty
- W782, Third Work or Plan Penalty