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**From:** Kreher, Ron  
**Sent:** Tuesday, December 24, 2002 10:16 AM  
**To:** ALL DPA Statewide Staff  
**Cc:** Sturrock, Kathy  
**Subject:** Broadcast - Minimum Wage and Hours of Unpaid Work

**Broadcast to DPA Staff and Work Services Contractors and Grantees**

This is a reminder to continue to use the federal minimum wage when calculating the number of hours that Temporary Assistance clients can be assigned to unpaid work such as Community Work Experience (CWE) and job sampling. While the Alaska minimum wage will increase to \$7.15 an hour effective January 1, 2003, despite attempts by some members of Congress to pass legislation increasing the federal minimum wage, it remains \$5.15 per hour.

Thanks again to all of you for making such a difference in the lives of so many Alaskan families in 2002. I wish you all peace, health and prosperity in the New Year.

*Ron Kreher  
Work Services Program Officer  
Division of Public Assistance*

From: DPA Policy  
Sent: Tuesday, November 26, 2002 3:59 PM  
Subject: PASS I Manual Change #2

**BROADCAST TO ALL DPA STAFF AND SERVICE PROVIDERS**  
From POLICY AND PROGRAM DEVELOPMENT

The Policy and Program Development office are pleased to announce that manual change #2 to the Alaska PASS I Child Care Assistance Manual have been completed and copies were distributed to all DPA field offices last week. If your site does not receive copies of this manual, or if additional copies are needed, please contact Tanya Lewis with the Policy and Program Development office. You can reach Tanya by calling her at (907) 465-5840, or contact her via E-mail at [Tanya.Lewis@health.state.ak.us](mailto:Tanya.Lewis@health.state.ak.us).

Revisions to manual sections 920-960 have been significant due to the changes in child care regulations this past year. To respond to staff and service provider questions about PASS I policy changes, two “*Meet Me*” teleconferences have been scheduled. Since the number of lines is limited to a total of sixteen per teleconference, we recommend that DPA staff, service providers, and partner agencies meet in a joint location for participation in the calls. You are invited to join the discussion on the dates and times listed:

- December 17<sup>th</sup>, 2:00 p.m. – 3:30 p.m. 1-800-315-6338, code 99801#
- January 10<sup>th</sup>, 10:30 a.m. – 12:00 p.m. 1-800-315-6338, code 99801#  
(After entering the code number, press the # sign)

If you have further questions or concerns regarding PASS I manual change #2, please contact Stacy Goade, Child Care Program Coordinator, at (907) 465-3329 or by E-mail at [stacy\\_goade@health.state.ak.us](mailto:stacy_goade@health.state.ak.us).

Regional and Assistant Regional Managers, please forward manual change #2 and share this information with our service providers.

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**From:** DPA Policy  
**Sent:** Monday, November 25, 2002 1:39 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Ticket to Work

**Broadcast to All Staff from the Policy and Program Development Team**

**The Ticket is Coming, the Ticket is Coming...**  
*The Ticket is Here!*

On November 21<sup>st</sup>, the Social Security Administration (SSA) announced that the first 1,200 "Tickets to Work" have been mailed to Alaskans with disabilities to help them enter the workforce. Over the next six months, about 13,000 Social Security and SSI beneficiaries in Alaska will receive a Ticket to Work that may be used to obtain vocational rehabilitation, job training, and other support services. The mailings will be staggered, based on the last digit of a beneficiary's Social Security number. Use of the Ticket is voluntary and there are no consequences for not using the ticket.

The Ticket program is administered by SSA contractor Maximus, Inc. Maximus is responsible for providing information and referral for Ticket users including a toll-free telephone number to answer questions about the Ticket program.

The Adult Public Assistance Program provides a convenient "front door" for people who have received a Ticket and who want to work. Clients may contact their APA office or worker to ask questions about how to use their Ticket. Any staff person who receives a call from a Ticket holder has two options for referral:

- Ticket holders can be referred to the APA WDS positions located in Anchorage, Juneau and Fairbanks. These staff have been trained to assist interested APA clients use their Ticket and will offer a more in-depth explanation of the Ticket. The WDS may then refer the client to the local One-Stop, where available, for Ticket orientation provided by the Alaska Works Project Resource Specialist. Following orientation, the client can discuss training and rehabilitation options with the WDS and complete the referral process.
- In areas without an APA WDS, Ticket holders should be referred to the Maximus toll-free number: **1-866-YOURTICKET**. An "Employment Network Coordinator" (ENC) will talk with the client about their employment needs and then give them the names and contact information of the resources in their local area.

**For more information:**

Maximus, Inc's Ticket site  
<http://www.yourtickettowork.com/>

The Center for Continuing Education in Rehabilitation  
<http://www.ccer.org/twwia/TWWIIAa.htm>

The Social Security Administration Ticket site (see a copy of the actual Ticket)  
[http://www.ssa.gov/work/Ticket/ticket\\_info.html](http://www.ssa.gov/work/Ticket/ticket_info.html)

If you have any questions about DPA's role in the Ticket to Work initiative, please contact Angela Salerno at [Angela\\_Salerno@health.state.ak.us](mailto:Angela_Salerno@health.state.ak.us) or call 465-3200.

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**From:** Kreher, Ron  
**Sent:** Friday, November 22, 2002 4:31 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** Sturrock, Kathy  
**Subject:** WorkStar Awards 2002

I am pleased to announce that the 2002 WorkStar Awards will be held on Tuesday, November 26th, at 1:30 PM in the Muldoon Job Center. Governor Knowles will be presenting awards to six employers selected for their active participation in helping families achieve self-sufficiency. The winners of the Work Star Employer Awards are:

Castable Ceramics  
Delta Junction IGA Food Cache  
Nana Management Services  
Alaska Fresh Cut  
Lifetime Eye Care  
Master's Touch Manufacturing

The Governor will also present six Work Star Employee awards. Each of the winners has worked hard to improve their family's quality of life. I've talked to some of the winners and they expressed their gratitude for your hard work and the support they received that has helped them succeed in the workforce. Thanks to everyone who had a hand in ensuring this year's winners got accurate and timely benefits and the guidance, support and encouragement they needed to take charge of their lives! This year's employee winners are:

Julie Lane - Soldotna  
Dawn Davids - North Pole  
Heather Dearing - Anchorage  
Jenifer Johnston - Juneau  
Annette Mayac - Anchorage  
Cynthia Skidmore - Anchorage

I apologize for the late notification for this event, however, if you are able, please plan on attending the ceremony; the awards are invariably a feel good experience. Thanks again to everyone and congratulations to this year's winners.

P.S. Assistant Regional Managers - Please forward this broadcast to our service providers.

*Ron Kreher  
Work Services Program Officer  
Division of Public Assistance*

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**From:** Kreher, Ron  
**Sent:** Friday, October 25, 2002 7:39 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** Alaska Meets FFY 2001 2-Parent Participation Rate

**BROADCAST TO ALL DPA STAFF  
and  
DIVISION SERVICE PROVIDERS**

**CONGRATULATIONS!** For the first time, Alaska met the Two-Parent Participation Rate. Last week we were notified that Alaska achieved an adjusted 2P rate of 51% for federal fiscal year 2001.

Because Alaska did not meet the FFY98 and FY99 2P rates we were faced with fiscal penalties and required to pursue corrective action planning. However, DPA's corrective action objective for each of those years was to meet or exceed the FFY01 rate. Your hard work in helping to move two-parent families off the roles or to engage them in federally-countable work activities resulted in a significant caseload reduction credit and better participation. As a result of your efforts, yesterday, we received notification that the feds will not impose a monetary penalty for failing to meet the FY98 and FY99 requirements. Thanks again for going the extra mile.

**P.S.** Alaska once again crushed the critical All-Families Participation Rate. Alaska achieved an adjusted all-families rate of 43.4%, well above the national average of 34.4%

**You Rock!**

*Ron Kreher  
Work Services Program Officer  
Division of Public Assistance*

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**From:** Fitzjarrald, Ellie  
**Sent:** Friday, October 11, 2002 3:30 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** Sturrock, Kathy; DMA POLicy; DPA Policy  
**Subject:** Policy for Completing Home Visits related to ATAP Penalties for Non-Compliance

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

**From the Policy and Program Development Team**

**Policy for Completing Home Visits related to ATAP Penalties for Non-Compliance**

Attached are the [policy guidance and tools](#) developed to implement the home visit requirement that must be met before a family can have their temporary assistance reduced from 40% to 75% or have their case closed when an adult is penalized for failing to comply with the FSSP, work activity, or child support cooperation requirements.

This policy is effective immediately. More details about this are included in the implementation memo. If you have any questions, please contact the Policy and Program Development Team at [DPAPolicy@health.state.ak.us](mailto:DPAPolicy@health.state.ak.us)

Policy staff are also available to teleconference with your office or unit to answer questions. If you are interested in this, please email us at DPAPolicy.

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

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**From:** DPA Policy  
**Sent:** Tuesday, October 01, 2002 4:18 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** ALL DPA State Associates; Melinda (E-mail)  
**Subject:** Temporary Assistance Compliance Policy

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

Attached to this broadcast is an interim policy memorandum for determining compliance under the new Temporary Assistance penalty policy. This new policy is effective immediately. It will be incorporated into a future Temporary Assistance manual change. In the interim, please keep a copy of the attached document in your manual as part of the penalty chapter.

If you have any questions regarding this new policy, please call 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)

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

## **Alaska Temporary Assistance Program**

### **Policy Memorandum**

October 1, 2002

The law governing penalties for child support non-cooperation, failure to develop and sign an FSSP, and failure to participate in work or self-sufficiency activities has changed. Under the old policy, the length of a second or third penalty was fixed, and the participant could not cure the penalty by simply coming into compliance with program rules. Under the new policy, the length of penalties is not fixed regardless of the number of prior penalties incurred. Instead, penalties end when DPA determines that the participant is in compliance.

This memorandum provides guidance on determining compliance and ending penalties in order to restore full benefits to the family. This is interim guidance provided while regulations and policies to fully implement the new law are completed.

#### **Determining Compliance and Restoring Benefits**

The ability to restore full benefits to a family under penalty is a strong incentive for the adult to comply. Depending on the participant's penalty history and current situation, compliance is demonstrated by either:

- ✓ Completing a single action;
- ✓ Participating in an activity for a period of time; or
- ✓ Participating in an alternative activity.

#### **Compliance that requires only a single action**

Penalties that require only a single action to comply include:

- ✓ Failure to develop and sign an FSSP;
- ✓ Failure to complete a 1603, or notice from CSED that the individual is not cooperating.

Once the client has developed an FSSP, filled out the 1603, or taken other action to cooperate, benefits are restored to the date they stated their intent to comply or the date they complied, whichever is earlier.

#### **Compliance that requires participation in an activity for a period of time**

If a participant is penalized for failure to engage in a work or self-sufficiency activity, they must participate in that activity, or an alternative activity as described below, to be in compliance. Participants may be required to demonstrate their commitment by participating in the required activity for up to five days as determined by the case manager.



## **Alaska Temporary Assistance Program**

### **Policy Memorandum**

October 1, 2002

#### Compliance that requires participation in an alternative activity

When the activity that was originally agreed upon by the participant and case manager occurs only weekly or monthly (e.g., vocational counseling), is no longer available (e.g., a special training opportunity), or is no longer appropriate, the case manager works with the participant to identify an alternative activity to demonstrate compliance.

The alternate activity may be one that is already included in the family's FSSP, or a newly identified activity that moves the family toward self-sufficiency. If necessary, the family's self-sufficiency plan is updated to include the new activity. Depending on the participant's compliance history, they may be required to participate in the alternative activity for up to five days as determined by the case manager.

#### **Time Frames for Demonstration of Compliance After Stating Intent**

When a penalized individual states they will cooperate, they need to be given a reasonable amount of time to begin complying. To have benefits restored to the date they stated their intent to comply, the participant will ordinarily need to take action within 10 days of the statement of intent. The case manager will work with the participant to clearly identify an action that can be taken to comply, which can be accomplished within the recommended time frame. The participant must actually begin complying within 10 days or benefits are **not** restored back to the original date of their statement of intent.

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**From:** Bryan, Shirley  
**Sent:** Tuesday, October 01, 2002 9:01 AM  
**To:** ALL DPA Statewide Staff  
**Subject:** SSI Kids

### **Broadcast to DPA Staff from DPA Field Services and DMA Policy**

Recent reviews of Family Medicaid cases and tracking of children who are beginning the Home and Community Based Waiver process has shown that at times, children receiving SSI are being left in Family Medicaid cases. Children receiving SSI are treated differently from non-SSI children for Medicaid purposes. This broadcast is to serve as a refresher on how to process SSI children for Medicaid.

**Family Medicaid policy reminder:** Children receiving SSI benefits must be on their own Medicaid case and cannot be included in a FM case with other family members. See Medical Assistance Manual 5104-5 and 5104-6.

**Case processing:** An SSI child Medicaid case must be registered with the child as the PI and they must be the only person on that case. On the UNIN screen the SSI income is coded SI with no sub-type. On the MERE screen the med subtype must be DC (disabled child) and the eligibility code is 54 (disabled child receiving SSI). The worker does not go through the MIBW screen in these cases. EIS will take them to the APMM screen for authorization. Re-certification will be in 12 months. If an SSI child is included in a household that is receiving ATAP, Food Stamps and Family Medicaid, the SSI child should be coded as "OU" for Family Medicaid. DKC has a special caseload for the SSI Child Medicaid cases, so once the case is set up, benefits authorized and initialized into the current month, the worker can care the SSI Child Medicaid case to the 072 9-99 caseload and DKC supervisor will assign to the appropriate worker.

**SSI v. SSA:** It is important that workers understand the difference between SSI (needs based disability) and SSA (Title II retirement or disability insurance). SSI will show as a SDX hit on the INME 10 screen. SSA will show up as a BDX hit. The worker can also check a current INME 14 SVES request to see which benefit the child is receiving.

**The single child cases mentioned above should be set up only for children receiving SSI.**

If you have any question regarding the Medicaid processing for children receiving SSI you can contact Aina Lenda at [Aina\\_Lenda@health.state.ak.us](mailto:Aina_Lenda@health.state.ak.us) <[mailto:Aina\\_Lenda@health.state.ak.us](mailto:Aina_Lenda@health.state.ak.us)> or Terry Hamm in Field Services at [Terry\\_Hamm@health.state.ak.us](mailto:Terry_Hamm@health.state.ak.us) <[mailto:Terry\\_Hamm@health.state.ak.us](mailto:Terry_Hamm@health.state.ak.us)>.