
From: DPA Policy
Sent: Wednesday, August 01, 2001 5:04 PM
To: ALL DPA Statewide Staff
Subject: Important Implementation Instructions for ProBudgeting

**BROADCAST TO ALL DPA STAFF
From the Policy and Program Development Team
and the Food Stamp Policy Unit**

Subject: Transition to Prospective Budgeting and Change Reporting

Implementation of prospective budgeting and change reporting begins today, August 1, 2001. This means that households applying from now on will be prospectively budgeted, subject to change reporting requirements, and no longer required to submit Monthly Report Forms (MRF's).

The first steps in this conversion are to begin applying new procedures for applications received on or after August 1, 2001. These steps include informing applicants of the new reporting requirements and coding EIS so MRF's are not sent to them.

Informing Applicants

Since August applicants will not be subject to monthly reporting requirements, we must inform them of the new change reporting requirements.

Attached to this broadcast are electronic copies of the new [Reporting Changes \(Gen 55\) form](#) and the new [Reporting Changes \(Gen 93\) pamphlet](#). Please print these forms and provide copies to August applicants. We will provide each office with a supply of these forms as soon as they are available from the printer, approximately August 15.

Note: Individuals who applied in July, but are not interviewed until August remain subject to the MRF and retrospective budget requirements and, if eligible, will be converted with other ongoing cases in September for October benefits.

Coding EIS

Households that apply in August will never be placed in retrospective budgeting. Because these cases will not be budgeted retrospectively, they will not be required to submit a MRF in September.

To insure that August applicants do not receive a MRF with the August mailing, the "First MMR Required in Month of:" field on the MMHR screen must be set to 10/01.

Most DPA staff will be trained within the next three weeks and have by now received a Prospective Budget Training Pre-packet or viewed it on the web at <http://dpa.liminis.net/probudget/download/training/TrainingPrepacket.pdf>. The Pre-packet includes more information about the new policies and a schedule of implementation activities.

If you have any questions, please contact the Policy and Program Development Team at 465-3347 or email dpapolicy@health.state.ak.us