

From: DPA Policy
To: ALL DPA Statewide Staff
Cc:
Subject: Services for Non-Qualified Alien Parents
Sent: 3/28/2002 8:23 AM

This broadcast provides guidance on case management, childcare assistance and supportive services for parents who are not in a Temporary Assistance case because of their alien status. These individuals are subject to the 60-month limit on Temporary Assistance, and each month we issue benefits for their children is considered a month of assistance for the parent.

Because these parents are not included in the assistance unit, they are not required to develop an FSSP. In order to help prepare families to deal with the 60-month time limit, we want to encourage them to voluntarily participate in self-sufficiency planning.

We will provide case management, supportive services, and childcare assistance to non-qualified alien parents who participate in self-sufficiency planning. **These services are only available if they remain in voluntary compliance with their plan and are participating in activities that lead to self-sufficiency.**

This policy is a change from the directions we have given in the past. We are making this change because it is in keeping with the Division's mission and goals, and that it is important to serve every family that is subject to the five-year limit. We do not want families to exhaust their lifetime eligibility for assistance without offering them the services and help they may need to become self-sufficient.

These families should also be included in service review, time limit and extension staffings as appropriate.

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

From: DPA Policy
To: ALL DPA Statewide Staff
Cc:
Subject: Revised Gen 142, Authorization for Reimbursement of Interim Assistance
Sent: 3/20/2002 8:18 AM

Broadcast to all DPA Staff

From the Policy and Program Development Team

The Gen 142 form, Authorization for Reimbursement of Interim Assistance, has been revised. This form is used as part of the process for establishing eligibility for Interim Assistance. Supplies of the revised form are being mailed to each district office. Upon receipt of these forms, please destroy the previous 10/93 version of the Gen 142 form and begin using the new 02/02 version.

Additional supplies of the revised Gen 142 form are available from 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

From: DPA Policy
Sent: Friday, March 08, 2002 10:10 AM
To: ALL DPA Statewide Staff
Cc: ALL DPA State Associates
Subject: Child Care Provider Changes

BROADCAST TO ALL DPA STAFF and SERVICE PROVIDERS
FROM POLICY and PROGRAM DEVELOPMENT

Starting today, March 8th 2002, several new child care policies take affect that are intended to improve the health, safety, and welfare of young children receiving assistance under PASS programs. Below is a summary of these changes, along with a letter DEED sent to registered providers on Feb. 22, 2002, including those providers receiving PASS I childcare payments.

1) From "Registered" to "Approved" Childcare

Registered providers will now have to meet additional requirements to become "Approved". These requirements include:

- Providers who are currently on the "registered" list will need to submit an application packet to become "approved". Providers can pick up the application packet from the Local Administrator in their area. Providers will need to complete the packet and return it to the Local Administrator before May 31, 2002.
- "Approved" providers will be required to become state licensed within 12 months. Relative and in-home providers must be "approved" but will not need to become licensed.
- The maximum numbers of children an "approved" provider can care for has been reduced to no more than five children under the age of 12, including the provider's own children.
- Providers and persons 16 years of age and older who live in or have access to the child care program will be required to submit a notarized Release of Information form. A licensing specialist will conduct a review of criminal justice, protective services, and licensing records on the provider and other persons referred to above.
- Approved providers will be required to maintain childcare attendance records.

Some child care providers may fail to meet the new criteria for becoming "approved" and no longer be eligible to receive a PASS I payment. This could result in some Temporary Assistance families needing to search for new provider(s), case managers needing to issue new requests for childcare, and childcare clerks issuing new authorizations. Whenever possible, please refer families to their local childcare Resource and Referral agency or other community resources for help on selecting quality child care.

2) Letter and Information to Providers from DEED



Letter to Registered
Providers...

3) PASS I Child Care Provider Application Timeframe

In addition to changes noted above, DPA is reducing (from 60 to 30 days) the grace period allowed to new PASS I providers for the completion of the provider application. The change is in response to field staff requests and is intended to improve the transition between PASS I and PASS II. This policy change means that DPA will not issue child care authorizations for more than 30 days from the initial authorization to a childcare provider. Procedures for handling the grace period will be the same except handled within 30 days rather than 60.

DPA childcare clerks have raised excellent questions with regard to the changes in PASS I childcare and we are working on an "FAQ" document that will be distributed by email soon. In addition, we will be incorporating the new policy into our PASS I Child Care manual. In the interim, please keep this document in your manual for reference.

Assistant Regional Managers, please ensure this information is provided to case management service providers.

If you have any questions about these changes please contact Stacy Goade, Child Care Program Coordinator, at (907) 465-3329 or email her at: stacy_goade@health.state.ak.us.

STATE OF ALASKA

Department of Education & Early Development

Division of Early Development

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Yvonne_Chase@eed.state.ak.us

February 22, 2002

Dear Registered Child Care Provider:

We wanted to let you know of some important changes that may affect you and the families of children in your care. The State Board of Education has adopted child care assistance regulation amendments that will become effective on March 8, 2002. This notice highlights those changes.

Important Note: The timeframes listed below will be different if you reside within the Municipality of Anchorage. Please contact 343-6536 for specific information.

▪ Change from Registered to Approved Status

Effective March 8, 2002, all child care providers currently classified as “registered” must complete an Approved Provider packet and submit all required documentation to their local child care assistance administrator no later than May 31, 2002. Local administrators may require that you submit this packet earlier to expedite the transition process. Child care providers meeting the new standards will be referred to as “approved” providers. The term “registered” will no longer be used.

The Approved Provider packet can be obtained from your local child care assistance administrator or online at <http://www.eed.state.ak.us/EarlyDev/approved.html>.

Note: This packet will not be required if you apply for a Child Care License by May 31, 2002. Local administrators may require that you submit a licensing application earlier. To request an application, contact Child Care Licensing at (907) 269-4600.

▪ Change in Maximum Number of Children Allowed in Care

Regulation amendments state that you may care for no more than a total of five children under 12 years of age, including your own children. Of those five children, no more than four may be unrelated to you and no more than two may be under the age of 30 months.

If you are caring for more children than allowed under the new regulations, you must reduce the number of children in care to the above numbers no later than May 31, 2002.

Exception: If you apply for a Child Care License by May 31, 2002, you may care for no more than a total of eight children under 12 years of age, including your own children. Of those eight children, no more than four may be unrelated to you and no more than two may be under the age of 30 months.

- Maximum Time Period for Approved Status

A child care provider who is otherwise exempt from licensure and does not provide child care services in the child's own home may be approved for participation in the Child Care Assistance Program for a maximum period of one year. The one-year period begins once you have been granted Approved status.


Approved providers must become licensed in order to continue participation in the Child Care Assistance Program past the one-year period.

A child care provider who is otherwise exempt from licensure and provides services in the child's own home, or provides care only to children who are related to them, shall be approved for participation in the Child Care Assistance Program every two years. There is no requirement that these providers become licensed.

We hope you will consider applying for a Child Care License. Please refer to the enclosed attachments for additional information as well as who to contact if you have questions.

Your care of Alaska's children is appreciated. We look forward to working with you whether you choose to become licensed or approved under the child care assistance regulation amendments.

Sincerely,



Yvonne M. Chase, LCSW
Deputy Commissioner

Enclosure

Approved Relative Providers

- ★ Must be approved to participate in the Child Care Assistance Program, AND

- ★ Must provide child care services only to children who are (either by blood, marriage, or court decree) your:

- ★ Grandchild;
- ★ Great-Grandchild;
- ★ Sibling (only if you live in separate residences);
- ★ Niece; or
- ★ Nephew.

- ★ May care for no more than a total of five children under 12 years of age, including your own children.

- ★ Must renew your approved status every two years.

Note: The above definition for "related" differs from the one in the chart for approved providers. The definition above is taken from the Federal Register on child care funding that lists the only relationships allowed for funding under "relative care."

From: DPA Policy
Sent: Friday, January 11, 2002 2:53 PM
To: ALL DPA Statewide Staff
Cc: DMA POLicy
Subject: Post Implementation FAQs for Prospective Budgeting

**BROADCAST
TO ALL DPA FIELD STAFF
FROM THE PROBUDGETING POLICY TEAM**

Subject: Post Implementation FAQs for Prospective Budgeting.

A new set of ProBudgeting frequently asked questions is posted on the DPA project web site at

<http://soar.hss.state.ak.us/probudget/faq.php>

The FAQs and answers are also attached to this broadcast as a Word document.

These are post implementation questions we received from field staff over the past several months, as we moved from the transition to prospective budgeting to working with this policy on a day-to-day basis. We will continue to provide guidance as you experience more of the "fine points" of prospective budgeting.

If you have any questions about the information provided in these FAQs, please email dpapolicy@health.state.ak.us (for Temporary Assistance, General Relief Assistance or APA questions), Joan_Chase@health.state.ak.us (for Food Stamp questions), or DMA_POLicy@health.state.ak.us (for Medicaid or CAMA questions).

Q. A work statement from an employer shows a client is scheduled to work 160 hours a month. However, the client has actually been working about 120 hours a month. Do we anticipate what they are scheduled to work, or what their history shows?

A. Since the work history shows that this individual will work 120 hours a month, use that information to estimate this income. Although the employer statement says this individual is expected to work 40 hours a week, the earnings history shows the actual income this individual can be expected to receive.

Q. Some working clients have schedules that vary from week to week. The employers will only commit to the minimum number of hours they expect them to work. How do we estimate these earnings?

A. Base the estimate on the earnings history if there is one. If there is not an earnings history, use the employer's estimate of the hours the individual will work.

Q. A client obtains a new job and is paid monthly. Their work schedule is Monday through Friday, so the number of days worked each month can vary from 20 days to 23 days. What conversion factor do we use to arrive at a monthly amount?

A. Since this is a new job and there is no earnings history, select a conversion factor based on the work schedule rather than the frequency of pay. If the schedule is given in weekly terms, multiply the weekly hours times the pay rate and then apply a conversion factor of 4.3. Using this conversion factor accounts for the changing number of workdays each month, and over time it will prove to be a fairly accurate estimate.

Q. A client works P/T and also receives UIB. Her pay changes each pay day causing her UIB to change accordingly. How would you prospect UIB for a part time worker?

A. The method of estimating unearned income, such as UIB, is the same as it is for estimating earned income. Since this individual's UIB varies, average the income amounts and apply a conversion factor. Since the estimate of earned income is done the same way, the total estimated income for this person should be reasonably accurate.

Q. If a household is living in a motel that charges \$100.00 per week, is a conversion factor used to convert the weekly rate to a monthly?

A. Yes. The estimate of expenses is what the client is reasonably expected to pay each month. In this example, use the 4.3 conversion factor to convert the weekly expense to a monthly amount.

Q. If a family is charged weekly or bi-weekly for childcare, do we apply a conversion factor? If they are charged monthly but we don't have a payment history, do we estimate it using a conversion factor and then use an average monthly charge when a payment history is established?

A. Childcare is different than other expenses, for two reasons. First, we only allow childcare expenses if they're related to specific activities, and second, there is a limit to the amount of childcare we will allow as a deduction (\$175 for children or incapacitated adults, or \$200 for children under 2). For Temporary Assistance, there should be no child care expense, since they are eligible to receive PASS I assistance.

Because of these differences, estimate childcare based on the activities the childcare covers. For example, estimate each month how many hours an individual will work or participate in work activities; this is the basis for the estimate of their childcare expense.

For ongoing work or activities and childcare, use the payment history. For new childcare expenses, where there is no payment history, estimate the hours of care needed to support the activities the adult is engaged in.

Q. A National Guardsman reports in August that he did not attend any monthly drills during July or August, and doesn't expect to be on any in September. He expects to work two drills in October. How do we estimate this income?

A. The client has already reported an expected change in employment for October. At the time of the report there was nothing questionable, so estimate the income for October based on the client's statement. An alert could be set for mid-September to verify the actual drill schedule.

Q. How do we estimate Native TANF payments when an individual reports a change to us that we know will affect the amount of TANF benefits they receive?

A. Estimate the Native TANF payment to be the same as it has been until the benefit amount actually changes and this change is reported to us. This applies to other types of income as well, notably UIB. The estimate of income doesn't change without specific information, from the client or the source of the payments, about the new benefit amount.

The reason for this policy is that we don't know when the change will be effective for another program, and Native TANF income policies may be different than ours. Even if we explore the situation with the client, they may not be able to provide enough information to make a new estimate of income from the source.

Q. An applicant just started working and only has one paycheck stub at the time of interview. Do we estimate income for the application month based on the applicant's statement and one paycheck, or do we call the employer, or both?

A. For an applicant who just began a job and only has verification of one week's pay, a collateral contact with the employer is appropriate, to document that the single paycheck is representative of what the client will receive on an ongoing basis.

Q. If a client is a long time employee of a company, can we use their last 3 months of income, and their statement of what they expect to change without verifying this with the employer?

A. If an individual has an established history of earnings from an employer, the estimate of income can be done without repeated collateral contacts with the employer. Instead, use information from the DOL interface or from previous records of this individual's earnings as documentation. The reported changes would need to be verified, unless there was also a history of this change occurring (such as a seasonal shutdown).

Most estimates can be based on a single month's income unless the income varies greatly from month to month. If more than one month's income is needed for the estimate, use the last two months - the further back we go the less likely it is that past information will accurately reflect future earnings.

Q. I've heard about averaging and I've heard about converting. When is it appropriate to average income instead of converting?

A. Averaging and converting aren't interchangeable. They are different tools that are used for different purposes in estimating income.

Monthly income is calculated using information about the source of income, the estimated amount of income from each source, and the frequency of income from each source. Averaging is the tool that addresses the amount of income in the estimate, and is used when the amount of income an individual receives from a source varies. Conversion is the tool that addresses the frequency of income, and is used if an individual receives income from a source more than once a month.

Q. How do I use conversion factors if I'm estimating beginning or ending income?

A. Conversion factors are only applied when the household is expected to receive a full month's income from a particular source. They are not applied to a month when the start or end of income will result in a partial month's income from that source.

For example, an individual reports on February 15 that they will begin work on the 22nd. They will receive their first paycheck from the job on March 5th, but it will only be for a partial pay period. A conversion factor would not be applied to March income, since the individual will not receive a full month's income from this source. March benefits would be based on the estimated actual income from this source.

Q. Why doesn't policy mention a conversion factor for monthly pay?

A. There isn't a need for a conversion factor for monthly income. Conversion factors are used to change weekly, bi-weekly and bi-monthly amounts into monthly estimates because we pay benefits on a calendar month basis and EIS is programmed to calculate them using monthly income. Income that is received monthly is already "converted".

From: Fitzjarrald, Ellie
Sent: Thursday, January 03, 2002 4:36 PM
To: ALL DPA Statewide Staff
Cc: Sturrock, Kathy; DMA POLicy
Subject: 60-Month Update

**This is a Broadcast to all DPA Staff & Case Management Service Providers
from the 60-Month Project Team**

As most of you know the 60-month clock is ticking and we are working on a number of strategies around this issue. This broadcast is to let you know about a time limit notice that is being mailed to families today, and other 60-month work in the mill.

- **Time Limit Notice.** We are mailing the X082 “Important Time Limit Notice” today to all Temporary Assistance families who have received 36 or more months of assistance and who live in non-exempt communities. This notice informs families about the number of months they have used and the number of months of assistance they have left.

We will send this notice on a quarterly basis, with the next mailing in March. Clients may call and ask questions about the information in the notice. Guidelines for responding to these types of inquiries were broadcast on December 11, 2001 to assist you in responding. Please review this information and if you have questions please email Field Services at dpafield@health.state.ak.us.

- **EIS Enhancements.** Work is in progress to replace the EIS PRAW screen with a new time limit screen. The new time limit screen will track months as well as information about any extensions to the time limit. Monthly caseload reports are being developed that will list the number of months used. In addition, we are working on EIS notices to notify families of case review staffings and extension decisions.
- **PRAW Project.** Tammy Allam, who is working on the Special QA Project to review months of assistance coded on the PRAW screen, is now reviewing records for families who have used over 24 months of assistance and that have at least a three-month difference between the PRAW counter and the number of months benefits were paid on EIS. When corrections are needed Tammy works with the EIS Help DESK to make the adjustment to the PRAW counter and documents the correction with a case note (CANO) entry. Many thanks go to Tammy Allam, Rocky Grimes, and our EIS Help Desk crew for their efforts on the PRAW screen project. As of mid-September, nearly 800 cases have been reviewed with approximately 450 corrections completed.

Please remember to review months of assistance information while processing Temporary Assistance applications and reviews, and completing case staffings. Send needed corrections to the EIS Help Desk using the procedures described in the July 19, 2001 broadcast to staff.

- **Temporary Assistance Manual.** We are also in the process of updating the Temporary Assistance manual to incorporate the Time Limit Extension Criteria and the Case Review Staffing Procedures we issued in October. Feedback from staff using these materials was positive and helpful. Thanks to everyone who has commented!

Keep up the great work! We will keep you informed as we move forward.