

# ALASKA ADULT PUBLIC ASSISTANCE MANUAL

## CHAPTER CONTENTS

| Section |  | Page |
|---------|--|------|
| 452     | PAYMENTS.....  | T-1  |
| 452-1   | PAYMENT CALCULATIONS.....  | T-1  |
|         | A. APA PAYMENTS TO NON-SSI RECIPIENTS .....  | T-1  |
|         | B. APA PAYMENTS TO SSI RECIPIENTS .....  | T-2  |
|         | C. INTERIM ASSISTANCE PAYMENTS .....   | T-3  |
| 452-2   | BUDGETING EXCEPTION FOR SSI CASES IN WHICH AN<br>INELIGIBLE SPOUSE RECEIVES INCOME .....         | T-3  |
|         | A. INELIGIBLE SPOUSE’S INCOME EQUAL TO OR LESS<br>THAN THE DIFFERENCE BETWEEN SSI STANDARDS..... | T-4  |
|         | B. INELIGIBLE SPOUSE’S INCOME IS MORE THAN THE<br>DIFFERENCE BETWEEN SSI STANDARDS .....         | T-5  |
| 452-3   | COST OF LIVING ALLOWANCE (COLA) INCREASES.....   | T-6  |
| 452-4   | COMPUTATION OF INCOME.....   | T-6  |
| 452-5   | COMPUTATION OF BENEFITS.....   | T-7  |
|         | A. REGULAR APA BENEFIT PAYMENTS.....   | T-7  |
|         | 1. PAYMENT LIMIT .....   | T-7  |
|         | 2. APA PAYMENT CALCULATIONS .....  | T-8  |
|         | B. INTERIM ASSISTANCE BENEFIT PAYMENTS.....  | T-10 |
|         | 1. REGULAR IA BENEFIT PAYMENTS.....  | T-10 |
|         | 2. IA BENEFIT PAYMENTS TO INSTITUTIONALIZED<br>INDIVIDUALS .....                                 | T-10 |
|         | C. PERSONAL NEEDS BENEFIT PAYMENTS .....   | T-10 |
|         | D. ASSISTED LIVING HOME PAYMENTS.....  | T-11 |
| 452-6   | ISSUANCE OF APA PAYMENTS .....   | T-12 |
|         | A. PRORATION OF INITIAL MONTH’S APA PAYMENT .....  | T-13 |
|         | B. INITIAL MONTH INTERIM ASSISTANCE PAYMENT .....  | T-13 |
|         | C. CONTINUING MONTHLY PAYMENTS .....   | T-13 |
| 452-7   | TO WHOM PAYMENT IS MADE .....  | T-14 |
|         | A. PAYMENT TO A RECIPIENT .....  | T-14 |
|         | B. PAYMENT TO A THIRD PARTY PAYEE.....   | T-14 |
|         | 1. PAYEE TYPES.....  | T-14 |
|         | 2. PAYEE RESPONSIBILITIES .....  | T-15 |
|         | 3. SPECIAL CIRCUMSTANCES .....   | T-15 |
|         | C. PAYMENT TO A GUARDIAN.....  | T-15 |
|         | D. DEATH OF RECIPIENT .....  | T-15 |

**ALASKA ADULT PUBLIC ASSISTANCE MANUAL**

452-8 COUPLE CASES ON EIS.....T-16

452-9 REFUSE CASH CASES.....T-16

452-10 TEMPORARY ASSISTANCE AND APA .....T-17

    A. GENERAL POLICY .....T-17

    B. TEMPORARY ASSISTANCE TO APA CONVERSIONS .....T-17

452-11 USE OF APA PAYMENTS .....T-19

452-12 RETROACTIVE APA BENEFIT CALCULATIONS.....T-20

    A. RETROACTIVE APA BENEFIT CALCULATIONS FOR IA  
        RECIPIENTS .....T-20

    B. RETROACTIVE APA BENEFIT CALCULATIONS FOR NON-  
        IA RECIPIENTS.....T-22

# ALASKA ADULT PUBLIC ASSISTANCE MANUAL

## 452 PAYMENTS

This section explains the methods used to calculate benefit amounts for the APA program. It also explains how and to whom assistance payments are made. Refer to chapter 460 for related policy on the deeming of income and resources of ineligible spouses and/or alien sponsors.

### 452-1 PAYMENT CALCULATIONS

After an applicant or recipient is determined prospectively eligible for assistance, the APA payment is calculated for the benefit month. The benefit month is the month for which assistance is provided, regardless of when it is paid. For example, APA benefits paid to meet the needs of an individual or couple for the month of April are considered to be for the benefit month of April, even if they are paid in the month of May. To be eligible for assistance, the individual or couple must be eligible for at least a \$1 APA payment.

Monthly maximum payment standards are used to calculate APA and SSI benefit amounts. The APA and SSI payment standards are shown in Addendum 1.

#### A. APA PAYMENTS TO NON-SSI RECIPIENTS

APA payments to non-SSI recipients are calculated using the APA countable income received or expected to be received in the benefit month.

***Example: (based on 2004 payment standards)***

*Mr. Smith, an unmarried APA recipient in an independent living arrangement, expects to receive monthly SSA income of \$720 in the month of October. After the \$20 income exclusion is allowed, Mr. Smith's expected net countable income is \$700. The October APA payment is based on the net countable Social Security income expected to be received in October.*

|   |            |   |
|---|------------|---|
|   | \$926      | APA Payment Standard for an Individual,<br>Living Independently |
| - | <u>700</u> | Net Countable SSA Income  |
|   | \$226      | APA Payment   |

452-1 Continued

**B. APA PAYMENTS TO SSI RECIPIENTS**

SSI recipients are budgeted differently than non-SSI recipients. APA payments to SSI recipients are calculated by using the appropriate SSI payment standard for the APA benefit month as the amount of countable income, regardless of the SSI benefit amount. Refer to section 452-2 for budgeting exceptions that apply to SSI recipients.

***Example 1: (based on 2004 payment standards)***

*An unmarried APA recipient in an independent living arrangement receives an SSI payment of \$400. As long as the APA recipient receives an SSI payment, the net countable income used to determine the APA payment is equal to the SSI payment standard for an individual in an SSI "A" living arrangement.*

|   |              |  |
|---|--------------|--|
|   | \$926        | APA individual, independent living standard                                |
| - | <u>\$564</u> | APA net countable income (SSI individual, "A" living arrangement standard) |
| = | \$362        | APA payment  |

***Example 2: (based on 2004 payment standards)***

*A married couple who are both eligible for APA reside in an independent living arrangement. Each member of the couple receives monthly SSI payments. As long as the couple continues to receive monthly SSI payments, the net countable income used to determine the APA payment is equal to the SSI payment standard for an eligible couple in an SSI "A" living arrangement.*

|   |               |   |
|---|---------------|---|
|   | \$1374        | APA couple, both eligible, independent living standard                                |
| - | <u>\$ 846</u> | APA net countable income (SSI "A" living arrangement standard for an eligible couple) |
| = | \$ 528        | APA payment   |

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-1 Continued

If an APA recipient becomes ineligible for an SSI payment because of excess income, but remains income eligible for APA, the APA payment is budgeted according to section 452-1A.

### C. INTERIM ASSISTANCE PAYMENTS

Interim Assistance payments are always based on the income received or expected to be received in the benefit month. The amount of the Interim Assistance payment is \$280 to each individual, except for payments to institutionalized individuals. Institutionalized individuals receive an Interim Assistance payment equal to the APA personal needs allowance of \$75, less any other countable income.

If both members of a couple are eligible for Interim Assistance, each member of the couple will receive \$280, but eligibility will be based on the appropriate couple, both eligible standard.

If one member of a couple is eligible for Interim Assistance and the other member is eligible for regular APA, each member of the couple is budgeted as an individual until Interim Assistance ends. However, the resource limit for a couple applies in these situations.

### 452-2 BUDGETING EXCEPTION FOR SSI CASES IN WHICH AN INELIGIBLE SPOUSE RECEIVES INCOME

SSI does not have a separate payment standard for couple, one eligible, cases. Instead, SSA uses different budgeting methods to determine the amount of the SSI payment to the eligible spouse depending on the amount of the ineligible spouse's income. The APA payment also depends on how the SSI payment is calculated. If there is any question about how SSI is calculating the SSI benefit, the case worker should contact the servicing SSA Field Office.

Below is policy for calculating APA payments in couple cases where only one spouse is eligible for APA.

452-2

Continued

**A. INELIGIBLE SPOUSE'S INCOME EQUAL TO OR LESS THAN THE DIFFERENCE BETWEEN SSI STANDARDS**

If the income of the ineligible spouse, after all available income exclusions and allocations have been applied, is **equal to or less than** the difference between the SSI payment standard for an eligible couple and the standard for an eligible individual, the ineligible spouse's income is not counted. Only the income of the SSI recipient is subtracted from the SSI payment standard for an individual to determine the amount of the SSI payment.

In this situation, the APA payment is calculated using the SSI payment standard for an individual, plus the amount of income the ineligible spouse received in the SSI budget month after all available income exclusions and allocations have been applied. (Remember that certain income exclusions, such as the \$20 general income exclusion, may only be applied once per couple.)

***Example: (based on 2004 payment standards)***

*In July, Mrs. Johnson, a married APA recipient in an independent living arrangement, receives a monthly SSI benefit of \$564. Mrs. Johnson lives with her ineligible spouse and their minor child. The ineligible spouse receives unearned income of \$400 each month. The household receives no other income.*

***SSI Payment Calculation.*** *The ineligible spouse's income, after subtracting the \$282 income allocation for an ineligible child (calculated according to section 460-5A), is \$118 ( $\$400 - \$282 = \$118$ ). Since the ineligible spouse's remaining income is less than \$282 (the difference between the SSI payment standard for an eligible couple and an eligible individual), SSA does not count the ineligible spouse's income. Only the income of the SSI recipient is compared to the SSI payment standard for an individual when calculating the amount of the SSI benefit. Mrs. Johnson has no income of her own, so her monthly SSI benefit is \$564.*

ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-2

Continued

**APA Payment Calculation.** To calculate the amount of the APA benefit, the ineligible spouse's income is combined with the SSI payment standard for an individual, SSI "A" living arrangement. The ineligible spouse's countable income is reduced by the income allocation for an ineligible child, and by the \$20 general income exclusion. (The \$20 general income exclusion was not used in determining the SSI benefit, so it may be applied to the ineligible spouse's income.)

|   |              |  |
|---|--------------|--|
|   | \$1,085      | APA couple, one eligible, independent living standard  |
|   | \$ 564       | SSI individual, "A" living arrangement standard  |
| - | <u>\$ 98</u> | Ineligible spouse's income, less the ineligible child allocation and the \$20 general income exclusion<br>(\$400 - \$282 = \$118. \$118 - \$20 = \$98) |
| = | \$ 423       | APA payment  |

**B. INELIGIBLE SPOUSE'S INCOME IS MORE THAN THE DIFFERENCE BETWEEN SSI STANDARDS**

If the income of the ineligible spouse, after all available income exclusions and allocations have been applied, is **more than** the difference between the SSI payment standard for an eligible couple and the standard for an eligible individual, SSA calculates the SSI payment by combining the couple's income and subtracting the combined amount, after all income exclusions and allocations have been applied, from the SSI payment standard for an eligible couple.

In this situation, the APA payment is calculated in the normal manner, using the SSI payment standard for an eligible couple as the net countable APA income.

**Example: (based on 2004 payment standards)**

A similar situation to the example in section A above, except that, instead of \$400, the ineligible spouse receives \$600 unearned income each month.

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-2

### Continued

**SSI Payment calculation.** *The ineligible spouse's income, after subtracting the income allocation for an ineligible child, is \$318 (\$600 - \$282 = \$318). Since the ineligible spouse's income, after subtracting the income allocation, is more than \$282 (the difference between the SSI payment standard for an eligible couple and an eligible individual), the couple's combined countable income, after subtracting all possible income allocations and exclusions, is compared to the SSI payment standard for an eligible couple when determining the SSI payment amount.*

**APA Payment Calculation.** *To calculate the amount of the APA benefit, the SSI payment standard for an eligible couple is subtracted from the APA couple, one eligible payment standard.*

$$\begin{array}{r} \$1,085 \text{ APA couple, one eligible, independent living} \\ \text{standard} \\ - \quad \$ 846 \text{ APA net countable income (SSI "A" living} \\ \text{arrangement standard for an eligible couple)} \\ = \quad \$ 239 \text{ APA payment} \end{array}$$

452-3

### COST OF LIVING ALLOWANCE (COLA) INCREASES

Whenever SSI benefits are increased because of an increase in the cost of living, APA need and payment standards are also increased. APA need standards are increased by the same **percentage** that the SSI standards are increased. APA maximum payment standards are also increased, at minimum, by a **dollar amount** equal to the dollar amount of the comparable SSI maximum payment standard increase and may be increased by the full SSI percentage if the Legislature appropriates funds to pay for the increase. These cost-of-living increases occur each year on January 1.

452-4

### COMPUTATION OF INCOME

The case worker makes the following computations to determine total monthly income for eligibility and payment determinations:

1. Identify the monthly income available to the individual or couple (including the income of an ineligible spouse or alien sponsor, if any) by source, type, and amount.

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-4 Continued

2. Subtract all possible income allocations and exclusions from these amounts.
3. Add all amounts together and round the resulting amount to the nearest dollar. (Round up from \$ .50, round down from \$ .49.) This amount, which cannot be less than zero, is the total monthly income.

### 452-5 COMPUTATION OF BENEFITS

#### A. REGULAR APA BENEFIT PAYMENTS

The amount of assistance provided for any month is determined by comparing an individual's or couple's total monthly countable income calculated according to manual section 452-4 with the appropriate APA need and payment standards described in manual sections 451-3 and 452-1, and shown in Addendum 1.

#### 1. Payment Limit

Regardless of an individual's or couple's total monthly countable income, the APA payment to the individual or couple cannot exceed the amount that would be paid if the individual or couple were receiving SSI benefits. An APA recipient may not receive any more money than a similarly situated SSI recipient.

#### ***Example: (based on 2004 payment standards)***

*Mr. Johnson, an unmarried APA recipient living independently receives a private pension that exceeds the SSI income standard. His pension income stops suddenly, and Mr. Johnson is advised to apply for SSI benefits. Except for APA, Mr. Johnson has no other income. While waiting for his SSI payments to begin, Mr. Johnson may not receive a higher APA payment than he would if he was already receiving a monthly SSI payment. Mr. Johnson's APA payment is adjusted to \$362 (\$926 APA maximum payment standard – \$564 SSI income standard = \$362).*

452-5

Continued

**2. APA Payment Calculations**

Except for the payment limit described above, APA benefits amounts are calculated as follows:

**(a) Income is less than APA maximum payment standard**

For individuals or couples whose total monthly countable income is less than the appropriate APA maximum payment standard, the APA benefit amount is the difference between the total monthly countable income and the appropriate APA maximum payment standard.

*Example: (based on 2004 APA need and payment standards)*

*In October, Mr. Smith, an unmarried APA recipient in an independent living arrangement, receives SSA income of \$720. After the \$20 general income exclusion is allowed, Mr. Smith's net countable income is \$700. Mr. Smith is income-eligible for APA because his countable income is less than the APA need standard of \$1047.*

*Mr. Smith's APA payment is calculated by subtracting his net countable income of \$700 from the applicable APA maximum payment standard of \$926. Mr. Smith is eligible for a \$226 APA payment.*

**Eligibility Determination:** *Net countable income of \$700 is less than the APA need standard of \$1047. Mr. Smith is income-eligible*

**Payment Determination:**

|   |       |                          |
|---|-------|--------------------------|
|   | \$926 | Maximum Payment Standard |
| - | 700   | Net Countable Income     |
|   | \$226 | APA Payment              |

ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-5

Continued

**b) Income equals or exceeds APA maximum payment standard**

For individuals or couples whose total monthly countable income equals or exceeds the appropriate APA maximum payment standard, **but is equal to or less than the appropriate APA need standard**, the APA benefit amount is \$1.00.

*Example: (based on 2004 APA need and payment standards)*

*In October, Mr. Jones, an unmarried APA recipient in an independent living arrangement, receives SSA income of \$1020. After the \$20 general income exclusion is allowed, Mr. Jones' net countable income is \$1000. Mr. Jones is income-eligible for APA because his countable income is less than the APA need standard of \$1047.*

*Because Mr. Jones' net countable income is more than the APA maximum payment standard of \$926, but less than the APA need standard, his APA payment is \$1.*

**Eligibility Determination:** *Net countable income of \$1000 is less than APA need standard of \$1047. Mr. Jones is income-eligible.*

**Payment Determination:**

|        |                          |
|--------|--------------------------|
| \$926  | Maximum Payment Standard |
| - 1000 | Net Countable Income     |
| \$-74  | Difference               |

The APA payment is \$1.

452-5

Continued

**B. INTERIM ASSISTANCE BENEFIT PAYMENTS**

**1. Regular IA benefit payments.**

Except for institutionalized individuals, IA payments are set by state regulation at \$280 per month per individual, as long as their other countable income, after rounding, is equal to or less than the applicable APA need standard.

If both members of a couple are eligible for Interim Assistance, they each receive \$280. In couple cases where only one spouse is eligible for Interim Assistance, \$280 is paid only to that individual. If one member of a couple is eligible for Interim Assistance and the other member is eligible for regular APA benefits, each member of the couple is budgeted as an individual until Interim Assistance ends.

**2. IA benefit payments to institutionalized individuals**

Individuals who reside in a Medicaid facility such as a nursing home may not receive the regular \$280 Interim Assistance monthly payment. However, depending on their other countable income, they may receive an Interim Assistance payment which, combined with any other countable income, is equal to the regular \$75 APA personal needs maximum payment standard.

**C. PERSONAL NEEDS BENEFIT PAYMENTS**

This section applies to any person who resides in a Medicaid facility such as a nursing home continuously for an entire calendar month, except for individuals who remain eligible for full APA benefits because of temporary institutionalization provisions. (Refer to section 470-2 for the policy on continued benefits for temporarily institutionalized individuals.)

An individual who is eligible for SSI may receive a monthly payment for incidental personal needs from SSI of up to \$30. APA will provide an additional payment to provide a total amount of \$75 for personal needs.

# ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-5

## Continued

An individual who is ineligible for SSI, but whose countable income is less than the APA personal needs standard, may receive an APA payment. However, the payment cannot exceed the amount that would be paid to a similarly situated SSI recipient. See section 452-5A(1) above for more information about this payment limit policy.

An individual whose countable income exceeds \$75 is not eligible for an APA payment but may be eligible for Medicaid.

*Note: Medicaid eligibility policies pertaining to institutionalized individuals may differ from APA policies. See Medical Assistance manual section 5600 for policy on Medicaid eligibility for institutionalized individuals.*

## D. ASSISTED LIVING HOME PAYMENTS

Individuals residing in an assisted living home for a full calendar month have their APA eligibility and payment calculated using the assisted living home need and maximum payment standards. These individuals may receive a monthly APA payment of up to \$100. Individuals who reside in an assisted living home for less than a full calendar month have their APA eligibility and payment calculated using the appropriate need and maximum payment standards for their living arrangement. See Addendum 1.

**SSI Recipient.** Calculate the APA payments for SSI recipients (individual or couple) residing in an assisted living home by subtracting the appropriate SSI payment standard from the assisted living home payment standard, regardless of the amount of the individual's SSI payment.

### *Example 1: SSI recipient (based on 2004 payment standards)*

An APA recipient resides in an assisted living home, and receives an SSI payment of \$400. Use the SSI payment standard for an individual living independently (SSI "A" Living Arrangement) to calculate the APA payment.

$$\begin{array}{r} \$664 \text{ APA maximum payment standard for an individual,} \\ \text{in assisted living home (HIE)} \\ - \quad \underline{564} \text{ SSI individual, "A" living arrangement standard} \\ = \quad \$100 \text{ APA payment} \end{array}$$

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-5 Continued

**Non-SSI Recipient.** Calculate the APA payment for a resident of an assisted living home (individual or couple) by subtracting the net countable income from the appropriate APA maximum payment standard. If the net countable income equals or exceeds the appropriate APA maximum payment standard, but is equal to or less than the appropriate APA need standard, the APA benefit amount is \$1. The payment limit described in section 452-5A(1) also applies to assisted living home payments.

***Example 2: Non-SSI recipients (based on 2004 payment standards)***

*A married couple who are both eligible for APA reside in an assisted living home. The couple's combined income from Social Security benefits is \$920 per month. After the \$20 income exclusion is allowed, the couple's net countable income is \$900. Use the APA maximum payment standard for an eligible couple and subtract the couple's net countable income.*

$$\begin{array}{r} \$1046 \text{ APA maximum payment standard for a couple, both} \\ \text{eligible, in an assisted living home (H2C)} \\ - \quad \underline{\quad 900 \quad} \text{ Net countable income} \\ = \quad \$ 146 \text{ APA Payment } (\$73 \text{ to each spouse}) \end{array}$$

### 452-6 ISSUANCE OF APA PAYMENTS

Assistance payments are made by state warrant or by direct deposit on a monthly basis. The monthly benefit will normally be paid to the recipient on the first day of each month. However, the Eligibility Information System (EIS) also has the capability of issuing initial and supplemental benefit payments three times a week.

452-6 Continued

**A. PRORATION OF INITIAL MONTH'S APA PAYMENT**

If the beginning date of APA eligibility is not the first day of the month, the initial month's payment must be prorated. To prorate the initial month's payment, first calculate the APA benefit amount as if the applicant were entitled to a full month's benefit. Multiply the full month's benefit amount by the number of days in the month from the application date forward, divided by the total number of days in the month. Round the result down to the next lower dollar to get the prorated benefit amount. If the prorated, unrounded benefit amount is less than \$1.00 and at least \$0.01, the individual or couple is still considered eligible for APA, but receives no payment for that month.

***Example:***

*An individual applies and is found eligible for APA beginning July 30. Without proration, the individual's full month's benefit for the initial month of July is \$200. The prorated benefit amount for July is calculated as follows:*

$$\frac{\$200 \times 2 \text{ days}}{31 \text{ days}} = \$12.90$$

*The \$12.90 amount is rounded down to the next lower dollar to get the prorated benefit amount. The prorated APA benefit for the initial month of July is \$12.00.*

**B. INITIAL MONTH INTERIM ASSISTANCE PAYMENT**

Interim Assistance payments are always paid for an entire calendar month. Proration of initial month's benefits does not apply to Interim Assistance payments.

**C. CONTINUING MONTHLY PAYMENTS**

For months following the initial month, payment is made for the entire calendar month.

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-7 TO WHOM PAYMENT IS MADE

#### A. PAYMENT TO A RECIPIENT

Except as provided in this section, the APA payment is made to the recipient.

#### B. PAYMENT TO A THIRD PARTY PAYEE

##### 1. Payee Types

- **Mandatory Payees**

APA payments must be made to a third party if the Social Security Administration requires a third party to receive a recipient's Social Security benefit. Unless there is good cause not to select the same person as a payee for the individual's APA benefits, the case worker will select the same payee as the Social Security Administration. If, for some reason, the payee selected by the Social Security Administration cannot be selected to serve as a payee for APA, the case worker will select an alternative payee. Under these circumstances, the individual's APA payment will be withheld until an alternative payee is selected.

For the purpose of not selecting the Social Security payee, good cause means that the payee:

- Resides in another state
- Refuses to serve as a payee for the individual's APA benefits, or
- Is determined by the case worker to be unsuitable as a payee.

- **Non-mandatory Payees**

An applicant or recipient may request that the APA payment be made to another person. This request must be made in writing. The case worker will make the designated person a payee if, in his or her prudent judgment, there is no substantial reason not to honor the request.

452-7

Continued

**2. Payee Responsibilities**

A payee, including an alternative payee, must agree in writing to receive and use the payments to meet the current needs of the client. The APA 14 form, *Adult Public Assistance Protective Payee Agreement*, may be used for this purpose. The payee must also agree, when requested, to provide the case worker with an accounting of how the payments were used. A payee may withdraw at any time. For non-mandatory payee situations, payment to the recipient will be resumed if, at any time, there is reason to believe that the payments are not being applied to meet the needs of the client. For mandatory payee situations, an alternative payee will be selected.

**3. Special Circumstances**

In some cases, the applicant or recipient will be either incompetent or too sick to designate payee. In these situations, the case worker may use his or her prudent judgement to make the payment to a responsible person who will act on the client's behalf. If no action is taken to establish a private guardian, such cases should be referred to the Public Guardian, Office of Public Advocacy, so that a guardian may be established. Until a guardian is established, the case must be checked periodically to assure that benefits are being applied to the client's needs.

**C. PAYMENT TO A GUARDIAN**

If a court authorizes a third party to conduct the financial affairs of an applicant or recipient, payment will be made to the third party unless the third party or the court directs otherwise.

**D. DEATH OF RECIPIENT**

Payments issued to a recipient after the date of the recipient's death must be returned to DPA and cancelled.

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-7 **Continued**

Payments issued before the date of death, but not negotiated at the time of the recipient's death must be returned to DPA and cancelled. If a legally authorized representative of the deceased client's estate claims such benefits within 90 days of the date of the recipient's death, the payment shall be reissued on a warrant payable to the recipient's estate.

### 452-8 **COUPLE CASES ON EIS**

Frequently, both members of a couple are found eligible for assistance. In these situations, a separate APA case for each member of the couple is established on the Eligibility Information System (EIS). These cases are cross referenced on EIS and the couple's combined income is compared to the appropriate couple, both eligible payment standard.

The resulting APA benefit is split equally and paid to each member of the couple. If the couple separates, or one member of the couple dies, separate the couple cases on EIS and either maintain separate cases for separated spouses or, in the case of death, maintain a single case for the remaining spouse.

An eligible couple may desire that one person receive the APA payment for both members of the couple. The couple must designate, in writing, who is to receive the payment(s). The designated person may be one member of the couple or some other person. In this situation, the designated person is made a payee for person(s) not wishing to receive the payment.

### 452-9 **REFUSE CASH CASES**

Upon written and signed request, an eligible applicant or recipient may refuse to accept all or part of any APA payment to which he or she is entitled. Refusal of APA cash assistance does not affect eligibility for Medicaid. **Refuse Cash** APA cases are established and maintained as "0" grant, Medicaid eligible cases.

The recipient may withdraw his or her request to refuse cash at any time. The request to restore the APA cash assistance may be made either orally or in writing. The APA payment will be restored effective the first day of the month in which the client's request to restore the APA payment is received.

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

### 452-10 TEMPORARY ASSISTANCE AND APA

#### A. GENERAL POLICY

A Temporary Assistance applicant may receive APA benefits while eligibility for Temporary Assistance is being determined. However, except for Temporary Assistance to APA conversion situations, an APA applicant may not receive APA benefits for any month in which his or her needs were included in the Temporary Assistance case.

This restriction does not apply to an individual whose income and resources were considered available to the Temporary Assistance assistance unit, if the individual was not a member of the Temporary Assistance case.

If one member of a couple receives Temporary Assistance and the other member receives APA, the APA recipient is budgeted as an individual. However, if the ineligible spouse is not included in the Temporary Assistance case, the APA case is budgeted as a couple, one eligible case.

#### B. TEMPORARY ASSISTANCE TO APA CONVERSIONS

In many situations, a Temporary Assistance recipient's eligibility for APA will begin the month following the month the individual's needs are removed from the Temporary Assistance case. However, in some situations, the individual will be eligible for APA benefits while his or her needs are still included in the Temporary Assistance case.

An APA applicant whose needs are included in a Temporary Assistance case is potentially eligible for APA benefits beginning with the date the applicant would be eligible for an initial month's APA payment. See manual section 410-11.

To determine if the individual is eligible for APA while his or her needs are still included in a Temporary Assistance case, the case worker must compare the individual's countable income to the applicable APA need standard. APA eligibility will exist if the individual's income is less than the applicable APA need standard.

452-10

**Continued**

This situation occurs when the individual's own countable income, including his or her share of the Temporary Assistance payment, is less than the applicable APA need standard. For APA purposes, the countable income that person derives from a Temporary Assistance grant is the difference between the Temporary Assistance payment actually made to the Temporary Assistance assistance unit, and the Temporary Assistance payment which would have been made had the individual not been included in the grant.

***Note:** Regardless of an individual's total monthly countable income, the APA payment to the individual cannot exceed the amount that would be paid if the individual were receiving SSI benefits. See section 452-5A.*

***Example 1: Eligible for Temporary Assistance and APA at the same time (based on 2004 Temporary Assistance and APA income standards)***

*In July 2004, a two-parent family containing one child applies for Temporary Assistance for the entire family, and APA for the father. The family is approved for Temporary Assistance, and the APA application is pended for a disability determination by SSA. The family's only source of income is their monthly Temporary Assistance check for \$923. In October, SSA notifies the father that he is eligible for Social Security Disability Insurance benefits of \$600 per month. The father is potentially eligible for APA beginning November 1, the month after the SSA notification. Because the father is now eligible for APA, his needs are removed from the Temporary Assistance case at the earliest opportunity; in this case, effective October 31 with timely notice of adverse action.*

*Without the needs of the father included, the remaining family members qualify for a maximum monthly Temporary Assistance payment of \$821. Therefore, the father's share of the Temporary Assistance payment for the months of November is \$102 ( $\$923 - \$821 = \$102$ ). Because of the father's own income of \$600 SSA and his \$102 share of Temporary Assistance grant is less than the applicable 2004 APA need standard of \$1047, he qualifies for APA payments beginning with the month of November.*

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-10

Continued

***Example 2: Not eligible for Temporary Assistance and APA at the same time (based on 2004 Temporary Assistance and APA income standards)***

*In July 2004, a single mother and her two children applies for Temporary Assistance for herself and her two children, and APA for herself. The family is approved for Temporary Assistance, and the APA application is pended for a disability determination by SSA. The family's only source of income is their monthly Temporary Assistance check for \$923. In October, SSA notifies the mother that she is eligible for Social Security Disability Insurance benefits of \$900 per month. The mother is potentially eligible for APA beginning November 1, the month after the SSA notification. Because the mother is now eligible for APA, her needs are removed from the Temporary Assistance case at the earliest opportunity following adverse action notice requirements; in this case, effective November 30.*

*Without the needs of the mother included, the remaining family members qualify for a maximum monthly Temporary Assistance payment of \$554. Therefore, the mother's share of the Temporary Assistance payment for the month of November is \$369 per month ( $\$923 - \$554 = \$369$ ). Because the mother's own income of \$900 SSA and her \$369 share of the Temporary Assistance grant is more than the applicable 2004 APA need standard of \$1047, she does not qualify for APA for the month of November. Her eligibility for APA begins December 1, 2004.*

452-11

### USE OF APA PAYMENTS

Assistance payments are made without any restrictions on how they are to be used.

452-12 **RETROACTIVE APA BENEFIT CALCULATIONS**

There are two situations in which retroactive APA benefits can be paid. Retroactive APA benefits may be issued when:

- Converting an Interim Assistance case to APA; and
- Approving APA benefits for an application received in the office before July 1, 2004, for an individual who did not receive Interim Assistance because they were either not eligible or chose not to receive it.

Refer to manual section 410-11 for policy on when APA payments begin.

Calculate retroactive APA benefits using the countable income received by the applicant for the retroactive month(s). SSA and SSI payments for a retroactive month are counted as income for that month. Retroactive payments from other types of benefit programs, such as retroactive VA payments, are counted as income in the month they are received. IA payments also count in determining the amount of the retroactive payment.

*Note: Depending on the amount of countable income received in the retroactive month, an individual may, or may not, be eligible for a retroactive APA payment. Also, the APA payment limit in APA manual section 452-5 applies to retroactive benefits.*

**A. RETROACTIVE APA BENEFIT CALCULATIONS FOR IA RECIPIENTS**

IA recipients qualify for an APA payment when they are approved for SSA or SSI and their case is converted to APA. IA recipients who apply for APA before July 1, 2004 may also qualify for a retroactive APA benefit for any month they are not eligible for both IA and SSI benefits. For example, when SSI is not paid because of PFD income or when an applicant is approved for SSA but not SSI.

Calculate a retroactive APA payment for an IA case conversion by subtracting the countable income from the APA maximum payment standard. Then subtract the IA payment.

ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-12

Continued

**Example 1: IA Recipient applied for assistance on or after July 1, 2004 (based on 2004 payment standards)**

*Applicant applies for both APA and SSI benefits on July 15, 2004. IA benefits are approved beginning with the benefit month of July. On October 29, the Social Security Administration notifies the applicant that SSI payments are approved back to the benefit month of August.*

*Because it is too late to stop the IA payment for November, the IA case is closed effective November 30, 2004, and an APA case is opened beginning December 1. Since the applicant was notified of SSI eligibility in October, the applicant is eligible for APA benefits beginning November 1. The retroactive APA payment for November is calculated as follows:*

*\$ 926 APA Maximum Payment Standard  
- 564 SSI Income Standard  
\$ 362 APA Payment*

*\$ 362 APA Payment  
- 280 Monthly IA Payment  
\$ 82 Retroactive APA Payment for November*

**Example 2: IA recipient applied for assistance before July 1, 2004 (based on 2004 payment standards)**

*An SSI applicant applies for APA benefits on March 1, 2004, and IA benefits are approved beginning with the benefit month of March. On August 10, the Social Security Administration notifies the IA recipient that he is not eligible for SSI benefits, but is eligible for Social Security Disability Insurance benefits of \$600 per month beginning February 1, 2004.*

*Because the applicant applied for APA before July 1, 2004, and was not determined eligible for SSI, he is eligible for retroactive APA back to the date of his APA application, March 1, 2004. Close the IA case effective August 31, open an APA case beginning September 1, and issue retroactive APA payments for March 2004 – August 2004.*

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-12

### Continued

*Calculate the retroactive APA payment for past months as follows:*

*§ 926 APA Maximum Payment Standard*  
*- 580 Net Countable SSA Income*  
*(§600 - \$20 Disregard = \$580)*  
*§ 346 APA Payment*

*§ 346 APA Payment*  
*- 280 Monthly IA Payment*  
*§ 66 Retroactive APA Payment for each month*

### **B. RETROACTIVE APA BENEFIT CALCULATIONS FOR NON-IA RECIPIENTS**

Individuals who do not receive IA may also qualify for retroactive APA payments. This occurs when the APA application is pending for an SSA/SSI or DDS decision.

To issue a retroactive APA payment, check the benefit start date on EIS to ensure it shows the correct date APA is to begin. If necessary, adjust it to reflect the date eligibility begins according to section 410-11.

Calculate the retroactive APA payment for each month by subtracting countable income and allowable deductions from the APA maximum payment standard.

*Note: EIS can be used to calculate the retroactive payment for each eligible month.*

#### **Example 1: Application received after July 1, 2004 (based on 2004 payment standards)**

*APA application received on July 15, 2004 from an individual who has applied for SSA disability insurance. Because he receives a monthly pension of \$600, the individual is not eligible for SSI or IA. On October 29, the Social Security Administration notifies the applicant that SSA disability payments are approved in the amount of \$232/month back to the benefit month of February 2004. The client reports this change on December 8, 2004.*

## ALASKA ADULT PUBLIC ASSISTANCE MANUAL

452-12

### Continued

*Change the benefit start date in EIS to November 1, 2004, the month after the SSA decision was issued, and open the APA case beginning November. APA benefits are not paid back to July 15, 2004 because the application was received after July 1, 2004 when APA policy changed. Issue the retroactive APA payment for December as follows:*

*\$ 926 APA Maximum Payment Standard  
- 600 Pension Income  
- 212 SSA (\$232 - \$20 Disregard)  
\$114 Retroactive APA Payment for November*

***Example 2: Application received before July 1, 2004 (based on 2004 payment standards)***

*APA application received on February 1, 2004 from an individual who has applied for SSA disability insurance. Because he receives a monthly pension of \$600, he is not eligible for SSI or IA. On October 29, the Social Security Administration notifies the applicant that SSA disability payments are approved in the amount of \$232/month back to the benefit month of February 2004. The client reports this change on December 8, 2004.*

*Change the benefit start date in EIS to February 1, 2004, the date the APA application was received, and open the APA case beginning February. APA benefits are paid back to February 1, 2004 because the application was received before July 1, 2004. Issue retroactive APA payments for February - December as follows:*

*\$ 926 APA Maximum Payment Standard  
- 600 Pension Income  
- 212 SSA (\$232 - \$20 Disregard)  
\$114 Retroactive APA Payment for each month*

**ALASKA ADULT PUBLIC ASSISTANCE MANUAL**

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