

ALASKA ADULT PUBLIC ASSISTANCE MANUAL

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480 CASE MAINTENANCE

This chapter provides information on situations and changes that the case worker must act on to determine ongoing eligibility and benefit amounts for APA recipients. All of the general eligibility factors discussed in the preceding sections of this manual also apply to ongoing APA cases.

480-1 REVIEWS

A. REVIEW'S FOR NON-SSI RECIPIENTS

At least once each calendar year a non-SSI APA recipient, or a person acting on the recipient's behalf, must complete a review application. The proper form for an annual review application is DPA form GEN 72.

In addition to the completed review application, the recipient must also provide any additional DPA forms and any other information/verification that is necessary to correctly redetermine the recipient's APA eligibility and benefit amount.

B. REVIEWS FOR SSI RECIPIENTS

SSI recipients are also subject to an annual review process. However, the review process for SSI recipients is uncomplicated, and a review application is not required. Because the APA and SSI programs use nearly identical eligibility criteria, it is only necessary for EIS to confirm that the individual meets Alaska residency requirements and is an SSI recipient. The individual's Alaska residency and SSI recipient status is considered to be sufficient proof that he or she still meets APA eligibility criteria. The case worker may still require the recipient to provide any additional DPA forms or other information or verification that the case worker considers necessary to correctly redetermine the recipient's APA eligibility and benefit amount.

C. SPECIAL REVIEWS

A case worker may also require a special review application at any time if he or she considers it necessary. The proper form for a special review application is DPA form GEN 50B. In addition to the completed review application, the recipient must also provide any additional DPA forms and any other information/verification that is necessary to correctly redetermine the recipient's APA eligibility and benefit amount.

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D. INTERVIEW REQUIREMENTS

Unlike the initial APA application process, a face-to-face interview is not generally required to process a review application.

However, the case worker may require the recipient to have a face-to-face interview if he or she considers it necessary to redetermine the recipient's APA eligibility or benefit amount. (Refer to [section 410-4](#) for further information on interview requirements.)

E. REVIEW APPLICATION PROCESSING TIMEFRAMES

APA regulations require that DPA make an eligibility decision and mail written notice of the decision within 30 days after the date that a review application is filed. If a review application cannot be processed within this 30-day timeframe, because of either client or agency caused delays, the APA case shall remain open and benefits shall be continued until an eligibility decision is made. (Refer to [section 480-2](#))

F. NOTICE OF FINDING ON REVIEW APPLICATION

Adequate notice of action shall be mailed to a recipient once the review application is processed. A notice of action is not required for the annual review process for SSI recipients unless the review results in a change in eligibility or benefit amount. Any adverse action taken on a review, such as a reduction in the amount of benefits or termination of assistance, may also require timely notice. (Refer to [section 481-1](#) and [481-2](#) for adequate and timely notice requirements.)

G. LATE REVIEWS

If a review application is received by the last day of the month following the month a case is closed for failure to submit a review application, the review application will be accepted as the individual's reapplication.

In this situation, the case worker will treat the review application as an initial application and prorate the payment for the month of reapplication from the date the review application was received in a DPA office.

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When redetermining the individual's eligibility, a face-to-face interview is not required unless the case worker finds it necessary, due to questionable circumstances, to redetermine the individual's eligibility or benefit amount. (See [section 480-1B](#) above.)

480-2 PERIOD OF ELIGIBILITY

Once APA eligibility is established, it continues until DPA determines that it no longer exists, or the recipient notifies DPA that he or she no longer desires assistance.

Example:

An APA recipient submits his or her annual review application on June 15. The review period ends on June 30. On June 25, the case worker determines that the recipient's bank account balance exceeds the resource limit for APA.

July benefits must be authorized, since the case worker was not able to meet timely adverse action notice requirements. Benefits are terminated effective July 31.

480-3 CHANGES

A. AGENCY RESPONSIBILITY FOR ACTING ON CHANGES

It is the responsibility of DPA to act promptly upon information **from any source** if that information might affect a recipient's continued eligibility or benefit amount. The case worker shall investigate any information that might affect a recipient's eligibility or benefit amount and, if necessary, adjust the amount of assistance or suspend or terminate assistance as necessary. Action on changes must be taken within 10 days of the date the change becomes known to DPA.

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B. CLIENT RESPONSIBILITY TO REPORT CHANGES

An APA client, or an individual acting on the client's behalf, must report any change in circumstances that may affect the client's eligibility or benefit amount. All changes that a client is required to report must be reported within 10 days of the date the client knows of the change. Changes reported within 10 days from the date the change actually occurred are considered timely. The client may report these changes in person, by telephone, or by mail, to the nearest Public Assistance Office.

Changes that a client must report include, but are not limited to, any:

1. Change in mailing or residence address;
2. Movement of a spouse or child into or out of the household;
3. Change in amount or source of countable income in the household;
4. Change in countable resources of the household;
5. Change in eligibility of a household member for other benefits which might affect APA eligibility or benefit level;
6. Death of a household member which might affect APA eligibility or benefit level;
7. Change in the marital status of a household member which might affect APA eligibility or benefit level;
8. Change in school attendance of a blind or disabled student child which might affect APA eligibility or benefit level;
9. Significant improvement in the condition of a blind or disabled person;
10. Refusal of an applicant or recipient to accept vocational rehabilitation services;
11. Departure of an applicant or recipient, or the applicant's or recipient's spouse or child, from the State, the United States, or both;

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12. Refusal of the applicant or recipient to accept or to continue prescribed treatment for drug addiction or alcoholism;
13. Admission of the applicant or recipient, or the applicant's or recipient's spouse, to or discharge from a public institution, hospital, or nursing home;
14. Approval or disapproval of Social Security benefits, or a change in SSI appeal status for the applicant or recipient, or the applicant's or recipient's spouse or child.

480-4 CONVERSION TO OLD AGE ASSISTANCE

When a blind or disabled APA recipient reaches age 65, the case worker will convert the individual's APA case to the Old Age Assistance (OAA) category. The case shall be converted to OAA for the benefit month in which the recipient reaches age 65.

480-5 SUSPENSION AND TERMINATION

A. SUSPENSION

If a recipient becomes ineligible for assistance, and it appears that the period of ineligibility will not exceed three benefit months, the APA case will be suspended. A period of suspension may not exceed three months. Assistance shall be reinstated without a new application if eligibility is again found to exist at any time during the suspension period, or for the month following the suspension period.

During a suspension period, a recipient may sometimes remain eligible for Medicaid even though he or she is not eligible for an APA payment. Medicaid eligibility exists for any month(s) during a period of suspension in which the recipient continues to receive an SSI payment. This is true even if the Social Security Administration later determines that the recipient was not eligible for the SSI payment. See Medicaid MS 5510.

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B. TERMINATION

If a recipient becomes ineligible for assistance and it appears that the period of ineligibility will exceed three months, or is of uncertain or indefinite duration, APA assistance will be terminated. The individual must reapply for assistance on DPA form GEN #50 and provide any other necessary documentation and/or verification to again become eligible for assistance.

480-6 LOSS OF CONTACT

An APA application shall be denied or an ongoing APA case shall be closed if DPA loses contact with the applicant or recipient. An adequate notice of denial or closure shall be mailed to the applicant's or recipient's last known address.

Loss of contact has occurred when:

- 1) Mail sent to the individual's last known mailing address is returned by the post office with no indication of a known forwarding address, and the individual has not reported a new address; and
- 2) Reasonable attempts to locate the individual by using information in the case file have failed.

480-7 FAIR HEARINGS

Any APA applicant or recipient whose application is not acted on within 30 days after its receipt, or who is affected by any adverse action taken on his or her case, may request a fair hearing. The fair hearing request may be made orally or in writing to any employee of the Division.

An APA recipient may, upon filing a timely fair hearing request, have benefits continued pending the fair hearing decision. For fair hearing availability, policy, and procedures, refer to [Administrative Procedures Manual, section 117](#).