

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: January 17, 2006

TO: Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Adult Public Assistance Manual Change #14

This manual change reinstates the medical review process for Interim Assistance (IA), and introduces a new *Preliminary Examination for Interim Assistance (AD #2)* form. A copy of the new AD #2 form is attached.

In September 2005, the medical review process for determining IA eligibility was suspended because of litigation. At issue was whether the Department was required to make a change to state regulations before implementing the medical review process. State regulations were subsequently amended to clearly describe this review process, and a medical review must again be completed for all APA applicants who wish to receive Interim Assistance while waiting for an SSI disability decision. Only applicants who the Division determines are likely to meet Social Security disability requirements will be eligible for IA.

Doctors of patients applying for IA will complete the new *Preliminary Examination for Interim Assistance (AD #2)* form. The APA worker will then send this form and any supporting medical documentation to the Medical Reviewer in Anchorage. DPA's Medical Reviewer will assess an individual's eligibility for IA based on the results of the medical examination and other evidence. The APA worker will determine IA eligibility based on the Medical Reviewer's decision.

In some cases, the Medical Reviewer may need to ask a medical provider for information. To assist in this process the caseworker should obtain an *Authorization for Release of Protected Health Information (Gen 150)* form from the applicant. A copy of this release form is attached, with recommended language to be inserted on the form that supports the request.

Implementation Date: The policy is effective immediately. The new AD #2 form must be obtained for APA applications received on or after January 18, 2006, and sent to the Medical Reviewer. Caseworkers may continue to use the doctor's response on the old version of the AD #2 form when determining IA eligibility for APA applications received before January 18, 2006.

Adult Public Assistance Manual Change #14

January 17, 2006

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If you have any questions, please contact Jim Steele at 465-3201 or e-mail dpapolicy@health.state.ak.us.

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MEMORANDUM

DATE: December 1, 2005

TO: Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Adult Public Assistance Manual Change #13

Each year Adult Public Assistance need and maximum payment standards are adjusted to reflect the Cost of Living Allowance (COLA) increase in Social Security benefits. This year the COLA increase is 4.1%. This manual change incorporates the 2006 standards, which become effective with the benefit month of January 2006. The COLA adjustment also causes:

- An increase in the income limit for Substantial Gainful Activity, and
- An increase in the earned income exclusion of a blind and disabled student child.

A number of other updates are included:

- Revisions to Interim Assistance policies that were previously issued via e-mail broadcast on September 14, 2005.
- Increase in the time period during which a completed Interim Assistance Reimbursement (IAR) Agreement must be distributed.
- A change in how the value of a vehicle may be verified, in response to requests from staff.

Highlights of these policy revisions are described below. 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.

OVERVIEW OF CHANGES

MS 426-2C, Interim Blindness or Disability Determination

This section is updated to reflect recent litigation that temporarily rescinds the secondary medical screening process for Interim Assistance approvals. This section was previously updated via broadcast on September 14, 2005.

MS 426-3B(3), Notification of a Signed IAR Authorization

Instead of 10 working days, caseworkers have 30 calendar days to distribute a completed IAR Authorization form to the Social Security Administration, the client, and the case file.

MS 432-2A(5), Verification

Changes policy to allow caseworkers to accept the household's stated value of a vehicle when the household provides a explanation of why the value is lower than the assigned value, and the explanation is not questionable. Thanks to the Mat-Su staff for their persistence in requesting this policy change!

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PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: September 1, 2005

TO: All Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Adult Public Assistance Manual Change #11

In our continuing effort to simplify and align policy across programs where possible, we are pleased to introduce a new Application Process chapter. To the extent that we can, we are presenting policy in the same format and language in the Food Stamp, Adult Public Assistance, Alaska Temporary Assistance, and Family Medicaid program manuals.

This manual change incorporates clarifications to the estimating income policy as a result of discussions during the 2005 Learning Summits, implements new policy for three resource exclusions and changes the definition of income. Also included are updates to the Table of Contents, Appendix 1, the Index, and other minor technical changes. Highlights of the policy revisions are described below.

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

OVERVIEW OF CHANGES

Chapter 410, Application Process

- ✓ Reorganizes the sections in the chapter and aligns policy with other programs where possible.
- ✓ Incorporates policy relating to fee agent applications and applications from remote areas.
- ✓ Adds policy for accepting Native Family Assistance Program (NFAP) application forms and interviews.
- ✓ Clarifies that the Gen 72, Eligibility Review Form, may be used as an initial application form only if received in the month following the end of the review period.
- ✓ Clarifies that an application can still be used when denied for failure to provide verification or attend an interview, if, within 30 days of the application date, the applicant provides the necessary information or reschedules the interview.

Adult Public Assistance Manual Change #10

September 1, 2005

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- ✓ Clarifies that changes in household members reported before the application is processed are considered in the determination.

MS 432-2A, One Automobile

Effective immediately, one automobile per household may be excluded from resources regardless of value if it is used for transportation of the individual or couple, or a member of the individual's or couple's household. This policy change is the result of a change in SSI policy that occurred on April 1, 2005.

MS 432-2D, Funds Set Aside for Burial

Beginning September 1, 2005, policy for the burial funds exclusion is changed to describe the earliest date on which the exclusion applies. This change only applies to burial fund determinations made on or after September 1, 2005. Burial funds that were excluded under previous policies will continue to be excluded from resources.

In addition, burial funds that are used for another purpose will no longer cause the burial funds exclusion to end.

MS 432-2E, Household Goods and Personal Effects

Effective immediately, the \$2,000 limit for this resource exclusion is eliminated. These items are now totally excluded from resources, regardless of their value. However, personal property that a person acquires or holds because of its value or as an investment still count as a resource. This policy change is the result of a change in SSI policy that occurred on April 1, 2005.

MS 440-1, Income Defined

Federal SSI regulations were amended effective March 9, 2005 to change the definition of income. Previous policy defined income as money that could be used to meet a person's needs for food, clothing, or shelter. This change removes the term "clothing" from the definition of income. This policy change was previously implemented by a broadcast announcement to staff on April 19, 2005.

MS 440-4, Determining the Household's Monthly Income

- ✓ Revises the section to incorporate policy clarifications and examples for estimating a full month's income when the income is new or has changed.
- ✓ Adds an example for a partial month's income due to a change that occurs during the month.

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PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: March 21, 2005

TO: All Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Adult Public Assistance Manual Change #10

This manual change implements new policy on estimating income and changes to the student earned income exclusion. It also includes an updated index, and makes other technical changes. Highlights of these policy revisions are described below.

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

Estimating Income

Two recent fair hearing decisions identified an inconsistency between our policy and the federal food stamp regulations for estimating income in the application month. This change corrects that policy. Application month income will no longer be determined based on the amount of income received by the interview date. Instead, the policy for estimating income will be the same for the application month and subsequent months.

In addition, we have clarified and simplified the manual sections. The conversion factors section is simplified by addressing only the two factors that truly convert income to a monthly amount – bi-weekly 2.15 and weekly 4.3, i.e., the third and fifth paycheck situations.

We are adopting these changes for the Food Stamp, APA, ATAP and Family Medicaid programs, so that policy is still aligned, with one exception. The Family Medicaid program prohibits the use of conversion factors when converted income causes Medicaid ineligibility.

The new policy for estimating income in the application months may be applied right away, however, it must be applied to all applications processed on and after May 1, 2005.

Student Earned Income Exclusion

As a result of a change in federal law, the student earned income exclusion that previously applied only to dependent children under the age of 22 has been changed to exclude the earned income of any student under the age of 22, including those who are married, emancipated, or considered as head of household.

OVERVIEW OF CHANGES

MS 440-4, Determining the Household's Monthly Income

- ✓ Clarifies the policy for determining the household's monthly income
- ✓ Reorganizes and expands some sections to better explain how averaging is used in converting and estimating income
- ✓ Revises the conversion factors policy
- ✓ Includes a reminder that Family Medicaid policy requires the worker to determine Medicaid eligibility by disregarding the third or fifth payment if using converted income causes the household to exceed the Medicaid income limit.
- ✓ Replaces the estimating income in application month policy with expanded sections on policy for estimating full and partial month's income.
- ✓ Updates policy on using work schedules instead of pay history to apply to any situation when changes occur that result in the pay history no longer reflecting the income the individual expects to receive.

MS 442-2D, Student Earned Income Exclusion

- ✓ Permits the student earned income exclusion to apply to any individual under age 22 who is a student.

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MEMORANDUM

DATE: December 1, 2004

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #9

Each year Adult Public Assistance need and maximum payment standards are adjusted by the same percentage as the cost of living allowance (COLA) increase in Social Security benefits. This manual change incorporates the 2005 standards. The COLA adjustment also causes:

- An increase in the income limit for Substantial Gainful Activity, and
- An increase in the earned income exclusion of a blind and disabled student child.

This manual change also implements several new APA policies as a result of changes in the SSI program. In addition, it includes several changes that are the result of questions and suggestions from field staff. We appreciate all these comments and suggestions, and will continue to incorporate them into the manual whenever possible. Also included is an expanded table of contents at the beginning of the manual, an updated index, and numerous other technical changes.

Highlights of these policy revisions are described below. If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or e-mail us at dpapolicy@health.state.ak.us.

OLD POLICY

NEW POLICY

Section 421-1, United States Citizens and United States Nationals

Describes who is considered as a U.S. Citizen and U.S. National.

Provides additional guidance on U.S. Nationals and verification of U.S. Citizen or U.S. National status.

OLD POLICY

NEW POLICY

Section 421-2, Qualified Aliens

Section 421-3, Five Year Bar

Section 421-4, Proof of Qualified Alien Status

Includes victims of trafficking as a qualified alien category and gives policy on verification procedures.

Adds certain family members to the definition of victims of trafficking and clarifies verification procedures for this qualified alien category.

Section 424-2, Age Verification Procedures

Gives the Alaska Longevity Bonus Program as a source for verifying age.

Removes the defunct Alaska Longevity Bonus Program as a source of age verification.

Section 425-3C, Blind or Disabled Applicants Who Do Not Appear Eligible For SSI and Have Not been Determined Disabled for SSA Disability

States that the DDS will issue a state-only disability decision within 30 days.

Removes the 30-day timeframe. At present, the average decision time for state-only disability decision is around 90 days.

Section 431-1B, Property Rights

Instructs the caseworker to contact the APA Policy Specialist for information on life expectancy tables when determining the value of a life estate or remainder interest.

Removes the instruction to contact the APA Policy Specialist and gives the website address for the life expectancy tables used to determine life estate and remainder interest values.

Section 432-4A, Retroactive SSI and RSDI Payments

States that retroactive SSI and RSDI benefits are excluded from resource for six (6) months.

Extends this resource exclusion to nine (9) months.

Sections 432-4B and 442-3A(14), Payments to Victims of Nazi Persecution

States that interest earned on unspent payments is not excluded from income and resources.

Clarifies that interest earned on unspent payments is not excluded from resources but is excluded from income.

Sections 432-4K and 442-3A(7), Educational Assistance

Describes the resource and income exclusions for educational assistance.

Limits the resource exclusion for educational assistance to nine (9) calendar months, and allows gifts made for educational purposes to be excluded from resources and income.

OLD POLICY

NEW POLICY

Sections 432-4O and 442-3A(11), Agent Orange Settlement Funds/Payments

States that any funds received as a result of investment or deposit of settlement funds is not excluded from income and resources.

Clarifies that any funds received as a result of investment or deposit of settlement funds is not excluded from resources, but is excluded from income.

Sections 432-4Q and 442-2B, Earned Income Tax Credit and Child Tax Credit Payments

Provides that unspent refunds or payments from the Earned Income Tax Credit (EITC) are excluded from resources for the month following the month of the payment or refund.

Excludes the Child Tax Credit from both resources and income and extends the resource exclusion for both the EITC and the Child Tax Credit to nine months.

Sections 432-4T and 442-3A(16), Radiation Exposure Compensation Trust Fund

Adds new resource and income exclusion for payments received from the Radiation Exposure Compensation Trust Fund.

Sections 432-4U and 442-3A(17), Individual Development Account (IDA)

Adds new resource and income exclusion for IDAs that are funded with TANF or Demonstration Project monies.

Sections 432-4V and 442-3A(18), Payments to Persons Captured and Interned by North Vietnam

Adds new resource and income exclusion for payments for persons captured and interned by North Vietnam.

Sections 432-4W and 442-3A(19), Ricky Ray Hemophilia Relief Fund

Adds new resource and income exclusion for payments provided under the Ricky Ray Hemophilia Relief Fund.

Sections 432-4X and 442-3A(20), Vietnam Veterans' Children with Spina Bifida

Adds new resource and income exclusion for payments provided for Vietnam veterans' children who suffer from spina bifida.

Section 441-2N, Reserved (Previously Named "Dividends and Interest")

States that dividends and interest count as unearned income.

Moves the policy on dividends and interest income to manual section 442-3E.

OLD POLICY

NEW POLICY

Section 441-2P, Deposits Made to a Joint Account

States that interest earned on a joint bank account counts as income.

Removes language about interest earnings. Interest earned on a joint bank account is no longer counted as income.

Sections 442-1A and 442-2C, Infrequent/Irregular Income

States that the infrequent /irregular income exclusion is calculated on a monthly basis.

Changes the calculation period to a quarterly basis.

442-3A(10), World War II Restitution Payments

States that any funds received as a result of investment or deposit of a restitution payment is not excluded from income.

Clarifies that any funds received as a result of investment or deposit of a restitution payment is excluded from income.

Section 442-3E, Dividends and Interest

Adds income exclusion for dividends and interest. A change in federal law now excludes most dividends and interest from income for APA purposes.

470-2, Continued Benefits for Temporarily Institutionalized Recipient

States that continued benefits may be available to APA recipients if they do not reside in an ineligible institution.

Clarifies that continued benefits may be provided to an APA recipient who is temporarily residing in a medical institution, even if the facility is otherwise considered to be an ineligible institution.

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PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: June 1, 2004

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #8

This manual change implements three new APA policies: changes to the date that eligibility for APA may begin; a new payment standard for persons residing in assisted living homes; and ending the replacement of SSI benefits that are reduced because of in-kind income. This manual change also clarifies the policy for counting VA payments as income, makes numerous technical changes and corrections, and includes a new index.

These policy changes are effective July 1, 2004. More information about each of these changes and how to implement them is included below. EIS changes needed to implement these changes are scheduled to be in place on June 1, 2004, and will be announced by broadcast.

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

NEW APA POLICIES

1. NEW BENEFIT START DATE FOR APA CASH BENEFITS

Effective July 1, 2004, the APA benefit start date for an applicant who is not eligible for SSI, or who needs a disability determination, will begin the first day of the month after the Social Security Administration issues written notice of the applicant's eligibility for SSI or Disability Insurance benefits. For state-only determinations, the APA benefit start date will begin the first day of the month after the Disability Determination Service (DDS) notifies the Division that the applicant is disabled.

- Applicants who meet all APA eligibility requirements (including receipt of SSI) on the date they apply, may continue to be found eligible from the date the APA application is received in a district office.

- There is no change for APA applicants who receive Interim Assistance. APA benefits for Interim Assistance recipients still begin the first day of the month after the Social Security Administration notifies the applicant of the final SSI decision.
- Applicants may also qualify for Medicaid back to the date of the initial APA application, and have their eligibility for Medicaid considered for the 3 months prior to application, if needed.

Implementation: APA workers will need to begin using the new APA benefit start date policy for all APA applications that are received on or after July 1, 2004. APA applicants who applied before July 1, 2004 are still entitled to receive APA benefits under the old rules and will need to have their eligibility determined accordingly (back to the date the APA application is received, the date the applicant meets all APA eligibility requirements, or the date of beginning SSI eligibility, whichever is later).

The following EIS notices have been updated to reflect the new APA benefit start date policy:

Notice #	Notice Title	Situation
P021	Authorization for Reimbursement Needed	Requests a completed “Authorization for Reimbursement of Interim Assistance.”
P101	APA Personal Needs Approved	Gives APA and Medicaid start dates for APA recipients in long term care.
P102	APA Application Approved	Gives the APA and Medicaid benefit start dates for APA approvals.
P302	APA Held for Disability Decision	Advises applicants that their application is being held while waiting for a state-only disability determination.

2. NEW APA PAYMENT LEVEL FOR APA RECIPIENTS RESIDING IN ASSISTED LIVING HOMES

Beginning July 1, 2004, the need and payment standards for residents of assisted living home homes are as follows:

Living Arrangement	Need Std.	Max. Pymt.
Individual, In Assisted Living Home (H1E)	\$1,047	\$664
Couple, One Eligible, In Assisted Living Home (H2S)	\$1,259	\$664
Couple, Both Eligible, In Assisted Living Home (H2C)	\$1,551	\$1,046

The Assisted Living Home payment standard equals the current SSI Payment plus \$100 for personal needs. The monthly payment is limited to no more than \$100.

Individuals who have countable income that is higher than the new maximum payment standard, but less than the need standard will still qualify for a \$1 APA payment. This \$1 payment allows the resident to qualify for Medicaid as an APA recipient.

Implementation. We are matching recipient data with the Division of Senior and Disability Services and the Division of Behavioral Health, and expect approximately 550 APA recipients to be impacted by this change. A list of affected recipients will be provided to APA offices by June 1. APA workers will need to review each case, redetermine the payment using the new payment standard, and send notice of adverse action about any reduction. A new EIS notice, *P712, APA Decrease – Assisted Living Home*, has been created for this purpose. Cases affected by this change must have payments adjusted as soon as possible, but no later than August 2004.

Note: In the near future, the personal needs allowance for Medicaid home and community based waiver recipients living in assisted living homes will also be aligned with this policy, and reduced to \$664. We are waiting for the necessary EIS programming and notice changes to be completed. Once this occurs, Long Term Care caseworkers will be provided with additional implementation instructions.

3. ENDING THE REPLACEMENT OF FEDERAL SSI BENEFITS THAT ARE LOST DUE TO IN-KIND INCOME

Beginning July 1, 2004, the APA program will no longer replace SSI benefits that are reduced or ended because of in-kind income.

Currently, APA recipients who have their SSI benefits reduced or ended because of in-kind income receive a higher APA payment to make up for the lost SSI benefits. These persons will need to have their APA payment recalculated. We expect that about 450 APA recipients will be affected by this change.

Implementation.

A list of APA cases that may be affected by this new policy will be provided to APA offices by June 1. APA workers will need to review each case, recalculate the benefit by subtracting the applicable SSI income standard from the APA payment standard, reauthorize the payment, and send notice of adverse action about the benefit reduction. A new EIS notice, *P713, APA Decrease – SSI Replacement Ends*, has been created for this purpose. Cases affected by this change must have payments adjusted as soon as possible, but no later than August 2004.

OVERVIEW OF CHANGES

Section 410-10, Period Covered by Application – Makes technical changes to accommodate new policy on when APA and Medicaid benefits may begin.

Section 410-11, Initial Month Benefits – Adds a new section to explain when APA and Medicaid benefits may begin. References to three-month retroactive Medicaid coverage that were previously contained in manual section 410-10 and 420-2C are now included in this new section.

Section 410-12, Notice of Finding on Application – This section is renumbered from 410-11 to 410-12 (to make room for new section 410-11, Initial Month Benefits).

Section 420-2C, Benefits to APA Applicants Pending an SSI Decision – Removes policy regarding benefit start dates for APA and Medicaid. These policies are now included in manual section 410-11, Initial Month Benefits.

Section 420-3C, Social Security Administration (SSA) Insurance – Clarifies the age at which Social Security retirement benefits are available.

Section 425-2B, Presumptive Disability Decisions – Clarifies that APA and Medicaid benefits may be authorized retroactive to the month that SSI benefits are resumed from suspended or non-pay status.

Section 425-2C, SSA Blindness or Disability – Adds a cross reference to new manual section 410-11, Initial Month Benefits.

Section 425-3A, Blind or Disabled Applicants Who Have Been Found Eligible for SSA, but Do Not Appear Eligible for SSI – Removes language regarding APA and Medicaid benefit start dates. This information is now described in the new manual section 410-11, Initial Month Benefits.

Section 425-3B, Blind or Disabled Applicants Who Appear Eligible for SSI – Removes policy that lists eligibility requirements for Interim Assistance and adds a cross reference to manual section 426-2, Eligibility Requirements for Interim Assistance.

Section 425-3C, Blind or Disabled Applicants Who Do Not Appear Eligible for SSI and Have Not Been Determined Eligible for SSA Disability – Adds a cross reference to manual section 410-11, Initial Month Benefits.

Section 426-2E, IAR Authorization Requirement – Eliminates reference to retroactive APA benefits.

Section 426-3B, IAR Authorizations – Updates the distribution list to say, “copy to” (as shown on current version of form), instead of “yellow copy” and “pink copy.”

Section 426-3C, Interim Assistance Reimbursement Process – Replaces “SYSM” with “E-mail.”

Sections 426-7, Converting Interim Assistance to Regular Adult Public Assistance – Clarifies when APA benefits may begin after the Interim Assistance ends, and removes policy on retroactive APA/Medicaid benefits.

Section 433-3, Permanent Fund Dividend – Removes Medicaid policy on the treatment of PFD payments.

Section 440-1, Income Defined – Eliminates the references to Alaska Longevity Bonus (ALB) payments.

Section 440-2, When Income is Counted – Eliminates policy on retroactive APA benefit calculations.

Section 441-2C, Department of Veterans Affairs Payments – Clarifies how augmented portions of VA Pension, Compensation, or Educational Assistance payments are treated as income.

Section 450-1, APA and SSI Living Arrangements – Adds “Assisted Living Home” to the list of living arrangements, and clarifies that the SSI living arrangement policy is not the same as APA policy for an individual residing in an assisted living home.

Section 450-2, Living Independently (SSI “A” Living Arrangement) – Replaces the term “Adult Residential or Foster Care Facility” with “assisted living home,” and clarifies that while the SSI program considers an assisted living home resident to be living independently, the APA program does not. Instead, the APA program applies the assisted living home payment standard to these individuals.

Section 450-4, Living in an Assisted Living Home – Adds a new section to describe new APA living arrangement for assisted living home residents. Manual sections 450-5 and 450-6 are renumbered to make room for new manual section 450-4.

Section 452-2, Budgeting Exception for SSI Cases in Which an Ineligible Spouse Receives Income – Removes policy regarding replacement of SSI benefits lost due to in-kind income. Reformats the section to clarify the budgeting exception for SSI cases in which an ineligible spouse receives income.

Section 452-5, Computation of Benefits – Removes policy on the replacement of SSI benefits that are lost due to in-kind income, and adds a new subsection for APA payments to assisted living home residents.

Section 452-6, Case Controls During the SSI Appeal Process – Removes policy on initial month APA benefits and retroactive Medicaid benefits. These policies are now included in manual section 410-11, Initial Month Benefits.

Section 452-7B, Payment to a Third Party – Adds reference to optional use of APA #14 form, *Adult Public Assistance Protective Payee Agreement*.

Section 452-12, Retroactive APA Benefit Calculations – Revised to clarify when an applicant is eligible for retroactive APA and how the retroactive APA benefit is calculated.

Addendum 1, Program Standards – Updates the APA Need Standards table to show the need standards that apply to persons residing in assisted living homes. Revises the APA Maximum Payment Standards table to show the new APA payment standards for persons residing in assisted living homes.

Index – Revised to accommodate location of new and/or revised policies.

REVISED FORMS

Listed below are the DPA forms that have been updated to support these policy changes. Revisions to the Gen 50B application are underway, and will be included in the next distribution to offices in July. The revised Interim Assistance Reimbursement Authorization (Gen 142) form is available on-line, and should be used with all APA applications received on or after July 1, 2004. A supply of the revised Gen 142 will also be mailed to offices.

Form #	Form Name	Changes
Gen 5B	APA Budget Worksheet	Allows workers to indicate if recipient lives in an assisted living home, and removes references to Alaska Longevity Bonus and in-kind income in the eligibility and payment calculations.
Gen 50B	Application for Services	Advises applicant that APA benefits may not start from the date of application.
Gen 52	Information You Need to Know When Applying for Assistance	Corrects the description of Chronic and Acute Medical Assistance (CAMA) and advises applicant that APA benefits may not start from the date of application.
Gen 142	Interim Assistance Reimbursement Authorization	Removes the sentence advising applicant that he or she will not be eligible for retroactive APA if they sign the form.

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

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Addendum 1

Old Index

Insert New Pages

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Addendum 1

New Index

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: December 1, 2003

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #7

Each year Adult Public Assistance need and maximum payment standards are adjusted by the same percentage as the cost of living allowance (COLA) increase in Social Security benefits. The COLA adjustment also causes:

- An increase in the income limit for Substantial Gainful Activity, and
- An increase in the earned income exclusion of a blind and disabled student child.

This manual change incorporates the 2004 standards, makes several minor changes to update or clarify policy, adds new income and resource exclusions for payments made under the Energy Employees Occupational Illness Compensation Act, and removes policies related to the Alaska Longevity Bonus. An updated manual index is also included with this change.

For consistency between program manuals and ease of use, the APA need and maximum payment standards, as well as other amounts updated yearly, have been removed from manual chapters and placed in Addendum 1.

Highlights of these policy revisions are described below. If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or e-mail us at dpolicy@health.state.ak.us.

Old Policy

New Policy

Section 425-1, Definition of Blindness/Disability

Defines substantial gainful activity (SGA) and gives the 2003 monthly SGA amount as \$800.

Removes the SGA amount from this manual section and refers the reader to Addendum 1 for the new SGA amount for 2004.

Section 426-2C, Interim Blindness or Disability Determination

Describes the medical screening process for Interim Assistance.

Clarifies that case workers should obtain a completed *Authorization for Release of Protected Health Information*, form 06-5870, as part of the medical screening process.

432-4S, Energy Employees Occupational Illness Compensation Payments

Adds a new resource exclusion for payments received under the Energy Employees Occupational Illness Compensation Act.

Section 442-2D, Earned Income Exclusion of a Blind or Disabled Student Child

Provides for an earned income exclusion against the earnings of a blind or disabled student child.

Removes the income amounts from the manual section and refers the reader to Addendum 1 for monthly and yearly limits.

Section 442-2I, Work Expenses for the Blind

Gives the mileage allowance permitted under Blind Work Expense earned income exclusion.

Ties the mileage allowance to IRS rates and refers the reader to Addendum 1 for the annual amounts.

Section 442-3A(15), Energy Employees Occupational Illness Compensation Payments

Adds a new income exclusion for payments received under the Energy Employees Occupational Illness Compensation Act.

Section 442-3B, Certain Assistance Based on Need

Describes the income exclusion for need-based assistance

Clarifies that payments from the Alaska Senior Assistance program are excluded from income as needs-based assistance.

Section 442-3E, Reserved

Describes the income exclusion for Alaska Longevity Bonus (ALB) payment.

Removes this income exclusion from the manual since the ALB program ended in August 2003.

Old Policy

New Policy

Section 451, Eligibility Determinations

Provides APA need standards.

Removes manual section 451-3 and refers the reader to Addendum 1 for the APA need standards.

Chapter 452, Payments

Explains the methods used to calculate benefit payments for the APA program.

Adds a description of maximum payment standards and refers the reader to Addendum 1 for the new 2004 APA and SSI standards. Also updates examples with 2004 need and payment standards, removes policy on special budgeting procedures for SSI/ALB recipients, and reformats the manual section dealing with third party payees.

Section 453, Maximum Payment Standards

Gives the APA and SSI maximum payment standards.

Removes this Chapter from the manual. APA and SSI maximum payment standards are now shown in Addendum 1.

Section 480-3, Changes

Explains that changes must be reported within 10 days of the date the change becomes known.

Clarifies that changes reported within 10 days of the date the change actually occurred are considered timely.

Chapter 490, The Alaska Longevity Bonus Hold Harmless (ALB-HH) Program

Describes the ALB and ALB-HH programs

Removes this chapter from the manual since the ALB program ended in August 2003.

Addendum 1, Cost of Living Adjustments

Adds Addendum 1 to list the APA need and maximum payment standards, as well as other amounts updated yearly, in a single location.

Manual Change Filing Instructions

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T-1 through T-22
None
None
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None
None
Addendum 1
New Index

MEMORANDUM

DATE: August 22, 2003

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #6

This manual change introduces a new, more comprehensive medical review process for Interim Assistance (IA) that is expected to result in benefit savings.

Instead of relying solely on a physician's opinion of his or her patient's disability, a secondary assessment will be completed for most applicants. Only those applicants who pass this secondary assessment will become eligible for IA. This should result in the opening of fewer IA cases with only those applicants likely to be found eligible for SSI receiving IA.

Doctors of patients applying for IA will complete the new AD #2 form, *Preliminary Examination for Interim Assistance*, to certify that the individual is disabled according to the SSI definition. The APA worker will then send this form with medical records to the medical screener within the Division of Alaska Longevity Programs. The medical screener reviews the form along with any attached information and approves or denies the doctor's preliminary disability determination. The APA worker will determine IA eligibility based on the medical screeners decision. A copy of the revised AD #2 form and a flow chart of the IA screening process is attached to this memo.

This manual change also incorporates the requirement that APA applicants submit a signed SSI application to the Social Security Administration before Interim Assistance is approved. This policy change was previously issued through an e-mail broadcast on July 14, 2003.

Additional manual revisions align policy and language with previously issued changes for the Food Stamp and Temporary Assistance programs. These policy alignments

- Clarify that U.S nationals are treated the same as U.S. citizens;
- Identify a new qualified alien category, Victims of Trafficking;
- Recommend the use of the NADA Appraisal Guides website for determining vehicle values; and
- Clarify policy on estimating income.

This change also updates the manual index and makes other technical corrections.

Implementation Dates: The requirement for proof of a signed SSI application before Interim Assistance is approved is effective July 14, 2003. This policy change was previously published and distributed through an e-mail broadcast on that date. All other changes are effective upon receipt of this manual change.

Highlights of these policy revisions are described below. If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or e-mail us at dpapolicy@health.state.ak.us.

OLD POLICY

NEW POLICY

Section 421, U.S. Citizenship and Eligible Alien Status

States that U.S. citizens and qualified aliens are eligible for APA.

Clarifies that U.S. nationals are also eligible for APA.

Section 421-1, United States Citizens and United States Nationals

States that persons born in the United States, and certain other areas are presumed to be U.S. citizens.

Clarifies that persons born in the U.S., Puerto Rico, Guam, and the U.S. Virgin Islands are U.S. citizens. Persons born in American Samoa, the Northern Mariana Islands, or Swain's Island are U.S. nationals.

Section 421-2, Qualified Aliens

Defines the various categories of qualified aliens.

Adds victims of trafficking to the list of qualified aliens.

Section 421-3, Five-Year Bar

Lists the qualified alien categories that are not prohibited from receiving assistance for five years from their date of entry into the U.S.

Adds victims of trafficking to the list of aliens who are exempt from the five-year bar.

Section 421-4, Proof of Qualified Alien Status

Provides guidance on acceptable verification of qualified alien status.

Adds verification information for victims of trafficking.

Section 426-2B, Concurrent SSI Application

Allows Interim Assistance to be approved based on a protective filing for SSI benefits.

Requires APA applicants to submit a signed SSI application to the Social Security Administration before Interim Assistance is approved.

OLD POLICY

NEW POLICY

Section 426-2C, Interim Blindness or Disability Determination

States that Interim Assistance may be approved upon receipt of a properly completed AD #2 form, *Preliminary Examination for Interim Assistance*.

A secondary review process is now required for certain APA applicants before Interim Assistance is approved. The AD #2 form has been revised to accommodate this review process. A copy of the revised AD #2 form and a flow chart of the IA screening process is attached.

Section 432-2A, One Automobile

States that the National Market Reports Blue Book may be used to determine the value of a vehicle.

States that vehicle values may now be determined through NADA Appraisal Guides website at www.NADAguides.com.

Section 440-4, Estimating Income

Describes policies for estimating income.

This section is rewritten to better describe policies for estimating income. The revision also combines policy on irregular and sporadic income into a single subsection and adds new policy on estimating application month income and income verification.

Manual Change Filing Instructions

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State of Alaska
 Division of Public Assistance
 Department of Health and Social Services

Official Use Only	
ET Name _____	Phone _____
DPA Office _____	FAX _____
EIS Case # _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Preliminary Examination for Interim Assistance

Patient's Name _____ Birth Date: _____

Dear Physician:

Please complete this form for your patient seeking Interim Assistance (please print or type). Your response will determine whether or not the patient qualifies for financial assistance from the State of Alaska while waiting for a final disability determination from the federal Social Security Administration.

To qualify for Interim Assistance, an applicant must provide a provisional or temporary statement from a physician or psychiatrist that they appear to meet the Social Security definition of disability. This definition is described below.

If the patient is unable to pay for an examination or medical tests needed solely for the completion of this form, Medicaid may cover these costs. Please ask the patient to contact their local public assistance office to obtain a Medicaid coupon for this purpose.

The Social Security definition of "disabled" means a person:

- cannot engage in any substantial gainful activity (generally cannot work enough to earn more than \$800 a month) because of a physical or mental impairment other than drug or alcohol addiction; and
- the impairment is expected to result in death or last 12 continuous months from the date of onset.

1. Patients with the following conditions are considered "presumptively disabled" by Social Security. If the patient has any of the following medical conditions, please check the correct box and skip to the end of this form.

<input type="checkbox"/> Amputation of a leg at the hip	<input type="checkbox"/> Down Syndrome
<input type="checkbox"/> Total deafness	<input type="checkbox"/> End stage renal disease with ongoing dialysis
<input type="checkbox"/> The individual is receiving hospice services because of a terminal illness	<input type="checkbox"/> HIV with secondary infection severe enough for the individual to be considered as disabled
<input type="checkbox"/> Spinal cord injury producing inability to ambulate without the use of a walker or crutches for more than two weeks	<input type="checkbox"/> Stroke (cerebral vascular accident) more than 3 months in the past and continued marked difficulty in walking or using a hand or arm
<input type="checkbox"/> Bed confinement or immobility without a wheelchair, walker, or crutches, due to a longstanding condition, excluding recent accident and recent surgery	<input type="checkbox"/> Cerebral palsy, muscular dystrophy, or muscle atrophy and marked difficulty in walking, speaking, or coordination of the hands and arms
<input type="checkbox"/> Severe mental deficiency (mental retardation) evidenced by dependence on others for personal needs (e.g., hygiene) and other routine daily activities	

2. **Conditions not considered presumptive must meet specific disability criteria developed by Social Security.** These criteria are itemized in the publication *Disability Evaluation Under Social Security* also known as the "Blue Book." The adult "Listing of Impairments" found in the Blue Book describes, for each major body system, impairments that are considered severe enough to prevent a person from participating in any gainful activity. Please access the Listing at the following website:
www.ssa.gov/disability/professionals/bluebook/AdultListings.htm

Does this patient's condition meet the criteria for disability as described in the adult Listing of Impairments? **Yes** **No**

Justification for a finding of disability. Please explain **why or why not** you believe the patient's medical condition is severe enough to meet the Social Security definition of disability. Please reference the specific criteria as found in the adult Listing of Impairments.

Please attach all relevant medical records, laboratory and test results that support your finding.

Signature of M.D.

Date

Printed Name of M.D.

Type of Practice (family practice, internal medicine, psychiatry, etc.)

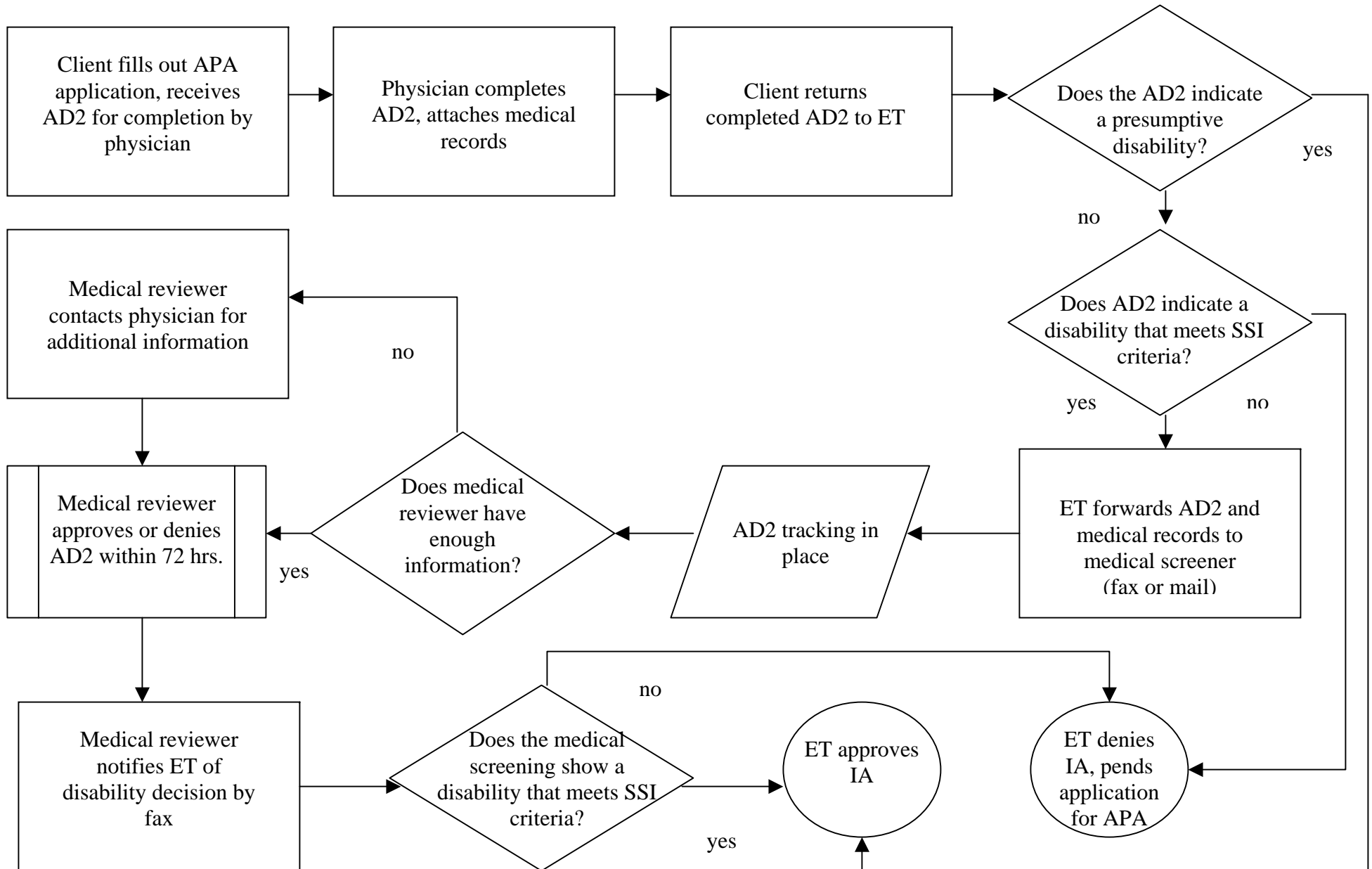
Address

Phone Number

NOTE TO HEALTH CARE PROVIDERS ABOUT DISCLOSURES OF PROTECTED HEALTH INFORMATION TO THE DIVISION OF PUBLIC ASSISTANCE

The Division of Public Assistance encourages the use of patient authorization to release protected health information and will attempt to provide a HIPAA-compliant authorization signed by the patient to accompany this request for information. However, please be aware that if an authorization to release information does not accompany this request for information, or if you are unable to obtain an authorization from your patient, HIPAA regulation - 45 CFR §164.512(d) specifically permits disclosures of protected health information to government benefit programs for which health information is relevant to beneficiary eligibility without the patient's authorization. If you have questions concerning disclosures of protected health information, please contact the Department of Health and Social Services Privacy Official at (907) 465-2150.

Flow Chart of IA Screening Process



STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: December 20, 2002

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #5

Effective January 1, 2003, a 1.4% Cost of Living Allowance (COLA) increase will be granted to recipients of Social Security and SSI. This COLA increase also affects the APA program. Beginning with the benefit month of January 2003, this manual change implements new APA need and maximum payment standards, increases the income limit for substantial gainful activity, and raises the earned income exclusion of a blind or disabled student child.

This manual change also eliminates the prohibition against DPA employees acting as payees, and clarifies policy pertaining to SSI alien status requirements and property agreements. It also makes other minor technical corrections.

Implementation Dates: The 2003 COLA increases are effective January 1, 2003. All other changes are effective upon receipt of this manual change.

The explanation of the manual changes and the affected manual sections are described below. If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or e-mail us at dpapolicy@health.state.ak.us.

Old Policy

New Policy

Section 421-10, SSI Alien Status Requirements

Describes the alien status requirements of the SSI program.

Clarifies that aliens who meet APA alien status requirements may still qualify for APA even if they do not meet the more restrictive alien status requirements of the SSI program.

Section 425-1, Definition of Blindness/Disability

Defines substantial gainful activity (SGA) as an individual's own average monthly earned income of \$780.

Raises the SGA amount to \$780 per month.

Section 431-2I, Promissory Notes, Loans, and property Agreements

Describes how promissory notes, loans, and property agreements are treated in determining APA eligibility.

Clarifies that the resource value of a promissory note, loan, or property agreement is its fair market value when the fair market value is less than the outstanding principal balance.

Section 442-2D, Earned Income Exclusion of a Blind or Disabled Student Child

Provides for an earned income exclusion against the earnings of a blind or disabled student child of up to \$1,320 per month, but not more than \$5,340 per calendar year.

Raises the earned income exclusion to \$1,340 per month, and \$5,410 per calendar year.

Section 451-3, APA Need Standards

Provides APA need standards for 2002.

Updates the APA Need Standards for 2003.

Section 452-7B, Payment to a Third Party

Describes the policies for providing APA payments to a payee.

Eliminates the prohibition against DPA employees acting as a payee.

Section 453, Maximum Payment Standards

Gives APA and SSI maximum payment standards for 2002.

Updates the APA and SSI maximum payment standards for 2003.

Manual Change Filing Instructions

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MEMORANDUM

DATE: December 3, 2001

TO: Adult Public Assistance Manual Holders

FROM: Ellie Fitzjarrald, Chief
Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #4

Effective January 1, 2002, a 2.6% Cost of Living Allowance (COLA) increase will be granted to recipients of Social Security and SSI. This COLA increase also affects the APA program. Beginning with the benefit month of January 2002, this manual change implements new APA need and maximum payment standards, increases the income limit for substantial gainful activity, and raises the earned income exclusion of a blind or disabled student child.

This manual change also adds new policy to exclude any payments to victims of Nazi persecution, incorporates the resource exemption policy for special needs or pooled trusts, and updates the manual index. It also makes minor technical corrections.

Implementation Dates: The 2002 COLA increases are effective January 1, 2002. All other changes are effective upon receipt of this manual change.

The explanation of the manual changes and the affected manual sections are described below. If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or e-mail us at dpapolicy@health.state.ak.us.

Old Policy

New Policy

Section 425-1, Definition of Blindness/Disability

Defines substantial gainful activity (SGA) as an individual's own average monthly earned income of \$740.

Raises the SGA amount to \$780 per month.

Section 425-3C, Blind or Disabled Applicants Who Do Not Appear Eligible for SSI and Have Not Been Determined Eligible for SSA Disability

Instructs staff to send a copy of the APA application to the Disability Determination Service.

Instructs staff to complete form Gen 141, Referral for Disability Determination, and removes the requirement to send a copy of the APA application.

Section 431-2F, Trust Property

Describes APA trust policies.

States that a trust that meets the Medicaid criteria for a special needs or pooled trust is not a resource.

Section 432-4B, Payments to Victims of Nazi Persecution

Excludes German reparation payments from resources.

Adds new policy to exclude any payments to victims of Nazi persecution from resources.

Section 442-2D, Earned Income Exclusion of a Blind or Disabled Student Child

Provides for an earned income exclusion against the earnings of a blind or disabled student child of up to \$1,290 per month, but not more than \$5,200 per calendar year.

Raises the earned income exclusion to \$1,320 per month, and \$5,340 per calendar year.

Section 442-3A(14), Payments to Victims of Nazi Persecution.

New Section

Adds new policy to exclude any payments to victims of Nazi persecution from income.

Section 451-3, APA Need Standards

Provides APA need standards for 2001.

Updates the APA Need Standards for 2002.

Section 452-6, Issuance of APA Payments

States that assistance payments are issued by state warrant.

Adds the option of payment by direct deposit.

Section 453, Maximum Payment Standards

Gives APA and SSI maximum payment standards for 2001.

Updates the APA and SSI maximum payment standards for 2002.

Manual Change Filing Instructions

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BB-1 through BB-14 (New Index)

MEMORANDUM

DATE: September 1, 2001

TO: Adult Public Assistance Manual Holders

FROM: The Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Adult Public Assistance Manual Change #3

We're pleased to present two significant APA policy changes with this manual change:

- Prospective budgeting for non-SSI recipients, and
- Transfer of resource penalty.

This change also provides new guidance for anticipating monthly income and makes minor technical corrections.

With prospective budgeting the APA payment will better coordinate with the individual's circumstances and avoid the benefit fluctuations some recipients experienced under retrospective budgeting. This change is not extended to SSI recipients because APA payments to SSI recipients do not fluctuate from month to month; the APA payment remains the same as long as the individual remains eligible for SSI.

The new APA transfer of resource policy is being implemented to bring us into alignment with SSI. We expect few APA applicants or recipients will transfer resources and be affected by this policy. This new policy only applies to APA. Medicaid has a less restrictive transfer of resource policy that must be considered whenever an APA penalty is applied.

Implementation: Prospective budgeting for non-SSI recipients and the transfer of resource penalty changes are both effective October 1, 2001. All other policy clarifications and changes are effective immediately upon receipt of this manual change.

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

The explanation of the manual changes and the affected manual sections are described below.

Explanation of Manual Changes

Old Policy

New Policy

Section 420-2, Concurrent Participation in the SSI Program

States that an APA client whose income is within SSI limits must be eligible for SSI to be found eligible for APA.

Adds an exception that allows APA eligibility when an APA transfer of resource penalty ends before the end of an SSI transfer of resource penalty.

Section 425-3, Procedures for Initial Blindness or Disability Decisions

Directs staff to get a completed APA #5 form, "Authorization to Release Medical Information", from APA applicants who need a state-only disability decision from the DDS.

Changes the form to the Med #2 form, "Medical Release of Information".

Section 433-1, Transfer of Resources

States that resource transfers for less than fair market value do not affect APA eligibility, but may affect an individual's eligibility for institutionalized Medicaid coverage.

Adds new policy to implement an APA penalty period for up to 36 months if an individual transfers a resource for less than its value on or after October 1, 2001.

Section 440-4, Estimating Income

New Section

Provides policy guidance for estimating income prospectively.

441-2, Unearned Income

States that prize income, such as bingo or pull-tab winnings, may sometimes be anticipated in determining prospective eligibility.

Changes policy to clarify prize winnings may not be anticipated, even if the individual has a previous pattern of winning.

452-1, Payment Calculations

Describes the retrospective budgeting process used to calculate payments for non-SSI recipients.

Adds new policy to implement prospective budgeting for non-SSI recipients. All references to retrospective budgeting have been removed. Examples were also updated with January 1, 2001 payment standards

452-3, Cost of Living Allowance (COLA) Increases

When determining eligibility and payment amounts, SSA COLA increases are budgeted prospectively, but other types of income are still subject to retrospective budgeting. Removes references to retrospective budgeting.

480-1, Reviews

States that it is only necessary to confirm Alaska residency and continued receipt of SSI for the annual review process for SSI recipients. Clarifies that EIS will confirm Alaska residency and continued receipt of SSI.

States that APA payments to non-SSI recipients remain in retrospective budgeting if there is not a one-month break in benefits. Removes all references to retrospective budgeting.

480-5, Suspension and Termination

States that a person may be retrospectively ineligible for APA, but prospectively eligible for Medicaid. Removes all references to retrospective eligibility for APA.

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MEMORANDUM

DATE: April 17, 2001
TO: Adult Public Assistance Manual Holders
FROM: Policy and Program Development Team
SUBJECT: Adult Public Assistance Manual Change #2

Earlier this year, federal regulations were changed to promote employment for disabled persons who want to work. As a result, this manual change updates the substantial gainful activity amount used in making disability determinations and increases the earned income exclusion for a blind or disabled student child. This manual change also simplifies the processing of annual reviews for SSI recipients.

Changes to the substantial gainful activity amount and the earned income exclusion for a blind or disabled child are effective January 1, 2001. The guidance on processing annual reviews for SSI recipients is effective April 1, 2001.

Explanation of Manual Changes

Old Policy

New Policy

Section 425-1, Definition of Blindness/Disability

Defines “substantial gainful activity” as an individual’s own average monthly earned income of \$700.

Raises the SGA amount to \$740 per month.

Section 442-2D, Earned Income Exclusion of a Blind or Disabled Child

Provides for an earned income exclusion against the earnings of a blind or disabled student child of up to \$400 per month, but not more than \$1620 per calendar year.

Raises the earned income exclusion to \$1290 per month, and \$5,200 per calendar year.

Section 480-1, Reviews

Provides directions on how to process annual APA reviews for all recipients.

Simplifies the annual review process for SSI recipients.

Implementation Guidelines for Reviews for SSI Recipients

As a result of last year's Business Analysis and Process Design Conference, field staff representatives made several suggestions for streamlining the operation of the Adult Public Assistance (APA) program. One of these suggestions was to streamline the annual APA reviews for SSI recipients. SSI recipients make up about 60 percent of our statewide APA caseload. Our long-term goal is to fully automate the annual APA review process for those APA recipients who also receive SSI benefits. Essentially, this means the Eligibility Information System (EIS) will automatically check for Alaska residency and SSI recipient status, and re-certify the APA/SSI recipient for another year. Non-SSI recipients will continue to have their annual APA reviews processed the same as before.

Part of the necessary programming has now been completed. That is, for APA/SSI recipients whose EIS review period ends April 2001 or later, EIS will no longer mail APA Review Due notices and APA review applications to APA recipients who receive SSI benefits. However, programming to automatically check Alaska residency and SSI recipient status, and recertify the APA/SSI recipient for another year has not yet been completed. Until the new APA review process for SSI recipients is fully automated, we have established some interim procedures to reduce paperwork and alleviate your APA workload as much as possible.

Interim Procedures:

- Review your monthly caseload report, CR001, at the beginning of the month to identify those APA/SSI cases that need to be reviewed and reauthorized for another year. The first month this must be done is April 2001.
- Register a review APA application on EIS for the identified SSI recipients.
- Confirm the individual's Alaska residency and SSI recipient status through the use of the SVES interface or other available information. If the APA recipient meets these two criteria, APA benefits may be approved for another year.
- Use alerts to identify APA/SSI cases that still need to be reviewed and processed. An EIS alert will be generated at the end of the month if a review application was not registered on EIS. Alerts of this type must be acted on immediately so that the individual's APA benefits are delayed no longer than necessary.
- Do not send an EIS notice once the review is completed. Because SSI recipients are not required to submit an annual review application, it is no longer necessary to send them an EIS notice (i.e., P802) to advise them that their APA review has been completed.

Adult Public Assistance Manual Change #2

April 17, 2001

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Please address any questions or comments to the Policy and Program Development Team by e-mail at dpapolicy@health.state.ak.us, or call us at 465-3347. The explanation of the manual changes and the affected manual sections are described below.

Manual Change Filing Instructions

Remove Old Pages

H-1 through H-2

P-3 through P-4

Chapter Contents (Chapter 480)

X-1 through X-6

Insert New Pages

H-1 through H-2

P-3 through P-4

Chapter Contents (Chapter 480)

X-1 through X-8

MEMORANDUM

DATE: December 1, 2000

TO: Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team

SUBJECT: Adult Public Assistance Manual Change #1

This manual change implements new APA need and maximum payment standards beginning with the benefit month of January 2001. It also updates the manual's table of contents, and clarifies APA policy on substantial gainful activity, DDS referral procedures, and educational assistance. This change also makes minor technical corrections. All changes other than the 2001 COLA increases are effective upon receipt of this manual change.

Effective January 1, 2001, a 3.5% Cost of Living Allowance (COLA) increase will be granted to recipients of Social Security and SSI. APA need and maximum payment standards will also increase.

Although the amount of APA benefits to SSI recipients will not change, APA payments to non-SSI recipients may decrease. However, no one will lose APA or APA-related Medicaid eligibility because of this COLA change.

The explanation of the manual changes and the affected manual sections are described below.

Please address any questions or comments to the Policy and Program Development Team by e-mail at dpapolicy@health.state.ak.us, or call us at 465-3347.

Explanation of Manual Changes

Old Policy

New Policy

Table of Contents

Lists chapters, sections, and subsections.

Retains the chapter titles, but deletes sections and subsections. The deleted information is now available in each chapter's table of contents.

Section 425-1, Definition of Blindness/Disability

Defines what disability means.

Expands the disability definition by describing what substantial gainful activity (SGA) means.

Section 425-2D, State-Only Blindness or Disability Decisions

Describes when state-only disability decisions are necessary.

Clarifies that DPA case workers are responsible for making state-only disability determinations when substantial gainful activity is involved.

Section 425-3, Procedures for Initial Blindness or Disability Decisions

Directs staff to send requests for state-only disability decisions through Field Services.

Updates the referral process by directing staff to send requests for state-only disability decisions directly to Disability Determination Services (DDS). The change also requires each district office to maintain a log of DDS requests and decisions.

Section 432-2A, One Automobile

References the "National Market Reports Red Book" as source of verification for determining vehicle values.

Corrects the references to "National Market Reports Blue Book".

Section 432-4K, Educational Assistance

Provides that educational assistance to an undergraduate made or insured under any program administered by the U.S. Commissioner of Education is totally excluded from resources.

Clarifies that educational assistance received under Title IV of the Higher Education Act of 1965, and under Bureau of Indian Affairs education programs, is totally excluded from resources. This policy applies to all students, not just undergraduates.

Old Policy

New Policy

Section 442-3A(7), Educational Assistance

Provides that educational assistance to an undergraduate made or insured under any program administered by the U.S. Commissioner of Education is totally excluded from income.

Clarifies that educational assistance received under Title IV of the Higher Education Act of 1965, and under Bureau of Indian Affairs education programs, is totally excluded from income. This policy applies to all students, not just undergraduates.

Section 451-3, APA Need Standards

Provides APA need standards for 2000.

Updates the APA Need Standards for 2001.

Section 453, Maximum Payment Standards

Gives APA and SSI maximum payment standards for 2000.

Updates the APA and SSI maximum payment standards for 2001.

Manual Change Filing Instructions

Remove Old Pages

Insert New Pages

Table of Contents, i through xiv
Chapter Contents (Chapter 425)
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Chapter Contents (Chapter 425)
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L-5 through L-6
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P-11 through P-12
S-1 through S-2
U-1 through U-2

MEMORANDUM

DATE: December 3, 1999

TO: Adult Public Assistance Manual Holders

FROM: Policy and Program Development Team

SUBJECT: Alaska Adult Public Assistance Program Manual, 1999 Edition

We are pleased to present you with the 1999 edition of the Adult Public Assistance manual. This edition does not present any new policy. However, in an effort to make the manual easier to use, the new edition:

- presents information in a slightly different format,
- expands the manual index,
- updates examples with more current information, and
- makes other minor technical corrections.

This new edition also removes information about referrals to the Alaska Longevity Bonus program, and implements new APA need and maximum payment standards beginning with the benefit month of January 2000.

Please address any questions or comments to the Policy and Program Development Team by e-mail at dpapolicy@health.state.ak.us, by SYSM to HPAPOLY, or call us at 465-3347.

COST OF LIVING ALLOWANCE (COLA) INCREASE

Effective January 1, 2000, a 2.4 % COLA increase will be granted to recipients of Social Security and SSI. APA need and maximum payment standards will also increase. The new standards are effective for the benefit month of January 2000.

Although the amount of APA benefits to SSI recipients will not change, APA payments to non-SSI recipients may decrease. However, no one will lose APA or APA-related Medicaid eligibility because of this COLA change.

Affected Manual Sections:

Section 451-3, APA Need Standards

This section is updated to reflect the 2.4 % COLA increases in the 2000 APA need standards.

Section 453, Maximum Payment Standards

This section is updated to reflect the increases in APA and SSI maximum payment standards for 2000.

MANUAL CHANGE INSTRUCTIONS

Replace the entire manual.