

# STATE OF ALASKA

**DEPT. OF HEALTH & SOCIAL SERVICES**  
**DIVISION OF PUBLIC ASSISTANCE**

TONY KNOWLES, GOVERNOR

**STAFF DEVELOPMENT & TRAINING**

3601 "C" STREET, SUITE 814  
ANCHORAGE, ALASKA 99503  
PHONE: (907) 269-7860  
FAX: (907) 269-7869

## MEMORANDUM

**DATE:** May 13, 2002

**TO:** All DPA Statewide Staff

**FROM:** Mary Rogers  
Chief of Field Services

**SUBJECT:** EIS Procedure 2002-2  
60-Month EIS Procedure

### **I. Introduction**

This procedure describes how EIS is changed to implement the 60-Month time limit restrictions for Temporary Assistance. Please refer to your Temporary Assistance policy manual for specific policies regarding time limits.

The 60-Month time limit policies affect the following screens:

- TIME LIMIT INFORMATION / PREVIOUS AID (TLIP)
- CLIENT PROFILE / MAINTENANCE (CLPM)
- CASE PROFILE – PAGE 2 (CAP2)
- TEMPORARY ASSISTANCE PAYMENT DETERMINATION (TAPD)

## II. TLIP SCREEN OVERVIEW

The TLIP screen replaces the PRAW (PREVIOUS AID / WORK INCENTIVES) screen and features new counters and extension information for Temporary Assistance.

The "TOTAL USED" column reflects the total number of months from the next four columns to the right.

The "OT TA" field is for other TANF months. The "NFAP" field is for Native TANF months. Both of these fields will remain the same unless changed by the Help Desk.

The "LAST STAFFING DATE" field may be used to enter the most recent Staffing date. Staff can change this field at any time.

The "AK TA" field displays the number of months the client has received Temporary Assistance in Alaska. It will increment up to a maximum number of 60.

The "EXT MTHS" field will count the number of months the client receives an extension to the 60-Month time limit. It will increment up each month the client receives a benefit while on an extension.

The "NEXT STAFFING DATE" field may be used to enter when the next Staffing date should occur.

```

EIS TLIP                TIME LIMIT INFORMATION / PREVIOUS AID                050102 13:12
                                                                GWENDOLINE M
CASE NAME: JONESTOWN PHILLIP                CASE NUMBER: 00028254 MONTH: 0602
LAST STAFFING DATE: 04232002                NEXT STAFFING DATE: 08152002

----NAME----REL----TOTAL USED----AK TA----OT TA----NFAP----EXT MTHS-----
01 PHILL J PI                065                001                059                000                005

-----EXT CODES-----EXT START-----EXT END-----
01 PHILL J                DC EM PH MH LE LD                04232002                09302002

-----AFDC-----INC DED-----
01 PHILL J                000                002

EXTENSION: PF3=RESET PF4=ADD PF5=CHANGE    MORE CLIENTS:    NEXT-->
M01 c                                                                07/023
  
```







## Converting a single parent case to a two parent case:

### Step One:

EIS TLIP TIME LIMIT INFORMATION / PREVIOUS AID 050202 07:14 GWENDOLINE M

CASE NAME: BRANCH, HOLLY CASE NUMBER: 00025517 MONTH: 1102

LAST STAFFING DATE: 11012002 NEXT STAFFING DATE: 03152003

NAME	REL	TOTAL USED	AK TA	OT TA	NFAP	EXT MTHS
01 HOLLY B PI		063	014	000	046	003

EXT CODES	EXT START	EXT END
01 HOLLY B DC EM	00012002	01312003

AFDC	INC DED
01 HOLLY B 000	002

EXTENSION: PF3=RESET PF4=ADD PF5=CHANGE MORE CLIENTS: NEXT-->

07/023

Current extension end date is January 31, 2003.

In this example, Holly Branch's case will be converted from a single parent to a two-parent case. To start, the above screen shows the case with Holly as the only adult in the case and on an extension that ends January 31, 2003.

### Step Two:

Before adding the spouse to this case in the month of December, Holly's extension end date must be changed to the last day of November. This screen shows how the Ext End date field has been updated to reflect November 30, 2002.

EIS TLIP TIME LIMIT INFORMATION / PREVIOUS AID 050202 07:21 GWENDOLINE M

CASE NAME: BRANCH, HOLLY CASE NUMBER: 00025517 MONTH: 1102

LAST STAFFING DATE: 11012002 NEXT STAFFING DATE: 03152003

NAME	REL	TOTAL USED	AK TA	OT TA	NFAP	EXT MTHS
01 HOLLY B PI		063	014	000	046	003

EXT CODES	EXT START	EXT END
01 HOLLY B DC EM	00012002	11302002

AFDC	INC DED
01 HOLLY B 000	002

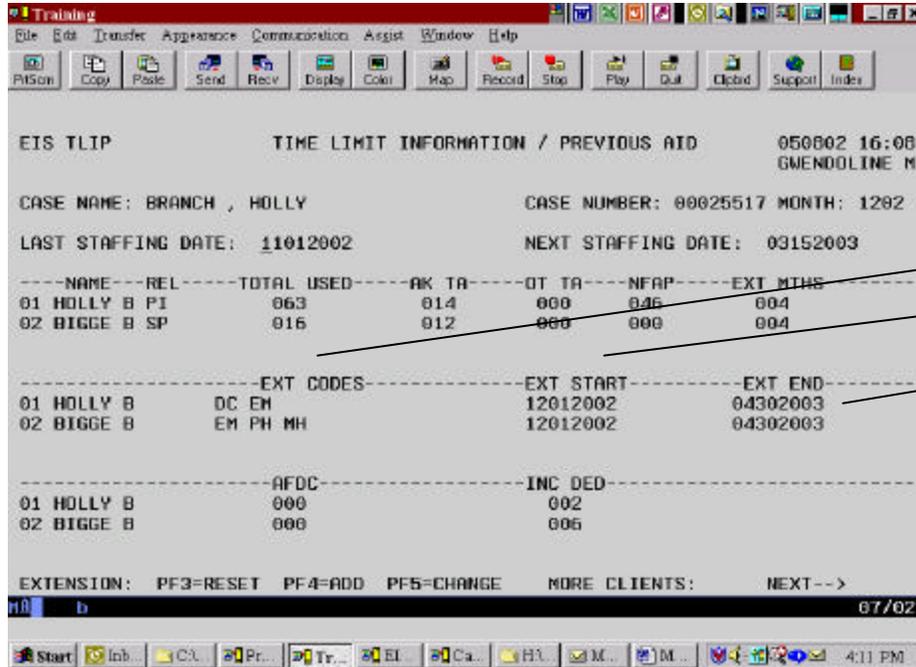
EXTENSION: PF3=RESET PF4=ADD PF5=CHANGE MORE CLIENTS: NEXT-->

07/023

Using the PF5 key to open the extension end date, the caseworker was able to move the extension date back to November 30, 2002.

Step Three:

Last, Holly's spouse, Bigge, has been added to the case for December 2002. Note that each adult has his or her own extension codes but the extension start date is now December 2002 for both adults (the month Bigge joined the household) and the extension end date is the same for both members, April 30, 2003. The TLIP screen now reflects both adults' extension codes as well as their extension start and end dates. Holly's first extension from August 1, 2002 to November 30, 2002 was saved in a EIS history database.



**III. EXTENSION REASON CODES**

The following is a list of extension reason codes for use on the TLIP screen.

<u>Ext Code</u>	<u>Description</u>
CR	HARDSHIP – CHILD AT RISK
DC	DISABLED CHILD
DR	HARDSHIP – DISABLED RELATIVE
DS	HARDSHIP – DISASTER
DV	DOMESTIC VIOLENCE
EM	HARDSHIP - EMPLOYMENT LIMITATIONS
IC	INCAPACITATED
LD	HARDSHIP – LEARNING DISABLED
LE	HARDSHIP – LIMITED ENGLISH
MH	HARDSHIP – MENTAL HEALTH
PH	HARDSHIP – PHYSICAL HEALTH
SA	HARDSHIP – SUBSTANCE ABUSE

## IV. CLPM SCREEN OVERVIEW

This is the “CLIENT PROFILE/MAINTENANCE” screen.

END OF PROGRAM INVOLVEMENTS  
 EIS CLPM CLIENT PROFILE/MAINTENANCE 050902 08:30  
 GWENDOLINE M

1. SAVE FOR REGISTRATION (CLIR) 4. CHANGE IDENTIFYING DATA (CLMA)  
 2. DELETE CLIENT FROM PROGRAM 5. VIEW SANCTION/DISQUALIF (WOSA)  
 3. DELETE CLIENT FROM EIS 6. MAINTAIN ALIAS INFORMATION (ALMA)

FUNCTION: -  
 ENTER FOR FUNCTION 2: CASE NBR: - PROG: BEN MTH (MMYY):  
 CM OFF/UNIT/CSLD: 254 9 97 TOTAL TA MTHS USED: 066 BA EXMPT MTHS USED: 000  
 NAME/ALIASES LAST TA MONTH AUTH: 0602 CLIENT ID: 0600066272  
 JONESTOWN , PHILLIP S.S.N. : 685 94 0373  
 BIRTHDATE: 04111968  
 SEX: M ALERT:

PGM	CASE NBR	PART	START	END	STAT	FSD	UNIT	CSLD	REL	DEN/CLO	ALERT
01	AF 00021656	IN	070599	083199	OP	072	6	05	NR		
02	FS 00021656	IN	070599	083199	OP	072	6	05	NR		
03	AF 00028246	IN	121001	013102	OP	180	6	01	NR		
04	FS 00028246	IN	121001	013102	OP	180	6	01	NR		
05	AF 00028254	IN	042302		OP	180	6	01	PI		

<== INQUIRE ON INVOLVEMENT (PRIP)  
 PAGE 01 OF 01 PF3=TOP PF7=SCROLL UP PF8=SCROLL DN

MA b 07/034

The “LAST TA MONTH AUTH” field shows the last month authorized for a TA benefit. Please refer to the CLPM/PRAW broadcasts dated January 15, 2002 or April 2, 2002.

This is the “Total TA Months Used” field that reflects a cumulative total from all four of the following fields on the TLIP: AK TA, OT TA, NFAP, and EXT MTHS.

## V. CAP2 SCREEN OVERVIEW

This is the “CASE PROFILE – PAGE 2” screen. Three new fields have been added. One new field has been added.

EIS CAP2 CASE PROFILE - PAGE 2 050902 08:32  
GWENDOLINE M

CASE NAME: JONESTOWN , PHILLIP CASE NUMBER: 00028254  
CURRENT FS/HH CASE NUMBER:  
LAST ACTION: CHANGE EAIN 050602 60 MTHS: Y TOTAL EXT MTHS USED: 003

PROGRAM	BENEFIT START	APP RECEIVED	SIZE	TYPE	STATUS	DATE	CERT/REV MONTH	EXT END	CURRENT MONTH
TA	042302	042302	02	AI	OPEN	042902	0303	0902	0702

CLIENT DOB MED SUB REL ---PARTICIPATION--- MED W O R K  
ELG -TA--FS  
TA FS ME AP IA GA GM

JONESTOWN , PHILLIP 041168 PI IN  
GREEN , FRED 052295 CH IN CH

MA b NEXT--> 24/075

MEMORANDUM for 60-Month .doc - Microsoft Word

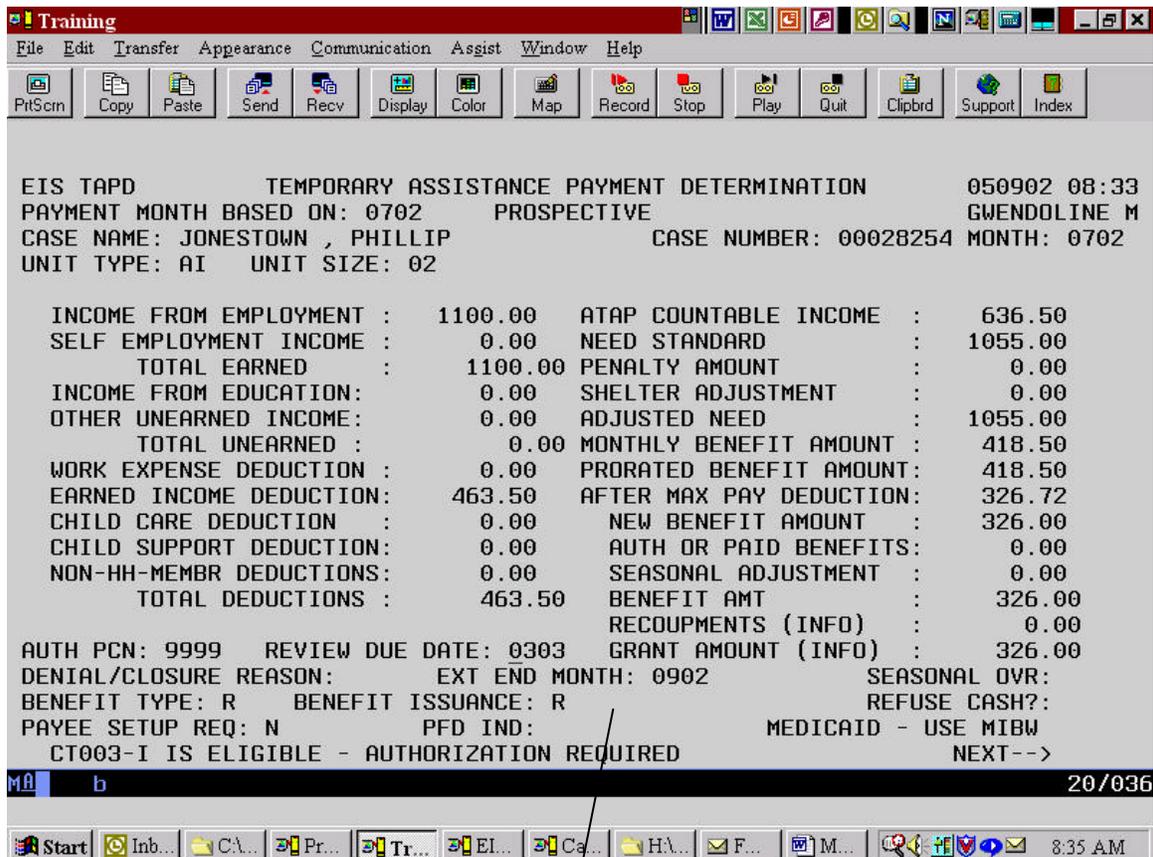
This is the “60 MTHS” field. If a case has reached 60 months a “Y” will appear. If the case has not reached 60 months an “N” will appear or the field will be blank if the case is food stamps or Medicaid.

The “EXT END” field displays the month the extension period ends. This field will only display when the case is in an extension. Also appears on the TLIP and TAPD screens.

The “TOTAL EXT MTHS USED” field will display the total number of months of extensions for this case.

## VI. TAPD SCREEN OVERVIEW

This is the “TEMPORARY ASSISTANCE PAYMENT DETERMINATION” screen.



The “EXT END MONTH” field will display the month the current extension will end. This field will only display when the case is in an extension. This will also appear on the TLIP and CAP2 screens.

## VII. ALERTS

Three new *case* alerts have been added to EIS.

<u>Alert</u>	<u>Description</u>
TIME LIMIT UP, ATAP NOT ROLLED	This will appear when the case is at 60 months and <i>does not</i> roll into the next month because an extension has not been authorized.
EXTENSION ADDED	This alert will appear whenever an extension has been authorized.
EXTENSION END DATE CHANGED	This alert will appear whenever the extension end date is changed.

## VIII. KEY POINTS

The following information needs to be remembered when working extensions.

- Extensions: For a case to be extended, all adults must qualify for an extension. Once a case goes into an extension, months are counted as extension months, whether they have reached 60 months or not. The extension period will be the same for everyone on the case, but will be tracked individually.
- Months Used Fields: All counter fields will be hard-coded. In order to record or change information in these fields, caseworkers will need to contact the Help Desk. Total Months Used, AK TA, and Extension Months fields will increment when benefits are issued for a month. Native TANF and TANF received from another state fields must be manually entered by the Help Desk and *do not* increment from month to month.
- Entry and Tracking: The TLIP screen will allow up to 6 extension reason codes to be entered per adult. An extension start and end date will be entered. Entry of the PI's extension end date will populate the new "EXT END MONTH" field on the TAPD screen. *Once entered, the start date and the extension reason codes will lock and cannot be changed without contacting the Help Desk.* The extension end date may only be changed to an earlier date - extensions cannot be "extended". If a new extension period is needed, then a new extension must be added.
- All fields pertaining to food stamps have been removed from the TLIP. In addition, the ATAP month and state fields have been removed as well, though the information is maintained in the EIS database.
- Months of assistance received while living in an exempt Alaska Native village are not included in the "TOTAL USED" field.
- Online help is available and can be accessed by hitting the PF10 key while placing the cursor in a field.
- If a case is to be closed while in an extension period, the end date in the "EXT END" field must first be pulled back to the last month with a paid benefit.

- All requests to the Help Desk for a change to the TLIP must have a CANO explaining why the request was initiated.
- If a case reverts to non-extension status, the caseworker must contact the Help Desk so the “Y” indicator on the CAP 2 screen can be changed to an “N”.
- If a caseworker receives the alert “TIME LIMIT UP, ATAP NOT ROLLED”, the case will need to be manually closed on the TAED screen and the appropriate notice sent. If the case is not to be closed, an extension will need to be added.