# STATE OF ALASKA

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

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#### **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)
- $\blacktriangleright$  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.



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CASE NAME: JONESTOWN ,	PHILLIP CASE	NUMBER: 00028254 MONTH: 0602
LAST STAFFING DATE: 04	232002 NEXT	STAFFING DATE: 08152002
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The "EXT CODES" is an open field that will allow up to six different extension reason codes to be entered. Each individual will need at least one code entered to have an extension of	The "EXT START" field is an open field for staff to enter the start of the extension. Any day of a month may be used in this field.	The "EXT END" field is an open field for displaying the last day of the extension. <b>This date must</b> <b>be the last day of the</b> <b>month.</b> This field appears on the CAP2 and TAPD.
benefits authorized.	The "AFDC" counter is used for showing the number of months of AFDC received before ATAP started in 7/97. Manual entry by Help Desk is required.	The "INC DED" is an open field used for displaying the number of months the client has received a benefit with an earned income deduction.

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EIS TLIP TIME LIMIT INFORMATION	/ PREVIOUS AID 050102 14:59 GWENDOLINE M
CASE NAME: LANDREY , JOYCE	CASE NUMBER: 00028247 MONTH: 0502
LAST STAFFING DATE: 12102001	NEXT STAFFING DATE: 05152002
NAMERELTOTAL USEDAK TAC 01 JOYCE L PI 063 002	DT TANFAPEXT MTHS 058 000 003
EXT CODESEXT CODES	EXT STARTEXT END 92012002 06302002
AFDCI 01 JDYCE L 024	INC DED 000
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The example above illustrates how a one-parent household case should appear after an extension has been granted.

In this example, the caseworker first entered the staffing date in the "LAST STAFFING DATE" field. After tabbing over to the "NEXT STAFFING DATE" field, the caseworker entered the approximate date for the next staffing.

The next step in this process was to hit the PF4 key to open the "EXT CODES" field to add the extension reason code. Though this case only has one extension reason code shown, some cases may have up to six extension reason codes. This means the caseworker may have to tab through five fields in order to move the cursor to the "EXT START" field.

After the caseworker entered the extension reason code and tabbed through the fields to the "EXT START" field, they were able to enter the extension start date for this adult.

The last step was for the caseworker to tab over to the "EXT END" field and enter the last day of the month of the extension period.

After verifying the information was correct, the caseworker hit <ENTER> to move to the next screen.

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EIS TLIP TIME LIMIT INFORMAT	ION / PREVIOUS AID 050102 15:00 GWENDOLINE M
CASE NAME: INGERSON , PI	CASE NUMBER: 00028178 MONTH: 0602
LAST STAFFING DATE: 04242002	NEXT STAFFING DATE: 08152002
NAMERELTOTAL USEDAK TA 01 PI I PI 061 001 02 SPOUS I SP 002 001	DT TANFAPEXT MTHS 000 059 001 000 000 001
O1 PI I DC EM 02 SPOUS I SA	EXT STARTEXT END 05012002 09302002 05012002 09302002
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This example illustrates a two-parent family. The PI on this case has used 60-months of assistance plus one month of benefits while on an extension. The spouse has only used one month of assistance but is also on the extension since he or she is part of the household. The extension start date is the same for both members of the household, and the extension end date *must* be the same for both the PI and the spouse. The PI and spouse may have different extension reason codes. After entering the information for the PI, the caseworker repeated the process for the spouse.

#### PF3 and PF5 Keys:

There are two uses for the PF3 key. One would be to restore prior information before leaving the screen; and the second would be if the caseworker entered the wrong information and wanted to go back to the previous status. Using the PF3 key will only reset the "EXT CODES", "EXT START" and the "EXT END" fields.

The PF5 key is only used to open the "EXT END" field so that a caseworker can modify the end date. If the caseworker uses the PF5 key to open the "EXT END" field and then determines the date is incorrect, they may use the PF3 to reset the original date.

Once valid information has been entered and the *<*ENTER*>* key has been pressed, the database is updated and the PF3 key will NOT reset the fields to the prior values. For any corrections, the Help Desk will need to be contacted.

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

Step One:

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EIS TLIP TIME LIMIT INFO	RMATION / PREVIOUS AID	050202 07:14 GWENDOLINE M	
CASE NAME: BRANCH , HOLLY	CASE NUMBER: 00025	517 MONTH: 1102	
LAST STAFFING DATE: 11012002	NEXT STAFFING DATE	: 03152003	
NAMERELTOTAL USEDAK 01 HOLLY B PI 063 01	TAOT TANFAP1 4 909 045	EXT MTHS 903	Current extension end date is January
91 HOLLY B DC EM	EXT START 08012002 (	-EXT END 01312003	31, 2003.
01 HOLLY B 000	INC DED		
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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.

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EIS TLIP TIME LIMIT IN	ORMATION / PREVIOUS AID 050202 07:21 GWENDOLINE M
CASE NAME: BRANCH , HOLLY	CASE NUMBER: 00025517 MONTH: 1102
AST STAFFING DATE: 41012002	NEXT STAFFING DATE: 03152003
NAMERELTOTAL USEDAN 91 HOLLY B PI 663 (	4 TAOT TANFAPEXT MTHS 014 000 046 003
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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.

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CASE NAME: BRANCH	, HOLLY	CASE NUMBER: 000	25517 MONTH: 1202	
LAST STAFFING DATE	: 11012002	NEXT STAFFING DA	TE: 03152003	The PF4 key was
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#### **III. EXTENSION REASON CODES**

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

Ext Code	Description
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.

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ENTER FOR FUNCTION 2: CASE NBR:PROG:BEN MTH (MMYY):CM OFF/UNIT/CSLD: 254 9 97 TOTAL TA MTHS USED: 066BA EXMPT MTHS USED: 06NAME/ALIASESLAST TA MONTH AUTH: 0602CLIENT ID: 0600066272JONESTOWN , PHILLIP///////////////////////////////
PGM CASE NBR PART START END STAT FSO UNIT CSLD REL DEN/CLO ALERT 01 AF 00021656 IN 070599 083199 DP 072 6 05 NR 02 ES 00021656 IN 070599 083199 DP 072 6 05 NR
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The "LAST TA MONTH This is the "Total TA
AUTH" field shows the last Months Used" field that
month authorized for a TA reflects a cumulative total
benefit. Please refer to the from all four of the
CLPM/PRAW broadcasts following fields on the
dated January 15, 2002 or TLIP: AK TA, OT TA,
April 2, 2002. 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.



### VI. TAPD SCREEN OVERVIEW

This is the "TEMPORARY ASSISTANCE PAYMENT DETERMINATION" screen.

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	The "EXT END M display the month extension will end, only display when extension. This wi the TLIP and CAP	IONTH" field will the current . This field will the case is in an ill also appear on 2 screens.	

#### VII. ALERTS

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

Alert	Description
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.