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MEMORANDUM

DATE: May 27, 2009

TO: All APA Caseworkers

FROM: Char Ervin
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SUBJECT: EIS Procedure 2009-1
APA AUTHORIZATION SCREEN (APAS) ENHANCEMENTS
(Replaces EIS Procedure 2000-3)

INTRODUCTION

The **APAS screen** functionality has changed and improved. A summary of changes includes the following:

- **Excess Income:** APAS accepts income entries that exceed the income limits for the program and allows the caseworker to pend, suspend, deny or close the APA program.
- **Couple Cases – Issuance Indicators:** The Issuance Indicators for couple cases automatically match. In a couple case, the man's issuance indicator will transfer over to the woman's APAS screen and vice versa.
- **\$20 Disregard:** APAS applies the \$20 disregard to Unearned income first and then any remaining amount is applied to Earned income. Two new fields on APAS show how the \$20 disregard is divided.
- **Cash and Med Suspension:** The 'L' issuance indicator suspends APA cash and Medicaid. The suspended benefit may be initialized into a new month but must be manually authorized by the caseworker each month.

Similarly, the suspended benefit will roll into the new month from the Rollover job but the benefit must be manually authorized to continue the suspension. Alerts must be set by the caseworker to review the suspension each month.

- **MEMC screen display – ‘L’ suspended month:** The MEMC (Medicaid Manual Coupon Issuance) screen has been modified and displays an edit message, **SUSPENDED MONTH-NOT ELIGIBLE-DO NOT PRINT SCREEN**, as a reminder there is no eligibility and field staff should NOT print the screen. Furthermore, the screen does not contain eligibility codes, med subtypes or resource codes which reinforces the ineligible status.

This procedure also contains other related information about APA cases and processing.

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APA Basic Set Up and Processing Rules with system notes

1. **Couple cases – Position 01 & 02:** The PI (Primary Information) and SP (Spouse) must be in the first and second positions of the APA case. This is particularly important to ensure the couple cases will be re-calculated for the Cost of Living changes which are part of the APA Mass Change job. APA Mass Change runs every year on the night of Nov 30. If the spouse of the couple is in any position other than in the second or '02' position, the cases will NOT be mass changed and will require manual review and re-authorization by the caseworker.
2. **Couple cases – Issuance Indicators:** After entering the issuance indicator on APAS, the system automatically sets the issuance indicator on the other APAS screen so they will be the same. For example, if an 'R' on the man's APAS is changed to an 'I,' the woman's APAS issuance indicator will also be changed to 'I.' The same is true if the woman's APAS issuance indicator is changed from 'R' to 'I,' the man's issuance indicator will match the woman's issuance indicator. Changing the indicator after a benefit is authorized may cause the benefit to be de-authorized. Check the APBH screen to be sure the benefit is authorized. Authorizations for couples are always completed on the woman's APAS screen.
3. **Couple cases - Income:** Income changes are made on the man's case, access the man's UNIN (Unearned Income), EAIN (Earned Income), and APAS screen. Income changes for couples may be completed only on the man's income screens. **Rule: Always work the man's APAS screen first and then work and authorize benefits on the woman's APAS screen.** There are no shortcuts. Warning: If the Rule is not followed, the APAS screen may not be updated as desired. Pay close attention to the calculated amount in the Manual Grant field.
4. **Couple cases - synchronized:** Authorizing, suspending, denying and closing of the program for couple cases can only be completed on the woman's APAS screen. This functionality helps keep the two cross referenced cases in agreement for benefit calculations and issuances.
5. **Couple cases – reaccessing the man's APAS screen for a change to the screen.** If a change made to the man's APAS screen does NOT remove the PCN from the screen, remove the PCN yourself and press ENTER. Proceed to the woman's APAS screen to authorize the action with your PCN. If the PCN shown on the man's APAS is NOT removed, the benefit may NOT be re-calculated because the system does not pick it up as a 'change.' Therefore, couple cases require following the rule,

Always pass through the man's APAS screen (PCN should not be displayed on his APAS if a change is being made or if a change is expected) and then pass through the woman's APAS screen. Double check the APBH for each person to confirm it is the proper benefit level.

6. **APA cases – Initialize & Authorize:** Whenever the case is initialized, it must be authorized with the caseworker's PCN. Initialized months are NOT automatically authorized by the system so they must be authorized by the caseworker. Rollover picks up cases that are in the proper month and have an authorized benefit. **Note: To catch rollover, authorize benefits no further than one month beyond today's month. This is referred to as the 'current system' month.**
7. **APAS Adjustable fields** that are manually changed by the caseworker will be reset to the original calculation executed by APAS whenever the APAS screen is re-accessed, re-calculated or initialized forward. **Note: 'Manually changed values' need to be re-entered** by the caseworker each time the APAS is accessed. Once the benefit is authorized in the current system month, the amount remains the same and rolls forward.
8. **Always check the APBH and MEBH screens** after processing the case. Are the benefit amounts correct and are they authorized? A highlighted benefit is NOT authorized. Extra minutes visually reviewing benefit history ensures benefits will be issued through the Review Due Month.
9. **Suspended benefits MUST be monitored by the caseworker each month.** Set an alert on the ETAL screen as a reminder to work a suspended program. **EIS does NOT currently set an alert for APA suspended programs with unauthorized benefits on the case.**

APAS Automated Functions

- Income from the UNIN (Unearned Income) and EAIN (Earned Income) screens are automatically brought forward to the APAS screen.
- The GROSS EARNED INCOME and the UNEARNED INCOME fields on APAS are protected. This means the values may NOT be changed on APAS. If changes are needed, return to the UNIN or EAIN screen.
- EIS will automatically assign the P (primary) or S (spouse) to the case based on the SEPA coding and gender of the client for A2C, B2C and H2C cases.
- EIS will automatically enter the spouse's case number on the APAS for A2C, B2C and H2C cases when the SEPA is coded appropriately and the gender is available.
- If the **COUNTABLE EARNED/UNEARNED** amount is less than or equal to the Need Standard but more than the Payment Standard, the benefit amount is \$1.00.

- If the couple case is only eligible for \$1.00, the man gets the \$1.00 and the woman gets \$0.00 but she is considered eligible for cash and gets Medicaid.
- If the **COUNTABLE EARNED/UNEARNED** is more than the Need Standard, the benefit amount is \$0.00 and the case is ineligible.

APAS inactive fields

- COUNTABLE ALB (Y/N) field defaults to N and is protected. ALB refers to the Alaska Longevity Bonus program which has been discontinued.
- ALB UNEARNED INCOME field – the default is 0.00. Do not make any changes to this value.
- SPOUSE ALB INCOME field – the default is 0.00. Do not make any changes to this value.

APAS Adjustable Income & Deduction fields (override input fields)

*These fields may be manually changed from the originally displayed values on the APAS screen. **Remember:** the values may reset to the original calculation whenever the APAS screen is re-accessed, re-calculated or initialized forward. It may be necessary to re-enter desired values just before authorizing the benefit. Once the benefit is authorized and ready for Rollover, the revised amount is retained and rolls forward.*

ADJ GROSS EARNED INCOME (a user override field)

- Increase or decrease this value when the system calculation must be changed to comply with APA budgeting policy. Changes made on APAS for income values will NOT change the values on the EAIN screen.
- Impairment related work expenses (IRWE) should be applied in this field.

AB WORK DEDUCTIONS (Adult Blind work deductions)

For blind persons deductions only, use in place of impairment related work expenses (IRWE)

ADJ UNEARNED INCOME (a user override field)

- Increase or decrease this value when the system calculation must be changed to comply with APA budgeting policy. Changes made on APAS for income values will NOT change the values on the UNIN screen.
- An entry in this field should be the total unearned income value. APAS does not add this value to the UNEARNED INCOME field. This is not a change from how the screen functioned in the past.

\$20 DISREGARD (adjustable & enhanced field)

The system applies a \$20 deduction against unearned income first and then earned income. **This is an enhanced field-- please note the following functionality:**

- The **system automatically defaults a 0.00 value in this field** and results in no deductions against unearned income and a \$20 deduction against earned income if there is income to apply it to.
- If 20.00 is entered in this field, \$20 is deducted from the unearned income if there is enough income to apply it to.
- If there is only \$10 in unearned income when the 20.00 is entered in the '\$20 Disregard field,' the system will apply the remaining \$10 against the earned income.
- If only \$8 of the unearned income is non-needs based income and \$8 is entered in the '\$20 Disregard' field, the remaining \$12 is applied against earned income.
- APAS shows the breakdown of the \$20 and only applies the amounts if there is income to apply it to.
- The value entered in this field initializes forward. If changes are necessary, you must remember to make the change at the appropriate time.

MANUAL GRANT field (may be used as override field)

This field may be increased or decreased to an appropriate level as an override feature when the desired benefit level cannot be achieved any other way. A case note (CANO) should be created to explain working a benefit with this feature.

Refer to the APA Policy manual for specific information on budgeting cases when adjustments are needed to a system-calculated benefit.

The system pays the value displayed in the Manual Grant field.

- The entry may be changed to allow a higher or lower payment of benefits for unusual budgeting circumstances.
- **Remember, per APA Policy, a non-SSI recipient cannot receive a greater APA benefit than a SSI recipient.**
- The system pays the Manual Grant amount up to a maximum benefit limit and an edit displays if an entry exceeds the maximum benefit limit.
- Only whole dollar values may be entered.

Budgeting reminders for cases with SSI income

Per APA Policy, APA payments to SSI recipients are based on the applicable SSI payment standard for the benefit month regardless of other income. The SSI payment standards are not displayed on the APAS screen but are available in other printed resources published each year in a broadcast from DPA Policy.

EIS calculates an APA benefit based on income codes entered on the UNIN and EAIN screens. The countable income displays on the APAS screen but changes may be made on APAS without affecting the income entered on the UNIN or EAIN screens.

For cases with a combination of SSI and other income, total values on the APAS may not reflect the SSI standard. In this situation, caseworkers may change the ADJ GROSS EARNED INCOME and the ADJ UNEARNED INCOME fields so that the APA benefit is calculated correctly.

For combination APA/FS cases, use the SI EX and OT EX codes appropriately to ensure correct income is counted for each program. See page 14, 'Unearned Income – special codes' for more information.

Consult the APA Manual for budgeting exceptions for SSI recipients regarding the **A2S, B2S & H2S cases**. EIS is NOT programmed to apply the special rules used in determining eligibility for these situations.

Budgeting reminders for non-SSI cases

Per APA Policy, a non-SSI recipient cannot receive a greater APA benefit than an SSI recipient. When it appears EIS will generate a higher benefit amount than policy allows, workers can enter changes in the ADJ GROSS EARNED INCOME field, the ADJ UNEARNED INCOME field and/or the MANUAL GRANT field to achieve a correct payment. Remember to document the budgeting details in a case note (CANO).

APAS Screen System Notes

APAS screen

- The APAS screen is a multi-part screen (Part 1, Part 2 and Part 3). As data is added to certain fields on the screen and ENTER is pressed, various calculations and system checks are occurring. The final calculation shown in the Manual Grant field at the point where the PCN can be entered is the final calculation. This is usually on APAS PART 3.
- **If APA clients are participating in other programs on a different EIS case number** than their APA case number and their income records are changed by the worker for the other program, **the APA benefits will NOT be de-authorized**. The income records will be different but the APAS screen will NOT do a re-calculation UNTIL the APAS screen is accessed and the benefit has NOT been paid.
- If income records on UNIN and EAIN are changed on the man's APA case for a cross referenced couple case, **his benefit becomes de-authorized on APAS but the woman's APA benefit is still AUTHORIZED**. The woman's case would not be de-authorized unless the man's APAS screen is accessed. The two APAS screens are linked but only if the screens are accessed. Similarly, if the woman's UNIN and EAIN screen are changed, **her case is de-authorized but the man's APA benefit is still AUTHORIZED until his APAS is accessed**. **NOTE:** Income changes are no longer allowed on the woman's APAS for a couple case. APAS income changes must be completed on the man's APAS.
- Accessing APAS, using ENTER and passing through the authorized APAS screen OR using the NEXT field on APAS to go to another screen could change the benefit level calculated by the caseworker. This is especially true if the MANUAL GRANT field was changed from the original APAS calculation. Using ENTER on the man's APAS will de-authorize both individuals of a couple case when a re-calculation is taking place for both cases or if something has changed in the calculation.
- If income or other data has changed, APAS displays one of two edits:
 1. CEA70-S INCOME DATA CHANGED – RECALCULATE ON THE PRIMARY CASE (displays on woman's case; pcn may display)
 2. CEA71-I INCOME DATA CHANGED – PRESS ENTER TO RECALCULATE. (displays on man's case; pcn has been removed from man's case and woman's case)

- Using the PF9 Key after viewing an authorized APAS screen retains the benefit level calculated . . .
 1. when there have been no changes to the income values on the Income screens from another EIS case number AND
 2. when the APAS override fields were not adjusted for special budgeting as explained on pages 6 and 7.
- If an APAS benefit has NOT been paid and has been authorized with a worker's PCN or one of the auto-authorized PCNs (ROLL, MASS, or MASX) and a re-calculation is desired, the PCN must be removed to start the re-calculation.
- Income values entered in the 'adjustable fields of APAS' may NOT initialize forward into a new month. Monitor this carefully. The values will roll forward with an authorized benefit but will NOT move forward when a manual initialization is taking place.
- Only whole dollar values can be issued from APAS.
- Once the benefit is paid, the APAS does NOT do a re-calculation. The screen displays the values used to reach the benefit level issued.
- After a case is denied or closed, APAS does NOT reliably display the income values used to determine the ineligible month because the system does NOT save all the information. The Case Note or Notice should contain this information.

APAS CASE ACTIONS

Closing

A closure may be processed on APAS whether a case fails or not. Enter the deny closure reason and an authorization PCN. For a couple case when a man's APAS fails, continue to the woman's APAS to complete the closure action. Entries on her APAS screen will close the man's case as well as her case.

REPC (revert program to close) screen may be used on the man's or woman's APA case to close the program.

If the program is reverted to OPEN, remember to re-enter the MERE screen coding otherwise APAS will NOT display data entry fields.

De-authorization of benefits

Access the APAS screen to remove the PCN and press ENTER. PF9 off the screen and APBH shows the benefit has been de-authorized.

Couple cases may be de-authorized automatically when passing through the **man's APAS** screen or accessing the **woman's APAS** screen, remove the PCN, press ENTER. In a couple case situation, de-authorizing one person from APAS automatically de-authorizes the other person. See Item 5 on page 4 for more information.

Denying

A denial may be processed on APAS whether a case fails or not. Enter the deny closure reason and an authorization PCN. For a couple case when a man's case fails on APAS continue to the woman's APAS to complete the denial action. Entries on her APAS screen will deny both cases.

If the program is reverted to OPEN, remember to re-enter the MERE screen coding otherwise APAS will NOT display data entry fields.

Medicaid ineligible while cash eligible

Individuals receiving APA-related Medicaid who have also applied for Medicaid for a child may be required to cooperate with child support. An individual who

fails to do so without good cause is ineligible for Medicaid. Medicaid benefits would stop (allowing adverse action) while APA cash benefits would continue.

To set up cash without Medicaid follow the steps listed:

1. The cash client has to have med codes on MERE
2. Go to SEPA and set the Med participation code from IN to OU.
3. Go to APAS and ENTER
4. Follow any edits that appear (for a couple case, the P or S need to be entered)
5. Enter the PCN to authorize the cash.
6. The APBH shows the authorized cash
7. Set an alert on ETAL as a reminder to monitor this situation
8. The med is authorized in the system but does not show on MEBH
9. The authorized med will NOT issue as long as the SEPA remains OU for Med. If SEPA is coded IN later, the meds will be issued.
10. The meds will roll forward with the Rollover job but will NOT display on MEBH unless the SEPA is coded IN for Med.

Pending (two methods)

A quick pend action may be set up on the APMA screen if the APA program is in Received status and it is an application month. If the program changes to Open status, the quick pend function is NOT accessible on APMA.

The APAS screen accepts a Y in the PENDED? field on the APAS screen to set the program status to PENDED and may be seen on the CAP2 screen. Remove the Y from APAS to change the program status to OPEN and to make an eligibility determination. A PCN is NOT required to pend a case.

Refusing Cash

Individual APA cases: Enter a Y in the REFUSE CASH? field of the APAS screen. This action will prevent cash from being issued but allows the Medicaid to be issued with a Med Subtype of RC.

Couple cases:

- Enter a Y in the REFUSE CASH? Field of the man's APAS PART3 screen.
- Go to the woman's APAS PART1 screen, (edit displays) CEA49-E FAILURE—SUSPEND WITH PCN OR DENY/CLOSE WITH REASON AND PCN
- backtab to the REFUSE CASH? Field and enter the Y.

- Press ENTER, edit displays CE442-I FOR FINAL, CALCULATION – PRESS ENTER
- Edit displays, CEA92-I CHECK PCN AND ISS IND (TIP: DID YOU PASS THRU SPOUSE'S APAS?) Press ENTER.
- APAS PART 3 screen displays showing a zero benefit for the woman's MANUAL GRANT AMOUNT.
- Enter the PCN to authorize the man and woman's cases.
- Check the APBH screen to ensure the benefits are 'zero' if you are setting up Refuse Cash.

Note: For a couple case, both persons must agree to the Refuse Cash. If one wants Refuse Cash and the other wants the Cash, then the couple case must be uncoupled. See additional information below about uncoupling.

Removing refuse cash indicator:

- Go to the MERE screen and change the med subtype from RC to an appropriate med subtype.
- Go to APAS PART1 and remove the Y from the REFUSE CASH? Field
- Check the APBH screen to ensure the benefits are 'not zero' if you are removing the Refuse Cash indicator.

Follow the same steps for a couple case. It doesn't matter which case is changed first but be sure to change both cases.

Suspending

The APAS screen accepts the 'S' issuance indicator to suspend a cash benefit and authorize a Medicaid benefit. The 'S' issuance indicator may be applied to a case that is eligible or ineligible so be sure to follow APA policy closely. A PCN is required to suspend the case.

APAS also accepts the 'L' issuance indicator to suspend both cash and Medicaid benefits. The 'L' issuance indicator may be applied to a case that is eligible or ineligible so be sure to follow APA policy closely.

Uncoupling a couple case or processing separately

The system is designed to process the couple as a common unit. If there are variable factors of eligibility or circumstances, then processing each person separately should be considered. For example, separate calculations may be required when the benefit start dates are NOT the same or when there are variances in budgeting calculations.

To uncouple the cases, go to the SEPA screen for each of the two cases.

- Change the spouse's participation from CP to OU for the AP program.
- The Medicaid is already set to OU.

Now each person's APAS may be budgeted separately.

The two cases may be re-coupled in a common, unpaid benefit month.

Waiver—zero cash cases

Enter a '0' in the MANUAL GRANT field of the APAS screen. This will allow the cash to remain in OPEN status and retains the Medicaid waiver coding on the MERE screen. If needed, couple cases may be set up as 'zero cash,' waiver cases. This only works if the eligibility does NOT fail.

Income with or without cents on UNIN

Enter income values with cents when the 'gross entitlement' is a factor in determining eligibility for a program. One example of non-SSI income that would include cents would be social security retirement monies.

Enter income without cents when the 'actual' amount is a factor in determining eligibility for a program.

For example, an APA recipient's Social Security retirement entitlement is \$760.80 but because Social Security rules prohibit the payment of cents for a retirement payment, the maximum amount the recipient can actually receive is \$760. In a joint Food stamp/Adult Public Assistance case, the caseworker should enter \$760.80 on the UNIN screen for Food Stamp purposes and \$760 in the ADJ UNEARNED INCOME field on the APAS screen for APA purposes.

Unearned Income – special codes

Caseworkers may use different strategies to make the income information on the UNIN and EAIN screens match that shown on the APAS screen. The following income codes can be used for this purpose:

OT EX This is a generic code to be used in AP/FS combo cases when a social security or other benefit is being recouped. For example, the recoupment could be related to VA or SS DS. This code compliments the SI EX code.

SI EX This coding suggests an SI recoupment by SSI.

APA Mass Change

On the night of November 30 each year, a batch job is run to adjust January APA benefits due to cost of living changes. Detailed information about APA Mass Change is broadcast to staff during November before the job is scheduled to run.

Three suggestions for accurate mass change results:

- Make sure the spouse for a couple case is in position 02 for the case number.
- Do not make any cost of living adjustments in income because the batch job will do this for you in most cases.
- On Nov 30, the APA cases should be authorized no further than the December benefit month.

Be sure to review all available mass change reports after APA Mass Change is run. The authorization PCN for Mass Changed cases will be a special PCN such as MASS or MASX. **Cases that are NOT mass changed are authorized and will be paid by the next Regular Issuance job.** Since the cases were NOT touched by APA Mass Change it is very likely the benefits are NOT correct and need to be re-determined by the caseworker. The PCN of ROLL must be replaced by the caseworker's PCN.

Note: As of January 2005, the APA Mass Change job was modified to automatically enter the SSI Standard on APAS in the ADJ UNEARNED INCOME field for SI cases in EIS. These cases have a PCN of MASX.

Couple case processing – step by step

The basics for processing a couple case are outlined in this section as a general reminder of the overall process. The EIS screens, in sequential order if ENTER is pressed after each screen, are:

- a. CLIR - search for clients in EIS and determine case number
- b. REAP - registers clients programs and accepts a start date
- c. ADDR - client address

SEPA - EIS skips this screen in the application process. Suggest entering the acronym 'SEPA' in the NEXT field of ADDR before leaving the ADDR screen.

- d. SSDO - SSN and DOB info
- e. HERC - residency and citizenship

- f. RACE - client race and ethnicity
- g. UNIN - unearned income
- h. EAIN - earned income
- i. CASS - case summary information
- j. MERE - Med subtypes and elig codes
- k. MERI - Med resources, insurance codes
- l. APAS - APA authorization screen
- m. NORE - notice set up
- n. APEM - (menu)

FIRST MONTH of an application for a couple & APAS examples

The following example is very general in nature. The steps may vary according to what may have been completed before you accessed the case.

Assume the couples have already been registered to their own EIS case numbers and are in Received program status.

Go to the Woman's case to SEPA screen.

She'll be the PI

Enter 'IN' for the ME program

Enter 'IN' for the AP program

Tab to the SP

Enter 'OU' for the ME program

Enter 'CP' for the AP program

Enter 'APEM' in the NEXT field of the SEPA screen

Press ENTER

Enter the Man's case number and other data on the APEM menu.

Go to the Man's SEPA screen.

He'll be the PI

Enter 'IN' for the ME program

Enter 'IN' for the AP program

Tab to the SP

Enter 'OU' for the ME program

Enter 'CP' for the AP program

2. The Man's APAS appears as follows:

APAS PART 1

```
CE442-I FOR FINAL CALCULATION - PRESS ENTER
APAS PART 1                APA AUTHORIZATION SCREEN                060109 10:31
                                                                    WORKER B
CASE NAME: ROSEWOOD , AL                CASE NUMBER: 00035518 MONTH: 0609
GROSS EARNED INCOME : 0.00
ADJ GROSS EARNED INCOME : 0.00          HOUSEHOLD TYPE :
$65 AND 1/2 WORK INCENT :                APA PAYMENT STANDARD :
AB WORK DEDUCTIONS :                    COUNTABLE EARNED/UNEARNED:
NET EARNED INCOME :                      TOTAL BENEFIT AMOUNT :
UNEARNED INCOME : 400.00                 BENEFIT AMT ( INDIVIDUAL ) :
ADJ UNEARNED INCOME : 400.00            RECOUPMENTS :
COUNTABLE ALB (Y/N) : N                NET BENEFIT AMOUNT :
ALB UNEARNED INCOME : 0.00              COUPLE CASE (P/S/ ) : P
$20 DISREGARD :                          SPOUSE CASE NUMBER : 00035519
NET UNEARNED INCOME :                    SPOUSE ALB INCOME : 0.00
COUNTABLE EARNED/UNEARNED:
MANUAL GRANT :                          INFORMATION ONLY
APA NEED STANDARD :                     COUNTABLE RESOURCES :
PENDED? :                               SSI APPLICATION DATE :
AUTHORIZATION :                         IAR RECEIVED DATE :
DENIAL/CLOSURE REASON :                 INSTITUTIONALIZED? :
BENEFIT ISSUANCE : I                   REFUSE CASH? :
REVIEW DUE DATE :                      APA PAYEE :
                                                                    NEXT-->
```

The COUPLE CASE (P/S/) field is automatically filled in by the system. If the entry is missing, check to see that SEPA is set properly. Also check the gender, is this the male's case? Enter the 'P' if necessary. Edits may display to guide you.

The SPOUSE CASE NUMBER field is also automatically filled in with the EIS case number. Again, if the entry is missing, check to see that SEPA is set properly. Also check the gender, is this the female's case? Enter the EIS case number of the spouse if necessary. Edits may display to guide you.

APAS **PART 1** in the upper left-hand corner of the screen is a new reference for the screen. The APAS PART name reference helps track the phases of APAS processing. There are two additional parts to APAS, **PART 2** and **PART 3**.

Press ENTER.

- After ENTER is pressed, some APAS fields are filled in with zeroes.
- Take note of the screen, APAS **PART 2**, on the next page
- Income displays on APAS when income exists on the UNIN or EAIN screens but not all income displays until PART 3 is reached.

APAS PART 2

CE388-E INVALID APA HOUSEHOLD TYPE		
APAS PART 2	APA AUTHORIZATION SCREEN	060109 10:37
		WORKER B
CASE NAME: ROSEWOOD , AL	CASE NUMBER: 00035518	MONTH: 0609
GROSS EARNED INCOME :	0.00	
ADJ GROSS EARNED INCOME :	0.00	HOUSEHOLD TYPE :
\$65 AND 1/2 WORK INCENT :		APA PAYMENT STANDARD :
AB WORK DEDUCTIONS :	0.00	COUNTABLE EARNED/UNEARNED:
NET EARNED INCOME :		TOTAL BENEFIT AMOUNT :
UNEARNED INCOME :	400.00	BENEFIT AMT (INDIVIDUAL) :
ADJ UNEARNED INCOME :	400.00	RECOUPMENTS :
COUNTABLE ALB (Y/N) :	N	NET BENEFIT AMOUNT :
ALB UNEARNED INCOME :	0.00	COUPLE CASE (P/S/) :
\$20 DISREGARD :	0.00	SPOUSE CASE NUMBER :
NET UNEARNED INCOME :		SPOUSE ALB INCOME :
COUNTABLE EARNED/UNEARNED:		
MANUAL GRANT :		INFORMATION ONLY
APA NEED STANDARD :		COUNTABLE RESOURCES :
PENDED? :		SSI APPLICATION DATE :
AUTHORIZATION :		IAR RECEIVED DATE :
DENIAL/CLOSURE REASON :		INSTITUTIONALIZED? :
BENEFIT ISSUANCE :	I	REFUSE CASH? :
REVIEW DUE DATE :		APA PAYEE :
		NEXT-->

The cursor is resting in the HOUSEHOLD TYPE field.

IMPORTANT NOTE: Enter the appropriate Household Type and press ENTER before making any other entries. **EIS does NOT edit for the correct HH type.** If you enter A1E for a couple case, the system displays the income eligibility standards based on the Household Type entered.

All fields in 'user updateable entry' fields accept data entered by the caseworker. Press ENTER.

APAS screen examples

The results of each APAS entry depends on one or more entries made by the caseworkers. It is not possible to provide an example of all APAS screen results because there are an infinite number of possibilities.

The following screen prints are 'reference only' to show the fields and explain the basic system functionality. Rely on EIS Procedures, displayed edits, Online Help (OLH) information and the APA Policy Manual to process an APA benefit.

Refer system processing barriers or questions to Office-ANC-HSS-DPA EIS Helpdesk via an email message.

After ENTER is pressed, APAS PART 2 redisplay as shown below.

Income shows \$900.00 now but earlier it was \$400.00. The system displays the PI income until the HOUSEHOLD TYPE, A2C, is entered. After ENTER is pressed the system displays the income for both adults on the case.

```
CE440-I HOUSEHOLD TYPE CHANGED - RECOMPUTED SCREEN
APAS PART 2                APA AUTHORIZATION SCREEN                060109 10:41
                                                                    WORKER B
CASE NAME: ROSEWOOD , AL                CASE NUMBER: 00035518 MONTH: 0609
GROSS EARNED INCOME      :      0.00
ADJ GROSS EARNED INCOME :      0.00    HOUSEHOLD TYPE          : A2C
$65 AND 1/2 WORK INCENT  :      0.00    APA PAYMENT STANDARD   : 1539.00
AB WORK DEDUCTIONS      :      0.00    COUNTABLE EARNED/UNEARNED:
NET EARNED INCOME       :
UNEARNED INCOME         :      900.00    TOTAL BENEFIT AMOUNT   :
ADJ UNEARNED INCOME     :      900.00    BENEFIT AMT (INDIVIDUAL) :
COUNTABLE ALB (Y/N)    : N           RECOUPMENTS            :      0.00
ALB UNEARNED INCOME     :      0.00    NET BENEFIT AMOUNT     :
$20 DISREGARD          :      0.00    COUPLE CASE (P/S/ )    : P
NET UNEARNED INCOME     :
COUNTABLE EARNED/UNEARNED:
MANUAL GRANT            :              INFORMATION ONLY
APA NEED STANDARD       :      1854.00    COUNTABLE RESOURCES    :
PENDED?                 :
AUTHORIZATION           :              SSI APPLICATION DATE   :
DENIAL/CLOSURE REASON   :              IAR RECEIVED DATE    :
BENEFIT ISSUANCE        : I           INSTITUTIONALIZED?     :
REVIEW DUE DATE         :              REFUSE CASH?           :
                                                                    APA PAYEE              :
                                                                    NEXT-->
```

Press ENTER to get to APAS PART3 which is shown on the next page.

APAS PART 3

CEA62-I CHECK REV DUE DATE & ENTER PCN ON SPOUSE'S APAS		060109 10:43	
APAS PART 3	APA AUTHORIZATION SCREEN	WORKER B	
CASE NAME: ROSEWOOD , AL	CASE NUMBER: 00035518	MONTH: 0609	
GROSS EARNED INCOME :	0.00	HOUSEHOLD TYPE :	A2C
ADJ GROSS EARNED INCOME :	0.00	APA PAYMENT STANDARD :	1539.00
\$65 AND 1/2 WORK INCENT :	0.00	COUNTABLE EARNED/UNEARNED:	900.00
AB WORK DEDUCTIONS :	0.00	TOTAL BENEFIT AMOUNT :	639.00
NET EARNED INCOME :	0.00 20.00	BENEFIT AMT (INDIVIDUAL) :	320.00
UNEARNED INCOME :	900.00	RECOUPMENTS :	0.00
ADJ UNEARNED INCOME :	900.00	NET BENEFIT AMOUNT :	320.00
COUNTABLE ALB (Y/N) :	N	COUPLE CASE (P/S/) :	P
ALB UNEARNED INCOME :	0.00	SPOUSE CASE NUMBER :	00035519
\$20 DISREGARD :	0.00	SPOUSE ALB INCOME :	0.00
NET UNEARNED INCOME :	900.00 0.00	INFORMATION ONLY	
COUNTABLE EARNED/UNEARNED:	900.00	COUNTABLE RESOURCES :	0.00
MANUAL GRANT :	320.00	SSI APPLICATION DATE :	
APA NEED STANDARD :	1854.00	IAR RECEIVED DATE :	
PENDED? :		INSTITUTIONALIZED? :	
AUTHORIZATION :		REFUSE CASH? :	
DENIAL/CLOSURE REASON :		APA PAYEE :	
BENEFIT ISSUANCE :	I	NEXT-->	
REVIEW DUE DATE :	<input type="checkbox"/>		

- The system displays PART 3 (shown above)
- The cursor rests in the REVIEW DUE DATE field shown with a on the screen above. If the date has already been entered, the cursor will NOT rest in this field but may be ready in the NEXT field for his case or in the AUTHORIZATION field of her case.
- Fields on the lower portion of the APAS screen are accessible by back tabbing or tabbing forward.

PROCESSING AN ONGOING CASE for a couple case requiring changes

1. Go to the man's case
2. Enter income changes on his income screens
3. Access his APAS screen & complete entries
4. Go to the woman's case
5. Access her APAS screen & determine eligibility

Changes are completed on his case using APAS
 Eligibility is determined and displayed on his APAS
 Eligibility is authorized on her case using APAS
 Both cases are authorized and kept synchronized

MEBH screen - suspended Med benefit (L issuance indicator)

SE002-I END OF DISPLAY REACHED				
EIS MEBH	ME BENEFIT HISTORY			060109 14:28
				WORKER B
CASE NAME: APA/SSI , KENDRA			CASE NUMBER: 00031537	
BENEFIT		BENEFIT	GROSS	
MONTH	HOUSEHOLD MEMBERS	CREATED	CNTBL	WORK DEP ISS
		DATE	INC	DED CARE IND
0709 x	APA/SSI , KENDRA		1047.00	270.00 0.00 L
0609	APA/SSI , KENDRA		1047.00	270.00 0.00 P

MEMC screen – L issuance indicator month

SUSPENDED MONTH-NOT ELIGIBLE-DO NOT PRINT SCREEN				
MEMC	MEDICAL MANUAL COUPON ISSUANCE			060109 14:22
				WORKER B
RECIPIENT		D.O.B.	ELIG	PGM/ RE-
I.D.	RECIPIENT NAME	MM DD YY SEX	CODE	MEDSB SOURCE(S)
	APA/SSI	KENDRA	07 31 49	F
KENDRA	APA/SSI	*****		
100 COWLES				VILL: U36
NORTH POLE	AK99999	* BENEFIT MONTH 0709	*	DIST: 041

SPECIAL INFORMATION (OPTIONAL)				
AUTHORIZATION SIGNATURE:			DOCUMENT#	
DIVISION OF PUBLIC ASSISTANCE			ISSUANCE INDICATOR:	

Screen print above shows:

Edit: **SUSPENDED MONTH-NOT ELIBIGIBLE- DO NOT PRINT SCREEN**
 NO CLIENT ID NUMBER
 NO ELIG CODE
 NO PGM/MEDSB (med subtype)
 NO RESOURCES
 NO access to ISSUANCE INDICATOR field (cannot enter I, R or F)

Other APA Related References

EIS Procedure 1996-2 Interim Assistance & APA Conversion

EIS Procedure 2000-9 Cost of Care (COCA) and Cost of Care Browse (COCB)

Online Help (EIS field and screen information)

Place your cursor in a field on any EIS screen and press PF10. The system displays a pop-up screen with system information such a list of valid codes available for use in a specific field on an EIS screen. Other processing information may also be found.

Placing the cursor in the NEXT field on any EIS screen and pressing PF10 provides general information about the screen functionality or its characteristics.

Reporting System problems

Contact the Help Desk when you cannot resolve the problem.
Email the following information:

- Case name
- Case number
- Benefit month you are processing
- Describe what entries you are making
- Provide Edit Message text that appears on the screen, for example, "SE-248-E AUTHORIZATON REQUIRED IF CHANGING 'REVIEW DUE DATE' FIELD".
- Describe what you need to do
- Provide your telephone number

Our email address is: Office-ANC-HSS-DPA EIS Help Desk or EIShelp@alaska.gov

Check out our Sysops website: <http://dpasysops.hss.state.ak.us>

We have several Help Desk templates available for your use to help you provide us with complete information to resolve your problems or answer your questions.