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Field Operations Memo 2006-5
January 17, 2006

To: Transitional Assistance Office Staff
From:  Cescia Derderian, Assistant Commissioner for Field Operations
Re: Presumptive Eligibility Data

Overview

EA presumptive eligibility began in August 2005. This memo addresses two areas:

- Capturing an actual date the last verification is received and the EA AU's eligibility stops being presumptive eligibility; and
- Ensuring the Yes or No indicator in the presumptive eligibility field is set accurately.

Both of these data elements are used for reporting requirements.

Capturing Actual Date the Presumptive Eligibility Changes

When all of the verifications for the EA-Presumptive AU have been received and the EA-Presumptive AU has been determined eligible for EA benefits, the EA AU is switched to either an EA-Regular AU or an EA-Six Months AU.

The actual date the last verification is received must be entered in the *Benefit Effective Date* field on the Interview Wrap-up EBC Results window. This is the date the presumptive eligibility ends. The AU Manager or Homeless Coordinator must:

- update the information on the Verifications Tab;
- change the Presumptive Eligibility indicator on the AU Composition Results window from Yes to No;
- complete Interview Wrap-up;
- **enter the date the last verification was received in the Benefit Effective Date field on the Interview Wrap-up EBC Results window.** This is the date the EA AU's eligibility stopped being presumptive; and

**Capturing
Actual Date
the
Presumptive
Eligibility
Changes
(continued)**

- enter the new Reevaluation End Date if the EA AU becomes an EA-Regular AU. If the EA AU becomes an EA-Six Months AU, the Reevaluation Start and End Dates are system-generated.

If the EA-Presumptive AU is determined ineligible for EA benefits, the EA AU must be terminated in BEACON. On the AU Composition Results window, select the appropriate termination reason, keep the Presumptive Eligibility indicator as Yes, complete Interview Wrap-up, and send the NFL-9 denial notice.

**Presumptive
Eligibility
Field on the
AU
Composition
Results
Window**

The Presumptive Eligibility field on the AU Composition Results window is used to collect the information that identifies the EA AU as an EA-Presumptive AU. There is a Yes or No indicator in the Presumptive Eligibility field. When the EA AU is established based on presumptive eligibility, the indicator is set to Yes. When the EA AU provides all the required verifications and the AU is being switched from EA-Presumptive AU to an EA-Regular AU or an EA-Six Months AU, the Presumptive Eligibility indicator must be changed to No. This information is used for reporting purposes to show the total number of presumptive eligibility AUs at a point in time.

The AU Managers or Homeless Coordinators must monitor the Reevaluation Due View for EA AUs that are listed as EA-Presumptive AUs with an end date prior to the current date. The AU Manager or Homeless Coordinator must:

- determine if the missing verifications have been provided;
- update the Verifications Tab with the verification information;
- determine if the EA AU should be switched to an EA-Regular AU or an EA-Six Months AU. If yes,
 - the Presumptive Eligibility indicator on the AU Composition Results window must be changed from Yes to No;
 - Interview Wrap-up must be completed;
 - the date the last required verification was submitted must be entered in the Benefit Effective Date field on the Interview Wrap-up EBC Results window; and
 - the Reevaluation End Date on the Interview Wrap-up EBC Results window must be extended if the EA AU becomes an EA-Regular AU. If the EA AU becomes an EA-Six Months AU, the Reevaluation Start and End Dates are system-generated.

Presumptive Eligibility Field on the AU Composition Results Window (continued)

- determine if the EA AU should be terminated. The Presumptive Eligibility indicator must remain Yes when the AU is determined ineligible anytime during the 30-day period or verifications have not been received by the end of the 30-day period. Enter the appropriate termination reason on the AU Composition Results window. Complete Interview Wrap-up to terminate the EA AU in BEACON, and send the NFL-9 denial notice.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
