

Work Program Requirement Expansion (Phase III)

TAFDC
Field Operations Memo
2005-9

Field Operations Memo 2004-27 informed TAO staff of the increased hourly requirement for the Work Program for certain recipients.

Effective with the **returned** March Participation and Response forms, Work Program required recipients must meet the increased hours.

A notice (Attachment A) was mailed during the first week of February to all Work Program required recipients telling them about this change.

This Field Operations Memo informs TAO staff about:

1. the mailing to recipients; and
2. processing recipients affected by the increased hourly requirement.



FYI

Acting on Changes Reported by a TBA FS AU During the TBA Period

TBA AUs are not required to report changes in household circumstances during the TBA period. However, the TBA AU may choose to report a change during the TBA period. The AU Manager must enter the changed information on BEACON. Once the information is verified and processed through Interview Wrap-up on BEACON, the system has been programmed to automatically determine if the AU should remain a TBA FS AU.

- If the change results in a food stamp benefit amount that is less than or equal to the TBA amount, BEACON will continue to pay the current FS benefit amount and maintain the AU as TBA for the remaining months of the TBA certification period.
- If the change results in a food stamp benefit amount that is greater than the TBA amount, **the Department will treat the reported change as a request to recertify, pay the increased food stamp benefit amount and take the AU off TBA.**

Note: The request to recertify, in this context, refers to the process in which the AU is automatically taken off TBA if benefits would be greater as a result of a reported change. **AU Managers must not conduct a recertification on BEACON for TBA AUs reporting changes during the TBA period.**

Emergency Shelter Transportation Guidelines

EA
EA User's Guide: Emergency Assistance, SSI Special Benefits and BEACON: Update 021

When a family needs transportation services provided through TransAction Associates, AU Managers should give them an *Emergency Shelter Transportation Guidelines* flyer.

The *EA User's Guide* has been updated to reflect this change, and a supply of flyers was sent to the field.

The *Guide* has also been updated to change contact information for TransAction Associates.