



Transitions

August 2019

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Online Guide Transmittals

Cross Programs:

Funeral and Final Disposition Updates

Online Guide Transmittal 2019-48

Effective July 1st, DTA will deduct assets against the \$3,500 maximum on the total costs of funeral and final dispositions.

The application must be filled out by the deceased person's surviving kin in the following order of priority: spouse, adult child, parent, sibling, or other relative.

AR Referral Folder Referral Tab Procedural Clarification

Online Guide Transmittal 2019-52

Clarification of dates to be used for Known to Department / Date of Discovery when completing an overpayment referral

Clarification of dates to be used when overpayments will occur on future dates

Submitting Accurate Valid Identifiers When Making a SAVE Request

Online Guide Transmittal 2019-54

Staff are required to use a valid numeric identifier when entering information into the SAVE system.

Using a TAO Address to Receive Mail

Online Guide Transmittal 2019-55

A client with no mailing address may receive Department mail at his/her nearest Transitional Assistance Office, if s/he has no other options.

In order to receive mail at a Transitional Assistance Office, a client must sign a Using TAO for Mailing Address form or write a statement that s/he wants to receive Department mail at his/her nearest office.

Online Guide Transmittals

Cross Programs (cont.):

Noncitizen Resources

Online Guide Transmittal 2019-64

Department policies and procedures have long required that clients be U.S. citizens or have a verified eligible noncitizen status to receive benefits. Although there have been no changes to noncitizen eligibility for DTA programs, new federal rules and reports have raised questions and concerns from clients and stakeholders.

The Noncitizen Resource Brochure (English and Spanish) has been updated to reflect changes in contact information. If a client has immigration related questions be sure to ask the client if they need a copy of the What Noncitizens Need To Know or the Noncitizen Resource Brochure.

Staff are reminded that they are not to provide advice on or to speculate as to the effects of immigration policies. Clients with questions about the potential impact of benefits on their status must be referred to one of the community partner agencies listed on the Noncitizen Resource Brochure.

Online Guide Transmittals

SNAP:

Updated Guidance on SNAP Medical Expense Deduction

Online Guide Transmittal 2019-57

Elderly and/or disabled SNAP clients are eligible for a medical deduction if their average out-of-pocket medical costs exceed \$35.00 per month.

You must discuss medical expenses with eligible clients. They must be made aware of credible costs and verification options.

You must evaluate a household's case circumstances to determine whether the application of a medical deduction will lead to an increase in SNAP benefits.

One-time non-recurring medical expenses may be applied as a deduction for one month or averaged over a certain number of months.

Capital Gains

Online Guide Transmittal 2019-58

Capital gain is an Internal Revenue Service (IRS) term for proceeds from the sale of capital assets (such as stocks, bonds, investments, or a piece of real estate)

Capital gains from self-employment businesses, from the sale of capital assets related to self-employment businesses, and capital gain distributions are considered countable income for SNAP

Capital gains from the sale of personal assets are excluded as nonrecurring lump sum income in most situations

This transmittal pertains to the identification, verification, and processing of various types of capital gains

Online Guide Transmittals

TAFDC and EAEDC:

Elimination of Free Household Expenses

Online Guide Transmittal 2019-63

On August 26th, 2019, TAFDC families who had free household expenses deducted from their grant, will have the expense removed and their grant recalculated. These families will receive a notice advising of the removal and recalculation. In addition, a narrative will be entered in the case.

At the end of September 2019, the affected families will receive a retroactive payment reimbursing them for the Free Household Expenses deducted from their grant between July 2019 - August 2019.

TAFDC:

Removal of the Self-Sufficiency Specialist (SSS) Caseload Cap

Online Guide Transmittal 2019-41

All young parents age 23 (up to their 24th birthday) and younger will be assigned to an SSS for all case management services. The target caseload for an SSS is 90.

The SSS will also be the first point of contact between the Young Parents Program (YPP) and Teen Parenting Program (TPP) and the local office and will engage in co-case management with these programs. Co-case management consists of regular emails, phone calls, and in person meetings.

Clothing Allowance, September 2019

Online Guide Transmittal 2019-66

The clothing allowance for September 2019 is \$350 per eligible TAFDC client under the age of 19.

This transmittal obsoletes OLGT 2019-62: Clothing Allowance, September 2019.

State Letter

TCAP – Financial Eligibility

State Letter 1401

This State Letter transmits the following changes to the Transitional Cash Assistance Program (TCAP) regulations:

The Department of Transitional Assistance is removing one vehicle from consideration as an asset for TAFDC eligibility purposes and is removing income in kind as a deduction from the grant of a homeless family.

This material is effective July 1, 2019.

From the Forms File

Revised Brochure

25-410-0819-05

25-411-0819-05 (S)

NCRB (Rev. 8/2019)

Noncitizen Resource Brochure

The *Noncitizen Resource Brochure* (English and Spanish) has been revised to reflect changes in contact information. Document Production will send out an initial shipment of this brochure to the TAOs. Please discard old versions of this brochure and use the revised version.

09-067-0819-05

09-068-0819-05 (S)

Student Brochure (Rev. 8/2019)

The *Food Assistance (SNAP) for College and University Students Brochure* (English and Spanish) has been revised to correct a spelling error. Document Production will send out an initial shipment of this brochure to the TAOs. Please discard old versions of this brochure and use the revised version.

TAO Meeting Notes