



Transitions

October 2016

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Quality Corner

This month we will review a negative error that occurred in a Non-Public Assistance (NPA) SNAP case due to the unnecessary issuance of a Verification Checklist (VC-I).

Unnecessary VC-I

On March 28, 2016 a SNAP Interim Report Form (IR) was mailed to a household of two. The completed and signed IR was returned timely on April 21, 2016. The IR was reviewed by an In-Service Training (IST) case manager on May 6, 2016. The household reported only changes in utility and dependent care expenses. Both changes were clearly reported on the IR. The IST case manager adjusted the SUA from non-heating to heating due to the reported change but a VC-I was issued requesting verification of the newly reported dependent care expenses. The SNAP case closed on May 6, 2016 for *Failure to complete Interim Report process*.

During the May 2016 Quality Control review, it was determined that the VC-I was unnecessary. The completed and signed IR confirmed that the grantee was now paying \$200 monthly in dependent care expenses in addition to transportation to and from the dependent care provider, which were both clearly identified. The issuance of a VC-I was unnecessary and resulted in the invalid closing.

What's a Case Manager to Do?

Dependent care, shelter, and utility expenses can be self-declared. Documentary evidence is not required unless the information presented is questionable or contradictory. In this case, the dependent care expenses were not questionable. The new dependent care expenses and utility expense change were clearly identified on the IR which was signed by the grantee. This is a form of an allowable self-declaration. The SNAP case could have been fully processed on May 6, 2016 which would have prevented the invalid closing.

Diversity Quote

Differences are not intended to separate, to alienate. We are different precisely in order to realize our need of one another.

Archbishop Desmond Tutu

Online Guide Transmittals

TAFDC-Transitional Support Services

Online Guide Transmittal 2016-56
TAFDC

This Online Guide Transmittal advises staff about TAFDC Transitional Support Services (TSS) stipends. Under this initiative, when a TAFDC grantee's case closes due to countable earned income in excess of his/her grant, and remains closed for 30 days, the grantee will be provided stipends as s/he moves to economic self-sufficiency. Transitional Support Services will fall into 2 categories, Work Related Expense Stipends and Transportation Stipends. These former TAFDC grantees will be able to receive stipends for up to 4 months, in amounts that reduce over the TSS period, if their case remains closed. Each parent with earned income at the time of case closing will receive separate stipends.

TAFDC: Work Related Expense and Earned Income Deduction Changes

Online Guide Transmittal 2016-57
TAFDC

This Online Guide Transmittal advises staff of changes that have been made to several pages in the TAFDC Financial and Non-Financial chapters of the Online Guide. Effective with BEACON Build 48.6 scheduled for October 24, 2016, the Department will be making three changes to the Work Related Expense and Earned Income deductions used in the current TAFDC grant calculation:

- the existing 30 1/3 and 30 1/2 earned income disregard will be replaced with a flat 50% disregard regardless of exemption status;
- the TAFDC Work Related expense deduction will be increased from \$150 to \$200; and
- the TAFDC 185% gross income eligibility test will be eliminated.

All cases impacted by these changes will be automatically recalculated and sent EBC notices with the new grant amount. These changes will not be applied to the grant calculations of EAEDC cases.

From the Forms File

Revised Form

02-024-0916-05

RER-1(S)(Rev. 9/2016)

Agreement to Repay Cash Assistance

09-005-1016-05

09-006-1016-05 (S)

SNAP-5 (Rev. 10/2016)

SNAP Change Report Form

02-560-0916-05

DVWR (S)(Rev. 9/2016)

Request for a Domestic Violence Waiver

Based on suggestions from the Forms and Notices workgroup the above forms have been revised. Please destroy existing supplies of these forms and use the revised versions. Spanish versions are now available.

TAO Meeting Notes