



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2003-15
July 1, 2003

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: EAEDC: Eliminating the Eligibility Category of Student and Eliminating the Rent Allowance

Overview

The FY 04 budget requires the elimination of:

- Students as a categorical eligibility reason for EAEDC; and
- The rent allowance for EAEDC applicants and recipients.

These changes are effective July 1, 2003 for all EAEDC applicants.

This Field Operations Memo gives procedures for processing applications impacted by the elimination of these factors. At a later time, procedures that address ongoing EAEDC recipients will be issued.

Note: Eliminating Student as an eligibility category for EAEDC does not impact a dependent child who is a student.

Regulations

EAEDC regulations are being revised.

- 106 CMR 320.450, Student eligibility, will be deleted;
- 106 CMR 320.000, has been revised to reference the budget language which removes students as an eligibility category; and
- 106 CMR 321.420 and 705.910, Rent Allowance, will be amended to remove reference to EAEDC. 106 CMR 321.420 is also amended to include reference to the budget language which removes rent allowance.

Also, other pertinent policy sections that reference the rent allowance and student eligibility will be revised.

**EAEDC
Student
Applicants
On or After
7/1/2003**

An application filed on or after 7/1/2003 in which the reason for application is based solely on the applicant's student status must be manually denied by the AU Manager. Inform the applicant that EAEDC benefits may no longer be authorized. The AU Managers must investigate if the applicant could be EAEDC eligible for one of the other EAEDC categorical reasons, such as being disabled, participating in MRC, caring for the disabled or being a member in a caretaker family. If another eligibility reason exists, use that as the reason for application instead of "Student."

The individual must be afforded the right to file the application. If the application is completed and the applicant does not meet another EAEDC categorical requirement, the AU Manager must:

- complete the workflows on the Eligibility Explorer. Be sure to enter the student information even though the AU will be denied. The student information will be used for Food Stamp work program requirements, if necessary;
- go to the AU Composition Results window to enter the denial reason for the pending AU by selecting Admin TAO from the Reason Category and Administrative Closure from the Reason dropdown box;
- go to the Interview Wrap-up window to authorize the EAEDC denial;
- complete and send the NFL-5 notifying the EAEDC applicant that the request for EAEDC benefits has been denied for failure to meet an EAEDC categorical requirement, using manual citation 106 CMR 320.000; and
- enter on the Narrative Tab a brief comment about the EAEDC student denial and an NFL-5 being issued.

If the RFA also included a request for food stamp benefits, be sure to process the food stamp application. A system-generated EBC notice with the food stamp disposition will be issued.

**Pending
EAEDC
Applications -
Student**

If a pending EAEDC application based solely on a student status was taken before 7/1/2003, the applicant may be entitled to a retroactive payment from the date of application up to 7/1/2003. The AU Manager must:

- complete the remaining workflows on the Eligibility Explorer.

Note: Be sure to enter the student information even though the AU will be denied. The student information will be used for Food Stamp work program requirements, if necessary;

**Pending
EAEDC
Applications –
Student
(continued)**

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- go to the AU Composition Results window to enter the denial reason for the pending EAEDC AU by selecting Admin TAO from the Reason Category and Administrative Closure from the Reason dropdown box;
 - if the applicant appears to have met the eligibility criteria for EAEDC between the date of application and 6/30/2003, manually determine the prorated amount of benefits owed the applicant. Multiply the monthly EAEDC amount by 12, divide the number by 365, and multiply that number by the number of days from the date of application until 6/30/2003. When calculating the monthly EAEDC amount all rules regarding countable income apply;
 Example: Application dated 6/18. Applicant was eligible for 13 days of EAEDC benefits. $338.70 \times 12 / 365 \times 13 \text{ days} = \144.80
 - Day 1: go to Program Administration to create the Related Benefit. Select the benefit type “Retro Payment for Supplement,” complete the information on the window, and click Add. Go to Interview Wrap-up and authorize the pending release;
 - Day 2: once the Related Benefit is issued, go to the Interview Wrap-up, make a Selection Request to deny the AU, calculate EBC Results and authorize the EAEDC denial request;
 - complete and send the NFL-5 notifying the EAEDC applicant that the request for EAEDC benefits has been denied for failure to meet an EAEDC categorical requirement, using manual citation 106 CMR 320.000; and
 - enter on the Narrative Tab a brief comment about the EAEDC student denial, an NFL-5 being issued and issuing the related benefit.

If the RFA also included a request for food stamp benefits, be sure to process the food stamp application. A system-generated EBC notice with the food stamp disposition will be issued.

**EAEDC
Student
Recipients**

AU Managers **should not initiate action** to terminate benefits for EAEDC student recipients (grantees). MIS will close EAEDC AUs whose eligibility is based solely on being a Student grantee. A memo will be issued at a later time describing the procedures.

Rent Allowance

Effective 7/1/2003, EAEDC AUs are no longer eligible for the \$35 rent allowance. An EAEDC application that is filed on or after 7/1/2003 is not eligible for the rent allowance regardless of the living arrangement. The system-calculated benefit amount will not include the \$35.00 as of 7/1/2003.

Prorated Rent Allowance

An applicant whose EAEDC application was filed prior to 7/1/2003 and is pending is entitled to a prorated rent allowance if:

- the applicant was eligible for EAEDC benefits from the date of application until 6/30/2003;
- the living arrangement is Living Arrangement A or H (see 321.410 for a definition of A or H);
- the housing is non-subsidized housing; and
- the EAEDC application is approved after 7/1/2003.

The AU Manager must:

- manually determine the prorated amount of rent allowance benefits owed the applicant by multiplying \$35 by 12, dividing the number by 365, and multiplying that number by the number of days from the date of application until 6/30/2003.

Example: Application dated 6/18. Applicant was eligible for 13 days of rent allowance benefits. $\$35. \times 12 / 365 \times 13 \text{ days} = \15.00 ;

- go to Program Administration to create the Related Benefit. Select the benefit type "Retro Payment for Supplement," complete the information on the window, and click Add;
- go to the Interview Wrap-up window, completes the EBC calculation and authorizes the Related Benefit and approval; and
- enter a note on the Narrative Tab about issuing the related benefit for the retroactive rent allowance.

A system-generated approval notice for EAEDC and Food Stamps, if applicable, will be issued.

EAEDC Recipients With a Rent Allowance

AU Managers **should not initiate action** to reduce the benefits of EAEDC recipients whose benefits include the rent allowance. MIS will reduce the EAEDC benefits and recalculate Food Stamp benefits. A memo will be issued at a later time describing the procedures.

Questions

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