



MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor


Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111


TIMOTHY MURPHY
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2005-38A
November 8, 2005

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re:  Presumptive Eligibility in BEACON

Overview

Since August 2005, AU Managers and Homeless Coordinators have been manually tracking the EA AUs that are approved for shelter benefits for up to 30 days when the AU appears to be eligible for EA benefits - presumptive eligibility. Instructions were provided in Field Operations Memo 2005-38. With Increment 2.1.17 on October 31, 2005, the presumptive eligibility information for EA AUs was added to BEACON.

Purpose of Memo

The purpose of the memo is to instruct TAO staff on:

- Identifying the EA Presumptive AUs in BEACON;
- Changes to the BEACON views and the AU Composition Results window for EA Presumptive AUs;
- Changes to the Verification Detail for EA Presumptive AUs; and
- The default setting of the Reevaluation End Date.

MIS Data Fix

The names of all EA AUs between August 22, 2005 and November 8, 2005 that have or had “presumptive eligibility” have been provided to MIS by the Housing and Homeless Services Unit. MIS set the indicator to “Yes” for these EA AUs to read “EA-Presumptive” AUs. For those EA AUs that had an exit shelter date before the increment, MIS then changed the “Yes” indicator to “EA-Presumptive: No” therefore no further action is required by the AU Manager or Homeless Coordinator.

List of EA-Presumptive AUs Between 8/22/2005 and 11/8/2005

A list of all EA AUs currently identified as EA-Presumptive AUs that do not have an exit shelter date will be provided to the AU Managers or Homeless Coordinators to review and ensure the EA AUs are accurately identified on BEACON. The AU Manager or Homeless Coordinator must compare the information on the list (names of EA AUs that MIS set as EA-Presumptive AUs using the names provided by H&HS) to the actual AU information

**List of
EA-
Presumptive
AUs Between
8/22/2005 and
11/8/2005
(continued)**

and confirm that the EA AU still is an EA-Presumptive AU. It is possible that the EA-Presumptive AU has been changed to an EA-Regular, an EA-Six Months AU or terminated without the shelter exit information being updated. The information in BEACON must be changed to reflect the current AU information. This list will be sent to TAOs by Central Office upon issuance of this memo.

A **Presumptive Eligibility field**, with a Yes or No indicator, has been added on the AU Composition Results window to identify the EA AU as EA-Presumptive. The field appears only when the EA AU record is selected. Confirm that the AU's presumptive eligibility information on the AU Composition Results window is accurate and make corrections to the Presumptive Eligibility indicator as appropriate. Additional information on the *Presumptive Eligibility Field on the AU Composition Results Window* is provided later in this memo.

Note: There are three types of EA AUs: EA-Regular AU; EA-Six Months AU; and EA-Presumptive AU. An EA AU that is receiving temporary shelter for up to 30 days pending verification will be identified as "EA-Presumptive."

When reviewing the list of EA-Presumptive AUs, remember:

- At the end of the 30-day period, an EA-Presumptive AU **must** be switched to an EA-Regular AU, an EA-Six Months AU or be terminated. EA AUs must be correctly identified on the AU Composition Results window;
- If an active EA-Presumptive AU does not appear on the list, a ticket must be called in to the Help Desk. MIS will set the EA AU as EA-Presumptive after MIS is provided with the start date of the presumptive eligibility. Add an entry on the BEACON Narratives tab that the AU did not appear as presumptive and MIS will correct; and
- If the EA-Presumptive AU was determined ineligible for EA benefits or did not submit the required verifications within the 30-day period, the shelter exit date must be entered, the EA AU must be terminated on BEACON and an NFL-9 denial notice sent to the family. The Presumptive Eligibility indicator must remain "Yes" on the AU Composition Results window for AUs determined ineligible during the 30-day period. Add an entry on the BEACON Narratives tab indicating the EA-Presumptive AU was determined ineligible and the effective date of the termination.

The AU Manager or Homeless Coordinator must annotate the list with whether or not changes were made to the information in BEACON. Fax the annotated list by November 18, 2005 to Julie Noble at 617 348-5659.

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

A new **Presumptive Eligibility field** on the AU Composition Results window, with a Yes or No indicator, is used to collect the information that the EA AU is an EA-Presumptive AU. The field appears only when the EA AU record is selected. Effective immediately, AU Managers or Homeless Coordinators will use the Yes/No indicator to properly identify the EA AU.

- ♦ *Indicator Default to No:* The presumptive eligibility indicator will be defaulted to No for all EA AUs in the application workflow, unless the AU Manager sets the indicator to Yes;
- ♦ *Indicator Set to Yes:* The AU Manager must set the presumptive eligibility indicator to Yes for an EA AU that is determined to have presumptive eligibility.

This indicator may be changed to Yes anytime a **pending** EA AU is determined to have presumptive eligibility.

Note: In the rare situation that the presumptive eligibility indicator was not set to Yes for an EA-Presumptive AU, the indicator may be changed to Yes for an active EA AU. It is critical that the AU be properly coded for federal reimbursement issues.

- ♦ *Indicator Changed to No:* The AU Manager must change the Presumptive Eligibility indicator from Yes to No when the EA AU is switched to an EA-Regular AU or an EA-Six Months AU, when the following occurs:
 - The EA-Presumptive AU submits all of the required verifications;
 - The Verifications Tab is updated with the verification information;
 - The Interview Wrap-up is completed; and
 - The AU is determined eligible as an EA-Regular AU or and EA-Six Months AU. The Revaluation End Date must be extended as appropriate depending on whether the EA AU is an EA-Regular AU or EA-Six Months AU.
- ♦ *Indicator Remains Yes:* 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.
 - The AU Manager or Homeless Coordinator must select Program Rules and the appropriate termination/denial reason on the AU Composition Results window.

Presumptive Eligibility Field on AU Composition Results Window (continued)

- Note:** There is a new termination reason for an active AU in the Noncooperation Reason Category, “Fail to submit the required verifications for EA-Presumptive”; and a new denial reason in the Program Rules Reason Category, “Income in excess of grant amount for EA-Presumptive” for a pending AU that is found ineligible for presumptive shelter based on actual wage information or the information provided by the family on the *Applicant’s Statement*;
- Complete the Interview Wrap-up to terminate the EA AU in BEACON; and
 - Send the NFL-9 denial notice.

BEACON Views and Window

There are several views and one window that the AU Manager or Homeless Coordinator can access to see their EA-Presumptive AUs.

VIEWS: TAO Office Explorer

- The Program name “EA-Presumptive” appears on the Reevaluation Due, Active by Grantee Name, and Active by Program views.

WINDOW

- AU Composition Results window has a new field, only for EA AUs, named “Presumptive Eligibility.”

Reevaluation End Date

When the EA-Presumptive AU’s presumptive eligibility indicator is set to Yes on the AU Composition Results window, the Reevaluation End Date on the Interview Wrap-up EBC Results window will be automatically set to 30 days from the EA application date.

However, if the shelter placement does not occur on the application date, for example, the actual shelter placement occurs two days later, the AU Manager or Homeless Coordinator must change the Reevaluation End Date to 30 days from the actual shelter placement date. The AU Manager or Homeless Coordinator must explain on the BEACON Narratives tab why the shelter placement occurred at a later time.

Verifications Tab

Currently, for an AU to be approved, all eligibility items must be approved on the Verifications Tab.

Increment 2.1.17 changes the verification value for an EA-Presumptive AU. For EA-Presumptive AUs, when the verification has not been provided, a “Verified With” value of “EA Presumptive” has been added to the acceptable verification list as a verification to select. Be sure to select only

**Verifications
Tab
(continued)**

the EA AU when completing the Verification Detail as **only an EA AU may have a value of EA Presumptive** as an acceptable verification.

At the Verifications Tab, if the EA AU does not verify an item, a VC-1 must be created. Click Print, select VC-1 as the Document Type, enter the return date and print. Give the VC-1 to the applicant. The VC-1 appears in Document History. Then, highlight the item and select “EA Presumptive” as the value for the unverified items to continue with EBC. By doing this, the EA AU may be approved while having unverified eligibility items.

After the EA-Presumptive AU is approved and the status of the Interview Wrap-up Results is pending release, return to the Verifications Tab and add the outstanding verifications by entering User Entered Verifications for the unverified items, so they will appear on the Verifications Due view. Be sure the outstanding verifications for any earned or unearned income is added to the User Entered Verification.

To add a User Entered Verification, the AU Manager or Homeless Coordinator must:

- Click on the “User.....” button;
- On the User Entered Verification window, click on the popup button next to the Name field;
- Highlight and select each assessed person for whom additional information is required;
- At the Item dropdown box, select the item that needs to be verified;
- Enter the Value of the unverified item (wage verification, citizenship, etc.);
- Enter the Valid Values in the Verified With field that can be used to verify the item (these will be printed on the VC-1 for the applicant);
- In the “Required for” field, select “Yes” for the EA program; and
- Save the information and click on Close.

Refer to *A User’s Guide, Chapter III, Section D, Verifications* for additional instructions. This information is also available through Help on the Eligibility Explorer, click Help Topics, Help Topics, Index, and select “User Entered Verification” from the dropdown box.

**Notifying
Shelter of the
EA-
Presumptive
AU**

If the EA AU is an EA-Presumptive AU, the AU Manager or Homeless Coordinator is responsible for alerting the shelter of the EA AU’s presumptive standing. Make an entry on the BEACON Narratives tab that the shelter was notified.

Note: Do not transfer an EA AU while it is an EA-Presumptive AU.

Presumptive Eligibility, EA AUs Placed in Shelter: EA-Six Months Subtype Created

This section clarifies the information that was issued in Field Operations Memo 2005-38 on *Presumptive Eligibility, EA AUs Placed in Shelter: EA-Six Months Subtype Created*.

When a family's income exceeds the EA Eligibility Standard, it will continue to receive shelter benefits for a period of six months as an EA-Six Months SubType from the date the standard was exceeded. For presumptively-eligible active EA AUs determined to be above the EA Eligibility Standard, BEACON will also create a SubType EA-Six Months AU. However, a presumptively-eligible family may or may not be eligible as a Subtype EA-Six Months AU. The AU Manager or Homeless Coordinator must determine if the case remains as a Subtype EA-Six Months AU.

- If the family's income for the four weeks prior to application **was verified and subsequent to that verification**, the family's income increased and the family is still otherwise EA-eligible, the family remains eligible as a Subtype EA-Six Months AU.
- If the family's four weeks' income **had not been verified** and when the income is verified, the income is determined to be above the EA Eligibility Standard, BEACON will automatically create a Subtype EA-Six Months AU. However, this family is not eligible as a SubType EA-Six Months AU. The TAO Director or designee must:
 - Complete a request on Interview Wrap-up;
 - Run EBC Results calculation;
 - Select Reevaluation as the Reevaluation Type to change the EA AU back to SubType EA-Regular;
 - Click Update by the Benefit Effective Date;
 - A message will appear stating that the reevaluation subtype has been changed, please recalculate;
 - Select Calculate;
 - The EA AU will appear as an EA-Regular AU and the EA AU is closed for income in excess of the standard;
 - Authorize the Pending release.

“What If”

“What if”, for screening, has been corrected for EA AUs.

Questions

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