q Can the previous school year calendar dates be used to determine whether an 18-year-old dependent child can expect to graduate or complete a course of study by his or her 19th birthday (e.g., a dependent child whose birthday is May 15th and the course of study or graduation date for the previous school year ended May 30th)?

a No, you must obtain the school calendar dates for the coming school year before you are able to make a determination. You may not make a determination based on the previous year.

q What is the appropriate action reason to use when benefits are reduced because one or more household members has left the home?

a In this situation, the appropriate action reason to use is Action Reason 96.

q I have a food stamp recipient who lives with a household and has an obligation to pay $400.00 per month for rent and all utilities. She baby-sits for the household instead of paying her rent. There is no exchange of money. Is this income-in-kind with no shelter expense allowed or earned income of $400.00 and shelter expense of $400.00?

a You must treat this exchange as income-in-kind. Do not count the $400 as income and do not allow it as a shelter expense.

q In an intact AFDC family (AFDC-UP), the mother is the principal earner. The father goes to work over 100 hours per month. Is the case still eligible?

a Yes, as long as the family is still financially eligible, it remains categorically eligible. In this situation the categorical eligibility is based on the mother's employment status, not the father's. The mother remains the principal earner as long as the case stays open. Remember only the principal wage earner is coded "05."

q I reopened a case and now my recipient is receiving monthly reports but I did not complete a worksheet with a report code of "M"! What happened?

a When reopening a case you should check to see if the case was previously coded "M" when it was active. If it was, you must submit a PACES Worksheet to change the report code to "E" along with the TD to reopen a case no longer subject to monthly reporting. It does not matter how long the case has been closed.

q I'm trying to zero out a protective payment on a PACES Worksheet with a retroactive date but PACES will not allow me to. Why not?

a Protective payment changes always pend for the first cycle of the following month. This is because SSPS will have already made a payment for the current month. Making this change retroactively this would result in an overpayment and a potential QC and LOQC error.

q Should an EAEDC disability applicant's case be approved for financial assistance at the same time the case is being referred to MRT?

a If an applicant has submitted all other verifications and is otherwise eligible, the case should be opened for financial assistance at the same time it is referred to the Medical Review Team, if an MRT review is required.

Only approved applications should be referred to MRT. If MRT determines the recipient is not disabled, then the case should be closed using action reason 45.

Local office workers should not be waiting for the response from MRT before approving an otherwise eligible EAEDC case for financial assistance.

Clarification

q How do I reinstate diverted benefits for recipients on Monthly Reporting?

a To reinstate diverted benefits, enter Transaction Type Code D in the TXN TYPE field of the PACES Worksheet. Enter the second cycle check date in the Change Date field of the Worksheet. Be sure to use the exact date listed in Appendix E of the *Systems User's Guide*, Volume 1, PACES. If an incorrect date is used, the first cycle check will not be issued.