Field Operations Memo 2004-33
August 16, 2004

To:	**Transitional Assistance Office Staff**
From:	**Cescia Derderian, Assistant Commissioner for Field Operations**
Re:	**Enhancements to the Automated Process on the Disability Window**

Overview

The automated process on the Disability Window is being enhanced with the August mailings of Medical Reports and Disability Supplements from BEACON. This Field Operations Memo tells TAO staff about the enhancements as well as two new reports on Actuate to help AU Managers track the AUs sent a Medical Report and Disability Supplement.

A User's Guide: Transitional Assistance Programs and BEACON will be updated shortly to reflect these new procedures.

Obsolete Functionality

Because they are either obsolete or have been duplicated through other functions the following are being removed from FMCS and BEACON:

- the "Disability End Date" view on BEACON (this functionality will be obsoleted in the next BEACON increment);

- two reports on FMCS ViewDirect: "EAEDC – Expired Med Control Log" and "Monthly TAFDC Disability Notices"; and

- BEACON Batch Job "Disability Expired."

Enhancements:
TAFDC

The selection for the mailing of TAFDC Disability Supplements will be done through BEACON.

BEACON will select TAFDC recipients for the mailing of the Disability Supplement **16** days before the expiration date of their disability. The cover letter tells the recipient that he or she has **10** days to return the completed Disability Supplement.

A report entitled **"TAFDC Supplement Report Tracking"** can be found by accessing the Disability sub-folder in the Matches Detail Folder on Actuate (available the week of August 23). This report identifies all TAFDC APs who were mailed a Disability Supplement from BEACON. The report, sorted by AU Manager within the TAO, will contain the following information: AU Exemption Status, AU Exemption Status Reason, AU Name, AU SSN, AP Name, AP SSN, Disability End Date, Medical Review Letter Sent Date and Return By Date. These APs will remain on the report until the AP closes, the AP returns the Supplement or the AP is no longer deemed to be disabled. **Note:** Supervisors must monitor this report to ensure that actions on AUs are processed timely.

If the recipient returns the Disability Supplement, the AU Manager must enter the Date Report Returned on the Physical/Mental Disability tab of the Disability window and follow procedures in *A User's Guide: Transitional Assistance Programs and BEACON,* Chapter XIII, Section H: Disability.

If the recipient does not return the Disability Supplement, the AP will continue to appear on the report entitled: "TAFDC Supplement Report Tracking." The AU Manager must call the recipient into the office to determine continued eligibility and AU/AP Exemption Status. The recipient must be given the opportunity to fill out a second Disability Supplement.

If the recipient has no other exemption, the AU Manager must:

- inform the AP that he or she is now Work Program required;

- explain the Work Program requirement to the recipient; and

- follow procedures in *A User's Guide: Transitional Assistance Programs and BEACON,* Chapter XI, Section B.

Automated action taken on these AUs will be entered on the Narrative tab by BEACON. The cover letter for these forms can be found on the Document History tab. The name of the notice is "TAFDC Medical Cover Letter."

Enhancements:
EAEDC

The selection for the mailing of EAEDC Medical Reports and Disability Supplements will be done through BEACON.

BEACON will select EAEDC recipients for the mailing of the Medical Report and Disability Supplement **25** days before the expiration date of their disability. The cover letter tells the recipient that he or she has **21** days to return the completed Medical Report and Disability Supplement. **The AU Manager then has eight days from the return date to enter the information onto the Disability window.**
Note: For the first run of this mailing only, the AU Manager has 20 days to enter the information.
If the recipient does not return the Medical Report and/or Disability Supplement or if the information is not entered on the Disability window, the System will automatically close the AU for "Failure to File a Medical Report and Supplement."

Example: John Stuart is mailed a Medical Report and Disability Supplement on August 9. The cover letter tells John to return the forms by August 30. John returns the form on August 30. John's AU Manager must enter the information by September 7 to prevent the AU from closing.

Automated action taken on these AUs will be entered on the Narrative tab by BEACON. The cover letter for these forms can be found on the Document History tab. The name of the notice is "EAEDC Medical Cover Letter."

To ensure that these AUs are processed timely, a report has been developed on Actuate. It can be found by accessing the Disability sub-folder in the Matches Detail Folder on Actuate (available the week of August 23). The name of the report is: **"EAEDC Medical/Supplement Report Tracking."** The report, sorted by AU Manager within the TAO, will contain the following information: AU Name, AU SSN, AP Name, AP SSN, Disability End Date, Medical Review Letter Sent Date, Return By Date and AU Manager Complete By Date.
Note: Supervisors must monitor this report to ensure that actions on AUs are processed timely.

These APs will remain on the report until the AP closes or the AP returns the Medical and Supplement.

Questions

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