



William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

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

Joseph Gallant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 96-44
December 6, 1996

TO: Local Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: TAFDC Medical Expiration Code Clean-Up

Background

After the completion of this project, the automatic PACES mailing of TAFDC Disability Supplements will begin to recipients who need to have their disability reviewed again by the Disability Review Unit (DRU). However, if a PACES code related to disability or its expected duration is incorrect, PACES will not be able to send out a Disability Supplement in an accurate or timely way. *This Field Operations Memo describes two lists to be sent out by Central Office identifying cases whose codes might need correction, and describes what you must do to correct them.* Please refer also to Field Operations Memo 96-29, *Expired TAFDC Disability Supplements*, which was issued in August and which details recent preparatory work completed in the local office. At that time local offices sent out Disability Supplements manually and checked the codes of approximately 900 TAFDC cases whose supplements had expired.

Central Office Actions

In early December, Central Office will send each local office two lists resulting from a computer match between current PACES information and current information provided by the Disability Review Unit (United HealthCare). These lists identify cases whose disability-related codes might need correction. The two lists are:

1) **TAFDC EP CODE AND DRU DATE NOT EQUAL:**

A TAFDC recipient has been determined disabled by the Disability Review Unit, but the current Error Profile (EP) Code in Block 40 of the TD *does not* match the most recent duration date assigned by the DRU (see Attachment A for an example of this list); and

Central Office
Actions (cont.) 2)

TAFDC EP CODE EXISTS BUT NO DRU DETERMINATION:

A TAFDC recipient's case has a disability review EP Code, but the DRU *has not determined disability for any member of the case* (see Attachment B for an example of this list).

Format of Lists

The lists are sorted by local office number and Case Assignment Number (CAN). They include the names of recipients (either the case head or the other adult dependent), their SSNs, and the applicable code information currently on the PACES system. The duration date appears only for cases listed on the first report described above (see Attachment A). It appears in the column called "HPRO DATE." This date is *the current date assigned by the DRU*.

All offices except Nantucket and Oak Bluffs will receive at least one of the lists.

**Local Office Actions:
Check Coding**

For each case listed, you must review the following codes and make corrections, where needed:

- the Case Action Reason (Block 33),
- the Deprivation Code (Block 39),
- the Error Profile (EP) Code (Block 40),
- the SAVE Code (Block 43),
- the Program Code (Block 44), and
- the Dependent Action Reason (Block 89).

For the correct Program Code, Action Reason, SAVE Code and EP Code entries, refer to the *Systems User's Guide*, Volume 1: PACES. For examples of the use of specific Program Codes and Action Reasons, see the *TAFDC Procedural Guide*, Attachment A, pages 13-16.

**Use the Lists To Make
Certain Changes**

The lists should be used as turnaround documents to correct certain codes. To make changes to the Deprivation Code, the EP Code, and Program Code, mark the lists to indicate the new codes to be key-entered. However, be especially careful about changing a Program Code. **Use the lists to make Program Code changes only if an exempt case is remaining exempt or a nonexempt case is remaining nonexempt.**

**Use the Lists To Make
Certain Changes (cont.)**

Submit the lists to your supervisor for review and approval. Supervisors then will submit the lists to appropriate local office staff for key-entry.

**Use a TD To Make
Certain Changes**

A change in Program Code from exempt to nonexempt or the reverse *can cause a reduction or increase in the case grant*. Do not use the list to make such changes. Use a TD and remember to change the Action Reason.

Remember, if you are making more than one eligibility change, the changes must be made on *separate* days. This will ensure that the correct notice is sent to the recipient.

Annotate the List

If all the case information on the list is accurate, annotate the list with "No Action Taken" to the right of the case information. Or, if a TD was completed, annotate the list with "TD Completed." After the case has been key-entered and the list annotated, fax the lists to Carolyn Dawson in the Field Operations Unit at Central Office (fax number: 617-348-5111). All reports must be finalized and sent to Central Office on or before January 3, 1997.

EP Code

The EP Code represents the month the DRU expects the recipient's disability to expire. The EP Code will control the future automatic mailing. If found to be incorrect or outdated, the EP Code must be corrected to reflect the current disability duration assigned by the DRU. PACES will send out a new Disability Supplement in the month *prior to the month indicated by the EP Code*.

Note the following:

- If the duration period has already expired (i.e., the recipient's duration date is prior to December, 1996) and the recipient's disability needs to be reviewed by the DRU (i.e., the person is not on SSI or MADA), and the case is not currently pending at the DRU, then enter an EP Code of "3" so that the recipient will receive a Disability Supplement when the automatic mailing begins in February.

EP Code (cont.)

- If the case contains a disabled adult member for whom a referral to the DRU is now *not* required, the EP Code must be either "S," "R" or "Z," as appropriate. For example, if the disabled person is now an SSI recipient and does not require a DRU disability determination, the EP Code should be "S."
-

A Reminder

Whenever you open or reopen a case, remember to check the EP Code. The EP Code must indicate *the month in which you sent the Disability Supplement to the DRU for review*, pending your receipt of the DRU decision. If a reopened case no longer involves an alleged disability or if a disabled person has become an SSI or MADA recipient, you must code Block 40 "R," "S" or "Z," as appropriate.

Also, remember that, if a case is being sent to the DRU *for the first time and it is a single-grantee case*, the **Program Code** should be "C." If the case is a two-parent case, however, the Program Code may or may not be "C."

Deprivation Code

For any two-parent family listed, remember also to make sure the Deprivation Code on the list is correct. For example, if the case was once categorically eligible due to incapacity but is now eligible due to unemployment, make certain that the Deprivation Code has been updated from "I" to "U."

Special Two-Parent Family Reminder

In a two-parent family if both parents are disabled AND a DRU determination is required for both parents, the EP Code must reflect the disability duration for the case head. Keep a tickler file to track the disability duration for the adult dependent. You must send the adult dependent a Disability Supplement and the appropriate cover letter one month prior to the month in which the disability will expire. Refer to Field Operations Memo 96-29 for instructions and copies of the cover letters.

In a two-parent family if both parents are disabled but only one requires a DRU determination (i.e., the other parent is on SSI), then the EP Code must reflect the duration of the parent subject to DRU review AND you don't have to keep a tickler file on this case.

Examples

The following are examples of how to respond to common case situations appearing on each of the two lists.

1) TAFDC EP CODE AND DRU DATE NOT EQUAL (Attachment A)

◆ The DRU has most recently assigned a recipient a disability duration of six months, beginning in June and ending in December this year. This case, however, has EP Code "3" on the list. Change the EP Code to "D" to show that the recipient's disability must be reviewed in December rather than March.

◆ A recipient's name appears on the list with a date of 6/29/96 in the "HPRO DATE" column. Review the case record to determine whether or not this recipient has a more recent Disability Supplement currently pending for review at the DRU. If you find that a new Disability Supplement was sent to the DRU in August and is still pending, change the EP Code to "8" to show that the disability review is pending and the most recent Disability Supplement was sent to the DRU in August.

However, if you find that there is no disability review pending at the DRU for this recipient, and that the recipient does require a new disability review, change the EP Code to "3" so that a new Disability Supplement will be sent out automatically to this recipient when the PACES automatic mailing system begins to operate in February.

If, after reviewing the case record, you find that the recipient's circumstances have changed and the recipient no longer needs a disability review, correct the codes to reflect this change in circumstances.

◆ A recipient is the head of a two-parent household. If both she and her husband are disabled and a DRU review is required, the EP Code should be for the head of the household only. The case's current EP Code is "8." The list shows 1/01/97 in the "HPRO DATE" column after the head of the household's name. Change the EP Code in the space provided on the list to "1" to show that her current disability will expire in January when she will need to be reviewed again by the DRU.

NOTE: If her husband's name appears on the list as a dependent, check the case to determine when his disability will expire. You must keep a tickler file to track the expiration date for him. You must send him a new Disability Supplement manually one month prior to the month in which his disability will expire.

Examples (cont.)

- ◆ From January to May, a recipient was disabled and exempt from participation in the work program. In June, she recovered from her illness and became nonexempt with an EP Code of "Z." In September, though, she became ill again. That month she requested an exemption again and you sent a new Disability Supplement to the DRU for review. The DRU has not yet made a new determination of disability. The case still has EP Code "Z" on the list. Change the EP Code from "Z" to "9" to indicate that you sent the new supplement to the DRU in September and are waiting for a decision. You must also check to make sure that the Action Reason and the Program Code are correct.

2) TAFDC EP CODE EXISTS BUT NO DRU DETERMINATION (Attachment B)

- ◆ A recipient appears on the list and has EP Code "3." However, this recipient never claimed to be disabled while receiving TAFDC. You find that this code has been left over from the recipient's prior AFDC case. You need to change the EP Code to either "R" (case has real property) or "Z" (case does not have real property).
- ◆ A recipient appears on the list with EP Code "O." You sent her Disability Supplement to the DRU for review in October and it is still pending. No action is required since you have already coded this case correctly with code "O." However, when you receive the disability determination from the DRU, you will enter the EP Code for the month the recipient's disability will expire if the DRU determines the recipient is disabled. If the DRU determines the recipient is not disabled, you will enter an EP Code of "R" or "Z," as appropriate.
- ◆ A recipient was found by the DRU to be not disabled; however, that decision was overturned on appeal. If neither the DRU nor the Division of Hearings has established a duration date for the recipient, enter an EP Code of "3," so the recipient will receive a TAFDC Disability Supplement when the automatic mailing begins in February.

In the future, if neither the DRU nor the Division of Hearings has established a duration date for the recipient, enter an EP Code for the month that is *three* months from the date of the hearing's decision.

Questions

If you have any questions, have your Hotline Designee call the Policy Hotline at (617) 348-8478.

11/27/96

TAFDC EP CODE AND DRU DATE NOT EQUAL
ACTIVE TAFDC RECIPIENTS DETERMINED DISABLED BY THE DISABILITY REVIEW
UNIT (DRU) BUT CASE EP CODE IS NOT EQUAL TO THE DRU DURATION DATE
OFFICE 239 CAN 245

Attachment A

| CASE SSN | CS ST | CS AR | SV CD | DEP NO | DEPENDENT NAME | DEP SSN | PA ST | PA AR | MA ST | MA AR | HPRO DATE | NM CK | DPRV CD | EP CD | PG CD |
|-------------|----------|----------|----------|-----------|-------------------|------------|----------|----------|----------|----------|--------------|----------|------------|----------|-------------|
| [REDACTED] | 2 | 10 | Y | 00 | [REDACTED] | [REDACTED] | 2 | 10 | 2 | 10 | 9/26/96 | JOH | A | ___ | Z ___ A ___ |
| [REDACTED] | 1 | 10 | Y | 00 | [REDACTED] | [REDACTED] | 1 | 12 | 1 | 12 | 11/24/96 | KRA | A | ___ | Z ___ C ___ |
| [REDACTED] | 2 | 14 | F | 92 | [REDACTED] | [REDACTED] | 2 | 14 | 2 | 14 | 12/31/96 | KIR | A | ___ | Z ___ C ___ |
| [REDACTED] | 2 | 06 | Y | 00 | [REDACTED] | [REDACTED] | 2 | 06 | 2 | 06 | 2/22/96 | HOO | A | ___ | Z ___ 6 ___ |

CAN TOTAL

11/27/96

TAFDC EP CODE EXISTS BUT NO DRU L MINATION
ACTIVE TAFDC CASES WHERE NO RECIPIENT HAS BEEN DETERMINED DISABLED BY
DISABILITY REVIEW UNIT BUT CASE INDICATES A DISABILITY REVIEW EP CODE
OFFICE 44 CAN 263

Attachment B

| CASE SSN | CASE NAME | CS ST | CS AR | SV CD | NM CK | DPRV CD | EP CD | PG CD |
|-------------|--------------|----------|----------|----------|----------|------------|----------|----------|
| ██████████ | ██████████ | 2 | 10 | Y | SEP | I | 2 | C |
| ██████████ | ██████████ | 2 | 10 | Y | FEL | I | 7 | C |
| ██████████ | ██████████ | 1 | 06 | Y | ROS | I | 7 | 2 |
| ██████████ | ██████████ | 2 | 06 | Y | BOR | A | 0 | 6 |
| ██████████ | ██████████ | 2 | 06 | Y | RIV | I | 2 | C |
| CAN TOTAL | | | | | | | | |