

202 - CHANGES IN SITUATION

Change # 06-2006
September 1, 2006

I. WHAT ARE THE RULES FOR CHANGES IN SITUATION?

NOTE: A change in situation is any change the family experiences that may affect who is included in the family unit, the family's *Work First* payment, or whether the family qualifies for *Work First*. Examples include a change in who lives in the home and starting or stopping employment.

- A. The family is responsible for reporting changes. When a family experiences a change in their situation, they must report the change within 10 calendar days of when they know about it. Discuss this requirement when the Mutual Responsibility Agreement is discussed and signed.
- B. When a family reports a change, or the agency becomes aware of a change from any source, make the change in benefits as early as the month following the month of change but not later than the second month after the change. Child Support Non-cooperation sanctions require that a timely notice (DSS-8110) be sent within 10 workdays of the work list create date on the IV-D Non-Coop Without Sanction Report. However, the change must take place not later than the second month after the change.

EXAMPLE: You are notified on January 8 that a parent went to work. Verify the new wages, send a timely notice, and enter the change into EIS to be effective no later than March 1.

NOTE: Changes are effective the month after the month in which the 10-day notice expires, unless the family waives the 10-day notice.

- C. Verify the change according to the verification procedures in the *Work First* Manual. Always document the change and verification on the Verification Of Change In Situation form ([DSS-1662](#)).

NOTE: For income changes, refer to the Section 114.

II. HOW DO I AUTHORIZE AUTOMATIC NEWBORN MEDICAID COVERAGE FOR A NEWBORN IN AN ONGOING *WORK FIRST* CASE?

NOTE: A newborn is 12 months of age or younger.

- A. When any source notifies the agency of a newborn's name, date of birth, and sex, you have **5 workdays** to authorize Automatic Newborn coverage under MIC.
- B. To authorize the coverage, complete the DSS-8124 and DSS-8125 screens following instructions in the Work First User s Manual. **The DSS-8124 does not have to be signed.**
- C. Document on the Verification Of Change In Situation form (DSS-1662) whether the child is potentially subject to the family cap as indicated on the 8124 screen.
- D. EIS generates an automated notice to the caretaker about the Medicaid coverage for the newborn.

Note: Verify citizenship and identity at the end of the child(ren) s12 months for those children automatically eligible due to being born to a mother who receives Medicaid.

III. HOW DO I ADD AN INDIVIDUAL TO A *WORK FIRST* CASE (THIS IS AN INCLUSION). ?

NOTE: The individual to be included may be a newborn, required family unit member, or any other person who chooses to receive *Work First*. When adding any of these individuals to a pending application, follow instructions in the Application Processing Section.

- A. Within 5 workdays of being notified that an individual needs to be added, schedule an interview either in the office, in the home, or by telephone. During the interview, request and set deadlines for any needed verifications. Use the Verification Of Change In Situation form to record verifications. Complete the change within 30 calendar days.

If the individual being added is a required family unit member and the caretaker does not attend the interview, terminate the case. Enter the appropriate termination code on the DSS-8125 to produce a timely notice. Refer to the EIS instructions in the Work First User s Manual. Authorize the children in the case for Medicaid for the remainder of their 12 months continuous eligibility, if any, and evaluate the caretaker for Medicaid. If the children s 12 months have expired, and/or if eligibility cannot be

determined for either the children or the caretaker, transfer for one month to MAF-C to determine ongoing Medicaid eligibility.

- B. If the individual is not a newborn, complete the DSS-8124 screen following instructions in the Work First User s Manual to determine whether a child is potentially subject to the family cap. **The caretaker does not have to sign the DSS-8124.**
- C. The individual must meet the requirements in Assessment For *Work First*. If the child is potentially subject to the family cap provision, follow Family Cap instructions to determine whether it applies.
- D. When adding this individual, review personal responsibilities with the caretaker. Determine if there is any impact on the Mutual Responsibility Agreement (MRA). The caretaker and the worker must again sign and date the MRA.
- E. If the request for the inclusion is made by telephone, mail the Verification Of Change In Situation form ([DSS-1662](#)) and the MRA to the family. Give the caretaker a deadline for their return.

If the forms are not returned by the deadline **and**:

- 1. The individual being included is a required family unit member; terminate the case by entering the appropriate termination code on the DSS-8125 to generate a timely notice. Refer to the EIS instructions in the Work First Users Manual. Authorize the children in the case for Medicaid for the remainder of their 12 months continuous eligibility, if any, and evaluate the caretaker for Medicaid. If the children s 12 months have expired, and/or if eligibility cannot be determined for either the children or the caretaker, transfer for one month to MAF-C to determine ongoing Medicaid eligibility.
- 2. The individual **is not a required family unit member**; complete a manual adequate notice (DSS-8110) that states:

"We cannot add _____ to your Work First case because _____."

- F. If appropriate, follow instructions in Child Support Services and in the Work First User s Manual to complete a child support referral.
- G. Effective Date Of Benefits For Inclusions

1. Newborn -- Birth Reported Timely

The effective date of benefits is the newborn's date of birth if the newborn lived with the family unit on that date. Otherwise, the effective date is the date the newborn began living with the family unit.

2. Newborn -- Birth *Not* Reported Timely

The effective date of benefits is the date the agency learns the child is living with the family unit.

3. Required Family Unit Member (Other Than a Newborn) -- Change Reported Timely

The effective date of benefits is the date the individual becomes a member of the required family unit.

4. Required Family Unit Member (Other Than a Newborn) -- Change *Not* Reported Timely

The effective date of benefits is the date the agency learns that the individual is a family unit member.

5. Individual Who Chooses To Be Included

The effective date of benefits is the date he requested assistance as long as he qualified on that date. Otherwise, he cannot get *Work First*.

NOTE: For each of the above scenarios, the effective date is the same for *Work First* and Medicaid. The family may, however, request up to three months of retroactive Medicaid.

NOTE: If *Work First* terminates while you are determining whether the individual qualifies, complete an open/shut so the individual can receive benefits for the time the benefits were active. EIS instructions for completing an open/shut are in the *Work First User's Manual*.

- H. To change the case status of a **newborn** who is receiving Automatic Newborn Medicaid coverage, follow the EIS instructions in the *Work First User's Manual*.

To include any **other individual** in the ongoing *Work First* case, follow the EIS instructions in the Work First User s Manual.

I. **Notices**

1. **If an individual qualifies for *Work First***, enter the appropriate approval code on the DSS-8125 to generate an automated notice for Work First cash assistance (DSS-8108). Refer to the EIS instructions in the Work First User s Manual. Automatic Newborn Medicaid coverage will continue.
2. **If an individual is not eligible for *Work First***, enter the appropriate code to generate an automated denial notice (DSS-8109).
3. Notify the Food Stamp Unit of the change via the *Work First* Information Transmittal Form ([DSS-8194](#)).

IV. **HOW DO I PROCESS CHANGES OTHER THAN INCLUSIONS?**

- A. When a change other than an inclusion occurs, take appropriate action as soon as possible but no later than the second month following the month the change is reported. Enter the appropriate code on the DSS-8125 to generate an automated notice. Refer to the EIS instructions in the Work First User s Manual. If one or more individuals in the case are ineligible for Work First, authorize the children in the case for Medicaid for the remainder of their 12 months continuous eligibility, if any, and evaluate the caretaker for Medicaid. If the children s 12 months have expired, and/or if eligibility cannot be determined for either the children or the caretaker, transfer for one month to MAF-C to determine ongoing Medicaid eligibility.

Note: The timely notice (DSS-8110) must be sent within 10 workdays from the first time the individual appears on the Caseworker IV-D Work List. (refer to Work First Policy Section 120). Changes that occur due to non-cooperation with Child Support must be made not later than the second month following the month of change.

Note: The Work First worker must verify that the non-coop field is coded "Y" through the Inquiry Into Data Sent from ACTS screen prior to lifting an IV-D sanction within the 10 days given on the DSS 8110 (timely notice). This rule also applies when the sanction is ending.

- B. When any family member is ineligible for *Work First*, remove this person's needs and income as soon as possible but no later than the second month following the month the change is reported. Evaluate the ineligible family member for ongoing Medicaid.

If this person remains in the home, follow instructions in the Income and Needs Assessment Section to determine how to count his income. The change in how you count this person's income begins the month after the month of the change. Enter the appropriate change code on the DSS-8125 to generate an automated notice. Refer to the EIS instructions in the Work First User's Manual.

- C. Recoup any overpayment. If a family was underpaid, issue an adjusted payment for the month following the month of change. Refer to the EIS instructions in the Work First User's Manual. Do not recoup an overpayment caused solely by a timely notice or processing deadline.

NOTE: When determining the payment, ensure you are using the correct number of persons in the family unit.

V. HOW DO I EVALUATE FOR MEDICAID BENEFITS?

Anytime a family becomes ineligible for *Work First* cash assistance, evaluate the family for Medicaid. Refer to the Family and Children's Medicaid Manual.