
P-2220 Documentation of Eligibility Decisions (Continued)

F. Changes

Timeframes for Acting on Changes (WAM 2220)

NOTE: THE TIMEFRAMES GIVEN BELOW ARE THE LONGEST ALLOWABLE TO MAKE CHANGES AND AVOID UNDERPAYMENTS AND OVERPAYMENTS.

The timeframes for acting on changes are:

- 10 days from the date the change occurred to report it.

Inform the client that verification is needed within 10 days of the change being reported (or 10 days of the change taking place, if the client reports the change before it occurs).

NOTE: Inform the client in writing that his grant will be closed if he fails to provide necessary verification without good cause within those 10 days.

You have 10 days to input the information into ACCESS and approve the new eligibility results. A ten-day notice of adverse action must be given.

1. Increases

Effective dates for increases are:

- For increased household size, the arrival/birthdate, if reported timely. If reported untimely, the date it was reported.
- For increased shelter costs, the first of the month in which the change occurred, if it was reported in a timely manner. If reported untimely, the first of the month in which it was reported.

For decreased income or new or increased child care costs, the first of the month if the change was reported in a timely manner.

When a client reports the loss of a job, ask for verification of the last pay date and amount.

- Input the new information on the STAT for the appropriate month

and approve eligibility. Manual calculations will always be necessary if the change needs to be reflected in a previous month. If a manual budget is necessary, see P-2220 F#1.

- If the eligibility category changes to absence (except death) or a child is added whose parent is absent but not deceased, complete procedures in P-2260.

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- Send the client a DSW 220 (Notice of Decision).

NOTE: If a manual budget is needed (e.g., the computer system is down or a change was reported the month after it occurred), complete a DSW 203A.

If a member is being added to the grant, compute the new grant as follows:

Step 1 - Subtract the basic needs for the old number in the assistance group from the basic needs for the new number in the assistance group.

Step 2 - Multiply the difference in Step 1 by the prororation percentage at Wam 2226.

NOTE: See procedures on the previous page to determine the effective date of the increase in the household size.

Step 3 - Add the amount in Step 2 to the basic needs for the old number in the assistance group.

Step 4 - Add the shelter expense to the total in Step 3.

Step 5 - Drop the cents from the total in Step 4 and multiply by the ratable reduction.

Step 6 - Subtract earned or unearned income from the total in Step 5 and drop the cents from this amount to arrive at the new grant amount.

NOTE: If the income belongs to the new member, count only the income received by that member from the date of arrival in the household.

Step 7 - Subtract the new grant number (total from Step 6) from the old grant amount.

If the new grant amount is more than the old grant amount, the client is entitled to a supplemental check for that month.

If the new grant amount is less than the old grant amount, and the change was reported timely, no overpayment has occurred.

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F. Changes (Continued)

1. Increases (Continued)

Example 1:

A household of 3 has unearned income of \$300 per month and a shelter expense of \$250. A child is born on March 28 and the client reports it on April 3. The change was reported timely, so the effective date for adding the child to the household is the child's birthdate.

Old Grant

New Grant

Basic Needs (3)	\$ 750.00	Basic Needs (4)	
\$ 895.00			
Shelter	+ 250.00	Basic Needs (3)	=
<u>750.00</u>			
	\$1000.00		\$ 145.00
Rateable Reduction	X <u>.56</u>	Prorated to 28 th	<u>x</u>
<u>.10</u>			
	\$ 560.00		\$ 14.50
Total Net Income	- <u>300.00</u>	Old Basic Need	\$ 750.00
	\$ 260.00	Prorated Basic Need	+ <u>14.50</u>
Grant Amount	\$ 260.00		\$ 764.50
		Shelter	+ <u>250.00</u>
			\$1014.50
		Rounded To	
	\$1014.00	Rateable Reduction	x <u>.56</u>
			\$ 567.84
		Total Net Income	=
			\$ 267.84
		Grant Amount	\$ 267.00

The client is entitled to \$7 more for March (\$267 - \$260).

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F. Changes (Continued)

1. Increases (Continued)

Example 2:

A household of 3 has no income and a shelter expense of \$250. A son, who has been living with his grandmother in Massachusetts, moves back home on March 15. The client reports this change in a timely manner (on March 18) so the child is added to the household on the date he moves back in. He has interest income from an excluded trust fund of \$300 per month, which he will receive on March 30.

<u>Old March Grant</u>		<u>New March Grant</u>	
Basic Needs (3)	\$ 750.00	Basic Needs (4)	
\$ 895.00			
Shelter	+ 250.00	Basic Needs (3)	=
<u>750.00</u>			
	\$1000.00		\$ 145.00
Rateable Reduction	X <u>.56</u>	Prorated to 15 th	<u>x</u>
<u>.53</u>			
	\$ 560.00		\$ 76.85
Grant Amount	\$560.00	Old Basic Need	\$ 750.00
		Prorated Basic Need	+ 76.85
			<u>\$ 826.85</u>
		Shelter	+ 250.00
			<u>\$1076.85</u>
		Rounded To	
	\$1076.00	Rateable Reduction	x <u>.56</u>
			\$ 602.56
		Total Net Income	=
<u>300.00</u>			\$ 302.56
		Grant Amount	\$ 302.00

The client has already received the old grant amount of \$560.

Since the new grant amount (\$302) is less than the old grant amount, the client is not entitled to any additional benefits.

Since the change was reported in a timely manner, no overpayment has occurred.

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F. Changes (Continued)

2. Decreases

Decreases are effective on the 1st or the 16th of the payment month. Action must be taken and a notice mailed at least 10 days prior to the effective date of the change.

If a notice is not computer generated, the manual notice must contain the old and new amounts of income, expenses, or household members used to compute the benefit amount. Use the DSW 220CH-I [(Notice of Decision Change)].

3. Earned Income
Employment of Short Duration

- Do not consider earned income from employment of less than 30 days duration when doing an ongoing budget. This includes clients whose job terminates prior to their earnings being counted in the budget (if you determine that it is without good cause, sanctions must be applied: see P-2210 K).

Do consider earned income from employment of less than 30 days when doing a budget for a change resulting in an increase. This might happen when the household size or shelter increases and a District check reflects the difference between the present and new grant amount.

4. Non-recurring Grants

Non-recurring grants requiring district check issuance include:

- emergency increases (when ACCESS is down or a change was reported in the month after the increase is effective)
- underpayment adjustments
- replacing checks

When a district check is required:

- Complete a DSW 203A (ANFC Eligibility Worksheet) and indicate amount of check, reason, and period covered.

- Issue the check according to P-2131 A, District Check Issuance and MONY procedures.
- Sign and mail the DSW 220 or give it to the recipient if present.

See P-2220 E1 for the situation where a case may be granted and closed in one action, thus requiring a district check.