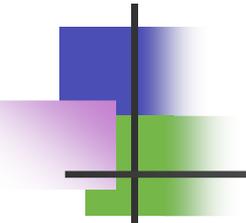


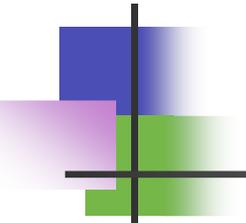
ERDC and SRS





New Policy for ERDC/SNAP companion cases

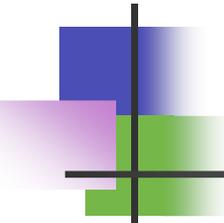
- ERDC/SNAP companion cases will be allowed to participate in SRS.
- ERDC case must be in SRS if the companion SNAP case is in SRS.
- For ERDC, the biggest change is reduced reporting requirements and longer certification periods – up to 12 months.
- Re-application / CRS policy remains the same for cases that have short-term child care needs, ERDC with no SNAP companion case or the SNAP companion case is in CRS or TBA.



ERDC SRS Reporting Requirements

ERDC SRS reporting requirements are:

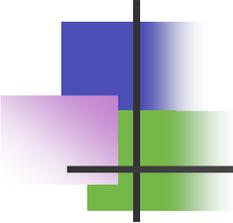
- A change in child care providers.
 - Loss of employment.
 - A parent of a child or unborn or spouse of the caretaker moves in.
 - Income goes above 130% FPL (SNAP countable income limit).
-
- If income is already over 130%, clients are not required to report increased income.
 - Cases in SRS must report changes by the 10th of the month following the month the change occurred.



Acting on Reported Changes

- In SRS, changes that are not required to be reported and are not “*verified upon receipt,*” need to be narrated and acted on at *Interim Change Report* or the next recertification, whichever is earlier.
- When acting on reported changes for ERDC SRS cases, follow SNAP SRS policy and guidelines (see FSM FS-F. 8).
- When a client reports an **increase in work hours** and doesn’t provide proof of income, update the child care work hours on UCMS and narrate. Do not ask for verification of income unless it appears the income will be above 130% FPL.
 - If it is unclear if filing group income will exceed the 130% FPL, send a [DHS 853](#) with a note to remind the client when to report.
- When a client reports a **decrease in work hours**, verify the new income and work hours before acting on the change.

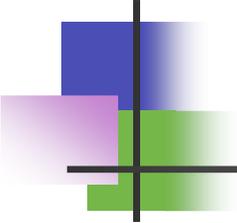
Note: Income changes cannot be verified by client statement alone.



Certification Periods

- Twelve-month certification periods are recommended when there is a companion SNAP case in SRS.
- During the sixth month of the certification period, the client must submit a completed Interim Change Report (DHS 852) to receive ERDC/SNAP benefits in the 7th through 12th months. **Exception:** ERDC cases opened in month 5 or 6 of the SNAP cert period remain open in SRS if the 852 is not returned.
- The certification end date should align with the SNAP companion case. When aligning end dates, the certification period may be anywhere from one to twelve months.

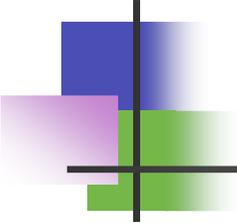
Note: Keep in mind that the DHS 852 is always sent out in month five of the SNAP certification period no matter when you are opening the ERDC case.



Coding APRs with SRS

Assigning SRS reporting requirements for ERDC:

- "SRS" case descriptor (C/D) and need resource (N/R) needs to be coded on PCMS/CMUP (only on the payee).
- When establishing a new certification period in months one through four of the SNAP certification period, the SRS N/R date should match the *Interim Change Report* (Rpt Exp:) date on FSUP.
- When establishing a new APR period in months five through 12 of the SNAP certification period, the SRS N/R date should match the certification (APR) and SNAP end date.



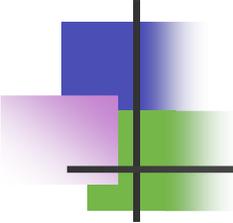
Removing from SRS

When a worker closes the SNAP companion case, the ERDC case needs to be removed from SRS :

- Remove the SRS C/D and SRS N/R date from PCMS/CMUP.
- Shorten the certification period if there are more than six months remaining using a COMPUTE action (the certification period cannot be longer than six months when the ERDC case is not in SRS).
- Send appropriate notice, inform the client of their new reporting requirements and send the DHS 943 to report future changes.

Note: The only time an ERDC case may continue to follow the ERDC SRS reporting requirements without a companion SNAP case is when:

- ✓ The ERDC case was certified in the fifth or sixth month of the SNAP certification period, **and**
- ✓ The SNAP case closed automatically because the Interim Change Report was not received.



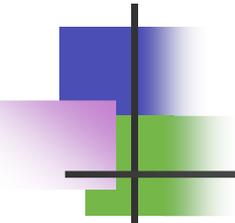
Processing the DHS 852

Processing the DHS 852 before compute deadline:

- Use COMPUTE Incoming code and effective date 1st of the following month (this would generally be the 1st of the 7th month of the SNAP certification period).
- Update CC work hours on UCMS.
- Update the SRS N/R date to match the certification and SNAP end date, update EML, SUP, etc.
- Send DHS 7294. Narrate.

Processing the DHS 852 after compute deadline:

- Use RESTORE Incoming code if the case is M5 only and is closed, otherwise use COMPUTE to convert from P2 to M5 and effective date 1st of the current month.
- Update CC work hours on UCMS.
- Update the SRS N/R date to match the certification and SNAP end date, update EML, SUP, etc.
- Send DHS 7294.
- Send an electronic provider connection request to DPU to ensure a CCB is issued for the 7th month. Narrate.



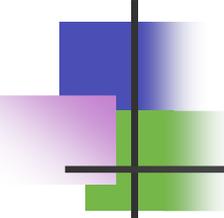
DHS 852 Not Processed

- If the DHS 852 is not processed by compute deadline of the sixth month, the computer will automatically close (AC) the M5 case at the end of the month.
- If the DHS 852 is not received/processed by the 15th on FCAS, FSMIS will send an automatic notice telling the client they have until the end of the month to turn in the report form or their SNAP/ERDC benefits will end at the end of the month.
- If the client is receiving ERDC and medical, the case will be automatically converted from M5 to P2.
- If the DHS 852 is not processed by the end of the 7th month, the client is no longer entitled to that month's benefits and must reapply.

Comparison Chart for ERDC SRS and CRS

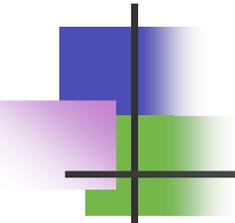
Effective 04/01/09

	ERDC SRS	CRS
When changes must be reported:	By the 10th of the month following the month of occurrence	Within 10 days of occurrence
Certification periods:	Up to 12 months	Up to 6 months
What income changes need to be reported:	Income goes above 130% FPL (SNAP countable income limit)	Changes in hourly or salary rate of pay or source of income
Address changes need to be reported when:	Not required to be reported	Residence or mailing address changes
Changes in employment need to be reported when:	There is loss of employment	Starting, changing or losing a job
Changes to filing group need to be acted on:	When a parent of a child or unborn or spouse of the caretaker moves in	All filing group changes



Forms and Notices

- The DHS 852, DHS 853 and DHS 854 were revised to include ERDC program information.
- *A timely continuing benefit decision notice is not required when processing the DHS 852. The client waives their rights to a 10-day notice for month 7 benefits by signing the DHS 852.*
- Send a Notice of Reported Income (DHS 7294) after determining benefits.



ERDC Resources

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- Karen Collette 503-945-6247
- GroupWise: POLICY, CHILDCARE

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