



June 2015

On Target

June '15 Contributors

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Calculating TANF income for Noncitizens on SNAP

On July 1, 2015, the policy on how to calculate income of noncitizens for SNAP will change as a result of clarification from the Food and Nutrition Service in regards to a Quality Control error. The change is in how we treat the TANF grant for a household with a noncitizen.

Currently, if a household that includes a noncitizen is receiving TANF benefits [OAR 461-160-0410](#) instructs you to prorate this grant among all of the members in the filing group and then count a prorated share of the grant on the SNAP case. The TANF grant is prorated even though the noncitizens are not included in the TANF benefit group. Here is an example of how this would work:

Example: In a four-person filing group, the parents are ineligible noncitizens for both SNAP and TANF. They receive \$320 (TANF), on behalf of their two eligible children in a household of four. The worker will divide the total grant amount by 4 for each person in the SNAP filing group. The amount is then multiplied by the number of people in the benefit group. The result of this calculation is the countable income from the TANF grant. The countable income to be coded as GNT on FSMIS = \$160 ($\$320 \div 4 \times 2$). In addition the worker must add the MNL household type code to the case.

The new policy effective July 1, the TANF grant will only be counted for the members of the TANF benefit group. It will no longer be prorated for individuals who are not in the benefit group. The above example would change to:

Example: In a four-person filing group, the parents are ineligible noncitizens for both SNAP and TANF. They receive \$320 (TANF), on behalf of their two eligible children in a household of four. The workers will code the full TANF grant amount on one of the children. The countable income to be coded GNT on FSMIS = \$320 and there is no need to add the MNL household type to the case.

Effective July 1, 2015, this policy will be updated including a rule change. Update cases as they are reviewed for certification/ recertification or processing Interim Change Reports. The TANF grant can also be updated on cases when a change is being acted upon, but it is not necessary to review all noncitizen cases with a TANF grant.

The training unit will be offering four webinars and then will post a recorded version of the webinar on the Intranet. The training will cover this policy change as well as serve as a refresher about prorating income and deductions on noncitizen cases. See below for the training schedule and instructions on how to enroll in these courses.

Training will be offered through Netlink on the following dates. Sign up on Learning Center. Tuesday, June 23 – 9:00 AM, Wednesday, June 24 – 9:00 AM, Tuesday, June 30 – 1:15 PM. See transmittal [SS-PT-15-012](#).

Reviewing the TPQY Discrepancies Report – Two Ways

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The Office of Business Intelligence (OBI) matches SSN data with the Social Security Administration monthly and produces a discrepancy report for DHS offices. The report has gone through some modifications over the past year and is an excellent tool to identify and resolve these important data conflicts.

When a TPQY request is made, the SSN on the DHR mainframe is compared to SSA records. If there is a discrepancy, the individual will appear on the WSV0085R-A “TPQY report of SSN’s unverified by SSA” report. The report should be worked regularly to insure issues are resolved quickly. The report is made available in two ways. It is currently e-mailed to Outlook Global address book entry: **CAF-Managers/Line SS** (currently contains about 173 recipients) monthly in an excel format, and it can also be accessed through “View Direct.” If you are not included in the SS Line Mgrs email group and need to be added to the distribution list, please send your request to SSP.Reporting@state.or.us.

To access the View Direct version of the report:

Log into the mainframe

On a clear screen, enter “RD2” and press {enter}

You are now on the main reports menu

At this menu, typ in your recipient ID and password

The Recipient ID is: **SSAbranch#**, for instance “**SSA5503**”

The password for Social Security Administration view direct reports is available through district Program Managers and other designated managers in each district. If your district does not have the password, Contact Anna Cox, an OBI manager.

After entering the recipient ID and password, you can access the various SSA related reports. Mark an “X” to the left of the report WSV0085R-A in the option field and press {enter}

Note: The recipient ID and password information above applies specifically to SSA related reports.

OBI Data Collection and Reporting Team

TPL NOTIFICATIONS

Don’t forget! Staff can no longer send TPL notifications to HIG via fax; use the web form on the TPL [site](#). *DO NOT send rush requests via the web form.* Rush requests are sent to REFERRALS TPR or tpr.referrals@state.or.us.

TANF Household Group and Residency Requirement

The household rule 461-110-0210 is being changed to provide clarity and guidelines when someone is out of the home for more than 30 days. The change includes direction for obtaining an extension.

The residency requirements rule 461-120-0010 is being amended to direct staff to the household rule when someone is out of the state of Oregon for an extended period of time. See Transmittal [SS-PT-15-010](#).

Example 1: A parent out of the home for treatment has been gone for 30 days and provides documentation indicating they will be in in-patient treatment an additional 45 days: DHS would approve the client for a 60-day extension since the first 30-day extension would expire prior to the release date. Treatment includes addiction services like drug and alcohol, gambling, eating disorders, etc.

Example 2: A parent needs to go to California for a medical treatment for one of their children and they do not know how long they will be gone. Once they have been gone for 30 days, send a DHS 210A requesting verification of whereabouts, and upon receipt of information stating they need to be gone an additional two to three weeks, apply a 30-day extension and tickle your calendar to check-in at the end of the 30 days.

When determining eligibility for TANF, please start applying this rule effective July 1, 2015, for any cases where an individual has been out of the home for 30 days or more or anticipates being out of the home for more than 30 days.

TANF Policy Analysts

TANF

The process for acting on a change of employment is being revised. This policy change is being made in order to support TANF families transitioning off TANF when working and reduce the impact it has on eligibility of SNAP TBA benefits.

The current closure process of requiring proof of gross income can have a negative impact on families. When a TANF participant reports that they have started working, they are pended for proof of their gross income received on their first check. When income verification is received, TANF benefits are closed and SNAP benefits are converted to TBA. If income verification is not received timely, the TANF case is closed for failure to return the pended items and they do not receive TBA benefits.

In order to address this issue, a new closure process that allows for prospectively looking at the new income reported, goes into effect July 1, 2015. The new process allows for eligibility workers to take recipients statement of gross wages and close TANF benefits for the end of the month after their first check is received. This allows for TANF recipients who have reported their job timely to receive enough TANF benefits to support their transition to employment while allowing TBA SNAP benefits. In situations where reported income or eligibility is still unclear, verification of employment must still be received.

Examples:

1. Jane is receiving TANF for herself and one child. She reports that she has a new job starting on December 5 at ABC Company and she is working 20 hours per week at \$15 per hour. Her first pay check will be received December 20. Jane will be over the TANF income standard. Close TANF effective 1/31, convert SNAP to TBA for 2/1 (SNAP-G.11) and send a timely benefit decision notice.

2. Peter is receiving TANF and reports that he has a new job on December 15. He does not report any specific information regarding this job. Pend Peter, using a DHS 210A for his weekly work hours, hourly wage and verification of the gross income received. The due date will be January 15. Peter submits his first pay stub on January 5, verifying his hourly rate and weekly hours. Based off his prospective income of \$10 X 40 hours per week, he is over the countable and adjusted income tests for TANF. Close Peter's case effective the end of the month, giving timely notice and convert SNAP to TBA.

When a TANF client reports a change in employment, the worker must:

- Identify information received and determine if the employment will be ongoing
- Determine if pay verification will be needed:
 - a. No pend needed if weekly work hours, hourly wage and date of first paycheck are reported and will place family over the TANF Income Limit.
 - b. Send a DHS 210A to pend for verification if you do not have weekly hours, hourly wage, date of first pay to make a prospective TANF eligibility decision.
- If pended items are received, determine the prospective ongoing income. Close or reduce benefits as appropriate giving timely notice;
- If pended items are not received, send timely notice to close TANF benefits for failure to provide requested verification.)

Verification of work hours is still required for a WO step and JPI eligibility. Staff can utilize the Work Hours Verification ([DHS 7846](#)) in addition to pay stubs, to receive proof of hours worked.

This change to the [FSM TANF Chapter Section K.8](#) includes policy examples for guidance of field processes. Managers and their leadership teams need to review policy change with staff.

See Transmittal [SS-PT-15-009](#).

New Training Available on Race and Ethnicity Coding

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The Supplemental Nutrition Assistance Program (SNAP) is a federally funded program which requires the state to gather race and ethnicity coding for all applicants. The purpose of gathering race and ethnicity information is for statistical purposes only and has no effect on eligibility criteria. The information can be used to compare with the demographics of a local area to ensure that the program is reaching all potentially eligible recipients equally. It will also help inform program staff of additional outreach that may be needed with specific groups.

The application for services has a place for individuals to self-report their racial and ethnic information. If the customer has not indicated on the application this should be covered during the interview for SNAP benefits.

Once the information has been received the computer system needs to be updated to reflect the information. New web based training has been developed and it is now available on the learning system that will instruct staff how to update this information on the computer system.

The coding on the system is very important and will help prevent deficiencies when Federal audits are conducted. Auditors review cases to determine if the declaration that the customer has made is recorded in our system properly. The most recent application should match what is coded on the computer system. Anytime there is a discrepancy between what is coded on the computer system and what is on the most recent application this could result in an error.

Look for the new web-based training on Race and Ethnicity, course # **C04948**, on the [Learning Center](#).

News and Upcoming Training Offered by the SSP Training Unit

Our schedule, registration data, and waitlist information is updated weekly, and is available on the training unit's intranet site at <https://inside.dhsoha.state.or.us/dhs/self-sufficiency-training-unit/self-sufficiency-training-unit-resources.html>

For more information regarding the SSP Core Training Outline: <https://inside.dhsoha.state.or.us/dhs/self-sufficiency-training-unit/self-sufficiency-training-unit-resources.html>

Contact the training unit if you have questions regarding offered courses.

Core Class offerings and begin dates:

Interpersonal Competence:

Essentials:	7/7 Salem, 7/28 Tigard, 8/11 Salem
Computer Connections:	7/14 Portland, 8/4 Tigard
Expedited SNAP:	7/28 Portland, 8/25 Salem
SNAP Basics:	7/7 Tigard, 7/28 Salem, 8/25 Portland
ERDC:	8/11 Tigard, 8/25 Salem
TANF Eligibility:	7/28 Tigard
TANF Case Management:	8/4 Salem
DV Policy & Case Planning:	8/6 Tigard
Services to Noncitizens:	7/14 Salem, 8/11 Tigard

Have you taken one of our online courses? View this short video, <https://vimeo.com/79249744>, to learn about all the convenient features that make learning at your desk a cinch! The video lists all the online courses currently available which each take between 10-20 minutes to complete.

Did you know? The new **2015 Civil Rights** e-learning course is now available on the Learning Center. Find it by course # **C04948** or by using the key words: **Civil Rights**. This is a yearly required training for anyone determining SNAP eligibility or who works with SNAP recipients.

Look for Webcasts and other Online courses for:

SNAP NED Eligibility and Coding – C03279 **Job Participation Incentive (JPI)** – C04877

SNAP Transitional Benefit Alternative (TBA) – C04708

Oregon Vital Event Registration (OVERS) Update Training – C03682



May 2015 Targeted SNAP Reviews

100% Accuracy Honor Roll

0913 Lapine APD	1301 Burns SSP	2311 Ontario APD
0914 Redmond APD	1311 Burns APD	2403 North Valley Processing
1201 John Day SSP	1404 Refugee Branch SSP	2601 St. John's Family Center
1202 Condon SSP	1611 Prineville APD	3102 Enterprise SSP
1211 John Day APD	1802 Lakeview SSP	3617 McMinnville AAA
	2019 Cottage Grove AAA	

90% or Better

98.31 Springfield SSP	1101	95.00 Milton-Freewater SSP	3004	92.86 Oregon City APD	0311
97.50 Tigard SSP	3403	95.00 Hillsboro APD	3411	92.00 North Bend APD	0611
96.67 Madras SSP	1602	94.83 West Eugene SSP	2002	92.00 West Portland AAA	2518
96.67 Woodburn SSP	1901	94.44 Bend APD	0911	92.00 Wash Cnty Proc Ctr	3404
96.67 Lebanon SSP	2202	93.62 Grants Pass SSP	1701	91.84 Roseburg DSO	1017
96.55 Cottage Grove SSP	2003	93.33 Santiam Center SSP	2404	91.67 Medford DSO	1517
96.15 Grants Pass APD	1717	93.33 Tillamook AAA	2911	90.63 Medford SSP	1501
96.00 Roseburg SSP	1001	93.33 Hermiston APD	3013	90.00 Cave Junction SSP	1702
96.00 SE Portland AAA	1418	93.33 La Grande APD	3111	90.00 Florence SSP	3201
96.00 Klamath Falls APD	1811	93.33 Florence AAA	3211	90.00 Hood River SSP	3302
95.35 Salem AAA	2411	93.33 The Dalles APD	3311	90.00 East Multnomah SSP	3501
95.00 McKenzie Center SSP	2001	93.10 La Grande SSP	3101	90.00 ERDC Processing Ctr.	3503
		92.86 Baker City APD	0111		

Worker Honor Roll!!!

Beginning this month, Quality Assurance will publish a "Worker Honor Roll" to call attention to the outstanding work done by so many of you in the field. The workers on the list will have SNAP targeted review accuracy rates of 95% or better in the past six months. Is your name on the list?

[You can find out here.](#)

Tribal Benefits

Don't forget! When a person self-identifies as a member of a tribe, remember to ask about potential tribal benefits or payments. The income may be excluded under a treaty for income tax purposes, but still may be countable for benefits. To determine how the benefits will count you need to know the Public Law number they are being issued under and look at [Counting Client](#)

[Assets B. 37.](#)