

Lois Ann Day, Director
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Number: CW-AR-12-006
Issue date: 07/13/2012

Topic: Other

Due date: 07/15/2012

Subject: Change in definition of 30-day timeline for completion of TANF-EA Eligibility Determinations

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Child Welfare
Federal Revenue Specialists and their
Supervisors |

Action required: Effective immediately (July 15, 2012), each local office must:

1. Implement, maintain or modify an internal notification system to notify the Federal Revenue Specialist (FRS) of one of the following:
 - a. Notification that the case will be closed at assessment;
 - b. The date the first service was opened on a new or reopened case; or
 - c. The date the first placement was opened on a new or reopened case.
2. The 30-day timeline for completion of the TANF-EA determination(s) will be triggered by the first of these events to happen on a case. The FRS will complete the TANF-EA eligibility determination(s) within 30 days of the earliest of notifications listed above.

Example: The first service was opened on 6/17/12. The child was placed on 6/19/12. The 30-day time period would begin 6/17/12, and the FRS would have until 7/17/12 to complete the TANF-EA determinations for that case.

Failure to meet this timeline will result in a denial of TANF-EA eligibility for all family members and a loss of federal reimbursement for any services Child Welfare provides to the family.

To make any kind of manual notification system successful, full cooperation and participation is required by all (including but not limited to caseworkers, supervisors, the FRS, CMCs and other support staff, etc.). It is also critical that management actively support the process.

Reason for action: Currently, when a screening report is attached to a new or existing case, OR-Kids considers the case open and triggers a TANF-EA tickler and an eligibility determination hyperlink for the FRS, and establishes the 30-day timeline for completion of the TANF-EA eligibility determinations. This is not always an appropriate time to gather the demographic and financial information needed to complete a TANF-EA eligibility determination, as evidenced by the concerns FRS', caseworkers and supervisors have shared with us over the last few months. Currently, a TANF-EA determination completed more than 30 days after the case opening date must be denied, resulting in the loss of federal reimbursement for any services provided to the family.

The Federal Advocacy and Integrity Unit (FAIU) recognizes that this business practice needs to be changed immediately, and will be submitting an OR-Kids change request to move the trigger for the TANF-EA tickler and eligibility hyperlink away from the case opening (or re-opening) date. Logic will be developed to trigger the tickler and eligibility determination hyperlink upon the approval of the initial Ongoing Safety Plan or the opening of the first service or placement on the case (whichever happens first). We believe this change represents a more appropriate time for the FRS to complete the TANF-EA eligibility determinations.

Until this system change can be made, OR-Kids will continue to create a tickler and eligibility determination hyperlink for TANF-EA based on the case opening or re-opening date. Depending on how long it is before the first service or placement is opened on the case, Supervisors may see those ticklers (which appear to be overdue) escalate onto their desktops. To decide whether the eligibility determination is truly overdue, you will need to determine which event (as described above) triggered the 30-day period, and whether the determination was completed during that time.

FAIU believes this change will alleviate the concerns and frustrations FRS' have experienced in trying to get the necessary financial information to complete the TANF-EA determination prior to Caseworkers completing their assessments.

Field/stake holder review: Yes No
If yes, reviewed by:

If you have any questions about this action request, contact:

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