

Xochitl Esparza, TANF Program Manager  
Authorized Signature

Number: SS-AR-09-003  
Issue Date: 05/01/2009

Topic: Cash Payments

Due Date: 05/01/2009

Subject: Lists of: NNCR Cases who received a notice, and  
Possible NNCR Cases Needing Follow-up

**Applies to (check all that apply):**

- |                                                                   |                                                                              |
|-------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors                      |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                                     |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities                |
| <input type="checkbox"/> County DD Program Managers               | <input checked="" type="checkbox"/> Other (please specify): Self-Sufficiency |

**Action Required:**

Two lists for branch review and follow-up will be sent to District Managers, SSP Program Managers and SSP Line Managers in a separate email. These lists and the action needed are:

**1) TANF cases with an NPH case descriptor that did not receive a letter due to inconsistent CMS “mom” and “dad” coding on the children:**

**Action needed - No later than May 8, 2009**

- Review the list of TANF cases with a “NPH” case descriptor to determine if the case is a NNCR household.
  - ✓ If yes, send a Notice of Information or Verification Needed (DHS 210A) no later than May 8, requesting household composition and income verification. Give the NNCR recipient until May 29 to respond.
    - If the requested items are returned, re-determine TANF eligibility.
    - If the requested items are not returned, use a Notice of Decision and Action Taken (DHS 456), or Notice Writer (GSC1F01) to send a Timely Continuing Benefit Decision Notice, citing OAR 461-115-0610, to end TANF cash assistance.
  - ✓ If no, remove the NPH case descriptor from CMS with a “Change” action.

*Note - The NPH case descriptor is only entered on a MAA, MAF or TANF case when there is no parent or step-parent in the home. This is not the same as an adult coded "NO" because they are an SSI recipient, or "IA" because they are an ineligible noncitizen (meaning the adult is in the home, but not receiving TANF).*

**2) NNCR TANF cases that received the notice regarding the new TANF Non-needy Countable Income Limit Standard (185% of FPL):**

**Action needed - Starting May 12, 2009:**

- If the client has not responded to the April 20 notice, use a Notice of Decision and Action Taken (DHS 456), or Notice Writer (GSC1F01) to send a Timely Continuing Benefit Decision Notice, citing OAR 461-115-0610, to end TANF cash assistance.
- If the client is over-income, use a Notice of Decision and Action Taken (DHS 456), or Notice Writer (GSC1F01) to send a Timely Continuing Benefit Decision Notice citing OARs 461-110-0330, 461-110-0530, 461-140-0010, 461-140-0040, and 461-155-0030.
- If a current NNCR recipient continues to be eligible for TANF under the new income limit, a "Compute" action effective 06/01/09 must be completed adding the filing group members and income to CMS.

*Note - this list also identifies NNCR households with an open Child Welfare case. This information has been provided for case management purposes.*

**Reason for Action:**

As a result of legislative approval of budget cuts, an income limit of 185 percent of the Federal Poverty Level (FPL) was established for non-needy caretaker relative (NNCR) TANF eligibility.

See the original Policy Transmittal and Action Request at:

Policy Transmittal – [SS-PT-09-011](#); Action Request – [SS-AR-09-002](#)

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

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

<b>Contact(s):</b>	Tracey O'Donnell		
<b>Phone:</b>	(503) 945-6094	<b>Fax:</b>	(503) 373-7032
<b>E-mail:</b>	<a href="mailto:Tracey.odonnell@state.or.us">Tracey.odonnell@state.or.us</a>		