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CAF SSP Medical Programs

Authorized Signature

Number: SS-IM-06-010
Issue Date: 06/15/2006

Topic: Medical Benefits

Subject: Extended Medical Quarterly Income Report Update

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 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): CAF SSP only. |

Message: The first DHS 7475 “Extended Medical Quarterly Income Report” forms were mailed today. 295 cases were included in this first mailing (234 English language cases, 48 in Spanish, 11 in Russian and 2 in Vietnamese).

Processing the First Quarter’s DHS 7475

Clients eligible for EXT based on increased income using the April 1, 2006 EXT policy are required to turn in three quarterly income reports. The first quarter’s report is due by July 21st.

- If the DHS 7475 EXT quarterly income report is submitted after July 21st, consider if the client has good cause. A client has good cause if something happened outside of their control that prevented them from turning it in on time. If you determine good cause, narrate and continue to process the report.
- As long as they turn in the report and have a dependent child in the EXT filing group, the family is eligible for the first 7 months EXT. Update the CM case with the IE2 need/resource item and narrate your decision.
- The IE2 end date should be the 8th month of EXT eligibility. The IE2 end date for clients mailed the report today will be 11/06.

Please Note: EXT clients are not required to submit pay verification for any of the DHS 7475 EXT quarterly income reports. For their first quarter’s report, you also do not need to determine if the EXT family meets the 185% FPL EXT income test.

- Once the IE2 is added to the case, the CM system will send a 1L “Extended Medical Approved – Employment Requirements Met” notice. The 1L notice text is http://www.dhs.state.or.us/policy/selfsufficiency/publications/1l_extended.pdf
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- If no IE2 is added to the case, the CM system will send an EE “Extended Medical Ends – Didn’t Meet Reporting Requirements” notice and close based on the IE1 end date. The EE notice text is http://www.dhs.state.or.us/policy/selfsufficiency/publications/ee_extended.pdf.

FS Companion Cases

If the EXT client has a FS companion case, consider if the DHS 7475 EXT quarterly income report includes a change affecting FS benefit level.

- If in CRS, act to increase or decrease benefits based on the reported change. This includes sending a 210A asking for verification or income.
- If in MRS, the income changes reported on the DHS 7475 should be included on the DHS 859A. However, other changes may affect FS benefit level and require action.
- If in TBA, narrate the change but take no action to adjust the benefits. The client must reapply if the change will increase FS.
- If in SRS, change the mailing address if a change is reported. For all other changes, act on them in total if the result will be an increase in benefits. Act on changes that will result in a reduction in benefits if the change is verified (ie., household comp and shelter costs) or the group income has increased greater than 130% FPL. Send a 210A requesting verification of income if reporting now over the 130% level.

To add an AEM to an EXT case:

Some clients may have been sent a DHS 7475 EXT quarterly income report in error. If you determine the family is EXT eligible using the pre April 1, 2006 rules, it should have an AEM need/resource, not the IE1.

If the case should have an AEM, send an e-mail to Lisa Stegmann or Joyce Clarkson for the AEM to be added. Be sure to include the case number and the AEM end date.

For Medical Program Questions:

Michael Avery 503 945-6072

Michelle Mack 503 947-5129
Joyce Clarkson 503 945-6106

For FS Program Questions:

Anne Hilgers (503) 945-6105
Dawn Myers (503) 945-7018
Eliza Devlin (503) 947-5105
Rosanne Richard (503) 945-5826
Sandy Ambrose (503) 945-6092

If you have any questions about this information, contact:

Contact(s):	see above		
Phone:		Fax:	
E-mail:			