

Xochitl Esparza
Authorized Signature

Number: SS-PT-09-001
Issue Date: 01/15/2009

Topic: Cash Payments

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Special Requirements: Post TANF Program		
Policy/Rule Number(s):	461-135-1250	Release No:	
Effective Date:	02/01/2009	Expiration:	
References:			
Web Address:			

Discussion/Interpretation: Post-TANF payments will be reduced to \$100 per month effective February 1, 2009. This is a result of action taken by the Oregon Legislative Emergency Board on December 5, 2008.

Implementation/Transition Instructions: Central Office has made the necessary systems modifications to support this change and notified current Post-TANF recipients of the payment reduction effective February 1, 2009.

Training/Communication Plan: Manager review with staff.

Local/Branch Action Required: Current (ongoing) Post-TANF clients were sent a notice regarding the reduction in the Post-TANF payment on January 12, 2009. These letters were mailed by Central Office. A link to a sample of this letter is below:

<http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-09-001-reduction-letter.pdf>

Branch Action - New clients approved for the Post-TANF program, and who will receive their initial Post-TANF payment in January, will need to be mailed a Post-TANF Approval Notice (DHS 0771), which is available on the Forms server.

Branch staff will:

- ✓ Before February 2, mail the DHS 0771 to any new client approved for the Post-TANF program and who will receive an initial Post-TANF payment in January, 2009,
- ✓ Update CMS with the Post-TANF case descriptor and need/resource code,
- ✓ File a copy of the DHS 0771 in the case record,
- ✓ Narrate the action in TRACS.

Note: When the DHS 0771 is used, a separate Timely Continuing Benefit Decision Notice (10-day), reducing the Post-TANF payment from \$150 to \$100 effective February 1, 2009, is not required.

Example: TANF benefits end 12/31/08 due to earnings. On January 23rd, client provides two weeks of pay stubs with hours required. Worker approves client for Post-TANF program, issues Post-TANF payment for January in the amount of \$150, and mails client Post-TANF Approval Notice (DHS 0771). CMS will issue \$100 per month beginning February 1, 2009. No additional notice to the client is required.

This notice and process is only needed when a client has been approved for an initial Post-TANF payment beginning in January.

Example: If a client is not eligible for a January payment (due to not meeting minimum hours, or pay stubs submitted past 45 days from TANF closure, etc.), the DHS 0771 is not used.

Central Office Action Required: In support of this change, Central Office has completed the following:

- ✓ Created a Post-TANF program approval notice (DHS 0771)
- ✓ Edited CMS to issue \$100 Post-TANF payments beginning February 1, 2009
- ✓ Revised computer generated Post-TANF notices (PTF, PT1, PT2) to reflect the \$100 per month payment
- ✓ Mailed Timely Continuing Benefit Decision Notices to affected clients on January 12, 2009. See sample letter attached.
- ✓ Revised the Family Services Manual (FSM)

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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