

Xochitl Esparza, TANF Program Manager

**Authorized Signature**
**Number:** SS-PT-09-011

**Issue Date:** 04/17/2009

**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): Self-Sufficiency

Policy/Rule Title:	TANF Non-Needy Caretaker Relative Households - Combined Standards; TANF Filing Group; TANF Financial Group		
Policy/Rule Number(s):	<a href="#">461-155-0030</a> ; <a href="#">461-110-0330</a> ; <a href="#">461-110-0530</a>	Release No:	
Effective Date:	May 1, 2009	Expiration:	
References:	<a href="#">SS-AR-09-002</a> <a href="#">FSM TANF-c</a> : Eligibility Determination Groups <a href="#">FSM TANF- i</a> : Determining and Calculating Benefits <a href="#">FSM Multiple Program Worker Guide #7</a>		
Web Address:			

**Discussion/Interpretation**

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. This change will not:

- Change the income eligibility for medical benefits
- Establish or change any other TANF NNCR eligibility criteria

## **A. New Applicants**

This change is effective May 1, 2009 for initial eligibility. All NNCR TANF applicants with a date of request of 05/01/09 or later, and current recipients, must pass two income eligibility tests. To be eligible, a NNCR must have income below the new “Non-needy Countable Income Limit Standard” (185% of FPL) for their *filing* group, and must have income below the current “TANF No-adult Standard” for their *need* group. In addition,

This change will:

- Include the NNCR, their spouse and dependent children in the *filing* and *financial* groups for initial eligibility determination
- Require entry of *filing* group members and income on CMS

## **B. Existing Clients**

These changes also require a redetermination of eligibility for current NNCR TANF recipients. A [notice](#) will be sent by Central Office on 04/20/09 to current NNCR TANF recipients (cases opened prior to 04/15/09) informing them of the change. This notice will request the client return information regarding household composition and income verification by 05/11/09 to their worker for a redetermination of TANF cash assistance eligibility. The notice also informs the client that failure to return the requested items will result in TANF ending 05/31/09.

### **Implementation/Transition Instructions**

A separate action request, [SS-AR-09-002](#) (pdf), identifies specific actions local offices will need to take over the next several weeks.

### **Training/Communication Plan**

Prompt manager review of this Policy Transmittal, Action Request [SS-AR-09-002](#), and the accompanying [Skill Challenge](#) and [Skill Challenge Answer](#) sheet with staff.

### **Local/Branch Action Required**

*NNCR TANF Applicants - beginning with May 1, 2009 date of request*

- ✓ Determine financial eligibility based on two income tests:
  - Income below 185% of FPL for *filing* group
  - Income below no-adult standard for *need* group

- ✓ Enter all *filing* group members on CMS (NNCR, their spouse, their dependent children, and the relative dependent children)

*NNCR TANF Recipients*

See [SS-AR-09-002](#).

**Central Office Action Required**

- ✓ Identify current TANF NNCR recipients (approximately 2,700 cases)
- ✓ Develop and mail client initial notice by 04/20/09
  - Request household composition and income verification by 05/11/09
  - Notification of benefits ending 05/31/09, if pending items not returned
  - Add client notice to individual LOGI record
- ✓ Update CMS
  - Calculate 185% FPL income eligibility test
  - Create NNI need/resource code (Non-needy income)
- ✓ Revise Oregon Administrative Rules
- ✓ Revise Family Services Manual
- ✓ Send Policy Transmittal and Action Request to field staff
- ✓ Develop policy Skill Challenge

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

**Filing Instructions:**

*If you have any questions about this policy, contact:*

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