

Dave Lyda, JOBS Workforce Manager

**Authorized Signature**

**Number:** SS-AR-04-002

**Issue Date:** 03/26/2004

**Topic:** Cash Payments

**Subject:** JOBS Disqualifications

**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                      |
| X Children, Adults and Families                     | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify):              |

In February 2004 there was a CMS coding error that kept cases that were supposed to be disqualified at DJ1 or DJ2 effective March 1 from actually being reduced . Central Office was able to correct most of the errors on CMS and was also able to make necessary corrections to FSMIS.

However, in analyzing the cases that were corrected, we have found that many of the corrections we made were changed effective April 1 2004. For example, cases that were scheduled to go to DJ2 for March 1 were corrected to go to DJ2 for April 1 by Central Office, only to be changed to DJ3 effective April 1 by staff in the field. These additional changes by field staff are not supported by TANF or JOBS policy. Should any clients take their cases to a hearing, Central Office will not be able to support the decisions that field staff have made to reverse the corrections that were made to the cases.

**Action Required:**

Please review the cases that were involved in this correction and ensure that the corrections made to the affected cases by Central Office were not reversed accidentally. Also, if actions were taken in the field to the manually remove benefits from client EBT accounts as a result of this system error, please restore these benefits as soon as possible.

**Reason for Action:**

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

If you have any questions regarding TANF policy and disqualification, please contact Jeff Stell by phone at (503) 945-6542 or by Groupwise.

If you have questions regarding coding for disqualified TANF cases, please contact Lisa Stegmann by phone at (503) 378-2101 ext. 314 or by Groupwise.

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

<b>Contact(s):</b>	As listed above		
<b>Phone:</b>		<b>Fax:</b>	503-373-7200
<b>E-mail:</b>			