

Select originating cluster

Action Request Transmittal

Catherine Cooper

Authorized Signature

Number: SPD-AR-05-004

Issue Date: 02/01/2005

Topic: Cash Payments

Due Date: 02/01/2005

Subject: General Assistance Cash Payment Error

Applies to (check all that apply):

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

Action Required: Review General Assistance Cash cases to determine if correct benefit amount was paid for February 2005. Supplement payments, as necessary

Reason for Action: Please see attached regarding the General Assistance Cash Payment problem.

Field/Stakeholder review:  Yes  No

If yes, reviewed by:

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

<b>Contact(s):</b>	Katherine Allen		
<b>Phone:</b>	503-945-5745	<b>Fax:</b>	503-947-5357
<b>E-mail:</b>	Katherine.M.Allen@state.or.us		

### ***Overview- General Assistance Payment Error***

It has come to our attention that General Assistance cash grants for many General Assistance cases were calculated incorrectly during January end of month processing. Many cases were incorrectly issued benefits using the Nursing Facility payment and benefit standard. As a result, these cases were issued benefits of only \$30.00, in error.

We are in the process of identifying and correcting the systems error that caused this problem. The calculation problem appears to be isolated to the End of Month processing only. General Assistance cases added or modified after end of month processing appear to be calculating correctly.

### ***Supplementing General Assistance Payments***

At this point, we are requesting that local office staff correct these payments at the local office level. Staff can quickly see what benefit amount was issued during end of month processing by using the WCMI screen (WCMI,case number). The WCMI section titled CURRENT AND PRIOR GRANT SUMMARIES displays the current and previous month's benefit amount.

Staff may supplement the benefits by performing a SUPL (supplement) action on the CMS case with a February 1, 2005 effective date. This will cause a supplemental checks to be produced during batch processing tonight. The checks will be mailed to clients tomorrow.

If clients have emergent needs, local office staff may supplement the benefit amount by issuing a revolving fund check using the DHS 0437 form. Please use Pay Reason 16 – GA Monthly Payment.

View Direct Report SJM4110R-A CURRENT GENERAL ASSISTANCE CLIENTS was not originally scheduled to run until tonight. However, we ran the report today and posted the results to View Direct/MOBIUS/RD2. The report is dated 2005/02/01. This report will assist local office staff in identifying General Assistance cash recipients. Local offices should review each case on the report to determine which cases were issued the incorrect benefit amount. Do NOT use the information in the GRANT column on the SJM4110R-A report to identify clients who were paid incorrectly. This column reflects what the benefit amount should have been, not what clients actually received. As stated above, staff should use the WCMI screen to identify incorrect payment amounts.

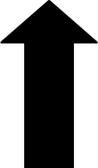
Report SJM4110R-A looks like this:

```

COMMAND ===>                                SCROLL ===> SCREEN
REPORT:SJM4110R-A VERSION:20050201 104037 HIERARCHY CODE:0511          PAGE:      1      ROW:   1
COL:   1
REPORT: SJM4110R-A                                JM - MMIS REPORTING SYSTEM                                PAGE      5
SEQUENCE: BR, CASE #                            CLIENTS IN CASH PAY CM CASES WITH A GAC CASE DESCRIPTOR    RUN DATE:   2/01/05
                                                BRANCH: 0511                                                RUN TIME:   10.27.02

```

CASE	WAW	CNT	CASE	PROG	CASE	CASE	IN	DESC			
CASE	RECIP	LOAD	GRANT	(GA)	(TOT CLNTS)	ELIG	STAT	DESC	GNT	(SRV TYP)	(SRV)
ZZ9999	CLIENT, ONE	H8	314.00	1	1	5	CP	GAC	AD		
XX9999	CLIENT, TWO	H7	314.00	1	1	5	CP	GAC	AD		
QQ9999	CLIENT, THREE	H7	314.00	1	1	5	CP	GAC	AD		
WW9999	CLIENT, FOUR	H7	314.00	1	1	5	CP	GAC	AD		
			1,256.00	4	4						



This column reflects what the client should have been paid. Staff will need to look at the WCMI screen to determine what was actually paid, and supplement as necessary

Report SJM4110R-A will also run, as scheduled, tonight. This means that effective tomorrow, staff will see two report entries reflecting February Current GA case information. The two reports will be identical. However, in order to avoid any confusion, we wanted to alert you to the fact that you will see two February entries.

***Food Stamp Issuances***

Many of the affected clients also receive Food Stamp benefits. The General Assistance grant amount is entered on the Food Stamp case using the GNT code. This amount is used in calculating the Food Stamp benefit. The Food Stamp GNT code is “tied” to the CMS case. This means that when CMS calculates a new grant amount, a batch process automatically updates the amount entered in the GNT field on the Food Stamp case. For those CMS cases that were issued a lesser benefit amount, in error, the GNT amount was also reduced on the Food Stamp case. In some cases, this may have caused a FS overpayment. Staff are advised to review the food stamp cases associated with the clients who were paid incorrect General Assistance benefit amounts. Please process overpayments, as appropriate.