

Mike McCormick

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Number: APD-AR-16-046
Issue date: 6/27/2016
Topic: Cash Payments

Due date:
Subject: General Assistance Program Implementation

Applies to (check all that apply):

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The General Assistance Program becomes effective July 1, 2016. See Policy Transmittal [APD-PT-16-026](#) for program and policy detail. The program will be administered by the Collaborative Disability Determination Unit (CDDU) and will serve Presumptive Medicaid-OSIPM, adults who do not have minor children living with them, and who are not yet receiving Social Security benefits. These cases are most commonly coded as Program _5, but there may be Presumptive Medicaid-OSIPM cases coded as Program _4 if the individual is receiving a special needs payment. GA benefits will include housing assistance, utility assistance, a personal incidental fund, and free assistance with the Social Security disability application and appeals process.

CDDU Actions:

- Conduct outreach to Presumptive Medicaid-OSIPM, consumers who appear to be eligible for the General Assistance program due to homelessness or imminent risk of homelessness.
- Process GA Referrals in the order they are received.
- Create and monitor a GA waitlist once 200 individuals are accepted into the program.
- As workload allows, offer consumers assistance with Social Security applications and appeals while they remain on the GA waitlist.

- Explore housing options with consumers and connect them with local community action agencies and/or other housing resources.
- Make Presumptive Medicaid-OSIPM disability determinations when the GA program is open and consumers are not yet Presumptive Medicaid-OSIPM recipients, or when consumers are coming off of the GA waitlist.
- When a consumer is determined to meet Presumptive Medicaid-OSIPM disability impairment criteria, refer case to the local office for a full OSIPM financial/nonfinancial eligibility determination.
- When a consumer is determined to be eligible for Presumptive Medicaid-OSIPM and the GA program:
 - Gather an Interim Assistance Reimbursement Agreement and submit it to the Social Security Administration (SSA) for coding.
 - Verify that a Supplemental Security Income (SSI) application is pending with SSA.
 - Narrate in Oregon ACCESS;
 - Notify the APD/AAA caseworker by phone or email, or via the Transfer In box for branches with banked caseloads;
 - Send the GA program approval notice;
 - Code the Oregon ACCESS case as follows:
 - Change program code to _4
 - Add GAE case descriptor to identify GA eligibility
 - Add GAI (GA Incidentals) need/resource code to record the consumer's Personal Incidental amount
 - Add the GAU (GA Utility) need/resource code to record allowable utility costs
 - Integrate to the Mainframe;
 - GA Personal Incidental and Utility Assistance funds will be issued to an EBT card. CDDU will work with the local office to ensure that an EBT account is in place. If an EBT account exists, CDDU will ensure that utility assistance and personal incidental fund payments are loaded onto the consumer's EBT card;
 - Issue housing assistance payment directly to landlord using the Special Cash Pay/437 system;
 - Troubleshoot payment issues; and
 - Continue to provide assistance with the consumer's Social Security application and appeals.
- When a consumer is awarded SSI benefits, or if their Social Security case is denied at the Appeals Council level, notify the consumer's APD/AAA caseworker via Oregon ACCESS narration and a phone call.

Local Office Actions:

- Refer consumers who are homeless or at imminent risk of homelessness and who allege severe physical and/or mental health conditions that will keep them

from working for 12 months, or will result in death within 12 months, to CDDU using the [Disability Benefits Liaison \(DBL\)-General Assistance \(GA\) Referral Form](#) (DE 4640). Note: A consumer will be evaluated for the GA program if the box stating “Customer is experiencing homelessness or is at risk of homelessness” is checked.

- If consumers are not current MAGI or Presumptive Medicaid-OSIPM recipients, provide consumers with a 7210 and refer them to OHP Customer Service per the ACA Procedure document for a MAGI determination.
- Determine financial/nonfinancial eligibility for Presumptive Medicaid-OSIPM.
- Issue EBT cards to new consumers. CDDU will work with the local office to establish EBT accounts and issue EBT cards for those consumers who do not already have access to benefits through EBT.
- **For GA recipients receiving SNAP benefits:**
All GA payments are counted as unearned income for SNAP. This includes the payments made directly to a landlord for housing. Count the entirety of the GA benefit amount (Housing + Utility + Personal Incidental) as unearned income with a code of “OTH”.

Include the amount being paid directly to the landlord along with any additional amount the client is paying for shelter in the FSMIS shelter cost field.

Code the appropriate utility deduction on the case (FUA,LUA,IUA,TUA)

Example: Ron is receiving GA benefits. \$545 is paid by GA to his landlord for his rent and the total rent is \$545, and he receives \$90 utility assistance and \$60 for personal incidentals. He pays for electric heating in his home. Code \$545 as his shelter deduction and FUA for his utilities. On page 2 of FSMIS code \$695 of “OTH” income. State in the Ben# field that these are GA funds.

Example 2: Ron is receiving GA benefits. \$545 is paid by GA to his landlord for rent and his total rent is \$600. He also receives utility assistance of \$90 and \$60 for personal incidentals. He pays for electric heat. Code \$600 as his shelter deduction and FUA for his utilities. On page 2 of FSMIS code \$695 of “OTH” income. State in the Ben# field that these are GA funds.

- When a consumer is awarded SSI benefits, or if their case is denied at the Appeals Council level, evaluate eligibility for all other Medicaid programs.

Please Note: If you know of a Presumptive Medicaid-OSIPM consumer who is homeless or who is at imminent risk of homelessness, please contact CDDU Managers Marcy Mee (503-373-0775) or Brian Kirk (503-373-0271) to ensure we reach that consumer during our outreach phase.

Reason for action:

[House Bill 4042](#), now [section 2, chapter 93, Oregon Laws 2016](#), passed during the 2016 Legislative Session, creating a new General Assistance program in the Department of Human Services' Aging and People with Disabilities Program. This new General Assistance (GA) program becomes effective July 1, 2016.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations Committee and APD Policy Group

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

Contact(s):	Marcy Mee and Brian Kirk		
Phone:	(503) 373-0775	(503) 373-0271	Fax:
Email:	Marcy.s.mee@state.or.us Brian.a.kirk@state.or.us		