

April 2010

On Target

April '10 Contributors

Catherine McDonald
Melanie Tavernier
Don Main
SNAP Policy Analysts
SSP Medicaid Policy Analysts
Lauri Stewart

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[Click here to link to the Family Services Manual](#)



OHP Standard Reservation

Due to the increasing number of selected applicants, understanding the OHP Standard Reservation List (SRL) is more important than ever. At last count, in March approximately 6,000 reservation numbers were selected from the SRL.

This article is to compliment the VCONS, netlinks, and transmittals that are available to assist workers in negotiating the SRL.

Date of Request

The 7210R mailing date is not the Date of Request (DOR). The 7210R mailing date starts the 45 day period for the client to establish a DOR. If a client submits an application *before* the 7210R mailing date, then the earliest start date for OHP Standard medical will be the 7210R mailing date.

Example: On April 10th, Sheri applies for medical for herself and her two children. Sheri's children are on CHP, ending April 30, 2010. The worker verifies Sheri is on the Standard Reservation List and that Sheri's name was selected and that she will be mailed an OHP 7210R on May 3rd. The worker determines eligibility for the entire OHP filing group, and finds the children eligible for OPC and Sheri eligible for OPU. The worker recertifies the children as OPC starting May 1st. In this situation, the earliest Sheri can start medical is May 3rd as this is the date her 7210R has been mailed.

Reservation Numbers

Workers have been confronted with complex situations regarding reservation numbers. Here's a few clarifying remarks about reservation numbers.

- If a client does not respond within 45 days of the 7210R mailing date, the reservation is no longer valid.
- If a person has left the household and no forwarding address has been established, the person who has moved out will not receive the 7210R. On the other hand, if a person does report a change of address, then the client will still need to request an application. This would be considered his date of request. The database is not set up to automatically send out another 7210R when there is a change of address.
- Siblings over age 19 who have different reservations numbers and who live in the same household will not be able to share a reservation number if one sibling has been selected. The same goes for roommates.

Face-to-Face, Interview, Conversation – Can We Talk?

Federal SNAP regulations require an interview as part of every eligibility determination: application, recert, first time, every time. The interview can be face-to-face in the office or the client's home, or take place over the phone. FNS encourages phone interviews whenever travel to the office creates a hardship for the applicant. Hardship reasons include – but are not limited to – physical or mental disability, elderly adults, transportation problems and other barriers (e.g., illness, bad weather, conflicting work hours, etc.).

The purpose of the interview is to review eligibility, fill in gaps and resolve unclear information. Regulations specify that the interview be conducted by an eligibility worker; a quick screening by front-desk staff doesn't count.

When an applicant is interviewed, then denied for failure to complete the process within 30 days, they sometimes establish a new filing date the following month by sending in pending items. New filing date, new interview. In these situations, though, the conversation can be much more brief: contact the client to discuss anything that has changed since their original, expired filing date. Be sure to narrate this conversation as you would any other interview.

Interviews take time, but they can be a time-saver, too. Any incomplete or conflicting information that can be cleared up by a conversation (and narrated, of course) is one less reason to pend. Bottom line: interviews can't be skipped, but you should fit the conversation to the situation.

SNAP Policy Analysts



Returned Mail for SNAP

Policy has received some questions about returned mail, and whether or not we still act on it. The answer is Yes, we must still act on it. The returned mail policy has not changed. Business as usual! You can find the policy on Returned Mail in Multiple Program Worker Guide 20.

What has changed is the requirement for SRS clients to report a change in their mailing address (please reference SS-PT-10-004), but this does not affect how we treat returned mail.

When you receive returned mail, always check for a more up-to-date address by looking at TRACS, UCMS, FCAS, incoming mail that has not been processed, and the case file. If an updated address is located and the certification is not expiring at the end of month, update the mailing address on SNAP and CM cases, narrate the change and resend the mail to the correct address.

If there is no updated address available, close the case, using RM, for the end of the current month and narrate the exact wording on the return label. If the case is expiring at the end of the month, narrate only and take no action on the case.

If the client contacts the department before the case closes, gather the new address information and any other information that affects the case such as household comp. Act on any changes necessary following the applicable notice requirements.

If the client contacts the local office during the first month of closure, gather necessary information and reopen the case with a ROP back to the first of the current month. Do not prorate benefits. Do not take a new application or do a REC action - this is not a recertification. Issue the SNAP benefits.

If a client contacts the department more than a month after the closure, they have to reapply.

SNAP Policy Analysts



Self-Employment and ERDC

Even though it's been almost a year since ERDC stopped providing child care benefits for self-employed workers, there is still some confusion about it.

Here's a little quiz:

1. If a client's income comes exclusively from self employment:

- A. They are not eligible for ERDC unless they are an S-Corporation, and pay themselves a salary.
- B. They are not eligible for ERDC, period.

2. If a client works part time in their own business, and part time for an employer:

- A. They are not eligible for ERDC, period.
- B. You would count income from both jobs, but only authorize hours of care for the work hours they are not self-employed.

3. If a couple applies for ERDC, and one is employed, the other is self-employed, you must:

- A. Determine they are eligible based only on the work hours of the employed parent.
- B. Assume the self-employed parent is available to provide care, leaving the family ineligible.

The correct answer to all three questions is *B*. Self-employed clients are not eligible for ERDC benefits for their self-employed work hours. If they also have a regular wage-earning job, we can cover their work hours at that regular job only. The distinction in question 1, about S-corporate status, applies only to SNAP. ERDC uses the criteria below.

So what is self-employment?

Self-employment income is received directly from one's own business, trade or profession, rather than earning a salary or wages from an employer.

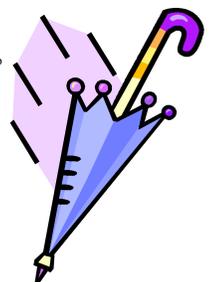
The language in the Family Services Manual, Counting Client Assets, (section C. Self-Employment and Microenterprise Income) comes straight out of rule 461-145-0910.

Basically, clients are considered self-employed if they:

1. Are considered independent contractors by the business that employs them; or
2. Meet at least four of the five criteria listed in the rule: they are "engaged in an income-producing enterprise"; control what work is done and how; are responsible for expenses, risks and profits of the business; do not get a W-4 from an employer or have federal taxes withheld from their pay check; are not covered under an employer's liability or worker's compensation.

Be careful with clients who work under the table; they will almost always meet the last two criteria, but generally not the second and third criteria.

Home care providers paid by SPD are not considered self-employed, but adult foster care providers paid by SPD are. Child care providers paid by DPU are also considered self-employed.



March 2010

Targeted SNAP Reviews

100% Accuracy Honor Roll

0111 Baker City SPD	0411 Warrenton ADS	1911 Woodburn ADS
0302 Oregon City SSP	0511 St. Helens SPD	2011 Eugene LCOG
0310 Canby SPD	1103 Willamette SSP	2202 Lebanon SSP
0311 Oregon City SPD	1211 John Day SPD	2911 Tillamook ADS
0313 Milwaukie SPD	1311 Burns SPD	3013 Hermiston SPD
0314 Estacada SPD	1517 Medford DSO	3112 Enterprise SPD

90% or Better

96.67 Corvallis SSP	0201	95.00 Milton-Freewater SSP	3004	92.00 Toledo SPD	2111
96.67 Astoria SSP	0401	95.00 Florence SSP	3201	92.00 LaGrande SSP	3101
96.67 St. Helens SSP	0501	94.74 Maywood SSP	3501	92.00 Beaverton SPD	3417
96.00 Redmond SPD	0914	93.75 Bend SPD	0911	91.11 Springfield SSP	1101
96.00 Roseburg DSO	1017	93.33 Newport SSP	2101	91.11 McMinnville SSP	3601
96.00 North Salem ADS	2411	93.33 Albany SSP	2201	90.91 Warm Springs SSP	1603
96.00 South Salem ADS	2412	93.33 Dallas SSP	2701	90.32 Rogue Family Center	1505
96.00 Portland West ADS	2518	92.68 Klamath Falls SSP	1801	90.00 Baker City SSP	0101
96.00 Hillsboro SPD	3411	92.50 Albany SPD	2211	90.00 Ontario SSP	2301
96.00 E Multnomah ADS	3518	92.31 Burns SSP	1301	90.00 Hood River SSP	3302
95.00 N/NE Portland ADS	2818	92.00 Portland SE ADS	1418	90.00 Beaverton SSP	3401
95.00 Tillamook SSP	2901	92.00 Grants Pass DSO	1717	90.00 Hillsboro SSP	3402
		92.00 Klamath Falls SPD	1811		

New Tools

SNAP Policy has added new tools to the SNAP Webtools pages. The Oregon Business Registry (Secretary of State Page) has been there for a long time. But thanks to some great feedback, we have now added the [California](#), [Idaho](#), and [Washington](#) Business Registry pages as well. Please remember, if you have a great tool, cheat sheet, helpful website or other work saving idea you would like to see posted on the SNAP Webtools pages, please let [Sarah Lambert](#) or [Dawn Myers](#) know.

SNAP Policy Analysts

CHIP Power Point

Need to get up to speed quickly on the CHIP medical program? The Self-Sufficiency Program Accuracy Team (SSPAT) has developed a Power Point presentation explaining CHIP eligibility. The Power Point is available to HSS4's and leads for local training as well as to individual staff who would like to view it for themselves. The Power Point has been closely reviewed by our medical policy analysts and our medical training staff. Special thanks to Yelena Levchenkova and Clark Russon for putting it together!

http://www.dhs.state.or.us/training/caf_ss_medical/index.htm

SS Program Accuracy Team

March 2010

Targeted Medicaid Reviews

100% Accuracy Honor Roll

0101 Baker City SSP	1603 Warm Springs SSP	2701 Dallas SSP
0401 Astoria SSP	1702 Cave Junction SSP	2801 NE Portland SSP
0501 St. Helens SSP	1802 Lakeview SSP	2803 NE Processing Center
0903 LaPine SSP	2002 West Eugene SSP	3003 Hermiston SSP
1103 Willamette SSP	2003 Cottage Grove SSP	3005 Boardman SSP
1201 John Day SSP	2101 Newport SSP	3101 LaGrande SSP
1404 Refugee Branch	2202 Lebanon SSP	3102 Enterprise SSP
1503 D8 Processing Center	2203 D4 Processing Center	3301 The Dalles SSP
1505 Rogue Family Center		3302 Hood River SSP

90% or Better

96.67 Grants Pass SSP	1701	93.33 McMinnville SSP	3601	90.00 Alberta SSP	0701
95.00 Hillsboro SSP	3402	92.86 Albany SSP	2201	90.00 Bend SSP	0901
94.44 Klamath Falls SSP	1801	92.86 Ontario SSP	2301	90.00 St. Johns SSP	2601
93.33 Redmond SSP	0902	90.63 North Salem SSP	2402	90.00 Tillamook SSP	2901
93.33 Springfield SSP	1101	90.00 Corvallis SSP	0201	90.00 Milton-Freewater SSP	3004
93.33 Keizer SSP	2405			90.00 Florence SSP	3201

The latest Child Care Provider Guides are now available!

The new English edition of the ERDC Provider Guide (DHS 7492) is now available. (Staff will be notified when translations of Spanish, Russian and Vietnamese are available.)

The guide contains updates to policies, contact information, and expanded information in some sections. It is the same color as the previous edition, but with a different cover photo.

To order copies, contact your office's forms coordinator if you have one, or send a request to Forms.Distribution@das.state.or.us, or call Distribution Services at (503) 373-1342.

The guide can also be accessed online at <http://dhsforms.hr.state.or.us/Forms/Served/DE7492.pdf> and on the Provider page of the new ERDC Website: <http://www.oregon.gov/DHS/children/childcare/>.

Older editions may still be used until they are gone.

Lauri Stewart, ERDC Policy Analyst

May

- National BBQ Month
- National Family Month
- May 1: Kentucky Derby
- May 5: Cinco De Mayo
- May 6: No Diet Day
- May 9: Mother's Day
- May 23: World Turtle Day
- May 30: Hug Your Cat Day
- May 31: Memorial Day/Closed

Have a SNAP policy question?

Contact our SNAP Analysts at
Group Wise: Policy, FS



Didja Know??

Countable self-employment income is the gross income less allowable costs. For SNAP this means 50 percent of the SEC income or 100 percent of the SEN income.



Have an SSP medical policy question?

Contact our SSP Medical Analysts at
Group Wise: SSP-Policy, Medical

