



February 2010

# On Target

## February '10 Contributors

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### In this issue:

You Rock!	1
Healthy KidsConnect Has Arrived	2
Are you reviewing for all medical programs.....	2
SNAP Class on Business Income	3
FSMIS, Categorical Eligibility and Denials	3
SNAP honor roll	4
Didja Know??	4
Check It Out!!!	4
Medicaid honor roll	5
ERDC has a new Website	5
Didja Know??	5

## You Rock!

I wanted to take a few moments to express my thanks to you for your hard work and let you know, “You Rock!”

The work load has continued to increase for branch offices over the past year. Oregon has seen record level increases in use of Supplemental Nutrition Assistance Program (SNAP) formally known as the Food Stamp program. As of December 2009 there were 675,838 people receiving SNAP benefits; a 31.3% increase since December 2008.

Even with the record increase Oregon is being held up nationally by the Food and Nutrition Services (FNS) as a model state. The success Oregon has realized is due to your hard work! FNS has been impressed by the work you have accomplished with the new intake model. FNS changed the location of a SNAP Directors Conference to be in Portland, so they could highlight Oregon and visit local branch offices to learn about Oregon efficiencies.

So while at times you may wonder why you work as hard, as I know you do, the outcomes you achieve and the families and individuals who benefit from those efforts are a constant reminder to me of your success.



*Belit Stockfleth, Supplemental Nutrition Assistance Program Manager*

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



## Healthy KidsConnect Has Arrived

Non-CAWEM children under age 19 without private health insurance can qualify for HKC. If a child isn't eligible for CHIP only because the family's income is too high for CHIP (201% FPL or above) they're Healthy KidsConnect (HKC) eligible.

DHS/AAA workers determine HKC eligibility. The Office of Private Health Partnerships (OPHP) issues the benefits by connecting the child to an HKC insurance carrier or connecting the child to the family's employer sponsored insurance.

Once the HKC coding is added to the child's CM case, the HKC enrollment request is referred electronically to OPHP. All HKC cases show as "VP" during the referral, even if no one is getting medical on the case. CM will automatically close the referral if the family isn't enrolled in HKC through OPHP.

### **HKC Subsidy Families (KCA/KCR coding)**

When the HKC family income is 201% to 301% FPL, OPHP pays for part of HKC insurance premium. If the children qualify for HKC with income 201% to 301% FPL, they are DHS medical program clients. Don't send a denial notice or a notice of reduction for the children's HKC medical. The CM system will take care of the children's notices (with a little help from 5503 staff until the CM notices are ready for prime time).

### **HKC Non-Subsidy Families (KC3 coding)**

HKC families with income 301% FPL and above do not qualify for DHS medical benefits. If they don't have private health insurance, they must be referred to OPHP. OPHP will help them purchase insurance through an HKC insurance carrier.

Close the children's current medical benefits (if any) with a 10-day notice and a DHS 462A or deny CHIP benefits with a denial notice and a DHS 462A. Add the KC3 coding to the CM case so it will be referred to OPHP.

### **5503 Carries HKC Cases**

Transfer HKC cases online to 5503. Mail or shuttle the application (or a copy of it) to 5503 with the HKC cover sheet. Do not fax the application.

Cheat sheets, training material and the HKC 5503 cover sheet are available at: [http://www.dhs.state.or.us/training/caf\\_ss\\_medical/](http://www.dhs.state.or.us/training/caf_ss_medical/)

Once a client has been determined eligible for HKC they can be referred to OPHP for any questions they have about the program. OPHP's phone number is: 1-888-260-4555; the **email address is** [HKC.Info@state.or.us](mailto:HKC.Info@state.or.us)

SSP Medicaid Policy Analysts

## **Are you reviewing for ALL medical programs before determining a client ineligible?**

When a client indicates that they have a disability on question 2 and 2(a) on page 7 of the DHS 415F or answered "yes" to question 6 or filled out the OHP7214 of the OHP7210, they should be referred to SPD, *if appropriate*, using your local referral process. Only make the referral after reviewing for all "Plus" Self-Sufficiency medical programs.

SPD referrals for applicants who may only be considered for OHP-OPU should be completed *immediately*, even in cases where the applicant will be pended for OHP-OPU eligibility.

Check with your lead worker or manager for more information about your branch's referral process for OSIPM. CAF Self-Sufficiency and SPD have jointly developed a Worker Guide explaining the process. The SPD WG-4 "Presumptive Medicaid Decision Procedures" is available at: <http://www.dhs.state.or.us/spd/tools/program/osip/wg4.htm>

Clients referred to SPD for an OSIPM eligibility decision should be sent the GSOSIPR "OSIPM Referral" notice available on NoticeWriter. Clients denied for Self Sufficiency medical prior to the referral will also need to be sent the *Notice of Self Sufficiency Medical Program Eligibility Decision* (DHS 462C). The DHS 462C is available on the DHS forms web page and as a two part Notice Writer notice CM462C1 and M462C2.

Medicaid Quality Control

## New SNAP Class on Business Income

If there is one growth industry in the American economy, it seems to be self-employment. The number and complexity of client-owned or operated businesses continues to expand.

In response to the constant stream of questions, the SNAP Policy Unit has designed a new, half-day class entitled *Self-Employment and Business Income for SNAP*. This class covers the essentials of identifying, verifying and budgeting self-employment and other business income:

- What is self-employment
- Using the on-line Oregon Business Registry
- Red flags for diverted income
- When verification is needed
- How to verify income
- Partnerships
- Reading tax forms



The class is recommended for all staff who determine SNAP eligibility for clients with business income. It is available by request to Policy,FS or [fs.policy@state.or.us](mailto:fs.policy@state.or.us). The policy unit will accommodate as many requests as their schedule allows.

*SNAP Policy Analysts*

## FSMIS, Categorical Eligibility and Denials

The past few months have seen a growth in the number of incorrect denials of SNAP applications. The core of the problem seems to be with income; for example:

- SEC (self-employment with cost) income should be compared to the 185% FPL standard after deducting 50% for costs. Staff have looked at gross SEC, found it to be over 185% and denied the case as being not categorically eligible and therefore OVI.
- Cases that are not categorically eligible may still qualify for SNAP benefits. For example, a family that includes NC1s with income should have the gross, unprorated income compared to the 185% standard. If income is over that amount, code Cat El N and put the case on-line. Proration of income often makes the family eligible for SNAP. Make sure to review resources if not Cat El.
- Cases containing elderly or disabled individuals may also meet income eligibility despite not being categorically eligible. FSMIS does not do a countable or adjusted income test: instead, it applies all deductions coded and calculates benefits. Large deductions, such as MED, can make people eligible.

Let's take a family of 3 with gross income of \$3,000. In scenario A, the \$3,000 is SEC. Compare 50% (\$1,500) to the cat el standard of \$2,823. Code this family as Cat El C with \$3,000 SEC.

In scenario 2, the family has 2 NC1 parents. Based on gross income, they are not cat el and should be coded Cat El N. With the parents coded IH and IA, FSMIS will prorate countable income to \$1,000. Other deductions reduce the income below the adjusted limit and the child will be eligible.

In scenario 3, two family members receive a combined \$3,000 in SSD. They also have high shelter, a \$390 medical deduction and qualify for FUA. After FSMIS applies all the deductions, they qualify for SNAP benefits.

All denied cases should be entered onto FSMIS. Remember, though, that it's best to let FSMIS make the decision about income eligibility first.



*SNAP Policy Analysts*



# January 2010 Targeted SNAP Reviews

## 100% Accuracy Honor Roll

1102 Gateway Center	1517 Medford DSO	1811 Klamath Falls SPD
1202 Condon SSP	1802 Lakeview SSP	3004 Milton-Freewater SSP
1404 Refugee Branch		3102 Enterprise SSP

## 90% or Better

96.67 South Umpqua Ctr	1002	93.33 Corvallis SSP	0201	92.00 South Salem ADS	2412
96.67 Newport SSP	2101	93.33 Astoria SSP	0401	91.67 Beaverton SPD	3417
96.55 Lebanon SSP	2202	93.33 Springfield SSP	1101	91.67 E. Multnomah ADS	3518
96.00 Roseburg DSO	1017	93.33 D8 Processing Ctr	1503	91.18 West Eugene SSP	2002
96.00 Toledo SSD	2111	93.33 Grants Pass SSP	1503	91.11 N. Clackamas SSP	0303
96.00 Hillsboro SPD	3411	93.33 Albany SSP	2201	91.01 Metro Processing Ctr	1403
96.00 McMinnville ADS	3617	93.33 D4 Processing Ctr	2203	91.01 NE Processing Ctr	2803
95.56 Oregon City SSP	0302	93.33 Keizer SSP	2405	90.91 Burns SSP	1301
95.56 McKenzie Center	2001	92.68 Klamath Falls SSP	1801	90.91 Madras SSP	1602
95.00 Eugene LCOG	2011	92.50 Portland ADS	3515	90.00 Willamette SSP	1103
95.00 Albany SSO	2211	92.31 LaPine SSP	0903	90.00 Rogue Family Ctr	1505
94.12 Bend SPD	0911	92.00 Medford SSO	1513	90.00 Dallas SSP	2701
		92.00 North Salem ADS	2411		

**Didja Know??** A person is ineligible for SNAP when they are in prison. The OPAU Automation Unit (OAU) Corrections Project gets lists of persons in jail, verifying that the person is on benefits and attempting to determine if they are scheduled to be incarcerated for at least 30 days. The Corrections Project handles only single-person cases. They will send 10 day notice, disable the EBT card and narrate in TRACS the case has been closed. [SNAP H.5](#)



**March**  
 Employee Spirit Month  
 National Nutrition Month  
 Red Cross Month  
 March 7: Academy Awards  
 March 14: Daylight Saving  
 March 17: St. Patrick's Day  
 March 18: National Biodiesel Day  
 March 19: **CLOSED**  
 March 20: National Quilting Day  
 March 23: American Diabetes Alert Day

**Check It Out !!!**  
 Have you seen all the new cheat sheets for Healthy KidsConnect on the Medical Webtools page??

- Flowchart for workers
- Examples of HKC system coding
- Healthy KidsConnect PowerPoint



Have an SPD medical policy question? Try the technical assistance guide (TAG) listing all areas, people & numbers: <http://www.dhs.state.or.us/spd/tools/tag.pdf>





# January 2010 Targeted Medicaid Reviews

## 100% Accuracy Honor Roll

0903 LaPine SSP	1602 Madras SSP	3102 Enterprise SSP
1101 Springfield SSP	2001 McKenzie Center	3201 Florence SSP
1103 Willamette SSP	3004 Milton-Freewater SSP	3301 The Dalles SSP
1201 John Day SSP	3101 La Grande SSP	3302 Hood River SSP
1406 Teen Parent SSP		3501 Maywood SSP

## 90% or Better

96.43 West Eugene SSP	2002	93.33 Keizer SSP	2405	90.00 South Valley SSP	1502
94.29 South Salem SSP	2401	93.33 Tigard SSP	3403	90.00 Cave Junction SSP	1702
94.29 North Salem SSP	2402	93.33 Gresham SSP	3502	90.00 Woodburn SSP	1901
93.33 St. Helens SSP	0501	90.00 Alberta SSP	0701	90.00 Tillamook SSP	2901
93.33 Albany SSP	2201			90.00 Hillsboro SSP	3402

### ERDC has a new Website

The new ERDC Website includes pages for parents/clients; child care providers; and general information. The address is <http://www.oregon.gov/DHS/children/childcare/>. Among other things, the pages include some useful reference information, including:

- Referrals for students ineligible for ERDC
- Copay calculator
- Information addressing common questions about the background check process
- How to request hearings
- Child Care Resource and Referral agency contact information
- Attendance logs that providers can print out



As always, if there is additional information you think would be helpful to post online for staff, clients or child care providers, email us at POLICY, CHILDCARE, so we can add it to the site.

Lauri Stewart, ERDC Policy Analyst



**Didja Know??** Students in higher education who are receiving Training Unemployment Insurance (TUI) are eligible students for SNAP purposes. Students receiving TUI can be identified on the ECLM screen by the FO (Field Office) code of 070. As always, workers must narrate the basis of the student eligibility decision. Please refer to policy transmittal SS-PT-10-001 issued on 2/5/2010 for more information.



Have a SNAP policy question?

Contact our SNAP Analysts at  
Group Wise: Policy, FS



Have an SSP medical policy question?

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