



June 2010

# On Target

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## When Do I Check the Business Registry?

More and more SNAP clients in the past year are self-employed or otherwise receiving income from business. There are already several screens that eligibility workers need to check at cert and recert. Should you automatically add the Secretary of State's (SOS) business registry to that list?

Not always. Most clients accurately report their income. Others may report only the portion they draw from their business each month in earnings or fail to mention the business at all. If you see any of these red flags on the case, that should lead you to ask about other household income. Follow-up includes checking the SOS site when:

- ⇒ Paychecks are always in even dollar amounts (e.g., \$800, \$1100).
- ⇒ Paychecks are personal checks or handwritten business checks.
- ⇒ Wages are too low to cover the client's claimed expenses.
- ⇒ Service employees (nail technicians, hairstylists, etc.) report no tips.

You can check the SOS Business Registry (Corporate Information) by client name or business name. Follow the link to the Oregon Business Registry from the SNAP webtools page:

<http://www.dhs.state.or.us/training/foodstamps/webtools.htm>

The page also has links for California, Idaho, Washington and the Construction Contractors Board. It's especially useful to check on neighboring states if you live near a border.

The site contains lots of useful information about the type of business (click on Entity Type), the business address (often the same as the client's) and the company's officers. To keep their registry status current, business owners must supply earnings records to the Secretary of State. That is a good clue that they will have income records we can use for verification.

Please use these tips as a starting point for deciding when to add another verification screen to your eligibility process.

*SNAP Policy Analysts*

Click here to link to the Family Services Manual



## Big Changes for SNAP SRS cases with Returned Mail

Effective July 1, 2010, staff are no longer to act on returned mail for SNAP cases in **SRS**. This change is being made because there have been changes in Federal Regulations.

Because of these federal changes, FNS has given Oregon two options: The first – request a waiver to act on all changes for cases in SRS. The second – not act on any changes unless they are required to be reported or verified upon receipt...this includes returned mail.

Because of the skyrocketing caseloads and amount of work being done in the field, we decided not to request the waiver to act on all changes for SNAP clients in SRS. Instead we went with the option of no longer acting on returned mail.

Cases are not to be closed for returned mail, but should be updated to reflect a new mailing address if one is reported, if there is an updated address on another case, or on the piece of returned mail. If no updated address is available, simply narrate the returned mail. It is not necessary to file the piece of mail.

**There have been NO changes made to the way we act on returned mail for CRS or TBA cases.** CRS cases with returned mail are acted upon and are business as usual. Returned mail on TBA cases should be narrated only.



**There have been NO changes made to the way we act on mail being forwarded Out of State.** Please see Multiple Program Worker Guide #20, effective July 1, 2010 to see the procedures for returned mail and acting on mail returned when someone moves out of state.

For further information, please take a look at transmittal, [SS-PT-10-013](#).

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## Employment and People with Disabilities

Did you know that people who are employed can be eligible for medical benefits from DHS, including OSIPM and QMB? Many people think that working people with disabilities must earn less than \$675.70 per month in order to be eligible for medical benefits, but that is not the case. In addition to regular OSIPM and other DHS medical programs, DHS also has another OSIPM program specifically for working people with disabilities called the Employed Persons with Disabilities (EPD) program.

In the EPD program, people can earn and save more money than they can in the regular OSIPM program, and have “wrap-around” insurance if their Medicare or their employer-sponsored health insurance does not cover all of their medical needs. Here’s how it works. In the EPD program:

- A client must be employed to be eligible for EPD. “Employed” means the client is working and FICA is being withheld from their pay, or they are self-employed.
- All unearned income is excluded for EPD eligibility. This is different from the regular OSIPM program, which counts all countable unearned income minus \$20.
- Any client with disabilities earning less than **\$4,599** per month will meet the income requirements for EPD. But the good news is that **\$4,599** is not a countable income limit! Many clients earning income higher than **\$4,599** may still be eligible if they have disability-related employment expenses.



*Continued on page 4, Employment and People with Disabilities*

## Two Parent Pursuit of Assets and Deprivation Q &A

This article looks at common questions regarding the pursuit of assets, deprivation and good cause in two-parent households. These scenarios are all two-parent households being determined for MAA. Also, see [SS-IM-09-016!](#)

### ***Q: Who must pursue assets?***

CAF SSP medical program clients are required to actively pursue assets for which they have a legal right/claim. For example, if both parents had a potential UC claim, the worker should pend **both** adults to pursue UC benefits – not just the PWE. Tip: You can use the EPC2 screen to verify the client has a potential claim! Access the EPC2 screen with F22 from the WAGE screen.

### ***Q: What if one of the parents never worked outside the home?***

**A:** If one or both of the parents report they have not worked outside the home, and there is no indication they worked in another state, accept the statement from the applicant unless questionable. It would be questionable if the worker received conflicting information from another source such as WAGE, Work Number, etc... Do not ask the individual to pursue UC benefits if there is nothing to indicate there is a potential claim. Narrate there is no work history found for this parent.

### ***Q: When can a worker determine good cause (for either pursuit of assets or deprivation)?***

**A:** Any time after a discussion with the client. In determining good cause for a job loss, you do not have to wait for a decision from the Employment Department.

### ***Q: What happens if the worker determines good cause on a PWE's job quit but later finds out that the PWE was fired due to theft?***

**A:** Look at converting the case to OHP as the family does not meet the requirements for MAA. The DOR would be the day the worker found the case needed to be converted to OHP. Remember to give a timely continuing benefit notice before reducing the parents' medical benefits.

### ***Q: When determining deprivation, does the worker need to wait for a UC decision to determine un/underemployment for the PWE if it is already determined that the other parent meets incapacity?***

**A:** No, if incapacity is already established (i.e. the parent is receiving SSI or SSD), then the family meets deprivation for a two-parent household.



SSP Medicaid Policy Analysts

Have an SSP medical policy question?  
Contact our SSP Medical Analysts at  
Group Wise: SSP-



Have a SNAP policy question?  
Contact our SNAP Analysts at  
Group Wise: Policy, FS



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>





# May 2010 Targeted SNAP Reviews 100% Accuracy Honor Roll

0411	Warrenton ADS	1404	Refugee Branch	3004	Milton-Freewater SSP
0501	St. Helens SSP	1611	Prineville SPD	3011	Pendelton SPD
0511	St. Helens SPD	1802	Lakeview SSP	3013	Hermiston SPD
0911	Bend SPD	1811	Klamath Falls SPD	3102	Enterprise SSP
1102	Gateway Center	2019	Cottage Grove AAA	3112	Enterprise SPD
1103	Willamette SSP	2111	Toledo SPD	3211	Florence AAA
1311	Burns SPD	2311	Ontario SPD	3411	Hillsboro SPD
		2911	Tillamook ADS		

## 90% or Better

96.67	Astoria SSP	0401	93.33	Oregon City SPD	0311	92.00	North Salem ADS	2411
96.00	Redmond SPD	0914	93.33	Milwaukie SPD	0313	92.00	Beaverton SPD	3417
96.00	Portland SE ADS	1418	93.33	S Umpqua Center	1002	91.11	D4 Processing Center	2203
96.00	Portland West ADS	2518	93.33	D8 Processing Center	1503	90.91	La Grande SPD	3111
96.00	Mcminnville ADS	3617	93.33	Woodburn ADS	1911	90.00	Corvallis SSP	0201
95.00	Eugene LCOG	2011	93.33	Albany SSP	2201	90.00	LaPine SSP	0903
95.00	Albany SPD	2211	93.33	Lebanon SSP	2202	90.00	South Valley SSP	1502
94.74	Madras SSP	1602	93.33	Tigard SPD	3415	90.00	West Eugene SSP	2002
93.33	Baker City SPD	0111	92.50	Portland ADS	3515	90.00	Newport SSP	2101
93.33	Canby SPD	0310	92.00	Roseburg DSO	1017	90.00	St Johns SSP	2601
			92.00	Grants Pass DSO	1717			

### *Employment and People with Disabilities, continued from page 2*

Other features of the EPD program include:

- **Resources:** instead of the \$2,000 resource limit in the OSIPM program, EPD has a resource limit of \$5,000. Clients may also choose to put money into special accounts called “Approved Accounts”. Approved Accounts allow clients to save money toward retirement or disability related expenses. Money in Approved Accounts does not count toward the EPD resource limit.
- **Coverage:** Clients in the EPD program will get OHP Plus medical coverage, and access to waived services if eligible.
- **Participant Fee:** EPD clients have a monthly payment, called a Participant Fee, that they must pay in order to be eligible. Usually the Participant Fee is \$100, but can be as high as \$150.

Many clients with disabilities want to work. If you have a client who is interested in going to work, but does not know where to start, you can refer them to the Work Incentives Network (WIN) coordinator, who can get them started. WIN information can be found on the DHS website at: <http://www.win-oregon.com/>

SPD/AAA staff determine the eligibility for EPD, and SPD/AAA offices carry all EPD cases. However, SSP staff can refer working clients with disabilities who could be eligible for EPD to the local SPD/AAA office to apply for EPD. For more information about the EPD program, please see the SPD EPD Worker Guide, found at: <http://www.dhs.state.or.us/spd/tools/program/osip/wg11.htm>

Jeff Stell, SPD Medicaid Policy Analyst



# May 2010 Targeted Medicaid Reviews 100% Accuracy Honor Roll

0501 St. Helens SSP	1601 Prineville SSP	2203 D4 Processing Ctr
0702 Integrated Srvs SSP	1603 Warm Springs SSP	2404 Santiam Center
0903 LaPine SSP	1702 Cave Junction SSP	2601 St Johns Family Ctr
1102 Gateway Center SSP	1802 Lakeview SSP	2801 NE Portland SSP
1103 Willamette SSP	2002 West Eugene SSP	3001 Pendleton SSP
1201 John Day SSP	2003 Cottage Grove SSP	3003 Hermiston SSP
1301 Burns SSP	2101 Newport SSP	3004 Milton-Freewater SSP
1404 Refugee Branch	2201 Albany SSP	3101 La Grande SSP
1503 D8 Processing Center	2202 Lebanon SSP	3201 Florence SSP
1504 W Medford Fam Ctr		3503 D2 ERDC Proc Ctr

## 90% or Better

97.14 South Salem SSP	2401	93.33 NE Processing Ctr	2803	90.00 Baker City SSP	0101
96.97 WA Co Proc Ctr	3404	93.33 Beaverton SSP	3401	90.00 Corvallis SSP	0201
96.67 Grants Pass SSP	1801	93.33 McMinnville SSP	3601	90.00 Astoria SSP	0401
96.67 Gresham SSP	3502	93.10 SE Portland SSP	1401	90.00 S Umpqua Center	1002
95.00 McKenzie Center	2001	92.86 Medford SSP	1501	90.00 New Market Theater	1402
94.29 N Clackamas SSP	0303	91.43 Oregon City SSP	0302	90.00 Ashland SSP	1502
94.29 North Salem SSP	2402	90.91 Teen Parent		90.00 The Dalles SSP	3301

### 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*

### July

- Cell Phone Courtesy Month
- National Grilling Month
- July 1: Second Half of the Year
- July 4: Independence Day
- July 5: CLOSED
- July 11: World Population Day
- July 18: National Ice Cream Day
- July 19: National Hug your Kid Day
- July 24: Tell An Old Joke Day
- July 29: National Chili Dog Day

### Didja Know??



Did you know that the Training Unemployment Insurance (TUI) program, through the Employment Department, allows participants to attend school while receiving UC? TUI program participants meet SNAP student eligibility! (SS-PT-10-001 dated 2/05/10).

