



June 2011

On Target

June '11 Contributors

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Change In "Most Recent Employment" Policy

Medical Assistance Assumed (MAA) policy is undergoing a change which will be effective on July 1, 2011. This new policy will affect only two-parent households with deprivation based on under/unemployment.

Policy defines the Primary Wage Earner (PWE) as the parent who earned the most money in the 24 months preceding the request for medical benefits. They are considered un- or underemployed if they are making less than the countable income limit for the need group.

Workers are required to identify the PWE's "most recent employment." If the PWE experienced a job loss or reduction from his/her most recent employment, the worker must assure that it was not due to misconduct, felony, theft, or voluntary quit without good cause. "Most recent employment is currently defined as:

- A job that was within the past 12 months from the date of request for medical benefits; **AND**
- A job in which the PWE was hired to work 100 hours or more per month, worked or was scheduled to work at least 100 hours in their final month on the job.

The definition of "most recent employment" is changing. As of July 1, it will be:

- The job was within the past **60 days** from the date of request for medical benefits; **AND**
- The PWE was hired to work 100 hours or more per month, worked or was scheduled to work at least 100 hours in their final month on the job.

If the PWE has a job loss or reduction for a job that meets the definition of "most recent employment" in the past 60 days, consider if there is good cause. If no good cause, the family does not meet deprivation.

Eligibility workers can make a decision about whether or not an individual has good cause. Waiting for a decision from the Employment Department is not required.

If the PWE has not had a job loss or reduction in the past 60 days, they may meet deprivation.

The question is, how do we work those applications that get caught in the transition period?

For example: An application for a two parent household is submitted with a Date Of Request (DOR) of 06/22/11, and Mom is the PWE. Since the DOR is previous to the new policy implementation, previous policy must be used.

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In reviewing Mom’s most recent employment, the worker finds that her last employment ended five months earlier, and Mom was terminated for misconduct, and denied UC benefits. Under current policy, this results in a denial for MAA benefits.

However, since the new policy implementation goes into effect within 45 days from the client’s DOR, the household may become eligible on July 1. The worker should establish a start date of the first day within the 45 day processing timeline in which the household becomes eligible. The DOR remains the same.

On July 1, policy no longer defines Mom’s termination from 5 months ago as her “most recent employment.” In the 60 days prior to the DOR (06/22/11), Mom has no job that meets the two tests listed above. The family has cleared deprivation based on under/unemployment as of the date of the new policy implementation, July 1, 2011. No denial notice is necessary for the time between the original DOR and the start date for medical.

What if the PWE’s most recent employment ended without good cause less than 60 days ago?

If the 60th day following a loss or reduction of the most recent employment falls within the 45 day processing timeline for medical, the client may become eligible. The worker must determine if this is the case, and establish a medical start date of the first day within the 45 days that the household becomes eligible (the 61st day), using the original DOR. No denial notice is necessary for the time between the original DOR and the start date for medical.

These scenarios may require differing actions for the TANF program. For questions regarding TANF, contact “Policy, TANF” in Groupwise.



As always, feel free to send any medical program questions to [SSP-POLICY, Medical](#) in Groupwise!

SSP Medical Policy Analysts

Did You Know that if a case for an individual is coded with SSI and they live in Multnomah, Clackamas, Columbia or Washington county the client will receive their SNAP benefits in cash? It is important to ensure the case is coded correctly so the client’s receive the type of benefits that are appropriate for their situation. For more information on cash out see [SNAP G.2](#)

FAIR HOUSING: PROTECTIONS & RESOURCES

“Fair housing” refers to a set of federal, state, and local laws that deal with civil rights in housing. These laws protect all of us and may prove useful to you in assisting your clients.

For more information please visit www.FHCO.org or call our free **Fair Housing Hotline at 800/424-3247 EXT. 2**

The Fair Housing Council is a nonprofit serving Oregon and SW Washington.

Medical New!!!

The Pre-natal CAWEM Program (CWX) provides expanded medical services for pregnant CAWEM clients. Effective July 1, 2011, the program will include 14 counties: Benton, Clackamas, Columbia, Crook, Deschutes, Douglas, Hood River, Jackson, Jefferson, Lane, Morrow, Multnomah, Union and Wasco counties.

Please take a look at transmittal [SS-IM-11-022](#) for more information about the Pre-natal CAWEM Expansion Program.

Have an SSP medical policy question?



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



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>

Getting It Right for ERDC

Recently the Child Care Policy unit took a closer look at ERDC cases that received benefits in December 2010 and April 2011. Several issues were noted in this review. You may have received an e-mail to look at a case or correct an error. As is true with other programs, many of the problems center on income. These were the key issues identified:

\$0 or \$1 EML coded on UCMS or missing SUP income. Workers forgot to code actual income amounts, leaving the coding as EML C _____ or \$1. Only 5 of the 41 cases from December 2010 coded with \$0 or \$1 income were accurate; they were cases with excludable income (work study or census income).

Staff need to make sure when coding HPI income that they are also including all the correct income types to be counted on the ERDC case including UC, SUP, EML, SSI, SSB, etc. HPI is counted for OHP only.

Budget month vs. ongoing income. Staff seem to be confusing budget month income for MAA with anticipated income for ERDC. If the anticipated income for ERDC is higher than the budget month for MAA, you may have to have two separate cases for the client to get the benefits right: one P2/MAA and the other M5.

Narrating income. Narration of income for M5 cases was not clear or was missing entirely. There was no narration of the income verification or calculation. This was especially common during transition from TANF to ERDC.

Pays twice a month vs. every other week. Workers are not correctly calculating the income when clients are paid twice per month. If using the 2 times per month calculation, workers need to:

- Gather the past several pay checks,
- Add them up,
- Divide the total to get an average per pay check amount and
- Multiply times 2.

Many staff are mistakenly using the client's average weekly hours, times the client's wage, times two. This results in counting only half the gross income.

Alien status for ERDC vs. JOBS. Please remember that while an undocumented noncitizen parent can be eligible for ERDC if they are employed, they are not eligible for JOBS support services (including child care), while they are on TANF, even if they are working. In this situation the children that are receiving TANF benefits, are not eligible to receive concurrent ERDC benefits.

In addition, if a client does receive a No-parent Household (NPH) grant the TANF income counts and must be coded on the ERDC case.

Cancelling and reissuing CCBs. Only under the following very limited conditions, can an outstanding Child Care Billing (CCB) be replaced:

- The original billing form was incorrect because of an administrative error.
- The client reported a change before the end of the month, but it was too late to adjust the CCB for the following month.
- Circumstances beyond the control of the client result in a significant loss of income.

Do not replace a CCB until the following month if the client reports a change (such as an increase in work hours) at the beginning of the month or mid-month. *Doing so creates an admin error overpayment.* Do not forget that the client will have additional income that will need to be used to cover any additional child care cost that accrued during the month.

On a positive note, Head Start Contract coding and narrations were well done; information was easy to locate and understand.

We understand that this is a time of major stress for all of us. Policy changes cause confusion. But none of the ERDC fundamentals have changed. Getting accurate information coded and narrated will always bring good results.





May 2011 Targeted SNAP Reviews

100% Accuracy Honor Roll

0310 Canby SPD	1513 Medford SSO	2601 St. Johns SSP
0411 Warrenton ADS	1611 Prineville SPD	2911 Tillamook ADS
0511 St. Helens SPD	1612 Madras SPD	3102 Enterprise SSP
0911 Bend SPD	1802 Lakeview SSP	3112 Enterprise SPD
0913 La Pine SPD	2101 Newport SSP	3211 Florence LCOG ADS
0914 Redmond SPD	2111 Toledo ADS	3311 The Dalles SPD
1017 Roseburg DSO	2211 Albany ADS	3411 Hillsboro SPD
1211 John Day SPD	2411 North Salem ADS	3415 Tigard SPD
1406 Teen Parent SSP		3417 Beaverton SPD

90% or Better

98.00 D4 Processing Center 2203	94.74 La Pine SSP 0903	93.33 Albany SSP 2201
96.67 West Medford PC 1504	94.00 Springfield SSP 1101	93.33 Ontario SPD 2311
96.77 Cottage Grove SSP 2003	93.75 Lebanon SSP 2202	93.33 Dallas ADS 2711
96.00 North Bend SPD 0611	93.33 Baker City SPD 0111	93.33 Hermiston SPD 3013
96.00 SE Portland ADS 1418	93.33 Milwaukie SPD 0313	93.33 McMinnville ADS 3617
96.00 Klamath Falls SPD 1811	93.33 Estacada SPD 0314	93.18 Metro Processing Ctr 1403
96.00 South Salem ADS 2412	93.33 Astoria SSP 0401	92.31 Burns SSP 1301
96.00 West Portland ADS 2518	93.33 St. Helens SSP 0501	92.00 N/NE Portland ADS 2818
95.45 Klamath Falls SSP 1801	93.33 Gold Beach SPD 0811	92.00 Ptl'd Mid Area ADS 3515
95.00 Ashland SSP 1501	93.33 Woodburn SSP 1901	92.00 E. Multnomah ADS 3518
95.00 Cave Junction SSP 1702	93.33 Eugene LCOG ADS 2011	91.67 LaGrande SPD 3111
95.00 Tillamook SSP 2901	93.33 Cott. Grve LCOG ADS 2019	90.00 SE Portland SSP 1401
94.87 Corvallis SSP 0201		90.00 Milton-Freewater SSP 3004

OHP Standard Reservation List

Please continue to encourage individuals to add their names to the OHP Standard Reservation List. The OHP Standard Reservation List will remain open until further notice. Random Drawings will be held as openings become available.

The most recent drawing occurred on June 1, 2011, for 3,025 names. Applications will be mailed June 24, 2011. The deadline for establishing a date of request will be August 8, 2011.

Questions???: If you have any questions about OHP-OPU policy, including questions about the OHP Standard Reservation List drawings, Please e-mail SSP-Policy, Medical in Group Wise.



How well do you know the medical programs???

Test your knowledge by answering one of the many skills challenges located on the medical webtools page.



May 2011 Targeted Medical Reviews 100% Accuracy Honor Roll

0401 Astoria SSP	1502 Ashland SSP	2901 Tillamook SSP
0501 St. Helens SSP	1505 Rogue Family Ctr SSP	3001 Pendleton SSP
0701 Alberta SSP	1601 Prineville SSP	3004 Milton-Freewater SSP
0702 Ptld Integrated Svcs	1602 Madras SSP	3102 Enterprise SSP
1201 John Day SSP	1603 Warm Springs SSP	3301 The Dalles SSP
1301 Burns SSP	1802 Lakeview SSP	3302 Hood River SSP
1406 Teen Parent SSP	2003 Cottage Grove SSP	3403 Tigard SSP
	2803 NE Metro Proc Center	

90% or Better

97.14 D4 Processing Center	2203	95.00 Gateway Center SSP	1102	90.00 Baker City SSP	0101
96.55 Coos Bay SSP	0601	95.00 Keizer SSP	2405	90.00 Bend SSP	0901
96.55 Woodburn SSP	1901	95.00 Hillsboro SSP	3402	90.00 La Pine SSP	0903
96.43 McKenzie Center	2001	94.12 Springfield SSP	1101	90.00 New Market Theater	1402
96.30 Klamath Falls SSP	1801	93.75 Hermiston SSP	3003	90.00 Cave Junction SSP	1702
95.00 Corvallis SSP	0201	92.50 Metro Processing Ctr	1403	90.00 Lebanon SSP	2202
95.00 Redmond SSP	0902	91.43 Oregon City SSP	0302	90.00 St. Johns SSP	2601

CAF Self-Sufficiency Training is pleased to announce the release of the following on-line course:

SNAP Civil Rights

This is a required course for anyone working with CAF Self-Sufficiency Programs and SNAP benefits. It is beneficial and recommended for other DHS staff and community partners. This course must be taken every year.

Learning Goal: This course describes the Civil Rights of persons receiving SNAP benefits. The goal of this course is to help you prevent Civil Rights discrimination.

Learning Objectives:

After completing this course, you will be able to:

- Demonstrate knowledge of your responsibilities as a DHS employee in preventing Civil Rights discrimination.
- Summarize the history of Civil Rights legislation in the United States.
- Recall the eight classifications of individuals protected by Civil Rights legislation.
- Distinguish between a client complaint and a statement of implied civil rights discrimination.
- Identify situations where civil rights discrimination can occur.
- Identify and recall the procedure for documenting and responding to civil rights complaints.

Please enroll through the Learning Center at <https://dhslearn.hr.state.or.us>

Learning Center Course Number: C02543

Learning Center Keyword: Civil Rights

If you have any questions, please contact the Self-Sufficiency Training Unit at SSPTraining@state.or.us