

MAY RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
TRANSMITTAL LETTER 13/03

May 1, 2013

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: MICHAEL J. MCMAHON

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
Chapter-A-2100—Personal Responsibility Plan	Chapter-A-2100—Personal Responsibility Plan
Section 2100- Personal Responsibility Plan MTL 13/03- (2) Pages	Section 2100- Personal Responsibility Plan MTL 10/06- (2) Pages
Section 2110- Individuals required to Have a PRP MTL 13/03	Section 2110- Individuals required to Have a PRP MTL 10/06
Section 2020- PRP Time Frames and Expiration Dates MTL 13/03	Section 2020- Time Frames and Expiration Dates MTL 10/06
Section 2130- PRP Forms MTL 13/03	Section 2130- PRP Forms MTL 10/06
Section 2140- PRP Development MTL 13/03	Section 2140- PRP Development MTL 10/06
Section 2150- Special PRP Requirements for Minor Parents MTL 13/03-	Section 2150- Special PRP Requirements for Minor Parents MTL 10/06-
Section 2170- Compliance With Terms of the Personal Responsibility Plan (PRP) MTL 13/03	Section 2170- Compliance With Terms of the Personal Responsibility Plan (PRP) MTL 10/06
MAPS- 300 —The Child Health Assurance Program (CHAPS)	MAPS- 300 —The Child Health Assurance Program (CHAPS)
Section 338.5 – Income Limits MTL 13/03 – (1) Page	Section 338.5 – Income Limits MTL 12/04 – (1) Page
MAPS- 600 —The Child Health Assurance Program (CHAPS)	MAPS- 600 —The Child Health Assurance Program (CHAPS)
Section 670 – Income Test MTL 13/03 – (2) Pages	Section 670 – Income Test MTL 12/03 – (2) Pages

Material Transmitted	Material Superseded
MAPS- 900 — Post & Transitional Medical Section 925.8 – 185% Federal Poverty Income Level (FPIL) Test MTL 13/03 – (1) Page TABLE OF CONTENTS—B-200 — Issuing Benefits Section B-200 MTL 13/03 – (1) Page CHAPTER— B- 200 Issuing Benefits Section 298-Cancelation/Status of EBT Cards upon Death of the entire SNAP/TANF Household MTL 13/03 – (1) Page PART C— 100 Charts/Tables & Guides Section 140 – TANF Need Standards MTL 13/03 – (1) Page Section 180 – TANF Budgeting Steps MTL 13/03 – (1) Page	MAPS- 900 —Post & Transitional Medical Section 925.8 – 185% Federal Poverty Income Level (FPIL) Test MTL 12/03 – (1) Page TABLE OF CONTENTS—B-200 — Issuing Benefits Section 200 MTL 12/04 – (1) Page CHAPTER— B- 200 Issuing Benefits Section 298-Cancelation/Status of EBT Cards upon Death of the entire SNAP/TANF Household MTL 11/04 – (1) Page PART C— 100 Charts/Tables & Guides Section 140 – TANF Need Standards MTL 12/03 – (1) Page Section 180 – TANF Budgeting Steps MTL 12/03 – (1) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for January 1,2013	Obsolete PT, P&P, PUT or IM
A-2100	Personal Responsibility Plan (PRP) – clarified the PRP is a contract between the Division and TANF Child-Only or TANF/NEON households outlining a jointly-developed plan. Removed reference to NCP household because the program was discontinued during the SFY 12-13 budget process. Removed the second bullet because it referenced NCPs who are no longer provided services and replaced it with “meeting the specialized needs of TANF Child-Only households with no-work eligible members”.	
A-2110	INDIVIDUAL REQUIRED TO HAVE A PRP – clarified a PRP must be developed for all TANF Child-Only or TANF/NEON recipients. Removed the third bullet because non-custodial parents (NCPs) are no longer provided services. In the 5 th and 6 th bullets, removed reference “caretaker” and replaced with Relative Caregiver (NNRC).	
A-2020	PRP TIME FRAMES AND EXPIRATION DATES - clarified the PRP time frames and expiration dates apply to TANF Child-Only and TANF/NEON.	
A-2130	PRP FORMS - a change was made from the specific manual referenced A-861.1 to the Chapter A-800 where the information is located.	
A-2140	PRP DEVELOPMENT - in the last paragraph, clarification was added that the head-of-household for TANF/NEON or Relative caregiver for Child-Only cases are responsible for ensuring all household members comply with the requirements of their PRP and must sign the PRP developed for other members of their household.	
A-2150	SPECIAL REQUIREMENTS FOR MINOR PARENTS – reworded the first sentence to “In addition to the requirements previously outlined, the PRP for a TANF household containing an unmarried minor parent must include”:	
A-2170	NON-COMPLIANCE WITH TERMS OF THE PERSONAL RESPONSIBILITY PLAN (PRP) – Reworded by adding Child-Only participation requirements in the initial development of the PRP and removed wording regarding NOMADS termination code “T” for NEON, added a new paragraph to clarify termination of Child-Only or NEON within NOMADS. In the last paragraph, a change was made from the manual reference B-933 to the Chapter B-900 where the information is located and in the last sentence changed the word “ with” to “within”.	
Maps 338.5	Update income limits with 2013 Federal Poverty Level increase.	
Maps 670	Update Income Test Chart with 2013 Federal Poverty Level increase.	
Maps 925.8	Update 185% of FPL chart with 2013 income figures.	
TOC-B-200	New section-298-CANCELLATION/ STATUS OF EBT CARDS UPON DEATH OF THE ENTIRE SNAP/TANF HOUSEHOLD – The Legislative Council Bureau (LCB) conducted an audit of EBT usage in 2012. One of the findings was the use of deceased individual/household EBT benefits after the date of death. The agency submitted a corrective action plan, and for all cases in which the entire household is deceased, the EBT card will be statused by and EBT Specialist and the EBT account deactivated.	

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B-298	New Section Added – 298 – CANCELLATION /STATUS OF EBT CARDS UPON DEATH OF AND ENTIRE SNAP/TANF HOUSEHOLD - The Legislative Council Bureau (LCB) conducted an audit of EBT usage in 2012. One of the findings was the use of deceased individual/household EBT benefits after the date of death. The agency submitted a corrective action plan, and for all cases in which the entire household is deceased, the EBT card will be statused by and EBT Specialist and the EBT account deactivated.	
C-140	Update income charts with 2013 Federal Poverty Level increases.	
C-180.4	Update income charts with 2013 Federal Poverty Level increases.	
C-180.5	Update 100% need standards with 2013 Federal Poverty Level increases.	

May 1, 2013

Effective Date — May 1, 2013

Instructions for Manual Maintenance — Replace superseded pages (10) with transmitted pages (10).

(MTL/E&P 13/01)