

SIMPLIFIED RECERTIFICATION

62. Simplified Recertification households (SSA income) with a CP ending 7/2003 were coded "N" instead of "S". Can a yearly mail-in recertification form be sent instead of conducting a face-to-face interview? **Yes, a yearly mail-in recertification form can be sent to these households as long as the case meets the criteria for simplified recertification.**

63. Please explain more about cases subject to Simplified Recertification due to being an SSI applicant. Is there a difference in case handling if the FS application is taken by SSA and an application taken at the DSS for an individual who has applied for SSI? **If the FS application is taken by the SSA and forwarded to the DSS, the case is a Simplified Recertification case and must be certified for 12 months. If SSI is denied and the case changes to Standard Recertification, do not shorten the CP. Use the Review for Change field to contact the household within the CP to see if there are any changes in situation. When the application is taken at the DSS, if disability is not obvious and the client fails to provide a medical statement, consider the case a Standard Recertification. Document well.**

64. A Simplified Recertification FSU reported that they had sold their single-wide mobile home and replaced it on the same lot with a double-wide model. The change also resulted in a new mortgage for their home. Can this change be considered a change associated with a new residence even though the family hasn't actually moved? **Yes, consider the change as a change in residence.**

STANDARD RECERTIFICATION

65. A school employee (other than a teacher) applies in June and the last pay for the school year is received in June. The client states she will return to work in August and will receive only partial pay; September will be the first full pay. She has no other source of income. What is the correct procedure for counting income? **Process counting June income for June and zero income for ongoing. The case is a Standard Recertification based on no income so assign a three month CP. When the case is recertified in August, count wages in the new CP if the client returns to work at the school, and the case becomes Semi-annual Reporting. If she had any other income, the case would be Semi-annual Reporting and only required to report if the school income caused her to exceed the gross income limit for her household size.**

66. Homeless individual in a Standard Recertification case moves out of county. The individual has not applied in the other county. Can the case be terminated? **Yes, terminate the FS case since the client no longer resides in your county. Changes in residence are a reportable change under standard recertification and changes must be acted on within 10 calendar days of the date of report.**

67. A Standard Recertification was conducted on July 8; all required verifications were received by July 16; so the recert was processed on July 18 for a new certification starting in August. On July 24 the client provided verification of homeowner's insurance. Can the homeowner's insurance expense be added to the FS budget? **Yes, the homeowner's insurance can be added to the FS budget since shelter deductions were requested as part of the recertification process and providing verification of the expense at recertification is not considered 'reporting a change in deductions during the CP.**

68. During a Standard Recertification interview in August, the client reports a new member (child) who is included in a Semi-annual case certified through December. The new member has no income. When is the child added to the Standard Recertification case? **Add the child to the Standard Recertification case as soon as the child is removed from the Semi-annual Recertification case. A NOAA must be provided to the semi-annual recertification household in order to remove the child from the case.**

SEMI-ANNUAL RECERTIFICATION

69. If an agency error on a Semi-annual Recertification case is discovered that would decrease the benefits, what is the correct action to take? Should we act on it when discovered or wait until recertification? Waiting could result in a massive claim for the client to pay back. **Make the correction when the error is discovered to prevent further overpayment to the customer. Send the NOAA and act appropriately. Document why the change is being made. Remember to send a referral for a claim to be established.**

70. If a client error on a Semi-annual Recertification case is discovered that would decrease the benefits, what is the correct action to take? For example, the applicant failed to report income that started prior to the date of application. Should we act on it when discovered or wait until recertification? Waiting could result in a massive claim for the client to pay back and failing to act once it is discovered may be considered an agency error. **Make the correction when the error is discovered to prevent further overpayment to the customer. Send the NOAA and act appropriately. Document why the change is being made. Remember to send a referral for a claim to be established.**

71. A client reports several changes at the same time. The case is a man and woman who live together. They moved to a new residence, the woman reported her job ended Friday and she is on maternity leave. The man just got a new job. Which of the changes must we react to in this Semi-annual Reporting case? **Lump all changes together and react based on the cumulative result. Change it if the net result is an increase in benefits. Don't act if it causes a decrease as long as the household is not over the gross income limit. Document well.**

72. What is the correct procedure for processing a Semi-annual reporting case eligible for expedited benefits based on the following examples?

Example 1 - Case is certified through 6/03. Client comes in on 7/24 and is eligible for expedited benefits. The Semi-Annual case is certified for 7/03 - 12/03. 7/03 benefits are issued; 8/03 benefits are pending verification. If the verifications are not provided by 8/31, close the case. If they are provided by 8/31, release the 2nd month benefits.

Example 2 - Case is certified through 6/03. Client comes in on 7/24 and is eligible for expedited benefits. The Semi-Annual case is certified for 7/03 - 12/03. 7/03 benefits are issued; 8/03 benefits are pending verification. The client has until 7/31 to provide the pending verifications, which must be manually tracked as the Tuesday report will show 8/31. If the verifications are not provided by 7/31, close the case. If they are provided by 7/31, release the 2nd month benefits. **Example 1 procedures are correct based on instructions in Section 320.06, Postponed Verification.**

73. A Semi-annual Recertification case contains a person disqualified due to failure to comply with ESC. We received a 2625 from ESC to advise that this person has gone to work. The 2625 did not give any details about the job, so we do not know when the job started, how much he works, if it is enough earnings to lift sanction. Do we request wages to see if household is over the gross limit and lift the sanction because he has cured it? What do we send to ESC? **Evaluate the cumulative effect of both changes since they go together. In this case, the person cured the DQ by getting a job as long as it meets the 30 hours per week rule. Deregister him with ESC if he is no longer a required registrant.**

74. A Semi-annual face-to-face interview was completed in June for a new CP starting in July. Prior to certifying the case, a transmittal is received from WF stating WF cash will terminate effective June 30 because the client did not sign the MRA. What is the correct action to take in the case? **Wait until the WF 10 day notice expires to make sure WF case terminated. For a WF termination to be effective 6/30, the termination must be keyed by the EIS pull cut-off date. If WF terminates effective 6/30, place FS case into Transitional for 5 months starting in July.**

75. The FSU has annualized self-employment income but meets the requirements for Semi-annual Recertification . Is it correct to put a case with annualized self-employment into Semi-annual Recertification? If yes, how is income budgeted? **Yes, a case with annualized self-employment income can be put into semi-annual recertification. Divide the yearly income by 12 to obtain monthly average, as long as this is expected to be representative for the next 6 months.**

76. BENDEX and SDX list other income such as earned income, VA, retirement, etc. Is income other than SSA and SSI considered verified upon receipt? **No, do not consider other income listed on the BENDEX and SDX verified upon receipt. The SSA is the primary source of information for SSA and SSI income, but not other income listed on BENDEX & SDX.**

77. If a client receives both SSI and earned income; the SSI income changes monthly due to the earnings. In certifying the Semi-annual recertification case, how are the SSI and earnings budgeted? **Certify the case using income and budgeting rules in Section 270.01. If an SDX is received during the certification, react to changes in the SSI since it is information verified upon receipt. Do not change the earned income unless the household reports a change in earnings that increases the benefits. Also, react if the household reports a change in SSI that increases benefits.**

78. A household consists of an SSI recipient (head) and a 17 year old pregnant female with no income. The SSI recipient now deceased. What is the recert category is this case? Should deceased head be deleted and the 17 year old be made head of household or must the 17 year old make a new application? **The FS hh is Semi-annual Recertification. If benefits increase by deleting the deceased person with SSI income, verify and make change. Send a DSS-8562, Effect of Change Notice. The remaining household member becomes a standard recertification case since no income. Send a DSS-8550, Change Report but do not change the length of the current CP. If benefits decrease by deleting the deceased person with SSI income, do not make change and the case remains a 2 person Semi-annual Recertification until the case is recertified. Send a new DSS-8550SR, Change Report. If the 17 year old is capable of handling the Food Stamps, make her head of hh and issue an EBT card. However, if she is not capable of handling the benefits, issue an EBT card to an authorized representative.**

79. An application is approved on August 2 for expedited benefits with postponed verification. The Semi-annual Recertification case is certified from August through January. On August 20, the client reported a new job that started on August 17. What is the correct action to take? **Upon receipt of postponed verification requested, release September benefits within five days or the first September, whichever is later. See FS 320.06. Then determine whether household's new gross income exceeds 130% of the poverty level for the FSU size. If yes, send NOAA to terminate FS case; if no, make no changes in FS case.**

80. If WFFA is approved for a Semi-annual Recertification case, what is the correct action to take in the case? Technically this is not a "change" that WFFA is acting on, it's an initial approval. **Consider the receipt of any DSS-8194 as a change acted on by WFFA. This includes approvals as well as notification indicating employment and the client is now in Job Bonus.**

81. When a DSS-8194 transmittal is received from WF stating that the WF case is in Job Bonus, are wages used in the FS case budget? **Yes, add the wages in the FS budget and send a NOAA to decrease benefits. React to this change because it is a change acted on by WF. The change in the WF case is that the wages put the WF case into Job Bonus.**

82. The last face-to-face interview was in 6/2002, but the household received a QR instead of an appointment notice. The case is Semi-annual Recertification. Does a face-to-face interview need to be completed? **Yes, a face-to-face interview is required once every 12 months for semi-annual recertification cases unless there is reason to waive the face-to-face interview; see FS 450.19. If the face-to-face interview is waived, document the reason a waiver is granted and do a telephone**

interview using an approved recertification form. The household must provide all required verification and sign all required forms.

83. A client failed to report new employment that began 4/2003. Based on 10-10-10 rules, the first month of overissuance is 6/2003. The case is now subject to Semi-annual Recertification. Is a claim appropriate since new reporting requirements began effective 6/2003 for SR households? Does the overissuance continue through the end of the current certification or only through 6/2003 since increases in income reported by SR households are not reacted to unless it causes the household to exceed the gross income limit for the household size? **Establish a claim effective 6/2003 since reporting a new source of income was a reportable change in 4/2003 for all FS households. The overissuance continues through the end of the current CP.**

84. A Semi-annual Recertification case includes some members who receive WF. A transmittal is received from WF stating the case is terminating since the WF family has moved out of the county; however, the other members remain in the case. What is the correct action to take in the FS case? **The remaining members of the FS case are not eligible for Transitional benefits since the WF case is terminated due moving to another county. React to the change acted on by WF and remove the WF hh members and WF income. Issue an Effect ofChange notice if benefits increase or a NOAA if benefits decrease or terminate.**

85. If a Semi-annual Recertification client provides an award letter from SSA to verify new SSA income, is the award letter considered "verified on receipt", or must we wait for the information to appear on a BENDEX since BENDEX and SDX are the only examples listed in policy? **Information considered verified upon receipt is limited to the sources listed in policy. The award letter is not income 'verified upon receipt'. The new SSA is not a reportable change unless it puts the FSU over the gross income limit for the household size. Document and wait for the BENDEX to come.**

86. An SDX sheet received on a Semi-annual Recertification case indicates the client is approved for SSI, and has received a large lump sum (obviously back pay). The regular monthly amount of SSI is not shown on the SDX. Is it correct to run the SOLQ query to confirm the monthly income amount? **Since the lump sum is not ongoing SSI, consider it questionable. Document this and wait until another SDX arrives.**

87. What is the maximum income limit for a Semi-annual Recertification FSU when there is a household of three and one of them is disqualified for one of the reasons listed in Section 260.01. A? **Evaluate using the maximum income for three because all countable gross income is considered for disqualified persons.**

88. CORRECTED ERROR IN FIELD 13 (Terminal Message #2003-13) **An error has been identified in FSIS. On cases where Field 13 was an R or an N and a TC8 was keyed to remove the income, FSIS failed to change Field 13 to an X. This error has been corrected. On the night of June 20, 2003, a correction was made to all cases where Field 13 is an R or N and there was no income in the case. Field 13 was changed to X. For your reference, a list of these cases titled, "DHRSLA SLAFIX FIELD 13" is provided in XPTR. If you have questions concerning this terminal message, please contact DSS Automation staff at 919-733-8938.**

TRANSITIONAL BENEFITS

89. What is Letter T in field 13? **"T" for Transitional benefits was omitted in the list in FSIS. It will be included with the next manual change.**

90. A Semi-annual Recertification household receives WF. A transmittal is received from WF stating the case is terminating since the household has moved out of the county. What is the correct action to take? **The case is not eligible for Transitional benefits. Issue the NOAA to terminate the FS case.**