

EFFECTIVE October 1, 2008

**MANUALS
INCLUDED IN
BULLETIN**

Reference Forms & Publications (RFF)
Reference Tables (RFT)

SUBJECTS

1. Forms added/revised.
 - New forms.
 - SWSS FAJ forms.
 - Revised form exhibits.
 - Assistance application.
2. New payment standard.
 - Automatic update.
 - LOA2 budgets.
 - FAP cases needing manual updates.
 - EFIP cases.
3. Annual cost of living increase.
4. Dependent care expenses.

**1) FORMS ADDED/
REVISED**

New Forms

The following forms are added:

- DHS-1844, Administrative Hearing Order Certification - Children's Protective Services (new 8/08).
- DHS-2096, Child Death Investigation Checklist (new 8/08).
- DHS-2242, Food Assistance Worksheet (rev. 8/08).

SWSS FAJ Forms

The following SWSS FAJ forms are added:

- SWSS 69B, Children's Foster Care Notice of Child Placement (rev. 7/08).
- SWSS 69C, Children's Foster Care Notice of Termination From Family Foster Care Placement.
- SWSS 69D, Children's Foster Care Notice of Case Closing.
- SWSS 715, Notice of Hearing to Caretaker letter.
- SWSS ADD, SWSS Addenda.

**Revised Form
Exhibits**

The following form exhibits are updated:

- DHS-57, Foster Care Transitional Medicaid (FCTMA) (rev. 8/08).
- DHS-69, Foster Care, Juvenile Justice Action Summary (rev. 7/08)

- DHS-71, Good Cause Determination (rev. 10/08).
- DHS-93A, Medical Services Authorization/Invoice Form Instructions updated (5/99).
- DHS-715, Notice of Hearing to Caretaker letter (rev. 7/08).
- DHS-781, Paternity Request Test Form (rev. 8/08).
- DHS-1843, Administrative Hearing Order Certification (rev. 8/08).
- DHS-2444, Notice of Employment and/or Self-Sufficiency Related Non-Compliance (rev. 8/08).
- DHS-3550, Children's Protective Services Intake Record (rev. 7/08).

Assistance Application

RFF 1171

RFF 1171 is updated with the current version of the DHS-1171, Assistance Application. **Manual items that apply to each section are identified in the form instructions.** Local offices must only distribute the new applications after 7/31/2008; however, if a client submits an earlier version of the application it may be used to determine eligibility.

2) NEW PAYMENT STANDARD

RFT 210, 225 (released with RFB 2008-006)

Reason: Clarification of actions for the update.

Effective October 1, 2008, the payment standard for FIP, RAP, and SDA is increased. The new rates are available in:

- RFT 210, FIP Monthly Assistance Payment Standard.
- RFT 225, SDA Monthly Assistance Payment Standards Table.

Automatic Update

Automatic update of the FIP, RAP, and SDA payment standard and grant amount will occur after close of business on September 30, 2008.

For cases updated centrally, CIMS will:

- Adjust the payment standard and recompute the grant amount.
- Update the FAP benefit amount when FAP is active under the same case number as the cash case, and the FAP case does not contain more than one cash assistance group.

LOA2 Budgets

LOA2 software is updated to compute grant amounts based on the new payment standard. LOA2 generated notices are modified to provide correct benefit information. Over/underissuance software has been modified to determine correct benefit levels for over/underissuance determinations.

Budgets completed on LOA2 through September 30, 2008 must be entered on CIMS by the close of business on September 30, 2008. Budgets not entered on CIMS must be recomputed on October 1, 2008 or after to obtain a correct benefit calculation.

FAP Cases Needing Manual Updates

FAP

Report XA-077 lists FAP cases that could not be updated centrally and require manual update. Manual updates are required only on the FAP portion of cases active FIP, SDA, RAP for a few reasons (e.g., cases with a pending negative action effective after September 30, cash disqualifications, etc.). If the negative action is deleted prior to the negative action effective date, the FAP manual update is not required.

The manual FAP updates must be completed by October 31, 2008.

EFIP Cases

EFIP

EFIP cases must be reviewed manually. Use the last budgeted amount to recalculate eligibility based on the updated payment standards.

3) ANNUAL COST OF LIVING INCREASES

RFT 250, 255, 260

The annual cost-of-living update for food assistance program (FAP) heat and utility standards, income limits and benefit issuances runs after the close of business on September 30, 2008. Report XF-009 will not be issued to local offices since there aren't any cases that closed due to the update.

Categorically eligible one and two member households are eligible to receive a minimum benefit amount of \$14.

LOA2 is updated to support the cost-of-living changes. Use the old standard amounts for any budgets completed and entered on CIMS prior to the update.

Reason: Annual federal cost-of-living changes.

4) DEPENDENT CARE EXPENSES

RFT 255

The dependent care expense caps of \$175 and \$200 are removed. Dependent care expenses do not need to be paid to be allowed, however, the expense **must** be verified. Allow the unreimbursed amount of dependent care expenses the client is responsible to pay.

The dependent care deduction table is removed from RFT 255.

Reason: Farm bill requirements.

