

**-OBSOLETE -
Operations Memorandum - Cash/Medicaid/Food Stamp
OPS050706**

7/15/05

SUBJECT: Expanded Enrollment in Semiannual Reporting (SAR) and Other Changes
Related to SAR

TO: Executive Directors

FROM: Christine M. Bowser, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) that the following policies will be in effect as of August 1, 2005:

- All Temporary Assistance for Needy Families (TANF) and certain Medicaid budgets will be enrolled in Semiannual Reporting (SAR).
- TANF and General Assistance (GA) recipients, certain Medicaid budgets and Food Stamp (FS) Non-SAR households, excluding Extended Food Stamp (EFS) benefit households, must report changes in their circumstances that may affect eligibility by the 10th of the month following the month of the change.

What budgets are now enrolled in SAR?

Current:
<ul style="list-style-type: none">• All TANF and GA cash budgets with earned income except those whose only source of income is from a:<ul style="list-style-type: none">✓ Full-time student or part-time student employed part-time.✓ Dependent child participating in a Workforce Investment Act program.• Extended Medical Coverage (EMC) budgets• All FS households except those:<ul style="list-style-type: none">✓ In which all adult members are elderly and/or disabled.✓ Receiving EFS benefits.

What budgets are added to SAR?

New:**TANF**

- Beginning August 1, 2005, all TANF budgets will be enrolled in SAR. As a result, CAOs are no longer required to conduct face-to-face reviews of eligibility at six months.

NOTE: The desk guides in Cash Assistance Handbook (CAH) Chapter 178, Appendix C, and Chapter 170, Appendix B, will be updated to reflect these policy changes.

- At implementation, the Client Information System (CIS) will enroll non-SAR TANF budgets in SAR and set the SAR review date for six months or the next redetermination, whichever is sooner. TANF budgets that are not familiar with the SAR process should have a face-to-face redetermination interview prior to receipt of their first SAR form. At this interview, the CAO should explain SAR policies and procedures. When the redetermination is processed, CIS will set the next SAR review for six months and the next redetermination for 12 months.

Examples:

1. Mr. Jeffries is receiving TANF for himself and his son. Mr. Jeffries' next redetermination due date is October 2005. There are no other budgets open in this record. At SAR enrollment, CIS sets a SAR review date for October 2005. Since there is a SAR review and redetermination scheduled for October, the SAR form is suppressed and the CAO must conduct a redetermination interview. At this interview, the CAO explains SAR policies and procedures. CIS processes the redetermination and sets a SAR review for April 2006 and a redetermination for October 2006.
2. Ms. Shellman receives TANF for her two granddaughters. Her next redetermination is in September 2005. At implementation of new SAR policy, the TANF budget is enrolled in SAR and the SAR review is set for September 2005. In September, a SAR form will not be generated since the SAR review and the redetermination date are in the same month. The CAO explains the SAR process to Ms. Shellman at her September redetermination face-to-face interview. A SAR review is set for March 2006 and Ms. Shellman will receive her first SAR form. Her next redetermination is scheduled for September 2006.
3. Ms. Murdoch and her three children receive TANF and FS. Ms. Murdoch has a TANF redetermination date of November 2005 and is enrolled in SAR for FS with a review date of November 2005. At SAR enrollment, CIS sets a TANF SAR review date of November 2005, the same month as the next TANF redetermination. In November 2005, the CAO will conduct a face-to-face redetermination interview for TANF

according to current policy. The TANF SAR review will be set for May 2006 and the next TANF redetermination for November 2006. In May, the CAO will process both a FS recertification and a TANF redetermination to align the recertification/redetermination for both programs.

- After implementation, CIS will set a six-month SAR review date and a 12-month redetermination date for all TANF openings. Refer to CAH Section 171.23 for policy on alignment of SAR periods when opening a TANF budget with an existing open budget.
- Prior to implementation, TANF recipients not currently enrolled in SAR will receive a client message informing them of the impending SAR changes (see Attachment: [CM 450](#)).

New:

Medicaid

- Beginning August 1, 2005, all Medically Needy Only (MNO) Medicaid categories will be enrolled in SAR, with the exception of MNO category/ program status codes TD 55, TA 65, TA 67, TJ 65, TJ 67, TB, and all MNO Long-Term Care (LTC) and Waiver categories (TAN, TJN, TAW and TJW).
- Beginning August 1, 2005, the Non-Money Payment (NMP) Medical Assistance for Workers with Disabilities (MAWD) budgets of PI 00, PI 66, PI 80, PW 00, PW 66, and PW 80 will also be enrolled in SAR.
- At implementation, CIS will set the SAR review for six months or six months from the last redetermination, whichever is sooner. The SAR form will serve as the complete redetermination for TD budgets, the partial redetermination for TA, TJ and TC budgets and the premium review for MAWD budgets. CIS will set the next SAR review for six months or the next redetermination, whichever is sooner.
- When an MNO budget with patient pay or any retroactive period is opened in combination with another SAR budget, initially a SAR period for each SAR budget may be needed to accommodate program requirements. An MNO budget with a patient pay cannot be aligned with any other SAR budgets in the record until the patient pay liability period has ended.
- All SAR reviews must be processed through CAPRTL regardless of the category. To establish a new SAR period for the category for which the SAR form was generated, process only that category through CAPRTL.

Example:

Ms. Maldonado applies for FS and Medicaid on March 15, 2006. She has a hospital bill from December 5, 2005. MNO is opened retroactively with a patient pay using income from December through May. A SAR review date is set for May for the MNO budget. FS are authorized beginning the date of application, and a six-month SAR review is set for August. When the MNO partial redetermination is completed based on the May 2006 SAR form through CAPRTL, a new six-month SAR period is determined for only the MNO budget. When the FS SAR review is completed in August, the CAO may complete a Medicaid review and establish a new MNO period to align with the FS recertification date.

- Prior to implementation, MNO recipients affected by this change will receive a client message informing them of the impending SAR changes (see Attachment: [CM 450](#)).
- After implementation, CIS will set a six-month SAR review date and a 12-month redetermination date for all affected MNO openings.

Example:

Mr. Jones currently receives TD 00 and his redetermination is in January 2006. In July, Mr. Jones will receive a SAR form to determine if eligibility continues for August to January. This will serve as his six-month redetermination.

NOTE: If the CAO does not receive the SAR form or there is missing information, track it incomplete. This will generate a Late/Incomplete Notice (L/IN) and if the L/IN is not received or is received incomplete, the CAO will send an advance discontinue notice.

How will overdue redeterminations be handled at implementation?

TANF/Medicaid

- If the redetermination date is overdue when conversion runs, CIS will set the SAR due date equal to the overdue redetermination date.
- When the CAO processes the overdue redetermination, CIS will set the new redetermination due date and SAR due date based on the CABUDG authorization date (date processing the redetermination).

Example:

If the CAO processes a redetermination on August 15, 2005, the next system-set redetermination date is August 15, 2006 and the SAR due date is February 15, 2006 for cash and MAWD. The next redetermination date for an MNO budget using the above example is July 31, 2006 and the SAR due date is February 15, 2006.

What is the time frame for reporting changes?

Old Policy:
<ul style="list-style-type: none">• Food Stamp households enrolled in SAR must report changes by the 10th of the month following the month of the change.• Cash assistance and most Medicaid budgets and Non-SAR FS households must report within 10 days of the date of the change.
New Policy:
<ul style="list-style-type: none">• To be consistent with current policy for FS households enrolled in SAR, all TANF, GA, Medicaid, and Non-SAR FS recipients are required to report changes by the 10th of the month following the month of the change with the following exception. There are no changes to the time frames for reporting changes for:<ul style="list-style-type: none">✓ EMC budgets.✓ Individuals receiving LTC services in the community (Home and Community-Based Service Programs) and in institutional settings.✓ Households receiving EFS that have no reporting requirements.• We plan to notify all budgets affected by this change prior to implementation (see Attachment: CM 451). <p>Examples:</p> <ol style="list-style-type: none">1. Ms. Wells receives TANF for herself and her granddaughter, Tiffany. On April 3, 2006, Ms. Wells' daughter, Tiffany's mother, returns to Pennsylvania and moves in with Ms. Wells and Tiffany. Ms. Wells is required to report this change in household composition by May 10, 2006.<p>NOTE: If Ms. Wells was receiving NMP for the family (PC-27), the same timeframes would apply.</p>2. An elderly non-SAR household moves to a new address on April 3, 2006. The household is required to report the change by May 10, 2006. <ul style="list-style-type: none">• We will revise reporting requirement and IEVS/SAVE/PACES Desk Guides to reflect this change.

Next Steps

1. Review this information with all staff.
2. Review the attachments.

3. Direct questions to your Area Manager.
4. Implement these policies effective August 1, 2005.
5. This Operations Memorandum will become obsolete when the information contained herein is incorporated into the Cash Assistance, Medicaid Eligibility and Food Stamp Handbooks.