

Operations Memorandum - Employment & Training

OPS-13-01-03

January 29, 2013

SUBJECT: Procedure Change for TANF Recipients with Temporary Incapacity (ETP 53)
TO: Executive Directors
FROM: Richard Wallace, Acting Director, Bureau of Operations

Purpose

To advise County Assistance Offices (CAOs) of a change in the required action associated with receipt of the Incapacity Review Needed Alert-056 for TANF recipients, and how this change relates to participation in Employment and Training (E&T).

Background

Currently, when a TANF participant's RESET status is exempt due to a temporary incapacity (ETP 53), the CAO enters a review date on the Individual Non-Financial Disability Information screen in eCIS which corresponds to the temporary incapacity end date listed on the Medical Assessment form (PA 635). The 056 Alert is created which requires that the CAO send a PA 635 to review whether the temporary incapacity is expected to continue, or has been resolved. The CAO allows 30 days for return of a new PA 635. If the verification is not received, the CAO schedules a Partial Redetermination appointment related to the individual's RESET status and either enrolls the individual in an E&T Activity, continues the exemption, or closes the case if the individual fails to report to the appointment.

Discussion

The PA 635 includes various options for a physician to denote a TANF applicant/recipient's ability to work. If the:

- individual's incapacity is expected to last 12 months or longer, the physician will indicate 'Disabled';
- individual's employability is limited due to an ongoing medical condition, the physician will indicate 'Limited Employability' and list necessary considerations and accommodations;
- Individual is employable, the physician will indicate so on the PA 635 and list any necessary accommodations;
- Individual's medical condition is due to a temporary condition, the physician indicates 'Temporary Incapacity' and provides the date when the temporary condition is expected to end.

To help individuals and their families move toward self-sufficiency, effective immediately, when the CAO receives the 056 Alert identifying that a TANF individual's temporary incapacity is ending, the CAO will complete a Partial redetermination to discuss RESET participation requirements. The Partial may be completed in person or by telephone. The CAO should use the [Partial Redetermination Letter PA 1834 \(Attachment 1\)](#) to schedule the Partial Redetermination appointment.

At the scheduled appointment, the CAO will update the AMR, discuss available RESET options and refer the individual to the appropriate E&T activity. If, during the partial, the individual indicates:

1. That their temporary incapacity continues, the CAO will give the individual a PA 635 to be returned to the CAO within 30 days. The CAO must update the ETP status code to 60, open an "A" project with a Good Cause 53 code and set a review date of no more than 30 days. When the PA 635 is returned, the CAO will review to determine whether the individual:
 - Is determined by their physician to continue to meet temporary incapacity criteria. If yes, the CAO will update ETP status to 53 with a corresponding incapacity review date;
 - Is a good candidate for DAP; or
 - Must be enrolled in an allowable RESET activity.
2. That they initiated an application with the Social Security Administration on their own:
 - The caseworker will maintain the ETP status code of 53 with a scheduled review date in 30 days;
 - The Caseworker will give the individual a PA 635 to be completed by their attending doctor and initiate the DAP process;
 - The Caseworker will have the client sign the FIRM 176K;
 - Once the PA 635 is received the worker should submit the FIRM 176K, the PA 731 and the current PA 635 to the DAP worker. At this point the client will be considered to be cooperating with the DAP process.

Note: Individuals who are cooperating with DAP in pursuing benefits from the Social Security Administration (SSA) are considered exempt until the final eligibility determination for Retirement, Survivor's, Disability Insurance (RSDI) or Supplemental Security Income (SSI) is made.

Failure to keep the Partial redetermination appointment will result in the TANF budget being closed.

Next Steps

1. Share this information with appropriate staff.
2. Direct questions to the Bureau of Policy Division of Employment and Training Programs at 717-787-1302.

3. Retain this Operations Memorandum until the information is incorporated into CAH 135 and SNAP 535 Handbooks.