

DATE: September 17, 2020

OPERATIONS MEMORANDUM #20-09-01

SUBJECT: Work Expense Reimbursement Program Ending

TO: Executive Directors

FROM: Inez Titus
Director
Bureau of Operations

PURPOSE

To inform County Assistance Offices (CAOs) of the termination of the Work Expense Reimbursement (WER) program September 28, 2020.

BACKGROUND

The WER program was designed to assist Temporary Assistance for Needy Families (TANF) households with an adult who is working with employment expenses. Each household was authorized \$50 per month for this purpose. As part of Governor Wolf's focus on supporting families in achieving long-term economic stability, the Department of Human Services (DHS) will end the Work Expense Reimbursement program to implement the Work Expense Deduction that more directly assists TANF individuals in the transition to work. A separate Operation Memorandum will be shared to discuss the Work Expense Deduction in further detail.

DISCUSSION

The WER will no longer be authorized when determining or redetermining eligibility. Households already receiving the WER will be transitioned out of the program between September 28, 2020 and June 30, 2021 when an eligibility determination is processed on the case. The system will end the WER automatically when eligibility is run. If the household remains eligible for the Earned Income Disregard (EID), the new Work Expense Deduction (WED) will be applied.

The household will receive notice that the WER program ended at the next eligibility redetermination unless TANF benefits are discontinued.

PROCEDURES

Effective September 28, 2020, the WER will be discontinued. Updates made to the system will no longer authorize the WER for applicants and recipients. If a recipient is receiving the WER at the time the CAO is determining eligibility, the WER will be ended and the WED applied if the recipient remains eligible for the EID.

If a household received a WER prior to an eligibility determination, the CAO will send the appropriate Cash notice with the modified Notice Reason Code (RC) 690 text appended to the Cash notice.

NOTE: The Notice RC 690 will not display on the Client Notice Screen. The system will automatically include the WER ending text on the Notice. The CAO should not change the Cash Notice Reason Code that displays on the Client Notice Screen to RC 690.

Example: A TANF recipient is receiving the WER and is eligible for the WED. The household reports an individual with no income has moved into the house. When eligibility is run the WER is discontinued and the WED will be applied. The benefit amount is increased. Notice RC 093 displays on the Client Notice Screen. Notice RC 690 does not display on the Client Notice Screen. The CAO must not change the Notice RC. RC 093 and Notice RC 690 text will display in the client notice.

NEXT STEPS

1. Share this information with appropriate members of your staff.
2. Contact your Area Manager with any questions.
3. Submit requests for clarifications through the Policy Clarifications Unit.