From: DPA EIS Helpdesk
Sent: Monday, May 13, 2002 8:42 AM
To: ALL DPA Statewide Staff; ALL DPA State Associates; DFYS Eligibility Staff
Subject: New TLIP screen

Broadcast to all DPA Staff & Case Management Service Providers
From the 60 Month Project Team

This broadcast provides information about EIS enhancements we are implementing to support the 60-month time limit policy and case staffing procedures.

TLIP Screen
A new EIS screen, TIME LIMIT INFORMATION / PREVIOUS AID (TLIP), has replaced the PRAW screen. This new screen enhances our ability to record information about months on temporary assistance. It is also designed to assist us in tracking staffings and 60-month extension information.

A conversion job ran May 12th, 2002 to populate the *Total Months Used* field on the TLIP and enter extension information for those cases that have been staffed and approved for an extension. Client alerts were generated to identify these changes. Case workers will need to review these cases to confirm the approval of the extension, make any necessary changes to the information recorded on the TLIP, and send EIS notice *W191 Temporary Assistance Extension Approved* to inform the family of the extension approval.

Note: The conversion job copied up to 60 months of assistance information from the PRAW screen to the new *AK TA* field on the TLIP. Any extension months used will appear in the *EXT MTHS* field and the total of these two fields will display in the *TOTAL USED* field. Months used in another state or through a Native TANF organization will <u>not</u> display in the new fields *OT TA* or *NFAP*, but will be updated later as time allows. Staff will need to review this information and request any required changes through the EIS Help Desk.

Other features of the new TLIP screen include staffing and extension information. Staffing dates can be entered for the most recent staffing completed and when the next staffing is to occur. Extension reason codes and extension start and end dates will also be maintained on this screen.

CAP2 Screen
Three new fields have been added to the Case Profile - Page 2 (CAP2) screen. These are:

- ✓ 60 MTHS - this field displays a *Y* when a case has received 60 months of assistance;
- ✓ TOTAL EXT MTHS USED - records the number of months a family has received an extension of benefits; and
- ✓ EXT END - displays the month and year the extension ends.

TAPD Screen
A new field, *EXT END MONTH* has been added to the TAPD screen. This field will display the month and year an extension ends.
EIS Procedure
The attached procedure goes into more depth on these EIS enhancements and the process of working cases in extension.

If you have any system questions, please contact Systems Operations Help Desk at EISHelp@health.state.ak.us <mailto:EISHelp@health.state.ak.us>. For policy questions, please contact any member of the Policy and Program Development Team at 465-3347 or email DPAPolicy@health.state.ak.us <mailto:DPAPolicy@health.state.ak.us>.

TLIP Procedure.pdf

STATE OF ALASKA

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MEMORANDUM

DATE: May 13, 2002

TO: All DPA Statewide Staff

FROM: Mary Rogers
Chief of Field Services

SUBJECT: EIS Procedure 2002-2
60-Month EIS Procedure

I. Introduction

This procedure describes how EIS is changed to implement the 60-Month time limit restrictions for Temporary Assistance. Please refer to your Temporary Assistance policy manual for specific policies regarding time limits.

The 60-Month time limit policies affect the following screens:

- TIME LIMIT INFORMATION / PREVIOUS AID (TLIP)
- CLIENT PROFILE / MAINTENANCE (CLPM)
- CASE PROFILE – PAGE 2 (CAP2)
- TEMPORARY ASSISTANCE PAYMENT DETERMINATION (TAPD)

II. TLIP SCREEN OVERVIEW

The TLIP screen replaces the PRAW (PREVIOUS AID / WORK INCENTIVES) screen and features new counters and extension information for Temporary Assistance.

The "TOTAL USED" column reflects the total number of months from the next four columns to the right.

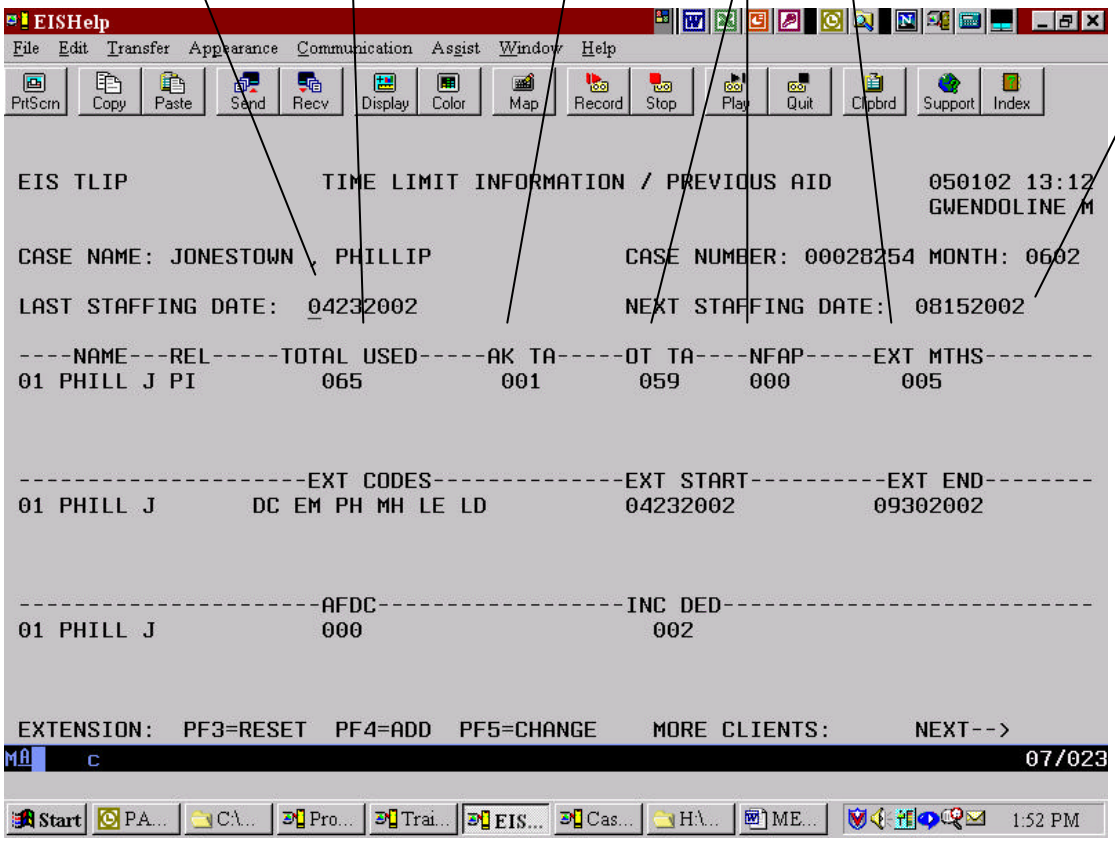
The "OT TA" field is for other TANF months. The "NFAP" field is for Native TANF months. Both of these fields will remain the same unless changed by the Help Desk.

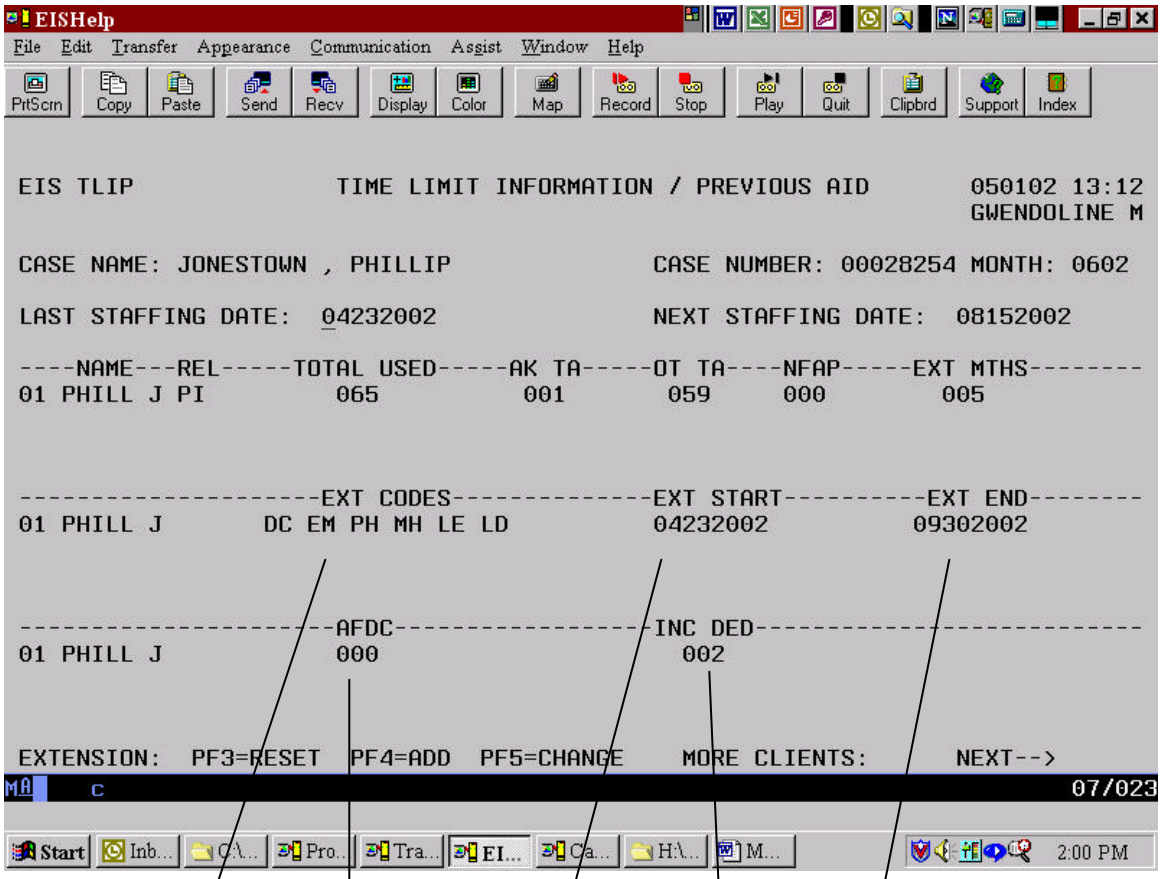
The "LAST STAFFING DATE" field may be used to enter the most recent Staffing date. Staff can change this field at any time.

The "AK TA" field displays the number of months the client has received Temporary Assistance in Alaska. It will increment up to a maximum number of 60.

The "EXT MTHS" field will count the number of months the client receives an extension to the 60-Month time limit. It will increment up each month the client receives a benefit while on an extension.

The "NEXT STAFFING DATE" field may be used to enter when the next Staffing date should occur.





The "EXT CODES" is an open field that will allow up to six different extension reason codes to be entered. Each individual will need at least one code entered to have an extension of benefits authorized.

The "EXT START" field is an open field for staff to enter the start of the extension. Any day of a month may be used in this field.

The "EXT END" field is an open field for displaying the last day of the extension. **This date must be the last day of the month.** This field appears on the CAP2 and TAPD.

The "AFDC" counter is used for showing the number of months of AFDC received before ATAP started in 7/97. Manual entry by Help Desk is required.

The "INC DED" is an open field used for displaying the number of months the client has received a benefit with an earned income deduction.

```
EISHelp
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

EIS TLIP              TIME LIMIT INFORMATION / PREVIOUS AID       050102 14:59
                                                                  GWENDOLINE M

CASE NAME: LANDREY , JOYCE                  CASE NUMBER: 00028247 MONTH: 0502

LAST STAFFING DATE:  12102001               NEXT STAFFING DATE:  05152002

----NAME---REL-----TOTAL USED-----AK TA-----OT TA----NFAP-----EXT MTHS--------
01 JOYCE L PI         063          002       058     000        003


---------------------EXT CODES--------------EXT START----------EXT END--------
01 JOYCE L       DC                          02012002          06302002


----------------------AFDC------------------INC DED--------------------------
01 JOYCE L            024                      000


EXTENSION:  PF3=RESET  PF4=ADD  PF5=CHANGE    MORE CLIENTS:      NEXT-->
MA    C                                                                 07/023

Start  Inbo...  C:\...  Pro...  Trai...  EIS...  Cas...  H:\...  ME...  3:08 PM
```

The example above illustrates how a one-parent household case should appear after an extension has been granted.

In this example, the caseworker first entered the staffing date in the “LAST STAFFING DATE” field. After tabbing over to the “NEXT STAFFING DATE” field, the caseworker entered the approximate date for the next staffing.

The next step in this process was to hit the PF4 key to open the “EXT CODES” field to add the extension reason code. Though this case only has one extension reason code shown, some cases may have up to six extension reason codes. This means the caseworker may have to tab through five fields in order to move the cursor to the “EXT START” field.

After the caseworker entered the extension reason code and tabbed through the fields to the “EXT START” field, they were able to enter the extension start date for this adult.

The last step was for the caseworker to tab over to the “EXT END” field and enter the last day of the month of the extension period.

After verifying the information was correct, the caseworker hit <ENTER> to move to the next screen.

```
EISHelp
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

EIS TLIP              TIME LIMIT INFORMATION / PREVIOUS AID       050102 15:00
                                                                  GWENDOLINE M

CASE NAME: INGERSON , PI                    CASE NUMBER: 00028178 MONTH: 0602

LAST STAFFING DATE:  04242002               NEXT STAFFING DATE:  08152002

----NAME---REL-----TOTAL USED-----AK TA-----OT TA----NFAP-----EXT MTHS--------
01 PI    I PI         061          001       000     059        001
02 SPOUS I SP         002          001       000     000        001


---------------------EXT CODES--------------EXT START----------EXT END--------
01 PI    I       DC EM                       05012002          09302002
02 SPOUS I       SA                          05012002          09302002


----------------------AFDC------------------INC DED---------------------------
01 PI    I            000                       000
02 SPOUS I            000                       002


EXTENSION:  PF3=RESET  PF4=ADD  PF5=CHANGE    MORE CLIENTS:      NEXT-->
MA    C                                                                07/023

Start  Inbo...  C:\...  Pro...  Trai...  EIS...  Cas...  H:\...  ME...  3:09 PM
```

This example illustrates a two-parent family. The PI on this case has used 60-months of assistance plus one month of benefits while on an extension. The spouse has only used one month of assistance but is also on the extension since he or she is part of the household. The extension start date is the same for both members of the household, and the extension end date *must* be the same for both the PI and the spouse. The PI and spouse may have different extension reason codes. After entering the information for the PI, the caseworker repeated the process for the spouse.

PF3 and PF5 Keys:

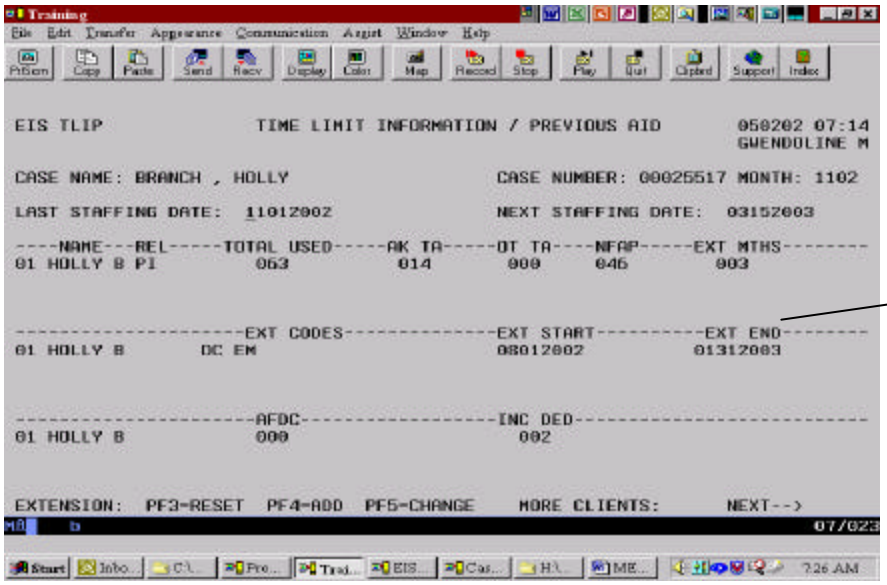
There are two uses for the PF3 key. One would be to restore prior information before leaving the screen; and the second would be if the caseworker entered the wrong information and wanted to go back to the previous status. Using the PF3 key will only reset the "EXT CODES", "EXT START" and the "EXT END" fields.

The PF5 key is only used to open the "EXT END" field so that a caseworker can modify the end date. If the caseworker uses the PF5 key to open the "EXT END" field and then determines the date is incorrect, they may use the PF3 to reset the original date.

Once valid information has been entered and the <ENTER> key has been pressed, the database is updated and the PF3 key will NOT reset the fields to the prior values. For any corrections, the Help Desk will need to be contacted.

Converting a single parent case to a two parent case:

Step One:

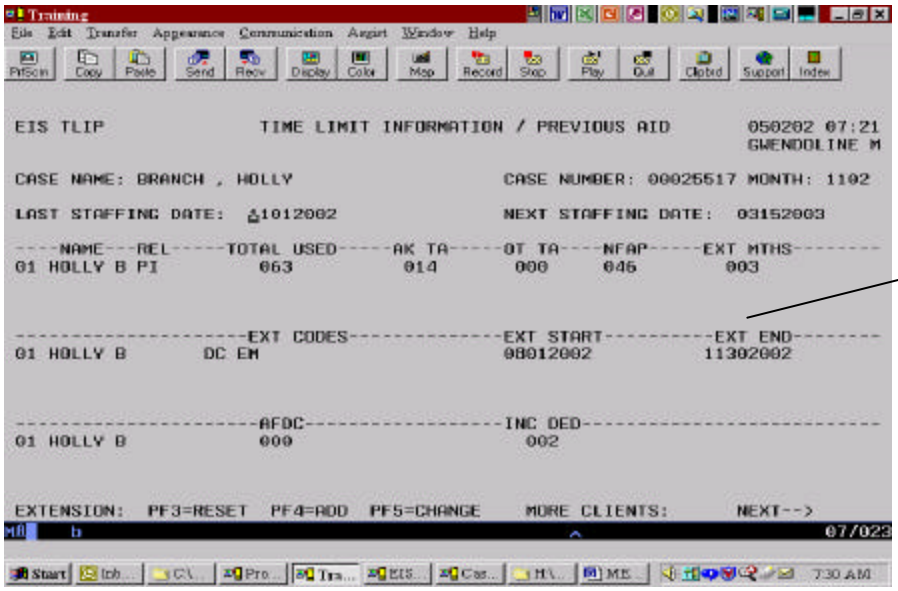


Current extension end date is January 31, 2003.

In this example, Holly Branch's case will be converted from a single parent to a two-parent case. To start, the above screen shows the case with Holly as the only adult in the case and on an extension that ends January 31, 2003.

Step Two:

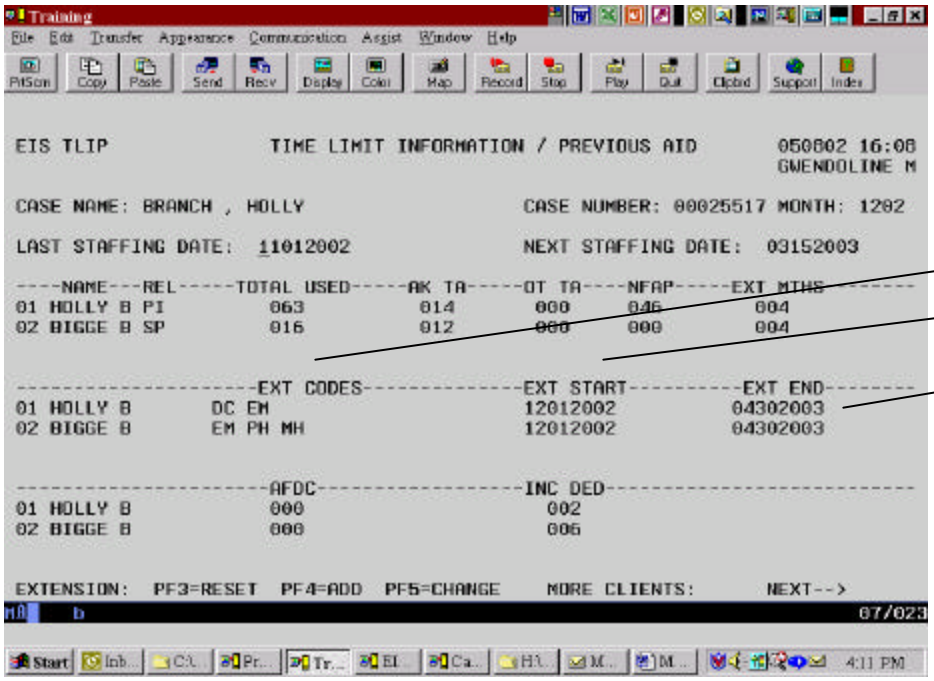
Before adding the spouse to this case in the month of December, Holly's extension end date must be changed to the last day of November. This screen shows how the Ext End date field has been updated to reflect November 30, 2002.



Using the PF5 key to open the extension end date, the caseworker was able to move the extension date back to November 30, 2002.

Step Three:

Last, Holly's spouse, Bigge, has been added to the case for December 2002. Note that each adult has his or her own extension codes but the extension start date is now December 2002 for both adults (the month Bigge joined the household) and the extension end date is the same for both members, April 30, 2003. The TLIP screen now reflects both adults' extension codes as well as their extension start and end dates. Holly's first extension from August 1, 2002 to November 30, 2002 was saved in a EIS history database.



The PF4 key was used to open all three of the extension fields for the PI and the spouse.

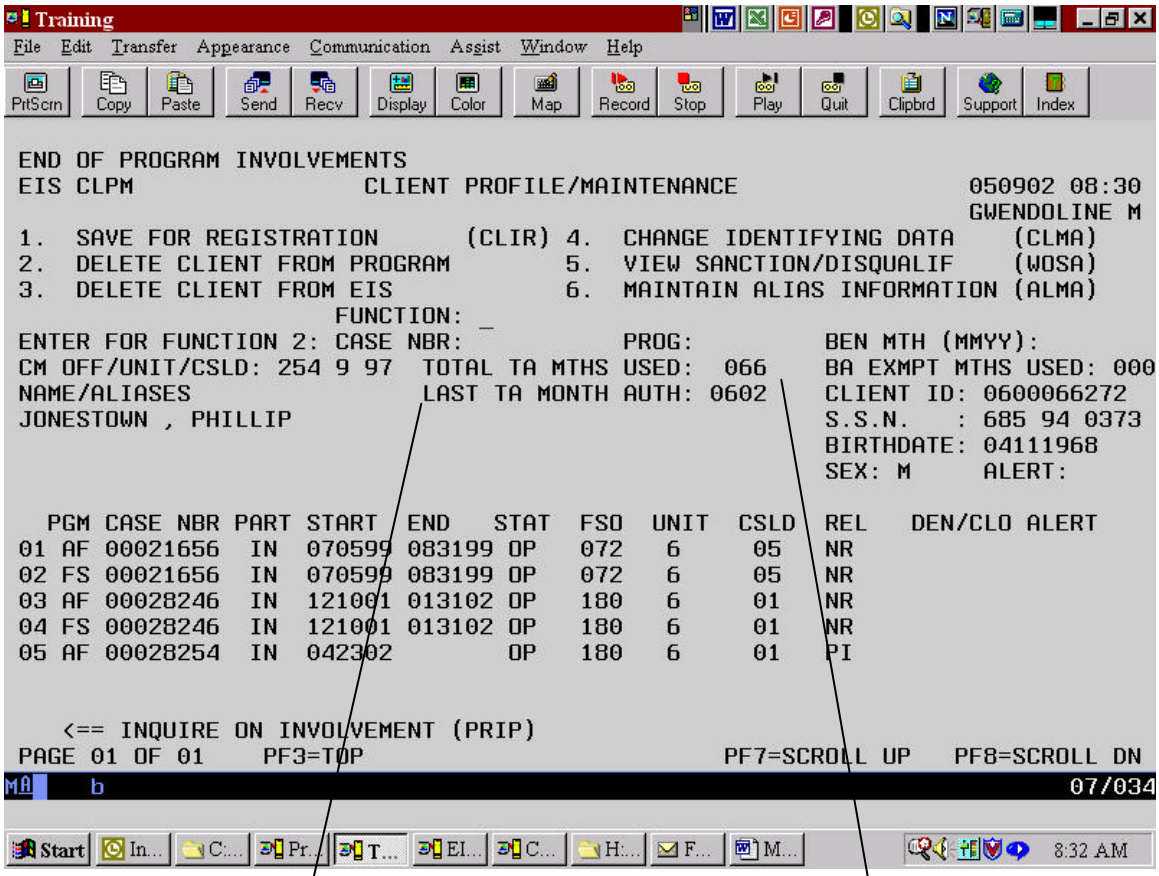
III. EXTENSION REASON CODES

The following is a list of extension reason codes for use on the TLIP screen.

Ext Code	Description
CR	HARDSHIP – CHILD AT RISK
DC	DISABLED CHILD
DR	HARDSHIP – DISABLED RELATIVE
DS	HARDSHIP – DISASTER
DV	DOMESTIC VIOLENCE
EM	HARDSHIP - EMPLOYMENT LIMITATIONS
IC	INCAPACITATED
LD	HARDSHIP – LEARNING DISABLED
LE	HARDSHIP – LIMITED ENGLISH
MH	HARDSHIP – MENTAL HEALTH
PH	HARDSHIP – PHYSICAL HEALTH
SA	HARDSHIP – SUBSTANCE ABUSE

IV. CLPM SCREEN OVERVIEW

This is the “CLIENT PROFILE/MAINTENANCE” screen.

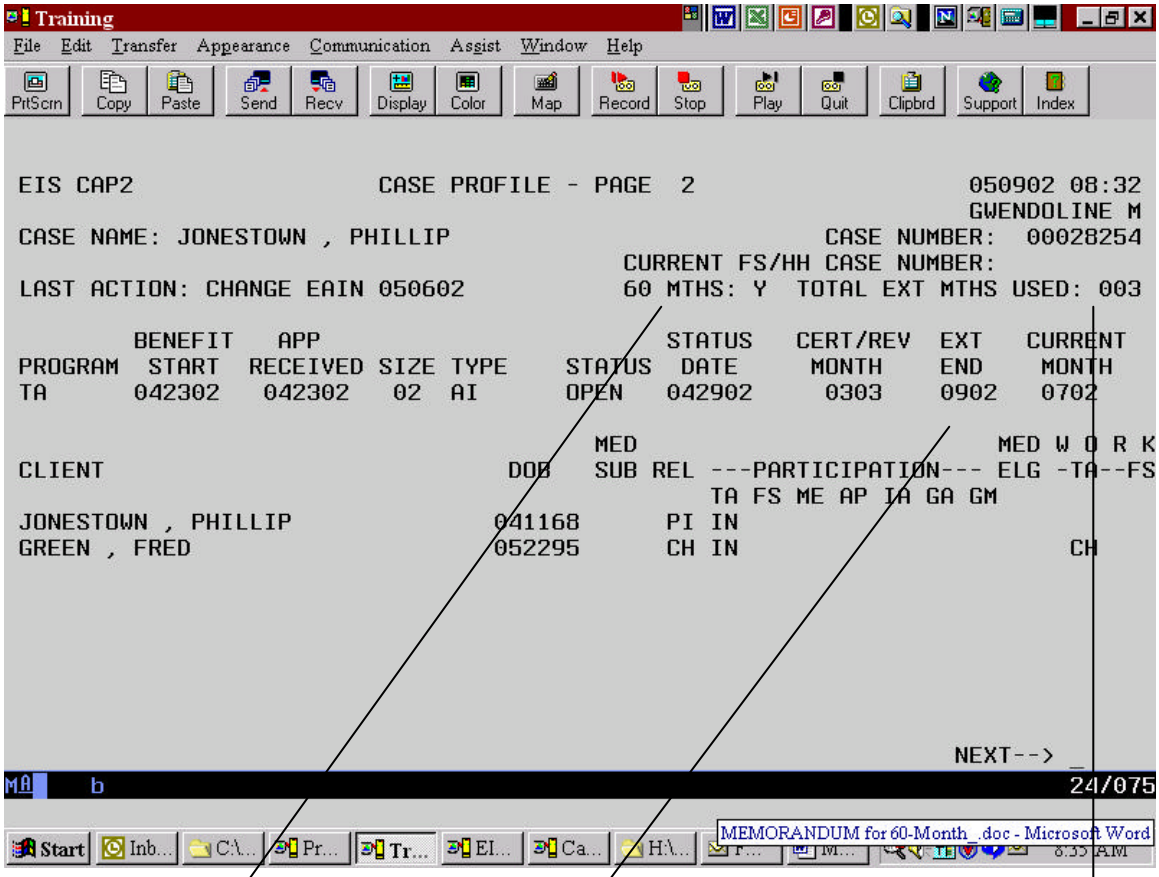


The “LAST TA MONTH AUTH” field shows the last month authorized for a TA benefit. Please refer to the CLPM/PRAW broadcasts dated January 15, 2002 or April 2, 2002.

This is the “Total TA Months Used” field that reflects a cumulative total from all four of the following fields on the TLIP: AK TA, OT TA, NFAP, and EXT MTHS.

V. CAP2 SCREEN OVERVIEW

This is the "CASE PROFILE – PAGE 2" screen. Three new fields have been added. One new field has been added.



This is the "60 MTHS" field. If a case has reached 60 months a "Y" will appear. If the case has not reached 60 months an "N" will appear or the field will be blank if the case is food stamps or Medicaid.

The "EXT END" field displays the month the extension period ends. This field will only display when the case is in an extension. Also appears on the TLIP and TAPD screens.

The "TOTAL EXT MTHS USED" field will display the total number of months of extensions for this case.

VI. TAPD SCREEN OVERVIEW

This is the “TEMPORARY ASSISTANCE PAYMENT DETERMINATION” screen.

```
EIS TAPD          TEMPORARY ASSISTANCE PAYMENT DETERMINATION        050902 08:33
PAYMENT MONTH BASED ON: 0702      PROSPECTIVE                       GWENDOLINE M
CASE NAME: JONESTOWN , PHILLIP                CASE NUMBER: 00028254 MONTH: 0702
UNIT TYPE: AI    UNIT SIZE: 02

  INCOME FROM EMPLOYMENT :    1100.00   ATAP COUNTABLE INCOME  :     636.50
  SELF EMPLOYMENT INCOME :       0.00   NEED STANDARD          :    1055.00
        TOTAL EARNED     :     1100.00  PENALTY AMOUNT         :       0.00
  INCOME FROM EDUCATION:         0.00   SHELTER ADJUSTMENT     :       0.00
  OTHER UNEARNED INCOME:         0.00   ADJUSTED NEED          :    1055.00
        TOTAL UNEARNED :           0.00 MONTHLY BENEFIT AMOUNT :     418.50
  WORK EXPENSE DEDUCTION :       0.00   PRORATED BENEFIT AMOUNT:     418.50
  EARNED INCOME DEDUCTION:     463.50   AFTER MAX PAY DEDUCTION:     326.72
  CHILD CARE DEDUCTION   :       0.00     NEW BENEFIT AMOUNT   :     326.00
  CHILD SUPPORT DEDUCTION:       0.00     AUTH OR PAID BENEFITS:       0.00
  NON-HH-MEMBR DEDUCTIONS:       0.00     SEASONAL ADJUSTMENT  :       0.00
        TOTAL DEDUCTIONS :       463.50   BENEFIT AMT          :     326.00
                                          RECOUPMENTS (INFO)   :       0.00
AUTH PCN: 9999    REVIEW DUE DATE: 0303   GRANT AMOUNT (INFO)  :     326.00
DENIAL/CLOSURE REASON:        EXT END MONTH: 0902          SEASONAL OVR:
BENEFIT TYPE: R    BENEFIT ISSUANCE: R                     REFUSE CASH?:
PAYEE SETUP REQ: N           PFD IND:                 MEDICAID - USE MIBW
  CT003-I IS ELIGIBLE - AUTHORIZATION REQUIRED                   NEXT-->
MA    b                                                            20/036
```

The “EXT END MONTH” field will display the month the current extension will end. This field will only display when the case is in an extension. This will also appear on the TLIP and CAP2 screens.

VII. ALERTS

Three new *case* alerts have been added to EIS.

Alert	Description
TIME LIMIT UP, ATAP NOT ROLLED	This will appear when the case is at 60 months and *does not* roll into the next month because an extension has not been authorized.
EXTENSION ADDED	This alert will appear whenever an extension has been authorized.
EXTENSION END DATE CHANGED	This alert will appear whenever the extension end date is changed.

VIII. KEY POINTS

The following information needs to be remembered when working extensions.

- Extensions: For a case to be extended, all adults must qualify for an extension. Once a case goes into an extension, months are counted as extension months, whether they have reached 60 months or not. The extension period will be the same for everyone on the case, but will be tracked individually.
- Months Used Fields: All counter fields will be hard-coded. In order to record or change information in these fields, caseworkers will need to contact the Help Desk. Total Months Used, AK TA, and Extension Months fields will increment when benefits are issued for a month. Native TANF and TANF received from another state fields must be manually entered by the Help Desk and *do not* increment from month to month.
- Entry and Tracking: The TLIP screen will allow up to 6 extension reason codes to be entered per adult. An extension start and end date will be entered. Entry of the PI's extension end date will populate the new "EXT END MONTH" field on the TAPD screen. *Once entered, the start date and the extension reason codes will lock and cannot be changed without contacting the Help Desk.* The extension end date may only be changed to an earlier date - extensions cannot be "extended". If a new extension period is needed, then a new extension must be added.
- All fields pertaining to food stamps have been removed from the TLIP. In addition, the ATAP month and state fields have been removed as well, though the information is maintained in the EIS database.
- Months of assistance received while living in an exempt Alaska Native village are not included in the "TOTAL USED" field.
- Online help is available and can be accessed by hitting the PF10 key while placing the cursor in a field.
- If a case is to be closed while in an extension period, the end date in the "EXT END" field must first be pulled back to the last month with a paid benefit.

- All requests to the Help Desk for a change to the TLIP must have a CANO explaining why the request was initiated.
- If a case reverts to non-extension status, the caseworker must contact the Help Desk so the "Y" indicator on the CAP 2 screen can be changed to an "N".
- If a caseworker receives the alert "TIME LIMIT UP, ATAP NOT ROLLED", the case will need to be manually closed on the TAED screen and the appropriate notice sent. If the case is not to be closed, an extension will need to be added.