

MAY RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
TRANSMITTAL LETTER 13/03

May 1, 2013

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL
FROM: MICHAEL J. MCMAHON
SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
Chapter-A-2100—Personal Responsibility Plan	Chapter-A-2100—Personal Responsibility Plan
Section 2100- Personal Responsibility Plan MTL 13/03- (2) Pages	Section 2100- Personal Responsibility Plan MTL 10/06- (2) Pages
Section 2110- Individuals required to Have a PRP MTL 13/03	Section 2110- Individuals required to Have a PRP MTL 10/06
Section 2020- PRP Time Frames and Expiration Dates MTL 13/03	Section 2020- Time Frames and Expiration Dates MTL 10/06
Section 2130- PRP Forms MTL 13/03	Section 2130- PRP Forms MTL 10/06
Section 2140- PRP Development MTL 13/03	Section 2140- PRP Development MTL 10/06
Section 2150- Special PRP Requirements for Minor Parents MTL 13/03-	Section 2150- Special PRP Requirements for Minor Parents MTL 10/06-
Section 2170- Compliance With Terms of the Personal Responsibility Plan (PRP) MTL 13/03	Section 2170- Compliance With Terms of the Personal Responsibility Plan (PRP) MTL 10/06
MAPS- 300 —The Child Health Assurance Program (CHAPS)	MAPS- 300 —The Child Health Assurance Program (CHAPS)
Section 338.5 – Income Limits MTL 13/03 – (1) Page	Section 338.5 – Income Limits MTL 12/04 – (1) Page
MAPS- 600 —The Child Health Assurance Program (CHAPS)	MAPS- 600 —The Child Health Assurance Program (CHAPS)
Section 670 – Income Test MTL 13/03 – (2) Pages	Section 670 – Income Test MTL 12/03 – (2) Pages

Material Transmitted	Material Superseded
<p>MAPS- 900 — Post & Transitional Medical</p> <p>Section 925.8 – 185% Federal Poverty Income Level (FPIL) Test MTL 13/03 – (1) Page</p> <p>TABLE OF CONTENTS—B-200 — Issuing Benefits</p> <p>Section B-200 MTL 13/03 – (1) Page</p> <p>CHAPTER— B- 200 Issuing Benefits</p> <p>Section 298-Cancelation/Status of EBT Cards upon Death of the entire SNAP/TANF Household MTL 13/03 – (1) Page</p> <p>PART C— 100 Charts/Tables & Guides</p> <p>Section 140 – TANF Need Standards MTL 13/03 – (1) Page</p> <p>Section 180 – TANF Budgeting Steps MTL 13/03 – (1) Page</p>	<p>MAPS- 900 —Post & Transitional Medical</p> <p>Section 925.8 – 185% Federal Poverty Income Level (FPIL) Test MTL 12/03 – (1) Page</p> <p>TABLE OF CONTENTS—B-200 — Issuing Benefits</p> <p>Section 200 MTL 12/04 – (1) Page</p> <p>CHAPTER— B- 200 Issuing Benefits</p> <p>Section 298-Cancelation/Status of EBT Cards upon Death of the entire SNAP/TANF Household MTL 11/04 – (1) Page</p> <p>PART C— 100 Charts/Tables & Guides</p> <p>Section 140 – TANF Need Standards MTL 12/03 – (1) Page</p> <p>Section 180 – TANF Budgeting Steps MTL 12/03 – (1) Page</p>

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for January 1,2013	Obsolete PT, P&P, PUT or IM
A-2100	Personal Responsibility Plan (PRP) – clarified the PRP is a contract between the Division and TANF Child-Only or TANF/NEON households outlining a jointly-developed plan. Removed reference to NCP household because the program was discontinued during the SFY 12-13 budget process. Removed the second bullet because it referenced NCPs who are no longer provided services and replaced it with “meeting the specialized needs of TANF Child-Only households with no-work eligible members”.	
A-2110	INDIVIDUAL REQUIRED TO HAVE A PRP – clarified a PRP must be developed for all TANF Child-Only or TANF/NEON recipients. Removed the third bullet because non-custodial parents (NCPs) are no longer provided services. In the 5 th and 6 th bullets, removed reference “caretaker” and replaced with Relative Caregiver (NNRC).	
A-2020	PRP TIME FRAMES AND EXPIRATION DATES - clarified the PRP time frames and expiration dates apply to TANF Child-Only and TANF/NEON.	
A-2130	PRP FORMS - a change was made from the specific manual referenced A-861.1 to the Chapter A-800 where the information is located.	
A-2140	PRP DEVELOPMENT - in the last paragraph, clarification was added that the head-of-household for TANF/NEON or Relative caregiver for Child-Only cases are responsible for ensuring all household members comply with the requirements of their PRP and must sign the PRP developed for other members of their household.	
A-2150	SPECIAL REQUIREMENTS FOR MINOR PARENTS – reworded the first sentence to “In addition to the requirements previously outlined, the PRP for a TANF household containing an unmarried minor parent must include”:	
A-2170	NON-COMPLIANCE WITH TERMS OF THE PERSONAL RESPONSIBILITY PLAN (PRP) – Reworded by adding Child-Only participation requirements in the initial development of the PRP and removed wording regarding NOMADS termination code “T” for NEON, added a new paragraph to clarify termination of Child-Only or NEON within NOMADS. In the last paragraph, a change was made from the manual reference B-933 to the Chapter B-900 where the information is located and in the last sentence changed the word “ with” to “within”.	
Maps 338.5	Update income limits with 2013 Federal Poverty Level increase.	
Maps 670	Update Income Test Chart with 2013 Federal Poverty Level increase.	
Maps 925.8	Update 185% of FPL chart with 2013 income figures.	
TOC-B-200	New section-298-CANCELLATION/ STATUS OF EBT CARDS UPON DEATH OF THE ENTIRE SNAP/TANF HOUSEHOLD – The Legislative Council Bureau (LCB) conducted an audit of EBT usage in 2012. One of the findings was the use of deceased individual/household EBT benefits after the date of death. The agency submitted a corrective action plan, and for all cases in which the entire household is deceased, the EBT card will be statused by and EBT Specialist and the EBT account deactivated.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for January 1,2013	Obsolete PT, P&P, PUT or IM
B-298	New Section Added – 298 – CANCELLATION /STATUS OF EBT CARDS UPON DEATH OF AND ENTIRE SNAP/TANF HOUSEHOLD - The Legislative Council Bureau (LCB) conducted an audit of EBT usage in 2012. One of the findings was the use of deceased individual/household EBT benefits after the date of death. The agency submitted a corrective action plan, and for all cases in which the entire household is deceased, the EBT card will be stasured by and EBT Specialist and the EBT account deactivated.	
C-140	Update income charts with 2013 Federal Poverty Level increases.	
C-180.4	Update income charts with 2013 Federal Poverty Level increases.	
C-180.5	Update 100% need standards with 2013 Federal Poverty Level increases.	

May 1, 2013

Effective Date — May 1, 2013

Instructions for Manual Maintenance — Replace superseded pages (10) with transmitted pages (10).

(MTL/E&P 13/01)