

## **1432**

## **REDETERMINATIONS AND CHANGES**

### **1432.05**

### **PURPOSE OF REDETERMINATION**

REV: 04/2010

In addition to the change reporting requirements outlined in Section 1408.30 for all recipients, a redetermination of eligibility is completed whenever a significant change is expected to occur that may affect a family's eligibility and at least once every twelve (12) months to ensure that eligibility for assistance continues and that the payment is correct.

For families that are recipients of RI Works cash assistance but NOT of Food Stamps, a redetermination of eligibility is completed whenever a significant change is expected to occur that may affect the family's eligibility and at least once every twelve (12) months.

### **1432.10**

### **PROCESS OF REDETERMINATION**

EFF: 10/2008

INRHODES stores the next redetermination date for each active case. One month before the month in which the case is due to be reviewed, a redetermination report is distributed to the field.

The agency representative sends out the Redetermination (REDT) packet which consists of the following:

- Redetermination Appointment Letter - C-4,
- Statement of Need - DHS-2, and
- Other informational material, as appropriate.

### **1432.15**

### **REDETERMINATION APPOINTMENT**

EFF: 10/2008

The agency representative responds to any request from the recipient for assistance in completing the DHS-2 for the redetermination of eligibility. This help may be given by telephone or may be completed during the scheduled office or home visit, whichever is most appropriate. The DHS-2 should be completed by the recipient except for the signature which must be witnessed by the eligibility technician at the redetermination interview. The Redetermination Appointment Letter indicates the time and location of the appointment along with the name of the agency representative. The letter refers the recipient to page 3 of the DHS-2 for a list of documents that should be brought to the appointment.

A face-to-face interview is required with each client filing the application in order to review it with him/her and to determine continuing eligibility for assistance. The same process for reviewing

the DHS-2 and determining initial eligibility (see Section 802) is followed when reviewing the subsequent DHS-2(s).

The Information on the Family Violence Option sheet (Form WVR-1a) should be reviewed with the recipient so that s/he is re-informed that s/he may be excused from certain RI Works requirements under the Family Violence Option if meeting these requirements puts the applicant or her/his children at risk of domestic violence.

Information on the DHS-2 which was previously documented and not subject to change, such as birth certificates, marriage and divorce documents, should not be redocumented unless there is a discrepancy noted between the new DHS-2 being reviewed and the DHS-2(s) previously filed. Bankbooks, wage stubs, rent receipts, and all other information subject to change must be verified again through documents at each redetermination, and the source of verification entered in the shaded area of the DHS-2 next to the item.

### **1432.15.05 Redetermination Appointment Not Kept**

EFF: 10/2008

If the recipient does not keep the redetermination appointment or call to reschedule, s/he is notified that the payment will be discontinued. A notice of discontinuance is issued through INRHODES stating that:

- that the assistance payment is being discontinued because of failure to keep the redetermination interview appointment;
- that the filing of the DHS-2 is necessary in order to determine continued eligibility; and
- the effective date of discontinuance.

A copy of the notice is stored in CASE/Notc in INRHODES. The action is noted in the CLOG.

### **1432.17 INTERIM REPORTING**

EFF: 04/2010

A. All RIW households are subject to Interim Reporting requirements

1. An Interim Report is required on RIW households, with a twelve (12) month certification period, in the sixth (6th) month of the certification period
  - a. Household composition and financial circumstances at the time of application will be the basis of the RIW benefit amount for the initial six (6) months, the first half of the certification period, unless the household reports a change prior to the Interim Report is period.
  - b. The household composition and financial circumstances reported on the Interim Report will be the basis of the RIW benefit amount for the remainder of the certification period unless the household reports additional changes following the

filing of the Interim Report.

## 2. Household Responsibilities

- a. In the fifth month of certification, households subject to Interim Reporting will receive an Interim Report form in the mail. Households must complete the form in its entirety and mail the form along with the required verifications back to the agency by the fifth day of the sixth month of certification.
  - i. Any responsible household member or authorized representative may complete the Interim Report
  - ii. At the household's request, the agency can provide assistance to the household in completing the report
  - iii. A household that submits an Interim Report by the fifth day of the sixth month of the certification period is considered to have made timely report
  - iv. Failure to return the Interim Report form will result in closure of RIW benefits
- b. Recipients rights to appeal are adhered to consistent with Section 0110, COMPLAINTS AND HEARINGS
- c. An application (DHS-2) can be accepted in lieu of an Interim Report form if it is received in the month the Interim Report is due, or the following month. If an application in lieu of an Interim Report is used to reinstate benefits, an interview is not required, and all verification rules applicable to Interim Report processing instead of application processing apply. Benefits are not prorated.

## 3 Agency Responsibilities

- a. Upon receipt of an Interim Report, the worker shall review the report; determine if any additional information is needed; and determine eligibility and benefits for the remainder of the certification period.
  - i. If the Interim Report is incomplete or lacks required verifications of reported changes, the agency must send a request for documentation (RDOC) for any missing verifications, or return the original Interim Report form back to the household if it is not complete.
  - ii. The household will have ten days to supply the missing information, verification, or to complete the form.
- b. If a household fails to return the Interim Report form by the fifth day of the sixth month of the certification period, the agency must send the household another Interim Report form.
  - i. The household will have ten (10) days from the date of mailing to return the second Interim Report form, along with all of the necessary verifications
  - ii. If required information is not received by end of the ten (10) days, the case will auto-close by the end of the sixth month of the household's certification period.

## B. Processing the Interim Report

1. An Interim Report form is incomplete if:
  - a. The head of household, responsible household member or authorized representative has not signed the form;
  - b. The household fails to submit verification of changes in earned income, changes in unearned income, or residency; or

- c. The household fails to provide information needed to determine eligibility or benefit level.
2. If a household marks "no change" on the Interim Report form, the report should not be considered incomplete.
3. If a household fails to provide verification of a deductible expense, there is no need to request verification because the household is not required to receive a deduction.
4. If a household fails to return the Interim Report form or the required verifications within the appropriate timeframe, the case will auto-close by the end of the sixth month of the household's certification period.

C. Reinstatement of Benefits

1. If an eligible household files a complete Interim Report after the case has been closed, but before the end of the report month (month in which the report is due), the agency shall reopen the case without requiring the household to file an application and shall approve benefits no later than ten (10) days after the household normally receives benefits.
2. If a household files a complete Interim Report after the end of the report month but before the end of the month following the month in which it was due, the agency shall reinstate assistance and, if otherwise eligible, approve benefits within thirty (30) days from the date the Interim Report is received. Benefits for the month shall not be prorated and the household shall not be required to file a new application.

## **1432.17.10 Interim Report Verification Requirements**

EFF: 04/2010

- A. In order to determine eligibility for the second half of the household's certification period, the household must supply verification of certain eligibility factors. The household must provide the following information:
1. Proof of earned income. Verification is needed of all earned income if the amount or source has changed. At a minimum, the household must provide verification of earned income from the month the Interim Report is prepared (Month 5).
  2. Proof of changes in unearned income when it goes up or goes down fifty dollars (\$50) or more a month.
  3. Changes in household composition: all individuals living in the household including new household members and newborns if applicable, their dates of birth and social security numbers
  4. Current address and telephone number
  5. If the household has moved, information regarding the new address and resulting changes in shelter and utility expenses
  6. Any change in legal obligation to pay child support

- B. If verification of changes in earned or unearned income is not provided, benefits shall be terminated. If the household fails to provide sufficient information or verification regarding shelter, dependent care, medical or child support expenses, benefits shall not be terminated, rather benefits will be determined without including the deduction. If this occurs, the household must be notified that a deduction or deductions were not allowed since verification was not provided, and that benefits will be redetermined if the verification is subsequently provided.

## **1432.20 COMPLETION OF REDETERMINATION**

EFF: 10/2008

The eligibility technician updates appropriate information into the recipient's case in INRHODES. S/he approves any subsequent versions of eligibility and updates the Redetermination Complete Date in the REDT panel to establish the next redetermination due date. INRHODES issues an adequate and timely notice to the recipient, as appropriate. Any changes in circumstances or anticipated changes are noted in the case log (CLOG).

If a potential resource is expected in the future, the eligibility technician sets up a TIKL through the INRHODES SPEC function as a reminder of the anticipated change so that proper activity about the resource can be initiated and completed on time.

## **1432.25 CHANGES IN CIRCUMSTANCES**

EFF: 10/2008

In the initial contact with the agency, and generally in any subsequent contacts, the recipient is made aware of her/his responsibility to report within ten (10) days any changes in income, resources, family composition, or other factors affecting eligibility or the amount of benefits, with the exception of the temporary absence of a minor child, which must be reported within five (5) days, as outlined in Section 1408.30. Financial need is subject to change whenever there is a change in the family composition, income, or resources. Other changes can affect eligibility, some of which the agency may be aware in advance and others which are unexpected and the agency can learn about only when the recipient or another source makes the information known.

When it is known, or presumed, that income, resources, family size, or other circumstances will change at a specific time, the agency representative must review the situation promptly and take appropriate action in a timely manner.

Information on the change in circumstances and the payment change are annotated in the Case Chronology (CLOG).

### **1432.25.05 Addition of Member to Assistance Unit**

EFF: 10/2008

A new household member joining a household may qualify for assistance from the RI Works program. The date the agency is notified of the

addition of the family member constitutes the official application date for that member.

A Statement of Need (DHS-2) need not be completed for a new member being added to the unit, but the CLOG must be updated to reflect the request for assistance for the member and the date it was made. The eligibility technician adds or revises the new member's MEMB panel and any appropriate secondary panels and approves any retroactive and current versions of eligibility.

### **1432.25.10      Discontinuance**

EFF: 10/2008

A RI Works program cash payment must be discontinued whenever it is determined that need no longer exists. A notice of discontinuance is issued through INRHODES at least ten (10) days prior to the effective date of discontinuance.

### **1432.25.15      Eligibility for Medical Assistance Only**

EFF: 10/2008

When a recipient of a RI Works program cash assistance payment is no longer eligible on the basis of financial need, the eligibility worker, as part of the closing process, determines eligibility for Medical Assistance (MA) on the basis of information in the case record. (If information to determine MA eligibility is insufficient, the notice of discontinuance must specify what is needed.)

If the family became ineligible for cash assistance as a result of excess earned income, the family/assistance unit shall continue to be covered by medical assistance, if otherwise eligible, through the Rite Care or Rite Share program, in six month periods, for a period of no longer than eighteen (18) months or until the employer-paid family health care coverage begins, whichever occurs first.