

Re: ADMINISTRATIVE DIRECTIVE

SUBJECT: Time Limit Tracking and System Support

Transmittal Number: 99 ADM-7

Date: November 29, 1999

Dear Sir or Madam:

Attached you will find one replacement page for the Administrative Directive referenced above. The replacement revises language for use in manual notices of cases being changed from cash Safety Net Assistance to Non-Cash SNA as a result of the 24-month time limit.

Please replace page 33 and make necessary adjustments to manual notices for the 24-month limit re-categorization to non-cash. We apologize for the inconvenience.

Sincerely,

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance

8. Resolution of Time Limit Exemption/Non Cash Requirement in Multi-person Cases

If a cash SNA case contains two trackable individuals who have reached the SNA Time Limit and one individual is employment exempt or HIV positive, while the other is unable to work as a result of the abuse of drug or alcohol, as determined in the drug/alcohol screening process, the decision to exempt from the time limit or not must be based upon a determination of which individual is the "head of household." If the head of household is unable to work because of the abuse of drugs or alcohol, the case must be non-cash SNA and no time limit exemption entered. If the head of household is exempt from employment requirements for reasons other than the abuse of drug or alcohol, then the case must be exempted from the time limit and cash SNA provided to the household.

9. Time Limit Recategorization Notice to Recipient

If the change from cash SNA to non-cash SNA involves any budget or case change other than the case category change - for example, the addition of restricted payments to the budget, a timely notice of the change is required. If the change involves no budget or case changes other than the change in category - for example, all separate needs were already restricted in cash SNA - an adequate notification of the category change is appropriate.

For the category change notification paragraph, workers should use the following language:

"Families with at least one individual in the case who has received 24 months of cash Safety Net Assistance must be transferred into non-cash Safety Net Assistance. This is true unless the adult head of household is exempt from employment requirements or is HIV positive and is not required to participate in drug or alcohol rehabilitation.

In non-cash assistance, most of the public assistance benefit is paid directly to service providers such as your landlord, utility company, and fuel dealer.

(NAME) is an individual in the case who has received 24 months of cash assistance. Your case does not include an adult head of household who is exempt from employment requirements or HIV positive."

This decision is based upon Office Regulation 370.4(b)."

B. Time Limit Information at Case Opening

At either the application interview or as part of the case opening notification, workers must inform the applicant of the beginning time limit count in the new case category. In new cases that include persons who have received previous assistance, the case will often begin with a time limit count and new recipients and all applicants must be informed about time limits as a key element in the program requirements.