

**TO: FAMILY INTAKE STAFF**

**FROM : MANAGERS AND FAMILY INTAKE SUPERVISORS**

**DATE: June 3, 2016**

**RE: INTAKE PROCEDURES – 55 - 60 MONTH EXTENSIONS**  
**Post 60 months**  
**Bulletins: 02-11-01, 01-08-02, 04-11-06**

## **BACKGROUND**

We have had many changes in our processes regarding referrals to Employment Services, including the most recent change WF1. Effective immediately use the following procedures for 55–60 and post 60 month MFIP applicants.

- **REMINDERS ABOUT THE 55-60<sup>TH</sup> MONTH OF MFIP ELIGIBILITY**
  1. Check the accuracy of information for the number of months used. Make the necessary updates and corrections on MAXIS “stat/time” panel.
  2. DHS requires that counties obtain written verification of months used from other states. A Ramsey County form has been developed to fax to other states to meet this requirement (*see attached letter head form*). You may contact the other state by telephone. Document TANF months accrued in other states in case notes. List the name of the person(s), state(s) providing the information and their telephone number/s. Make necessary updates and corrections on MAXIS “stat/time” panel. Follow up with the fax request for written documentation. (see poli/temp; TE15.04 and TE15.05 for other state contacts)
  3. Inform clients of TANF months used and the number of months remaining.
  4. Provide the client a copy of the “MFIP & TIME LIMITS Brochure, DHS – 3498 (copy of brochure attached).
  5. Advise the client who has used 55 months of TANF about extension criteria, especially about the importance of not being in sanction.
  6. Sanctions:
    - A. All clients must be in compliance in the 60<sup>th</sup> month to receive an extension.
    - B. In addition, to qualify for the Employed Extension, clients must be without sanction 10 out of the last 12 months of receiving MFIP.
    - C. To resolve or correct a sanction month the client may claim good cause for non-cooperation. The good cause claim must be verified. If approved, make necessary updates and corrections on MAXIS, including the STAT/SANC panel. NOTE: we do not issue supplements for benefits not issued during sanctioned months, even if month is corrected as a non-sanction month.
  7. Document in Case Notes
    - A. Intake Interview should list extension criteria addressed during interview.
    - B. Intake Summary should include all corrections or changes to counted TANF months and extension approval/denial.

- **PROCEDURES FOR CLIENTS WHO ARE IN THE 55-60<sup>TH</sup> MONTHS OF ELIGIBILITY**

**Caregiver within 55-60 months of TANF eligibility**

1. Check the accuracy of information for the number of TANF months used. Make necessary updates and corrections on MAXIS “stat/time” panel.
2. Document in Case Notes.
3. Send WF1 referral on-line when approving MFIP. In the comment section of the on-line referral indicate the number of TANF months used.
4. If WF1 does not work contact the MAXIS lab, 6-4700.
5. Send manual WF1 referral by going to INFC/WF1M

**Note: when routing case all 55-60 month cases use a pink routing form. Please make sure you clearly mark the number of TANF months used on the pink routing sheet.**

- **PROCEDURES FOR CLIENTS WHO HAVE USED 60 MONTHS OF TANF AND HAVE NOT BEEN ON AN EXTENSION**

**Caregiver has used 60 months of TANF**

**Determine if client is eligible for FS or MA.**

1. Check the accuracy of the information for the number of months used. Make necessary updates and corrections on MAXIS.
2. Complete the **MFIP TIME LIMIT NOTICE/EXTENSION REQUEST form** (*see attached forms*).
3. Send the **MFIP TIME LIMIT NOTICE/EXTENSION REQUEST FORM** with “POST 60 RUSH” written on it to ETS, 6700. **IMPORTANT** - Include any supporting documentation regarding the possible extension.
4. Document in case notes and keep copy of referral materials in case file.
5. Go to INFC/ WFM1 to send manual ES referral. In the comment section type “POST 60 RUSH” paper referral sent.
6. ES will assign a counselor within two weeks. If no ES counselor listed on CAFÉ within two weeks, call Pang Yang at 651-266-4932
7. Intake will allow 30 days after the referral has been sent for ES to make a decision. If no response, the Intake Worker will contact ES counselor (Counselor will be listed on Café). If client has failed to contact ES counselor OR failed to cooperate, Intake Worker will deny application. Client will need to reapply when they are willing to cooperate.

If ES counselor is working with client and needs more time, the ES counselor will contact the Intake Worker. The Intake Worker can extend pending period up to 60 days. If no decision received within 60 days, Intake Worker will deny cash application and notify ES counselor of denial. Client will need to reapply.

## **CAREGIVER HAS USED 60 MONTHS AND PROVIDES MEDICAL DOCUMENTATION**

**Determine if client is eligible for FS or MA and issue benefits.**

1. Check the accuracy of information for the number of months used. Make all necessary updates and corrections
2. If client provides a doctor statement with at the time of application, refer the documentation to the EXS unit for review. NO extension determinations will be made at the time of intake in the intake unit. All extension approvals will be made by a member to the Extension Review Team (ERT)
3. If client does not provide medical documentation, refer to steps on **(page 3)**, **PROCEDURES FOR CLIENTS WHO HAVE USED 60 MONTHS OF MFIP AND HAVE NOT BEEN ON AN EXTENSION.**

**CAREGIVER HAS USED 60 MONTHS AND HAS BEEN ACTIVE UNDER AN EXTENSION PRIOR TO NEW APPLICATION**

**Determine if client is eligible for FS or MA and issue benefits.**

1. Check the accuracy of information for the number of months used. Make all necessary updates and corrections.
2. If client is applying for the **same** extension and **is still currently within the Extension approval time period**, approve case.  
Send WF1 referral on-line when approving MFIP (WF1).  
*Note extension category and review end date in the comment section of the referral.*
3. If extension category approval time period has expired follow steps on **page 3, PROCEDURES FOR CLIENTS WHO HAVE USED 60 MONTHS OF MFIP AND HAVE NOT BEEN ON AN EXTENSION**. ES must review and approve or deny extension before an action can be taken.
4. If client is claiming a new extension category, follow steps on **page 3, PROCEDURES FOR CLIENTS WHO HAVE USED 60 MONTHS OF MFIP AND HAVE NOT BEEN ON AN EXTENSION**. ES must review and approve or deny extension before an action can be taken.

Cc: All Managers  
Family Case Management Supervisors