



Iowa Department of Human Services

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GENERAL LETTER NO. 14-O-4

ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 14, Chapter O, **PJCASE System**, pages 32, 37, and 68, revised.

Summary

Chapter 14-O is revised to:

- ◆ Remove the language "or work hours received" from LBP stop reason C.
- ◆ Remove one of the reasons to stop a limited benefit plan (LBP) using Code "C." Code "C" is no longer used when the LBP was started for failure to verify hours of work or hours of participation in other FIA activities and the client provides the verification within ten days of the LBP effective date.

Effective Date

February 1, 2014

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter O:

<u>Page</u>	<u>Date</u>
32, 37, 68	August 14, 2009

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

- ◆ **CHOICE DATE:** Displays the date that PROMISE JOBS determined that the person chose the LBP.
- ◆ **RECONSIDERATION PENDING SINCE:** When a person in an active LBP is in the process of reconsidering the LBP, this field displays the date that the IM worker changed the person's JOBS code to "U," "V," "W," or "T."
- ◆ **PROCESS DATE:** Displays the date the PROMISE JOBS worker made entries to start the LBP.
- ◆ **FAILURE REASON:** Displays the code relating to the failure reason. Current codes are:
 - A Did not make appointment.
 - B Did not keep appointment.
 - C Did not complete orientation.
 - D Did not complete assessment.
 - E Did not sign an FIA.
 - F Abandoned the FIA.
 - G Did not verify work hours.
 - H Did not renegotiate an FIA after previous FIA ended.
 - I Did not participate in FIA progress review.
 - K Did not verify hours of participation in activities other than work.
- ◆ **FIA EXISTED BEFORE LBP CHOICE:** Displays either a "Y" for yes or an "N" for no.
- ◆ **DATE FIA SIGNED TO RECONSIDER:** If a date is present, it is the date the person signed an FIA to reconsider the LBP.
- ◆ **STOP INFORMATION:**
 - **STOP DATE.** Displays the date that the LBP was stopped or is blank.
 - If there is a date in this field, the LBP is stopped on this date.
 - If the field is blank, the LBP is active. EXCEPTION: If the STOP REASON field contains an "E" and the LBP STATUS field displays "inactive," the LBP expired under a policy that existed before 06-01-1999. Consider the LBP as not active.
 - **STOP REASON.** This field will contain an entry if the LBP is not active. The stop reason codes are:
 - A Timely appeal (IM only)
 - B Child left the home (IM only)
 - C LBP in error (PROMISE JOBS and IM)

- ◆ **STOP REASON:** Dropdown box containing the possible reasons the LBP is being stopped. PROMISE JOBS workers can use only reason code "C" or "R." IM workers cannot use reason code "R." The options displayed are:

A Timely appeal. Entered by **IM** only. Use code "A" to stop the entire LBP when a timely appeal is filed. See 4-J, [When a Timely Appeal of a Limited Benefit Plan Is Filed](#), for more information.

B Child left the home. Entered by **IM** only. Use code "B" to stop the LBP for a child when the child in an LBP chosen by a parent or needy relative leaves the home. The LBP remains in place for the parent or relative and any members who still live with that person.

When the child is a minor parent, use code "B" to stop the LBP for the minor parent and the minor parent's child when the LBP was chosen by a parent or needy relative and:

- ◆ The minor parent and minor parent's child leave that person's home and become eligible on another case, or
- ◆ The minor parent turns 18, or is 18 and completes high school, and applies for a separate FIP case, or
- ◆ The minor parent applies for a separate FIP case after the minor parent and child are canceled due to the parent or relative's LBP. Consider the minor parent as living in the home of a self-supporting parent in this situation.

See 4-J, [To Whom the Limited Benefit Plan Is Applied](#) and [Minor Parents Living With FIP Parent](#), for more information.

C LBP started in error. Entered by either **IM** or **PROMISE JOBS**.

IM uses code "C" to stop an entire LBP when:

- ◆ The person who chose the LBP was referred to PROMISE JOBS in error because the person was exempt due to the receipt of SSI, school attendance, or alien status when the LBP was imposed.
- ◆ The final appeal decision reverses the LBP.

PROMISE JOBS uses code "C" to stop an entire LBP when PROMISE JOBS determines the LBP was started in error.

Step	Action
	<p>The screen also has a section for New LBP Data, which contains a field called NEW CASE STOP REASON:. This field has a dropdown box with Stop Reason code options for the case. These options are:</p> <ul style="list-style-type: none"> A Timely appeal C LBP in error E Expired R Cooperated W Stop entire LBP for other reasons Z Administrative stop <p>NOTE: The New LBP Data section also contains a dropdown box listing the possible LBP types for the new case. Do not choose a new LBP type when changing a Stop Reason.</p> <p>To change a Stop Reason for the case, use the dropdown box to choose the appropriate Stop Reason. Click on the APPLY CHANGES button.</p> <p>To change a Stop Reason for a person, enter the appropriate code in the NEW PERSON STOP REASON field next to the person whose Stop Reason you want to change. Click on the APPLY CHANGES button.</p> <p>If you want to stop processing your changes, click on the CANCEL button. You will be returned to the previous screen.</p>
5	<p>Once you have selected APPLY CHANGES, the Other LBP Changes screen will appear with the updated information and a message asking you to review the changes. After reviewing the changes, select either:</p> <ul style="list-style-type: none"> ◆ UPDATE LBP, to confirm your changes, or ◆ CANCEL, to stop your changes.

Once you have confirmed the entry, the LBP List and LBP Display screens will show the LBP with the new stop reason.

NOTE: The Other LBP Changes function does not send any notices or cause the ABC system to recalculate benefits. You must make entries in the ABC system to take these actions when needed.