



Iowa Department of Human Services

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GENERAL LETTER NO. 14-O-5

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 48 and 84, revised.

Summary

Chapter 14-O is revised to add reason codes 203, 310, 311, and 312 to the notice code list. The system does not change the status code from an "I" to an "N" when an LBP is stopped or reassigned to a new case.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
48	August 14, 2009
84	May 18, 2007

Additional Information

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

Result of Stopping an LBP

When an IM or PROMISE JOBS worker confirms an LBP stop entry, the following events occur **immediately**:

- ◆ The LBP Display screen displays the LBP as stopped with the entered reason and the date the stop entry processed.
- ◆ The system sends an email to either the IM worker or the PROMISE JOBS worker based on who made the LBP stop entry.
- ◆ The ABC system no longer displays LBP information in the TD03 screen for the persons who were in the LBP, unless the persons are in another active LBP on the case. (See [Stopping One LBP for a Household With Multiple LBPs](#) for more information.)
- ◆ The system changes the FIP status code of the persons who were in the LBP from "I" to "N," unless:
 - The person has an "I" status code for reasons other than the LBP. The system does not change the status code from "I" to "N" when the person's FIP notice reason code is 203, 310, 311, 312, 313, 908 or 995;
 - The person did not have an "I" status code yet, as the stop entry was made before the effective date of the LBP; or
 - The person is in another active LBP on the case.
- ◆ When the person who chose the LBP has a JOBS code of "U" or "V," the system will change the code to:
 - "8," "L," "7," or "K" if FIP is active; or
 - "X" or "Y" if FIP is not active.
- ◆ If a date existed in the RECONSIDERATION PENDING SINCE field in LBP Display, this date is removed.
- ◆ The system records the transaction in the LBP Transaction History.

With some stop reasons entered by IM or PROMISE JOBS, the system automatically issues a *Notice of Decision* when processing the entry as indicated in the following table. The notice is sent to the household on the next working day.

If a *Notice of Decision* is needed, and the system does not send a notice, make an entry in ABC to issue the notice or manually issue the notice.

Results of Reassigning an LBP to a New Case Number

When the LBP Reassign function is complete, the system:

- ◆ Records the LBP under the new case number in PJCase.
 - The LBP DISPLAY screen will display the new case number.
 - The LBP Transaction History screen will show that the LBP was reassigned, the date and time it was reassigned, and who reassigned the LBP.
- ◆ Changes the individual FIP status code of the persons in the LBP as follows:
 - To "N" on the former case when a person's FIP status code is "I" on the former case. EXCEPTION: The system does not change the status code from "I" to "N" when the person's FIP notice reason code is 203, 310, 311, 312, 313, 908 or 995, as this indicates that another sanction exists.
 - To "I" on the newly assigned case for persons in the LBP when the FIP status code was an "I" on the former case.
- ◆ Recalculates benefits and sends a *Notice of Decision* using notice reason codes when FIP is active for any persons now included in the LBP on the newly assigned case:
 - 262 For a subsequent LBP within the six-month ineligibility period.
 - 268 For a first LBP or a subsequent LBP beyond the six-month ineligibility period.
- ◆ The ABC's TD03 screen of each reactivated person will display:
 - The last month of FIP eligibility in the FIP LIMIT field.
 - The LBP start date and either "1" for a first LBP or "Sub" for a subsequent LBP in the LBP field.