June 28, 2019

GENERAL LETTER NO. 14-O-7

ISSUED BY: Division of Field Operations


Summary

Chapter 14-O is revised to:

♦ Add clarifying language and instructions for when a “normal” LBP type is selected for a minor parent who is receiving FIP with the minor’s adult parent.

♦ Clarify when the LBP type “individual” is to be used.

Effective Date

Immediately.

Material Superseded

This material replaces Employees’ Manual, Title 14, Chapter O, page 116, dated December 2, 2011.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.
NOTE: If a “normal” LBP is selected on a FIP case in the 30-4 aid type case, the system generates error message 5062, “For caretaker or minor use INDIVIDUAL LBP. For minor parent use PARTIAL LBP.”

NOTE: The system generates error message 5025, “Invalid LBP type. Enter individual LBP type when child with no children chooses,” when a “normal” LBP type is selected on a person who is under age 18 and is not coded as a minor parent in ABC.

If you attempt to start a “normal” LBP on a minor parent who receives FIP with the minor’s adult parent, you will receive this error as “partial” if the correct LBP type and the minor parent is not coded correctly in ABC. Contact the IM worker to enter the MINOR code in the minor parent’s TD03 screen. Once the MINOR code is updated in ABC, you can start the “partial” LBP.

• Partial. Select “partial” when the person who chose the LBP is:
  • A minor parent receiving FIP with the minor’s adult parent or relative, or
  • A parent in a household that contains two married parents with no common child on FIP.

NOTE: The system generates error message 5025, “Invalid LBP type. Enter individual LBP type when child with no children chooses,” when a “partial” LBP type is selected on a person who is under age 18 and not coded as a minor parent in ABC.

If you receive this error when attempting to start a “partial” LBP on a minor parent who receives FIP with the minor’s adult parent, contact the IM worker to enter the MINOR code in the minor parent’s TD03 screen. Once the MINOR code is updated in ABC, you can start the “partial” LBP.

• Individual. Select “individual” when the person who chose the LBP is:
  • A child who is not a parent and not attending school full time, or
  • An incapacitated stepparent, or
  • A needy relative who is not a parent of the child.

Contact the IM worker if you need help determining the relationship of persons in the household.

♦ LBP CHOICE DATE: Enter the date that the person chose the LBP, in MM-DD-CCYY format. The “choice date” is the date that the PROMISE JOBS worker submits the case for local or state-level review.