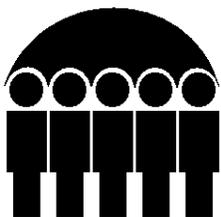


Revised March 11, 2011

Employees' Manual
Title 14
Chapter K

ScratchPad



Iowa
Department
of
Human Services

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Overview

ScratchPad (SPAD) is a web application that calculates Food Assistance amounts. SPAD can calculate eligibility for any specified month beginning with October 2002.

SPAD maintains the following data for each month from October 2002 to the present:

- ◆ Income limits
- ◆ Standard deductions
- ◆ Resource limits
- ◆ Shelter deduction maximums
- ◆ Maximum Food Assistance allotments
- ◆ Minimum Food Assistance allotments
- ◆ Standard utility deductions

Workers make entries for each month that is being calculated. SPAD requires entries for each requested month. SPAD applies the correct tables and calculates the correct amount of benefits for each month.

The difference between the actual benefits received by the household and the amount calculated by SPAD is the amount of the claim or lost benefit.

Screens and Screen Fields

Access the SPAD application from the Field IM Staff Sharepoint at:

<http://dhs1/fo/field/IM/default.aspx>

SPAD has two functionalities. When you access SPAD, it will default to the **ScratchPad for Food Assistance (Oct 2002 – current)** screen. This screen is used to calculate Food Assistance amounts for claims or for benefits to be issued through TD06 entries.

ScratchPad for Food Assistance (Oct 2002-current)

Case Number

Effective Date Number of Eligible HH Members

Indicators

Disabled? All HH Members Receive SSI or FIP?
 Elderly? Household in PHMP
 Initial Month? Apply 10% Penalty?

Countable Income

Earned Unearned
Unreported Earned (No 20%) *InDoc may be used to describe multiple income sources*

Resources

Deductions

Medical Cost OR Use Standard Medical Deduction
Child Support Dep. Care Cost Farm Loss

Utility Code Shelter Cost # of Utility Shares

Benefits

Benefits

Use of Calculated Benefits

ISSV Amount * Lost Benefits Amount Claim Amount

* Add amount withheld for allotment reduction

Comments

To screen for potential eligibility and estimated benefit amounts for January 2011 or later, click on the **FA Screening** button at the bottom of the screen. This will take you to the **ScratchPad for PHMP and Future Food Assistance Benefits** screen.

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ScratchPad for PHMP and Future Food Assistance Benefits

Effective Date Number of Eligible HH Members

Indicators

Disabled? All HH Members Receive SSI or FIP?
 Elderly? Apply 10% Penalty?
 Initial Month? Anyone serving an IPV in Household?

Countable Income

Earned Unearned
Unreported Earned (No 20%) *InDoc may be used to describe multiple income sources*

Resources

Deductions

Medical Cost OR Use Standard Medical Deduction
Child Support Dep. Care Cost Farm Loss

Utility Code Shelter Cost # of Utility Shares

Benefits

Benefits
 Eligible for PHMP

Both the **ScratchPad for Food Assistance (Oct 2002 – current)** and **ScratchPad for PHMP and Future Food Assistance Benefits** screens contain the following six sections: **Case Information**, **Indicators**, **Countable Income**, **Resources**, **Deductions**, and **Benefits**. The FA screen has an additional section: **Use of Calculated Benefits**.

Case Information

SPAD requires entry in the following fields:

- ◆ **CASE NUMBER** (FA screen only). Enter the case number that the calculation is being done for. The check digit is not required. Use the VALIDATE CASE button behind the field to check the case number against the ABC system if you will be uploading the form into the electronic case file.
- ◆ **EFFECTIVE DATE**. Enter the effective date of benefits the calculation is for. If a day other than the first of the month is used, check the INITIAL MONTH box.
- ◆ **NUMBER OF ELIGIBLE HH MEMBERS**. Enter the size of the household that you are calculating benefits for. Do not include ineligible persons.

Indicators

DISABLED. Select if at least one person meets the definition of “disabled member” based on policy in chapter [7-A](#).

ELDERLY. Select if at least one person in the household is age 60 or over.

INITIAL MONTH. Select if prorating benefits, including initial applications with an effective date of the first of the month.

ALL HH MEMBERS RECEIVE SSI OR FIP. Select if categorically eligible for the month because all persons in the household receive FIP or SSI.

HOUSEHOLD IN PHMP (FA screen only). Select if categorically eligible because the household was authorized for PHMP for this month.

APPLY 10% PENALTY. Select if a 10% penalty applies to Food Assistance due to a FIP sanction, based on policy in chapter [7-G](#).

ANYONE SERVING AN IPV IN HOUSEHOLD (FA Screening only). Select if anyone in the household is currently serving an IPV. These households are not eligible for PHMP.

Countable Income

Enter the household's total amounts of EARNED, UNEARNED, and UNREPORTED EARNED INCOME (No 20%) for the effective month. The COMMENTS section at the bottom of the screen can be used to record information about the sources of the income.

Resources

Enter the amount of countable resources for all household members for the effective date.

Deductions

MEDICAL COST. If an elderly or disabled household chooses to use actual medical expenses, enter the total amount in this field. The system will deduct the \$35. NOTE: SPAD **does not** include the Medicare premium in the medical costs. If the household is responsible to pay a Medicare premium, add the Medicare premium to the amount you enter.

USE STANDARD MEDICAL DEDUCTION. Select if using the standard medical deduction. SPAD will deduct the \$35.

CHILD SUPPORT. Enter the allowable child support deduction.

DEP. CARE COST. Enter the allowable dependent care expense. NOTE: Before October 2008, there was a limit of \$200 per child under age two, \$175 per child age two or older.

FARM LOSS. Enter the amount to be offset against other income.

UTILITY CODE. Enter the appropriate utility code:

- B Big standard
- L Little standard
- N No utility expense
- P Phone standard

SHELTER COST. Enter the allowable shelter costs.

| **# OF UTILITY SHARES.** Before April 15, 2011, policy required prorating utility expenses when paid by an ineligible alien, an ineligible able-bodied adult without dependents (ABAWD), or a member disqualified for failure to provide a social security number.

| If prorating utility expenses for benefit months April 2011 or earlier, enter the number of household members (including ineligible members). SPAD will use this number along with the NUMBER OF ELIGIBLE HH MEMBERS to determine the correct utility share amount.

Benefits – FA

Press the CALCULATE BENEFITS button after making your entries. The benefit amount for the effective month will populate in the BENEFITS field.

The two buttons located behind the BENEFITS field will be activated after the benefit amount is calculated:

- ◆ **UPLOAD FORM TO ECF.** This will generate form 470-5003, *Scratch Pad for Food Assistance*. Use this feature as appropriate to capture information generated by SPAD for documentation in the electronic case file.
- ◆ **CALC SHEET.** This will display a sheet showing the calculations that SPAD used.

Benefits – FA Screening

Press the CALCULATE BENEFITS button after making your entries. The benefit amount for the effective month will populate in the BENEFITS field.

If the household is categorically eligible due to PHMP, the system will populate a checkmark in the "ELIGIBLE FOR PHMP" box. Click on the CALC SHEET button to display the calculations that SPAD used.

Use of Calculated Benefits

If you are uploading form 470-5003, *Scratch Pad for Food Assistance*, to in the electronic case file, use this section to record information about the case.

ISSV AMOUNT. Enter the total amount issued for the month. If an amount is withheld for allotment reduction, add that amount to the total, and document in COMMENTS.

LOST BENEFITS AMOUNT. If calculating lost benefits, enter the amount of lost benefits.

CLAIM AMOUNT. If calculating an overpayment, enter the amount of the claim.

COMMENTS. Enter any comments that would be relevant, such as sources of income, who the income belonged to, why SPAD is being placed in ECF, etc.