



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-128-ELI (This Policy Bulletin Replaces PB #04-209-ELI)

REVISION TO THE CASH ASSISTANCE (CA) FILING UNIT FOR HOUSEHOLDS WITH DEPENDENT CHILDREN DESK AID (W-204Z)

Date: October 15, 2008	Subtopic(s): Eligibility
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Cash Assistance (CA) Filing Unit for Households with Dependent Children Desk Aid (W-204Z) has been revised.</p> <p>Form W-204Z assists Workers in determining which individuals must be included in the CA household and case count when a CA application is filed for a minor dependent child.</p> <p>Workers are reminded that filing unit rules differ for Food Stamp (FS) purposes. For more information on FS filing unit rules, Workers should consult Section 5 of the Food Stamp Source Book.</p> <p>The specific changes to form W-204Z are as follows:</p> <p>Part A:</p> <ul style="list-style-type: none"> • The form has been expanded from two to three pages. • The paragraph above the chart on Page 1 has changed to indicate that the filing unit rules apply for any case in which the applicant’s family includes a minor dependent child. • The first box in the Restrictions column on Page 1 now states that the entire case is ineligible “if the parent refuses to apply for self or for any minor dependent child.”

HAVE QUESTIONS ABOUT THIS PROCEDURE?
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send an e-mail to *FIA Call Center*

- The second box in the Situation column on Page 1 has been revised to cover two-parent households in which all children, or at least one child, is in common (mutual).

For example:

- Mary Smith and John Doe live together and have three children in common (mutual). Mary, John, and all three children must be included in the CA filing unit.
 - Jane Up has three children from a previous relationship, and one child in common with Bob Down, who lives in the household. Jane, Bob, and all four children must be included in the CA filing unit.
- The Family Assistance (FA) and Safety Net Federally Participating (SNFP) bullets in the Category column on Page 1 now end with the qualifier, “unless the household qualifies for a Time Limit exemption.”
 - The second box in the Restrictions column on Page 1 has been changed to state that a stepparent is a legally responsible relative but not a mandatory filing unit member, and can refuse to apply for CA. The phrase “he/she must be included as an essential person” has been changed to “he/she can be included as an essential person,” since a stepparent who is a head of household or an essential person can decline to be included in the CA household.

For example:

- Jill has two children. Jill legally marries Jack, the local lumberjack. They have no mutual children. Jack did not adopt Jill’s two children; he is the children’s stepfather. Jill applies for CA for her two children because she is not receiving financial support from their father. Jill must be part of the CA filing unit because she is the children’s mother. Jack is legally responsible for Jill, but does not want to apply for CA. Jack is not required to be in the CA filing unit, but because he has income, the stepparent deeming rules apply.
- John has one child from a previous relationship. He marries Betty, who has two children. They have no mutual children and did not adopt each other’s children. John applies for CA for his child only. Betty and her two children do not apply for CA because she is employed. John must be part of the CA filing unit with his child. Betty is not required to be in the CA filing unit, but because she has income, the stepparent deeming rules apply.

Refer to form **W-648B**,
Step-parent/Grandparent
Budget Worksheet –
Cash Assistance

For more information on
Income Deeming, see
Temporary Assistance
Source Book, Chapter
18, Section P

See PD #08-31-ELI for
time-limit exemption
criteria

The disregards to be applied include work expenses, standard of need deductions, alimony and child support, money paid to support dependents living outside the household, and income of a stepparent receiving Supplemental Security Income (SSI).

NOTE: In applying the disregards listed above, if the stepparent's deductions exceed his or her income, countable income will be considered zero.

- On Page 2 in the Category column, a note has been added to state that "if the minor dependent child(ren) was/were included in the caretaker's case for even one month of the 60 months that the caretaker accumulated while on CA, then the child's case is not FA eligible unless the non-applying caretaker qualifies for a Time Limit exemption (receives SSI, or has another documented Time Limit exemption)."

Example 1:

Gena and her 17-year-old daughter Carol were in receipt of FA for three years. Carol gave birth to twin boys who were then added to the FA case. Carol subsequently left the household and Gena got custody of her two grandchildren. Gena's 60 months of FA expired before the case closed due to failure to comply with an eligibility requirement.

Grandma Gena reapplied for CA for her grandchildren only, because she began working and is not eligible for CA for herself. Since Gena and her two grandchildren were previously part of the same case, the grandchildren for whom she is the head of household/payee must receive Safety Net Non-Cash (SNNC) assistance unless Gena is eligible for a time-limit exemption. However, Gena does not qualify for an exemption since she is currently working.

Example 2:

Susan received 60 months of FA for herself and daughter Mary. Susan began receiving Supplementary Security Income (SSI) and Mary left the household, so the CA case was closed. Mary later had a baby named Michael. Mary died in an accident and Susan got custody of Michael, her grandson. Susan applied for CA for Michael. Since Susan is in receipt of SSI, she meets the time-limit exemption criteria and she can receive CA for Michael in the FA category.

- On Page 2 in the second box of the Special CA Budgeting Rules column, the final statement has been changed to indicate that if the grandparent chooses not to apply, grandparent deeming (same as stepparent deeming) is used to determine the amount of income, if any, to apply to the entire CA household.
- On Page 2 in the third box of the Special CA Budgeting Rules column, the final statement has been changed to indicate that grandparent deeming should be used to find and apply the excess income to the parent's share of the needs only. If the grandparent does not document his/her income, it should be assumed that he/she has sufficient income to meet the 18-, 19-, or 20-year-old parent's share of the needs.

Part B:

- On Page 3 in the first box of the Special CA Budgeting Rules column, the example describing an illegal alien applying for CA for his/her minor dependent children has been updated to specify that if the illegal alien has income in excess of his/her share of the total household needs, then the alien's needs and his/her income must be included in the CA budget.
- On Page 3 in the second box of the Special CA Budgeting Rules column, the example describing an SSI recipient has been updated to specify that when calculating the needs of a household which includes an individual receiving SSI, the SSI recipient is excluded from the filing unit, and the CA standard of need is based only upon the remaining members.
- On Page 3 in the Category column, a note has been added which states that if the minor dependent child(ren) was/were included in the caretaker's case for even one month of the 60 months that the caretaker accumulated while on TA, then the child's case is not FA eligible unless the non-applying caretaker qualifies for a Time Limit exemption (receives SSI, or has another documented Time Limit exemption.)

A sample of the revised form **W-204Z** is attached.

Effective Immediately

See PB #06-08-ELI

References:

04-INF-07

Food Stamp Benefits Household Composition Desk Guide

(**LDSS-4314**)

Temporary Assistance Source Book (TASB) Chapter 13, Section N

Temporary Assistance Source Book (TASB), Chapter 18, Section P

Food Stamp Source Book (FSSB), Section 5

Related Items:

PB #03-43-ELI


PB #06-08-ELI

PB #08-125-OPE

Attachment:

W-204Z

Cash Assistance (CA) Filing Unit for Households
with Dependent Children Desk Aid (Rev. 10/6/08)

 Please use Print on
Demand to obtain copies
of forms.

Cash Assistance (CA) Filing Unit for Households with Dependent Children Desk Aid

The "Filing Unit" refers to those individuals who must be included in the CA household and case count when an applicant's family includes a minor dependent child. The terms "parent" and "dependent children" are understood to mean both biological and adoptive throughout. The natural and adoptive parent(s) and sibling(s) of an applying minor dependent child must apply except where noted in Part B. For the purpose of the Filing Unit, a minor dependent child is a child under the age of 18.

Part
A

Situation	CA Filing Unit	Restrictions	Category	Special CA Budgeting Rules
One parent <u>and</u> minor dependent children	Parent <u>and</u> all minor dependent children	SAM If the parent refuses to apply for self or for any minor dependent child, the ENTIRE CASE IS INELIGIBLE.	FILE If the relationship between the parent and child has been established: <ul style="list-style-type: none"> Family Assistance (FA) – For up to 60 months, unless the household qualifies for a Time Limit exemption;¹ <u>or</u> Safety Net Federally Participating (SNFP) – For up to 60 months if the parent/adult caretaker is in a mandated drug/alcohol treatment program or is non-cooperative with drug and alcohol screening, assessment or treatment requirements, unless the household qualifies for a Time Limit exemption;¹ Safety Net Non-Cash (SNNC) – After 60 months of FA/SNFP have been exhausted and the family does not meet the time limit exemption criteria. If the relationship between the parent and child cannot be established: <ul style="list-style-type: none"> Safety Net Cash Assistance (SNCA) for 24 months; SNNC after 24 months of SNCA have been exhausted and the household does not meet the time limit exemption criteria. 	If the mandated Filing Unit member is in receipt of SSI, see the special budgeting rules for the "SSI Recipient." If the mandated Filing Unit member is in receipt of SSI, see the special budgeting rules for the "SSI Recipient." If the stepparent applies, and is not in receipt of SSI, his/her income is budgeted as per standard procedure. If the stepparent (legal marriage and no mutual children) chooses not to apply and he/she has income, use the stepparent deeming to determine the amount of the stepparent's income to apply to the household. ²
Two parents and minor dependent children (no legal marriage and including at least one mutual child)	Both parents <u>and</u> all minor dependent children			
Parent <u>and</u> stepparent (legal marriage) <u>and</u> minor dependent children (including at least one mutual child)	Both parents <u>and</u> all minor dependent children			
Parent and stepparent (legal marriage) <u>and</u> minor dependent children (no mutual children)	Parent <u>and</u> all minor dependent children			

1. Please refer to **PD #08-31-ELI** for information about Time Limit exemptions

2. Please refer to Form **W-648B**, Step-Parent/Grandparent Budget Worksheet – Cash Assistance. Refer to the Temporary Assistance Source Book (TASB), Chapter 18, Section P for information on stepparent deeming.

Cash Assistance (CA) Filing Unit for Households with Dependent Children Desk Aid

The "Filing Unit" refers to those individuals who must be included in the CA household and case count when an applicant's family includes a minor dependent child. The terms "parent" and "dependent children" are understood to mean both biological and adoptive throughout. The natural and adoptive parent(s) and sibling(s) of an applying minor dependent child must apply except where noted in Part B. For the purpose of the Filing Unit, a minor dependent child is a child under the age of 18.

**Part
A**

Situation	CA Filing Unit	Restrictions	Category	Special CA Budgeting Rules	
Grandparent/caretaker relative applying for minor dependent child whose parent is not in household	Minor dependent child <u>and</u> all minor siblings	All minor siblings must apply or the ENTIRE CASE IS INELIGIBLE.	<div style="font-size: 4em; font-weight: bold; letter-spacing: 0.5em;">SAMPLE</div>	If the mandated Filing Unit member is in receipt of SSI, see the special budgeting rules for the "SSI Recipient."	
Grandparent applying for minor dependent child whose parent resides in the household <u>and</u> is 17 years old or younger	Minor dependent child <u>and</u> all minor siblings <u>and</u> the minor parent	If the parent or any minor dependent children or minor sibling refuse to apply, the ENTIRE CASE IS INELIGIBLE.		<p>If the relationship to the grandparent has been established and the grandparent is part of the case, the household may receive:</p> <ul style="list-style-type: none"> • FA for up to 60 months; • SNNC after 60 months of FA have been exhausted the household does not meet time limit exemption criteria. <p>or</p> <p>A child-only FA case will not accumulate a Time Limit count because there is no adult CA participant on the case. However, the caretaker may have previously received CA and accumulated a Time Limit count that may affect the present case.</p> <p>Note: If the minor dependent child(ren) was/were included in the caretaker's case for even one month of the 60 months that the caretaker accumulated while on CA, then the child's case is not FA eligible unless the non-applying caretaker qualifies for a Time Limit exemption (receives SSI, or has another documented Time Limit exemption).</p> <p>If the relationship cannot be established, the household may receive:</p> <ul style="list-style-type: none"> • SNCA for 24 months; • SNNC after 24 months of SNCA have been exhausted and the household does not meet exemption time limit criteria. 	<p>If the mandated Filing Unit member is in receipt of SSI, see the special budgeting rules for the "SSI Recipient."</p> <p>The minor parent needs must be included when determining the household's standard of need.</p> <p>If the grandparent applies, his/her income is budgeted as per standard procedure.</p> <p>If the grandparent chooses not to apply, use grandparent deeming (same as stepparent deeming) to determine the amount of income, if any, to apply to the entire CA household.</p>
Grandparent applying for minor dependent child whose parent resides in the household <u>and</u> is 18 to 20 years old	Minor dependent child <u>and</u> all minor siblings <u>and</u> the parent of the minor dependent child(ren)	If the parent or any minor dependent children or minor sibling refuse to apply, the ENTIRE CASE IS INELIGIBLE.		<p>If the mandated Filing Unit member is in receipt of SSI, see the special budgeting rules for the "SSI Recipient."</p> <p>Parent's needs must be included when determining the household's standard of need.</p> <p>Using grandparent deeming, find and apply the excess to the parent's share of the needs only. If the grandparent does not document his/her income, assume he/she has sufficient income to meet the 18, 19 or 20-year-old parent's share of the needs.</p>	

Cash Assistance (CA) Filing Unit for Households with Dependent Children Desk Aid

The "Filing Unit" refers to those individuals who must be included in the CA household and case count when an applicant's family includes a minor dependent child. The terms "parent" and "dependent children" are understood to mean both biological and adoptive throughout. The natural and adoptive parent(s) and sibling(s) of an applying minor dependent child must apply except where noted in Part B. For the purpose of the Filing Unit, a minor dependent child is a child under the age of 18.

**Part
B**

Situation	CA Filing Unit	Special CA Budgeting Rules	Category
Parent or caretaker is an illegal alien	Illegal alien and all minor dependent children	<p style="font-size: 2em; color: blue; opacity: 0.5; position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); pointer-events: none;">SAMPLE</p> <p>If an illegal alien is a legally responsible relative, he/she and all minor dependent children must be placed in Applying (AP) status. If the applicant is subsequently deemed eligible to receive assistance for the children only, the applicant's individual line will be placed in Rejected (RJ) status, and the case will be accepted for the children. If the illegal alien is a legally responsible relative and has income that is less than his/her pro rata share of the total household needs, the income is not counted in the budget and only the needs and income of the individuals actually eligible for CA are considered. However, if his/her income is <u>more</u> than his/her pro rata share, then the alien's needs and his/her income are included on the budget for the eligible household members.³</p>	<p>If the relationship between the parent and child has been established, the household may receive:</p> <ul style="list-style-type: none"> • FA for up to 60 months; <p style="text-align: center;"><u>or</u></p> <ul style="list-style-type: none"> • SNNC after 60 months of FA have been exhausted and the household does not meet the time limit exemption criteria. <p>Note: A child-only FA case will not accumulate a Time Limit count because there is no adult CA participant on the case. However, the caretaker may have previously received CA and accumulated a Time Limit count that may affect the present case. If the minor dependent child(ren) was/were included in the caretaker's case for even one month of the 60 months that the caretaker accumulated while on CA, then the child's case is not FA eligible unless the non-applying caretaker qualifies for a Time Limit exemption (receives SSI, or has another documented Time Limit exemption).</p> <p>If the relationship cannot be established, the household may receive:</p> <ul style="list-style-type: none"> • SNCA for 24 months; • SNNC after 24 months of SNCA have been exhausted and household does not meet the time limit exemption criteria.
SSI recipient	Exclude SSI recipient from the Filing Unit	When a household member is only excluded from the Filing Unit because he/she receives SSI, the needs of the household must be determined by excluding the SSI recipient and basing the CA standard of need on the remaining household members.	
Household receives an adoption subsidy on behalf of a child	Exclude the child who receives an adoption subsidy from the Filing Unit	The child on whose behalf an adoption subsidy payment is being made cannot be included in the Filing Unit unless including the child and the adoption subsidy payment would increase the family's CA benefit. When the child is not included, the adoption subsidy payment is not included in the CA budget.	

3. Refer to the Temporary Assistance Source Book (TASB), Chapter 13, page 250. See PA Budgeting Manual, pages A-46 and A-47 (Allen Budgeting).