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 | ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 91 ADM-14

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 6, 1991

SUBJECT: Elimination of Monthly Reporting and Retrospective Budgeting  
 (MRRB) for Certain Groups of Public Assistance and Public  
 Assistance/Food Stamp Recipients

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 SUGGESTED

DISTRIBUTION: Directors of Income Maintenance  
 Directors of Food Stamps  
 Directors of Medical Assistance  
 Employment Coordinators  
 Staff Development Coordinators

CONTACT

PERSON: Call 1-800-342-3715 and ask for the following  
 individual at the indicated extension:

Public Assistance - Greg Nolan, extension 4-9313  
 Food Stamps - County Representative, extension 4-9225  
 Medical Assistance -  
 Upstate County Representative, extension 3-7581  
 New York City Representative, (212) 417-4853

ATTACHMENTS: None.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
86 ADM-28		351.24	131 - t,	FSSB	GIS Message
88 INF-59		352.17	P.L. 98-369	Section	90 IM/DC043
		352.18		XIII-all	
		352.19		PASB	
		352.20		Section	
		352.28		V-E-all	
		352.29			
		358-3.3			
		387.17(d)			

I. PURPOSE

This directive advises districts of a regulatory change which eliminates certain public assistance and public assistance/food stamp cases from monthly reporting/retrospective budgeting (MRRB) requirements.

II. BACKGROUND

Previously, all public assistance cases with earned income were required to monthly report for PA. Recent changes have been made by the Department of Health and Human Services allowing states to eliminate MRRB for certain groups of PA recipients with earnings. Department regulation 351.24(c) has been changed to reflect the federal regulations.

Districts were notified of this change in GIS message 90 IM/DC043. Public assistance/food stamp and mixed households of which the PA members are required to monthly report for PA are required to monthly report for food stamps. Elimination of a PA case from MRRB requirements for PA eliminates the PA/FS case from MRRB requirements for food stamps.

III. PROGRAM IMPLICATIONS

A. Public Assistance, Public Assistance/Food Stamps

Local districts will be required to identify cases no longer required to monthly report, remove them from the MRRB process and rebudget them using prospective budgeting.

B. Medical Assistance

Monthly reporting/retrospective budgeting requirements do not apply to Medical Assistance - only applicants/recipients. The elimination of reporting requirements as described in Required Action has no impact on Medical Assistance.

IV. REQUIRED ACTION

A. Cases No Longer Required to Monthly Report

Effective November 1, 1990, the following public assistance and public assistance/food stamp recipients are no longer required to submit monthly reports:

1. Individuals whose sole earnings are from self-employment;
2. Full-time students and part-time students who are not employed full-time;

3. Dependent children who have earned income from a JTPA program, irrespective of student status;
4. Individuals whose earned income (including those who have earned income deemed available to them from individuals living with them who also have earned income) has not changed for the six-month period directly preceding the month the agency removes the case from monthly reporting; and
5. Individuals enrolled in the Work Supplementation Program.

The last month for which these groups must have submitted monthly reports was October 1990.

B. Identifying non-MRRB Cases

Districts were directed in GIS message 90 IM/DC043 to review all cases subject to monthly reporting so that these cases could be rebudgeted for January 1, 1991 using prospective budgeting. Many of these cases can be identified from ABEL codes. Also, since WMS will be reprogrammed to prevent monthly reports from being sent to cases no longer subject to MRRB, it is extremely important that districts have the proper coding on ABEL.

1. Upstate Districts

The following ABEL codes must be used:

- a. Self-employed individuals - use Earned Income Source Code 20 "Net Business Income/Income from Self-Employment" unless one of the following earned income source codes is more appropriate:
  - 09 - Family Day Care Provider,
  - 45 - Income From Boarder/Lodger,
  - 46 - Net Income From Rental of House, Store or Other Property, Worked More Than 20 Hours Per Week (PA Only),
  - 47 - Net Income From Rental of House, Store or Other Property, Worked Less Than 20 Hours Per Week (PA Only), or
  - 48 - Income from a Roomer
- b. Full-time students and part-time students who are not employed full-time - use ABEL Other Income Source Code "73 - Earnings of a Child Who is a Full or Part-Time Student Who is Not Employed Full-Time (PA Only)".
- c. Dependent child(ren) with earned income from a JTPA program, regardless of student status - use ABEL Other Income Source Code "74 - Earnings of a Child From JTPA (PA Only)".

- d. Individuals whose earned income (including those who have earned income deemed available to them from individuals living with them who also have earned income) has not changed for the six month period directly preceding the month the agency removes the case from monthly reporting - Use appropriate ABEL code. A new WMS code is being developed to identify these cases.

Note: For deemed earned income cases, the ABEL code does not generate a monthly report. Rather, a Monthly Reporting Code of C - "Monthly Reporting Required/Income Deemed from Individuals Living in Household Who Have Earned Income or Recent Work History (PA Only)" is entered in Screen 1 of the "Authorization Change Form" (DSS-3209) to produce a monthly report. For these cases Code C must be deleted from the DSS-3209, if the deemed earned income has not changed in the previous six months. In addition, if the source of the deemed income is self-employment, Code C must be deleted notwithstanding whether the deemed income has changed in the previous six months.

- e. Individuals enrolled in the Work Supplementation Program - Use ABEL earned income Source Code 31 - "Earnings From TEAP".

2. New York City

Codes are being developed to prevent those individuals no longer required to monthly report from receiving monthly reports. An ABEL transmittal will be forthcoming providing specific instructions to HRA.

C. Prospective Budgeting of Non-MRRB Cases

Cases no longer subject to MRRB must be rebudgeted from January 1, 1991 forward using prospective budgeting procedures. To arrive at an average monthly earned income amount multiply the weekly amount by 4.3333. ABEL does this systematically when an income amount with a Frequency Code of "W-Weekly" is entered.

Weekly income must be projected by averaging the last eight weeks of earnings unless there has been a recent change in the level of earnings. In those instances, the most current information regarding rate of pay (i.e., hourly wage times the number of hours per week) must be used to project weekly income.

Districts must recalculate the public assistance grant for PA cases and the food stamp benefit for PA/FS cases that are not subject to monthly reporting at each six month recertification

unless a significant change in income occurs prior to the next recertification. A significant change is any increase or decrease in earnings expected to last longer than 30 days.

D. Required Notification

Districts must provide appropriate notice to each public assistance and public assistance/food stamp case whose benefits change as a result of prospective budgeting.

E. PA Cases With Non-MRRB and MRRB Income

Public assistance and public assistance/food stamp cases which have both non-MRRB earnings and MRRB earnings are required to monthly report and must be budgeted in accordance with 86 ADM-28. The one exception is if one of the sources is Work Supplementation (TEAP). These cases are never required to monthly report and are always budgeted prospectively.

V. SYSTEM IMPLICATIONS

A. WMS Upstate

Effective with the March Monthly Reporting pulldown, Monthly Reporting mailers are no longer being sent to PA cases with budgets containing Earned Income Source Codes of "09 - Family Day Care Provider Income", "12 - Lump Sum (PA only)", "13 - Lump Sum Received by Current Wage Earner (PA only)", "20 - Net Business Income", "46 - Net Income from Rental of House, Store or Other Property, Worked More than 20 Hours per Week", or "47 - Net Income from Rental of House, Store or Other Property, Worked Less than 20 Hours Per Week (PA only)", if no other Monthly Reporting selection criteria exist. In addition, as of April 1, 1991, a new Monthly Reporting code "S - Monthly Reporting Exempt/No Change in Earned Income for Prior Six Month Period" is available for worker input on Screen 1 of the PA case.

B. WMS New York City

In those situations where the individual is in receipt of earned income but is not required to Monthly Report, workers should input code "N" in the Monthly Reporting field on Household Screen NSBL02. Code "N" will override the system output code "S" and prevent the case from receiving a Monthly Report.

In addition, input of self-employment earned income sources 05, 06, 08 or 09 will no longer generate the system output code "S".

The above changes were included in the system software release of March 25, 1991.

VI. EFFECTIVE DATE

These procedures are effective June 1, 1991 retroactive to January 1, 1991 for the prospective budgeting of cases no longer subject to MRRB and retroactive to November 1, 1990 for cases no longer required to submit monthly reports.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance