

## April 5, 2012 Summary of Changes

<b>Chapter</b>	<b>Passage</b>	<b>Summary</b>
<b>0600</b>	<b>0610.0400, 0620.0400, 0630.0400, 0640.0400, 0650.0400, 0660.0400</b>	Removed the 45 <sup>th</sup> day time standard because of the aligned 30/60 day policy.
<b>0800</b>	<b>0810.0100</b>	Re-titled passage and changed certification and recertification wording to eligibility and review to align terminology between TCA and Food Assistance.
	<b>0820.0100</b>	Changed TCA eligibility review policy to align with food assistance eligibility review policy.
<b>1800</b>	<b>1840.0906.03</b>	Re-titled passage from VA Increments for Dependents to VA Dependent Allowances and updated the passage content accordingly.

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Technical changes and changes in non-substantive information may be excluded from this summary.

# Listing of Amended Passages

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## 0610.0400 APPLICATION TIME STANDARDS (FS)

The time standard begins upon receipt of a signed application. Begin counting processing days the day following the date of application.

Application time standards apply to initial applications and to untimely reapplications. An untimely reapplication is one received between the 16<sup>th</sup> day of the last month of the certification period and 30 days after the end of the certification period.

If an AG is eligible, the Department must provide assistance no later than 30 days after the date of application receipt.

~~**Exception:** Provide food stamps no later than 30 days from the release date to residents of public institutions determined eligible prior to their release.~~

Process applications and make a determination of eligibility or ineligibility within the following time frames:

### **Non-expedited:**

1. If an individual does not have an Electronic Benefits Transfer (EBT) card, authorize food stamps by the 26<sup>th</sup> 27<sup>th</sup> day.
2. If an individual has an EBT card, authorize food stamps by the 29<sup>th</sup> day.

### **Expedited:**

1. If an individual does not have an EBT card, authorize food stamps no later than 11:00 AM EST on the 4<sup>th</sup> day.
2. If an individual has an EBT card, authorize food stamps before the seventh day.

Screen for and if eligible provide expedited services for untimely recertifications for households that apply after the end of the certification period. Households that apply for recertification anytime during the certification period are not eligible for expedited services even if staff process the recertification after the end of the certification period.

If prescreening fails to identify an eligible SFU as eligible for expedited services [because the applicant household made an error or failed to provide complete information on the application](#), provide expedited services upon discovery of the error and calculate the processing standard from the date of discovery.

~~Evaluate any delay beyond seven or 30 days in the application process to determine applicant or Department delay. Department delay occurs when application processing exceeds seven or 30 days, and the delay cannot be attributed to the applicant.~~

## 0620.0400 APPLICATION TIME STANDARDS (TCA)

[Process applications as soon as possible after the assistance group \(AG\) completes all eligibility requirements. If the household completes all requirements and provides all information, process the application by the 30<sup>th</sup> day after the application date.](#) ~~Process applications and determine eligibility or ineligibility before the 42nd day to be in compliance with time standards that require applicant notification no later than 45 days following the date of application. Begin counting processing days the day following the date of application. Evaluate any delay beyond 45 days in the application process to determine applicant or Department delay. Department delay occurs~~

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~~when application processing exceeds 45 days, and the delay cannot be attributed to the applicant.~~

### **0630.0400 APPLICATION TIME STANDARDS (MFAM)**

Process applications as soon as possible after the assistance group (AG) completes all eligibility requirements. If the household completes all requirements and provides all information, process the application by the 30<sup>th</sup> day after the application date. ~~The time standard begins upon receipt of a signed application. Process applications and determine eligibility or ineligibility 45 calendar days after the date of the application.~~

~~Begin counting processing days the day following the date of application. Evaluate any delay beyond 45 days in the application process to determine applicant or Department delay. Department delay occurs when application processing exceeds 45 days, and the delay cannot be attributed to the applicant. Medicaid time standards include one day for mailing the notice.~~

### **0640.0400 APPLICATION TIME STANDARDS (MSSI, SFP)**

The time standard begins upon receipt of a signed application.

Process applications as soon as possible after the assistance group (AG) completes all eligibility requirements. If the household completes all requirements and provides all information, process the application by the 30<sup>th</sup> day after the application date. Process applications and determine eligibility or ineligibility within 90 calendar days after the date of the application for individuals who claim a disability. ~~the following time frames:~~

- ~~1. 45 calendar days after the date of the application (without a disability determination), or~~
- ~~2. 90 calendar days after the date of the application for individuals who claim a disability.~~

#### **Disability/Blindness Decision:**

1. Conduct an interview and complete a disability/blindness packet within seven calendar days from the application date.
2. Request a disability/blindness decision within two calendar days of receipt of appropriate information.
3. Submit the packet no more than nine calendar days following the date of application.

#### **Level of Care Determination:**

1. Request a level of care determination on ICP cases from the CARES Unit within two days of receipt of the application.
2. The CARES Unit provides the level of care decision within 12 days of receipt of the request.

Begin counting processing days the day following the date of application. Evaluate any delay beyond the time standards listed above in the application process to determine applicant or Department delay. Department delay occurs when application processing exceeds 45 or 90 days, and the delay cannot be attributed to the applicant. ~~Medicaid time standards include one day for mailing the notice. Dispose of Medicaid applications by the 44<sup>th</sup> or 89<sup>th</sup> day.~~

**Note:** Hold the application pending up to an additional 30 days beyond the time standard for ICP cases upon the applicant or designated representative's request, and attribute delay to the applicant when:

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1. the individual meets all criteria except for placement, or
2. the individual meets all criteria but the facility is pending certification. Provide coverage to the eligible individual back to the date of facility certification. Do not provide coverage prior to the three month retroactive Medicaid period.

### **0650.0400 APPLICATION TIME STANDARDS (CIC)**

The time standard begins upon receipt of a signed and dated CIC application form. **Process applications as soon as possible after the assistance group (AG) completes all eligibility requirements. If the household completes all requirements and provides all information, process the application by the 30<sup>th</sup> day after the application date.** ~~Determine eligibility and mail a notice of disposition within 45 calendar days after the date of the application. Begin counting processing days the day following the date of application. The Medicaid time standards include one day for mailing the notice. Department delay occurs when application processing exceeds 45 days, and the delay cannot be attributed to the applicant.~~

### **0660.0400 APPLICATION TIME STANDARDS (RAP)**

**Process applications as soon as possible after the assistance group (AG) completes all eligibility requirements. If the household completes all requirements and provides all information, process the application by the 30<sup>th</sup> day after the application date.** ~~Process applications and determine eligibility or ineligibility before the 42<sup>nd</sup> day to be in compliance with cash time standards and the 44<sup>th</sup> day for Medicaid time standards in order to notify individuals no later than 45 days following the date of application. Begin counting processing days the day following the date of application. Evaluate any delay beyond 45 days in the application process to determine applicant or Department delay. Department delay occurs when application processing exceeds 45 days and the delay cannot be attributed to the applicant. Medicaid time standards include one day for mailing the notice. Dispose of Medicaid disability related applications by the 89<sup>th</sup> day.~~

### **0810.0100 ELIGIBILITY REVIEWS RECERTIFICATION (FS)**

**An eligibility review** ~~A recertification~~ reestablishes eligibility on all factors, resolves discrepancies and ensures correct benefits. An acceptable application must have the name, address and signature of the individual or authorized representative and may be submitted in person, by mail or facsimile or on the web.

Do not continue food stamps beyond the end of the **eligibility certification** period without reestablishing eligibility. FLORIDA generates a notice of expiration of certification period (NECP) 45 to 50 days prior to the expiration date to remind the SFU to reapply.

**Timely ~~Reviews~~ Recertification:** An application received on or before the 15th day of the last month of the **eligibility certification** period is a **timely review recertification**. Process the application by the end of the current **eligibility certification** period if the household completes the interview and provides all verifications within the last month of the **eligibility certification** period. If the AG is eligible, benefits begin the first day of the month following the end of the current **eligibility certification** period.

**Untimely ~~Reviews~~ Recertification:** An application received between the 16th day of the last month of the **eligibility certification** period and 30 days after the end of the **eligibility certification** period is an **untimely review recertification**.

Screen for and if eligible provide expedited services for **untimely reviews recertifications** for households that apply after the end of the **eligibility certification** period. Households that apply for **review recertification** anytime during the **eligibility certification** period are not eligible for expedited

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services even if staff process the ~~review recertification~~ after the end of the ~~eligibility certification~~ period.

Offer the SFU assistance to resolve any discrepancy.

If the Department causes a delay or terminates a case in error, reinstate and/or restore food stamps for the appropriate months as soon as the delay or error becomes known.

If the household submits an application during the last month of the eligibility period, but fails to provide all verifications during the month the review is due, keep the case pending using these rules:

1. If the household provides the verifications after the 30th day but within 30 days after the last month of the eligibility period, process the review by the 30th day after the last month of the eligibility period.
2. Prorate benefits from the date the household provides the verifications.
3. If the household does not provide the verifications, deny the application on the 30th day after the last month of the eligibility period.

### **0820.0100 ELIGIBILITY REVIEWS (TCA)**

An eligibility review reestablishes eligibility on all factors, resolves discrepancies and ensures correct benefits. If there are multiple AGs in case, use the earliest review date of any AG in the case to review all AGs. Each eligibility review requires a new application. An acceptable application must have the name, address and signature of the individual or authorized representative and may be submitted in person, by mail or facsimile or on the web.

Assign a six-month ~~eligibility review~~ period from the month of disposition of the application or review. In order to align a household's ~~eligibility certification~~ period with its food stamp simplified reporting ~~eligibility certification~~ period, ~~an eligibility a review~~ period of less than, or greater than, six months may be assigned. Assign a 12-month ~~eligibility review~~ period for a child only AG without food stamps.

Do not continue TCA beyond the end of the eligibility period without reestablishing eligibility. FLORIDA generates a Notice of Expiration of Certification Period (NECP) 45 to 50 days prior to the expiration date to remind the SFU to reapply.

**Timely Reviews:** An application received on or before the 15th day of the last month of the eligibility period is a timely review. Process the application by the end of the current eligibility period if the household completes the interview and provides all verifications within the last month of the eligibility period. If the AG is eligible, benefits begin the first day of the month following the end of the current eligibility period.

**Untimely Reviews:** An application received between the 16th day of the last month of the eligibility period and 30 days after the end of the eligibility period is an untimely review.

If the Department causes a delay or terminates a case in error, reinstate and/or restore TCA for the appropriate months as soon as the delay or error is found.

If the household submits an application during the last month of the eligibility period, but fails to provide all verifications during the month the review is due, keep the case pending using these rules:

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1. If the household provides the verifications after the 30th day but within 30 days after the last month of the eligibility period, process the review by the 30th day after the last month of the eligibility period.
2. Prorate benefits based on TCA date of application disposition policy (date of disposition or 30 days from date of application, whichever is sooner).
3. If the household does not provide the verifications, deny the review on the 30th day after the last month of the eligibility period.

If the household submits an application during the last month of the eligibility period, but fails to provide all verifications during the month the review is due, keep the case pending using these rules:

1. If the household provides the verifications during the month following the month the review is due, leave the case open.
2. Do not prorate the benefit.
3. If the household does not provide the verifications, close the case at pulldown in the month following the month the review is due.

### **1840.0906.03 VA Dependent Allowances Increments for Dependents (MSSI, SFP)**

The VA provides dependent allowances to veterans claiming to support one or more dependents. The allowances increments included in the VA check designated for a dependent are only counted as income to the dependent.

The eligibility specialist must ask the individual if an increment is included for a dependent. If the individual states no, further action is not required. If the individual states he does receive for a dependent or that he does not know, verification of whether or not he receives an augment for a dependent and the amount of the increment must be verified with VA. Any increment for a dependent is deducted from the individual's VA income.