

## January 10, 2013 Summary of Changes

<b>Chapter</b>	<b>Passage</b>	<b>Summary</b>
<b>0600</b>	<b>0610.0400, 0610.0401, 0620.0401, 0630.0401, 0640.0401, 0650.0401, 0660.0401</b>	Changes made to require standardized scheduling of the application interview and 30 day processing expectations.
<b>0800</b>	<b>0810.0100, 0820.0100, 0830.0100, 0840.0100, 0860.0100</b>	Changes made to require denial of the review application based on regulation and to align the time standards with food assistance.
<b>1400</b>	<b>1420.0700, 1430.0700, 1450.0700</b>  <b>1450.0724.02, 1450.0724.03, 1450.0724.04</b>	Eliminated reference to obsolete two-parent principal wage earner policy.  Deleted passages.
<b>1600</b>	<b>1640.0608</b>	Updated policy regarding the transfer look-back period.
<b>2200</b>	<b>2220.0404.07, 2220.0404.08, 2230.0404.07, 2230.0404.08, 2250.0404.07, 2250.0404.08</b>  <b>2250.0405.03, 2260.0405.03</b>  <b>2220.0409, 2230.0409, 2250.0409, 2260.0409</b>	Eliminated reference to obsolete two-parent principal wage earner policy.  Added passages for definition of an essential individual for CIC and RAP.  Eliminated reference to obsolete two-parent principal wage earner policy.

---

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

# Listing of Amended Passages

---

## **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 ~~from between~~ the 16<sup>th</sup> day of the last month of the certification period ~~through 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.

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> 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 ~~by before~~ the ~~end of the sixth seventh~~ **end of the sixth** 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.

## **0610.0401 Requests for Additional Information/Time Standards (FS)**

If the Department needs additional information or verification from the applicant, provide:

1. a written list of items required to complete the application process,
2. the date the items are due in order to process the application timely, and
3. the consequences for not returning additional information by the due date.

Provide applicants an opportunity to complete their initial application interview ~~by the seventh day after no later than 14 days from~~ the date the appointment letter is generated. Send the Notice of Missed Interview the day after the applicant misses the interview. If the household does not complete a required interview by the 30<sup>th</sup> day, deny the application on the 30<sup>th</sup> day. The verification/information due date is 10 calendar days ~~after from~~ the ~~date of the interview or if there is no interview requirement, 10 days after the date the pending notice is generated~~ **request date**. If the due date falls on a holiday or weekend, the deadline for the requested information is the next business day. At the individual's request, extend the due date. ~~Leave For applications that~~

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

~~do or do not require an interview, leave the case pending until the 30<sup>th</sup> 60<sup>th</sup> day after the date of application to allow the household a chance to provide verifications. Assist applicants with getting missing verifications when needed.~~

1. If the applicant completes the interview, provides all verifications, and meets all eligibility factors, approve the application by the 26<sup>th</sup> day if the household does not have an EBT card or by the 29<sup>th</sup> day for food assistance if the household has an EBT card. If the 26<sup>th</sup> or 29<sup>th</sup> day falls on a weekend or holiday, approve the application on the business day before the 26<sup>th</sup> or 29<sup>th</sup> day.
2. If the household does not return the verifications by the 30<sup>th</sup> day after the date of application, deny the application on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day after the 30<sup>th</sup> day.
3. If the household returns the verifications after the 30<sup>th</sup> day but by the 60<sup>th</sup> day, approve the application as soon as possible following receipt of the verifications as long as disposal occurs by the 60<sup>th</sup> day. Do not require a new application.
4. ~~If the household does not return the verifications before the 30<sup>th</sup> day after the date of application, a notice will go out on the 30<sup>th</sup> day to remind the household the process is incomplete.~~
5. ~~If the household does not return the verifications by the 60<sup>th</sup> day, deny the application on the 60<sup>th</sup> day. If the 60<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day.~~

Evaluate any delay in submitting information that exceeds the time standard to determine applicant or Department delay.

### **0620.0401 Requests for Additional Information/Time Standards (TCA)**

If the Department needs additional information or verification from the applicant, provide:

1. a written list of items required to complete the application process,
2. the date the items are due in order to process the application timely, and
3. the consequences to the applicant for not returning additional information by the due date.

Provide applicants an opportunity to complete their initial application interview **by the seventh day after no later than 14 days** from the date the appointment letter is generated. If the household does not complete a required interview by the 30<sup>th</sup> day, deny the application on the 30<sup>th</sup> day. **The verification/information due date is 10 calendar days after the date of the interview or if there is no interview requirement, 10 days after the date the pending notice is generated. The** ~~verification/information due date is ten calendar days from the date of the request or 30 calendar days from date of application, whichever is later.~~ If the due date falls on a holiday or weekend, the deadline for the requested information is the next business day. At the individual's request, extend the due date. Leave the case pending until the 30<sup>th</sup> 60<sup>th</sup> day after the date of application to allow the household a chance to provide verifications. **Assist applicants with getting missing verifications when needed.**

1. If the applicant completes the interview, provides all verifications, and meets all eligibility factors, approve the application by the 30<sup>th</sup> day for TCA. If the 30<sup>th</sup> day falls on a weekend or holiday, approve the application on the business day before the 30<sup>th</sup> day.

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

2. If the household does not return the verifications by the 30<sup>th</sup> day after the date of application, deny the application on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day after the 30<sup>th</sup> day.
3. If the household returns the verifications after the 30<sup>th</sup> day but by the 60<sup>th</sup> day, approve the application as soon as possible following receipt of the verifications as long as disposal occurs by the 60<sup>th</sup> day. Do not require a new application.
4. ~~If the household does not return the verifications before the 30th day after the date of application, a notice will go out on the 30<sup>th</sup> day to remind the household the process is incomplete.~~
5. ~~If the household does not return the verifications by the 60<sup>th</sup> day, deny the application on the 60<sup>th</sup> day. If the 60<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day.~~

Evaluate any delay in submitting information that exceeds the time standard to determine applicant or Department delay.

### **0630.0401 Requests for Additional Information/Time Standards (MFAM)**

If the Department needs additional information or verification from the applicant, provide:

1. a written list of items required in order to complete the application process,
2. the date the items are due in order to process the application timely, and
3. the consequences for not returning additional information by the due date.

The verification/information due date is 10 calendar days after the date of the interview or if there is no interview requirement, 10 days after the date the pending notice is generated. ~~The verification/information due date is 10 calendar days from the request date.~~ If the due date falls on a holiday or weekend, the deadline for the requested information is the next business day.

At the individual's request, extend the due date. ~~Leave~~ For applications that do or do not require an interview, ~~leave~~ the case pending until the 30<sup>th</sup> 60<sup>th</sup> day after the date of application to allow the household a chance to provide verifications. Assist applicants with getting missing verifications when needed.

1. If the applicant completes the interview, provides all verifications, and meets all eligibility factors, approve the application by the 30<sup>th</sup> day for Medicaid. If the 30<sup>th</sup> day falls on a weekend or holiday, approve the application on the business day before the 30<sup>th</sup> day.
2. If the household does not return the verifications by the 30<sup>th</sup> day after the date of application, deny the application on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day after the 30<sup>th</sup> day.
3. If the household returns the verifications after the 30<sup>th</sup> day but by the 60<sup>th</sup> day, approve the application as soon as possible following receipt of the verifications as long as disposal occurs by the 60<sup>th</sup> day. Do not require a new application.
4. ~~If the household does not return the verifications before the 30th day after the date of application, a notice will go out on the 30<sup>th</sup> day to remind the household the process is incomplete.~~

---

New language in passages appear blue in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

5. ~~If the household does not return the verifications by the 60<sup>th</sup> day, deny the application on the 60<sup>th</sup> day. If the 60<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day.~~

Evaluate any delay in submitting information that exceeds the time standard to determine applicant or Department delay.

Apply retroactive Medicaid policy to months prior to the original month of application.

### **0640.0401 Requests for Additional Information/Time Standards (MSSI, SFP)**

If the Department needs additional information or verification from the applicant, provide:

1. a written list of items required in order to complete the application process,
2. the date the items are due in order to process the application timely, and
3. the consequences for not returning additional information by the due date.

~~The verification/information due date is 10 calendar days from the request date or 30 calendar days from the application date, whichever is later. In cases where medical information is required, the return due date is 30 calendar days from date of request. If the due date falls on a holiday or weekend, the deadline for the requested information is the next business day. At the individual's request, extend the due date. Leave For applications that do or do not require an interview, leave the case pending until the 30<sup>th</sup> 60<sup>th</sup> day after the date of application to allow the household a chance to provide verifications. Assist applicants with getting missing verifications when needed.~~

1. ~~If the applicant completes the interview, provides all verifications, and meets all eligibility factors, approve the application by the 30<sup>th</sup> day for Medicaid. If the 30<sup>th</sup> day falls on a weekend or holiday, approve the application on the business day before the 30<sup>th</sup> day.~~
2. ~~If the household does not return the verifications by the 30<sup>th</sup> day after the date of application, deny the application on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day after the 30<sup>th</sup> day.~~
3. ~~If the household returns the verifications after the 30<sup>th</sup> day but by the 60<sup>th</sup> day, approve the application as soon as possible following receipt of the verifications as long as disposal occurs by the 60<sup>th</sup> day. Do not require a new application.~~
4. ~~If the household does not return the verifications before the 30<sup>th</sup> day after the date of application, a notice will go out on the 30<sup>th</sup> day to remind the household the process is incomplete.~~
5. ~~If the household does not return the verifications by the 60<sup>th</sup> day, deny the application on the 60<sup>th</sup> day. If the 60<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day.~~

Evaluate any delay in submitting information that exceeds the time standard to determine applicant or Department delay.

Apply retroactive Medicaid policy to months prior to the original month of application.

### **0650.0401 Requests for Additional Information/Time Standards (CIC)**

If the Department needs additional information or verification from the counselor, provide:

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

1. a written list of items required to complete the application process,
2. the date the items are due in order to process the application timely, and
3. the consequences for not returning additional information by the due date.

The verification/information due date is 10 calendar days after the date of the interview or if there is no interview requirement, 10 days after the date the pending notice is generated. ~~The verification due date is 10 calendar days from the date of the request.~~ If the verification due date falls on a holiday or weekend, the deadline for the requested information is the next business day. At the counselor's request, extend the due date.

### **0660.0401 Requests for Additional Information/Time Standards (RAP)**

If additional information or verification is needed from the applicant, provide the individual with:

1. a written list of items required to complete the application process,
2. the date the items are due to process the application timely, and
3. the consequences to the applicant for not returning additional information by the due date.

Provide applicants an opportunity to complete their initial application interview **by the seventh day after** ~~no later than 14 days from~~ the date the appointment letter is generated. **The verification/information due date is 10 calendar days after the date of the interview or if there is no interview requirement, 10 days after the date the pending notice is generated.** ~~The verification/information due date is 10 calendar days from the date of the request or 30 calendar days from date of application, whichever is later.~~ If the due date falls on a holiday or weekend, the deadline for the requested information is the next business day. At the individual's request, extend the due date. **Leave** ~~For applications that do or do not require an interview, leave~~ the case pending until the **30<sup>th</sup> 60<sup>th</sup>** day after the date of application to allow the household a chance to provide verifications. **Assist applicants with getting missing verifications when needed.**

1. **If the applicant completes the interview, provides all verifications, and meets all eligibility factors, approve the application by the 30<sup>th</sup> day for Medicaid. If the 30<sup>th</sup> day falls on a weekend or holiday, approve the application on the business day before the 30<sup>th</sup> day.**
2. **If the household does not return the verifications by the 30<sup>th</sup> day after the date of application, deny the application on the 30<sup>th</sup> day. If the 30<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day after the 30<sup>th</sup> day.**
3. **If the household returns the verifications after the 30<sup>th</sup> day but by the 60<sup>th</sup> day, approve the application as soon as possible following receipt of the verifications as long as disposal occurs by the 60<sup>th</sup> day. Do not require a new application.**
4. ~~If the household does not return the verifications before the 30th day after the date of application, a notice will go out on the 30<sup>th</sup> day to remind the household the process is incomplete.~~
5. ~~If the household does not return the verifications by the 60<sup>th</sup> day, deny the application on the 60<sup>th</sup> day. If the 60<sup>th</sup> day falls on a weekend or holiday, deny the application on the next business day.~~

Evaluate any delay in submitting information that exceeds the time standard to determine applicant or Department delay.

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

### 0810.0100 ELIGIBILITY REVIEWS (FS)

An eligibility review 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 period without reestablishing eligibility. FLORIDA generates a notice of expiration of certification period (NECP) ~~45 to 50 days~~ prior to the ~~last month of the eligibility period 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 ~~on between~~ the 16th day of the last month of the eligibility period and ~~through 30 days after~~ the end of the eligibility period is an untimely review.

**Reapplication:** An Untimely Review in which the household submits the request within 30 days after the end of the eligibility period. Process the application using the application process but apply interview and verification procedures of the review. For example, if the review is passive, do not require an interview.

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

Households that apply within the 30 days after the end of the eligibility period are untimely reviews that have the time standard of an initial application but should have either the passive or abbreviated interview process of the current review.

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 a timely ~~an~~ application during the last month of the eligibility period, but fails to provide all verifications during the month the review is due, ~~allow the eligibility period to expire and deny the application. 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. **Do not require a new application.**
2. Prorate benefits from the date the household provides the ~~last verification~~ ~~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.~~

When the household submits an untimely application on the 16<sup>th</sup> of the last month of the eligibility period through the end of the eligibility period and the household completes the interview and

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

provides all verifications by the 30<sup>th</sup> day after the date of the application, process the application by the 30<sup>th</sup> day and do not prorate the benefits.

If the household who submits an untimely application on the 16<sup>th</sup> of the last month of the eligibility period through the end of the eligibility period fails to provide the verification by the 30<sup>th</sup> day after the date of application, deny the application for review.

1. If the household provides the last verification 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. Do not require a new application.
2. Prorate benefits from the date the household provides the last verification.

### **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 period from the month of disposition of the application or review. In order to align a household's eligibility period with its food stamp simplified reporting eligibility period, an eligibility period of less than, or greater than, six months may be assigned. Assign a 12-month eligibility 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 ~~last month of the eligibility period~~ 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 ~~on between~~ the 16th day of the last month of the eligibility period and ~~through 30 days after~~ the end of the eligibility period is an untimely review.

**Reapplication:** An Untimely Review in which the household submits the request within 30 days after the end of the eligibility period. Process the application using the application process but apply interview and verification procedures of the review. For example, if the review is passive, do not require an interview.

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 a ~~timely an~~ application during the last month of the eligibility period, but fails to provide all verifications during the month the review is due, ~~allow the eligibility period to expire and deny the application:~~

1. If the household provides the ~~last verification 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. ~~Do not require a new application.~~

---

New language in passages appear blue in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

2. Prorate benefits based on TCA date of application disposition policy (date of disposition or 30 days from the date the household provides the last verification 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.~~

When the household submits an untimely application on the 16<sup>th</sup> of the last month of the eligibility period through the end of the eligibility period and the household completes the interview and provides all verifications by the 30<sup>th</sup> day after the date of the application, process the application by the 30<sup>th</sup> day and do not prorate the benefits.

If the household who submits an untimely application on the 16<sup>th</sup> of the last month of the eligibility period through the end of the eligibility period fails to provide the verification by the 30<sup>th</sup> day after the date of application, deny the application for review.

1. If the household provides the last verification 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. Do not require a new application.
2. Prorate benefits based on TCA date of application disposition policy (date of disposition or 30 days from the date the household provides the last verification, whichever is sooner).

### **0830.0100 ELIGIBILITY REVIEWS (MFAM)**

An eligibility review reestablishes eligibility on all factors, resolves discrepancies and ensures correct benefits. If there are multiple AGs in the case, use the earliest review date of any AG in the case to review all AGs.

An eligibility review for Medicaid is defined as an application, or any time all applicable items addressed in the interim contact letter are evaluated.

If it becomes necessary to close TCA or food stamps, evaluate the Medicaid portion of the case separately to determine if closure is appropriate. If the eligibility determination was completed within the last 12 months, do not close the Medicaid AGs, but close the other programs as appropriate. Keep the Medicaid AGs open, and schedule the eligibility review 12 months from the month Medicaid eligibility was last determined.

For applications assign a 12-month review period from the month of disposition, unless eligibility does not begin until a future month. At review assign a 12-month review period from the month following disposition. For Medically Needy cases, evaluate the individual for reenrollment prior to the expiration of the current enrollment period.

If the household submits an application or interim contact form **by the end** during the last month of the eligibility period, **use these rules for completing the review** 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 all verifications by the end of the Medicaid eligibility period, take appropriate action by the end of the eligibility period.** ~~If the household provides the verifications during the month following the month the review is due, leave the case open.~~

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

2. ~~If the household provides the verifications during the month following the month the review is due, leave the case open or reopen the case by the 30<sup>th</sup> day after the end of the eligibility period. If the household does not provide the verifications, assess the correct Medicaid eligibility period or Continuous Medicaid at pulldown in the month following the month the review is due.~~
3. ~~If the household does not provide all verifications by the 30<sup>th</sup> day after the end of the eligibility period, assess the correct Medicaid eligibility period or Continuous Medicaid.~~

Explore retroactive Medicaid for any lost months, if the applicant indicates they have unpaid medical bills for that period and all information needed to determine eligibility for that month is received.

### **0840.0100 ELIGIBILITY REVIEWS (MSSI, SFP)**

An eligibility review reestablishes eligibility on all factors, resolves discrepancies and ensures correct benefits. If there are multiple AGs in the case, use the earliest review date of any AG in the case to review all AGs.

An eligibility review for Medicaid is defined as an application, or any time all applicable items addressed in the interim contact letter are evaluated.

If it becomes necessary to close TCA or food stamps, evaluate the Medicaid portion of the case separately to determine if closure is appropriate. If the eligibility determination was completed within the last 12 months, do not close the Medicaid AGs, but close the other programs as appropriate. Keep the Medicaid AGs open and schedule the eligibility review 12 months from the month Medicaid eligibility was last determined.

For applications assign a 12-month review period from the month of disposition, unless eligibility does not begin until a future month. At review assign a 12-month review period from the month following disposition. For Medically Needy cases, evaluate the individual for reenrollment prior to the expiration of the current enrollment period.

If the household submits an application or interim contact form 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 does not provide the verifications, assess the correct Medicaid eligibility period or Continuous Medicaid. If the household provides the verifications during the month following the month the review is due, leave the case open.~~
2. ~~If the household provides the last verification during the month following the month the review is due, leave the case open or reopen the case by the 30<sup>th</sup> day after the end of the eligibility period. If the household does not provide the verifications, assess the correct Medicaid eligibility period or Continuous Medicaid at pulldown in the month following the month the review is due.~~

Explore retroactive Medicaid for any lost months, if the applicant indicates they have unpaid medical bills for that period and all information needed to determine eligibility for that month is received.

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

# Listing of Amended Passages

---

## **0860.0100 ELIGIBILITY REVIEWS (RAP)**

An eligibility review reestablishes eligibility on all factors, resolves discrepancies and ensures correct benefits. If there are multiple AGs in the case, use the earliest review date of any AG in the case to review all AGs. Each eligibility review requires a new application form. 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 review period from the month of disposition of the application or review. In order to align a household's certification period with its food stamp simplified reporting certification period, a review period of less than, or greater than, six months may be assigned.

Regardless of the eligibility review period, no individual may receive more than eight months of RAP cash or Medicaid.

**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 on the 16th day of the last month of the eligibility period and through the end of the eligibility period is an untimely review.

**Reapplication:** An Untimely Review in which the household submits the request within 30 days after the end of the eligibility period. Process the application using the application process but apply interview and verification procedures of the review. For example, if the review is passive, do not require an interview.

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, ~~deny the application keep the case pending using these rules:~~

1. If the household provides the verifications during the month following the month the review is due, ~~process the review by the 30<sup>th</sup> day after the last month of the eligibility period~~ **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.~~

## **1420.0700 DEPRIVATION (TCA)**

Each child in the assistance group must be deprived of the support or care of one or both parents.

Each child in the assistance group must be deprived based on one of the following reasons:

1. death of one or both parents,
2. existence of only one legal parent,
3. continued absence of one or both parents,
4. incapacity of one or both parents, or
5. unemployment **or underemployment** of the **parent(s)** ~~parent who is the principal earner.~~

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

### **1430.0700 DEPRIVATION (MFAM)**

Each child in the assistance group must be deprived of the support or care of one or both parents except for PMA related Medicaid.

Each child in the assistance group must be deprived based on one of the following reasons:

1. ~~d~~Death of one or both parents,
2. ~~e~~Existence of only one legal parent,
3. ~~c~~Continued absence of one or both parents,
4. ~~i~~ncapacity of one or both parents, or
5. unemployment **or underemployment** of the **parent(s)** ~~parent who is the principal earner.~~

### **1450.0700 DEPRIVATION (CIC)**

Each child in the assistance group must be deprived of the support or care of one or both parents except for PMA related Medicaid.

Each child in the assistance group must be deprived based on one of the following reasons:

1. death of one or both parents,
2. existence of only one legal parent,
3. continued absence of one or both parents,
4. incapacity of one or both parents, or
5. unemployment **or underemployment** of the **parent(s)** ~~parent who is the principal earner.~~

For Child in Care, deprivation requirements must be met for the Title IV-E FC Program only. Refer to Chapter 800, Ongoing Case Processing, for additional information.

### **1640.0608 Transfer Look-Back Period (MSSI)**

You must consider any transfer that occurred within the transfer "look-back" period prior to the date of application or anytime after applying. The look-back period begins with the month of application, counting backwards. **Each transfer must be evaluated to determine if fair compensation was received and if not, to evaluate if a period of ineligibility must apply.**

**The look-back period for non-trust transfers is 60 months. The 60-month look-back period will be phased in over time.**

**For applications received prior to January 1, 2013, You must look back 36 months prior to the month of application to determine if a transfer of an asset or income occurred. For applications received during January 2013 and for each month following, the look-back period will be phased in by one-month increments. The full look-back period for non-trust transfers will not be realized until December 2014.**

~~Each transfer must be evaluated to determine if fair compensation was received and if not, to evaluate if a period of ineligibility must apply.~~

For trusts, which are considered transfers of assets, the look-back period **remains** ~~is~~ 60 months **and is not phased in over time.**

### **2220.0404.07 Unmarried Parents (TCA)**

If the child's parents are not married, have other children by prior relationships living in the home, and one **or both parents are** ~~parent is~~ incapacitated or an unemployed/**underemployed** ~~principal~~

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

~~earner~~ or receives SSI, OSS, or ICP, one assistance group is set up. Both parents, if eligible, are included in the assistance group because the children are siblings.

If the parents are not married, have other children by prior relationships, but no mutual children, two standard filing units (SFU's) must be set up.

### **2220.0404.08 Stepparents in Home (TCA)**

When there are two legally married stepparents in the home and neither is an SSI, OSS, or ICP recipient and each has children who are eligible for Temporary Cash Assistance (nonmutual children), two standard filing units (SFU's) must be set up.

If there is a mutual child and one or both parents are incapacitated or one ~~parent is an~~ **or both parents are** unemployed/**underemployed** ~~principal earner~~ or an SSI, OSS, or ICP recipient, one SFU must be set up. The children's needs and the needs of the incapacitated or **unemployed/underemployed** ~~PE~~ parent(s) must be included in the SFU.

When a parent and a stepparent are in the home, the parent's needs are included in the assistance group with the child. Stepparents who have no eligible children of their own may not be included in the AG under any circumstance.

### **2230.0404.07 Unmarried Parents (MFAM)**

If the child's parents are not married, have other children by prior relationships living in the home, and one ~~parent is~~ **or both parents are** incapacitated or an unemployed/**underemployed** ~~principal earner~~ or receives SSI, OSS, or ICP, one assistance group is set up. Both parents, if eligible, are included in the assistance group because the children are siblings.

If the parents are not married, have other children by prior relationships, but no mutual children, two standard filing units (SFU's) must be set up.

### **2230.0404.08 Stepparents in Home (MFAM)**

When there are two legally married stepparents in the home and neither is an SSI, OSS, or ICP recipient and each has children who are eligible for 1931 Medicaid (nonmutual children), two standard filing units (SFU's) must be set up.

If there is a mutual child and one or both parents are incapacitated or one ~~parent is an~~ **or both parents are** unemployed/**underemployed** ~~principal earner~~ or an SSI, OSS, or ICP recipient, one SFU must be set up. The children's needs and the needs of the incapacitated or **unemployed/underemployed** ~~PE~~ parent(s) must be included in the SFU.

When a parent and a stepparent are in the home, the parent's needs are included in the assistance group with the child. Stepparents who have no eligible children of their own may not be included in the AG under any circumstance.

### **2250.0404.07 Unmarried Parents (CIC)**

If the child's parents are not married, have other children by prior relationships living in the home, and one ~~parent is~~ **or both parents are** incapacitated or an unemployed/**underemployed** ~~principal earner~~ or receives SSI, OSS, or ICP, one assistance group is set up. Both parents, if eligible, are included in the assistance group because the children are siblings.

If the parents are not married, have other children by prior relationships, but no mutual children, two standard filing units (SFUs) must be set up.

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

### **2250.0404.08 Stepparents in Home (CIC)**

When there are two legally married stepparents in the home and neither is an SSI, OSS, or ICP recipient and each has children who are eligible for Temporary Cash Assistance (nonmutual children), two standard filing units (SFUs) must be set up.

If there is a mutual child and one or both parents are incapacitated or one **or both parents are parent is an unemployed/underemployed principal earner** or an SSI, OSS, or ICP recipient, one SFU must be set up. The children's needs and the needs of the incapacitated or **unemployed/underemployed PE** parent(s) must be included in the SFU.

When a parent and a stepparent are in the home, the parent's needs are included in the assistance group with the child. Stepparents who have no eligible children of their own may not be included in the AG under any circumstance.

### **2250.0405.03 Definition of an Essential Individual (CIC)**

Under SSI regulations, an essential individual is an individual whose presence in the household is considered necessary to provide care and services for the eligible SSI individual.

The only essential individual recognized by SSI in Florida is the nonrecipient spouse whose needs, income, and assets were considered in determining eligibility and computing the Aid to the Aged, Blind and Disabled (AABD) grant amount in December 1973. AABD was a state program prior to SSI.

Essential individuals do not themselves receive SSI; however, an amount is allocated for them in determining the eligible individual's SSI SFU. The income and assets of the essential individual are combined with those of the eligible individual in determining the SFU amount of the SSI individual.

In order to determine if an individual is considered an "essential individual", a contact must be made with the local SSA office.

### **2260.0405.03 Definition of an Essential Individual (RAP)**

Under SSI regulations, an essential individual is an individual whose presence in the household is considered necessary to provide care and services for the eligible SSI individual.

The only essential individual recognized by SSI in Florida is the non-recipient spouse whose needs, income, and assets were considered in determining eligibility and computing the Aid to the Aged, Blind and Disabled (AABD) grant amount in December 1973. AABD was a state program prior to SSI.

Essential individuals do not themselves receive SSI; however, an amount is allocated for them in determining the eligible individual's SSI SFU. The income and assets of the essential individual are combined with those of the eligible individual in determining the SFU amount of the SSI individual.

In order to determine if an individual is considered an "essential individual," a contact must be made with the local SSA office.

### **2220.0409 Individuals Excluded from SFU and AG (TCA)**

The following individuals cannot be considered in the assistance group. The needs, income, and assets of these individuals are not included in the SFU:

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

1. individuals who receive SSI benefits or who are included in an SSI benefit as an essential person (refer to passage 2220.0405.03 for the definition of an essential person);

**Exception:** Concurrent eligibility for payments from SSI and Title IV-E foster care, or from SSI and Title IV-E adoption assistance, is allowed. However, the child's SSI payment will be reduced by the amount of the Title IV-E payment. If the adoptive parents choose only SSI, once the adoption is finalized, and if no adoption assistance agreement is executed, they may not later receive Title IV-E adoption assistance payments.

**Note:** When the only potentially eligible child in the family receives SSI, the parents or caretaker relative may be eligible to receive TCA for themselves.

2. individuals who receive Optional State Supplementation (OSS);
3. individuals covered under the Institutional Care Program (ICP);
4. individuals who are receiving non-TCA assistance under the Refugee Assistance Program (RAP) in another SFU;
5. individuals who are receiving TCA assistance in another SFU;
6. individuals in a period of ineligibility due to receipt of lump sum income or asset transfer;
7. a teen parent who is a recipient of foster care payments and the child who lives with the child's parent in the foster home. The child may or may not be adjudicated dependent; and
8. a child for whom federal, state or local foster care maintenance payments or adoption assistance payments are provided.

**Note:** If excluding a child for whom adoption assistance payments are made is disadvantageous, then the child's needs may be included. If the child's needs are included, then the income and assets of the child are also considered, including the adoption assistance payment.

~~**Note:** In two-parent cases, if the principal earner is an ineligible noncitizen, the entire assistance group is ineligible for two-parent unless the earner has USCIS authorization to work.~~

### **2230.0409 Individuals Excluded from SFU and AG (MFAM)**

The following individuals cannot be considered in the assistance group. The needs, income, and assets of these individuals are not included in the SFU:

1. individuals who receive SSI benefits or who are included in an SSI benefit as an essential person (refer to passage 2230.0405.03 for the definition of an essential person);

**Note:** When the only potentially eligible child in the family receives SSI, the parents or caretaker relative may be eligible to receive Medicaid for themselves.

2. individuals who receive Optional State Supplementation (OSS);
3. individuals covered under the Institutional Care Program (ICP);
4. individuals in a period of ineligibility due to receipt of lump sum income or asset transfer;

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

5. a teen parent who is a recipient of foster care payments and the child who lives with the child's parent in the foster home. The child may or may not be adjudicated dependent; and
6. a child for whom federal, state or local foster care maintenance payments or adoption assistance payments are provided.

**Note:** If excluding a child for whom adoption assistance payments are made is disadvantageous, then the child's needs may be included. If the child's needs are included, then the income and assets of the child are also considered, including the adoption assistance payment.

~~**Note:** In two-parent cases, if the principal earner is an ineligible noncitizen, the entire assistance group is ineligible for two-parent unless the earner has USCIS authorization to work.~~

### **2250.0409 Individuals Excluded from SFU and AG (CIC)**

The following individuals cannot be considered in the assistance group. The needs, income, and assets of these individuals are not included in the SFU:

1. individuals who receive SSI benefits or who are included in an SSI benefit as an essential person (refer to passage 2250.0405.03 for the definition of an essential person);  
**Exception:** Concurrent eligibility for payments from SSI and Title IV-E foster care, or from SSI and Title IV-E adoption assistance, is allowed. However, the child's SSI payment will be reduced by the amount of the Title IV-E payment. If the adoptive parents choose only SSI, once the adoption is finalized, and if no adoption assistance agreement is executed, they may not later receive Title IV-E adoption assistance payments.  
**Note:** When the only potentially eligible child in the family receives SSI, the parents or caretaker relative may be eligible to receive TCA for themselves.
2. individuals who receive Optional State Supplementation (OSS);
3. individuals covered under the Institutional Care Program (ICP);
4. individuals who are receiving non-TCA assistance under the Refugee Assistance Program (RAP) in another SFU;
5. individuals who are receiving TCA assistance in another SFU;
6. individuals in a period of ineligibility due to receipt of lump sum income or asset transfer;
7. a teen parent who is a recipient of foster care payments and the child who lives with the child's parent in the foster home. The child may or may not be adjudicated dependent; and
8. a child for whom federal, state or local foster care maintenance payments or adoption assistance payments are provided.

**Note:** If excluding a child for whom adoption assistance payments are made is disadvantageous, then the child's needs may be included. If the child's needs are included, then the income and assets of the child are also considered, including the adoption assistance payment.

---

New language in passages appear **blue** in color and ~~strikethrough~~ is used for deleted language. The Introduction, Glossary, Appendices and deleted or renumbered passages are excluded.

## Listing of Amended Passages

---

~~**Note:** In two-parent cases, if the principal earner is an ineligible noncitizen, the entire assistance group is ineligible for two-parent unless the earner has USCIS authorization to work.~~

### **2260.0409 Individuals Excluded from SFU and AG (RAP)**

The following individuals cannot be considered in the assistance group. The needs, income, and assets of these individuals are not included in the SFU:

1. individuals who receive SSI benefits or who are included in an SSI benefit as an essential person (refer to passage [2260.0405.03](#) ~~2250.0405.03~~ for the definition of an essential person);

**Exception:** Concurrent eligibility for payments from SSI and Title IV-E foster care, or from SSI and Title IV-E adoption assistance, is allowed. However, the child's SSI payment will be reduced by the amount of the Title IV-E payment. If the adoptive parents choose only SSI, once the adoption is finalized, and if no adoption assistance agreement is executed, they may not later receive Title IV-E adoption assistance payments.

**Note:** When the only potentially eligible child in the family receives SSI, the parents or caretaker relative may be eligible to receive TCA for themselves.

2. individuals who receive Optional State Supplementation (OSS);
3. individuals covered under the Institutional Care Program (ICP);
4. individuals who are receiving non-TCA assistance under the Refugee Assistance Program (RAP) in another SFU;
5. individuals who are receiving TCA assistance in another SFU;
6. individuals in a period of ineligibility due to receipt of lump sum income or asset transfer;
7. a teen parent who is a recipient of foster care payments and the child who lives with the child's parent in the foster home. The child may or may not be adjudicated dependent; and
8. a child for whom federal, state or local foster care maintenance payments or adoption assistance payments are provided.

**Note:** If excluding a child for whom adoption assistance payments are made is disadvantageous, then the child's needs may be included. If the child's needs are included, then the income and assets of the child are also considered, including the adoption assistance payment.

~~**Note:** In two-parent cases, if the principal earner is an ineligible noncitizen, the entire assistance group is ineligible for two-parent unless the earner has USCIS authorization to work.~~