**Process Help 23-06**

Presented by: Janice Pfeiffer

Released 12/18/2023

Admin Renewals:

Added to 4.7.3 Members Excluded from Admin Renewal Process Automatically.

An unverified or missing SSN for a non-excluded member. Exception: Individuals under 14 years old with an unverified or missing SSN are not excluded from the admin renewal process because data exchanges are not completed for these individuals, and it is unlikely these individuals are working. The agencies must try to obtain SSNs.

Three new alerts 617, 618, and 619 may be generated after an administrative renewal which will require worker action.

* **Alert 617**: Created when a child on the case age 0 – 13 is missing an SSN or there is a mismatch. After an admin renewal is successfully processed, workers receive this alert to follow up with the household to obtain the SSN. Or resolve a discrepancy or send a VCL to request SSN.
* **Alert 618**: Created when an admin renewal is allowed for a continuously eligible newborn (CEN) over 13 months in a CEN AG. Run eligibility to redetermine health care in the correct AG for the child.
* **Alert 619**: Created when an admin renewal is processed when the only child on a case is turning 18 years old and not a dependent 18-year-old and the parent is no longer eligible as a caretaker. Run eligibility to determine health care eligibility for BC+. This may result in MAGS, FPOS or some other EBD type of Medicaid, or the individual is no longer eligible.

**FSHB Release 23-03**

Presented By: Janice Pfeiffer

Released 12/18/2023

The following are policy additions or changes to the FoodShare Handbook.

* 1.1.4 Eligibility Overview - Clarified information on the EBD asset limit: EBD food units must have a net monthly income that does not exceed 100% of the FPL and countable assets that do not exceed the EBD asset limit (see 8.1.1.3 Asset Limits).
* 1.2.4.4 Asset Verification – There is no asset test for FoodShare applicants/members test under broad-based categorical eligibility or categorical eligibility rules. EXCEPTION: Any member reporting a substantial lottery or gambling winning must provide verification.
* 1.2.6.1 Required Verification to Determine Eligibility - Added a table for Asset Verification & Suggested Verification Sources for Regular SNAP Rules
* 1.2.6.2 Verify Only if Questionable - “ABAWD/FoodShare Work Requirement Exemptions” & “Substantial Lottery or Gambling Winning” to the list of verification items and suggested sources that may need to be verified if questionable.
* 3.2.1.2 Temporary Absence - Clarified information on parental absence and nesting agreements (co-parenting arrangement where the parents alternate spending time in marital home). Added examples.
* 3.16.1.3 Exemptions from the FoodShare Basic Work Rules - Updated exemptions to the FoodShare basic work rules which include more details on treatment & rehabilitation programs.
* 3.17.1.1 Able-Bodied Adults without Dependents (ABAWDS) - Clarified information on the Fiscal Responsibility Act of 2023 which details the age range for ABAWD members and effective dates.
* 3.17.1.4 Verification of Work Hours and Exemptions from FoodShare Work Requirement – Verification of exemptions not required unless noted as part of eligibility requirements or deemed questionable.
* 3.17.1.5 Good Cause for the FoodShare Work Requirement - Effective date 1/1/2023. New section: Reviews reasons a member can request good cause hours. Only up to 40 hours of good cause can be applied to a member’s TLB month. Examples provided.

**CTS Release 23-03**

Presented By: Erin Heiman

Subject: Caretaker Supplement Handbook Release

Effective Date: 12/18/2023

The following has been updated in the CTS Handbook

* Language was added to clarify who can sign CTS applications when a guardian is appointed. Only the guardian, not the applicant, may sign the application or appoint an authorized representative. A court document stating the guardian has been granted the authority to enroll in CTS must be provided. If the guardian does not have the court appointed authority to enroll in CTS, the applicant must be the one to appoint an authorized representative if they chose to have one.
* 4.2 Restoration of Benefits: Benefits must be restored when a member’s benefits have been incorrectly denied or terminated by the agency back to the date of incorrect denial or termination through the time period they would have remained eligible. Benefits must also be restored when SSI benefits are terminated and later reversed. This includes benefits that are reversed due to an appeal. The agency must send a letter to the member when certifying a retroactive payment explaining it is due to an underpayment, and not an ongoing payment increase.

**Medicaid Eligibility Handbook Release 23-04**

12/18/2023

Presented by Kathy King

* Updated Sick Benefits 15.4.2. Cash from any insurance policy that pays a flat rate benefit to the recipient without regard to the actual charges of expenses incurred is unearned income. That used to not be counted but is now counted.
* Added that 18-year-old MAPP members are not required to pay a premium.
* Clarified that a MAPP member may owe a premium for some but not all initial months at application, and if the initial premium is not paid, they can only be certified for months when there was no premium.