

MANUAL TRANSMITTAL

Arkansas Department of Human Services Division of County Operations

Policy Form Policy Directive

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Transitional Employment Assistance Manual

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From: Ruth Whitney
Director

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<u>Pages to be Deleted</u>	<u>Date</u>	<u>Pages to be Added</u>	<u>Date</u>
TEA 5130-5150 (Pages 170(a) - 170(d))	6/1/98 2/15/00	TEA 5130-5150 (Pages 170(a) - 170(d))	10/1/01

Summary of Changes

TEA 5140 has been revised to change the number of Extended Support Services Transportation assistance payments from two to one beginning with the October 2001 case closures. This change is necessary to ensure that the expenditures for ESS Transportation do not exceed the budgeted amount for State Fiscal Year 2002.

TEA 5145 is a new section incorporating examples that were in TEA 5140 and a new example (#4) of when the ESS Bonus and Transportation Assistance payment will be authorized.

The TEA Case Manager should explain the change to the client during on going case management activities. A pen and ink change will be made to PUBs 013, and 389 regarding this until updated versions are issued. In addition, a pen and ink change will be made to any local PUBs in use.

The notice text on WNTX for Action Reasons 500, 501, 502, 503, 504 and 505 has been updated to reflect the change.

Please note that there is no change in the number of times an individual may receive ESS Transportation assistance when the case closes due to employment.

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5130 *Employment Bonus*

An Employment Bonus cash payment will be made to any family who becomes income ineligible due to employment, or who requests the cash assistance case to be closed due to employment, unless such family has already received an Employment Bonus within the preceding twelve (12) months. The purpose of the payment is to help the employed adult meet work-related expenses during the first full month of employment following the termination of regular cash assistance to better enable him or her to retain the job.

The amount of the bonus payment will be equal to the amount of the last regular TEA cash payment and it will **not** count toward the adult's twenty-four month time limit.

When a case is closed for payment on ACES with one of the close codes specific to the Employment Bonus, the system will automatically issue the bonus payment to the family in the month following the effective month of closure. (Refer to the DCO Users' Manual for the appropriate closure codes.) If a system generated notice of closure is not sent, the county should include the information regarding the Employment Bonus in their manual notice of closure so that the adult will know its purpose and be expecting it. (The system generated closure notice for an Employment Bonus closure code will include that information.)

Only one Employment Bonus may be authorized to a family within a twelve (12) calendar month period. Therefore, if a family who received an employment Bonus returns to TEA cash assistance, such family cannot receive another Employment Bonus for at least twelve (12) months even if the case closes due to employment before then.

EXAMPLE: Ms. Jones started to work in January and requested her case be closed due to her new employment effective for February. Her case was closed on ACES on January 18 with an Employment Bonus close code. The bonus payment was issued to Ms. Jones in February. The following November, Ms. Jones loses her job, reapplies for TEA cash assistance, and is recertified in December. She finds another job in January and again her case is closed due to employment effective for February. However, she cannot receive an Employment Bonus this February because she received one within the twelve months preceding this month (i.e., the prior February).

5140 *EXTENDED SUPPORT SERVICES - TRANSPORTATION*

TEA cases which close due to employment (by agency determination or at client request) or have reached the time limit and the individual is employed will automatically be eligible to receive one month of Extended Support Transportation assistance. The payment will assist the family in meeting transportation costs in the first month following termination of TEA cash assistance.

The Extended Support Transportation benefit will be in the amount of \$200. Because the ESS-Transportation assistance is funded by all State monies, it will not count toward the 24 month time limit.

When a case is closed due to earnings, the worker will use the close codes specific to allowing this Extended Support Service. Verification of earnings is not required. (See examples below). The system will automatically issue to the client's EBT account the Extended Transportation benefit in the month following the month of case closure. There is no limit to the number of times an individual may receive Extended Support Service Transportation assistance.

Please refer to the DCO-Users Manual for specific codes and keying procedures.

5145 *Extended Support Services Employment Bonus and Transportation Examples*

The following are situations in which an ESS Employment Bonus and/or Transportation assistance will be authorized.

NOTE: A system edit will prevent more than one Employment Bonus from being issued in any 12-month period.

1. Ms. Manning reported that she found a job and requested her TEA case be closed. The client's statement that she is employed may be accepted without verification.
2. An anonymous telephone call is received in the county office reporting that

Examples

- Ms. Smith is working. A 10-day notice is sent to Ms. Smith requesting that she contact the county office concerning the report. Ms. Smith calls the county office and states that she is working and no longer wants TEA benefits. Ms. Smith's case will be closed and the ESS Employment Bonus and Transportation assistance will be authorized.
3. Ms. Davis reported that she was employed. Based on her earnings, she was no longer eligible for TEA cash assistance. The TEA case was closed and the ESS Employment Bonus and Transportation assistance was authorized.
 4. Ms. Long is in her twenty-fourth month of TEA cash assistance. After her twenty-second month case staffing, it was determined that her time limit will not be extended. Ms. Long is working, but her earnings are not enough to cause ineligibility. Because she has earnings when her TEA case is closed, she is eligible for the ESS Employment Bonus and Transportation assistance.

In the following **EXAMPLE**, an ESS Employment Bonus and Transportation assistance will not be authorized.

5. A telephone call was received in the county office reporting that Mr. Jones was employed. A 10-day notice was sent to Mr. Jones to contact the county office concerning the report. Mr. Jones did not contact the county office. The TEA case was closed for failure to respond to the notice. Even though this was a report of employment, the ESS Employment Bonus and Transportation assistance will not be authorized because Mr. Jones did not confirm that he was employed.

at no cost with an additional two years of child care assistance based on a sliding fee scale.

6.5.1 Extended Support Services - Employment Bonus

For those families who become ineligible for continued TEA cash assistance benefits due to employment, or who choose to no longer receive cash assistance due to employment, an Employment Bonus cash payment will be made to such family provided a bonus payment has not already been made to the family in the preceding twelve (12) months. The purpose of such payment is to help the employed adult meet employment related expenses, such as transportation, clothing, and other miscellaneous work-related expenses, until he or she has received a full month's earnings. It is expected that this one-time bonus payment will help enable the adult to maintain his or her employment.

The Employment Bonus will not count toward the adult's maximum twenty-four month limit.

6.5.2 Extended Support Services – Transportation

* For those families who become ineligible for continued TEA cash assistance benefits due to employment, who choose to no longer receive cash assistance due to employment, or have reached the time limit with employment, one month of Extended Support Transportation assistance will be made to the family. This payment will assist the family in meeting transportation costs in the first month following termination of TEA cash assistance.

The Extended Support Transportation payments will not count toward the adult's maximum twenty-four month limit. This assistance will be funded by all state monies.

6.5.3 Extended Support Services - Job Retention

For those families who become ineligible for continued TEA cash assistance benefits due to employment, cash payments for the purpose of enabling the adult to retain his or her job may be made during the twelve-month period following the closure due to employment.

The Extended Support Job Retention payments will not count toward the adult's maximum twenty-four month limit.