

# MANUAL TRANSMITTAL

## Arkansas Department of Human Services Division of County Operations

Policy    Form    Policy Directive

Issuance Number: TEA 02-02

Transitional Employment Assistance Manual

Issuance Date: 5/01/02

From: Joni Jones  
Director

Expiration Date: Until Superseded

Subj: ESS Employment Bonus and Transportation Assistance

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<u>Pages to be Deleted</u>	<u>Dated</u>	<u>Pages to be Added</u>	<u>Dated</u>
TEA 5130-5150 (Pages 170 (a) –170 (d))	1/01/02 2/15/00	TEA 5130-5150 (Pages 170 (a) –170 (d))	5/01/02 2/15/00

### Summary of Changes

With Congressional reinstatement of Supplemental Grant funds, funds have become available to reinstate the ESS Employment Bonus and Transportation payment to TEA clients whose TEA cash assistance case closes with earnings involved. This change will be effective beginning with the May 2002 closures.

TEA Policy 5130 and 5140-5145 has been revised to incorporate policy and procedures for providing Extended Support Services Employment Bonus and ESS Transportation assistance payments. The payments will be issued to the client's EBT account when the cash assistance case is closed using the appropriate 500 series closure code. (Refer to User's Manual for the codes)

Effective with this implementation, the clarification provided in Screen Message 1309, dated February 25, 2002, that allowed transportation assistance to be paid in the month after closure of the TEA case until the first paycheck is received is being rescinded.

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**5130**      ***Employment Bonus***

TEA cases which close due to employment (by agency determination or client request) or have reached the time limit and the individual is employed will be eligible to receive an Employment Bonus payment, unless the 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 state or federal 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 and will not count toward either the state or federal 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

- 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.

**Arkansas Department of Human Services  
Division of County Operations  
Notice of TEA Time Limit Determination**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_ FROM: \_\_\_\_\_  
\_\_\_\_\_

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**Section I. TIME LIMIT EXTENSION NOTICE**

Your TEA cash assistance will be extended for \_\_\_\_\_ months, beginning the month of \_\_\_\_\_ through the month of \_\_\_\_\_.

- You must come in for an Employment Plan Update to discuss your current situation. Your appointment for the Employment Plan Update is scheduled for:

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

Please contact me at the telephone number below if you cannot keep this appointment. Our policy supporting this action is **Transitional Employment Assistance (TEA) Policy 4141 & 4141.1**

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**Section II. NOTICE OF TEA CASH ASSISTANCE CASE CLOSURE**

- Your TEA cash assistance case will not be extended. Your case will be closed effective \_\_\_\_\_. The last month in which a TEA cash benefit will be added to your EBT account will be \_\_\_\_\_.

- Because you are employed, you will receive 1 month of Extended Support Services transportation assistance in the month following your last month of TEA cash benefits. You will also receive an Employment Bonus if you have not already received one in the past 12 months. These will be added to your EBT account. If you need child care assistance, contact your Case Manager.

- Your extension period has been shortened for the reason shown below. Your cash assistance case will close due to the time limit effective \_\_\_\_\_. The last month in which a TEA cash benefit will be added to your EBT account will be \_\_\_\_\_.

**Reason:**

Our policy supporting this action is **Transitional Employment Assistance (TEA) Policy 4141 & 4141.1**. If you appeal this action by \_\_\_\_\_ your assistance may be continued at its present level until a hearing decision is issued. However, if the county office action is upheld you will be liable for repayment of monies paid to you to which you were not entitled.

**Please see the enclosed information (PUB-393) on services that may continue to be available to you after your case closes.**

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**PLEASE READ THE BACK OF THIS NOTICE FOR INFORMATION ABOUT WHAT TO DO IF YOU DISAGREE WITH THIS ACTION.**

\_\_\_\_\_  
Signature of County Administrator  
DCO-177 (R 05/02)  
Page 1 of 2

\_\_\_\_\_  
Phone Number

### **SECTION III. YOUR RIGHT TO A HEARING**

If you disagree with the closure of your TEA cash assistance case, you may request and receive a Hearing.

If you request a Hearing by the date shown in the box  on the front page, your assistance may be continued at its present level pending a decision on your appeal. If assistance is continued at its present level you will be required to repay the additional benefits if the hearing decision is not in your favor.

The latest date you may file an appeal is 30 days from the date of this notice.

If you wish to discuss this action with your case manager, you may contact him/her at your local county office.

### **SECTION IV. HOW TO FILE FOR A HEARING**

If you are not satisfied with the decision on your case, you may request a Hearing by writing or talking to an employee of the local Human Services Office or by writing the Appeals and Hearings Section, P. O. Box 1437, Little Rock, AR 72203-1437.

### **SECTION V. YOUR RIGHT TO REPRESENTATION**

If you request a Hearing, you have the right to appear in person and to be represented by a lawyer or other person you select. If you wish to have a lawyer, you may ask your local Human Services Office to help you arrange for one. If free legal services are available where you live, you may ask your Human Services Office for their address and phone number.

Prior to the hearing, you and/or your representative have the right to review your record and other evidence that will be presented at the hearing. You have the right to present evidence in your own behalf, to bring witnesses, and to question any person who is presented as a witness against you.

## INSTRUCTIONS for DCO-177

### Purpose

The DCO-177 is used to notify a TEA recipient of the decision to extend TEA benefits beyond the time limit, or close the case. This form will be sent to the recipient after the case staffing and at any time during an extension period that it is deemed appropriate.

Section I is used to notify the recipient that an extension has been granted. This section is also used to notify the recipient of an Employment Plan Update appointment, if such appointment is determined appropriate.

Section II is used as an advance notice to notify the TEA recipient that his/her TEA cash assistance case has reached the time limit and the date the case will be closed.

### Completion

**Section I - Completion** is self-explanatory. Please note that the County Administrator must sign the form.

**Section II** - Because the DCO-177 serves as the required "timely" and "adequate" notice of case closure due to the time limit, it is important that this section be completed in the same manner as the DCO-1. The effective date of closure will be the first day of the month following the last month of cash assistance. The last month of cash assistance will be entered in the appropriate space. The date shown in the box is the date by which the recipient must file an appeal to have benefits continued pending the hearing. This date must be 10 days from the date of the notice. The date of the notice is the date the County Administrator signs the form.

**Example:**     **Date of closure notice: April 10, 2000**  
                  **30-day appeal must be made no later than May 10, 2000.**  
                  **Appeal date for benefits to continue must be made by April 20, 2000.**  
                  **Effective Date of Closure: July 1, 2000**

If the individual is eligible for the Transportation Assistance and/or the Employment Bonus, check the box in this section.

### Routing/Retention

The original DCO-177 will be sent to the recipient with a copy filed in the Eligibility section of the TEA case record. The copy will be retained until the case record is destroyed.