

NC Division of Aging and Adult Services

CHANGE NO. 05-10

DATE: November 19, 2010

MANUAL: State/County Special Assistance

**SUBJECT: SPECIAL REVIEW CODES AND OVERPAYMENT RECOUPMENT
ADJUSTMENT REQUESTS**

TO: County Directors of Social Services

EFFECTIVE: November 22, 2010

I. BACKGROUND

Special Assistance (SA) cases are required at a minimum, to have income that is at the federal benefit rate (FBR). Changes in the Eligibility Information System (EIS) effective November 22, 2010 require that cases have income at or above the FBR or the system requires an SA Case Special Review Code. Using specific Case Special Review Codes allows certain exceptions to cases having income below the FBR, or allows a window of time for the a/r to obtain the FBR. The edit provides a case management tool that must be used by the worker and the supervisor, and allows enhanced State oversight and assistance.

This change notice also corrects instructions provided in DAAS Change Notice 04-10 for Section 3210 regarding the procedure when a recipient fails to cooperate with completing the paperwork to request a reduction in or waiver of an SSI/RSDI recoupment. Policy has been changed to instruct the caseworker to count the gross SSI/RSDI entitlement when an applicant/recipient (a/r) fails to cooperate with completion of the forms needed to request a reduction. This is to provide consistency in policy that requires using the amount to which a person would be entitled should an a/r choose to waive, delay or renounce RSDI benefits.

Policy inadvertently omitted from SA-3310, Changes In Situation, provides instruction on calculating an SA overpayment to align with policy in SA-3300, Administration of Checks and Payments.

A definition has been removed from SA-3000. Other clarifications have been added in policy as needed.

II. CONTENT AND IMPLEMENTATION OF CHANGE

A. SA-3000 Acronyms And Definitions

The definition for guardianship fees/court ordered has been deleted as SA policy does not allow an income exclusion for guardianship fees.

B. SA-3120 EIS Instructions for SA

Case Special Review Codes required for cases with total countable monthly income (TCMI) less than the FBR, has been added to this policy section, listing the new codes. The remaining policy has been renumbered.

C. SA-3210 Income – Case Special Review Codes

Case Special Review Codes have been added to policy in each relevant section, with instructions provided on when each code must be used. Sections have been renumbered and reformatted as needed.

When keying an application or a case change in EIS the IMC is required to enter a Case Special Review Code if the case has income less than the FBR. If a Case Special Review Code is not entered, the error message '**TOT COUNTABLE MONTHLY INCOME LESS THAN SSI FBR CASE SPECIAL REVIEW CODE REQUIRED**' will be displayed.

Six new Case Special Review Codes were created for cases with ambulation capacity codes B, C, H or M and TCMI below the FBR. Full instructions are provided on the situations for which these codes must be used. The codes are:

1. **Case Special Review Code 'E':** 'SSI 1/3 Reduced Ending'
2. **Case Special Review Code 'I':** 'SSI In Kind Support/Maint Ending'
3. **Case Special Review Code 'LI':** 'Life Insurance (with) Cash Accruing Face Value Greater Than \$1500'
4. **Case Special Review Code 'RS':** 'SSI/SS Recoupment'
5. **Case Special Review Code 'VA':** 'VA only OR VA/other income only'. The edit was created for ongoing cases erroneously approved for SA without an SSI referral.
6. **Case Special Review Code, "N" 'SSI Couple Deeming'.** This code is valid for SA In-Home cases only; "H" ambulation code. The specifics for use of this code are found in SA/In-Home policy section SA-5200.

Cases with SSI only income require a Case Special Review Code if the TCMI is less than \$654 (this amount, based on the FBR of \$674 minus the Special Assistance \$20 general income exclusion, is for 2009 and 2010 and will change when new federal poverty guidelines are issued.

Cases with income from any source without SSI or in addition to SSI require a Case Special Review Code if the **TCMI** is less than \$674 (this amount, the FBR for 2009 and 2010 will change when new federal poverty guidelines are issued.)

D. SA-3210 Income - Recoupments

SA 3210, VII.F.1.b: This section includes new instructions regarding the recipient's responsibility in the request for reduction or waiver of recoupment. If the a/r fails to cooperate in the process to request a reduction in, or waiver of the SSI/RSDI recoupment, budget the gross SSI/RSDI entitlement. Policy previously instructed caseworkers to terminate cases when the recipient did not cooperate.

E. SA-3310 – Changes in Situation

SA 3310 Changes in Situation, III.A.2.c: Previously omitted instructions have been added to subtract the personal needs allowance (PNA) of \$46 before dividing the payment to determine the per diem. The example has been changed to show the PNA is subtracted from the SA payment before calculating the SA per diem amount.

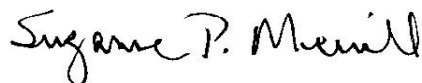
III. MAINTENANCE OF MANUAL

All manual changes are now shown in red font in both the PDF and the HTML versions. The following manual sections are reissued to reflect the mandated requirements:

- A. [SA-3000 Acronyms and Definitions](#)
- B. [SA-3120 EIS Instructions for SA](#)
- C. [SA-3210 Income](#)
- D. [SA-3310 Changes in Situation](#)

If you have any questions regarding this information, please contact your [Adult Programs Representative](#), or Brenda Porter, SA Program Coordinator at 919-733-3818.

Sincerely,



Suzanne P. Merrill, Chief
Adult Services Section