

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 1-2012
(Work First)**

TO: COUNTY DIRECTORS OF SOCIAL SERVICES
ATTENTION: Work First Program Managers and Supervisors
DATE: March 15, 2012
SUBJECT: Job Quit Penalty
EFFECTIVE DATE: April 1, 2012

I. GENERAL INFORMATION

To assist caseworkers in identifying individuals with a Job Quit penalty, a new tracking screen has been created and policy has been expanded to clarify the Job Quit penalty period.

II. POLICY PROCEDURES

The Job Quit penalty must be explained to all work eligible Work First participants. The caseworker must inform the participant that if they quit or lose a job without good cause, the family will be ineligible for Work First Family Assistance for a period of three months.

- A.** If a participant quits or loses a job without good cause prior to the caseworker issuing the check for the month of quit/loss, the period of ineligibility is the month of quit and the next two months.

Example: The participant quits or loses a job without good cause on February 22 and notifies the caseworker on February 23. The months of ineligibility are February, March and April because the benefit for the month of February has not been issued.

- B.** If the participant quits or loses a job without good cause after the caseworker already issued the check for the month of quit, the period of ineligibility will be the month following the month of quit and the next two months.

Example: The participant quits or loses a job on February 28 and notifies the caseworker on March 4. The February benefit was issued on March 1. The months of ineligibility are March, April and May.

NOTE: If the caseworker is not notified of the job quit timely, determine if there is a client responsible overpayment (See Section 263 Financial Responsibility I-Overpayments).

- C.** If a participant reapplies for Work First during the ongoing Job Quit penalty period, deny the application if the family would not be eligible during the 45 day processing period. If the Job Quit penalty period ends prior to the 45th day, approve the application. The effective month of payment is the month after the Job Quit penalty ends. The caseworker must send a manual notice to the participant. (See Section 130, Application Processing.)

III. INSTRUCTIONS

- A.** A new selection has been added to EIS Update to 'VIEW' Job Quit History and 'ADD' Job Quit penalty months.

- B.** To access the Job Quit History screen from the EIS Update Menu, key “JQ” in the selection field and the Individual ID in the key field. Press ENTER.
- C.** EIS will automatically bring forward the name from the case. If Job Quit history is already posted for the individual, this data will be displayed.
- D.** EIS will allow entry of a new Job Quit penalty period. To enter a new Job Quit period, the following fields on the screen must be keyed:
 - 1. Case ID
 - 2. Aid Cat
 - 3. Cty Num
 - 4. Begin Date (MM/CCYY)
 - 5. End Date (MM/CCYY)
- E.** Once the data is keyed and the user presses ENTER, EIS will display the message ‘UPDATE COMPLETE’.
 - 1. Press ENTER to update
 - 2. Press PF5 to start over; or
 - 3. Press PF2 to exit this function, and return to the EIS Update Menu.
- F.** EIS will allow changes to the JQ tracking screen until the nightly update. Once the nightly update has been completed, no changes will be allowed.
- G.** JQ fields have been created with ‘BEGIN DATE’ and ‘END DATE’ on the Individual Profile (IP) screen.
- H.** EIS must automatically transfer or allow counties to transfer AAF Pay Type 2 cases that are currently in JQ penalty to be transferred to MAF-C with transfer code 8B.

 8B Text reads: Your family is no longer eligible for Work First Family Assistance. You quit a job without good cause or were dismissed due to work place behavior. (Payment Type ‘2’ to MAFC and can be either worker entry or system generated). Your family will continue to receive Medicaid.
- I.** The JQ penalty is for three consecutive months and cannot be cured.
- J.** Denial code C5 has been created.

 C5 text reads: Your family is unable to get Work First Family Assistance because you are in Job Quit penalty.
- K.** The Job Quit screen will display error messages for the following reasons:
 - a. CASE ID must be existing CASE ID in case database. The CASE ID entered must be or have been a valid CASE ID in EIS.
 - b. AID CAT must be ‘AAF’.
 - c. PYMT TYPE must be ‘2’
 - d. CTY NUM must be the county number in individual database.
 - e. BEGIN DATE and END DATE must be valid month/year.

IV. EFFECTIVE DATE

This new tracking screen will be available in the Eligibility Information System (EIS) effective April 1, 2012. Job quit penalties imposed on or after that date must be entered into EIS on the job quit screen.

Should you need additional guidance, please contact your Work First Program Consultant.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services
Division of Social Services

DS/kha/ir

cc: Sherry S. Bradsher
Jack Rogers
Kathy Sommese
Hank Bowers
Kevin Kelley
Work First Program Consultants
Local Business Liaisons