TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: TEMHA PAYMENT FREEZE FOR NEW APPLICATIONS LIFTED

PROGRAM AFFECTED: TRANSITIONAL, EMERGENCY, MEDICAL, AND
HOUSING ASSISTANCE (TEMHA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

NOTE: THIS TRANSMITTAL DOES NOT AFFECT:
• CURRENT TEMHA RECIPIENTS
• CURRENT TEMHA RECIPIENTS WHOSE CASES ARE CLOSED IN ERROR AND
  REOPENED

The Secretary has determined that the TEMHA program will resume cash payments to
new applicants beginning in April, ending a three-month suspension. Applicants
approved during the suspension will begin receiving $185 a month, beginning April 1,
2004.

ACTION REQUIRED:

Effective immediately:

Place pending TEMHA applications that meet the eligibility requirements for
months prior to April in active/no-pay status and approve for the ongoing month.
Be sure to process associated food stamp and medical assistance applications in
accordance with current eligibility policies and procedures. Central FIA staff will
process the cases now in “active, no pay” status for an April TEMHA payment.
There is no change to the way case managers handle customers who are actively
receiving TEMHA. Case managers will continue to follow all TEMHA procedures
for determining disability, including payment for medical examinations.
CARES PROCEDURES

Important: It is essential that Options O (Interview), P (Process) and Q (Finalize) be completed in their entirety.

Use the following procedures for all TEMHA applications that are currently in a pending status and will be eligible to receive benefits beginning in April 2004:

- Select Option “O” (Interview)
  - Complete all mandatory data elements and verification fields.
  - On the DEM1 screen type “Budget” in the Hospital field (this is needed for reporting purposes).
  - On the Dem2 screen, enter the customer’s appropriate disability code in the Disab/Incap field.
  - If the customer is benefit eligible:
    - Enter N in the SW Coop field
    - Enter Y in the Treatmt Part field, and
    - Enter appropriate verification codes.
  - Commit the interview.

- Select Option “P” (Process Application Months)
  For all application months prior to April 2004:
  - Place a “Y” in the Select field (each month must be selected and processed separately).
  - On the DEM2 screen for each application month prior to April 2004:
    - Enter A (Alcoholism) in the Disab/Incap field – regardless of what the actual medical condition is.
    - Enter N in the SW Coop field,
    - Enter N in the Treatmt Part field, and
    - Enter OT in the V field.
  - On the CARE screen:
    - Enter 185 in the Monthly Child Support Payment Amt field, and
    - Enter OT in the V field.
  - Commit the data for each processing month.

For the benefit month of April 2004, review the following Screens:
- DEM1 Screen - to make certain that “Budget” is in the Hospital field.
- DEM2 Screen to make certain that:
  - the Disab/Incap field is coded with the customer’s actual disability,
  - N is in the SW Coop Field,
  - Y is in the Treatmt Part field, and
  - 185 is not appearing in the Monthly Child Support Payment Amt field.
Note: Eligible TEMHA applicants will only receive benefits beginning with the month of April. However, if they meet the requirements, process their eligibility for food stamp and Medical Assistance benefits from the date of application.

- Select Option “Q” (Finalize Application)
  - The “Select” field is pre-filled with a “Y.” Press enter to proceed to the ELIG screen.
  - Review the Financial Eligibility screens (CAFI) to ensure that each month prior to the ongoing month of April is showing zero payment in the Benefit Amount field.
  - Enter Y in the Notice Override field for each benefit month prior to April 2004. **REMEMBER TO SEND THE MANUAL LETTER TO ADDRESS THE MONTHS THAT THE APPLICATION WILL BE IN A NO-PAY STATUS**
  - For the benefit month of April 2004, make certain that the Benefit Amount field is displaying **185**.
  - **DO NOT** override the notice
  - Enter a Y in the Finalize Application field to commit the data.

**INQUIRIES**

Please direct policy questions to Rick McClendon (410) 767-8513. Please direct any CARES related questions to Kim Butler at (410) 767-7546.

cc: FIA Management Staff
    Constituent Services
    Help Desk