



# 1502-1 Redetermination

<b>Bulletin TB- 77</b>	<p>November 26, 2012</p> <p><b>TO:</b> TANF Cash Assistance Policy Manual Holders <b>FROM:</b> Stephanie Wilkins, TANF Policy Specialist <b>SUBJECT:</b> Bulletin TB- 77 <b>TANF Manual:</b> Place this bulletin at the beginning of TANF 1502-1</p> <hr/> <p><b>SUBJECT:</b> TANF Notice of Benefit Expiration at redetermination <b>EFFECTIVE DATE:</b> December 1, 2012. Redeterminations completed in 12/2012 for 01/2013 benefits.</p> <p><b>INTRODUCTION:</b> As part of the HCSD Service First vision, the TANF and SNAP policy specialists have been working to align policies whenever possible. The implementation of CHIMES EA has given an opportunity to align TANF with SNAP in regard to Redetermination/Recertification.</p> <p>Current TANF policy states that timely notice must be used at redetermination to terminate or reduce benefits and adequate notice must be given if benefits are unchanged or increased.</p> <p><b>NEW POLICY:</b> A new notice, the TANF Notice of Expiration (NOE), will inform the households that if the redetermination process is not completed benefits will be terminated at the end of the redetermination period.</p> <p>Benefits can be reduced, terminated or increased at redetermination without sending an additional notice as households must be determined eligible to continue to participate in the TANF program.</p> <p><b>REMINDERS:</b> The TANF redetermination end-to-end process is included in the CHIMES EA online user guide.</p> <p><b>UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE; UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST</b></p>
<b>Supersedes:</b>	TANF 1502-1 (01/01/2010); TB 56 (02/16/10)
<b>References:</b>	45 CFR 206.10(a)(9) and (12)(b)(4); ARM 37.78.228; ARM 37.78.102
<b>Overview:</b>	<p>GENERAL RULE-- A redetermination is a review of all financial and non-financial requirements affecting eligibility and/or grant amount; e.g. income, resources, household composition, child/medical support requirements, time clock exemptions/exclusions, etc.</p> <p>This redetermination of eligibility for all participants occurs:</p>

	<ol style="list-style-type: none"> <li>1. Upon knowledge of anticipated changes in the individual's situation;</li> <li>2. Promptly after a report or discovery of changes in the individual's circumstances that may affect the amount of assistance to which he is entitled or may make him ineligible;</li> <li>3. Once every 12 months, during a face-to-face or telephone interview, usually scheduled to coincide with SNAP or Medicaid redeterminations.</li> </ol> <p><b>NOTE:</b> The face-to-face interview is no longer required for a TANF redetermination, a phone interview is acceptable.</p> <p><b>NOTE:</b> A FIA does not need to be renegotiated at redetermination. EP renewals will continue to be updated on a monthly basis by the WoRC program 701-1.</p> <p>Timely notice must be given in all instances of adverse action (termination or reduction of benefits) as a result of any redetermination. Adequate notice is given if benefits are unchanged or increased (Section 1503-1)</p>
<b>ANNUAL REVIEW</b>	A complete eligibility redetermination interview is required at <b><u>least once every twelve (12) months</u></b> for participants in the TANF cash assistance program. The redetermination interview can be conducted at a face-to-face meeting or over the telephone. The redetermination month is the twelfth month from the month of application/start date. Theredetermination may be coordinated with another program's redetermination/recertification appointment. The FIA does not need to be renegotiated at redetermination.
<b>ANNUAL REDETRMINATION FORM (HCS-272)</b>	<p>All participants receive the HCS-272, "Redetermination Form". They are instructed to complete the form and return it by the 15th of the month FORM (HCS-272) indicated on the address label. For example, reports mailed in June show the month as July, so the report would be due by July 15th. <b><u>If the participant does not return the report nor bring it to the interview, an adverse action cannot be taken.</u></b></p> <p>The HCS-272 provides information needed for the eligibility redetermination and can be used as a 'checklist' to assure all eligibility requirements are reviewed. Redetermination information and the resulting actions must be documented in case notes.</p>
<b>VERIFICATION</b>	Appropriate statements or documents verifying new information obtained at the redetermination must be provided. If the required verification is not provided and it is necessary to correctly determine continued eligibility, benefits are terminated. Timely notice must be sent.
Date Revised	January 1, 2012