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Office of Issue: Department of Economic Opportunity
Reference: Department of Children and Families

DEO Communiqué

DATE: May 4, 2012
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, Workforce Service Programs
SUBJECT: Temporary Cash Assistance (TCA) Eligibility Review Policy Update

A handwritten signature in black ink, appearing to be 'L.A. Scott', is written over the 'FROM' line of the header.

PURPOSE

To inform Regional Workforce Boards (RWBs) and program staff of a change in the Department of Children and Families (DCF) Temporary Cash Assistance (TCA) eligibility review policy, pursuant to F.S. 414.095(1).

BACKGROUND

Currently, DCF sends out a review appointment notice to TCA recipients to remind them to recertify for TCA benefits. TCA eligibility continues until the Economic Self Sufficiency (ESS) worker determines them ineligible for cash assistance. As a part of this process, DCF is also required to provide a 10 day notice of adverse action after the ESS worker takes action to close the case.

Effective April 1, 2012, TCA recipients will be assigned eligibility periods subject to automatic expiration if they fail to complete an eligibility review. TCA recipients will have defined eligibility periods where TCA will automatically close if the recipient does not recertify. This policy change aligns TCA eligibility review periods with those of food assistance. As with the Food Assistance Program, the FLORIDA system will send TCA recipients a Notice of Expiration of Certification Period (NECP) the month before the end of the eligibility or certification period to remind the household to complete an eligibility review.

ACTION REQUIRED

Program staff should be aware that automatic expirations and closures may have an impact on data received via the FLORIDA and One Stop Service Tracking (OSST) system interface. Program staff will receive closure alerts with a future eligibility end

date. When the alert is received, staff should create an OSST alert as a reminder to check the FLORIDA system to see if the customer recertified and will continue to receive cash assistance past the expiration date on the closure alert.

An example of the events that will take place follows.

1. A TCA family's eligibility period is scheduled to end May 31, 2012.
2. The family receives a NECP in April informing that TCA benefits will expire on May 31, 2012 and that a recertification is required before the expiration date
 - a. When appropriate, OSST will generate a closure alert stating that TCA benefits for the mandatory individual will expire on May 31, 2012. This alert will post approximately 10 days prior to the eligibility expiration.

Program staff should create an alert in OSST to post to the participant's case to review the FLORIDA status. For example, staff receives the closure alert on May 21st for an eligibility end date of May 31st and should create an alert in OSST to check the FLORIDA status on May 31, 2012. A review of the AWAA screen and Running Comments (CLRC) will help determine the participant's status.

If there is no evidence of recertification or pending recertification, all WT program services and the OSST case should be closed effective the date of the certification expiration.

Note: Mandatory individuals who are undergoing recertification determination are not required to work register again with the Regional Workforce Board (RWB). If an active participant who is in the process of recertification states that DCF is requiring them to work register as a condition of recertification, your local DCF partner should be reminded that this is not a requirement.

AUTHORITY

Department of Children and Families

ATTACHMENT

Department of Children and Families Policy Transmittal No. 12-03-0011