AFDC

STANDARD FILING UNIT

WORKSHOP

Manual Sections from Vol. III that should help in dealing with AFDC Standard Filing Unit.

2002:  Eligible Groups
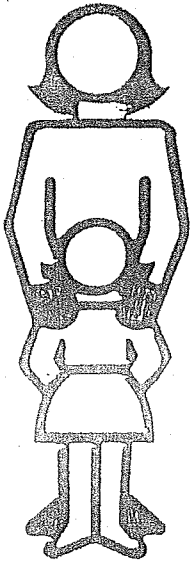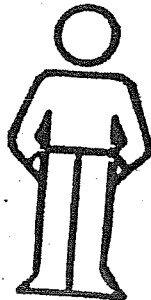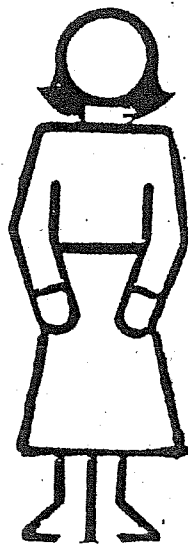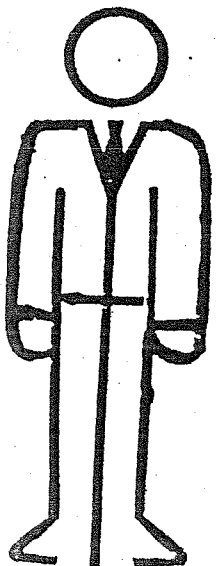
2020:  Persons in Application

2300:  Technical Requirements

2625:  Stepparent or Parent/Legal Guardian of a Minor Parent/L. Guardian

2655:  Test Budgets

FIELD SERVICES OPERATION MANUAL

Volume III

Definitions - 2005

1. AFDC Child:  A child who meets the financial eligibility criteria
   and is deprived of parental support due to the death, incapacity or
   absence of a parent and is living in the home of a specified relative.
   The child must be age 17 or under or, if 18, in regular full-time
   attendance in high school or equivalent level of vocational or
   technical school and expected to complete a course of study before
   reaching age 19 or during the month of the 19th birthday.

2. Minor:  An individual who is age 17 or under or, if 18, in regular
   full-time attendance as above (AFDC Child).  For the purpose of
   deeming income, a minor parent/legal guardian is considered any
   person under the age of 18.

3. Second Parent:  An individual included in the AFDC grant because:

   A. He/She is the incapacitated natural or adoptive parent of at
      least one of the needy children; and
   B. He/She is living in the home; and
   C. He/She is:
      1. Legally married; or
      2. Recognized as married through common-law by another state,
         to the parent who is included in the grant as specified
         relative; or
      3. Adjudicated either by the court or by an administrative
         establishment of paternity.

4. Sibling:  One of two or more persons having one or both parents in
   common.  Includes brother or sister, and half brother or half sister,
   but does not included stepbrother or stepsister.

5. Specified Relative:  The relative, related to the AFDC child within a
   specified degree, in whose home the AFDC child lives. (relationship-2326)

I.  AFDC Standard Filing Unit - (Proper People in the AFDC Case)

When technically eligible, include the following in the AFDC case:

- Parent(s);
- Children;
- Siblings; and
- Minor Parent

When adding a person, the effective date is the date on form PAFS-2 requesting additional verification or the date on form PAFS-126 recording the addition if all verification is provided at the report.  Form PAFS-2 is sent the SAME DAY the agency becomes aware that an individual entered the household.  (Vol. III, MS 2011 B).

II.  Income may be considered in some unique ways, depending on the relationship
     of the individuals in the home.

Example 1

The following people live together.



Mother and her child

(Terry with child Justin)

Terry applies for AFDC for herself and Justin. Terry is an unwed mother. The alleged father is not in the home.

Establish one (1) case for:



(Terry with child Justin)

When a child is eligible for AFDC, the technically eligible parent living in the home MUST BE included in the case.

Example 2

The following people live together.

Husband-Stepfather

(Tom)

their child age 4

(Jim)

Wife

(Liz)

her child age 10

(Ann)

Liz applies for AFDC for her child Ann.  Tom is employed.

Establish one (1) case for:

Liz    Ann

Tom is not related to the child of Liz.  Jim has no deprivation factor, even though he is the half brother to Ann.

When a child is in an AFDC case as a child and the technically eligible mother is in the home; the mother MUST be included in the case.

Technically ineligible individuals, Tom not related and Jim with no deprivation, are NOT included in the case.

Example 3

The following people live together.



Mother (Alice)

Child/minor parent age 16 with her child (Mary with child Amy)

Child age 17 (Richard)

A.  Mary, the minor parent, applies for AFDC for her child Amy.  Amy is a BOW child, the alleged father is not in the home.  Alice receives unemployment compensation.

Establish one (1) case for:

Mary MUST be included in the case with her child.



Mary with child Amy

OR

B.  Alice applies for AFDC for her grandchild Amy.  Amy is a BOW child, the alleged father is not in the home.  Alice receives unemployment compensation.

Establish one (1) case for:



Alice   Mary   Amy   Richard

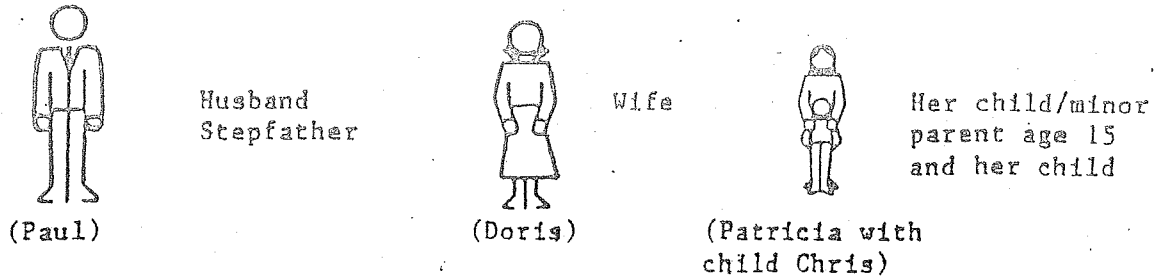Mary (minor parent) is the mother of Amy.

Alice is the parent of Mary.

Richard is the brother of Mary.

When a minor parent is considered a child in the AFDC case, any technically eligible siblings MUST BE in the SAME case. Additionally, when the technically eligible parent lives in the home with a child in the AFDC case, the parent MUST BE in the AFDC case with the child.
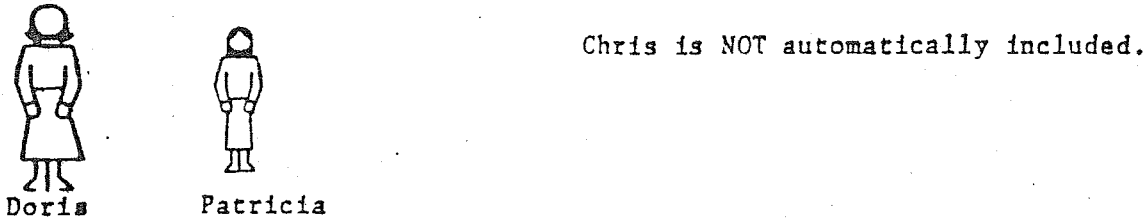
Example 4

The following people live together.

Husband
Stepfather

Wife

Her child/minor
parent age 15
and her child

(Paul)

(Doris)

(Patricia with
child Chris)

A. Doris applies for AFDC for Patricia. She does NOT want AFDC for her grandchild Chris. Paul is employed.

Establish one (1) case for:

Chris is NOT automatically included.

Doris          Patricia

OR

B. Doris applies for AFDC for herself and Chris. Paul is employed.

Establish one (1) case for:

A minor parent MUST be included in the case when her child is included.

Doris          Patricia with
               child Chris

OR
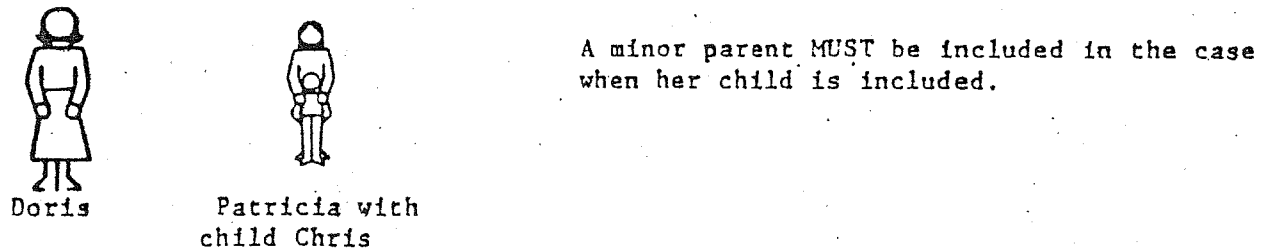
Example 4

C. Patricia, the minor parent, applies for herself and Chris.  Chris is a BOW child.
The alleged father is not in the home.  Paul is employed.

Establish one (1) case for:

Since Doris has not applied for AFDC,
Patricia is the SR and Doris is NOT in the
case.

Patricia with
child Chris

OR

D. Patricia, the minor parent, applies for herself and Chris.  Chris is a BOW child.
The alledged father is not in the home.  Paul and Doris are employed.
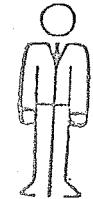
Establish one (1) case for:

Since Doris has not applied for AFDC,
Patricia is the SR and Doris is NOT in the
case.

Patricia with
child Chris

Example 5

The following people live together.



| | | |
|---|---|---|
| Father (Zeb) | Child age 7 (Albert) | Child age 22 with her child (Gloria with child Hanna) |
| Mother (Agnes) | Child age 12 (Sally) | |

Agnes applies for AFDC for all six people, Zeb is incapacitated.

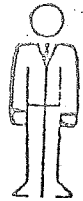Establish one (1) case for:



Zeb    Agnes    Albert    Sally

Gloria is NOT technically eligible as a child, therefore, she is NOT included in the case with her parents and siblings.

For Gloria to receive AFDC benefits, she MUST make application for herself and Hanna.

Example 6

The following people live together.

Father (Joe)

Child age 10 (James)

Child/minor parent
age 15
with her child
(Grandchild to Jane
and Joe)

(Jessica
with child
Joan)

Mother (Jane)

Child age 12 (John)

Grandchild - parent not in
home

(Jenny)

Jane applies for AFDC for all seven people.  Joe is determined to be incapacitated.

Establish two (2) cases for this family group as follows:

Case A includes:

Joe   Jane   James   John   Jessica
with child
Joan

Joe and Jane are the parents of James,
John and Jessica.  Jessica is included
because she is the sister of James and
John.  Joan is included because AFDC is
requested and she is the daughter of
Jessica.

Case B includes:

Jenny is not related to any of the
children in the other AFDC case and
her parent is not in the home.  Jane
is payee and is included in only one case.

Jenny

Example 7

The following people live together.

Mother/minor parent
age 17
with her child

(Nancy
with child
Sue)

Legal guardian
of Nancy

(Janet)

Janet's child age 5

(Harry)

Nancy applies for AFDC for herself and her child.  Janet is not related.
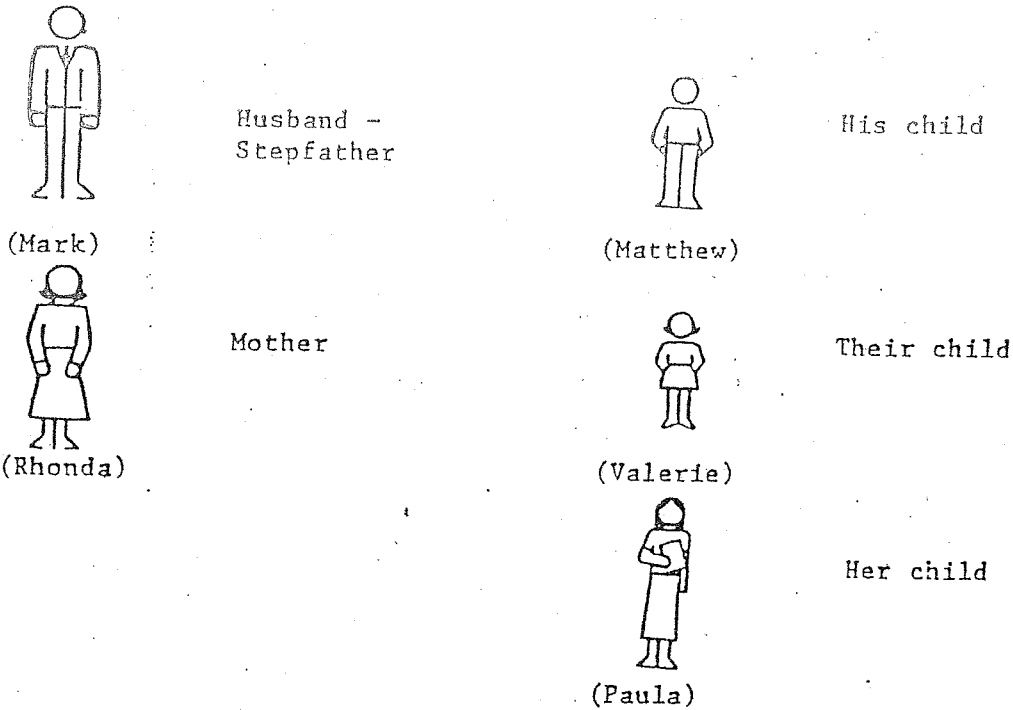
Establish one (1) case for:

Nancy with
child Sue

Janet and Harry may NOT be in this case.

To be included in an AFDC case the
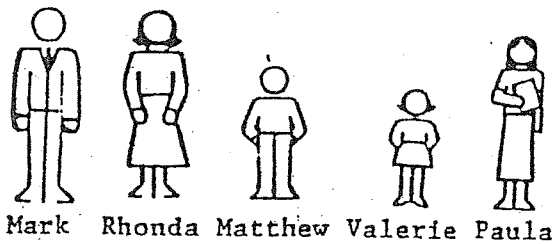individuals MUST BE related to the proper
degree.

Example 8

The following people live together.



Husband –
Stepfather

(Mark)

Mother

(Rhonda)

His child

(Matthew)

Their child

(Valerie)

Her child

(Paula)

Rhonda applies for AFDC for her child Paula. Mark is incapacitated and receives RSDI of $124.00 per month.

Establish one (1) case for:



Mark  Rhonda  Matthew  Valerie  Paula

Valerie is a sibling to Matthew and Paula by half blood. Their child is technically eligible due to the incapacity of Mark. All technically eligible siblings MUST be in the same case.
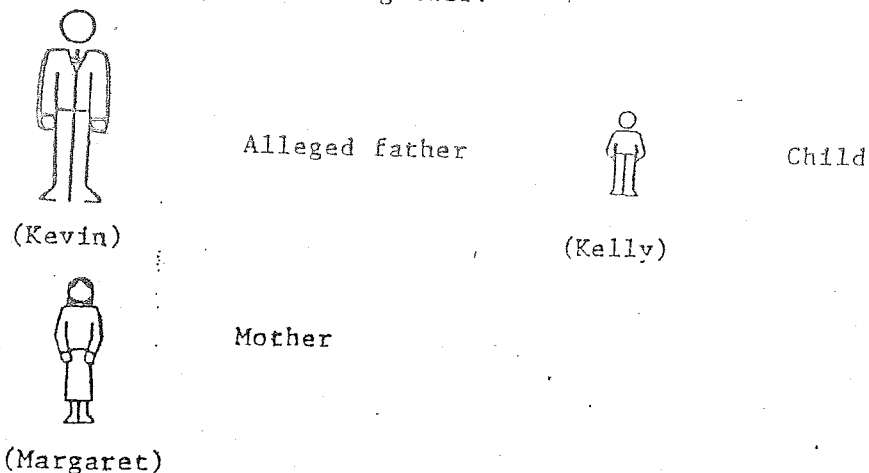
Mark is the father of Matthew, therefore, he MUST be in the case with Matthew.

Rhonda is the mother of Paula, therefore, she MUST be in the case with Paula.

Example 9

The following people live together.

Alleged father    Child

(Kevin)    (Kelly)

Mother

(Margaret)

Margaret applies for AFDC for herself and Kelly. Margaret and Kevin have never been married. Kelly was born out-of-wedlock. Paternity has NOT been established.
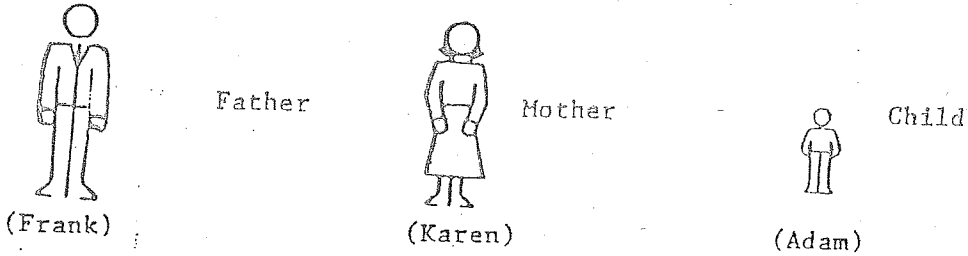
Establish one (1) case for:

Margaret    Kelly
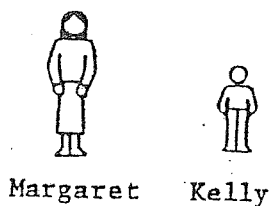
The presence of the alleged father in the home has no bearing on the deprivation factor. However, pursue establishing paternity (administrative or adjudged).

Example 10

The following people live together.



Father (Frank)        Mother (Karen)        Child (Adam)

Karen applies for AFDC for herself and Adam. Karen and Frank have never been married. Adam was born out-of-wedlock. Paternity of Frank for Adam has been established. Frank is employed.
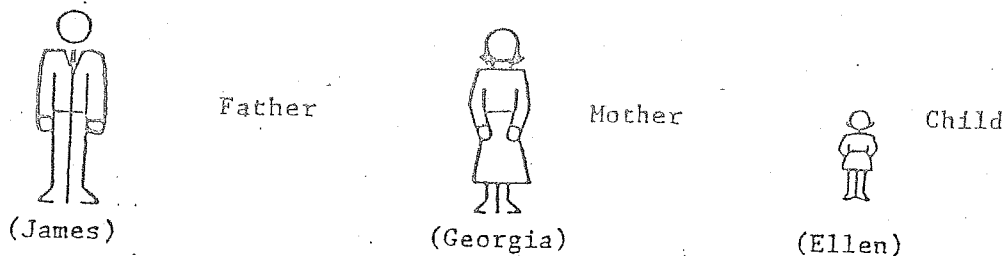
Establish one (1) case for:



Karen        Adam
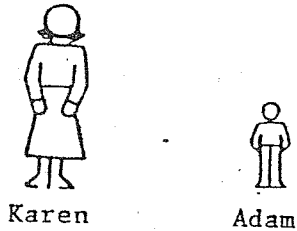
Deny assistance as no deprivation exists. Both parents in home and no incapacity claimed.

Example 11

The following people live together.



Father (James)          Mother (Georgia)          Child (Ellen)

Georgia applies for AFDC for herself and Ellen. Ellen was born out-of-wedlock. Georgia and James have never been married. Paternity of James for Ellen has been established. Incapacity of James has been established. James receives RSDI.

Establish one (1) case for:



James    Georgia    Ellen
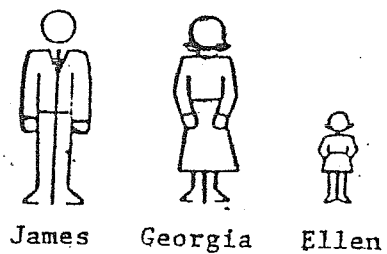
The incapacitated parent MUST BE included in the case with Georgia and Ellen. In this situation, James is a parent because paternity has been established.

## II. Counting Income for Different Households

### Example 1

Count all income of Terry and Justin, if any.

Terry    Justin

# EXAMPLE 1

VII.  CASE DECISION AND ACTION CHECKLIST

A. Benefit Group

Number of Eligible Adults. . . . . . . . . . . . . . _1_

Number of Eligible Children. . . . . . . . . . . . _1_

Total Eligible Individuals (Family Size) . . . . . . _2_

B. Standard of Need

Standard of Need . . . . . . . . . . . . . . . $ _460_

SREA/ETA (from Schedule A) . . . . . . . . . . $ _0_

Total Standard of Need . . . . . . . . . . . . . $ _460_

(If form PA-30 is required, enter where appropriate.)

C. AFDC Payment

Maximum Payment. . . . . . . . . . . . . . . . $ _196_

SREA/ETA (from Schedule A) . . . . . . . . . . $ _0_

Total Maximum Payment. . . . . . . . . . . . . $ _196_

D. Money Payment Case

[✓] Approval Prorated Payment Effective Date . . . . _XX/16/XX_

   Ongoing Payment Amount . . . . . . . . . . $ _196_

   Effective Date . **first day next month** . _XX/XX/XX_

   *MA Effective Date. **first day of appropriate month** _XX/01/XX_

[ ] Continued Eligible, Ongoing Payment Amount . . . . $

   Effective Date . . . . . . . . . . . . . .

E. Benefit Reduction

Ongoing Payment Amount . . . . . . . . . . . . $

Benefit Reduction Amount . . . . . . . . . . . . $

Ongoing Payment with Benefit Reduction . . . . . . . $

No. of Months Required . . . . . . . . . . . . _____

No. of Months Applied. . . . . . . . . . . . _____

F. Medical Assistance Case

[ ] *Approval, Regular MA Effective Date . . . . . . . _____

[ ] Approval, Spend Down . . . . . . . . _____ to _____

   _____ to _____

[ ] Program Transfer Due to Earnings,
Child Support, Loss of $30 and 1/3 _____ to _____

[ ] Continued Eligible

G. Negative Action
[ ] Denial
[ ] Discontinuance, Effective Date. . . . . . . . . . . _____

Explain _____

_____

_____

H.
| | |
|---|---|
| [✓] PAFS-116 | [ ] PA-127 |
| [ ] PAFS-116, Supp. A | [ ] PA-321 |
| [✓] PA-1 | [✓] PA-319 |
| [✓] PA-13 | [ ] PA-511 |
| [ ] PA-62 | [ ] PA-522 |
| [ ] PA-30 | [ ] J/ET-5600 |
| [ ] PA-30A | [ ] PA-6, PA-610 |
| [✓] PA-31 | [ ] PA-8 |
| [ ] PA-31A | [ ] PAFS-628 |
| [ ] PA-1C | [✓] PA-3 |
| [ ] PA-1.1C, Supp. A | [ ] MA-105 |
| [ ] PA-1.1C, Supp. B | [ ] PA-105 |
| [ ] PA-1C, Supp. D | [✓] PAFS-2 |
| [✓] PA-125 Series | [ ] PA-400 |
| [✓] PA-125.1 | [ ] PA-2mmr |
| [✓] CS-333 | [ ] PA-2.1mmr |
| [ ] CS-333.1 | [ ] SS-5 |
| [ ] PA-121 | [ ] PAFS-35 |
| [ ] PA-121.1 | [✓] PA-40 |
| [ ] PA-33 | [✓] PA-66 |
| | [✓] PAFS-43 |

Explained:

[✓] mmr procedure
[✓] MA eligibility coverage/KenPAC
[✓] Retroactive MA coverage
[✓] Medicaid is payor of last resort
[✓] Third Party Liability
[✓] Clients rights/obligations
[✓] Recoupment procedures
[✓] SREA/ETA

I.  If less than 3 months retroactive
coverage, explain.

_____

_____

J.  Standard of Promptness Met?
[X] Yes   [ ] No
If no, reason and method used to
update PA-1C: _____

_____

_____

Remarks

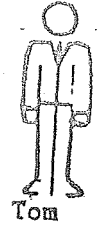K. Worker's Signature _YOU SIGN HERE_      Date _XX/XX/XX_
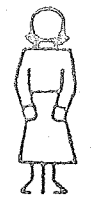
L. Concurred by _____ Title _____ Date _____

Example 2

Count PA-30A, Test Budget IV, surplus income of Tom as income to Liz. Count total
income of Liz and Ann to AFDC case.

Tom earns $225 gross weekly income from part-time employment. He is paid on Friday.
The application month has four Fridays.

Surplus
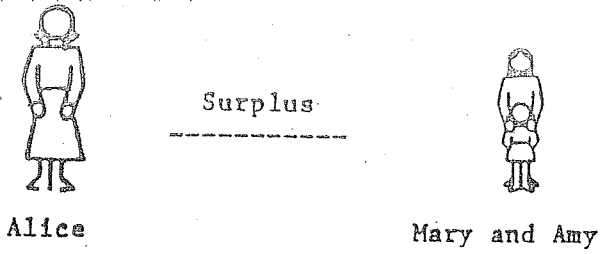-----------------

Tom                    Liz & Ann

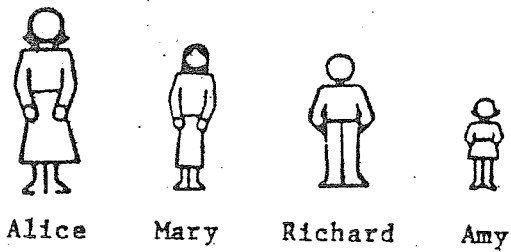## Example 3

Alice receives $30 weekly from unemployment insurance benefits. UI is paid every two weeks.  This month and next month Alice will receive 2 UI checks.

A.  Count PA-30A, Test Budget IV, surplus income of Alice to Mary and Amy.



Alice                    Surplus                    Mary and Amy

B.  Count all income of Alice, Mary, Richard, and Amy.



Alice     Mary     Richard     Amy

Example 4

For examples A, B, and C, Paul earns $175 weekly and is paid on Friday.
There are four Fridays. There is no other income.

For example D, Paul earns $175 weekly and is paid on Friday. Doris is
employed and earns $100 per month. There are four Fridays.

A. Count PA-30A, Test Budget IV, surplus of Paul to AFDC case and all income of
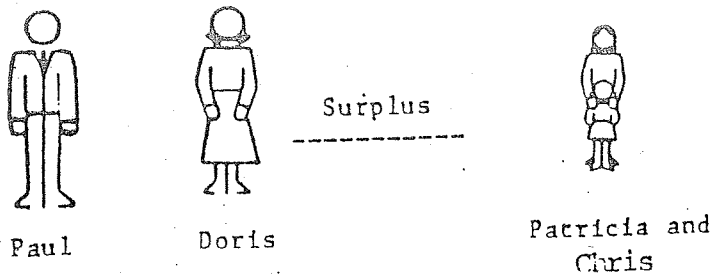Doris and Patricia.



Paul          Surplus          Doris     Patricia
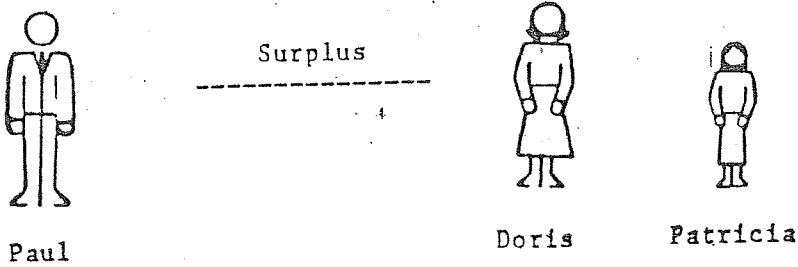
B. Count PA-30A, Test Budget IV, surplus of Paul to AFDC case and all income of
Doris, Patricia, and Chris.



Paul          Surplus          Doris     Patricia and
                                          Chris
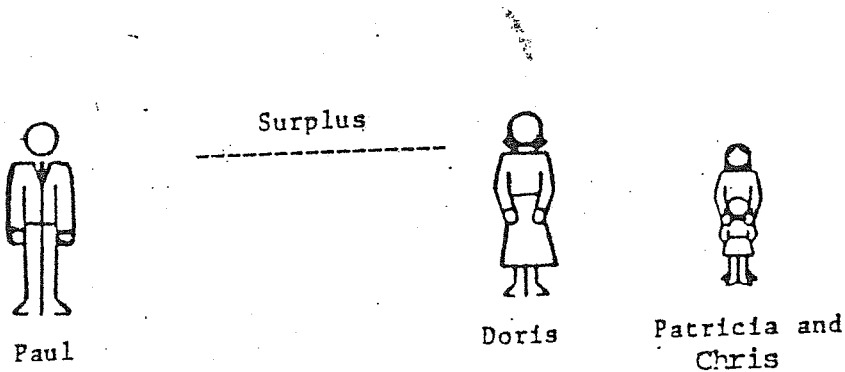
Example 4

C.  Count PA-30A, Test Budget IV, surplus of Paul and Doris to AFDC case and a all income of Patricia and Chris.

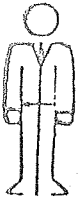Paul    Doris        Surplus ---------- Patricia and Chris

D.  Count PA-30A, Test Budget IV, surplus of Paul to Doris; PA-30A, Test Budget IV, surplus of Doris to AFDC case; and all income of Patricia and Chris.

Paul    Surplus ----------    Doris    Doris    Surplus ----------    Patricia and Chris
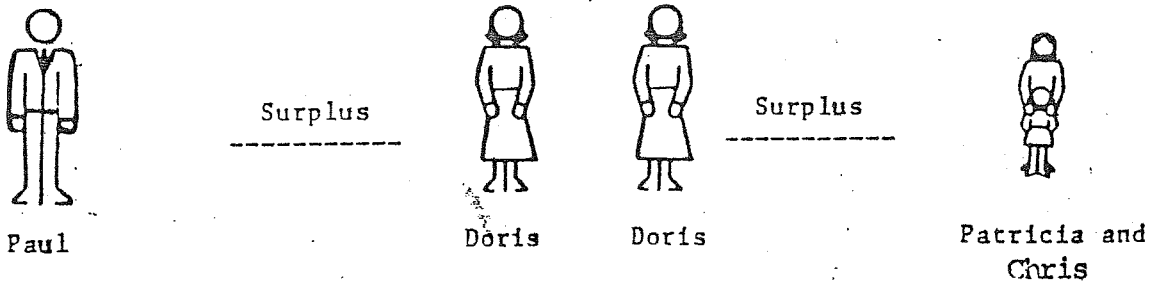
## Example 5

No form PA-30A Test Budget is used.  If a case member has income, complete for PA-30.

Count income of Zeb, Agnes, Albert, and Sally.

Zeb    Agnes    Albert    Sally

## Example 6

No form PA-30A Test Budget is used.  If a case member has income, complete form PA-30.

Case A.    Count income of Joe, Jane, James, John, Jessica, and Joan.

Joe    Jane    James    John    Jessica    Joan

Case B.    Count income of Jenny only.

Jenny

Example 7

Janet earns $135 weekly and is paid on Friday.  The application month has five
Fridays.

Count PA-30A, Test Budget IV, surplus of Janet to AFDC case of Nancy.

Surplus
------------------

Janet                    Nancy and
                         Sue
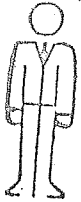
NOTE:  Two budgets are required since the next prospective month does not
       have five Fridays.

## Example 8

No form PA-30A test budget is used.  Since a case member has income, complete form PA-30.

Count income of Mark, Rhonda, Matthew, Valerie, and Paula.



Mark    Rhonda    Matthew    Valerie    Paula

## Example 9

No form PA-30A test budget is used.  If a case member has income, complete form PA-30.

Count all income of Margaret and Kelly.



Margaret        Kelly

## Example 10

No form PA-30A test budget is used. Since a technical factor is not met, form PA-30 is not required.

No deprivation - both parents in home, deny. If a hearing is requested on the denial, consider all income of Frank, Karen, and Adam when completing a form PA-30 in preparation for the hearing (FSOM, Vol. I, MS 0571 A3).

## Example 11

No form PA-30A test budget is used. Since a case member has income, complete form PA-30. James receives $163.70 RSDI monthly.

Count all income of James, Georgia, and Ellen.

James     Georgia     Ellen