

Legislative Regulation Review Committee

2010-010

Department of Social Services

FORMER CHILD CARE PROGRAMS

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??-??-??	Transmittal: UP-??-??	1570.10
Section: The Eligibility Process		Type: POLICY
Chapter: Fair Hearings		Program: AFDC AABD [FS] SNAP
Subject: Notice of Action		MA

1570.10 A. Notice Requirements

Except in situations described below, the Department mails or gives adequate notice at least ten days prior to the date of the intended action if the Department intends to:

1. discontinue, terminate, suspend[,] or reduce benefits; or
2. change the manner or form of payment for programs, [other than WRCC or
3. Job Connection child care.]

B. Exceptions to Timely Notice Requirements

1. AFDC, AABD, MA, [FS] SNAP

The Department mails an adequate notice no later than the date of the action if the action is based on any of the following circumstances:

- a. the Department has factual information that all members of the assistance unit have died; or
- b. the Department receives a clear, written statement signed by the assistance unit stating that:
 - (1) the unit no longer wishes to receive benefits; or
 - (2) the unit is giving the Department information which requires that the Department terminate or reduce benefits, and that the unit understands that this must be the result of supplying that information; or
- c. the assistance unit is required to submit monthly reports and the unit either:
 - (1) furnishes information which requires that the Department reduce or discontinue benefits; or
 - (2) fails to complete a timely monthly report without good cause; or

1570.10 B. 1. Exceptions to Timely Notice Requirements (continued)

- d. the affected individual has been admitted to or committed to an institution, and the individual is not eligible for assistance while living there; or
- e. the assistance unit's whereabouts are unknown and the post office returns [Departmental] departmental mail directed to the unit indicating no forwarding address; or
- f. the Department verifies that the assistance unit has been granted benefits under the same program in another state.

2. AFDC

In the AFDC program, the Department sends an adequate notice no later than the date of the action, under the following situations, as well as under those described in paragraph 1:

- a. the Department has factual information that an assistance unit member has died, or that the AFDC payee has died and there is no relative available to serve as new payee; or
- b. the assistance unit member has been placed in a long term care facility and no longer qualifies for assistance; or
- c. an AFDC child is removed from the home as a result of a judicial determination, or voluntarily placed in foster care by his or her caretaker relative or legal guardian; or
- d. the Department grants the assistance unit a special allowance for a specific period of time and informs the unit in writing at the time of grant that the allowance automatically terminates when the specific period ends; or
- e. the Department determines that the AFDC payee has mismanaged the unit's finances and that the Department should issue a restricted method of payment (Cross Reference 6505).

3. AABD

In the AABD program, the Department sends an adequate notice no later than the date of the action, under the following situations, as well as under those described in paragraph 1:

- a. the Department grants the assistance unit a special allowance for a specific period of time and informs the unit in writing at the time of grant that the allowance automatically terminates when the specific period ends; or
- b. the Department determines that the AABD payee has mismanaged the unit's finances and that the Department should issue a restricted method of payment (Cross Reference 6505).

1570.10 B. Exceptions to Timely Notice Requirements (continued)

4. MA

In the Medicaid program, the Department sends adequate notice no later than the date of the action, under the following situations, as well as under those described in paragraph 1:

- a. the Department has factual information that a member of the assistance unit has died; or
- b. the unit member's physician prescribes a change in the unit member's level of care; or
- c. the Department authorizes the assistance unit to receive assistance for a specific period of time and informs the unit in writing at the time of authorization that assistance automatically terminates when the specific period ends.

5. [FS] SNAP

a. In the [Food Stamp program] Supplemental Nutrition Assistance Program, the Department does not mail individual notices to assistance units when the Department initiates a mass change affecting a class of recipients. The Department does publicize the mass change, however, by mailing a general notice to the affected class.

[6. FS]

b. In the [Food Stamp program] Supplemental Nutrition Assistance Program, the Department does not send individual notices to assistance units regarding a reduction or termination of benefits if:

- [a.] (1) the assistance unit has been receiving an increased allotment as a corrective payment, and the Department notifies the unit in writing, at the time of the increase, that such increase will terminate after a specific period of time; or
- [b.] (2) the assistance unit's allotment varies from month to month within the certification period to reflect changes anticipated at the time of certification, and the Department so notifies the assistance unit at the time of certification; or
- [c.] (3) the assistance unit applies for Public Assistance as well as [Food Stamp] SNAP benefits and has been receiving [Food Stamp] SNAP benefits pending approval of the Public Assistance grant, and the Department notifies the unit at the time of certification that [Food Stamp] SNAP benefits will be reduced upon approval of the Public Assistance grant; or
- [d.] (4) an overpaid assistance unit fails to make repayment and the Department recoups the overpayment by benefit reduction (Cross Reference: Section 7000); or

1570.10 B. Exceptions to Timely Notice Requirements (continued)

- [e.](5) the assistance unit consists of someone who is a resident of a drug or alcoholic treatment center or group living arrangement if the facility either loses its certification or has its status as an authorized representative suspended because of disqualification by the Food and Nutrition Service (Cross Reference: Section 1505); or
- [f.](6) the assistance unit's benefits are being reduced or terminated as a result of an [IPV] intentional program violation.

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??-??-??

Transmittal: UP-??-??

1570.20

Section:

The Eligibility Process

Type:

POLICY

Chapter:

Fair Hearings

Program:

AFDC

AABD

MA

Subject:

Eligibility Pending Fair Hearing

[FS] SNAP

1570.20 A. Maintaining Benefits Pending Hearing Decision

1. Except in situations described below, the Department does not terminate or reduce the assistance unit's benefits until the Fair Hearing decision is reached if the unit requests a Fair Hearing within the 10-day notice period, as described in this chapter.
2. Unless the assistance unit specifically waives its right to a continuation of benefits, the Department assumes that the unit's request for a Fair Hearing within the 10-day period includes a request that the unit's benefits remain the same pending the Fair Hearing decision.

B. Exceptions to Maintenance of Benefits

1. The Department reduces or terminates the assistance units benefits prior to the Fair Hearing decision even if the unit requests a Fair Hearing within the 10 day notice period if it determines at the Fair Hearing that the sole issue is one of federal or state law or [Departmental] departmental policy, and not one of incorrect grant computation.
2. In respect to benefits issued under the Emergency Housing policy (Cross Reference: 4515 and 4525), the benefits are not continued beyond a specific date if the Department notified the assistance unit in writing at the time of grant that:
 - a. the benefits are being authorized for a specific period of time; and
 - b. the benefits will automatically terminate when the specific period ends.
3. In the AFDC program and [Food Stamp programs] the Supplemental Nutrition Assistance Program, the Department reduces or terminates the assistance unit's benefits prior to the Fair Hearing decision, in addition to the situation described in paragraph 1, if:
 - a. a change affecting the assistance unit's grant occurs while the Fair Hearing decision is pending and the unit fails to request a Fair Hearing based on this notice; or
 - b. a mass change affecting the unit's eligibility or grant occurs while the Fair Hearing decision is pending.

1570.20 B. Exceptions to Maintenance of Benefits (continued)

4. In the [Food Stamp program] Supplemental Nutrition Assistance Program, the Department reduces or terminates the assistance unit's benefits prior to the Fair Hearing decision, in addition to the situations described in paragraphs 1 and 3, if the unit's certification period expires. In this case, the unit must reapply for benefits.
- [5. WRCC and Job Connection special benefit payments are not subject to the maintenance of benefit provisions in A, above.]

C. Notification of Assistance Unit

The Department promptly notifies the assistance unit in writing if benefits are reduced or terminated pending the Fair Hearing decision, as described in paragraph B.

D. Reinstatement of Benefits

1. Under the conditions described below, the Department reinstates the assistance unit's benefits if such benefits have been reduced or terminated pending a Fair Hearing decision.
 - a. In the AFDC and Medicaid programs, the Department reinstates the assistance unit's benefits if:
 - (1) the Department takes an action without sending timely notice; and
 - (2) the assistance unit requests a Fair Hearing within 10 days of the mailing date of the notice; and
 - (3) the Department determines that federal or state law or [Departmental] departmental policy is not the sole issue involved in the Fair Hearing.
 - b. In the [Food Stamp program] Supplemental Nutrition Assistance Program, the Department reinstates the assistance unit's benefits if:
 - (1) the unit establishes to the satisfaction of the Department that it had good cause for not requesting a Fair Hearing within the 10 day notice period. Good cause includes, but is not limited to the following:
 - (a) an onset of serious illness or injury; or
 - (b) a catastrophic event such as fire, flood[,] or eviction; or
 - (c) non-receipt of the notice; or
 - (2) the issue involves a reduction or termination of benefits caused by a mass change, and the assistance unit claims either that the Department made a computation error or that the Department misapplied federal law or regulation.
2. If the Department reinstates the assistance unit's benefits pending the Fair Hearing decision, the unit continues to receive such benefits until the decision is rendered, except under conditions described in paragraph B.

1570.20 E. Corrective Action

1. If the Department does not reduce or terminate the assistance unit's benefits pending the Fair Hearing decision, and the decision upholds the Department, the Department recoups the overpayment which the unit received during this period.
2. If the Department reduces or terminates the assistance unit's benefits pending the Fair Hearing decision, and the decision favors the unit, the Department makes a prompt corrective payment to the unit to correct the underpayment which occurred during this period.

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??-??-??

Transmittal: UP-??-??

5035.05

Section:

Treatment of Income

Type:

POLICY

Chapter:

Income Deductions

Program:

AFDC
FMA

Subject:

Employment Deductions

5035.05 A. Self-Employment Expenses

1. Expenses of self-employment are deducted from each unit member's total monthly income earned through self-employment.
2. The following are considered to be business expenses and are included as allowable deductions:
 - a. the actual amounts of:
 - (1) overhead expenses including such costs as rent, fuel, utilities and equipment;
 - (2) cost of stock or raw materials purchased;
 - (3) payments to or on behalf of employees.
 - b. if the self-employment income is derived from providing room and board, the Department's standard allowances for expenses associated with providing room and/or board as modified from time to time and found in P-5050 or the actual expenses if greater.
3. The cost of producing self-employment income is converted to a monthly amount in the same manner as the self-employment income is converted to a monthly amount. ([cross reference] Cross Reference: 5025.15)

B. Employment Expense

1. Personal employment expenses are deducted from all gross income earned by an assistance unit member including that derived from self-employment.
2. The deduction for employment expenses is \$90.00 per month regardless of whether the individual is employed full or part time.
3. No deduction is allowed when:
 - a. the receipt of income is not reported in a timely manner; or

5035.05 B. [3.] Employment Expense (continued)

- b. the unit member who is subject to work requirements terminates or reduces employment without good cause.

C. Day Care Expenses

1. A deduction for day care expenses is subtracted from an assistance unit member's earned income when he or she incurs expenses for the care of a child or an incapacitated adult, provided that the following conditions are met:
 - a. the child or adult is a member of the assistance unit; and
 - b. the day care cost is not reimbursed by the Department[of Income Maintenance, the Department of Human Resources] or by a third party; and
 - c. the day care provider is not the parent or legal guardian of the person receiving care, or a member of the assistance unit; and
 - d. day care is required in order for the assistance unit member to maintain employment.
2. The deduction for day care expenses is not allowed when the provider is the caretaker relative's natural child, adopted child, or stepchild, who is under 21 years of age, unless the provider:
 - a. does not live with the assistance unit; and
 - b. is emancipated under State law; and
 - c. was not claimed as a dependent on the caretaker relative's most recent federal tax return; and
 - d. has a bonafide employer/employee relationship with the caretaker relative.
3. No deduction is allowed when:
 - a. the receipt of income is not reported in a timely manner; or
 - b. the unit member who is subject to work requirements terminates or reduces employment without good cause.
- [4. Assistance units which are eligible to receive Job Connection or WRCC special benefit payments for child care may choose to receive the day care deduction instead of the special benefit payment.]
- [5.] 4. Assistance units [that receive Job Connection or WRCC child care special benefits] are entitled to a deduction for day care expenses under the following conditions:
 - a. if the[special benefit] child care subsidy payment for day care costs does not fully cover the cost of care; and

5035.05 C. Day Care Expenses (continued)

- b. if the amount of the [gross special benefit] child care subsidy payment [before any recoupment] or third party payment[deductions] is less than the \$175 or \$200 maximum deduction in item [7] 6, below.
- [6.] 5. The amount of the deduction is based on charges for day care services performed in the budget month ([cross reference] Cross Reference: 6000).
- [7.] 6. The day care deduction for families [that do not receive special benefit payments for the cost of care] is equal to the actual out of pocket cost, up to the following maximum:
- a. \$200 per month for each child under 2 years of age; or
 - b. \$175 per month for an adult, or for each child age 2 or older.
- [8.] 7. The amount of the deduction for families in item [5] 4, above, that receive [special benefit] child care subsidy payments [for child care,] is the lesser of the following amounts:
- a. the difference between the actual cost of care and the amount of the [gross special benefit]child care subsidy payment; or
 - b. the difference between the \$175 or \$200 maximum day care deduction and the amount of the[gross special benefit] child care subsidy payment.

6505.10 B. 2. Special Benefits [other than Job Connection Special Benefits]

[a.] All special benefits [other than Job Connection Special Benefits or those for child care] are issued directly to the vendor, except when the payment is a reimbursement to the assistance unit for an expense which the unit has already paid out of its own funds.

3. Boarding Facility Payments (AABD Only)

a. Payment for the cost of care in a licensed boarding facility may be provided in the form of a vendor payment to the facility, if at the time the benefit is issued any of the following conditions exist:

- (1) the assistance unit is imminently ready to leave the home for a new residence; or
- (2) the assistance unit is no longer a resident of the boarding facility; or
- (3) an additional amount is owed to the facility on behalf of the assistance unit due to a retroactive rate adjustment.

b. The assistance unit is notified when a vendor payment is made to the boarding facility.

4. Financial Mismanagement (AFDC, AABD)

Cash benefits may be issued through the vendor payment method in cases where the Department has made a determination of financial management.

C. Conditions for Making Protective Payments

1. Work Registration or Support Penalties (AFDC)

The Department may issue AFDC benefits through the protective payment method in cases where the caretaker relative is penalized for:

- a. non-compliance with a procedural work registration requirement; or
- b. non-compliance with the procedural support requirement (Cross Reference: 3500).

2. Financial Mismanagement (AFDC, AABD)

- a. Cash benefits may be issued in the form of protective payments in cases where the Department has made a determination of financial mismanagement.
- b. Mismanagement may be determined in cases involving inability, negligence or physical or mental incapacity.

6505.10 C. Conditions for Making Protective Payments (continued)

3. Benefits for a minor parent and his or her child are paid to the minor parent's parent, legal guardian or other adult unless:
 - a. the minor parent is exempted from the requirement of living in a specified living arrangement and there is no other reason to require a protective payee (Cross Reference: 2515); or
 - b. the Department determines that the parent, legal guardian or other adult does not meet the requirements for protective payee (Cross Reference: 6510).

D. Fair Hearings

The Department may initiate or continue to make protective payments while a Fair Hearing decision is pending on the restricted payment issue.

CONNECTICUT DEPARTMENT OF [INCOME MAINTENANCE] SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??/??/??

Transmittal: UP-??-??

7005.25

Section:

Benefit Error

Type:

POLICY

Chapter:

Overview of Correction Process

Program:

AFDC

AABD

MA

Subject:

Determination of Correction Procedure

[FS] SNAP

7005.25 A. Corrective Payments

If the error is an underpayment, subject to the conditions described in this section, the Department issues a corrective payment to or on behalf of the assistance unit.

B. Recoupment

[1.] If the error is an overpayment, the Department recoups by one or more of the following methods, after discussing the overpayment with the assistance unit and obtaining an agreement from the unit, if possible:

[a.] 1. grant reduction for [Food Stamp] SNAP or cash assistance overpayments, only if the assistance unit is still receiving benefits; or

[b.] 2. installment repayments by the assistance unit; or

[c.] 3. lump-sum repayment by the assistance unit.

[2.] The following restrictions apply with respect to the recoupment of Work-Related Child Care and Job Connection special benefit payments:

a. child care overpayments may be recouped only from other types of child care benefits issued by the Department;

b. Job Connection special benefit payments which are not child care payments may be recouped only from other such special benefit payments;

c. WRCC overpayments and Job Connection special benefit overpayments may be recouped from an assistance unit's regular AFDC benefits only at the voluntary request of the assistance unit.]

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: ??-??-??	Transmittal: UP-??-??	7010.05
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Section: Benefit Error	Type: POLICY
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Chapter: AFDC Underpayments	Program: AFDC
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Subject: General Principles

- 7010.05 A. When Corrective Payments are Made
1. The Department issues a corrective payment to an underpaid assistance unit whether the case is active or closed.
 2. If the composition of the underpaid assistance unit changes, the Department makes a corrective payment to that unit containing the majority of individuals who were members of the underpaid unit.
 3. The Department issues a corrective payment to an underpaid assistance unit regardless of when the underpayment occurred.
- B. Offsetting
1. Before issuing a corrective payment, the Department investigates whether the assistance unit has received an AFDC overpayment during the time period containing the underpayment. The Department also investigates whether the unit has received any other documented AFDC overpayments which have not yet been recouped.
 2. If an overpayment and an underpayment have occurred for the same assistance unit, the Department offsets the amount of the overpayment against that of the underpayment.
 3. If the amount of the underpayment exceeds that of the overpayment, and the assistance unit is eligible for a corrective payment, the Department issues to the unit a corrective payment which is equal to the difference between the underpayment and the overpayment.
 - [4. Child care underpayments and Job Connection special benefit underpayments may be offset only against child care and Job Connection overpayments respectively, except that if Transitional Child Care is requested for a month in which the assistance unit incorrectly received AFDC benefits, the TCC benefit will be used to offset the AFDC overpayment. (cross reference: 8055.50)]

7010.05 C. Treatment of Corrective Payments

1. The corrective payment is excluded income in the month the assistance unit receives it, and, to the extent retained, an excluded asset in the following month. Any remaining part of the corrective payment becomes a counted asset as of the second month following the month of receipt (Cross [reference] Reference: [Section] 4000 and [Section] 5000).
2. The assistance unit receives its corrective payment in addition to its present benefit.

CONNECTICUT DEPARTMENT OF [INCOME MAINTENANCE] SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??/??/?? Transmittal: UP-??-?? 7030.05

Section: **Benefit Error** Type: **POLICY**

Chapter: **AFDC Overpayments** Program: **AFDC**

Subject: **General Principles**

7030.05 A. All Overpayments Recouped Promptly

1. The Department attempts to recoup all AFDC overpayments, regardless of when the overpayment occurred, and regardless of whether the overpaid assistance unit is still intact or still receiving AFDC.
2. The Department takes one of the following actions by the end of the quarter following the quarter in which it first identifies the overpayment:
 - a. it recoups the overpayment; or
 - b. it executes a monthly recoupment agreement from an active assistance unit; or
 - c. it initiates action to locate or recoup the overpayment from an assistance unit member who is now not receiving benefits.

B. Subject of Recoupment Actions

1. The Department recoups from the assistance unit which received the overpayment.
2. If the Department is unable to recoup from the overpaid assistance unit, it recoups from:
 - a. another assistance unit if this unit now contains an individual who was a member of the overpaid assistance unit; or
 - b. an individual member of an overpaid assistance unit, regardless of whether this individual is now receiving benefits.

C. Offsetting

1. Before taking action to recoup an AFDC overpayment, the Department investigates whether the assistance unit has received an AFDC underpayment during the same time period. The Department also investigates whether the assistance unit has received any other documented AFDC underpayments which have not been corrected.

7030.05 C. Offsetting (continued)

2. If both an AFDC overpayment and an AFDC underpayment have occurred for the same assistance unit, the Department offsets the overpayment against the underpayment.
3. If the amount of the overpayment is greater than that of the underpayment, the offset is used to reduce the amount the Department recoups from the assistance unit.
4. If the Department has recovered all or part of the AFDC benefits provided to the assistance unit for a particular month through any of the recovery actions described in Section 7500, the Department subtracts this amount from the amount of the overpayment for that month.
- [5. Work-Related Child Care and Job Connection child care special benefit overpayments may be offset only against Work-Related Child Care, Job Connection child care, and Transitional Child Care underpayments.]

D. Rate of Recoupment

1. If the recoupment rate has been set by a court, the Department recoups at that rate. Otherwise, the Department must allow the assistance unit to retain, as monthly income, an amount equal to at least 90% of the amount of benefits a unit of the same size would receive if it had no income.
2. The Department adjusts the monthly recoupment rate downward if the assistance unit has relatively high shelter expenses, as described in this chapter.
3. The Department recoups an overpayment from an individual no longer receiving assistance at a rate not to exceed that at which the Department would recoup from an active assistance unit with the same financial circumstances, unless the individual voluntarily repays at a higher rate.
4. Voluntary payments from active assistance units are not accepted if this would result in the unit retaining less than 90% of the amount of benefits a unit of the same size would receive if it had no income.
5. Recoupment by a lump sum payment is allowed as long as it would not cause the unit to suffer a hardship.

E. Awards Less Than Ten Dollars

1. The assistance unit remains eligible for AFDC, and the Department issues benefits to the assistance unit for the appropriate amount, if the unit's monthly AFDC award is reduced to less than ten dollars because of a recoupment action.
2. An assistance unit which is categorically eligible for AFDC but whose monthly deficit is less than ten dollars prior to a recoupment action, and is therefore not receiving a monthly cash award, is not credited with repaying the Department unless the unit actually makes a payment.

7030.05 F. Participation of Assistance Unit in Recoupment Process

1. The Department allows the assistance unit to participate in the recoupment process by:
 - a. discussing the cause and amount of the overpayment with the Department; and
 - b. negotiating with the Department in establishing a recoupment plan.
2. The assistance unit has a right to a Fair Hearing if it contests any phase of the recoupment process.

CONNECTICUT DEPARTMENT OF [INCOME MAINTENANCE] SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date:	Transmittal: UP-	7530.05
Section:		Type:
Recovery		POLICY
Chapter:		Program:
Recovery by Legal Action		AFDC AABD MA
Subject:		
Recovery of Financial Assistance		

7530.05 A. Situations Requiring Legal Action

Situations in which the Department may initiate legal action to recover benefits include but are not limited to the following:

1. upon the death [on] of an assistance unit member or parent of an assistance unit child when the deceased leaves an estate. In such a case, the Department files a claim in Probate Court to recover the appropriate amount of benefits;
2. when a legally liable relative refuses to support the assistance unit member. The Department [of Human Resources, acting on behalf of the Department,] is involved in such actions, which may include the garnishment of the relative's wages;
3. when the assistance unit has or acquires property against which the Department has a claim, but the Department's claim has not been secured by a mortgage, lien, or assignment, and the assistance unit refuses to repay the Department. This includes situations in which the Department discovers that the assistance unit has a bank account with assets in excess of the program asset limit. In such situations, the Department may act to freeze the assets in the account;
4. when the assistance unit fraudulently obtains benefits and the [State Policy] Office of the Chief State's Attorney is involved in the prosecution of the case;
5. When someone has induced the assistance unit to transfer an asset in order to establish eligibility for assistance, and the transferee refuses to return the asset to the unit. In such a case, the Department, in conjunction with the Attorney General's Office, either files a claim against the transferee or attempts to void the transfer and return the asset to the assistance unit. [this] This is also true in cases involving a person who, acting on behalf of an incompetent individual, transfers an asset in order to establish eligibility.

B. Amount of Claim

The amount of benefits the Department recovers by legal action is limited by state and federal law as described in the previous chapters in this section.

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??/??/??

Transmittal: UP-??-??

8000

Section:

Special Programs

Type:

POLICY

Chapter:

Program:

[RP EP TCC]
RCA-RMA
CHC CIAPAP
CADAP IFG
SAGA SMANC
AFDC-WSP
[SFFS]
State-Funded SNAP
ConnTRANS
ConnPACE

Subject:

8000 This section includes the policy and procedure for special programs. Special programs are intended to meet the particular needs of a defined group of individuals for a relatively limited period of time.

Although similar in some respects to other Public Assistance programs, particularly AFDC, special programs differ substantially in terms of the groups covered, what is considered to be a need item or service, and the degree of participation by the Department in the administration of the program.

This section includes the following special programs:

- Refugee Assistance Program (RCA-RMA);
- Cuban and Haitian Entrant Program (EP);
- State Medical Assistance for Non-Citizens;
- Individual and Family Grant Program (IFG);
- Repatriation Program (RP);
- Connecticut AIDS Drug Assistance Program (CADAP);
- Connecticut Insurance Assistance Program for AIDS Patients (CIAPAP);
- Connecticut Home Care Program for Elders (CHC);
- Work Supplementation Program (AFDC-WSP);
- [◦ Transitional Child Care (TCC);]
- Connecticut Organ Transplant Program (ConnTRANS);
- State-Administered General Assistance (SAGA);
- State-Funded [Food Stamps (SFFS)] Supplemental Nutrition Assistance Program (SFSNAP); and
- Connecticut Pharmaceutical Assistance Contract to the Elderly and Disabled (ConnPACE).

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: ??/??/??	Transmittal: UP-??-??	9000
Section: Special Benefits	Type:	POLICY
Chapter:	Program:	AFDC AABD MA
Subject:	[FS]	<u>SNAP</u>

9000 Besides providing financial and medical assistance and [Food Stamp] SNAP benefits to eligible assistance units, the Department, under certain circumstances, provides these special benefits:

- ° payments for funeral and burial expenses;
- ° payments for out-of-state transportation;
- ° payments for Medicare part B coverage;
- ° payments for property repairs;
- ° payments for attorneys' fees in successful appeals of SSI/OASDI terminations; and
- ° payments for health and hospital insurance premiums[;].
- [° payments for Job Connection Special Benefits;
- ° payments for Work-Related Child Care.]

The special benefits described in this section for the AABD program are only available for assistance units residing in rated or non-rated housing.

This section describes the situations in which the Department provides these special benefits to its recipients and describes how the actual payment amount is computed.

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Date: ??-??-??	Transmittal: UP-??-??	9099.05
Section: Special Benefits	Type:	POLICY
Chapter: Verification	Program:	AFDC AABD MA
Subject: General Principles		

9099.05 The recipient [must] shall provide certain information to the Department to establish eligibility for a special benefit. Also, the Department verifies certain information before issuing any of the special benefits described below to an AFDC, AABD or MA recipient who is otherwise eligible for the benefit.

A. Funeral and Burial Expenses

1. The Department verifies the total amount of the deceased's burial funds and life insurance policies.
2. If the total amount of the deceased's burial funds and life insurance policies is less than \$1,800 the Department verifies:
 - a. the actual cost of the funeral and burial; and
 - b. what services are included in this cost.

B. Out-of-State Transportation

1. The Department verifies the cost of the move, based on the most economical rate.
2. The recipient [must] shall provide the following information to the Department:
 - a. the amount of the recipient's income and assets, including the value of any furniture and appliances owned by the recipient and not being taken to the new residence; and
 - b. that the recipient has relatives or friends at the new residence who are willing to aid in the recipient's support; or
 - c. that the recipient has an employment opportunity or other private means of support at the new residence.
3. If the recipient fails to provide the information described above, the Department does not issue the benefit to the recipient.

9099.05 C. Medicare Part B

The Department verifies:

1. that the recipient is entitled to Medicare Part B coverage; and
2. the cost of Medicare Part B Coverage.

D. Property Repairs

1. The Department verifies:

- a. that the assistance unit owns the property and is using it as its principal residence; and
- b. the need for the repair, including the fact that the assistance unit would have to move out of the property if the repair were not made; and
- c. that the contractor has satisfactorily made the repair.

2. The recipient [must] shall provide three bids to verify the cost of the repair.

3. If the recipient fails to provide the necessary bids, the Department does not provide the benefit.

E. RESERVED

F. Attorneys' Fees in Successful SSI Appeals

1. The following points [must] shall be verified in order for payment to be made:

- a. that the Social Security Administration's decision to discontinue disability benefits has been successfully appealed; and
- b. that the amount of payment made by the Department will be accepted by the attorney as payment in full for services rendered.

2. In order for a payment of more than \$1,000.00 to be made, the amount of OASDI/SSI retroactive benefits awarded to the recipient [must] shall be verified.

G. Hospital and Health Insurance Premiums

1. Group Health and Hospital Insurance Premiums

The Department verifies:

- a. the amount of the premium; and
- b. payment, if already paid by the applicant or recipient; and
- c. who is covered or eligible to be covered by the plan; and
- d. policy information such as insurance company, employer name and membership and group numbers.

9099.05 G. Hospital and Health Insurance Premiums (continued)

2. Individual Health and Hospital [insurance] Insurance Premiums

The Department verifies:

- a. that the recipient was participating in the insurance plan prior to applying for AABD; and
- b. the amount of the premium; and
- c. payment, if already paid by the applicant or recipient; and
- d. who is covered by the insurance plan; and
- e. policy information such as insurance company and membership numbers.

[H. Work-Related Child Care (WRCC)

1. The Department verifies the following information as a condition of payment:
 - a. actual child care costs;
 - b. the need for special care, if applicable;
 - c. third party child care payments, if applicable;
 - d. factors relating to the eligibility of a child who is not an AFDC recipient, if applicable.
2. The Department verifies the following information, whenever questionable:
 - a. the identity of child care provider and the provider's relationship to the child;
 - b. provider license or registration, if applicable;
 - c. the inability of a parent or legal guardian to provide care, if applicable.
3. If special needs are not verified, child care benefits are determined using the standard for a non-special needs child.
4. Failure to verify a factor other than the need for special care causes the child to be ineligible.
5. In absence of enough information to grant child care, the Department examines eligibility for the AFDC earned income deduction (cross reference: 5035.05).

I. Job Connection Child Care

The verification rules for Job Connection child care are the same as those used for WRCC, as listed above.]

IMPORTANT: Read instructions on bottom of Certification Page before completing this form. Failure to comply with instructions may cause disapproval of proposed Regulations.

REGULATION

OF

NAME OF AGENCY

Department of Social Services

Concerning

SUBJECT MATTER OF REGULATION

Child Care Program Name Revisions

SECTION _____

Statement of Purpose: (A) The purpose of the regulation is to amend UPM sections 1570, 5035, 6505, 7005, 7010, 7030, 8000, 9000 and 9099. The regulation proposes to update the UPM by removing references to the former Child Care Programs which were operated by the Department of Social Services prior to the implementation of the Child Care and Development Block Grant under Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). The proposed regulation also amends the UPM by changing all references to the Food Stamp program to the Supplemental Nutritional Assistance Program (SNAP) to comply with the mandatory changes made to the Food Stamp program by the Food, Conservation and Energy Act of 2008. In addition, a revision is proposed to make a minor technical correction to UPM section 7530.05.

(B) The main provisions of the regulation make technical changes to the UPM to reflect the proper program names used under current policy.

(C) The legal effect of the regulation: to update the current UPM by making technical corrections necessary to reflect the implementation of the Child Care and Development Block Grant under Title VI of PRWORA, which replaced the Work-Related Child Care Program, the Job Connection Childcare program and the Transitional Child Care Program, and reflect technical changes made pursuant to the Food, Conservation and Energy Act of 2008.

CERTIFICATION

R-39 REV. 1/77

Be it known that the foregoing:

Regulations Emergency Regulations

Are:

Adopted Amended as hereinabove stated Repealed

By the aforesaid agency pursuant to:

Sections 17-3 of the General Statutes.

Section _____ of the General Statutes, as amended by Public Act No. _____ of the _____ Public Acts.

Public Act No. _____ of the Public Acts.

After publication in the Connecticut Law Journal on March 17, 2009, of the notice of the proposal to:

Adopt Amend Repeal such regulations

(If applicable): And the holding of an advertised public hearing on _____ day of _____

WHEREFORE, the foregoing regulations are hereby:

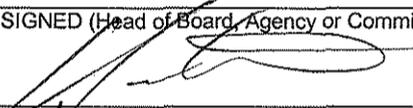
Adopted Amended as hereinabove stated Repealed

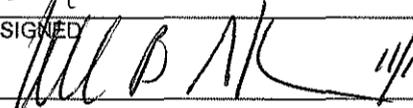
Effective:

When filed with the Secretary of the State.

(OR)

The _____ day of _____

In Witness Whereof:	Date	SIGNED (Head of Board, Agency or Commission)	OFFICIAL TITLE, DULY AUTHORIZED
	<u>10/27/09</u>		Commissioner

Approved by the Attorney General as to legal sufficiency in accordance with sec. 4-169, as amended C.G.S.	SIGNED	OFFICIAL TITLE, DULY AUTHORIZED
	 <u>11/18/09</u>	ASSOC. ATTY. GENERAL

- Approved
- Disapproved
- Disapproved in part, (Indicate Section Numbers disapproved only)
- Rejected without prejudice

By the Legislative Regulation Review Committee in accordance with Sec. 4-170, as amended, of the General Statutes.	Date	SIGNED (Clerk of the Legislative Regulation Review Committee)

Two certified copies received and filed, and one such copy forwarded to the Commission in Official Legal Publications in accordance with Section 4-172, as amended, of the General Statutes.

DATE	SIGNED (Secretary of the State.)	BY

INSTRUCTIONS

- One copy of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the Attorney General for his determination of legal sufficiency. Section 4-169 of the General Statutes.
- Seventeen copies of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the standing Legislative Regulation Review Committee for its approval. Section 4-170 of the General Statutes.

Each regulatio