

REDETERMINING ELIGIBILITY FOR REFUGEE & SPECIAL ASSISTANCE

EIS 3052 - REDETERMINING ELIGIBILITY FOR REFUGEE AND SPECIAL ASSISTANCE
REVISED 10/01/05 - CHANGE NO. 02-06

I. GENERAL INFORMATION

Complete a redetermination before the end of the payment review period.

NOTE: BENEFITS CONTINUE AFTER THE END OF THE PAYMENT REVIEW PERIOD FOR REFUGEE AND SPECIAL ASSISTANCE.

II. CASE MANAGEMENT REPORT

A. The Case Management Report notifies you that a redetermination is due or overdue.

B. When the case first appears on the Case Management Report as notification a redetermination is due, EIS produces a redetermination Appointment Notice ([DSS-8189](#)). This notice is produced for all programs except SA. This occurs two months before the Payment Review Thru Date on the case. Two copies of the appointment notice are produced with the county case number, Case ID, district number, aid program/category, casehead/payee name and address and the county DSS return address and phone number printed on the notice and sent to the county DSS:

1. Complete the necessary items on the appointment notice which have not been printed, and mail one copy to the casehead/payee.
2. File the second copy of the appointment notice in the county DSS record.

NOTE: A CASE MUST BE IN EIS TWO MONTHS BEFORE THE PAYMENT REVIEW THRU DATE ENDS FOR AN AUTOMATED APPOINTMENT NOTICE TO BE PRODUCED.

III. ACTIONS THAT REQUIRE A SEPARATE DSS-8125

Do not perform the following actions in conjunction with a redetermination. Submit a separate DSS-8125 to Data Entry to be keyed after the first action processes. Any actions not listed below may be completed on the same DSS-8125 with a redetermination.

- A. Approving An Add-An-Individual Application/Inclusion
- B. Entering CAP Coverage

Ensure the redetermination processes before these changes are keyed in EIS.

IV. COMPLETING THE REDETERMINATION

Use the DSS-8125, Eligibility Information System Data Sheet, to enter the redetermination information in EIS. Follow the instructions below. If a numeric field requires less digits than spaces available, precede with zeroes.

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IV. (CONT'D)

Complete an R-RF Automated Budget Calculation for the first month in the new payment review period before submitting the DSS-8125 to Data Entry.

A. CASE IDENTIFYING INFORMATION

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the Case Profile.
4. Enter your WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter "R" "RF," "S" "AA," "S" "AD," or "S" "CD" in AID PROGRAM/CATEGORY.
8. Enter a VERIFICATION INDICATOR to indicate if all eligibility factors have been verified.

"Y" = YES

"N" = NO

9. Enter "01" in CHANGE CODE when completing an S-AA, S-AD, or S-CD redetermination with no change in benefits.

Do not enter change code "01" when completing an S-AA, S-AD, or S-CD redetermination that includes an action which affects the client's benefits. For example, a payment change, Medicaid class change, or an individual deletion. Use the change code that would be appropriate for the action. Refer to the Codes Appendix.

Do not enter a CHANGE CODE if the case has CAP Coverage. A manual notice is required.

An automated notice is produced based on the change code. See AUTOMATED NOTICES at the end of this section for more information regarding the automated notice.

10. Enter "Y" in NOTICE OVERRIDE if you wish to override the automated notice.

Always override the notice if Medicare B changes from "N to Y" or "Y to N."

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IV. A. 10. (CONT'D)

Do not enter a NOTICE OVERRIDE if the case has CAP Coverage. A manual notice is required.

11. Enter the PAYMENT REVIEW PERIOD.
 - a. The PAYMENT REVIEW PERIOD must not exceed 8 months for R-RF.
 - b. The PAYMENT REVIEW PERIOD must be 12 months for S-AA, S-AD, and S-CD.
12. Enter other changed case level information. See Making Changes To Active Cases, EIS 3102.

B. INDIVIDUAL DATA

1. Enter the INDIVIDUAL ID of each recipient for whom information is being updated if a change(s) to individual data is required.
2. Enter changed individual information. See Making Changes To Cases, [EIS 3102](#).
3. Complete a DSS-8126, Continuation Sheet of the DSS-8125, to enter individual data when there is more than one person. If there are five or more individuals, complete a second DSS-8126(s). A sample of the DSS-8126 is located at the end of this volume.

C. SUPPLEMENTAL NOTICE INFORMATION (Applies Only to S-AA, S-AD, or S-CD)

The following three data elements have been added to the DSS-8125 Data Entry screen. A recommended form in which to enter the information can be found at the end of this section. This form should be attached to your DSS-8125 when submitting to Data Entry for keying.

1. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If the recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

2. Do not enter SECONDARY NOTICE CODE.
3. Do not enter NOTICE TEXT.

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V. DO NOT ENTER THE FOLLOWING INFORMATION ON THE DSS-8125 (AND 8126) FOR REDETERMINATIONS.

- A. APPLICATION DATA
- B. CASE TERMINATION DATA
- C. PRIOR MONTH PAYMENT DATA
- D. MEDICAID DATA

VI. COMPLETE THE SIGNATURES AND DATE SECTION.

- A. Enter the DATE the form is completed.
- B. Sign the DSS-8125 in the WORKER SIGNATURE field.
- C. The county director or his designee must sign the form in the DIRECTOR SIGNATURE field.

VII. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

VIII. OUTPUTS

- A. When the DSS-8125 has processed successfully, the updated case is available for inquiry the following workday.
- B. A Case Profile is produced the night the redetermination processes and is mailed to the county the following workday.
- C. A redetermination is reported on the Caseworker Supervisor Report. The number of redeterminations completed is determined from the WORKER NUMBER.

IX. AUTOMATED NOTICES

- A. If not overridden, an automated notice ([DSS-8108A](#)) is produced for all no change S-AA, S-AD, S-CD redeterminations the night the DSS-8125 processes in the system. A sample of the DSS-8108A is located at the end of this section.
- B. The CHANGE CODE entered on the DSS-8125 determines the text of the notice.
- C. The system calculates the 60th calendar day for the notice.
- D. The date of the automated notice is the next State workday after the DSS-8125 processes. This is the date the notice is mailed to the recipient.
- E. A Notice Register Report is produced each night and is mailed to the county the following workday. This report lists vital information related to all automated notices produced for that day. See EIS 3556 for more information regarding the Notice Register Report.