

203 - ADMINISTRATIVE REOPEN/REAPPLICATION**Change #4-2003****March 1, 2003****I. WHAT IS AN ADMINISTRATIVE REOPEN/REAPPLICATION?**

An administrative reopen/reapplication is a streamlined automated process to reopen a family's *Work First Family Assistance* case that has been closed without having to complete the application process. An administrative reopen/reapplication can be done on any case that is closed or transferred to Medicaid regardless of the reason it was closed or transferred. **An administrative reopen is completed on a case that has been terminated and is achieved through completion of the DSS-8125 process. An administrative reapplication is completed on a case that has been transferred to Medicaid and is achieved through the completion of the DSS-8124-DSS-8125 process.**

The family is not required to come into your agency to request an administrative reopen/reapplication. The request can be made by telephone or by mail and completed by either telephone or by mail.

The following conditions must exist to complete an administrative reopen/reapplication:

- A. A family must request assistance by the 10th calendar day of the month following the month the case was closed or transferred to Medicaid. If the 10th calendar day is a non-workday, this request must be made by the next workday; **and**
- B. A family must qualify for *Work First Family Assistance* the month following the month the case was closed or transferred to Medicaid. **For example**, if a family's *Work First Family Assistance* payment was terminated for not returning a quarterly report, the family must complete and return the missing quarterly report; **and**
- C. The automated administrative reopen/reapplication process must be completed by the quarterly reporting selection date in the month following the month the case was closed.

II. HOW DO YOU ASSESS THE FAMILY'S SITUATION FOR AN ADMINISTRATIVE REOPEN/REAPPLICATION?

When the family requests assistance, take the following actions to evaluate the family for ongoing benefits.

- A. Assess the family's situation to assure that they meet all requirements in the Family Assessment Section.

- B. Verify any changed information following instructions in the ASAP Workbook or in the applicable section of the *Work First Manual*.

NOTE: If the family's assistance was terminated for not returning a *Work First Family Assistance Report*, the family must complete this requirement. Give them a manual form to complete, and set a deadline for its return.

- C. Discuss with the family the ongoing expectations of personal responsibility and employment as outlined in the [Mutual Responsibility Agreement](#). Make sure the family understands that signing and complying with the [Mutual Responsibility Agreement](#) is a requirement to receive *Work First Family Assistance*.

Both you and the family must again discuss the family's responsibilities, as well as the agency's. You must both again sign and date the original [Mutual Responsibility Agreement](#).

If the request is made by telephone, mail the Verification Of Change In Situation form (DSS-1662) and the [Mutual Responsibility Agreement](#). Give the caretaker a deadline for their return.

If the forms are not returned by the deadline, complete and mail the family a manual adequate notice (DSS- 8110) that states **"We cannot reopen your *Work First Family Assistance case because* _____ . However, you may apply for Medicaid and food stamp benefits. You may reapply for *Work First Family Assistance at any time.*"**

- D. **Explain at reopen/reapplication that the family continues to be subject to the same work requirement and/or time limits as when their case closed.**
- E. Once you have determined the family qualifies for *Work First Family Assistance*, take the following actions.

Complete an administrative reopen following instructions in the Appendices. See III. below for administrative reapplication. EIS produces an automated approval notice.

Discuss the food stamp application process with the family. If the family receives food stamp benefits, notify the food stamp worker of the reopen via a DSS-8194.

WORK FIRST

Change #4-2003

Administrative Reopen/Reapplication

March 1, 2003

- F. If ineligible for Work First Family Assistance, send a manual **notice to inform** the family that **they are** ineligible that states: ***“We cannot reopen your Work First Family Assistance case because _____ . However, you may qualify for Medicaid and Food Stamp benefits. You may reapply for Work First Family Assistance at any time.”***
- G. Document all actions you have taken on the Verification of Change In Situation form (DSS-1662).

III. COMPLETING AN ADMINISTRATIVE REAPPLICATION

- A. Complete and have keyed an **administrative** DSS-8124 and DSS-8125 on the same day. The DSS-8124 does not have to be signed by the payee.
- B. Authorize benefits effective the first day of the month following the month of termination or transfer to Medicaid.
- C. Send a DSS-8194 to the Food Stamp Unit, if applicable, notifying them when assistance begins.
- D. Complete an automated referral to Child Support.
- E. Document the actions taken on the DSS-1662.
- F. A DSS-8108A is produced by EIS the night the case is reopened and mailed to the recipient the next workday. If you override the notice, ensure that a manual DSS-8108 is sent to the recipient.

IV. CASES ELIGIBLE FOR WORK FIRST IN THE FIRST MONTH BUT INELIGIBLE FOR ONGOING WORK FIRST

Complete an administrative open/shut reapplication for the month following the month of termination.

- A. Complete and have keyed an **administrative** DSS-8124 and DSS-8125 on the same day. The DSS-8124 does not have to be signed by the client. Evaluate for ongoing Medicaid.
- B. Authorize benefits effective the first day of the month following the month of termination.
- C. Send a DSS-8194 to the Child Support Unit and the Food Stamp Unit notifying them when assistance begins and ends.
- D. Document the actions taken on the DSS-1662.

- E. A DSS-8108A is produced by EIS the night the case is reopened and mailed to the recipient the next workday. If you override the notice, ensure that a manual DSS-8108 is sent to the recipient.

V. COUNTY REASSIGNMENTS

When a *Work First Family Assistance* payment is terminated during the reassignment process, the receiving county is responsible for completing the administrative reopening.