

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision #

Category Transitional Food Assistance (TFA)

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Revision Author Kim Chea

Division Community Services Division

Mail Stop 45470

Phone (360) 725-4653

Email kimberly.chea@dshs.wa.gov

Summary

WAC 388-489-0010, "How is my transitional food assistance benefits calculated?"

1. We base your transitional food assistance benefit amount on the regular monthly benefit allotment issued to your Basic Food assistance unit for the last month your **family household** received temporary assistance for needy families. We will not count your last temporary assistance for needy families grant payment when we calculate your transitional food assistance benefit amount. For example:
 - a. If your Basic Food assistance unit's only income was temporary assistance for needy families, the transitional food assistance benefit will be the amount your household would have received if you had no income.
 - b. If your Basic Food benefit was calculated using temporary assistance for needy families plus income from another source, we will count only the income from the other source when calculating the transitional food assistance amount.
2. We will adjust your transitional food assistance benefits if:
 - a. Someone who gets transitional food assistance with you leaves your assistance unit and is found eligible to receive Basic Food in another assistance unit. We will ~~reduce~~ adjust your benefits by:

- ~~i. Reducing your transitional food assistance unit size by based on the number of persons who left your assistance unit; and become eligible in another Basic Food assistance unit.~~
 - ~~a-ii. Removing the income and expenses clearly belonging to the persons who left your assistance unit.~~
- b. A change to the maximum allotment for Basic Food under WAC [388-478-0060](#) results in an increase in benefits for Basic Food assistance units.
- c. You got an overpayment of Basic Food benefits and we need to adjust the amount we deduct from your monthly benefits to repay the overpayment as required in WAC [388-410-0033](#). This includes:
 - i. Starting a new monthly deduction;
 - ii. Changing the amount of the monthly deduction; and
 - iii. Ending the monthly deduction when the amount you owe has been paid off.

EAZ Manual – Clarifying Information #3

When a person on TFA is approved for Basic Food in a different AU:

If someone in a TFA assistance unit ~~moves away from the TFA and~~ is approved for Basic Food in another AU, the person can no longer be an active member on TFA.

We reduce the TFA AU size for the person who will get Basic Food in the other AU, but we do not change the income or expenses used to calculate the TFA benefits. We adjust the TFA benefits based on the new AU size and the removal of income and expenses clearly belonging to the person who left (such as any allowable medical expenses).

- a. A shelter expense is considered to be the expense of the household, not the individual. Any adjustments to TFA benefits will not include changes in the shelter deduction.

EXAMPLE

Amber, Brent, and Larry receive TFA with a certification period of March through July. Because Larry was working part time before their TANF grant ended, his income is used to calculate the TFA benefits.

On April 3rd, Larry moves out and is approved for Basic Food with his girlfriend Veronica. Larry is removed from Amber's TFA effective April 30th. Larry is then added to Veronica's Basic Food AU beginning May 1st using both of their current income and expenses.

Amber and Brent continue to receive TFA through July. Their TFA benefit amount is recalculated based on a two-person household and the removal of Larry's income, but because Larry cannot be active on two food AUs, we determine TFA benefits using a two-person AU effective May 1st. We do not change the income and expenses originally used to

~~calculate TFA even though Larry is no longer in the home.~~

~~If Amber and Brent would receive more Basic Food than the TFA benefits calculated with Larry's income, they can reapply for Basic Food.~~

EAZ Manual - WORKER RESPONSIBILITIES

TFA member moves and is eligible for Basic Food in another AU:

People cannot be an active member of a TFA assistance unit and get Basic Food on their own or as a member of another assistance unit. If someone in a TFA AU moves out and becomes eligible for Basic Food in another AU, take the following actions:

1. Remove the person leaving TFA from the TFA Assistance Unit using reason code 549. The system removes the person from the AU and displays Reason Code 233 - *Change in household size on the FSFI* screen. ACES will issue benefits based on the change in the household size.
2. Add the mandatory freeform text to inform the TFA assistance unit:
 - The name of the person we removed from the AU; and
 - That we removed this person from Transitional Food Assistance to get Basic Food in another AU under [WAC 388-489-0010](#).
3. If the person removed from TFA with reason code 549 also has income or expenses, continue with the following steps:
 - a. Manually calculate the correct benefit amount by using the same information that was used in the original calculation of TFA benefits, minus the income and deductible expenses of the departed TFA member. In most circumstance, the Benefit Estimator can be used to calculate the correct benefit amount. However, this tool does not prorate, allocate, or deem income or expenses.
 - b. Process a supplement or overpayment for the difference between the amount in step (1) and step (3)(a).
 - c. Set a tickle to process a supplement or overpayment for all remaining months in the TFA certification period.