Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision #	792
Category	Transitional Food Assistance (TFA)
Issued	October 7, 2011
Revision Author	Kim Chea
Division	Community Services Division
Mail Stop	45470
Phone	(360) 725-4653
Email	kimberly.chea@dshs.wa.gov

Summary

For Worker Responsibilities under WAC 388-489-0010 – Removed Step "C". This process was automated with the ACES July 2011 BK Release.

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:

a. 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.

b. 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.

c. ~~If the person removed from TFA with reason code 549 also has income or expenses, continue with the following steps:~~
   - ~~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.

- Process a supplement or overpayment for the difference between the amount in step (1) and step (3)(a).
- Set a tickle to process a supplement or overpayment for all remaining months in the TFA certification period.