

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Category	Effective Date – Change of Circumstances
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Summary

Updated the EAZ chapters effective date updated with 15% grant increase

Effective Date - Change of Circumstances

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WAC 388-418-0020 How does the department determine the date a change affects my cash and Basic Food benefits?

- [Clarifying Information and Worker Responsibilities](#)

Clarifying Information - WAC 388-418-0020

1. Advance notice:

- [LETTERS](#) to determine advance notice time limits.

2. Overpayments due to not reporting or reporting late

See [BENEFIT ERRORS](#) and [BENEFIT ERRORS – BASIC FOOD OVERPAYMENTS](#) for information on how to set up an overpayment when someone did not report a change timely or when we did not make the change timely.

If someone does not report a change in circumstances required under [WAC 388-418-0005](#), we determine if a client has an overpayment for **each program** based on **that program's** reporting requirements.

- For Basic Food, the household must report changes as required under [WAC 388-418-0005\(2\)](#).
- If a Basic Food assistance unit would not have to report the change based on the AU's circumstances, we **do not** set up an overpayment even if the household had to report a change for another department program.

3. Mass changes

Mass changes are changes to eligibility rules.

Examples of mass changes include:

Changes to allotments or payment standards	Changes to income standards
Changes to the Basic Food maximum shelter deduction	Cost of Living Adjustment (COLA) to SSI, Social Security, or VA benefits
Changes to the standard deduction for Basic Food	Changes to utility allowances for Basic Food

Worker Responsibilities - WAC 388-418-0020

1. Temporary changes in income:

When a client reports a change in income that we do not expect to last at least a month beyond the month they reported the change, **do not change their benefits**. This includes having income over the gross income limit for Basic Food. Instead, take the following steps:

1. Document the reported change, that the change is not expected to last at least a month beyond the date the client reported the change; and
2. Leave the person's benefits unchanged.
3. If the client is an ABAWD, we must determine if participation is met for each month ([see Worker Responsibilities WAC 388-444-0030- Verifying Participation](#)).

a. If the client is now meeting participation when they were not before, document. Advise client of continued participation requirements.

b. If the client is temporarily unable to meet participation, see [Good Cause](#)

NOTE: If you expect the change to last at least a month after the month the change was reported, adjust the person's income for the change. If we averaged this income, you must re-calculate the averaged income based on this new information.

EXAMPLE: On September 19th, Sue reports that her hours have increased because her co-worker is on medical leave through October 15th. We would not re-calculate Sue's income based on this report because the change won't last through the end of October.

EXAMPLE: On November 14th, Dan reports that he will be working full time for the holiday season through January 1st. We re-calculate Dan's income based on this report because we expect the change to last at least through the end of December.

2. Changes that cause an increase in benefits:

- We require proof of a decrease in income before we update benefits based on the reported change, if the change will increase the household's benefits. We decide when to change benefits based on whether or not they provide the proof we asked for within ten days. If they take more than ten days to provide this proof, we increase benefits starting the month after the month we received the proof **even if** they request more time to give us the proof.
- If a change is reported through the online system on a weekend or holiday, the change is considered reported to the department on the first business day following the date the client entered the change online. We increase the benefits starting the following month. So if the client enters a change into their Client Benefit Account (CBA) on Saturday, March 30, the change would not take effect until May benefits. We consider the change received Monday, April 1.
- We require proof of expenses that will increase Basic Food benefits only if the expense is questionable.
- If a person leaves a community residential facility or a medical institution after the first of the month and they have been receiving CPI monies per WAC 388-478-0006, the effective date for the change in benefits is the day they leave the facility. ACES calculates the benefit amounts as follows:
 1. Divide the new grant amount payment standard by the number of days in the month.
 2. Multiply this amount by the number of days left in the month counting the date of discharge.
 3. Divide the CPI grant by the number of days in the month.
 4. Multiply this amount and the remainder is multiplied by the number of days the person was in the facility.
 5. Add the amounts from #2 and #4 together.
 6. Subtract the CPI grant from the total #5. The two sums are added together and the CPI amount is subtracted from the total.

EXAMPLE: Billie is in an ARC (Adult Residential Care) facility and is receiving a CPI of \$38.84 as an TANF recipient. Billie is released from the facility on April 10th and is eligible for a supplemental payment calculated as follows:

1. $\$363.417$ (benefit amount) divided by 30 (number of days in the month) = $\$12.4013.90$
2. $\$12.4013.90 \times 21$ (number of days left in the month, counting date of discharge) = $\$254.10291.90$
3. $\$38.84$ (CPI) divided by 30 (number of days in the month) = $\$1.29$
4. $\$1.29 \times 9$ (number of days the person was in the facility for the given month) = $\$11.65$
5. $\$254.10291.90 + \$11.65 = \$265.75303.55$ which rounds up to $\$266.00304.00$
6. $\$266.00304.00 - 38.84 = \$227.16265.16$ (ACES issues the exact amount for the BEG)