

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision 1106
Category Effective Date – Change of Circumstances
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Summary

Removed all references to supplied shelter.

See below for edited text:

Effective Date - Change of Circumstances

Created on:
Nov 09 2015

Revised on: July 1, 2020

Deleted:

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**

Worker Responsibilities - WAC 388-418-0020

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 388-478-0006, the effective date for the change in benefits is the day they leave the facility. ACES calculates the benefit amount 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 from #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 a TANF recipient. Billie is released from the facility on April 10th and is eligible for a supplemental payment calculated as follows:

1. $\$363$ (Benefit amount) divided by 30 (number of days in the month) = $\$12.10$
2. $\$12.10 \times 21$ (number of days left in the month, counting date of discharge) = $\$254.10$
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. $\$254.10 + \$11.65 = \$265.75$ which rounds up to \$266.00
6. $\$266.00 - \38.84 (CPI) = \$227.16 (ACES issues the exact amount for the BEG)

EXAMPLE: Charlie is an ABD recipient, who has been in an Adult Residential Treatment facility (ARTF) and receiving CPI \$38.84. Charlie graduates and moved into clean and sober housing unit on October 13th and eligible for a supplemental payment calculated as follows:

1. $\$197$ divided by 31 = \$6.35
2. $\$6.35 \times 19$ days left in month = \$120.74
3. $\$38.84$ divided by 31 = \$1.25
4. $\$1.25 \times 12$ days in facility = \$15.03
5. $\$120.74 + 15.03 = \135.77 rounded up to \$136.00
6. $\$136 - \$38.84 = \$97.16$ (ACES issues the exact BEG)

NOTE: If someone reports a change that would increase their benefits, but fails to provide the needed proof, we do not update the case to increase the AU's benefits. We also **do not terminate the AU's benefits** based on the missing proof. We continue to use the previous income and expenses until the next review / recertification.

NOTE: A reported one-time medical expense may have a different effective date as a deduction depending upon how the person chooses to have it budgeted.