
POLICY TRANSMITTAL NO. 07-29	DATE: JUNE 22, 2007
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:65-3-2.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:65-3-2 revisions: (1) add a definition for who can be a payee for the programs administered by the Family Support Services Division (FSSD); (2) update obsolete language and form numbers; and (3) clarify information.

Original signed on 6-4-07

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WF # 07-04 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

340:65-3-2

INSERT

340:65-3-2, pages 1-3, revised 7-1-07

340:65-3-2. Definitions

The following words and terms when used in this Subchapter shall have the following meanings, unless the context clearly indicates otherwise:

"Applicant" means a person who directly or through a person acting responsibly on the applicant's behalf requests a formal determination of eligibility for one or more public assistance programs.

"Application process" means the process by which the applicant's request is formalized. The application process may consist of a face-to-face interview by the worker during which the applicant provides information regarding his or her situation, or a paper application form. Any person who fraudulently represents facts, acts without authority, or exceeds his or her authority to perform a transaction may be prosecuted under all applicable criminal and civil laws.

"Client" means a person who is applying for or receiving services, cash assistance, or other benefits.

"Date of application" means, for:

(A) child care benefit applications, the date the applicant or a person acting on the applicant's behalf completes the child care interview and provides all necessary verification, including the name of the child care provider the applicant wishes to use.

(B) Temporary Assistance for Needy Families (TANF), food benefits, and Medicaid, the date the applicant or a person acting on the applicant's behalf signs the application form. If the application is initiated outside of Oklahoma Department of Human Services (OKDHS), the application date is the date the application form is stamped into the human services center (HSC).

(i) If an oral request is received prior to the date of signature on the application, the date of the oral request is entered in red above the signature date. The date of the oral request is the date of application. ■ 1

(ii) When the applicant accepts an appointment to return at a later date to complete and sign the application form, the application date is the date of the original request and is handled the same as an oral request. ■ 2

(iii) The oral request date is protected only if the application is signed within 30 calendar days. If the applicant fails to sign the application within 30

calendar days, no application request is considered made. The applicant's contact with OKDHS is documented in the record or as information and referral only if a record does not exist. If the applicant subsequently contacts OKDHS after 30 calendar days and completes the application process, the application date is the date the application is completed and signed.

(iv) Receipt of Form 08MA005E, Notification of Needed Medical Services, preserves the date of application for medical benefits.

"Inquiry" means a request for information but does not imply a request for assistance.

"Near real-time (NRT) benefit processing" means the application for child care benefits is processed within two business days of receiving verification needed to determine eligibility for assistance.

"Payee" means the person in the household in whose name benefits are issued. The person considered the payee varies depending on the requested programs. The payee may or may not be included in the benefit.

(A) For the Child Care Program, the payee must be the person responsible for the child for whom benefits are requested. The payee does not have to be related to the child. If the parent of the child is in the home, the parent is considered the payee, per OAC 340:40-3-1(a)(3).

(B) For the TANF Program, the payee must have a certain degree of relationship to the child for whom benefits are requested, per OAC 340:10-3-56 and 340:10-9-1.

(C) For the Food Stamp Program, the payee can be any responsible adult living in the home. If the only adult living in the home is a non-household or ineligible member in accordance with OAC 340:50-3-1, 340:50-5-5, and 340:50-5-8.1, that person is shown as the payee on the case.

(D) For the Medicaid Program, the payee is the person for whom benefits are requested or the person responsible for the minor child for whom benefits are requested. The payee does not have to be related to the child. If the parent of the child is in the home, the parent is considered the payee, per OAC 317:35-7-15.

(E) For the State Supplemental Payment (SSP) Program, the payee is the person for whom benefits are requested. If the person for whom benefits is requested is a minor child, the child is coded as a person with a guardian. ■ 3

"Recipient" means a person who receives services, cash assistance, or other benefits.

INSTRUCTIONS TO STAFF 340:65-3-2

1. The worker documents the date of the oral request using Case Notes in the Family Assistance/Client Services (FACS) system.
2. Exception: See OAC 340:50-11-22 for food benefit application date procedures.
3. If the person for whom State Supplemental Payment (SSP) benefit is requested is a minor child, the worker:
 - (1) selects "applicant or recipient with guardian, conservator, or substitute payee" in the "relationship to payee" field of the FACS Interview Notebook Household tab;
 - (2) enters the name of the child's guardian in the "guardian, substitute payee, conservator, authorized representative, other responsible person, or extra address line" field in the FACS Interview Notebook Case Information tab; and
 - (3) selects the indicator of "natural guardian, legal guardian, or other responsible person."