

January 24, 2025

GENERAL LETTER NO. 6-AP_170

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access and Eligibility

SUBJECT: Employees' Manual, Title 6 Appendix, ***Income Maintenance Programs Appendix***, Contents 10-13, 313, 349, revised, and forms, revised.

Summary

This chapter is revised to

- Instructions related to **470-0806, PROMISE JOBS Stepping Stones to Family Success**, revising instructions to match new form name and process used by PROMISE JOBS. Reflect that IM is no longer required to provide a copy of form 470-0806 to the client.
- **470-2341, SSI-Related (No Children) Medically Needy Spenddown Computation Worksheet**, revised to reflect new Cost of Living Adjustment (COLA) values
- **470-2588 and 470-2588(S), Notice of Attribution of Resources**, revised to reflect new COLA values
- **470-2626, SSI-Related (Children in Household) Medically Needy Spenddown Computation Worksheet**, revised to reflect new COLA values
- **470-3088, FMAP-Related Medically Needy Spenddown Computation Worksheet**, revised to reflect new COLA values
- **470-3144, Attribution of Resources Appeal Summary**, revised to reflect new COLA values
- **470-4339, Medical Assistance Debt Response**, revised to update mailing address and table formatting
- **Comm. 062 and 062(S), Child Care Assistance**, revised to update style, branding, and content
- **Comm. 413, Medicare Savings Programs**, revised to reflect new COLA values
- **RC-0018, Supplemental Security Income Payment Standards**, revised to reflect new COLA values
- **RC-0130, Medical Assistance Desk Aid**, revised to reflect new COLA values

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 6 Appendix, and destroy them:

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| 470-4339 | 06/24 |
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Additional Information

Refer questions about this general letter to your area income maintenance administrator.

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PROMISE JOBS Stepping Stones to Family Success, Form 470-0806 or 470-0806(S)

| | |
|--------------|--|
| Purpose | The <i>PROMISE JOBS Stepping Stones to Family Success</i> , form 470-0806 or 470-0806(S), is used to obtain information about a PROMISE JOBS client as part of the assessment process. This form helps identify and prioritize areas the client wants to change, which will then be listed as goals on their FIA. It also helps identify potential barriers that will be on their FIA. |
| Source | Print the English or Spanish version of this form from: <ul style="list-style-type: none">▪ WISE▪ The online manual▪ SharePoint under Employee Manual/Forms. |
| Completion | The PJ worker completes this form based on responses given by the client or gives it to the client to complete during the FIA appointment. This form may also be completed during the case management process, as deemed appropriate by the PJ worker. The IM worker may issue a copy of this form upon a client's request. |
| Distribution | The completed form becomes part of the client's PROMISE JOBS case file. |
| Data | The form requests information about the client's: <ul style="list-style-type: none">▪ Overall stress level▪ Basic Needs: housing, transportation, and child care▪ Health and Well-Being: general health, mental health, and substance use▪ Legal Involvement▪ Family Relationships: social support and relationships with partner▪ Education and Learning: education, training, credential attainment and language▪ Employment and Income: employment, job search skills, income, and expenses <p>The form asks if the client has specific topics they would like to discuss with the PJ worker, and also inquires if any of their information, such as address, phone number, email, employment, household members, etc. needs to be updated.</p> |

File the declination portion of the form by date order in a secure, confidential location, separate from the individual case record. The forms must be available upon request. Keep the forms for 22 months after the next general election following the receipt of the form. Follow this retention schedule:

| Date Declination Signed | Election Date | Destroy After |
|--------------------------------|----------------------|----------------------|
| 10/28/12 – 10/25/14 | 11/04/14 | 09/04/16 |
| 10/26/14 – 10/22/16 | 11/01/16 | 09/01/18 |
| 10/23/16 – 10/27/18 | 11/06/18 | 09/06/20 |
| 10/28/18 – 10/24/20 | 11/03/20 | 09/03/22 |
| 10/25/2020 – 10/22/2022 | 11/08/22 | 09/08/2024 |
| 10/23/2022 – 10/26/2024 | 11/05/2024 | 09/05/2026 |
| 10/27/2024 – 10/24/2026 | 11/03/2026 | 09/03/2028 |

Data

If the client chooses not to check yes or no, leave this section blank and consider the client has chosen not to register to vote. If the client chooses not to sign the form, print the client name and date on the client name line and initial the form.