

COLORADO DEPARTMENT OF HUMAN SERVICES 1575 SHERMAN ST., DENVER, COLORADO 80203-1714 AGENCY LETTER	NUMBER: CW-09-25-P
	CROSS REFERENCE NUMBER:
DIVISION OR OFFICE: Children, Youth and Families	DATE: June 1, 2009
PROGRAM AREA: Child Welfare – CW	DIVISION DIRECTOR: Lloyd D. Malone
TITLE: MOE PROCEDURES UPDATE – MARCH 2009 TYPE: P-Procedure	DEPUTY EXECUTIVE DIRECTOR: George Kennedy

Proposed Distribution: County Directors, MOE Liaisons, Caseworkers responsible for intake and assessment.

Purpose: The purposes of this agency are to communicate information and procedures regarding:

- 1) A New Trails Procedure for determining Maintenance of Effort (MOE) cases in Trails.
- 2) A MOE Eligibility Determination Checklist to make sure all needed steps are taken to maximize MOE claims (See Attachment 1).
- 3) Frequently asked questions about how the MOE process can be made more efficient and effective (See Attachment 1).
- 4) Increasing MOE Core Claims from \$9.5M to \$19M for fiscal year 2010 in order to better serve children in their homes through Core Services.

Background:

MOE funding may be lost if counties do not have adequate measures in place to assure that the MOE determination form is completed upon opening the case in Trails, and for assuring that the MAINTENANCE OF EFFORT entitlement is added to the Entitlement window in a timely manner.

A new procedure for determining MOE eligibility was implemented in Trails on 12/28/08. MOE Liaisons and Caseworkers can now complete the MOE initial determination application and redetermination in Trails. Additional information is available on the Portal on this new procedure and a Web Based Training process is available.

Child Welfare Services Maintenance of Effort (MOE): The Temporary Assistance for Needy Families (TANF) program allows for expenditures for TANF eligible families (including those families eligible for "Emergency Assistance") to be attributed to the TANF Maintenance of Effort requirement. Effective July 1, 1997, Colorado elected to attribute eligible expenditures made to or on behalf of children determined eligible for the Child Welfare Services Maintenance of Effort Program (known as the IV-A Emergency Assistance Program prior to July 1, 1997) towards its TANF MOE requirement. A determination of MOE eligibility on the state-designated form, which is accessed through Trails, is required to claim MOE funding.

Temporary Assistance for Needy Families (TANF) Transfers to Title XX: Section 404(d)(3)(B) of the Social Security Act requires that TANF funds transferred to Title XX programs (i.e. county child welfare services) must be used only for programs and services to children or their families whose income is less than 200 percent of the federal poverty level applicable to the family size involved. Title XX is that title of the Federal Social Security Act from which the State's Services Plan is based. The Title XX legislation is contained in Public Law No. 97-35.

The Department is exploring methods to increase the MOE Core revenue stream in light of current budgetary shortfalls. (TANF) Temporary Assistance for Needy Families funds are being used instead of the MOE General Fund (GF) share this fiscal year to partially pay for Core Services. The MOE Core amount will need to be increased to make up for the TANF funds being used in lieu of MOE GF.

Procedure or Information:

State Staff Manual Volume VII Section 7.001.45 (12 CCR 2509-1) requires the MOE determination to be made within thirty (30) calendar days of opening a "case".

The MOE determination form shall be completed within 30 calendar days of opening the case in Trails. Counties should enter the MAINTENANCE OF EFFORT entitlement into the Trails Entitlement screen as soon as possible after the eligibility has been determined. Entering the entitlement in a timely manner in Trails enhances Colorado's ability to capture administrative costs for MOE funding. MOE eligibility should be determined and cases added to Trails as soon as possible so reimbursement can be claimed for Core and Case services. To alert county staff of a potentially eligible client, the MOE Exception Report – No Open MOE – R353B should be run (for further information see Attachment 1 - MOE Eligibility Determination Checklist). It is extremely important that the MOE client eligibility is determined and added to Trails prior to authorizing Core or Case service so all potential revenues may be claimed for service authorizations. CFMS cannot claim MOE for prior months even if there is a service authorization, so it is critical the MOE eligibility is determined and client entitlements are added to the entitlement screen in a timely manner.

1) New Procedure for adding MOE cases to Trails. A new procedure for determining eligibility and redetermination of eligibility is now on Trails (See Agency Letter CW-09-15-P, PROCEDURES RELATED TO TRAILS BUILD 21.7 AND 21.8 CHILD WELFARE RELEASE, February 5, 2009 for further information).

MOE eligibility may now be determined and redetermined in Trails. This replaces the paper form for all purposes except for the need to sign and date the paper form as per the instructions in Agency Letter CW-05-05-P, CHILD WELFARE SERVICES MAINTENANCE OF EFFORT ELIGIBILITY DETERMINATION AND DEFINITION OF ELIGIBLE FAMILIES, February 16, 2005, page 6. See Agency Letter CW-09-15-P, PROCEDURES RELATED TO TRAILS BUILD 21.7 AND 21.8 CHILD WELFARE RELEASE, February 5, 2009.

The Trails MOE Determination Web-Based Training (WBT) is now available on the CDHS Portal.

To access the WBT, after logging in to the Portal, select the Trails tab. Then, select the **State of Colorado Online Learning Manager** link from the left-hand navigation menu. The link to the Trails MOE Determination WBT will display in the center of the window.

Users with any questions about the Trails MOE Determination WBT can contact OITS.Training@state.co.us.

MOE household eligibility is partially determined by the first three MOE eligibility criteria and factors:

- 1. An emergency exists, defined as: the child is at risk of removal from his or her home into publicly funded care or supervision.***
- 2. The household income is less than \$75,000 per year.***
- 3. The child lives with a parent or other specified relative.***

For the household to be eligible at least one child must be under age 18 and a U.S. Citizen.

The eligibility determination and redetermination forms should be printed from Trails. The forms may be printed at any time during the process for the worker to verify the information that has been added for each client. This should significantly decrease workload since Trails will fill in any information already on Trails. If needed information (such as a client although there is a collateral function) is not available in Trails, the information can be added to the case in Trails by the caseworker or MOE liaison to allow the eligibility determination to be completed.

After determining eligibility, an entitlement of either "MOE eligible" or "NOT MOE eligible" should be added for each client who is Participating as a Child (PAC) in Trails.

At redetermination, the clients who remain eligible continue (nothing has to be done with the entitlement screen at present) and clients who are no longer eligible must be closed on the entitlement screen.

See Agency Letter CW-05-05-P, CHILD WELFARE SERVICES MAINTENANCE OF EFFORT ELIGIBILITY DETERMINATION AND DEFINITION OF ELIGIBLE FAMILIES, February 16, 2005, page 6 for instructions to maximize the amount of MOE to be claimed as follows:

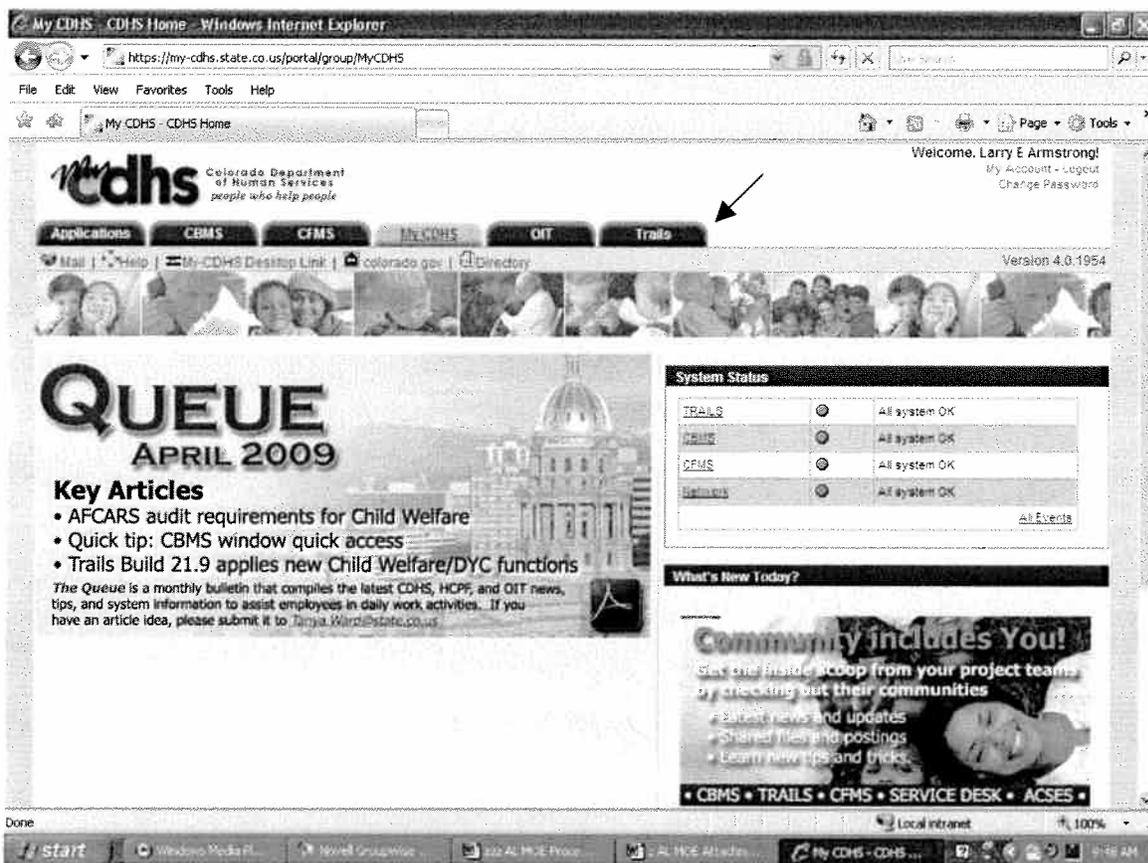
- Initiating the MOE Application: To maximize MOE revenue the MOE determination should be initiated at the assessment stage and completed at the case stage. The federal requirement allows for MOE eligibility to begin no earlier than the "date of application". The form used for determining eligibility for MOE has been revised to include a section for the worker to sign and initiate a "DATE OF APPLICATION".
- The worker may sign and date this part of the form at the "assessment" stage prior to fully completing the determination of MOE eligibility. If the worker determines that the county department will not go forward with opening a Trails

case for the client, no further action on the form is required. Eligibility for MOE will not be determined. No record will be entered into CBMS at this point.

Completing the MOE Eligibility Determination: When the worker decides to open a "case" in Trails for the child, the remainder of the MOE determination form is to be completed within 30 calendar days. If the worker determines that the household is eligible for Maintenance of Effort, the MOE entitlement start date must be added in the Entitlement screen. (The county worker is still required to enter the MOE record into CBMS at this point.)

Information on how to use this new process:

- Logon to the portal and click on the Trails tab at the top.



- Click on Trails Build Information
- Click on Trails 21.8 (12-29-08)
- Click on Child Welfare
- Click on Filename: Build 21.8 CW Release Notes.doc (for a verbal description) and Filename: Trails Build 21.8 Release Notes.exe for a demonstration on how to do a determination or redetermination.

The portal page is: <https://my-cdhs.state.co.us>

Logon and follow the steps outlined above for information on the new process.

Trails will fill in information on household members with the exception of:

- Income will need to be determined outside of Trails and added for each client.
- Citizenship fills in or is available in a drop down list.
- Relationship is available in a drop down list.

A FSP 4A Imminent Risk Assessment must be completed before adding a MOE entitlement. Trails will popup an alert if the FSP 4A Imminent Risk Assessment has not been completed.

A Client(s) who does not show as a member(s) or a collateral member(s) of the household will need to be added to Trails before the determination can be completed.

See Attachments for information on determining MOE eligibility on a timely and accurate basis.

2) Moe Eligibility Determination Checklist. See Attachment 1

3) Frequently Asked Questions. See Attachment 1

4) Increase MOE Core Claims used to fund Core Services from \$9.5M to \$19M for fiscal year 2010. Budgetary shortfalls have forced the State Department to use TANF funds to replace the MOE Core claim of \$9.5M to fund some portion of Core Services. It is the State Department's goal to increase the MOE claim from \$9.5M to \$19M in fiscal year 2010 to replace the TANF amount used in lieu of the MOE GF claim.

Effective Date:

Immediately.

Supersedes:

None.

Contact Person:

Larry Armstrong
Child Welfare Services
1575 Sherman St.
Denver, CO 80203
Phone: 303-866-4587
E-mail: larry.armstrong@state.co.us

Attachment 1: MOE Eligibility Determination Checklist and Frequently Asked Questions.

Attachment 2: Maintenance of Effort (MOE) Determination Form

Attachment 3: Maintenance of Effort (MOE) Determination Form – Generated by New MOE procedure.

Attachment 4: Maintenance of Effort (MOE) Certification for Emergency Assistance - Redetermination Form– Generated by New MOE procedure.

Attachment 1: MOE Eligibility Determination Checklist and Answers to Frequently Asked Questions.

MOE Eligibility Determination Checklist. Procedures for completing a MOE determination in Trails in a timely fashion.

Run MOE exception report in Trails to determine which children need an MOE determination completed. This report will list all children in Trails who are: 1) participating as a child (PAC); 2) in CORE services; or 3) in kinship care and are, therefore, within the pool of potential eligibles.

Start completing the MOE Eligibility Determination in Trails, Rev. 2/2009.

The "Maintenance-of-Effort (MOE) Eligibility Determination Form" and the "Maintenance-of-Effort (MOE) Redetermination Form" are reports that will be printed from the MOE windows in Trails. This process in Trails will be interactive in which the user can modify data entered into Trails such as checking the Yes/No radio buttons in determining eligibility, etc. If the client is either eligible or ineligible, the user can print out the form and send it to their MOE Liaison to update the Trails Entitlement window for each eligible/ineligible PAC client. The MOE Liaison will be able to modify the printed form (s) and will be able to send the form(s) back to the worker with the corrected information. The MOE determination and printable form can be accessed at any time in Trails. The MOE determination will be available for updating/modifying data in the current MOE record and at the annual re-determination.

There are 2 new reports in Trails (R509 and R510) for MOE which replaced the R1507.

If necessary correct or add information to this report or use the paper form. (*Use the new procedure discussed in the agency letter.*)

- Verify the household composition information from Trails, with the caseworker, or other sources available. This household must be the one in which the child currently resides. Add all members of the household under the MOE household tab.
- Verify the date of birth, Social Security Number and citizenship status of the child(ren) for whom you are completing the eligibility determination.
- Verify that an emergency exists: you may either check the Trails case, FSP 4A and screen print the dates of completion or request a copy of the FSP 4A from the caseworker.
- Verify household income using DOLE/CUBS, TANF/WORKS, ACSES, LEAP, SVES, CBMS or other sources of information you obtain from caseworkers or case managers or the family. Take screen prints for documentation and keep in case file.
- Verify that the person the child is living with is related to the fifth degree. A non-parent custodian must have this relationship to the child.

- Verify the TITLE XX determination using the 200% of poverty guidelines Agency Letter.
- If the child(ren) are eligible, sign, date and enter your worker number. Verify the income verification portion on the form, date and initial.
- Go to Trails Entitlements for each eligible/ineligible child and enter the MOE eligible/Not Eligible MOE entitlement. The start date should match the date the child's case was accepted in Trails.
- If the child(ren) are not eligible verify the Denied section on the form, date and initial.
Users can use the MOE not eligible pick list value in Trails.
- If the child(ren) are eligible, enter the Family Preservation case in CBMS. Write the CBMS case number down on the MOE determination form and the date the case was entered into CBMS.

Acceptable documentation of relationship includes asking for ID (Food Stamps in one county accepts "...driver's license, birth certificate, baptismal record, work ID, ID for health benefits, or other documents which will identify you") and accepting a Declaration if there is no ID readily available.

State of Colorado voter registration requires proof of ID and accepts the following (although not all at once):

- * Valid Colorado driver's license
- * Valid Colorado Dept. of Revenue identification card
- * Valid U.S. Passport
- * Valid govt. employee ID card with photograph
- * Valid pilot's license issued by FAA or other U.S. agency
- * Valid U.S. Military identification card with photograph
- * Copy of government document that show's voter's name and address
- * Valid Medicare or Medicaid card
- * Certified copy of U.S. birth certificate
- * Certified documentation of naturalization

A new annual redetermination due report is being created for the new methodology and information will be transmitted when this report is available. In the meantime, and until all cases are part of the new Trails determination process, at one-year intervals the redetermination (R422) report should be run. This should be scheduled for the same time each month preferably at the beginning of the month to make sure this is done.

When the state responds to a question by e-mail, keep a copy in the case record for documentation for future audits.

Agency Letters

CHILD WELFARE SERVICES MAINTENANCE OF EFFORT ELIGIBILITY
DETERMINATION AND DEFINITION OF ELIGIBLE FAMILIES, CW-05-05-P, February
16, 2005

Documenting Imminent Risk of Out-Of-Home Placement in Family Services Plan, CW-04-31-A, November 2, 2004
200% of POVERTY – 2009 POVERTY GUIDELINES, CW-09-18-I, March 12, 2009

Options for Imminent Risk which includes a new checklist #3 option of Other which will allow completion of Imminent Risk for MOE cases and there will be edits requiring completion of the FSP 4A before allowing an entitlement entry for:

- MOE
- Core
- Case
- Kinship Care
- Kinship Foster Placement
- Participating as a Child (PAC) (for more than 30 days)

Reports in Trails

Go to Other Srvc

Scroll down to:

- Title XX 200% Summary Report – R1506
- Maintenance of Effort (MOE) Determination Form – R1507 – Not necessary if using the new procedure discussed above.
- MOE Exception Report – No Open MOE – R353B
- MOE Exception Report – Open MOE – R353
- MOE Notice – R441 – Currently may need to use Global Read Only
- MOE Redetermine Form – R440 -Currently may need to use Global Read Only
- MOE Redetermine List – R442 – Currently may need to use Global Read Only
- Srvc Auth Eligibility Determination Report – R1051B
- Trails – R509 and R510

Web Page Access

<http://www.colorado.gov/>

Click on state agencies

Click on human services

Click on By Agency

Click on Child Welfare

Click on CW Programs Tab

Click on MOE – Maintenance of Effort

<http://www.colorado.gov/>

Click on state agencies

Click on human services

Click on Policies

Click on CDHS Agency Letters or

Click on Rules and Regulations

Portal Access

Login to Portal

Click on CBMS Tab

Scroll down to Procedures

Scroll down to Colorado Works and click on it

Go to **Folder** Family Preservation and click on it

There are three files:

- Closing a case
- Adding a case
- Procedure for adding a case to CBMS

4) Answers to Frequently asked questions.

What forms of income are included in determining eligibility for MOE.

- All forms of income are included in determining MOE eligibility for the household.
- See Agency Letter CW-05-05-P for further information.

When to determine MOE eligibility?

- Sign and date application at Referral date.
- Complete MOE Determination at Case Opening.
- MOE eligibility needs to be on Trails for claims for Core Services, and Kinship and Kinship Foster Care. Do not wait until Core Services are provided.
- MOE can be claimed for administrative indirect services through RMS (Random Moment Sampling).

Critical Trails Data Entry

- PAC (Participating as a Child) – necessary to add an Entitlement and Service Authorization.
- FSP 4A.
- MOE Eligibility Determination screens (click on MOE in the upper right hand corner to start).
- Entitlement screen.
- Service Authorization screen.

CBMS

- The state will monitor to the requirement that cases are added to CBMS.
- Serves as notification of categorical food stamp eligibility.
- Categorical Eligibility tells food stamps that certain resources will be excluded from eligibility determination.
- Include Head of Household and children who are MOE eligible.
- Include household members who may be included in food stamp eligibility determination (Or discuss with your county food stamp technicians who must be included).
- Notification Letter can be taken by client to school for free or reduced lunches.
- CBMS also exempts clients from participating in the Employment First Program and if children are placed into foster care then the client is supposed to participate, but being categorically eligible will exempt that person.
- All current documents relating to adding a case to CBMS or Closing a case in CBMS are still valid.

Adoption Subsidy

- An Adoption Subsidy case should be treated as a new referral if services are needed to keep the child(ren) from being placed into Out of Home Placement.
- The normal county procedures for opening a referral and determining the need for services should be applied, i.e. if the family requests services the adoption subsidy worker may refer to a caseworker to process the referral.
- The adoption subsidy worker may not be the person to process the referral.

Social Security Numbers

- A Social Security Number (SSN) is an eligibility requirement for TANF. The individual without a SSN is excluded from the assistance unit. The eligibility requirements are located in State Staff Manual Volume III (9 CCR 2503-1) at 3.110.55, 3.120, et seq., 3.200, et seq., and 3.600, et seq. The bulk of the Colorado Works eligibility requirements are found at 3.600.
- It may be difficult to get the number, however it is necessary for the child(ren) to have them in Trails.
- There are also issues in regard to determining legal status and getting the Social Security Number is one way to verify legal status.
- The following issues are recognized but are required for compliance with TANF requirements.
 - Must obtain number from Social Security Administration and this can take time and effort.
 - Obtaining the number from the client may also be a problem.
 - MOE liaison obtaining the number from the caseworker may be a problem.

Household Composition

- A teen mom can be a head of household for eligibility determination purposes. A teen mom should be coded as Program Area IV in Trails and there may also be a separate case for teen mom parent under Program Area V. There is a need to coordinate the cases.

ICPC

- If head of household resides in Colorado then a MOE application can be taken.
- Residence established – ICPC 100B starts the clock for 30 days to open the MOE entitlement.

MOE Audit issues

- Use the new eligibility determination process.
- Use notification of changes in case reports in Trails.
- Come into compliance with FSP 4A requirement.
- Develop routing system.

New Serious or Imminent Risk requirements are effective 1/28/08 (Agency Letter TRAILS PROCEDURES RELATED TO BUILD 21.4 CW RELEASE, CW-08-02-I, February 5, 2008).

- Must have FSP 4A to complete MOE Entitlement and this must be updated every 6 months.
- Other checklist value for Criterion 3.
- Paper documentation of Imminent Risk determination until 1/28/08.

New MOE Entitlement value.

- Maintenance of Effort (MOE) NOT Eligible is to be used when the household is not eligible.

Miscellaneous

- Send an E-Mail as well as phone in a Help Desk ticket if MOE Application does not print.
- Adoption Subsidy – discussed above. Adoption Subsidy cases handled on an as needed basis according to county policy on Referrals.
- If Imminent Risk goes away – does MOE case close? Do we stop claiming at 6 months or wait until redetermination date? Do not close the MOE case and continue claiming MOE and redetermine eligibility one year from the date the case was opened.
- If there is a problem using Trails send an E-Mail to the Helpdesk with details of the problem Case along with Case Number and Client Number and cc Larry Armstrong.

COUNTY: _____ HOUSEHOLD #: _____ CASE NAME: _____

INITIATION OF APPLICATION
 WORKER INITIATING APPLICATION: _____ DATE OF APPLICATION: _____
 (Signature of Worker) (Enter this date in Application Date field in CBMS)

HEAD OF HOUSEHOLD INFORMATION

LAST NAME: _____ FIRST: _____ MIDDLE: _____
 MAILING ADDRESS: _____ STREET/PO BOX/RURAL ROUTE: _____ APT/UNIT NO.: _____
 CITY/TOWN: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NUMBER / LOCATION: _____
 IS COLORADO THE CURRENT STATE OF RESIDENCE OF THE HOUSEHOLD? YES NO

HOUSEHOLD MEMBERS LIST FAMILY MEMBERS RESIDING IN THE HOME WITH THE CHILD (INCLUDING STEPPARENTS)

THE STATE ID PREFIX	LAST NAME, FIRST NAME, MIDDLE INITIAL	RELATIONSHIP TO HEAD OF HOUSEHOLD	SOCIAL SECURITY NUMBER	SEX M/F	DATE OF BIRTH	CITIZENSHIP U.S. Citizen, Qualified Alien, Unqualified Alien.	WORK INCOME (MONTHLY)	NON-WORK INCOME (MONTHLY)	DOES CHILD LIVE WITH A PARENT OR RELATIVE? (YES/NO)
T	SAME AS ABOVE								
A									
L									
S									

ELIGIBILITY CRITERIA AND FACTORS

1. Yes. or No. An emergency exists, defined as, the child is at risk of removal from their home into publicly funded care or supervision.
 2. Yes. or No. The household income is less than \$75,000 per year. Annual household income = _____
 3. Yes. or No. The child lives with a parent(s) or other specified relative.

TITLE XX

1. Yes. or No. Is the household income less than 200% of poverty?

UNDER PENALTY OF PERJURY, I HEREBY CERTIFY BY SIGNING THIS FORM, THAT I AM SAYING THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT EACH PERSON THAT IS ELIGIBLE TO PARTICIPATE LISTED ON THIS APPLICATION IS A CITIZEN OR QUALIFIED ALIEN.

SIGN HERE (Authorized Agency Representative) _____ Date _____ Worker Number _____

DENIED REASON: _____

DATE AND INITIAL: _____

INCOME VERIFICATION:
 TANF/WORKS: _____; FS: _____; DOLE/CUBS: _____; ACSES: _____; LEAP: _____
 SVES: _____; Other: _____; DATE AND INITIAL: _____

CITIZENSHIP CODES
 1. US CITIZEN OR NATURALIZED CITIZEN
 E. QUALIFIED ALIEN
 D. NON-CITIZEN UNQUALIFIED

RELATIONSHIP CODES
 0 Not Related
 1 Parent (Natural or Adoptive)
 2 Grandparent
 3 Uncle/Aunt
 4 Brother or Sister
 5 Stepparent
 6 Step-Brother or Step-Sister
 7 Other
 8 Son or Daughter
 9 Grandson or Granddaughter
 10 Niece or Nephew
 11 Step-Son or Step-Daughter
 12 Husband or Wife
 13 Cousin

FOR YOUR PROTECTION IT IS IMPORTANT TO READ THE FOLLOWING CAREFULLY

RIGHT TO APPEAL - PLEASE READ

IF YOU THINK YOUR COUNTY DEPARTMENT HAS BEEN UNFAIR OR HAS MADE A MISTAKE CONCERNING YOUR ELIGIBILITY OR THE AMOUNT OF YOUR BENEFITS, YOU HAVE THE RIGHT TO APPEAL EITHER VERBALLY OR IN WRITING.

THIS MEANS YOU WILL BE GIVEN A CHANCE TO PRESENT YOUR CASE FOR A REVIEW BY PERSONS NOT RESPONSIBLE FOR THE ORIGINAL DECISION TO BE SURE THE COUNTY ACTION WAS A PROPER ONE. AT YOUR HEARING, YOU MAY HAVE A LEGAL COUNSEL, A RELATIVE, A FRIEND, OR YOU MAY REPRESENT YOURSELF.

IF YOU WANT A HEARING, CALL YOUR ELIGIBILITY TECHNICIAN FOR A COUNTY HEARING OR CONFERENCE. IF YOU STILL DISAGREE AFTER THE HEARING OR IF YOU WISH TO SKIP THE COUNTY HEARING, WRITE TO OR REQUEST THE COUNTY DEPARTMENT TO WRITE TO:

COLORADO DEPARTMENT OF PERSONNEL
AND ADMINISTRATION
OFFICE OF ADMINISTRATIVE COURTS
633 17TH STREET, SUITE 1300
DENVER, CO 80202

IMPORTANT - PLEASE READ THE FOLLOWING NON-DISCRIMINATION STATEMENT

IF YOU THINK THAT THE DEPARTMENT OF HUMAN SERVICES TREATED YOU DIFFERENTLY FROM OTHERS BECAUSE OF RACE, COLOR, SEX, AGE, RELIGION, POLITICAL BELIEF, NATIONAL ORIGIN, OR MENTAL AND/OR PHYSICAL DISABILITY, LET US KNOW BY WRITING TO:

COLORADO DEPARTMENT OF PERSONNEL AND
ADMINISTRATION
OFFICE OF ADMINISTRATIVE COURTS
633 17TH STREET, SUITE 1300
DENVER, CO 80202

OR

USDA, DIRECTOR
OFFICE OF CIVIL RIGHTS
ROOM 326-W, WHITTEN BUILDING
1400 INDEPENDENCE AVE., SW
WASHINGTON, D.C. 20250-9410
OR CALL
202-720-5964 (Voice or TDD)

200% of Poverty

2009 HHS Poverty Guidelines

Size of Family Unit	200% of Poverty
1	\$21,660
2	\$29,140
3	\$36,620
4	\$44,100
5	\$51,580
6	\$59,060
7	\$66,540
8	\$74,020
For each additional person, add	\$7,480

Refer to Staff Manual Volume III Section 3.600, et. Seq. (9 CCR 2503-1) rules for Colorado Works for guidance on who to include as a household member.

MAINTENANCE-OF-EFFORT (MOE) ELIGIBILITY DETERMINATION FORM

County: _____ House ID #: _____ Case Name: _____ Trails Case ID#: _____ CBMS CASE ID#: _____

INITIATION OF APPLICATION
 WORKER INITIATING _____ DATE OF APPLICATION: _____
 (Case Open Date)

HEAD OF HOUSEHOLD

 (Signature of Worker)

HOUSEHOLD MEMBERS

HH Suffix	STATE ID	T	R	A	I	L	S	LAST, FIRST MI	RELATIONSHIP TO HEAD OF HOUSEHOLD	SOCIAL SECURITY NUMBER	SEX M/F	DATE OF BIRTH	CITIZENSHIP U.S. Citizen, Qualified Alien, Unqualified Alien	WORK INCOME (MONTHLY)	NON-WORK INCOME (MONTHLY)	DOES CHILD LIVE WITH A PARENT OR RELATIVE? (YES OR NO)

ELIGIBILITY CRITERIA AND FACTORS

1. Yes or No An emergency exists, defined as: a child is at risk of removal from their home into publically funded care of supervision.
2. Yes or No The household income is less than \$75,000 per year. Annual household income = \$0.00
3. Yes or No The child lives with a parent(s) or other specified relative.

TITLE XX

1. Yes or No Is the household income less than 200% of poverty?

UNDER PENALTY OF PERJURY, I HEREBY CERTIFY BY SIGNING THIS FORM, THAT I AM SAYING THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT EACH PERSON THAT IS ELIGIBLE TO PARTICIPATE LISTED ON THIS APPLICATION IS A CITIZEN OR QUALIFIED ALIEN.

SIGN HERE (Authorized Agency Representative) _____ Date _____ Worker Number _____

Denied Reason: _____

DATE AND INITIAL: _____

Income Verification

TANF/WORKS ; FS ; DOLE/CUBS ; ACSES ; LEAP ;
 SVES ; OTHER ; Date and Initial: _____

FOR YOUR PROTECTION IT IS IMPORTANT TO READ THE FOLLOWING CAREFULLY

IMPORTANT - PLEASE READ THE FOLLOWING NON-DISCRIMINATION STATEMENT

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COLORADO DEPARTMENT OF PERSONNEL AND ADMINISTRATION
OFFICE OF ADMINISTRATIVE COURTS
633 17TH STREET, SUITE 1300
DENVER CO, 80202

OR

USDA, DIRECTOR
OFFICE OF CIVIL RIGHTS
ROOM 326-W, WHITTEN BUILDING
1400 INDEPENDENCE AVE. SW
WASHINGTON, D.C. 20250-9410
OR CALL
202-720-5964 (Voice or TDD)

200% of Poverty

2009 HHS Poverty Guidelines

Size of Family Unit	200% of Poverty
1	\$21,660
2	\$29,140
3	\$36,620
4	\$44,100
5	\$51,580
6	\$59,060
7	\$66,540
8	\$74,020
For each additional person, add	\$7,480

Refer to Staff Manual Volume III Section 3.600, et. Seq. (9 CCR 2503-1) rules for Colorado Works for guidance on who to include as a household member.

**COLORADO DEPARTMENT OF HUMAN SERVICES
CERTIFICATION FOR EMERGENCY ASSISTANCE
REDETERMINATION FORM**

Agency Code IHA	County: State Office	Household #: -	Case Name: MOE Trails Case Id: 1678342	CBMS Case Id:
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HEAD OF HOUSEHOLD INFORMATION

Last Name		First		Middle	
Mailing Address NUMBER		STREET/PO BOX/RURAL ROUTE			Apt/Unit No.
City/Town	State	Zip Code	Telephone Number (home number)		

HOUSEHOLD MEMBERS

HH Suffix	STATE ID	LAST NAME, FIRST NAME, MIDDLE INITIAL	SOCIAL SECURITY NUMBER	GENDER	DATE OF BIRTH	IS CHILD LIVING WITH A PARENT OR RELATIVE? Y OR N?

ELIGIBILITY CRITERIA AND FACTORS (check all boxes that apply):

All boxes (1-5) must be checked to re-authorize the household for TANF-MOE (Emergency Assistance)

- An emergency exists, defined as: services are necessary to prevent out-of-home placement or to achieve reunification within 90 days of removal.
- The household income is less than \$75,000 per year.
- Services or assistance are provided to or on behalf of a child who has lived with a parent or specified relative within the 6 months prior to this agreement
Note: The child must be currently living with a relative for expenditures to count toward TANF MOE.
- The emergency did not arise because an adult family member refused without good cause to accept employment or training.
- Colorado is the current state of residence of the household.

UNDER PENALTY OF PERJURY, I HEREBY CERTIFY BY SIGNING THIS FORM, THAT I AM SAYING THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT EACH PERSON THAT IS ELIGIBLE TO PARTICIPATE LISTED ON THIS APPLICATION IS A CITIZEN OR QUALIFIED ALIEN.

SIGN HERE (Authorized Agency Representative) _____ Date _____ Worker Number _____

Denied Reason: DATE AND INITIAL: _____	Income Verification TANF/WORKS _____ ; FS _____ ; DOLE/CUBS _____ ; ACSES _____ ; LEAP _____ ; SVES _____ ; OTHER _____ ; Date and Initial: _____
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FOR YOUR PROTECTION IT IS IMPORTANT TO READ THE FOLLOWING CAREFULLY

RIGHT TO APPEAL - PLEASE READ

IF YOU THINK YOUR COUNTY DEPARTMENT HAS BEEN UNFAIR OR HAS MADE A MISTAKE CONCERNING YOUR ELIGIBILITY OR THE AMOUNT OF YOUR BENEFITS, YOU HAVE THE RIGHT TO APPEAL EITHER VERBALLY OR IN WRITING.

THIS MEANS YOU WILL BE GIVEN A CHANCE TO PRESENT YOUR CASE FOR A REVIEW BY PERSONS NOT RESPONSIBLE FOR THE ORIGINAL DECISION TO BE SURE THE COUNTY ACTION WAS A PROPER ONE. AT YOUR HEARING, YOU MAY HAVE A LEGAL COUNSEL, A RELATIVE, A FRIEND, OR YOU MAY REPRESENT YOURSELF.

IF YOU WANT A HEARING, CALL YOUR ELIGIBILITY TECHNICIAN FOR A COUNTY HEARING OR CONFERENCE. IF YOU STILL DISAGREE AFTER THE HEARING OR IF YOU WISH TO SKIP THE COUNTY HEARING, WRITE TO OR REQUEST THE COUNTY DEPARTMENT TO WRITE TO:

COLORADO DEPARTMENT OF PERSONNEL AND
ADMINISTRATION
OFFICE OF ADMINISTRATIVE COURTS
633 17TH STREET, SUITE 1300
DENVER, CO 80202

IMPORTANT - PLEASE READ THE FOLLOWING NON-DISCRIMINATION STATEMENT

IF YOU THINK THAT THE DEPARTMENT OF HUMAN SERVICES TREATED YOU DIFFERENTLY FROM OTHERS BECAUSE OF RACE, COLOR, SEX, AGE, RELIGION, POLITICAL BELIEF, NATIONAL ORIGIN, OR MENTAL AND/OR PHYSICAL DISABILITY, LET US KNOW BY WRITING TO:

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ADMINISTRATION
OFFICE OF ADMINISTRATIVE COURTS
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