Update 2007-16: Common Place Handbook

Workload Standards and Procedures

Background

Clarification was requested for instances when all categorical aids are explored during the intake interview, and a new "Application for Cash Aid, Food Stamps, and/or Medical Assistance" (SAWS 1) or "Application for Food Stamps" (DFA 285 A1) is required and separate beginning dates of aid are necessary.

Changes

THIS IS NOT A CHANGE IN POLICY. Policy surrounding beginning dates of aid is already in effect and is simply being clarified in this update.

[Refer to "Workload Standards, Policies and Procedures," page 60-1]

Implementation

This is not new information and is already in effect.

Eligibility Work Supervisors

Eligibility Work Supervisors must review this information at their next unit meeting, but no later than December 31, 2007.

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