

MORTON COUNTY SOCIAL SERVICE BOARD MEETING AGENDA

May 23, 2017
Social Services Conference Room
Morton County Courthouse
200 2ND AVENUE NW, MANDAN ND
10:00 AM

Call to order

Approval of Agenda

Approval of Minutes of Previous Meeting

Approval of May 2017 Bills

OLD BUSINESS:

- SB 2206

NEW BUSINESS:

Budget Review
Adult Services Report
Income Maintenance Report
Foster Care/In-Home Report
Child Protection Report
Director's Report

Adjourn

Next Board Meeting: Tuesday, June 27, 2017 10:00 AM

Certain portions of the meeting may be closed due to Executive Session for confidentiality reasons per N.D.C.C. 44-04-19.2.

--INTEGRATED FINANCIAL SYSTEM--
Expenditure Guideline

Account	Description	Budget	Actual 4/17	Actual 1/17- 4/17	Budget-Actual Difference	Percent of year completed	Percent
207	SOCIAL WELFARE						
450	SOCIAL SERVICES						
6101	SALARIES	2,123,864.61	175,429.14	715,409.38	1,408,455.23	33%	33%
6102	DEFERRED COMP. BENEFIT	13,357.50	473.47	3,812.83	9,544.67	28%	28%
6111	ON CALL SALARIES	2,738.00	210.00	795.00	1,943.00	29%	29%
6121	PAID OVERTIME	10,000.00	.00	1,296.59	8,703.41	12%	12%
6211	HEALTH INSURANCE	330,280.00	24,105.84	93,899.76	236,380.24	28%	28%
6221	FICA MATCH	164,471.95	12,774.72	52,370.08	112,101.87	31%	31%
6241	WORKMENS COMPENSATION	7,500.00	.00	4,972.97	2,527.03	66%	66%
6251	UNEMPLOYMENT COMPENSATI	2,040.00	.00	.00	2,040.00	%	%
6300	NDPERS DEF. BENEFIT	288,358.13	24,496.77	96,311.75	192,046.38	33%	33%
6321	PROPERTY & LIABILITY IN	1,500.00	.00	1,515.00	1,500.00	%	%
6339	MEMBERSHIPS & REGISTRAT	3,500.00	1,060.00	7,720.50	1,985.00	43%	43%
6341	TRAVEL EXPENSE	30,000.00	1,103.62	8,886.42	22,279.50	25%	25%
6343	REPAIRS AND MAINTENANCE	25,000.00	1,403.62	6,153.51	16,113.58	35%	35%
6351	UTILITIES	18,000.00	1,395.23	6,153.51	11,846.49	34%	34%
6359	POSTAGE	6,700.00	462.60	1,614.58	5,085.42	24%	24%
6360	MOBILE COMMUNICATIONS	4,000.00	255.84	767.92	3,232.08	19%	19%
6361	TELEPHONE	8,000.00	.00	2,055.19	5,944.81	25%	25%
6381	COPIER EXPENSE	5,678.00	.00	5,155.27	522.73	90%	90%
6401	OFFICE SUPPLIES	8,840.00	222.68	1,126.46	7,713.54	12%	12%
6412	SUPPLIES-COMPUTER	1,200.00	.00	.00	1,200.00	%	%
6499	CLIENT AID	7,250.00	7.00	71.98	7,178.02	%	%
6551	CAPITAL OUTLAY-EQUIPMEN	15,400.00	7,017.99	7,243.98	8,156.02	47%	47%
6904	GA BURIALS	27,500.00	.00	3,750.00	23,750.00	13%	13%
6905	SAFETY/PERMANENCY FUNDS	10,000.00	380.00	1,226.96	8,773.04	12%	12%
6907	SHELTER CARE	3,600.00	250.00	1,000.00	2,600.00	27%	27%
6912	CWB PER DIEM	2,500.00	.00	304.95	2,195.05	12%	12%
6927	TERMINAL COST	.00	.00	30.00	30.00	9999%	9999%
6932	PRINTER EXPENSE	2,712.00	.00	746.77	1,965.23	27%	27%
Dept 450 Totals	SOCIAL SERVICES	3,123,990.19	251,048.52	1,018,237.85	2,105,752.34	32%	32%
Fund 207 Totals	SOCIAL WELFARE	3,123,990.19	251,048.52	1,018,237.85	2,105,752.34	32%	32%
Grand Totals	53 Accounts	3,123,990.19	251,048.52	1,018,237.85	2,105,752.34	32%	32%

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
Bismarck, North Dakota**

May 3, 2017

*103 new
93 closed*

Following is a summary of SNAP statistics for APRIL 2017:

PARTICIPATION				PARTICIPATION			
County	Households*	Persons**	Issuance	County	Households*	Persons**	Issuance
ADAMS	42	82	\$8,657	MCKENZIE	206	569	\$65,542
BARNES	410	793	\$91,312	MCLEAN	222	471	\$54,177
BENSON	701	2,108	\$285,410	MERCER	152	299	\$35,010
BILLINGS	4	10	\$1,368	MORTON	855	1,803	\$208,762
GOLDEN VALLEY	52	99	\$11,350	MOUNTRAIL	146	380	\$46,416
BOTTINEAU	236	479	\$52,144	NELSON	86	171	\$18,709
BOWMAN	81	151	\$17,022	OLIVER	43	80	\$10,896
SLOPE	12	18	\$2,602	PEMBINA	180	375	\$40,018
BURKE	48	126	\$12,487	PIERCE	137	286	\$33,810
BURLEIGH	2,479	4,919	\$601,338	RAMSEY	559	1,088	\$126,008
CASS	5,833	12,605	\$1,458,090	RANSOM	171	335	\$35,503
CAVALIER	69	161	\$15,228	RENVILLE	52	109	\$10,436
DICKEY	123	256	\$23,267	RICHLAND	540	1,167	\$129,512
DIVIDE	36	70	\$9,963	ROLETTE	2,379	5,170	\$740,035
DUNN	86	217	\$28,531	SARGENT	92	216	\$20,867
EDDY	88	197	\$21,071	SHERIDAN	67	146	\$16,202
EMMONS	111	210	\$24,563	SIOUX	461	1,413	\$197,516
FOSTER	79	156	\$16,412	STARK	867	1,622	\$206,582
GRAND FORKS	2,208	4,584	\$558,634	STEELE	29	75	\$8,974
GRANT	90	200	\$23,345	STUTSMAN	820	1,388	\$172,103
GRIGGS	63	106	\$12,139	TOWNER	62	129	\$15,330
HETTINGER	53	116	\$14,861	TRAILL	208	430	\$48,137
KIDDER	60	131	\$14,234	WALSH	421	967	\$106,518
LAMOURE	66	142	\$16,707	WARD	2,250	4,625	\$546,159
LOGAN	42	94	\$10,321	WELLS	161	299	\$33,716
MCHENRY	206	388	\$45,140	WILLIAMS	769	1,599	\$209,394
MCINTOSH	66	114	\$12,414	TOTAL	25,279	53,744	\$6,524,942

* This column reflects the number of cases that participated during the reporting month.
 ** This column reflects the number of persons that participated during the reporting month.

**SUMMARY OF ECONOMIC ASSISTANCE PROGRAM ACTIVITY
4/1/17 THROUGH 4/30/17**

NEW APPLICATIONS

PREVIOUS PERIOD 2/25/17-3/31/17

TANF	14	(4 approved; 10 denied)	[12]
Medicaid	12	(8 approved; 4 denied)	[37]
SNAP	44	(32 approved; 12 denied)	[68]
Child Care	8	(1 approved; 7 denied)	[16]
Other	0	(0 approved)	[3]
GA Burial	0	(0 approved; 0 denied)	[2]
Expansion	91	(38 Approved, 25 Denied, 28 Pending)	[155]
Basic Care	1	(1 Approved, 0 Denied)	[0]
LIHEAP	20	(See Below)	[80]
TOTAL:	190	Change from last period -183 applications	[373]

March Cases	3,197
New Cases	154
Closed Cases	138

CASE CLOSINGS

TANF	3	[6]
Medicaid	16	[28]
SNAP	34	[49]
Child Care	0	[0]
Other	0	[0]
Expansion	38	[59]
GA Burial	0	[2]
Basic Care	2	[0]
TOTAL:	93	Change from last period of -45 cases closed

REVIEWS OF ELIGIBILITY COMPLETED ON OPEN CASES

TANF	1	[0]
Medicaid	53	[71]
SNAP	69	[108]
Other	1	[1]
Child Care	0	[5]
ACA	81	[102]
Basic Care	2	[0]
TOTAL:	207	Change from last period -80 reviews completed

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Received:	507	(20 New Applications Received)	[487]
Approved:	435		[416]
Denied:	56		[53]
Withdrawn:	14		[13]
Pending:	2		[5]

**UNDUPLICATED ECONOMIC ASSISTANCE CASELOAD REPORT
(AS OF 1ST DAY OF MONTH)**

	5/1/16	6/1/16	7/1/16	8/1/16	9/1/16	10/1/16	11/1/16	12/1/16	1/1/17	2/1/17	3/1/17	4/1/17	5/1/17
TANF	4	5	3	3	4	4	3	6	5	8	8	7	2
TANF/SNAP/QS	0	0	0	1	0	0	0	0	0	0	0	0	0
TANF/SNAP/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/ME	0	0	0	2	3	1	2	11	0	0	0	9	0
TANF/SNAP/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/SNAP/ME	4	3	3	3	4	3	4	4	4	5	8	4	6
TANF/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/SNAP	20	23	19	20	16	15	16	18	17	17	15	18	16
TANF/SNAP/TRME	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/ME/QMB	1	1	1	1	9	1	1	1	2	2	0	1	0
HS	0	0	0	0	0	0	0	0	0	0	0	0	0
HS/ME	0	0	0	0	0	0	0	0	0	0	0	0	0
ME	487	499	507	500	508	507	502	502	492	492	501	505	495
METR	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP	505	503	522	511	522	533	511	495	495	515	496	493	493
QMB	27	28	28	26	26	28	24	26	24	22	20	20	21
HS/QMB	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/ME	156	157	154	161	163	150	162	150	160	152	136	147	157
SNAP/METR	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/HS/TRANS ME	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/QMB	73	76	89	70	69	71	69	63	64	63	81	67	65
ME/QMB	63	64	54	68	66	73	87	67	71	76	88	82	85
SNAP/ME/QMB	98	94	94	94	89	95	80	94	98	102	102	104	104
ACA/EXPANSION	1126	1155	1187	1157	1197	1197	1186	1167	1174	1201	1224	1207	1203
BASIC CARE	24	28	28	29	24	37	40	38	39	40	40	40	41
LIHEAP	430	0	0	0	0	83	176	237	303	365	403	416	435
CHILD CARE	73	74	65	67	60	57	58	59	58	53	48	52	54
OTHER	88	85	85	86	87	87	87	86	84	84	81	85	85
TOTALS	3179	2795	2839	2799	2847	2942	3007	3024	3090	3197	3251	3257	3262

CURRENT CASE COUNT

APRIL 2017

ADULT SERVICES

131--Open HCBS cases of all types

Opened 5 new cases in past month

Closed 4 in past month

Increase of 1 overall cases in past month

4- pending

FOSTER HOMES

No Adult Foster Homes

15—Foster Care for Children

14 for general placement

6 specific homes

8 —contacts and inquiries

2—in process of home study—2 general placement

CHILD CARE

58—licensed

3—self-declared

CHILDREN'S SPECIAL HEALTH SERVICES

10—Treatment Services

8—Diagnostic

1- pending referral

Dennis Meier

From: Osadchuk, Kim A. <kosadchuk@nd.gov>
Sent: Tuesday, May 23, 2017 11:37 AM
To: Dennis Meier; Allery, Rhonda R.
Subject: FW: 2206

Thought I would share this info with you.

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go. and move on. because LIFE isn't waiting.

From: McDermott, Debra A.
Sent: Tuesday, May 23, 2017 11:18 AM
To: Osadchuk, Kim A.
Cc: Jones, Chris D.
Subject: RE: 2206

Hi Kim,
See responses below in red, and please let me know if you have any further questions.

*Debra A. McDermott, CFO
ND Department of Human Services
Phone # (701)-328-3695
E-Mail address - dmcdermott@nd.gov*

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From: Osadchuk, Kim A.
Sent: Monday, May 22, 2017 4:21 PM
To: McDermott, Debra A.
Cc: Jones, Chris D.
Subject: 2206

Hi Deb,
I am hoping you can help answer some of my questions here regarding 2206 passing and the cases the counties are getting reimbursed on. In Child Welfare, will the counties get reimbursement for Assessments Terminated in Progress (ATPs)? Yes. The caseload determined by the workgroup included CA/N Administrative Assessment and Referral reports, CA/N Full Assessment cases, and CA/N Terminated in Progress/Pregnant Women Cases.

Also will counties lose Safety/Permanency funds that are state funded but approved through the region? Separate payments outside of the formula payments will not be made for Safety and Permanency, however the counties are not losing the funding as the expenditures related to this activity would have been included in the CY 2015 expenditures and therefore they are already part of the formula payment.

We are just trying to figure out the budgeting for 2018 and want to make sure we are figuring correctly if we do not have some of these reimbursements or programs.

Thank you!

Kim Osadchuk, MSW

Agency Director

Burleigh County Social Services

415 E. Rosser Ave STE 113

Bismarck, ND 58501

701-222-6670 work

701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

Monthly Child Protection Assessments (Full & ATP)

2016

January- 44
February- 47
March- 44
April- 36
May- 53
June- 38
July- 45
August- 38
September- 45
October- 48
November- 49
December- 35

2017

January- 59
February- 48
March- 55
April- 45

Morton County Child Protection Reports April 1 to April 30th

-Of the 60 total reports in April, 13 administratively Assessed (AA), 2 Administrative Referrals (AR), and 10 Assessment Terminated in Progress (ATP).

*Total number of 960 reports of abuse (includes physical, sexual)- 10

*Total number of 960 reports of neglect (includes educational, prenatal exposure)- 50

-35 of the 60 reports became part of a full assessment.

Beginning April caseload-

Opened/closed-April 1- April 30th

Jenny Wetsch- (4-ATP, 1-full)

Opened-13(AA), 2(ATP), 2 (AR)

Closed 2(ATP), 13 (AA), 2(AR)

CPS Worker (KO)- 25

Opened 8, Closed- 6

CPS Worker (VZ)- 18

Opened 5, Closed- 6

CPS Worker (RC)- 21

Opened 7, Closed- 11

Part-time CPS Worker (TM)- 9

Opened 3, Closed- 2

FOSTER CARE / IN-HOME

CASE LOADs April 2017

CASE LOADS TOTALS = 70

42 Foster care – (Foster care is counted by child)

19- Children in foster homes/PATH 10-Group Care/PRTF 13 -Relative Care

28 In-Home Cases, ICPC, Home Studies and Courtesy Case management

2016

July Aug Sep Oct Nov Dec

64 71 65 67 63 63

2017

Jan Feb Mar Apr May June July

64 67 73 70

March Cases opened – 11 Closed -5

April Cases opened - Closed -

2016

2017

KC	Oct	Nov	Dec	Jan	Feb	March	April
Foster Care	6	4	0	0	4	4	4
In-Home	5	5			5	7	7
Total	11	9	0	0	9	11	11

JD	Oct	Nov	Dec	Jan	Feb	March	April
Foster Care	9	11	12	13	12	11	11
In-home	1	1	2	1	1	1	1
Total	10	12 (14)	14	14	13	12	12

RS	Oct	Nov	Dec	Jan	Feb	March	April
Foster Care	8	0	0	0	5	5	5
In-Home		0			4	8	7
Total	11	0	0	0	9	13	12

DN	Oct	Nov	Dec	Jan	Feb	March	April
Foster Care	10	10	10	10	9	12	12
In-Home	1	2	3	3	2	1	1
Total	11	12 (14)	13	13	11	13	13

JW	Oct	Nov	Dec	Jan	Feb	March	April
Foster Care	9	10	10	11	10	9	9
In-Home	3	2	5	5	5	5	5
Total	12	12 (15)	15	16	15	14	14

TM	Oct	Nov	Dec	Jan	Feb	March	April
In-Home		8	6	7	7	9	7
Foster Care		5	2	2	2	1	1
Total	8	13 (14)	8	9	9	10	8

NA	Oct	Nov	Dec	Jan	Feb	March	April
In Home	0	2	2	2	0	0	0
Foster Care	0	2	2		1	0	
Total:	2	4	4	2	1	0	0

Children and Family Services Unit – Parent Aide Caseload

DH	Oct	Nov	Dec	Jan	Feb	March	April
	10	8	8	9	9	9	10

BH	Oct	Nov	Dec	Jan	Feb	March	April
	8	5	5	4	4	4	4

Dennis Meier

From: [REDACTED]
Sent: Monday, May 22, 2017 1:13 PM
To: Dennis Meier
Subject: burleigh/morton jail agreement

Any prisoners held on Morton County warrants, charges or convictions that reside in Morton County prior to incarceration and also have Social Services matters pending or require Social Services assistance after incarceration are deemed to be residents of Morton County. Therefore, Morton County Social Services must provide those services to the Morton County inmates.

Dennis Meier

From: Gee, Michele A. <mgee@nd.gov>
Sent: Wednesday, May 03, 2017 4:52 PM
To: Dennis Meier
Cc: Peterson, Brenda A.; Cartledge, Carol F.
Subject: RE: case transfer

Hi Dennis ~

I would recommend using SNAP Federal Regulations along with the policy references provided. Also included ND Century Code references for both TANF and LIHEAP.

SNAP Federal Regulation 7 CFR 273.2 (c)(2):

(2) *Contacting the food stamp office.* (i) State agencies shall encourage households to file an application form the same day the household or its representative contacts the food stamp office in person or by telephone and expresses interest in obtaining food stamp assistance or expresses concerns which indicate food insecurity. If the State agency attempts to discourage households from applying for cash assistance, it shall make clear that the disadvantages and requirements of applying for cash assistance do not apply to food stamps. In addition, it shall encourage applicants to continue with their application for food stamps. The State agency shall inform households that receiving food stamps will have no bearing on any other program's time limits that may apply to the household. If a household contacting the food stamp office by telephone does not wish to come to the appropriate office to file the application that same day and instead prefers receiving an application through the mail, the State agency shall mail an application form to the household on the same day the telephone request is received. An application shall also be mailed on the same day a written request for food assistance is received.

(ii) Where a project area has designated certification offices to serve specific geographic areas, households may contact an office other than the one designated to service the area in which they reside. When a household contacts the wrong certification office within a project area in person or by telephone, the certification office shall, in addition to meeting other requirements in paragraph (c)(2)(i) of this section, give the household the address and telephone number of the appropriate office. The certification office shall also offer to forward the household's application to the appropriate office that same day if the household has completed enough information on the application to file or forward it the next day by any means that ensures the application arrives at the application office the day it is forwarded. The household shall be informed that its application will not be considered filed and the processing standards shall not begin until the application is received by the appropriate office. If the household has mailed its application to the wrong office within a project area, the certification office shall mail the application to the appropriate office on the same day, or forward it the next day by any means that ensures the application arrives at the application office the day it is forwarded.

(iii) In State agencies that elect to have Statewide residency, as provided in §273.3, the application processing timeframes begin when the application is filed in any food stamp office in the State.

TANF – 50-09-06. Application for assistance.

Dennis Meier

From: Cartledge, Carol F. <ccartledge@nd.gov>
Sent: Wednesday, May 03, 2017 1:17 PM
To: Dennis Meier
Cc: Gee, Michele A.; Peterson, Brenda A.
Subject: FW: case transfer
Attachments: RE: county cases; RE: Applications for Individuals leaving Incarceration

Hi Dennis,

Thank you for sharing. This would also be an issue if the individual applies for other EA programs and it is not uncommon for individuals to apply for Medicaid and SNAP at the same time. The SNAP policy reference is 430-05-20-60-20, A household must be in the county in which it files an application for participation. Michele, are there other SNAP policy references that would be helpful? Let us know if you need more information from policy.

This will also be shared with Legal Advisory as information. Appreciate you keep us posted.

Carol

From: Dennis Meier [<mailto:Dennis.Meier@mortonnd.org>]
Sent: Wednesday, May 03, 2017 11:13 AM
To: Andy Zachmeier; Bruce Strinden; Cody Schulz; Kyle Kirchmeier; Ron Leingang; Gabrielle Goter; Del Wetsch; Rhone, Dawn R.
Cc: Peterson, Brenda A.; Cartledge, Carol F.
Subject: FW: case transfer

Hello everyone,

Below highlighted in red is a statement made that could **potentially** violate state Medicaid policy regarding the process for handling Medicaid applications. Andy will be coming to MCSS on Monday, May 8, to review the policy references and state office directives regarding this subject.

If you have questions please contact me.

Thanks,

Dennis

From: Osadchuk, Kim A. [<mailto:kosadchuk@nd.gov>]
Sent: Friday, April 28, 2017 9:24 AM
To: Dennis Meier <Dennis.Meier@mortonnd.org>
Cc: Clark, Lori K. <lclark@nd.gov>
Subject: RE: case transfer

Hi Dennis,

I was not aware of this but we do work our cases in order received/requested etc. we have far too much volume to not do that so we may have some that take more time before they are transferred over as we cannot drop everything we are doing at that time to transfer cases, we would never get anything done. But I know staff work diligently on their cases and sometimes patience is needed. We get many many calls from clients wanting their case worked today or want

this or that done today, it is just not possible with case numbers which is why things are worked in order received. Sometimes we also have staff that expect to get answers instantaneously from their supervisor but they too have had to learn patience as this is not possible.

I was very disappointed to learn that Shannon had ended the meetings with Lori as I think that is very critical for those supervisors to work together and come to a good understanding between the two of them and not have to involve both of us. Even if it is to discuss how each county is doing things so the other county has a better understanding to relay to their staff. They are both going to need each other as things go forward with SPACES phase II and possibly the consolidation of counties and state employees in 2 years.

Also on another note, the county's State's Attorney, Richard Riha, is drawing up the contract with the Burleigh/Morton jail and is going to be putting in language about inmates from Morton that need to apply for Medicaid services will have to apply in Morton County, not here even though they are located here. This is only fair and my commission is behind this and said they would visit with the Morton County Commissioners about this as well. I thought I would just give you a heads up on this.

I can visit with Allie on the tone of the email that was sent. Thank you for bringing it to my attention.

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

Transfers between Counties

1. All programs completed and next benefit month finished. This includes alerts. Check SPACES. The EW may have to put a future date in to see if all alerts that need to be processed for that case.
 - a. Exception is if a new application is received in the other county (case by case basis)
 - b. New application received in the other county trumps any change report or review received in the current county. The rationale is that new information will most likely be received through the application process by the other county that will need to be used to process the review/change.
 - i. Scan the review/change and electronically send it with the transfer log to the new county. This can then be used to compare information with the application. All documentation including review and transfer log will be placed in filenet.
2. Reviews: If the case closed or not is the key to who will process the review.
 - a. If still open – the current county completes the review, unless the client specifically requests the case be transferred. This should be minimum as telephone interview process can be used, noting extenuating circumstances.
 - b. If closed – whatever county the client is currently living in takes care of the review.
3. Ongoing cases – Send appropriate request for information (F419 for SNAP) and wait the 10 days before transferring the case, unless the other county requests the case sooner. Then a discussion should be had between the two EWs to see who will be sending the request.
 - a. Update address in all systems
 - b. Transfer in all systems as soon as possible

Other information:

1. Include Shannen Cullen and Lori Clark in all emails concerning transfers. If necessary, Shannen and Lori will talk through any difficult transfers. Cc Deb Dykshoorn for Morton County and Lori Suda for Burleigh County.
2. Scan and email all Applications/reviews/change reports received in the wrong county to the appropriate county, using the same county information as listed in #1. Complete this process within 24 hours from when realizing the application/review was submitted in the wrong county. The original does not have to be mailed, but make sure the scanned document is readable before shredding it.
3. End of month transfers – i.e. last working day of the month. It is important to send notices about the processing of the case on the day before the case is transferred to another county. Therefore, if the case cannot be worked until the last business day of the month, it is acceptable for the case to then be transferred to the other county by the 5th of the next month. Remember that month must be authorized and all alerts are dealt with. Again this should be minimal. *It is preferable that transfer be completed the next business day.*
4. LTC, BC and HCBS, including spousal cases
 - a. Spousal cases – where the community spouse is living is the county that processes unless the community spouse requests otherwise.
 - b. Single individuals, including those with guardians or POA – where the institutionalized individual is living.
 - c. Do not deny applications too quickly if the individual is in the process of looking for placement. Talk to the household about possible placement and clearly narrate your conversation. This is a case-by-case basis. Check with your lead or supervisor prior to denying for not being in the appropriate living arrangement for the application submitted.
5. Applications submitted by inmates in the joint Burleigh-Morton County jail will be completed by the county the inmate belongs to – ~~i.e. arrested by~~

has residence in -
↖
should say this

Dennis Meier

From: Osadchuk, Kim A. <kosadchuk@nd.gov>
Sent: Wednesday, May 03, 2017 1:15 PM
To: Dennis Meier
Subject: FW: burleigh/morton detention center

So not very likely. See below.

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

From: Pat Heinert [mailto:pheinert@burleighsd.com]
Sent: Wednesday, May 03, 2017 1:13 PM
To: Osadchuk, Kim A.; Hall, Steven D.
Subject: RE: burleigh/morton detention center

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

No, unless they are sentenced the one of those locations immediately.

Pat

Pat Heinert, Sheriff
Burleigh County
pheinert@burleighsd.com
701-222-6651

From: Osadchuk, Kim A. [mailto:kosadchuk@nd.gov]
Sent: Wednesday, May 3, 2017 1:12 PM
To: Heinert, Patrick D.; Hall, Steven D.
Subject: burleigh/morton detention center

Hi Pat and Steve,

Quick question for you regarding the inmates being released from the joint jail. Will these inmates be going to the transitional center or Centre Inc at all? Or is that more for the state penitentiary inmates?

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113

Bismarck, ND 58501

~~701-222-6670~~ work

701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

Application for assistance under this chapter must be made to the county agency in the manner and form prescribed by the state agency. The application must contain such information as the state agency may require, and the action of the state agency in approving and granting assistance or in disapproving and denying assistance is final and binding on the county agency.

LHEAP - 50-06-05.1. Powers and duties of the department

19. To act as the official agency of the state in the administration of the energy assistance program; to direct and supervise county administration of that program; and to take such actions, give such directions, and adopt such rules, subject to review in the courts of this state, as may be necessary or desirable to carry out this subsection. For purposes of the administration of the energy assistance program, funds are obligated at the earlier of the time a written commitment is made to pay a vendor or contractor for services or supplies delivered or to be delivered, or at the time payment is made to a vendor or contractor for services or supplies delivered or to be delivered. The provisions of this subsection concerning obligation of funds apply to payments and commitments made on or after July 1, 1991. The department with the consent of the budget section of the legislative management may terminate the program if the rate of federal financial participation in administrative costs is decreased or limited to less than fifty percent of total administrative costs, or if the state or counties become financially responsible for all or a portion of the cost of energy assistance program benefits.

Please let me know if I can provide any further information.

From: Cartledge, Carol F.
Sent: Wednesday, May 03, 2017 1:17 PM
To: Meier, Dennis M.
Cc: Gee, Michele A.; Peterson, Brenda A.
Subject: FW: case transfer

Hi Dennis,

Thank you for sharing. This would also be an issue if the individual applies for other EA programs and it is not uncommon for individuals to apply for Medicaid and SNAP at the same time. The SNAP policy reference is 430-05-20-60-20, A household must be in the county in which it files an application for participation. Michele, are there other SNAP policy references that would be helpful? Let us know if you need more information from policy.

This will also be shared with Legal Advisory as information. Appreciate you keep us posted.

Carol

From: Dennis Meier [<mailto:Dennis.Meier@mortonnd.org>]
Sent: Wednesday, May 03, 2017 11:13 AM
To: Andy Zachmeier; Bruce Strinden; Cody Schulz; Kyle Kirchmeier; Ron Leingang; Gabrielle Goter; Del Wetsch; Rhone, Dawn R.
Cc: Peterson, Brenda A.; Cartledge, Carol F.
Subject: FW: case transfer

Hello everyone,

Dennis Meier

From: Peterson, Brenda A. <bpeterson@nd.gov>
Sent: Monday, May 01, 2017 9:34 AM
To: Dennis Meier
Cc: Cartledge, Carol F.
Subject: RE: DOC

Hi Dennis,

In response to your question, during our conversation she really didn't give an exact reason, but did mention that some of her staff were not following the directive of only applying 7 days prior to an inmates release and she also indicated that some County Staff were 'short/rude' to the Case Managers when an application was submitted prior to the individual leaving incarceration. In addition, many individuals leaving incarceration want to also apply for other benefits depending on where they move.

She did indicate that the day an inmate is being released, the case managers will be meeting with the inmate and applying for benefits at that time. So as applications are received, it should be the latest information that the Case Manager could obtain from the inmate and hopefully that will be helpful to Eligibility Workers!

Please let me know if you have any comments or questions.

Brenda

Brenda A. Peterson, Policy Director
Medicaid and Healthy Steps Eligibility
ND Department of Human Services
600 E. Boulevard Avenue
Bismarck ND 58505
Phone: (701) 328-2110
Fax: (701) 328-5406
E-mail: bpeterson@nd.gov

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From: Dennis Meier [mailto:Dennis.Meier@mortonnd.org]
Sent: Monday, May 01, 2017 8:14 AM
To: Cartledge, Carol F.
Cc: Peterson, Brenda A.
Subject: RE: DOC

Thank you very much Carol! I will wait for Brenda's response.

From: Cartledge, Carol F. [<mailto:ccartledge@nd.gov>]
Sent: Sunday, April 30, 2017 7:55 PM
To: Dennis Meier <Dennis.Meier@mortonnd.org>
Cc: Peterson, Brenda A. <bpeterson@nd.gov>
Subject: RE: DOC

Hi Dennis,

During the last County Director's meeting, Brenda Peterson stated DOC was no longer going to send applications for Medicaid seven days prior to an inmates release. I have included Brenda to answer for the why this change.

Carol

From: Dennis Meier [<mailto:Dennis.Meier@mortonnd.org>]
Sent: Friday, April 28, 2017 11:26 AM
To: Cartledge, Carol F.
Subject: DOC

Hello Carol,

At the last county directors meeting did you say DOC has made the decision to **not** have inmates being released apply for services seven day prior? If so, what was the reason for this decision?

Thanks

Dennis Meier, LCSW
AGENCY DIRECTOR
MORTON COUNTY SOCIAL SERVICES
200 2nd Ave NW
MANDAN, ND 58554
OFFICE: 701-667-3349
MAIN: 701-667-3395
dennis.meier@mortonnd.org

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Dennis Meier

From: Peterson, Brenda A. <bpeterson@nd.gov>
Sent: Thursday, April 06, 2017 8:27 AM
To: Osadchuk, Kim A.
Cc: Cartledge, Carol F.; Clark, Lori K.; Dennis Meier
Subject: RE: Applications for Individuals leaving Incarceration

Hi Kim,

The only applications that Burleigh County would be responsible for are those that receive 'Inpatient' services while in the combined jail as the jail is located in Burleigh County, and those who are going to reside in Burleigh County at the time they are released from incarceration. Upon release from incarceration, individuals do not always take up residence in Burleigh County so the county in which the individual is residing upon discharge from incarceration will be the county responsible for completing these applications.

Please let me know if you have any comments or questions.

Brenda

Brenda A. Peterson, Policy Director
Medicaid and Healthy Steps Eligibility
ND Department of Human Services
600 E. Boulevard Avenue
Bismarck ND 58505
Phone: (701) 328-2110
Fax: (701) 328-5406
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From: Osadchuk, Kim A.
Sent: Monday, April 03, 2017 1:39 PM
To: Peterson, Brenda A.
Cc: Cartledge, Carol F.; Clark, Lori K.; Meier, Dennis M.
Subject: RE: Applications for Individuals leaving Incarceration

Brenda,

Why should Burleigh County be stuck doing all of the inmates housed in our corr

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

From: Peterson, Brenda A.
Sent: Friday, March 31, 2017 2:28 PM
To: -Grp-DHS County Directors
Cc: Cartledge, Carol F.
Subject: Applications for Individuals leaving Incarceration

Good morning!

I have received some questions regarding the processing of applications and maintenance of ongoing cases for individuals leaving incarceration, as it appears a comment I made at on of the County Directors meeting needs clarification. The comment I made was '*Applications will be sent to the County in which the individual is going to reside*'. The intent of this statement was that '*Applications will be sent to the County in which the individual is going to reside, at the time they are released from incarceration*'. The reason for this clarification is that many times when individuals are placed at a Transitional Living Center (Halfway House), the individual may have plans to move to a certain place once their time at the Transitional Living Center (Halfway House), is up, but more times than not those plans do not work out. Therefore, while the individuals in residing in the Transitional Living Center (Halfway House), the county where the Transitional Living Center (Halfway House) is the county that needs to process the individuals eligibility. The county where the individual resides once the individual leaves the Transitional Living Center (Halfway House) would then be the county that is responsible to maintain the case.

In addition, when an individual leaves incarceration, we must look at the circumstances at the time they leave incarceration, not at the circumstances when they became incarcerated. We cannot assume that the individual will automatically return to circumstances they were in at the time they became incarcerated. For example, the individual may have been residing with a spouse and family at the time they became incarcerated, but at the time they leave incarceration, the spouse has already filed for divorce or the inmate has chosen not to return to his/her family.

I apologize for any confusion I may have caused and hope this clarification will assist you and your staff when processing these applications. In addition, I hope to provide an update regarding these applications during the next County Directors meeting.

Please let me know if you have any comments or questions.

Brenda

Brenda A. Peterson, Policy Director
Medicaid and Healthy Steps Eligibility
ND Department of Human Services
600 E. Boulevard Avenue
Bismarck ND 58505
Phone: (701) 328-2110
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I apologize for any confusion I may have caused and hope this clarification will assist you and your staff when processing these applications. In addition, I hope to provide an update regarding these applications during the next County Directors meeting.

Please let me know if you have any comments or questions.

Brenda

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Medicaid and Healthy Steps Eligibility
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Dennis Meier

From: Cartledge, Carol F. <ccartledge@nd.gov>
Sent: Monday, April 10, 2017 5:14 PM
To: Osadchuk, Kim A.
Cc: Dennis Meier; Gee, Michele A.; Peterson, Brenda A.
Subject: RE: county cases

Hi Kim,

Following are some policy references but not all policies stating an application is submitted where the client currently resides. Basically all policy is the same but may not be stated the same. The county where the client currently resides, accepts the application and processes the application. If the individual moves to another county, then the transfer policy applies.

LIHEAP

Applications - Receipt of 415-15-05-25

The county social service office shall provide application forms to any individual, agency, fuel vendor, etc., who may wish to distribute and assist a potential applicant in completing the form. ALL applications MUST be received by the county social service board, however, and reviewed for eligibility. NO OTHER agency may make any decision regarding eligibility or the level of benefits.

Application will be taken by the county social service board in the county where the client currently resides.

NOTE: When a household applies for fuel assistance and was eligible in a different county previously (in the early months of the same fuel season), the current county will complete the eligibility process. The eligibility will be based on the cost of heating at the time of the application.

Example: Household lived in Burleigh county from October through December they did not apply for fuel assistance. The household moved to Morton County in January and applied for fuel assistance. The Morton County LIHEAP staff will determine eligibility that includes October through December. The LIHEAP Share percentage will be based on the household's current income.

TANF

Application/Request for Benefits 400-19-20
Overview 400-19-20-05

An application is a formal request for benefits that is made on one of the prescribed TANF Program application forms. Individuals requesting benefits through the TANF Program must complete and sign an application. **The application must be submitted to the local county social service agency for processing.** An unsigned application is not considered an application.

Prior to determining eligibility and authorizing benefits, the TANF Eligibility Worker must have a completed and signed application. The application is considered signed if the signature is found anywhere on the application, other than to answer a question.

The application process may include the following steps:

- An individual contacts the county agency.
- County agency staff advises the individual of the right to file an application, explain how and where to apply, and, if necessary, assist the individual with completing the application.
- County agency staff shall provide information on the types of assistance and other community resources available.
- An applicant files an application for assistance.
- The applicant provides verifications.
- The TANF Eligibility Worker determines eligibility and the date eligibility begins.
- The TANF Eligibility Worker notifies the applicant of eligibility or ineligibility.

Date of Application and Start Date 400-19-20-25

The date of the application is the date the signed application is received in the county agency, provided the application was submitted during normal business hours. When an application is submitted after normal business hours, on a weekend, or on a holiday, the application is considered received the next business day.

Note: The TANF Eligibility Worker must document the date an application is filed by recording the date received on the application.

The benefit start date is either the date the signed application is received in the county agency or the date the household becomes eligible, whichever is later.

Note: When a family entering North Dakota has received a current month's TANF benefit from a state that issues grants twice per month, the benefit start date is the day following the date eligibility in the other state ended or the date the household becomes eligible, whichever is later.

CCAP

Date of Application and Benefit Start Date 400-28-20-10

Households can apply for the Child Care Assistance Program in person, by mail, fax or electronically using one of the following:

- SFN 598 Child Care Assistance Program application
- SFN 405 Application for Assistance
- The Electronic Application (OASYS) found on the Department of Human Services Website

An SFN 616 Child Care Billing Report form is not required at time of application.

CCAP does not require an interview in order to determine eligibility.

Date of Application and Benefit Start Date

The date of the application is the date the signed application is received in the county social service office.

The county social service office must document on the application the date the application was received in the county social services office.

Note: Applications received after business hours, on weekends or holidays are considered received on the next business day.

If an unsigned application is received, the unsigned application must be returned to the applicant for signature. The county must document the date the signed application is received in the office. This date will become the application date.

Benefits will begin on the first day of the month in which the **signed** application is considered received in the county social service office.

From: Osadchuk, Kim A.
Sent: Monday, March 27, 2017 9:52 AM
To: Cartledge, Carol F.
Cc: Meier, Dennis M.
Subject: county cases

Hi Carol,

Quick question for you regarding cases between counties. I believe we have had this discussion before but need to revisit it. Does the state give direction on which county should be determining the eligibility on a case? For example in Burleigh, we have the penitentiary and the new Burleigh/Morton jail. When clients come out of there and they reside at the transition center for say a week or two before going back to their permanent residence of Morton, who should get the case? On the app, they list the Lee address in Bismarck but on their cover sheet they list their previous address in Morton county and they plan to return to Morton county but are temporarily housed at Burleigh? Also these individuals may also be part of a family case as well and the family resides in Morton too.

Kim Osadchuk, MSW
Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go. and move on, because LIFE isn't waiting.

Dennis Meier

From: Cartledge, Carol F. <ccartledge@nd.gov>
Sent: Monday, April 03, 2017 11:24 AM
To: Osadchuk, Kim A.; Dennis Meier
Subject: RE: county cases

Following is Medicaid policy as well as.

In the Non-ACA and ACA Manuals at 510-05-25-05 and 510-03-25-05 respectively, Application and Review, 1. d. & e. state the following:

1.d. states: There is no wrong door when applying for Medicaid or any of the Healthcare coverages. The experience needs to be as seamless and with as few barriers as possible.

1.e. North Dakota Medicaid applications may be received, filed and maintained at any county office within the state, **based on what is most convenient for the applicant or recipient.**

Example: Community spouse lives in one county, institutionalized spouse in another. If it is more convenient for the household to apply and maintain the case in the county where the community spouse resides than the county in which the institutionalized spouse is living, the community spouse's county should process and maintain that case.

Example: Mom and one child reside in one county, and another child is attending school in another. If it is more convenient for the household to apply and maintain the case in the county where the mom resides than the county in which the child, who is a student, is residing, the county where mom resides should process and maintain that case.

Based on this information, the county where the individuals resides would be the most convenient for the application/recipient.

Carol

From: Cartledge, Carol F.
Sent: Monday, April 03, 2017 10:59 AM
To: Osadchuk, Kim A.; Meier, Dennis M. (dennis.meier@mortonnd.org)
Subject: FW: county cases

Hi Kim,

Following are some policy references but not all policies stating an application is submitted where the client currently resides. Basically all Economic Assistance policies are the same. The county where the client currently resides, accepts the application and processes the application. If the individual moves to another county, then the case transfer policy applies.

SNAP

Filing an Application 430-05-20-10

Counties must encourage a household to file an application for the program if the household expresses concerns about food insecurity. An application form must be provided to anyone making a request. A household must file an application by submitting the form to the county either in person, through an authorized representative, or by mail. A household has the right to file an application on the same day contact is made at the county during office hours.

Households must be informed that receiving SNAP does not have any bearing on any other program's time limits that may apply to the household.

Applications signed through the use of electronic signature techniques and applications containing handwritten signatures which are then transmitted to the county office via fax or other electronic transmission techniques are acceptable means of filing a SNAP application.

If a household requests by telephone or in writing that an application be mailed, it must be sent to the household on the same day the request is made.

A household must be advised that it does not have to be interviewed before filing an application.

Counties must forward an application filed in the wrong county by the applicant to the correct county the next day by any means that ensures the application arrives at the appropriate county office the day it was forwarded (via fax or courier). The household must be informed that its application will not be considered filed and the processing standards must not begin until the appropriate office receives the application.

TANF

Application/Request for Benefits 400-19-20

Date of Application and Start Date 400-19-20-25

The date of the application is the date the signed application is received in the county agency, provided the application was submitted during normal business hours. When an application is submitted after normal business hours, on a weekend, or on a holiday, the application is considered received the next business day.

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CCAP

Date of Application and Benefit Start Date 400-28-20-10

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If an unsigned application is received, the unsigned application must be returned to the applicant for signature. The county must document the date the signed application is received in the office. This date will become the application date.

Benefits will begin on the first day of the month in which the **signed** application is considered received in the county social service office.

Let me know if there are additional questions.

Carol Cartledge
Director of Economic Assistance Division
North Dakota Department of Human Service
701-328-4008

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From: Osadchuk, Kim A.
Sent: Monday, March 27, 2017 9:52 AM
To: Cartledge, Carol F.
Cc: Meier, Dennis M.
Subject: county cases

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Kim Osadchuk, MSW
Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

Dennis Meier

From: Cartledge, Carol F. <ccartledge@nd.gov>
Sent: Monday, April 03, 2017 10:59 AM
To: Osadchuk, Kim A.; Dennis Meier
Subject: FW: county cases

Hi Kim,

Following are some policy references but not all policies stating an application is submitted where the client currently resides. Basically all Economic Assistance policies are the same. The county where the client currently resides, accepts the application and processes the application. If the individual moves to another county, then the case transfer policy applies.

SNAP

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TANF

Application/Request for Benefits 400-19-20

Date of Application and Start Date 400-19-20-25

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Note: The TANF Eligibility Worker must document the date an application is filed by recording the date received on the application.

The benefit start date is either the date the signed application is received in the county agency or the date the household becomes eligible, whichever is later.

Note: When a family entering North Dakota has received a current month's TANF benefit from a state that issues grants twice per month, the benefit start date is the day following the date eligibility in the other state ended or the date the household becomes eligible, whichever is later.

CCAP

Date of Application and Benefit Start Date 400-28-20-10

Households can apply for the Child Care Assistance Program in person, by mail, fax or electronically using one of the following:

- SFN 598 Child Care Assistance Program application
- SFN 405 Application for Assistance
- The Electronic Application (OASYS) found on the Department of Human Services Website

An SFN 616 Child Care Billing Report form is not required at time of application.

CCAP does not require an interview in order to determine eligibility.

Date of Application and Benefit Start Date

The date of the application is the date the signed application is received in the county social service office.

The county social service office must document on the application the date the application was received in the county social services office.

Note: Applications received after business hours, on weekends or holidays are considered received on the next business day.

If an unsigned application is received, the unsigned application must be returned to the applicant for signature. The county must document the date the signed application is received in the office. This date will become the application date.

Benefits will begin on the first day of the month in which the **signed** application is considered received in the county social service office.

Let me know if there are additional questions.

Carol Cartledge
Director of Economic Assistance Division
North Dakota Department of Human Service
701-328-4008

-----Confidentiality Statement-----

This transmission is intended only for the use of the individual to whom it is addressed and may contain information that is made confidential by law. If you are not the intended recipient, you are hereby notified any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please respond immediately to the sender and then destroy the original transmission as well as any electronic or printed copies. Thank you.

From: Osadchuk, Kim A.
Sent: Monday, March 27, 2017 9:52 AM
To: Cartledge, Carol F.
Cc: Meier, Dennis M.
Subject: county cases

Hi Carol,

Quick question for you regarding cases between counties. I believe we have had this discussion before but need to revisit it. Does the state give direction on which county should be determining the eligibility on a case? For example in Burleigh, we have the penitentiary and the new Burleigh/Morton jail. When clients come out of there and they reside at the transition center for say a week or two before going back to their permanent residence of Morton, who should get the case? On the app, they list the Lee address in Bismarck but on their cover sheet they list their previous address in Morton county and they plan to return to Morton county but are temporarily housed at Burleigh? Also these individuals may also be part of a family case as well and the family resides in Morton too.

Kim Osadchuk, MSW

Agency Director
Burleigh County Social Services
415 E. Rosser Ave STE 113
Bismarck, ND 58501
701-222-6670 work
701-214-1003 cell

Why worry about things you cannot change? Let go, and move on, because LIFE isn't waiting.

Dennis Meier

From: Cartledge, Carol F. <ccartledge@nd.gov>
Sent: Monday, March 27, 2017 5:03 PM
To: Osadchuk, Kim A.
Cc: Dennis Meier
Subject: RE: county cases

Hi,

I am researching policy and will provide a response.

Carol Cartledge
Director of Economic Assistance Division
North Dakota Department of Human Service
701-328-4008

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