



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

DATE: February 22, 2016 **TRANSMITTAL NO.:** I-16-02-0005

TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices

FROM: Dianna Laffey, Chief, Program Policy (**Signature on File**)

SUBJECT: Guidance on How to Process IRS and BEERS Information for All Programs

EFFECTIVE: Upon Receipt

This memorandum provides a policy change on how to process DERS Data Exchanges that contain Internal Revenue Service (IRS) and BEERS benefit information.

The current policy that requires staff who receive a DERS data exchange containing IRS and BEERS information to use the Bank Account Verification Request form (CF-ES 2270) along with the Financial Information Release form (CF-ES 2613) to request account information, is eliminated.

New Policy

When staff receives a DERS data exchange containing IRS and BEERS information, staff must:

- Pend the customer for information about the account verification of current and/or recently closed bank accounts while not disclosing the source of the information to the customer at anytime including the interview
- If the customer returns the information about the account confirming ownership, accept the applicant's statement that they own the income/asset
 - Update the case with the information, and enter on CLRC and AMS
 - Complete a benefit recovery referral as appropriate, if an overpayment exists
- Information may be found on AVS that confirms ownership of assets

If the customer does not return the information, and assets are a factor of eligibility for the benefits the customer receives, staff must:

- Follow the standard denial process, ensuring Continuous Medicaid coverage
Note: For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action can be taken to deny at any time during the eligibility period.

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits. Assets only count in assistance groups (AGs) that contain a member disqualified for an intentional program violation (IPV), felony drug trafficking including conspiracy, fleeing felon, or an Employment and Training penalty. For households with an elderly/disabled member and the AG fails the 200% gross income test, the household is subject to the asset test

Transmittal **I-12-10-0021** is obsolete. The policy manual and the Data Exchange guide will be updated to reflect these changes.

If there are food assistance or TCA policy questions, region offices may contact Connie Mathers at connie.mathers@myflfamilies.com. If there are Medicaid policy questions, region offices may contact Dorthene Baker at dorthene.baker@myflfamilies.com.

cc: Assistant Secretary for Economic Self-Sufficiency (Jennifer Lange)
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