

- REMEMBER:
1. The amount of recommended grant is always the higher of the two computations. In some instances, there will be no change in grants (i.e., example #2)
  2. The figures in Fields 33, 34, 35, and 36 are not IM-30 figures, but either EIL computations or SAB maximum minus present SSI computations (from the SAB Determination box at the bottom of the IM-30).

XI. Initial Payments on BP Approvals:

Claimants eligible for BP will receive payment from the date of application.

EXAMPLE

Mr. Brown applies for BP on October 5, 1984. On November 8, 1984, the worker prepares the approval IM-5. Mr. Brown is eligible for a partial BP payment for October 5, through October 31, 1984, as well as the full BP payment for November, 1984.

In order to give the claimant the correct payment, the worker will complete the IM-5 like any other approval with the following exceptions:

- Field 44: The amount of retroactive payment will include the partial payment for the month of the application. The amount of retroactive payment will be based on the number of days from the date of application (including the date of application) through the end of the month. After the worker has determined the number of days for which a retroactive payment will be made, the worker will use the amount next to the number of days in the following table as the amount of retroactive payment. The head count will be the number of months eligible for retroactive payment. If date of application is the first day of the month, the client would be eligible for a full month's grant.

Days	Amt.	Days	Amt.	Days	Amt.
1	16.00	11	166.00	21	308.00
2	32.00	12	172.00	22	327.00
3	48.00	13	188.00	23	346.00
4	64.00	14	194.00	24	365.00
5	80.00	15	210.00	25	383.00
6	96.00	16	226.00	26	401.00
7	112.00	17	242.00	27	418.00
8	128.00	18	258.00	28	435.00
9	134.00	19	274.00	29	453.00
10	150.00	20	290.00	30	472.00
				31	489.00

EXAMPLE

Ms. Jones applies for BP on 04-08-05. The worker completes the approval IMU5 on 04-29-05. Ms. Jones is eligible for a BP payment for 22 days of April (count includes date of application). The worker enters 327.00 (from the table) as the amount of retroactive payment in Field 44 (327.00).

EXAMPLE

Mr. Smith applies for BP on 04-28-05. The worker enters the approval IMU5 on June 3, 2005. Mr. Jones is eligible for a BP payment for three days of April and for the full month of May. The worker enters 537.00 [(48.00 from the table) + 489.00] as the amount of retroactive payment in Field 44 (537.00).

Field 37: Will be the month the IMU5 transaction is entered unless it's the same as the month of application. If the IMU5 transaction is entered in the month of application, enter the following month in Field 37.

## EXAMPLE

In the preceding example on Ms. Jones, 0505 will be the date entered in Field 37 since the IM-5 was completed in the month of application.

## EXAMPLE

In the preceding example on Mr. Smith, the date entered in Field 37 will be the month IM-5 was completed 05/05.

XXI. Correction of Payments or Title XIX Dates/Level of Care on Closed Cases:

These procedures will be used to make a correction in payment or Title XIX dates/level of care on cases, which were active but are now closed.

A. Correction of Payment:

In some instances, a worker may discover that a payment is owed to a recipient whose case was active but is now closed. This procedure cannot be used on rejected cases; the case must have been open at some time. Remember, also, the time limitations on retroactive and deficiency payments. After obtaining supervisory approval to make the payment, the worker will:

1. Complete the closed turnaround IM-5 with the following entries:

- |          |   |
|----------|---|
| Field 0: | Reenter X on conversion cases if it does not appear in the turnaround area.   |
| 2:       |   |
| 3:       | Review and correct if needed  |
| 4:       | To insure that the recipient receives the check.  |
| 5:       | Enter code 30 (cancel closing).   |
| 6:       | Enter a reason for opening code.  |
| 13E:     | For each person in Field 13, enter the first day of the first month for which the retroactive or deficiency payment is being requested. |
| 13G:     | For each person in Field 13, enter a "T" level of care.   |
| 19:      | On AFDC cases.  |
| 23:      | On SNC cases.   |

- 25: On AFDC, GR, SAB, SNC and Conversion cases.
- 28: On AFDC cases.
- 29: On AFDC and GR cases.
- 33:
- 34:
- 35:
- 36: Enter "0000 00"
- 41: On AFDC cases and GR-UB cases.
- 44: Complete the appropriate field to request the retroactive or deficiency payment. See
- or instructions for these fields.
- 45:

Explanation Section: Enter a thorough explanation for the retroactive or deficiency payment.

(See Example 14)

2. As soon as the turnaround IM-5 is received, close the case.

**B. Correction of Title XIX Dates/Level of Care:**

In some instances, a worker may discover that a recipient whose case is currently closed was eligible for Title XIX or a level of care different from the dates or level recorded in the IM-5 system during the time the case was active. After obtaining supervisory approval to make the change, the worker will:

1. Register an IM-1 which will be completed like any other application except that, in place of the applicant's signature, enter "application being submitted to correct Title XIX eligibility dates".
2. When the turnaround IM-5 is received from State Office, complete it as any other approval with the following exceptions:

- Field 5: Enter code 11.
- 7: Enter code 45.
- 13E: Enter the corrected Title XIX eligibility date(s).
- 13G: Enter the appropriate level of care for the date in Field 13E. Cash levels of care cannot be used.
- 29: Enter "00" for AFDC or GR.