

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

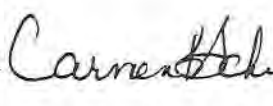
P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 14, 1996

MEMORANDUM

TO: ALL AREA AND COUNTY OFFICES

FROM: CARMEN K. SCHULZE, DIRECTOR 

SUBJECT: FORMS MANUAL REVISION # 1: R&EIR-01, 02, 03, 04
INSTRUCTIONS PAGES 1, 2, AND 3

REFERENCE: FOOD STAMPS AND INCOME MAINTENANCE

DISCUSSION:

We notified staff in Memorandum IM-69 of November 30, 1995, that the Division of Family Services will begin comparing files with the Missouri Department of Corrections (DOC). The first quarterly match begins in February and consists of four reports. This Forms Manual revision introduces the reports offices receive if recipients' Social Security Numbers match individuals who are imprisoned by or under the control of the DOC.

The caseworker's report identifies the case name and number, incarcerated person, date of imprisonment, the prison name, and possible release date. It also includes questions which the caseworker must answer regarding the recipient's eligibility and receipt of an overpayment. Caseworkers must complete and return the form through their normal supervisory channels to state office Income Maintenance Program and Policy.

The supervisor's report provides recipient information and identifies the worker number for each case. The area's report identifies recipients, county offices, and worker numbers. Supervisors and area personnel must ensure that:

- staff immediately investigates the case upon receipt of the report and takes adverse action if necessary, AND
- staff completes the questions on the report, AND
- the completed caseworker's report is returned to state office within 45 days of the date of the report.

State office's report identifies recipients and county offices. It is used to tract cases in conjunction with the caseworker's report.

NECESSARY ACTION:

Review this memorandum with staff.

- Investigate eligibility immediately upon receipt of a notice.
- Stop or reduce benefits if appropriate.
- File claims if overpayments occur.
- Complete and return report R&EIR-01 within 45 days through supervisory channels to state office.
- File new forms and instructions in the Forms Manual following the form, FTX55303-01.

CKS/LW/sb

Distribution #2