

## **REFERRAL PROCESS TO MISSOURI WORK ASSISTANCE (MWA) PROGRAM**

### **APPLICANTS**

When a Temporary Assistance (TA) application is taken, the eligibility specialist (ES) determines whether the applicant and/or second parent meet an exemption or exclusion. If an exemption or exclusion is met, the ES enters the appropriate code in FAMIS on the COMPACT/FM8B screen. The individual is **NOT** referred to the MWA service provider. The ES is responsible for follow up on the exemption or exclusion.

#### **EXAMPLE:**

- When an individual applies for SSI, which is an exemption reason, a re-evaluation date is entered on the COMPACT/FM8B screen and the ES follows up on the SSI application.
- Individual is pregnant and in the third trimester which meets an exclusion. A re-evaluation date is entered on the COMPACT/FM8B screen and the ES follows up at the due date of pregnancy.

When an exemption or exclusion reason is not appropriate, a "D" for mandatory is the correct code; unless the individual is a teen parent (T or F) or has received TA more than 60 months (H or {J not used at applications}). The "D/T/F" codes send a mandatory recipient referral to the MWA System in the nightly data exchange file.

### **ACTIVE PARTICIPANTS/RECIPIENTS**

When an individual is referred to Missouri Work Assistance (MWA) program as mandatory ("D/T/F/J" code) and reports to the MWA case manager a change in the individual's circumstances that constitutes an exemption or exclusion the following happens.

- Meets an exemption:
  - The MWA case manager obtains the verification, provides the verification to Family Support Division (FSD), and makes appropriate entries in the MWA System that generates a reminder to FAMIS,
  - The ES receives the reminder and takes immediate action.

**NOTE:** When changing the work requirement code on the COMPACT/FM8B screen, the ES must review for any necessary changes on other FAMIS screens, such as the DISABLED screen.

- Meets a waiver/exclusion:
  - The MWA case manager verifies condition and enters the appropriate waiver (the MWA case manager term for exclusion) code in the MWA System. The MWA case manager continues to provide case management services to the individual, and completes the required follow up on the waiver/exclusion.
  - The work requirement code remains mandatory "D" on the COMPACT/FM8B screen. No action is required by the ES.

When the participant/recipient reports to FSD (after the individual is referred to the MWA program) a situation that constitutes:

- An exemption:
  - The ES must obtain verification and enter the exemption in FAMIS on the COMPACT/FM8B screen. When this occurs, a closing code goes to the MWA System to close the MWA case overnight.
  - The MWA case manager does not get a reason why the MWA case is closed. Open communication between FSD and MWA is highly encouraged so everyone is kept up-to-date with each and every TA participant/recipient.
- An exclusion:
  - The ES must request verification. Explain to the participant/recipient that these situations must be communicated to his/her MWA case manager as well, but you, the ES, will follow up with the MWA case manager.
  - Contact the MWA case manager by email, phone, fax, or regular mail (the type of communication can be worked out locally). The ES will provide the verification for the exclusion to the MWA case manager.
  - The work requirement code remains mandatory "D" on the COMPACT/FM8B screen. No other action is required by the ES. The MWA case manager enters a temporary waiver code in the MWA System, once verification is received.

**NOTE:** When an individual meets an exemption or exclusion the sanction should be lifted by the ES, if sanctioned, as the individual is not employable. A reminder from MWA is not necessary for the ES to take this action once the exemption or exclusion is verified.

It is vital that coding be correct in FAMIS and the MWA System from the beginning of a TA case. Close communication between local FSD and MWA staff is encouraged to facilitate the efforts to help TA applicants/participants become work ready.

<p><b><u>WORK REQUIREMENT INDICATORS</u></b></p> <p>D - REFERRED TO MWA  E - EXEMPT - ENTER EXEMPT REASON  F - TEEN PARENT NOT IN SCHOOL  H - HARDSHIP - ENTER EXTENSION REASON  J - AFTER 60 MONTHS-TO MWA-ENTER EXTENSION REASON  M - MANDATORY - ENTER EXCLUSION REASON  P - PENDING ASSESSMENT (No More than 30 days  T - TEEN PARENT IN SCHOOL  W - VOLUNTEER - REFERRED TO MWA</p>	<p><b><u>WORK REQUIREMENT EXTENSION REASONS</u></b></p> <p>20 - DOMESTIC VIOLENCE  21 - SUBSTANCE ABUSE  22 - MENTAL HEALTH  24 - ACTIVE CS/IM  25 - FAMILY CRISIS 26 - PENDING REVIEW</p>
<p><b><u>WORK REQUIREMENT EXEMPTION REASONS</u></b></p> <p>01 - CUSTODIAL CARETAKER OF CHILD UNDER 12 MONTHS  02 - CARE OF CHILD UNDER 12 MO FOR MORE THAN 12 MO  05 - NEEDED IN HOME TO CARE FOR DISABLED INDIV  06 - PERMANENTLY DISABLED  07 - PAYEE 60 YEARS OF AGE OR OLDER</p>	<p><b><u>WORK REQUIREMENT EXCLUSION REASONS</u></b></p> <p>4 - TEMPORARILY DISABLED/PREGNANT  5 - VICTIM OF DOMESTIC VIOLENCE</p>