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1000.00.00 INTRODUCTION TO THE ICES PROGRAM POLICY MANUAL

The ICES Program Policy Manual user must have an understanding of the organization and format of the manual. This introduction provides information regarding the following:

Purpose And Scope Of The Manual (Section 1005);
Manual Organization (Section 1010);
Manual Format (Section 1015);
Manual Numbering Scheme (Section 1020);
Manual Indexing (Section 1025);
Manual Terminology (Section 1030);
Manual Distribution (Section 1035); and
Future Revisions To The ICES Program Policy Manual (Section 1040).

1005.00.00 PURPOSE AND SCOPE OF THE MANUAL

The ICES Program Policy Manual is intended for use with the Indiana Client Eligibility System (ICES). The manual incorporates policies and procedures concerning the Food Stamp, Refugee Assistance, Temporary Assistance for Needy Families (TANF), Indiana Manpower Placement and Comprehensive Training (IMPACT) programs and health coverage under the traditional Medicaid program and Hoosier Healthwise. The manual is maintained in both a hard copy and on-line version.

Policy and procedures concerning burial assistance are included in this manual; however, the determination of entitlement to burial assistance is not supported by ICES.

Eligibility for Room and Board Assistance (RBA) must be determined manually by caseworkers; however, for RBA eligible recipients, ICES will determine eligibility for RBA-related Medicaid.

The provisions of this manual apply to the 92 Local Offices of the Division of Family Resources throughout the State of Indiana. The manual is intended as a guide for implementation of all federal and state laws and regulations relating to the eligibility determination of the Food Stamp, Cash Assistance, IMPACT and health coverage programs administered by the Division of Family Resources.

1010.00.00 MANUAL ORGANIZATION AND FORMAT

The manual is organized into the following chapters:

Chapter 1000	Introduction
Chapter 1200	General Program Information
Chapter 1400	Administrative Policy
Chapter 1600	Categories of Assistance
Chapter 1800	Application Registration
Chapter 2000	Application Processing
Chapter 2200	Continuing Case Processing
Chapter 2400	Non-financial Eligibility Requirements
Chapter 2500	IMPACT
Chapter 2600	Resources
Chapter 2800	Income
Chapter 3000	Eligibility Standards
Chapter 3200	Assistance Groups
Chapter 3400	Budgeting and Benefit Calculation
Chapter 3600	Benefit Issuance
Chapter 3800	Transitional Medical Assistance
Chapter 4000	Notices and Forms
Chapter 4200	Appeals and Hearings
Chapter 4400	Data Exchange
Chapter 4600	Benefit Recovery
Chapter 4800	Burial Provisions
Chapter 6000	Glossary

Within each chapter, the manual material is organized with policy common to all programs presented first, followed by policy specific to a particular program or group of programs. The first section (or passage as referred to on-line) serves as a table of contents for the chapter by listing the main sections contained in the chapter. Footnotes are numbered sequentially within each chapter and the legal references are found in the last section of each chapter.

When a policy applies to all programs, no program designators are listed after the passage title. When a policy applies to only one program, the program designator is listed in parentheses following the passage title.

When policy in a passage does not pertain to all categories of assistance within a program, the first sentence in the passage will state the specific category(ies) for which the passage is applicable. In some instances, the first sentence will state the category for which the passage does not apply.

1015.00.00 MANUAL NUMBERING SCHEME

The numbering scheme used for the ICES Program Policy Manual provides a method for numbering each chapter and passage of text while providing the flexibility to add or insert

passages or chapters without having to renumber or re-index other sections. There may be up to four sets of numbers in each passage number. The first number which represents the chapter and section number is four digits. All other numbers are two digits.

The numbering scheme is illustrated by the following:

1600.00.00	Indicates Chapter 1600;
1605.00.00	Indicates Chapter 1600, Section 1605;
1605.05.00	Indicates Chapter 1600, Section 1605, Subsection 1605.05;
1605.05.05	Indicates Chapter 1600, Section 1605, Subsection 1605.05, Second Subsection 1605.05.05;
1605.05.10	Indicates Chapter 1600, Section 1605, Subsection 1605.05, Second Subsection 1605.05.10;
1605.10.00	Indicates Chapter 1600, Section 1605, Subsection 1605.10;
1605.10.05	Indicates Chapter 1600, Section 1605, Subsection 1605.10, Second Subsection 1605.10.05;
1605.10.10	Indicates Chapter 1600, Section 1605, Subsection 1605.10, Second Subsection 1605.10.10;
1605.10.10.05	Indicates Chapter 1600, Section 1605, Subsection 1605.10, Second Subsection 1605.10.10, and Third Subsection 1605.10.10.05.

1020.00.00 MANUAL TERMINOLOGY

Many of the passage titles in the ICES Program Policy Manual contain "program designators". These program designations are in parentheses at the end of passage titles.

The program designators and the programs they represent are:

F	Food Stamp Program
C	Temporary Assistance for Needy Families and Refugee Cash Assistance

MED Medical programs (The medical, or health coverage, programs are traditional Medicaid and Hoosier Healthwise.)

I Indiana Manpower Placement and Comprehensive Training

The "MED" classification is divided into four sub-groupings reflective of the similarities which exist in the financial and resource eligibility determinations of the categories in each group. If policy and procedure apply to all categories, a passage is designated as MED. If policy and procedure only apply to some of the groupings, one or more specific designators are listed.

The following sections list the specific categories of assistance within each program designation.

1025.00.00 CATEGORIES

All program designators except "F" include more than one category. The categories within each program designator follow. Further clarification of each category is outlined in Chapter 1600.

1025.05.00 CASH ASSISTANCE

Categories of assistance in the Cash program group are:

Two-Parent TANF (ADCU)
Regular TANF (ADCR)
Refugee Cash Assistance (ADCQ)

1025.10.00 MED 1

Categories in the MED 1 program group are:

Aged (MA A)
Blind (MA B)
Disabled (MA D)
RBA-related (MA R)

1025.15.00 MED 2

Categories in the MED 2 Program group are:

Low Income Families and Support Extension (MA C)
Wards (MA 3)
Refugees (MA Q)
SSI (MA U)
18, 19, 20 Year Olds (MA T)
Child in Psychiatric Hospital (MA O)
Full Range Pregnant Women (MA M)

1025.20.00 MED 3

Categories in the MED 3 Program group are:

Child Under One (MA Y)
Child Under Six (MA Z)
Child Six to Nineteen (MA 2)
Pregnancy-related (MA N)
Extension for Income Ineligible Pregnant Women (MA E)
Children One to Nineteen (MA 9)
Children's Health Plan for Children Birth to Nineteen
(MA 10)

1025.25.00 MED 4

Categories in the MED 4 program group are:

Qualified Medicare Beneficiary (MA L)
Qualified Disabled Worker (MA G)
Specified Low-Income Medicare Beneficiary (MA J)
Qualified Individuals (MA I, MA K)

1030.00.00 ACCESSING THE ON-LINE MANUAL

The on-line Policy Manual can be accessed in any of three ways:

- From the on-line Policy Manual Menu (MNOM);
- By entering next TRAN/PARMS;
- By pressing PF3 on any screen in the system.

Access by function key:

Follow these steps to access the Manual from any screen without disrupting your work.

1. Press PF3; OMPL will display the list of passages associated with the screen.
2. Select with "X" the passage you wish to view and press enter; OMMD with the passage you selected will display.

By using the PF18 key, you can page through the passages which will display in numerical order. Use PF17 to go back to the passage you originally selected.

3. Press PF15 to return to the screen you were originally on when you first accessed the on-line manual.

Access by MNOM menu or TRAN code:

MNON number 1 or TRAN code OMTL

Enter as PARMs: (Passage Number)

OMTL will display the list of topics for the passage;

or

Do not enter a PARMs and OMTL will display the list of topics for the manual in alphabetical order.

On OMTL, select a topic with "X" and press PF16. OMPL will display the list of passages for that topic. Select a passage with "X" and press enter. OMMD will display the passage text. Use PF18 to page through all subsequent passages in numerical order. Press PF17 to go back to the first passage you selected.

or

Select a topic and press enter. OMMD will display the passages associated with the topic in alphabetical order. Use PF18 to page through the passages. Press PF17 to see the previous passage. (Notice that the functionality of OMTL and the PF17 key differs depending on whether you select a topic with PF16 or by pressing enter.)

MNON number 2 or TRAN code OMPL:

Enter as PARMs: (topic) or (screen code)

OMPL will display the list of passages indexed to the topic/screen. Select the passage with "X" and OMMD will display the text. Use PF18 to page through all subsequent passages in numerical order. Use PF17 to return to the initial passage selected.

MNON number 3 or TRAN code OMMD:

Enter as PARMs: (topic) or (screen code)

OMMD will display the text of passages indexed to the topic/screen. Use PF18 to page through all passages for the topic/screen. Use PF17 to view the previous passage.

or

Enter as PARMs: (passage number):

OMMD will display the text. Use PF18 to page through all subsequent passages in numerical order. Use PF17 to return to the initial passage.

1035.00.00 MANUAL DISTRIBUTION

The on-line manual is available through every ICES terminal. A limited number of hard copy manuals will be placed in the Local Office.

When additional hard copy manuals are needed, Local Offices are to notify the Family Independence Section so that the current distribution list can be updated.

1040.00.00 FUTURE REVISIONS TO THE ICES POLICY MANUAL

When the on-line manual needs to be revised or updated, flash bulletins will alert workers that a revision has been made. In addition, the Local Office will receive a written revision for each hard copy manual. A numbered manual transmittal letter is used to transmit new or revised hard copy manual material. The number of the transmittal letter is to be recorded along with the date of issuance on the List of Manual Transmittal Letters found in the hard copy manual. The manual should then be updated by removing and replacing obsolete material and adding new material.