When using a TA IM-5 in which an entry appears in the white area of Field 40, line out the entry. This eliminates the possibility of it being reentered in error.

Field 41:   Gross Income (6 - Numeric)   Case Data Update

An entry is required on a Temporary Assistance case, MPW and GR refugee cases if the entry in Field 5 is 01, 02, 04, 05, 06, 11 or 30. Reentry is required if there is an entry in Field 34.

On all cases, except BP, enter the total monthly gross income (combination of earned and unearned) before any income deductions. If there is no income, enter "0000 00".

On Temporary Assistance cases, MPW cases, and GR Refugee cases, this field is mandatory. This includes all: 1) Temporary Assistance and Title XIX cases, 2) Temporary Assistance Title XIX Only cases (including children on Title XIX only who are not deprived of parental support), 3) Medicaid for Pregnant Women cases, and 4) Refugee cases.

On Temporary Assistance, Medicaid for Pregnant Women, and Refugee cases, an entry is required in this field on all openings, reopenings, cancel closings and whenever there is an entry in Field 34. The computer is programmed to validate the 185% of need test. The amount to be entered in this field will be the amount of gross income used by the caseworker in making the 185% of need test determination.

Highlighted error: This field must contain six numeric characters.

Field 42:   An entry is needed in this field when a Temporary Assistance case is being approved or an interim change is being made. Enter Y if domestic violence has been identified. Enter N if domestic violence has not been identified.

If domestic violence is discovered later enter Y in this field at next update.

Field 43:   Date Ineligible (6 - Numeric)   Case Data Update

An entry should not be made in this field if the entry in Field 5 is 01, 02, 03, 04, 05, 06, 07 or 30.

An entry is needed in this field when a case is being closed. Do not use this field if closing an individual while the case remains open. Use field 13E for individual closing dates. An entry is also required on some code 11 actions.

If the entire case is being closed, enter the date (MMDDYY) on which the case became ineligible. The date shown will be the date of the change in circumstances, which made the case ineligible for assistance. If the exact date is unknown, enter an approximate date.

This field should never be zeroed out.

Highlighted error: The date entered must be a valid date.

Field 44:   Retroactive Payment (2, 6 - Numeric)
Case Data Update

This field will be used to report the head count and amount of retroactive payments. Retroactive payments are those given in application situations when no payment has been made to an eligible payee or no payment has been made for an eligible person being added to a case.

A.   When to Request Retroactive Payments:

1.   Presumptive Eligibility cases to obtain the presumptive grant. (See Typical Situations: Presumptive Eligibility.)

2.   Applications to add a child, add a second parent, or to include the payee in the assistance group on an open AFDC case when the application or request has not been processed in time for the payee to receive any benefit (for the individual being added) for month of approval or the month in which the thirtieth (30th) day from the date of application falls. On applications to add a person to an open GR case, the retroactive payment begins with the month of request.

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_____

EXAMPLE

Mrs. F. applies to add her newborn child to her AFDC grant on 09/20/85. The worker completes the IM-5 to add the child on 10/02/85. The worker will recommend a retroactive payment for the child for the month of October (because he missed the regular payroll date and this is the month in which the

30th day falls).

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