



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**David E. Wilkins**  
*Secretary*

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**DATE:** March 28, 2012                      **TRANSMITTAL NO.:** P – 12-03-0011

**TO:** Economic Self-Sufficiency Operations Managers  
Economic Self-Sufficiency Program Offices

**FROM:** Jeri Flora, Chief, Program Policy (**Signatures on File**)  
William Martinez, Chief, Technology & Data

**SUBJECT:** New Eligibility Review Policy for TCA

**EFFECTIVE:** April 1, 2012

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This memo is to advise staff of a change in review policy for Temporary Cash Assistance (TCA). This change will align the TCA review with existing food assistance review policy. This policy change is consistent with F.S. 414.095(1) that directs the Department to monitor continued eligibility for TCA through periodic reviews consistent with the food assistance eligibility process.

**New Policy**

TCA recipients will now be assigned eligibility periods subject to automatic expiration when a recipient fails to complete an eligibility review.

Eligibility staff should continue to assign an eligibility review period of less than, or greater than, six months to align the TCA eligibility period with food assistance.

Beginning in April, the Notice of Expiration Certification Period (NECP) will be sent to households whose certification period is scheduled to end in May. If the household completes the review process staff will re-determine eligibility. If the household fails to complete the review process, the household will be subject to automatic expiration of benefits at pull down in May for failure to timely complete an eligibility review.

**Note:** Child only TCA cases, not receiving food assistance, and Medicaid coverage groups continue to receive a 12-month eligibility period; however, TCA benefits are subject to automatic expiration at the end of the eligibility period should no eligibility review be completed.

TCA is also aligning with the food assistance policy that defines an application for review as either timely or untimely.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**Timely Reviews** – a review, or interim contact form, received on or before the 15<sup>th</sup> day of the last month of the eligibility period.

**Untimely Reviews** – a review, or interim contact form, received from the 16<sup>th</sup> day of the last month of the eligibility period but no later than 30 days after the current eligibility period.

**Note:** If a household submits an application within 30 days after the end of the eligibility period, process the application using the 60-day application process; however, apply review verification procedures. For example, if the review is passive, do not require an interview.

Normal TCA date of application disposition policy applies for benefit approvals.

**FLORIDA Systems:**

As in the Food Assistance Program, the system will send TCA recipients a Notice of Expiration of Certification Period (NECP) in the month prior to the last month of the eligibility period to remind the household to complete an eligibility review. This NECP will replace the existing notice sent to TCA recipients notifying them to reapply.

If ASRE has been run, the TCA benefits will remain in pending status until a determination is made on the case. TCA will not post in a pending status.

If ASRE has not been run, TCA benefits will close at pull down with reason code 248.

If EDBC is run (not ASRE), TCA will align with food assistance and will not build. Staff will need to run ASRE to extend the TCA.

If there are policy questions, Region offices may contact Gary D. Scott at (850) 717-4137. For systems questions, Region offices may call Jared Gallub at (850) 488-9526.

cc: Director (Ann Berner)  
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