

Department of Social and Health Services

Olympia, Washington

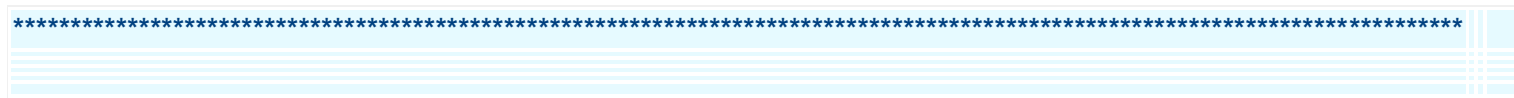
EAZ Manual

Revision # 894
Category Change of Circumstances – Effective Date
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Summary

Added clarification under Worker Responsibilities about effective date of change when the household reports a change through the online system on a non-business day. Change will be considered “reported” on the first business day following the date the information was entered into the system.

See below for edited text:



Worker Responsibilities - [WAC 388-418-0020](#)

2. Changes that cause an increase in benefits:

- We require proof of a decrease in income before we update benefits based on the reported change if the change will increase the household's benefits. We decide when to change benefits based on whether or not they provide the proof we asked for within ten days. If they take more than ten days to provide this proof, we increase benefits starting the month after the month we received the proof **even if** they request more time to give us the proof.

- If a change is reported through the online system on a weekend or holiday, the change is considered reported to the department on the first business day following the date the client entered the change online. We increase the benefits starting the following month. So if the client enters a change into their CBA on Saturday, March 30, the change would not take effect until May benefits. We consider the change received Monday, April 1.

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- We require proof of expenses that will increase Basic Food benefits only if the expense is questionable.
- When cash assistance benefits increase because someone starts paying shelter costs, we adjust the cash benefits in the same month that the change was reported if proof was provided timely. We do this instead of waiting until the following month. If the proof was not provided timely, then we follow the regular rules for the effective date of the change.
- If a person leaves a community residential facility or a medical institution after the first of the month and they have been receiving CPI monies per WAC 388-478-0045 or 388-478-0040, the effective day for the change in benefits is the day they leave the facility.

Benefits are determined by dividing the grant amount by the number of days in the month. The remainder is multiplied by the number of days left in the month counting the date of discharge. The CPI is divided by the number of days in the month and the remainder is multiplied by the number of days the person was in the facility. The two sums are added together and the CPI amount is subtracted from the total.