

Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Mid-Certification Reviews
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Summary

Updated clarifying information under [WAC 388-418-0011](#) that MCRs are waived for April, May and June 2020 during the COVID-19 pandemic and new emergency WAC.



Mid Certification Reviews

Created on:

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Revised ~~May~~ [March 215](#), 2020

WAC 388-418-0011-What is a mid-certification review (MCR), and do I have to complete one in order to keep receiving benefits?

- [Clarifying Information](#) and [Worker Responsibilities](#)
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Clarifying Information - -WAC 388-418-0011

1. ~~1.~~ A mid-certification review (MCR) is:

- a. A request to confirm your current circumstances or report changes to determine if you are still eligible for benefits and to calculate ongoing monthly benefits;
- b. Due six months into your 12-month certification period unless:
 - i. Your assistance unit has a certification period six months or less, or
 - ii. All adults in your assistance unit are elderly or disabled and have no earned income.

Note: MCRs due in April, May, and June 2020 are waived during the COVID-19 pandemic. See WAC 388-437-0005.

~~1.2.~~ Review items for MCR:—The requirements for the MCR vary by program.—See below for elements that must be reviewed and updated,—if changes ~~have been~~are reported:—

Cash	Basic Food
Address	Address
Deductions: legally obligated child support	Deductions: <ul style="list-style-type: none"> • Child support; • Shelter expenses (only if moved); and • Medical and child care expenses if applicable.
Disability	
Household Composition	Household Composition
Income	Income (new source, start, stop, change in rate or hours) See 2.d.
Pregnancy	
Resources	

Note: Don't address LAM during the MCR process. See the Verification section.

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32. – For MCRs with conflicting, missing, or previously unknown information:

- a. MCRs are either complete or incomplete. Make every attempt to clarify conflicting or incomplete information.
- b. Consider the MCR complete even with blank sections ~~if sections on the MCR are blank and~~ there is **no conflicting information** on ~~our~~ cross matches.
~~we can consider the MCR complete even with the blank section.~~
- c. ~~Any information on the MCR or absent from the MCR report that conflicts with information found on various data cross matches must be resolved~~ information reported on the MCR that conflicts with data cross matches before ~~the MCR can be~~ considering it ~~ed~~ completed.
- c. The MCR is considered incomplete until we have;
 - i. All the needed information, and;
 - ii. Required verification to determine eligibility for month seven.
See #3 a. and b. below for required verification.
- d. For CSD users, see CSD Procedure Handbook for MCRs.

EXAMPLE:

Mozzie's MCR is due the end of May. ~~He lost the his~~ MCR form ~~mailed to him~~ but finds an ER online and submits that instead. ~~Mozzie says he is still only working 10-15 hours per week (no change in income).~~ ~~He also checks the box on the ER form stating he is a student but doesn't explain or indicate the type of school and how many credit hours he is taking (full time or less than half time).~~ ~~The worker tries to call Mozzie to clarify his student status but he is not available to take the call.~~ ~~Since Mozzie has not~~ doesn't qualify for student exemption factors and ~~isn't not~~ working at least 20 hours per week, the worker must mark the MCR ~~as~~ incomplete and terminate benefits. ~~The worker adds some free-form text on the termination letter to inform Mozzie that he must contact us to clarify his student status.~~

EXAMPLE:

Jason provides a completed's completed Basic Food MCR form ~~is received~~ early in the sixth month. Jason reports ~~see~~ no income and no changes. Spider shows Jason has earnings from a previously unreported source in the most recent work quarter. ~~(Income indicated is significantly less than 130% of FPL times 3 months.)~~ The worker attempts to call Jason but is unable to reach him.

The Staff process the MCR is processed as incomplete, add documentation ~~is added~~ to the case explaining why, and send a MCR termination letter ~~is sent~~ requesting clarifying information regarding current employment status.

Jason comes into the local CSO in the middle of the sixth month to report that he ~~is~~ no longer ~~employed-works for~~with the company indicated and received his final check two months ago. Since earnings were ~~n't~~ previously budgeted, verification of employment loss is ~~n't~~ required as there is no currently budgeted income to remove.

Worker accepts ~~client's~~ Jason's statement, reinstates food benefits, and ~~marks the~~ MCR ~~is marked as~~ complete.

43. - Required proof for the MCR: - We don't require proof of an increase in income deductions ~~a change~~ unless ~~the deduction it~~ is questionable. - The verification a ~~person-recipient~~ must provide ~~for us~~ to count an MCR as complete depends on the benefits they receive.