

## Housing Support new basis of eligibility available 7/1/2020

### “Transition from Residential Treatment”

## MAXIS Work-Around Guide

### Policy snapshot

- **Mandatory verifications under the “Transition from Residential Treatment” basis of eligibility only include the following items:**
  - Applicant Identification and date of birth (ID)
  - Professional Statement of Need (PSN):
    - Verify Transition from Residential Treatment eligibility – PSN section 5 completed.
    - Qualified professional or county designee verify need for supplemental services, if applicable.
- **Vendor information of Housing Support provider, including:**
  - Room/Board Setting vendor number, with person’s entry date
  - If applicable, Supplemental Service vendor info, including the begin date
- **Eligibility and benefit amount determination must not consider income or assets.**
- **Eligibility period under the new basis may include up to 3 full calendar months, or may be a partial first month followed by two full calendar months.**
- **Housing Support payments for room/board should be pre-paid** during the eligibility period.
- **Reporting requirements** are limited to the following:
  - Change in residence or address
  - Change in citizenship or immigration status
- **Eligibility under the “Transition from Residential Treatment” basis of eligibility ends** under one of the following situations, whichever comes first:
  - When the recipient leaves the setting approved for the transitional basis, or
  - At the end of the third calendar benefit month of eligibility (again, first month might be partial depending on move-in date).
- If **ongoing traditional Housing Support room/board** is needed at the end of the eligibility period, an application request must be submitted, following standard application procedures.
  - Eligibility for traditional Housing Support must be determined based on traditional Housing Support program policies and guidelines.
- **Partial month eligibility** for Housing Support under the “Transition from Residential Treatment” basis of eligibility in the same month as eligibility for traditional Housing Support is not allowed in MAXIS. These payments must be manually determined and a request submitted to BENE for issuance.

### MAXIS STAT:

1. Review the **Professional Statement of Need (PSN)** and verify that a residential treatment staff has signature and date in section 5.
2. Process the **Housing Support application** following existing procedures but do not request verification of income or assets. An interview is not required if all required information is available.

- a. **On STAT/MEMI: 'Placement Type' enter new code {H – Transn From Res Trmt}.**
- b. **On STAT/FACI: 'Post Pay (Y/N)' enter {N}.** There are no changes to worker data entry for STAT/FACI or STAT/SSRT however benefits must be pre-paid for the new eligibility basis.
- c. **Income and asset panels** should be completed following existing procedures with no exceptions.
- d. **Panels to indicate verified disability or disabling condition** should be completed following existing procedures with no exceptions.

## **MAXIS FIAT/ELIG:**

*You may have to create Housing Support eligibility results through FIAT if none exist. You must FIAT Housing Support eligibility results when appropriate following the directions below.*

1. Use **FIAT Code {10 – Incomplete Results}** when determining a FIAT reason.
2. **GRPR: 'Elig Type' must be {06-ADULT}.** If Housing Support eligibility type is not ADULT basis then the eligibility basis must be changed. If you had to create Housing Support results then the eligibility basis must be entered manually.
3. If **GRPR: Verification Case Test** is FAILED for any verifications that are not mandatory for the new basis, then select the case test to bring up the **Verification Test Pop-up window and change the FAILED test results to PASSED.**
4. **GRPB: Gross Income, remove all counted earned or unearned income** if any exist. The **GRFB: Countable Income: 'Counted Income'** amount must also be \$0.00.
5. On the **GRFB: Payment: 'Total Payment'** amount must be the same as the **GRFB: Payment: 'GRH (State) AMT'**.
6. **GRSM: 'Reporting Status' must be {NON-HRF}.** If the reporting status is {SIX MONTH} then change it to {NON-HRF}.
7. **GRSM: 'Pre or Post-pay' must be {07}.**
8. **Review Housing Support eligibility results for accuracy and APP.**
9. **Add the following worker comment to the approval letter notifying the applicant of their eligibility under the "Transition from Residential Treatment" basis of eligibility and its time limited duration:**

*Your eligibility is based on your recent transition from residential treatment. Eligibility is time limited and begins in [FILL IN MONTH AND YEAR]  
(Auth: MN Statute 256I*

- *You may be eligible for up to 3 months.*
- *Your eligibility started on the day you moved in. Your first month might be a partial month.*
- *This program will end if you leave your current residence or when the full eligibility period has ended.*
- *For assistance in paying for room and board payments after your eligibility period has ended, you must submit an application request along with mandatory verifications to your county or tribal worker.*

10. **Set a reminder via DAIL/WRIT** to follow up with recipient to close the case at the end of the eligibility period under the "Transition from Residential Treatment" basis of eligibility.

**Example text:** "Follow up with client re: Transition from Residential Treatment eligibility"

## **MAXIS: Ending Eligibility:**

- a) **Eligibility period exhausted, application request received.**
  1. In the NEXT available month remove Placement Type {H – Transn From Res Trmt} on STAT/MEMI.
  2. Process the application request in the month received or the next available month, whichever is later. Do NOT PEND the application. Determine ongoing eligibility for traditional Housing Support

following current Housing Support policies and budgeting with no exceptions. Request all mandatory verifications if needed and allow time for response.

3. PRIOR to 10 day notice for the next available month, complete an approval of Housing Support results to reflect eligibility status following traditional Housing Support policies with no exceptions.
4. Add the following worker comment to the approval notice:  
Your eligibility period based on your transition from residential treatment has ended. (Auth: MN Statute 256I)

**b) Eligibility period exhausted, no application request received.**

1. In the NEXT available month, remove Placement Type {H – Transn From Res Trmt} on STAT/MEMI.
2. FIAT Housing Support eligibility results for the next available benefit month to FAIL ELIG TYPE. Approve the Housing Support case to CLOSE for the next available benefit month.
3. Add the following worker comment to the approval notice:  
Your eligibility period based on your transition from residential treatment has ended. (Auth: MN Statute 256I)
  - For assistance in paying for room and board payments after your eligibility period has ended, you must submit an application request along with mandatory verifications to your county or tribal worker.
4. If you become aware that the client has left the facility prior to the end of the full transitional eligibility period and Housing Support payments were Pre-Paid, review and determine if an overpayment exists for that setting. Cite an overpayment if applicable.

**c) Recipient enters new setting within transitional eligibility period and application request is received**

1. In the footer month that the recipient left the current residence, update the Date Out on STAT/FACI, and, if appropriate, the End Date on STAT/SSRT.
2. In the footer month the recipient entered the new residence, update the Date In on STAT/FACI, and, if appropriate, the Begin Date on STAT/SSRT.
3. In the footer month AFTER the recipient left the current residence, remove Placement Type {H – Transn From Res Trmt} on STAT/MEMI.
4. Process the application request in the month received, or, the next available footer month after the recipient has left, whichever month is later. Do NOT PEND the application. Determine ongoing eligibility for traditional Housing Support following current Housing Support policies and budgeting with no exceptions. Request all mandatory verifications if needed and allow time for response.
5. PRIOR to 10 day notice for the next available month, complete an approval of Housing Support results to reflect eligibility status following traditional Housing Support policies with no exceptions.
6. Add the following worker comment to the approval letter:  
Your eligibility period based on your transition from residential treatment has ended. (Auth: MN Statute 256I)
7. If Housing Support payments were Pre-Paid in the month the recipient left the setting under the Transition from Residential Treatment basis, review and determine if an overpayment exists for that setting. Cite an overpayment if applicable.
8. Request issuance of Housing Support benefits for the partial month via a BENE request. If the recipient submitted an application request and there is an eligible benefit month where the recipient is partially eligible under the Transition from Residential Treatment basis and under

traditional Housing Support, then manually determine the Housing Support eligibility and benefit amount for that benefit month.

**d) Recipient enters new setting within transitional eligibility period and no application request is received**

1. In the footer month that the recipient left the setting, update the Date Out on STAT/FACI, and, if appropriate, the End Date on STAT/SSRT.
2. In the footer month AFTER the recipient left the current setting, remove Placement Type {H – Transn From Res Trmt} on STAT/MEMI.
3. In the footer month the recipient entered the new setting, update the Date In on STAT/FACI, and, if appropriate, the Begin Date on STAT/SSRT.
4. FIAT Housing Support eligibility results for the next available benefit month to FAIL ELIG TYPE. Approve the Housing Support case to CLOSE for the next available benefit month.
5. Add the following worker comment to the approval letter:  
Your eligibility period based on your transition from residential treatment has ended. (Auth: MN Statute 256I)
  - For assistance in paying for room and board payments after your eligibility period has ended, you must submit an application request along with mandatory verifications to your county or tribal worker.
6. If Housing Support payments were Pre-Paid in the month the recipient left the setting under the “Transition from Residential Treatment” basis of eligibility, review and determine if an overpayment exists for that setting. Cite an overpayment if applicable.

**e) Recipient Leaves setting during transitional period of eligibility**

1. In the footer month that the recipient left the setting, enter the Date Out on STAT/FACI, and if appropriate, enter the End Date on STAT/SSRT.
2. In the footer month AFTER the recipient left the setting, remove Placement Type {H – Transn From Res Trmt} on STAT/MEMI.
3. Approve the Housing Support case to CLOSE for the next available benefit month due to FAILED SETTING.
4. Add the following worker comment to the approval letter:  
Your eligibility period based on your transition from residential treatment has ended. (Auth: MN Statute 256I)
  - For assistance in paying for room and board payments after your eligibility period has ended, you must submit an application request along with mandatory verifications to your county or tribal worker.
5. If Housing Support payments were Pre-Paid in the month the recipient left the setting under the “Transition from Residential Treatment” basis of eligibility, review and determine if an overpayment exists for that setting. Cite an overpayment if applicable.

**For more information on the “Transition from Residential Treatment” basis of eligibility, please refer to the resources available on CountyLink.**

**Thank you,**  
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