

Policy Communiqué #06-08 - AAs Expiring on December 25, 2006

Title: AAs Expiring on December 25, 2006

Date: December 15, 2006

Priority: **Medium**

Category: Informational

Action Required: Disseminate to staff members

Response Required: None

Discussion:

CCIS have recently informed us that the system has generated AAs that expire on December 25, 2006, the day the State and CCIS agencies will be closed for the Christmas Holiday. These AAs were generated on December 11, or 12. Policy dictates that AAs should not expire on a weekend or state holiday and if the 13 day AA period ends on a weekend or state holiday, its expiration should be the next business day; in this case December 26, 2006.

We are working with Deloitte to ensure that AAs never again expire on weekends or state holidays.

Instructions:

Case Eligibility

If, by close of business on December 26, 2006, a family satisfies an AA that expired on December 25, 2006, the CCIS should reopen the family's case with Continuous Eligibility.

If, after close of business on December 26, 2006, a family submits information that would have satisfied an AA that expired on December 25, 2006 the family must reapply for benefits and, if eligible, the family's case will be opened with Non-continuous Eligibility as of the date of that application. In this instance, if the CCIS has a waiting list, the child or children will be correctly placed on it.

Appeals

If, by close of business on December 26, 2006, a family submits an appeal on an AA that expired on December 25, 2006, the CCIS will treat the appeal as if it was submitted prior to the AA expiration date and, if warranted reopen the case with Continuous Eligibility to await the appeal hearing and the findings.

If, after close of business on December 26, 2006, a family submits an appeal on an AA that expired on December 25, 2006, The CCIS will correctly treat the appeal as having been submitted after the AA expiration date.

Next Steps:

- 1) Review the Communiqué with appropriate staff members,
- 2) Ensure that appropriate staff members understand the Communiqué,
- 3) Obsolete this communiqué on the morning of December 27, 2006.
- 4) If you have any questions, contact Nancy Buczeskie by e-mail (nbuczeskie@state.pa.us) or by telephone at (717) 772-0655.

OBSOLETE