Adjunctive Eligibility Script

Introduction

This HuBERT on-demand training module…

Intro1

… is provided by the MN Department of Health WIC Program. It provides an overview of how to document adjunctive income eligibility in HuBERT.

Overview

Once we've ascertained there isn't a previous income that can be copied, our next step is to check for participation in an adjunctive program.

Transition Slide

<display>Transitions from overview slide to Participant List slide.

Scenario

Today is March 26th.

Ivan Itch is due for a recertification. He is the only member in his household.

Go ahead and open his Participant Folder and start his certification.

<no audio – hint after 5 seconds> Double-click on Ivan's row in the Participant List or click the Open Participant Folder icon.

Cursor

<cursor spins>

Open CGS

<no audio – failure hint> Click the Certification Guided Script icon (blue certificate).

Start CGS Msg

<no audio – failure hint> > Click the **Yes** button.

Open Demo

To add our income contact, we click…where?

<no audio – failure hint> > Click the **Demographics** link.

Open Calculator

<no audio – failure hint> Click the **Calculator** icon in the Yearly Income section of Demographics.

Transition Slide

<screen slides up to display entire screen>

HH Adj Programs

There are two different types of adjunctive eligibility: household and Individual.

The household adjunctive eligibility programs include: Food Support such as SNAP or Food Stamps, MFIP or the MN Family Investment Program, the MN Health Care Programs: Medical Assistance and MN Care, Fuel Assistance, Head Start, and School Meals.

HH Members

If a member of the household is participating in any one of these programs, all other members of the household are also adjunctively eligible.

Only One

Participation in only ONE of these programs needs to be verified and documented.

We'll take a look at SSI and TEFRA, the individual adjunctive programs, in a couple of minutes.

Adj Proofs

The proof drop-downs are disabled until a program is selected.

Go ahead and click on Food Support.

<no audio> Click the **Food Support** checkbox.

Open Proofs

And click its drop-down.

<no audio> Click the **Food Support** drop-down.

Proof

The options are all the same (except for the MN Health Care Programs), which we'll see in a minute.

By selecting a proof, we are **documenting that we have verified** their current participation in the adjunct program.

Proof Options

We can verify participation by viewing a notice of Eligibility Letter or other written documentation from the adjunct program or by using a telephone or on-line service that verifies a person's current eligibility.

We will talk about the Pending Proof – 30 day option in detail in a different module.

Let's take a look at the MHCP-MA options, which we indicated were slightly different.

<no audio> Click the **Food Support** drop-down to close it.

Open MHCP-MA

<no audio> Click the **Food Support** checkbox to de-select it.

<no audio> Click the **MHCP-MA** checkbox to select it and enable the drop-down.

<no audio> Click the **MHCP-MA** drop-down.

MHCP-MA Options

The first three options are the same. However, the 4th proof Presumptive Eligibility – 90 Day is only available for the MN Health Care Programs (MA and MN Care). Again, we'll take a look at this in another module.

We need to note that the MN Health Services card is not a valid proof, which is why it isn't one of our options. We can use the card to verify via phone or on-line but the card itself is not verification of current participation.

Select Proof

Prior to Ivan's appointment, we verified that he is currently receiving Medical Assistance by using their on-line verification system. Select this proof.

<no audio – failure hint> Select **Phone/System Verification**.

HH Size

Notice that the annualized income is zero, this only changes with traditional income screenings.

The Household Size is required regardless of the type of income we document.

It hasn't changed since our last income assessment. Go ahead and enter the household size.

<no audio> Double-click in the **Household Size** field.

HH Size 1

<no audio> Enter the same Household Size from the last income record then click the OK button to save our new income record.

<no audio – failure hint> Type 2, which is the household size from the last income record.

Adj Income in Demo

Since zero was the annual income entered, zero displays in the CGS's Demographics screen.

Our income is a household-level adjunctive program, so if we were certifying other members today, once the adjunctive program and proof were added for one member, the certification income requirement is complete for all household members.

Transition Slide

<display> Transitions from CGS Demographics to Individual Adjunctive Eligibility slide.

Individual Adjunctive Eligibility

Transition Slide

<display> Transitions from Individual Adjunctive Eligibility slide to Participant List screen.

Scenario 1

Now let's take a look at the two individual adjunctive eligibility programs.

Today is March 26th.

Harry and Teddy are both overdue for recertification.

Mom has brought an eligibility letter that indicates Harry receives Supplemental Security Income, or SSI, benefits as well as income information for the jobs that she and her husband work.

Go ahead and open Harry's participant folder.

Cursor

<cursor spins>

Open CGS 1

Go ahead and start the cert and open the income calculator.

<no audio – failure hint> Click the **Certification Guided Script** icon (blue certificate).

Start CGS Msg 1

<no audio – failure hint> Click the **Yes** button.

Open Demo 1

<no audio – failure hint> Click the **Demographics** link.

Open Calculator 1

<no audio – failure hint> Click the **Calculator** icon in the *Yearly Income* section.

Transition Slide

<screen slides up to display entire screen>

Ind Adj Programs

The individual adjunctive types are: Supplemental Security Income (SSI) and Tax Equity and Fiscal Responsibility Act (TEFRA).

Since mom brought an eligibility letter indicating Harry is receiving SSI, we need to select that adjunctive program and the appropriate proof. Go ahead and do that.

<no audio – failure hint> Click the **SSI checkbox** to select and enable the proof drop-down.

Ind Proof

<no audio – failure hint> Click the **SSI proof** drop-down.

Ind Proof 1

<no audio – failure hint> Select **Eligibility Letter**.

Ind Income

The Individual Adjunctive program displays below the household income contact node with the member's name and income information.

Ind Hover

<no audio> Hover over Harry Bear's income record.

<no audio> Click when ready to continue.

Ind HH Size

As always, the household size is required and should reflect the total number of people in their household.

HH Size 2

Mom told us Grandma has come to live with them so their household size has increased by one since last year. Go ahead and enter the household size.

<no audio> Enter the household size from last year PLUS ONE into the Household Size field then click the OK button to save the new income record.

<no audio – failure hint> Type 6, which is the household size from the last income record.

Ind Income in Demo

Since zero was the annual income entered, zero displays in the CGS's Demographics screen.

This time our income is an individual-level adjunctive program, so if we were certifying other members today, the certification income requirement must still be completed for any other household members.

Transition Slide

<display> Transitions from CGS Demographics screen to End Slide.

End

Thank you for reviewing this HuBERT on-demand training module presented by the MN Department of Health WIC Program.