INTERPRETIVE MEMO

[ ] Rule Interpretation   **[X] All Programs Procedural Instruction**

This memo remains effective statewide until it is specifically superseded – either by a subsequent memo or by a contradictory rule with a later date.

Please file in your manual facing the page indicated below.

Facing page ___P-2110D___   **Effective date of this memo** ___4/1/10___   **Page** _____

This memo: [X] is new   [ ] Replaces one dated _____

For Health Care cases only:

Children as Head of Household:

When an adult applies on behalf of a child who is <u>not</u> his/her own child or step-child, create a case for the child with the child listed as the head of household.

The only time we would include the child in the adult's household is if the adult is a caretaker relative and the adult needs to have the child included in order for them to be eligible. See 4343 for the definition of caretaker relative.

ACCESS Coding:

<u>Child's Case</u>: (use PERS D to check for already existing child case)

1. Address should be c/o adult in household.
2. Enter the child as MEMB.01.
3. Enter the adult as MEMB.02 – Place an "X" under "No Assistance Asked." Do not enter a 1A or 1S. Do not enter any MEMB panels for other household members.
4. Enter only the child's information. Neither the adult's information nor other household members' information (income, resources, etc) is needed for the child's eligibility.
5. Enter a WARN message stating:
   Child-only health care case will receive a separate review from other household members. Do not merge cases!

<u>Adult's Case</u>:

1. Enter the child as a household member.
2. Place an "X" under "No Assistance Asked" and do not enter a 1A or 1S UNLESS they are related and the child is needed to make the adult categorically eligible.