

DETL – IV-E Determination List

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CAFSDETL          IV-E DETERMINATION LIST          07/11/2016  10:16
USER ID : C71012IV          PAGE NO: 1
CAPS ID : 00001654      00  NAME: DOE, ANNETTE

                                TO F11 ADD, ENTER TYPE:

TO SELECT  ENTER I=INQUIRE, M=MODIFY, D=DELETE, S=SELECT
      FNCL  DTRM      ADDING      DATE APP      UPDATING      DATE LAST
SEL  MONTH  TYPE  STATUS  WORKER      INITIATED      WORKER      UPDATED
  _  06/2016  RDD  PEN    C71012IV  07/11/2016  C81285  07/11/2016
  _  06/2016  INI  APP    C71012IV  06/30/2016  C81285  06/30/2016

                                PATH: _
    
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This screen lists, in reverse chronological order, all IV-E determinations that have been entered on behalf of a client. The screen is INQUIRE only. A MORE indicator in the upper right corner (displayed under the page number) indicates a second page of information.

Information displayed on DETL includes:

- Financial Month (the month of each IVE determination)
- Determination Type (identifying if this is an initial application or a redetermination)
- Determination Status (identifying if the application is approved, denied or pending)
- Adding Worker (the worker ID of the worker that originally added the determination)
- Date Application Initiated (the date each determination was initiated)
- Updating Worker (the worker ID of the last worker to update the determination)
- Date Last Updated (the date the last worker updated the determination)

Determination Type, Status, Adding Worker and Updating Worker have F12 lookup functionality.

IV-E financial eligibility will change from “approved” or “denied” to “pending” if the determination is modified on the same day that it was approved or denied.

-  A new determination can only be added if the applicant is a client in CAPS. To add a new determination, press F12 in the TO F11 ADD, ENTER TYPE field and select the type of determination, then press F11 (the HOUL – IV-E Household List screen will be displayed). Valid determination types are INI (Initial), INM (Modified Initial), RED (Redetermination), REM (Modified Redetermination), RDD (Redetermination of Deprivation) and RDM (Modified Redetermination of Deprivation).
 -  An INM determination cannot be added if an INI determination does not exist.
 -  An REM cannot be added if an RED does not exist.
 -  When adding a new determination, if there is another determination in “pending” status, an error message will display that reads “pending determination must be completed/deleted before adding one.”

-  Once a determination has been added, valid select options for existing determinations are INQUIRE, MODIFY, DELETE and SELECT with the following edits:
 -  A determination can be deleted if it is still in “pending” status. A determination can also be deleted if it is in “approved” or “denied” status, as long as the delete is being done on the same day the determination was placed in “approved” or “denied” status. All deletes must be confirmed by pressing Shift+F4.
 -  A determination can be modified if it is still in “pending” status. A determination can also be modified if it is in “approved” or “denied” status, as long as the modification is being done on the same day the determination was placed in “approved” or “denied” status. All modifications on “approved” or “denied” determinations must be confirmed by pressing Shift+F4.
 -  When an INM or RDD determination is being added, an existing INI or INM must be selected with an “S”.
 -  When an REM determination is being added, an existing RED or REM must be selected with an “S”.
 -  When an RDM determination is being added, an existing RDD or RDM must be selected with an “S”.
 -  INI and RED determinations will not require any previous determination to be selected with an “S”.
 -  “S” to select is only valid if an F11 (add) is being performed.

-  The DETL screen (and all other determination screens) is accessible by the following staff types:
 -  SCS = Title IV-E Eligibility Examiner
 -  SPF = Program Bureau; Special Projects Unit
 -  SMN = Help Desk/CAPS Staff

HOUL – IV-E Household List

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CAFSHOUL          IV-E HOUSEHOLD LIST          07/08/2016   15:12
USER ID:  C81285   MODIFY          PAGE NO:    1
CAPS ID:  00001654  00   NAME:  DOE, ANNETTE

BYPASS:          BYPASS REASON:
COMMENTS:

                LAST                FIRST
SPECIFIED REL CAPS ID: 00001655  NAME:  DOE                NAME:  JANE
REL:  BMR VER:  Y SPECIFIED RELATIVE COMMENTS ARE ENTERED HERE_

IV-E FINANCIAL ELIGIBILITY: PEN DETRM TYPE: RDD DATE APP INITIATED: 06/30/2016
FNCL MONTH: 06/2016 DEPRIVATION: UNE SHELTER OBLIGATION: Y VER: HRD CTZ: Y

TO SELECT, ENTER A=ADD, M=MODIFY, D=DELETE          FILING/DEEMED
SEL  CAPS ID  LAST NAME          FIRST NAME          REL          UNIT
_    00001654  DOE                ANNETTE            CLT          FIU
COMMENTS:
_    00001655  DOE                JANE                BMR          FIU
COMMENTS:
_
COMMENTS:

                                PATH:
  
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- This screen lists members of the household along with bypass, specified relative and general determination information. A MORE indicator in the upper right corner (displayed under the page number) indicates a second page of household members.

BYPASS

- Financial determination can be bypassed if the client does not meet the IV-E eligibility requirement for a non-financial reason.
- The BYPASS field can be left blank or answered with a “Y”. If a “Y” is entered, BYPASS REASON (F12 lookup), COMMENTS and FINANCIAL MONTH are required.
- Once the HOUL screen is updated with a bypass, the determination will automatically be placed in “denied” status and a message will display that reads “IV-E DETERMINATION DENIED FOR NON FINANCIAL REASONS”.
- If a bypass is entered in error, the determination can be modified (same day) or an INM determination can be selected from DETL.

SPECIFIED RELATIVE

-  Specified relative details are not required in order to update the HOUL screen. However, specified relative information must be entered before the determination can be finalized.
-  The specified relative can be entered by CAPS ID or by LAST NAME/FIRST NAME (if the CAPS ID is entered, then the name cannot be entered and vice versa). Pressing F12 on the CAPS ID field will access the PERS (Person Search) screen. Pressing F10 on the CAPS ID field will access the REL (Relationship List) screen for the applicant. The appropriate specified relative can then be selected.
-  When a specified relative is entered, the REL (Relationship) field is required. This field is an F12 lookup. If a CAPS ID was selected from the relationship list (F10), then the relationship code displayed on REL will default to the REL field.
-  When a specified relative is entered, the VER (Verification) fields are required. The first verification field is a “Y” or “N” to indicate if the identified specified relative has been verified. The second verification field is for comments (free form text) related to the verification. If a “N” is entered in the verification field, the determination will automatically be placed in “denied” status and a message will display that reads “IV-E DETERMINATION DENIED – SPEC RELATIVE NOT VERIFIED”.

IV-E FINANCIAL ELIGIBILITY

-  This field remains protected at all times and will display the current status of the determination.
-  Status codes (F12 lookup) on a determination include:
 -  PEN=pending
 -  DEN=denied
 -  APP=approved
 -  DNF=denied for non-financial reasons (bypass is “Y”)
-  The eligibility will change from APP or DEN to PEN if the determination is modified on the same day that the determination was approved or denied.
-  When a determination is first added, the eligibility will default to PEN.
-  The eligibility will display DEN when there is no deprivation or the specified relative verification is “N”, and will display DNF when the bypass is “Y”.

DETERMINATION TYPE

-  This field remains protected at all times and will display the type of determination that was entered on DETL. This field is an F12 lookup.

-  If the determination type is RED the household list will be blank, with the exception of the applicant.
-  If the determination type is REM, the specified relative information and household list from the selected RED or REM will default to the screen.
-  If the determination type is INM, the specified relative information and household list from the selected INI or INM determination will default to the screen.
-  If the determination type is RDD, the specified relative information and household list from the selected INI or INM will default to the screen.
-  If the determination type is RDM, the specified relative information and household list from the selected RDD or RDM will default to the screen.

DATE APPLICATION INITIATED

-  This field remains protected at all times. If the HOUL screen is in ADD mode, this date will be the current date. If the HOUL screen is in INQUIRE or MODIFY mode, this date will be the date the determination was originally added.

FINANCIAL MONTH

-  Financial month is a required field (even if bypass is “Y”). This field is to identify the month the financial determination is being completed. The date is entered in MM/YYYY format (02/2006).

DEPRIVATION

-  Deprivation is not required in order to update the HOUL screen. However, a deprivation code must be entered before the determination can be finalized.
-  Regardless of the determination type, the deprivation field will be blank.
-  Deprivation codes (F12 lookup) include:
 -  ABP = Absent Parent
 -  DCD = Deceased
 -  INC = Incapacitated
 -  NON = No Deprivation
 -  TPR = Terminated Parental Rights
 -  UNE = Unemployed/Under Employed

SHELTER OBLIGATION

-  Shelter obligation is not required in order to update the HOUL screen. However, the shelter obligation flag must be entered before the determination can be finalized.
-  Shelter obligation is a “Y” or “N” flag to indicate that an individual in the filing unit has a shelter obligation.
-  If the shelter obligation flag is set to “Y”, the VER (Verification) field is required. The verification field is an F12 lookup.

HOUSEHOLD LIST

-  The CAPS ID of the applicant will default in to the household list. The applicant will default as a CLT (Client) relationship and as a member of the Filing Unit (FIU).
-  All other household members can be added by CAPS ID or by LAST NAME/FIRST NAME. However, any household member that is part of the Filing Unit (FIU), or is a Deemer 1 (D1E) or Deemer 2 (D2E) must be entered with a CAPS ID. Pressing F12 on the CAPS ID field will access the PERS (Person Search) screen. Pressing F10 on the CAPS ID field will access the RELL (Relationship List) screen for the applicant. The appropriate household member can then be selected.
-  For each household member added to the household list, a relationship (REL) to the client/applicant is required. The REL field is an F12 lookup. If a CAPS ID was selected from the Relationship List (F10), then the relationship code displayed on RELL will default to the REL field.
-  The Filing/Deemed Unit field is not required. This field is an F12 lookup. Some edits on this field include the following:
 -  Only one Deemer 1 can be entered.
 -  Only one Deemer 2 can be entered and a Deemer 2 cannot be entered if there is not a Deemer 1.
 -  Deemed Children 1 cannot be entered if there is not a Deemer 1.
 -  Deemed Children 2 cannot be entered if there is not a Deemer 2.
-  Comments for each family member are optional and are entered as free-form text.

Deleting a household member on HOUL

-  A household member cannot be deleted if they are listed as part of the Filing Unit (FIU) or as a Deemer (D1E/D2E) and there is income associated to their ID on the INCL (IV-E Income List) screen.

- ✚ A household member cannot be deleted if they are listed as part of the Filing Unit (FIU) and there are resources associated to their ID on the RESL (IV-E Resources List) screen.
- ✚ If household members listed as Deemers (D1E/D2E) or as Deemed Children (D1C/D2C) are deleted, the DEEM (IV-E Deeming Worksheet) screen(s) and any deemed income will also be deleted. (A warning message will display and the delete must be confirmed. Once the person is deleted, a message will display reading ‘deeming worksheet has been deleted’.)
- ✚ A household member cannot be deleted if they are listed as a Deemer 1 (D1E) and there is a Deemer 2 (D2E) also listed.
- ✚ A household member cannot be deleted if they are listed as a Deemer 1 (D1E) and there is Deemed Children 1 (D1C) also listed.
- ✚ A household member cannot be deleted if they are listed as a Deemer 2 (D2E) and there is Deemed Children 2 (D2C) also listed.
- ✚ Household members cannot be deleted if the determination type is RED or REM.

Modifying a household member on HOUL

- ✚ A household member’s CAPS ID or Filing/Deemed Unit code cannot be modified from Filing Unit (FIU) to something else if there is income associated to their ID on the INCL (IV-E Income List) screen.
- ✚ A household member’s CAPS ID or Filing/Deemed Unit code cannot be modified from Filing Unit (FIU) to something else if there are resources associated to their ID on the RESL (IV-E Resource List) screen.
- ✚ If the Filing/Deemed Unit code is modified for household members listed as Filing Unit (FIU) to another code, the DEEM (IV-E Deeming Worksheet) screen(s) and any deemed income will be deleted. (A warning message will display and the modification must be confirmed. Once the modification is updated, a message will display reading ‘deeming worksheet has been deleted’.)
- ✚ If the CAPS ID or Filing/Deemed Unit code is modified for household members listed as Deemers (D1E/D2E) or as Deemed Children (D1C/D2C), the DEEM (IV-E Deeming Worksheet) screen(s) and any deemed income will be deleted. (A warning message will display and the modification must be confirmed. Once the modification is updated, a message will display reading ‘deeming worksheet has been deleted’.)
- ✚ A household member’s Filing/Deemed Unit code cannot be modified to something else if they are listed as a Deemer 1 (D1E) and there is a Deemer 2 (D2E) also listed.

- ✚ Household members cannot be modified if the determination type is RED or REM.

Adding a household member on HOUL

- ✚ If a household member is added as a Deemer 2 (D2E) and a DEEM (IV-E Deeming Worksheet) exists for Deemer 1 (D1E), the deeming worksheet and any deemed income will be deleted. (A warning message will display and the addition must be confirmed. Once the person is added, a message will display reading ‘deeming worksheet has been deleted’.)
- ✚ If a household member is added as Deemed Children 1 (D1C) or Deemed Children 2 (D2C) and a DEEM (IV-E Deeming Worksheet) exists, the deeming worksheet and any deemed income will be deleted. (A warning message will display and the addition must be confirmed. Once the person is added, a message will display reading ‘deeming worksheet has been deleted’.)
- ✚ Household members cannot be added if the determination type is RED or REM.

EVENTS (displayed on the client’s EVEL screen)

- ✚ When the determination is denied for non-financial reasons (bypass is “Y”). The event will display the determination type, date of denial and bypass reason.
- ✚ When the determination is denied because no deprivation exists. The event will display the determination type, date of denial and the denial reason.
- ✚ When the determination is denied because the specified relative verification flag is set to “N”. The event will display the determination type, date of denial and the denial reason.
- ✚ When the determination is initiated. The event will display the determination type and the date the application was initiated.

INCL – IV-E Income List

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CAFSINCL          IV-E INCOME LIST          07/08/2016   14:51
USER ID : C71012IV  MODIFY          PAGE NO: 1
CAPS ID : 00001654  00  NAME: DOE, ANNETTE

SHELTER OBLIGATION: Y  NUMBER IN FILING UNIT: 1  TRUST ACCOUNT: NO
IV-E FINANCIAL ELIGIBILITY: PEN  FINANCIAL MONTH: 06/2016  DEPRIVATION: UNE

DEPENDENT CARE AMT:          TYPE:          CAPS ID:
DEPENDENT CARE AMT:          TYPE:          CAPS ID:

TO SELECT, A=ADD, M=MODIFY, D=DELETE
SEL CAPS ID  NAME          TYPE  SRC      AMOUNT      INCL  VER
_  00001654  DOE, ANNETTE          UNE  CHS      250.00      Y     SER
COMMENTS:
COMMENTS:
COMMENTS:
COMMENTS:

TOTAL INCLUDED INCOME:          250.00

PATH: _
    
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- This screen lists dependent care and income information for members of the household that are included in the Filing Unit (FIU) on the HOUL screen. Deemed income from the DEEM screen will also be defaulted in. Information on this screen is used to calculate the GMI limit. A MORE indicator in the upper right corner (displayed under the page number) indicates a second page of income.
 - Fields defaulted in for FIU household members are as follows: TYPE = NON; SRC = NIF; AMOUNT = blank; INCL = U; VER = NYD.

- If the determination type is RED, the income list for the client only will default to the screen.

- If the determination type is REM, the income list for the client only will default to the screen.

- If the determination type is INM or RDD, the income list from the selected INI or INM determination will default to the screen.

- If the determination type is RDM, the income list from the selected RDD or RDM will default to the screen.

SHELTER OBLIGATION

- ✚ The shelter obligation flag is defaulted from the HOUL screen and is protected at all times.

NUMBER IN FILING UNIT

- ✚ The number in filing unit field is defaulted from the HOUL screen and will display the number indicated as FIU (Filing Unit). This field is protected at all times. (An F12 lookup can be done on this field to view the maximum GMI amounts with or without shelter obligation.)

TRUST ACCOUNT

- ✚ The trust account field will be defaulted from the client's trust account screen and is protected at all times. This field will display OPEN, CLOSED or NONE.

IV-E FINANCIAL ELIGIBILITY

- ✚ The IV-E financial eligibility field is protected at all times and will display the status of the determination.
- ✚ IV-E financial eligibility will be denied (after pressing Shift + F1 to calculate) when the total included income exceeds the gross monthly income limit. This amount is based on the shelter obligation and the number of people in the filing unit. A message will be displayed that reads 'IV-E determination denied – GMI exceeded.'
- ✚ IV-E financial eligibility will be automatically be denied if a deprivation code of UNE (Unemployed/Under Employed) is entered and the total included income exceeds the gross monthly income limit based on the shelter obligation and the number of people in the filing unit. A message will be displayed that reads 'IV-E determination denied – no deprivation.'

DEPRIVATION

- ✚ The deprivation code is defaulted from the HOUL screen and is protected at all times.
- ✚ The deprivation code will change from 'UNE' (Unemployed/Under Employed) to 'NON' (No Deprivation) if the IV-E financial eligibility is denied because the GMI limit is exceeded.

DEPENDENT CARE (fields 1 and 2)

- ✚ The dependent care amount is an enterable field. A negative amount cannot be entered. Verification (F12 lookup) is required if a dependent care amount is entered.

- ✚ The CAPS ID (F12 lookup – Person Search or F10 lookup – Relationship List) that is paying the dependent care must have included earned income and the dependent care amount cannot be greater than the person’s included earned income amount.

INCOME LIST

- ✚ The INCL screen will not allow earned income to be entered for more than two different CAPS IDs. Income will be sorted by CAPS ID.
- ✚ A CAPS ID (F12 lookup – Person Search or F10 lookup – Relationship List) is required and the ID must be indicated with FIU (Filing Unit) or D1E (Deemer 1) on the HOUL screen.
- ✚ The TYPE field (F12 lookup) is required to identify if there is no income or if the income is earned or unearned.
- ✚ The SOURCE field (F12 lookup) is required to identify where the income is coming from. The code table for the source field will be different based on if the income type is no income, earned or unearned.
 - 👉👉 An error message will display if the type is NON and the source is not NIF.
- ✚ The AMOUNT field is not required.
 - 👉👉 An error message will display if an amount is entered for a type of NON.
- ✚ The INCLUDED field is required and is answered with a “Y” or “N” to indicate if the income amount must be included in the GMI calculation. Income marked with a “U” indicates that it has not yet been determined if the income is to be included or not. (The ‘total included income’ field at the bottom of the screen will be a total of all income amounts marked with a “Y”.)
 - 👉👉 An error message will display if the verification is NYD and the included flag is not “U”.
- ✚ The VERIFICATION field (F12 lookup) is required when income is entered.
 - 👉👉 An error message will display if the included flag is “U” and the verification is not NYD.
- ✚ COMMENTS can be entered for each income amount. Comments are free-form text and are optional.
- ✚ The TOTAL INCLUDED INCOME field is protected at all times and includes the total of all income amounts marked with a “Y” in the INCL column.

- ✚ If a deeming worksheet is completed, the deemed income for Deemer 1 (D1E) will default to the income list. The income will be displayed as follows: CAPS ID = CAPS ID of Deemer 1; TYPE = UNE (Unearned); SRC = DEM (Deemed Income); AMOUNT = income deemed from the DEEM screen; INCL = "Y"; VER = DEM (Deeming Worksheet).
- 👉👈 Deemed income cannot be modified, deleted or added on the INCL screen.

SHIFT + F1 TO CALCULATE

- ✚ SHIFT + F1 TO CALCULATE will only display on the bottom of the screen if the GMI ELIGIBLE flag is not set to "Y" or "N" on the FINS (IV-E Financial Summary) screen.
- ✚ Pressing Shift + F1 will calculate the total included income and compare it to the GMI table to determine if the income exceeds GMI limits.
- ✚ An error message will display when pressing Shift + F1 if the shelter obligation flag has not been entered on the HOUL screen.
- ✚ An error message will display when pressing Shift + F1 and any included flag is set to "U".

EVENTS (displayed on the client's EVEL screen)

- ✚ When the IV-E financial eligibility is denied because the GMI limit is exceeded (and there is no deprivation). The event will display the determination type, date of denial and 'no deprivation' as the denial reason if the deprivation is 'NON'.
- ✚ When the IV-E financial eligibility is denied because the GMI limit is exceeded (and there is deprivation). The event will display the determination type, date of denial and 'GMI exceeded' as the denial reason.

RESL – IV-E Resource List

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CAFSRESL          IV-E RESOURCE LIST          06/30/2016   10:01
USER ID : C71012IV  MODIFY          PAGE NO:   1
CAPS ID : 00001654   00  NAME: DOE, ANNETTE

IV-E FINANCIAL ELIGIBILITY: PEN  FINANCIAL MONTH: 06/2016 TRUST ACCOUNT: NO

TO SELECT, A=ADD, M=MODIFY, D=DELETE
SEL CAPS ID  NAME                TYPE      AMOUNT      EXCLUDED      VER
_ 00001654  DOE, ANNETTE          SV        250.00      AMOUNT        HRD
COMMENTS:
COMMENTS:
COMMENTS:
COMMENTS:
COMMENTS:
COMMENTS:
TOTAL COUNTABLE RESOURCES:          250.00
PATH: _
    
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- This screen lists resource information for members of the household that are included in the Filing Unit (FIU) on the HOUL screen. Information on this screen is used to calculate the maximum resource limit. A MORE indicator in the upper right corner (displayed under the page number) indicates a second page of resources.
 - Fields defaulted in for FIU household members are as follows: TYPE = ND; AMOUNT = blank; EXCLUDED AMOUNT = blank; VER = NYD.
- If the determination type is INI or RED, a resource entry for the client will default to the screen.
- If the determination type is REM, the resource list from the selected RED or REM will default to the screen.
- If the determination type is INM or RDD, the resource list from the selected INI or INM determination will default to the screen.
- If the determination type is RDM, the resource list from the selected RDD or RDM determination will default to the screen.

IV-E FINANCIAL ELIGIBILITY

-  The IV-E financial eligibility field is protected at all times and will display the status of the determination.
-  IV-E financial eligibility will be denied when the total countable resources exceeds the resource limit of \$10,000. A message will be displayed that reads ‘IV-E determination denied – resources exceeded \$10,000.’

TRUST ACCOUNT

-  The trust account field will be defaulted from the client’s trust account screen and is protected at all times. This field will display OPEN, CLOSED or NONE.

RESOURCE LIST

-  Resources will be sorted by CAPS ID.
-  A CAPS ID (F12 lookup – Person Search or F10 lookup – Relationship List) is required and the ID must be indicated with FIU (Filing Unit) on the HOUL screen.
-  The TYPE field (F12 lookup) is required to identify the type of resource.
 -  An error message will display if the resource type is not ND and the verification is NYD.
-  The AMOUNT field is not required and will only accept a positive amount.
-  The EXCLUDED AMOUNT field is to enter any amount of the resource value that should be excluded from the total countable resource amount (for example, the \$1500 vehicle exclusion.) The excluded amount cannot be greater than the resource amount.
-  The VERIFICATION field (F12 lookup) is required when a resource is entered.
 -  An error message will display if the resource type is ND and the verification is not NYD.
-  COMMENTS can be entered for each resource amount. Comments are free-form text and are optional.
 -  Exception = if an excluded amount is entered, comments are required.
-  The TOTAL COUNTABLE RESOURCES field is protected at all times and includes the total of all resource amounts minus excluded amounts.
 -  This field will not include amounts listed with a verification of NYD.

EVENTS (displayed on the client's EVEL screen)

- ✚ When the IV-E financial eligibility is denied because the resource limit is exceeded. The event will display the determination type, date of denial and the denial reason.

DEEM – IV-E Deeming Worksheet

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CAFSDEEM          IV-E DEEMING WORKSHEET          07/11/2016    10:26
USER ID : C71012IV  MODIFY                          PAGE NO:    1
CAPS ID : 00001654  00  NAME: DOE, ANNETTE
SHELTER OBLIGATION: Y  NUMBER IN DEEMED UNIT:  1  FINANCIAL MONTH: 06/2016

DEEMER CAPS ID: 00001657 PRIMARY  NAME: DOE, CARL
GROSS EARNED INCOME                :           500.00  TEXT
$90 STANDARD WORK EXPENSE          : -           90.00
UNEARNED INCOME                    : +           50.00
                                     SUBTOTAL : =           460.00

NMI AMOUNT FOR DEEMER PLUS OTHERS IN THE HOME
WHO ARE DEPENDENTS BUT NOT IN THE FILING UNIT : -           333.00
                                     SUBTOTAL : =           127.00

AMOUNT PAID TO SUPPORT INDIVIDUALS NOT IN THE
HOME WHO COULD BE DEPENDENTS       : -              0.00
COMMENTS:
CHILD SUPPORT/ALIMONY PAID TO INDIVIDUALS
OUTSIDE THE HOME (MUST BE LEGAL OBLIGATION) : -              0.00
                                     INCOME DEEMED : =           127.00

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- This screen is used if there is a household member indicated as a Deemer 1 on the HOUL screen. Deemed income from the deeming worksheet will default to the INCL screen. A MORE indicator in the upper right corner (displayed under the page number) will be displayed if there is a Deemer 2 indicated on the HOUL screen. If there is no deemer indicated on the HOUL screen, a message will be displayed reading 'no deemer found on HOUL.'
- If the determination type is RED or REM, no deeming worksheets will default to the screen because a redetermination is for the client only.
- If the determination type is INM or RDD, the deeming worksheet from the selected INI or INM) will default to the screen.
- If the determination type is RDM, the deeming worksheet from the selected RDD or RDM will default to the screen.

DEEMING WORKSHEET

- The SHELTER OBLIGATION flag is defaulted from the HOUL screen and is protected at all times.

-  The NUMBER IN DEEMED UNIT field is defaulted from the HOUL screen and will display the number indicated as D1E/D1C (Deemer 1/Deemed Children 1) or D2E/D2C (Deemer 2/Deemed Children 2). This field is protected at all times.
-  The deemer CAPS ID (and primary/secondary indicator) is protected at all times.
-  If there is a Deemer 2 indicated on the HOUL screen, their CAPS ID will be displayed on page one of the deeming worksheet, and they will be identified as the SECONDARY deemer. The CAPS ID for Deemer 1 will be displayed on page two of the deeming worksheet, and they will be identified as the PRIMARY deemer.
-  If there is not a D2E (Deemer 2) indicated on the HOUL screen, but there is a D1E (Deemer 1) indicated on HOUL, their CAPS ID will be displayed on page one of the deeming worksheet, and they will be identified as the PRIMARY deemer.
-  The GROSS EARNED INCOME field is where any earned income for the deemer(s) will be entered. This field will not accept a negative amount.
-  The \$90 STANDARD WORK EXPENSE field is protected at all times. This amount will only be subtracted from the gross earned income amount if the gross earned income amount is greater than \$-0-.
-  The UNEARNED INCOME field is where any unearned income for the deemer(s) will be entered. This field will not accept a negative amount.
 -  If there are primary and secondary deemers, the income deemed total for Deemer 2 will default as DEEMER 2 UNEARNED INCOME on the deeming worksheet for Deemer 1. This field is protected at all times.
-  The first SUBTOTAL field is protected at all times. This field is the Gross Earned Income - \$90 Standard Work Expense + Unearned Income (+ Deemer 2 Unearned Income, if applicable). If the subtotal result is less than \$-0-, then \$-0- will display.
-  The NMI AMOUNT FOR DEEMER field is protected at all times. This field will display the net monthly income amount based on the first subtotal, the shelter obligation flag and the number of people that are indicated as being in the deeming unit (D1E/D1C or D2E/D2C) on the HOUL screen.
-  The second SUBTOTAL field is protected at all times. This field is the Subtotal (1) – NMI Amount. If the subtotal result is less than \$-0-, then \$-0- will display.
-  The AMOUNT PAID TO SUPPORT field is where any additional expenses the deemer is paying to support individuals not in the home who could be dependents are entered (for example, rent for a college student.) This field will not allow a negative amount.
 -  The COMMENTS field is free-form text and is optional and can be used to specify the types of expenses being paid.

- ✚ The CHILD SUPPORT/ALIMONY field is where any child support/alimony that the deemer is paying is entered. This field will not allow a negative amount.

- ✚ The INCOME DEEMED field is protected at all times. This field is Subtotal (2) – Amount Paid to Support – Child Support/Alimony. If the total result is less than \$-0-, then \$-0- will display.

FINS – IV-E Financial Summary

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CAFSFINS          IV-E FINANCIAL SUMMARY          07/08/2016    16:32
USER ID:  C71012IV  MODIFY
CAPS ID:  00001654  00    NAME:  DOE, ANNETTE
FINANCIAL MONTH: 06/2016    DETERMINATION TYPE:  RDD    DEPRIVATION:  UNE
SPECIFIED RELATIVE: 00001655  NAME:  DOE, JANE
SHELTER OBLIGATION: Y    IV-E FINANCIAL ELIGIBILITY: PEN    DATE:
GMI ELIGIBLE: Y    NMI ELIGIBLE:          RSC ELIGIBLE: Y    NUMBER IN FILING UNIT:  2

      TOTAL INCLUDED EARNED INCOME:          GMI TOTAL:          250.00
+ TOTAL INCLUDED UNEARNED INCOME:          250.00

      WAGE EARNER:          WAGE EARNER:
      GROSS EARNED INCOME:
      - $90 DISREGARD:
      - $30 DISREGARD:
      SUBTOTAL:          0.00          0.00
      - 1/3 DISREGARD:
      BALANCE:          0.00          0.00
      - DEPENDENT CARE:
      NET MONTHLY EARNED TOTAL:          0.00          0.00
      TOTAL NET MONTHLY INCOME FOR FILING UNIT:          250.00
      TOTAL RESOURCE AMOUNT:          250.00

SHIFT + F1 TO AUDIT

                                PATH:  _
  
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- This screen will display the summary of all income details for the client. Once the FINS screen is audited and update is confirmed, IV-E financial eligibility will be calculated and the determination will be complete.
- If the determination type is RED or REM, the client in the header will be displayed as the only wage earner. Only the client's income, expenses and calculations will be displayed.

FINANCIAL SUMMARY

- The FINANCIAL MONTH is protected at all times and will display the financial month that was entered on the HOUL screen.
- The DETERMINATION TYPE (F12 lookup) is protected at all times and will display the determination type that was entered on the DETL screen.
- The DEPRIVATION code (F12 lookup) is protected at all times and will display the deprivation code that was entered on the HOUL screen.
 - The deprivation code will automatically change to 'NON' (No Deprivation) if the deprivation code is blank or 'UNE' (Unemployed/Underemployed) and the determination is denied because the net monthly income limit is exceeded.

-  The SPECIFIED RELATIVE information is protected at all times and will display the CAPS ID/NAME that was entered as the specified relative on the HOUL screen.

-  The SHELTER OBLIGATION flag is protected at all times and will display the flag that was entered on the HOUL screen.

-  The IV-E FINANCIAL ELIGIBILITY field (F12 lookup) is protected at all times and will display either 'PEN', 'APP', 'DEN' or 'DNF'.
 -  The financial eligibility code will automatically change to DEN if the net monthly income limit is exceeded. This is based on the shelter obligation and number of people indicated in the Filing Unit (FIU) on the HOUL screen.
 -  The financial eligibility code will automatically change to APP if the net monthly income limit is not exceeded and the NMI ELIGIBLE flag is "Y".

-  The DATE field is protected at all times and will display the date that the IV-E financial eligibility was determined as approved, denied or denied for non-financial reasons.

-  The GMI ELIGIBLE flag is protected at all times and will display a "Y" or "N" (or blank, if GMI eligibility has not yet been calculated on the INCL screen) based on the gross monthly income limit for the number of people in the filing unit and the shelter obligation. (An F12 lookup can be done on this field to view the maximum GMI amounts with or without shelter obligation.)
 -  When this flag is set to "N", it will display in red.

-  The NMI ELIGIBLE flag is protected at all times and will display a "Y" or "N" (or blank, if NMI eligibility has not yet been calculated) based on the net monthly income limit for the number of people in the filing unit and the shelter obligation. (An F12 lookup can be done on this field to view the maximum NMI amounts with or without shelter obligation.)
 -  When this flag is set to "N", it will display in red.

-  The NUMBER IN FILING UNIT field is protected at all times and will display the number of people indicated as part of the Filing Unit (FIU) on the HOUL screen.
 -  If the determination type is RED or REM, the number in filing unit will display as one (1).

-  The TOTAL INCLUDED EARNED INCOME field is protected at all times and will display the total of all included earned income on the INCL screen when the determination type is INI or INM.
 -  If the determination type is RED or REM, this field will display the total of the client's included earned income on the INCL screen.

- ✚ The TOTAL INCLUDED UNEARNED INCOME field is protected at all times and will display the total of all included unearned income on the INCL screen when the determination type is INI or INM.

 - 👉👉 If the determination type is RED or REM, this field will display the total of the client's included unearned income on the INCL screen.
- ✚ The GMI TOTAL field is protected at all times and will display the sum of Total Included Earned Income + Total Included Unearned Income.
- ✚ The WAGE EARNER fields are protected at all times.

 - 👉👉 If the determination type is INI, INM, RDD or RDM, the wage earner fields will display the names of the first (and second, if one exists) individual(s) who have earned income listed on the INCL screen.
 - 👉👉 If the determination type is RED or REM, the first wage earner field will display the name of the client.
- ✚ The GROSS EARNED INCOME fields are protected at all times and will display the total included earned income of the wage earner(s) from the INCL screen.
- ✚ The \$90 DISREGARD fields are protected at all times and will display \$90.00 when the determination type is INI, INM, RDD or RDM.

 - 👉👉 If the determination type is RED or REM, the field will display \$-0-.
- ✚ The \$30 DISREGARD fields are protected at all times and will display \$30.00 when the determination type is INI, INM, RDD or RDM.

 - 👉👉 If the determination type is RED or REM, the field will display \$-0-.
- ✚ The SUBTOTAL fields are protected at all times and will display the total of Gross Earned Income - \$90 Disregard - \$30 Disregard. If the subtotal result is less than \$-0-, then \$-0- will display.
- ✚ The 1/3 DISREGARD fields are protected at all times and will display the total of Subtotal x 1/3 when the determination type is INI or INM.

 - 👉👉 If the determination type is RED or REM, the field will display \$-0-.
- ✚ The BALANCE fields are protected at all times and will display the total of Subtotal – 1/3 Disregard. If the balance result is less than \$-0-, then \$-0- will display.
- ✚ The DEPENDENT CARE fields are protected at all times and will display the dependent care amounts for the wage earner(s) from the INCL screen.
- ✚ The TOTAL UNEARNED INCOME fields are protected at all times and will display the unearned income amounts for the wage earner(s) from the INCL screen.

- ✚ The NET MONTHLY INCOME TOTAL fields are protected at all times and will display the total of Balance – Dependent Care + Total Unearned Income.
- ✚ The NET MONTHLY INCOME FOR CLIENT field is protected at all times and will display the total of Net Monthly Income Total(1) + Net Monthly Income Total(2). This field will be rounded up to the next dollar.

Shift + F1 to Audit

- ✚ When pressing Shift + F1 to audit, an error message will display if the following information is missing from the HOUL screen: Deprivation, Specified Relative, Specified Relative Verification, and Shelter Obligation.
- ✚ When pressing Shift + F1 to audit, an error message will display if a D1E (Deemer 1) is listed on the HOUL (IV-E Household List) screen and there is no deemed income line on the INCL (IV-E Income List) screen.
👉👉 This indicates that the DEEM (IV-E Deeming Worksheet) needs to be completed.
- ✚ After pressing Shift + F1 to audit, if all required information has been entered, and the NMI and GMI maximums have not been exceeded, pressing Shift + F4 (confirm) will automatically change the IV-E Financial Eligibility to APP.
👉👉 If the NMI or GMI maximums have been exceeded, the IV-E Financial Eligibility will automatically change to DEN after pressing Shift + F1. A message will be displayed that reads ‘IV-E determination denied – NMI limit exceeded.’

EVENTS (displayed on the client’s EVEL screen)

- ✚ When the IV-E financial eligibility is denied because the NMI limit is exceeded. The event will display the determination type, date of denial and ‘no deprivation’ for the denial reason if the deprivation code is ‘NON’ (no deprivation).
- ✚ When the IV-E financial eligibility is denied because the NMI limit is exceeded. The event will display the determination type, date of denial and ‘exceeded NMI limit’ for the denial reason if the deprivation code is something other than ‘NON’ (no deprivation).
- ✚ When the IV-E financial eligibility is approved. The event will display the determination type, date of approval and the financial month.

REDW – IV-E Redetermination Deprivation Worksheet

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CAFSREDW      IV-E REDETERMINATION DEPRIVATION WORKSHEET      06/30/2016      9:48
USER ID: C71012IV  ADD
CAPS ID: 00001654  00      NAME: DOE, ANNETTE
                                     DEPRIV
FINANCIAL MONTH: 06/2016 DETERMINATION TYPE: RDD DEPRIV: UNE  DATE:
SHELTER OBLIGATION: Y  IV-E FINANCIAL ELIGIBILITY: PEN      DATE:
GMI ELIGIBLE:          NMI ELIGIBLE:          NUMBER IN FILING UNIT: 1

      TOTAL INCLUDED EARNED INCOME:          0.00      GMI TOTAL:          250.00
+ TOTAL INCLUDED UNEARNED INCOME:          250.00

      WAGE EARNER:
      GROSS EARNED INCOME:          0.00
      - $90 DISREGARD:          0.00
      - $30 DISREGARD:          0.00
      SUBTOTAL:          0.00
      - 1/3 DISREGARD:          0.00
      BALANCE:          0.00
      - DEPENDENT CARE:          0.00
+ TOTAL UNEARNED INCOME:          0.00
NET MONTHLY INCOME TOTAL:          0.00
      NET MONTHLY INCOME FOR CLIENT:          0.00

SHIFT + F1 = DEPRIVATION UPDATE
                                     PATH: _
    
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- This screen will display the summary of all income details for the client during the redetermination process. Once the REDW screen is updated and confirmed, the deprivation worksheet will be complete. IV-E financial eligibility will be calculated and the redetermination will be complete once the redetermination is audited and confirmed on the FINS screen. If the current determination type is INI, INM, RED or REM, a message will be displayed reading ‘access to REDW only allowed for redetermination of deprivation.’

REDETERMINATION DEPRIVATION WORKSHEET

- The FINANCIAL MONTH is protected at all times and will display the financial month that was entered on the HOUL screen.
- The DETERMINATION TYPE (F12 lookup) is protected at all times and will display the determination type that was entered on the DETL screen.
- The DEPRIVATION code (F12 lookup) is protected at all times and will display the deprivation code that was entered on the HOUL screen.
- The DEPRIVATION DATE field is protected at all times and will display the date deprivation was updated by pressing Shift + F1.

- ✚ The SHELTER OBLIGATION flag is protected at all times and will display the flag that was entered on the HOUL screen.
- ✚ The IV-E FINANCIAL ELIGIBILITY field (F12 lookup) is protected at all times and will display either 'PEN', 'APP', 'DEN' or 'DNF'.
- ✚ The DATE field is protected at all times and will display the date that the IV-E financial eligibility was determined as approved, denied or denied for non-financial reasons.
- ✚ The GMI ELIGIBLE flag is protected at all times and will display a "Y" or "N" (or blank, if GMI eligibility has not yet been calculated on the INCL screen) based on the gross monthly income limit for the number of people in the filing unit and the shelter obligation. (An F12 lookup can be done on this field to view the maximum GMI amounts with or without shelter obligation.)
- ✚ The NMI ELIGIBLE flag is protected at all times and will display a "Y" or "N" (or blank, if NMI eligibility has not yet been calculated) based on the net monthly income limit for the number of people in the filing unit and the shelter obligation. (An F12 lookup can be done on this field to view the maximum NMI amounts with or without shelter obligation.)
- ✚ The NUMBER IN FILING UNIT field is protected at all times and will display the number of people indicated as part of the Filing Unit (FIU) on the HOUL screen.
- ✚ The TOTAL INCLUDED EARNED INCOME field is protected at all times and will display the total of all included earned income on the INCL screen.
- ✚ The TOTAL INCLUDED UNEARNED INCOME field is protected at all times and will display the total of all included unearned income on the INCL screen.
- ✚ The GMI TOTAL field is protected at all times and will display the sum of Total Included Earned Income + Total Included Unearned Income.
- ✚ The WAGE EARNER fields are protected at all times and will display the names of the individual(s) who have earned income listed on the INCL screen.
- ✚ The GROSS EARNED INCOME fields are protected at all times and will display the total included earned income of the wage earner(s) from the INCL screen.
- ✚ The \$90 DISREGARD fields are protected at all times and will display \$90.00.
- ✚ The \$30 DISREGARD fields are protected at all times and will display \$30.00.

-  The SUBTOTAL fields are protected at all times and will display the total of Gross Earned Income - \$90 Disregard - \$30 Disregard. If the subtotal result is less than \$-0-, then \$-0- will display.
-  The 1/3 DISREGARD fields are protected at all times and will display the total of Subtotal x 1/3.
-  The BALANCE fields are protected at all times and will display the total of Subtotal – 1/3 Disregard. If the balance result is less than \$-0-, then \$-0- will display.
-  The DEPENDENT CARE fields are protected at all times and will display the dependent care amounts for the wage earner(s) from the INCL screen.
-  The TOTAL UNEARNED INCOME fields are protected at all times and will display the total included unearned income amounts for the wage earner(s) from the INCL screen.
-  The NET MONTHLY INCOME TOTAL fields are protected at all times and will display the total of Balance – Dependent Care + Total Unearned Income.
-  The NET MONTHLY INCOME FOR CLIENT field is protected at all times and will display the total of Net Monthly Income Total(1) + Net Monthly Income Total(2). This field will be rounded up to the next dollar.

Shift + F1 = Deprivation Update

-  Pressing Shift + F1 (and then Shift + F4 to confirm) will automatically change the eligibility to DEN if the NMI exceeds the maximum NMI limit based on the shelter obligation and the number of people in the Filing Unit (FIU) on the HOUL (IV-E Household List) screen.
-  Pressing Shift + F1 (and then Shift + F4 to confirm) will automatically change the deprivation to 'NON' (no deprivation) if the NMI exceeds the maximum NMI limit based on the shelter obligation and the number of people in the Filing Unit (FIU) on the HOUL screen.
-  This will also automatically change the IV-E Financial Eligibility to DEN. A message will be displayed reading 'IV-E determination denied – no deprivation.'

EVENTS (displayed on the client's EVEL screen)

-  When the IV-E financial eligibility is denied because of no deprivation. The event will display the determination type, date of denial and 'no deprivation' for the denial reason.