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# Rules of Department of Social Services

## Division 40—Division of Family Services

### Chapter 2—Income Maintenance

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**Title 13—DEPARTMENT OF  
SOCIAL SERVICES**

**Division 40—Division of Family Services  
Chapter 2—Income Maintenance**

**13 CSR 40-2.010 General Application Procedures**

*PURPOSE:* This rule defines the application procedures for Income Maintenance cases.

*Editor's Note:* The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Any person who believes s/he is eligible for or in need of any type of assistance or service administered by the Division of Family Services shall have the right to file an application. The interviewer shall inform the applicant as to the types of assistance and service which are available, the requirements of eligibility and the additional information necessary, if any, to determine eligibility. The interviewer also shall give each applicant for Aid to Dependent Children (ADC) an information pamphlet, prepared by the Division of Family Services, which includes written notification of appeal rights. Applications must be disposed of promptly so that eligible persons will receive assistance as promptly as possible. Applications must be filed in the county family services office of the county in which the applicant resides on forms furnished by the county family services office. If the applicant is unable to come to the county office because of physical or mental disability, the application may be accepted in the home, institution or other place of residence. (Original rule filed Nov. 3, 1950, effective Nov. 13, 1950. Amended: June 20, 1951, effective June 30, 1951. Amended: Sept. 26, 1951, effective Oct. 6, 1951. Amended: June 13, 1974, effective June 23, 1974.)

(2) For Aid to Families with Dependent Children (AFDC) applications (unless there are unusual or extreme circumstances), prompt disposition means that there shall not be more than forty-five (45) days between the date of application and—a) the date of mailing of first check, if eligible, or b) date of notice of rejection, if ineligible. If a decision as to eligibility has not been made between the thirtieth and the thirty-eighth day, a presumptive

eligibility determination as to the reason for delay in processing an AFDC application will be made. (Original rule filed Nov. 3, 1950, effective Nov. 13, 1950. Amended: June 15, 1967, effective June 25, 1967. Amended: June 6, 1968, effective June 16, 1968. Amended: July 1, 1968, effective July 10, 1968. Amended: June 1, 1971, effective June 10, 1971. Amended: June 13, 1974, effective June 23, 1974.)

(3) In those ADC cases where an eligible applicant does not receive the first payment for the month in which the thirtieth day after application occurs, a delayed payment will be made for that month and any later months that occur before the application was approved. (Original rule filed June 30, 1972, effective July 9, 1972. Amended: March 1, 1973, effective March 10, 1973. Amended: June 13, 1974, effective June 23, 1974.)

(4) The guardian shall file the application for any person for whom a guardian has been legally appointed. Lack of guardian, in case of obvious mental incompetence, shall not delay or hinder the filing of an application by any such person. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

*AUTHORITY:* section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Emergency amendment filed Aug. 3, 1987, effective Aug. 13, 1987, expired Dec. 1, 1987. Amended: Filed Aug. 3, 1987, effective Jan. 14, 1988.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF FAMILY SERVICES

**APPLICATION FOR BENEFITS**

APPLICANT NAME (LAST, FIRST, MIDDLE)		COUNTY
ADDRESS (HOUSE NO., STREET, OR RURAL ROUTE)		
(POST OFFICE/CITY, STATE, ZIP CODE)		
MAILING ADDRESS, IF DIFFERENT THAN ABOVE		
DIRECTIONS TO HOME, IF DIFFICULT TO LOCATE		HOME PHONE NO.
		OTHER PHONE NO.

I, the above named applicant, under the laws of the State of Missouri, hereby apply for:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> AID TO FAMILIES WITH DEPENDENT CHILDREN       | <input type="checkbox"/> MEDICAL ASSISTANCE FOR CHILDREN IN CARE | <input type="checkbox"/> QUALIFIED MEDICARE BENEFICIARY |
| <input type="checkbox"/> MEDICAID FOR CHILDREN UNDER THE POVERTY LEVEL | <input type="checkbox"/> MEDICAL ASSISTANCE                      | <input type="checkbox"/> FOOD STAMPS                    |
| <input type="checkbox"/> GENERAL RELIEF                                | <input type="checkbox"/> SUPPLEMENTAL NURSING CARE               | <input type="checkbox"/> SUPPLEMENTAL AID TO THE BLIND  |
| <input type="checkbox"/> GENERAL RELIEF/UNBORN CHILD                   | <input type="checkbox"/> QUALIFIED DISABLED WORKING INDIVIDUAL   | <input type="checkbox"/> BLIND PENSION                  |
| <input type="checkbox"/> GENERAL RELIEF/REFUGEE                        |  | <input type="checkbox"/> AFDC-FC                        |

Provided I am found to be eligible for any type of assistance (except Food Stamps and QDWI), I wish payments by the Division of Medical Services and/or the Title XVIII medical insurance program to be made directly to physicians and medical suppliers on any future covered unpaid bills for medical and other health services furnished me while eligible for public assistance.

SIGNATURE OF APPLICANT	▶	DATE
WITNESS	▶	DATE
WITNESS	▶	DATE

**DO NOT WRITE BELOW THIS LINE (TO BE COMPLETED BY COUNTY OFFICE)**

DCN	<input type="checkbox"/> APPLICANT NOT RECEIVING AFDC <input type="checkbox"/> AFDC-UP APPLICATION <input type="checkbox"/> CHANGE OF PAYEE <input type="checkbox"/> OPEN CASE (ADDING AFDC UP PARENT) <input type="checkbox"/> OPEN CASE (ADDING PERSON(S)) LIST NAME(S) AND TYPE(S) OF ASSISTANCE.							
DATE APPLIED								
SOC. SEC. NO. (VERIFIED)								
DATE OF BIRTH								
RACE/SEX								
NAME OF SPOUSE								
SOCIAL SECURITY NO. OF SPOUSE								
DATE OF BIRTH OF SPOUSE								
<table border="1"> <tr> <th colspan="3">NUMBER OF</th> <th rowspan="2">CROSS REFERENCE</th> </tr> <tr> <td>AFDC CHILDREN</td> <td>GR PERSONS</td> <td>FOOD STAMP PERSONS</td> </tr> </table>		NUMBER OF			CROSS REFERENCE	AFDC CHILDREN	GR PERSONS	FOOD STAMP PERSONS
NUMBER OF			CROSS REFERENCE					
AFDC CHILDREN	GR PERSONS	FOOD STAMP PERSONS						
RECEIVED BY (NAME)	LOAD NO.	WKR. NO.	SUPERVISOR NO.					

### 13 CSR 40-2.020 General Reinvestigation Procedures

*PURPOSE: This rule defines the reinvestigation procedures for Income Maintenance cases.*

(1) The county family services office shall reinvestigate all Aid to Families with Dependent Children, General Relief, Supplemental Aid to the Blind, Blind Pension, Adult Supplementation, Medical Assistance and Nursing Care cases at least once every twelve (12) months. These reinvestigations shall be supplemented by more frequent reinvestigations whenever deemed advisable.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed May 8, 1948, effective May 18, 1948. Amended: Filed July 20, 1949, effective July 30, 1949. Amended: Filed Nov. 3, 1950, effective Nov. 13, 1950. Amended: Filed Sept. 26, 1951, effective Oct. 6, 1951. Amended: Filed Nov. 4, 1954, effective Nov. 14, 1954. Amended: Filed Feb. 27, 1974, effective March 9, 1974. Amended: Filed Feb. 6, 1975, effective Feb. 16, 1975. Amended: Filed June 1, 1977, effective Sept. 11, 1977. Amended: Filed July 11, 1979, effective Oct. 11, 1979. Amended: Filed Feb. 9, 1987, effective May 11, 1987.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.030 Definitions Relating to Real and Personal Property

*PURPOSE: This rule defines the real and personal property considered in determining eligibility for assistance and how the value of that property is determined.*

(1) In determining eligibility for public assistance, the Division of Family Services (DFS) shall consider property of any kind or character which the claimant owns or possesses or has an interest in, of which s/he is the record or beneficial owner, less encumbrances of record.

(2) For programs applying the Old Age Assistance (OAA), Permanent and Total Disability (PTD) criteria, and General Relief (GR) applicants and recipients, the home, as referenced in section 208.010, RSMo, is defined as the principal place of residence of the claimant. For town or city property, lots on which there is no dwelling and which adjoin the residence are considered a part of the home (regardless of the number of lots so long as they are in the same city block). For

rural property, the acreage on which the home is located plus any adjoining acreage will be considered part of the home. (Property will be considered as adjoining even though a road may separate two (2) tracts.)

(3) In determining eligibility for public assistance and blind pension, the value of real property will be its current market value if sold on the open market. (Original rule filed Nov. 4, 1954, effective Nov. 14, 1954.)

(4) The value of a life insurance policy at any time shall be the cash surrender value of the policy, minus the amount of any lien, loan, accrued interest payments or assigned portion of the policy. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

(5) Personal property is defined as household goods, jewelry, farm surpluses, livestock, farm or business machinery or equipment, automobiles and trucks, and similar items. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

(6) The total amount on deposit in a joint bank account of which the applicant is one of the owners is considered as available to the applicant unless there is verification that the money placed in the account or a definite portion of it belongs to the other joint owner, who is not applying for or receiving public assistance. When both or all the owners of a joint bank account are applying for or receiving assistance, each is considered as owning his/her proportionate share of the account. If the applicant states s/he has not deposited any portion of the money in the account and past circumstances of the applicant indicate that this is reasonable, the total amount on deposit will not be considered as available to the applicant. (Original rule filed Feb. 6, 1975, effective Feb. 16, 1975.)

(7) In those programs applying the OAA, PTD criteria, in GR cases, and in Aid to Families with Dependent Children (AFDC) cases, in certain instances as defined in sections (8)—(12) of this rule, the property will be considered as a resource which the applicant or recipient can and should use in meeting his/her needs and will not be eligible for public assistance. (Original rule filed Feb. 6, 1975, effective Feb. 16, 1975.) The eligibility factor of property as an available resource applies under the OAA criteria to an applicant, recipient and spouse. In AFDC cases, the policy applies to a child and to a parent(s) or, as allowed by federal law or regulation, to stepparents or, if included in the grant, a needy nonparent caretaker relative or legal guardian with whom the child is living. In

cases receiving GR, the policy applies to an applicant or recipient and spouse and children in the home under the age of twenty-one (21). If the GR applicant or recipient is under age twenty-one (21), it applies to his/her parent(s) in the home. In programs applying the PTD criteria, the policy applies to the applicant or recipient and spouse. (Original rule filed Nov. 3, 1950, effective Nov. 13, 1950. Amended: Oct. 20, 1967, effective Oct. 30, 1967. Amended: July 8, 1969, effective July 18, 1969. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)

(8) When an applicant or recipient of programs applying the OAA, PTD criteria or GR, or the spouse with whom s/he lives or, when the GR applicant or recipient is under age twenty-one (21), the parent(s) with whom s/he lives, owns real property which is not furnishing shelter for him/her and its current market value is one thousand dollars (\$1000) or more if owned by a single person or more than two thousand dollars (\$2000) if owned by a married person living with spouse, it shall be considered as a resource and the claimant will not be eligible for assistance on the basis of need; provided, all of the following criteria which apply are met (the value of an equity in a life estate and of burial lots shall be excluded from this computation). In GR cases involving two (2) or more persons eligible for GR, the limitation will be more than two thousand dollars (\$2000). For AFDC cases, the limitation will be one thousand dollars (\$1000), except that burial lots must be excluded from this computation. If the value of real property is less than the amounts stated previously, it shall be counted as a part of the combination of available resources in determining eligibility, as stated in section (12) of this rule.

(A) For real property in which the applicant or recipient has lived—

1. Twenty-four (24) months have elapsed since the last date on which either the claimant or spouse have occupied the dwelling except that the twenty-four (24)-month rule will not apply to real property owned by a claimant, spouse, or both, who is a patient in a domiciliary, practical or skilled nursing home, an intermediate care facility (ICF), state hospital or medical institution; the value of this property shall be excluded in determining eligibility on the basis of available resources during the period of time the applicant or recipient is a patient in a nursing home or institution;

2. In the AFDC program, real property in which the applicant/recipient has lived will be counted as a resource the month after the month in which it is vacated for other than a

temporary purpose, unless the spouse from whom the claimant is separated and the claimant own the home jointly and the spouse continues to remain in the home. In this case, the home and forty (40) adjoining acres will not be included in determining equity in resources as long as the spouse remains in the home. In the event of divorce, the equity in the property immediately must be considered a resource;

3. If a claimant or couple owns two (2) pieces of property, they shall be required to designate one (1) as their homestead and the other immediately shall be considered as an available resource. Also, when two (2) claimants marry and each owns a home in which s/he has been living, they will be required to designate one (1) of the properties as their homestead, the other immediately shall be considered as an available resource;

4. For programs applying the OAA, PTD criteria and GR applicants and recipients for town or city property, lots on which there is no dwelling and which adjoin the residence are considered a part of the home (regardless of the number of lots so long as they are in the same city block). For AFDC applicants and recipients, the land on which the home is located, up to forty (40) acres, is considered a part of the home so long as the land is adjoining, in the same city block, and there is no other dwelling on the forty (40) acres; or

5. For programs applying the OAA, PTD criteria and GR applicants and recipients, for rural property, the acreage on which the home is located plus any adjoining acreage which is a part of that farming unit will be considered as part of the home. For AFDC applicants and recipients, the land on which the home is located, up to forty (40) acres, which is part of that farming unit will be considered as part of the home so long as the land is adjoining and there is no other dwelling on the forty (40) acres. (Property will be considered as adjoining even though a road may separate two (2) tracts, if the property is farmed as a single unit.)

(B) For all other real property—For programs applying the OAA, PTD criteria and GR applicants and recipients, the property is not being used directly by the claimant in the course of his/her business or employment or, if in use, is not producing an annual return consistent with its fair market value. For AFDC applicants and recipients, all other real property will be included in determining the one thousand dollar (\$1000) limitation. (Original rule filed Oct. 24, 1951, effective Nov. 3, 1951. Amended: Nov. 21, 1952, effective Dec. 1, 1952. Amended: July 29, 1959,

effective Aug. 29, 1959. Amended: Oct. 19, 1959, effective Oct. 29, 1959. Amended: July 8, 1969, effective July 18, 1969. Amended: July 23, 1970, effective Aug. 2, 1970. Amended: Dec. 22, 1972, effective Jan. 1, 1973.)

(9) A single individual applying for or receiving assistance in programs applying the OAA or PTD criteria who owns insurance (over and above the first one thousand five hundred dollars (\$1500) in face value) with a cash or loan value of one thousand dollars (\$1000) or more will not be considered eligible for assistance on the basis of available resources. A husband or wife living together may own insurance (over and above the first one thousand five hundred dollars (\$1500) each in face value) in any combination with a total cash or loan value up to and including two thousand dollars (\$2000). In GR cases, the one thousand five hundred dollar (\$1500) face value exemption will apply to each person included in the GR case. When the claimant has deposited money with an individual, firm or corporation as an advance payment for a funeral and the payment is safeguarded by burial insurance, trust fund or joint bank account, the amount of money over one thousand five hundred dollars (\$1500) deposited under such a plan will be considered a resource in the same manner as the cash or loan value of life insurance policies, if the contract is revocable. If the burial/funeral contract is irrevocable, the entire amount of money deposited will be excluded from available resources. If the claimant has both life insurance and prepaid burial (revocable or irrevocable), the one thousand five hundred dollar (\$1500) exemption will apply to either or to any combination. The face value of an irrevocable burial contract will always be counted toward the one thousand five hundred dollar (\$1500) exemption. If the cash or loan value of insurance is less than the amounts stated in this section, it shall be counted as part of the combination of available resources in determining eligibility as stated in section (12) of this rule. An individual applying for or receiving assistance in programs applying the OAA or PTD criteria may designate separately identifiable funds as set aside for burial for the individual or spouse up to a maximum of one thousand five hundred dollars (\$1500). The amount of one thousand five hundred dollars (\$1500) shall be reduced by—1) the total face value of insurance policies on the life of the individual or spouse which are owned by him/her or his/her spouse, the cash surrender value of which has been excluded in determining eligibility on

available resources as provided in this section and in section (12) of this rule and 2) the value of any burial/funeral contract on the life of the individual or spouse. When this fund has been designated and all or a portion is excluded in determining available resources eligibility as provided in this section and in section (12) of this rule, the interest or appreciation to the excluded portion of this fund (if left to accumulate) also shall be excluded in determining available resources eligibility, starting with interest or appreciation accrued on or after the beginning date of Medicaid eligibility. In AFDC cases, there shall be disregarded any prearranged funeral or burial contract, or any two (2) or more contracts, which provides for the payment of one thousand five hundred dollars (\$1500) or less per family member. The face value of an irrevocable burial contract will always be counted toward the one thousand five hundred dollar (\$1500) exemption. In AFDC cases, any family who owns revocable prepaid burials (over and above the first one thousand five hundred dollars (\$1500) in equity value) or insurance with cash surrender value over one thousand dollars (\$1000) will not be eligible for assistance. If the cash surrender value of revocable prepaid burials (over and above the first one thousand five hundred dollars (\$1500) in equity value) or insurance is one thousand dollars (\$1000) or less, it shall be counted as a part of the combination of available resources in determining eligibility as stated in section (12) of this rule. (Original rule filed Jan. 1, 1952, effective Jan. 10, 1952. Amended: July 29, 1959, effective Aug. 29, 1959. Amended: Oct. 19, 1959, effective Oct. 29, 1959. Amended: July 8, 1969, effective July 18, 1969. Amended: July 23, 1970, effective Aug. 2, 1970. Amended: Dec. 22, 1972, effective Jan. 1, 1973.)

(10) In programs applying the OAA, PTD criteria and GR cases, salable personal property, such as livestock, farm surplus, jewelry (except wedding and engagement rings owned by claimant or spouse), machinery, automobiles and trucks, and the like, shall be considered as an available resource when the following criteria are present:

(A) In programs applying the OAA, PTD criteria and GR cases, the equity based on current market value is one thousand dollars (\$1000) or more, or more than two thousand dollars (\$2000) in the case of a married person living with spouse. In GR cases involving two (2) or more persons eligible for GR, the limitation is more than two thousand dollars (\$2000);

(B) If personal property is not being used by the claimant in the course of his/her business or employment or, if in use, is not producing an annual return consistent with its fair market value. An automobile or truck will not be considered as an available resource if it provides transportation for any of the following purposes: employment, marketing, school or church attendance, or obtaining medical care;

(C) Household furnishings shall not be considered as available resources unless they are not being used by the applicant, in which case the limits of one thousand dollar (\$1000) value will apply; and

(D) If the value of the personal property is less than the amounts stated in subsections (10)(A)—(C), it shall be counted as a part of the combination of available resources in determining eligibility as stated in section (12) of this rule. *(Original rule filed Jan. 11, 1952, effective Jan. 21, 1952. Amended: Dec. 3, 1952, effective Dec. 13, 1952. Amended: July 29, 1959, effective Aug. 29, 1959. Amended: Oct. 19, 1959, effective Oct. 29, 1959. Amended: July 8, 1969, effective July 18, 1969. Amended: July 23, 1970, effective Aug. 2, 1970. Amended: Dec. 22, 1972, effective Jan. 1, 1973.)*

(11) An AFDC applicant or recipient may not own personal property with equity greater than one thousand dollars (\$1000). However the following personal property will not be included in this determination:

(A) Tools, supplies, livestock, farm surplus and similar items being used by the claimant in the course of his/her business. This does not include business or farm machinery;

(B) Household furnishings, household goods and personal effects used by the claimant;

(C) The first fifteen hundred dollar (\$1500) equity in one (1) automobile; and

(D) Wedding and engagement rings and jewelry of limited value.

(12) In programs applying the OAA, PTD criteria and GR cases, any combination of available resources—real property, personal property, cash or securities, or cash surrender or loan value of life insurance (including money deposited in revocable prepaid burials), the combined value of which is one thousand dollars (\$1000) or more, will result in ineligibility for a single person. For a married person living with spouse, any combination of available resources which exceeds a value of two thousand dollars (\$2000) will result in ineligibility for both persons. In GR cases, any combination of one thousand dollars (\$1000) or more for the applicant or

recipient of GR would make that person ineligible (except that a husband and wife or two (2) or more persons in the household eligible for GR could have up to two thousand dollars (\$2000) together). In AFDC cases, any combination of more than one thousand dollars (\$1000) would make the family ineligible. *(Original rule filed Jan. 11, 1952, effective Jan. 21, 1952. Amended: July 29, 1959, effective Aug. 29, 1959. Amended: Oct. 19, 1959, effective Oct. 29, 1959. Amended: July 8, 1969, effective July 18, 1969. Amended: July 23, 1970, effective Aug. 2, 1970.)*

(13) Notwithstanding the previously mentioned eligibility requirements with respect to resources, the following will apply to individuals meeting the definition of institutionalized spouses who begin a period of continuous institutionalization on or after September 30, 1989:

(A) As used in this section, the definitions for the following terms shall apply:

1. Assessment shall mean a determination by the DFS of the total equity value of available resources (as stated in sections (6)—(12)) owned by the institutionalized spouse, the community spouse, or both, which may be requested at the beginning of a period of continuous institutionalization expected to last at least thirty (30) days or more;

2. Community spouse shall mean the husband or wife of an institutionalized spouse who does not reside in a medical hospital or a Medicaid-certified bed in a nursing facility (NF) and, if the institutionalized spouse is one who meets the definition in subparagraph (13)(A)3.C., the community spouse may not be one who meets those criteria;

3. Institutionalized spouse shall mean a claimant who resides in—

A. A medical hospital;

B. A Medicaid-certified bed in an NF, with an expected stay of at least thirty (30) days; or

C. His/her own home and is assessed by the Division of Aging as needing both an NF level-of-care as defined in 13 CSR 15-9.030 and home- and community-based waiver services and is assessed to need these services for at least thirty (30) days, and is married to a person who meets the definition of a community spouse in paragraph (13)(A)2.; and

4. Period of continuous institutionalization shall mean a stay in a medical hospital or Medicaid-certified bed in an NF or when the Division of Aging determines a need for home- and community-based waiver services which is expected to last thirty (30) days or more; and

(B) The following shall apply with regard to resource eligibility for institutionalized spouses who begin a period of continuous institutionalization on or after September 30, 1989:

1. When an individual meets the criteria in subparagraph (13)(A)3.C., his/her gross monthly income shall be compared to eight hundred dollars (\$800). If his/her gross monthly income is equal to or less than eight hundred dollars (\$800), the DFS shall complete an assessment of assets as defined in paragraph (13)(B)2. When his/her gross monthly income is greater than eight hundred dollars (\$800), s/he is not eligible for an assessment of assets as defined in paragraph (13)(B)2.;

2. At the beginning of the first period of continuous institutionalization, the institutionalized spouse, the community spouse or a representative acting on behalf of either may request an assessment by the DFS of total equity in available resources owned by either or both in the month in which the period of institutionalization began or, in the case of an institutionalized spouse who meets the definition in subparagraph (13)(A)3.C. and who met that definition prior to January 1, 1993, January 1993 shall be substituted for the month in which the period of institutionalization began;

3. From this total, the DFS shall compute the spousal share, which shall be the greater of—1) twelve thousand dollars (\$12,000) or 2) one-half (1/2) of the total, not to exceed sixty thousand dollars (\$60,000). The twelve thousand dollar (\$12,000) minimum and the sixty thousand dollar (\$60,000) maximum shall be increased each January in accordance with the increase in the Consumer Price Index, beginning in 1990;

4. In determining initial Medicaid eligibility for the institutionalized spouse in this continuous period of institutionalization, the DFS again shall determine the total equity in available resources owned by the institutionalized spouse, the community spouse, or both, at the time of Medicaid request. From this total, the DFS shall deduct the amount of the spousal share as computed in paragraphs (13)(B)2. and 3. If the remainder is equal to or less than the appropriate resource maximum for a single person, the institutionalized individual, to the extent the individual expresses intent to transfer any excess resources to the community spouse, shall be initially eligible for Medicaid on the factor of available resources. Eligibility for Medicaid for individuals described in subparagraph (13)(A)3.C. who become resource eligible using the assessment described in paragraph



(13)(B)2. cannot begin prior to the date the individual actually receives home- and community-based waiver services;

5. Any such individual who is determined initially eligible for Medicaid must transfer any resources above the appropriate resource maximum which are held in the individual's name to the community spouse within ninety (90) days of notification of initial eligibility, unless good cause exists;

6. If good cause does not exist, the DFS shall consider any resources held in the name of the institutionalized spouse, including any jointly-owned resources, in determining continued Medicaid eligibility, effective ninety (90) days after notification of initial eligibility;

7. After the determination of initial eligibility for the institutionalized spouse, no resources of the community spouse not jointly owned with the institutionalized spouse shall be considered available to the institutionalized spouse in Medicaid determinations in that continuous period of institutionalization;

8. If either spouse establishes in a fair hearing that the spousal share (in relation to the amount of income generated by that amount) is inadequate to raise the community spouse's own income to the amount determined in 13 CSR 40-2.200(5)(A), the spousal share may be adjusted to an amount adequate to provide the additional income; and

9. If a court has entered an order against an institutionalized spouse for the support of the community spouse, the amount of the order shall be substituted for the spousal share.

*AUTHORITY:* section 207.020, RSMo 1994.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed Feb. 10, 1978, effective May 11, 1978. Emergency amendment filed Feb. 20, 1979, effective March 2, 1979, expired June 10, 1979. Amended: Filed March 9, 1979, effective June 11, 1979. Emergency amendment filed May 12, 1982, effective May 22, 1982, expired Aug. 11, 1982. Amended: Filed May 12, 1982, effective Aug. 12, 1982. Amended: Filed March 14, 1983, effective June 11, 1983. Emergency amendment filed Dec. 21, 1983, effective Dec. 30, 1983, expired April 11, 1984. Emergency amendment filed Jan. 13, 1984, effective Jan. 23, 1984, expired April 11, 1984. Amended: Filed Jan. 13, 1984, effective April 12, 1984. Emergency amendment filed Oct. 3, 1984, effective Oct. 13, 1984, expired Jan. 11, 1985. Amended: Filed Oct. 15, 1984, effective Jan. 12, 1985. Emergen-

cy amendment filed Sept. 24, 1985, effective Oct. 4, 1985, expired Jan. 23, 1986. Amended: Filed Sept. 24, 1985, effective Dec. 26, 1985. Amended: Filed Sept. 6, 1988, effective Dec. 11, 1988. Emergency amendment filed Sept. 19, 1989, effective Sept. 30, 1989, expired Jan. 27, 1990. Amended: Filed Nov. 2, 1989, effective Jan. 26, 1990. Emergency amendment filed Dec. 18, 1992, effective Jan. 1, 1993, expired April 30, 1993. Emergency amendment filed Feb. 26, 1993, effective May 1, 1993, expired Aug. 28, 1993. Amended: Filed Dec. 18, 1992, effective June 7, 1993. Emergency amendment filed Dec. 13, 1993, effective Jan. 1, 1994, expired April 30, 1994. Amended: Filed Dec. 13, 1993, effective July 10, 1994. Emergency amendment filed Dec. 29, 1994, effective Jan. 8, 1995, expired May 7, 1995. Amended: Filed Jan. 12, 1995, effective July 30, 1995.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993.

*Estate of Pearl v. State Division of Welfare, 538 SW2d 922 (Mo. App. 1976). Old Age Assistance benefits were denied plaintiff based on finding of division that assets of recipient in the way of property not furnishing shelter to her were in excess of \$2000 limit set by rule of the division. The court held the comparable sales used to determine the value of the property did not provide competent and substantial evidence upon the whole record to support the denial of benefits.*

### 13 CSR 40-2.035 Transfer of Property

*Emergency rule filed April 10, 1981, effective April 20, 1981, expired June 30, 1981.*

### 13 CSR 40-2.040 Definition of Abandonment of Residence

*PURPOSE:* This rule defines when a recipient of assistance becomes ineligible due to abandonment of Missouri residence.

(1) When it is known that a recipient of public assistance or Blind Pension has left the state, the county family services office shall determine the reason for the absence and if it is established that the recipient has abandoned his/her Missouri residence, assistance will be discontinued.

*AUTHORITY:* section 207.020, RSMo (1986).\* Original rule filed Nov. 4, 1954, effective Nov. 14, 1954.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

### 13 CSR 40-2.050 Definition of Earned Income

*PURPOSE:* This rule defines earned income in order to determine when earned income disregards apply in establishing the amount of payment for which the recipient is eligible.

(1) In applying the earned income exemptions, as stated in section 209.240, RSMo, to an applicant for, or a recipient of, Aid to the Blind and as stated in section 208.010, RSMo for an applicant for or recipient of Old Age Assistance or an applicant or recipient of Aid to Dependent Children, the following definition of earned income will be used:

(A) The term earned income encompasses income in cash or in kind earned by a needy individual through the receipt of wages, salary, commissions or profit from activities in which s/he is engaged as a self-employed individual or an employee. The earned income may be derived from his/her own employment, such as business enterprise or farming, or derived from wages or salary received as an employee. It includes earnings over a period of time for which settlement is made at one (1) given time, as in the instance of sale of farm crops, livestock or poultry. In considering income from farm operation, the option available for reporting under Old Age Supplemental Disability Income, namely the cash receipts and disbursements method, that is, a record of actual gross, of expenses and of net, is an individual determination and is acceptable also for public assistance. With reference to commissions, wages or salary, the term earned income means the total amount, irrespective of personal expenses, such as income tax deductions, lunches and transportation to and from work. With respect to self-employment, the term earned income means the total profit from business enterprise, farming, and the like, resulting from a comparison of the gross income received with the business expenses, that is, total cost of the production of the income. Personal expenses, such as income tax payments, lunches and transportation to and from work, are not classified as business expenses;

(B) The definition shall exclude the following from earned income: Returns from capital investment with respect to which the individual is not him/herself actively engaged, as in a business (for example, under most circumstances, dividends and interest would be excluded from earned income); and benefits (not in the nature of wages, salary or profit)

accruing as compensation or reward for service or as compensation for lack of employment (for example, pensions and benefits such as United Mine Worker's benefits or veterans benefits); and

(C) With regard to the degree of activity, earned income is income produced as a result of the performance of services by a recipient; in other words, income which the individual earns by his/her own efforts, including managerial responsibilities, would be properly classified as earned income, such as management of capital investment in real estate. Conversely, for example, in the instance of capital investment where the individual carries no specific responsibility, such as where rental properties are in the hands of rental agencies and the check is forwarded to the recipient, the income would not be classified as earned income. In households where an Aid to Blind or Old Age Assistance claimant is entitled to an income exemption and where other persons are receiving other types of assistance, the exempted income also shall be disregarded in determining the need of the other persons for public assistance.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed Sept. 26, 1951, effective Oct. 6, 1951. Amended: Filed Sept. 19, 1961, effective Oct. 13, 1961. Amended: Filed Oct. 1, 1965, effective Oct. 10, 1965. Amended: Filed Sept. 24, 1970, effective Oct. 4, 1970.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.060 Definitions Relating to AFDC

*PURPOSE: This rule defines certain requirements in determining eligibility for Aid to Families with Dependent Children.*

(1) Continued absence from the home is defined as absence resulting from any one (1) of the following reasons: divorce; desertion; separation; confinement in a penal, medical or custodial institution; physical restoration; or training program developed by vocational rehabilitation if the plan necessitates absence from the home of the parent.

(2) Home is interpreted to mean a family setting maintained or in the process of being established as evidenced by the assumption or continuance of responsibility for the child. Usually the child shares the family household with the parent or relative. A home exists as long as the parent or relative takes responsibility for the care and control of the child,

even though circumstances may require temporary absence of either the child or the parent (or relative) from the customary family setting. *(Original rule filed Feb. 20, 1947, effective March 2, 1947.)*

(3) The statement physical or mental defect, illness or disability exists which prevents the parent from performing any substantially gainful activity means that the incapacity is expected to last at least thirty (30) days and is of a debilitating nature as to substantially reduce or eliminate the parent's ability to support or to care for the child considering the limited employment opportunities of handicapped individuals. This will be met under the following circumstances:

(A) Incapacitated parent working for an employer—the family is eligible if it can be determined that, because of his/her incapacity, the parent is working substantially less time on the job than an able-bodied person would spend or that s/he is working for a substantially lower wage rate than the usual wage paid for the type of work being done;

(B) Incapacitated parent who is self-employed—the family is eligible if it can be determined that, because of his/her incapacity, s/he cannot perform the major activities which his/her job requires;

(C) Incapacitated parent who is unemployed—the family is eligible if it can be determined that, because of his/her incapacity, s/he is prevented from engaging in full-time employment on a regular basis at the normal wage rate for that employment; and

(D) The parent is receiving Old Age Supplemental Disability Income or Supplemental Security Income benefits on the basis of disability or blindness. *(Original rule filed Oct. 24, 1949, effective Nov. 3, 1949. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)*

(4) The relative with whom a dependent child shall be living in order to be eligible for Aid to Dependent Children (ADC) assistance as set forth in section 208.040, RSMo shall be construed to include, in addition to the relatives specifically named in the act: stepfather or stepmother (but not their parents); adoptive father or adoptive mother; grandfather-in-law or grandmother-in-law (meaning the spouse of a second marriage of one the child's natural grandparents); great-grandfather or great-grandmother; brother or sister of half blood; adoptive brother or adoptive sister; brother-in-law or sister-in-law; uncle or aunt of the half blood; uncle-in-law or aunt-in-law; great-uncle or great-aunt (including great-great-uncle or great-great-aunt); and other relatives by adoption, in addition to those specifically mentioned here,

may be considered eligible payees within the same degree of relationship as apply to blood relatives. The natural relatives of an adopted child also continue to be eligible payees. As provided in section 208.043, RSMo, a legal guardian of a child also may serve as a payee for ADC and if the legal guardian is otherwise eligible may be eligible for a cash payment. *(Original rule filed Sept. 19, 1973, effective Sept. 29, 1973.)*

(5) An unemployed parent as used in section 208.041, RSMo is defined as a natural or adoptive parent who meets all of the following criteria:

(A) The parent must be the principal earner. This can be determined by whichever parent, in a home in which both parents of that child are living, earned the greater amount of income in the twenty-four (24)-month period, the last month of which immediately precedes the month in which assistance is requested due to the unemployment of a parent.

1. If primary evidence of earnings for this period cannot be secured, the division shall designate the principal earner, using the best evidence available.

2. The earnings of each parent are considered in determining the principal earner regardless of when their relationship began.

3. The principal earner so defined remains the principal earner for each consecutive month for which the family receives the aid on the basis of application.

4. If both parents earned an identical amount of income (or earned no income) in the twenty-four (24)-month period, the division shall designate which parent shall be the principal earner;

(B) The parent must be employed less than one hundred (100) hours a month; or s/he can exceed that standard for a particular month if the work is intermittent and the excess is of a temporary nature as evidenced by the fact that s/he was under the one hundred (100)-hour standard for the prior two (2) months and is expected to be under the standard during the next month; and

(C) The parent who is unemployed must not be unemployed as a result of participation in a strike.

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed June 1, 1977, effective Sept. 11, 1977. Emergency amendment filed June 1, 1977, effective July 1, 1977, expired Oct. 31, 1977. Amended: Filed June 29, 1977, effective Oct. 13, 1977. Emergency amendment filed Nov. 21, 1979, effective Dec. 1, 1979, expired March 12,*

1980. Amended: Filed Nov. 21, 1979, effective March 13, 1980. Emergency amendment filed July 10, 1980, effective July 20, 1980, expired Oct. 10, 1980. Amended: Filed July 10, 1980, effective Oct. 11, 1980. Amended: Filed Feb. 9, 1981, effective May 11, 1981. Emergency amendment filed July 12, 1982, effective July 22, 1982, expired Oct. 10, 1982. Amended: Filed July 12, 1982, effective Oct. 11, 1982. Amended: Filed June 17, 1983, effective Oct. 13, 1983. Amended: Filed Jan. 30, 1991, effective July 8, 1991. Amended: Filed July 15, 1991, effective Nov. 31, 1991.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

**Rist v. Missouri State Division of Family Services**, 595 SW2d (Mo. App. 1980). *DFS Income Maintenance Manual* required denial of benefits to recipient because she was attending school outside her district. Since this guideline was inconsistent with pertinent provisions of the Social Security Act, the guideline must fall.

**13 CSR 40-2.070 Definitions Relating to General Relief**

*PURPOSE: This rule defines certain requirements in determining eligibility for General Relief.*

(1) General Relief (GR) shall not be granted to any claimant who is employable. If certain specified relatives living in the household of the claimant are employed and have income sufficient to support themselves and their legal dependents, as determined by comparing their gross income against the poverty level (non-farm) established by the United States Department of Commerce, any income in excess of the poverty level shall be used in determining eligibility and amount of grant for the GR claimant. Specified relatives shall be defined as mother and father of children age twenty-one (21) or over, sister, brother, son, daughter and grandparents of the claimant, as well as the spouses of these relatives if living in the home. The spouse of the claimant and the parents of claimants under twenty-one (21), if living in the home will have their income, resources and property included in determining eligibility and amount of grant for a GR claimant.

(A) An employable person is defined as any person eighteen (18) years of age or older who is physically and mentally capable of employment or who is employed or who is not needed in the home to give care to a relative in the home.

(B) Individuals in the following classifications are considered incapacitated or unemployable:

1. Persons prevented by physical handicaps or illness from performing occupations for which they are qualified for a period of ninety (90) days or longer;

2. Diagnosed mental illness or mental defects which prevent them from performing occupations for which they are qualified;

3. Any person who is maintaining a home for children under the age of eighteen (18) and is prevented from accepting employment due to the necessity of remaining at home to care for the children; and

4. Any person who is needed at home to care for a related invalid member of the household for whom no satisfactory alternative plan of care is available. Consideration should be given to alternative plans and assistance should be given to the family in making any feasible plans.

(C) An unemployable person who is gainfully employed shall not be eligible for GR. Gainful employment is considered as employment resulting in a net earned income of more than eighty dollars (\$80) per month. (Original rule filed Dec. 2, 1971, effective Dec. 12, 1971. Amended: Nov. 22, 1972, effective Dec. 2, 1972. Amended: March 1, 1973, effective March 10, 1973. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)

(2) Application may be received for GR as a result of fire, flood, illness, eviction, quarantine, and the like in which needs of short duration may arise as a result of the inability of persons who normally are employable to either work or look for work until the emergency situation is over. If this condition is found to exist, the family may be considered unemployable for the actual period during which no member can work or seek work. Emergency aid of this type will be granted only after approval by the county director or supervisor. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Emergency amendment filed Feb. 20, 1979, effective March 2, 1979, expired June 10, 1979. Amended: Filed March 9, 1979, effective June 11, 1979. Emergency amendment filed June 22, 1981, effective July 2, 1981, expired Oct. 10, 1981. Amended: Filed June 22, 1981, effective Oct. 11, 1981. Amended: Filed Dec. 10, 1981, effective March 11, 1982. Amended: Filed Aug. 2, 1985, effective Oct. 26, 1985.*

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

**Emily v. Missouri State Division of Family Services**, 570 SW2d 783 (Mo. App. 1978). *The transitory use by one relative (claimant) of the living quarters of another (her sister) does not itself render the claimant ineligible for general assistance, since no family support relationship is suggested and the sister cannot be viewed as a "resource" available to the claimant under section 208.010.1, RSMo.*

**13 CSR 40-2.080 Definitions Relating to Institutions**

*PURPOSE: This rule defines institutions for the purpose of establishing eligibility for Income Maintenance programs.*

(1) For the purpose of the administration of public assistance and Blind Pension, a public institution is defined as an institution which provides shelter or care to persons and is managed or controlled, in whole or in part, by or through any public instrumentality, official or employee acting in an official capacity. This does not include controls a designated public official exerts over all institutions, including private or a similar character. Publicly-owned property under formal lease to a private individual or corporation which vests full control of the property in the lessee will not be considered a public institution nor will the fact that the public authority contracts for and makes payments from public funds to, or in support of, individuals in these institutions be considered as governmental participation in financial support of the institution or control of the institution. (Original rule filed May 13, 1948, effective May 23, 1948. Amended: Nov. 4, 1954, effective Nov. 14, 1954.)

(2) A person living in or planning to enter an institution under private management is eligible for public assistance or Blind Pension, provided s/he meets all eligibility requirements in the same manner as a person not living in an institution. However, s/he will not be eligible if one (1) or more of the following conditions are present:

(A) If s/he is entitled to care in the institution because of membership in the group operating the institution (fraternal organization, lodge, union, religious group, and the like);

(B) If s/he has made a lump sum payment or has transferred property or other resources in exchange for lifetime care;

(C) If the institution is meeting and will continue to meet the essential needs of the applicant or recipient; and

(D) If the recipient becomes a patient in a private institution for tuberculosis or mental diseases or in a private medical institution as a result of a diagnosis of tuberculosis or psychosis. (Original rule filed May 13, 1948, effective May 23, 1948. Amended: Nov. 4, 1954, effective Nov. 14, 1954.)

(3) A patient is an individual who is one or a combination of the following:

(A) Admitted to a medical institution because of illness and for whom there is planned, continuing medical treatment, including nursing care, directed toward improvement in health or for whom palliative medical measures are required though improvement in health or recovery cannot be expected;

(B) Receiving professional medical treatment; or

(C) Free to leave at the conclusion of treatment or any other time upon his/her own decision. (Original rule filed Sept. 26, 1951, effective Oct. 6, 1951.)

(4) A public medical institution is one which meets the following criteria:

(A) It is organized to provide medical care, including nursing and convalescent care; has the necessary professional personnel, equipment and facilities to manage the medical and health needs of patients on a continuing basis and is authorized under state law to provide medical services; and

(B) It is staffed by professional medical or professional nursing personnel who have clear and definite responsibility to the institution in the provision of medical services to patients. The term staffed by means that the establishment or facility provides for the patients adequate continual medical care and supervision by a physician; has sufficient registered nurse or licensed practical nurse supervision and services and nurse's aid services to meet nursing care needs and has appropriate guidance by a physician(s) on the technical aspects of operating the establishment or facility. (Original rule filed Sept. 26, 1951, effective Oct. 6, 1951. Amended: July 24, 1953, effective Aug. 4, 1953. Amended: Nov. 20, 1967, effective Nov. 30, 1967.)

*AUTHORITY:* section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

### 13 CSR 40-2.090 Definitions Relating to Money Payments

*PURPOSE:* This rule defines the methods of payments in Income Maintenance cases.

(1) For the purpose of the administration of public assistance, money payments are defined as payment by check, made to the payee or his/her legally appointed guardian, at regular intervals with no restrictions on the use of funds by the individual. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

(2) A restricted payment is one in which an expressed or implied requirement is made for the recipient that delivery of the assistance checks is contingent upon agreement to make any certain or specified payments from the assistance granted. No restrictions by direct or indirect means which assumes actual or implied control of any portion of a monthly assistance check shall be imposed in any manner whatsoever by any officer and employee of the Division of Family Services, upon any recipient on the expenditure of any portion of his/her grant. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

*AUTHORITY:* section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed Oct. 21, 1980, effective Feb. 12, 1981.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

### 13 CSR 40-2.100 Definitions Relating to PTD

*PURPOSE:* This rule defines permanently and totally disabled.

(1) Permanent and Total Disability (PTD) means that the individual has some physical or mental impairment, disease or loss from which recovery or substantial improvement cannot be expected and which substantially precludes him/her from engaging in any occupation within his/her competence, such as holding a job or homemaking.

*AUTHORITY:* section 207.020, RSMo 1986.\* Original rule filed Nov. 1, 1950, effective Nov. 11, 1950.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

*Crudup v. Missouri State Division of Family Services 600, SW2d 129 (Mo. App. 1980). In applying the definition of permanent and total*

*disability found at 13 CSR 40-2.100, the agency must conform its decision to its own interpretation of a promulgated rule given effect as a policy. Also, this agency policy may be used to assist the reviewing court.*

### 13 CSR 40-2.110 Persons Whose Expenses and Income Are Included in Determining Cash Payments

*PURPOSE:* This rule outlines those persons whose income and expenses must be included in determining the amount of the cash payment.

(1) The requirements of the following persons who are members of the household shall be included in the Aid to Families with Dependent Children (AFDC) grant: eligible children under the age of eighteen (18) or age eighteen (18) and in secondary school or the equivalent vocational or technical school if expected to graduate before or in the month the child turns nineteen (19), natural or adoptive parents of one (1) or more of the eligible children and any needy nonparent caretaker relative or related or unrelated guardian. The nonparent caretaker relative or the guardian, if found to be eligible for inclusion, has the option to be excluded from the assistance group. (Original rule filed April 12, 1948, effective April 22, 1948. Amended: Oct. 20, 1967, effective Oct. 30, 1967. Amended: Oct. 17, 1969, effective Oct. 27, 1969. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)

(A) When a person in an AFDC household meets eligibility requirements for AFDC and Supplemental Aid to the Blind (SAB) or Blind Pension (BP), the person must receive AFDC and will be ineligible for SAB or BP.

1. No special Aid to the Blind (AB) or BP expenses nor AB or BP income exemptions will be allowed in determining eligibility for AFDC.

2. If the AFDC household is determined to be ineligible, that person may apply as a single SAB or BP applicant and, if eligible, that person may receive SAB or BP only.

(2) The requirements of the following members of the household shall be included in the General Relief grant: applicant or recipient and his/her spouse and any children living in the home under age twenty-one (21). If the applicant or recipient is under twenty-one (21), the requirements of his/her parent(s) living in the home also shall be included. (Original rule filed April 12, 1948, effective April 22, 1948. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)



(3) The requirements of the AB applicant or recipient only shall be included in the AB grant. (Original rule filed Sept. 26, 1951, effective Oct. 6, 1951. Amended: Oct. 20, 1967, effective Oct. 30, 1967. Amended: March 19, 1969, effective March 29, 1969.)

AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Emergency amendment filed June 1, 1977, effective July 1, 1977, expired Oct. 31, 1977. Amended: Filed June 29, 1977, effective Oct. 13, 1977. Emergency amendment filed Feb. 20, 1979, effective March 2, 1979, expired June 10, 1979. Amended: Filed March 9, 1979, effective June 11, 1979. Emergency amendment filed Feb. 19, 1982, effective March 1, 1982, expired June 10, 1982. Amended: Filed Feb. 19, 1982, effective June 11, 1982.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

13 CSR 40-2.120 Methods Used to Determine the Amount of Cash Payments

PURPOSE: This rule outline the methods used to determine the correct amount of cash payments in the various assistance programs.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) The budgetary method is used in establishing eligibility for and the extent of need for public assistance. This requires the determination of the needs of the individual or groups of individuals who may be affected by the receipt of assistance, the determination of income and resources available to these persons and, if income and resources are not sufficient to provide a reasonable subsistence compatible with decency and health, the planning of assistance to meet the deficit. (Original rule filed April 12, 1948, effective April 22, 1948.)

(2) Consideration of Available Income.

(A) In Aid to Dependent Children (ADC) cases, all income of the following persons who are in the household shall be considered in determining whether the children (includ-

ing stepchild and adopted child) are in need and, if so, the amount of the need-eligible children; natural or adoptive parents of one (1) or more of the eligible children; any needy nonparent caretaker relative or related or unrelated guardian if they desire to be included in the assistance group and are eligible for inclusion; a stepparent, in accordance with Section 402(a)(31) of the Social Security Act; and any blood or adoptive brother or sister of an eligible child, if that brother or sister meets the conditions described in clauses (1) and (2) of Section 406(a) of the Social Security Act and is living in the home. This income shall be included notwithstanding Section 205(j) of the Social Security Act in the case of benefits provided under Title II. With respect to an eligible child who is living with a parent or legal guardian who is under age nineteen (19), the income of this minor's own parents or legal guardians who are living in the home shall be included to the same extent that the income of a stepparent is included in accordance with 402(a)(31) of the Social Security Act. Income of all other persons in the household will be considered in the amount made available to the household.

(B) In General Relief (GR) cases, a household budget including the total income and expenses of the applicant or recipient and his/her spouse and any children under age twenty-one (21) will be prepared. If the applicant or recipient is under twenty-one (21) the income and expenses of his/her parent(s) living in the home shall be included. When a GR applicant or recipient is living with an employed specified relative as defined in 13 CSR 40-2.070, the specified relative's income in excess of the poverty level will be budgeted.

(C) In Aid to the Blind (AB) cases, all income of the applicant or recipient shall be considered in determining whether the applicant or recipient is in need and, if so, the amount of that need. The income of any other person in the household will be considered only in the amount made available to the AB applicant or recipient.

(D) In computing the income of an applicant or recipient, or of the household of which s/he is a member, only that income which is available during the period under consideration shall be taken into account. To be considered as available, the income shall actually and presently exist (not to be a potential or remote income) and shall be sufficient to have some appreciable significance in meeting the immediate requirements of the applicant or recipient. The following will not be considered in determining eligibility: in Aid to Families with Dependent Children

(AFDC) cases, the first fifty dollars (\$50) of monthly child support payments; home produce raised or used by the applicant or recipient for consumption by the family and loans made under conditions which preclude their use for meeting current living costs. (Original rule filed April 12, 1948, effective April 22, 1948. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)

(3) Each budget shall include provision in an amount per month as established by the Division of Family Services which represents the average of all individual need items formally budgeted (except day care expenses) for each size AFDC assistance group, each size GR assistance group and for the Supplemental Aid to the Blind (SAB) need eligibility budget and will be referred to as the AFDC, GR and SAB Consolidated Standard.

(A) The Consolidated Standard for each size AFDC assistance group, each size GR assistance group and for the SAB budget shall be as follows:

1. AFDC:

Assistance Group Size	Consolidated Standard
1	\$ 393.00
2	\$ 678.00
3	\$ 846.00
4	\$ 990.00
5	\$1123.00
6	\$1247.00
7	\$1372.00
8	\$1489.00
9	\$1606.00
10	\$1722.00
11	\$1839.00
12*	\$1956.00

\*For any AFDC assistance group larger than twelve (12), add one hundred sixteen dollars (\$116) per individual.

2. GR:

Assistance Group Size	Consolidated Standard
1	\$181.00
2	\$256.00
3*	\$301.00

\* For any GR assistance group larger than three (3), add forty-five dollars (\$45) per individual

3. When a GR assistance group includes ADC recipients, the ADC Consolidated Standard will be used; and

4. SAB: The Consolidated Standard of three hundred dollars (\$300) implemented February 16, 1976 will be used as a base amount. Beginning January 1, 1985, but including the Old Age Supplemental Disability Income (OASDI) increases of July 1982 and

January 1984, whenever OASDI benefits under Title II of the Social Security Act are increased, the SAB Consolidated Standard also shall be increased. The amount of the increase shall be determined by adding the same percentage increase to the last Consolidated Standard amount as was added to Title II benefits and rounding the result to the next highest dollar. When an SAB claimant is a member of an ADC or GR assistance group, there shall be added one hundred dollars (\$100) to the ADC or GR assistance group size Consolidated Standard. This amount represents the following special additional allowances: Food—twelve dollars (\$12); clothing—eight dollars (\$8); personal incidentals—eleven dollars (\$11); shopping and errand expense—fifteen dollars (\$15); laundry and dry cleaning expense—fifteen dollars (\$15); household incidentals—ten dollars (\$10); transportation—nine dollars (\$9); preparation of food—five dollars (\$5); and cost for a seeing eye dog or other guide—fifteen dollars (\$15). (*Original rule filed April 12, 1948, effective April 22, 1948. Amended: May 18, 1966, effective May 28, 1966. Amended: Oct. 20, 1967, effective Oct. 30, 1967. Amended: Dec. 2, 1968, effective Dec. 12, 1968. Amended: Dec. 22, 1975, effective Jan. 1, 1976.*)

(4) Assistance recipients sixty-five (65) years of age or over will be expected to use fully the medical care benefits that are available to them through Title XVIII B of the federal Social Security law; however, the deductibles and coinsurance costs will be paid by the Division of Family Services by means of vendor payments. Assistance recipients over age sixty-five (65) who have exhausted their Title XVIII benefits and eligible assistance recipients under age sixty-five (65) will be eligible for vendor payments in their behalf for the medical care benefits as specified in section 208.151, RSMo; this includes benefits for eligible recipients who are in a state mental institution or a state tuberculosis hospital. (*Original rule filed April 12, 1948, effective April 22, 1948. Amended: May 18, 1966, effective May 28, 1966. Amended: Oct. 20, 1967, effective Oct. 30, 1967. Amended: Sept. 24, 1970, effective Oct. 4, 1970. Amended: May 7, 1971, effective May 17, 1971. Amended: June 18, 1971, effective June 28, 1971. Amended: Feb. 6, 1975, effective Feb. 16, 1975. Amended: Dec. 22, 1975, effective Jan. 1, 1976.*)

(5) In the payment of public assistance benefits, the amount shall be rounded to the nearest dollar interval. For all benefits other than AFDC, payment amounts ending in less than

fifty cents (50¢) shall be lowered to the nearest dollar and amounts ending in fifty cents (50¢) or over shall be increased to the nearest dollar. In AFDC cases, payment amounts will always be lowered to the nearest dollar. If the determined need results in a grant of less than ten dollars (\$10) in AFDC cases, no cash payment will be made. (*Original rule filed April 12, 1948, effective April 22, 1948.*)

(6) Earned Income Exemption—AFDC.

(A) In determining need and amount of grant for applicants or recipients of AFDC, the following earned income exemptions will apply and these amounts will be disregarded in determining the amount of income available to meet the family's needs:

1. All of the earned income of any child receiving AFDC will be exempted if the child is a full-time student or is a part-time student who is not a full-time employee;

2. The first ninety dollars (\$90) of the gross earned income will be disregarded from employment;

3. An amount equal to thirty dollars (\$30) of the total of earned income not already disregarded in the preceding provisions of this subsection (6)(A), for an eight (8)-month period following the fourth consecutive month of the disregard provided for in this paragraph, but excluding, for purposes of this subsection, earned income derived from participation on a project maintained under the programs established by Section 432(b)(2) and (3) of the Social Security Act;

4. An amount equal to the first thirty dollars (\$30) of the total of earned income not already disregarded in the preceding provisions of paragraph (6)(A)3. plus one-third (1/3) of the remainder but excluding, for purposes of this subsection, earned income derived from participation on a project maintained under the programs established by Section 432(b)(2) and (3) of the Social Security Act; and

5. An amount equal to expenditures for care in that month shall be disregarded from earned income for a dependent child, or an incapacitated individual living in the same home as the dependent child, receiving AFDC and requiring care for that month, to the extent that the amount for each dependent child or incapacitated individual does not exceed one hundred seventy-five dollars (\$175) for children age two (2) and over or two hundred dollars (\$200) for children under two (2) years of age.

(B) The disregards applied against earned income outlined in subsection (6)(A) shall not be applied to the earned income of any person who—

1. Terminated his/her employment or reduced his/her earned income without good cause within the period (of not less than thirty (30) days) preceding that month as may be prescribed by the secretary of the United States Department of Health and Human Services (HHS);

2. Refused without good cause, within the thirty (30)-day period or longer period prescribed by the secretary of the United States Department of HHS, to accept employment in which s/he is able to engage which is offered through the public employment offices of the state, or is otherwise offered by an employer if the offer of the employer is determined by the Division of Family Services or agency designated by the Division of Family Services, after notification by the employer, to be a bona fide offer of employment; and

3. Failed without good cause to make a timely report to the Division of Family Services of earned income received in that month.

(C) The disregard applied against earned income, as provided for—

1. In paragraph (6)(A)1., shall be applied when determining need for up to six (6) months within the calendar year of January through December and after that shall not be applied if the income without applying this disregard was in excess of the standard of need;

2. In paragraph (6)(A)3., shall not be applied if the income without applying this disregard was in excess of the standard of need unless the person received AFDC in one (1) or more of the four (4) months preceding that month and this disregard has not already been applied to his/her income for four (4) consecutive months while s/he was receiving AFDC. If this disregard provided for in paragraph (6)(A)3. has been applied for four (4) consecutive months, the disregard shall not be applied for as long as the person continues to receive AFDC and shall not apply until the expiration of a period of twelve (12) consecutive months during which the person is not a recipient of AFDC; and

3. In paragraph (6)(A)4., shall be available only for the eight (8)-month period following the fourth consecutive month of the disregard provided for in paragraph (6)(A)3. If the eight (8)-month period for the disregard provided for in paragraph (6)(A)4. has expired, the disregard shall not be applied for as long as the person continues to receive AFDC and shall not apply until the expiration of a period of twelve (12) consecutive months during which the person is not a recipient of AFDC.



(7) No family shall be eligible for AFDC if, for that month, the total income of the family (other than AFDC benefits) without application of the earned income disregards provided for in paragraphs (6)(A)2.-5. and for up to six (6) months within the calendar year of January through December with application of the earned income disregard provided for in paragraph (6)(A)1. exceeds one hundred eighty-five percent (185%) of Missouri's standard of need for a family of the same composition.

(8) A standard amount for expenses of producing earned income will be budgeted for each member of the GR and SAB assistance group who has earned income to include allowances for all federal and state income tax and Retirement, Survivor's and Disability Insurance (RSDI) withholdings. An additional standard for costs of union dues, extra food, clothing, personal expense, transportation to and from work and other employment connected personal incidental costs will also be budgeted for each member of the GR and SAB assistance group who has earned income. The attached standard amounts, in direct relationship to varying increments of gross monthly earnings and number of dependents, will be budgeted. Only the standard amount for expense of producing earned income will be budgeted except that if a person who has earned income can verify that s/he had expenses that exceed the standard amount included for union dues, extra food, clothing, personal expense, transportation to and from work or other employment connected personal incidental costs, these expenses shall be allowed as an expense of producing income instead of the standard amount for these expenses.



**STANDARD EARNED INCOME EXEMPTION TABLE**  
**Missouri State Tax—Federal Tax—OASDI Deductions**

Gross Income										Pers. Exps. 10% of Gross Income
	1	2	3	4	5	6	7	8	9	
35-40	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	4.00
40.01-45	2.99	2.99	2.99	2.99	2.99	2.99	2.99	2.99	2.99	4.50
45.01-50	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	5.00
50.01-55	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.66	3.66	5.50
55.01-60	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	6.00
60.01-65	4.32	4.32	4.32	4.32	4.32	4.32	4.32	4.32	4.32	6.50
65.01-70	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	7.00
70.01-75	4.99	4.99	4.99	4.99	4.99	4.99	4.99	4.99	4.99	7.50
75.01-80	5.32	5.32	5.32	5.32	5.32	5.32	5.32	5.32	5.32	8.00
80.01-85	5.65	5.65	5.65	5.65	5.65	5.65	5.65	5.65	5.65	8.50
85.01-90	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	9.00
90.01-95	6.32	6.32	6.32	6.32	6.32	6.32	6.32	6.32	6.32	9.50
95.01-100	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	10.00
100.01-105	6.98	6.98	6.98	6.98	6.98	6.98	6.98	6.98	6.98	10.50
105.01-110	7.32	7.32	7.32	7.32	7.32	7.32	7.32	7.32	7.32	11.00
110.01-115	7.65	7.65	7.65	7.65	7.65	7.65	7.65	7.65	7.65	11.50
115.01-120	7.98	7.98	7.98	7.98	7.98	7.98	7.98	7.98	7.98	12.00
120.01-125	8.31	8.31	8.31	8.31	8.31	8.31	8.31	8.31	8.31	12.50
125.01-130	8.65	8.65	8.65	8.65	8.65	8.65	8.65	8.65	8.65	13.00
130.01-135	8.98	8.98	8.98	8.98	8.98	8.98	8.98	8.98	8.98	13.50
135.01-140	9.31	9.31	9.31	9.31	9.31	9.31	9.31	9.31	9.31	14.00
140.01-145	9.64	9.64	9.64	9.64	9.64	9.64	9.64	9.64	9.64	14.50
145.01-150	9.98	9.98	9.98	9.98	9.98	9.98	9.98	9.98	9.98	15.00
150.01-155	10.31	10.31	10.31	10.31	10.31	10.31	10.31	10.31	10.31	15.50
155.01-160	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	10.64	16.00
160.01-165	10.97	10.97	10.97	10.97	10.97	10.97	10.97	10.97	10.97	16.50
165.01-170	11.31	11.31	11.31	11.31	11.31	11.31	11.31	11.31	11.31	17.00
170.01-175	11.64	11.64	11.64	11.64	11.64	11.64	11.64	11.64	11.64	17.50
175.01-180	11.97	11.97	11.97	11.97	11.97	11.97	11.97	11.97	11.97	18.00
180.01-185	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	18.50
185.01-190	12.64	12.64	12.64	12.64	12.64	12.64	12.64	12.64	12.64	19.00
190.01-195	12.97	12.97	12.97	12.97	12.97	12.97	12.97	12.97	12.97	19.50
195.01-200	13.40	13.30	13.30	13.30	13.30	13.30	13.30	13.30	13.30	20.00
200.01-205	14.34	13.64	13.64	13.64	13.64	13.64	13.64	13.64	13.64	20.50
205.01-210	15.26	13.96	13.96	13.96	13.96	13.96	13.96	13.96	13.96	21.00
210.01-215	16.20	14.30	14.30	14.30	14.30	14.30	14.30	14.30	14.30	21.50
215.01-220	17.73	14.63	14.63	14.63	14.63	14.63	14.63	14.63	14.63	22.00
220.01-225	18.66	14.96	14.96	14.96	14.96	14.96	14.96	14.96	14.96	22.50
225.01-230	19.60	15.30	15.30	15.30	15.30	15.30	15.30	15.30	15.30	23.00
230.01-235	20.53	15.63	15.63	15.63	15.63	15.63	15.63	15.63	15.63	23.50
235.01-240	22.36	15.96	15.96	15.96	15.96	15.96	15.96	15.96	15.96	24.00
240.01-245	22.69	16.29	16.29	16.29	16.29	16.29	16.29	16.29	16.29	24.50
245.01-250	24.23	16.63	16.63	16.63	16.63	16.63	16.63	16.63	16.63	25.00
250.01-255	24.56	16.96	16.96	16.96	16.96	16.96	16.96	16.96	16.96	25.50
255.01-260	26.09	17.29	17.29	17.29	17.29	17.29	17.29	17.29	17.29	26.00
260.01-265	27.62	17.62	17.62	17.62	17.62	17.62	17.62	17.62	17.62	26.50
265.01-270	27.95	17.95	17.95	17.95	17.95	17.95	17.95	17.95	17.95	27.00
270.01-275	29.49	18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29	27.50
275.01-280	31.02	18.62	18.62	18.62	18.62	18.62	18.62	18.62	18.62	28.00
280.01-285	31.35	18.95	18.95	18.95	18.95	18.95	18.95	18.95	18.95	28.50
285.01-290	32.89	20.39	19.29	19.29	19.29	19.29	19.29	19.29	19.29	29.00
290.01-295	33.21	20.71	19.61	19.61	19.61	19.61	19.61	19.61	19.61	29.50
295.01-300	34.75	22.25	19.95	19.95	19.95	19.95	19.95	19.95	19.95	30.00





**STANDARD EARNED INCOME EXEMPTION TABLE**  
**Missouri State Tax—Federal Tax—OASDI Deductions**

Gross Income										Pers. Exps.
	1	2	3	4	5	6	7	8	9	10% of Gross Income
300.01–305	36.29	23.79	20.29	20.29	20.29	20.29	20.29	20.29	20.29	30.50
305.01–310	36.61	24.11	20.61	20.61	20.61	20.61	20.61	20.61	20.61	31.00
310.01–315	38.15	25.65	20.95	20.95	20.95	20.95	20.95	20.95	20.95	31.50
315.01–320	40.08	27.18	21.28	21.28	21.28	21.28	21.28	21.28	21.28	32.00
320.01–325	40.41	27.51	21.61	21.61	21.61	21.61	21.61	21.61	21.61	32.50
325.01–330	41.95	29.05	21.95	21.95	21.95	21.95	21.95	21.95	21.95	33.00
330.01–335	42.28	29.38	22.28	22.28	22.28	22.28	22.28	22.28	22.28	33.50
335.01–340	43.81	30.91	22.61	22.61	22.61	22.61	22.61	22.61	22.61	34.00
340.01–345	45.65	32.81	22.94	22.94	22.94	22.94	22.94	22.94	22.94	34.50
345.01–350	45.99	33.15	23.28	23.28	23.28	23.28	23.28	23.28	23.28	35.00
350.01–355	47.52	34.68	23.61	23.61	23.61	23.61	23.61	23.61	23.61	35.50
355.01–360	49.15	36.21	23.94	23.94	23.94	23.94	23.94	23.94	23.94	36.00
360.01–365	49.48	36.54	24.27	24.27	24.27	24.27	24.27	24.27	24.27	36.50
365.01–370	51.31	38.07	25.20	24.60	24.60	24.60	24.60	24.60	24.60	37.00
370.01–375	51.99	38.74	25.89	24.94	24.94	24.94	24.94	24.94	24.94	37.50
375.01–380	53.72	40.27	27.42	25.27	25.27	25.27	25.27	25.27	25.27	38.00
380.01–385	55.45	41.80	28.95	25.60	25.60	25.60	25.60	25.60	25.60	38.50
385.01–390	55.79	42.14	29.29	25.94	25.94	25.94	25.94	25.94	25.94	39.00
390.01–395	57.61	43.66	30.81	26.26	26.26	26.26	26.26	26.26	26.26	39.50
395.01–400	60.80	46.43	33.57	26.92	26.60	26.60	26.60	26.60	26.60	40.00
400.01–405	61.14	46.77	33.91	27.26	26.94	26.94	26.94	26.94	26.94	40.50
405.01–410	61.46	47.09	34.23	27.58	27.26	27.26	27.26	27.26	27.26	41.00
410.01–415	61.80	47.43	34.57	27.92	27.60	27.60	27.60	27.60	27.60	41.50
415.01–420	65.73	50.76	37.90	28.25	27.93	27.93	27.93	27.93	27.93	42.00
420.01–425	66.48	51.43	38.56	28.91	28.52	28.26	28.26	28.26	28.26	42.50
425.01–430	66.82	51.77	38.90	29.25	28.86	28.60	28.60	28.60	28.60	43.00
430.01–435	67.15	52.10	39.23	29.58	29.19	28.93	28.93	28.93	28.93	43.50
435.01–440	71.08	55.63	42.56	29.91	29.52	29.26	29.26	29.26	29.26	44.00
440.01–445	71.41	55.96	42.89	30.24	29.85	29.59	29.59	29.59	29.59	44.50
445.01–450	72.17	56.74	43.58	30.90	30.56	29.93	29.93	29.93	29.93	45.00
450.01–455	72.50	57.07	43.91	31.23	30.89	30.26	30.26	30.26	30.26	45.50
455.01–460	76.43	61.00	47.24	34.36	31.22	30.59	30.59	30.59	30.59	46.00
460.01–465	76.76	61.33	47.57	34.69	31.55	30.92	30.92	30.92	30.92	46.50
465.01–470	77.09	61.66	47.90	35.02	31.88	31.25	31.25	31.25	31.25	47.00
470.01–475	77.86	62.42	48.67	35.71	32.54	32.13	31.59	31.59	31.59	47.50
475.01–480	81.79	66.35	52.00	39.04	32.87	32.46	31.92	31.92	31.92	48.00
480.01–485	82.12	66.68	52.33	39.37	33.20	32.79	32.25	32.25	32.25	48.50
485.01–490	82.46	67.02	52.67	39.71	33.54	33.13	32.59	32.59	32.59	49.00
490.01–495	82.78	67.34	52.99	40.03	33.86	33.45	32.91	32.91	32.91	49.50
495.01–500	86.72	71.28	56.33	43.37	34.20	33.79	33.25	33.25	33.25	50.00
500.01–505	87.55	72.05	57.10	44.14	34.87	34.51	34.02	33.59	33.59	50.50
505.01–510	87.87	72.37	57.42	44.46	35.19	34.83	34.34	33.91	33.91	51.00
510.01–515	88.21	72.71	57.76	44.80	35.53	35.17	34.68	34.25	34.25	51.50
515.01–520	92.14	76.64	61.19	48.13	35.86	35.50	35.01	34.58	34.58	52.00
520.01–525	92.47	76.97	61.52	48.46	36.19	35.83	35.34	34.91	34.91	52.50
525.01–530	93.34	77.78	62.29	49.24	36.97	36.53	36.06	35.57	35.25	53.00
530.01–535	93.67	78.11	62.62	49.57	37.30	36.86	36.39	35.90	35.58	53.50
535.01–540	97.60	82.04	66.55	52.90	39.93	37.19	36.72	36.23	35.91	54.00
540.01–545	97.93	82.37	66.88	53.23	40.26	37.52	37.05	36.56	36.24	54.50
545.01–550	98.27	82.71	67.22	53.57	40.60	37.86	37.39	36.90	36.58	55.00
550.01–555	99.13	83.58	68.03	54.32	41.37	38.60	38.11	37.60	37.12	55.50
555.01–560	103.06	87.51	71.96	57.65	44.70	38.93	38.44	37.93	37.45	56.00
560.01–565	103.39	87.84	72.29	57.98	45.03	39.26	38.77	38.26	37.78	56.50
565.01–570	103.72	88.17	72.62	58.31	45.36	39.59	39.10	38.59	38.11	57.00



**STANDARD EARNED INCOME EXEMPTION TABLE**  
**Missouri State Tax—Federal Tax—OASDI Deductions**

Gross Income										Pers. Exps. 10% of Gross Income
	1	2	3	4	5	6	7	8	9	
570.01–575	104.06	88.51	72.96	58.65	45.70	39.93	39.44	38.93	38.45	57.50
575.01–580	108.52	92.97	77.41	62.47	49.46	40.69	40.23	39.67	39.16	58.00
580.01–585	108.85	93.30	77.74	62.80	49.79	41.02	40.56	40.00	39.49	58.50
585.01–590	109.19	93.64	78.08	63.14	50.13	41.36	40.90	40.34	39.83	59.00
590.01–595	109.51	93.96	78.40	63.46	50.45	41.68	41.22	40.66	40.15	59.50
595.01–600	115.25	99.70	84.14	68.60	55.29	42.32	41.56	41.00	40.49	60.00
600.01–605	116.18	100.57	85.02	69.47	56.12	43.10	42.34	41.80	41.23	60.50
605.01–610	116.50	100.89	85.34	69.79	56.44	43.42	42.66	42.12	41.55	61.00
610.01–615	116.84	101.23	85.68	70.13	56.78	43.76	43.00	42.46	41.89	61.50
615.01–620	117.16	101.55	86.00	70.45	57.10	44.08	43.32	42.78	42.21	62.00
620.01–625	117.50	101.89	86.34	70.79	57.44	44.42	43.66	43.12	42.55	62.50
625.01–630	117.84	102.23	86.68	71.13	57.78	44.76	44.00	43.46	42.89	63.00
630.01–635	118.81	103.15	87.55	71.99	58.63	45.56	44.75	44.29	43.64	63.50
635.01–640	126.64	110.68	95.08	79.52	64.96	51.89	45.08	44.62	43.97	64.00
640.01–645	126.97	111.01	95.41	79.85	65.29	52.22	45.41	44.95	44.30	64.50
645.01–650	127.31	111.35	95.75	80.19	65.63	52.56	45.75	45.29	44.64	65.00
650.01–655	127.64	111.68	96.08	80.52	65.96	52.89	46.08	45.62	44.97	65.50
655.01–660	128.62	112.65	97.00	81.38	66.92	53.77	46.88	46.39	45.82	66.00
660.01–665	128.95	112.98	97.33	81.71	67.15	54.10	47.21	46.72	46.15	66.50
665.01–670	129.28	113.31	97.66	82.04	67.48	54.43	47.54	47.05	46.48	67.00
670.01–675	129.62	113.65	98.00	82.38	67.82	54.77	47.88	47.39	46.82	67.50
675.01–680	138.35	121.18	105.53	89.91	74.35	61.10	48.21	47.72	47.15	68.00
680.01–685	139.29	122.14	106.48	90.82	75.23	61.96	49.09	48.50	47.99	68.50
685.01–690	139.63	122.48	106.82	91.16	75.57	62.30	49.43	48.84	48.33	69.00
690.01–695	139.95	122.80	107.14	91.48	75.89	62.62	49.75	49.16	48.65	69.50
695.01–700	140.29	123.14	107.48	91.82	76.23	62.96	50.09	49.50	48.99	70.00
700.01–705	140.63	123.48	107.82	92.16	76.57	63.30	50.43	49.84	49.33	70.50
705.01–710	141.63	124.44	108.78	93.12	77.46	64.17	51.28	50.71	50.14	71.00
710.01–715	141.97	124.78	109.12	93.46	77.80	64.51	51.62	51.05	50.48	71.50
715.01–720	150.70	132.51	116.65	100.99	85.33	70.84	57.75	51.38	50.81	72.00
720.01–725	151.03	132.84	116.98	101.32	85.66	71.17	58.08	51.71	51.14	72.50
725.01–730	151.37	133.18	117.32	101.66	86.00	71.51	58.42	52.05	51.48	73.00
730.01–735	152.39	134.20	118.28	102.62	86.96	72.40	59.31	52.93	52.34	73.50
735.01–740	152.72	134.53	118.61	102.95	87.29	72.73	59.64	53.26	52.67	74.00
740.01–745	153.05	134.86	118.94	103.28	87.62	73.06	59.97	53.59	53.00	74.50
745.01–750	153.39	135.20	119.28	103.62	87.96	73.40	60.31	53.93	53.34	75.00
750.01–755	153.72	135.53	119.61	103.95	88.29	73.73	60.64	54.26	53.67	75.50
755.01–760	162.45	144.26	127.14	111.48	95.82	80.16	66.97	54.59	54.00	76.00
760.01–765	163.50	145.31	128.19	112.45	96.79	81.12	67.87	55.45	54.87	76.50
765.01–770	163.83	145.64	128.52	112.78	97.12	81.45	68.20	55.78	55.20	77.00
770.01–775	164.17	145.98	128.86	113.12	97.46	81.79	68.54	56.12	55.54	77.50
775.01–780	164.50	146.31	129.19	113.45	97.79	82.12	68.87	56.45	55.87	78.00
780.01–785	164.83	146.64	129.52	113.78	98.12	82.45	69.20	56.78	56.20	78.50
785.01–790	165.86	147.70	130.58	114.81	99.11	83.45	70.17	57.71	57.09	79.00
790.01–795	166.18	148.02	130.90	115.13	99.43	83.77	70.49	58.03	57.41	79.50
795.01–800	174.92	156.76	138.54	122.67	106.97	91.31	76.83	63.67	57.75	80.00
800.01–805	175.26	157.10	138.88	123.01	107.31	91.65	77.17	64.01	58.09	80.50
805.01–810	175.58	157.42	139.20	123.33	107.63	91.97	77.49	64.33	58.41	81.00
810.01–815	176.68	158.46	140.26	124.43	108.66	92.95	78.49	65.32	59.32	81.50
815.01–820	177.01	158.79	140.59	124.76	108.99	93.28	78.82	65.65	59.65	82.00
820.01–825	177.34	159.12	140.92	125.09	109.32	93.61	79.15	65.98	59.98	82.50
825.01–830	177.68	159.46	141.26	125.43	109.66	93.95	79.49	66.32	60.32	83.00
830.01–835	178.01	159.79	141.59	125.76	109.99	94.28	79.82	66.65	60.65	83.50
835.01–840	187.55	169.28	151.04	134.02	118.25	102.48	86.78	73.62	61.63	84.00



**STANDARD EARNED INCOME EXEMPTION TABLE**  
**Missouri State Tax—Federal Tax—OASDI Deductions**

Gross Income										Pers. Exps. 10% of Gross Income
	1	2	3	4	5	6	7	8	9	
840.01-845	187.88	169.61	151.37	134.35	118.58	102.81	87.11	73.95	61.96	84.50
845.01-850	188.22	169.95	151.71	134.69	118.92	103.15	87.45	74.29	62.30	85.00
850.01-855	188.55	170.28	152.04	135.02	119.25	103.48	87.78	74.62	62.63	85.50
855.01-860	188.88	170.61	152.37	135.35	119.58	103.81	88.21	74.95	62.96	86.00
860.01-865	190.00	171.74	153.46	136.41	120.67	104.90	89.12	75.92	63.94	86.50
865.01-870	190.33	172.07	153.79	136.74	121.00	105.23	89.45	76.25	64.27	87.00
870.01-875	190.67	172.41	154.13	137.08	121.34	105.57	89.79	76.59	64.61	87.50
875.01-880	199.40	181.14	162.86	144.61	128.87	113.10	97.32	82.92	69.74	88.00
880.01-885	199.73	181.47	163.19	144.94	129.20	113.43	97.65	83.25	70.07	88.50
885.01-890	200.07	181.81	163.53	145.28	129.54	113.77	97.99	83.59	70.41	89.00
890.01-895	201.19	182.96	164.66	146.37	130.59	114.82	99.03	84.58	71.37	89.50
895.01-900	201.53	183.30	165.00	146.71	130.93	115.16	99.37	84.92	71.71	90.00
900.01-905	201.87	183.64	165.34	147.05	131.27	115.50	99.71	85.26	72.05	90.50
905.01-910	202.19	183.96	165.66	147.37	131.59	115.82	100.03	85.58	72.37	91.00
910.01-915	202.53	184.30	166.00	147.71	131.93	116.16	100.37	85.92	73.71	91.50
915.01-920	212.37	193.80	175.54	157.25	140.26	124.45	108.68	93.00	79.72	92.00
920.01-925	212.70	194.13	175.87	157.58	140.59	124.78	109.01	93.33	80.05	92.50
925.01-930	213.04	194.47	176.21	157.92	140.93	125.12	109.35	93.67	80.39	93.00
930.01-935	213.37	194.80	176.54	158.25	141.26	125.45	109.68	94.00	80.72	93.50
935.01-940	213.70	195.13	176.87	158.58	141.59	125.78	110.01	94.33	81.05	94.00
940.01-945	214.92	196.31	178.00	159.71	142.73	126.89	111.06	95.39	82.12	94.50
945.01-950	215.26	196.65	178.34	160.05	143.07	127.23	111.40	95.73	82.46	95.00
950.01-955	215.59	196.98	178.67	160.38	143.40	127.56	111.73	96.06	82.79	95.50
955.01-960	226.32	205.71	187.40	169.11	150.93	135.09	119.26	103.49	89.12	96.00
960.01-965	226.65	206.04	187.73	169.44	151.26	135.42	119.59	103.82	89.45	96.50
965.01-970	227.88	207.24	188.92	170.59	152.41	136.60	120.72	104.92	90.54	97.00
970.01-975	228.22	207.58	189.26	170.93	152.75	136.94	121.06	105.26	90.88	97.50
975.01-980	228.55	207.91	189.59	171.26	153.08	137.27	121.39	105.59	91.21	98.00
980.01-985	228.88	208.24	189.92	171.59	153.41	137.60	121.72	105.92	91.54	98.50
985.01-990	229.22	208.58	190.26	171.93	153.75	137.94	122.06	106.26	91.88	99.00
990.01-995	230.41	209.81	191.47	173.10	154.88	139.10	123.24	107.35	92.93	99.50
995.01-1000	241.15	218.75	200.21	181.84	163.52	146.64	130.78	114.89	99.27	100.00
1000.01-1005	241.49	219.09	200.55	182.18	163.86	146.98	131.12	115.23	99.61	100.50
1005.01-1010	241.81	219.41	200.87	182.50	164.18	147.30	131.44	115.55	99.93	101.00
1010.01-1015	242.15	219.75	201.21	182.84	164.52	147.64	131.78	115.89	100.27	101.50
1015.01-1020	242.48	220.08	201.54	183.17	164.85	147.97	132.11	116.22	100.60	102.00
1020.01-1025	243.70	221.29	202.76	184.43	166.05	149.11	133.28	117.40	101.72	102.50
1025.01-1030	244.04	221.63	203.10	184.77	166.39	149.45	133.62	117.74	102.06	103.00
1030.01-1035	244.37	221.96	203.43	185.10	166.72	149.78	133.95	118.07	102.39	103.50
1035.01-1040	255.10	232.69	212.16	193.83	175.45	157.31	141.48	125.60	109.72	104.00
1040.01-1045	255.43	233.02	212.49	194.16	175.78	157.64	141.81	125.93	110.05	104.50
1045.01-1050	256.68	234.27	213.72	195.38	177.02	158.85	143.01	127.12	111.23	105.00
1050.01-1055	257.01	234.60	214.05	195.71	177.35	159.18	143.34	127.45	111.56	105.50
1055.01-1060	257.34	234.93	214.38	196.04	177.68	159.51	143.67	127.78	111.89	106.00
1060.01-1065	257.67	235.26	214.71	196.37	178.01	159.84	144.00	128.11	112.22	106.50
1065.01-1070	258.00	235.59	215.04	196.70	178.34	160.17	144.33	128.44	112.55	107.00
1070.01-1075	259.21	236.82	216.23	197.89	179.55	161.38	145.50	129.59	113.71	107.50
1075.01-1080	269.94	247.55	224.96	206.62	188.28	169.91	153.03	137.12	121.24	108.00
1080.01-1085	270.27	247.88	225.29	206.95	188.61	170.24	153.36	137.45	121.57	108.50
1085.01-1090	270.61	248.22	225.63	207.29	188.95	170.58	153.70	137.79	121.91	109.00
1090.01-1095	270.93	248.54	225.95	207.61	189.27	170.90	154.02	138.11	122.23	109.50
1095.01-1100	271.99	249.61	227.07	208.66	190.33	171.94	155.09	139.18	123.24	110.00
1100.01-1105	272.33	249.95	227.41	209.00	190.67	172.28	155.43	139.52	123.58	110.50
1105.01-1110	272.65	250.27	227.73	209.32	190.99	172.60	155.75	139.84	123.90	111.00

**STANDARD EARNED INCOME EXEMPTION TABLE**  
**Missouri State Tax—Federal Tax—OASDI Deductions**

Gross Income										Pers. Exps. 10% of Gross Income
	1	2	3	4	5	6	7	8	9	
1110.01-1115	272.99	250.61	228.07	209.66	191.33	172.94	156.09	140.18	124.24	111.50
1115.01-1120	283.72	261.34	238.80	218.39	200.06	181.67	163.62	147.71	131.77	112.00
1120.01-1125	284.77	262.39	239.89	219.47	201.05	182.71	164.63	148.77	132.81	112.50
1125.01-1130	285.11	262.73	240.23	219.81	201.39	183.05	164.97	149.11	133.15	113.00
1130.01-1135	285.44	263.06	240.56	220.14	201.72	183.38	165.30	149.44	133.48	113.50
1135.01-1140	285.77	263.39	240.89	220.47	202.05	183.71	165.63	149.77	133.81	114.00
1140.01-1145	286.10	263.72	241.22	220.80	202.38	184.04	165.96	150.10	134.14	114.50
1145.01-1150	286.44	264.06	241.56	221.14	202.72	184.38	166.30	150.44	134.48	115.00
1150.01-1155	287.49	265.11	242.63	222.24	203.83	185.43	173.33	151.49	135.55	115.50
1155.01-1160	298.22	275.84	253.36	230.97	212.56	194.16	175.76	159.02	143.08	116.00
1160.01-1165	298.55	276.17	253.69	231.30	212.89	194.49	176.09	159.35	143.41	116.50
1165.01-1170	298.88	276.50	255.02	231.63	213.22	194.82	176.42	159.68	143.74	117.00
1170.01-1175	299.22	276.84	255.36	231.97	213.56	195.16	176.76	160.02	144.08	117.50
1175.01-1180	300.32	277.89	255.38	233.07	214.64	196.23	177.81	161.04	145.17	118.00
1180.01-1185	300.65	278.22	255.71	233.40	214.97	196.56	178.14	161.37	145.50	118.50
1185.01-1190	300.99	278.56	256.05	233.74	215.31	196.90	178.48	161.71	145.84	119.00
1190.01-1195	301.31	278.88	256.37	234.06	215.63	197.22	178.80	162.03	146.16	119.50
1195.01-1200	312.05	289.62	267.11	244.60	224.37	205.96	187.54	169.57	153.70	120.00

(9) In determining the total income of Supplemental Nursing Care claimants, any income received from employment in a sheltered workshop and any income received from employment as a patient worker at sub-minimum wages in an institution, pursuant to the Fair Labor Standards Act, Section 14, Regulation 29 CFR part 259, shall be excluded. (Original rule filed April 25, 1974, effective May 5, 1974.)

(10) In AFDC cases, the initial assistance payment benefit must be prorated when the case is approved in the same month as the filing of the application. The payment will be determined by multiplying the amount payable for a whole month by the ratio of the days in the month from the date of application to the end of the month to the number of days in a standard thirty (30)-day month.

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed Dec. 23, 1976, effective April 11, 1977. Amended: Filed June 1, 1977, effective Sept. 11, 1977. Emergency amendment filed June 1, 1977, effective July 1, 1977, expired Oct. 31, 1977. Amended: Filed June 29, 1977, effective Oct. 13, 1977. Emergency amendment filed Feb. 20, 1979, effective March 2, 1979, expired June 10, 1979. Amended: Filed March 9, 1979, effective June 11, 1979. Emergency amendment filed Jan. 30, 1980, effective Feb. 9, 1980, expired April 10, 1980. Amended: Filed Jan. 30, 1980, effective May 11, 1980. Emergency amendment filed June 22, 1981, effective July 2, 1981, expired Oct. 10, 1981. Amended: Filed June 22, 1981, effective Oct. 11, 1981. Amended: Filed Aug. 12, 1981, effective Nov. 12, 1981. Emergency amendment filed Feb. 19, 1982, effective March 1, 1982, expired June 10, 1982. Amended: Filed Feb. 19, 1982, effective June 11, 1982. Emergency amendment filed Oct. 8, 1982, effective Oct. 18, 1982, expired Jan. 12, 1983. Amended: Filed Oct. 8, 1982, effective Jan. 13, 1983. Emergency amendment filed Oct. 1, 1984, effective Oct. 11, 1984, expired Jan. 11, 1985. Amended: Filed Oct. 15, 1984, effective Jan. 12, 1985. Emergency amendment filed March 20, 1985, effective March 31, 1985, expired July 11, 1985. Amended: Filed March 20, 1985, effective July 12, 1985. Amended: Filed July 17, 1989, effective Oct. 12, 1989. Emergency amendment filed June 2, 1993, effective July 1, 1993, expired Oct. 28, 1993. Amended: Filed June 2, 1993, effective Jan. 31, 1994.*

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

**13 CSR 40-2.130 Maximum Cash Payment Amounts**

*PURPOSE: This rule states the maximum payment amounts and exceptions to these amounts for the various assistance programs.*

(1) When the appropriation for General Relief (GR) assistance payments is not sufficient to make full payments on the basis of maximum legal allowance, all GR payments (except for the types listed in this rule) will be subject to a percentage of reduction. An exception will be made for each GR person whose budget includes an allowance for intermediate or residential II nursing home care. This type of case will be known as a Full Grant Case. No reduction will be applied to the GR payment made to that person. (Original rule filed May 13, 1948, effective May 23, 1948. Amended Sept. 1, 1972, effective Sept. 10, 1972.)

(2) Maximum Supplemental Aid to the Blind (SAB) Payments.

(A) For those persons who apply for Aid to the Blind (AB) on or after January 1, 1974, the maximum amount of payment they may receive is authorized in 209.040, RSMo; provided, however, that if the person is a resident of a residential care facility or an intermediate care or skilled nursing facility (ICF/SNF) and not eligible for Medicaid nursing care benefits; the maximum payment will be as authorized in section (7) of this rule.

(B) Persons who are eligible for vendor payments in their behalf for skilled nursing home care or ICF care will not be eligible for SAB payments.

(C) The amount of the SAB payment will be determined by subtracting the amount of any Supplemental Security Income (SSI) benefit from the amount of the maximum SAB payment, as described here. The amount of the SAB payment will be the remainder, rounded to the nearest dollar, except that if the remainder is one cent through forty-nine cents (1¢–49¢), the claimant will be eligible for an AB supplemental payment of one dollar (\$1). (Original rule filed Nov. 29, 1973, effective Dec. 9, 1973. Amended Sept. 26, 1975, effective Oct. 6, 1975.)

(3) Persons who become ineligible for SSI due to an increase in other income may continue to be eligible for Missouri Supplemental Payment (SP). The amount of the Missouri SP, in these cases, will be determined by subtracting the current income from the December 1973 total income plus the Old Age Assistance (OAA), Permanent and Total Disability (PTD) or AB assistance grant that was legally received for the month of Decem-

ber 1973. The amount of the SP shall not be greater than an amount needed to provide total income at the December 1973 level; if the person's income equals or exceeds the total amount, no Missouri SP shall be made. These persons must continue to meet all eligibility requirements that were in effect for OAA, PTD or AB for the month of December 1973. (Original rule filed April 25, 1974, effective May 5, 1974.)

(4) Persons who are eligible for SSI (as a result of the conversion from OAA, PTD or AB in December 1973) but are not eligible for Missouri SP in January 1974, may become eligible for Missouri SP at a later time if their total income drops below the total income they received in December 1973. In those cases, the amount of the Missouri SP will be the difference between the present total income and the total income received in December 1973. (Original rule filed April 25, 1974, effective May 5, 1974.)

(5) The Division of Family Services will compute the Missouri SP in SSI-SP cases based on the amount of SSI for which the claimant is eligible and not the SSI payment which is actually received. (Original rule filed April 11, 1975, effective April 21, 1975.)

(6) No intermediate care or skilled nursing payment shall be made to a person residing in a licensed ICF or in a licensed SNF—unless the person has been determined by his/her own physician or doctor to medically need those services, subject to review and approval by the Department of Social Services, based upon the standards in 13 CSR 15-9.030(3) and (4). Residential care payments may be made to persons residing in a licensed intermediate care facility (ICF) or licensed skilled nursing facility (SNF), who do not meet this requirement and are otherwise eligible for supplemental nursing care.

(7) The maximum payment for eligible recipients of supplemental nursing care benefits will be one hundred forty-eight dollars (\$148) if residing in a licensed residential care facility I, two hundred seventy-six dollars (\$276) if residing in a licensed residential care facility II and three hundred sixty-eight dollars (\$368) if residing in an ICF or SNF and not eligible for Medicaid nursing care benefits.

(8) In accordance with state law, section 208.030.5, RSMo, any person eligible to receive a cash nursing home grant, will also receive twenty-three dollars (\$23) per month personal expense allowance. These funds are

to be used by the claimant for his/her personal needs and MUST be treated as the claimant's personal spending monies. These funds are not to be applied to the claimant's monthly expenses associated with—room and board/rent, any contracted services provided through the facility, or both. Individuals who are provided funds for personal use by the Department of Mental Health will not be eligible to receive the twenty-three dollars (\$23) personal needs funds through the Division of Family Services program.

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version of rule filed March 24, 1976. Amended: Filed June 1, 1977, effective Sept. 11, 1977. Amended: Filed April 5, 1983, effective July 11, 1983. Emergency amendment filed July 1, 1983, effective July 11, 1983, expired Oct. 12, 1983. Amended: Filed July 1, 1983, effective Oct. 13, 1983. Emergency amendment filed Oct. 9, 1986, effective Oct. 19, 1986, expired Feb. 6, 1987. Amended: Filed Oct. 9, 1986, effective Jan. 12, 1987. Amended: Filed March 22, 1988, effective July 11, 1988. Amended: Filed Sept. 6, 1988, effective Dec. 11, 1988. Amended: Filed Oct. 16, 1989, effective Jan. 12, 1990. Emergency amendment filed June 27, 1990, expired Nov. 3, 1990, effective Jan. 12, 1990. Amended: Filed June 27, 1990, effective Nov. 30, 1990.*

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

### 13 CSR 40-2.140 Limitations on Amount of Cash Payments

*PURPOSE: This rule outlines the restrictions or limitations placed on certain types of cash payments.*

#### (1) Receipt of General Relief (GR) and Other Types of Assistance.

(A) Persons receiving Supplemental Payments (SPs), Supplemental Aid to the Blind (SAB) or Blind Pension (BP) will not be eligible for additional assistance from GR funds except that persons who were on the GR rolls in December 1973 may receive SPs if their total income was reduced because of the Supplemental Security Income (SSI) program. Persons eligible for Aid to Dependent Children (ADC) must be transferred from GR to ADC immediately. Persons receiving Aid to Families with Dependent Children (AFDC) Emergency Assistance will not be eligible for GR funds during the month in which they receive AFDC Emergency Assistance. (*Original rule filed Sept. 26, 1951, effective Oct.*

*6, 1951. Amended: Nov. 29, 1973, effective Dec. 9, 1973.)*

(2) To be eligible for GR, Aid to the Blind (AB) or BP, a GR, AB or BP claimant must apply for SSI benefits if it appears that s/he would be eligible for the benefits. Claimants for BP must be found ineligible for SSI benefits before they may be approved for BP. GR recipients who are subsequently approved or reinstated for SSI will have deducted from their initial SSI award, whether due to approval or reinstatement, an amount equal to the GR cash payments made pending the approval for or reinstatement of SSI in accordance with section 1631 of the Social Security Act. Refusal by a GR claimant to sign an agreement to have the amount deducted from his/her initial SSI award will create ineligibility for the GR claimant. (*Original rule filed Nov. 29, 1973, effective Dec. 9, 1973.)*

(3) Those persons who are eligible for state SPs, ADC, BP, GR or SAB payments will not be eligible for Supplemental Nursing Care (SNC) benefits. In addition, those persons who are eligible for vendor payments in their behalf for professional nursing home or intermediate care facility care under Title XIX will not be eligible for SNC benefits. (*Original rule filed Nov. 29, 1973, effective Dec. 9, 1973.)*

(4) Parents in the home or needy eligible caretaker relatives who are recipients of SSI shall not be eligible for AFDC or Title XIX. Children who are under the age of eighteen (18) and who are recipients of SSI shall not be eligible for AFDC but shall be eligible for Title XIX. The expenses, income and resources of these SSI recipients will not be counted in determining AFDC eligibility of other members of an AFDC family. If a recipient of SSI makes income available to the AFDC household or pays any of the expenses of the AFDC household, the income will not be included on the AFDC budget. The person may elect to receive AFDC rather than SSI if the person meets all AFDC eligibility requirements. (*Original rule filed Jan. 2, 1974, effective Jan. 12, 1974. Amended: Feb. 6, 1975, effective Feb. 16, 1975.)*

(5) Any person who is ineligible for SSI because his/her income exceeds the maximum allowable by the Social Security Administration (SSA) is ineligible for GR.

(A) Any person applying for SSI and GR will be eligible for GR, if otherwise eligible, pending certification of eligibility for SSI. If however, the applicant is obviously ineligible for SSI on the basis of income, the application will be held and rejected upon denial by

the SSA. If the GR application is approved and the SSI application is later denied on the basis of his/her income, his/her GR case must be closed.

(B) A determination of ineligibility for SSI on the basis of income must be made by the SSA district office. (*Original rule filed July 7, 1975, effective July 17, 1975. Amended: Nov. 4, 1975, effective Nov. 14, 1975.)*

(6) All persons who meet the definition of an AFDC household must have their eligibility explored under AFDC (except under emergency situations when GR orders may be utilized) before having their eligibility for GR explored. Any person whose eligibility has been explored under AFDC and is found to be ineligible for AFDC cash payments because of the following reasons shall be ineligible for GR:

(A) The person refuses to cooperate in establishing his/her eligibility for AFDC (this would include persons who refuse to apply for a Social Security number, refuse to register for Work Incentive (WIN) program, refuse to make an assignment of support rights, refuse to cooperate in the identification or location of absent parents and the like);

(B) Relationship to the payee who is not a legal guardian cannot be established for children under eighteen (18);

(C) The budget shows no need;

(D) The available resources exceed the maximum allowed; or

(E) The children are not deprived of parental support.

(7) Persons wishing to withdraw or terminate their eligibility for SSI benefits may do so by contacting their nearest Social Security office. Persons voluntarily withdrawing from or terminating their SSI benefits will be ineligible for SP or any other category of public assistance administered by the Division of Family Services, except ADC. This ineligibility for public assistance benefits would be effective for the month in which the withdrawal or termination from SSI is effective. (*Original rule filed July 7, 1975, effective July 17, 1975.)*

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed June 1, 1977, effective Sept. 11, 1977. Emergency amendment filed June 1, 1977, effective July 1, 1977, expired Oct. 31, 1977. Amended: Filed June 29, 1977, effective Oct. 13, 1977. Amended: Filed June 28, 1978, effective Oct. 11, 1978. Amended: Filed June 19, 1980,*

effective Oct. 11, 1980. Emergency amendment filed June 22, 1981, effective July 2, 1981, expired Oct. 10, 1981. Amended: Filed June 22, 1981, effective Oct. 11, 1981. Amended: Filed Dec. 10, 1981, effective March 11, 1982. Amended: Filed Feb. 23, 1989, effective May 25, 1989.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

**13 CSR 40-2.150 Date Cash Payments Are Due and Payable**

*PURPOSE:* This rule outlines when assistance payments are due and payable to eligible claimants.

(1) Income Maintenance benefits shall be paid monthly in advance as follows:

(A) Aid to Dependent Children (ADC), ADC—Unemployed Father, Nursing Care checks and the Medical Assistance Identification cards are for benefits due and payable on the first day of each month. These benefits will be mailed on the first of each month or on the first working day after the first if the first falls on a weekend or holiday. Aid to Families with Dependent Children and Aid to Families with Dependent Children—Unemployed Parent payments authorized by the Division of Family Services which are delivered by electronic benefits transfer shall be made available monthly in advance. The schedule for availability of benefits is as follows:

1. Benefits for cases in which the payee's birth month is January through March shall be available on the first day of the month;

2. Benefits for cases in which the payee's birth month is April through June shall be available on the second day of the month;

3. Benefits for cases in which the payee's birth month is July through September shall be available on the third day of the month; and

4. Benefits for cases in which the payee's birth month is October through December shall be available on the fourth day of the month;

(B) General Relief and ADC—Foster Care benefits are due and payable on the fifth day of each month and will be mailed on the fifth of the month or the first working day after the fifth if the fifth falls on a weekend or a holiday; and

(C) Blind Pension, Supplemental Payments and Supplemental Aid to the Blind benefits are due and payable on the tenth of each month and will be mailed on the tenth of the

month or on the first working day after the tenth if the tenth falls on a weekend or a holiday.

(2) Claimants receiving payments by means of electronic benefits transfer shall be required to use an electronic benefits transfer card on which there is a photographic identification of the payee for the benefits in order to gain access to the benefits. Good cause exemptions for requiring photographic identification on the electronic benefits transfer card may be allowed in the following circumstances:

(A) The payee for the benefits belongs to a religion which prohibits members being photographed;

(B) The payee for the benefits is housebound;

(C) The payee for the benefits already possesses a valid electronic benefits transfer card issued by the Division of Family Services for use in the Food Stamp program;

(D) A direct deposit AFDC benefit has been returned by the receiving bank and a temporary electronic benefits transfer card is issued to allow the recipient access to the returned benefits;

(E) Lives in a remote area defined as more than a two (2)-hour round trip from home to the Department of Revenue office;

(F) Unavailability of transportation; and

(G) Circumstances beyond the members control such as, but not limited to illness, or illness of another household member requiring the presence of the head of household.

*AUTHORITY:* sections 207.020 and 208.182, RSMo 1994.\* Original rule filed Nov. 3, 1950, effective Nov. 13, 1950. Amended: Filed Feb. 27, 1974, effective March 9, 1974. Amended: Filed Feb. 6, 1975, effective Feb. 16, 1975. Amended: Filed May 1, 1996, effective Nov. 30, 1996.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993.

**13 CSR 40-2.160 State Hearing Procedures**

*PURPOSE:* This rule outlines the procedure for appeals from county decisions and subsequent action to be taken on those appeals.

(1) If an Old Age Assistance, Nursing Care, Aid to Dependent Children, General Relief, Permanent and Total Disability Assistance or Aid to the Blind application is not acted upon within a reasonable length of time after the filing of the application or is denied in whole or in part, or if any benefits are cancelled or

modified and concurrently with each reinvestigation, the applicant or recipient shall be notified in writing by the county family services office of his/her right to appeal to the director of the Division of Family Services; however, those recipients receiving the maximum payment allowed by law will not be notified of their right to appeal on the basis of the amount of grant, following the completion of a reinvestigation of their case. (Original rule filed Sept. 26, 1951, effective Oct. 6, 1951.)

(2) If an institutionalized spouse, a community spouse or a representative of either has requested an assessment of countable resources for the month in which institutionalization begins, in accordance with 13 CSR 40-2.030, upon the determination of the spousal share, the institutionalized spouse and the community spouse shall be notified in writing by the county family services office of their rights to appeal to the director of the Division of Family Services. This notice shall inform the institutionalized spouse and community spouse that appeal rights are effective upon application for Medicaid vendor benefits for the institutionalized spouse. Hearings assessment issues shall be held within thirty (30) days of the date of the request for the hearing.

(3) Upon the determination of the community spouse monthly income allowance described in 13 CSR 40-2.200, the county family services office shall notify, in writing, the institutionalized spouse and the community spouse, of their rights to appeal to the director of the Division of Family Services.

(4) Notice of hearing shall be mailed by registered United States mail to the appellant at least seven (7) days before the date of the hearing, specifying the time, date and place of hearing; provided, however, that a shorter notice period may be used if not prejudicial to the parties. A copy of the notice also will be mailed to the county family services office and to any party of record representing the appellant. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

(5) Procedure with reference to the hearings shall be simple, informal and summary with respect to the conduct of the hearings, but the rules of evidence as applied to civil cases in Missouri shall be applied. Exceptions to adverse rulings are automatically saved to the party ruled against.

(A) Stipulations may be entered into prior to final disposition to—withdraw application for hearing; agree to a statement of facts or agree to any other pertinent matter or order.

(B) Hearings may be adjourned, postponed or continued from time-to-time or place-to-place at the discretion of the director or referee. Continuances of hearings will not be granted as a matter of course unless the request for continuance is received five (5) days prior to the date scheduled for the hearing. Continuances will be granted during the five (5)-day period prior to the hearing only when the hearing officer determines from the request that extraordinary circumstances exist.

(C) Subpoenas to compel the attendance of witnesses and the production of records may be issued by the director or referee upon a statement of the necessity therefore filed by the party requesting the issuance of the subpoena.

(D) Witness and mileage fees to any witness duly subpoenaed shall be paid as follows: Witnesses shall receive one dollar and fifty cents (\$1.50) for each day's attendance and in all cases five cents (5¢) per mile for each mile actually traveled. These witnesses and mileage fees may be claimed only at the time and place of hearing or the hearing adjournment and shall be certified by the witness and approved by the director or referee. Payment shall be made as other payments out of the Division of Family Services Administration Fund. Under no circumstances shall parties to the case or their relatives be granted witness fees.

(E) If any appellant fails to enter his/her appearance either in person or by duly authorized representative or show good cause for not appearing at any hearing, his/her appeal shall be dismissed for want of prosecution.

(F) Briefs setting forth written argument on the law and the facts may be filed in any case within a specified time designated by the director or referee.

(G) Within a reasonable time after the conclusion of a hearing, the director of the Division of Family Services will render a decision which shall include a statement of the Findings of Fact and Conclusions of Law. A copy of the decision will be sent to the appellant by registered United States mail. A copy also will be mailed to the county family services office and to any duly authorized representative of the appellant. (Original rule filed Feb. 20, 1947, effective March 2, 1947.)

(6) There are established the positions of state hearing officer within the Division of Legal Services in order to comply with all pertinent federal and state law and regulations. The state hearing officers shall have authority to conduct state level hearings of a pretermination or appeal nature. They shall serve as direct representatives of the director of the

Division of Family Services. All decisions issued as a result of the hearing so conducted by the hearing officers shall be in the name of the director of the Division of Family Services. Although the hearing officers may be assigned to a certain area, this authority to conduct hearings shall be statewide. The authority of the hearing officers to conduct hearings shall apply to all programs administered by the director of the Division of Family Services. (Original rule filed April 1, 1975, effective April 10, 1975.)

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Amended: Filed April 14, 1980, effective Aug. 11, 1980. Emergency amendment filed Sept. 19, 1989, effective Oct. 1, 1989, expired Jan. 28, 1990. Amended: Filed Nov. 2, 1989, effective Jan. 26, 1990. Amended: Filed Jan. 10, 1990, effective April 12, 1990.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

*Connors v. Missouri Division of Family Services, 576 SW2d 578 (Mo. App. 1979). Physician member of medical review team which denied claimant's application was not present for cross-examination at the hearing. Claimant's failure to subpoena physician under 13 CSR 40-2.160(3)(C) precludes her from complaining on appeal of a deprivation of her right to cross-examine the physician.*

### 13 CSR 40-2.170 Special Requirements for the AFDC Program

*PURPOSE: This rule outlines special provisions for determining eligibility for Aid to Families with Dependent Children.*

(1) In verification of age for children obviously under eighteen (18) years, assistance may be granted without proof of age but verification of the birth date must be obtained by the time of the next reinvestigation. (Original rule filed Feb. 6, 1975, effective Feb. 16, 1975.)

(2) Effective January 2, 1974, aliens who have lawfully entered the United States and are considered a legal alien will be eligible for public assistance and aliens found to be in this country illegally will be ineligible. If an illegal alien is found to be on the Aid to Dependent Children (ADC) rolls, his/her case will be closed and if an applicant is found to be an illegal alien, this application

will be rejected. (Original rule filed Jan. 2, 1974, effective Jan. 12, 1974.)

(3) Aid to Families with Dependent Children-Foster Care (AFDC-FC) payments may be granted to any child under the age of nineteen (19) who has been removed from the home of a parent or relative by court order and the child would have met AFDC eligibility standards in the home from which s/he was removed at the time of the court proceedings allowing the six (6) months previous to meet the living with a specified relative requirement and continues to be eligible for AFDC in his/her own right after the initial determination. Children under the age of twenty-one (21) whose placement in foster care is lawfully authorized who meet financial eligibility of the ADC program and for whom the Division of Family Services is financially responsible, in whole or in part, will be eligible for Title XIX. (Original rule filed Dec. 22, 1975, effective Jan. 1, 1976.)

*AUTHORITY: section 207.020, RSMo 1986.\* Filing dates for original rules are shown in the text of the rule. This version filed March 24, 1976. Emergency amendment filed June 1, 1977, effective July 1, 1977, expired Oct. 31, 1977. Amended: Filed June 29, 1977, effective Oct. 13, 1977. Emergency amendment filed Feb. 19, 1982, effective March 1, 1982, expired June 10, 1982. Amended: Filed Feb. 19, 1982, effective June 11, 1982.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.180 Confidentiality of Case Records

*PURPOSE: This rule outlines the confidential nature of information contained in case records.*

(1) It shall be the duty of all officers and employees of the Division of Family Services to protect from public disclosure any information concerning an applicant or recipient of public assistance or child welfare services and the file and record of an applicant or recipient shall be open to inspection only to those persons directly connected with the administration of this act in the performance of their official duties.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed May 4, 1959, effective May 14, 1959.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*



**13 CSR 40-2.190 Procedure for Collection of Overpayments**

*PURPOSE: This rule outlines procedures for collection of payments made to claimants of assistance when claimants were ineligible for payments.*

(1) Restitution and recovery may be required if at any time it is determined that a recipient has received benefits to which s/he was not entitled because of a state or federal statutory or regulatory requirement.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed March 15, 1973, effective March 25, 1973. Emergency amendment filed Feb. 9, 1984, effective Feb. 19, 1984, expired May 10, 1984. Amended: Filed Feb. 9, 1984, effective May 11, 1984.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

**3 CSR 40-2.200 Determining Eligibility for Medical Assistance**

*PURPOSE: This rule provides that the decision on the factor of disability shall be made by a qualified medical consultant employed by the division except in cases involving disability-based Social Security Income or Retirement, Survivor's and Disability Insurance and establishes the principles used by county staff in determining eligibility for Medical Assistance only on the basis of income.*

*Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.*

(1) The medical diagnosis and other medical information on Medical Assistance (MA), Supplemental Nursing Care (SNC), Aid to the Blind (AB) and Blind Pension (BP) cases shall be reviewed by a medical consultant employed by the Division of Family Services, who shall certify eligibility or ineligibility on the basis of permanent and total disability or vision, except that this review will not be required to certify permanent and total disability when the claimant receives Supplemental Security Income (SSI) or Retirement, Survivor's and Disability Insurance (RSDI) based on his/her disability. In these cases, the

verification of the receipt of disability-based SSI or RSDI benefits will be sufficient to establish permanent and total disability.

(2) If a single individual has an adjusted gross income of the current SSI maximum per month or less and meets the other eligibility requirements, s/he will be eligible for MA. For a married couple living together, the adjusted gross income limitation will be the current SSI maximum for the couple. In determining adjusted gross income, the following exemptions will be applied to the gross income:

(A) If the income is earned or unearned, an amount of twenty dollars (\$20) may be excluded from the gross. Payments for premiums for medical insurance, including Supplemental Medical Insurance (SMI) premium, may be excluded;

(B) The full amount of any SSI payment will be excluded; and

(C) If the income is earned, the twenty-dollar (\$20) exclusion in subsection (2)(A) will be applied plus the first sixty-five dollars (\$65) and one-half (1/2) of the remainder of all earned income will be excluded. If a person is a student and is under the age of twenty-two (22), the amount of the school expense will be excluded from any earned income. If eligibility is based on AB provisions, any work-related expenses also will be excluded from earned income.

(3) If an individual qualifies for institutional vendor payments under the MA program, thirty dollars (\$30) of the individual's personal income shall be retained as his/her personal needs allowance. Federal regulation 42 CFR, section 435.733 provides that there shall be a minimum amount available to meet the clothing and other personal needs of the individual. In order to meet other of the individual's basic personal needs, this amount shall not be exhausted to satisfy any guardianship fees, court costs, attorney's fees, or other related legal or court costs, or any combination of these, resulting from the administration of a guardianship or conservatorship, or both that has been sought on behalf of the Medicaid recipient. The claimant's personal needs allowance shall not be used for the provision of any medical or remedial services, or both that are covered through the Missouri Medical Exception Process. Institutionalized individuals who participate in sheltered workshops are allowed a personal needs allowance of thirty dollars (\$30) plus the sheltered workshop income.

(4) When an individual living in his/her home is assessed by the Division of Aging as need-

ing both a nursing facility level-of-care as defined in 13 CSR 15-9.030 and home- and community-based waiver services, his/her gross monthly income shall be compared to eight hundred dollars (\$800). If his/her gross monthly income is equal to or less than eight hundred dollars (\$800), s/he shall be considered income eligible for Title XIX under the MA program. When his/her gross monthly income is greater than eight hundred dollars (\$800), s/he must qualify for Title XIX in accordance with section (2) of this rule.

(5) If an institutionalized spouse (as defined in 13 CSR 40-2.030) qualifies for institutional vendor payments under the MA program, in determining the amount the institutionalized spouse must pay to the medical institution or nursing facility for the cost of his/her care, there shall be disregarded the following amounts:

(A) A community spouse monthly income allowance which shall be determined as follows:

1. The amount by which—

A. The applicable percentage of the Federal Poverty Level for two (2) persons; plus

B. The amount by which the community spouse's shelter expenses exceed thirty percent (30%) of the applicable percentage of the Federal Poverty Level for two (2) persons; exceeds

C. The community spouse's own income;

2. The amount determined in subparagraphs (5)(A)1.A. and B. may not exceed one thousand five hundred dollars (\$1500), subject to adjustment by the Consumer Price Index beginning January 1990;

3. The amount of court-ordered support, if higher, may be substituted for the amount determined in paragraph (5)(A)1.;

4. The applicable percentages of the Federal Poverty Level specified in paragraph (5)(A)1. shall be as follows:

A. Effective September 30, 1989, one hundred twenty-two percent (122%);

B. Effective July 1, 1991, one hundred thirty-three percent (133%); and

C. Effective July 1, 1992, one hundred fifty percent (150%);

5. Allowable shelter expenses for the community spouse shall include the following expenses incurred at the principal place of residence of the community spouse:

A. Mortgage payment or taxes, or both, and insurance;

B. Rent;

C. Maintenance fee for condominium or cooperative apartment; and

D. The utility standard of the Food Stamp program in accordance with the Food Stamp Act of 1977, if the utility expenses are actually incurred and are not a part of the maintenance fee or rent previously allowed. If the community spouse's only utility is telephone, the standard used shall be the telephone standard of the Food Stamp program. If the community spouse incurs any other type of utility, the standard used shall be the utility standard of the Food Stamp program;

6. If either spouse establishes in a fair hearing that the allowance as determined by the Division of Family Services is insufficient (resulting in significant financial duress), an adequate amount may be substituted; and

(B) An allowance for each family member equal to one-third (1/3) of the amount by which the amount described in subparagraph (5)(A)1.A. exceeds the monthly income of that family member. As used in this rule, the term family member shall mean minor or dependent children, dependent parents or dependent siblings of either spouse who are residing with the community spouse. Dependent as used here means an individual who could be claimed as a dependent for federal income tax purposes.

(6) Pursuant to the determination of the Health Care Financing Administration of the United States Department of Health and Human Services, no amounts charged as guardianship or conservatorship fees, court costs, attorney's fees or other related or similar legal or court costs are properly classified as necessary medical or remedial care. Therefore, no charges shall be recognized or allowed by this agency for the purpose of deducting those sums from an individual's total income, when that individual qualifies for institutional vendor payments under the MA program established pursuant to Title XIX of the Social Security Act, 42 U.S.C. 1396.

(7) Persons who are eligible for MA only must meet the eligibility requirements, other than income, for Old Age Assistance, Permanent and Total Disability or AB that was in effect in January 1972, except that the Home-maker provision will not be applied to the determination of disability in these cases.

(8) Persons who receive SSI may receive MA if they meet the eligibility requirements, other than income, for General Relief that were in effect January 1972. However, in determining eligibility for MA, the eligibility requirements described in section (6) must be applied first.

*AUTHORITY: section 207.020, RSMo 1994. \* Original rule filed Sept. 26, 1951, effective Oct. 6, 1951. Amended: Filed Nov. 4, 1954, effective Nov. 14, 1954. Amended: Filed Feb. 27, 1974, effective March 9, 1974. Amended: Filed April 25, 1974, effective May 5, 1974. Amended: Filed June 3, 1974, effective June 13, 1974. Amended: Filed June 10, 1975, effective June 20, 1975. Amended: Filed July 8, 1977, effective Oct. 13, 1977. Amended: Filed March 13, 1978, effective June 11, 1978. Amended: Filed April 17, 1987, effective Sept. 11, 1987. Amended: Filed Sept. 6, 1988, effective Dec. 11, 1988. Emergency amendment filed Sept. 19, 1989, effective Oct. 1, 1989, expired Jan. 28, 1990. Amended: Filed Nov. 2, 1989, effective Jan. 26, 1990. Emergency amendment filed Dec. 18, 1992, effective Jan. 1, 1993, expired April 30, 1993. Emergency amendment filed Feb. 26, 1993, effective May 1, 1993, expired Aug. 28, 1993. Amended: Filed Dec. 18, 1992, effective June 7, 1993. Emergency amendment filed Dec. 13, 1993, effective Jan. 1, 1994, expired April 30, 1994. Amended: Filed Dec. 13, 1993, effective July 10, 1994. Emergency amendment filed Dec. 29, 1994, effective Jan. 8, 1995, expired May 7, 1995. Amended: Filed Jan. 12, 1995, effective July 30, 1995.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993.*

*Bell v. Missouri State Division of Family Services, 597 SW2d 699 (Mo. App. 1980). 13 CSR 40-2.200, insofar as it makes the Medical Review Team report controlling upon the director upon appeal, is inconsistent with section 208.075, RSMo and to that extent is invalid.*

### 13 CSR 40-2.210 State Emergency Assistance Program

*PURPOSE: This rule establishes the basis upon which emergency payments will be made to vendors for the purchase of food, clothing, utility and shelter expenses incurred by eligible Missouri residents of needy families with children under the age of twenty-one, limited to a one-time payment in a twelve-month period, in crisis situations.*

(1) Eligibility for Emergency Assistance is based on the fact that a crisis situation exists at the time the family requests Emergency Assistance. The definition of crisis is—

(A) A sudden unexpected, natural or human occurrence or set of circumstances;

(B) Immediate action required on behalf of the family regarding emergent needs; and

(C) Shelter, utilities, food or clothing expenses which may be required to prevent personal suffering.

(2) A claimant shall be expected to cooperate in completing the eligibility study within the required time frame of three (3) work days.

(3) An applicant or recipient of the Emergency Assistance program currently must be residing in Missouri with the intent to remain a Missouri resident.

(4) Only citizens of the United States will be eligible for receipt of Emergency Assistance.

(5) For the purpose of the Emergency Assistance program, Income Limitations shall mean—a family to be eligible for Emergency Assistance shall not have an adjusted net income in excess of one hundred fifty percent (150%) of the maximum assistance grant available to that family size, based on Income Maintenance standards.

(6) In those cases where one (1) or both parent(s) of the child in whose behalf Emergency Assistance is granted is (are) absent from the home, a referral shall be made to the Support Enforcement Unit.

(7) All payments will be made through a voucher payment system and will be payments to vendors. No payments will be made directly to the recipient. The following criteria governing maximum payments shall apply:

(A) If the claimant is ineligible for food stamps, the maximum emergency food payment shall be equivalent to the maximum allowable food-stamp bonus for the total number of persons in the household based on monthly net income;

(B) Emergency shelter may be provided up to a maximum payment of two hundred seventy dollars (\$270) in the event of potential eviction or in emergency situations limited to natural disaster;

(C) Emergency clothing may be provided up to a maximum of twenty-five dollars (\$25) per person, unless an extreme emergency exists;

(D) Emergency utilities payments may be provided up to the maximum payment of one hundred fifty dollars (\$150) to assist with the costs associated with the turn on (or to prevent discontinuation) of utilities or fuel.

1. The claimant's household has received notification from the utility or fuel company that services will be discontinued.

2. The services have already been discontinued by the utility or fuel company.

3. The claimant's household has been forced to move due to a crisis situation and the funds are not available for utilities or fuel at the new location.

4. The utilities or fuel shall mean expenses associated with continuing services related to heat, light and water only;

(E) The maximum amount of Emergency Assistance for any costs resulting from a combination of food, clothing and housing expenses incurred as the result of a natural disaster shall not exceed the monthly maximum Aid to Families with Dependent Children grant for the number of eligible persons in the family;

(F) In case of natural disaster, if otherwise not available through community resources a combination of needs may be met as well as the total replacement of the family's clothing; and

(G) When funds for the operation of this program appear to be inadequate for an entire fiscal year, rather than provide a prorated benefit which may not meet the needs of families in crisis situations, the Division of Family Services shall provide the maximum allowable benefits to eligible families until all program funds are exhausted. The program will be discontinued until additional funds are appropriated.

*AUTHORITY: section 207.020, RSMo 1986. \*Emergency rule filed Dec. 17, 1979, effective Dec. 27, 1979, expired April 10, 1980. Original rule filed Dec. 17, 1979, effective April 11, 1980. Emergency amendment filed May 22, 1980, effective May 29, 1980, expired Sept. 11, 1980. Amended: Filed May 22, 1980, effective Sept. 12, 1980. Emergency amendment filed June 19, 1980, effective June 29, 1980, expired Oct. 10, 1980. Amended: Filed June 19, 1980, effective Oct. 11, 1980. Emergency amendment filed Sept. 10, 1980, effective Sept. 20, 1980, expired Dec. 10, 1980. Amended: Filed Sept. 10, 1980, effective Dec. 11, 1980.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

**13 CSR 40-2.220 Families Deemed to be Receiving AFDC for Purposes of Title XIX**

*PURPOSE: This rule establishes which families will be deemed to be receiving Aid to Families with Dependent Children for purposes of Title XIX.*

(1) In any case where a family has ceased to receive Aid to Families with Dependent Children (AFDC) benefits before April 1, 1990, solely because the earned income disregards

provided for in 13 CSR 40-2.120(6)(A)4. or 5. no longer apply due to the four (4)- and eight (8)-month time limitations specified in 13 CSR 40-2.120(6)(C), the family shall be considered, for purposes of Title XIX, to be deemed to be receiving AFDC for a period of nine (9) months after the last month for which the family elibly received this aid.

(2) With respect to families which ceased to receive AFDC before October 1, 1984, solely because the earned income disregard provided for in 13 CSR 40-2.120(6)(A)4. no longer applied due to the four (4)-month time limitation specified in 13 CSR 40-2.120(6)(C), the family, for purposes of Title XIX, shall be deemed to be receiving AFDC for a period of nine (9) months starting with the month the family applies for this treatment, if the following provisions are met:

(A) The family must make application for treatment no later than March 31, 1985;

(B) The family would have been continuously eligible for AFDC from the time it ceased to receive the aid to the time of its application, as provided for in subsection (2)(A) of this rule, if the earned income disregard provided for in 13 CSR 40-2.120(6)(A)4. were applied; and

(C) The family must fully disclose in its application, as provided for in subsection (2)(A) of this rule, any health insurance coverage which its members may have in effect.

(3) In any case where a family has ceased to receive AFDC benefits solely because the income of a minor parent's own parent(s)/legal guardian(s) provided for in 13 CSR 40-2.120(2)(A) is included, then Title XIX eligibility for the children shall be determined. This determination will deem the minor parent's own parents/legal guardian(s) income only to the minor parent. The minor parent's children found eligible will be deemed to be receiving AFDC for purposes of Title XIX.

(4) When a family has ceased to receive AFDC benefits as a result of the collection or increased collection of child or spousal support and has received AFDC for at least three (3) of the six (6) months immediately preceding the month in which ineligibility begins, that family shall be deemed to be recipients of AFDC for purposes of Title XIX for an additional four (4) calendar months beginning with the month in which the ineligibility begins, if the family remains eligible on all other factors.

*AUTHORITY: section 207.020, RSMo 1986. \*Emergency rule filed Oct. 3, 1984, effective Oct. 13, 1984, expired Jan. 11, 1985. Original*

*rule filed Oct. 15, 1984, effective Jan. 12, 1985. Amended: Filed Feb. 17, 1988, effective June 11, 1988. Emergency amendment filed Dec. 30, 1988, effective Jan. 10, 1989, expired May 10, 1989. Amended: Filed Dec. 30, 1988, effective March 25, 1989. Amended: Filed Jan. 17, 1990, effective April 12, 1990.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

**13 CSR 40-2.230 Disposal of Excess Real Property**

*PURPOSE: This rule defines the requirements for disposal of excess real property in the Aid to Families with Dependent Children program as provided for in section 208.010, RSMo.*

(1) In determining eligibility for Aid to Families with Dependent Children (AFDC) cash benefits, real property which the family is making a good faith effort to sell shall be excluded for a period not to exceed six (6) months, if the family agrees in writing with the Division of Family Services to sell this property and repay the amount of assistance received during that period from the net proceeds of the sale.

(2) If the property has not been sold within six (6) months from the effective date of the agreement, or if eligibility terminates for any other reason, the entire amount of assistance paid during that period shall be a debt due the state.

(3) The agreement shall specify—

(A) Which property will be excluded and the market value;

(B) The disposal period of six (6) months;

(C) What good faith effort requires; and

(D) The requirement to repay the assistance received during the disposal period.

(4) All owners of the property in the AFDC assistance group must sign the agreement. A spouse who is an owner and living in the home, but not in the AFDC assistance group, must also sign the agreement.

(5) A claimant must provide proof of good faith effort as requested by the Division of Family Services. Good faith effort to sell includes the following:

(A) Listing the real property with a reputable real estate agent and cooperating in marketing the property. Cooperation in marketing the property includes things such as

showing the property and setting a realistic sales price;

(B) Publicly advertising the property for sale on no less than a weekly basis in a general newspaper, instead of listing the property with a reputable real estate agent;

(C) Accepting reasonable purchase offers, for example, reflecting a reasonable market value; and

(D) Initiating any legal action necessary to force a sale when other owners, outside the AFDC assistance group, do not wish to sell.

*AUTHORITY: section 207.020, RSMo 1986.\* Emergency rule filed Nov. 14, 1985, effective Nov. 24, 1985, expired March 24, 1986. Original rule filed Nov. 14, 1985, effective Feb. 13, 1986.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.240 Medicaid Eligibility in General Relief Prior to Application

*PURPOSE: This rule defines the limitations of Medicaid eligibility prior to application in General Relief cases.*

(1) In General Relief cases, Medicaid eligibility prior to the application month is limited to one (1) month prior to the application month.

(2) The effective dates of prior month coverage can be no earlier than the first day of the month prior to the month of the application and can extend up to, but not include, the first day of the month of application.

(3) Prior month eligibility is explored only when the claimant incurred unpaid medical expenses in the prior month.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed Aug. 3, 1987, effective Oct. 25, 1987.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.250 Resource Eligibility Standards for Title XIX Under the Poverty Level

*PURPOSE: This rule establishes resource eligibility standards for Title XIX for pregnant women and children whose family income is less than one hundred percent of the federal poverty level per House Bill 518 which enacted section 208.151.1(12), RSMo.*

(1) For children, the resource requirements are the same as those established for the Aid to Families with Dependent Children (AFDC) program. Those requirements are outlined in section 208.010, RSMo and defined in 13 CSR 40-2.030.

(2) For pregnant women, the resource eligibility maximum is the same as the Supplemental Security Income maximum for a single person. The resource requirements are similar to those established for the AFDC except for the following:

(A) Exempt the homestead and all adjoining acreage in which the claimant resides;

(B) Exempt one (1) vehicle as an available resource if it is the only vehicle owned. Recreational vehicles are counted as an available resource unless used mainly for a purpose other than recreation;

(C) Allow each assistance group member an exemption of one thousand five hundred dollars (\$1500) for the face value of life insurance or burial contract, or a combination of both; and

(D) Do not apply 13 CSR 40-2.230 Disposal of Excess Real Property.

*AUTHORITY: section 207.020, RSMo 1986.\* Original rule filed Jan. 5, 1988, effective June 11, 1988.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.260 Newborns Deemed to be Eligible for Title XIX

*PURPOSE: This rule establishes that newborns will be deemed to be eligible for Title XIX when they are born to a woman eligible for and receiving Title XIX on the date the child is born.*

(1) A child born to a woman eligible for and receiving Title XIX on the date her child is born is deemed to have filed an application and been found eligible for Title XIX on the date of the birth and to remain eligible for one (1) year; provided—

(A) The mother remains continuously eligible under Missouri's Title XIX plan, or for children born January 1, 1991 or later, the mother would remain eligible for Title XIX if she was still pregnant; and

(B) The child remains in the mother's household.

*AUTHORITY: section 207.020, RSMo 1986.\* Emergency rule filed Dec. 19, 1988, effective Jan. 1, 1989, expired May 1, 1989. Original rule filed Dec. 19, 1988, effective March 25,*

*1989. Emergency amendment filed March 6, 1991, effective March 16, 1991, expired July 13, 1991. Amended: Filed March 7, 1991, effective Aug. 30, 1991.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

### 13 CSR 40-2.270 Determining Eligibility for Qualified Medicare Beneficiaries

*PURPOSE: This rule establishes the principles used in determining eligibility for Qualified Medicare Beneficiary coverage on the basis of income, resources and Part A Medicare entitlement.*

*Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.*

(1) An eligible Qualified Medicare Beneficiary shall—

(A) Be entitled to and enrolled in Hospital Insurance under Part A of Medicare, as described in Section 1811 of the Social Security Act;

(B) Not possess available resources, as defined in 13 CSR 40-2.030, in excess of twice the individual resource maximum of the federal Supplemental Security Income (SSI) program for a single person or, if married and actually living with the spouse, the available resources of either the Qualified Medicare Beneficiary or the spouse, or both, shall not exceed twice the couple resource maximum of the federal SSI program, as cited at Section 1611(a)(3) of the Social Security Act;

(C) Not have adjusted gross income in excess of one hundred percent (100%) of the federal poverty level beginning January 1, 1991. For a single person, the adjusted gross income limitation shall be the applicable percentage of the poverty level for one (1) person. For a married couple living together, the adjusted gross income limitation shall be the applicable percentage of the poverty level for two (2) persons. For a married couple living together with an eligible dependent child, when one (1) of the parents is also eligible, the adjusted gross income limitation shall be the applicable percentage of the poverty level for three (3) persons. When an eligible

dependent child lives with an ineligible parent(s), a portion of the income of the parent(s) shall be deemed to be the child's and, in combination with the child's own income, be compared to the adjusted gross income limitation for a single person. In determining adjusted gross income, the following exemptions will be applied to gross income:

1. If the income is earned or unearned, an amount of twenty dollars (\$20) may be excluded from the gross;

2. The full amount of any SSI payment will be excluded; and

3. If the income is earned, the twenty dollar (\$20) exclusion in paragraph (1)(C)1. will be applied, plus the first sixty-five dollars (\$65) and one-half (1/2) of the remainder of all earned income will be excluded. If a person is a student and is under the age of twenty-two (22), the amount of the school expense will be excluded from any earned income;

(D) Not have transferred property without receiving fair and valuable consideration. Transfers which occur prior to July 1, 1989 shall cause periods of ineligibility for assistance in accordance with section 208.010.2(1), RSMo. Transfers which occur after June 30, 1989 shall cause periods of ineligibility in accordance with section 208.010.6., RSMo; and

(E) Not possess, prior to October 1, 1989, equity in total property in excess of the maximum set out in section 208.010.2(5), RSMo.

(2) Eligibility for Qualified Medicare Beneficiary assistance may not begin until the month following the month the Division of Family Services completes the determination of eligibility.

*AUTHORITY: section 207.020, RSMo 1986. \* Emergency rule filed July 5, 1989, effective July 15, 1989, expired Nov. 12, 1989. Original rule filed July 5, 1989, effective Oct. 12, 1989. Emergency amendment filed Dec. 20, 1989, effective Dec. 30, 1989, expired April 29, 1990. Amended: Filed Feb. 15, 1990, effective May 11, 1990. Emergency amendment filed Dec. 18, 1990, effective Jan. 1, 1991, expired April 30, 1991. Amended: Filed Jan. 25, 1991, effective July 8, 1991.*

*\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.*

**13 CSR 40-2.280 FUTURES Program**

*PURPOSE: This rule identifies the optional components of the employment and training program mandated by sections 208.044, 208.151 and 402.340—402.347, RSMo. The*

*Missouri program will be known as FUTURES. This rule also identifies the referral process of clients to the program and the conciliation and sanction process.*

*Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.*

(1) The Division of Family Services shall provide a conciliation procedure as required by 45 CFR section 250.36.

(A) The following describes the state's conciliation process:

1. When a dispute arises which involves an individual's participation in the FUTURES Program, that individual shall be provided a conciliation period to resolve the dispute. Conciliation will include an attempt by the participant and his/her case manager or designee to resolve the dispute;

2. The conciliation period will not exceed thirty (30) days unless extended by the division. After the conciliation period and a notice of adverse action has been issued, the individual shall be provided a fair hearing. The existing hearings process at 13 CSR 40-2.160 shall apply to hearings and appeals related to this program;

3. Assistance will not be suspended, discontinued or terminated until a decision is issued after the fair hearing, if a hearing is requested;

4. Sanctions shall be imposed for failure to comply as required by 45 CFR section 250.34. Failure to comply includes failure, without good cause, to participate in any program component or refusal to accept employment, termination of employment or reduction of earnings:

A. For the first failure to comply, the sanction shall apply until the failure to comply ceases;

B. For the second failure to comply, the sanction shall apply until failure to comply ceases or for three (3) months, whichever is longer;

C. For any subsequent failure to comply, the sanction shall apply until failure to comply ceases or for six (6) months, whichever is longer; and

5. Good cause for failure to comply shall be as defined in 45 CFR section 250.35, and shall include circumstances beyond the household's control, such as unavailability of

transportation or child care, or other failure in the delivery of a supportive service.

(2) The Family Support Act of 1988 requires the operation of four (4) mandatory components and two (2) optional components. The mandatory components include LEARN-FARE, the educational component and the three (3) employment-related components (job skills training, job readiness and job development and placement). The two (2) optional components will be on-the-job training (OJT) and group and individual job search. Decisions regarding which component would be most appropriate will be based upon, but not limited to, the following criteria:

(A) If job ready, refer to job search;

(B) If not job ready due to educational deficiencies, refer to local or area educational facilities;

(C) If not job ready due to lack of work history or marketable skills, refer to training;

(D) If the client has a temporary condition or situation which would prevent him/her from actively participating, or if the desired service is temporarily unavailable, the client may not be referred at once, but referred later when the situation changes. Follow-up on a client's condition will occur at designated intervals or as requested by the client;

(E) If the client needs supportive services, appropriate referrals will be made or assistance will be given in arranging the services; and

(F) If further testing is required to determine the appropriate service plan, a referral for education and skills assessment will be made.

(3) The Family Support Act of 1988 allows the state to require that one (1) or both parents in the case of families eligible for Aid to Families with Dependent Children (AFDC) by reason of unemployment of the parent who is the principal wage earner attend a community work experience activity, unsubsidized employment, other work experience, work supplementation, or OJT component. The state has elected to require participation by both parents, thereby eliminating the rule requiring participation by only one (1) parent. The exemption for having a child under age three (3) as specified in 208.410(3), RSMo applies only to the parent who is not designated as the principal wage earner and is only applicable when child care is unavailable.

*AUTHORITY: section 207.020, RSMo 1994. \* Original rule filed May 2, 1990, effective Sept. 28, 1990. Amended: Filed Aug. 11,*

1994, effective Feb. 26, 1995. Emergency amendment filed June 15, 1995, effective June 25, 1995, expired Oct. 22, 1995. Amended: Filed June 15, 1995, effective Nov. 30, 1995.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993.

### 13 CSR 40-2.290 Compensation for Legal Representation of General Relief Recipient in Successful Supplemental Security Income Appeal

*PURPOSE:* This rule defines the required procedures and limitations for an attorney claiming payment from the Department of Social Services for representing a General Relief recipient in a successful Supplemental Security Income appeal before an administrative law judge.

*Editor's Note:* The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Definition. The following term is defined for the purpose of this rule: General Relief (GR) recipient shall mean an individual who received GR benefits in accordance with section 208.015, RSMo for any month in which the Supplemental Security Income (SSI) claim was pending.

(2) An attorney who has represented a GR recipient in a successful appeal of a claim for SSI benefits before an administrative law judge, in accordance with the *Code of Federal Regulations* at 20 CFR 416.1429-61, may make a claim to the Department of Social Services for compensation for representation for decisions rendered August 28, 1990 or later. Claims for compensation for representation must—

(A) Be submitted to the Department of Social Services at the following address within sixty (60) days of the date of the administrative law judge's favorable decision setting the amount of fees or the date of the notice from the secretary of Health and Human Services (HHS) setting the amount of fees:

Missouri Division of Family Services  
Income Maintenance Section  
P.O. Box 88

Jefferson City, MO 65103; and  
(B) Include the following documentation:

1. A copy of—
  - A. The attorney's petition to the administrative law judge requesting fee approval; and
  - B. The fee agreement between the claimant and attorney submitted to the secretary of HHS;
2. A copy of the favorable decision of the SSI appeal dated August 28, 1990 or later;
3. A copy of the document setting the amount of the fee approved by the administrative law judge or the secretary of HHS; and
4. A letter requesting compensation, including the amount of compensation already received from or on behalf of the GR recipient; the name, address, birth date and Social Security number of the GR recipient the attorney represented; and the address to which compensation should be mailed.

(3) Upon receipt of requests for compensation, the Department of Social Services shall—

(A) Determine if the claim for compensation meets the criteria described in section (2);

(B) Make, for claims which meet the criteria of section (2), a disbursement to the attorney within thirty (30) days of receipt of the claim, including all items listed in paragraphs (2)(B)1.-4. of this rule, or within thirty (30) days of funds being appropriated those claims, days of funds being appropriated those claims, wherever is greater. The amount of the disbursement shall be the lease of—

1. The fee approved by the administrative law judge, reduced by the amount of any compensation the attorney has already collected from or on behalf of the GR recipient;

2. Twenty-five percent (25%) of the maximum SSI payment for an individual for one (1) year; or

3. The amount of GR paid to the claimant for the period during which the SSI claim was pending through the month of the administrative law judge's favorable decision of SSI appeal; and

(C) Notify the attorney and the claimant of the amount of that disbursement or the reason no disbursement is made.

*AUTHORITY:* section 207.020, RSMo 1986. \* Emergency rule filed Nov. 1, 1990, effective Nov. 11, 1990, expired March 11, 1991. Original rule: Filed Nov. 1, 1990, effective April 29, 1991.

\*Original authority 1945, amended 1961, 1965, 1977, 1981, 1982, 1986.

### 13 CSR 40-2.300 Definitions Which Are Applicable for Benefit Programs Funded by the Temporary Assistance for Needy Families (TANF) Block Grant

*PURPOSE:* This rule states the definitions which are applicable to benefit programs funded by the Temporary Assistance for Needy Families (TANF) Block Grant.

(1) The program for the provision of any public assistance funded in whole or part directly through the Temporary Assistance for Needy Families (TANF) Block Grant, section 603 of Title 42, *United States Code* shall be known as "Temporary Assistance."

(2) As used in 13 CSR 40-2.300 through 13 CSR 40-2.370 and except as otherwise expressly provided, the term "assistance" means every form of support provided to families under the Temporary Assistance Program (including child care, work subsidies, and allowance to meet living expenses), except: services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support, such as counseling, case management, peer support, and employment services that do not involve subsidies or other forms of income support; and one-time, short-term assistance (i.e., assistance paid within a thirty (30)-day period, no more than once in any twelve (12)-month period, to meet needs that do not extend beyond a ninety (90)-day period, such as automobile repair to retain employment and avoid welfare receipt and appliance repair to maintain living arrangements).

*AUTHORITY:* sections 207.020 and 208.040.5, RSMo 1994. \* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.305 Prohibition Against the Payment of Temporary Assistance to a Person Who Has Been Convicted of Certain Felony Drug Offenses

*PURPOSE:* This rule prohibits the payment of Temporary Assistance to a person who has been convicted of certain felony drug offenses.

(1) For the purpose of the administration of the Temporary Assistance Program the Division of Family Services shall not provide assistance to or on behalf of an individual who has been convicted (under federal or state law) of any offense which is classified as a felony by the law of the jurisdiction involved and which has as an element the possession, use or distribution of a controlled substance (as defined in section 802(6) of Title 21, *United States Code*).

(2) The amount of assistance that would otherwise be required to be provided under the Temporary Assistance Program to the family members of an individual to whom section (1) applies shall be reduced by the amount which would have otherwise been made available to the individual who has been convicted of such an offense.

(3) For purposes of the administration of this rule, the prohibition contained within this rule shall not apply to convictions arising out of offenses occurring prior to the effective date of United States Public Law 104-193 on August 22, 1996.

(4) For purposes of the administration of this rule, each individual applying for benefits under the Temporary Assistance Program shall be required in the application process to state, in writing, whether the individual, or any member of the household of the individual, has been convicted of a crime described in section (1) of this rule.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*

**13 CSR 40-2.310 Requirements as to Eligibility for Temporary Assistance**

*PURPOSE: This rule states the requirements as to eligibility for Temporary Assistance.*

(1) The eligibility requirements for the Temporary Assistance Program shall include:

(A) Requiring an applicant or recipient to participate in the program of work activities as defined in these rules, with exclusions as provided for by rule;

(B) Requiring a recipient of assistance and each dependent child to be a resident of the state of Missouri, and a United States citizen, a qualified alien as defined in section 1641 of

Title 8, *United States Code* or an alien permanently residing under color of law;

(C) Requiring an applicant to provide all Social Security numbers for each parent, caretaker and child and by requiring the applicant for or recipient of assistance to cooperate with the division to obtain Social Security numbers;

(D) The assistance provided under the Temporary Assistance Program is used for the benefit of the child or children;

(E) Recipients of Supplemental Security Income (SSI) shall not be eligible for Temporary Assistance. The income, expenses and resources of the SSI recipient are excluded when determining the eligibility of the household. The individual shall be excluded for purposes of determining household size; and

(F) Meeting other eligibility requirements contained in 13 CSR 40-2.300 through 13 CSR 40-2.370.

(2) Application for benefits and timely investigation of eligibility for benefits will be consistent with sections 208.060 and 208.070, RSMo. In Temporary Assistance cases where an eligible individual does not receive the first payment for the month in which the thirtieth day after application falls, a delayed payment will be made for that month and any later months that occur before the application was approved.

(3) The real and personal property considered in determining eligibility for Temporary Assistance and how the value of that property is determined shall be as follows:

(A) Property of any kind or character which the participant owns or possesses or has an interest in, of which s/he is the record or beneficial owner, less encumbrances of record;

(B) The value of real property will be its current market value, less encumbrances of record, if sold on the open market;

(C) Personal Property.

1. The value of life insurance policy at any time shall be the cash surrender value of the policy, minus the amount of any lien, loan, accrued interest payments or assigned portion of the policy.

2. Personal property is defined as household goods, jewelry, farm surpluses, livestock, farm or business machinery or equipment, automobiles, trucks, and similar items.

3. The total amount on deposit in a joint bank account of which the applicant is one of the owners is considered as available to the applicant unless there is verification that the money placed in the account or a definite portion of it belongs to the other joint owner, who is not applying for or receiving Temporary Assistance. When both or all the owners of a joint bank account are applying for or

receiving assistance, each is considered as owning his/her proportionate share of the account. If the applicant states s/he has not deposited any portion of the money in the account and past circumstances of the applicant indicate that this is reasonable, the total amount on deposit will not be considered as available to the applicant;

(D) In certain instances as defined in subsections (3)(E)–(H) of this rule, the property will be considered as a resource which the applicant or recipient can and should use in meeting his/her needs and will not be eligible for assistance. The policy applies to a child and to a parent(s) or, to step-parents, or if included in the grant, a needy non-parent caretaker relative or legal guardian with whom the child is living;

(E) Real Property.

1. When an applicant owns property, which is not furnishing shelter for him/her and its current market value less encumbrances of record is over one thousand dollars (\$1,000), it shall be considered a resource. The applicant will not be eligible for assistance on the basis of need, except that burial lots must be excluded from this computation. For recipients in self-sufficiency pacts, the value of property for exclusion is over five thousand dollars (\$5,000), less encumbrances of record. When the value of real property is less than the amounts stated previously, it shall be counted as a part of the combination of available resources in determining eligibility. Recipients in self-sufficiency pacts owning property valued at over five thousand dollars (\$5,000), less encumbrances of record, shall not be eligible.

2. For real property in which the applicant or recipient has lived—

A. Real property in which the applicant or recipient has lived will be counted as a resource the month after the month in which it is vacated for other than a temporary purpose, unless the spouse from whom the claimant is separated and the claimant own the home jointly and the spouse continues to remain in the home. In this case the home and forty (40) acres adjoining will not be included in determining equity in resources as long as the spouse remains in the home. In the event of divorce, the equity in the property must be considered as a resource immediately;

B. If a claimant or couple owns two (2) pieces of property, they shall be required to designate one (1) as their homestead and the other immediately shall be considered as an available resource. Also, when two (2) claimants marry and each owns a home in which s/he has been living, they will be required to designate one (1) of the properties as their homestead, the other immediately shall be considered as an available resource;

C. The land on which the home is located, up to forty (40) acres, is considered a part of the home as long as the land is adjoining, in the same city block, and there is no other dwelling on the forty (40) acres; or

D. The land on which the home is located up to forty (40) acres, which is part of a farming unit will be considered as part of the home so long as the land is adjoining and there is no other dwelling on the forty (40) acres. (Property will be considered as adjoining even though a road may separate two (2) tracts, if the property is farmed as a single unit.)

3. For all other property—All other real property will be included in determining the one thousand-dollar (\$1,000) limitation for applicants, or the five thousand-dollar (\$5,000) limitation for recipients in self-sufficiency pacts;

(F) There shall be disregarded any prearranged funeral or burial contract, or any two (2) or more contracts, which provide for the payment of one thousand five hundred dollars (\$1,500) or less per family member. The face value of an irrevocable burial contract will always be counted toward the one thousand five hundred-dollar (\$1,500) exemption. Any family who owns revocable prepaid burials (over and above the first one thousand five hundred dollars (\$1,500) in equity value) or insurance with cash surrender value over one thousand dollars (\$1,000) for applicants and five thousand dollars (\$5,000) for recipients in self-sufficiency pacts will not be eligible for assistance. If the cash surrender value of revocable prepaid burials (over and above the first one thousand five hundred dollars (\$1,500) in equity value) or insurance is one thousand dollars (\$1,000) for applicants or five thousand dollars (\$5,000) for recipients in self-sufficiency pacts or less, it shall be counted as part of the combination of available resources in determining eligibility as stated in subsection (3)(H) of this rule;

(G) An applicant may not own personal property with equity greater than one thousand dollars (\$1,000), and a recipient in a self-sufficiency pact may not own personal property with equity greater than five thousand dollars (\$5,000). However the following personal property will not be included in this determination:

1. Tools, supplies, livestock, farm surplus and similar items being used by the claimant in the course of his/her business. This does not include business or farm machinery;

2. Household furnishings, household goods and personal effects used by the claimant;

3. The first automobile shall be excluded, fifteen hundred dollars (\$1,500) equity in a second automobile;

4. Wedding and engagement rings and jewelry of limited value; and

5. For recipients only, earned income retained in an individual development account; and

(H) Any combination of more than one thousand dollars (\$1,000) for applicants, and five thousand dollars (\$5,000) for recipients who have signed self-sufficiency pacts, would make the family ineligible.

(4) Earned Income—In applying earned income exemptions the following definition of “earned income” will be used:

(A) The term “earned income” encompasses income in cash or in kind earned by a needy individual through the receipt of wages, salary, commissions, or profit from activities in which s/he is engaged as a self-employed individual or an employee. Such earned income may be derived from his/her own employment such as a business enterprise, or farming; or derived from wages or salary received as an employee. It includes earnings over a period of time for which settlement is made at one given time, as in the instance of sale of farm crops, livestock, or poultry. In considering income from farm operation, the option available for reporting under Old Age Survivor’s and Disability Insurance (OASDI), namely the “cash receipts and disbursements” method, i.e., a record of actual gross, of expenses, and of net, is an individual determination and is acceptable also for Temporary Assistance. With reference to commissions, wages, or salary, the term “earned income” means the total amount, irrespective of personal expenses, such as income tax deductions, lunches, and transportation to and from work. With respect to self-employment, the term “earned income” means the total profit from business enterprise, farming, etc., resulting from a comparison of the gross income received with the “business expenses,” i.e., total cost of the production of the income. Personal expenses, such as income tax payments, lunches, and transportation to and from work, are not classified as business expenses;

(B) The definition shall exclude the following from “earned income”: Returns from capital investment with respect to which the individual is not him/herself actively engaged, as in a business (for example, under most circumstances, dividends and interest would be excluded from “earned income”); benefits (not in the nature of wages, salary, or profit) accruing as compensation, or reward for service, or as compensation for lack of employment (for example, pensions and benefits, such as United Mine Workers’ benefits or Veterans benefits); and

(C) With regard to the degree of activity, earned income is income produced as a result

of the performance of services by an applicant or a recipient; in other words, income which the individual earns by his/her own efforts, including managerial responsibilities, would be properly classified as earned income, such as management of capital investment in real estate. Conversely, for example, in the instance of capital investment wherein the individual carries no specific responsibility, such as where rental properties are in the hands of rental agencies and the check is forwarded to the recipient, the income would not be classified as earned income.

(5) Temporary Assistance shall be granted on behalf of eligible child(ren) in otherwise eligible families. Temporary Assistance may be granted to the parents or other needy relatives caring for a child or children meeting all eligibility criteria, and who—

(A) Are deprived of parental support or care for the following reasons:

1. Death;
2. Continued absence from, or never living in, the home;
3. Physical or mental incapacity of a parent;
4. Divorce/separation;
5. Desertion;
6. Confinement in a penal, medical or custodial institution;
7. A physical restoration or training program developed by vocational rehabilitation, if the plan necessitates absence of a parent from the home; or
8. Unemployment;

(B) Physical or mental incapacity exists when the incapacity is expected to last at least thirty (30) days and is of such a debilitating nature as to substantially reduce or eliminate the parent’s ability to support or to care for the child. Physical or mental incapacity shall be certified by a competent medical or other appropriate authority designated by the division. Such certification is declared to be competent evidence in any proceedings concerning the eligibility of the claimant to receive Temporary Assistance. Physical or mental incapacity can also be verified by the parent’s receipt of Supplemental Security Income (SSI) or Social Security Disability Insurance;

(C) Unemployment of a parent is defined as a biological, or adoptive parent who meets all of the following criteria:

1. Be physically present in Missouri, living in the home with the child or children, actively seeking employment, and complying with requirements made by the Division of Family Services regarding employment training and work activities;
2. Have been unemployed for at least thirty (30) days prior to receiving benefits



under this section and must apply for and receive any unemployment benefits to which s/he is entitled, such benefits to be considered as unearned income in determining eligibility for Temporary Assistance;

3. Not have refused without good cause, within such thirty (30)-day period prior to the receipt of such aid, any bona fide offer of employment which s/he is physically able to perform and otherwise qualified to engage in;

4. Not have refused, without good cause, vocational rehabilitation, education, training, work or special work projects offered;

5. Have six (6) or more quarters of work within any thirteen (13)-calendar-quarter period ending within one (1) year prior to the application for such aid or have received or have been qualified to receive unemployment compensation within such one (1)-year period;

6. The parent must be the principle earner. This can be determined by whichever parent, in a home in which both parents of such child are living, earned the greater amount of income in the twenty-four (24)-month period, the last month of which immediately precedes the month in which assistance is requested due to the unemployment of a parent.

A. If primary evidence of earnings for this period cannot be secured, the division shall designate the principle earner, using the best evidence available.

B. The earnings of each parent are considered in determining the principle earner regardless of when their relationship began.

C. The principle earner so defined remains the principle earner for each consecutive month for which the family receives such aid on the basis of such application.

D. If both parents earned an identical amount of income (or earned no income) in such twenty-four (24)-month period, the division shall designate which parent shall be the principle earner; and

7. The parent who is unemployed must not be unemployed as a result of participation in a strike; and

(D) The relative with whom a child may be living, in order to be eligible for Temporary Assistance, includes father, mother, grandfather, grandmother, brother, sister, stepfather or stepmother (but not their parents), stepbrother, stepsister, uncle, aunt, first cousin, first cousin of a parent, nephew, niece, adoptive father or adoptive mother; grandfather-in-law or grandmother-in-law (meaning the spouse of a second marriage of one of the child's biological grandparents); great-grandfather or great-grandmother (including great-great grandfather or great-great grandmother); brother or sister of half blood; adoptive

brother or adoptive sister; brother-in-law or sister-in-law; uncle or aunt of the half blood; uncle-in-law or aunt-in-law; great-uncle or great-aunt (including great-great uncle or great-great aunt); and other relatives by adoption, in addition to those specifically mentioned here, may be considered eligible payees within the same degree of relationship as apply to blood relatives. The biological relatives of an adopted child also continue to be eligible payees. A legal guardian may also serve as a payee for Temporary Assistance, and if the legal guardian is otherwise eligible, may be eligible for a cash payment.

(6) Home is interpreted to mean a family setting maintained or in the process of being established as evidenced by the assumption or continuance of responsibility for the child. Usually the child shares the family household with the parent or relative. A home exists as long as the parent or relative takes responsibility for the care and control of the child, even though circumstances may require temporary absence of either the child or the parent (or relative) from the customary family setting, subject to 13 CSR 40-2.365.

(7) For the purpose of the administration of Temporary Assistance, payments shall be defined as payments by electronic or other means made to the payee, at regular intervals. Temporary Assistance benefits will be made available on the same schedule as indicated in 13 CSR 40-2.150(1)(A)1.-4. The provisions of 13 CSR 40-2.150(2) apply to recipients of Temporary Assistance.

(8) Determining the Amount of Cash Payments.

(A) The following persons are considered members of the household for purposes of determining household size and Temporary Assistance grant, if eligible: eligible children under the age of eighteen (18) or age eighteen (18) and in secondary school or the equivalent vocational or technical school if expected to graduate, natural or adoptive parents of one (1) or more of the eligible children, and any needy non-parent caretaker relative or related or unrelated guardian. The non-parent caretaker relative or the guardian if found to be eligible for inclusion has the option to be excluded from the assistance group.

(B) Consideration of Available Income.

1. In Temporary Assistance cases, all income of the following persons who are in the household, irrespective of subsection (8)(A), shall be considered in determining whether the children (including stepchild and adopted child) are in need, and if so, the amount of that need:

A. Eligible children;

B. Biological or adoptive parents of one (1) or more of the eligible children;

C. Any needy non-parent caretaker relative or related or unrelated guardian if they desire to be included in the assistance group and are eligible for inclusion;

D. A stepparent living in the same home as such child as exceeds the sum of a) the first ninety dollars (\$90) of the stepparent's earned income, for such month; b) the Standard of Need for a family of the same composition as the stepparent and those other individuals living in the same household as the dependent child and claimed or who could be claimed by such stepparent as dependents for purposes of determining the stepparent's federal personal income tax liability but whose needs are not taken into account; c) amounts paid by the stepparent to individuals not living in such household and claimed by him/her as dependents for purposes of determining the stepparent's federal personal income tax liability; and d) payments by such stepparent of court ordered alimony or child support with respect to individuals not living in such household;

E. Any biological or adoptive brother or sister of an eligible child, if such brother or sister meets the conditions described in 13 CSR 40-2.310(5) and 13 CSR 40-2.325(1)(A)1. and 2., and is living in the home;

F. With respect to an eligible child who is living with a parent or legal guardian who is under age eighteen (18), the income of such minor parent's own parents who are living in the home shall be included to the same extent that the income of a stepparent is included (see subparagraph (8)(B)1.D. above). The minor parent's parents' earned income shall be disregarded up to one hundred percent (100%) of the federal poverty level; and

G. Income of all other persons in the household will be considered in the amount made available to the household.

2. In computing the income of an applicant or recipient, or of the household of which s/he is a member, only that income which is available during the period under consideration shall be taken into account. To be considered as available, the income shall actually and presently exist (not to be a potential or remote income) and shall be sufficient to have some appreciable significance in meeting the immediate requirements of the applicant or recipient.

(9) Earned Income Exemption.

(A) In determining need and amount of grant for applicants or recipients of Temporary Assistance, the following earned income exemptions will apply and these amounts will be disregarded in determining the amount of income available to meet the family's needs:

1. All of the earned income of any child receiving Temporary Assistance will be exempted if the child is a full-time student or is a part-time student who is not a full-time employee.

2. The first ninety dollars (\$90) of the gross earned income will be disregarded from employment;

3. An amount equal to the first thirty dollars (\$30) of the actual total of earned income not already disregarded in the preceding provisions of this subsection (9)(A) plus one-third (1/3) of the remainder thereof;

4. An amount equal to thirty dollars (\$30) of the total of earned income not already disregarded in the preceding provisions of this subsection (9)(A), for an eight (8)-month period following the fourth consecutive month of the disregard provided for in paragraph (9)(A)3.;

5. An amount equal to expenditures for care in such month shall be disregarded from earned income for an eligible child, or an incapacitated individual living in the same home as the child, receiving Temporary Assistance and requiring such care for such month, to the extent that such amount for each such child or incapacitated individual does not exceed one hundred seventy-five dollars (\$175) for children age two (2) and over or two hundred dollars (\$200) for children under two (2) years of age; and

6. All of the earned income of a parent who is under the age of nineteen (19) and is a full-time student in a secondary school or equivalent program of education or training.

(B) The disregards applied against the earned income outlined in (9)(A) shall not be applied to the earned income of any person who—

1. Terminated his/her employment or reduced his/her earned income without good cause within such period, of not less than thirty (30) days, preceding such month;

2. Refused without good cause, within such thirty (30)-day period, to accept employment in which s/he is able to engage which is offered through the public employment offices of the state, or is otherwise offered by an employer if the offer of the employer is determined by the Division of Family Services or agency designated by the Division of Family Services, after notification by the employer, to a bona fide offer of employment; and

3. Failed without good cause to make a timely report to the Division of Family Services of earned income received in such month.

(C) The disregard applied against earned income as provided for—

1. In paragraph (9)(A)1. shall be applied when determining need for up to six (6) months within the calendar year of January

through December and thereafter shall not be applied if the income without applying this disregard was in excess of the standard of need;

2. In paragraph (9)(A)3. shall not be applied if the income without applying this disregard was in excess of the standard of need unless the person received Temporary Assistance in one (1) or more of the four (4) preceding such month and this disregard has not already been applied to his/her income for four (4) consecutive months while s/he was receiving Temporary Assistance. If this disregard provided for in paragraph (9)(A)3. has been applied for four (4) consecutive months, the disregard shall not be applied for as long as the person continues to receive Temporary Assistance and shall not apply until the expiration of a period of twelve (12) consecutive months during which the person is not a recipient of Temporary Assistance; and

3. In paragraph (9)(A)4. shall be available only for the eight (8)-month period following the fourth consecutive month of the disregard provided for in paragraph (9)(A)3. If the eight (8)-month period for the disregard provided for in paragraph (9)(A)4. has expired, the disregard shall not be applied for as long as the person continues to receive Temporary Assistance and shall not apply until the expiration of a period of twelve (12) consecutive months during which the person is not a recipient of Temporary Assistance.

(D) The division may increase earned income disregards, consistent with section 208.325.11, RSMo, and may begin through pilot(s). If successful, such increase in disregards may be expanded statewide.

(10) 185% Test—No family shall be eligible for Temporary Assistance if for that month, the total income of the family (other than Temporary Assistance benefits) without application of the earned income disregards provided for in paragraphs (9)(A)2.-5. and for up to six (6) months within the calendar year of January through December with application of the earned income disregard provided for in paragraph (9)(A)1. equals or exceeds one hundred eighty-five percent (185%) of Standard of Need for a family of the same composition.

(11) Standard of Need Test—No family shall be eligible for Temporary Assistance if, for that month, the total income of the family (other than Temporary Assistance benefits) without application of the earned income disregards provided for in paragraphs (9)(A)2.-5., except paragraphs (9)(C)1. and 2. would have application, and for up to six (6) months within the calendar year of January through December with application of the earned income disregard provided for in

paragraph (9)(A)1. equals or exceeds the Standard of Need for a family of the same composition.

(12) Percentage of Need Test—No family shall be eligible for Temporary Assistance if for that month, the total income of the family (other than Temporary Assistance benefits) after application of the earned income disregards provided for in section (9) equals or exceeds 34.526% of the Standard of Need.

(13) When considering an application for Temporary Assistance, the income tests in sections (10), (11) and (12) must each indicate income below the respective standard. To be eligible, income shall be less than—

(A) 185% of the Standard of Need when applying the 185% Test;

(B) The Standard of Need for the Standard of Need Test; and

(C) 34.526% of the Standard of Need for the Percentage of Need Test.

If determined eligible after application of the tests in section (10), (11) and (12), the grant amount will be the deficit determined in the Percentage of Need Test. The table below indicates the maximum grant amount by application of the Percentage of Need (34.526%) to the Standard of Need, according to household size:



No. of Persons:	1	2	3	4	5	6	7	8	9	10	11
Standard of Need:	393	678	846	990	1123	1247	1372	1489	1606	1722	1839
34.526% of Need:	136	234	292	342	388	431	474	514	554	595	635

  

No. of Persons:	12	13	14	15	16	17	18	19	20	21	22
Standard of Need:	1956	2072	2188	2304	2420	2536	2652	2768	2884	3000	3116
34.526% of Need:	675	715	755	795	835	875	915	955	995	1035	1075

(14) In the payment of Temporary Assistance benefits, the amount shall always be lowered to the nearest dollar interval. If the determined amount results in a grant of less than ten dollars (\$10) no cash payment will be made.

(15) In Temporary Assistance cases, the initial assistance payment benefit must be prorated when the case is approved in the same month as the filing of the application. The payment will be determined by multiplying the amount payable for a whole month by the ratio of the days in the month from the date of application to the end of the month to the number of days in a standard thirty (30) day month.

(16) Legal immigrants meeting the eligibility criteria for Temporary Assistance, who would be eligible for food stamps but for the passage of P.L. 104-193, effective August 22, 1996, may be eligible for nutrition assistance calculated by use of the food stamp budgeting process set forth in section 2014 of Title 7, *United States Code*.

(17) All persons who meet the definition of a Temporary Assistance household must have their eligibility explored under Temporary Assistance (except under emergency situations when General Relief orders may be utilized) before having their eligibility for General Relief explored. Any person whose eligibility has been explored under Temporary Assistance and is found to be ineligible for Temporary Assistance cash payments because of the following reasons shall be ineligible for General Relief:

(A) The person refuses to cooperate in establishing his/her eligibility for Temporary Assistance (this would include persons who refuse to apply for a Social Security number, refuse to participate in work activities, refuse to enter into a self-sufficiency pact, refuse to make an assignment of support rights, refuse to cooperate in the identification of absent parents and the like);

(B) Relationship to the payee who is not a legal guardian cannot be established for children under eighteen (18);

(C) The budget shows no need;

(D) The available resources exceed the maximum allowed; or

(E) The children are not deprived of parental support.

(18) State Hearing Procedures—The hearings procedures set forth in 13 CSR 40-2.160 apply to the Temporary Assistance Program.

(19) Confidentiality of Case Records—The provisions of 13 CSR 40-2.180 apply to the Temporary Assistance Program.

(20) Procedures for Collection of Overpayments—The provisions of 13 CSR 40-2.190 apply to the Temporary Assistance Program.

(21) Disposal of Excess Real Property—The provisions of 13 CSR 40-2.230 apply to the Temporary Assistance Program.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*

**13 CSR 40-2.315 Work Activity and Work Requirements for Recipients of Temporary Assistance**

*PURPOSE: This rule establishes work activities and participation requirements and rates for recipients of Temporary Assistance.*

(1) For the purpose of the administration of the Temporary Assistance Program, unless otherwise expressly provided in these rules, a parent or caretaker receiving assistance must engage in work activities when the Division of Family Services has determined that the

individual is ready to engage in work or when the individual has received assistance for a total of twenty-four (24) months, whichever is earlier.

(A) Work activities are defined as:

1. Unsubsidized employment;
2. Subsidized private sector employment;
3. Subsidized public sector employment;
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job training;
6. Job search and job readiness assistance;
7. Activities permitted under a federally approved waiver granted to the Department of Social Services at the time of filing this rule;
8. Vocational educational training (not to exceed twelve (12) months with respect to any individual);
9. Job skills training directly related to employment;
10. In the case of a recipient who has not received a high school diploma or a certificate of high school equivalency, education directly related to employment; and
11. Satisfactory attendance at a secondary school or, in the case of a recipient who has not completed secondary school or received such a certificate, in a course of study leading to a certificate of general equivalence.

(2) For purposes of the administration of the Temporary Assistance Program—

(A) A recipient in a single parent family is engaged in work if the recipient is participating in work activities for at least the minimum average number of hours per week, in an activity described in paragraphs (1)(A)1. through 11. until June 30, 2000. Beginning July 1, 2000, recipients must participate in twenty (20) hours of work activities as described in paragraphs (1)(A)1. through 6. Additional hours can be earned in paragraph (1)(A)8. through 11. The hours per month are as specified in the following table:

If the Month is in Federal Fiscal Year	The Minimum Average Number of Hours per Week is:
1997	20
1998	20
1999	25
2000 or thereafter	30

(B) The following individuals, if eligible for Temporary Assistance, are considered to be engaged in work:

1. A recipient in a two (2)-parent family is engaged in work if the individual is making progress in work activities for at least an average of the number of hours specified in subparagraph (2)(B)1.A. per week during the month, not fewer than an average of thirty (30) hours per week of which are attributable to an activity described in paragraphs (1)(A)1. through 11. until June 30, 2000. Beginning July 1, 2000, recipients must participate in thirty (30) hours of work activities as described in paragraphs (1)(A)1. through 6. After that time, additional hours can be earned in paragraphs (1)(A)8. through 11. The following provisions apply:

A. Thirty-five (35) hours per week during the month; and

B. If the family of the individual receives federally-funded child care assistance and an adult in the family is neither disabled nor caring for a severely disabled child, the individual's spouse is making progress in work activities during the month, not fewer than 20 hours per week of which are attributable to an activity as described in (2)(A) above;

2. Notwithstanding section (1), an individual who is a single parent head of household of one (1) or more children of any age who is him/herself not yet twenty (20) years of age is deemed to be engaged in work for a month if the individual—

A. Maintains satisfactory attendance, during the month, in a secondary school or a course of study leading to a certificate of general equivalence; or

B. Participates in education directly related to employment for at least the minimum number of hours specified in subsection (2)(A);

3. Notwithstanding earlier provisions in subsection (2)(A), a single parent of a child under the age six (6) shall be deemed to be meeting the work participation requirement if the parent is engaged in work activities for twenty (20) hours per week as defined in subsection (1)(A); and

4. Notwithstanding earlier provisions in subsections (2)(A) and (2)(B), an individual shall not be considered to be engaged in work by virtue of participating in an activity described in paragraph (1)(A)6. after such

individual has participated in such activity for six (6) weeks or more in a federal fiscal year, only four (4) of which may be consecutive, or if the unemployment rate in this state is at least fifty percent (50%) greater than the unemployment rate of the United States, twelve (12) weeks in a federal fiscal year, only four (4) of which may be consecutive;

(C) The following individuals, if eligible for Temporary Assistance, are exempt from participating in work activities but may voluntarily participate:

1. Individuals who are permanently disabled if they have been determined to be eligible for Old Age Survivor's and Disability Insurance (OASDI), Supplemental Security Income (SSI), or employer-sponsored disability insurance. Individuals are exempt from work activities while an application for any of the aforementioned is pending unless or until an unfavorable determination is made;

2. A child as identified in 13 CSR 40-2.325(1)(A)1. and 2.;

3. Caretaker-payees sixty (60) years of age or older; or

4. An individual who is a single custodial parent caring for a child who has not attained twelve (12) months of age may claim an exemption from the work requirements.

(D) The following individuals, if eligible for Temporary Assistance, may be temporarily excluded from participating in work activities:

1. An individual who is temporarily disabled;

2. An individual who is needed in the home to care for a disabled child or adult who is a member of the household;

3. An individual who is pregnant and in her third trimester of the pregnancy; or

4. An individual who is a victim of domestic violence.

(3) Sanctions.

(A) If an individual in a family subject to work participation requirements refuses to engage in a work activity, without good cause, as required in accordance with this section, the division shall—

1. Reduce the amount of temporary assistance otherwise payable to the family, *pro rata*;

2. The division shall not reduce assistance provided through the Temporary Assistance Program because of a refusal to work if the individual is a single custodial parent caring for a child who is not yet six (6) years of age and if the individual has demonstrated the inability to work as determined by the division because of the unavailability of affordable, appropriate, suitable child care, within a reasonable distance from the home or work site.

A. Affordable—When determining whether child care is affordable, no recipient shall be required to accept child care if the only available child care requires the family to personally pay more than twenty percent (20%) of their gross household income (less medical insurance premiums) for child care. This twenty percent (20%) includes both the family's sliding fee and any additional co-payment the family would be required to pay. This twenty percent (20%) does not include federal, state, or local child care subsidy.

B. Appropriate—At a minimum, to be considered an appropriate provider, a provider must—

(I) Be licensed by the Missouri Department of Health; or

(II) If exempt from licensure, be registered by the Division of Family Services. In order to be registered by the Division of Family Services, a provider must comply with the terms set forth in 13 CSR 40-32.010(8) and (9). Grandparents, great-grandparents, aunts, uncles, and siblings of the child needing care (as long as the sibling does not reside in the child's home) are exempt from the minimum health and safety requirements but are required to be registered.

C. Suitable—A provider is suitable if the recipient does not believe the child is at risk of abuse or neglect while being provided care by the provider. A recipient must not be required to use a provider with whom the recipient has reason to believe the child is at risk of abuse or neglect. If other adults are residing in the household but the recipient does not believe the other adult is suitable, the recipient must provide a reasonable statement as to why the other adult(s) is unavailable or places the child at risk of abuse or neglect.

D. Within a reasonable distance—When determining whether a provider is within a reasonable distance, the division shall consider the following:

(I) Availability of personal transportation;

(II) Distance from public transportation to care and work; and

(III) What is reasonable within the community.

(B) Good Cause.

1. The following constitute good cause for failure to participate or accept employment:

A. The employment would result in the family of the recipient experiencing a net loss of cash income;

B. Net loss of cash income results if the family's gross income less necessary work-related expenses is less than the cash assistance the individual was receiving at the time the offer of employment is made. Gross

income includes, but is not limited to, earnings, unearned income and cash assistance;

C. Court-required appearance or incarceration;

D. Emergency family crisis which renders participation unreasonable;

E. Breakdown in transportation arrangements with no readily accessible alternate means of transportation;

F. Breakdown in the child care arrangement or availability of child care not suited for special needs of the child for whom it is intended; or

G. Lack of identified social services necessary for participation and set forth in the self-sufficiency pact referenced in 13 CSR 40-2.370.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*

**13 CSR 40-2.320 Prohibition Against Displacing Existing Workers Through Work Activities Associated with the Temporary Assistance Program**

*PURPOSE: This rule prohibits displacing existing workers through work activities associated with the Temporary Assistance Program and creates a grievance procedure for workers who believe that they have been displaced.*

(1) An adult receiving assistance through the administration of the Temporary Assistance Program may fill a vacant employment position in order to engage in work activities. An adult receiving assistance through the program, who fills a vacant employment position in order to engage in work activities, must be guaranteed wages and benefits comparable to employees in like positions.

(2) An adult receiving Temporary Assistance and participating in a wage supplementation program may only fill a new employment position.

(3) No adult in a work activity as part of the Temporary Assistance Program and described in these rules shall be employed or assigned to a work activity when—

(A) Any other individual is on layoff from the same or any substantially equivalent job;

(B) The employer has terminated the employment of any regular employee,

reduced the hours of such employee, or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created with an individual described in section (1); or

(C) The employment opportunity is created by a strike, lockout or other bona fide labor dispute.

(4) An individual who believes that s/he has been adversely affected by a violation of sections (2) and (3) or the organization that is duly authorized to represent the employee, shall be afforded an opportunity to grieve it. The employee or the employee's organization must first attempt to remedy the alleged violation through a meeting with the employer within thirty (30) days of the request for the meeting. If the complaint is not resolved to the satisfaction of the employee, the employee may appeal to the Division of Family Services in accordance with the provisions of 13 CSR 40-2.160. The division may make a recommendation to the employer that the employee be reinstated or receive retroactive pay and benefit. In addition, if it is found the employer violated the provisions in sections (2) and (3) above, the division shall terminate the wage supplementation contract with the employer.

(5) Nothing in this section shall preempt or supersede any provision of a collective bargaining agreement. If there is an existing grievance procedure in a collective bargaining agreement, it must be followed.

(6) Nothing in this section shall preempt or supersede any provision of state law that provides greater protection for employees from job displacement.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule file Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*

**13 CSR 40-2.325 Prohibition Against Payment of Temporary Assistance to Families That Do Not Include a Minor Child**

*PURPOSE: This rule prohibits the payment of Temporary Assistance to families that do not include a minor child.*

(1) For the purpose of the administration of the Temporary Assistance Program the Divi-

sion of Family Services shall not provide assistance to or on behalf of a family—

(A) Unless the family includes:

1. A child under the age of eighteen (18) who resides with a custodial parent or other adult caretaker relative of the minor child; or

2. A child under the age of nineteen (19) and a full-time student in a secondary school (or at the equivalent level of vocational or technical training), if the child may reasonably be expected to complete the program of the secondary school (or vocational or technical training); and

(B) If the family includes an adult who has received public assistance through a program funded in whole or part through the Temporary Assistance for Needy Families (TANF) Block Grant, section 603 of Title 42, *United States Code* (including the Temporary Assistance Program), for a total of five (5) years (sixty (60) cumulative months, whether or not consecutive) unless an exception described in 13 CSR 40-2.350 applies. As used in this paragraph "assistance" is defined as set forth in 13 CSR 40-2.300, whether provided in Missouri or another state or territory, or whether provided before or after the effective date of these rules.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*

**13 CSR 40-2.330 Reduction of Temporary Assistance for Noncooperation in Establishing Paternity or Obtaining Child Support**

*PURPOSE: This rule provides for the reduction of Temporary Assistance for noncooperation in establishing paternity or obtaining child support.*

(1) If it is determined by the Division of Child Support Enforcement, or its designee, that an applicant for or a recipient of Temporary Assistance is not cooperating in establishing paternity or in establishing, modifying, or enforcing a support order with respect to a child, and the individual does not qualify for any good cause or other exception established by the Division of Child Support Enforcement, or its designee, pursuant to section 654(29) of Title 42, *United States Code*, then the Division of Family Services—

(A) Shall deduct from the assistance that would otherwise be provided to the family of

the individual an amount equal to not less than twenty-five percent (25%) of the amount of such assistance.

(2) For purposes of the administration of section (1) of this rule, good cause for refusing to cooperate is deemed to exist in one (1) or more of the following circumstances:

(A) Cooperation by the applicant may reasonably be anticipated to result in—

1. Physical or emotional harm to a child;

2. Physical or emotional harm to the claimant of sufficient severity that it will reduce the applicant's capacity to adequately care for a child; or

3. Physical or emotional harm to the claimant as a result of domestic violence; and

(B) Establishing paternity or securing support will be detrimental to a child because—

1. The child was conceived as a result of incest or rape;

2. Legal proceedings for adopting the child are pending before a court; or

3. A public or private social agency is currently assisting the applicant to resolve the issue of whether to keep the child or to relinquish the child for adoption, and the discussions have not gone on for more than three (3) months.

**AUTHORITY:** sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.335 Assignment of Certain Support Rights as a Condition for the Receipt of Temporary Assistance

**PURPOSE:** *This rule provides for the assignment of certain support rights as a condition for the receipt of Temporary Assistance.*

(1) For the purpose of the administration of the Temporary Assistance Program the Division of Family Services shall require, as a condition to eligibility for the receipt of assistance, that a member of the family assign to the Division of Family Services any rights the family member may have (on behalf of the family member or of any other person for whom the family member has applied for or is receiving such assistance) to support from any other person, not exceeding the total amount of assistance so provided to the family, which accrue (or have accrued) before the date the family leaves the program. Such

assignment of support, on or after the date the family leaves the program, shall not apply with respect to any support (other than support collected pursuant to section 664 of Title 42, *United States Code*) which accrued before the family received such assistance and which the Division of Child Support Enforcement has not collected within the time limits set forth in section 608(a)(3)(i) and (ii) of Title 42, *United States Code*.

(2) The Division of Family Services shall not require, as a condition of providing Temporary Assistance to any family, that a member of the family assign any rights to support described in section (1) which accrue after the date the family leaves the program.

(3) For purposes of the administration of this rule, an application or receipt of Temporary Assistance shall constitute an assignment of such support rights which shall take effect, by operation of law, upon a determination that the applicant is eligible for assistance.

**AUTHORITY:** sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.340 Prohibition Against Payment of Temporary Assistance to Teenage Parents Who Do Not Attend High School or Other Equivalent Training

**PURPOSE:** *This rule prohibits the payment of Temporary Assistance to teenage parents who do not attend high school or other equivalent training program.*

(1) For the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide assistance to an individual who has not attained eighteen (18) years of age, is not married, has a minor child at least twelve (12) weeks of age in his/her care, and has not successfully completed a high school education (or its equivalent), if the individual does not participate in—

(A) Educational activities directed towards the attainment of a high school diploma or its equivalent; or

(B) An alternative educational or training program that has been approved by the Division of Family Services.

**AUTHORITY:** sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.345 Prohibition Against Payment of Temporary Assistance to Teenage Parents Not Living in Adult Supervised Settings

**PURPOSE:** *This rule prohibits the payment of Temporary Assistance to teenage parents not living in adult supervised settings.*

(1) Except as provided in section (2), for the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide assistance to an individual who has not attained eighteen (18) years of age, is not married, and has a minor child in his/her care, if the individual and the minor child do not reside in a place of residence maintained by a parent, legal guardian, or other adult relative of the individual as such parent's, guardian's, or adult relative's home.

(2) In the case of an individual described in section (3) of this rule, the Division of Family Services shall provide, or assist the individual in locating a maternity home, or other appropriate adult-supervised supportive living arrangement, taking into consideration the needs and concerns of the individual, unless the Division of Family Services determines that the individual's current living arrangement is appropriate, and thereafter shall require that the individual and the individual's minor child reside in such living arrangement as a condition of the continued receipt of assistance or in an alternative appropriate arrangement should circumstances change and the current arrangement cease to be appropriate.

(3) For purposes of section (2) the "individual" means an individual who has not attained eighteen (18) years of age, is not married, and has a minor child in his/her care and—

(A) The individual has no parent, legal guardian, or other appropriate adult relative described in subsection (3)(B) of his/her own who is living or whose whereabouts are known;

(B) No living parent, legal guardian, or other appropriate adult relative, who would otherwise meet applicable criteria to act as

the individual's legal guardian, of such individual allows the individual to live in the home of such parent, guardian, or relative; or  
 (C) The Division of Family Services determines that—

1. The individual or the minor child referred to in section (1) is being or has been subjected to serious physical or emotional harm, sexual abuse, or exploitation in the residence of the individual's parent or legal guardian;
2. Substantial evidence exists of an act or failure to act that presents an imminent or serious harm if the individual and the minor child lived in the same residence with the individual's own parent or legal guardian; or
3. The Division of Family Services otherwise determines that it is in the best interest of the minor child to waive the requirement of section (1) with respect to the individual or the minor child.

*AUTHORITY:* sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority:* 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

**13 CSR 40-2.350 Time Limit for Receipt of Temporary Assistance**

*PURPOSE:* This rule establishes a five (5)-year time limit on receipt of Temporary Assistance.

(1) Subject to the exceptions contained in this section, for the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide or continue to provide assistance to or on behalf of—

(A) A family that includes an adult who has received assistance, whether provided in Missouri or another state or territory, or whether provided before or after the effective date of these rules, for a total of five (5) years (sixty (60) cumulative months, whether or not consecutive); and

(B) For purposes of the administration of subsection (1)(A) of this rule the Division of Family Services shall not count towards the five (5)-year (sixty (60)-month)-limit—

1. Any month of receipt of assistance by an individual when—

A. The individual is participating in a wage supplementation program; or

B. The individual was a minor and not the head-of-household nor married to the head-of-household; and

2. Any month in which an adult lived in Indian country (as defined in section 1151 of Title 18, *United States Code*) or in a Native Alaskan Village if at least one thousand (1,000) individuals were living on the reservation or in the village and at least fifty percent (50%) of the adults living on the reservation or in the village were not employed.

(2) Notwithstanding the provisions of subsection (1)(A) of this rule the Division of Family Services has the option to extend assistance from the Temporary Assistance Program beyond the five (5)-year limit. The division may, but is not required to, extend such additional assistance to a family only on the basis of—

- (A) Hardship; or
- (B) The fact that the family includes someone who has been battered, or subject to extreme cruelty based on the fact that the individual has been subjected to—
  1. Physical acts that resulted in, or threatened to result in, physical injury to the individual;
  2. Sexual abuse;
  3. Sexual activity involving a dependent child;
  4. Being forced as the caretaker relative of a dependent child to engage in nonconsensual sexual acts or activities;
  5. Threats of, or attempts at, physical or sexual abuse;
  6. Mental abuse; or
  7. Neglect or deprivation of medical care.

(C) If the division opts to extend assistance to part of its caseload as permitted under this section, it will only determine whether or not the extension applies to a specific family once an adult in the family has received sixty (60) cumulative months of assistance.

*AUTHORITY:* sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority:* 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

**13 CSR 40-2.355 Prohibition Against Payment of Temporary Assistance Benefits to a Person Found to Have Fraudulently Misrepresented Residence in Order to Obtain Assistance in Two or More States**

*PURPOSE:* This rule prohibits the payment of Temporary Assistance to a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states.

(1) For the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide assistance to or on behalf of an individual during the ten (10)-year period that begins on the date the individual is convicted in federal or state court of having made a fraudulent statement or representation with respect to the place of residence of the individual in order to receive assistance simultaneously from two (2) or more states under programs that are funded under Title IV (42 *United States Code* section 601 et seq.), Title XIX (42 *United States Code* section 1396 et seq.), or the Food Stamp Act of 1977, or benefits in two (2) or more states under the Supplemental Security Income program under Title XVI (42 *United States Code* section 1381 et seq.). The preceding sentence shall not apply with respect to a conviction of an individual, for any month beginning after the president of the United States grants a pardon with respect to the conduct which was the subject of the conviction.

*AUTHORITY:* sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority:* 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

**13 CSR 40-2.360 Prohibition Against Payment of Temporary Assistance to Certain Persons Fleeing to Avoid Prosecution, or Custody or Confinement After Conviction**

*PURPOSE:* This rule prohibits the payment of Temporary Assistance to certain persons fleeing to avoid prosecution, or custody or confinement after conviction.

(1) For the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide assistance to or on behalf of any individual who is—

(A) Fleeing to avoid prosecution, or custody or confinement after conviction, under

the laws of the place from which the individual flees, for a crime, or an attempt to commit a crime, which is a felony under the laws of the place from which the individual flees, or which, in the case of the state of New Jersey, is a high misdemeanor under the laws of such state; or

(B) Violating a condition of probation or parole imposed under federal or state law. The preceding sentence shall not apply with respect to conduct of an individual, for any month beginning after the president of the United States grants a pardon with respect to the conduct.

**AUTHORITY:** sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.365 Prohibition Against Payment of Temporary Assistance on Behalf of Minor Children Who Are Absent from the Home for a Significant Period of Time

**PURPOSE:** *This rule prohibits the payment of Temporary Assistance to minor children who are absent from the home for a significant period of time.*

(1) For the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall not provide assistance to or on behalf of—

(A) A minor child who has been, or is expected by a parent (or other caretaker relative) of the child to be, temporarily absent from the home for a period exceeding ninety (90) consecutive days; or

(B) An individual who is a parent (or other caretaker relative) of a minor child and who fails to notify the Division of Family Services of the absence of the minor child from the home for the period specified in or provided for pursuant to subsection (1)(A), by the end of the five (5)-day period that begins with the date that it becomes clear to the parent (or relative) that the minor child will be absent for such period so specified or provided for.

**AUTHORITY:** sections 207.020 and 208.040.5, RSMo 1994.\* *Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.

### 13 CSR 40-2.370 Requirement That All Applicants/Recipients for the Payment of Temporary Assistance Shall Complete an Assessment and May Be Required To Complete a Self-Sufficiency Pact

**PURPOSE:** *This rule requires that all applicants/recipients for the payment of Temporary Assistance shall complete an assessment and may be required to complete an individual responsibility plan which is termed a self-sufficiency pact.*

(1) Initial Assessment and Self-Sufficiency Pact.

(A) For the purpose of the administration of the Temporary Assistance Program, the Division of Family Services shall make an initial assessment of the skills, prior work experience, and employability of each applicant/recipient of assistance under the program who is the head of household or second parent and—

1. Has attained eighteen (18) years of age; or

2. Has not completed high school or obtained a certificate of high school equivalency, and is not attending secondary school.

(B) The assessment described in subsection (1)(A) shall be completed within thirty (30) days after the individual is determined to be eligible for such assistance.

(C) On the basis of the assessment made under subsection (1)(A) with respect to an individual, the Division of Family Services, in negotiation with the individual, may develop a self-sufficiency pact (SSP) for the individual, which—

1. Sets forth an employment goal for the individual and a plan for moving the individual into employment as soon as possible and may include a requirement that the individual attend parenting and money management classes;

2. Sets forth the obligations of the individual, which may include a requirement that the individual keep school age children of the individual in school and immunize children;

3. To the greatest extent possible is designed to move the individual into whatever employment the individual is capable of handling as quickly as possible;

4. Describes the services the state will provide the individual so that the individual will be able to obtain and keep employment, and describe the job counseling and other services that will be provided by the state; and

5. May require the individual to undergo appropriate substance abuse treatment.

(2) In-Depth Assessment and Self-Sufficiency Pact.

(A) In some instances, the division may require an in-depth assessment be conducted to assist in developing an SSP. For this SSP, participants shall include:

1. A representative of the Division of Family Services, who shall be a case manager or other specifically designated, trained and qualified person authorized to negotiate the SSP and follow-up with the family and responsible state agencies to ensure that the SSP is reviewed at least annually and, if necessary, shall be revised (including extension) as further assessments, experience, circumstances and resources require; and

2. The recipient and, if appropriate, another family member, assessment personnel or an individual interested in the family's welfare.

(B) The SSP under section (2) shall—

1. Contain the provisions in subsection (1)(C) above;

2. Be in writing and establish mutual state and family member obligations as part of a plan containing goals, objectives and time lines tailored to the needs of the family and leading to self-sufficiency;

3. Identify available support services, such as subsidized child care, medical services and transportation benefits during a transition period, to help ensure that the family will be less likely to return to public assistance;

4. Contain a parent and child development plan to develop the skills and knowledge of adults in their role as parents to their children and partners of their spouses. Such SSP shall include school participation records; and

5. Address circumstances creating barriers to self-sufficiency and may be updated and adjusted to identify and address the removal of these barriers.

(3) The Division of Family Services shall establish a training program for self-sufficiency pact case managers which shall include but not be limited to:

(A) Knowledge of public and private programs available to assist recipients to achieve self-sufficiency;

(B) Skills in facilitating recipient access to public and private programs; and

(C) Skills in motivating and in observing, listening and communicating.

(4) The Division of Family Services shall encourage families enrolled in the family self-sufficiency program to make full use of the federal earned income credit.



(5) An individual may request a review by the director of the Division of Family Services, or the director's designee, of any provision of the SSP that the recipient objects to as inappropriate. After receiving informal review, a recipient who is still aggrieved may appeal the results of the informal review pursuant to the provisions of section 208.080, RSMo.

(6) If an individual in a family fails to cooperate in developing the self-sufficiency pact or, without good cause, fails to comply with the SSP, the division shall reduce the amount of temporary assistance otherwise payable to the family, *pro rata*.

(A) Good cause for not complying with the terms of a self-sufficiency pact are—

1. Court-required appearance or incarceration;
2. Emergency family crisis which renders participation unreasonable;
3. Breakdown in transportation arrangements with no readily accessible alternate means of transportation;
4. Breakdown in the child care arrangement or availability of child care not suited for special needs of the child for whom it is intended; or
5. Lack of identified social services necessary for participation and set forth in the self-sufficiency pact referenced in this rule.

(7) The Division of Family Services shall make efforts to coordinate with the Departments of Health, Mental Health, Elementary and Secondary Education, Labor and Industrial Relations, and Economic Development to develop or make available existing programs to individuals enrolled in SSPs.

*AUTHORITY: sections 207.020 and 208.040.5, RSMo 1994.\* Emergency rule filed Feb. 18, 1998, effective March 1, 1998, terminated Aug. 10, 1998. Original rule filed Jan. 16, 1998, effective Aug. 1, 1998.*

*\*Original authority: 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993 and 208.040.5, RSMo 1949, amended 1955, 1969, 1982, 1985.*