

Using the Sequential Evaluation Process (SEP) for the TANF Time Limit

Extension (TLE) Desk Aid for Disability Specialists

Disability Specialists (DS) and WorkFirst Social Service Specialists (WFSSS) trained in the incapacity determination process will use this process only **after** a WFSSS or a WorkFirst Program Specialist (WFPS) reviews the participant's medical evidence and determines they don't qualify for a TANF TLE based on [WAC 388-310-0350](#) adult disability criteria.

The WFPS/WFSSS will have requested a signed consent form from the applicant if one was not in the ECR.

The DS or cross-trained WFSSS will:

- Review the 14-084 referral and complete the assignment in Barcode.
- Open the case in ICMS, if not already open, by selecting the "Accept" button on the ICMS Basic Data Screen.
- Select "TANF TLE" in the Program box on the ICMS Basic Data Screen.
- Document the receipt of the TANF TLE Referral in ICMS notes and record next steps.
- The DS/WFSSS may meet (in- person or by phone) with the participant to complete a Social Service Intake.
- The SEP will be completed once medical evidence is received.

If TANF is closed and the participant reapplies on or after month 60:

- Review all available medical evidence as it is received. If sufficient to determine ABD eligibility, begin the SEP process in ICMS.
- Request additional medical evidence, pend to the 45th day of application, and communicate this delay to WF staff by tickle to **@WFW** pool. Request an SOP extension as needed.

Note:

For medical evidence received after the participant has been referred to the TANF TLE Disability Evaluation but before TANF has been terminated, the WFPS/WFSSS must review the documents to determine if the participant is eligible for the TANF TLE per [WAC 388-310-0350](#).

(It may be beneficial for the WFPS/WFSSS and the DS to schedule a case staffing to discuss the medical evidence.)

If this medical evidence is sufficient:

- The WFPS/WFSSS will approve the TLE.



- The WFPS/WFSSS will communicate to the DS via @SOC that the medical evidence received qualified the participant for the TLE under a different category and the SEP is no longer needed.
- The DS will stop the TANF TLE Disability Evaluation.

If this medical evidence is insufficient:

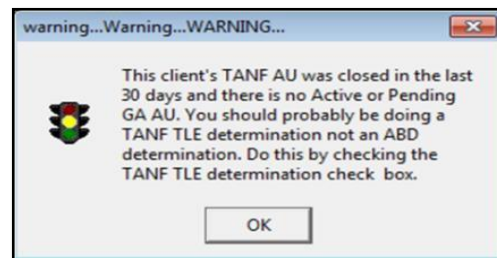
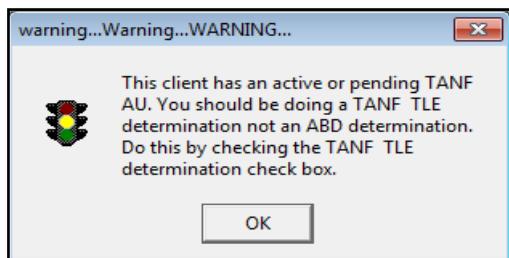
- The WFPS/WFSSS will communicate to the DS via @SOC that they reviewed the medical evidence and it remains insufficient for the TANF TLE per [WAC 388-310-0350](#).
- The DS will proceed with TANF TLE SEP Disability Determination.

Complete the SEP: On the first screen of the SEP process, mark the TANF TLE determination checkbox.

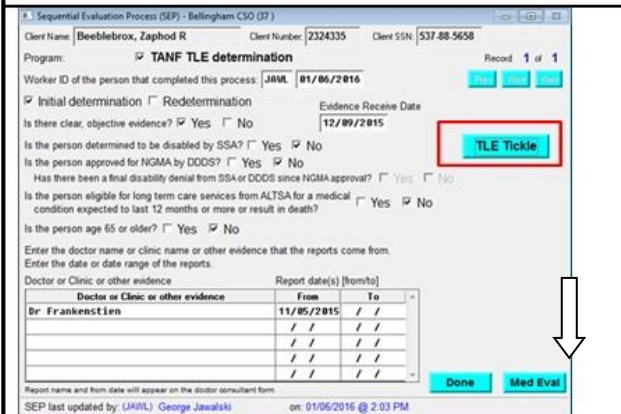
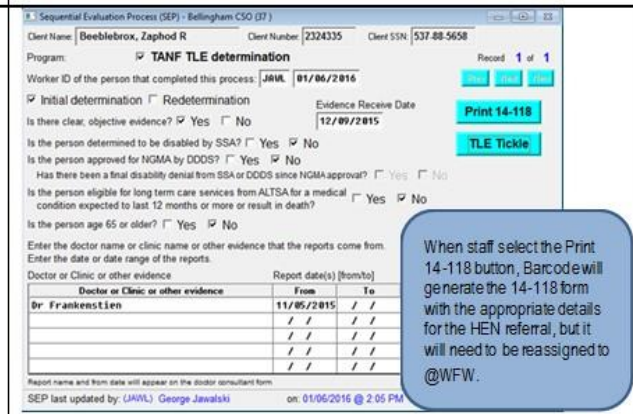
If the TANF TLE check box was not checked, a pop up will display when you select “Med Eval”

If there is an active TANF AU:

If the TANF AU was closed in last 30 day



After the SEP is complete, return to the main SEP screen. There are two options available:

If the TANF TLE is approved <u>or</u> both TANF TLE and HEN referral is denied:	If the TANF TLE is denied and HEN referral is approved:																																				
 <p>Sequential Evaluation Process (SEP) - Bellingham CSO (37)</p> <p>Client Name: Beeblebrox, Zaphod R Client Number: 2324335 Client SSN: 537-88-5658</p> <p>Program: <input checked="" type="checkbox"/> TANF TLE determination Record 1 of 1</p> <p>Worker ID of the person that completed this process: JAWL 01/06/2016</p> <p><input checked="" type="checkbox"/> Initial determination <input type="checkbox"/> Redetermination</p> <p>Is there clear, objective evidence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Evidence Receive Date: 12/09/2015</p> <p>Is the person determined to be disabled by SSA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person approved for NGMA by DDOS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Has there been a final disability denial from SSA or DDOS since NGMA approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person eligible for long term care services from ALISA for a medical condition expected to last 12 months or more or result in death? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person age 65 or older? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Enter the doctor name or clinic name or other evidence that the reports come from. Enter the date or date range of the reports.</p> <table border="1"> <thead> <tr> <th>Doctor or Clinic or other evidence</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Dr. Frankenstein</td> <td>11/05/2015</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> </tbody> </table> <p>Report name and from date will appear on the doctor consultant form</p> <p>SEP last updated by: (JAWL) George Jawalski on: 01/06/2016 @ 2:03 PM</p> <p>Buttons: Done, Med Eval, TLE Tickle</p>	Doctor or Clinic or other evidence	From	To	Dr. Frankenstein	11/05/2015	/ /		/ /	/ /		/ /	/ /		/ /	/ /		/ /	/ /	 <p>Sequential Evaluation Process (SEP) - Bellingham CSO (37)</p> <p>Client Name: Beeblebrox, Zaphod R Client Number: 2324335 Client SSN: 537-88-5658</p> <p>Program: <input checked="" type="checkbox"/> TANF TLE determination Record 1 of 1</p> <p>Worker ID of the person that completed this process: JAWL 01/06/2016</p> <p><input checked="" type="checkbox"/> Initial determination <input type="checkbox"/> Redetermination</p> <p>Is there clear, objective evidence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Evidence Receive Date: 12/09/2015</p> <p>Is the person determined to be disabled by SSA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person approved for NGMA by DDOS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Has there been a final disability denial from SSA or DDOS since NGMA approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person eligible for long term care services from ALISA for a medical condition expected to last 12 months or more or result in death? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the person age 65 or older? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Enter the doctor name or clinic name or other evidence that the reports come from. Enter the date or date range of the reports.</p> <table border="1"> <thead> <tr> <th>Doctor or Clinic or other evidence</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Dr. Frankenstein</td> <td>11/05/2015</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> <tr> <td></td> <td>/ /</td> <td>/ /</td> </tr> </tbody> </table> <p>Report name and from date will appear on the doctor consultant form</p> <p>SEP last updated by: (JAWL) George Jawalski on: 01/06/2016 @ 2:05 PM</p> <p>Buttons: Print 14-118, TLE Tickle</p> <p>Callout bubble: When staff select the Print 14-118 button, Barcode will generate the 14-118 form with the appropriate details for the HEN referral, but it will need to be reassigned to @WFW.</p>	Doctor or Clinic or other evidence	From	To	Dr. Frankenstein	11/05/2015	/ /		/ /	/ /		/ /	/ /		/ /	/ /		/ /	/ /
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Communicate the SEP determination to WF staff by selecting the “TLE Tickle” button. Barcode will attempt to fill in the tickle details based on the SEP determination. This tickle will be assigned to @WFW pool. Make sure all details in the disability determination are accurate. Add additional information as needed.

If TANF TLE is approved:

- There will be *no tickle details* and the reason will state “*This participant has been approved for TANF TLE.*”
- Send communication to the WFPS @WFW pool with the determination of approval.

If TANF TLE is denied:

- Send communication to the WFPS @WFW pool with the determination of TLE denial.

If TANF TLE is denied and the HEN Referral program is approved:

- Send communication to the WFPS @WFW pool with the determination of HEN referral approval.