

## Interview Questionnaire for Rhode Island DHS FFY2018 ABAWD / Management Evaluation Review

**Person Completing Questionnaire:**

**Title:**

**State Organization:** Rhode Island Department of Human Services

**Phone:**

**Date of Completion:**

### Section 1 – State Policy Options

1. Which type of clock does the State to use to measure the 36-month period? [273.24(b)(3)]
  - a) Fixed clock with the same time period for all ABAWDs (also called a universal clock);
  - b) Fixed clock with individual time periods (can start at date of application or date the individual becomes an ABAWD or loses exemption); or
  - c) Rolling clock (36 month look-back period begins at application).
  
2. 273.10(f)(3)(i) provides that ABAWD households should be assigned certification periods consistent with their circumstances, but generally no less than 3 months. Does the State assign shorter certification periods to all or certain ABAWD households? Is it different if the ABAWD is already meeting the work requirements at the time of application?

*Note: Under simplified reporting States can assign a 4-month certification period at minimum [273.12(a)(5)(i)].*

3. Does the State operate a mandatory Employment and Training program? [273.7(e)] If so, what are the State's disqualification/sanction periods? [273.7(f)]
  
4. What is the State's strategy concerning ABAWD time limit waivers? [273.24(f)]

## **Section 2 – State Procedures for Identifying ABAWDs and Training Workers**

1. Please explain the local office process for identifying whether an applicant is an ABAWD.
2. Do case workers enter something into the system that identifies the applicant as an ABAWD?
3. How does the State effectively train its eligibility workers on ABAWD policy? Does the State provide its workers with specific training and reference materials specific to ABAWD policy?
4. It is critical that eligibility workers screen individuals for exemption and communicate the requirements of the time limit to all potential ABAWD households during the application process and certification interview. How does the state monitor that its eligibility workers are doing this effectively?
5. How does the State agency inform potential ABAWD households of the time limit, exemption criteria, and fulfillment of the ABAWD work requirement at certification, periodic report, and recertification?

Does the State have procedures and materials in place to ensure that potential ABAWD households understand the special conditions of eligibility that apply to them?

## **Section 3 – State Procedures for Tracking ABAWDs**

1. Please describe the management controls in place to track the 3 in 36 month time limit to identify at-risk ABAWDs and the level of automation.
2. Is the tracking system consistent and accessible throughout all counties/project areas in the State?

3. Are alerts provided to caseworkers on the number of months an ABAWD has participated? How often are alerts provided? If provided, who monitors that case workers act on the alerts?
  
4. How does the State track ABAWDs that regain eligibility within the 36-month time period? How does the tracking system account for the additional three consecutive countable months of eligibility?
  
5. If ABAWDs are placed in an E&T work component, how is their participation tracked?
  
6. What happens if they stop participating in the E&T component?
  
7. Please explain any involvement of contractors/alternate State agency in tracking participation in E&T components. Who do they work with in the State agency?

#### **Section 4 – Other State Agency Procedures and Eligibility Worker Training**

1. Prior to transitioning-off of its Statewide time limit waiver, did the State provide notice to all ABAWDs subject to the time limit at least 30-days prior to waiver expiration?
  
2. Under 273.12(a)(5)(ii), States must provide households assigned to simplified reporting with a written and oral explanation of the applicable reporting requirements. For ABAWDs, this includes reporting when work hours fall below 20 hours per week, averaged monthly. Does the State provide written materials to communicate this information to potential ABAWD households?

3. What happens if during the certification period an ABAWD reports they are no longer meeting work requirements?
  
4. Does the notice of adverse action (NOAA) that is used when ABAWDs lose eligibility due to the time limit provide a specific explanation of the time limit, exemption criteria, and fulfillment of the work requirement?
  
5. Is the eligibility system set up to issue a NOAA automatically? If so, when is this notice sent? If not, how does this process work?
  
6. What happens if at recertification, the worker discovers that the ABAWD is not meeting work requirements? How do workers determine how many months the ABAWD did not meet work requirements?
  
7. Please detail a timeline for how benefits are issued and a timeline for how NOAAs are prepared in both Nassau and Suffolk County.

### **Section 5 – 15% Exemptions**

1. Please explain your procedures for tracking 15% exemptions.
  
2. Who determines how many 15% exemptions are used each month? Are local offices involved in this? Are contractors involved?
  
3. If contractors are involved, what are their specific responsibilities?

4. Who in the state works with the contractor? Does anyone monitor the contractor?
5. Who compiles the data for reporting the number of 15% exemptions used? Where does the data come from?
6. Is there a process in place to review used 15% exemptions to date to avoid overuse of the States allotment?

**Section 6 – Compliance with Pledge (if applicable)**

1. What are the management controls in place to track the 3 in 36 month time limit to identify at-risk ABAWDS? Is it automated? How do you track the second 3 month period?
2. Please explain any involvement of contractors/alternate State agency to track the time limit?
3. If offered a component and the client fails to participate, what happens?
4. If a client starts a component, who tracks that they continue to participate? How is this tracked? If the client stops participating, what happens?
5. How does the State offer qualifying components to all at-risk ABAWDs?