

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-15	Policy # 24.6
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: OCGA 15-11-420 Department of Human Services Online Directives Information System, Volume I-TANF MT 28-08/2012; Volume III-FS MT-37-01/14; Volume II/MA, MT 47_01/14; MAN3540 05/15	
Chapter 24: FEDERAL PROGRAMS	Effective Date: 11/22/16 Scheduled Review Date: 11/22/17	
Subject: Expedited Benefit Applications for Pre-Adjudicated Youth in RYDC and Youth in the Community	New Policy Division of Finance APPROVED:	
Attachments: A. Application for Benefits (DHS Form 297) B. Change Form C. COMPASS Community Resource Handbook D. COMPASS Transaction Authorization	 _____ Avery D. Niles, Commissioner	

I. POLICY:

DJJ serves as an Umbrella Organization and Community Partner Resource for the Department of Human Services and Division of Family and Children Services for the Georgia Common Point of Access to Social Services. The Department of Juvenile Justice shall offer the online application or a household application change to determine eligibility for Medicaid, Food Stamps, Childcare and Parent Services for pre-adjudicated youth in RYDC and youth receiving intake, probation and commitment supervision services in the community.

II. DEFINITIONS:

Department of Human Services (DHS): State agency responsible to provide Georgians with customer-focused human services, child protection, adult protection, child welfare and stronger families and self-sufficiency. DHS includes the Division of Family and Children Services, Division of Aging Services and the Division of Child Support Services. Georgia COMPASS is offered by DHS to Georgians to access services online and serve as a single point of entry for a wide range of programs.

Division of Family and Children Services (DFCS): A Division within DHS responsible for investigations of child abuse, foster and adoption assistance services for abused and neglected children, assistance to low income families and individuals for Temporary Assistance for Needy Families (TANF), Food Stamp benefits (SNAP), health, human and social services such as Medicaid and a wide range of services for families in crisis.

Umbrella Organization: State, county and local government agencies, DHS agencies/divisions, and agencies contracted with DHS to provide direct community services to the Georgians. An Umbrella Organization is listed in Georgia COMPASS web portal as a Community Partner Resource.

Georgia COMPASS (COMPASS): Georgia COMPASS is designed as a single point of access for Georgians to screen potential eligibility for benefits, complete on line applications,

Chapter 24	Subject	Policy #	Page
FEDERAL PROGRAMS	EXPEDITED BENEFIT APPLICATIONS FOR PRE-ADJUDICATED YOUTH IN RYDC AND YOUTH IN THE COMMUNITY	24.6	2 of 5

report changes and check benefits status. DHS operated online service available to Georgians to apply for and renew health and human service benefits such as federal and state funded insurance (Medicaid), Cash Assistance (TANF), Child Care Assistance (CAPS) and Food Stamps (SNAP). Georgia COMPASS can be used to screen for other DHS services such as Mental Health and Substance Abuse Services, Child Support, Aging Services, Housing Assistance, Supplemental Nutrition Program for Women, Infants, and Children (WIC), home energy assistance and additional services through Local Community Action Agencies.

Georgia COMPASS Umbrella Organization Administrator: Authorized individual responsible for DJJ compliance with requirements for the Umbrella Organization. The Georgia COMPASS Umbrella Organization Administrator has access to Georgia COMPASS to add new users, update information on existing users and review submissions.

Georgia COMPASS Individual User: Authorized individual with access to Georgia COMPASS. The Division of Community Services will identify and designate community staff as Georgia COMPASS Individual Users. The Georgia COMPASS Individual User will be provided a system log in ID and secured password to access the Georgia COMPASS.

Georgia COMPASS Transaction Authorization Form: Responsibility, verification and acknowledgement by the Applicant/Recipient prior to the submission of their Georgia COMPASS transaction via an Umbrella Organization.

Medicaid: The federal and state-funded medical insurance program that provides health care services to individuals who meet the requirements for income, resources and citizenship. Medicaid provides support for pregnant women, children, low income families with children, persons age 65 and older, and people who are blind or disabled. Medicaid also oversees a number of waiver programs that provide home and community based medical, behavioral and social services to enrollees. As part of the Children’s Health Insurance Program (CHIP), Medicaid administers Peach Care for Kids®, a comprehensive, managed care program for uninsured children in low-income families living in Georgia.

Supplemental Nutrition Assistance Program (SNAP): Also known as the Food Stamp Program, is a program that provides monthly benefits to low-income households to help pay for the cost of food. A household may be one person living alone, a family, or several unrelated individuals living together who routinely purchase and prepare meals together.

Childcare and Parent Services (CAPS): Subsidized child care program to help low income families afford quality affordable child care so that the parent/legal guardian may attend employment, and/or attend school or a training program.

Economic Support Specialist: Staff responsible for determining eligibility, on-going cases and renewals for social programs offered by DFCS.

Georgia COMPASS Tracking Number: Also known as the Web ID Number, the COMPASS system generated tracking number provided after the completion of a transaction.

Chapter 24	Subject	Policy #	Page
FEDERAL PROGRAMS	EXPEDITED BENEFIT APPLICATIONS FOR PRE-ADJUDICATED YOUTH IN RYDC AND YOUTH IN THE COMMUNITY	24.6	3 of 5

Georgia COMPASS Receipt Number: The COMPASS system generated receipt number provided that serves as notification of transaction submission.

III. PROCEDURES:

- A. The Division of Community Services will identify at least one staff person per CSO/MSC to be trained as a Georgia COMPASS Individual User to complete COMPASS transactions for the purposes of this policy.
- B. The Division of Community Services staff designated as a Georgia COMPASS Individual User must obtain authorization from the Applicant/Recipient prior to any Georgia COMPASS Transactions.
 - a. The COMPASS Transaction Authorization Form must be completed prior to all transactions, including benefit inquiries. Georgia COMPASS transactions should be completed by the Individual User within 30 days of the initiated transaction.
 - b. The COMPASS Transaction Authorization Form must be retained for a period of three years from the date such authorization is received.
 - c. The Georgia COMPASS Transaction Authorization Form must be placed in the DJJ HIPAA file for all youth/families with DJJ involvement.
 - d. The Transaction Authorization Form will also be maintained by the Juvenile Program Manager or supervisor of the Georgia COMPASS Individual User and stored in a cabinet behind a locked door for all youth/families with and without DJJ involvement (independent court youth).
 - e. All Georgia COMPASS Transaction Authorization Forms will be emailed to DJJOFPCompass@djj.state.ga.us by the close of business for recording purposes.
 - f. The Georgia COMPASS Individual User will print a copy of the Georgia COMPASS Transaction Authorization Form to be given to the Applicant/Recipient for their records, if requested.
- C. For Youth Receiving Intake, Probation or Community Supervision Services and Pre-adjudicated RYDC youth:
 - 1. The Division of Community Services staff designated as a Georgia COMPASS Individual User must first screen potential eligibility for benefits prior to completing an on-line application or transaction.
 - 2. The Georgia COMPASS Individual User will set an in-person appointment with the youth family to complete the COMPASS application/transaction.
 - 3. Prior to the COMPASS Transaction appointment, the Georgia COMPASS Individual User will inform the applicant and/or their DJJ worker of the documentation the applicant will need to bring to the appointment for benefit eligibility purposes.
 - 4. The Georgia COMPASS Individual User will enter all pertinent accurate information provided from the applicant (legal guardian/youth) for the completion of the Georgia COMPASS transaction. The Individual User will enter the data provided by the applicant into the Georgia COMPASS transaction via the web portal.

Chapter 24	Subject	Policy #	Page
FEDERAL PROGRAMS	EXPEDITED BENEFIT APPLICATIONS FOR PRE-ADJUDICATED YOUTH IN RYDC AND YOUTH IN THE COMMUNITY	24.6	4 of 5

5. The Georgia COMPASS Individual User will scan into the COMPASS system all related documentation provided by the Applicant/Recipient required for the processing of the transaction. The COMPASS Tracking Number and Receipt Number will be needed to upload documents into COMPASS system.
 6. The Georgia COMPASS Individual User will ensure that electronic signature of the Georgia COMPASS transaction is only completed by the guardian or youth applying for benefits.
 7. After completion and submission of the COMPASS transaction, the COMPASS Individual User must record the COMPASS Tracking number and Receipt number. The COMPASS Tracking Number and Receipt Number must be **immediately** emailed to the DJJOFPCOMPASS@djj.state.ga.us ALONG WITH the DJJ Worker's name, email and phone number for eligibility processing by the DJJ Economic Support Specialist.
 8. The COMPASS Individual User will document in JTS Case Notes the completion of the Georgia COMPASS transaction and receipt of Georgia COMPASS Transaction Authorization Form, Tracking Number and Receipt Number. The Georgia COMPASS Transaction Authorization Form should also be uploaded into the JTS Correspondence Module by the close of business and placed in the youth's HIPAA file.
 9. The Office of Federal Programs and Economic Support Specialists will process the COMPASS transaction within 24-72 hours.
 10. The COMPASS applicant will be required to participate in a phone interview with the Economic Support System for eligibility determination purposes.
 11. If additional information is needed to process the COMPASS transaction, the DJJ Economic Support Specialist will contact the assigned DJJ worker.
 12. The status of the COMPASS transaction can be viewed in the COMPASS System by the COMPASS Individual User.
- D. For Medicaid, Food Stamps and CAPS application processing for youth confined in a YDC or in a RYDC serving long term YDC confinement dispositions returning to the community, see DJJ Policy 24.2, GA Common Point of Access to Social Services.
- E. For Medicaid application processing for YDC youth stepping down to residential placement, see DJJ Policy 24.1, Medicaid/Title IV-E for Residential Placement Youth. The Regional Medicaid Eligibility Specialist will continue processing Medicaid/Title IV-E Applications (Forms 223 and 224) to apply for Medicaid for Step-Down youth being release from RYDC/YDC or in the community into a residential program.
- F. For Placement Youth transitioning to the community from non-secure residential placement, COMPASS can be utilized only for SNAP (Food Stamps) and CAPS. If the youth remains Medicaid eligible after leaving placement, the youth will be transferred from Georgia Families 360 to Georgia Families for up to one (1) year after leaving placement. The Medicaid Eligibility Specialist will process a Continuing Medicaid Determination decision for the youth once notified that the youth has left placement and has returned to the community.
- G. The Department of Juvenile Justice will not be permitted to provide the Applicant/Recipient with any DHS/DFCS policy related information. The Applicant/Recipient must be directed to

Chapter 24	Subject	Policy #	Page
FEDERAL PROGRAMS	EXPEDITED BENEFIT APPLICATIONS FOR PRE-ADJUDICATED YOUTH IN RYDC AND YOUTH IN THE COMMUNITY	24.6	5 of 5

submit all eligibility inquiries to the local Division of Family and Children Services office or call the Online Services Hotline at 1-877-423-4746.

H. Any trouble shooting matters are to be reported to the Office of Federal Programs via email DJJOFPCompass@djj.state.ga.us.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO