

 <p>Department of Children & Family Services <i>Building a Stronger Louisiana</i></p>	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	K – Louisiana Combined Application Project(LaCap)
	Section No./Name	K-500-LaCap Changes
	Document No./Name	K-540-LaCap Determining the First Month Benefits Are Affected
	Effective Date	December 1, 2006

Changes shall be effective as explained below.

If the change results in ineligibility or decreased benefits, the closure or reduction must be effective the earliest possible month after expiration of advance notice of adverse action, if required.

Exceptions to advance notice of adverse action are listed in K-530-LaCAP. Concurrent notice is required in these situations.

If the change results in increased benefits, the increase must be effective the month after the month in which the change was reported.

Example: On January 26 a client who is receiving the minimum LaCAP benefit amount reports a \$200 monthly increase in her shelter costs. The benefits must be increased effective February.

K-541-LaCAP SUPPLEMENTAL BENEFITS

Issue supplemental benefits if action cannot be completed in time to affect benefits for the appropriate month as explained above or if the agency failed to take timely action to increase benefits following a reported change.