Proper use of dates

# Adverse Action

Adverse Action, also known as “Cutoff”, is the last day of the month a change can be processed and adversely affect eligibility for the next benefit month.

Adverse Action occurs each month, usually 13 days prior to the last day of the month.



Adverse Action is important, because:

1. It determines when eligibility starts and ends,
2. It determines when notices are sent,
3. It triggers system batch runs, and
4. It can be used as a case management tool.

# Filing Dates

Filing Dates set the begin date for benefits and establish the certification period by using the program request screens. The **Begin Month** on the program request page should reflect the month and years of the **Program Filing Date**.

If the member has requested a backdate for Health Care, do not manipulate the program filing date. Instead use the “How far back do you want Health Care?” field on the program request screen.

Program Filing Dates should only be updated at:

1. Application
2. Person Add
3. Person Delete
4. Program Add
5. Late renewal or when late verification is submitted for HC
6. Late verification is submitted after a 30-day denial notice for FS
7. When you receive a yellow banner to update it
8. When you receive a red banner to update it

# Effective begin months

The Begin Month date instructs CWW when to begin acting on the information entered on that page.

Effective begin dates are updated at application, renewal, when changing information on a screen and at person add.

When adding new data to a page, use the report month as the Begin Month. Example: Tom calls 9/12 and reports that he started a new job 6/15. The worker will build the new EI screen with a 09/YYYY date.



# Effective End Months

An end Month works in conjunction with a Begin month.

* Begin Month instructs CWW when to start looking at the data on the page.
* End Month instructs CWW when to stop looking at data on the page.

The End Month must always match the Begin Month except when entering an Educational Aid Unearned Income screen.

Do NOT end month a pregnancy page when adding a newborn to a case. This will cause the MAGP extension to end. The end month should be updated at the next renewal.

If a member reports that they were terminated from or quit a job, the Earned Income screen should be end dated. If the member reports they were laid off or are on leave and expect to return to work, do NOT enter an End Month.

Changes can still be made to pages that are end mothed but not deleted.

# screen deletions

Do NOT delete ANY screens while in training. Please ask a member of the training team before deleting a screen.

Deleting a page makes it READ ONLY. Meaning nothing can be updated on the screen once it is deleted.

Deleting a page will make it no longer visible in CWW, unless you search for it in history.

It is suggested that any pages with an End Month are not to be deleted until the next renewal or the next year, whichever is later. When deleting old pages, use the delete reason code **NL- Data Valid Used For Dates Entered.**

**Example:** Pregnancy screen was end dated 04/2020. At the renewal in June 2021, the worker would delete this screen using the NL code so that the information would be saved in history.

Using an **AE- Agency Error** delete reason code, will tell CWW that this information should have never been there.

**Example**: When building an EI page for the primary person on a case, a worker erroneously builds the page for a 4 yr old who has the same name as the primary person. Since this page was created in error and should completely ignored by the system, it is deleted using the AE delete code.