



Summary of WIPA Training Manual Edits for 2018

January 2018

General Edits

1. Corrected all identified errors in grammar, punctuation, spelling, capitalization, and use of passive voice to conform with all Federal Plain Language Guidelines as described at the Federal Plain Language website here:
<http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/index.cfm?CFID=6361947&CFTOKEN=3868bc29b7036623-1A62E240-B32E-20FD-C38C11C17255800C&jsessionid=6FE26AC287466669FF38CC3A27B09EA1.chh>
2. Corrected all formatting inconsistencies, errors or omissions in content, and typographical mistakes identified throughout the year.
3. Updated all examples that referenced annual SGA, TWP, FBR, or other work incentive figures.
4. Checked all web links for correctness and accessibility and made corrections as needed.
5. Updated all annual Medicare figures (premiums, co-pays, deductibles) and edited examples to include the 2017 FPL (2018 FPL listing isn't published until spring, after the manual is produced).

Module 1 Content Edits

1. In unit 2, we updated information about the SGA Project and the PROMISE Project using narrative from SSA's website.
2. In unit 3 we replaced the section describing American Job Centers with updated narrative taken from DOL ETA website. We also deleted all references to the VONAPP website since the VA now manages all online applications through the e-benefits application.

Module 2 Content Edits

In unit 2, we updated all references to the WIPA Terms and Conditions document to reflect the current content.

Module 3 Content Edits

1. In unit 2, we whanged all references to the “Annual Earnings Test” to simply “Earnings Test” to bring text in alignment with wording in the POMS. We also deleted several sentences that instructed CWICs to refer beneficiaries with visual impairments who are not listed at stat blind to SSA to see if designation can be changed.
2. In unit 7, we replaced all the attachments in the unit on PASS with updated versions, including the PASS form (SSA-545 Aug 2017).
3. In unit 9 we added a paragraph about new rules allowing beneficiaries to apply for EXR in the month they stop performing SGA. We also re-wrote the section on reopening determinations to improve accuracy (previous content used SSI POMS only) and to simplify the content.
4. In unit 10 we reorganized and partially re-wrote the first part of the Ticket to Work Unit to improve clarity, reduce redundancy and simplify content. We also deleted content explaining Ticket payments for concurrent beneficiaries. Since Ticket payment systems are not a primary concern for CWICs, this content was unnecessary.

Module 4 Content Edits

1. In unit 1, we added information about how some state Medicaid agencies treat the title II payment during special Medicaid eligibility determinations. We also made substantial changes to the section that discusses how Special Medicaid treats earned income. We made these changes to clarify the interaction of 1619(b) and Special Medicaid. In unit 1 we also added summary information about FPLs to provide some background information and increase clarity. Finally, we added information about the current status of CHIP.
2. In unit 2, we added information about EXR and MQGE and rewrote the section on Special Enrollment Periods. We also rewrote the section on paying premiums during the EPMC using updated information from Medicare.gov website.
3. In unit 5 we rewrote and simplified the definitions of the various types of healthcare plans. Used information from healthcare.gov website.

Module 5 Content Edits

1. In unit 2 (SNAP) we reorganized and replaced the entire unit to improve clarity and readability. We added new content about employment requirements taken directly from the SNAP website here: <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap>. We also added content describing the CWIC role in SNAP income and resource determinations. Updated relevant income figures using SNAP website.
2. In unit 3 (HUD) we rewrote the section on the Earned Income Disregard to improve clarity and provide examples. We also added information about HUD's Moving to Work (MTW) Demonstration program and information about HUD grievance procedures.
3. In unit 7, we added information from the AFI IDA website found here to update the status of AFI IDA grants (<https://www.acf.hhs.gov/ocs/programs/afi>).

Module 6 Content Edits

1. In unit 1, we substantially simplified and clarified the section about WIPA eligibility starting on page 8. We deleted redundant and confusing material and added information clarifying the difference between I&R services and individualized WIPA services taken directly from Units 2 and 3. This information needed to appear sooner in the Module. Finally, we added "A Quick Reference Guide to Beneficiary Priority Groups and Urgency Levels" (an approved resource document) to the additional resources section of this unit.
2. In unit 2, we substantially reorganized and revised the first half of this unit to include information from recent supplemental training on conducting initial interviews and gathering information. We used material taken directly from the PPT and the sample WIPA initial interview guide. We also deleted out-of-date and confusing information about the information gathering process for beneficiaries will receive individualized WIPA services to reflect content from recent supplemental training.
3. We substantially re-organized and re-wrote Unit 3 to reflect the transition to the HotDocs system for BS&A development.
4. In unit 4, we added a paragraph about new online reporting option for SSDI beneficiaries.

Module 7 Content Edits

1. In unit 1, we replaced all language taken from 2016 Terms and Conditions document with language from 2017 Terms and Conditions document.
2. In unit 2, we added a reference to POD participation being shown in ETO when CWICs are searching for prior involvement.