

# **Mastering Manage My Case**

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PARALEGAL, PUBLIC BENEFITS OUTREACH AND ENROLLMENT

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Legal Aid Chicago is a private nonprofit that provides **free** civil legal services to people with limited income in Cook County, securing their rights to economic stability, affordable housing, personal safety, fair working conditions, and basic healthcare.













### WHAT I HOPE YOU'LL LEARN

- Overview of what MMC can do
- Renew current benefits
- Report changes to current benefits
- Applying for Additional Programs
- Review
  - Contact information
  - Account information
  - What is due?
  - What is the status of my case?
- Viewing Notices
- Submitting required documents



Provide Key Information to unlock services and maximize DHS benefits





# Illinois' **Application for Benefits Eligibility (ABE)** has **three portals** to support applicants with their benefits:

### **Apply for Benefits**

ABE is the State of Illinois' web based portal for applying for and managing health coverage, SNAP and cash benefits online, anytime.

### Manage My Case (MMC)

MMC is a section on the <u>Application</u> <u>for Benefits Eligibility (ABE)</u> website that lets you check on, change, and renew your Medical, SNAP, and case benefits online, anytime.

### **Appeals**

The ABE Appeals portal allow users to file and manage appeals via the web based portal. The Appeals portal can be accessed through MMC or directly: <a href="https://abe.illinois.gov/abe/access/appeals">https://abe.illinois.gov/abe/access/appeals</a>



## **MMC GETTING STARTED**



INTERCEPT, SEARCH, AND SEIZE ANY COMMUNICATION OR DATA ITRANSITING OR STORED ON THIS INFORMATION SYSTEM. YOU MAY HAVE ACCESS TO OR SEE CONFIDENTIAL OR PROPRIETARY INFORMATION OR DATA (ALL HEREINAFTER REFERRED TO AS "CONFIDENTIAL INFORMATION"), SUCH AS NATIONAL DIRECTORY OF NEW HIRE INFORMATION, PROTECTED HEALTH INFORMATION (HIPAA) OR PERSONALLY IDENTIFIABLE INFORMATION. AUTHORIZED USE OF THE ABE CLIENT LOGIN IS FOR CUSTOMER APPLICATION AND CASE INFORMATION AND MANAGEMENT. BY CLICKING LOGIN YOU UNDERSTAND AND AGREE THAT ALL SUCH CONFIDENTIAL INFORMATION OR DATA MAY NOT BE RELEASED, COPIED OR DISCLOSED, IN WHOLE OR IN PART, UNLESS PROPERLY AUTHORIZED BY ILLINOIS DEPARTMENT OF HUMAN SERVICES (IDHS)/ ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES (IHFS).

\* User ID

\* Password

\* User ID

\* Password



# MMC - MANAGING MY CASE(S)

# More than one case

Case Selection

Please click on the 'Click Here to Report Changes' link for the case you would like to report changes on through ABE

Case #

Case Status

Report Changes?

12345678

Approved
Click Here To Report Changes

12345678

Denied
Click Here To Report Changes

One case

Case Summary

Benefit Details

Contact Information

Account Management

Report My Changes

Click this button to report changes to your DHS or HFS Office.

Apply for Other Benefits

Click this button to apply for additional benefits.

Welcome to the Case Summary Page. This page gives you a look at your benefits, and lets you know if there is anything you need to do to receive or continue benefits. From this page you can find information about your benefit status, verifications, notices, application or change report status.



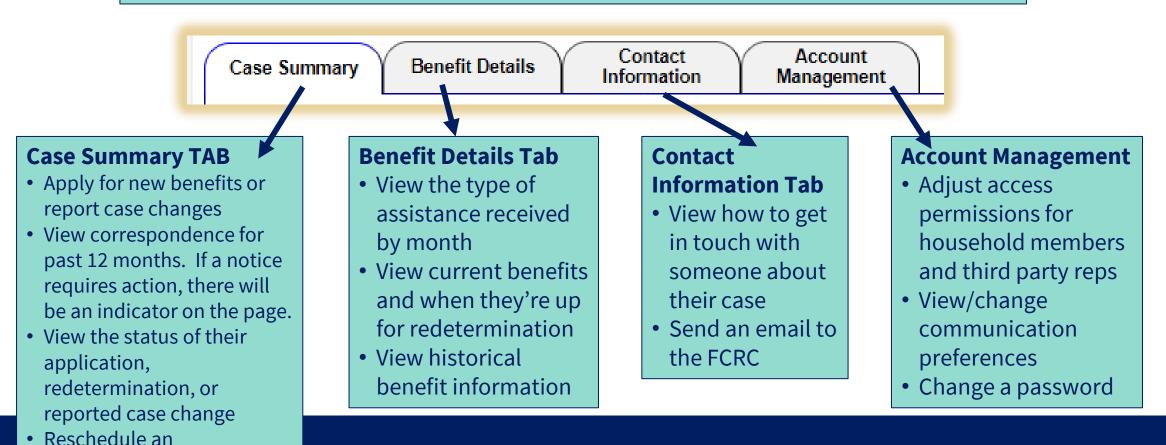




**Appointment** 



The Manage My Case landing page is divided into four (4) tabs:





# **MMC - CONTACT INFORMATION**

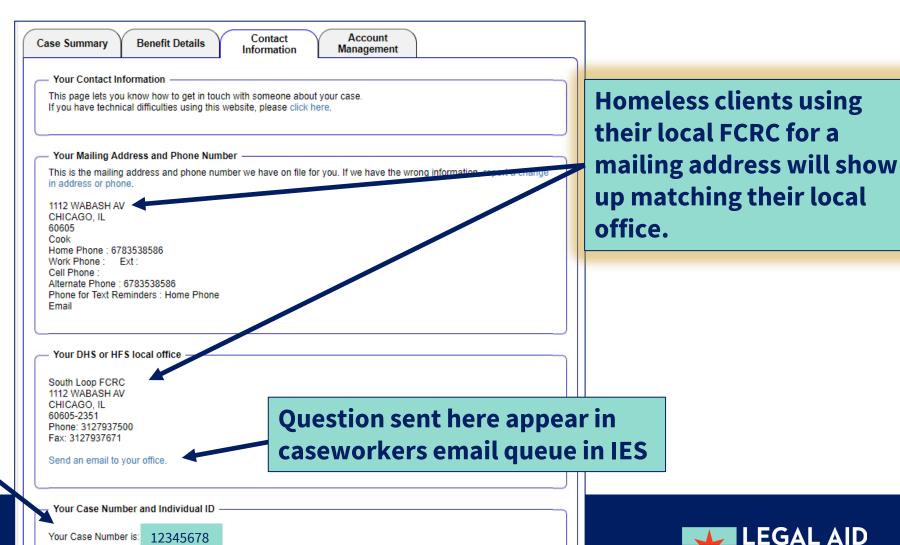
Your Individual ID is

12345678

Review address information (report any changes)

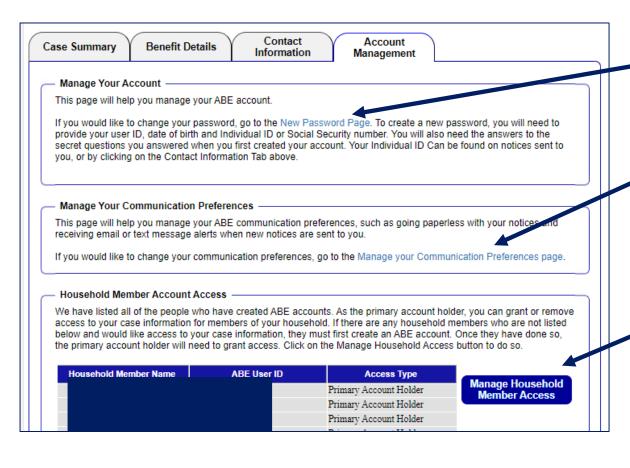


Case number and Individual ID



CHICAGO

## **MMC – ACCOUNT MANAGEMENT**



1. Change password

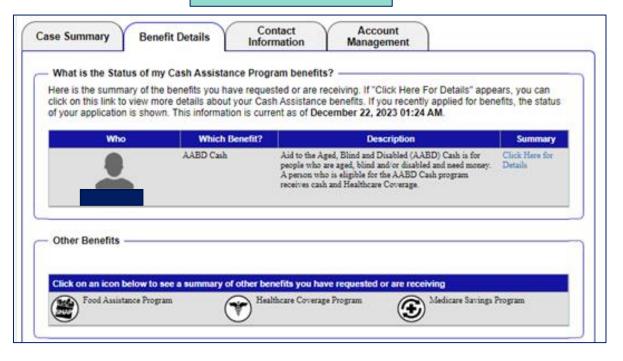
2. Manage Communication Preferences (including signing up for text alerts)

3. Primary account holder can grant access to other adult members on the case

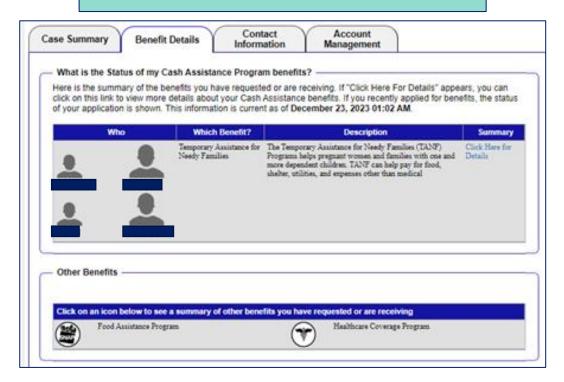


### **MMC - REVIEW YOUR BENEFITS**

### Single Person

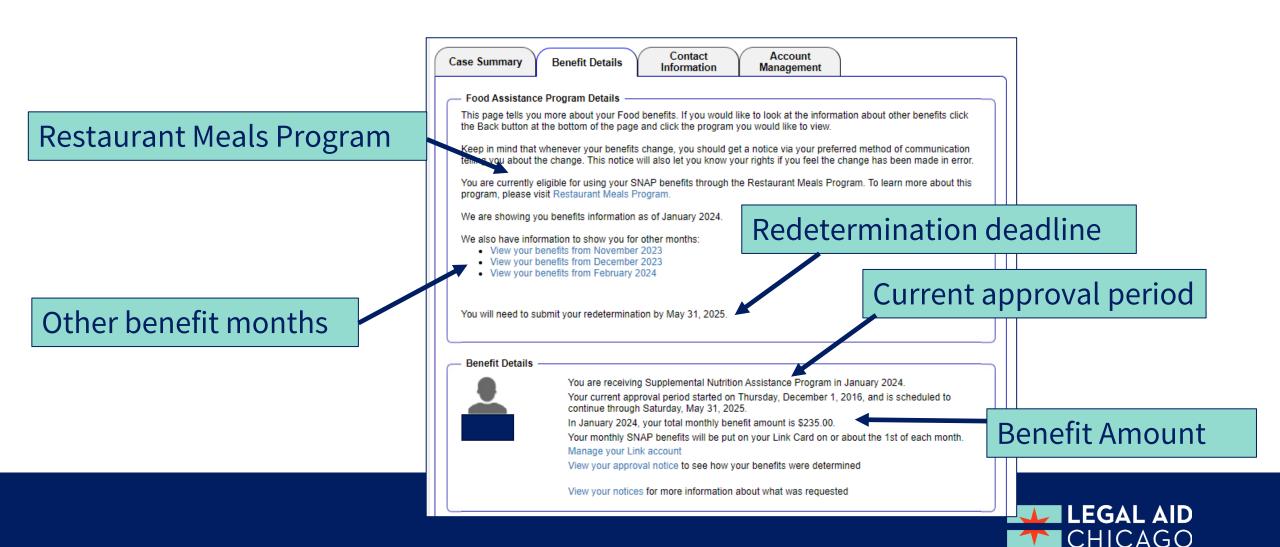


### Household of more than one

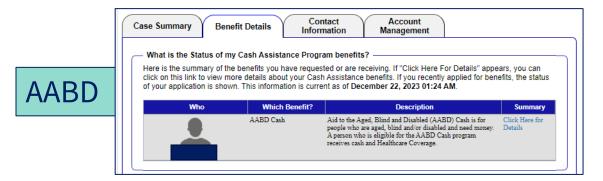




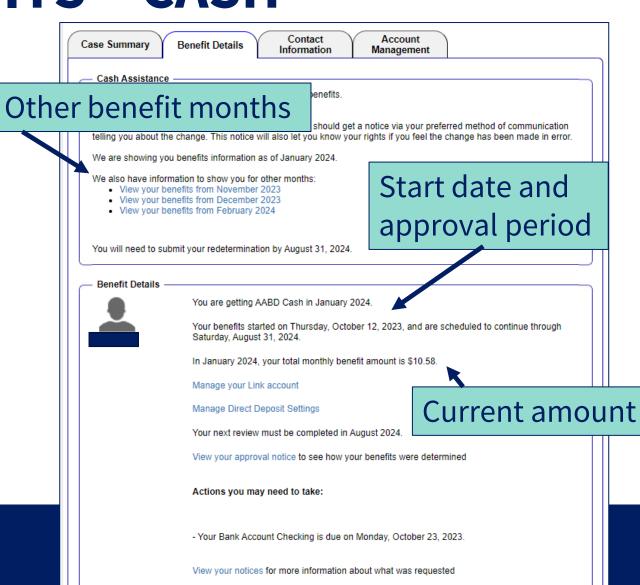
### **REVIEW YOUR BENEFITS - FOOD**



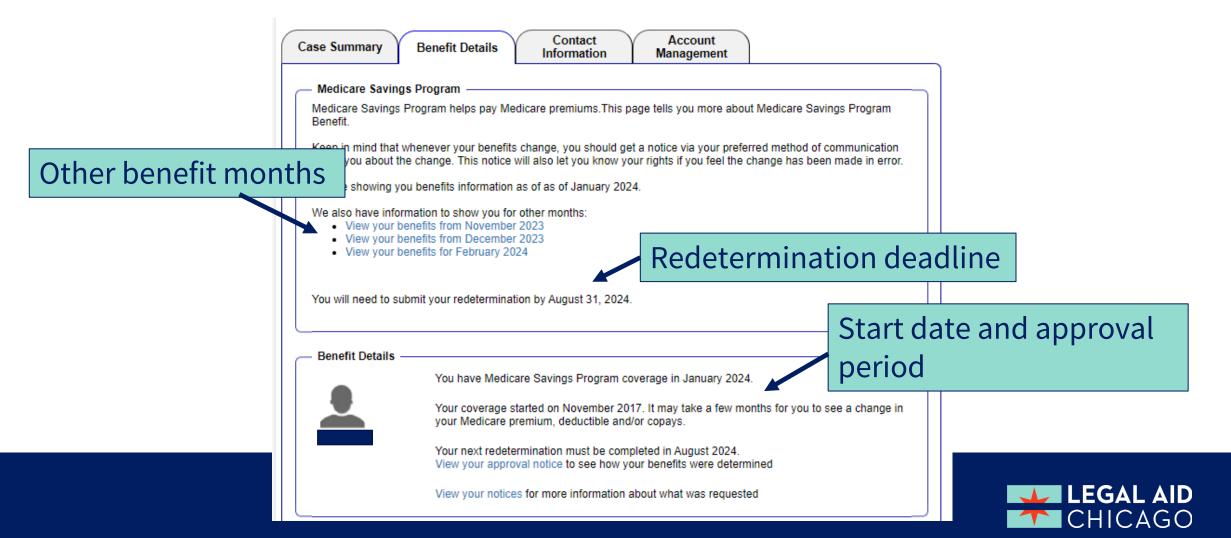
# **REVIEW YOUR BENEFITS - CASH**



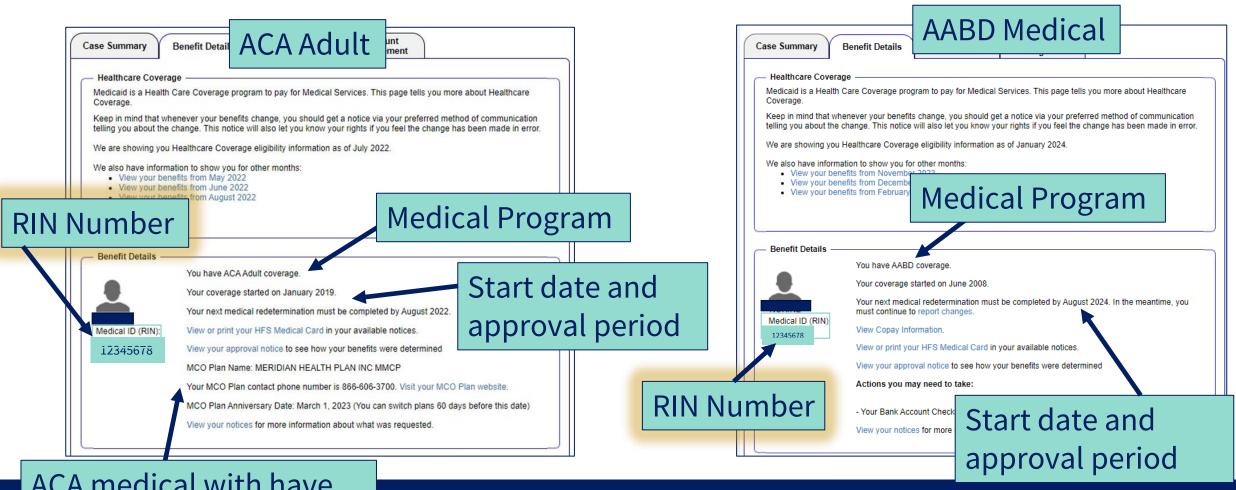




# REVIEW YOUR BENEFITS - MEDICARE SAVINGS PROGRAM



### **REVIEW YOUR BENEFITS - HEALTH CARE COVERAGE**



ACA medical with have MCO Plan details

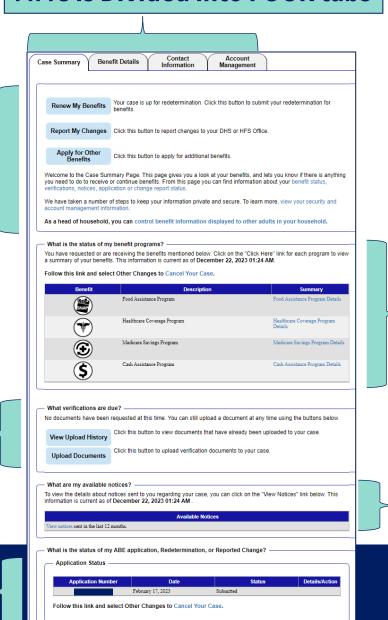


# **Overview**

**Make Changes** 

**Summary of Verification Documents** 

### **MMC is Divided into FOUR tabs**



**Summary benefit information** 

**Summary of Communication from DHS** 

**Summary of Application Status** 



# RENEW, REPORT, REVIEW OR ADD BENEFITS

**Renew benefits** - The Renew My Benefits button will display when the customer is up for redetermination. Appears when redetermination letter is generated 60 days before end of benefit period

**Report changes** 

**Apply for additional benefits -** Apply for Other Benefits is only for requesting additional benefits on an existing case.

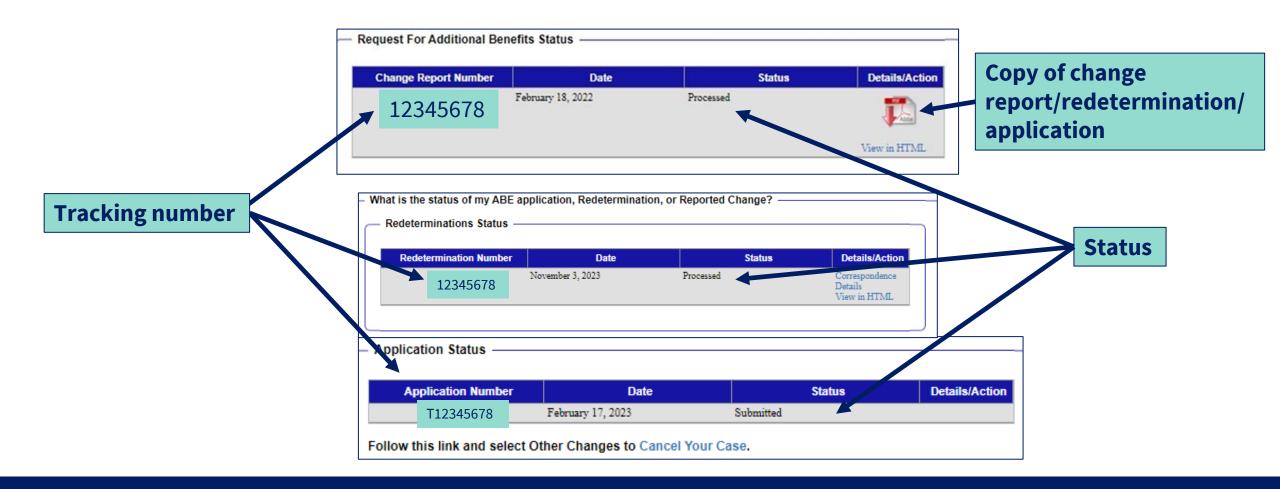
# Case Summary Benefit Details Contact Information Account Management Renew My Benefits Your case is up for redetermination. Click this button to submit your benefits. Report My Changes Click this button to report changes to your DHS or HFS Office. Apply for Other Benefits Welcome to the Case Summary Page. This page gives you a look at your benefits, and lets you you need to do to receive or continue benefits. From this page you can find information about your verifications, natices, application or change report status. We have taken a number of steps to keep your information private and secure. To learn more, a account management information. As a head of household, you can control benefit information displayed to other adults in

### **Summary Review of benefits**

Customers can get their own benefit details here or from the tab at the top of the page



## **CASE SUMMARY CHECK STATUS**





## **RENEW MY BENEFITS**

Renew My Benefits

Your case is up for redetermination. Click this button to submit your redetermination for benefits.

Report My Changes

Click this button to report changes to your DHS or HFS Office.

Apply for Other Benefits

Click this button to apply for additional benefits.

Welcome to the Case Summary Page. This page gives you a look at your benefits, and lets you know if there is anything you need to do to receive or continue benefits. From this page you can find information about your benefit status, verifications, notices, application or change report status.

We have taken a number of steps to keep your information private and secure. To learn more, view your security and account management information.

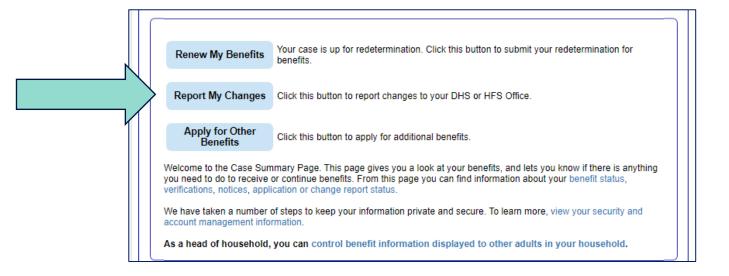
As a head of household, you can control benefit information displayed to other adults in your household.

| Mid-Point Report  We need to know if there have been any changes in your household in the last  |                 |                             |
|---|-----------------|-----------------------------|
| that you give us to decide if you are still eligible for benefits. Your benefits may us.  | go up, down, or | stop based on what you tell |
| *Have you moved or changed your address?  | ○Yes            | ○No                         |
| *Has anyone moved into your home?   | ○Yes            | ○No                         |
| *Has anyone moved out of your home?   | ○Yes            | ○No                         |
| *Does anyone in your household pay court ordered child support?   | ○Yes            | ○No                         |
| *Has the income from work changed for any member of your household? This includes changes in employer, hourly rate, salary, or loss of job.                               | ○Yes            | ○No                         |
| *Has there been a change of any other income such as Child<br>Support, Social Security, SSI, Unemployment, VA, Worker's<br>Compensation, or contributions for any member? | ○Yes            | ○No                         |
|   |                 |                             |



## MMC - REPORT CHANGES

Every Change submitted in MMC requires an electronic signature, just like the application

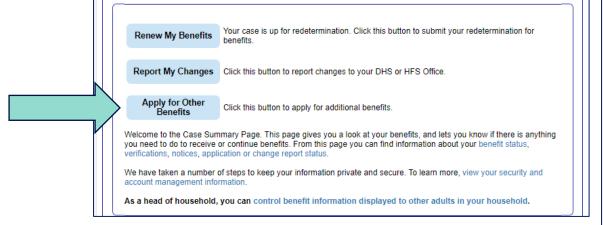


#### Welcome to Report My Changes

After you have told us what has changed below, we will let you know if the change requires verification and what to provide. You can upload your verification or you can mail, fax, or bring the proof to your DHS or HFS office. If you would like to withdraw your application, cancel your case, or request a case transfer, please select the "Any other change or changes not mentioned above" option under the other Changes Section.

| Change in Contact Information  | ● Yes ○ No   |
|--|--|
| <ul> <li>Name change or correction</li> <li>E-mail address or phone number change</li> </ul>   | <ul> <li>□ Address Change</li> <li>□ Approved Representative add or cancel</li> </ul>  |
| Change in Household  | ● Yes ○ No   |
| New member Death Pregnancy Ended Member entered a Long Term Care Facility Someone became blind or disabled   | Member moved out     Pregnant member     Jailed or imprisoned member     Receiving Department on Aging community care services |
| Change in Household Income   | Yes      No  |
| <ul> <li>New job (including self-employment)</li> <li>Job or work hours have changed</li> </ul>  | <ul> <li>☐ Job ended (including self-employment)</li> <li>☐ Change in other income including a new source</li> </ul>           |
| Expenses/Bills Have Changed  | ● Yes ○ No   |
| Medical (including insurance/Medicare premiums)     Alimony/spousal support     Shelter/Housing/Utility Cost     Other (such as student loan interest or moving expe | Childcare or adult dependent care Court-ordered child support Job related expenses nses)                                       |
| Resources Have Changed   | ● Yes ○ No   |
| ☐ New or changed resource  | ☐ Has anyone in your household received any money from Lottery / Gambling Winnings?  |
| Health Insurance Has Changed   | Yes    No  |
| Receiving other health insurance or Medicare   | ☐ Health Insurance ended   |
| Other Changes  | ● Yes ○ No   |

## **APPLY FOR OTHER BENEFITS**





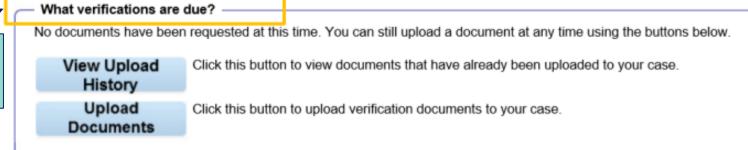


VERIFICATIONS DOCS, NOTICES, CASE STATUS

Upload Verification documents/Review Verification documents deadlines

View notices

Check the status of an application



What are my available notices?

To view the details about notices sent to you regarding your case, you can click on the "Click Here" link below. This information is current as of **June 29, 2016 02:01 PM**.

Available Notices

View notices sent in the last 12 months.

What is the status of my ABE application, Redetermination, or Reported Change?

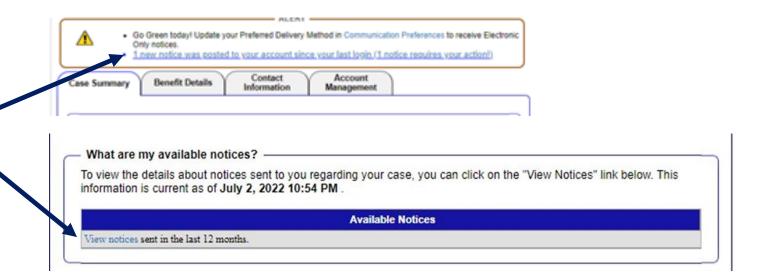
Reported Changes

| Application Number | Date          | Status  | Details/Action |
|--------------------|---------------|---------|----------------|
| 0000455601         | July 13, 2016 | Pending | Continue       |

## **NOTICES**

Click to view notices

Date of notice – this can sometimes be inaccurate best practice is to go by date listed on NOD



### Type of notice



What are my available notices?

Copy of notice



### Date of notice



State of Illinois
Department of Human Services
Department of Healthcare and Family Services

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Client Name

Client Address

Date of Notice:

Case Number: Client Name: Individual ID:

Office Name: Office Address:

> CHICAGO, IL 60647 773-292-7200

October 31, 2023

HUMBOLDT PARK FCRC 2753 W NORTH AVE

Phone: TTY:

Fax: 844-736-3563

You can manage your case online at abe.illinois.gov

Esta notificación está disponible en Español. Usted puede solicitarla por Internet en <u>abe.illinois.gov</u> o llame al 1-800-843-6154 (TTY 1-866-324-5553)

Date of change

Notice of Decision

Beginning December 01, 2023, your benefits will change as follows:

Your **Supplemental Nutrition Assistance Program (SNAP)** Benefits will go down. \$235.00 is the new amount of your SNAP Benefits.

The reason for this action is the earned/unearned income has increased. This action agrees with policy statement(s) contained in PM 13-01.

Your eligibility for Medical Benefits is not changed by this action.

We reviewed your application for Cash benefits. This notice explains our decision. The notice also tells you how you can appeal if you think our decision is wrong.

Your application for **Cash Benefits** filed on Sep 12, 2023 is **approved**. For information about who is approved and the amount of cash benefits you will get, read the Cash Benefits section of this notice.

**Individual ID** 

**Local Office** 





Summary of Benefit Details

**Benefit Amount** 

Approval Period

### **SNAP Benefits**

Your SNAP benefit amount for the person(s) listed below will change as follows. The actual amount you get will be lower if your benefits are being reduced to pay back a prior over, when the state of the person of

| Approval Period             | Monthly Benefit Amount | Eligible Person(s) |
|-----------------------------|------------------------|--------------------|
| Dec 01, 2023 - May 31, 2025 | \$235.00               |                    |

Your regular monthly SNAP benefits will be available approximately Dec 1, 2023.

| SNAP Income Eligibility<br>Determination                    |     | Dec 01, 2023 |
|---|-----|--------------|
| Total Gross Earned<br>Income                                |     | \$0.00       |
| Total Unearned Income                                       | +   | \$944.00     |
| Self Employment Income                                      | +   | \$0.00       |
| Child Support Deduction                                     | -   | \$0.00       |
| Gross Monthly Income  | =   | \$944.00     |
| SNAP Income Eligibility<br>Determination                    |     | Dec 01, 2023 |
| Gross Monthly Income<br>Standard For Household<br>Size of 1 | v.  | \$2430.00    |
| Member age 60 or older<br>or Disabled                       |     | Yes          |
| Gross Earned Income   | =   | \$0.00       |
| Earned Income<br>Deduction                                  | -   | \$0.00       |
| Unearned Income   | +   | \$944.00     |
| Farm Loss Income  | [2] | \$0.00       |
| Standard Income<br>Deduction                                | -   | \$194.00     |

| Medical<br>Standard/Expenses<br>(Member age 60 or older<br>or Disabled Member) | 1929           | \$150.00  |
|--|----------------|-----------|
| Dependent Care<br>Deduction  | 046<br>246     | \$0.00    |
| Child Support Deduction  | 100            | \$0.00    |
| Adjusted Net Income  | =              | \$600.00  |
| Excess Shelter<br>Deduction**  | 52<br>525<br>2 | \$414.00  |
| Homeless Shelter<br>Standard   | 970            | \$0.00    |
| Household Net SNAP<br>Income   | =              | \$186.00  |
| Maximum Net Income<br>Allowable  |                | \$1215.00 |
| SNAP Benefit Amount  |                | \$235.00  |

<sup>\*\*</sup> Computation of Excess Shelter Deduction: For households without a member age 60 or older or a disabled member, this amount may be less than the amount of your Total Excess Shelter Deduction shown above.

| Computation of Excess<br>Shelter Deduction |            | Dec 01, 2023 |
|--|------------|--------------|
| Rent or Mortgage                           |            | \$137.00     |
| Utility Cost/Standard                      | +          | \$577.00     |
| Total Shelter Expenses                     | =          | \$714.00     |
| 1/2 of Adjusted Net Income                 | 25<br>(45) | \$300.00     |
| Total Excess Shelter<br>Costs              | =          | \$414.00     |

### Benefit Amount

### **Approval Period**

**Deposit Details** 

### **AABD Cash Benefits**

The person(s) listed below have been **approved** for Aid for the Aged, Blind or Disabled (AABD) Cash benefits. The actual amount you get will be lower if your benefits are being reduced to pay back a prior overpayment. We will send a notice to let you know when it's time to renew your benefits.

| Approval Period             | Monthly Benefit<br>Amount | Eligible Person(s) |
|-----------------------------|---------------------------|--------------------|
| Oct. 12, 2022 Oct 31, 2023  | \$613.05                  |                    |
| Nov 01, 2023 - Nov 30, 2023 | \$10.58                   |                    |
| Dec 01, 2023 - Aug 31, 2024 | \$10.58                   |                    |

Your cash benefit of \$623.63 will be available in your Illinois LINK account on or about 10/31/23 to cover your needs from 10/12/23 through 11/30/23. Your regular monthly cash benefit of \$10.58 will be available on 12/01/23. Your regular monthly cash benefit will be available to you the same date, each month, through your approval period. If you elect to enroll in Direct Deposit, your regular monthly Cash Benefit will be deposited into your account on the 8th day of each month.

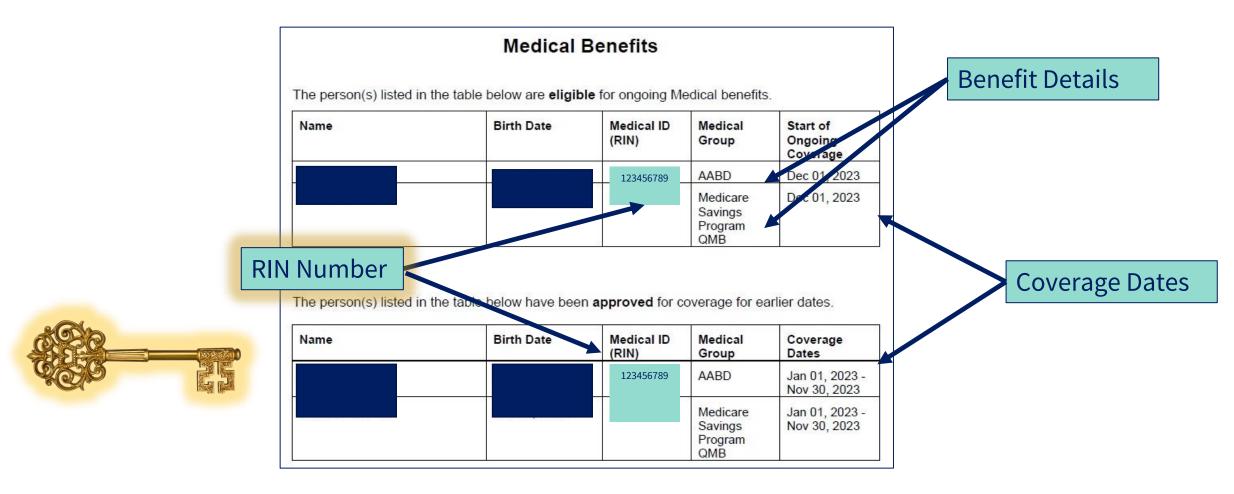
| AABD Cash Benefits<br>Computation                 |   | Dec 01, 2023 |
|---|---|--------------|
| Your Income Standard<br>Includes:                 |   |              |
| Allowances  |   |              |
| Food  | + | \$38.68      |
| Clothing  | + | \$8.77       |
| Household Supplies                                | + | \$2.56       |
| Personal Essentials                               | + | \$12.42      |
| Rent  | + | \$115.70     |
| Electricity                                       | + | \$5.55       |
| Allowance for the SSI<br>Cost of Living Increases | + | \$735.90     |
| Total Monthly AABD<br>Allowance                   | = | \$919.58     |
| Other Allowances                                  |   |              |

| Income diverted to meet needs of dependent child or spouse | + | \$919.58 |
|--|---|----------|
| Special work expenses for the disabled                     | + | \$20.00  |
| Income exemption   | + | \$25.00  |
| Earned income disregard                                    | + | \$20.00  |
| TOTAL Income Standard                                      | = | \$0      |

To determine your AABD benefit amount, the following amounts were deducted from your Income Standard:

| Deductions             |    | Dec 01, 2023 |
|------------------------|----|--------------|
| Income                 |    |              |
| Other Unearned Income  | +  | \$934.00     |
| TOTAL Deduction        | =  | \$0          |
| YOUR BENEFIT<br>AMOUNT | 1= | \$10.58      |







# **QUESTIONS?**

Gwynne Mashon gmashon@legalaidchicago.org

Beth Warner <a href="mailto:bwarner@legalaidchicago.org">bwarner@legalaidchicago.org</a>

For technical assistance reach out to DHS <u>abe.questions@illinois.gov</u>

