

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

George E. Pataki  
Governor

Brian J. Wing  
Commissioner

July 3, 2001

Dear WMS/CNS Coordinator:

The purpose of this letter is to provide local districts with an explanation of the WMS/CNS enhancements which were migrated to the Training System on June 11, 2001 and to become operational on the Production System on July 9, 2001. These changes are a result of the Federal Welfare Reform reporting requirements and clarification related to Time Limits.

For questions regarding the attached changes, please contact the following individuals at 1-800-343-8859:

**Attachment I**

**Section**

Tully Lenihan @ ext. 4-8749	1, 3, 4, 5, 7, 9
Mike Zostant @ ext. 4-7239	2
Patty Hanson @ ext. 4-8753	3, 5, 6
Kathy Kingsley @ ext. 4-9364	10

**Attachment II**

Bob Markham @ ext. 4-2166	1
Mike Zostant @ ext. 4-7239	2

Sincerely,

WD

Wendy Dmitri  
Division of Temporary Assistance/WMS

**Attachments**

cc: Commissioner  
IM Director  
MA Director  
FS Director

1. On Screen 1 of WMS, an edit has been revised to allow entry of valid Quarterly Reporting Codes for Case Type 32 (FS-MIX). This is a result of changes to FS Quarterly Reporting in which FS-MIX cases with certain criteria will now receive Quarterly mailers.
2. A new Food Stamp case reason code (**B21 New Budget Authorized - Certification Period Extended**) has been created to allow districts to extend the authorization TO Date during a change (05) transaction. This reason code is allowable **ONLY** for NPA/FS case types (31 & 32) and utilizes the same set of budget-related WMS edits that are currently used with FS case reason code B20. Also, WMS edit # 610 has been modified to allow the authorization TO date to be extended up to 23 months beyond the original FROM date when case reason code B21 is used.
3. In order to conform with Federal Welfare Reform reporting requirements for the 60 month time limit, several new edits have been added involving the Time Limit Exemption Indicator, Employability Codes and Relationship Codes.
  - a. For transaction types 05 (U/M) or 06 (Recert), the following edits have been added to ensure that certain Time Limit Exemption Indicators can not be entered unless an individual's time limit count is greater than or equal to a specific number of months:
    - o Entry of Time Limit Indicator 'T - TANF/60 Month Exemption' will be prohibited unless that individual's count is greater than or equal to 56 months;
    - o For Case Types 11 or 12, entry of a Time Limit Indicator 'A - Aid Continuing' will be prohibited unless that individual's count is greater than or equal to 59 months;
    - o For Case Type 16, entry of a Time Limit Indicator 'A - Aid Continuing' will be prohibited unless that individual's count is greater than or equal to 23 months;
    - o Entry of Time Limit Indicator 'S - Safety Net Cash/24 Month Exemption' will be prohibited unless that individual's count is greater than or equal to 20 months.

Failure to have the required number of months will result in Error #1026 - 'TIME LIMIT COUNT INSUFFICIENT FOR THIS EXEMPT INDICATOR'.

- b. For Case Types 12, or 17 (with a Safety Net Indicator 'A - Substance Abuse'), for Transaction Types 02 (Opening), 05 (U/M), 06 (Recert), 10 (Reopening) or 11 (Reactivation), the PA Individual Reason Codes must denote drug/alcohol (F44-F46, GX1-GX3, MX1-MX3) or the individual's Employability Code must be '63 - Substance Abuser Exempt'. The Error message associated with this edit is #886 - 'PA DRUG/ALC INDV RC OR EXEMPT EMP CD 63 MUST BE PRESENT FOR CASE TYPE'.
    - c. For Case Type 16 or 17, a new edit prohibits entry of Relationship Code '12 - Essential Person'. The Error message associated with this edit is #1312 - 'RELATIONSHIP CODE INVALID'.

- d. For Case Type 16, for Transaction Types 02, 05, 06 or 10, if the Time Limit Exempt Indicator is 'S - Safety Net Cash/24 Month Exemption' and the Individual Status is 07 (Active) or 10 (Inactive - Sanctioned), an exempt Employability Code (24, 31, 32, 34, 36, 38, 41, 42, 43, 44 or 45) must be entered. The Error message associated with this edit is #1024 - 'TIME LIMIT EXEMPT INDVS MUST HAVE EXEMPT EMP CD'.
  - e. For Case Types 11, 12 or 16, if one individual has a Time Limit Exemption Indicator present, all individuals with a Relationship Code of 01 (Applicant/Payee), 02 (Legal Spouse) or 30 (Non-Legal Union, Child in Common) must have a Time Limit Exemption Indicator present. The Error message associated with this edit is #1021 - 'ALL INDVS W/REL CODE 01, 02 OR 30 MUST HAVE TM LIM EX IND'.
  - f. For Case Type 16, individuals with a Time Limit Exemption Indicator of 'S - Safety Net Cash/24 Month Exemption', must be greater than or equal to 18 years of age and must have a Relationship Code of 01, 02 or 30. The Error message associated with this edit is #1022 - 'INDV MUST BE AT LEAST 18 FOR TM LIM S, REL CD 01, 02, 30'.
  - g. For Case Type 11 or 12, if the Time Limit Exempt Indicator is 'T - TANF/60 Month Exemption', a Relationship Code of 01, 02 or 30 is required. The Error message associated with this edit is #1023 - 'TIME LIMIT INDICATOR MUST HAVE REL CD OF 01, 02 OR 30'.
  - h. For Case Type 11, with Transaction Types 02, 05, 06 or 10, if Time Limit Exemption Indicator 'T - TANF/60 Month Exemption' is present, and the Individual Status is 07 (Active) or 10 (Inactive-Sanctioned), an Exempt Employability Code (36, 38, 43, 47, 48 or 49) must be entered. The Error message associated with this edit is #641 - 'TIME LIMIT EXEMPT INDVS MUST HAVE EXEMPT EMP CD'.
  - i. For Case Type 11, with Transaction Types 02, 05, 06 or 10, if the Time Limit Exemption Indicator is 'T - TANF/60 Month Exemption', and the Employability Code is 44 (Incapacitated - In Receipt of SSI), the Individual Status must be '08 - Inactive - Excess Restricted Income/Non-Applying HH Member'. The Error message associated with this edits is #1025 - 'EMPLOYABILITY CODE 44 REQUIRES IND STAT = 08'.
4. In order to increase accuracy in federal reporting requirements, a new marital status edit has been created. For Transaction Types 02 (Opening), 06 (Recert) or 10 (Reopening) and the Case Type = 11, 12, 16, 17, 20, 31 or 32, if the Relationship Code = 02 (Legal Spouse) and the Individual Status Code = 07 (Active), 08 (Inactive-Excess Restricted Income/Non-Applying HH Member) or 10 (Inactive-Sanctioned), the Marital Status must = 1 (Married), 3 (Formal Separation), 4 (Informal Separation) or 8 (Abandonment/Desertion). The error message associated with this edit is #1901 - 'MARITAL STATUS INVALID FOR RELATIONSHIP CODE'.

5. As a result of Welfare Reform reporting requirements, two new State/Federal Charge Codes and associated edits have been created to identify individuals who have exceeded the 5 year limit for TANF:

63 - TANF Individual Exceeding 5 Year Limit

64 - TANF Native American on NYS Reservation Exceeding 5 Year Limit

The primary purpose of these codes is to track MOE expenditures in Safety Net Assistance cases (case types 16 and 17) for cases having reached the 60 month time limit. These codes should also be used for TANF cases (Case Types 11 and 12) that request a Fair Hearing/Aid Continuing after being notified of a case type change due to the 5 Year Limit. Individuals with State/Federal Charge Codes 63/64 will continue to be tracked and have time limits incremented for the State 60 Month count, and, for Safety Net cases (CT=16), for the 24 month Cash Safety Net count.

Entry of these new codes will be allowed for all transaction types and will be limited to Case Types 11, 12, 16 & 17.

An edit has been added which requires that if one individual (Individual Status 07 - Active or 10 - Inactive Sanctioned) has a State/Federal Charge Code of 63 or 64, all other case members (with Ind. Status 07 or 10) must also have a State/Federal Charge Code of 63, 64 or 60 (TANF Ineligible Alien). Failure to enter the appropriate State/Federal Charge Codes in this situation will result in Error #1315 'ST/FED CHG CD MUST BE PRESENT FOR ALL ACTIVE CASE MEMBERS'.

An edit has been added which requires that if Case Type = 11 or 12, and State/Federal Charge Code = 63 or 64, the Time Limit Exempt Indicator must be 'A - Aid Continuing'. Entry of any other Time Limit Exemption Indicator, or a blank in this field, will produce Error #1313 'CTYPE 11 OR 12 AND ST/FED CHRG 63 OR 64 REQUIRES TM LIMIT IND = A'.

An edit has been created which requires that if Case Type = 16 and State/Federal Charge Code is 63 or 64, the Time Limit Exemption Indicator must be 'A - Aid Continuing' or 'S - Safety Net Cash/24 Month Exemption'. Entry of any other Time Limit Exemption Indicator, or a blank in this field, will result in Error #1314 - CTYPE AND ST/FED CHRG 63 OR 64 REQUIRES TM LIMIT IND = S OR A'.

A final edit has been added which will create a Warning if Case Type = 11 or 12, and any Time Limit Exemption Indicator = 'A', for most Payment Types, the Special Claiming Category Code must be 'P - FNP Payment'. Failure to enter Special Claiming Category Code 'P' in this situation will result in Warning #1605 'CT 11 OR 12 AND TM LIMIT IND A REQUIRES SPC CLM CD = P'.

6. A new edit has been created in the Date of Entry field on Screen 4 of WMS to ensure that dates greater than the Transaction Date (MMYY) are not allowed. For Case Types 11, 12, 16 & 17 only, the Date of Entry must be equal to or less than the Transaction Date (MMYY). The error message associated with this edit is #1018 'DATE OF ENTRY CANNOT BE GREATER THAN TODAY'S DATE (MMYY)'.

NOTE: As a result of Y2K edit changes, if the Date of Entry is prior to 1950, WMS will view this as the current century (i.e. 1949 will be seen as 2049). As a result, if the Date of Entry is prior to 1950, enter the year 1950 (MMYY).

7. A new edit has been created on Screen 6 for Case Types 11 & 12 to ensure that when a recurring PA cash grant is being issued, and the associated PA budget contains income from Unassigned Child Support (Unearned Income Source Code = 06 Child Support Payments), a separate payment line must be written, issuing the child support pass-through (Pay Type 18 - Child Support Disregard) as Federally Non-Participating (FNP). Current edits have required that if Pay Type 18 is present, it must have a Special Claiming Category Code 'P'. Also, the sum of the Pay Type 18 Payment Amount and the Amount of the associated Pay Type 05 Recurring Cash Grant must equal the cash grant amount on ABEL. This new edit ensures that a Pay Type 18 payline will be written when necessary. The error message associated with the new edit is #1604 'BUDGETS CONTAINING UNASSIGNED CHILD SUPPORT REQUIRE A PAY TYPE 18 PAYLINE'.
8. For Case Type 11, 12 or 19 (EAF), a new Payment Type Code 'F6 - Diversion Rental Payment' has been created. This is a short term payment, made directly in cash or indirectly through voucher or other means, to deal with a specific crisis situation or episode of immediate need that requires a rental payment to enable a recipient to avoid the need for ongoing TA.

In order to be 'short term' the need for rental payment must not exceed more than 4 months in duration.

This diversion payment code is not appropriate for cash SNA situations. Pay Type F6 can be issued as Unrestricted or Restricted, and is limited to single issue. This new Pay Type will not count toward Time Limit Tracking purposes.

9. In response to requests from local districts, edit changes have been effected to allow authorization of Transitional Child Care payments through NPA-FS (Case Type 31), FS-MIX (Case Type 32) and MA Only (Case Type 20) cases, using WMS Screen 9. Screen 9 can now be scheduled for these case types and, if local districts so choose, this method can be used to pay for child care, rather than opening a separate Services case.

As with child care payments made on Screen 9 for PA cases, entry of child's line number is required when writing the child care payment line. Separate lines are required for each child for whom a payment is being made. To enforce Services' federal reporting requirements, edits will require that, when authorizing child care payments in these cases, all Race/Ethnic fields on Screen 3 must be completed with either a "Y" or "N" entry for the child for whom the payment is being authorized. As with PA cases, entries on Screen 9 are limited to existing child care payment types (02-03, 30-34, 36-38, R0-R6 and R8).

To ensure the proper claiming and accurate federal reporting, the payment of child care on a FS or MA case must be limited to Transitional Child Care. It is expected that changes scheduled for this September will accommodate additional child care types.

10. The WMS Clearance Report has been revised to add a recoupment indicator if the individual being matched is or was a member of a case that currently has or had when closed, an outstanding PA recoupment balance, an outstanding FS claim balance, or both. Data will be taken from CAMS, from the ABEL budget, or both. The indicator is labeled R/C on the clearance report, with values of P for PA recoupment, F for FS claim or B for both.

**PA/FS (CNS Changes)**

1. As a follow-up to GIS 01 TA/DC019, dated 6/1/01, which discussed the 60 month time limit category reassessment call-in appointment letter, a new code has been established to facilitate the reassessment process:

Z50 PA Category Reassessment Call-In  
-- DATE (MMDDYY) OF INTERVIEW  
-- TIME (HHMM) OF INTERVIEW

If the client fails to comply with the category reassessment call-in requirement, PA Case Reason Code 'N17 - Failure to Complete Eligibility Process' should be used to close the PA case.

Workers may utilize the CNS batch process, similar to the current recertification call-in batch process, for the English and Spanish versions of the letter.

2. There are several new food stamp case reason codes and system changes related to the federal food stamp PRWORA rules, effective June 01, 2001. A soon-to-be-issued ADM will more fully explain the food stamp program implications and requirements.

The new reason codes are:

- a. **Z97: Missed FS Application Interview**  
Pending finalization of Federal rules, FS regulations will require that notification of a missed application interview must be sent before a denial action for this failure can be taken.

For NPA/FS applications, a transaction type 00 notice may be created using the application/registry number and then released using the CNS 07 function (Notice Authorization/Release).

For PA/FS application denial, where there is no public assistance missed interview notification requirement, the PA/FS indicator should be set to 05 (Pending Determination) so that FS reason code Z97 may be used. For all other PA transactions, the following chart explains when FS reason code Z97 may be used:

<b>TX TYPE</b>	<b>PA/FS INDICATOR VALUES</b>
07 (Close)	03, 05
08 (Recert-Cl)	05, 10
05 (Change)	03
06 (Recert)	03
00 (CNS Only)	no PA/FS Ind entry allowed, but value must = 2-9

**PLEASE NOTE:** The details for sending the subsequent PA/FS Failure to Keep/Complete Interview follow in the Closed Case Maintenance section of this correspondence.

b. **Z98: Missed FS Recertification Interview**

Federal FS regulations also require that notification of a missed recertification interview must be sent before a closing action for this failure can be taken. This is required **ONLY** if the recertification application has been submitted.

For NPA/FS cases, a transaction type 00 notice must be created using the case number and then released using the CNS 07 function (Notice Authorization/Release).

For PA/FS recertification closings, where there is no public assistance missed interview notification requirement, the following chart explains when FS reason code Z98 may be used:

TX TYPE	PA/FS INDICATOR VALUES
03 (Denial)*	80, 81
07 (Close)	n/a
08 (Recert-Cl)	08, 09
05 (Change)	n/a
06 (Recert)	n/a
00 (CNS Only)	no PA/FS Ind entry allowed, but value must = 01

\* This includes Transaction Type 07 with Emergency Indicator = X

PLEASE NOTE: The details for sending the subsequent PA/FS Failure to Keep/Complete Interview follow in the Closed Case Maintenance section of this correspondence.

c. **V19: Food Stamp Request for Contact**

Federal FS regulations no longer allow districts to shorten certification periods in order to send call-in notices to food stamp clients. Rather, a request for contact notification must be sent before a closing action may be taken.

Reason code V19 provides access to the Verification Selection Entry Screen (WCN120) so that workers may choose the appropriate type(s) of verification a client must provide. The notice also explains that this information must be provided by notice PRINT DATE + 10 days or the case may be closed or reduced.

For NPA/FS cases **ONLY**, a transaction type 00 notice may be created using the case number and then released using the CNS 07 function (Notice Authorization/Release). For PA/FS cases, the following chart explains when FS reason code V19 may be used:

TX TYPE	PA/FS INDICATOR VALUES
03 (Denial)*	05, 70, 71
07 (Close)	07
08 (Recert-Cl)	07
05 (Change)	01, 05
06 (Recert)	01
00 (CNS Only)	no PA/FS Ind entry allowed; any value accepted

\* This includes Transaction Type 07 with Emergency Indicator = X

For PA/FS cases, V19 may not be entered alone. The following chart explains what additional FS reason codes must be used with reason code V19:

TX TYPE	PA/FS INDICATOR	ADDITIONAL R/C REQUIREMENT
03 (Denial)*	05	J05
03 (Denial)*	70, 71	R11, R12
07 (Close)	07	J05, B10, L10-L14
08 (Recert-Cl)	07	J05, R11, R12
05 (Change)	01	J05, B20, B22, B24
05 (Change)	05	J05
06 (Recert)	01	J05, B30-B35
00 (CNS Only)	no PA/FS Ind entry allowed; any value accepted	

\* This includes Transaction Type 07 with Emergency Ind = "X"

PLEASE NOTE: The details for sending the subsequent PA/FS Refusal to Provide Information (M20) follow in the Closed Case Maintenance section of this correspondence.

d. **G15: Expedited PA/FS Failure to Verify**

Federal FS regulations explain that cases granted food stamps on an expedited basis require no further notification when any verification provided causes a change of/ineligibility for food stamp benefits. This same notification provision also applies when verification is NOT provided.

Expedited FS granted to PA cases presents a special problem when FS verification is not provided. Because a PA notice may still be necessary and because a FS reason code is required when FS are authorized on a PA case, G15 was developed. As a courtesy, it informs the PA client that their food stamps have been discontinued as explained in the earlier approval notice. (There are no additional FS fair hearing rights on this action).

Because G15 is only allowable for PA/FS cases, the following chart explains when FS reason code G15 may be used:

TX TYPE	PA/FS INDICATOR VALUES
03 (Denial)*	80, 81, 90, 91
07 (Close)	08, 09
08 (Recert-Cl)	08, 09
05 (Change)	09
06 (Recert)	09

\* This includes Transaction Type 07 with Emergency Indicator = X

d. **Y29: Expedited FS Failure to Verify**

This is the FS reason code to be used for closing an expedited NPA/FS case when verification has not been provided. It is allowed for case type 31 and 32 only and "N" must be entered in the Notice Indicator field.

The additional system and CNS changes are:

1. Food Stamp Call-in reason codes Z11 and Z14 have been disabled. The new food stamp regulations have removed the open-ended, "BY" convention of call-in appointments. All future call-in appointments must have specific dates and times.

Because of this change, PA Call-in reason code Z21 may now only be used for those PA cases for which FS is not authorized. Z21 has been redefined as 'Continuing Your PA (Call-in) - BY'.

2. Food Stamp reason code V29 (Failure to Provide Verification - Expedited FS) has been disabled. This is due to the policy clarification that requires no further notification for expedited food stamp cases. Y29 or G15 should be used if verification has not been provided. An appropriate change transaction reason code with a notice indicator = "N" should be used if information provided changes the FS benefit.
3. The language and specifications for the food stamp "How we figured your food stamp benefits" paragraphs have been re-formulated to accommodate updated SUA rules.
4. The CNS edit involving PA reason codes M10 and M11 and FS reason code G10 has been modified to now include FS reason code Z98 (Missed FS Recertification Interview). FS reason code G10 should be used if a Z98 notice has already been sent, otherwise, Z98 would be the appropriate entry.
5. A new WMS edit (1019) prevents the NPA/FS authorization TO date from being shortened during a change or recertification transaction so a subsequent call-in letter may not be sent. New WMS edit 1020 essentially does the same for PA/FS cases, but only if the PA/FS reason code entered equals a call-in.
6. So that Z97 (Missed FS Application Interview) may be sent using only the Application/Registry number, Zip Code is now a required entry for applications. Mailing Address zip code is required only if the mail street address field is filled.
7. The Closed Case Maintenance (CCM) process has been expanded so that the required Denial notice (N10: Failed to Keep/Complete FS Appointment) and Closing notice (M20: Refusal to Provide Information) may be created in CNS.

The CCM function has been modified to now allow entry in the Notice Indicator, Notice Number and PA/FS Indicator fields. Access to this function has also been expanded to cases in DENIED status.

The following examples are provided to illustrate the two situations:

**FS N10 Denial:**

A client applies for both PA and FS and is instructed to return on a specified date and time for an interview. When the client fails to keep the interview appointment, the worker denies PA using reason code N10 (Failure to Keep/Complete Eligibility Interview). They also enter PA/FS Indicator 05 (Pending Determination) and PA/FS reason code Z97 (Missed FS Application Interview). Thirty (30) days after the application date, the client has still not contacted the district about their interview appointment. Using CNS, they create a notice using transaction type 14, PA/FS Indicator 03, PA Case r/c Y20 and FS Case r/c N10 (Failure to Keep/Complete Appointment). Using the "F" (Closed Case Maintenance) option on WDXMNU, the corresponding entries are made on screen 01. A FS DENIAL notice is sent to the client with the appropriate fair hearing language.

**FS M20 Closing:**

A PA/FS case is authorized for both PA and FS through 12/31/01. In July, the client informs their worker that they have gone from part-time to full-time employment. A re-calculation of the budgets results in excess income for PA and continuing eligibility for FS. The worker closes the PA case with reason code E30 (Excess Income) and enters PA/FS Indicator 07 (Continue FS). Because the FS authorization TO date must be shortened, the client may not be called-in. In order to verify the increased child care expense caused by the change to full-time employment, they enter PA/FS reason codes J05 and V19 (Separate FS Notice/Request for Contact). Ten (10) days after the notice date, the client has still not provided the verification requested. In CNS, the worker creates a notice using transaction type 14, PA/FS Indicator 09, PA Case r/c Y20 and FS Case r/c M20 (Refusal to Provide Information). Using the "F" option on WDXMNU, the corresponding entries are made on screen 01. A FS CLOSING notice is sent to the client with the appropriate fair hearing language.