

For questions regarding changes included in Attachment I, please contact the following individuals at 1-800-343-8859:

<u>Contact</u>	<u>Section</u>
<i>Tully Lenihan @ ext. 4-8749</i>	<i>I, II</i>
<i>Patty Hanson @ ext. 4-8753</i>	<i>I, II</i>
<i>Todd Britton @ ext. 3-9042</i>	<i>I, II</i>

Section I – Food Stamp Emergency Payments

- *** For any questions regarding Food Stamp policy you may contact Dave Staszak @ 1-518-473-6354 or 1-800-343-8859, ext. 3-6354.
- *** This process is currently unavailable to local districts. Information regarding policy and procedure will be forthcoming.

This new Pay Type will provide the ability to enter Food Stamp paylines into WMS, following their issuance during a declared “Emergency” situation, either when WMS is not operational or when the volume of applicants causes a delay in full eligibility determination and issuance of normal Food Stamp benefits. Paylines will be written “after-the-fact” using a new Method of Payment Code “**12-Previously Issued**” and a **new Payment Type Code “39-Emergency Card Issuance”** which will require the entry of a “Vault Card” number on the associated payline. The Vault Card number will be entered in the check Number field and consist of eleven digits. This information will enable the benefits to be reconciled by the CBIC system. The new Pay Type 39 will require the entry of “**J- Disaster Related Emergency**” in the Special Claim Code field on screen six.

The following new edits have been put in place to assist with the proper use of the new Pay Type 39:

- **1630** PAY PERIOD CANNOT BE GREATER THAN 2 MONTHS IF PAY TYPE IS 39
- **1631** LOCAL ACTION CODE MUST BE 1, 5, OR 9
- **1632** METHOD OF PAYMENT MUST BE 12 IF PAYMENT TYPE IS 39
- **1633** PAY TYPE 39 INVALID WITH CASE TYPE (13, 18, 20, 24, 60)
- **1634** METHOD OF PAYMENT 12 ONLY VALID WITH PAYMENT TYPE 39
- **1635** EMERGENCY CARD NUMBER REQUIRED WITH PAY TYPE 39
- **1636** EMERGENCY CARD NUMBER MUST CONTAIN ELEVEN NUMERICS
- **1644** SPECIAL CLAIM CODE J REQUIRED WITH PAY TYPE 39

Section II – Emergency Indicator “D”

For a federally declared disaster situation where WMS is operational, but inordinately large numbers of applicants are applying for food stamp benefits, a **new Emergency Indicator “D-Disaster”** is being implemented. Emergency Indicator D allows a limited amount of data to be collected through WMS when using the Food Stamp Emergency Application. Emergency Indicator D is limited to Case Type 31 and 32 at the time of opening. Utilizing the new emergency code D will limit the authorization period to no more than 3 months and a payment period authorization of no more than 2 months. Once the new Emergency Indicator is used, the system will not allow it to be removed. The new code will limit the type of transaction that is allowed. Food stamp single issuance pay type codes are the only allowable pay types with the new Emergency Indicator D.

The following new edits have been implemented to assist with the proper use of emergency indicator D:

- **1187** EMERGENCY INDICATOR D ONLY ALLOWED WITH CASE TYPE 31 OR 32
- **1188** FOOD STAMPS AUTHORIZATION LIMITED TO 3 MONTHS IF EMERGENCY INDICATOR IS D
- **1189** EMERGENCY INDICATOR D NOT ALLOWED WITH THE TRANSACTION TYPE (06, 08)
- **1190** REMOVE / CHANGE OF EMERGENCY INDICATOR D IS PROHIBITED
- **1638** ONLY FOOD STAMP SINGLE ISSUANCE PAY TYPES ALLOWED WITH EMERGENCY INDICATOR D
- **1639** SPECIAL CLAIM CODE J REQUIRED WITH EMERGENCY INDICATOR D

When a “D” is present, minimal client data will be collected (See attached table of required entries)

