

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 through VII</i>
<i>Patty Hanson @ ext. 4-8753</i>	<i>I through VII</i>
<i>Todd Britton @ ext. 3-9042</i>	<i>I through VII</i>

Section I – New Anticipated Future Action (AFA) Code 253

A new AFA code, 253 “FS Telephone Recert” will be used to identify cases that qualify for a telephone recertification pilot program. Districts will have the ability to generate a monthly report of expiring NTA Food Stamp cases to send recertification notices, by utilizing the new AFA code 253. This new code will assist in identifying those cases that have transportation hardship or are caring for a disabled or incapacitated household member. This new AFA code will be worker entered and only valid for Case Type 31 or 32, and will not be allowed if the Emergency Indicator is D. When the Case Type is other than 31 or 32 you will receive **Error # 1411 – “AFA 253 REQUIRES CASE TYPE 31 OR 32”**. You will not be able to enter a line number associated with this new AFA. When a line number is entered for AFA 253 you will receive **Error # 1412 – “LINE NUMBER MUST BE BLANK WITH AFA CODE”**. An entry of a Date field is prohibited when using the new AFA Code 253, and will generate **Error # 1406 – “DATE MUST BE SPACE FOR THIS AFA CODE”**.

Section II – Removal of Special Claiming Category Code

Due to changes in policy and procedures, Special Claiming Category Codes B, E, & W have been removed as a valid entry. When entering a Special Claiming Category Code of B, E or W for a newly entered payment line, **Error # 0680 – “SPECIAL CLAIMING CODE IS INVALID”** will be generated.

Section III – New and Revised Employability Codes

There is now a new Employability Code **“40 – Needed in the Home Part Time to Care for a Disabled Family Member – Non-Exempt”**. This code is not valid for a Case Type 31, 32 or 60. When a FS – TBA case is created, Employability Code 40 will be converted to “WA”.

The definition to Employability Code 38 has been revised to: **“Needed in the Home Full Time to Care for a Disabled Family Member – Exempt”**.

Employability Code 39- **“Lack of Child Care”** has been deleted and is no longer a valid entry. The use of Employment Code 39 will generate **Error # 0326 – “EMPLOYABILITY CODE OUT OF RANGE OR REQUIRED FOR THIS CASE TYPE”**.

Section IV – Revision of Payment Type Code Definitions / Deletions

TA Payment Types 20, 21, 22 & 23 have been added to the list of invalid Payment Types. When used, these Payment Type codes will generate **Error # 0603 – “PAYMENT TYPE IS INVALID”**. These codes were duplicative of Payment Type Codes 54, 55, 56 & 63.

- The definition of Payment Type Code F5 has been changed to **“Shelter Related Expenses and Mortgage/Tax Arrears”**.
- The definition of Payment Type Code 52 has been changed to **“Emergency Allowance to Forestall Eviction/Foreclosure”**.
- The definition of Payment Type Code 60 has been changed to **“Emergency Utility Payment to Prevent Shut-Off or Restore Service”**.

- The definition of Payment Type Code E5 has been changed to “**Enhanced Shelter Allowance**”.
- The definition of Payment Type Code Q5 has been changed to “**Upfront Cash Security Deposit**”.
- The definition of Payment Type Code 67 has been changed to “**Payment on Security Agreement**”.

Section V – New Pay Type N1 – Emergency Non-Utility Fuel Payment

The new Payment Type Code N1, “**Emergency Non-Utility Fuel Payment**” has been added to the Payment table as an allowable code. N1 is valid for Case Type 11, 12, 16, 17, 18, 19, 20, 22, 24 & 31 at Transaction Type 02, 05, 06, 07, 08, 09, 10, 11 & 14. An entry in a Case Type 60 will generate **Error # 0642 – “PAYMENT TYPE INVALID FOR HEAP CASE”**. An entry in a Case Type 32 will generate **Error # 0640 – “PAYMENT TYPE INVALID FOR FS CASE”**. Payment Type N1 is valid with Special Claiming Category Codes A, F, J, K, N & P. Special Claiming Category Code D is valid for only Case Type 11, 12, 16, 17 & 19 at Transaction Type 02, 05, 06, 07, 08, 09, 10, 11 & 14.

Payment Type N1 should be considered a Diversion Payment for a TA Denial (03), and is also allowable as a Diversion Payment for Case Type 20, 22, 24 or 31. Payment Type N1 is included in Diversion Table 1910.

The Payment Type N1 is not considered countable towards Time Limit Tracking or CSMS. For instances of allowable usage please contact TA policy.

Section VI – New Pay Type E8 – Emergency Shelter Payment

The new Payment Type E8 “**Emergency Shelter Payment**” has been added to the Payment Table as and allowable code. E8 is valid for Case Type 11, 12, 16, 17, 18, 19, 20, 24 & 31 at Transaction Type 02, 05, 07, 08, 09, 10, 11 & 14. An entry in a Case Type 60 will generate **Error # 0642 – “PAYMENT TYPE INVALID FOR HEAP CASE”**. An entry in a Case Type 32 will generate **Error # 0640 – “PAYMENT TYPE INVALID FOR FS CASE”**. Payment Type E8 is not valid for a Recert Transaction (06) and will generate **Error # 1648 – “PAY TYPE E8 IS PROHIBITED AT RECERT”**.

The Method of Payment that must be used is 02, 03, 04, 05, 06, 07 & 09. Any other entry will generate **Error # 0648 – “METHOD OF PAYMENT CODE INVALID FOR PAYMENT TYPE”**. Failure to enter a Vendor ID with “E8” and the afore-mentioned Method of Payment will generate **Error # 1649 – “VENDOR ID REQUIRED WITH THIS PAY TYPE AND MOP”**.

When entering a Payment Type E8 on a Case Type 11, the Payment Period To Date cannot be greater than 30 days from the Application Date. Failure to meet this condition will generate **Error # 1650 “PAY PERIOD TO DATE EXCEEDS APP DATE PLUS 30 DAYS”**. When entering a Pay Type E8 on a Case Type 12, 16 or 17 the Payment Period To Date cannot be greater than 45 days from the Application Date. Failure to meet this condition will generate **Error # 1651 – “PAY PERIOD TO DATE EXCEEDS APP DATE PLUS 45 DAYS”**. Payment Type E8 should be considered a Diversion Payment for a TA Denial (03), and is also allowable as a Diversion Payment for Case Type 20, 22, 24 or 31.

Payment Type E8 is not considered countable towards Time Limit Tracking or CSMS.

Section VII – New / Revised Error Associated with Social Security Number Codes

Error # 0205 – “SS CODE IS INVALID OR MISSING” has been revised. “X – SSN SSA Validation/Deceased” has been added to the list of valid entries in the SS Code field. This Code is system generated through the SSN & SSA validation process.

Error # 1578 – “IND STAT INVALID FOR SS CODE X” has been added. This new error will require that if the SS Code is an “X – SSN SSA Validation/Deceased” (SSN SSA Validation/Deceased) then the Individual Status must be either 13 (Deceased) or 15 (Deleted).