

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

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Section I – Payment Type E9 (Personal Needs Allowance)

Pay Type E9 has been added to the list of allowable Pay Types which will permit an entry amount to the Recoupment field on Screen 6. Pay Type E9 will not automatically bring over the Recoupment from the stored ABEL budget. The Recoupment amount will have to be manually entered in the Recoupment field on the bottom of Screen 6. The recoupment amount entered will go through the BICS and CAMS process.

Section II – Separate Determination Process

A new edit has been created during the opening of a Food Stamp case through the Separate Determination Process or while performing a Manual TBA. When a Food Stamp case is created through either process, recurring Food Stamp Payment Line (96) is being written, there must be either an X or T in the SEP DET field on the associated PA/FS stored budget. Failure to put an X or T in the SEP DET field will Generate Error:

1654 – X OR T REQUIRED IN SEP DET IND

The Sep Det Process has been changed to now require all TA cases that are being closed or FS/MA cases being created through the TA closing transaction, to go through the Batch Update Process Error free. Should **any** of the cases that are closed or created (TA, MA or FS) generate an error, all associated cases, including the TA closing, will result in either a WMS Error or BICS/ALEC Error. In order for all associated cases to complete the transaction successfully, the case in which the Error was generated must be rectified.

Section III – Payment Type 97 (Food Stamp Supplemental)

In order to insure that previous overpayments are considered, when Payment Type 97 is authorized, the Recoupment field on the bottom of the Screen 6 must have an amount entered, even if it is zero. When a Pay Type 97 is authorized and an amount is not entered in the Recoupment/Claim field, error 1129 will be generated. If an amount greater than 0 is entered, the amount entered in the recoupment claim field will be sent to BICS and CAMS.

1129 – PAY TYPE 95 & 97 REQUIRE RECOUPMENT AMOUNT

Section IV – New SSA Validation Code N

Social Security Validation Code "N-State Benefit Eligible Alien" has been added to the list of valid Social Security Validation Codes. SSN Validation Code N will be used to identify an applicant or recipient who has met all their SNA eligibility requirements but was denied by SSA solely due to their immigration status. This new code is only valid with ACI codes B, S, G, T, or O and an entry with the wrong ACI code will generate error:

1372 – SS CODE IS INVALID FOR ACI CODE

The new SSN Validation code of N is allowed only with Case Type 16, 17, 20, 24, 31, or 32. An entry with an incorrect Case Type will generate error:

1208 – SS CODE INVALID FOR CASE TYPE

The new Validation Code N will not be included in the SSA validation process and will be worker entered only. Validation code N will only be allowed if the prior validation code was 2, 3 or blank. Attempts to change any other prior entry to an N will generate error:

1211 – SS CODE NOT ALLOWED WITH PRIOR SS CODE

Section V– Alien Citizenship Indicator O or T

Based on current policy regulations, individuals with an ACI code of “O-PRUCOL Eligible” or “T-Person Paroled into the U.S. for less than One Year” are not allowed to receive Food Stamps. Those individuals, who are in a household that is in receipt of Food Stamps through a Case Type 31 or 32, must not have an Individual Status of Active (07). When an ACI of O or T in a Case Type 31 or 32 has an Individual Status of 07 (Active) Error 1579 will be generated:

1579 – ACI CODE O OR T IS INVALID FOR IND STATUS 07

Section VI – Special Program Code

There has been an additional Special Program Code added to the list of valid codes. The new Special Program Code W (Working Families) will be reserved for future use. Districts will be notified through the Food Stamp Policy Bureau when this code becomes available.

Section VII–Employability Codes and Revised Employability Definitions

There has been a change to the list of currently valid Employability Codes. Employability Codes 34 and 73 have been deleted from the list of allowable codes. There have also been changes to the definitions of three Employability Codes. Revised definitions are as follows:

Employability Code 38 – NEEDED IN THE HOME FULLTIME TO CARE FOR AN INCAPACITATED/DISABLED HOUSEHOLD MEMBER – EXEMPT

Employability Code 40 – NEEDED IN THE HOME PARTTIME TO CARE FOR AN INCAPACITATED/DISABLED HOUSEHOLD MEMBER - NONEXEMPT

Employability Code 70 – CONTESTING EMPLOYABILITY DETERMINATION INCLUDING THE DISABILITY REVIEW PROCESS - EXEMPT

Section VIII– Lifeline

The Lifeline program has been extended to include Case Type 60 (HEAP). The allowable entry in the Lifeline field is an N or Blank. (Entry of an “N” indicates a HEAP client has declined to participate in the Lifeline program). Any other entry will generate error:

1130 – INVALID LIFELINE ENTRY

An entry in Lifeline field is prohibited for Case Types: 18, 19, 20, 21, 22, 24 and 31-if Special Program Code is an S. An entry in the Lifeline field in the aforementioned Case Types will generate error:

1198 – INVALID ENTRY FOR CASE TYPE

Section IX– PA/FS Rep Code

Periodic reporting is no longer required for TA Case Types 11, 12, 16, or 17 and as a result, the PA/FS REP CD header located on Screen1 has been changed to FS REP CD. Any entry in the FS REP CD field on a Case Type 11, 12, 16, or 17 will generate error:

1195 - FS REP CODE NOT ALLOWED FOR CT = 11, 12, 16 OR 17

The allowable entries in the FS REP CD field are "B-Periodic Required/No Calculated ABEL Budget", "E-Periodic Reporting Exempt", or "L-Periodic Reporting/-Employed-On Call" and only allowable for Case Type 31 or 32. An entry of any other code will generate error:

118 - FS REPORTING CODE IS INVALID

Section X – Fleeing Felon / Prisoner Auto-Close Process

A monthly Prisoner and Fleeing Felon auto-close process will be performed for single-individual TA and FS Cases that are identified as a result of monthly and quarterly matches done between WMS and files received from various correctional facilities that were reported to Audit and Quality Improvement (A&QI). For this auto-close process, a single-individual case is defined where there is only one active person (Individual Status 07) on the case. This auto-close process will occur approximately the 2nd week of each month. The first auto-close process is tentatively scheduled to run in mid-August. If a case is auto-closed and subsequently reactivated or reopened, the auto-close process will suspend the re-generation of an auto-close process for a period of 90 days, unless that individual has another outstanding warrant that has not been addressed. In this instance, the case would be selected to be auto-closed and the 90 day suspension will no longer apply.

On Section 1 of the 3209, for TA Case Types (11 12 16 17 18 19) and FS Case Type (31), Authorization TO Date will be set to the end of the Transaction Month and Transaction Type will be set to 07. A Case Reason Code of I92-No Eligible Individual will be denoted for Case Types 11 12 16 17 31. A Case Reason Code of 179-Other will be generated for Case Types 18 and 19 and Transaction Type will be set to 07. For TA Cases that also have FS authorized, the PA/FS Reason Code I92-No Eligible Individual will also be inserted and the PA/FS Indicator will change from 01-Authorized for PA/FS to 08-Closed Both PA and FS Cases. For Case Types 11 12 16 17 and 31, the CNS Notice Indicator will be set to T-Timely.

On Section 3 of the 3209, for TA Case Types (11 12 16 17 18 19) PA/MA Individual Reason Code of F35-Fleeing Felon/Probation-Parole Violator or F63-In Prison will be generated. If FS were authorized in the TA Case, Reason Code F35-Fleeing Felon/Probation-Parole Violator or F63-In Prison will also be inserted in the FS Individual Reason Code. FS Individual Reason Code F35 or F63 will be entered for FS Case Type 31. The reason code generated for all Case Types is dependant on the file(s) received from the A&QI Match.

On Section 5 of the 3209, for all Case Types, Individual Status will be changed to 20-Case Closed when the clock down date has been reached. For TA Case Types (11 12 16 17 18 19) the PA/MA Individual Effective Date (and FS Individual Effective Date if the PA/FS Indicator Code is equal to 01- Authorized for PA/FS) will change to the last day of the Transaction Month plus one day. The FS Individual Effective Date will also change to the last day of the Transaction Month plus one day for Case Type 31. The MA Coverage to Date will be generated to the last day of the Transaction Month.

On Sections 6 and 9 of the 3209, for all Case Types, all payment lines will be shortened to the last day of the Transaction Month. If the existing Payment Period From Date is greater than the Transaction Month, any future payment line(s) will be cancelled.

MA Extensions will be generated in instances in which the individual on the A&QI Match indicates a Fleeing Felon (F35). Case Types 11 12 16 17 where the Emergency Indicator does not equal X will have an MA Extension generated with FS Individual Reason Code F35. MA Coverage will continue through the 12th Month following the original PA Authorization FROM Date. MA Reason Code 821 will be generated for the MA Extension.

If the TA closing occurs in the 12th month following the original PA Authorization FROM Date, MA Extension insert Reason Code 758 will generate for an MA Extension. This will allow a one month extension period immediately following the 12th month of the original PA Authorization FROM Date.

If the TA Case Type 11 12 16 17 18 19 has an X in the Emergency Indicator, an MA extension will not be generated. MA Extension insert Reason Code 761 will be denoted.

An MA Extension will generate a Case Number using the format of "M" as the first digit, a two digit numeric field to represent the fiscal district followed by "F" to identify Fleeing Felon, then a two digit date field, formatted MM/YY and a two digit sequential number to complete the ten digit Case Number (Example: Albany County- MA01F020701). The Unit field on Section 1 of the 3209 will auto generate FF035 and the Worker field will auto generate MFF35. The MA Authorization number will use the next sequential number as assigned by WMS.

An MA extension will not be generated for the F63 closings. MA Extension insert Reason Code 761 will be denoted.

A unique Authorization Number equal to 9, District Code, P, MMY (Transaction Month/Year) will be generated for the TA and FS closings.

An Eligible List will be sent through the BICS queue, page broken by district, office, unit and worker. It will list Case Name, Case Number, MA Extension Case Number and MA Coverage To Date (if spawned). A warning will also be produced for Case Types 18 and 19 indicating that a Manual Notice must be sent.

There will not be an exception report generated to districts. A&QI has requested that the exception file remain with their unit. A&QI will notify districts of exceptions identified. A&QI will also be issuing a forthcoming INF detailing the auto-close process.