



STATE OF NEW YORK  
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.  
*Commissioner*

July 3, 2007

Dear WMS/CNS Coordinator:

The purpose of this letter is to inform local districts of the Monthly Auto-Close Procedure for single individual Medical Assistance (MA) and Temporary Assistance (TA) cases identified from a Social Security Administration (SSA) Death Match (See WMS/CNS Coordinator Letter dated June 5, 2007, Attachment II, Section I, for a more detailed explanation).

The initial run is scheduled for Wednesday morning July 11, 2007. This procedure will be run on the second Wednesday of every month. Cases selected for auto-close will have a unique authorization number. The authorization number will have the following format [9, District Code, X, MMYT(Transaction month/year)].

Two reports will be produced from this run.

1. An eligible list (Host Qualifier 001-X-District Code) (File Name WINR 8798)
2. An ineligible list (Host Qualifier 001-X-District Code) (File Name WINR 8799)

These reports will be available in the BICS Ques on Wednesday afternoon July 11, 2007.

For questions regarding the Auto-Close Procedure, please contact Ken Jerge at 518-408-0104.

Sincerely,

*DDM*

Dennis DiMuria, Manager  
Upstate Eligibility Systems  
Office of Health Insurance Programs

cc: MA Directors  
TA Directors