



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

Eliot Spitzer
Governor

David A. Hansell
Commissioner

July 6, 2007

Dear WMS/CNS Coordinator:

The purpose of this letter is to inform districts of the status of two new Auto-Close processes that have been developed and will be implemented shortly.

Attachment I of this letter provides details of the monthly auto-close process that will be performed for single-individual TA and FS cases as a result of a monthly match performed by comparing the SSA/RFI Death Match file against WMS. (A similar explanation was provided for MA case types in Attachment II of a Dear WMS/CNS Coordinator Letter dated June 5, 2007 and a follow-up letter dated July 3, 2007.)

Additionally, due to pending policy changes, specifications for the Fleeing Felon/Prisoner Auto-Close Process, as described in Attachment I, page 3 of 4, in Section X of the June 5, 2007 Dear Coordinator Letter and tentatively scheduled to begin in August, 2007 are being revised. Districts will be advised in a subsequent Letter when revised details of that process become available.

For questions concerning either of these new Auto-Close processes, please contact the following individuals at 1-800-343-8859:

Todd Britton at extension 3-9042
Patty Hanson at extension 4-8753

Thank you for your continued cooperation.

Sincerely,

Tully Lenihan

Tully Lenihan
Division of Employment and
Transitional Supports/WMS

Attachment
Cc: Commissioner
TA & FS director
MA Director

“providing temporary assistance for permanent change”

A monthly auto-close process will be performed for single-individual TA and FS cases that are identified as a result of a monthly match performed by comparing the SSA/RFI Death Match file against WMS. For this auto-close process, a single individual case is identified where there is only one active person (Individual Status 07) on the case. The SSA monthly auto-close process will occur approximately on the 2nd week of each month. The first auto-close process is expected to transpire in July 07.

In this auto-close process, if a case that may have been incorrectly identified by SSA as deceased is subsequently reopened, the case will not be selected for the auto-close process for a period of 12 months.

On Section 1 of the 3209, TA Case Types (11 12 16 17 18 19) and FS Case Type (31), the Authorization Period TO Date will be set to the last day of the Transaction Month. 07-Closing, will be generated for the Transaction Type and the Case Reason Code will be changed to I92-No Eligible Individual. For TA Cases that also have FS authorized, the PA/FS Indicator will change from 01-Authorized for PA/FS to 08-Closed Both PA and FS Cases. If The PA/FS Indicator equals 02 03 04 09, the PA/FS Reason Code will be set to 943-Not in Receipt of FS. For Case Types (11 12 16 17 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), the PA/MA Individual Reason Code E95-Died will be denoted. If FS were authorized in the TA Case, FS Individual Reason Code E95-Died will be generated in the FS Individual Reason Code field. For Case Type 31, E95-Died will be inserted in the FS Individual Reason Code field.

On Section 5 of the 3209, for all Case Types, Individual Effective Date (Date of Death) and Individual Status-13 Deceased, will not be generated until the lockdown date has been reached. In the interim, Individual Status 07-Active, will be present. If MA was authorized in the TA Case, the MA Coverage To Date will be set to the Transaction Date plus 10 days.

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

During the lockdown process, a case will be unable to have an undercare transaction performed unless the individual was incorrectly identified as deceased by the SSA Match. In this instance, the worker would have to extend the Authorization TO Dates, remove the SSN CD X-SSN SSA Validation/Deceased, remove the PA/FS Individual Reason Code(s) E95- Died and extend the MA Coverage TO Date. Closed Case Maintenance will be allowed for all cases that were closed as a result of the auto-close process.

A unique Authorization Number equal to 9, District Code, X, MMY (Transaction Month/Year) will be generated for the SSA auto-close process.

An Eligible List will be sent through the BICS queue, page broken by Local District, Office, Unit and Worker. The list will contain Case Name, Case Type, Case Number, CIN, Date of Death (Individual Effective Date) and MA To Date. A Warning will also be produced for Case Types 18 and 19 indicating that a Manual Notice is required.

An Exception Report will be produced via BICS: the Exception Report will be sorted by Local District, Office, Unit and Worker. The Exception Report will list Case Name, Case Number, Case Type, CIN and Exception Reason(s). The Exception reasons include; Multi Person Household, Case in Pending Status, Case Clocking Down, Invalid Auth TO Date, FS Authorized in Co-Op Case, Case Previously Processed, No Day of Death and Application Date is greater than Date of Death.