

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 - V</i>
<i>Patty Hanson @ ext. 4-8753</i>	<i>I - V</i>
<i>Todd Britton @ ext. 3-9042</i>	<i>I - V</i>
<i>Ruchika Jaggi @ ext. 6-6139</i>	<i>I - V</i>

Section I – Recertification Date Retention

The Recertification Date will now be retained for all transactions that follow the recertification transaction (06–Recert). While the case remains active and following the initial recertification, this date will be retained for subsequent transaction types 05, 07, 08, 11 & 14. This date will be updated each time a recertification transaction is performed using a transaction Type 06 (Recert). A new Edit, 1221 will require that the Recert Date field be updated each time a Recertification is performed for Case Types = 11, 12, 16, 17. Once a case is closed and then either opened (02) or re-opened (10) there will not be a date displayed in the Recert Date field until a new recertification transaction (06) is performed.

1221 - CHANGE TO RECERT DATE REQUIRED

Section II – Application Source

A new field, Application Source, has now been added to Section 1 of the Application Turnaround Document-3636 and to Section 1 of the Authorization Change form-3209. It will be displayed on both documents as APP SRC. APP SRC will be displayed on the 3636 and 3209 to the right of Fiscal District. This field will be used to identify when a Food Stamp online application is either system generated or worker entered through WMS or the AutoApp process. The field will also be used to identify when an application is worker entered through the AutoApp process. The display, APP SRC, will also be added to the right of the HII field on Application Registry and Application Inquiry. APP SRC will appear to the right of the RVI field on the Case Comprehensive Screen and on WMS Entry Screen 1. Entry of the field is allowed at all transaction types and at Application Registry and Full Data Entry. The only allowable worker entry in the APP SRC field is blank or an E. Entry of another value will generate:

1222 - APP SRC INDICATOR IS INVALID

Values for APP SRC field

- A - Auto APP -** System generated code indicating that the Application was generated through AutoApp and the allowable Case Types are 11, 12, 16, 17, 18, 19, 31, 32, or 60
- E - FS E APP -** WMS worker entered or system generated code to identify an EAPP (electronic application) for Case Type 31 or 32
- E - FS E APP -** Worker entered only on Auto App to identify that an EAPP was registered through Auto App, and is only allowed for Case Type 31 or 32
- B - AUTOEAPP -** The E in Auto APP should generate a 'B' in WMS indicating that the APP was an electronic APP and registered through Auto APP

Section III – Deletion of Citizenship/Alien Indicator N

The Alien Citizenship Indicator N (PRUCOL alien diagnosed with Aids or Residing in RHCF on 8/4/97) is no longer a valid entry for Case Type 11, 12, 16, 17, 18, 19, 31, 32, or 60 and has been removed from the list of valid codes. Current cases that have an Alien Citizenship code (ACI) of N will receive Error:

0337 – CITIZENSHIP INDICATOR IS INVALID

Section IV – Food Stamp Disaster Payments

There has been a revision to the procedures released in a previous Dear WMS Coordinator letter dated October 5, 2006; these changes will be available on 3/24/08. This is a replacement for the previously released instructions.

*** For any questions regarding Food Stamp policy you may contact Dave Staszak @ 1-518-473-6354 or 1-800-343-8859, ext. 3-6354.

Pay Type 39 (DISASTER CARD ISSUANCE) 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 Method of Payment Code “**12-Previously Issued**” and a **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 Pay Type 39 will require the entry of “**J- Disaster Related Emergency**” in the Special Claim Code field on Screen 6, and will also require a Payment Authorization period of three months with a Payment Schedule of M (monthly). Due to the possibility that the disaster may run longer than a month the Payment Amount on Screen 6 must be blank in the event that the Emergency Cards need to be revalued.

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

- 0649 - PAYMENT AMOUNT INVALID**
- 1630 - PAY PERIOD MUST BE 3 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 V – 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 edits are now in place to assist with the proper use of Emergency Indicator D and for BICS Claiming purposes:

- 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)

