

Section I-Processing of TA/FS Worker Initiated Prisoner Closings

Due to MA policy changes, for cases where individuals are incarcerated on or after 04/01/08, when a single individual TA Case (11 12 16 17) is closed with Individual Reason Code "F63-In Prison-within State not in Federal Penitentiary" on Screen 3, if the individual is in receipt of MA, Screen 7 will be automatically scheduled. This will allow workers to enter the prisoner's name and Department Identification Number (DIN) in the Associated Name field, Associated Address Code "19- Prisoner Community Address", and the prison address in the Associated Address field. The Associated Name Notice Indicator Code "2 - Notice Plus Attachments" should also be included on Screen 7. This will ensure that a notice will be sent to the newly established associated prison address. Failure to enter the aforementioned will produce **WARNING # 0711 IND R/C F63 REQ ASSOC NM CD 19, NOTICE CPY 2, PRISON ADDR/DIN**. Appropriate TA and MA language for an F63 will be produced.

By entering Associated Name Code 19, the prison address entered by the worker will be system generated in the Resident Address on Screen 1 of the MA Extension.

Since MA Extensions will not be generated for individuals incarcerated prior to 04/01/08 or incarcerated in a federal or out of state prison, Individual Reason Code "F64-In Prison-Out of State or in Federal Penitentiary" on Screen 3 should be used in the TA closing. Because admission dates prior to 04/01/08 will decrease over time, a new reason code will not be created. Using F64, for whose cases admission date is prior to 04/01/08, the appropriate TA and MA language will be produced.

For multi-person TA cases (11 12 16 17) where an individual is in receipt of MA, the incarcerated individual should be deleted using the appropriate Individual Reason Code of F63 or F64. These reason codes will vary depending on the incarcerated date of 04/01/08 or if the incarcerated individual is in a federal prison or out of state prison. If an F63 is entered and the admissions date on the prison file is 04/01/08 or greater, an MA opening in suspension status should be performed. TA workers should use every available resource to ensure that the prison address and DIN is entered on Screen 7 of the TA closing.

FS cases 31 and 32 will continue to use "F63- In Prison" when deleting an individual or closing the case.

Section II-Prisoner Auto-Close Process

A monthly Prisoner auto-close process will be performed for single-individual TA and FS Cases that are identified as a result of monthly matches done between WMS and files received from various correctional facilities (DOCS, DCJS, Rikers) that were reported to OTDA. For this auto-close process, a single-individual case is defined as a case in which there is only one active person (Individual Status 07) on the case. Single-individual cases in Case Types 11, 12, 16, 17 and 31 will be auto-closed. The auto-close process will not apply to Case Types 18, 19, 20, 21, 22, 24, 32, 40 or 60.

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-May. 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 incarceration 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, or 31, the 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 and 31. 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" and the CNS Notice Indicator will be set to "T-Timely" for all Case Types. Cases in which the Emergency Indicator = "X" will have the PA/FS Indicator set to "90".

On Section 3 of the 3209, for TA Case Types (11 12 16 17) PA/MA Individual Reason Code "F63-In Prison-within State, not in Federal Penitentiary" will be generated. If FS were authorized in the TA Case, "F63-In Prison" will also be inserted in the FS Individual Reason Code. FS Individual Reason Code F63 will be generated for FS Case Type 31. For TA cases, if the admission date on the files received is prior to 4/1/08, an Individual Reason Code of "F64-In Prison-Out of State or in Federal Penitentiary" will be set.

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) the PA/MA Individual Effective Date (and FS Individual Effective Date if the PA/FS Indicator Code was 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.

On Section 7 of the 3209, Associated Name Code 19, Notice Code 2, Prisoner Name/DIN, and Prison Address will be generated from the DOCS, DCJS or Rikers file.

MA Extensions will be generated in instances in which the individual on the OTDA Match indicates a Prisoner (F63), incarcerated after 4/1/08 if that individual was in receipt of MA. If anyone was incarcerated prior to 4/1/08, no MA Extension will be generated.

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 "P" to identify Prisoner, then a four digit date field, formatted MM/YY and a two digit sequential number to complete the ten digit Case Number (Example: Albany County - M01P050801). The Unit field on Section 1 of the 3209 will auto generate PR063 and the Worker field will auto generate MPR63. The MA Authorization Number will use the next sequential number as assigned by WMS.