



David A. Paterson
Governor

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

David A. Hansell
Commissioner

May 8, 2008

Dear WMS/CNS Coordinator:

The purpose of this letter is to provide local districts with an updated explanation of the newly-developed Prisoner Auto-Close process and to provide local district workers with procedures that should be followed when a single-individual case is closed manually due to an individual's incarceration or when deleting a prisoner from a multi-person case. System support for the Auto-Close process is now tentatively scheduled to begin in mid-May, 2008 barring any unforeseen negative test results.

Two previous "Dear WMS/CNS Coordinator Letters" were sent by OTDA, explaining the Prisoner Auto-Close process. Due to changes in the treatment of Medicaid eligibility for individuals incarcerated after April 1, 2008, the auto-close process and manual closing procedures have been revised. This Letter replaces the former two letters. Additional MA procedures are contained in the "Dear WMS/CNS Coordinator" Letter, issued by DOH, dated April 28, 2008.

For questions regarding the attached procedures/processes, please contact the following individuals at 1-800-343-8859: Patty Hanson @ ext. 4-8753 or Todd Britton @ ext. 3-9042. For questions concerning MA Extension cases, please contact Layne Gilpin (DOH) @ (518) 474-6798.

Sincerely,

Tully Lenihan

Tully Lenihan, WMS
Center for Employment and
Economic Supports

Enclosure

Cc: Commissioner
TA/FS Directors