



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 19, 2008

Dear WMS/CNS Coordinator:

The purpose of this letter is to provide an Addendum to the Dear WMS/CNS Coordinator Letter of May 8, 2008 which provided local districts with an updated explanation of the newly-developed Prisoner Auto-Close process. It will also 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.

It has been brought to our attention that instructions contained in the May 8th Letter could be misinterpreted when local districts are manually deleting incarcerated individuals from **multi-person** cases. Section I of the May 8th Letter, "Processing of TA/FS Worker Initiated Prisoner Closings", stated that "TA workers should use every available resource to ensure that the prison address and DIN is entered on Screen 7 of the TA closing". This instruction should only be followed when closing **single-individual** prison cases. When deleting incarcerated individuals from multi-person TA cases, if the prisoner was incarcerated on or after April 1, 2008, the incarcerated individual should be deleted from the existing TA case and a separate MA case should be opened, putting the incarcerated individual in a suspended (08/04) MA status. In these instances, the prison address, DIN, etc. should not be entered on Screen 7 of the TA case, but should, instead, be entered on Screen 1 of the new MA Opening. Complete instructions for deleting incarcerated individuals from multi-person TA cases are contained in the Dear WMS/CNS Coordinator Letter of April 25, 2008, issued by DOH.

The first Auto-Close process ran successfully on Friday, May 16, 2008, resulting in the closing of 204 TA and FS cases in Upstate districts. The Eligible Report (WINR5611) is available through the BICS queue. As mentioned in previous correspondence, Exception cases will be sent to State Audit & Quality Improvement staff, to be distributed to local districts for manual processing.

For questions regarding this Letter, 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