

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

### **Section I – New Payment Type N2 “Child Support Due Client-Period of Ineligibility”**

Due to recent changes in policy, we are introducing a new Payment Type N2- “**Child Support Due Client-Period of Ineligibility**”. This new payment type will be allowed in Case Types 11, 12, 16, or 17. An N2 will be invalid for Case Types 18, 19, 20, 22, 24, 31, 32 and 60. N2 is allowed at Transaction Types 05, 07, 08, 09 and 14. The allowable Methods of Payment are 01, 05, 06 or 09. N2 is only permitted to be authorized as a single issue payment. A Pick Up Code of 1 or 6 will be required along with Special Claim Code N. With Pay Type N2, the Payment FROM Date must be greater than 6/30/09.

All edits will be adjusted to meet these new criteria. Policy implications will be contained in a forthcoming ADM.

With the addition of Payment Type N2, Payment Type D3-“Excess Current Support” will be edited against the Payment Period TO Date. With Payment Type D3, the Payment Period TO Date cannot be greater than 6/30/09. Failure to meet this requirement will result in the following error:

**1666 – PAY TYPE D3 PROHIBITED WITH THE DATE GREATER THAN 6/30/09**

### **Section II – New HEAP Payment Type H2 & J3**

Due to recent changes in the HEAP program, we are introducing two new Payment Types **H2-“Heap Cooling” and J3 – “HEAP Clean and Tune”**. These new payment types will be allowed in Case Types 11, 12, 16, 17, 18, 19, 31 and 60. H2 and J3 are allowed at all Transaction Types except 03 “Denial”. The allowable Method of Payment is 03 or 07 for H2 and J3 and both are only permitted to be authorized as a single issue payment.

Special Claim Code must be an H with H2 or J3 when authorized on a Case Type 11, 12, 16, 17, 31 or 60 and, when authorized on a Case Type 18 or 19, the Special Claim Code must be J.

All edits will be adjusted to meet these new criteria. Policy implications will be contained in a forthcoming ADM.

### **Section III – Prohibit Local Action Code 1 with HEAP Pay Types**

HEAP benefits paid through the OSC process are not issued when Local Action Code (LAC) “1-Check/ATP Issued” is entered on a payline, Local Action Code 1 will no longer be valid with Method of Payment Code 02 or 04 and Special Claim Code H. Failure to follow this process will generate error:

**1664 – LAC 1 PROHIBITED WITH MOP 02, 04 AND SPC CLM CD H**

### **Section IV – State Charge Code 37**

Based upon current policy and procedures, State Charge Code 37 is no longer valid. State Charge Code 37 will be invalid for all Case Types and all Transaction Types. The use of this code will result in error 0312.

**0312 - STATE/FED CHARGE IS INVALID**

### **Section V - Prohibit Overlay of Citizenship Code 'E' in TA and FS Case Types**

Due to conflicting eligibility criteria for certain aliens depending on Case Type (MA versus TA and/or FS), an internal control has been set in WMS to prevent overlay of ACI (Alien/Citizenship Code) = E (Ineligible Alien) in a TA or FS case (CT =11, 12, 16, 17, 18, 19, 31, 32) if an MA case (CT=20, 22, 24) enters a 'O' in the ACI field. Also, subsequent transactions in the TA or FS case should not overlay entry of the 'O' in the MA case. Only when the ACI code on a TA or FS case is changed from an 'E' to any other value, will it overlay the entry of an 'O' in the MA case.

### **Section VI – Modification to HEAP Pay Types**

Edit 0657 has been modified to now require a stored HEAP budget for Pay Types H1, H0, H5, H6, H7, H8, J1, 04, 16, & 17. When authorizing one of the identified Heap Pay Types, the payment amount must match the associated HEAP benefit amount in any one of the three occurrences of the stored HEAP budget amount. Failure to match the budget will result in error:

**0657 – PAY AMT FOR PAY TYPE H1, H0, H5, H6, H7, H8, J1, 04, 16 AND 17 MUST MATCH STORED HEAP BUDGET AMT.**

An entry of H9 or J2 Pay Type will also require a stored budget for CNS purposes only, but the Payment Amount for the Pay Type does not need to match the HEAP budget amount. Failure to store a HEAP budget will result in error:

**1663 – PAY AMT FOR PAY TYPE H9 AND J2 REQUIRES A STORED HEAP BUDGET**

### **Section VII – SSA Automated Death Match Closing for HEAP Cases**

Detailed below is a description of the monthly SSA Death Match Auto-Close process. Beginning in July 2009, single-individual HEAP cases (Case Type 60) will now be included in the process. Details involving HEAP cases have been bolded in the description below.

A monthly auto-close process is currently performed for single-individual TA, MA and FS cases that are identified as a result of a monthly match performed by comparing the SSA/RFI Death Match file against WMS. **We will be adding HEAP Case Type 60 to the automated Death Match closings.** 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 in the 2<sup>nd</sup> week of each month. **The first auto-close process for HEAP cases is expected to transpire in July 09.**

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) , FS Case Type (31) and **HEAP Case Type (60)** 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 and FS cases. **For HEAP cases, the Case Reason Code will be changed to H95.** 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 **60**) 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, if present, 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.

### **Section VIII – Update to the Clearance Report Desk Aid**

There will be two additions to the Clearance Report and these changes will also be reflected on the Clearance Report Desk Aid (LDSS-4959).

DOH has added the Trust Indicator (TI) to Screen 1 of WMS and this added field will also be displayed on the Clearance Report and the Clearance Report Desk Aid. Please refer to Attachment II – Section VII for further details.

The Chafee amendment has created a need to identify cases that meet the specific criteria as identified by DOH. The Chafee Indicator (C) will appear in the Special Population Field (SP) and has been added to Screen 4 of WMS and will appear on the Clearance Report and Clearance Report Desk Aid. Please refer to Attachment II-Section X for further details.