

For questions regarding changes included in Attachment I, please contact the following individuals at 1-800-343-8859:

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Section I – New HEAP Payment Type J9 “Heap Additional Benefit”

Due to recent changes in policy, we are introducing a new Payment Type **J9- “Heap Additional Benefit”**. This new payment type is allowed in Case Types 11, 12, 16, 17, 18, 19, 31 or 60. Payment Type J9 is invalid for Case Types 20, 22, 24 and 32. J9 is allowed at all Transaction Types except 03 (Denial). The allowable Methods of Payment are 02, 03, 04 or 07. J9 is only permitted to be authorized as a Single Issue Payment. If Payment Type is J9 and Method of Payment = 02, 03, 04 or 07, an entry in the Vendor ID field is required. The use of this paytype will be prohibited until HEAP Policy deems it necessary.

Special Claim Codes = H or J is a required entry with Payment Type J9 for Case Types = 11, 12, 16, 17 or 31 at Transaction Types = 02, 05, 06, 07, 08, 09, 10, 11 or 14. Special Claim Code J is a required entry with Payment Type J9 for Case Types 18 or 19 at Transaction Types = 02, 05, 07, 08, 09, 10, 11 or 14.

All edits are adjusted to meet these new criteria.

Section II – Modification to Error Messages for Existing HEAP Edits 0657, 1610, 1624, 1655 and 1663
(Revisions are bolded)

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

For Case Types 11, 12, 16, 17, 19, 31 or 60 for all Transaction Types, for Payment Type ‘H1 (Regular HEAP Benefit), J1, 04, 16, 17, H1, H0, H5, H6, HJ, H8, there must be a stored HEAP Budget on ABEL, and the Payment Amount associated with the H1 Pay Type must match the Regular HEAP benefit amount on the HEAP budget.

0657 – PAY AMT FOR PAY TYPE MUST MATCH STORED HEAP BUDGET AMT.

For Case Types 11, 12, 16, 17, 19, 31 or 60 for all Transaction Types, for Payment Types ‘H1, J1, 04, 16, 17, H1, H0, H5, H6, HJ, H8, there must be a stored HEAP Budget on ABEL, and the Payment Amount associated with the Pay Type must match the Regular HEAP benefit amount on the HEAP budget.

1610 - VENDOR ID MUST MATCH NON-H1 OR H9 PAYLINE VENDOR ID

If an entry is present in the Vendor ID field (Occurrence #2), the Vendor ID must match the Vendor ID field entered on the payline containing a Pay Type NOT equal to ‘H1 – Regular HEAP Benefit’ or ‘H9 – Regular HEAP Supplemental Benefit’.

1610 - VENDOR ID MUST MATCH PAYLINE VENDOR ID

If an entry is present in the Vendor ID field (Occurrence #2), the Vendor ID must match the Vendor ID field entered on the payline containing a Pay Type NOT equal to ‘H1 – Regular HEAP Benefit’ or ‘H9 – Regular HEAP Supplemental Benefit’ or ‘J1 – HEAP Emergency Benefit – Additional Benefit’ or ‘J9 – HEAP Additional Benefit’

1624 – PAYLINE VNDR ID MUST = VNDR ID 1 OR 2 FOR PAYMENT TYPE 04, 17; VNDR 1 FOR H1, H9

For Case Types 11, 12, 16, 17, 31 or 60, transaction types 02, 05, 06, 07, 08, 10, 11 or 14, if the payment type is H1,H9 or J1, Method of Payment is 02, 04, 09 or 11, then the payline Vendor ID must equal the HEAP Vendor ID first occurrence on WMS Screen 6.

For Pay Types 04 or 17, the payline Vendor ID must equal either the HEAP Vendor ID (1st Occurrence) or the Vendor ID (2nd Occurrence).

1624 – PAYLINE VNDR ID MUST = VNDR ID 1 OR 2 FOR PAYMENT TYPE

For Case Types 11, 12, 16, 17, 31 or 60, transaction types 02, 05, 06, 07, 08, 10, 11 or 14, if the payment type is H1,H9 , J1 or J9, Method of Payment is 02, 04, 09 or 11, then the payline Vendor ID must equal the HEAP Vendor ID first occurrence on WMS Screen 6.

For Pay Types 04 or 17, the payline Vendor ID must equal either the HEAP Vendor ID (1st Occurrence) or the Vendor ID (2nd Occurrence).

1655 - PAYLINE VENDOR ID MUST = HEAP VENDOR ID (2) FOR THIS PAYMENT TYPE

For Case Type 11, 12, 16, 17, 31 or 60 Transaction Type 02, 05, 06, 07, 08, 10, 11 or 14, Pay Type is H0, H5, H6, H7,H8, J2 or 16, Method of Payment (MOP) is 02, 04, 09 or 11, then the Payline Vendor ID must = HEAP Vendor ID for Occurrence #2.

1655 - PAYLINE VENDOR ID MUST = HEAP VENDOR ID (2) FOR THIS PAYMENT TYPE

For Case Type 11, 12, 16, 17, 31 or 60 Transaction Type 02, 05, 06, 07, 08, 10, 11 or 14, Pay Type is H0, H2, H5, H6, H7,H8, J2 or 16, Method of Payment (MOP) is 02, 04, 09 or 11, then the Payline Vendor ID must = HEAP Vendor ID for Occurrence #2.

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

1663 – PAY TYPE REQUIRES A STORED HEAP BUDGET

For Case Types 11, 12, 16, 17, 19, 31 or 60 for all Transaction Types for Payment Type H9, J2, J3 or J9 there must be a stored Heap Budget on ABEL, but the Payment Amount associated with the Pay Type does not need to match the associated HEAP benefit amount on the HEAP budget.

Section III- Prohibit use of Emergency Indicator “X” with CT (01-061) = 31, 32 and 60.

Due to changes in policy, we are now prohibiting the use of Emergency Indicator “X” with Case Types 31, 32, and 60 in addition to 20 and 22. This has necessitated changes to Edit 0122 and Edit 0159

0122 - EMERGENCY INDICATOR IS INVALID FOR THIS CASE TYPE – FATAL

If Emergency Indicator is "X", then Case Type must be 11, 12, 16-19, 31, 32 or 60 (F, E)

0122 - EMERGENCY INDICATOR IS INVALID FOR THIS CASE TYPE – FATAL

If Emergency Indicator is "X", then Case Type must be 11, 12, 16-19. (F, E)

0159 - EMERGENCY INDICATOR IS NOT A VALID ENTRY FOR THIS CASE

Emergency Indicator *not* allowed for Case Type 20, or 22. (F, E, U)

0159 - EMERGENCY INDICATOR IS NOT A VALID ENTRY FOR THIS CASE

Emergency Indicator *not* allowed for Case Type 20, 22, 31, 32, or 60. (F, E, U)

Section IV – Child Support Disregard Amount \$200 per month effective 01/01/2010

The Child Support Disregard amount of \$100 per month will increase to \$200 per month effective 01/01/2010. This has necessitated a change in the Cause/Remedy for Edit 1623.

1623 - PAYMENT AMOUNT EXCEEDS ALLOWED AMOUNT FOR PAY SCHEDULE

If Payment Type equals 18 (Child Support Disregard) and the Payment Schedule (PAY-SCH) equals S (Semi-Monthly), then the Payment Amount must be less than or equal to \$50. If the Payment Type equals 18 and the Payment Schedule equals M (Monthly), then the Payment Amount must be less than \$25.

1623 - PAYMENT AMOUNT EXCEEDS ALLOWED AMOUNT FOR PAY SCHEDULE

If Payment Type equals 18 (Child Support Disregard) and the Payment Schedule (PAY-SCH) equals S (Semi-Monthly), then the Payment Amount must be less than or equal to \$100. If the Payment Type equals 18 and the Payment Schedule equals M (Monthly), then the Payment Amount must be less than \$25.

Section V – Prohibit Blank Authorization TO Date

A new edit has been created that requires that if Case Type (01-060) = 11, 12, 16, 17, or 60 and Transaction Type (02-010) = 02, 05, 06, 07, 08, 09, 10, or 11 then the Authorization To Date (01-100) must not be blank. This edit will also be applied to the FS Authorization To Date (17-051) when the PA/FS code (01-130) = 01, 07, 08, 09, 70, 71, 80, 81, 90, 91. When Case Type (01-060) = 31 or 32 and Transaction Type (02-010) = 02, 05, 06, 07, 08, 09, 10, or 11 then the FS Authorization TO DATE (17-051) must not be blank.

This will be applied at FDE, FDE/ERR, UM, UM/ERR.

Edit 1234 “AUTHORIZATION TO DATE REQUIRED”

Section VI - Recoupments and Zero Payment Lines

Workers should already be aware of the fact that if a budget with a recoupment present results in a \$0 cash grant, the recoupment amount from the stored ABEL budget is automatically brought over to the bottom of Screen 6 when a Pay Type “05-Regular Recurring Grant” payment line is written with a \$0 Payment Amount. This allows BICS to pick up the recoupment amount and CAMS to subtract that amount from the recoupment balance in CAMS.

It has recently been brought to our attention that when a subsequent budget is stored, resulting in a different recoupment amount, but the same \$0 cash grant, if the worker does not shorten or cancel the former \$0 payment line and re-write it, ABEL will not bring the new recoupment amount over to Screen 6, resulting in the former (now incorrect) recoupment amount remaining on BICS and CAMS.

Since most recoupment changes result in a change to the associated cash grant, this scenario should happen infrequently. If faced with this scenario, however, workers should remember to shorten or cancel the former \$0 payment line and write another \$0 payment line to insure that the correct recoupment amount is generated.

Section VII-Auto TBA Explanation/Instructions

The Transitional Benefits Alternative (TBA) is the Federal provision that permits states to provide transitional food stamp benefits to households leaving TANF. The process and the benefit calculation are described in ABEL Transmittal NO. 09-4 issued August 06, 2009.

Effective December 2009, TANF households and Safety Net cases with children will have the TBA Food Stamp eligibility process automatically performed. TBA will be automated for Case Types 16 or 17 in which there is an active child (Individual Status 07) under the age of 18, regardless of the child’s relationship to the App/Payee. For children between the ages of 18-21, the child’s Relationship Code must be 04(Son), 05(Daughter), 06(Step Son), 07(Step Daughter) in order to receive TBA. The automated TBA Food Stamp case opening is based on the

TA and FS case reason codes, the absence of any disqualifying TA or FS individual reason codes and the presence of a correct FS budget.

To summarize, the TBA FS case eligibility process will be performed automatically if:

- Case type = 11, 12, **16 or 17**
- Emergency Indicator = *blank*
- Transaction type = 07 or 08 with the PA/FS Indicator changed to 08 or 09 (FS authorized prior)
- Applicable TA and FS case reason codes are entered (see Attachment A)
- No disqualifying TA or FS individual reason codes are present or entered (see Attachment A)
- **A correct FS budget must be present:** (a new FS budget should **NOT** be stored)
 1. Number in Case on FS budget must = sum of: individuals with status 07 + individuals with status 10 and FS Individual r/c = *blank* (prior to the 07, 08 transaction)
 2. FS Separate Determination Indicator must = *blank*
 3. FS Budget Effective FROM Date must **NOT** be greater than FS Authorization TO Date
 4. If TA reason is Excess Income, the FS budget should **NOT be updated** AFTER the PA budget has been stored

If the above TBA requirements are met, additional SCREEN 1 entries are required (enforced by WMS edits) before a TBA FS case can be opened automatically. The first required entry is the FS Extension Case Number. If this field is filled, an entry in the FS Extension Unit **or** Worker must be made. Entry in the FS Extension Office is optional.

As mentioned above, the correct FS case reason code must be entered in order for the Auto TBA process to be performed. Barring the entry of TBA–ineligible TA or FS case reason codes or the presence/entry of TBA–ineligible TA or FS individual reason codes (see Attachment A), workers will be required, by WMS edit, to enter a FS Case reason code equal to **J05** or **J06**. Both reason codes produce notice text that tells the client a separate notice will be sent regarding their food stamps.

Reason code system implications:

J05 – If ALL Auto TBA requirements are met, WMS will create/open an NTA/FS case and send a change notice (separate from the TA closing notice) to the client informing them of their eligibility for TBA. The System Acknowledgement (WSYSAK) screen displays the message:

“FS TBA EXTENSION CASE (case number) GENERATED WITH AT/UM PENDING STATUS”

J06 – This entry informs the system that the **worker** will conduct the TBA eligibility and/or Separate Determination process and **all** TBA-related WMS edits are bypassed.

****WSYSAK ALERT****

When using the **J05** reason code workers must pay SPECIAL ATTENTION to the TBA message received on the WSYSAK screen. It should **NOT** be automatically assumed that a TBA FS case has been created if PA/FS case reason code J05 is entered. It is very possible that the TA case reason or a TA/FS individual reason prevents the creation of a TBA case. If the WSYSAK screen displays an AT/UM pending status and any TBA message other than the generation message listed above, **THE WORKER IS RESPONSIBLE FOR PERFORMING A FS SEPARATE DETERMINATION AND ANY SUBSEQUENT NOTIFICATION.**

The Auto TBA FS process will:

- Determine TBA eligibility and if necessary...
- Open an NTA/FS case (case type 31) for a five-month authorization period beginning the month following the TA Authorization TO Date month
- Generate and store a five-month TBA FS ABEL budget (S/D Ind = "T") (***see the explanation in the Special Circumstances section below**)
- Generate and mail a FS change notice using FS reason code B17 (Auto TBA FS Opening)
- Write FS payment lines (payment type 93 for the *initial* month, payment type 96 for any remaining months)
- Convert TA Employability codes to corresponding FS values

Special circumstances:

- If there are Child Care pay lines (Pay types 02, 03, 30-34, 36-38, R0-R6 or R8) entered on Screen 09 of the TANF case, WMS **WARNING 1088 'CHILD CARE PAYMENT EXISTS'** will be displayed on WSYSAK. These payments are not automatically posted to the TBA NTA/FS case, but workers do have the option of authorizing these payments here in a subsequent transaction.
- AutoTBA FS Budgets: If the TA closing transaction is error-free and determined eligible for TBA, the system will create a new TBA FS Budget and store it on the TA case until Batch Update occurs. This new budget will be for a period of 5 months and will have the TA Grant amount deleted from it. The Budget Version Number will be incremented by one. If a FS claim allotment reduction is present on the FS budget associated with the TA case, it will be recalculated and carried over to the TBA FS case. If the allotment reduction ends prior to the end of the usual 5-month TBA budget period, then the TBA FS budget and pay lines will be truncated to the end of the allotment reduction period. **AFA Code 307 'END OF RECOUPMENT'** will also be posted if the TBA period is truncated. This AFA code will notify workers to re-budget benefits when the allotment reduction ends. Because the two cases are linked, the nightly Batch Update process will move the TBA FS budget to the new TBA FS case and return the former FS budget to the TA case. If the TA closing transaction is cancelled prior to Batch Update, the TBA FS Budget (created by the system) will be deleted and the former FS budget will be restored to the TA case.
- In most cases, the TA Employability code will correctly convert to the corresponding FS value. However, there are instances where this is not true. For example, a TANF individual coded 20 (non-exempt) will be converted to a food stamp value of WA (work registration required). If this individual was in receipt of unemployment benefits, and therefore, exempt from FS work registration, they should appropriately be coded WE. For this reason, employability codes for Auto TBA food stamp cases should be reviewed at the next client contact to ensure that each employability code accurately reflects the employment status for all individuals in the case.
- Workers must be particularly aware of a TBA-related warning:

"NEW AUTH DATE OVERLAPS TBA AUTH DATE"

This warning occurs when:

1. An initial TA closing has created a TBA FS case; and
2. A subsequent, TBA-eligible, closing transaction of this TA case *during the lockdown period* extends the TA and FS Authorization TO Dates beyond the original lockdown date.

To avoid incorrect and/or duplicate payments and case conflict situations, immediate remedial action should be taken on both the TA and TBA FS cases. The following actions are recommended:

1. Enter a single-issue FS payment line on the TA case for the new FS Authorization TO month as a component of the subsequent TA case closing.
 2. Store a new FS TBA budget reflecting the new TBA period.
 3. Increment the TBA FS case Authorization FROM and TO Dates by 1 MONTH.
 4. Cancel/void the single-issue payment line on the TBA FS case system-generated during the creation of the TBA case (for the first month of the original TBA Authorization Period).
 5. Extend the recurring payment line on the TBA FS by 1 month to correspond with the corrected Authorization TO Date.
 6. Prepare a manual notice to inform the client of the TA and TBA FS case changes.
- A related lockdown event that occurs ***WITHOUT*** a WMS warning also requires worker attention as follows:
 1. An initial TA closing has created a TBA FS case; and
 2. A subsequent, TBA-eligible, closing transaction of this TA case during the lockdown period **shortens** the TA Authorization TO Date **to a month prior to** the original lockdown date.

To avoid incorrect payments periods, immediate remedial action should be taken on both the TA and TBA FS cases. The following actions are recommended:

1. When re-closing the TA case, enter 07 (Continue FS) in the PA/FS Indicator and extend the FS Authorization TO Date one (1) month beyond the new TA Authorization TO Date.
2. Write a single-issue FS payment line (for the TBA amount) on the TA case for the new FS Authorization TO month as a component of this subsequent TA case closing.
3. Store a new FS TBA budget reflecting the new TBA period.
4. Shorten the TBA FS case Authorization TO Date by 1 MONTH.
5. Cancel/void the single-issue payment line on the TBA FS case that was system-generated during the TBA case creation (for the first month of the original TBA Authorization Period).
6. Shorten the recurring payment line on the TBA FS by 1 month to correspond with the corrected Authorization TO Date. This will ensure that only five (5) months of TBA benefits are awarded (1 month in the TA case + 4 months in the TBA FS case).
7. Prepare a manual notice to inform the client of the TA and TBA FS case changes.

AUTO TBA REASON CODE LISTS

TBA-ELIGIBLE TA CASE R/C's:

E30 E31 E32 E34 E38 E39 E40 E50-E54 F11 F33 F34 F38 F52 F53 F98 G30 G31 G32 G33 G38 I92 M12 M15 M24 M25 M40 M48 M90 M91 M92 M93 M94 M95 N13 N14 N15 N16 N17 N19 N21 N53 P30 U40 U41 U42 U43 U44 UI6 V20 V23 V24 V25 W10 W11

TBA-INELIGIBLE FS CASE R/C's:

E61 E63 E70 E71 E72 F65 M90 M91

TBA-INELIGIBLE TA INDIVIDUAL R/C's (# CS = 1):

E21 E72 E73 E95 F17 F21 F60 F63 F66 F88 F92 G44 G45 M76 M78 M97 M98 M99 N66 W35 WP1-8 WS1-8 Y99

TBA-INELIGIBLE TA INDIVIDUAL R/C's (# CS > 1):

(if ANY individual has one of the following):

E21 F17 F21 F88 G44 G45 M76 M78 M97 M98 M99 N66 W35 WP1-8 WS1-8 Y99

TBA-INELIGIBLE TA INDIVIDUAL R/C's (# CS > 1):

(if ALL individuals have one of the following):

E72 E73 E95 F60 F63 F64 F66

TBA-INELIGIBLE FS INDIVIDUAL R/C's (# CS = 1)

E72 F15 F20 F21 F22 F30 F63 F73 F78 F85 F86 F90 F92 F94 G44 G45 M72 M74 M76 M97 M98 M99 N31-33 N41-43 N66 N90 NF1-2 W35 WEA WE1-3 WF1-3 Y99

TBA-INELIGIBLE FS INDIVIDUAL R/C's (# CS > 1)

(if ANY individual has one of the following):

F15 F20 F21 F22 F30 F73 F78 F85 F86 F94 G44 G45 M72 M74 M76 M97 M98 M99 N31-33 N41-43 N66 N90 NF1-2 W35 WEA WE1-3 WF1-3 Y99

TBA-INELIGIBLE FS INDIVIDUAL R/C's (# CS > 1):

(if ALL individuals have one of the following):

E72 F63 F90 F92