



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #06-08-ELI

REGISTERING ALL MEMBERS OF THE MANDATORY FILING UNIT IN WMS

<p>Date: January 31, 2006</p>	<p>Subtopic(s): Public Assistance, Food Stamps and Medical Assistance</p>
<p> This procedure can now be accessed on the FIAweb. See form W-204Z</p>	<p>The purpose of this policy bulletin is to remind all staff that when an applicant applies for Public Assistance (PA), all members of the mandated filing unit must be placed in applying (AP) status for all three programs (PA, Medical Assistance [MA] and Food Stamps [FS]) in the Welfare Management System (WMS). This must be done even in instances where there is a clear indication that one or more members of the applying household (h/h) will not be eligible for any of the programs.</p> <p>Example:</p> <p>An individual applies for herself and her two children. She informs the Worker that her children were born in the United States but she is an undocumented alien.</p> <p>In the above example, the Worker must place the applicant <u>and</u> her two children in AP status. If the applicant is subsequently deemed eligible to receive assistance for her two children only, the Worker will reject (RJ) the mother's line for all programs for which she is ineligible (PA, MA and/or FS), using the appropriate denial code, when accepting the case for the children.</p> <p>Failure to proceed as instructed will result in a violation of State regulations, which mandate that any individual wishing to apply for services must be granted the opportunity to do so and must be issued an appropriate eligibility determination following the submission of an application.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call (718) 557-1313 then press 2 at the prompt followed by 765 or
 send an e-mail to *FIA Call Center*

See WMS Budgeting
Manual PA Program
pages A-46 through A-
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Workers are further reminded that in any situation where a legally responsible relative who cannot be included on the case because of alien status has earned income, in addition to the appropriately budgeting, an **FIA-3A** for informational purposes only must be completed.

For cases where a member of the mandatory filing unit was incorrectly listed in not applying (**NA**) status for any of the three programs or not registered at all, at recertification or next point of contact, the Worker must review the case. If the affected individual is still in the household, the Worker must place him/her in **AP** status for each program for which s/he was listed as **NA** or not registered at all and evaluate his/her current eligibility. If s/he is now deemed eligible for benefits, take the necessary action to activate the line(s). If s/he remains ineligible for assistance, reject the line(s) appropriately.

Exception to rule

See PD #04-37-ELI

Please note that this rule does not apply to mandatory filing unit household members in receipt of Social Security Supplemental Income (SSI). In these cases, the SSI recipient must be part of the FS case but cannot be part of the PA or MA case. However, his/her share of the h/h needs must be considered when determining the standard of need for the PA h/h. SSI income must be budgeted as per current procedure.

Effective Immediately

Related Item:

Policy Bulletin #04-209-ELI

Reference:

Temporary Assistance Source Book: Chapter 13, pages 15-20