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POLICY BULLETIN #06-11-SYS

PUBLIC ASSISTANCE CASE NUMBER REUSE IN WMS

<p>Date: February 1, 2006</p>	<p>Subtopic(s): Welfare Management System (WMS)</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>When to reuse a case number</p> <p>For joint custody cases the applying parent must be applying for <u>all of the children</u> in order to reuse the case number.</p>	<p>The purpose of this policy bulletin is to remind Job Center staff of the rules regarding case number reuse for Public Assistance (PA) cases in WMS.</p> <p>Public assistance case numbers are used to provide a unique identifier to PA family units and serve a variety of operational and administrative purposes in the management of public assistance programs. In addition, they are also used by the IV-D program in its Child Support Management System (CSMS) to identify those PA cases that may be eligible to receive an excess child support payment and to determine who should receive such excess payments.</p> <p>Workers must <u>reuse a case number</u> when:</p> <ul style="list-style-type: none"> • An applicant/payee from a non-intact family (one-parent household) reapplies for PA for either him/herself only or with at least one child from the original household. <p>For example:</p> <p>Miss Abels was on PA with her children Michael and Gloria. The case was subsequently closed. If Miss Abels reapplies for herself only or with Michael and/or Gloria, reuse the case number. If she reapplies for herself and two different children (Tara and Jon), issue a new case number.</p> <ul style="list-style-type: none"> • One parent from a formerly intact (two-parent) family reapplies for PA, if the applying parent <u>has all the children</u> with him/her. The applying parent need not have been the case payee at the time the intact family received assistance. In addition, the same rule applies if the parents have joint custody of the children. The applying parent must apply for all of the children that were formerly on the PA case.

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 send an e-mail to *FIA Call Center*

For joint custody cases the Worker must check WMS to determine if the other parent is also applying for PA on the same day. If both parents apply separately but at the same time, both must be assigned new case numbers, even if one parent is applying for all of the children.

Examples:

- Mr. and Mrs. Smith were in receipt of PA with their five children. The case was subsequently closed. Mr. Smith has custody of three children, Mrs. Smith has custody of the other two. If Mrs. Smith reapplies for herself and the two children, issue a new case number. If Mr. or Mrs. Smith reapplies with all five children, reuse the old case number even if Mr. Smith was the previous casehead.
- Mr. and Mrs. Smith have joint custody of the children. If Mrs. Smith reapplies for public assistance on January 30, 2006 for herself and all five children, reuse the PA case number. If, however, Mr. Smith is also applying for a separate PA case for himself on the same day (January 30, 2006) because he no longer resides with Mrs. Smith, both parents must be assigned new case numbers.
- If Mrs. Smith reapplies January 30, 2006 and Mr. Smith reapplies later on February 3, 2006, assign the old case number to Mrs. Smith (as the first applying parent with the children) and assign a new case number to Mr. Smith.
- If Mrs. Smith reapplies for herself and only two of the five children that were previously on the PA case, assign a new case number.

- The same adults reapply together for PA, with or without children.

For example:

Mr. and Mrs. Smith were in receipt of PA with their five children. If Mr. and Mrs. Smith reapply for assistance for themselves only, reuse the case number.

Workers must assign a new case number when:

- a person associated with a case number on which s/he received PA as a child applies for PA on his/her own;
- the parent of a 16- or 17-year-old teen parent refuses to or cannot be the payee;
- the casehead/payee on a case changes, even if all other household members remain on PA, for example, if the payee/caretaker on a child-only PA case changes.

Parents have joint custody of the children

If both parents reapply on the same day, a new case number is assigned to each.

The first parent applying with all of the children will receive the old case number.

First parent applies for some of the children.

When to assign a new case number

Three-generation households

Ambivalent situations

For former multisuffix households where the second suffix reapplies for PA and resides at a different address, the person from Suffix 2 must get a new case number regardless of whether or not Suffix 1's case is active or closed. This ensures that any payments due to the first suffix are directed to the correct person.

When there is doubt about whether to assign the same case number, assign a new case number.

NOTE: The instructions in the New York State Administrative Directive (**05-ADM-16**) and this policy bulletin do not change the rules regarding Client Identification Number (CIN) selection or have any impact on Food Stamp or Medicaid cases.

Effective Immediately

Reference:

05-ADM-16 Temporary Assistance Case Number Reuse