



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-41-OPE

### FOOD STAMP SEPARATE DETERMINATION FOR THE RESIDENTIAL TREATMENT SERVICE CENTER (RTSC)

<p><b>Date:</b> April 19, 2010</p>	<p><b>Subtopic(s):</b> Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to page 7.1 of the FSSD Manual.</p>	<p>The purpose of this policy bulletin is to remind staff at the Residential Treatment Service Center (RTSC) <b>52</b> of their responsibility to process separate determination cases for participants who leave or fail to comply with the Residential Treatment Program (RTP).</p> <p>When a participant's case is closed because he/she left the RTP or did not comply with the treatment program, the Welfare Management System (WMS) will establish a Non Cash Assistance Food Stamps (NCA FS) application for this individual using site code <b>F41</b>.</p> <p>Currently the FS case errors out because the RTSC Shelter code is not compatible with a FS case. To correct the error and process the NCA FS case, designated Center <b>52</b> Staff must process the FS case per current procedure, store a new budget with the correct Shelter Type, and if the Shelter Type is unknown, use Shelter Type <b>23</b> (Undomiciled).</p> <p><b>Note:</b> At a later date, the Welfare Management System (WMS) will automatically change the Shelter Type code to <b>23</b> on these cases.</p> <p><i>Effective Immediately</i></p> <p><b>Related Items:</b></p> <p>Food Stamp Separate Determination Manual</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298