



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-80-SYS

NOTICE OF INTENT CLOCKDOWN TIMEFRAMES

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<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #06-05-SYS and PD #07-15-SYS.</p> <p>Day 1 is the first day of the closing clockdown transaction.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) staff about the Notice of Intent (NOI) Clockdown Timeframes for Cash Assistance (CA)/NCA FS closings and budget reductions.</p> <p>As a result of the <u>Morel v. Giuliani</u> lawsuit concerning the timely issuance of Aid-to-Continue (ATC) benefits, the Welfare Management System (WMS) clockdown period for CA/NCA FS case closings and budget reductions was extended in most instances. The extended clockdown period allows additional time for the processing of ATC requests received at the end of the period and minimizes the number of cases that would have to be reopened and rebudgeted.</p> <p><u>Predicting CA/NCA FS Case Closing Clockdowns</u></p> <p>WMS will clock down for up to 15 calendar days and close a case between the 13th and 16th calendar day (depending on the conditions below) if no action is taken to stop the closing.</p> <ul style="list-style-type: none"> • If days 13 <u>through</u> 16 (all 4 days) of the clockdown occur in the same month, the closing will be processed on the 16th day. • If the last day of the month is the 13th, 14th, 15th, or 16th day of the clockdown, the closing will process on the last day of that month.

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

CA/NCA FS Case Closing Clockdown Examples:

Scenario 1: 13th through 16th (all 4) days occur in the same month

Example A

Clockdown begins in the same month of days 13 through 16.

- A case closing clockdown begins on 3/1/11.
- The 13th calendar day is 3/13/11.

Since days 13, 14, 15, and 16 all occur in the same month, the clockdown period will be extended to the 16th calendar day and the closing will process on 3/16/11.

Example B

Clockdown begins in the previous month of days 13 through 16.

- A case closing clockdown begins on 3/24/11.
- The 13th calendar day is 4/5/11.

Even though the clockdown begins in the previous month (March), days 13, 14, 15, and 16 all occur in the next month (April). The clockdown period will be extended to the 16th calendar day and the closing will process on 4/8/11.

Scenario 2: 13th, 14th, 15th, or 16th day is the last day of month

Example A

13th day is the last day of the month

- A case closing clockdown begins on 4/18/11.
- The 13th calendar day is 4/30/11.

Since the 13th day occurs on the last day of the month of April, the closing will process on 4/30/11.

Example B

14th day is the last day of the month

- A case closing clockdown begins on 4/17/11.
- The 14th calendar day is 4/30/11.

Since the 14th day occurs on the last day of the month of April, the closing will process on 4/30/11.

Example C

15th day is the last day of the month

- A case closing lockdown begins on 4/16/11.
- The 15th calendar day is 4/30/11.

Since the 15th day occurs on the last day of the month of April, the closing will process on 4/30/11.

Example D

16th day is the last day of the month

- A case closing lockdown begins on 4/15/11.
- The 16th calendar day is 4/30/11.

Since the 16th day occurs on the last day of the month of April, the closing will process on 4/30/11.

Note: On a closing or reduction, the final CA benefit amount will continue to be prorated from the 12th day of the lockdown.

Pulldown Dates

Each Toe-Digit (0 through 9) and Month Cycle on the **W-203/W-203E** corresponds to a specific scheduled pulldown date.

Both CA and FS Budget Reduction Clockdowns use the Toe-Digit (last numerical digit) of the participants' case number and a scheduled pulldown date. Scheduled pulldown dates are obtained from the Recurring Roll Deadline Schedule Form (**W-203**) and the NCA Food Stamp Toe Digit Deadline Schedule Form (**W-203E**), which are updated and issued semi-annually covering a six month period (January through June, July through December). Form **W-203** has two cycle pulldown dates ("A" and "B") each month, while Form **W-203E** has one cycle pulldown date each month.

Note: The pulldown date does not necessarily reside in the same calendar month. For example, the August pulldown date for Toe-Digit "2" is July 21, 2011 on Form **W-203E**.

Predicting CA Budget Reduction Clockdowns

Use Form **W-203** to obtain the pulldown date for CA Budget Reduction Clockdowns.

For CA Budget Reduction Clockdowns select the Toe-Digit of the participants' case number from the Toe-Digit row and the next monthly "A" or "B" cycle from appropriate column on Form **W-203**. The pulldown date is located where the chosen Toe-Digit row and the Month/A or B cycle column intersect.

- If the 13th day occurs after the case's next Recurring Roll Deadline Schedule cycle pulldown date, the extended lockdown for the budget reduction action will process on the 16th day.

- If the 13th, 14th, or 15th day is the same as the case's next Recurring Roll Deadline Schedule cycle pulldown date, the budget reduction action will process on the same date as the case's cyclic pulldown date.
- If the 15th day occurs before the case's next Recurring Roll Deadline Schedule cycle pulldown date, the reduction will process on the 16th day.

CA Budget Reduction Examples:

Scenario 1: 13th day occurs after next cyclic pulldown date

- A CA budget reduction is initiated and clockdown begins on 7/14/11.
- The Toe-Digit of the case number is "4".
- Using Form **W-203**, the next available cycle pulldown date is the August "A" cycle date of 7/25/11.
- The 13th calendar day is 7/26/11.

Since the 13th day occurs after the cyclic pulldown date, the clockdown period will be extended to the 16th calendar day and will process on 7/29/11.

Scenario 2: 13th, 14th, or 15th day is the same as the next cyclic pulldown date

Example A

13th day is equal to the pulldown date

- A CA budget reduction is initiated and clockdown begins on 6/30/11.
- The Toe-Digit of the case number is "6".
- Using Form **W-203**, the next available cycle pulldown date is the July "B" cycle date of 7/12/11.
- The 13th calendar day is 7/12/11.

Since the 13th day occurs on the cyclic pulldown date, the clockdown period will process on the pulldown date 7/12/11.

Example B

14th day is equal to the pulldown date

- A CA budget reduction is initiated and clockdown begins on 6/29/11.
- The Toe-Digit of the case number is "6".
- Using Form **W-203**, the next available cycle pulldown date is the July "B" cycle date of 7/12/11.
- The 14th calendar day is 7/12/11.

Since the 14th day occurs on the cyclic pull-down date, the clock-down period will process on the pull-down date 7/12/11.

Example C

15th day is equal to the pull-down date

- A CA budget reduction is initiated and clock-down begins on 6/28/11.
- The Toe-Digit of the case number is “6”.
- Using Form **W-203**, the next available cycle pull-down date is the July “B” cycle date of 7/12/11.
- The 15th calendar day is 7/12/11.

Since the 15th day occurs on the cyclic pull-down date, the clock-down period will process on the pull-down date 7/12/11.

Scenario 3: 15th day occurs before the next cyclic pull-down date

- A CA budget reduction is initiated and clock-down begins on 7/17/11.
- The Toe-Digit of the case number is “9”.
- Using Form **W-203**, the next available cycle pull-down date is the August “A” cycle date of 8/2/11.
- The 15th calendar day is 7/31/11.

Since the 15th day occurs before the cyclic pull-down date, the clock-down period will be extended to the 16th day and process on 8/1/11.

Predicting NCA FS Budget Reduction Clockdowns

Use Form **W-203E** to obtain the pull-down date for NCA FS Budget Reduction Clockdowns.

For NCA FS Budget Reductions Clockdowns, select the Toe-Digit of the participants’ case number from the Toe-Digit row and the next monthly cycle from appropriate column on Form **W-203E**. The pull-down date is located where the chosen Toe-Digit row and the Month column intersect.

- If the 13th day occurs after the case’s next cycle pull-down date, the extended clock-down for the FS budget reduction action will process on the 16th day.
- If the 13th, 14th, or 15th day is the same as the case’s next cycle pull-down date, the FS budget reduction action will process on the same date as the case’s cycle pull-down date.
- If the 15th day occurs before the case’s next cycle pull-down date, the FS budget reduction action will process on the 16th day.

NCA FS Budget Reduction Examples:

Scenario 1: 13th day occurs after the cycle pulldown date

- A FS budget reduction lockdown begins on 8/14/11.
- The Toe-Digit of the case number is “3”.
- Using Form **W-203E**, the next available cycle pulldown date is the September pulldown date of 8/25/11.
- The 13th calendar day is 8/26/11.

Since the 13th day occurs after the cycle pulldown date, the lockdown period will be extended to the 16th calendar day and will process on 8/29/11.

Scenario 2: 13th, 14th, or 15th day is the same as the cycle pulldown date

Example A

13th day is the same as the pulldown date

- A FS budget reduction lockdown begins on 7/14/11.
- The Toe-Digit of the case number is “5”.
- Using Form **W-203E**, the next available cycle pulldown date is the August cycle pulldown date is 7/26/11.
- The 13th calendar day is 7/26/11.

Since the 13th day occurs on the cycle pulldown date, the lockdown period will process on the pulldown date 7/26/11.

Example B

14th day is the same as the pulldown date

- A FS budget reduction lockdown begins on 7/13/11.
- The Toe-Digit of the case number is “5”.
- Using Form **W-203E**, the next available cycle pulldown date is the August cycle pulldown date is 7/26/11.
- The 14th calendar day is 7/26/11.

Since the 14th day occurs on the cycle pulldown date, the lockdown period will process on the pulldown date 7/26/11.

Example C

15th day is the same as the pulldown date

- A FS budget reduction lockdown begins on 7/12/11.
- The Toe-Digit of the case number is “5”.
- Using Form **W-203E**, the next available cycle pulldown date is the August cycle pulldown date is 7/26/11.
- The 15th calendar day is 7/26/11.

Since the 15th day occurs on the cycle pulldown date, the lockdown period will process on the pulldown date 7/26/11.

Scenario 3: 15th day occurs before the cycle pulldown date

- A FS budget reduction lockdown begins on 8/16/11.
- The Toe-Digit of the case number is “7”.
- Using Form **W-203E**, the next available cycle pulldown date is the September cycle pulldown date is 9/1/11.
- The 15th calendar day is 8/30/11.

Since the 15th day occurs before the cycle pulldown date, the lockdown period will be extended to the 16th day and process on 8/31/11.

CA and NCA FS Budget Increase

A CA/NCA FS budget increase is not subject to a lockdown extension and will process on the 13th day of the action.

Client Notice System (CNS) notices

CNS notices will continue to inform participants that their case will be closed/reduced on the 13th day of the lockdown.

Effective Immediately


Related Items:

- [PD #06-05-SYS](#)
- [PD #07-15-SYS](#)
- [PD #09-13-SYS](#)

Attachments:

- W-203** Recurring Roll Deadline Schedule (Rev. 6/28/11)
- W-203E** NCA Food Stamp Toe Digit Deadline Schedule (Rev. 6/28/11)

Refer to [PD #09-13-SYS](#) for more information on the CNS.

 Please use Print on Demand to obtain copies of forms.

Recurring Roll Deadline Schedule July – December 2011

Toe Digit	July		August		September		October		November		December	
	7A	7B	8A	8B	9A	9B	10A	10B	11A	11B	12A	12B
0	6/21	7/6	7/19	8/4	8/22	9/7	9/19	10/4	10/19	11/3	11/21	12/7
1	6/22	7/6	7/20	8/5	8/23	9/7	9/21	10/5	10/20	11/4	11/22	12/8
2	6/23	7/7	7/21	8/8	8/24	9/8	9/22	10/5	10/21	11/7	11/25	12/8
3	6/24	7/8	7/22	8/9	8/25	9/9	9/23	10/6	10/24	11/9	11/28	12/9
4	6/27	7/11	7/25	8/12	8/26	9/12	9/26	10/7	10/25	11/10	11/29	12/12
5	6/28	7/12	7/26	8/15	8/30	9/13	9/27	10/11	10/26	11/14	11/30	12/13
6	6/29	7/12	7/27	8/16	8/31	9/13	9/28	10/12	10/27	11/15	12/1	12/13
7	6/30	7/13	7/29	8/17	9/1	9/14	9/29	10/12	10/28	11/16	12/2	12/14
8	7/1	7/14	8/1	8/18	9/2	9/15	9/30	10/13	10/31	11/17	12/5	12/15
9	7/5	7/15	8/2	8/19	9/6	9/16	10/3	10/14	11/1	11/18	12/6	12/16

NCA Food Stamp Toe Digit Deadline Schedule July - December 2011

Digit	July	August	September	October	November	December
0	6/21	7/19	8/22	9/19	10/19	11/21
1	6/22	7/20	8/23	9/21	10/20	11/22
2	6/23	7/21	8/24	9/22	10/21	11/25
3	6/24	7/22	8/25	9/23	10/24	11/28
4	6/27	7/25	8/26	9/26	10/25	11/29
5	6/28	7/26	8/30	9/27	10/26	11/30
6	6/29	7/27	8/31	9/28	10/27	12/1
7	6/30	7/29	9/1	9/29	10/28	12/2
8	7/1	8/1	9/2	9/30	10/31	12/5
9	7/5	8/2	9/6	10/3	11/1	12/6