FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-48-SYS
(This Policy Bulletin Replaces PB #06-11-SYS)

CASH ASSISTANCE CASE NUMBER REUSE IN WMS

Date: July 2, 2012	Subtopic(s): Welfare Management System (WMS)
🖥 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to clarify for Job Center Staff when a new Cash Assistance (CA) case number must be assigned. Cash Assistance (CA) case numbers are used to provide a unique identifier to CA family units and serve a variety of operational and administrative purposes in the management of CA programs. In addition, they are also used by the IV-D program in its Child Support Management System (CSMS) to identify those CA cases that may be eligible to receive an excess child support payment and to determine who should receive such excess payments.
Revised	Case numbers are also used as a means to track and continue recoupments as the status of individuals change. This policy will explain how the offense date associated with a recoupment determines if a new case number must be generated.
When to reuse a case number	Workers ***must reuse*** a case number when: • An applicant/payee from a non-intact family (one-parent household) reapplies for CA for either him/herself only or with at least one child from the original household. For example: Miss Abels was on CA 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.

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*

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For joint custody cases the applying parent must be applying for <u>all of the children</u> in order to reuse the case number.

- One parent from a formerly intact (two-parent) family reapplies for CA, 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 CA case.

  For joint custody cases, the Worker must check WMS to determine if the other parent is also applying for CA on the same day. If <u>both</u> 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 CA 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 <u>all five children</u>, reuse the old case number even if Mr. Smith was the previous casehead.

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 <u>all</u> of the children will receive the old case number.

First parent applies for some of the children.

  - Mr. and Mrs. Smith have joint custody of the children. If Mrs. Smith reapplies for Cash assistance on January 30, 2006 for herself and all five children, reuse the CA case number. If, however, Mr. Smith is also applying for a separate CA 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 CA case, assign a <u>new</u> case number.

- The same adults <u>reapply together</u> for CA, with or without children.

  For example:

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

Revised	• The casehead is removed from the CA case but remains the payee for the household consisting of minor children when there is a recoupment in place for an overpayment occurred while the remaining minor children were active for CA. For example: Ms. Smith is the casehead of a CA case with her 3 grandchildren. In June 2011, due to an overpayment in March 2011, a recoupment is initiated. In March 2012, Ms. Smith is awarded Supplemental Security Income (SSI) and loses her eligibility for CA. Ms. Smith's individual line will be closed but a new case number <u>must not</u> be generated as the remaining minor children are still subject to the recoupment.
When to assign a new case number Three-generation households Revised Information	Workers ***must assign*** <u>a new case number</u> when: • a person associated with a case number on which s/he received CA <u>as a child </u>applies for CA 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 CA, for example, if the payee/caretaker on a child-only CA case changes. • the casehead is removed from the CA case but remains the payee for the household consisting of minors and there are recoupments in effect that do not apply to the remaining minors. For Example: In June 2011, a recoupment was initiated for an overpayment that occurred in March of 2011 on the CA case of Ms. Smith who at that time was the only person on her case. In January of 2012, Ms. Smith's 10 year old grandson was added to the case. In April 2012, Ms. Smith was awarded SSI and lost her eligibility for CA. At this time, Ms. Smith still wished to receive CA for her grandson. As her grandson was not on the case at the time the overpayment occurred <u>a new case number must be generated</u> with Ms. Smith as the payee for her grandson.
Ambivalent situations	For former multisuffix households where the second suffix reapplies for CA <u>and resides at a different address</u>, 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.

Refer to PD #05-17-OPE for the CIN selection procedure

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

Related Item:
PD #05-17-OPE