



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-16-SYS

(This Policy Bulletin Replaces PB #12-48-SYS)


CASH ASSISTANCE CASE NUMBER REUSE IN WMS

Date:

March 5, 2013

Subtopic:

Welfare Management System (WMS)

 This procedure can now be accessed on the FIAweb.

Revision to the Original Policy Bulletin:

This Policy Bulletin is being revised to instruct staff that if a recoupment on a case is not the responsibility of any remaining household members after the casehead is removed, the recoupment must be suspended. A new case number would not be issued.

Purpose:

The purpose of this policy bulletin is to clarify for Job Center Staff when a new Cash Assistance (CA) case number must be assigned and to provide the definition of key terms used in making this determination.

CA case numbers are used to provide a unique identifier to CA assistance 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, to determine who should receive such excess payments, and to provide the pass-through payments to the correct person.

Case numbers are also used to track and continue recoupments as assistance unit members change. This policy will explain how the identification of the members of an assistance unit and the identification of the date an overpayment is established determines when an overpayment can be recouped.

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

New Information

An assistance unit (case) is defined as an individual, or number of individuals, for whom CA is provided.

A child is defined as an individual less than 18 years of age; or under age 19 and a full-time student regularly attending a secondary school, or the equivalent level of vocational or technical training.

A child-only case is defined as a case in which the parent(s) is ineligible because she/he is in receipt of Supplemental Security Income (SSI) or is an ineligible alien; or the child(ren) is/are living with a non-parent caregiver (NPC).

Recovery methods include, but are not limited to, voluntary payments, recoupments, liens, garnishments, and the use of collection agencies.

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.

Example:

Ms. Abels was receiving CA with her children Michael and Gloria. The case was subsequently closed.

If Ms. Abels reapplies for herself only, the case number must be reused.

If Ms. Abels applies for herself and Michael, the case number must be reused.

Joint custody cases

- One parent from a formerly intact (two-parent) family reapplies for CA and the applying parent has all the children with him/her. The applying parent need not have been the case payee at the time the intact family received assistance.

For joint custody cases, the Worker must check WMS to determine if both parents are applying for CA. If only one parent is applying with all of the children, the case number must be reused. If both parents are applying separately and some of the children live with one parent and some live with the other parent, both cases must get new case numbers.

Examples - Joint Custody:

- 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. Smith applies for himself and three of the children, issue a new case number.
- Mr. and Mrs. Smith have joint custody of the children. If Mrs. Smith reapplies for CA for herself and all five children reuse the same case number. If Mr. Smith applies for assistance for himself because he no longer resides with Mrs. Smith, he must be issued a new case number if he has never been issued a case number for a case that is associated with just him.
- The same adults reapply together for CA, with or without children.

Example:

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

When to assign a new case number

Workers **must assign** a new case number when:

- a person associated with a case number on which s/he received CA as a child applies for CA on his/her own as an adult;
- the parent of a 16- or 17-year-old teen parent refuses to or cannot be the payee;
- the payee/caretaker on a child-only CA case changes.

For former multi-suffix households where the second suffix reapplies for CA 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.

Case numbers and Overpayments

Case Numbers and Overpayments

When the case head is part of an assistance unit that includes him/herself and a child(ren), and an overpayment was established during the time assistance was received by the assistance unit, the recovery by recoupment is the responsibility of the assistance unit (case head and children).

If the case head is removed from the CA assistance unit but remains the payee for the remaining child(ren), the case number is not changed. Any overpayments established during the time the assistance unit (case head and child) were in receipt of CA continue to be the responsibility of the remaining assistance unit members (child) and can be recovered by recoupment on the child only case.

Example:

Mrs. Smith was in receipt of CA on her own (considered as her own assistance unit). In January 2011, her 3 grandchildren came to live with her and she applied for CA for the children. Mrs. Smith and the 3 children were determined eligible for CA, and became one assistance unit effective January, 2011. The case number remains unchanged as there was no change to the casehead or payee.

In June 2011, a recoupment was initiated due to an overpayment established in March 2011. The recoupment is the responsibility of the assistance unit (Mrs. Smith and her 3 grandchildren). 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 and the case number remains unchanged. Additionally, the recoupment initiated in June 2011 remains the responsibility of the assistance unit even though the case is a child only case.

Revised

Overpayments established while the case head/payee was in receipt of CA without the children cannot be recovered from the remaining assistance unit members (children) through recoupment. The overpayment can still be recovered from the inactive assistance unit member (case head/payee) by any other appropriate means available.

Example:

In January 2011, Ms. Jones was in receipt of CA for herself only. In March 2011, Ms. Jones received an overpayment and a recoupment was initiated. In June 2011, Ms. Jones' minor grandchild was added to her case. In July 2011, Ms. Jones was removed from the case because she began receiving SSI and the recoupment that was initiated in March 2011, is about to take effect.

At that time, Ms. Jones still wished to receive CA for her grandson. Therefore, the case number remains unchanged.

Refer to the Authorization of Grants manual for information on processing the recoupment suspension.

As her grandson was not an assistance unit member (on the case) at the time the overpayment occurred, the overpayment cannot be recouped from the CA case. The recoupment must be suspended when Ms. Jones is removed from the case. The overpayment can still be recovered from the inactive assistance unit member (former case head/payee) by any other appropriate means.

When there is doubt about whether or not to reuse a case number, staff should seek assistance from their supervisors.

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 and do not have any impact on SNAP or Medicaid cases.

Effective Immediately

References:

[05-ADM-16](#)

[09-ADM-15](#)

Temporary Assistance Case Number Reuse
Change in the Requirement to Recover TA
Overpayments

Related Item:

[PD #05-17-OPE](#)