



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-17-ELI

### NEW A000000000 ALIEN REGISTRATION NUMBER FOR USE WITH LOST ALIEN DOCUMENTATION

<p><b>Date:</b> March 6, 2013</p>	<p><b>Subtopic(s):</b> Aliens</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to instruct staff on how to process a case that requires the use of the new alien registration number <b>A000000000</b>.</p> <p>A non-citizen who claims to have a qualified alien status but has lost his/her documentation and does not know his/her alien registration number is allowed by the Supplemental Nutrition Assistance Program (SNAP) regulations to receive SNAP benefits for up to six months pending receipt of replacement documents. In order to allow the non-citizen who has lost immigration documents to receive the SNAP benefits, if otherwise eligible, a new alien registration number, <b>A000000000</b>, has been created.</p> <p>This alien number only allows the individual to be active for SNAP purposes. This temporary alien registration number can also be used for a SNAP only individual on a Cash Assistance (CA)/SNAP case. The CA individual line status of the SNAP only individual must be equal to Not Applying (NA) or Rejected (RJ) for this temporary alien number to be used.</p> <p>Until POS is programmed to pass this new alien registration number with associated dates to WMS, case actions using this alien registration number must begin in POS, but must be manually completed on paper. Before going to the paper process, the JOS/Worker must first search the HRA OneViewer for pre-existing alien documentation and the WMS Individual Inquiry screen to see if an alien registration number is already known. Once it is determined that the alien registration number for this otherwise eligible individual is not known to the agency, the use of the <b>A000000000</b> temporary alien registration number is appropriate.</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

To complete the case action that requires the use of the **A000000000** alien registration number, the JOS/Worker must:

- Complete the Application Interview in POS.
  - At the Alien Checklist in POS, select the alien type that the applicant is claiming (ex. Refugee, LPR, etc.).
  - On the Additional Information screen, enter the **A000000000** in the **Alien Number** field.
  - In the date of status and date of entry fields, enter **99/99/9999** as the date.
  - When the **99/99/9999** date is entered, POS will input **09/09/99999**. Do not attempt to change the date.
  - A window will open with the error message “Date cannot be greater than today’s date”. Click “OK”.
  - The window will close. Do not change the date. Click “Previous”.
  - Once at the previous screen, click “**Next**”. The system will then allow you to proceed.
  - Proceed with the application interview.
- From the application interview POS will launch into the IN/ESNAP Issuance (CA) or Expedited SNAP (ESNAP) Issuance (NCA SNAP) activity.
  - Complete the IN/ESNAP Issuance or the ESNAP Issuance activity.
  - When the interview is complete, if the household is eligible for ESNAP benefits, select “**Suspend**” to manually complete the case action on paper.
  - Enter a case comment explaining why the action will be done on paper.
- Calculate, save and print a budget in WMS
- Print and manually complete the paper **TAD (LDSS-3517)** by entering all the required fields.
  - Enter the Alien Citizen Indicator (**ACI**) code that corresponds to the alien type that the applicant is claiming.
  - Enter **A000000000** in the alien registration number field.
  - Enter **99/99/9999** in the **DOE** and **DOS** fields.
  - The **ST/FED** code (element 307) and **Date** (element 325) must be left blank.
  - For every individual that the **A000000000** alien registration number is used, if the line is in applying (AP) status for **cash assistance**, it must be rejected using the other **Y99** code.

Note: For Non-CA SNAP follow these steps when the applicant fails to return with documentation verifying alien registration number and the case will be accepted for SNAP for a six month period.

- A manual Supplemental Nutrition Assistance Program (SNAP) Issuance Authorization Form (**LDSS-3574**) must be completed if the applicant will be receiving ESNAP benefits.
- Submit the paper **TAD**, budget and **LDSS-3574** to the supervisor for approval.

The Supervisor will:

- review the suspended IN/ESNAP Issuance or ESNAP Issuance activity in POS, and
- enter a case comment verifying review of the case and that the action will be completed on paper;
- sign off on the paper **TAD** and **LDSS-3574** and
- forward the **TAD** and **LDSS-3574** to the Control Unit for data entry.

If the applicant returns with verification of alien registration number or now knows their alien registration number, the JOS/Worker must:

- complete the Application Interview in POS.
  - Update the Alien Checklist information
  - If a line was rejected due to lack of an Alien Registration Number, change the status from RJ to AC along with the appropriate acceptance code.
  - Calculate and save a budget.
  - Ensure that the **TAD** is updated with the correct alien registration number and **DOE/DOS** dates and authorize the new budget.
  - Complete the activity and forward case action to the supervisor for review and approval.

*Effective Immediately*

**References:**

SPP 12-00405-00 (Interim WLM)