FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-74-OPE

AUTO-CLOSING OF CASES WITH BANK MATCHES EXCEEDING CASH ASSISTANCE RESOURCE LIMITS

Date: August 8, 2013	**Subtopic(s):** Resources
🖥 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff about an automated procedure used by Investigation, Revenue, and Enforcement Administration (IREA) to close ineligible Cash Assistance (CA) cases that have bank accounts that exceed cash assistance resource limits.
Bank match auto-closings	In September 2013, IREA will implement an auto-closing process for CA cases where a bank match identifies clients with a total balance of all accounts greater than $10,000.
	The process utilizes account information reported by the following banks: - Emigrant Savings Bank - Ridgewood Savings Bank - JP Morgan Chase - Bank of America - HSBC - Citibank, NA - TD Bank
	Bank match information from participating institutions is deemed as verified upon receipt.
See PD #12-05-ELI, Cash Assistance Resource Policy	The resource limit for CA households is up to $2,000. The resource limit for CA households with at least one person who is 60 years of age or older is up to $3,000.

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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	The computation of bank resource totals will exclude exempt bank resources such as "in trust" accounts as well as bank resources associated with individuals on the case with an inactive status [not in Active (AC), Single Issuance (SI), or Sanctioned (SN) status].
See PD #10-11-ELI, Essential Person	Cases which include bank accounts of individuals designated as essential persons (category code **14**) who are over 18 years of age will be processed *manually*. IREA will perform reviews of bank resources for the household as well as the essential person in determining eligibility for both.
Closing code/ CNS notice	In cases where it is determined that the resource limit has been exceeded, a file is passed to the Welfare Management System (WMS) that will result in a closing code **U40** (Excess Resources)**.** The **U40** will generate an automated notice in the Client Notice System (CNS). The closing notice will provide the reason for the case closure and explain the calculation of bank resource totals. The notice will also include the name of bank account holder (or account holders if a joint account), the name of the banking institution, account balance, amount counted against the Cash Assistance Resource Limit and the resource limit applied to the case.
Follow-up instructions in case of transaction error	If in WMS the closing transaction 'errors out', MIS will send an exception report to IREA and IREA will correct the errors. Staff in the Job Centers should not take any steps regarding the pending action. These actions are identified by an originating ID of CFI.
Separate determinations	The **U40** closing code will also trigger a separate determination for the Supplemental Nutrition Assistance Program (SNAP) and Medical Assistance case by WMS.
Participant inquiries	If a participant comes into a Job Center to dispute their closing notice, he or she must be advised to call IREA at the number specified in their notice. However, once a case is closed, participants are required to reapply if they want to receive CA benefits.

Related Items:
PD #12-05-ELI
PD #10-11-ELI