



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #14-26-SYS

### DEPENDENT CHILD INDICATOR

<p><b>Date:</b> February 27, 2014</p>	<p><b>Subtopic(s):</b> WMS</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind Job Center staff that when generating a Client Notices System (CNS) Notice to impose an employment related sanction, that he/she must verify the case composition.</p> <p>Employment related sanctions have different durations. The determining factors of the length of the sanction are the number of prior infractions and whether or not there is a dependent child in the household.</p> <p><b>Note:</b> A dependent child is defined as either a person under 18 years of age, or under 19 years of age and a full-time student.</p> <p>When creating a CNS Notice for an employment related sanction the JOS/Worker must enter either Yes (<b>Y</b>) or No (<b>N</b>) on the WMS/Client Notice Subsystem (<b>WGN151</b>) screen to indicate whether or not a dependent child is in the household to ensure that the proper sanction period is applied.</p> <div data-bbox="480 1381 1328 1801" style="border: 1px solid black; padding: 10px;"> <pre> ♦WGN151                WMS/Client Notice Subsystem      Date 05/04/12                         PA and FS Employment Worker Entry Screen  Time 16:02:52 CASE NAME RILEY TYRONE CASE NO 006739328A     SUFFIX 01 CASE REASON WX2 : FL CMP EMP-2  INFO _____  ENTER INFO: DEPENDENT CHILD (Y/N)  Xmit</pre> </div> <p>Enter Y or N.</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

**Note:** On a multi suffix case, if there are dependent children on a suffix different from the suffix of the adult being sanctioned, the household is defined as having dependent children, and **Y** must be entered for the dependent child indicator.

The dependent child indicator will only appear when one of the following employment related sanctions is being imposed on either a Safety Net Cash Assistance (SNCA) case or a Safety Net Non Cash Assistance (SNNC) case:

- **N41** (Voluntary Quit 1st Occurrence)
- **N42** (Voluntary Quit 2nd Occurrence)
- **N43** (Voluntary Quit 3rd Occurrence [and Subsequent])
- **WE1** (Failure to Comply with Employment Requirements [1st Occurrence])
- **WE2** (Output Code for 2nd Instance of Noncompliance with Employment Requirements)
- **WE3** (Output Code for 3rd and Subsequent Instances of Noncompliance with Employment Requirements)
- **WX1** (Failure to Comply with Employment Requirements - 1st Occurrence [HH=1])
- **WX2** (Failure to Comply with Employment Requirements - 2nd Occurrence [HH=1]) Public assistance
- **WX3** (Failure to Comply with Employment Requirements - 3rd and Subsequent Occurrences [HH=1])

*Effective Immediately*

#### **Related Item**

[PD #14-02-OPE](#)