FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #06-134-ELI

AUTOMATED SEPARATE FOOD STAMP DETERMINATIONS

Date: September 28, 2006	**Subtopic(s):** Food Stamps

🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center staff of the process for ensuring that food stamp (FS) eligibility is continued through the automatic separate FS determination process when a public assistance (PA) case is being denied/rejected (RJ) or closed (CL). It serves as information for all other staff.
Denying a PA/FS application (FS not issued)	To create a non-Public Assistance (NPA) FS case through the automatic separate FS determination process when denying a PA application (no food stamps issued on the PA/FS case):
PA/FS status must go from applying [AP]/AP to rejected [RJ]/RJ status	• enter the applicable PA Reject Code; • enter FS Reject Code **J05** (FS Separate Determination); **Note:** If the FS denial code is not **J05**, a separate determination case <u>will not</u> be established. • <u>do not</u> enter an **M3E** indicator. The NPA FS case will be in AP status and will appear on the Pending Food Stamp Separate Determination Cases – Daily report (**WINR0827**).
Denying a PA/FS application (FS issued)	To create an NPA FS case through the automatic separate FS determination process when denying a PA application after FS are issued on the PA/FS case, enter:
PA/FS status must go from AP/single issue [SI] or AP/active [AC] to RJ/CL	• the applicable PA Reject Code; • FS Closing Code **Y99** (Other); • **M3E** indicator **1** (Client Agrees to Initial Action – M3E Signed).

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

Note: The closing action requires a timely notice and will allow the notice to clock down. However, since this is an application, entry of **M3E** indicator **1** is required to prevent the clock-down.

In this instance, a manual notice is required. The NPA FS case will be in:

- SI status if the FS status prior to the closing was SI;

  - The separate FS determination case will appear on the **WINR0827**.

- AC status if the FS status prior to the closing was AC.

  - The separate FS determination case will appear on the System-Generated Separate Determination Cases – Weekly report (**WINR0834**).

Closing PA and denying FS	To create the NPA FS case through the automatic separate FS determination process when closing a single issue PA case (no FS issued on the PA/FS case):
PA/FS status must go from SI/AP to CL/RJ	• enter the applicable PA closing code that requires a separate FS determination; • do not enter a FS reject code; and • do not enter an **M3E** indicator. The NPA FS case will be created in AP status and will appear on the **WINR0827**.
Closing PA and FS (PA and FS in SI status)	To create the NPA FS case through the automatic separate FS determination process when closing a single issue PA case where both PA and FS are in SI status:
PA/FS status is going from SI/SI to CL/CL	• enter the applicable PA closing code that requires a separate FS determination; • do not enter a FS closing code; and • enter **M3E** indicator **A** (Adequate, Manual Notice). The NPA FS case will be created in SI status and will appear on the **WINR0827**.
Closing PA and FS (PA in SI status and FS in AC status)	To create the NPA FS case through the automatic separate FS determination process when closing a single issue PA case where PA is in SI status and FS is in AC status:

PA/FS status is going from SI/AC to CL/CL	• enter the applicable PA closing code that requires a separate FS determination; • <u>do not</u> enter a FS closing code; and • <u>do not</u> enter an **M3E** indicator. The NPA FS case will be created in AC status and will appear on the **WINR0834**.
Closing PA and FS (both programs in AC status) PA/FS status is going from AC/AC to CL/CL	To create the NPA FS case through the automatic separate FS determination process when closing an <u>active</u> PA case: • enter the applicable PA closing code that requires a separate FS determination; • <u>do not</u> enter a FS closing code; and • <u>do not</u> enter an **M3E** indicator. The NPA FS case will be created in AC status. If the FS certification period is greater than or equal to four months the NPA FS case will appear on the **WINR0834**. If the FS certification period is less than four months:
FS have to be issued manually in this instance.	• FS will continue on the PA/FS case until the end of the certification period; • the Welfare Management System (WMS) will close the FS portion of the case using closing code **B26** (FS Extend on PA Case – Non TBA [System Generated]).
New B26 Report will be created and distributed by MIS.	Management Information Systems (MIS) will create a reporting listing all application denials/closing where the FS closing code is B26. Staff must use this report to manually issue the food stamp benefits until the certification period expires. A new Automated Separated Food Stamp Determination Desk Guide (**M-42x**) has been created to assist staff in understanding the automated separate FS determination process. **Note:** Staff is reminded that for Emergency Assistance to Adults (EAA), Emergency Assistance to Families (EAF), and Emergency Safety Net Assistance (ESNA) cases wishing to apply for FS, since a separate NPA FS case is not automatically created JOS/Workers must <u>register an NPA FS case on paper</u> in addition to the EAA, EAF or ESNA case already registered in POS. *Effective Immediately*
🖳 Please use Print on Demand to obtain copies of forms.	**Attachment:** **M-42x** Automated Separate Food Stamp Determination Desk Guide

The CITY of NEW YORK
Human Resources Administration
Family Independence Administration

Automated Separate Food Stamp Determination Desk Guide

When Going From: (PA/FS Status)	To: (PA/FS Status)	Enter Reject/Closing Code:		M3E Indicator	NPA FS Case Status Will Be:	Special Instructions
		PA	**FS**			
AP/AP	RJ/RJ	Any	**J05**	None	**AP**	NPA FS case will appear on **WINR0827**. If FS denial code is not **J05**, a separate determination case will not be established.
AP/SI	RJ/CL	Any	**Y99**	1	**SI**	FS issued. Using FS Closing Code **Y99** requires a manual notice, but entry of an **M3E** indicator **1** will prevent the case from clocking down and will not bypass the automated FS separate determination process. NPA FS case will appear on either the **WINR0827** or **WINR0834**, depending on the FS status prior to the closing.
AP/AC	RJ/CL	Any	**Y99**	1	**AC**	
SI/AP	CL/RJ	Only PA closing codes that require a FS Separate Determination	None	None	**AP**	NPA FS case will appear on the **WINR0827**.
SI/SI	CL/CL	Only PA closing codes that require a FS Separate Determination	None	A	**SI**	NPA FS case will appear on the **WINR0827**.
SI/AC	CL/CL	Only PA closing codes that require a FS Separate Determination	None	None	**AC**	NPA FS case will appear on the **WINR0834**.
AC/AC	CL/CL	Only PA closing codes that require a FS Separate Determination	None	None	**AC**	NPA FS case will appear on the **WINR0834** if FS certification period is four months or greater. If FS certification period less than four months: • FS will continue on PA/FS case until end of certification period. • FS will be closed automatically with code **B26** (FS Extend on PA Case – Non-TBA – [System Generated]). • MIS will notify Job Centers of these cases.

- An automated separate determination case will not be created in any of the above instances if the FS certification period is less than four (4) months and the FS closing code will be **B26**. For application closings this means the benefits must be issued manually.
- For FS closings, if the household is not eligible for FS do not enter **Y99**, enter the FS closing code that represents the reason for the closing.