



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-159-ELI (This Policy Bulletin Replaces PB #06-134-ELI)

### AUTOMATED SEPARATE FOOD STAMP DETERMINATION DESK GUIDE

<b>Date:</b> December 8, 2006	<b>Subtopic(s):</b> Food Stamps
<p> <input type="checkbox"/> This procedure can now be accessed on the FIAweb.         </p> <p>           A CNS number is not required for PA rejection/closing codes beginning with <b>E, F</b> or <b>G</b>.         </p> <p>           Denying a PA/FS application (FS not issued)         </p> <p>           PA/FS status must go from applying [AP]/AP to rejected [RJ]/RJ status         </p> <p>           New information         </p> <p>           See <a href="#">PD #02-20-SYS</a> </p>	<p> <b>Revision to Original Policy Bulletin:</b> </p> <p>           This policy bulletin has been revised to inform all Job Center staff of a modification to the automatic separate Food Stamp (FS) determination process. An entry of <b>A</b> (Adequate, Manual Notice) in the <b>M3E</b> indicator field is now accepted when closing (CL) a single issue (SI) PA case when the FS portion of the case is in active (AC) status. In addition, a Client Notice System (CNS) notice number is required for public assistance (PA) rejection/closing codes that begin with <b>M, N, U, V</b> and <b>W</b>. This policy bulletin serves as information for all other staff.         </p> <p> <b>Purpose:</b> </p> <p>           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.         </p> <p>           To create a non-Public Assistance (NPA) FS case through the automatic separate FS determination process when denying a PA application (no public assistance or food stamps issued on the PA/FS case):         </p> <ul style="list-style-type: none"> <li>enter the applicable PA Reject Code;</li> </ul> <p> <b>Reminder:</b> For PA rejection/closing codes beginning with <b>M, N, U, V</b> and <b>W</b>, Workers must generate a CNS notice number and enter it in element <b>280</b> (NTC) on the Turn-Around Document (TAD [<b>LDSS-3517</b>]).         </p>

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*

If the household is not eligible for FS do not enter **J05**, enter the FS denial code that represents the reason for the denial.

Denying a PA/FS application (FS issued)

PA/FS status must go from AP/single issue [SI] or AP/active [AC] to RJ/CL

If the household is not eligible for FS do not enter **Y99**, enter the FS closing code that represents the reason for the closing.

Closing PA and denying FS

PA/FS status must go from SI/AP to CL/RJ

- enter FS Reject Code **J05** (FS Separate Determination);

**Note:** If the FS denial code is not **J05**, a separate determination case will not be established.

- do not 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**).

To create an NPA FS case through the automatic separate FS determination process when denying (RJ) a PA application (no PA issued) after FS are issued on the PA/FS case, enter:

- the applicable PA reject code;
- FS Closing Code **Y99** (Other);
- **M3E** indicator **1** (Client Agrees to Initial Action – M3E Signed).

**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**).

To create an NPA FS case through the automatic separate FS determination process when closing a single issue (SI) PA case (no FS issued on the PA/FS case):

- 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 an 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**.

If the FS certification period is less than four months or there is an individual on the case in sanction status:

New information

- 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]).
- The case will appear on the **B26** report distributed by Management Information Systems (MIS)

The weekly **B26** Report lists all application denial/closings where the FS closing code is **B26** and the FS was in SI status at the time of the closing.

Staff must use this report to manually issue the Food Stamp benefits until the certification period expires.

Closing PA and FS (PA in SI status and FS in AC status)

To create an NPA FS case through the automatic separate FS determination process when closing a 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;
- do not enter a FS closing code; and
- enter **M3E** indicator **A** or leave blank.

Revised

New information

Entry of **M3E** indicator **A** will prevent the transaction from clocking down and no CNS notice will be generated. However, when a **M3E** indicator is not entered, the transaction will clock down and a CNS notice will be automatically generated.

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)

To create an NPA FS case through the automatic separate FS determination process when closing an active (AC) PA case:

PA/FS status is going from AC/AC to CL/CL

- enter the applicable PA closing code that requires a separate FS determination;
- do not enter a FS closing code; and
- do not enter an **M3E** indicator.

Revised information

If the FS certification period is greater than or equal to four months the NPA FS case will be created in AC status and will appear on the **WINR0834**. If the FS certification period is less than four months or there is an individual on the case in sanction status:

- 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]).
- FS will continue on the PA/FS case until the end of the certification period;

The **M-42x** has been revised to reflect the modification to the automated separate FS determination process.


The Automated Separate 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 the JOS/Worker must register an NPA FS case on paper in addition to the EAA, EAF or ESNA case already registered in POS.

*Effective Immediately*

#### References:

[PD #02-20-SYS](#)  
SPP #2006-00561

 Please use Print on Demand to obtain copies of forms.

#### Attachment:

**M-42x** Automated Separate Food Stamp Determination Desk Guide (Rev. 12/8/06)



### 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	<b>J05</b>	None	<b>AP</b>	NPA FS case will appear on <b>WINR0827</b> . If FS denial code is not <b>J05</b> , a separate determination case <u>will not</u> be established.
AP/SI	RJ/CL	Any	<b>Y99</b>	<b>1</b>	<b>SI</b>	FS issued. Using FS Closing Code <b>Y99</b> requires a manual notice, but entry of <b>M3E</b> indicator <b>1</b> 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 <b>WINR0827</b> or <b>WINR0834</b> , depending on the FS status prior to the closing.
AP/AC	RJ/CL	Any	<b>Y99</b>	<b>1</b>	<b>AC</b>	
SI/AP	CL/RJ	Only PA closing codes that require a FS Separate Determination	None	None	<b>AP</b>	NPA FS case will appear on the <b>WINR0827</b> .
SI/SI	CL/CL	Only PA closing codes that require a FS Separate Determination	None	<b>A</b>	<b>SI</b>	NPA FS case will appear on the <b>WINR0827</b> . If FS certification period is less than four months or there is an individual in sanction status, the FS portion of the case will be closed with code <b>B26</b> . These cases will appear on the <b>B26</b> report distributed by MIS.
SI/AC	CL/CL	Only PA closing codes that require a FS Separate Determination	None	<b>A</b> or None	<b>AC</b>	NPA FS case will appear on the <b>WINR0834</b> . Entry of <b>M3E</b> indicator <b>A</b> will prevent the transaction from clocking down, and no CNS notice will be generated.
AC/AC	CL/CL	Only PA closing codes that require a FS Separate Determination	None	None	<b>AC</b>	NPA FS case will appear on the <b>WINR0834</b> if FS certification period is four months or greater.  If FS certification period is less than four month or there is an individual on the case in sanction status: <ul style="list-style-type: none"> <li>FS will be closed automatically with code <b>B26</b> (FS Extend on PA Case – Non-TBA – [System Generated]).</li> <li>FS will continue on PA/FS case until end of certification period.</li> </ul>

- 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 benefits must be issued manually until the end of the FS certification period.
- For FS denials, if the household is not eligible for FS do not enter **J05**, enter the FS denial code that represents the reason for the denial.
- 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.