



# 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 #07-114-OPE

### FORCE-CLOSING OF FOOD-STAMP-ONLY CASES WHEN AN ACTIVE CASH ASSISTANCE CASE EXISTS

Date: September 19, 2007	Subtopic(s): Food Stamps
<p> This procedure can now be accessed on the FIAweb.</p> <p>The Public Assistance (PA) program is now known as the Cash Assistance (CA) program.</p> <p>Identical CINs on the NCA FS and CA/FS cases (i.e., all members of the NCA FS household exist on the CA/FS case)</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non-Cash Assistance Food Stamp (NCA FS) (formerly known as NPA FS) Center staff of the criteria necessary to ensure that an NCA FS case is closed systemically when a Cash Assistance (CA)/FS case is activated for the same household. This policy bulletin serves as information for all other staff.</p> <p>Currently, an automated process is in place to force-close an existing NCA FS case when:</p> <ul style="list-style-type: none"> <li>• the NCA FS is in single issue (SI) or active (AC) status;</li> <li>• all members of the NCA FS case appear on the CA/FS case; and</li> <li>• the Client Identification Numbers (CIN) for each individual are identical on both the NCA FS and CA/FS cases.</li> </ul> <p>The Welfare Management System (WMS) automatically closes the NCA FS case using FS Closing Code <b>968</b> (Forced Closing [System Generated]). These cases appear on the Forced Closings Report (<b>WINR0163</b>) and require no further action.</p> <p><u>Example</u> Mr. and Mrs. Smith (household size equals two) are currently receiving NCA FS. They apply and are deemed eligible for CA/FS. The CINs of the household members are identical on the NCA FS and CA/FS cases. When the CA/FS case is activated, WMS automatically closes the NCA FS case with FS Closing Code <b>968</b>.</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*

Different CINs on the NCA FS and CA/FS cases (i.e., at least one person remains on the NCA FS case)

When the CINs for each individual on the NCA FS and CA/FS cases differ, WMS will not force-close the entire NCA FS case, but will automatically remove the NCA FS individuals that match the CA file using FS Removal Code **968**. A Client Notice System (CNS) reduction notice will automatically be generated for the NCA FS case and the reduction transaction will clock down.

#### Example

Susan Jones and her daughter, Evelyn, are currently receiving NCA FS. Due to medical reasons, Susan is unable to care for Evelyn. Evelyn was placed in the custody of her aunt and uncle, Mr. and Mrs. Brown, who are currently receiving CA/FS. When Evelyn is added to the Brown's CA/FS case, WMS will automatically force-close Evelyn's line on her mother's NCA FS case with FS Removal Code **968**.

Automatic rebudgeting of the NCA FS case when a line is force-closed

Additionally, when WMS force-closes the NCA FS individual line(s), the system rebudgets the NCA FS case with the remaining active individuals. If the NCA FS case is financially ineligible, the force closing transaction generates an error and WMS displays error message "E0864 – NO BUDGET DEFICIT." As a result, the remaining individuals continue to receive FS benefits if the NCA FS Center does not submit a manual closing.

New NCA FS closing code

WMS will be modified with the October 22, 2007 release of WMS software version 2007.3 to close these cases that do not have a budget deficit using a new NCA FS closing code, **G68** (Removal of Active CA Individual(s) from NCA/FS Case Causes Income to Exceed FS Standard [Timely] [System-Generated]). These cases will appear on a new report, "Calculate Ineligible Budget and Send to Household." A CNS notice is automatically generated and sent to the household. It is the responsibility of NCA FS Center management to ensure that the report is assigned to an NCA FS Worker who will calculate and send a copy of the ineligible budget to the household.

*Effective October 22, 2007*