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 #07-143-ELI

REMINDER REGARDING BUDGETING INCOME FROM AN INELIGIBLE ALIEN

Date: November 27, 2007	**Subtopic(s):** Food Stamps

🖳 This procedure can now be accessed on the FIAweb.

The budgeting methodology for income from an ineligible alien differs on CA/FS and NCA FS cases. Allen budgeting rules do not apply to NCA FS cases.

The purpose of this policy bulletin is to remind all Non-Cash Assistance (NCA) Food Stamp (FS) Center staff of the methodology for budgeting earned and unearned income from an ineligible alien on NCA FS cases. This policy bulletin serves as information for all other staff.

Budgeting income from an ineligible alien on an NCA FS case differs from budgeting the income of an ineligible alien on a Cash Assistance (CA)/FS case. To calculate the budget for an ineligible alien on an NCA FS case, Eligibility Workers need to determine:

- whether or not the ineligible alien contributes to shelter costs
- the ineligible alien's financial involvement
- the type of income (earned or unearned)

The Welfare Management System (WMS) is programmed to calculate the budget for the NCA FS household when the income of the ineligible alien is entered on the ineligible alien's line. Manual proration is not required.

For NCA FS cases, Eligibility Workers must ensure the following appear on the ineligible alien's line on the Individual Income/Needs Screen (**NSBL06**) in WMS:

- The FS individual status of the ineligible alien is rejected (RJ), closed (CL), sanctioned (SN) or not applying (NA)
- The applicable financial/alien involvement (**INV**) code to indicate whether or not the ineligible alien resides in the household is entered:

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send an e-mail to *FIA Call Center*

Distribution: X

- **Y** – Individual resides in the household

  - This will indicate to WMS that the individual should be included in the calculation of FS benefits.

- **N** – Individual does not reside in the household

  - This will indicate to WMS that the individual should be excluded from the calculation of FS benefits for the case being budgeted.

- The applicable income source (**INCOME: SRC**) code to indicate whether or not the ineligible alien contributes to shelter costs is entered:

  - **86** – FS Ineligible Alien - Does Not Contribute to Shelter Costs
  - **92** – FS Ineligible Alien - Contributes to Shelter Costs

  Note: Entry is prohibited into the **GROSS**, **FREQ** (Frequency), and **PROG** (Program) fields associated with Income Source Codes **86** or **92** for the ineligible alien on the **NSBL06** screen.

- The income amount, including the appropriate income source code (e.g., Salary, Wages [Income Source Code **01**]), frequency and program are entered in the corresponding fields on the next row.

Example 1

Ms. Rojas and her two U.S. citizen children apply for NCA FS. She is not a U.S. citizen and does not meet the FS alien eligibility criteria. Therefore she is ineligible for NCA FS. Ms. Rojas receives earned income in the amount of $500 per month. She pays $125 per month in childcare expenses (allowable income exclusion). Her two children are deemed eligible for NCA FS. The NCA FS Eligibility Worker determines that Ms. Rojas contributes to the shelter costs for her children, resides in the household and receives earned income on a monthly basis.

*For the example above, on the **NSBL06** screen of the budget (see the screenshot on the next page) for Ms. Rojas' line:*

Refer to the Worker's Guide to Codes manual for the complete list of income source (**INCOME/RECURRING: SRC**) codes.

- *reject Ms. Rojas for FS*
- *enter Code **Y** in the **INV** field*
- *enter Income Source Code **92** in the **INCOME: SRC** field on the first row of the **Income** fields*
- *enter the income source code, amount, frequency, and program on the next row of the **Income** fields*

```
NSBL06 [0] PEND/SAVED        INDIVIDUAL INCOME / NEEDS                11/21/
CASE/BUD # SROJAS     /BASIS  LN  1        NAME

EMP     PA SUF 01  PA STS      FS STS      DOB 06181972  A/D    INV Y    HW 100
INCOME:   SRC   GROSS  FREQ  PROG   U   CD   PA EX AMT   FS EX AMT
          92
          01   50000    M        F

RECURRING: SRC   PROG   GROSS   NY DIS        SRC   PROG   GROSS   NY DIS




DEDUCTIONS: TYPE    AMT           TYPE    AMT        MED: AMT          END:
DAYCARE:    TYP    AMT   12500  DOB 0104     TYP    AMT        DOB
            TYP    AMT          DOB          TYP    AMT        DOB






IND I&N                                                                CMD
```

WMS prevents entry in the Gross, Freq and Prog fields when the Income Source Code is 86 or 92.

Enter the income amount, frequency and program for the earned or unearned income of the ineligible alien.

Child care deductions entered.

Do not enter **INV** and **INCOME: SRC** codes for children under 18 years of age.

*On the **NSBL06** screen on the individual lines for each of the children:*

- *accept each child for FS*

If the FS-ineligible alien does not contribute to the shelter costs of the case being budgeted but his or her line is on the case (the line would be shown on the case in an inactive status), enter Code **Y** in the **INV** field and Code **86** in the **INCOME: SRC** field.

Example 2

*Mr. and Mrs. Stark and their 17-year-old daughter, Evelyn, applied for NCA FS. Mr. Stark is an undocumented alien with no income and ineligible for FS. Mrs. Stark and Evelyn became a lawful permanent residents three years ago. Mrs. Stark is employed and earns $500 monthly, but is not eligible for FS because she has less than five years in a qualified status. However, Evelyn is eligible for FS because she is in a qualified status and under the age of 18. On the **NSBL06** screen of the budget for Mr. Stark's line:*

- *reject Mr. Stark for FS*
- *enter Code **Y** in the **INV** field*
- *enter Income Source Code **86** in the **INCOME: SRC** field*

*On the **NSBL06** screen of the budget for Mrs. Stark's line:*

See screen shot from example 1.

- *reject Mrs. Stark for FS*
- *enter Code **Y** in the **INV** field*
- *enter Income Source Code **92** in the **INCOME: SRC** field on the first row*

- *enter the following in the Income Source fields on the next row:*
  - *Income Source Code 01*
  - *Frequency = M (monthly)*
  - *Program = F (Food Stamps)*

For each additional household member on the budget, indicate the appropriate FS status, involvement code and income source code.

On the NSBL06 screen of the budget for Evelyn's line (see the screenshot below):

- *accept Evelyn for FS*

Do not enter a code in the **INV** field for children under 18 years of age.

```
NSBL06 [Z] AUTHORIZED         INDIVIDUAL INCOME / NEEDS              10/24/07
CASE/BUD #  ████████████    LN  2      NAME ████████████████
TAX 1  FICA X  30 1/3     EDC                                       SPEC   REL
EMP      FS SUF 01  PA STS      FS STS AC  DOB 05121990   A/D     INV     HW
INCOME:  SRC  GROSS  FREQ  PROG   F   SD    PA EX AMT    FS EX AMT

                  GROSS   NY DIS          SRC  PROG  GROSS   NY DIS




DEDUCTIONS: TYPE    AMT            TYPE    AMT       MED: AMT        END:
DAYCARE:       TYP   AMT           DOB            TYP   AMT      DOB
               TYP   AMT           DOB            TYP   AMT      DOB
SPEC NDS:TY    AMT       ASSOC CD    TY    AMT        ASSOC CD    TY    AMT
RST   ASSOC CD                                  ASSOC CD
DATA: NAME                                      NAME
RST   ADDR                            RST       ADDR


IND I&N                                                            CMD
        NOTE: GROSS, FREQ AND PROG ARE NOT ALLOWED FOR SRC 92
```

If the FS-ineligible alien does not reside in the household of the case being budgeted but his or her line is shown on the case (the line would be in an inactive status), enter Code **N** in the **INV** field.

Example

Mrs. Stark, from the preceding example, moves out of the house. On the NSBL06 screen of the budget, enter Code N in the INV field for Mrs. Stark's line. The income source codes entered previously must remain. (See screen shot below.)

Whatever income that was previously on the line remains. WMS will not use this income to determine the new benefit amount.

```
NSBL06 [0] PEND/SAVED    INDIVIDUAL INCOME / NEEDS        11/05/07
CASE/BUD #            /BASIS LN 2    NAME

EMP   PA SUF 01 PA STS   FS STS RJ DOB 01011959 A/D  INV N  HW 126
INCOME: SRC  GROSS FREQ PROG  U CD  PA EX AMT  FS EX AMT
         92
         01  50000  M    B

RECURRING: SRC  PROG  GROSS  NY DIS    SRC PROG  GROSS  NY DIS



DEDUCTIONS: TYPE  AMT      TYPE  AMT    MED: AMT     END:
DAYCARE:  TYP  AMT    DOB      TYP  AMT    DOB
         TYP  AMT    DOB      TYP  AMT    DOB




IND I&N                                CMD
```

Financial Profile rule

Note: If Mrs. Stark applies for FS at her new address with new income, and the CIN from her previous case is selected, the income from her line on the new FS case will also appear on the previous FS case. The income must not be removed from the previous FS case or it will affect Mrs. Stark's current FS case.

If the previous NCA FS case is closed, WMS removes the financial/alien involvement code of the ineligible alien (in this example, Mrs. Stark). If the closed case is reopened, NCA FS Eligibility Workers must re-enter the financial/alien involvement code on the ineligible alien's line.

NCA FS POS locations

Staff at NCA FS POS locations must go through the alien flow. Answer all relevant questions including the question about ineligible aliens and whether they contribute to the shelter costs. Depending on the responses code **86** or **92** will be carried over to the budget.

The income of the ineligible alien must be entered in the appropriate income window and the amount will carry over to the budget.

The INV code **Y**/**N** does not carry over to the budget from POS, therefore the Worker must enter that information on the individual line in the budget until the functionality is programmed in POS.

Allen budgeting rules apply to CA/FS cases with income from an ineligible alien.

For information on budgeting income from an ineligible alien on a CA/FS case, refer to PD #07-20-SYS (Welfare Management System Software Release Version 2007.2) and the Public Assistance Budgeting Manual, pages A-46 and A-47.

Effective Immediately

References:

Public Assistance Budgeting Manual – pages A-46 and A-47
NPA FS Program Budgeting Manual – pages A-13 and A-14
NYS Food Stamp Source Book – §10, page 229; §11, page 244;
§12, page 267
18 NYCRR 387.12(b)

Related Item:

PD #07-20-SYS