



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-95-SYS

PUBLIC ASSISTANCE (PA) SINGLE ISSUE OPENING CODES AND ASSOCIATED PA SPECIAL GRANT ISSUANCE CODES

Date: July 30, 2007	Subtopic(s): Public Assistance
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #07-20-SYS</p> <p>PA SI opening codes for use when issuing nonrecurring PA benefits</p> <p>The PA SI opening codes must not be used to issue <u>recurring</u> PA benefits</p> <p>Use Special Grant Issuance Code 31 to pay rent arrears, including excess rent.</p>	<p>The purpose of this policy bulletin is to inform all Job Center staff of the Public Assistance (PA) Single Issue Opening Codes and Associated PA Special Grant Issuance Codes Desk Guide (W-140PP). This policy bulletin serves as information for all other staff.</p> <p>With the release of Welfare Management System (WMS) software release version 2007.2 on June 18, 2007, one new PA opening code was created and four existing PA opening codes were modified for use when opening a PA case on a single issue (SI) basis to issue PA benefits.</p> <p>The following PA SI opening codes are to be used to issue nonrecurring PA benefits:</p> <ul style="list-style-type: none"> • Y19 (Case accepted for emergencies other than shelter or utility arrears) • Y37 (Case accepted for single issue payments that have been ordered by a Fair Hearing decision) • Y38 (Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay) <p>Do not use Special Grant Issuance Code 30 (Rent Payments in Excess of Maximum) with PA opening code Y38, since the total amount must be repaid. When paying rent arrears, even excess rent, use Special Grant Issuance Code 31 (Pre-PA Rent Arrears) for the total amount issued.</p>

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Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

- **Y39** (Case accepted only for emergency shelter arrears and/or emergency utility arrears with no repayment agreement)
- **Y41** (Case accepted for immediate needs [pre-investigation])

Note: A repayment agreement is required of Emergency Safety Net Assistance (ESNA) cases when the Agency pays the household's rent arrears and of both ESNA and Emergency Assistance to Families (EAF) cases when the Agency pays the household's utility arrears. Regardless of the category of assistance under which the arrears are paid, the payment of shelter arrears above the maximum monthly shelter standard is subject to recovery or recoupment.

Recovery is defined as the means by which the agency collects over payments from one shot deal applicants who are not required to sign a repayment agreement and PA cases that were closed with an outstanding recoupment.

Recoupment is defined as a method of recovering overpayments of assistance to active PA cases by reducing the amount of their ongoing assistance grant.

Do not use Special Grant Issuance Code **09** with PA Opening Codes **Y19, Y38, Y39** and, particularly, **Y41**. If rent is being paid up to the current month and the request is made after the first of the month, the total rent amount should be treated as arrears.

Pick-up codes enable use of single issue opening codes with specific grant codes.

WMS limits use of PA Opening Codes **Y19, Y37, Y38, Y39** and **Y41** to specific special grant issuance codes when issued using the following pick-up codes (PUC):

- **PUC 1** (Special Roll Check)
- **PUC 2** (Pended Until 45th Day of SNFP/SNCA/SNNC Eligibility)
- **PUC 6** (Emergency Check Issued via the E-Check Authorization Print Process)
- **PUC 9** (EBT Emergency PA Single Issue Special Grant)

W-140PP

For each PA single issue opening code, the **W-140PP** lists the special grant issuance codes that are accepted in WMS when issued with the pick-up codes above. Therefore, refer to the desk guide to ensure use of the appropriate PA special grant issuance code.

Exception

There is no restriction on the special grant issuance codes that may be used with PA Opening Codes **Y19**, **Y37**, **Y38**, **Y39** and **Y41** when using the following pick-up codes:

- **PUC 4** (Same Day Immediate Needs)
- **PUC 5** (Emergency Public Assistance Check [E-Check])
- **PUC 7** (Emergency Cash Payment [E-Cash])

Effective Immediately

Related Item:


[PD #07-20-SYS](#) Welfare Management System (WMS) Software
Release Version 2007.2

References:

[06-INF-25](#) Consolidated Shelter Arrears Policy and
Emergency Safety Net Assistance Shelter
Arrears Repayment Agreement
SPP #2006-00273 Opening One-Shot Deals

Attachment:

W-140PP Public Assistance (PA) Single Issue Opening Codes and
Associated PA Special Grant Issuance Codes Desk
Guide

 Please use Print on Demand to obtain copies of forms.



Public Assistance (PA) Single Issue Opening Codes and Associated PA Special Grant Issuance Codes Desk Guide

PA Single Issue Opening Code	Restricted to the following Special Grant Issuance Codes for PUC 1, 2, 6 or 9	Special Instructions
<p>Y19 (Case accepted for emergencies other than shelter or utility arrears)</p>	<p>14, 15, 16, 18, 19, 21, 22, 31, 38, 39, 42, 45, 46, 47, 48, 49, 60, 61, 62, 81</p>	<ul style="list-style-type: none"> • Do not use these PA opening and issuance codes to issue recurring benefits. • WMS limits use of PA Opening Codes Y19, Y37, Y38, Y39 and Y41 to the special grant codes listed when issued using the following pick-up codes (PUC): <ul style="list-style-type: none"> ▪ PUC 1 (Special Roll Check) ▪ PUC 2 (Pended Until 45th Day of Safety Net Federally Participating [SNFP]/ Safety Net Cash Assistance [SNCA]/Safety Net Non-Cash [SNNC] Eligibility) ▪ PUC 6 (Emergency Check Issued via the E-Check Authorization Print Process) ▪ PUC 9 (Electronic Benefit Transfer [EBT] Emergency PA Single Issue Special Grant)
<p>Y37 (Case accepted for single issue payments that have been ordered by a Fair Hearing decision)</p>	<p>No Restrictions Any applicable special grant issuance code can be used</p>	
<p>Y38 (Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay)</p>	<p>10, 31, 40, 41, 50, 59</p>	
<p>Y39 (Case accepted only for emergency shelter arrears and/or emergency utility arrears with no repayment agreement)</p>	<p>10, 30, 31, 40, 41, 50, 59, 62</p>	
<p>Y41 (Case accepted for immediate needs [pre-investigation])</p>	<p>10, 18, 19, 22, 25, 30, 31, 38, 39, 40, 41, 42, 44, 49, 50, 59, 60, 61, 81</p>	

SAMPLE

Note 1: Use Special Grant Issuance Code **31** with PA opening code **Y38** to pay the rent arrears, including excess rent.
Note 2: There is no restriction on the special grant issuance codes that may be used with PA Opening Codes **Y19**, **Y37**, **Y38**, **Y39** and **Y41** when issued with **PUC 4** (Same Day Immediate Needs), **PUC 5** (Emergency Public Assistance Check [E-Check]) and **PUC 7** (Emergency Cash Payment [E-Cash]).