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**POLICY BULLETIN #09-65-ELI**  
*(This Policy Bulletin Replaces PB #06-159-ELI)*

**AUTOMATED FOOD STAMP SEPARATE DETERMINATION (FSSD) DESK GUIDE**

<p><b>Date:</b> June 9, 2009</p>	<p><b>Subtopic(s):</b> Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Denying a CA/FS application (FS not issued)</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to inform all staff that the Automated Separate Food Stamp Determination (FSSD) Desk Guide (<b>M-42X</b>) has been revised.</p> <p>The revisions include:</p> <ul style="list-style-type: none"> <li>changing all references from Public Assistance (PA) and Non-Public Assistance (NPA) to Cash Assistance (CA) and Non Cash Assistance (NCA) in both the policy bulletin and the form</li> <li>adding a Notice Type column to indicate whether a manual or CNS notice is required</li> <li>indicating that an <b>M3E</b> indicator is not required when going from <b>SI/AC</b> status to <b>CL/CL</b> status</li> </ul> <p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to inform Job Center and NCA Food Stamps (FS) Center staff of the process for ensuring that Food Stamp (FS) eligibility is continued through the automated separate FS determination process when a CA case is being denied/rejected (<b>RJ</b>) or closed (<b>CL</b>). It serves as information for all other staff.</p> <p>To create a NCA FS case through the automated separate FS determination process when denying a CA application (no CA or FS issued on the CA/FS case):</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*

CA/FS status must go from applying **AP/AP** to rejected **RJ/RJ** status

See [PD #09-13-SYS](#)

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 CA/FS application (FS issued)

CA/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 CA and denying FS

- enter the applicable PA Reject Code;

**Reminder:** For PA rejection/closing codes beginning with **M, N, U, V, and W**, Workers must generate a Client Notices System (CNS) notice number and enter it in element **280** (NTC) on the Turn-Around Document (TAD [**LDSS-3517**]).

- 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 NCA FS case will be in Application (**AP**) status and will appear on the Pending Food Stamp Separate Determination Cases – Daily report (**WINR0827**).

To create an NCA FS case through the automated separate FS determination process when **RJ** a CA application (no CA issued) after FS are issued on the CA/FS case, enter:

- the applicable PA reject code;
- FS Closing Code **Y99** (Other), and
- enter **M3E** indicator **1** (Immediate Action for Administrative Reasons).

**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 NCA 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** report.
- **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 NCA FS case through the automated separate FS determination process when closing an **SI** CA case (no FS issued on the CA/FS case):

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

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

The NCA FS case will be created in **AP** status and will appear on the **WINR0827** report.

Closing CA and FS (CA and FS in **SI** status)

To create an NCA FS case through the automated separate FS determination process when closing an **SI** CA case in which both CA and FS are in **SI** status:

CA/FS status is going from **SI/SI** to **CL/CL**

- enter the applicable CA closing code that requires a separate FS determination;
- do not enter a FS closing code; and
- enter **M3E** indicator **A** (Adequate, Manual Notice).

The NCA FS case will be created in **SI** status and will appear on the **WINR0827** report.

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

The weekly **B26** report lists all application denial/closings in which 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 FS benefits until the certification period expires.

Closing CA and FS (CA in **SI** status and FS in **AC** status)

To create an NCA FS case through the automated separate FS determination process when closing a CA case in which CA is in **SI** status and FS is in **AC** status:

CA/FS status is going from **SI/AC** to **CL/CL**

- enter the applicable CA closing code that requires a separate FS determination;
- do not enter a FS closing code; and
- enter **M3E** indicator **A** or leave blank.

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 NCA FS case will be created in **AC** status and will appear on the **WINR0834** report.

Closing CA and FS (both programs in **AC** status)

To create an NCA FS case through the automated separate FS determination process when closing an **AC** CA case:

CA/FS status is going from **AC/AC** to **CL/CL**

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

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

- WMS will close the FS portion of the case using Closing Code **B26** (FS Extend on CA Case – Non TBA [System-Generated]).
- FS will continue on the CA/FS case until the end of the certification period.

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

The Automated Separate Food Stamp Determination (FSSD) Desk Guide (**M-42x**) has been created to assist staff with understanding the automated separate FS determination process.

Revised

**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, the Paperless Office System (POS) now registers a FS case whenever a One-shot deal applicant indicates that he/she wants to apply for FS. POS copies data obtained from the One-shot deal interview into the FS case. If the household is eligible for Expedited Food Stamp (EFS) Service, POS launches the EFS activity. The NCA FS case is created as a result of this process.

These cases appear in the JOS/Worker's queue labeled **FS Sep Det – Eligibility Decision**.

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of form **M-42X** are removed from circulation and recycled.

A Sample of the revised form is attached.

*Effective Immediately*


**Related Items:**

[PD #09-13-SYS](#)

[Food Stamp Separate Determination Manual](#)

**Attachment:**

**M-42x** Automated Food Stamp Separate Determination Desk Guide (Rev. 6/9/09)

 Please use Print on Demand to obtain copies of forms.

### Automated Food Stamp Separate Determination (FSSD) Desk Guide

When Going From: (CA/FS Status)	To: (CA/FS Status)	Enter Reject/Closing Code:		M3E Indicator	Notice Type	NCA FS Case Status Will Be:	Special Instructions
		CA	FS				
AP/AP	RJ/RJ	Any	J05	None	CNS notice will be generated	AP	NCA FS case will appear on <b>WINR0827</b> report. If FS denial code is not <b>J05</b> , a FSSD case <u>will not</u> be established.
AP/SI	RJ/CL	Any	Y99	1	CNS notice will be generated	SI	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 FSSD process. NCA FS case will appear on either the <b>WINR0827</b> or <b>WINR0834</b> report, depending on the FS status prior to the closing.
AP/AC	RJ/CL	Any	Y99	1	CNS notice will be generated	AC	
SI/AP	CL/RJ	Any CA closing code that requires a FS Separate Determination	None	None	CNS notice will be generated	AP	NCA FS case will appear on the <b>WINR0827</b> report.
SI/SI	CL/CL	Any CA closing code that requires a FS Separate Determination	None	A	A manual notice must be issued	SI	NCA FS case will appear on the <b>WINR0827</b> report. If FS, the certification period is less than four months or there is an individual in <b>SN</b> status, the FS portion of the case will be <b>CL</b> with code <b>B26</b> . These cases will appear on the <b>B26</b> report distributed by MIS. FS benefits must be issued manually.
SI/AC	CL/CL	Any CA closing code that requires a FS Separate Determination	None	None	CNS notice will be generated	AC	NCA FS case will appear on the <b>WINR0834</b> report.
AC/AC	CL/CL	Any CA closing code that requires a FS Separate Determination	None	None	CNS notice will be generated	AC	NCA FS case will appear on the <b>WINR0834</b> report if the FS certification period is four months or longer.  If FS certification period is less than four months or there is an individual on the case in <b>SN</b> status: <ul style="list-style-type: none"> <li>FS will be <b>CL</b> automatically with Closing Code <b>B26</b> (FS Extend on CA Case – Non-TBA – [System Generated]).</li> <li>FS will continue on CA/FS case until end of the 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.