



# 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 #09-72-ELI

### REVISIONS TO THE PUBLIC ASSISTANCE CASE-LEVEL OPENING CODES DESK GUIDE (W-203XX)

<b>Date:</b> June 19, 2009	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to notify all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff of revisions made to the Public Assistance Case-Level Opening Codes Desk Guide (<b>W-203XX</b>). This form has been revised to indicate when a manual notice is required or when a Client Notices System (CNS) notice will be generated, as follows:</p> <ul style="list-style-type: none"> <li>• Whether or not a manual notice is required is indicated under <b>special instructions</b> for each Public Assistance (PA) Opening Code. Manual Notices are required for the following PA Opening Codes: <b>Y37, Y38, Y39, Y41, Y42, Y47, Y65, Y67, Y19, Y18, F54, Y51</b> and <b>A20</b> only when the manual process is followed.</li> <li>• For Code <b>F54</b> (DOE Retro Payment Only), the manual notice required is a <u>Doe</u> Specific Notice.</li> </ul> <p><i>Effective Immediately</i></p> <p><b>Related Item:</b></p> <p><a href="#">PD #07-15-SYS</a></p> <p><b>Attachment:</b></p> <p><b>W-203XX</b>      Public Assistance Case-Level Opening Codes Desk Guide (Rev. 6/19/09)</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*

### Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>A20</b>  (PA Case Opened – PA Determination Pending)  <b>SYSTEM GENERATED</b>	<b>Automated Process</b>	AP/AP/SI	<b>Q23</b>	<ul style="list-style-type: none"> <li>Trans Type (AC or OP)</li> <li>FS Case Reason Opening Code</li> </ul>	<ul style="list-style-type: none"> <li>Amount of prorated first FS benefit</li> <li>Date of first full month's FS benefit</li> <li>Day of recurring FS benefit</li> <li>Only Required FS documents</li> </ul>	<ul style="list-style-type: none"> <li>FS Program Status (change to SI)</li> <li>FS Status Reason Q23</li> </ul>	<ul style="list-style-type: none"> <li>Use <b>Q23</b> only for issuing expedited FS benefits.</li> <li><b>DO NOT</b> enter PA Opening Code <b>A20</b> in CNS or the TAD. Posts to CNS Detail (<b>WCN052</b>) screen automatically when changing FS to SI status only using code <b>Q23</b>.</li> <li><b>Manual notice is not required</b></li> <li>If deferring the applicant for documents, complete and print the <b>W-113K</b>.</li> </ul>
	<b>Manual Process</b>	AP/AP/AP	AP/AP/SI	<b>Q23</b>	None	None	<ul style="list-style-type: none"> <li>Enter <b>M3E indicator A</b></li> <li>FS Program Status (change to SI)</li> <li>FS Status Reason Q23</li> </ul>
<b>A30</b>  (PA Approval – Same Benefit Each Month)	AP/AP/AP or AP/NA/NA	SI/AC/SI or SI/NA/NA or AC/AC/AC or AC/NA/NA	<b>Any</b>	<ul style="list-style-type: none"> <li>Trans Type (AC or OP)</li> <li>PA Case Reason Opening Code</li> <li>FS Case Reason Opening Code</li> </ul>	<ul style="list-style-type: none"> <li>Date first CA grant is available (for Safety Net [SN] cases, use 45th day)</li> <li>First day of recurring A cycle</li> <li>First day of recurring B cycle</li> <li>Date of first full month's FS benefit</li> <li>Day of recurring FS benefit</li> </ul>	<ul style="list-style-type: none"> <li>CNS Notice #</li> <li>PA Program status (change to SI or AC)</li> <li>PA Status Reason</li> <li>FS Program Status (change to SI or AC)</li> <li>FS Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For issuing the same recurring CA benefit each month (no proration).</li> <li>CA date of compliance (or 45th day for Safety Net [SN] cases) must be the first day of Toe Digit cycle issuance date.</li> <li>FS filing date must be the first day of the month.</li> <li><b>Manual Notice is not required.</b></li> </ul>

**Note 1:** CNS notices generate only when using CNS opening codes for CA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

**Note 2:** Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the CA/FS case **only** with PA Opening Code **A32**.

**Note 3:** Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

**Note 4:** During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

## Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>A32</b> (PA Approval – First Month Prorated)	AP/AP/AP	SI/AC/SI or AC/AC/AC	Any	<ul style="list-style-type: none"> <li>Trans Type (AC or OP)</li> <li>PA Case Reason Opening Code</li> <li>FS Case Reason Opening Code</li> </ul>	<ul style="list-style-type: none"> <li>Date first CA grant is available</li> <li>First day of recurring A cycle</li> <li>First day of recurring B cycle</li> <li>Amount of prorated first PA grant</li> <li>Amount of prorated first FS benefit</li> <li>Date of first full month's FS benefit</li> <li>Day of recurring FS benefit</li> </ul>	<ul style="list-style-type: none"> <li>CNS Notice #</li> <li>PA Program Status (change to SI or AC)</li> <li>PA Status Reason</li> <li>FS Program Status (change to SI or AC)</li> <li>FS Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For activating the CA suffix when the date of eligibility falls between cycle issuance dates resulting in a prorated single issuance grant.</li> <li>When FS must be prorated enter FS Opening Code <b>A48</b> (applied before the 16th) or <b>A49</b> (applied after the 15th). <u>Not to be used with any other PA opening code.</u></li> <li><b>Manual Notice is not required.</b></li> </ul>
<b>Y37</b> (Case Accepted for SI Payments [Fair Hearing Decision/Emergency Rent/Utility])	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> <li>PA Program status (change to SI)</li> <li>PA Status Reason</li> <li>FS Program Status (change to SI)</li> <li>FS Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For issuing SI payment due to a Fair Hearing Decision or emergency rent/utility.</li> <li>Medicaid remains in AP status.</li> <li>Replaces code <b>008</b>.</li> <li><b>Manual Notice is required.</b></li> </ul>
<b>Y38</b> (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears with no Repayment Agreement)	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> <li>PA Program Status (change to SI)</li> <li>PA Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears (repayment agreement).</li> <li>Replaces code <b>009</b>.</li> <li><b>Manual Notice is required.</b></li> </ul>

**Note 1:** CNS notices generate only when using CNS opening codes for CA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

**Note 2:** Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the CA/FS case **only** with PA Opening Code **A32**.

**Note 3:** Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

**Note 4:** During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

## Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>Y39</b>  (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears which Applicant Agrees to pay)	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> <li>PA Program Status (change to SI)</li> <li>PA Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears (no repayment agreement).</li> <li><b>Manual Notice is required.</b></li> </ul>
<b>Y41</b>  (Case Accepted for Immediate Needs (pre-investigation), pre-determination grants, & one shot deals)	AP/AP/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None or Y45	None	None	<ul style="list-style-type: none"> <li>PA Program Status (change to SI)</li> <li>PA Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For issuing SI payment due to immediate needs (preinvestigation) grant, predetermination grant, and one - shot deal.</li> <li><b>Manual Notice is required.</b></li> </ul>
<b>Y42</b>  (Closed in Error)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> <li>PA Program Status (change to SI or AC)</li> <li>PA Status Reason</li> <li>FS Program Status (change to SI or AC)</li> <li>FS Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For activating a case closed in error.</li> <li>Employment Unit approval needed if case closed due to employment-related reason.</li> <li>Replaces code <b>066</b>.</li> <li><b>Manual Notice is required.</b></li> </ul>
<b>Y43</b>  (Aid Continuing – Case Awaiting FH Decision)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> <li>PA Program Status (change to SI or AC)</li> <li>PA Status Reason</li> <li>FS Program Status (change to SI or AC)</li> <li>FS Status Reason</li> </ul>	<ul style="list-style-type: none"> <li>For cases granted aid-to-continue.</li> <li>Replaces code <b>097</b>.</li> <li><b>Manual Notice is not required.</b></li> </ul>

**Note 1:** CNS notices generate only when using CNS opening codes for CA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

**Note 2:** Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the CA/FS case **only** with PA Opening Code **A32**.

**Note 3:** Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

**Note 4:** During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

## Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>Y46</b>  (Employment Unit Approved Override)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> <li>• <b>PA Program Status</b> (change to SI or AC)</li> <li>• <b>PA Status Reason</b></li> <li>• <b>FS Program Status</b> (change to SI or AC)</li> <li>• <b>FS Status Reason</b></li> </ul>	<ul style="list-style-type: none"> <li>• Documentation available to open Job Search closing or sanction during infraction period.</li> <li>• Use if participant was (a) incarcerated, (b) hospitalized, (c) had a change in address or (d) has an FH Decision that is reversed <u>and</u> an employment-related closing.</li> <li>• Replaces code <b>098</b>.</li> <li>• <b>Manual Notice is not required.</b></li> </ul>
<b>Y47</b>  (To be used to override an Intentional Program Violation [IPV] sanction and open a case/suffix during the infraction period)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> <li>• <b>PA Program Status</b> (change to SI or AC)</li> <li>• <b>PA Status Reason</b></li> <li>• <b>FS Program Status</b> (change to SI or AC)</li> <li>• <b>FS Status Reason</b></li> </ul>	<ul style="list-style-type: none"> <li>• Restricted to Originating Center "EPF."</li> <li>• Replaces code <b>101</b>.</li> <li>• <b>Manual Notice is required.</b></li> </ul>
<b>Y65</b>  (To be used to override a Drug and Alcohol Closing or Rejection Code during the infraction period)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> <li>• <b>PA Program Status</b> (change to SI or AC)</li> <li>• <b>PA Status Reason</b></li> <li>• <b>FS Program Status</b> (change to SI or AC)</li> <li>• <b>FS Status Reason</b></li> </ul>	<ul style="list-style-type: none"> <li>• Removes the last sanction.</li> <li>• Replaces code <b>623</b>.</li> <li>• <b>Manual Notice is required.</b></li> </ul>

**Note 1:** CNS notices generate only when using CNS opening codes for CA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

**Note 2:** Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the CA/FS case **only** with PA Opening Code **A32**.

**Note 3:** Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

**Note 4:** During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

## Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>Y67</b>  (Other PA Opening Code)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	<b>Any</b>	<b>None</b>	<b>None</b>	<ul style="list-style-type: none"> <li>• <b>PA Program Status</b> (change to SI or AC)</li> <li>• <b>PA Status Reason</b></li> <li>• <b>FS Program Status</b> (change to SI or AC)</li> <li>• <b>FS Status Reason</b></li> </ul>	<ul style="list-style-type: none"> <li>• For use when no other PA opening code is applicable.</li> <li>• <b>Manual notice is required</b></li> </ul>
<b>400</b>  (Administrative Opening on Transitional Benefits Cases [Manual Notice])	CL/CL/CL	SI/AC/CL	<b>Any</b>	<b>None</b>	<b>None</b>	<ul style="list-style-type: none"> <li>• <b>PA Program Status</b> (change to SI or AC)</li> <li>• <b>PA Status Reason</b></li> <li>• <b>FS Program Status</b> (change to SI or AC)</li> <li>• <b>FS Status Reason</b></li> </ul>	<ul style="list-style-type: none"> <li>• Use to override closings on Transitional Benefits cases.</li> <li>• Restricted to Transitional Benefits Unit.</li> <li>• <b>Manual Notice is not required.</b></li> </ul>
<b>Y19</b>  (Case accepted for emergencies other than shelter or utility arrears. [one-shot deals only])	AP/NA/NA	SI/NA/NA	<b>None</b>	<b>None</b>	<b>None</b>	<ul style="list-style-type: none"> <li>• PA STATUS Change</li> <li>• PA RSN</li> </ul>	<ul style="list-style-type: none"> <li>• For issuing one-shot deal grants other than shelter or utility arrears.</li> <li>• MA Remains in NA or AP status.</li> <li>• <b>Manual Notice is required.</b></li> </ul>
<b>Y18</b>  (Work advantage one-shot deal)	AP/NA/NA	SI/NA/NA	<b>None</b>	<b>None</b>	<b>None</b>	<ul style="list-style-type: none"> <li>• PA STATUS - SI</li> <li>• PA RSN</li> </ul>	<ul style="list-style-type: none"> <li>• Used for work advantage cases only.</li> <li>• <b>Manual Notice is required.</b></li> </ul>

**Note 1:** CNS notices generate only when using CNS opening codes for CA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

**Note 2:** Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the CA/FS case **only** with PA Opening Code **A32**.

**Note 3:** Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

**Note 4:** During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

## Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<b>F54</b>  (DOE Retro Payment only)	AP/NA/NA	SI/NA/NA	None	None	None	<ul style="list-style-type: none"> <li>PA STATUS Change</li> <li>PA RSN</li> </ul>	<ul style="list-style-type: none"> <li>Specialized unit that process Do-v. Doar Retroactive benefits</li> <li><b>Manual Notice required (Doe specific Notice).</b></li> </ul>
<b>Y51</b>  (Open for Walker Retroactive payment only)	AP/NA/NA	SI/NA/NA	None	None	None	<ul style="list-style-type: none"> <li>PA STATUS Change</li> <li>PA RSN</li> </ul>	<ul style="list-style-type: none"> <li>Used to issue Retroactive Payments for Walker cases.</li> <li><b>Manual Notice is required.</b></li> </ul>
<p><b>Note 1:</b> CNS notices generate <u>only</u> when using CNS opening codes for CA/MA/FS <u>eligibility</u> transactions, not for undercare transactions, when PA opening code is <b>114</b> or <b>400</b> or begins with "Y."</p> <p><b>Note 2:</b> Where indicated that any FS opening codes are applicable, <b>A48</b> or <b>A49</b> can be used to activate the FS portion of the CA/FS case <b>only</b> with PA Opening Code <b>A32</b>.</p> <p><b>Note 3:</b> Enter <b>M3E</b> Indicator <b>A</b> when using <b>Y45</b> to activate FS and <b>A30</b> or <b>A32</b> to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).</p> <p><b>Note 4:</b> During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter <b>M3E</b> Indicator <b>A</b> or <b>T</b>, manually activate the MA, and issue a manual notice.</p>							