



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN # 23-36-ELI

REVISIONS TO THE AUTOMATED SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) SEPARATE DETERMINATION (SNAPSD) DESK GUIDE (M-42X) AND THE CASH ASSISTANCE CASE-LEVEL OPENING CODES DESK GUIDE (W-203XX)

Date: June 29, 2023	Subtopic(s): Cash Assistance, SNAP, Forms
	<p>The purpose of this policy bulletin is to inform Benefits Access Center (BAC), and HIV/AIDS Services Administration (HASA) Center staff that the Automated Supplemental Nutrition Assistance Program (SNAP) Separate Determination (SNAPSD) Desk Guide (M-42x) and the Cash Assistance Case-Level Opening Codes Desk Guide (W-203XX) have been revised. This policy bulletin is informational for all other staff.</p> <p>The M-42x form informs staff of the process for ensuring that SNAP eligibility is continued through the automated separate SNAP determination process when a Cash Assistance (CA) case is being Rejected (RJ) or Closed (CL).</p> <p>The W-203XX form indicates when a manual notice is required or when a Client Notices System (CNS) notice will be generated based on opening codes as well as necessary details for creating CNS notices, when appropriate.</p> <p><i>Effective Immediately</i></p> <p>Related Items: PB #18-73-SYS PB #10-46-ELI PB # 09-72-ELI</p> <p>Attachments:</p> <p>M-42x Automated Supplemental Nutrition Assistance Program (SNAP) Separate Determination (SNAPSD) Desk Guide (Rev. 5/24/2023)</p> <p>W-203XX Cash Assistance Case-Level Opening Codes Desk Guide (Rev. 6/23/2023)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Request a Clearance in [Service NOW](#), or send an e-mail to fiacallcenter2@dss.nyc.gov, or Call 718-557-1313 then press 3 at the prompt followed by 1 or fax to: (917) 639-0298

Automated Supplemental Nutrition Assistance Program (SNAP) Separate Determination (SNAPSD) Desk Guide

When Going From: (CA/FS ¹ 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 ²	None	CNS notice will be generated	AP	NCA SNAP case will appear on WINR0827 report. If SNAP denial code is not J05 , a SNAP SD case will <u>not</u> be established.
AP/SI	RJ/CL	Any	J07	None	CNS notice will be generated unless a "Y" code is used to deny the CA	SI	SNAP issued. Using SNAP Closing Code J07 will allow a CNS notice to be generated as long as the CA case is not denied with a "Y" code.. NCA SNAP case will appear on either the WINR0827 or WINR0834 report, depending on the SNAP status prior to the closing.
AP/AC	RJ/CL	Any	Y99	None	A manual notice must be issued	AC	
SI/AP	CL/RJ	Any CA closing code that requires a SNAP Separate Determination	J07	None	CNS notice will be generated	AP	NCA SNAP case will appear on the WINR0827 report.
SI/SI	CL/CL	Any CA closing code that requires a FS Separate Determination	J07	A	A manual notice must be issued	SI	NCA FS case will appear on the WINR0827 report. If the certification period is less than four full months or there is an individual in SN status, the SNAP portion of the case will be CL with code B26 . These cases will appear on the B26 report distributed by ITS. SNAP benefits must be issued manually.

¹ Any references to 'FS' shall mean SNAP benefits. FS is used in this guide as it still appears in WMS

² Unless CA code E10 (Failure to Complete Interview) is used to deny the CA. If using E10 for CA, use E10 for SNAP as well. Do not enter an M3E indicator. CA will be denied next day and SNAP will clock down until 30th day after file.

Automated Supplemental Nutrition Assistance Program (SNAP) Separate Determination (SNAPSD) Desk Guide (continued)

When Going From: (CA/FS ³ Status)	To: (CA/FS Status)	Enter Reject/Closing Code:		M3E Indicator	Notice Type	NCA FS Case Status Will Be:	Special Instructions
		CA	FS				
SI/AC	CL/CL	Any CA closing code that requires a SNAP Separate Determination	None	None	CNS notice will be generated	AC	NCA SNAP case will appear on the WINR0834 report.
AC/AC	CL/CL	Any CA closing code that requires a SNAP Separate Determination	None	None	CNS notice will be generated	AC	<p>NCA SNAP case will appear on the WINR0834 report if the SNAP certification period is four months or longer.</p> <p>If SNAP certification period is less than four full months or there is an individual on the case in SN status:</p> <ul style="list-style-type: none"> SNAP will be CL automatically with Closing Code B26 (FS Extend on CA Case – Non-TBA – [System Generated]). SNAP will continue on CA/SNAP case until end of the certification period.

Quick Tips!

- An automated separate determination case will not be created in any of the above instances if the SNAP certification period is less than four (4) full months and the SNAP closing code will be **B26**.
For application closings, this means benefits must be issued manually until the end of the FS certification period.
- For cases where either the CA or the SNAP were placed in SI status, use **J07** on the SNAP portion of the case when denying the CA to create an NCA SNAP Separate determination case and a CNS notice (See PB #18-73-SYS)
- For SNAP denials, if the household is not eligible for SNAP, do not enter **J05**, enter the actual SNAP denial code that represents the reason for the denial. For example, if the household fails to complete the initial interview, reject the CA with **E10** and the SNAP **E10**.
- For SNAP closings, if the household is not eligible for SNAP, do not enter **Y99**, enter the SNAP closing code that represents the reason for the closing.
- For cases where the household is ineligible for CA but is eligible for SNAP, you can process a 2-day transaction in POS on only 1 day! For example, if the household did not go to the Bureau of Eligibility Verification (BEV) but has provided all of the necessary documents requested for SNAP, you can reject the CA W10 and activate an NCA SNAP case all with one POS activity. No need to have a separate determination! For processing details refer to the Food Stamp Separate Determination (FSSD) Manual (pages 2.6-2.7).

³ Any references to 'FS' shall mean SNAP benefits. FS is used in this guide as it still appears in WMS

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
A20 (CA Case Opened – CA Determination Pending) SYSTEM GENERATED	Automated Process AP/AP/AP	AP/AP/SI	Q23	<ul style="list-style-type: none"> Trans Type (AC or OP) FS Case Reason Opening Code 	<ul style="list-style-type: none"> Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit Only Required FS documents 	<ul style="list-style-type: none"> FS Program Status (change to SI) FS Status Reason Q23 	<ul style="list-style-type: none"> Use Q23 only for issuing expedited FS benefits. DO NOT enter PA Opening Code A20 in CNS or the TAD. Posts to CNS Detail (WCN052) screen automatically when changing FS to SI status only using code Q23. Manual notice is not required If deferring the applicant for documents, complete and print the W-113K.
	Manual Process AP/AP/AP	AP/AP/SI	Q23	None	<ul style="list-style-type: none"> Enter M3E indicator A FS Program Status (change to SI) FS Status Reason Q23 	<ul style="list-style-type: none"> Use Q23 only for issuing expedited FS benefits. DO NOT enter PA Opening Code A20 on the TAD. Manual notice is required The POS-filled LDSS-3152 will print with FS required documents. If deferring applicant for CA documents/appointments, complete and print form W-113K. 	
A30 (CA 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	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first CA grant is available First day of recurring A cycle First day of recurring B cycle Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For issuing the same recurring CA benefit each month (no proration). CA date of compliance must be the first day of Toe Digit cycle issuance date. FS filing date must be the first day of the month. Manual Notice is not required.

SAMPLE

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

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

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP 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.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
A32 (CA Approval – First Month Prorated)	AP/AP/AP	SI/AC/SI or AC/AC/AC	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first CA grant is available First day of recurring A cycle First day of recurring B cycle Amount of prorated first PA grant Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating the CA suffix when the date of eligibility falls between cycle issuance dates resulting in a prorated single issuance grant. When FS must be prorated enter FS Opening Code A48 (applied before the 16th) or A49 (applied after the 15th). <u>Not to be used with any other PA opening code.</u> Manual Notice is not required.
Y16 (Case has been closed less than 30 days and is being reopened for a SNCA/SNNC reason not associated with other "under 30 days" reopening codes.)	CL/CL/CL	AC/AC/AC	Any	N/A	N/A	<ul style="list-style-type: none"> PA Program Status (change to AC) PA Status Reason FS Program Status FS Status Reason 	<ul style="list-style-type: none"> Manual Notice is required Restore any benefits back to date of compliance, if eligible.
Y37 (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"> PA Program status (change to SI) PA Status Reason FS Program Status (change to SI) FS Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to a Fair Hearing Decision or emergency rent/utility. Medicaid remains in AP status. Replaces code 008. Manual Notice is required.
Y38 (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears with a 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"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears when a repayment agreement is required. Replaces code 009. Manual Notice is required.

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.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y39 (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears without a 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"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears when no repayment agreement is required. Manual Notice is required.
Y41 (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"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to immediate needs (preinvestigation) grant, predetermination grant, and one-shot deal. Manual Notice is required.
Y42 (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"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating a case closed in error. Employment Unit approval needed if case closed due to employment-related reason. Replaces code 066. Manual Notice is required.
Y43 (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"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For cases granted aid-to-continue. Replaces code 097. Manual Notice is not required.

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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.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y46 (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"> • PA Program Status (change to SI or AC) • PA Status Reason • FS Program Status (change to SI or AC) • FS Status Reason 	<ul style="list-style-type: none"> • Documentation available to open Job Search closing or sanction during infraction period. • Use if participant was (a) incarcerated, (b) hospitalized, (c) had a change in address or (d) has an FH Decision that is reversed and an employment-related closing. • Replaces code 098. • Manual Notice is not required.
Y47 (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"> • PA Program Status (change to SI or AC) • PA Status Reason • FS Program Status (change to SI or AC) • FS Status Reason 	<ul style="list-style-type: none"> • Restricted to Originating Center "EPF." • Replaces code 101. • Manual Notice is required.
Y53	AP/NA/NA	SI/NA/NA	None	None	none	<ul style="list-style-type: none"> • Case TYPE must = EAA 	<ul style="list-style-type: none"> • Stays in SI for 6 months for utility guarantee • EAA ONLY
Y54	SI/NA/NA	CL/NA/NA				<ul style="list-style-type: none"> • End of utility guarantee period 	

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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.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y65 (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"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Removes the last sanction. Replaces code 623. Manual Notice is required.
Y67 (Other CA Opening Code)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For use when no other PA opening code is applicable. Manual notice is required
400 (Administrative Opening on Transitional Benefits Cases [Manual Notice])	CL/CL/CL	SI/AC/CL	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Use to override closings on Transitional Benefits cases. Restricted to Transitional Benefits Unit. Manual Notice is not required.
Y19 (Case accepted for emergencies other than shelter or utility arrears. [one-shot deals only])	AP/NA/NA	SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA STATUS Change PA RSN 	<ul style="list-style-type: none"> For issuing one-shot deal grants other than shelter or utility arrears. MA Remains in NA or AP status. Manual Notice is required.

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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.