



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-117-SYS

INDIVIDUAL LINE SANCTION AUTOMATED PROCESS

Date: June 30, 2004	Subtopic(s): NYCWAY and WMS
<p> This procedure can now be accessed on the FIAweb.</p> <p>NYCWAY Processing</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of a system change that will affect how individual line level sanctions are processed on a multiperson case.</p> <p>Currently, after the conciliation period has expired (which occurs on engagement-related infractions only) and good cause is not indicated on the case, NYCWAY sends a file to WMS. This file identifies all individual line sanctions that will result in a case closing because there is only one active line number on the Public Assistance (PA) case (i.e., the household size is equal to one).</p> <p>Effective 7/19/04, this file will also include <u>individual line sanctions</u> on a multiperson case. When the file is sent from NYCWAY to WMS, NYCWAY will autopost the appropriate action code on the case:</p> <ul style="list-style-type: none"> • 410 – Automated NOI Sent • 410P – PRIDE - Automated NOI Sent • 410S – SA - Automated NOI • 410D – Poised Automated NOI Sent <p>NYCWAY will transmit a file to WMS for individual line sanctions. The following case types will be included on the file:</p> <ul style="list-style-type: none"> • SNNC (Safety Net Non-Cash) • SNCA (Safety Net Cash Assistance) • FA (Family Assistance) • SNFP (Safety Net Federally Participating)

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

WMS Processing	Upon receipt of a file, WMS will process the sanction in accordance with current procedure:
Single-person household	<ul style="list-style-type: none"> • One active line number on the Public Assistance (PA) case (household size is equal to one): <ul style="list-style-type: none"> ▪ WMS will process a case closing action using the appropriate sanction/closing code (this information will be included in the file sent from NYCWAY). ▪ A Notice of Intent will be generated and sent to the participant. The participant has ten days to respond to the notice. If the participant does not respond within ten days or the Worker does not take an action to stop the case from clocking down, the closing will take effect.
Multiperson household	<ul style="list-style-type: none"> • Multiple active line numbers on the PA case (household size is greater than one): <ul style="list-style-type: none"> ▪ WMS will process a sanction using the appropriate sanction code (this information will be included in the file sent from NYCWAY). ▪ WMS will calculate and save a new budget: <ul style="list-style-type: none"> - Based on the particular sanction code used, the PA and/or FS Status will be changed to SN (Sanctioned). The individual will only be sanctioned for FS if the reason for the sanction affects FS. - The appropriate Income Source code 46 (PA Prorata Sanction – Recipient or Reapplying Households Sanctioned Due to Noncompliance with Employment or Drug/Alcohol Requirements) or 47 (PA Prorata Sanction – Applying Households Sanctioned Due to Non-Compliance with Employment or Drug/Alcohol Requirements) will be entered on the individual’s NSBL06 screen. ▪ A Notice of Intent (NOI) will be generated and sent to the casehead.
Conditions that will cause the case to error out	<ul style="list-style-type: none"> • The budget will error out in the following situations: <ul style="list-style-type: none"> ▪ The individual line is not in AC (Active) or SI (Single Issuance) status ▪ The individual line has not been changed to SN (Sanctioned) status ▪ The household size is not greater than one ▪ Additional Needs Type codes 43 (EIHP Recurring Rent Supplement) is present on the budget

- Shelter Type is **41** (Jiggetts – Approved Excess Shelter)
- The individual line has an Income Source code of **42** (Prior PA Budget Deficit – PA Incremental Sanction – Individual is not Sanctioned for Food Stamps for the same Reason as the PA Sanction)

If an error occurs NYCWAY will retrieve the error report and post one of the following action codes. Each one of these action codes is triggered by the posting of a corresponding action code based on the file sent from NYCWAY to WMS. The case will appear on one of the below worklists and designated Workers must pull up the worklist, take the necessary action to initiate the sanction manually and ensure the appropriate CNS Notice is generated and sent to the participant:

- **411N** – (NOI Required On the Case) will follow a **410**. This will put the case on the **NOI** Worklist.
- **41PR** – (Manual NOI Required PRIDE Program) will follow a **410P**. This will put the case on the **PRISN** Worklist.
- **41SA** – (Manual NOI Required Substance Abuse Program) will follow a **410S**. This will put the case on the **SAFTR** Worklist.
- **41PO** – (Manual NOI Required POISED) will follow a **410D**. This will put the case on the **POITN** Worklist.

Effective July 19, 2004