



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-159-SYS

AUTO-ACTIVATION OF A NEWBORN FOR FOOD STAMPS

<p>Date: September 9, 2004</p>	<p>Subtopic(s): WMS/Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to advise staff of a new systematic process to activate an unborn/newborn line for Food Stamps (FS) on an active PA/FS or NPA FS case when the following conditions are met:</p> <ul style="list-style-type: none"> • Mother is in active (AC) status for Medicaid (MA), <u>and</u> • Mother is in AC, single issue (SI), or sanction (SN) status for FS. <p><u>Note:</u> The auto-activation for FS process will also occur if the mother's MA status is closed (CL), but she received MA within last three months preceding birth of newborn.</p> <p>Currently, a process is in place to automatically activate newborns for Medicaid on PA and MA cases after the confirmation of birth. Effective September 13, 2004, a similar process will run on PA/FS and NPA FS cases to automatically activate a newborn for FS. WMS will search the Department of Health's (DOH) file containing data on the birth mother and newborn child. If the system finds a PA/FS or NPA FS case having the mother in active status for Medicaid, the newborn's line will be activated for MA. WMS will then search for an active PA/FS or NPA FS case to update the food stamp status of the newborn. If multiple matches are found for the mother, the newborn will be added to the FS case based on the following priorities:</p> <ul style="list-style-type: none"> • Mother's individual status for FS is AC, SI, or SN (in this order). • PA case (FA, SNFP, SNCA, or SNNC category) or FS-only case. • Food stamp case status is AC or SI. • FS Authorization Period has not expired and/or has greatest authorization date.

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*

Newborn is already active on a PA/FS or NPA FS case

If the newborn is already active on the mother's food stamp case (PA/FS or NPA FS), then no further processing will occur. The information will appear on the Newborn-Unborn FS Activation Report (**WINRO811**) with the message *NEWBORN ALREADY EXISTS ON CASE*. This report will be distributed through the DEPCON printers to the Income Clearance Program (ICP).

Newborn is not already active on a PA/FS or NPA FS case

If the newborn is not currently active on a food stamp case (PA/FS or NPA FS), WMS will automatically activate the newborn. Activating a newborn to the PA/FS or NPA FS case is a two-day process. On Day One, the system will add the newborn line to the FS case in AP status. On Day Two, the system will activate (AC) the newborn line for FS and enter the available demographic information (name, sex, and date of birth) for the newborn from the DOH file.

Day One processing includes the activation of the unborn line for MA.

The **WINRO811** report contains errors and positive actions, such as "Unborn Converted" and "Added to Case."

If, in processing the transactions to activate the newborn to a case, an error occurs, the error message will be displayed on the Newborn-Unborn FS Activation Report (**WINRO811**) that is distributed through the DEPCON printer to ICP. For example, *MOTHER NOT FOUND, MULT. CASES – FS CASE STATUS INVALID, FS AUTH PERIOD EXPIRED, SEX CODE INVALID*.

Upon receipt of the **WINRO811**, ICP must:

- Review and identify any case that errored out.
- In instances where the auto-activation did not process, ICP must determine whether or not they can correct the error and process the transaction or if the case should be referred to the Center for further action.
 - If the error can be resolved at ICP, make efforts to correct the errors encountered during the FS activation process, activate the newborn, and issue supplemental FS benefits retroactive to the newborn's date of birth.
 - If the error cannot be resolved at ICP, refer the case to the appropriate Center utilizing the Client Routing Pass (**W-270**). The due date to have the action completed must be indicated on the **W-270**. The Worker must correct the error, activate the newborn and issue supplemental FS benefits retroactive to the newborn's date of birth. The Center Director or his/her Designee must decontrol the **W-270** to ensure compliance with the time frame for activation.

The action must be processed within one month following the report month.

Note: Activating the newborn and authorizing a new budget will generate a CNS notice to the participant.

ICP staff will be responsible for correcting the errors, except in the following circumstances:

This is not an all-inclusive list. ICP will determine if the case should be referred to the Center.

- Individuals, other than the newborn, are in AP status.
- Multiple active suffixes are not updated.
- Cases with bottom-line budgets are not updated.

These cases will be referred to the appropriate Center.

Note: Newborns that are not in AP or AC status for Medicaid will not be captured in the auto-activation for food stamps process.

If a participant reports the birth of a child that was not activated for Medicaid or food stamps in the automated process, Workers must add the newborn to the PA/FS/MA case according to current procedure.

Effective September 13, 2004