



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-37-ELI

(This Policy Bulletin Replaces PB #04-26-ELI)

CLARIFICATION REGARDING FOOD STAMP ISSUANCE CODE 06

<p>Date: February 26, 2004</p>	<p>Subtopic(s): Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Revised example</p>	<p>Revision to the Original Procedure</p> <p>Revisions to the example were made to properly reflect the policy regarding the usage of Food Stamp (FS) issuance code 06 (Prorated/Partial PA).</p> <p>Purpose</p> <p>The purpose of this bulletin is to clarify for Job Center staff the use of Food Stamp (FS) issuance code 06 (Prorated/Partial PA).</p> <p>FS issuance code 06 is used to provide prorated/partial FS benefits to public assistance (PA) applicants who:</p> <ul style="list-style-type: none"> • apply for assistance after the first of the month; • are not eligible for expedited FS service (EFS); <u>and</u> • whose eligibility for FS has been determined and documented. <p>For example, an individual applies for PA and FS on 1/9. He does not meet the criteria for EFS. He is interviewed on the same day and instructed to submit missing documentation by 1/20. The applicant complies with all eligibility requirements and submits the missing documentation by 1/20. The Worker takes action to accept the case on 1/23.</p> <p>For FS purposes, the Worker will issue a prorated FS benefit for the month of January to cover the period from 1/9 to 1/31 using FS issuance code 06. The Worker will also issue the following month's (February) benefit using issuance code 14 (Single Issuance – Full Month).</p>

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*

Under no circumstances should Workers use issuance code **06** in lieu of issuance codes **52** (Expedited Service) or **54** (Expedited Service – Not Verified for PA/FS Cases) to issue FS benefits to an applicant who is otherwise eligible under the EFS criteria.

Effective Immediately