



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-63-SYS

PUBLIC ASSISTANCE SANCTION PERIODS IN WMS

Date: April 20, 2005	Subtopic(s): Sanctions
<p> <input type="checkbox"/> This procedure can now be accessed on the FIAweb. </p> <p> New PA Opening Code </p>	<p> The purpose of this policy bulletin is to advise Job Center staff of an error in the Welfare Management System (WMS) pertaining to the sanction periods indicated on the Client Infraction History (NQIN22) screen. </p> <p> Currently, WMS is incorrectly calculating the sanction periods for Public Assistance individual line level sanction codes WE1/WE2 (Failure to Comply with Employment Requirements) and case level closing codes WX1/WX2 (Failure to Comply with Employment Requirements). The Office of Temporary and Disability Assistance (OTDA)/WMS is in the process of fixing the problem. Until the fix can be completed, there may be instances when a participant's sanction period has actually expired although WMS indicates something different. </p> <p> In the past, Job Center staff used PA Opening Code 97 (Aid Continuing – Case Awaiting Fair Hearing Decision) to reactivate the individual line in these instances. However, using this code deletes the sanction from the infraction history. As a result, a new override code has been created to reactivate cases where the household size is equal to one and individual lines. </p> <p> PA Opening Code 97 should be used to lift a sanction as a result of a <u>Fair Hearing decision</u> or when there is evidence that the <u>sanction was erroneous</u>. </p> <p> Effective immediately and until the problem is corrected in WMS, staff must use PA Opening Code 114 (Employment Unit Override Code within Infraction Period) to reactivate an individual who has a WE1 or WE2 sanction when the sanction period has technically expired, and to reopen a case that was closed with WX1 or WX2 for the same reason. </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*

Note: Opening code **114** can be used on the individual line level or case level.

WE1/WX1 are durational sanctions for Safety Net cases without children.

The **WE1/WX1** (Failure to Comply with Employment Requirements [1st Occurrence]) sanction period is until compliance for Family Assistance (FA), Safety Net Federally Participating (SNFP) and Safety Net cases with children and is 90 days for Safety Net cases without children, although WMS gives a 90-day time period regardless of case category and demographics.

The **WE2/WX2** (Failure to Comply with Employment Requirements [2nd Occurrence]) sanction is durational (see sanction periods below) and the participant must serve out the sanction period and be willing to comply after this period in order to get the sanction lifted.

Determining Sanction Period

Staff can determine the correct sanction period by:

Access NYCWAY to get start date

- Reprinting the notice from the Client Notices System (CNS) Host Menu; or
- Reprinting the notice through the WebCOINS system; or
- Checking NYCWAY for the following action codes and the actual start date of the sanction. Count the number of days in the sanction period from the start date to determine the actual expiration date of the sanction.
 - **620** (Safety Net Case closed - 90 day sanction)
 - **629** (Safety Net Case closed - 150 day sanction)
 - **630** (Safety Net Case closed - 90 day sanction [Individual Sanction Reason Code **43** issue])
 - **635** (Safety Net Individual sanction unit compliance with work rules individual reason)
 - **637** (Safety Net Case closed - 150 day sanction)
 - **638** (Safety Net Case closed - 180 day sanction)
 - **693** (Individual Removal: Sanction)

Sanction Periods

For a point of reference, the sanction periods are listed below.

PA Sanction periods:

FA/SNFP/Safety Net case with a child in the household:

- First occurrence – until compliance
- Second occurrence – 90 days
- Third occurrence – 180 days

Safety Net Cash Assistance (SNCA)/Safety Net Non-Cash (SNNC) cases without dependent children:

- First occurrence – 90 days and until compliance
- Second occurrence – 150 days and until compliance
- Third occurrence – 180 days and until compliance

Food Stamp Sanction Periods:

- First occurrence – 60 days
- Second occurrence – 120 days
- Third occurrence – 180 days

Effective Immediately