



FAMILY INDEPENDENCE ADMINISTRATION


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Policy, Procedures, and Training



POLICY BULLETIN #10-101-ELI (This Policy Bulletin Replaces PB #10-09-ELI)

EXCLUSION OF THE UNEMPLOYMENT INSURANCE BENEFITS SUPPLEMENT FROM FOOD STAMP INCOME

Date: October 1, 2010	Subtopic(s): Unemployment Insurance Benefits
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #09-18-ELI for information on the FAC.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff how to budget Unemployment Insurance Benefits (UIB) for individuals who <u>filed for</u> UIB on or after May 31, 2010. These individuals will not receive the temporary \$25 weekly supplement to UIB, also known as the Federal Additional Compensation (FAC).</p> <p>The American Recovery and Reinvestment Act of 2009, which was signed into law on February 17, 2009, initially authorized the FAC to be included in UIB payments through December 31, 2009.</p> <p>The Worker, Home Ownership, and Business Assistance Act of 2009, which was signed into law on November 6, 2009, authorized the extension of the FAC through June 30, 2010, and mandated the exclusion of the FAC as income for Food Stamp (FS) budgeting.</p> <p>The Unemployment Compensation Extension Act of 2010, which was signed into law on July 22, 2010, authorized an extension of UIB and also extended the FAC for individuals who already were receiving the FAC and to individuals whose UIB benefits were suspended while awaiting an extension of UIB that was provided by this law. However, individuals who filed for UIB on or after May 31, 2010, are not eligible to receive the FAC.</p> <p>The Welfare Management System (WMS) was reprogrammed in February 2010 to exclude the FAC from FS budget calculations by subtracting \$25.00 per week (\$108.33 per month) from income budgeted using Income Source Code 36 (Unemployment Insurance Benefits).</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Persons filing for UIB on or after May 31, 2010, will not receive the FAC.

Since WMS will continue to exclude \$108.33 monthly from FS budget calculations that use Income Source Code **36** until the FAC expires in December 2010, it will be necessary to implement a temporary FS budgeting methodology for individuals in receipt of UIB who will not receive the FAC because they filed for UIB on or after May 31, 2010.

See [PB #10-87-SYS](#) for POS version 14.2.1 and [PB #10-88-SYS](#) for FS POS version 4.2.1.

The UIB response window in the Paperless Office System (POS) was updated to change the “**Start Date**” label to “**Claim Filed Date**”. The update occurred effective August 23, 2010, in version 14.2.1 for POS and in version 4.2.1 for FS POS.

The temporary FS budgeting methodology described below will remain in effect until a mass rebudget is done in WMS to remove the automatic exclusion of \$108.33 monthly from the FS budget calculation when the FAC expires in December 2010.

Please see **Attachment A** for the Temporary UIB budgeting for FS in POS.

Job Centers

New temporary FS budgeting methodology

For individuals applying for or in receipt of both Cash Assistance (CA) and FS who filed for UIB on or after May 31, 2010, budget the UIB using Income Source Code **36** with Program Indicator **P** (PA Only) and Income Source Code **99** (Other Unearned Income) with Program Indicator **F** (Food Stamps).

For individuals applying for or in receipt of both CA and FS who currently are receiving the FAC and for those who filed for UIB before May 31, 2010, continue to budget the UIB using only Income Source Code **36** and Program Indicator **B** (Both).

For individuals applying for or in receipt of CA but inactive for FS, continue to budget the UIB using only Income Source Code **36** and Program Indicator **P**.

NCA FS Centers

New temporary FS budgeting methodology

For individuals who filed for UIB on or after May 31, 2010, budget the UIB income using Income Source Code **99**.

For individuals who currently are receiving the FAC and for those who filed for UIB before May 31, 2010, continue to budget the UIB income using Income Source Code **36**.

Effective Immediately

References:

[GIS 09 TA/DC011](#)

[GIS 10 TA/DC001](#)

[GIS10 TA/DC020](#)

Related Items:

[PB #10-88-SYS](#)


[PB #10-87-SYS](#)

[PD #09-18-ELI](#)

Attachment:

Attachment A

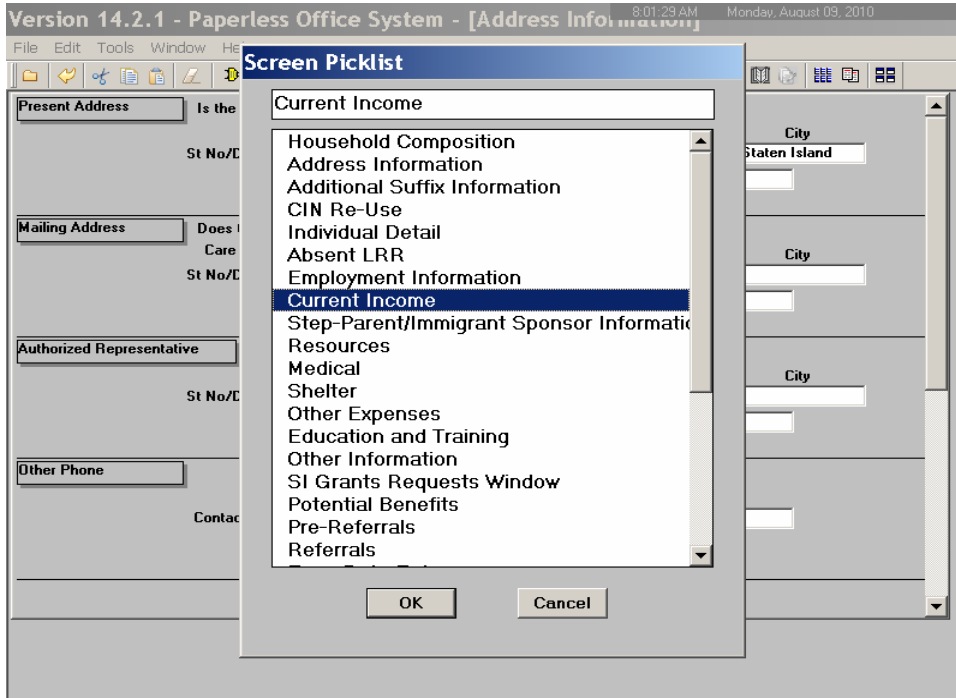
Temporary UIB Budgeting for FS in POS

 Please use Print on Demand to obtain copies of forms.

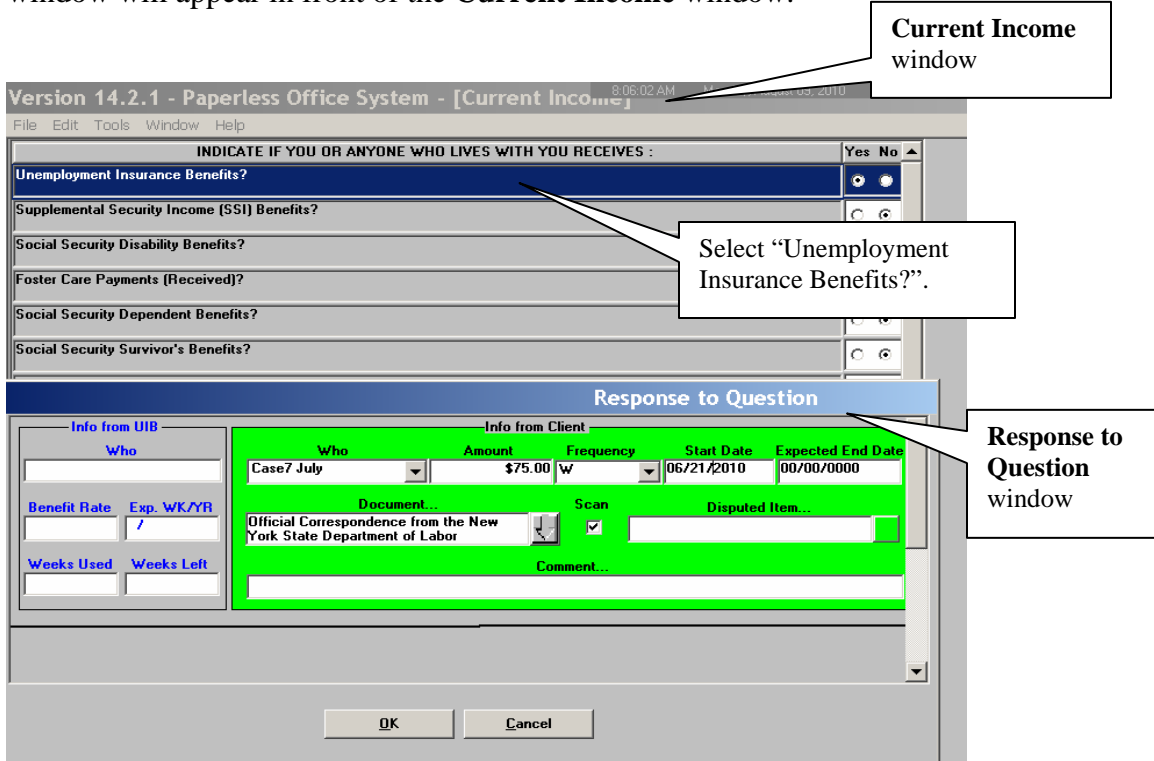
Attachment A

Temporary UIB Budgeting for FS in POS

In POS access the Screen Picklist and select the **Current Income** window.



Click on Unemployment Insurance Benefits and select “Yes”. The **Response to Question** window will appear in front of the **Current Income** window.



Attachment A

Temporary UIB Budgeting for FS in POS

In the **Response to Question** window, select the Individual from the **Who** drop-down menu and enter the following:

- Amount
- Frequency
- Claim Filed Date
- Document Submitted or Requested

Click the **OK** button.

The screenshot shows a software window titled "Response to Question". It is divided into two main sections: "Info from UIB" on the left and "Info from Client" on the right. Below these sections are "OK" and "Cancel" buttons.

Info from UIB:

- Who: [Empty text box]
- Benefit Rate: [Empty text box]
- Exp. WK/YR: [Empty text box with a slash separator]
- Weeks Used: [Empty text box]
- Weeks Left: [Empty text box]

Info from Client:

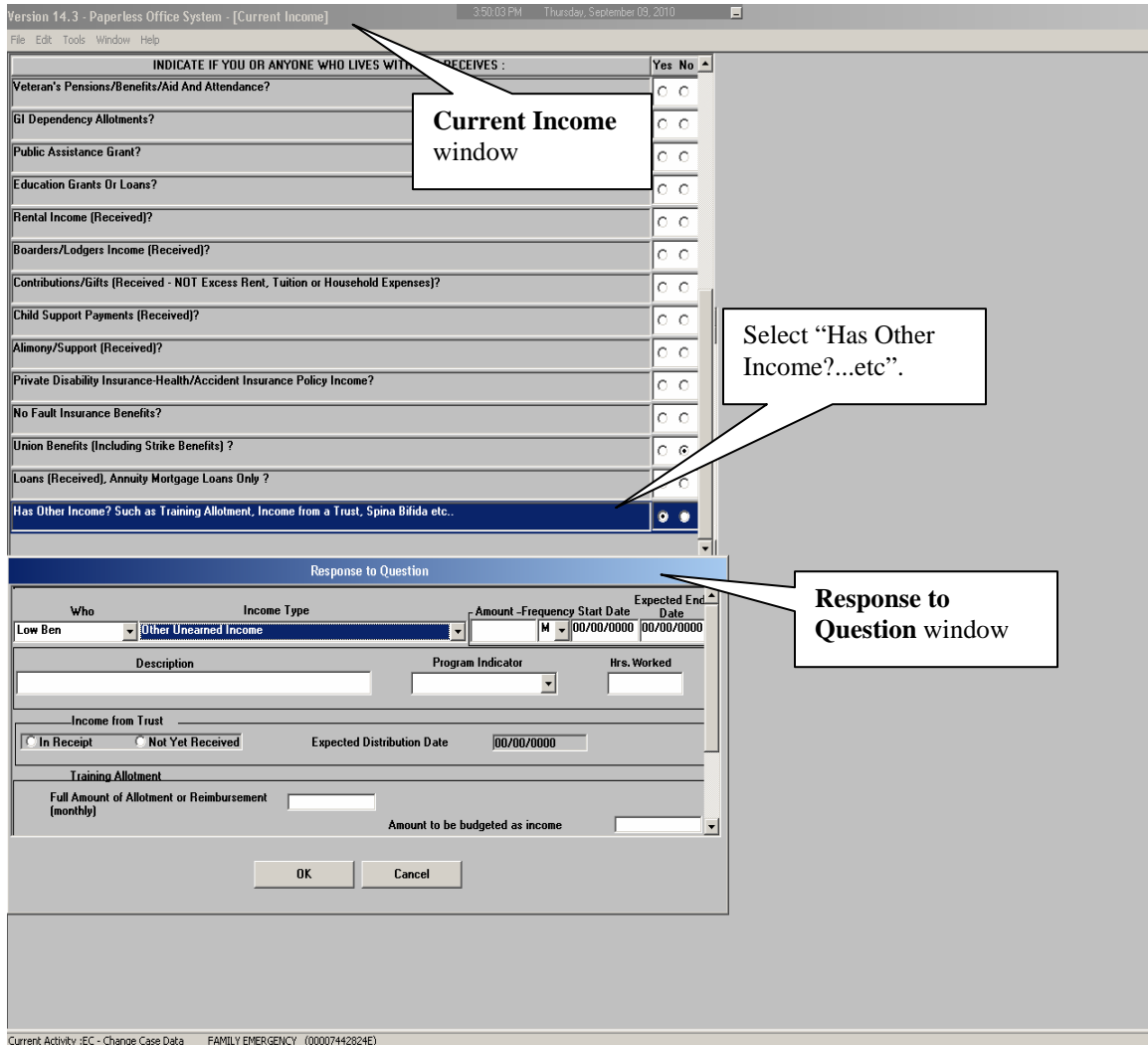
Who	Amount	Frequency	Claim Filed Date	Expected End Date
[Dropdown menu]	[Empty text box]	[Dropdown menu with 'W' selected]	00/00/0000	00/00/0000

Below the table are three fields: "Document..." (with a checkbox), "Scan" (with a checkbox), and "Disputed Item..." (with a checkbox). Below these is a "Comment..." text box.

Attachment A

Temporary UIB Budgeting for FS in POS

Go back to the **Current Income** window and select “Has Other Income? Such as Training Allotment, Income from a Trust, Spina Bifida etc.”. Another **Response to Question** window will appear in front of the **Current Income** window.



Attachment A

Temporary UIB Budgeting for FS in POS

In the **Response to Question** window, select the Individual from the **Who** drop-down menu and enter the following:

- Amount
- Frequency
- Start date
- Description
- Program Indicator (F - FS only)

Click the **OK** button.

Go to the **Budget** window and select “Calculate Budget”.

Case No & Suffix	Line No.	Bdgt No	Client Name	Hours Worked	Tax FICA30 1/3	Pregnancy Due Date	Emplmt Training?	Spec	Rel
00000012620B	1	21	July	Case7					
Employability Status	PA Status	FS Status	Date of Birth	Aged / Disabled	Involvement	CIN			
	ACTIVE	ACTIVE	3/10/1973			SZ03980H			

Income	Line	Source	Frequency	Gross	Program	Usage	Inc. Exemption:	PA	FS
	1	Other Unearned Income	Monthly	\$75.00	PA Only			\$0.00	
	1	Unemployment Insurance Benefi	Monthly	\$325.00	PA & FS			\$0.00	\$0.00
	1								

Deductions and Medical Bills	Line	Type	Amount
	1		
	1		

Daycare Needs	Line	Type	Amount	Date of Birth	Disabled?
	1			00/00/0000	
	1			00/00/0000	
	1			00/00/0000	
	1			00/00/0000	

Special Needs	Line	Type
	1	
	1	

Attachment A

Temporary UIB Budgeting for FS in POS

To correctly process the budget, select the following:

- On the individual line of the person receiving UIB, change the program for UIB to “PA Only”.
- On the same individual line, change the program for “Other Unearned Income” to “FS Only”.

Version 14.2.1 - Paperless Office System - [Individual Income / Needs] 8:10:19 AM Monday, August 09, 2010

File Edit Tools Window Help

Case No & Suffix: 000000126208 Line No: 1 Bdgt No: 22 Client Name: Case7 Hours Tax FICA 30 & Pregnancy Emplmnt: 1/3 Spec Rel: [dropdown]

Employability Status: [dropdown] PA Status: ACTIVE FS Status: ACTIVE Date of Birth: 3/10/1973 Aged / Disabled: [dropdown] Involvement: [dropdown] CIN: SZ03980H

Line	Source	Frequency	Gross	Program	Usage	Inc. Exemption:	PA	FS
1	Other Unearned Income	Monthly	\$325.00	FS Only				\$0.00
1	Unemployment Insurance Benefi	Monthly	\$325.00	PA Only			\$0.00	

Deductions and Medical Bills

Line	Type	Amount
1	[dropdown]	[input]
1	[dropdown]	[input]

Daycare Needs

Line	Type	Amount	Date of Birth	Disabled?
1	[dropdown]	[input]	00/00/0000	[input]
1	[dropdown]	[input]	00/00/0000	[input]
1	[dropdown]	[input]	00/00/0000	[input]
1	[dropdown]	[input]	00/00/0000	[input]

Special Needs

Line	Type
1	[dropdown]
1	[dropdown]

Calculate Budget Household Needs Existing Budgets

Attachment A

Temporary UIB Budgeting for FS in POS

On the individual line in WMS, the unearned income from POS will be reflected on the WMS budget correctly.

The screenshot shows a window titled "WMS Budget Calculation" with a close button (X) in the top right corner. The main content area is a black terminal-style window with white text. The text is organized into several sections:

- Header:** NSBLOG [Z] AUTHORIZED INDIVIDUAL INCOME / NEEDS 08/09/10
- Case Info:** CASE/BUD # 000012620B/BASIS LN 1 NAME JULY CASE7
- Tax/Spec Info:** TAX 1 FICA X 30 1/3 EDC ETI SPEC REL
- Employee Info:** EMP PA SUF 01 PA STS AC FS STS AC DOB 03101973 A/D INV HW
- Income Data:** INCOME: SRC GROSS FREQ PROG U CD PA EX AMT FS EX AMT
99 0032500 M F
36 0032500 M P
- Recurring Data:** RECURRING: SRC PROG GROSS NY DIS SRC PROG GROSS NY DIS
- Deductions:** DEDUCTIONS: TYPE AMT TYPE AMT MED: AMT END:
DAYCARE: TYP AMT DOB TYP AMT DOB
TYP AMT DOB TYP AMT DOB
- Spec NDS:** SPEC NDS:TY AMT ASSOC CD TY AMT ASSOC CD TY AMT
- RST Data:** RST ASSOC CD ASSOC CD
DATA: NAME NAME
RST ADDR RST ADDR
- Footer:** IND I&M CMD

An "O.K." button is located at the bottom center of the window.