



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #11-22-ELI

(Use this Policy Bulletin in conjunction with [PD #10-32-ELI](#) and [PD #10-21-OPE](#))

### LIFTING A SANCTION ON A CASE WITH PENDING ACTIONS

<b>Date:</b> March 4, 2011	<b>Subtopic(s):</b> Employment, Demonstrated Compliance
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The instructions in this policy bulletin are for staff at <b>all</b> Job Centers and are informational for other staff.</p> <p>The budgeting instructions in this policy bulletin are to be used in conjunction with the instructions provided in <a href="#">PD #10-32-ELI</a> (Job Center Eligibility Reviews of Sanction Individuals) and <a href="#">PD #10-21-OPE</a> (Intensive Services Center 71).</p> <p>In Center <b>71</b>, participants with non-durational or expired durational sanctions that are now willing to comply with employment requirements are placed on the <b>SLIFT</b> worklist. This is done after the participant has complied with the 10-business-day Demonstrated Compliance process.</p> <p>The Center Director's designee should monitor the <b>SLIFT</b> worklist to ensure that the sanction is lifted immediately and benefits are issued from the date the participant indicated a willingness to comply.</p> <p>In all other Job Centers, the sanction is lifted <i>immediately</i> when the participant in a non-durational or expired durational sanction indicates his/her willingness to comply.</p> <p>However, in all Job Centers (including Center <b>71</b>) there are instances when lifting of the sanction does not happen in a timely manner, due to unrelated pending budgetary action clocking down on those cases. The clocking down of a pending budget prevents the JOS/Worker from authorizing a new budget to lift the sanction.</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

In those instances, to avoid undue hardship to the now compliant participant, Job Center staff must:

- review the pending budget to identify all changes being made;
- incorporate those changes into one budget that includes the lifting of the sanction;
- prepare a Transaction Cancellation Data Entry form ([LDSS-3652](#)) to cancel the current pending action;
- if there is a supplement in benefits required due to the delay in the effective date of the cancelled action, issue a supplement for Cash Assistance (CA) and/or Food Stamp (FS) benefits appropriately; and
- enter a case comment in the Paperless Office System (POS) to indicate the action taken, including the reason for the cancelled transaction and any supplementations provided.

*Effective Immediately*

**Related Items:**

[PD #10-32-ELI](#)

[PD #10-21-OPE](#)