



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #09-129-SYS

FOOD STAMPS (FS) TIME SAVERS

Date: December 4, 2009	Subtopic(s): Food Stamps
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Workers at NCA FS Centers of changes to the Food Stamp (FS) Application Interview, FS Recertification Interview, and FS Change Case Data (when reporting a change in the household) in the FS Paperless Office System (POS) release 3.3.1.</p> <p>The changes involve revisions to the navigational flow of the Current Income, Unearned Income and the Resource windows. Changes to the questions in these windows will reduce the time it takes for an interviewer to record the applicant's/participant's responses.</p> <p>The activities affected are: FS Application Interview, Error Correction (EC) – FS Application Interview, FS Recert Interview, EC – FS Recert, FS Change Case Data, EC – FS Change Case Data, FS Sep Det – Elig Decision, EC – FS Sep Det – Elig Decision, and Community Based Organization (CBO) FS Intake.</p> <p>The change in the navigational flow begins with the Employment Information window which appears after navigating through the various POS windows.</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*

Employment Information window

Five employment related questions

The Worker must:

- click **Yes** or **No** in response to the five questions.
- click **Next** so that the new **Unearned Income** window appears.

Unearned Income window

First set of unearned income questions.

Second set of unearned income questions.

- ask the applicant/participant whether or not he/she receives any of the income in the first set of questions. Click **Yes** or **No**.
- ask the applicant/participant whether or not he/she receives any of the income in the second set of questions. Click **Yes** or **No**.

Window flow for applicant/ participant/ who answers **Yes** to having unearned income

Unearned Income Types first window

If the applicant/participant answered **Yes** to either the first or second set of questions on the **Unearned Income** window, the two **Unearned Income Types** windows appear: (see page 5 if the answer is No).

Unearned Income Types second window

- click the income type indicated by the applicant/participant on the first or second window and then click **OK**. The **Unearned Income Types** detailed response window appears for the selected income type.

Unearned Income Types detailed response window (example is Social Security Dependent benefits)

The screenshot shows a software window titled "Unearned Income Types" with a menu bar (File, Edit, Tools, Window, Help). Below the title bar, there is a section "Check all Unearned Income that apply (A separate Window will appear for each income type selected.)" with three checkboxes: "Supplemental Security Income (SSI) Benefits?", "Social Security Disability Benefits?", and "Social Security Dependent Benefits?". The third checkbox is checked. A "View / Edit" button is located to the right of the checked checkbox. Below this is a "Response to Question" section with fields for "Who" (a dropdown menu), "Amount" (a text box), "Frequency" (a dropdown menu showing "M"), "Start Date" (a date field showing "00/00/0000"), and "Expected End Date" (a date field showing "00/00/0000"). There are also fields for "Document..." (with a "Scan" button), and "Comment...". At the bottom of the window are "OK" and "Cancel" buttons.

- complete the necessary information in the "Response to Questions" fields. Click **OK** and the **Unearned Income Types** window appears with a **View/Edit** button that will allow the Worker to make changes to the information entered in the "Response to Questions" fields.

Unearned Income Types window with a **View/Edit** button

This screenshot is similar to the one above but shows a different set of checkboxes: "Supplemental Security Income (SSI) Benefits?", "Social Security Disability Benefits?", "Social Security Dependent Benefits?" (checked), "Social Security Retirement Benefits?", "Social Security Survivor's Benefits?", "Retirement Benefits (Pensions)?", and "Veteran's Pensions/Benefits/Aid And Attendance?". A callout box with a pointer highlights the "View / Edit" button. At the bottom of the window are "Spanish" and "OK" buttons.

- once the necessary information has been entered, click **OK** to return to the **Unearned Income** window and click **OK**. The **Current Income** window appears next.

Current Income window

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU RECEIVES :		Yes	No
Unemployment Insurance Benefits?	<input checked="" type="radio"/>	<input type="radio"/>	
Contributions/Gifts (Received - NOT Excess Rent, Tuition or Household Expenses)?	<input type="radio"/>	<input type="radio"/>	
Child Support Payments (Received)?	<input type="radio"/>	<input type="radio"/>	
Has Other Income? Such as Training Allotment, Income from a Trust, Spina Bifida etc..	<input type="radio"/>	<input type="radio"/>	

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- click **Yes** or **No** to the questions on the **Current Income** window, and then click **Next** to continue. If **Yes** is selected, enter the required information in the **Response to Question** window. The **Medical** window (shown below) appears after the **Current Income** window.

Window flow for applicant/ participant/ who answers **No**

If the answer to the questions on the **Unearned Income** and **Current Income** windows is **No**, the following **Medical** window will appear.

Medical window

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:		Yes	No
Has Daily Activity Limited because of an Illness/Temporary Disability or is Blind, Sick or Disabled ?	<input checked="" type="radio"/>	<input type="radio"/>	
Has Any Type of Health/Hospital/Accident Insurance or Receives Assistance in Paying Medical Expenses?	<input type="radio"/>	<input type="radio"/>	
Is Pregnant?	<input type="radio"/>	<input type="radio"/>	
Has Any Medical Bills Or Medically Related Expenses?	<input type="radio"/>	<input type="radio"/>	

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- click **Yes** or **No** to the questions on the **Medical** window, and enter the additional information, if appropriate, then click **Next** to continue. Following the **Medical** window, POS initiates a Resource calculation test, and the **Resource** window appears (see below and next page).

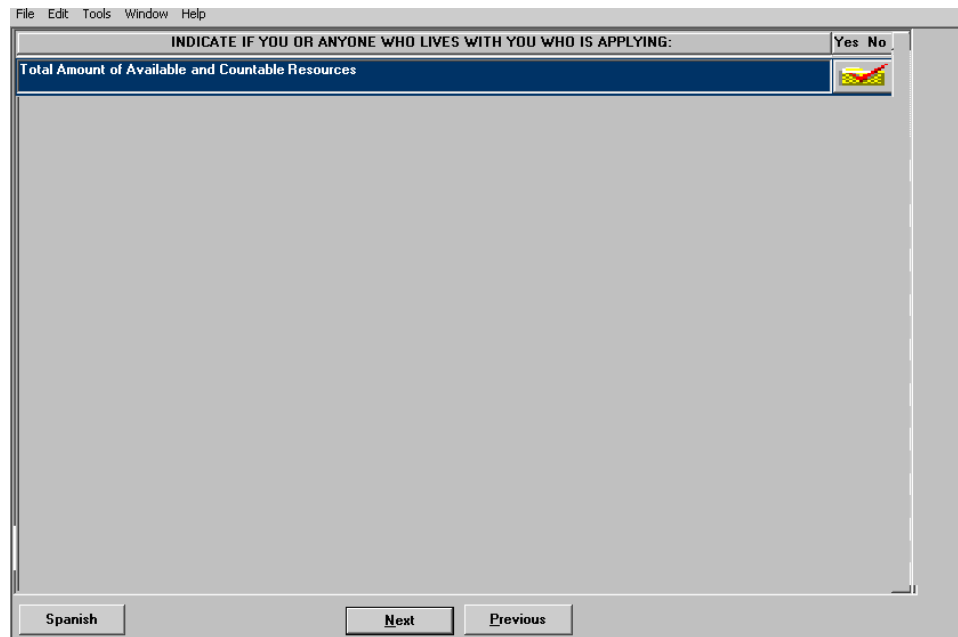
Resources of applicant/participant

POS will use the answers to the questions to determine whether or not the applicant/participant is categorically and financially eligible for Food Stamps.

If the applicant/participant is categorically and financially eligible, only the total resource amount will be recorded for the determination of eligibility for expedited service and WMS budgeting, and eighteen (18) questions will be removed from the question set. The following Resource window for categorically eligible household will appear:

Note: Financial eligibility is derived from table-driven income tests that contain poverty-level information and information from the **Employment Information, Unearned Income** and **Current Income** windows.

Resource window for categorically eligible applicants/participants



If the applicant/participant is not categorically and financially eligible (fails the income test and/or Intentional Program Violation [IPV] search), the Resource window with all the resource questions will appear:

Resource window with complete list of resource questions

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:

	Yes	No
Is Anyone In Your Household An Immigrant Who Was Sponsored For Admission Into The US?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Does The Step Parent Of Any Children Who Live With You Have Any Resources Or Receive Income Of Any Kind?	<input type="radio"/>	<input type="radio"/>
Does Anyone Applying Have a Child Under 18 Living Some Place Else?	<input type="radio"/>	<input type="radio"/>
Has Title Or Registration To A Motor Vehicle(s) Or Other Vehicle(s)?	<input type="radio"/>	<input type="radio"/>
Has Saving Bonds?	<input type="radio"/>	<input type="radio"/>
Has Own Home Or Cooperative Or Condominium Apartment?	<input type="radio"/>	<input type="radio"/>
Has Cash On Hand?	<input type="radio"/>	<input type="radio"/>
Has A Checking Account(s)?	<input type="radio"/>	<input type="radio"/>
Has A Saving Account(s) Or C.D. (Cert. Of Deposit)?	<input type="radio"/>	<input type="radio"/>
Has A Credit Union Account(s)?	<input type="radio"/>	<input type="radio"/>
Has Stocks, Bonds, Certificates Or Mutual Funds?	<input type="radio"/>	<input type="radio"/>
Has An IRA, KEOGH, 401-K, Or Deferred Compensation Account(s)?	<input type="radio"/>	<input type="radio"/>
Has a burial fund?	<input type="radio"/>	<input type="radio"/>
Has A Burial Space?	<input type="radio"/>	<input type="radio"/>

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Click here to scroll down

- scroll down to view additional resource questions.

Additional resource questions

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INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:

	Yes	No
Has Own Home Or Cooperative Or Condominium Apartment?	<input type="radio"/>	<input type="radio"/>
Has Cash On Hand?	<input type="radio"/>	<input type="radio"/>
Has A Checking Account(s)?	<input type="radio"/>	<input type="radio"/>
Has A Saving Account(s) Or C.D. (Cert. Of Deposit)?	<input type="radio"/>	<input type="radio"/>
Has A Credit Union Account(s)?	<input type="radio"/>	<input type="radio"/>
Has Stocks, Bonds, Certificates Or Mutual Funds?	<input type="radio"/>	<input type="radio"/>
Has An IRA, KEOGH, 401-K, Or Deferred Compensation Account(s)?	<input type="radio"/>	<input type="radio"/>
Has a burial fund?	<input type="radio"/>	<input type="radio"/>
Has A Burial Space?	<input type="radio"/>	<input type="radio"/>
Has Real Estate Including Income-Producing And Non-Income-Producing Property?	<input type="radio"/>	<input type="radio"/>
Has An Annuity?	<input type="radio"/>	<input type="radio"/>
Expects To Receive A Trust Fund, Lawsuit Settlement, Inheritance Or Income From Any Other Sources?	<input type="radio"/>	<input type="radio"/>
Has Resources Other Than Those Listed Above?	<input type="radio"/>	<input type="radio"/>
Total Amount of Available and Countable Resources	<input type="text"/>	

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- click **Yes** or **No** to the questions.
- click **Next**. After the **Resource** window, the **Shelter (Housing) Expenses** window appears, and the Worker continues the activities as per current procedure.

Effective January 11, 2010