



# FAMILY INDEPENDENCE ADMINISTRATION





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## POLICY BULLETIN #10-54-OPE

### REVISIONS TO THE NEW CLAIM CALCULATION WORK SHEET FORM (W-140DD)

<b>Date:</b> May 26, 2010	<b>Subtopic(s):</b> Food Stamps
<p>  This procedure can now be accessed on the FIAweb.         </p> <p>See <a href="#">PD #07-11-ELI</a>.</p> <p>  Please use Print on Demand to obtain copies of forms.         </p>	<p>The purpose of this policy bulletin is to inform all staff at Non Cash Assistance Food Stamp (NCA FS) Centers and the Office of Food Stamp Fiscal Operations (OFFO) that the New Claim Calculation Work Sheet (<b>W-140DD</b>) has been revised to reflect the Agency's most current terminology, formatting requirements, and logo.</p> <p>An additional revision to Form <b>W-140DD</b> is as follows:</p> <p>The heading on page 3 was changed to read, "<b>EARNED INCOME (NOT CONCEALED)</b>."</p> <p><b>Note:</b> The <b>W-140DD</b> is utilized by the OFFO for calculating and processing Food Stamp (FS) claims and is included in the FS Claim Packet.</p> <p>NCA FS Center Managers and the OFFO must ensure that all previous versions of the form are removed from circulation and recycled.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p><b>Related Item:</b></p> <p><a href="#">PD #07-11-ELI</a></p> <p><b>Attachment:</b></p> <p><b>W-140DD</b>    New Claim Calculation Work Sheet (Rev. 5/26/10)</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

### New Claim Calculation Work Sheet

Case Name:	Center No.:
Case Number:	Caseload:
Date:	Claim Date:

**Before using this form you must be able to answer "Yes" to all three of the following questions:**

1. Is the category of the claim Inadvertent Household Error (IHE) or Agency Error (AE)?  Yes  No
2. Was earned/unearned income the **sole reason** for the overpayment?  Yes  No
3. Was the household receiving **less than** the maximum benefit level during the period of the overpayment?  Yes  No

If you answered "No" to any of the above questions, you cannot use this form. The claim must be developed using the conventional calculation method.

**NOTE:** This form is only for claim establishment when the reason for over issuance is income (whether the income is not reported or not included in the benefit calculation). It will replace the **W-122D** and **W-122DD** series in many instances and will therefore reduce the time in claim processing. The formulas apply to new income only. If the income is known to the WMS system, then do not use it in this calculation.

UNEARNED INCOME/ CONCEALED EARNED INCOME	Month/Year	Income Amount	x 30%	Food Stamp Overpayment Amount
<p><b>Formula Number 1</b> Multiply the unbudgeted unearned income by 30%. The product is the food stamp overpayment.</p> <p><b>Example:</b> If the household without the A/D members received less than the maximum benefits, failed to report UIB income in the amount of \$600 for the month and received \$220 ATPs, then you would calculate the formula as follows: <b>\$600 x 30% = \$180.</b></p> <p>\$180 represents the food stamp overpayment for the month in question.</p>	Example	\$600	30%	\$180
<b>Total</b>				
EARNED INCOME (NOT CONCEALED)	Month/Year	Income Amount	x 24%	Food Stamp Overpayment Amount
<p><b>Formula Number 1</b> Multiply the unbudgeted earned income by 24%. The product is the food stamp overpayment.</p> <p><b>Example:</b> If the household without A/D members received less than the maximum benefits, unbudgeted earned income in the amount of \$600 for the month and received \$220 ATPs, then you would calculate the formula as follows: <b>\$600 x 24% = \$144.</b></p> <p>\$144 represents the food stamp overpayment for the month in question.</p>	Example	\$600	24%	\$144
<b>Total</b>				

## New Claim Calculation Work Sheet

Case Name:	Center No.:
Case Number:	Caseload:
Date:	Claim Date:

**Before using this form you must be able to answer "Yes" to all three of the following questions:**

1. Is the category of the claim Inadvertent Household Error (IHE) or Agency Error (AE)?  Yes  No
2. Was earned/unearned income the **sole reason** for the overpayment?  Yes  No
3. Was the household receiving **less than** the maximum benefit level during the period of the overpayment?  Yes  No

If you answered "No" to any of the above questions, you cannot use this form. The claim must be developed using the conventional calculation method.

**NOTE:** This form is only for claim establishment when the reason for over issuance is income (whether the income is not reported or not included in the benefit calculation). It will replace the **W-122D** and **W-122DD** series in many instances and will therefore reduce the time in claim processing. The formulas apply to new income only. If the income is known to the WMS system, then do not use it in this calculation.

UNEARNED INCOME/ CONCEALED EARNED INCOME	Month/Year	Income Amount	Part 1+Part 2 (if needed)	Food Stamp Overpayment Amount
	Example	\$619	\$247.50 + \$20.70	\$250
<p><b>Formula Number 3</b> This formula is to be used only in instances where there is an A/D indicator and an excess shelter amount. To determine the excess shelter amount, you must refer to the Budget Summary for the covering period (see <b>Monthly Food Stamp Calculation</b>). Use the amount that says "<b>Less: Excess</b>".</p> <p>Multiply the excess shelter amount by 2 = product A. If income is less than or equal to product A ,do formula 3A. If income is greater than product A, do formula 3B</p> <p><b>Formula 3A</b> Multiply product A by 45% = <b>Food stamp overpayment</b></p> <p><b>Formula 3B</b> Income minus product A = Difference Multiply product A by 45% = Part 1 Multiply difference by 30% = Part 2 Part 1 + Part 2 = <b>Food stamp overpayment</b></p> <p><b>Example:</b> Monthly income \$619; Excess shelter \$275; ATP \$250 <b>Part 1</b> \$275 X 2 = \$550 X 45% = \$247.50 <b>Food Stamp overpayment is \$248.</b> <b>Part 2</b> \$619 - \$550 = \$69 X 30% = \$20.70 <b>Part 1 + Part 2</b> \$247.50 + \$20.70 = \$268.20 <b>Food Stamp overpayment is \$250.</b></p>				
<b>Total</b>				

## New Claim Calculation Work Sheet

Case Name:	Center No.:
Case Number:	Caseload:
Date:	Claim Date:

**Before using this form you must be able to answer "Yes" to all three of the following questions:**

1. Is the category of the claim Inadvertent Household Error (IHE) or Agency Error (AE)?  Yes  No
2. Was earned/unearned income the **sole reason** for the overpayment?  Yes  No
3. Was the household receiving **less than** the maximum benefit level during the period of the overpayment?  Yes  No

If you answered "No" to any of the above questions, you cannot use this form. The claim must be developed using the conventional calculation method.

**NOTE:** This form is only for claim establishment when the reason for over issuance is income (whether the income is not reported or not included in the benefit calculation). It will replace the **W-122D** and **W-122DD** series in many instances and will therefore reduce the time in claim processing. The formulas apply to new income only. If the income is known to the WMS system, then do not use it in this calculation.

EARNED INCOME (NOT CONCEALED)	Month/Year	Income Amount	Part 1+Part 2 (if needed)	Food Stamp Overpayment Amount	
	Example	\$619	\$198 + \$16.56	\$215	
<p><b>Formula Number 3</b> This formula is to be used only in instances where there is an A/D indicator and an excess shelter. To determine the excess shelter amount, you must refer to the Budget Summary for the covering period (see <b>Monthly Food Stamp Calculation</b>) use the amount that says "<b>Less: Excess</b>".</p> <p>Multiply the excess shelter amount by 2 = product A If income is less than or equal to product A ,do formula 3A. If income is greater than product A, do formula 3B.</p> <p><b>Formula 3A</b> Multiply product A by 36% = <b>Food Stamp overpayment</b></p> <p><b>Formula 3B</b> Income minus product A = Difference Multiply product A by 36% = Part 1 Multiply difference by 24% = Part 2 Part 1 + Part 2 = <b>Food Stamp overpayment</b></p> <p><b>Example:</b> Monthly income \$619; Excess shelter \$275; ATP \$250 <b>Part 1</b> \$275 X 2 = \$550 X 36% = \$198 <b>Food Stamp overpayment is \$198.</b></p> <p><b>Part 2</b> \$619 - \$550 = \$69 X 24% = \$16.56</p> <p><b>Part 1 + Part 2</b> \$198 + \$16.56 = \$214.56 <b>Food Stamp overpayment is \$215.</b></p>					
	<b>Total</b>				

### New Claim Calculation Work Sheet

Case Name:	Center No.:
Case Number:	Caseload:
Date:	Claim Date:

**Before using this form you must be able to answer "Yes" to all three of the following questions:**

1. Is the category of the claim Inadvertent Household Error (IHE) or Agency Error (AE)?  Yes  No
2. Was earned/unearned income the **sole reason** for the overpayment?  Yes  No
3. Was the household receiving **less than** the maximum benefit level during the period of the overpayment?  Yes  No

If you answered "No" to any of the above questions, you cannot use this form. The claim must be developed using the conventional calculation method.

**NOTE:** This form is only for claim establishment when the reason for over issuance is income (whether the income is not reported or not included in the benefit calculation). It will replace the **W-122D** and **W-122DD** series in many instances and will therefore reduce the time in claim processing. The formulas apply to new income only. If the income is known to the WMS system, then do not use it in this calculation.

UNEARNED INCOME/ CONCEALED EARNED INCOME	Month/Year	Income Amount	x 30%	Food Stamp Overpayment Amount	
	Example	\$600	30%	\$180	
<p><b>Formula Number 4</b> If a case has an A/D indicator and no excess shelter amount, multiply income by 30%. The product is the Food Stamp overpayment.</p> <p><b>Example:</b> Unbudgeted SSA income of \$600 and excess shelter amount is zero. Calculate formula as follows: <b>\$600 X 30% = \$180.</b></p> <p>\$180 represents the FS overpayment for the month in question.</p>					
	<b>Total</b>				
EARNED INCOME (NOT CONCEALED)	Month/Year	Income Amount	x 24%	Food Stamp Overpayment Amount	
	Example	\$600	24%	\$144	
<p><b>Formula Number 4</b> In the case has an A/D indicator an <b>no</b> excess shelter amount, multiply by 24%. The product is the Food Stamp overpayment.</p> <p><b>Example:</b> Unbudgeted earned income of \$600 and excess shelter amount is zero. Calculate formula as follows: <b>\$600 X 24% = \$144.</b></p> <p>\$144 represents the FS overpayment for the month in question.</p>					
	<b>Total</b>				