



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #23-43-ELI

REVISIONS TO THE CASH ASSISTANCE CASE-LEVEL OPENING CODES DESK GUIDE (W-203XX)

Date: July 26, 2023	Subtopic(s): Forms
<p>See PB #22-61-ELI for the elimination of the 45-day waiting period policy.</p>	<p>The purpose of this policy bulletin is to inform Benefit Access Centers (BAC) and HIV/AIDS Services Administration (HASA) staff that the Cash Assistance Case-Level Opening Codes Desk Guide (W-203XX) has been revised. This policy bulletin is informational for all other staff.</p> <p>The following revisions have been made to the W-203XX:</p> <ul style="list-style-type: none"> • For CA opening code A30 (CA Approval – Same Benefit Each Month), language was removed about using the 45th day as the date the first CA grant is available or as the CA date of compliance for Safety Net Assistance (SNA) cases. This revision was made to reflect the elimination of the 45-day waiting period for SNA applications. • The footer note of pages 2-5 has been revised to match the footer note of page 1 which lists the program name as Supplemental Nutrition Assistance Program (SNAP) instead of Food Stamps (FS). • For CA opening code Y53, the description “Open for Utility Arrears Payment and Six-Month Utility Guarantee Period” has been added. • For CA opening code Y54, the description “Close Case Opened With Y53 - Six-Month Utility Guarantee Ended” has been added. <p>As a reminder, effective October 1, 2022, there is no longer a 45-day waiting period for SNA applicants to receive Cash Assistance (CA) benefits. Staff are required to determine eligibility for all SNA applications within 30 days from the date of application. The CA date of eligibility is the date when the applicant provides the required documentation and complies with all CA program requirements.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Request a Clearance in [Service NOW](#), or send an e-mail to fiacallcenter2@dss.nyc.gov, or Call 718-557-1313 then press 3 at the prompt followed by 1 or fax to: (917) 639-0298

The **W-203XX** is used by staff to assist in determining the proper opening codes to use for CA cases. The **W-203XX** indicates when a manual notice is required or when a Client Notices System (CNS) notice will be generated based on opening codes as well as necessary details for creating CNS notices, when appropriate.

A sample of the revised **W-203XX** is attached.

Effective Immediately.

Attachment:

W-203XX Cash Assistance Case-Level Opening Code
Desk Guide (Rev. 7/14/23)

Related Items:

[PB #22-61-ELI](#)

[PB #23-36-ELI](#)



Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
A20 (CA Case Opened – CA Determination Pending) SYSTEM GENERATED	Automated Process AP/AP/AP	AP/AP/SI	Q23	<ul style="list-style-type: none"> Trans Type (AC or OP) FS Case Reason Opening Code 	<ul style="list-style-type: none"> Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit Only Required FS documents 	<ul style="list-style-type: none"> FS Program Status (change to SI) FS Status Reason Q23 	<ul style="list-style-type: none"> Use Q23 only for issuing expedited FS benefits. DO NOT enter PA Opening Code A20 in CNS or the TAD. Posts to CNS Detail (WCN052) screen automatically when changing FS to SI status only using code Q23. Manual notice is not required If deferring the applicant for documents, complete and print the W-113K.
	Manual Process AP/AP/AP	AP/AP/SI	Q23	None	None	<ul style="list-style-type: none"> Enter M3E Indicator A FS Program Status (change to SI) FS Status Reason Q23 	<ul style="list-style-type: none"> Use Q23 only for issuing expedited FS benefits. DO NOT enter PA Opening Code A20 on the TAD. Manual notice is required The POS-filled LDSS-3152 will print with FS required documents. If deferring applicant for CA documents/appointments, complete and print form W-113K.
A30 (CA Approval – Same Benefit Each Month)	AP/AP/AP or AP/NA/NA	SI/AC/SI or SI/NA/NA or AC/AC/AC or AC/NA/NA	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first CA grant is available First day of recurring A cycle First day of recurring B cycle Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For issuing the same recurring CA benefit each month (no proration). CA date of compliance must be the first day of Toe Digit cycle issuance date. FS filing date must be the first day of the month. Manual Notice is not required.

SAMPLE

Note 1: CNS notices generate only when using CNS opening codes for CA/MA/SNAP eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y".

Note 2: Where indicated that any SNAP opening codes are applicable, **A48** or **A49** can be used to activate the SNAP portion of the CA/SNAP case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
A32 (CA Approval – First Month Prorated)	AP/AP/AP	SI/AC/SI or AC/AC/AC	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first CA grant is available First day of recurring A cycle First day of recurring B cycle Amount of prorated first PA grant Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating the CA suffix when the date of eligibility falls between cycle issuance dates resulting in a prorated single issuance grant. When FS must be prorated enter FS Opening Code A48 (applied before the 16th) or A49 (applied after the 15th). <u>Not to be used with any other PA opening code.</u> Manual Notice is not required.
Y16 (Case has been closed less than 30 days and is being reopened for a FA/SNCA/SNNC reason not associated with other "under 30 days" reopening codes.)	CL/CL/CL	AC/AC/AC	Any	N/A	N/A	<ul style="list-style-type: none"> PA Program Status (change to AC) PA Status Reason FS Program Status FS Status Reason 	<ul style="list-style-type: none"> Manual Notice is required Restore any benefits back to date of compliance, if eligible.
Y37 (Case Accepted for SI Payments [Fair Hearing Decision/Emergency Rent/Utility])	AP/AP/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program status (change to SI) PA Status Reason FS Program Status (change to SI) FS Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to a Fair Hearing Decision or emergency rent/utility. Medicaid remains in AP status. Replaces code 008. Manual Notice is required.
Y38 (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears with a Repayment Agreement)	AP/AP/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears when a repayment agreement is required. Replaces code 009. Manual Notice is required.

Note 1: CNS notices generate only when using CNS opening codes for CA/MA/SNAP eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any SNAP opening codes are applicable, **A48** or **A49** can be used to activate the SNAP portion of the CA/SNAP case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y39 (Case Accepted Only for Emergency Shelter Arrears and/or Utility Arrears without a Repayment Agreement)	AP/API/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears when no repayment agreement is required. Manual Notice is required.
Y41 (Case Accepted for Immediate Needs (pre-investigation), pre-determination grants, & one shot deals)	AP/API/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None or Y45	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to immediate needs (preinvestigation) grant, pre-determination grant, and one-shot deal. Manual Notice is required.
Y42 (Closed in Error)	AP/API/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating a case closed in error. Employment Unit approval needed if case closed due to employment-related reason. Replaces code 066. Manual Notice is required.
Y43 (Aid Continuing – Case Awaiting FH Decision)	AP/API/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For cases granted aid-to-continue. Replaces code 097. Manual Notice is not required.

Note 1: CNS notices generate only when using CNS opening codes for CA/MA/SNAP eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any SNAP opening codes are applicable, **A48** or **A49** can be used to activate the SNAP portion of the CA/SNAP case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):	
Y46 (Employment Unit Approved Override)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> Documentation available to open Job Search closing or sanction during infraction period. Use if participant was (a) incarcerated, (b) hospitalized, (c) had a change in address or (d) has an FH Decision that is reversed and an employment-related closing. Replaces code 098. Manual Notice is not required.
Y47 (To be used to override an Intentional Program Violation [IPV] sanction and open a case/suffix during the infraction period)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> Restricted to Originating Center "EPF." Replaces code 101. Manual Notice is required.
Y53 (Open for Utility Arrears Payment and Six-Month Utility Guarantee Period)	AP/NA/NA	SI/NA/NA	None	None	None	<ul style="list-style-type: none"> Stays in SI for 6 months for utility guarantee EAA ONLY
Y54 (Close Case Opened With Y53 - Six-Month Utility Guarantee Ended)	SI/NA/NA	CL/NA/NA				<ul style="list-style-type: none"> End of utility guarantee period

Note 1: CNS notices generate only when using CNS opening codes for CA/MA/SNAP eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any SNAP opening codes are applicable, **A48** or **A49** can be used to activate the SNAP portion of the CA/SNAP case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Cash Assistance Case-Level Opening Codes Desk Guide

CA Opening Code	When Going From: (CA/MA/FS Status)	To: (CA/MA/FS Status)	FS Open Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y65 (To be used to override a Drug and Alcohol Closing or Rejection Code during the infraction period)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Removes the last sanction. Replaces code 623. Manual Notice is required.
Y67 (Other CA Opening Code)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For use when no other PA opening code is applicable. Manual notice is required
400 (Administrative Opening on Transitional Benefits Cases [Manual Notice])	CL/CL/CL	SI/AC/CL	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Use to override closings on Transitional Benefits cases. Restricted to Transitional Benefits Unit. Manual Notice is not required.
Y19 (Case accepted for emergencies other than shelter or utility arrears. [one- shot deals only])	AP/NA/NA	SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA STATUS Change PA RSN 	<ul style="list-style-type: none"> For issuing one-shot deal grants other than shelter or utility arrears. MA Remains in NA or AP status. Manual Notice is required.

Note 1: CNS notices generate only when using CNS opening codes for CA/MA/SNAP eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y".

Note 2: Where indicated that any SNAP opening codes are applicable, **A48** or **A49** can be used to activate the SNAP portion of the CA/SNAP case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate SNAP and **A30** or **A32** to activate CA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a CA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.