



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #04-25-SYS

### WMS SOFTWARE VERSION CHANGES 2004.2A

<b>Date:</b> July 27, 2004	<b>Subtopic(s):</b> Welfare Management System (WMS)
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#### AUDIENCE

The instructions in this policy directive are for all Welfare Management System (WMS) users in the Job Centers, Non-Public Assistance (NPA) Food Stamp (FS) Centers, and ancillary sites. It is informational for all other staff.

#### POLICY

New York State's Welfare Management System is updated on a regular basis to reflect changes in City, State and Federal regulations. The WMS software release for 2004.2A migrated to production on July 19, 2004.

#### SYSTEM ENHANCEMENTS

WMS Software Release 2004.2A has been updated to include the following changes:

- Multisuffix Budgeting for Shelter Types **02** and **24**
- Same Day Issuance through the Paperless Office System (POS) – Phase I
- Change to FS SUA Telephone Allowance Edits and Methodology
- Change to Counting of Public Assistance (PA) Sanction Savings in FS Calculation
- Changes to FS Reporting Requirements for Elderly/Disabled Adults.

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

Multisuffix Budgeting for Shelter Types **02** and **24**

Presently, shelter allowances for multisuffix cases with Shelter Types **02** (New York City Housing Association [NYCHA] Apartment – Utilities included and **24** (NYCHA Apartment – Utilities Not Included) are not prorated based on the total number of people in the household, but instead each suffix is treated as a separate household when the following conditions exist:

Prorate shelter allowances for multisuffix cases in public housing based upon the total number of individuals in all suffixes.

- Shelter Proration Indicator is blank and
- Shelter Type of either **02** or **24**.

Effective 8/A/04, the shelter allowances for multisuffix cases in public housing with a blank Shelter Proration Indicator will be prorated for each suffix based on the total number of individuals in all suffixes. In addition, a value is required in the PA Shelter field for all active suffixes for multisuffix cases with Shelter Types **02** and **04**. If the PA Shelter field is left blank, then upon transmittal error message “**E2183** – Shelter 02/24 Require PA Shelt Amt” will display.

Example: Suffix 1 has 2 people and suffix 2 has 1 person, for a combined total of 3 people (no children). The total rent for the apartment is \$286 monthly. Previously, suffix 1 would receive a shelter allowance of \$250 and suffix 2 would receive \$36 (the difference between \$286 and \$250). Now suffix 1 will receive a shelter allowance of \$190 (this represents the proportionate share of rent for each person in the household  $286 \div 3 = 95$ . Suffix 1 has two people and  $95 \times 2 = 190$ ) suffix 2 will receive \$95.

Multisuffix cases with Shelter Type **02** or **24** and a valid Shelter Proration Indicator (refer to the PA Budgeting Manual page 178) will be budgeted in accordance with the methodology used for Shelter Type **01** (Unfurnished Room or Apartment).

Same-Day Issuance Through POS – Phase I

Staff will be able to process a Same-Day Issuance through the Paperless Office System (POS) using the **Expedited Food Stamp Interview** activity. Refer to Policy Directive #04-24-OPE (Same-Day Issuance of Expedited Food Stamps Through the Paperless Office System [POS]) for detailed instructions regarding this new process.

Note: This functionality will be available in two phases. Phase one was implemented on July 19, 2004 and introduced the revised **FS Single Issuance Benefit** and the new **CBIC Payee Status** windows and supervisory approval process through POS. Phase two, which is scheduled to be available on August 23, 2004, will allow the Food Stamp Benefits to be transmitted through POS.

Change to FS  
Standard Utility  
Allowance (SUA)  
Telephone  
Allowance Edits &  
Methodology

Due to a change in FS policy, all FS cases will receive at least a FS Telephone Standard Utility Allowance (SUA) for budgets with an effective date of 10/A/04 or later. An entry in the Telephone Indicator (**PHONE: IND**) field of the Household/Suffix Financial Data screen (**NSBL02**) is no longer allowed as a result of this change. If any value is entered error message “**E0195 – Invalid Entry**” will display.

The edits below apply to cases with Shelter Type Codes:

- **01** Unfurnished Room or Apartment
- **03** Own Home
- **20** Emergency Rental Supplement Program
- **25** Rented Private Home
- **26** Furnished Apartment
- **39** Subsidized Housing – Shallow Subsidy – Section 236/Section 202
- **41** Jiggetts Approved Excess Shelter

On budget screen **NSBL02**:

Fuel Indicator (FSUA:IND) Field

- No value will be allowed in the **Fuel Indicator (FSUA:IND)** field. Error message “**E0195 – Invalid Entry**” will result if any value is input in the field.

Utility Indicator (FSUT:IND) Field

- Entry of a Code **X** in the **Utility Indicator (FSUT:IND)** is an invalid entry for cases with a FS Shelter expense and zero PA Shelter. Error message “**E0195 – Invalid Entry**” will result if Code **X** is input in the **FSUT:IND** field and the above conditions exist.
- Entry of Code **X** is valid when utility costs have been verified and the shelter type is not automatically eligible for a combined (level one) Heat/Utility/Phone SUA, but is eligible for a level two (utility phone SUA).
- Entry of Code **N** will no longer be allowed. Error message “**E0195 – Invalid Entry**” will result if a value other than Code **X** is input in the field.

When Code **X** is entered in the **FSUT:IND** field, Code **N** is not required or allowed in the **FSUA:IND** field.

It is no longer necessary to make an entry of any value in the **FSUA:IND**, **FSUT:IND** and **PHONE:IND** fields for cases with the following Shelter Type Codes:

- **06** Hotel/Motel Temporary
- **11** Room Only
- **13** Residential Programs For Victims of Domestic Violence (Less than 3 meals daily)
- **14** Residential Programs For Victims of Domestic Violence (3 meals daily)
- **30** Scatter Site Homeless Housing – Non-Tier I/Non-Tier II (Less than 3 meals daily)
- **33** Homeless Shelter – Tier I or Tier II (Less than 3 meals daily)
- **34** Homeless Shelter – Tier II (3 meals daily)
- **35** Homeless Shelter – Non-Tier I/Non-Tier II

Entry in these fields will result in error message “**E0195** – Invalid Entry.” These cases will now automatically receive a Phone (Level three) SUA.

ABEL Calculation  
Changes

Cases with Shelter Type Codes **01**, **02**, **03**, **20**, **24**, **25**, **26**, **38**, **39**, **41** or **99** that do not receive a combined Heat/Utility/Phone (Level one) SUA or combined Utility/Phone (Level two) SUA will now automatically receive a Phone (Level three) SUA. Eligibility criteria and system output of the Combined Heat/Utility/Phone SUA and Combined Utility/Phone SUA remains unchanged.

Cases with the following Shelter Type Codes will also automatically receive a Phone (level three) SUA:

- **15** Congregate Care Level I – NYC, Nassau, Suffolk, Westchester
- **16** Congregate Care Level II – State Certified – NYC, Nassau, Suffolk, Westchester
- **17** Congregate Care Level II – State Operated
- **27** Residential Treatment Facility – Non-Level II
- **28** Congregate Care Level I – Rest of State
- **29** Congregate Care Level II – State Certified – Rest of State
- **31** Residential Treatment Facility – Level II – NYC, Nassau, Suffolk, Westchester
- **32** Residential Treatment Facility – Level II – Rest of State

The Phone SUA will be added to the currently calculated FS Shelter Amount to derive Total FS Household Shelter Costs.

In addition, FS SUA budgeting for cases with Shelter Type Code **23** (Undomiciled) remains unchanged and will not receive a FS SUA.

Note: Staff must be aware that these changes will affect budgets with an effective date of 10/A/04 or later.

Mass Rebudgeting	A mass rebudget will be run on all affected cases simultaneously with the October 2004 Thrifty Food Plan mass rebudget in September. A separate mass rebudget <u>will not</u> be scheduled.
Change to Counting of Public Assistance (PA) Sanction Savings in FS Calculation	Currently, the amount of prior PA sanction savings resulting from using Income Source Code <b>46</b> (PA Pro Rata Sanction – Recipient or Reapplying Households Sanctioned due to Noncompliance with Employment or Drug/Alcohol Requirements) when an individual is sanctioned for PA and FS is counted as FS income. Effective September 20, 2004, the prior PA sanction savings will not be counted as income for food stamps when Income Source Code <b>46</b> is issued.
Mass rebudgeting (MRB)	A mass rebudgeting will be done on approximately 3,200 affected cases simultaneously with the October 2004 Thrifty Food Plan mass rebudget. This may result in an increase in FS Benefits for most cases. The budget effective date will be 10/A/04 and will migrate simultaneously with the October 2004 Thrifty Food Plan.  A laser letter will be issued when the mass rebudgeting is complete informing individuals of the change in the budgeting logic for the sanctioned individuals affected by this rebudgeting.
Changes to FS Reporting Requirements for Elderly/Disabled Adults	Currently, the FS Change Report ( <b>LDSS-3151</b> ) is sent to PA/FS and NPA/FS cases that contain Code <b>U</b> (system-generated code that signifies the case has at least one active member with unearned income) in the <b>Food Stamp Reporting (FR)</b> field on the <b>NSBLO2</b> screen when the FS Authorization Period is greater than or equal to seven months and there are at least six months remaining in the certification period. (This report is used to record changes in the Food Stamp household.)  A recent federal ruling changed the reporting requirements for Food Stamp households in which all adults are elderly or disabled (18 years or older) without earned income. These households are now exempt from the six-month FS change reporting requirement and must report any change in household circumstance within 10 days. They will only receive the <b>LDSS-3151</b> in the 11th month of the recertification period.
Refer to Policy Bulletin #04-63-ELI (New Food Stamp Reporting Rules Notice)	

As a result of this change, FS cases in which all active members are 18 years of age and older who have an Aged/Disabled indicator and no earned income will no longer receive a system-generated code **U** in the **FR** field of the **NSBL02** screen. In addition, the following will result from implementation:

- Code **U** will continue to be generated for NPA FS cases with unearned income.
- Code **S** has been redefined as “Recert Report Due to Earned Income.” It will be used by the Human Resources Administration (HRA) for recertification purposes and will not generate a Periodic Report. Code **S** will be generated in the **FR** field for PA Only and PA/FS cases having active (**AC/SI**) individuals for PA with earned income.
- A new code, **N** – Periodic Mailer Due to Earned Income, was created for the **FR** field. It will be generated for any NPA/FS case with earned income or PA/FS cases having at least one NPA FS individual on the case in AC or SI status who is the only person in the household with earned income.
- A mass rebudgeting will remove code **U** from any PA/FS or NPA/FS case and change cases with code **S** to code **N**.
- The **LDSS-3151** will be sent with a cover letter to all PA/FS and NPA/FS cases having all elderly or disabled adults without earned income with a code **U** that should no longer be coded **U**. The cover letter will explain that any changes to the FS household must be reported, and if there are no changes at that time the **LDSS-3151** does not need to be returned.
- The remaining Six-Month Reporting PA/FS and NPA/FS cases with earned income (code **N**) or NPA FS cases with only unearned income (Code **U**) will be sent the **LDSS-4310** – “Periodic Report Mailer” if the FS Authorization Period is seven full months or greater and there are at least six months left until the end of the certification period. The report will continue to be sent out in the fifth month of the six-month recertification cycle with a due date on the 10th day of the sixth month.
- Any NPA/FS case having a 24-month certification period will only receive the **LDSS-3151** in the 11th month of the recertification period. The mailer will not be limited to the current F-15 non-New York State Nutrition Improvement Project (NYSNIP) populations. NYSNIP cases are certified for 48 months and will receive a mailer specific to the program.

Active also refers to single issue (SI) status.

Refer to Policy Bulletin #04-116-OPE (Revisions to the Periodic Report [**LDSS-4310**] and the Follow-up to the Periodic Report [**LDSS-4310A**]) for further details regarding the **LDSS-4310**.

**PROGRAM  
IMPLICATIONS**

Paperless Office System [POS] Implications

Refer to Policy Directive #04-24-SYS (Same Day Issuance of Expedited Food Stamps Through the Paperless Office System [POS]) for new windows affected by the changes discussed in this policy directive.

Food Stamp Implications

As a result of the change in the budgeting methodology for any NPA/FS case with earned income or PA/FS cases having at least one NPA FS individual on the case in AC or SI status who is the only person in the household with earned income, the affected households may receive a decrease in Food Stamp Benefits.

Medicaid Implications

There are no Medicaid implications.

**LIMITED ENGLISH  
SPEAKING  
ABILITY (LESA)  
IMPLICATIONS**

For Limited English Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with Policy Directive #02-43-OPE.

**FAIR HEARING  
IMPLICATIONS**

Avoidance/ Resolution

Applicants whose request for assistance is denied and participants whose benefits are reduced or discontinued are entitled to request a Fair Hearing. Remember to give individuals an opportunity to have a conference to resolve the issue(s).

Conferences

If an applicant/participant reports to the Job Center and requests a conference, the Receptionist must alert the Fair Hearing and Conference (FH&C) Unit that the applicant/participant is to be seen by a FH&C Supervisor I/Associate Job Opportunity Specialist (AJOS) I. If the applicant/participant contacts the FH&C Unit directly, the JOS/Worker must tell the applicant/participant to go to the Receptionist to be referred to FH&C.

The FH&C Supervisor I/AJOS I will listen to and evaluate the applicant's/participant's complaint regarding the issue(s). After reviewing the case record and discussing the issue with the Case Management Unit (CMU) Supervisor, the FH&C Supervisor I/AJOS I will make a decision.

The FH&C Supervisor AJOS I is also responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that the appropriate follow-up is taken in all phases of the Fair Hearing process.

Evidence Packets All evidence packets must include relevant documentation to support the actions taken by the Human Resources Administration (HRA), such as Form **W-140K** and WMS budget printouts.

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**REFERENCES**

04-ADM-02  
SPP #2003-00832  
SPP #2003-00972  
SPP #2003-00948  
SPP #2003-00973  
SPP #2004-00066

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**RELATED ITEMS**

PD #04-24-OPE