



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #08-10-ELI

*(This Policy Directive Obsoletes PD #02-01-ELI and CD #01-15)*

### REVISED LEVELS OF APPROVAL FOR CASH ASSISTANCE

<b>Date:</b> April 3, 2008	<b>Subtopic(s):</b> Authorization of Grants
<b>AUDIENCE</b>	The instructions in this policy directive are for staff in the Job Centers and informational for all other staff.
<b>POLICY</b>	HRA requires different levels of supervisor’s approval for special grants based on dollar amounts and issuance codes of additional needs grants for Cash Assistance (CA) cases.
<b>BACKGROUND</b>	<p>With the exception of Special Grant Codes <b>41</b> (Utility Grant to Prevent Turn Off of Restore Utility Services [Mismanagement]) and <b>99</b> (Other), <u>only one signature</u> will be required for a Single Issuance grant (Single Issuance or SI) unless the dollar amount of the grant exceeds \$999.99. The level of approval will depend on the amount. As the dollar amount of the SI grant increases, the level of approval required will be higher.</p> <p>Requests for additional allowances and/or special grants may result from:</p> <ul style="list-style-type: none"> <li>• applicant/participant request</li> <li>• case review</li> <li>• other agency action (e.g., Fair Hearing, MDR, Aid to Continue, audit report, etc.)</li> </ul>

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*

The levels of approvals based on the amount of the CA grant:

- Up to \$999.99: Approval of AJOS I required
- \$1,000 to \$1,999.99: Approval of AJOS II required
- \$2,000 and over: Approval of the Admin JOS I required

The revised Single Issue approval process places the responsibility on only one staff member for an approval level based on the dollar amount of the Single Issuance grant, thereby streamlining and expediting the case review and the issuance of a CA grant.

The final signatory must review the case action and the related forms and approve.

## REQUIRED ACTION

JOS/Worker

### Applicant Request for Additional Allowance/Special Grant

Whenever an applicant requests an additional allowance/special grant in the course of an interview activity, POS will prompt the Worker to complete the **SI Grant Requests Task List** window as per [PD #05-28-SYS](#). The **SI Grant Request Task List** will record the request and the decision and ensure that established time frames are met.

Time frames

- The eligibility determination of an applicant's request must be completed within 48 hours for emergency assistance and seven business days for additional allowances.

**Note:** If an applicant requires emergency assistance for a special grant or for an additional allowance, the Worker must process the request immediately.

- Once all required tasks are completed, click the **Next** button in the **SI Grants Requests** window to continue the activity (i.e., Application Interview, Change Case Data, or the Non-Food Emergency/Special Grant Activity), the completed **SI Grant Requests** window will appear within the approval activity sent to the Supervisor based on the grant amount and/or issuance code.

While completing the **Notice Data Entry** window, the JOS/Worker must:

- inform the applicant if the decision using a Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only) ([W-145HH](#)).
- click on the **Denied** radio button In the **Response to Question** window below if the grant request is denied. The **Reason for Denial** field will be enabled. Record the reason for the denial in this field.

- click on the **Approved** radio button in the **Decision** field in the Response to Question window below if the grant request is accepted. The **Grant Details** field will be enabled; enter the details of the action taken, including recording the payment type, method of payment or other action taken.

- prepare the Public Assistance Single Issuance Authorization Form (**LDSS-3575**) in the **Grants Data Entry** window.
- print a copy of the **LDSS-3575** and the **W-145HH** in the **Print Forms** window.

Once the **Activity** is completed, the case will be referred to an AJOS I who will then review the case action and forward the case for a higher level of approval if necessary. The approval level is based on the grant approval process for CA described on pages 7 – 8 of this policy directive.

### **Participant Request for an Additional Allowance/Special Grant**

JOS/Worker

Whenever a participant requests an additional allowance/special grant in the course of an interview activity, POS will prompt the Worker to complete the **SI Grant Requests Task List** window as per [PD #05-28-SYS](#). The **SI Grant Request Task List** will record the request and the decision and ensure that established time frames are met.

Timeframes

- The eligibility determination of a participant's request must be completed within 48 hours for emergency assistance and seven business days for additional allowances.

**Note:** If a participant requires emergency assistance for a special grant or for an additional allowance, the Worker must process the request immediately.

While completing the **SI Grant Request Task List**, the JOS/Worker must:

- have the participant complete the Request for Emergency Assistance or Additional Allowance (For Participants Only) ([W-137A](#)).
- click on the **Denied** radio button if the grant request is denied and the **Reason for Denial** field will be enabled. Record the reason for the denial in this field.
- click on the **Accepted** radio button in the **Decision** field of the window if the grant request is accepted. The **Grant Details** field will be enabled; enter the details of the action taken, including recording the payment type, method of payment or other action taken.



While completing the **SI Grant Request Task List**, the JOS/Worker must:

- select **Other** as the Request Source in the **Request Details** window.
- click on the **Accepted** radio button in the **Decision** field of the window. The **Grant Details** field will be enabled; enter the details of the action taken, including recording the payment type, method of payment or other action taken.
- once all required tasks are completed, click the **Next** button in the **SI Grants Requests** window to continue the activity (i.e., Change Case Data, Recertification or the Non-Food Emergency/Special Grant Activity), the completed **SI Grant Requests** window will appear within the approval activity sent to the Supervisor.
- prepare the **LDSS-3575** in the **Grants Data Entry** window.
- print a copy of the Notice of Special Public Assistance and/or Food Stamp Benefit ([EBT-23](#)) which is prefilled by POS and the **LDSS-3575** from the **Print Forms** window.

Once the **Activity** is completed, the case will be sent to an AJOS I who will review the case action and forward the case for a higher approval level if necessary. Refer to pages 7 – 8 of this policy directive for instructions on the grant approval process.

### **Additional Allowance/Special Grant Based on a Fair Hearing Determination**

JOS/Worker

Whenever a need for an additional allowance/special grant results from a determination in a Fair Hearing, POS will prompt the Worker to complete the **SI Grant Requests Task List** window as per [PD #05-28-SYS](#). The **SI Grant Request Task List** will record the request and the decision and ensure that established time frames are met:

While completing the **SI Grant Request Task List**, the JOS/Worker must:

- select Fair Hearing as the Request Source and enter the Fair Hearing Number in the **Request Details** window.
- click on the **Accepted** radio button in the **Decision** field of the window. The **Grant Details** field will be enabled; enter the details of the action taken, including recording the payment type, method of payment or other action taken.
- once all required tasks are completed, click the **Next** button in the **SI Grants Requests** window to continue the activity (i.e., Change Case Data, Recertification or the Non-Food Emergency/Special Grant Activity). The completed **SI Grant Requests** window will appear within the approval activity sent to the Supervisor based on the grant amount and/or issuance code.

## Response to Question window

The screenshot shows a software window titled "Response to Question" with a sub-header "Fair Hearing Compliance Statement". The form contains the following fields and options:

- Fair Hearing Number: [text box]
- Fair Hearing Decision Date: 00/00/0000
- Immediately before your fair hearing request, your semi-monthly public assistance grant was \$ .00
- Public Assistance**
  - We are issuing you \$ .00 as non-recurring or retroactive public assistance for [text box]. This benefit will be available to you after 00/00/0000 (date).
  - Your restored benefits are being offset against an existing outstanding public assistance claim(s) against you, reducing the benefit balance owed to you. If the claim is satisfied and a balance is still owed, that balance will be issued.
  - Effective 00/00/0000 (date) your semi-monthly public assistance grant will be \$ .00.

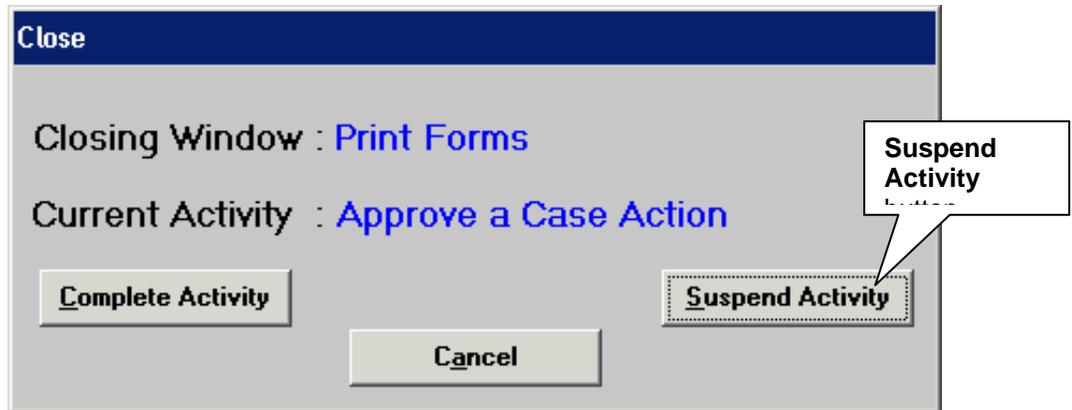
At the bottom of the window are "OK" and "Cancel" buttons.

- annotate the Fair Hearing Compliance Statement (**W-186c**).
- prepare the **LDSS-3575** in the **Grants Data Entry** window.
- print a copy of the Fair Hearing Compliance Statement (**W-186c**) and the completed **LDSS-3575** from the **Print Forms** window.

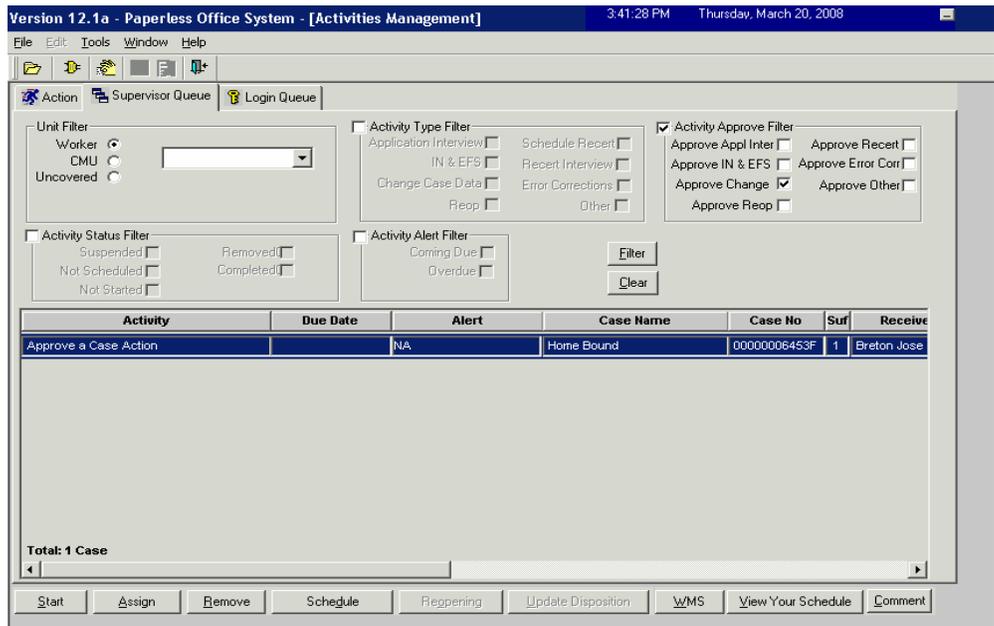
Once the **Activity** is completed, the case will be referred to an AJOS I who will review the case action and forward the case for a higher approval level if necessary. The approval is based on the grant approval process described below.

### Grant Approval Process

- If the grant amount is less than \$1,000.00, the final approval is made by the AJOS I.
- If the grant amount is greater than \$999.99, but less than \$2,000.00, the AJOS I must suspend the approval activity by clicking the **Suspend Activity** button (see screen shot on next page) and forward the case to the AJOS II for review and approval.
- If the grant amount exceeds \$2,000.00, the AJOS I must suspend the approval activity by clicking the **Suspend Activity** button (see screen shot on next page) and forward the case to the Admin JOS I for final approval.
- If the issuance code is **41** or **99**, the AJOS I must suspend the activity after review and forward it to the next level using the **ASSIGN** button on the **Activities Management** screen (shown below as the second screen). This should happen for all levels until the final manager has reviewed the case/grants.
- The final signatory must review the case action and related forms.



Activities Management screen



Refer to **Attachment A** and **Attachment B** for the special approval processes if the issuance code is **41** or **99**.

## PROGRAM IMPLICATIONS

Model Center Implications

When a participant reports to the Agency requesting a special grant or additional allowances, the request will be forwarded to the Customer Service Information Center (CSIC). The JOS/Worker in CSIC will gather the necessary information/documents and forward them to the Processing Unit. The JOS/Worker will then follow the procedures outlined in the PD.

Food Stamp Implications

The JOS/Worker and AJOS I are responsible for approving Food Stamps Single Issuance Grants. Other supervisory approvals are required where appropriate.

Medicaid Implications

There are no Medicaid implications.

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**LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING-IMPAIRED IMPLICATIONS**

For Limited English Speaking Ability (LESA) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #06-12-OPE](#) and [PD #06-13-OPE](#).

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**FAIR HEARING IMPLICATIONS**

Avoidance/Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences

An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the applicant/participant's claim is sustained with supporting documentation, the FH&C Supervisor will advise the JOS/worker to take the appropriate action(s). If the FH & C Supervisor agrees with the agency's decision based on the documents to support the action, s/he should advise the applicant/participant of his/her right to request a fair hearing.

Should the applicant/participant elect to continue his/her appeal by requesting a Fair Hearing or proceeding to a hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All Evidence Packets must contain a detailed history (e.g., copies of POS “Case Comments” and/or NYCWAY “Case Notes” screens, History Sheet [[W-25](#)]), copies of relevant WMS screen printouts, notices sent and other documentation relevant to the action taken.

**REFERENCES**

[18 NYCRR 351.7](#)  
[99 ADM-4](#)  
[TA Source Book](#), 4-D-1 through 4-D-3  
[02 ADM 02](#)

**OBSOLETE PROCEDURES**

[PD #02-01-ELI](#)  
[CD #01-15](#)

**RELATED ITEMS**

[PD #07-22-OPE](#)  
[PD #07-14-ELI](#)  
[PD #05-28-SYS](#)  
[PD #02-31-SYS](#)  
[PD #02-03-ELI](#)

**ATTACHMENTS**

 Please use Print on Demand to obtain copies of forms.

<b>EXP-53K</b>	Guide to the Levels of Approval of Special Grants (Obsolete)
<b>Attachment A</b>	Approval Process for Issuance Code <b>41</b>
<b>Attachment B</b>	Approval Process for Issuance Code <b>99</b>

## GUIDE TO THE LEVELS OF APPROVAL OF SPECIAL GRANTS

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### SPECIAL GRANT CODES (ISSUANCE CODES)

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>	<u>LEVEL OF APPROVAL</u>
02	REGULAR ALLOWANCE (Recurring Needs)	Use only once in a s/m period. "SEE NOTE BELOW."
03	SUPPLEMENTATION OF CURRENT MONTH	"SEE NOTE BELOW."
04	SUPPLEMENTATION OF PREVIOUS MONTH	To correct an administrative error for a period of up to 12 months. "SEE NOTE BELOW."
05	PREGNANCY ALLOWANCE	WMS has been programmed to generate a pregnancy allowance in the fourth month or later of a medically verified pregnancy when the EDC date is entered in a budget. Disbursing a single issuance for the fourth and fifth month is no longer necessary unless, it is for missed benefits. Use code <b>05</b> for FA/SNFP cases only. If the allowance is for a SNCA/SNNC case, use code <b>03</b> .
07	REPLACEMENT OF LOST/ STOLEN/UNDELIVERED CHECKS	Replacement may not exceed original amount. "SEE NOTE BELOW."
08	REPLACEMENT OF CANCELLED CHECK	Cancelled check number and date must be entered on <b>DSS-3575</b> . May not be used for EAA cases. Use original issuance code. "SEE NOTE BELOW."
09	RENT ONLY	Supplementation of current month or previous month(s) rent while in receipt of PA, or for a direct vendor payment. This code can be used to pay only rent, property taxes and/or mortgage arrears. No PA funds can be used to pay for dispossess fees, attorney charges, other legal fees or court costs related to housing. For SNCA cases, a two-party check may be authorized as an aid to management of funds. For direct vendor rent, issue on form <b>DSS-3575</b> . "SEE NOTE BELOW."

**NOTE – ALL CODES REQUIRE ONE OF THE FOLLOWING LEVELS OF APPROVAL UNLESS OTHER LEVELS ARE SPECIFIED ABOVE:** Up to \$999.99 AJOS I/PAA I, \$1,000 to \$1,999.99 AJOS II/PAA II (Assistant Deputy Director); \$2,000 and over ADMIN JOS I (Deputy Director); all special grant code 99's must have approval from an ADMIN JOS II (Center Director).

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
10	UTILITY GRANT TO PREVENT TURN OFF/ RESTORE SERVICES (PRIOR TO PA)	For accumulated natural gas and or electric arrears prior to receiving PA. No more than four months are allowed if the arrears have occurred in same dwelling, Not to be used for payment of water bills. "SEE NOTE BELOW."
14	REPLACEMENT OF LOST OR STOLEN CASH	For EAF cases, enter "EAF" in category box on <b>DSS-3575</b> . May be authorized only once in a consecutive 12-month period. Case Consultant (212) 331-5533 180 Water Street 21 <sup>st</sup> floor. "SEE NOTE BELOW."
15	PAYMENT OF INSTALLATION DEBT	EAA cases only. "SEE NOTE BELOW."
16	TRANSPORTATION TO POINTS OUTSIDE NYC	For Waverly JC-Transportation Unit only. "SEE NOTE BELOW."
17	CARFARE FOR HOMELESS ADULTS	This code appears on Benefits Issuance History screen <b>NQCS5A</b> when Special Individual Needs Code <b>25</b> is entered through External Budgeting. Code <b>17</b> cannot be data entered through the PA Single Issuance subsystem. "SEE NOTE BELOW."
18	EXPENSES CONNECTED WITH MAINTAINING HOUSING	To maintain current dwelling. Use for repairs of refrigerator/stove and fumigation fees only. "SEE NOTE BELOW."
19	REPLACEMENT OF HEATING EQUIPMENT	Cooking stove and refrigerators only. "SEE NOTE BELOW."
21	STORAGE FEES	Must be a two-party check. "SEE NOTE BELOW."
22	MOVING EXPENSES	"SEE NOTE BELOW."

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
23	OCCUPATIONAL TRAINING – TRANSPORTATION	Transportation expense for training and educational programs. "SEE NOTE BELOW."
24	THIRD PARTY HEALTH INSURANCE	This SI code appears on SI History <b>NQCS5A</b> when Special Individual Needs Code <b>19</b> is entered through External Budgeting. Code <b>24</b> cannot be data entered through the SI Benefit subsystem. "SEE NOTE BELOW."
25	SHELTER AND/OR REPAIR ALLOWANCE FOR HOMEOWNER	For repair allowance. "SEE NOTE BELOW."
27	THIRD PARTY HEALTH INSURANCE PAYMENT	For FIA Transitional Benefits Unit. "SEE NOTE BELOW."
28	BI-WEEKLY SUPPLEMENT WEP CARFARE	"SEE NOTE BELOW."
29	BI-WEEKLY RECURRING WEP CARFARE	"SEE NOTE BELOW."
30	RENT PAYMENTS IN EXCESS OF MAXIMUM	Restricted to applicants only. Refer to current procedure for conditions under which the grant can be issued. "SEE NOTE BELOW."
31	PRE-PA RENT ARREARS	"SEE NOTE BELOW."
32	BI-WEEKLY RECURRING CHILDCARE	"SEE NOTE BELOW."
35	EAU PAYMENT	Originating Center must be IPM.
38	SECURITY DEPOSIT PRIVATE HOUSING	"SEE NOTE BELOW."

**OBsolete**

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
39	RENT IN ADVANCE TO SECURE AN APARTMENT	Funds not previously issued. "SEE NOTE BELOW."
40	RENT IN ADVANCE TO AVOID EVICTION	Covers a period for which the shelter allowance was previously issued. Must be a two party check. This code produces a system generated recoupment.
41	UTILITY GRANT TO PREVENT TURN OFF OR RESTORE UTILITY SERVICES (MISMANAGEMENT)	Must be a two-party "E" check and the worker must enter a Recoupment Indicator on form <b>DSS-3575</b> . The grant may cover bills for the most recent four months immediately prior to the date of the request. NOTE: If a utility advance is required due to an administrative error, use code <b>04</b> . "SEE NOTE BELOW."
42	BROKER'S AND FINDER'S FEES	"SEE NOTE BELOW."
43	ACCRUED RENT WHILE ON PA	For any accrued rent arrears more than 12 months. If duplication, use code <b>40</b> . "SEE NOTE BELOW."
44	IMMEDIATE NEEDS GRANT	"SEE NOTE BELOW."
45	DISASTER SUSTENANCE	May be granted as EAA/EAF. "SEE NOTE BELOW."
46	DISASTER CLOTHING	May be granted as EAA/EAF. "SEE NOTE BELOW."
47	DISASTER HOUSEHOLD FURNISHINGS AND REPLACEMENTS	May be granted as EAA/EAF Payment. May be divided into two grants if a large sum is to be issued. "SEE NOTE BELOW."

**NOTE – ALL CODES REQUIRE ONE OF THE FOLLOWING LEVELS OF APPROVAL  
UNLESS OTHER LEVELS ARE SPECIFIED ABOVE:** Up to \$999.99 AJOS I/PAA I,  
\$1,000 to \$1,999.99 AJOS II/PAA II (Assistant Deputy Director); \$2,000 and over ADMIN JOS I  
(Deputy Director); all special grant code 99's must have approval from an ADMIN JOS II (Center  
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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
48	DISASTER SHELTER- TEMPORARY HOUSING	Rent in advance for temporary housing (includes hotel fees). May be granted as EAF/EAA. "SEE NOTE BELOW."
49	DISASTER TRANS- PORTATION TO HOME OF FRIEND OR RELATIVE OR TO A SHELTER	May be granted as EAF/EAA. "SEE NOTE BELOW."
50	NON-RECOUPABLE UTILITY GRANT (NO MISMANAGEMENT)	Must be issued as a two-party "E" check. Period covered cannot exceed 4 months. May be granted as EAF/EAA. "SEE NOTE BELOW."
51	CHILDCARE FEES TO ATTEND FAIR HEARING	Form <b>FH-1</b> authorization issued by NYC Office of Legal Affairs and a letter from child care provider are required. "SEE NOTE BELOW."
53	HR/FS JOB SEARCH EXPENSES	"SEE NOTE BELOW."
54	CHILD SUPPORT BONUS PAYMENT	For FIA Office of Central Processing only. "SEE NOTE BELOW."
55	EMPLOYMENT AND TRAINING SPECIAL NEEDS	"SEE NOTE BELOW."
56	REPLACEMENT FOR CODES 54 OR 70 ONLY	"SEE NOTE BELOW."

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
58	EMERGENCY CHILD CARE FEES	May be used for EAF case. Use this code to issue emergency, temporary child care which has been authorized by the Office of Information, Liaison and Adjustment Services. "SEE NOTE BELOW."
59	NYCHA RENT ARREARS	Must be a direct vendor payment. "SEE NOTE BELOW."
60	ESTABLISHMENT OF A HOME	"SEE NOTE BELOW."
61	BASIC KITCHEN EQUIPMENT PATIENT DISCHARGED FROM NYS MENTAL HYGIENE FACILITY	"SEE NOTE BELOW."
62	MAINTENANCE OF HOME	EAA cases only. For Rent and utilities up to a maximum of six months. "SEE NOTE BELOW."
63	MISMANAGEMENT OF CASH	EAA cases only. "SEE NOTE BELOW."
64	FOOD STAMP	For NPA recipients only. "SEE NOTE BELOW."
65	TRAINING EXPENSE JOBS EXTENDED SUPPORTIVE SERVICES	Originating Center must be TBU. "SEE NOTE BELOW."
66	HOMES BILLING	For Inquiry only. Not to be data entered by Job Centers.
67	HOMES BILLING	For Inquiry only. System Generated. Not to be data entered by Job Centers. SYSTEM RECOUPMENT.

OBSOLETE

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<b><u>CODES</u></b>	<b><u>TYPE OF ALLOWANCE</u></b>	<b><u>LEVEL OF APPROVAL</u></b>
68	PRORATED FINAL ISSUANCE	System Generated. Not to be data entered by Job Centers.
70	CHILD SUPPORT BONUS PAYMENT	System Generated. Not to be data entered by Job Centers.
71	EXCESS CURRENT	SUPPORT PAYMENT - "SEE NOTE BELOW."
72	EXCESS ARREARS	SUPPORT PAYMENT "SEE NOTE BELOW."
73	BENEFIT SUPPLEMENTATION OF REGULAR GRANT DUE TO A FAIR HEARING DECISION	"SEE NOTE BELOW."
74	BENEFIT RESTORATION DUE TO A FAIR HEARING DECISION	"SEE NOTE BELOW."
75	RENT HELD IN ESCROW	"SEE NOTE BELOW."
76	SNCA JOB SEARCH CARFARE EXPENSES	Grants cannot exceed \$60.00 per month "SEE NOTE BELOW."
77	COURT ORDERED RETROACTIVE PAYMENT	"SEE NOTE BELOW."
78	LEARNFARE REFUND	Discontinued.

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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>	<u>LEVEL OF APPROVAL</u>
80	EMERGENCY HEAP PAYMENT	Must be a two-party check. "SEE NOTE BELOW."
81	REPLACEMENT OF LOST/STOLEN SSI BENEFITS FOR EAA CASES	For replacement of a check only. For replacing cash, use code <b>45</b> . "SEE NOTE BELOW."
82	DIRECT HEAP PAYMENT TO LILCO	SEE "NOTE BELOW."
84	NPA HEAP PAYMENT	"SEE NOTE BELOW."
90	DIRECT HEAP PAYMENT TO CON ED	"SEE NOTE BELOW."
91	DIRECT HEAP PAYMENT TO KEYSpan	"SEE NOTE BELOW."
92	DIRECT VENDOR TO CON ED	Issued by MIS only.
93	DIRECT VENDOR TO KEYSpan	Issued by MIS only.
94	UTILITY VENDOR REFUND	Issued by MIS only.
96	HEAP FAIR HEARING	"SEE NOTE BELOW."
97	REPLACEMENT OF HEAP CHECK	Must be issued as an "E" check. "SEE NOTE BELOW."
98	REGULAR HEAP VENDOR PAYMENT	"SEE NOTE BELOW."
99	OTHER	Specify reason for the use of code <b>99</b> (when codes <b>01-98</b> do not apply). Additional signature needed from the Center Director. "SEE NOTE BELOW."

**OBSELETE**

**NOTE – ALL CODES REQUIRE ONE OF THE FOLLOWING LEVELS OF APPROVAL UNLESS OTHER LEVELS ARE SPECIFIED ABOVE:** Up to \$999.99 AJOS I/PAA I, \$1,000 to \$1,999.99 AJOS II/PAA II (Assistant Deputy Director); \$2,000 and over ADMIN JOS I (Deputy Director); all special grant code 99's must have approval from an ADMIN JOS II (Center Director).

**GUIDE TO THE LEVELS OF APPROVAL  
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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>	<u>LEVEL OF APPROVAL</u>
D7	TRANSITIONAL SERVICES PAYMENT	"SEE NOTE BELOW."
F1	DAY CARE IN-HOME NON-RELATIVE-FULL TIME	"SEE NOTE BELOW."
P1	DAY CARE IN-HOME NON-RELATIVE PART TIME	"SEE NOTE BELOW."
F2	DAY CARE FAMILY HOME FULL TIME	"SEE NOTE BELOW."
P2	DAY CARE FAMILY HOME PART TIME	"SEE NOTE BELOW."
F3	DAY CARE GROUP FAMILY FULL TIME	"SEE NOTE BELOW."
P3	DAY CARE GROUP FAMILY PART TIME	"SEE NOTE BELOW."
F4	DAY CARE CENTER FULL TIME	"SEE NOTE BELOW."
P4	DAY CARE CENTER PART TIME	"SEE NOTE BELOW."
F5	DAY CARE IN-HOME RELATIVE FULL TIME	"SEE NOTE BELOW."
P5	DAY CARE IN-HOME RELATIVE PART TIME	"SEE NOTE BELOW."
F6	INFORMAL CHILD CARE RELATIVE FULL TIME	"SEE NOTE BELOW."
P6	INFORMAL CHILD CARE-RELATIVE PART TIME	"SEE NOTE BELOW."

**OBsolete**

**NOTE – ALL CODES REQUIRE ONE OF THE FOLLOWING LEVELS OF APPROVAL UNLESS OTHER LEVELS ARE SPECIFIED ABOVE:** Up to \$999.99 AJOS I/PAA I, \$1,000 to \$1,999.99 AJOS II/PAA II (Assistant Deputy Director); \$2,000 and over ADMIN JOS I (Deputy Director); all special grant code 99's must have approval from an ADMIN JOS II (Center Director).

**GUIDE TO THE LEVELS OF APPROVAL  
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**SPECIAL GRANT CODES (ISSUANCE CODES) Cont'd**

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>	<u>LEVEL OF APPROVAL</u>
F7	INFORMAL CHILD CARE NON-RELATIVE FULL TIME	"SEE NOTE BELOW."
P7	INFORMAL CHILD CARE NON-RELATIVE PART TIME	"SEE NOTE BELOW."
F8	SCHOOL AGE CHILD CARE PROGRAM FULL TIME	For school age children four years of age and older. "SEE NOTE BELOW."
P8	SCHOOL AGE CHILD CARE PROGRAM PART TIME	For school age children four years of age and older. "SEE NOTE BELOW."
F9	LEGALLY OPERATING CENTER EXEMPT FROM LICENSING REQUIREMENTS FULL TIME	"SEE NOTE BELOW."
P9	LEGALLY OPERATING CENTER EXEMPT FROM LICENSING REQUIREMENTS PART TIME	"SEE NOTE BELOW."
K3	CAP CHILD SUPPORT	Discontinued.
K4	RECONCILIATION CAP CHILD CARE	Discontinued.
K5	CAP GRANT	Discontinued.

**OBsolete**

**NOTE – ALL CODES REQUIRE ONE OF THE FOLLOWING LEVELS OF APPROVAL UNLESS OTHER LEVELS ARE SPECIFIED ABOVE:** Up to \$999.99 AJOS I/PAA I, \$1,000 to \$1,999.99 AJOS II/PAA II (Assistant Deputy Director); \$2,000 and over ADMIN JOS I (Deputy Director); all special grant code 99's must have approval from an ADMIN JOS II (Center Director).

Attachment A **Approval Process for Issuance Code 41**

Issuance code **41** is issued to prevent a utility shut off or to restore utility services caused by the participant's mismanagement of funds. Supervisory approvals are as follows:

- The approval of the ADD/AJOS II is required regardless of the amount. However, the ADD(s) cannot approve the issuance of a code 41 without verifying that the case was first evaluated for the Home Energy Assistance Program (HEAP) or Emergency HEAP and a non-recoupable utility grant.
- The Welfare Management System (WMS) requires the Job Center Director or his/her designee's approval of use of issuance code **41** on the Special Grant Code Approval screen (**NSGC99**) for all cases with a heating indicator in the budget. The reason is to maximize the use of HEAP and Emergency HEAP benefits and to ensure that a recoupable utility grant is issued only as a last resort for households responsible for heating costs.
  - The cases with issuance code **41** that have been evaluated for HEAP or Emergency HEAP must have a heating indicator in the **Fuel Type** field on the Budget History Actual Needs & Suffix Summary screen (**NQBU05**) screen shown below.
  - The **NQBU05** is displayed by entering Option **20** on the WMS Case Inquiry Menu [**NQCS00**] and **1** in the **Select** column of the desired budget authorization number on the Budget History List [**NQBU07**] screen).

Fuel Type is shown here

```

NQBU05 (P)      Budget Hist. Actual Needs & Suf Summary      03/06/07
-- Case --      Suffix      FS Suffix      Auth. No      -- Auth. Cycle --
                01          01          99981647      03/B/07 - - / /

# Persons In PA HH 02      PA No LRR 0      # Rooms In HH 0
QR Code                    QR State          QR Type
Budget Ind PA, FS          PWP Part Ind      FS Aged Dis Indiv Ind
-----
Actual Needs:
FS Fuel Ind      FS Util Ind      FS Tel Ind      FS Act Disp Amt      0.00
PA Add Nds Type 00      PA Add Nds Amt      0.00      PA Act Shelt Amt      141.50
FS Add Nds Type 00      FS Add Nds Amt      0.00      FS Act Water Amt      0.00
Shelter Type 01      FS Act Shel Amt      750.00      FS Act Tel Amt      0.00
Fuel Type NAT-GAS      FS Act Fuel Amt      0.00      FS Act Util Amt      0.00
-----
Suffix Summary:
PA GrossInc Amt      0.00      PA Net E Inc Amt      0.00      PA Net Une I Amt      0.00
FS Shelt ALLAmt      1327.00      FS Net E Inc Amt      0.00      FS Net Une I Amt      501.00
FS Tot Ded Amt      134.00      Suf Tot Ind Nds1      0.00      Suf Tot Ind Nds2      0.00
-----
A0204      PA AMOUNTS MAY BE ONE CENT OUT      CMD █
    
```



## Attachment B (page 2) Approval Process for Issuance Code 99

```
MSGC99 (Z)          SPECIAL GRANT CODE APPROVAL SCREEN          03/27/08

ORIG ID:           ISSUANCE CODE:

CASE #:            SUFFIX:            AMOUNT:

ARE YOU AUTHORIZING A BENEFIT FOR THE SAME CASE NUMBER AND SUFFIX? Y OR N
```

- Enter the originating center number
- Enter the case number
- Enter the suffix
- Enter the dollar amount (e.g., 800.00)
- Answer the question, “Are you authorizing a benefit for the same case number and suffix?” with **Y** or **N**
- Transmit

Once an approval record of a Special Grant Code **99** single issuance is entered in WMS, the case record and all relevant screen printouts must be forwarded to the Control Unit so that the single issuance can be issued within seven calendar days, using either the regular single issue or Automatic E-Check data entry in WMS.

### Approval Inquiry Process

Designated Workers can review the Special Grant Approval (**NQCS05**) screen records as follows:

- Access the Benefit Issuance Inquiry (**NQCS05**) screen
- Enter menu selection **8**
- Enter the CA case number and suffix ID
- A pre-approval will initially be in a status of **0** ([zero], open – not issued)

## Attachment B (page 3) **Approval Process for Issuance Code 99**

After a matching issuance is made, the approval will be in status **1** (issued), with a benefit pull-down date. The approval record has an active life of seven (7) calendar days, after which it will be in a status of **2** (expired), and will have to be re-entered.

### **Without Pre-Approval Process**

If a Special Grant Code **99** issuance is data entered and a matching pre-approval does not exist in WMS, the transaction will be rejected as follows:

- Automatic E-Checks will error immediately with the following “**E-2012** – No approval record on file;”
- Regular Single Issuances will error in overnight batch processing, with the same error message on the Pending-TX-Error record;
- If a transaction has multiple payment lines and any of them is a Special Grant Code **99** which errors, the entire transaction will error and none of the payment lines will be issued; and
- Other conditions such as: case not found, suffix not found or originating center, which is not equal to the responsible center will also error the transaction.

Any cases that contain information where an error condition has occurred will be reflected in the WMS daily **WINR0809** report entitled “Special Grant Code 99 Manual E-Check Processed Without Approval.”