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Fax 97-127
Field Operations Memo 97-54
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To: Local Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: State Supplemental Food Stamp Benefits for Certain Noncitizens Closed for AR 33 or AR 44 After 3/31/97

Background

Under the 1997 Emergency Supplemental Appropriations Act which President Clinton signed on June 12, 1997, states were given the option to issue state-funded food stamp benefits to certain individuals made ineligible by federal welfare reform. On July 11, 1997, Governor Weld signed into law a State Supplemental Food Stamp Program (SSFSP) for certain noncitizens.

State Letter 1132, which was filed on August 14, 1997, transmits the SSFSP policy.

This Field Operations Memo provides instructions for coding food stamp cases/dependents closed due to an ineligible noncitizen status in accordance with 106 CMR 362.220 between April 1, 1997 and August 11, 1997. **Appropriate coding of these cases/dependents will enable the system to automatically convert these cases/ dependents for SSFSP benefits.**

**PA or NPA
Food Stamp
Households
Containing
Noncitizens
Pending to
Close for AR 44**

Workers must check the Cases Pending Report on PACES or the Cases Pending Report (CPR) to identify food stamp households in which the case or a dependent(s) is pending to close for AR 44. (To access the Cases Pending Report on PACES select WB from the ITD Gateway Main Menu Screen. From the PACES Application Menu Screen enter PEND to access the Cases Pending Report. From the Cases Pending Report Menu Screen enter TAO and CAN to access a listing of pending cases.)

*If the case does **not** have an entry in the Filing Unit Block, the entry must be made before the pending transaction releases. **Prioritize pending cases without Filing Unit Block entries according to last digit of the case SSN. Case ending in 0, 1 and 2 must be addressed first since these transactions will release this week.** The release dates for pending transactions which will impact September 1997 food stamp issuances fall between *August 26* (SSN 0 cases) and *September 10* (SSN 9 cases.)*

Note: Refer to the PACES Case Closing and Reduction Schedule in the *PACES User's Guide*, Volume 1, Appendix E, Page 5, to determine the release date for each SSN.

The worker must:

- ◆ enter the number of noncitizen(s) eligible for the SSFSP in the Filing Unit Block in the FIW1 section of the Worksheet. *This two-digit entry in the Filing Unit Block will identify cases which contain SSFSP-eligible members.*

Note: **If a pending transaction releases before the Filing Unit Block entry is made, follow the instructions below for cases closed with AR 44 after 3/31/97.**

If the case does have an entry in the Filing Unit Block or no entry is necessary, no further action is required at this time.

**Potential
SSFSP
Dependents
Report**

A report titled *Potential SSFSP Recipients* will be sent to local offices on August 25, 1997. This report will list all cases or dependents in the following food stamp households:

Food stamp households in categories 2 and 4 in which:

- ◆ the PA/FS case/dependents were closed for AR 33 (*case or household member closed, eligible for or receipt of FS in another category/case*) after 3/31/97; and
- ◆ a corresponding category 9 case was opened after 3/31/97; and
- ◆ there is no entry in the Filing Unit Block on the category 2, 4 or 9 case.

Food stamp households in categories 2, 4 and 9 in which:

- ◆ the food stamp case/dependents were closed for AR 44 (*case or household member closed, does not meet citizenship or noncitizen status rules for the program*) after 3/31/97; and
- ◆ there is no entry in the Filing Unit Block.

This report is sorted by CAN within TAO.

Note: The case name and case SSN will be repeated for each closed dependent. A review of PACES and/or the case record is necessary to determine which household members may be eligible for SSFSP benefits.

**PA Food Stamp
Households
Containing
Noncitizens
Closed for AR
33 After 3/31/97**

If *some* household members in the category 2 or 4 case were determined ineligible for FS benefits based on 106 CMR 362.220, the PA worker should have closed the PA/FS case with AR 33 and opened a corresponding category 9 food stamp case for proration purposes in accordance with Field Operation Memo 92-51.

Note: Field Operations Memo 92-51 also instructed the PA workers to handle the corresponding category 9 food stamp case.

Using the report and information contained in the case record, the PA/FS worker must:

- ◆ identify the noncitizen(s) eligible for the SSFSP. Enter the number of noncitizen(s) eligible for the SSFSP in the Filing Unit Block, FIW1 section of the Worksheet for the corresponding category 9 case. *This two-digit entry in the Filing Unit Block will identify cases which contain SSFSP-eligible members; and*
- ◆ continue to prorate the income and shelter expenses of the household in accordance with Field Operations Memo 92-51. See Field Operations Memo 97-47 A, Attachment A: Proration Examples 1A, B and 1C.

Note: If the eligibility of a dependent(s) who has been closed for more than 30 days is questionable, the worker may contact the household to determine if the dependent(s) is eligible for SSFSP benefits.

**PA Food Stamp
Households
Containing
Noncitizens
Closed for AR
44 After 3/31/97**

If *all* household members in the category 2 or 4 case were determined ineligible for FS benefits *and* the cash case remained *open*, the PA worker should have closed the PA/FS case using AR 44 in accordance with Field Operations Memo 97-26.

Using the report and information contained in the case record, the PA/FS worker must:

- ◆ identify the noncitizen(s) eligible for the SSFSP. Enter the number of noncitizen(s) eligible for the SSFSP in the Filing Unit Block in the FIW1 section of the category 2 or 4 Worksheet. *This two-digit entry in the Filing Unit Block will identify cases which contain SSFSP-eligible members.*

Note: If the eligibility of a dependent(s) who has been closed for more than 30 days is questionable, the worker may contact the household to determine if the dependent(s) is eligible for SSFSP benefits.

**NPA Food
Stamp
Households
Containing
Noncitizens
Closed for AR
44 After 3/31/97**

If *some* household members were determined ineligible for FS benefits, the NPA worker should have closed the ineligible household members using AR 44 in accordance with Field Operations Memo 97-26.

Using the report and information contained in the case record, the NPA worker must:

- ◆ identify the noncitizen(s) eligible for the SSFSP. Enter the number of noncitizen(s) eligible for the SSFSP in the Filing Unit Block, FIW1 section of the category 9 Worksheet. *This two-digit entry in the Filing Unit Block will identify cases which contain SSFSP-eligible members; and*
- ◆ continue to prorate the income and shelter expenses of the household in accordance with Field Operations Memo 92-51. *See Field Operations Memo 97-47A, Attachment A: Proration Examples.*

Note: If the eligibility of a dependent(s) who has been closed for more than 30 days is questionable, the worker may contact the household to determine if the dependent(s) is eligible for SSFSP benefits.

**NPA Food
Stamp
Households
Containing
Noncitizens
Closed for AR
44 After 3/31/97
(Continued)**

If *all* household members in a category 9 case were determined ineligible for FS benefits, the NPA worker should have closed the case using AR 44 in accordance with Field Operations Memo 97-26.

Using the report and information contained in the case record, the NPA worker must:

- ◆ **On Day 1** establish the category 9 case in accordance with current procedures as **Status 0, AR 03. Establish all dependents as Status 1 or 2 with AR 03 in Block 92.** *This is necessary so that all household members will be on PACES for automatic conversion and SSFSP benefit issuance; and*
- ◆ **On Day 2:** enter the number of noncitizens eligible for the SSFSP in the Filing Unit Block in the FIW1 section of the category 9 Worksheet. *This two-digit entry in the Filing Unit Block will identify cases which contain SSFSP-eligible members; and*
- ◆ **On Day 3:**
 - ▶ do not activate the case for food stamp benefits. **FS Status, Block 51 must remain Status 0; and**
Note: If the FS Status in Block 51 is changed to Status 1 or 2, FS will be activated to any dependent regardless of the AR in Block 92. Dependents coded AR 03 in Block 92 will be issued FS benefits unless the FS Status remains Status 0.
 - ▶ leave the dependents on file with AR 03 in Block 92; *and*
 - ▶ extend the case certification period through the November 1997 ATP cycle with a "T" transaction. *This will ensure that the case does not get closed by the timely case closing process before SSFSP benefits are issued.*

Note: If an NPA case has been closed for more than 30 days, the worker must schedule an SSFSP eligibility interview and follow current application processing procedures before coding the case for SSFSP purposes. Be sure to refer to Field Operations 97-47A instructions regarding reopening these cases.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.
