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**Fax 97- 142**  
**Field Operations Memo 97-58**  
**September 19, 1997**

**To:** Local Office Staff

**From:** Joyce Sampson, Assistant Commissioner for Field Operations

**Re:** Preconversion Clean-up of Noncitizen Cases Eligible for State Supplemental Food Stamp Benefits

**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.

Field Operations Memos 97-47A, 97-52, 97-53, 97-54 and 97-55 provided instructions for coding food stamp cases/dependents who were determined ineligible for Food Stamp Program (FS) benefits based solely on ineligible noncitizen status. Appropriate coding of these cases/dependents in accordance with these memos will enable the system to:

- ◆ issue EBT SSFSP benefits for September and October; *and*
- ◆ automatically convert most of these cases/ dependents to the SSFSP for November 1997 cyclical food stamp benefits.

*This memo provides instructions for a preconversion clean-up of cases which are not coded appropriately at this time.*

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**Attachments**

Two clean-up reports will be generated and faxed to local offices today. Each attachment to this memo provides coding instructions for cases/dependents listed on the identified report.

**Attachment A: Food Stamp Cases/Dependents Closed for AR 44 - No Filing Unit Entry (Category 2 and 4 Cash Assistance Case Remains Active)**

*Note:* This report was run in two parts: PA/FS cases closed for AR 44 and PA/FS dependents closed for AR 44.

**Attachment B: Food Stamp Cases/Dependents Pending to Close for AR 44 - No Filing Unit Entry**

The worker must annotate these reports with the action taken, and retained until the conversion process is completed.

*Note:* Additional clean-up reports will be developed and distributed to local offices, as needed before SSFSP conversion.

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**Offices Not Receiving Clean-Up Reports**

The following offices will not receive the clean-up reports described above.

Athol	New Bedford	Plymouth
Barnstable	Newmkt/Homeless	Southbridge
Centralized TAFDC	North Adams	Wareham
Falmouth	Oak Bluffs	Woburn
Milford	Orleans	Worcester SSI
Nantucket		

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**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.

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**Food Stamp Cases/Dependents Closed  
for AR 44 - No Filing Unit Entry Report**

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The *Food Stamp Cases/Dependents Closed for AR 44 - No Filing Unit Entry* report lists category 2 and 4 cases/dependents closed for AR 44 since 3/31/97 which have no entry in the Filing Unit Block on PACES.

This report is sorted by CAN within TAO. **The case SSN and case name will be listed.** A review of PACES and/or the case record is necessary to determine which household members may be eligible for SSFSP benefits. If SSFSP-eligible,

Refer to the **Quick Reference Guide for Coding SSFSP-Eligible Cases** to ensure that the case is *appropriately*:

- ◆ coded **on or before September 25, 1997** for September and October EBT SSFSP benefit issuance; *and*
  - ◆ coded for automatic conversion to SSFSP benefits for the November cyclical issuance.
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## Attachment B

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**Food Stamp Cases/Dependents Pending  
to Close for AR 44 - No Filing Unit Entry**

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The *Food Stamp Cases/Dependents Pending to Close for AR 44 - No Filing Unit Entry* report lists category 2, 4 and 9 cases/dependents pending to close for AR 44 which have no entry in the Filing Unit Block on PACES.

This report is sorted by CAN within TAO. **The case SSN and case name will be listed.** A review of PACES and/or the case record is necessary to determine which household members may be eligible for SSFSP benefits. If SSFSP-eligible,

Refer to the **Quick Reference Guide for Coding SSFSP-Eligible Cases** to ensure that the case is *appropriately*:

- ◆ coded **on or before September 25, 1997** for September and October EBT SSFSP benefit issuance; *and*
  - ◆ coded for automatic conversion to SSFSP benefits for the November cyclical issuance.
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