

Argeo Paul Cellucci  
Governor

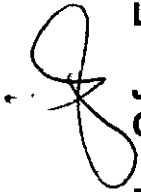
**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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William D. O'Leary  
Secretary

Claire McIntire  
Commissioner

**Fax 97-146**  
**Field Operations Memo 97-59**  
**September 24, 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 II

**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 an additional preconversion clean-up report.*

**NPA Timely  
Case Closing  
AR 44 ==> AR  
69 With No  
Filing Unit**

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The *NPA Timely Case Closing AR 44 ==> AR 69 With No Filing Unit* report lists category 9 cases closed for AR 69 which have no entry in the Filing Unit Block on PACES. The 48 cases listed on this report closed for AR 69 as part of the automatic timely case closing process after the NPA worker had attempted to close the case for AR 44. **However, AR 44 was overridden with AR 69 as part of the timely case closing process since the case certification period was due to expire.**

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 attached two page **Quick Reference Guide for Coding SSFSP-Eligible Cases for New/Reopen NPA Food Stamp Households** to ensure that the case is *appropriately*:

- ◆ coded and keyed **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.

**Offices  
Receiving  
Clean-Up  
Report**

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The following offices will receive the clean-up report described above by fax today.

Brockton	Malden	Worcester
Fall River	Quincy	Newmrkt Sq.
Fitchburg	Revere	Roslindale
Haverhill	North Shore	Grove Hall
Lawrence	Davis Square	Grove Hall SSI
Lowell	Springfield /Liberty	

**Questions**

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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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## QUICK REFERENCE DESK GUIDE FOR CODING OF SSFSP-ELIGIBLE CASES

### New/Reopen NPA Food Stamp Households Some SSFSP-Eligible Noncitizens

If an NPA case containing noncitizens in which *some* household members are ineligible for FS benefits (re)applies, the worker must:

- ◆ establish the category 9 case in accordance with current procedures as Status 0 in Block 51, AR 03 in Block 53. 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*
- ◆ when all verifications necessary to determine eligibility are received:
  - **On Day 1** enter the number of noncitizen(s) 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 2:**
    - ▶ deny the household member(s) ineligible for FS benefits due to ineligible noncitizen status (106 CMR 362.220) using the FSNL-2; *and*
    - ▶ open the case for food stamp benefits with the appropriate eligibility AR; *and*
    - ▶ close the ineligible household member(s) with AR 44 using the start date for food stamp benefits; *and*
    - ▶ open the household member(s) eligible for FS benefits with the appropriate eligibility AR; *and*
    - ▶ 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 household is eligible for expedited food stamp benefits, see Field Operations Memo 97-47A, Attachment B.

## QUICK REFERENCE DESK GUIDE FOR CODING OF SSFSP-ELIGIBLE CASES

### New/Reopen NPA Food Stamp Households All SSFSP-Eligible Noncitizens

- ◆ If an NPA case containing noncitizens in which *all* household members are ineligible for FS benefits (re)applies, the worker must:
- ◆ 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*
- ◆ when all verifications necessary to determine eligibility are received,
  - do an on-line calculation to determine if the household would be eligible for FS benefits except for the noncitizen status of household members.

*If no,*

- ▶ enter the income and assets of the household on a PACES Worksheet so that a system-generated denial notice will be sent.

*If yes,*

- ▶ **On Day 1** 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 2:**
  - deny the household members ineligible for FS benefits due to ineligible noncitizen status (106 CMR 362.220) using the FSNL-2; *and*
  - 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; and*
  - **do not activate the case for food stamp benefits.**

**Note:** If the household was issued expedited food stamp benefits, see Field Operations Memo 97-47A, Attachment B.