Fax 97- 177
Field Operations Memo 97-64
November 10, 1997

To:	**Local Office Staff**
From:	**Joyce Sampson, Assistant Commissioner for Field Operations**
Re:	**Manual Conversion of Cases Containing SSFSP-Eligible Noncitizens**

Background

The automatic conversion of category 9 cases (Status 1 or 2) containing SSFSP-eligible members was completed on October 30, 1997. The following two reports of cases which were automatically converted will be distributed to local offices during the week of November 10, 1997:

SSFSP Converted Cases - Approved

SSFSP Converted Cases - Denied

This Field Operations Memo provides instructions for cases requiring manual review and conversion.

Printout of SSFSP Cases Requiring Review

Category 9 cases that require manual conversion will appear on a third report titled, *SSFSP Cases Requiring Review* which will be issued with this memo. The *SSFSP Cases Requiring Review* report contains cases which could not be converted for one of the following reasons:

♦ Number in Filing Unit Block Does Not Match Number of Dependents Coded as SSFSP-Eligible

and / or

♦ Case Did Not Have Enough Information to Perform Automatic Food Stamp Calculation

Manual Review and Conversion Instructions

A review of PACES and the case record is necessary to determine if the cases listed on the *SSFSP Cases Requiring Review* report contain SSFSP-eligible members.

If the case contains no SSFSP-eligible members, review the case/dependents for FS-eligibility and take appropriate action.

If the case contains SSFSP-eligible members, the case must be manually converted as described below.

Food Stamp Households *Some SSFSP-Eligible Noncitizens*

Food Stamp Households *Some SSFSP-Eligible Noncitizens*

♦ Open or reopen dependent(s) closed for AR 44 using C6 (new) or F7 (reopen) in Block 90.

♦ Enter the November cyclical start date in Block 91.

♦ Enter the appropriate eligibility AR in Block 92.

♦ To issue the November SSFSP benefits to the household,

 ▸ Perform an on-line calculation to determine the total SSFSP amount owed to the household for the month of November;

 ▸ Enter code 37 in Block 60; and

 ▸ Enter the November SSFSP forward adjustment amount in Block 61.

♦ 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.

Manual Review and Conversion Instructions

Food Stamp Households *All SSFSP-Eligible Noncitizens*

Food Stamp Households *All SSFSP-Eligible Noncitizens*

♦ Open or reopen the category 9 case with Status 1 or 2 in Block 31. Enter the November cyclical start date in Block 32. Enter the appropriate case AR in Block 33.

♦ Open or reopen the food stamps with Status 1 or 2 in Block 51. Enter the November cyclical start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter the certification period in accordance with the last digit of the SSN. *See* Field Operation Memo 97-62, Page 3.

♦ Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.

♦ Enter the November cyclical start date in Block 91.

♦ Enter the appropriate eligibility AR in Block 92.

♦ Enter income, assets on a PACES Worksheet. Enter shelter and utility expenses on the PID.

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.