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Governor

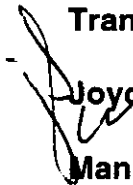
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William D. O'Leary
Secretary

Claire McIntire
Commissioner

Fax 97-190
Field Operations Memo 97-70
December 3, 1997

To: Transitional Assistance Office Staff

From:  Joyce Sampson, Assistant Commissioner for Field Operations

**Re: Manual Review and Second Conversion Report of Cases
Containing SSFSP-Eligible Noncitizens on Category 2, 4 and 9.**

Background

The automatic conversion of category 2 and 4 cases containing SSFSP-eligible members was completed on November 25, 1997. The following two informational reports of cases which were automatically converted will be distributed to TAOs during the week of December 1, 1997:

PA Converted to Category 9 Cases - Approved

PA Converted to Category 9 Cases - Denied

Although cases listed on these reports were converted to category 9 using Case Assignment Number (CAN) 690, the Category 2 or 4 worker is still responsible for these cases. The category 2 or 4 worker must enter their CAN on the corresponding category 9 case at recertification or during regular case maintenance.

Reminder: Cases containing SSFSP-eligible members will now be category 9 cases. SSFSP-eligible members are identified on category 9 as a Status 6 (new) or Status 7 (reopen). All SSFSP-eligible dependents that were automatically converted will be coded with AR 02 in Block 92. Refer to Field Operations Memo 97-62 for the automatic conversion process.

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

**Printout of
SSFSP Cases
Requiring
Review**

Cases that require manual conversion will appear on a second report titled *SSFSP Cases Requiring Review II* which will be issued with this memo. Cases that were listed on the first *SSFSP Cases Requiring Review* report will not appear on the second report. The *SSFSP Cases Requiring Review II* report contains category 2, 4 and 9 cases which could not be automatically converted for one of the following reasons:

- ◆ number in Filing Unit Block does not match number of dependents coded as SSFSP-eligible;
- ◆ category 2, 4 or 9 case with a Filing Unit Block entry and case is closed for an AR other than 44;
- ◆ a category 2 or 4 case has a Filing Unit Block entry and a closed category 9 case; and/or
- ◆ any other case that does not have sufficient information for the system to automatically convert.

Workers must process cases listed on this report by January 23, 1998. This report must be annotated with the action taken and submitted to your Regional Director.

**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 II* report contain SSFSP-eligible members.

If the case contains no SSFSP-eligible members and FS-eligibility has been reviewed, no further action is needed.

If the case contains SSFSP-eligible members, the case must be manually converted to category 9 using the following sets of instructions.

ALL SSFSP-Eligible Members
PA Food Stamp Case Closed with AR 44

***ALL SSFSP-
Eligible
Members***
**PA/FS Case
Closed with AR
44**

- ◆ Open or reopen the category 9 case using Status 1 or 2 in Block 31.
 - ◆ Look at the most recent PA/FS Checks Issued (CHEK) Screen to determine if the household received an SSFSP ("S") payment for November.
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**ALL SSFSP-
Eligible
Members
PA/FS Case
Closed with AR
44 (Continued)**

If Yes,

- ▶ enter the December cyclical start date in Block 32.

If No,

- ▶ enter the November cyclical start date in Block 32.

- ◆ Enter the appropriate case AR in Block 33.
- ◆ Establish food stamp benefits using Status 1 or 2 in Block 51. Enter the cyclical start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you are processing.
- ◆ Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
- ◆ Enter the cyclical start date in Block 91.
- ◆ Enter the appropriate eligibility AR in Block 92.
- ◆ Enter income and assets on a PACES Worksheet.

Reminder: Anytime an action is taken on a Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

SOME SSFSP-Eligible Members Closed for AR Other than 44 in an Ongoing NPA Food Stamp Case

**SOME SSFSP-
Eligible
Members
Closed for AR
Other than 44 in
an Ongoing
NPA/FS Case**

- ◆ Reopen the SSFSP-eligible dependent(s) using F7 in Block 90.
- ◆ Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 form.
- ◆ Look at the category 9 Checks Issued (CHEK) Screen to see if the household received an SSFSP ("S") payment for November.

If Yes,

- ▶ enter the December cyclical start date in Block 91.

If No,

- ▶ enter the November cyclical start date in Block 91;
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Some SSFSP-Eligible Members Closed for AR Other than 44 in an Ongoing NPA/FS Case (Continued)

- ▶ 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.
- ◆ Enter the appropriate eligibility AR in Block 92.
 - ◆ Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. *See* Field Operations Memo 97-66, Attachment E, Proration Examples.

Reminder: Anytime an action is taken on a Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

All SSFSP-Eligible Members PA or NPA Food Stamp Case Closed for AR Other than 44

All SSFSP-Eligible Members Case Closed for AR Other than 44

- ◆ Open or reopen a category 9 case using Status 1 or 2 in Block 31.
 - ◆ Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 form.
 - ◆ Look at the most recent PA/FS or NPA/FS Checks Issued (CHEK) Screen to determine if the household received an SSFSP ("S") payment for November.
 - If Yes,*
 - ▶ enter the December cyclical start date in Block 32.
 - If No,*
 - ▶ enter the November cyclical start date in Block 32.
 - ◆ Enter the appropriate case AR in Block 33.
 - ◆ Establish food stamp benefits using Status 1 or 2 in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you are processing.
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All SSFSP-Eligible Members Case Closed for AR Other than 44 (Continued)

- ◆ Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
- ◆ Enter the food stamp benefit start date in Block 91.
- ◆ Enter the appropriate eligibility AR in Block 92.
- ◆ Enter income and assets on a PACES Worksheet.

Some SSFSP-Eligible Members PA or NPA Food Stamp Case Closed for AR Other than 44

Some SSFSP-Eligible Members Case Closed for AR Other than 44

- ◆ Open or reopen a category 9 case using Status 1 or 2 in Block 31.
 - ◆ Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 form.
 - ◆ Look at the most recent PA/FS or NPA/FS Checks Issued (CHEK) Screen to determine if the household received an SSFSP ("S") payment for November.
 - If Yes,*
 - ▶ enter the December cyclical start date in Block 32;
 - ▶ perform an on-line calculation to determine the total FS amount owed to the household for the month of November;
 - ▶ enter code 07 in Block 60; and
 - ▶ enter the November FS forward adjustment amount in Block 61.
 - If No,*
 - ▶ enter the November cyclical start date in Block 32.
 - ◆ Enter the appropriate case AR in Block 33.
 - ◆ Establish food stamp benefits using Status 1 or 2 in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you are processing.
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**Some SSFSP-
Eligible
Members
Case Closed for
AR Other than
44 (Continued)**

- ◆ Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
- ◆ Open or reopen FS-eligible dependent(s) using C1 or F2 in Block 90.
- ◆ Enter the food stamp benefit start date in Block 91.
- ◆ Enter the appropriate eligibility AR in Block 92.
- ◆ Enter income and assets on a PACES Worksheet. Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.

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.
