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Fax 97-196
Field Operations Memo 97-73
December 18, 1997

To: Transitional Assistance Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: SSFSP Converted Grantee Ineligible Case Corrections

Background

The automatic conversion for all category 2, 4 and 9 cases containing SSFSP-eligible members has been completed. Workers are now manually converting those cases that the system could not automatically convert. When the manual conversion is complete, all cases containing SSFSP-eligible members will be category 9 cases. SSFSP-eligible members are identified on PACES as a Status 6 (new) or Status 7 (reopen).

During the automatic conversion process some household members were incorrectly identified and converted to SSFSP. These cases include:

- ▶ household members who were converted to SSFSP and should have remained on FS; or
- ▶ household members who were opened on SSFSP and are not eligible for either SSFSP or FS.

These cases must be reviewed to ensure household members are receiving food stamp benefits from the correct program, FS or SSFSP, or are closed if not eligible for either.

This Field Operations Memo provides instructions for reviewing and correcting these cases.

**Printout of
SSFSP Cases
Requiring
Review**

Cases that require review will appear on a report titled *SSFSP Converted Grantee Ineligible* which will be issued with this memo. The *SSFSP Converted Grantee Ineligible* report contains cases which may have been incorrectly converted to SSFSP. Workers must review the case to determine if the correct household members are opened on SSFSP.

If all FS-eligible and SSFSP-eligible household members are receiving benefits from the correct program, no action is necessary.

**Food Stamp Households Containing Individuals Incorrectly
Converted to SSFSP Who Are Eligible for FS Benefits**

**Individuals
Incorrectly
Converted to
SSFSP Who Are
Eligible for FS
Benefits**

If the case contains household members who were converted to SSFSP and are FS-eligible:

- Close the SSFSP-ineligible recipient(s) using AR 33 in Block 92 and enter code 5 in Block 42 to suppress the AR 33 notice.
- Reopen FS-eligible recipient(s) using F2 in Block 90 on the following day.
- Enter the next cyclical start date (according to the date the recipient closed) in Block 91.
 - ▶ Perform an on-line calculation to determine the total FS amount owed to the household for the months of November and December;
 - ▶ Enter code 07 in Block 60; and
 - ▶ Enter the FS forward adjustment amount in Block 61.

Note: Issue the full FS benefit owed for November and December even though these individuals received SSFSP benefits. The Department is not recovering SSFSP benefits that were paid to these individuals.

**Individuals
Incorrectly
Converted to
SSFSP Who Are
Eligible for FS
Benefits
(Continued)**

- Enter the appropriate eligibility AR in Block 92.
- Enter income and assets on a PACES Worksheet. Be sure to adjust the prorated income and shelter expenses in accordance with Field Operations Memo 92-51. See Field Operations Memo 97-66, Attachment E, Proration Examples.

Note: If a PA/FS case was converted to Category 9 due to SSFSP-eligible members and the case subsequently contains all household members eligible for FS benefits, the case should be adjusted back to PA/FS.

**Food Stamp Households Containing Incorrectly Opened SSFSP
Individuals Who Are Ineligible for both SSFSP and FS Benefits**

**Incorrectly
Opened SSFSP
Individuals Who
Are Ineligible for
both SSFSP and
FS Benefits**

If the case contains recipients who were opened on SSFSP and are not eligible for either SSFSP or FS benefits close the ineligible recipient(s) using AR 96 in Block 92.

Note: The Department is not recovering SSFSP benefits that were paid to these individuals.

**Transitional
Assistance
Offices Not
Receiving the
PRISM Coding
Report**

The following Transitional Assistance Offices will not receive the PRISM Coding report described above:

Athol, Fall River SSI, Falmouth, Haverhill, Holyoke, Nantucket, Newmarket Square Homeless Unit, North Adams, Oak Bluffs, Orleans, Pittsfield, Plymouth, Southbridge, Springfield SSI and Worcester SSI.

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.
