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Fax 97- 199
Field Operations Memo 97-74
December 24, 1997

To: Transitional Assistance Office Staff
From: Joyce Sampson, Assistant Commissioner for Field Operations
Re: December Issuance of SSFSP Benefits to Eligible Noncitizens Not Yet Converted

Introduction

This Field Operations Memo explains how the State Supplemental Food Stamp Program (SSFSP) benefits will be issued for the month of December 1997 to SSFSP-eligible noncitizens who have not yet been converted for December 1997 cyclical SSFSP benefits and describes the notice that will be mailed.

SSFSP Benefit Payment for December

At the close of business on Monday, December 29, 1997, PACES will issue \$24 for each SSFSP-eligible noncitizen who has not yet been converted. Unconverted cases are those that have a number in the Filing Unit Block, but which have not yet been converted to a category 9 case with a status 6 or 7. The SSFSP benefits will be issued to the head of household as an EBT authorization. The SSFSP benefits will be available to households as of Tuesday, December 30, 1997.

Important: Do not data enter any transactions on unconverted SSFSP cases during the day of Monday, December 29, 1997.

Conversion

Workers must continue to convert these SSFSP-eligible noncitizens so that these households can receive SSFSP benefits according to the case cyclical date.

**Conversion
(Continued)**

The December SSFSP benefits will be identified on the Checks Issued Screen (CHEK) as a type "S" payment. Workers must check the screen on or after December 30, 1997 to determine if December SSFSP benefits were issued.

If yes,

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

If no,

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

Refer to Field Operations Memo 97-70 for further conversion instructions.

Note: When following instructions in Field Operations Memo 97-70 be sure to use the current cyclical start date as shown above.

Notices

On Tuesday, December 30, 1997, a notice will be mailed to the SSFSP-eligible noncitizens who have not yet been converted and who received SSFSP benefits of \$24 per eligible person. See Attachment A for a copy of the notice.

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.

On July 11, 1997, Governor Weld signed into law a State Supplemental Food Stamp Program (SSFSP) for certain noncitizens who were made ineligible for food stamp benefits solely as a result of the federal food stamp noncitizen regulations. Your SSFSP benefit for December is \$24 for each noncitizen in your household determined eligible by December 29, 1997.

Your December SSFSP benefits are being issued as an EBT benefit. An EBT SSFSP benefit is being transferred in your name as a separate payment in addition to your regular EBT benefits, if any. **If you do not already have an EBT card, you must go to your local office as soon as possible to get one.** If you already have an EBT card to access food stamp benefits you do not need another card to access SSFSP benefits. **EBT SSFSP benefits will be available at POS terminals in food stores that display the Quest logo as of December 30, 1997.** Your SSFSP benefit is limited to the purchase of food.

If you do not agree with the amount of your December SSFSP benefit, you may request a hearing by filing an appeal within 90 days of receipt of the SSFSP benefit. An appeal form is available at your local office.

If you are eligible for SSFSP benefits in January, you will receive a separate notice. January SSFSP benefits will also be issued as EBT SSFSP benefits in addition to any regular EBT benefits you may receive.

If you have any questions, contact your worker.