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William D. O'Leary
Secretary

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Field Operations Memo 98-29
September 1, 1998

TO: Transitional Assistance Office Staff
FROM:  Joyce Sampson, Assistant Commissioner for Field Operations
RE: Warrant Match - Update

Introduction

The Department continues to match the DTA Recipient Masterfile with the Warrant Management System database. The purpose of this memo is to:

- clarify certain procedures and remind staff of procedures that must be followed in reviewing and acting on Warrant Match cases; and
- inform staff of system changes that have occurred since the start up of the Warrant Match.

Reminders and Clarifications

Cases in Receipt of PA Food Stamps

- If a TAFDC or EAEDC case is being reduced because of an outstanding warrant and the case is in receipt of food stamp benefits, the Warrant Match Unit will close the recipient by entering action reason 96 in block 89 of the PACES Input Document (PID) and SAVE Code W in block 43. In this situation the PA worker will maintain responsibility for the food stamp portion of the case.
- If a TAFDC or EAEDC case is being closed because of an outstanding warrant and the case is in receipt of food stamp benefits, the Warrant Match Unit will enter action reason 96 in block 33 and block 53 as well as SAVE Code W in block 43. The PA food stamp benefits for the household will be closed with action reason 96 and a T6 transaction. The food stamp benefits will Dever for one month. The NPA worker will be responsible for the food stamp case.

**Reminders and
Clarifications
(cont.)**

Note: A case reduction or closing as a result of an outstanding Warrant Match does not meet the definition of a sanction and does not meet any of the circumstances as outlined in Field Operations Memo 97-40 (*No Increase in Food Stamp (PA or NPA) Allotment as a Result of Cash Program Sanction Reports*).

Reopening a Dependent or Case

Transitional Assistance Workers should check the RECD screen on PACES to determine whether or not a SAVE Code W exists on the case. If so, Transitional Assistance Workers must contact the Warrant Match Unit before reopening a case or dependent to verify the current status of the outstanding warrant.

If the case is being reopened or a dependent is being reopened and there is outstanding Warrant Match information (SAVE Code W in block 43), then the warning message "W - STOP-CALL WARRANT MATCH UNIT" will appear on the PACES Case Entry screen (FMC1 & TDIN) and the PACES Client Entry screen (FMC2 & TDO2).

Warrant Match Documentation

Field Operations Memo 97-51: Warrant Match - Category 2 and Category 4, page 3, instructed Transitional Assistance Workers to provide the recipient with an envelope to forward Warrant Match information to the Warrant Match Unit. In addition to this process, if a recipient drops off or sends Warrant Match information to the Transitional Assistance Office, then the Transitional Assistance Worker must forward the documentation to the Warrant Match Unit. **Do not restore cash benefits to individuals with outstanding default warrant(s) without receiving authorization from the Warrant Match Unit.**

**Reminders and
Clarifications
(cont.)**

**Any information received should be mailed to the
Warrant Match Unit at:**

Warrant Match Unit
Department of Transitional Assistance
P.O. Box 9115
Boston, MA 02112-9115

or faxed to:
Warrant Match Unit - (617) 348-5479.

Questions

If you have any policy or procedure-related questions, have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems-related questions should be referred to Customer Support Services at (617) 348-5290. Any Warrant Match-related questions should be directed to the Warrant Match Unit at 1-800-322-9279.
