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: ADMINISTRATIVE DIRECTIVE : TRANSMITTAL: 99 ADM-7  
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TO: Commissioners of  
Social Services

DIVISION: Temporary  
Assistance

DATE: September 10, 1999

SUBJECT: Time Limit Tracking and System Support

SUGGESTED DISTRIBUTION: Income Maintenance Directors  
: Food Stamp Directors  
: Medical Assistance Directors  
: WMS Coordinators  
: Fair Hearing Staff  
: Staff Development Coordinators  
: CAP Coordinators

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: Region V (518) 473-1469; Region VI (212) 383-1658;

ATTACHMENTS: Attachment 1 - List of Attachments (Available On  
: Line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-20		:369.4 (d)	:PRWORA		:97 LCM-10
97 ADM-21		:370.4 (b)	:		:98 LCM-45
		:352.31(a) (7)	:Welfare		
		:352.31(d) (8)	:Reform Act		

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**I. PURPOSE**

This directive introduces the new WMS Time Limit Tracking function to local Departments of Social Services (LDSS), and explains the legal, regulatory and policy basis for time limit tracking. This directive also provides districts with general guidelines on the necessary and appropriate use of the WMS Tracking function.

**II. BACKGROUND**

**A. Time Limits**

The WMS Tracking function addresses both federal and State requirements for time limits on certain forms of public assistance. These time limit requirements were first addressed in 97 ADM-20 (Family Assistance - FA) and 97 ADM-21 (Safety Net Assistance - SNA). This directive uses these two earlier directives as a base to relate time limits to the new WMS Tracking function and LDSS use of the function. Federal and State time limit requirements and WMS tracking functions do not apply to the Medicaid program. Following is a summary of the main features of the time limits as presented in the earlier directives:

1. **Federal:** The federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) specifies that an adult may not receive more than sixty months of TANF-funded assistance, whether or not consecutive, in his or her lifetime. In addition, TANF-funded assistance through Family Assistance (FA), the Child Assistance Program (CAP), and non cash Safety Net Assistance (SNA/FP) may not be provided to a family which includes an adult who has received sixty months of such assistance. TANF-funded assistance received as a minor child does not count toward the lifetime limit, unless received as a minor head of household or minor spouse of the head of household.

Recently filed federal regulations further restrict application of the TANF time limit to heads of households (adult or minor) and their spouses (adult or minor). As a result, adult essential persons in a TANF-funded case will not be tracked toward the TANF time limit.

2. **State:** The Welfare Reform Act of 1997 (WRA) implemented the federal requirements specified in the PRWORA and added State requirements. Under WRA, FA replaced the ADC program as a TANF-funded program subject to a sixty-month time limit on TANF-funded assistance. In addition, the WRA replaced the Home Relief Program with Safety Net Assistance in cash and non-cash forms. The WRA imposed a twenty-four month lifetime limit on receipt of cash Safety Net Assistance by individuals and specified that cash SNA received by an adult recipient will also count toward the sixty-month time limit on TANF-funded assistance. As a result of the WRA, there is an overall limit of sixty months on assistance from any combination of all the trackable types (FA,

CAP, cash SNA, and non-cash SNA/FP) for an individual. This State Sixty-Month Time Limit is the overarching time limit in New York State. Finally, the WRA specified that payments under the Refugee Assistance Program in cash SNA cases will count toward the twenty-four month limit, even though the program is federally reimbursed with non-TANF funds.

Months of TANF-funded assistance provided to adults who are not trackable toward the TANF time limit (essential persons) will be counted toward the State Sixty-Month time limit.

Office Regulations in Sections 369.4(d) (FA) and 370.4(b) (SNA) were amended to set forth the PRWORA and WRA time limit requirements.

#### **B. WMS Time Limit Tracking Function**

In order to effectively implement the federal and State rules that apply to time limits, New York State authorized development of a time limit tracking capability on WMS. The purpose of the new function is to collect all relevant data from WMS and BICS and related databases to establish and maintain time limit counts for all trackable individuals. These counts must begin from **December 2, 1996** for TANF funded assistance and from **August 4, 1997** for cash SNA. This directive will refer to the WMS function as "Tracking."

Please note that at the time this directive is issued, full development of WMS Tracking has not been completed. The Tracking function described in this directive is the full function. Based upon prioritization of the various parts of the function, it may be necessary to deliver these in stages. Separate communications from WMS will keep districts informed of the actual sequence of delivery.

### **III. PUBLIC ASSISTANCE IMPLICATIONS OF TRACKING SYSTEM**

#### **A. Tracking Overview**

As a result of the federal and State laws and regulations regarding time limits, adult recipients of FA or CAP (case type 11), cash SNA (case type 16) and non-cash SNA/FP (case type 12) are limited to sixty months total in a lifetime from any combination of these programs. In addition, when an individual reaches a time limit, this event will have consequences for the assistance unit in which the individual is included. The primary consequence of reaching a time limit is that the individual or household must receive subsequent assistance in non-cash form through non-cash SNA, unless an exemption is established. There are no time limits imposed on the Medicaid program; therefore, Medicaid should continue as appropriate.

In order to meet the statutory and regulatory requirements, districts must therefore monitor the time limit counts of trackable individuals and take appropriate action when a time limit is reached. The tracking function described in this directive is designed to support the monitoring process and necessary action. Following is a general

description of the decision flow applied in Tracking:

1. Is the case type trackable (FA or CAP, cash SNA, or non-cash SNA/FP)?
  - a. If no, assistance does not count toward a time limit.
  - b. If yes, go to #2.
2. Is the case type TANF-funded - FA, CAP, or non-cash SNA/FP?
  - a. If yes, do #3-7.
  - b. If no (case is cash SNA), go to #8.
3. Is there a TANF-trackable individual in the case - either a head of household, or a spouse of the head of household (including unmarried parent of child in common), regardless of adult/minor status?
  - a. If yes, mark the individuals as TANF-trackable and go to #4.
  - b. If no go to #4.
4. Is there an adult essential person in the case (age 19 or older or 18 and not a student)?
  - a. If yes, the person will not be tracked toward the TANF time limit, but will be tracked toward the State Sixty-Month Limit based upon issuance of countable payments to the case. If there is not another "trackable" person in the case, screening is complete; otherwise, go to #5.
  - b. If no, go to #5 if there is a trackable individual from #3.
5. Is the TANF-trackable individual active with no sanction status?
  - a. If yes, the TANF Time Limit and the State Sixty-Month Limit Count will be increased as countable assistance is issued to the case.
  - b. If no, go to #6.
6. Based upon the type of sanction for the TANF-trackable individual, the following time limit action will occur:
  - a. If the sanction keeps the sanctioned individual active in the case and included in the grant calculation household count but reducing the grant to the entire household as a penalty (for example, employment and drug/alcohol-related and child support sanctions), the TANF Time Limit Count will be increased for each month that the household receives countable assistance. Go to #7.
  - b. If the sanction causes the sanctioned individual to be removed from the household and case counts in the grant calculation (for example, IPV sanctions), the TANF time limit count will not be incremented for the sanctioned individual. Go to #7.

- c. If the sanction is for ineligibility, the TANF time limit count for the individual will not be incremented. Go to #7.
7. All months counted in #6 toward the TANF Time Limit will also be counted toward the State Sixty-Month Limit. In addition, the following TANF-funded months not counted in #6 toward the TANF Time Limit Count will be counted toward the State Sixty-Month Limit as a result of application of State time limit rules for sanctioned individuals:
    - a. If the sanction has a minimum mandatory period, the months of this mandatory period will be counted automatically toward the State Sixty-Month Time Limit, regardless of case status or receipt of countable payments, or whether the sanction is incremental or non-incremental.
    - b. If the sanction causes the sanctioned individual to be removed from the household and case counts in the grant calculation, the State Sixty-Month Time Limit Count will be incremented if the sanctioned individual remains in a household receiving countable assistance.
- ( This ends the TANF time limit screening: #8-10 apply to the 24-Month Time Limit.)**
8. All recipients of a cash SNA grant will be tracked toward the Cash SNA 24-Month Time Limit, regardless of age. However, only those months of assistance received as an adult (age 19 or older or 18 and not a student) will count toward the State Sixty-Month Time Limit: Is the Cash SNA recipient an adult?
    - a. If yes, go to #9.
    - b. If no, the minor is not tracked toward the State Sixty-Month Time Limit.
  9. Is the adult in active status with no sanction applied?
    - a. If yes, months in which the case receives countable assistance will be counted toward both the 24-Month Time Limit and the State Sixty-Month Time Limit of the trackable individual.
    - b. If no, Go to #10.
  10. Months will be counted toward the 24-month Limit and the State Sixty-Month Time Limit of the trackable individual based upon the type of the sanction:
    - a. If the sanction keeps the sanctioned individual active in the case and included in the grant calculation household count but reduces the grant to the entire household as a penalty, the 24-Month and State Sixty-Month Time Limit Counts will be incremented automatically for any minimum duration period of the sanction. After the penalty period is completed, the time limit counts of the sanctioned



person will be increased for each month that the household receives countable assistance and the individual continues to live in the household.

- b. If the sanction causes the sanctioned individual to be removed from the household and case counts in the grant calculation, or causes the case to be closed for single individuals, the 24-Month and the State-Sixty Month Time Limit Counts will be incremented automatically for any minimum duration period, for both incremental and non-incremental sanctions. After completion of any mandatory penalty period, the time limit counts will be increased if the sanctioned individual remains in a household receiving countable assistance.
- c. If the sanction causes ineligibility, the 24-Month and State Sixty-Month Time Limit Counts for the individual will not be increased.

#### **B. Tracking Procedures**

The procedures used in Tracking necessarily reflect the application of law, regulation and policy through existing WMS features and elements. As a result, the following explanation of WMS Tracking blends both program policy and systems aspects:

1. **Time Limit Counts:** To meet the requirements of the law and regulations, the WMS tracking function will maintain up to three time limit counts for each trackable individual:
  - a. **TANF Limit Count:** The TANF Count is the total of calendar months in which a trackable individual received assistance in an FA or a non-cash SNA/FP case. The TANF Count is maintained as a separate count in New York State mainly to provide distinct TANF information to the federal government and to other states with TANF-related time limits. In WMS Tracking, it is identified as "**TF COUNT.**"
  - b. **State Sixty-Month Limit Count:** The State Sixty-Month Limit Count is the total calendar months that a trackable individual received assistance in any of the trackable case types - FA, CAP, non-cash SNA/FP, or cash SNA. For individuals receiving FA, the State Sixty-Month Count may differ from the TANF Limit Count if the individual received cash SNA as an adult since August 4, 1997, or if the individual is an adult essential person in a TANF-funded case. Also, for individuals receiving cash SNA, the State Sixty-Month Count may be different than the limit count for cash SNA (see c., following) if the individual received cash SNA as a minor child. The State Sixty-Month Limit is the ultimate time limit for individuals in the State. Once this limit is reached, the individual and any other case members must be moved to non-cash SNA, case type 17. In WMS Tracking, the State Sixty-Month Time Limit Count is identified as "**ST COUNT.**"

c. **Cash SNA Limit Count:** The SNA Limit Count is the total calendar months since August 4, 1997 that an individual, regardless of age or adult/minor status, received cash SNA, counting toward the twenty-four month limit on cash SNA. When such months of assistance are received by an adult, these months are also counted toward the State Sixty-Month Limit Count. The cash SNA Limit is referred to in this directive as the "SNA Limit" or the "Twenty-Four Month Limit." In WMS Tracking, it is identified as "SN COUNT."

2. **Trackable Case Types:** In order to be counted toward a time limit, assistance must be issued through one of four case types which are "trackable" toward the time limits:

- Family Assistance, case type 11
- Child Assistance Program (CAP), case type 11 with WMS CAP Indicator (upstate) or Center 17 cases (NYC)
- Non-cash Safety Net Assistance/FP, case type 12
- Cash Safety Net Assistance, case type 16 (Including payments claimed under Refugee Assistance Program)

The above case types are the only trackable types of assistance. There will be no time limit consequences if assistance is issued through any other case type.

3. **Non-Trackable Case Types: Non cash SNA/FNP, EAF, EAA**

- a. **Non-cash SNA/FNP (case type 17):** Non-cash SNA/FNP is the category of last resort for individuals who reach a time limit. This is the State and locally-funded PA program without time limits. It is designed to provide all payments as vendor and/or restricted issuances, with cash benefits limited to a small Personal Needs Allowance, as detailed in 97 ADM-21. Full application of the non-cash SNA criteria will be supported by the Electronic Benefits Transfer (EBT) payment system when it becomes available.
- b. **Emergency Assistance to Needy Families with Children (EAF - case type 19):** Based upon federal TANF law and policy, payments made as Emergency Assistance to needy Families with Children (EAF) are excluded from counting toward the TANF time limit because such payments are one time, short term assistance addressing an emergency situation.
- c. **Safety Net Assistance claimed as EAF - case type 16 with Special Claim Code "F" (upstate) or Emergency Indicator "F" in Suffix (NYC):** Cash SNA claimed as EAF is not counted toward the time limit counts because such payment is

normally made for individuals under 18 or 18 and in school - individuals who are not trackable for TANF purposes. Additionally, the primary reason that the case is SNA for such individuals, rather than FA, is that the parent or relative with whom the minor lived in the last 12 months is now absent from the minor household for reasons beyond the minor's control. Given this circumstance, the minor is not normally considered a "head of household" for tracking purposes.

- d. **Emergency Assistance to Adults - EAA (case type 18):** The Emergency Assistance to Adults EAA - case type 18 - program is not TANF-funded and is not subject to the State SNA Limit.

**4. Trackable Individual Definitions - Family Assistance, non-cash Safety Net Assistance/FP, and Child Assistance Program (TANF programs):** Federal regulations specify that months of TANF-funded assistance must not be counted toward the TANF time limit if the individual is not the head of household or married to the head of the household. These federal regulations differ from the criteria specified originally in the federal law (PRWORA), which specified that adults be tracked toward the TANF limit as well as minor heads of household and the minor spouses of heads of household. In order to accommodate the requirements of State policy and federal law and regulations, the following rules are applied as part of TANF Time Limit tracking:

- a. Months in which an adult essential person receives assistance in a TANF-funded case will not count toward the individual's TANF Time Limit; however, such months will be counted toward the State Sixty Month Time Limit.
- b. Months in which an individual receives TANF-funded assistance as the unmarried parent of a child in common with the head of household will be counted toward both the TANF Time Limit and the State Sixty-Month Time Limit.
- c. The determining factor for tracking a TANF individual toward the TANF Time Limit will be that individual's status as an adult who is not an "essential person," or as a minor head of household, a minor spouse of the head of household, or as the minor parent of a child in common with the head of household. With the elimination of essential persons based upon rule "a." above, any remaining adult in the case should be the head of household, the spouse of the head of household, or the unmarried parent of a child in common with the head of household (rule "b." above). The designation as an "adult" for TANF tracking purposes should be understood as the State equivalent of the federal requirement of "head of household" or "spouse of the head of household" status.
- d. A minor is considered to be a head of household when he or she is the grantee for his or her own family. A minor with

a child who resides in an adult supervised living arrangement in which payment is made to a person who is not the minor and who is responsible for the disposition of the funds, shall not be considered a "head of household" and shall not be tracked toward the time limit while residing in such an arrangement as a minor.

**5. Trackable Individual Identification - Family Assistance, non-cash Safety Net Assistance/FP, and Child Assistance Program (TANF programs):** Individuals will be identified as trackable (using WMS information, including Date of Birth, Relationship Code, and Employability Code as follows:

a. **Adult (Non-Essential Person) age 19 and older:** All individuals who are nineteen years of age or older, based upon the WMS Date of Birth, and who have a WMS Relationship Code other than '12' (Essential Person) will be identified as "adults" and tracked toward the TANF Time Limit and the State Sixty-Month Time Limit.

b. **Adult Essential Person age 19 and older:** Individuals who are nineteen years of age or older, based upon the WMS Date of Birth, and who have a WMS Relationship Code of '12' (Essential Person) will be identified separately as "essential persons" and not tracked toward the TANF Time Limit but tracked toward the State Sixty-Month Time Limit.

c. **Adult age 18/Minor Head of Household Age 18:** For TANF tracking, an eighteen year old who is not a full time student attending a secondary school or the equivalent is an "adult," provided the individual is not an "essential person." If the WMS Employability Code does not identify an eighteen year old as a student, the individual will be tracked as an "adult," unless his or her WMS Relationship Code is '12' (Essential Person - see #4 below.) If the individual is a student, based upon the Employability Code, and the "Applicant/Payee" based upon the WMS Relationship Code (01), tracking will treat the individual as a "minor head of household." If the eighteen year old is a full time student and not the head of household, a "Relationship" code other than "Applicant/Payee" should be used - for example, the code for "Son" (04) or "Daughter" (05) if a parent or relative is the actual head of household and payee. If an eighteen year old individual is not identified as a student based upon the Employability Code, that individual will be tracked as an "adult" regardless of the Relationship Code used. To summarize:

- 1) 18 year old non-trackable minor: The WMS Relationship Code is not "Applicant/Payee" (01) and WMS Employability Code identifies the individual as a full time student - either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18).

- 2) 18 year old Trackable Minor Head of Household: The WMS Relationship Code is "Applicant/Payee" (01) and the WMS Employability Code identifies the individual as a full time student - either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18).
  - 3) 18 year old Trackable Adult (Non-Essential Person): The WMS Employability Code is anything other than either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18). The Relationship Code is not a factor if the 18 year old is not a student, unless the Relationship Code is 12 - Essential Person - see #4 following.
  - 4) 18 year old Essential Person: The WMS Employability Code is anything other than either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18). The Relationship Code is 12 - Essential Person. This individual will not be tracked toward the TANF Time Limit, but will be tracked toward the State Sixty-Month Limit as an adult essential person.
- d. **Minor Head of Household - under age 18**: If the individual is not yet eighteen years old, minor "head of household" status must be evaluated to determine if the individual must be tracked for TANF purposes. Such an under eighteen individual is considered a "minor head of household" if the WMS Relationship Code identifies him or her as "Applicant/Payee" (01). As with the eighteen year old adult/minor determination in c. above, if the teen is not the "head of household," a WMS Relationship code other than the A/P code (01) must be used to assure appropriate time limit tracking.
- e. **Minor Spouse of head of household - under age 18 or age 18 and full time student**: Finally, if the individual is not an "adult" under the above criteria in a. and c. above, and not the "minor head of household" as determined in d. above, "minor spouse of the head of household" status must be evaluated. Such an individual is identified as the "minor spouse of the head of household" if the WMS Relationship Code for the under eighteen individual (or eighteen-year-old full time student) is one of the following:

- Legal Spouse (02)
- Non Legal Union, Child in Common (30)

**WMS Data Entry Guidelines:** Workers must use WMS Relationship Code entry carefully to assure that case members, particularly teens and students, are appropriately identified for Tracking purposes as trackable or not trackable. Individuals in a FA, CAP, or non-cash SNA/FP case will be screened for "trackable" status based upon the criteria in a. through e. above. Tracking will maintain a time limit count for each "trackable" individual, counting months of assistance toward the TANF Limit and/or the State Sixty-Month Limit as appropriate. The Tracking Inquiry will identify the basis for tracking the individual as a "Countable Type Code" designating one of the above categories. Individuals not meeting the above criteria (minor children who are not head of household or spouse of head of household), will not be tracked toward the TANF Time Limit or the State Sixty-Month Time Limit.

**6. Trackable Individual - Cash Safety Net Assistance:** A trackable individual for cash SNA is any individual, whether adult or child, who is a recipient of cash SNA. For adult recipients, who are individuals 19 or older, or 18 year olds who are not full-time students, cash SNA will count toward both the Twenty-Four Month Time Limit on cash SNA and toward the State Sixty-Month Limit on assistance. For individuals under eighteen years old and eighteen year old full-time students, cash SNA will count only toward the SNA Time Limit Count. State law provides that any month of cash SNA received by an individual will count toward the Twenty-Four Month Time Limit, but that only cash SNA received by adults will also count toward the State Sixty-Month Time Limit. Therefore, the following trackable types apply for cash SNA cases:

- a. **Adult - over age 19:** based upon WMS Date of Birth;
- b. **Adult - non-student age 18:** based upon WMS Date of Birth, and upon the WMS Employability Code. The Employability Code is anything other than either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18).
- c. **SNA Minor:** Any one except a. or b. above receiving cash SNA - individuals under 18 or 18 and in school full time, based upon WMS Date of Birth and Employability Code. The Employability Code is either 17 - Teen Head of Household or Married Teen Enrolled in Secondary School or Equivalent, or 35 - Non Head of Household in School Full Time (16-18).

WMS Tracking Inquiry will report the basis for tracking a cash SNA recipient using the above categories. As noted, for "SNA Minor," the month will be counted toward the SNA Time Limit, but not the State Sixty-Month Time Limit.

**7. Case Time Limit Count:** When a case contains more than one trackable individual - for example, two parents - the highest applicable time limit count will apply to the case for purposes of continuing eligibility in the specific program. The higher count will dictate necessary case action, including determination of exemption and recategorization, if necessary. Wherever WMS displays case related time limit counts for the case - for example, the State Sixty and the Twenty-Four Month Time Limit Counts in case inquiry, these are the counts for the individual recipient with the most months of countable assistance that are applicable to the current case type. If the individual with the highest limit count leaves the household, the case time limit will change to the count for the individual with the next highest time limit count.

**8. Individual Status in Case (WMS Individual Disposition Code in upstate WMS):** Once a trackable individual is identified in a trackable case type, the individual's status within the case becomes the next factor in determining whether a time limit count will be increased. The individual status for tracking purposes is determined by two WMS elements in upstate districts - the Individual Reason Code in Screen #3 (used primarily for entering sanctions) and the Individual Disposition Status Code in Screen #5, which indicates, among other things, whether the individual is "inactive/sanctioned" or "active" in the PA for Medical Assistance purposes. In NYC, the "Individual Status" and "Individual Reason Code" are comparable elements. In the following discussion, the following definitions are applicable:

- Pro-rata or grant reduction (non-incremental) sanction: A sanction which results in an individual continuing in the assistance calculation as a member of the budget household count and an active member of the WMS case. These sanctions are sometimes referred to as "non-incremental" sanctions. The penalty is a grant reduction for the entire household, through either prorating out the sanctioned person's share (employment and drug/alcohol-related sanctions) or a percentage reduction to the PA Needs amount (IV-D sanction). In a single person case, the sanction may result in a case closing. These sanctions may or may not have a minimum mandatory duration period, which must be completed before compliance is possible. If the sanctioned person completes the minimum period, the sanction continues until the individual complies with the sanction requirement. Attachments 6 and 7 (upstate) and 11 and 12 (NYC) present the prorata/reduction sanction codes.

- **Removal (incremental) sanction:** A sanction which results in removal of the individual from the assistance grant calculation and the case through "inactive" status. The sanctioned person is removed from both the case and household counts in the grant calculation. In a single person case, the sanction causes a case closing; in a multi-person case, such a sanction causes a reduction in the number of people receiving assistance, although the sanctioned person may continue to reside in the household. The sanction may or may not have a minimum mandatory duration. For example, Intentional Program Violation (IPV) penalties have such a period, while the penalty for "failure to sign a lien" does not. If the sanctioned person completes the minimum period, the sanction continues until the individual complies with the sanction requirement. Such sanctions are sometimes referred to as "incremental" sanctions because they remove the sanctioned person's "incremental needs" from the grant, in contrast to sanctions which apply a prorated or percentage reduction to the grant. Attachments 8 and 9 (upstate WMS) and 13 and 14 (NYC WMS) present the codes for these removal sanctions.

Using these factors and the time limit requirements, the following additional procedures will determine whether a particular month is countable:

- a. **Active individuals with no sanctions applied:** For active (Individual Disposition Status) individuals who are trackable and not under any sanction penalty, the month will be counted based upon the issuance of a countable payment to the case during the calendar month, provided all other criteria are met. (See Attachments 2-5 for countable and non-countable payments.) Generally, PA payments which are once only or short-term/emergency by nature are not counted toward a time limit in a trackable case type, while any other PA payment is counted.
- b. **Pro-rata or percentage reduction sanction with a durational period (drug/alcohol and employment-related):**
  - 1. **State Sixty-Month Limit:** count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
  - 2. **24-Month Cash SNA Limit:** count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for cash SNA
  - 3. **TANF Time Limit:** count months that countable payments are issued to the household containing the sanctioned person, for FA and non-cash SNA/FP.



**c. Pro-rata or percentage reduction sanction with no minimum duration period (IV-D Sanction):**

1. State Sixty-Month Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: count at issuance of countable payments to the household containing the sanctioned person, for FA and non-cash SNA/FP.

**d. Non-prorata (removal or incremental) sanction with durational period (IPV):**

1. State Sixty-Month Limit: automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
2. 24-Month Cash SNA Limit: automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: no months will be counted toward the TANF Time Limit for individuals under an incremental sanction, for FA or non-cash SNA/FP.

**e. Non-prorata (removal or incremental) sanction with no minimum duration period (failure to sign a lien, failure to apply for group health insurance, etc.):**

1. State Sixty-Month-Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, or cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: no months will be counted toward the TANF Time Limit for individuals sanctioned for any of these reasons, for FA or non-cash SNA/FP.

**f. Ineligible Individual Reason Code (fleeing felon, illegal alien, etc.), or code indicating death or other inactive status:**

State Sixty-Month Limit, 24-Month Cash, TANF Limits: no time limit count increases will occur for the period of the individual's ineligibility or inactive status.

Individual Reason Codes which indicate the individual is deceased or "inactive" (for example, "institutionalized") - usually associated with a case closing or individual deletion from the case - will also terminate time limit tracking of the individual. Attachments 10 (Upstate) and 15 (NYC) present the ineligible and inactive codes.

**g. Individuals who are in "pending IPV penalty status:"** If an individual has a pending IPV as indicated by the WMS Individual Reason Code, the time limit count will not be increased until a countable payment is made, or until a regular IPV code is entered. These pending IPV codes are included with the non-durational sanctions in Attachment 7. When the IPV is imposed with a regular IPV code, the time limit count will be increased automatically each month for the period of the IPV.

Based upon the criteria in a. through g. above, WMS Tracking Inquiry will identify the "Countable Reason" for each month that has been counted toward a limit - for example, "Issuance of Payment" or "Durational Sanction." (See "System Support," V-A-3 below.)

**9. Timely Deletion at Time Limit:** Districts must delete individuals who move out of the assistance household as soon as possible after discovering the change in household composition. This applies to individuals who are under sanction at the time of the move, as well as non-sanctioned members of the case. Unless the individual is deleted in the month of the move, months of assistance may be incorrectly counted for that individual by WMS Tracking. In addition, if the time limit is reached based solely upon the time limit count for an essential person (State Sixty-Month Limit; essential persons are not tracked toward the TANF count), the e.p. should be deleted from the case so that TANF assistance may continue to the rest of the household. The e.p. must then receive assistance through non-cash SNA/FNP, case type 17.

**10. Countable Payments: Time limit counts for trackable individuals** will be increased when a countable public assistance payment is "issued" - that is, made available to the case. If payments for the month are never redeemed and expire or are cancelled, the count will be decreased for the appropriate calendar month in which no payment was actually received. The addition based on payment issuance will be for the current calendar month based on payment effective dates. Countable and non-countable

payments are listed in Attachments 2-5 for upstate LDSS and for NYC. The following criteria were used to distinguish between countable and non-countable payments:

- a. Only payments issued in trackable case types (FA, CAP, non cash SNA/FP, cash SNA) can be countable.
  - b. Within these trackable case types, only public assistance payments for regular ongoing needs are countable.
  - c. Non PA payments made in a trackable case type are not countable - including payments for HEAP, Food Stamps, Services, Medical Assistance, Employment, and Child Care.
  - d. PA payments made in trackable case types for short term or once only need, or for emergencies, are not countable.
  - e. Under federal regulations, PA payments made as employment-related diversion payments (TEAP or On-the-Job Training) do not count toward the TANF Time Limit. Such payments will not be counted for FA or non-cash SNA/FP cases. However, they will be counted toward the 24-Month Limit and the State Sixty-Month Limit for cash SNA recipients.
  - f. EAF payments in cash SNA are not countable because they should be made for a non-trackable minor.
  - g. The final decision on "case type" is based upon the "claiming category" associated with the payment. If a payment in a FA case, for example, is claimed as cash SNA, the tracking rules for cash SNA will be applied; similarly, if a payment in a cash SNA case is claimed as FA, the rules for FA will be applied.
11. **Statewide Tracking of Countable Payments (NYC and Upstate WMS Payment Types):** The WMS Tracking function will count and report all countable payments received over a lifetime anywhere in the State for each trackable individual. As a result, the countable and non-countable payments tables in Attachments 2-5 report two sets of codes, one for upstate WMS, and one for NYC WMS. The Tracking inquiry function will report from either or both sets of codes depending upon an individual's history of countable assistance. Upstate staff will therefore need some knowledge of NYC payment types in certain situations to interpret the Tracking report, and the same applies to NYC staff regarding upstate payments.
12. **Generic reporting of Statewide payments in Tracking summary:** In order to give NYC and upstate workers common ground for reading the general basis for which a payment has been counted, all payments (upstate and NYC) are initially reported in the first level of Tracking Inquiry in a general descriptive category. The general categories differ between upstate WMS and NYC WMS to reflect local terminology, but should facilitate mutual

recognition across the two systems. If a specific NYC or upstate payment type is required, this can be obtained by going to a detail of the summary Inquiry screen.

13. **Countable Month of Assistance:** Within the three trackable types of assistance (FA, including CAP, non-cash SNA/FP, and cash SNA), each calendar month in which a countable payment is issued will be counted as an addition to the time limit clock of each trackable individual in the assistance unit. For each countable month, each of the appropriate time limit counts for the individual will be increased by '1.' For FA and CAP, countable months began December 2, 1996 with the federal acceptance of the TANF State Plan under PRWORA. For cash SNA, months from August 4, 1997 must be counted. TANF-funded assistance from other states will apply toward the TANF and State Sixty Time Limit counts. Note that any assistance from another state cannot be "TANF-funded" until after the effective date of the other state's State Plan under PRWORA. These effective dates for other state's PRWORA start-up were provided in 98 LCM-45.
14. **Other Bases for Counting a Month Toward a Time Limit:** A calendar month will be counted toward the appropriate time limit independently of countable payments in two situations:
  - a. When an individual is sanctioned for a specified duration, the cash SNA 24-Month Limit and/or the State Sixty-Month Limit will be increased for each month of the penalty, independently of payments or case status (active or closed). The TANF Time Limit will not be incremented automatically for durational sanctions. If the durational sanction is incremental, the TANF Time Limit Count will not change; if the durational sanction is non-incremental, the TANF Limit Count will change based upon issuance of countable payments to the household.
  - b. When a recoupment is taken that eliminates all assistance payments to the case for a month, the month will count as if a countable payment has been issued.
15. **Conversion of WMS Data for Period Before Tracking System:** Time limit tracking began on December 2, 1996. Since WMS Tracking was not in place until 1999, a retroactive conversion of prior WMS data was used to begin the Tracking System with up to date cumulative time limit totals. For this purpose, ADC, FA, non-cash SNA/FP, and CAP case data starting with December, 1996 was used for counting toward the TANF and State Sixty-Month Time Limit, and data starting with August, 1997 for counting Home Relief and cash SNA toward the Twenty-Four Month Time Limit, as well as the State Sixty-Month Limit for adults only. WMS data for the full months of December 1996 and August 1997 were used to establish the time limit counts since the countable payments for December 1 or August 1-3 were issued as assistance for the first half of the month, or the entire month. Countable assistance received on December 1, 1996 or

August 1, 1997 will count the same as countable assistance received December 3, 1996 or August 5, 1997. Tracking contains the historical payments and relevant case information to support the time limit counts reported for trackable individuals.

**16. Conversion Treatment of PG-ADC Cases (HR-PG in NYC):** As part of Welfare Reform, PG-ADC, case type 14, was eliminated in 1997 in upstate districts. In the conversion of historical WMS data from 1996 to establish the Tracking System, countable payments to PG-ADC cases were treated the same as HR and cash SNA and applied toward the Twenty-Four Month Limit (all case members) and the State Sixty-Month Limit (adults), unless the case had been converted during the retroactive conversion period to FA or CAP or non-cash SNA/FP. In this case, all PG-ADC months were presumed to be TANF-reimbursed retroactively and were counted toward the TANF and State Sixty-Month Limits. For example, if a case in the conversion file for the period December 1996 through April 1999 was PG-ADC for December 1996 through September 1997 (10 months), then became FA in October 1997, the 11 months will be applied toward the TANF Time Limit Count and the State Sixty-Month Count. If the case was changed to cash SNA in September 1997, however, only the two months (August and September, 1997) will be counted toward the SNA Time Limit Count and the State Sixty-Month Count, because the SNA provisions did not begin until August, 1997.

**17. Conversion treatment of Sanctions imposed before time limit effective dates:** If the sanction was imposed before the time limit effective date (December 1996 or August 1997), the following rules apply:

**a. Prorata/grant reduction (non-incremental) sanction (Drug/Alcohol, Employment, IV-D sanctions):** If the sanction was imposed before time limits began, the sanctioned individual's time limit counts will be increased as countable assistance is issued to an assistance household of which the sanctioned person is a sanctioned member, beginning either December, 1996 (ADC, CAP, FA) or August 1997 (HR/SNA). There will be no automatic increase for mandatory minimum periods assessed on sanctions imposed before these dates.

**b. Removal (incremental) sanctions (IPV's, Failure to Sign a Lien, etc.):** If the sanction was imposed before the time limit effective date, the sanctioned individual's time limit counts will be increased only for those months that the individual remains a member of an active trackable household, and only for the 24-month and State Sixty-Month Time Limits. Unlike the treatment of such sanctions imposed after time limit effective dates (See 8.d. above), the increase will not be automatic when a minimum mandatory

period is specified, and will not be independent of case status. For example, if an individual was sanctioned for an IPV for six months beginning November, 1996, and remained a member of an FA household, that individual's State Sixty-Month Time Limit Count will be increased from December, 1996 onward based upon the issuance of countable assistance to the household only. For this same period, the individual's TANF Time Limit Count will not be increased.

18. **Time Limit Increments:** Each time that a month is counted, an individual's time limit counts will be increased as follows, provided sanction status rules do not apply:

Individual Status	Incremented Counts
a. Trackable TANF Recipient (FA, CAP, n-c SNA/FP)	TANF Count Limit State Sixty-Month Limit Count
b. TANF Adult Essential Person	State Sixty-Month Limit Count
c. Trackable Adult cash SNA	SNA Limit Count, State Sixty-Month Limit Count
d. Trackable Child, cash SNA	SNA Limit Count

If an individual goes from cash SNA to FA or vice versa in the same calendar month, both the Twenty-Four Month and the TANF Time Limit Counts will be increased by one month each. However, the State Sixty-Month Limit Count will be increased by only one month.

19. **Consequences of Reaching Time Limit for FA, CAP, non-cash SNA/FP:** When any trackable individual in a TANF-funded household reaches the State Sixty-Month Limit, the entire case must be moved to non-cash SNA/FNP, case type 17 - unless the family is exempted from the time limit. After the Sixty-Month Limit is reached, the family is no longer eligible to receive TANF-funded assistance. Unless a "hardship" exemption is made, based upon the criteria explained below, all regular recurring assistance after the limit is reached must be through the non-cash SNA/FNP component. (See 97 ADM-21). As already explained above, when an essential person in a TANF-funded case reaches the State Sixty-Month Limit first, the LDSS must remove the e.p. from the case and issue a separate non-cash SNA/FNP grant to the individual.
20. **Consequences of Reaching the Time Limit for cash SNA:** When a trackable individual receiving cash SNA reaches the Twenty-Four Month Time Limit on such assistance, the recipient must be moved to non-cash SNA/FNP, case type 17, unless the individual is exempted based upon the criteria presented below. If the

non-exempt individual is a member of a multi-person cash SNA household, the entire case must be moved to non-cash SNA/FNP, beginning December 1, 1999. However, the limitation of cash issuance to a Personal Needs Allowance only under the non-cash SNA type will not be implemented until the Electronic Benefit Transfer (EBT) system is available on a Statewide basis sometime in the year 2000.

**21. Exemption from a Time Limit - General:** Exemption criteria for TANF-funded families in FA, CAP, and non-cash SNA/FP, and for individuals in cash SNA are explained below. As part of the Tracking-related changes, WMS has been modified by the addition of a "Time Limit Exemption" field in the case record. In upstate WMS, entry of a "T" (TANF) for FA, CAP, and non-cash SNA/FP or of a "S" for cash SNA will establish that the reason assistance continues beyond a time limit is that an exemption has been given. A third entry (A) will apply when assistance continues as "aid continuing" pending a Fair Hearing. For NYC WMS, an "X" in the Exemption field will establish the time limit exemption for both FA and SNA cases; a "A" will also indicate "aid continuing" for NYC cases. At the present time, there are no WMS edits to require that an exemption code be entered after a time limit is reached. Districts must take action to assure that all such cases are either re-categorized to non-cash SNA/FNP, or that the appropriate exemption is applied. WMS Tracking will provide timely management reports to identify cases approaching time limits to support this requirement.

**22. Exemption Criteria for FA, CAP, and non-cash SNA/FP recipients:** Under the WRA, exemption to application of the time limit will be made on the basis of hardship when the adult family member or minor head of household is unable to work because of an independently verified physical or mental impairment including those which result from domestic violence, or when the adult family member receives Supplemental Security Income (SSI) benefits or additional State payments under Section 208 of the Social Services Law. Given such a determination of hardship, TANF-funded assistance will be provided to a family which contains an individual who has reached the State Sixty-Month Limit on such assistance. The initial exemptions will not be made until the year 2001, five years after the nationwide commencement of TANF block grant funding. Although TANF began in this State in December, 1996, the TANF funding was authorized in some other states earlier in 1996, so there is a small potential for cases to reach the State Sixty-Month Limit before November, 2001 (sixty months after December, 1996) - if out of state TANF is a factor. WMS has been modified to add a "Time Limit Exemption" field for entry of an exemption code for TANF-funded cases which will be continued beyond the State Limit. DTA will issue more extensive policy guidelines for the TANF-related exemption as we approach action on the State Sixty-Month Limit for these cases. Under federal law and regulations, the State may extend TANF-funded assistance beyond

the TANF Time Limit for up to 20 per cent of the average number of families receiving TANF-funded assistance during a specified prior period - either the fiscal year or the immediately preceding fiscal year, at State option. However, the federal government will allow reasonable cause for exceeding the 20 percent limit on exemptions if the State can demonstrate it was exceeded because of good cause domestic violence waivers.

**23. Exemption Criteria for cash SNA recipients:** Effective December 1, 1999 the non-cash component of Safety Net Assistance becomes effective for persons who have received cash SNA Home Relief for twenty-four months or more in their lifetime since August 4, 1997. Adult individuals who are exempt from work requirements or are HIV positive, and are not determined unable to work due to the abuse of drugs/alcohol, are exempt from the twenty-four month lifetime limit on cash Safety Net Assistance. Unless an exemption is found to exist, all cash SNA recipients who have a Twenty-Four Month Time Limit Count of '24' or higher as of November, 1999 must be moved to non-cash SNA/FNP for December 1, 1999 and afterwards. The time limit exemption will be made based upon exemption of an adult in the cash SNA case from employment requirements as established by the WMS "Employability Code," or upon medical verification of positive HIV status of an adult individual. In either case of time limit exemption (employment exempt or HIV positive), the individual must not have been determined unable to work under the drug/alcohol screening process because of the abuse of drugs or alcohol. This directive presents the exemption procedure in greater detail in the "Required Action" section below.

**24. Statewide Tracking of Individuals:** The time limit counts are cumulative for a lifetime and must be applied Statewide. For example, an adult individual who received six months of Home Relief (cash SNA) in NYC in 1998 and who then receives six months of FA in Monroe County in 1999 will have a count of '12' toward the State Sixty-Month Limit Count, '6' toward the TANF Time Limit Count, and '6' toward the Twenty-Four Month Time Limit Count. WMS Tracking tracks individuals across districts and across cases and categories. It includes both upstate and New York City cases. Individuals in different cases are identified as the same person and "linked" if they have the same Social Security Number, date of birth, and sex. Linking is the tracking mechanism that adds time limit counts for the individual from multiple cases, based upon the common individual data. There are two bases for linking:

- a. Individuals have the same CIN - for example, an individual in several cases (one open, others closed) in more than one upstate district, or more than one NYC center, or;
- b. Individuals have the same SSN, sex, and date of birth - for example, an individual with one CIN in an inactive NYC case and a different CIN in an active upstate case.



For linked individuals, the tracking database combines the count of countable months from different PA cases into one set of limit counts for the individual. If the linking is incorrect - that is, two different persons actually exist - it is the responsibility of the appropriate district to correct the invalid data in one of the case records, whether the Social Security Number, the date of birth, etc. Once the case record reflects correct identification for each individual, the tracking function will "de-link" the tracking data for the individuals.

**25. TANF-funded assistance from other states:** The PRWORA prohibition on receipt of more than sixty months of TANF-funded assistance by an individual is a nationwide stipulation. Therefore, when applicants or recipients for assistance in this State indicate that they have received assistance in another state, LDSS must determine the program and period of such assistance for applicability to the TANF Time Limit. Generally, such a determination is appropriate when the applicant/recipient (A/R) is or was a member of a family unit in another state and when the A/R indicates the family received assistance, or is unable to explain the family's means of support. When the A/R's explanation is reasonable (employment or non-PA maintenance is verified, or A/R information establishes PA status in the other state), it may be used as the basis for Tracking System action. When out of state contact is necessary, LDSS may refer to 98 LCM-45 as a starting point. The LCM provides contact information for TANF in other states, and also supplies the start date for other states TANF programs.

**26. Out of State Inquiries to LDSS regarding TANF in NYS:** When the Office of Temporary and Disability Assistance receives a request from another state for verification of TANF-funded assistance, WMS Tracking will produce a report containing the "TANF Count" referred to above - the total months of receipt of FA and/or SNA-FP in NYS. This "TANF only" report will be available through a selection in WMS Tracking Inquiry. This Office has communicated instructions to other states for obtaining the NYS documentation in 98 LCM-45. When contacted directly for TANF information by another state, districts have the option of supplying the information themselves, using the Tracking Inquiry function, or they may refer the other State to OTDA, at:

**New York State Office of Temporary & Disability Assistance  
Division of Temporary Assistance  
Out of State Inquiry Unit  
40 North Pearl Street  
Albany, New York 12243-0001  
FAX: 518-474-8090**

All inquiries from other states to OTDA should be made on their official letterhead and contain the full name, date of birth, and Social Security Number of the individual, with a brief statement of the reason for the request.

**27. Impact of Recoveries and Recoupments on Time Limit Counts:**

There are several common situations in which monies paid as countable assistance may subsequently be recovered. The following policies apply in these situations. Necessary regulation changes have been submitted to amend Regulation 352.31(a) to address excess support collections and 352.31 (d) to address recoupment of assistance received by an ineligible individual:

- a. **Recoveries and Refunds (Non Overpayments):** Monies obtained and applied toward previous assistance received shall not affect the time limit count, provided the monies are not applied to eliminate an overpayment for a calendar month in which the individual was ineligible for the countable assistance. If, for example, a former recipient wins the lottery and reimburses OTDA for all previous assistance, the individual's time limit count will remain unchanged. This non-adjustment policy will apply to any recovery of money for countable assistance paid and for which the recipient was eligible. This policy is proposed on the basis that the federal and State laws imposing time limits intend the count of months of assistance received to be irrevocable. Further, in the interests of fairness, it is not equitable that an individual who is able to "pay back" either through luck or through ability should therefore attain additional eligibility while other needy individuals do not.
  
- b. **Recoveries of overpayments through recoupment or other means:** When an overpayment represents one or more calendar months of ineligibility for fraud or error (client or agency), the time limit count must be adjusted downward as the overpayment for each month is fully recovered. For example, if a family with a count of 26 months is found to have been ineligible for 5 months due to unreported income, the limit count must be adjusted downward up to 5 months as (and if) the overpayment is recovered. If recovery is through recoupment, a month reduction must be made as a month's total countable assistance is recouped, starting with the furthest past month in the overpayment period. This correction process will not be automated by WMS Tracking and must therefore be made part of LDSS fraud and overpayment recovery processes through use of the Tracking "Override" function for manual adjustment of the time limit counts.

- c. **Support Collections:** Support collections will not affect the time limit count. They will be treated the same as any other recovery (except for overpayments). If a case is not closed for excess support and this is discovered after several months, resulting in an underpayment due to "agency error," a manual adjustment must be made to the time limit count through the "Override" function in WMS Tracking to reduce the count for the calendar months from the point the case should have been closed due to excess support/ineligibility.
  - d. **Excess Support Payments:** When a payment of excess support is made pursuant to 347.13(b)(4), this must not affect the time limit count if paid to an active, ongoing case. In such a situation, the presumption is that the excess support was temporary and did not affect eligibility for assistance; therefore, the receipt of countable assistance results in an increment to the limit count. If, however, the excess support is paid as part of a retroactive correction from a point of actual ineligibility (c. above), the limit count must be adjusted to remove the calendar months of ineligibility.
  - e. **CAP Support Reconciliation:** Excess support payments to ongoing CAP cases pursuant to 366.6(c) will not affect the time limit count, subject to the same qualifications as d. above. Adjustment to the time limit count will only occur in a CAP case if the excess support is issued as part of a retroactive correction from an effective date of ineligibility for assistance (c. above).
  - f. **Interim Assistance:** When interim assistance is provided as cash Safety Net Assistance, then recovered from the initial SSI payment under Part 353 of Regulations, the time limit count for the individual will remain unadjusted. This policy for interim assistance is consistent with previous Office policy in regard to interim assistance and the SSI effective eligibility date.
28. **Override Function - Manual Tracking Input:** WMS Tracking provides automated support for tracking time limits to the fullest extent possible. However, direct adjustment of the automated counts will be necessary in some situations. The Tracking System has a manual override capability to adjust limit counts. The override feature has a security function for supervisory staff in the district, and will permit addition, deletion, and modification of tracking data - for example, to add countable months of TANF from another State. The original data will be retained in tracking, with a trail of what was modified and by whom. The following are some of the situations in which manual override entry may be necessary:

- a. To correct conversion errors.
- b. To reduce the time limit count when assistance has been fully recouped from an ineligible individual.
- c. To add months for TANF assistance received in another state.
- d. To correct tracking information in response to Fair Hearing decisions.
- e. To correct Tracking information that is incorrect as a result of a peculiar situation or incorrect WMS coding.
- f. To link individuals who cannot be linked through WMS changes to individual identification information, such as date of birth and Social Security Number.
- g. To adjust limit counts when a retroactive claim adjustment is made based upon a retroactive recategorization.

**29. Cross-district use of Tracking Override:** In some situations, an LDSS will need to adjust time limit counts for an individual who has a time limit record built on more than one case across more than one county. When an individual has a time limit trail in more than one case, the following rules apply for use of WMS Tracking:

- a. If the individual is active in two PA cases at the same time - for example, one in NYC and one upstate, no Tracking override will be allowed until one of the cases is closed, or the individual is removed from the case.
- b. If the individual is active on one case, the Tracking override function will be available only in that district.
- c. If the individual is inactive in one or more closed cases only, any district maintaining a closed case will be allowed to use the Tracking override for the individual.

**30. WMS Coding - Impact on the Tracking System:** Workers must be aware of the criteria presented in this directive for the identification of trackable individuals and of countable payments. The decision to use a WMS code for "Relationship" or a Payment Type code, for example, should address the question of whether "countability" of the assistance is an issue. If the situation offers options on the choice of one code over another, the worker should determine if the assistance should be counted toward the time limit and then if the choice of codes will support this decision. In the presumably infrequent situations in which the necessary WMS input causes a month to be counted when it should be excluded, workers will need to

assure that the Tracking override function is used to make the necessary adjustment. (Section E. in IV - Required Action below presents several basic guidelines for WMS code input.)

31. **Notice and Fair Hearing Rights Tied to Time Limit Action:** If the recategorization to non-cash SNA for the time limit results in a change to a payment amount - for example, the cash grant, a timely notice must be issued. Otherwise, if no payment change occurs - for example, because of restrictions already applied in the cash category, the notice of recategorization need only be adequate. Regardless of the timeliness of the notice, however, normal Fair Hearing rights apply in these time limit recategorizations. Recipients so notified have the right to aid continuing under the existing form of assistance. If the recipient has exceeded the Twenty Four Month Limit on cash SNA, for example, aid continuing will be provided as cash SNA. When time limits must be exceeded because aid continuing is provided, the worker must enter the appropriate "exemption code" for Fair Hearing/Aid Continuing in the WMS case record.
  
32. **Tracking Reports:** Several reports will be available to support tracking-related actions as part of the Tracking Inquiry function:
  - a. **Fair Hearing Tracking Detail Report:** The "Print All Tracking Details" selection in "Time Limit Tracking Inquiry" on WMS is designed for use in the Fair Hearing process. Selection of this file will produce a printed report of the countable assistance history of the individual. This report should be used when the time limit count itself is disputed - the recipient claiming, for example, that the time limit count is incorrect after notification of a recategorization to non-cash because a time limit has been reached.
  
  - b. **Out Of State Report:** The "Produce Out of State Report" selection in the Time Limit Tracking Inquiry Menu will print a report of the months of TANF-funded assistance for an individual. Districts should use this report to respond directly to inquiries from other states on TANF assistance in this State for individuals now applying in the other state. As explained in #25 above, OTDA has requested that other states contact this Office for such inquiries.
  
  - c. **Milestone Report:** On a monthly basis, a "Milestone" report will be available through BICS in upstate districts and WMS in NYC reporting cases that have reached significant milestones on the way toward the cash SNA Limit or the State Sixty-Month Limit, including cases that are within two months of a time limit. This report is intended to help LDSS plan caseload strategy to target efforts on recipients nearing the limit and to prioritize according to time limit counts.

**33. Tracking-Related WMS changes:** In addition to adding Tracking Inquiry as a new function, WMS has added time limit counts to the case inquiry function, and to the DSS-3209 Authorization Document. These changes are explained in detail below in "System Support."

**IV. REQUIRED DISTRICT ACTION**

**A. Recategorization of Cash SNA Recipients**

**1. General**

The recategorization of cash SNA cases to non-cash SNA/FNP must begin for authorizations effective from December 1, 1999. Therefore, LDSS should address the effort in two stages - first to recategorize cases with twenty-four or more months of cash SNA for December 1, 1999; second, to continue this process in a monthly ongoing recategorization action as cases reach the Twenty-Four Month Time Limit. The major steps in this process will be:

- a. Identifying cases reaching (or at) time limit (it is expected that WMS will provide necessary lists to LDSS);
- b. Reviewing cases to identify necessary exemptions;
- c. Rebudgeting non-exempt cases as case type 17 (non-cash SNA/FNP) to restrict all payments;
- d. Making necessary undercare actions to enter exemption code for time limit exemptions, and to change case type and payment lines for non-exempt cases;
- e. Preparing and mailing notices to non-exempt cases to notify recipients about the change to non-cash assistance. (See #9 - below.)
- f. Reacting to Fair Hearing Requests by providing aid continuing as cash SNA and entering the appropriate code (A) in the WMS Time Limit Exemption Indicator.

As part of the recategorization to non-cash SNA/FNP, workers must restrict separate allowances, including shelter, fuel for heating, domestic utilities, and any special allowances that can be restricted. Until the EBT system is fully operational statewide, the remaining cash grant, if any exists, must be paid to the recipient. When the EBT system becomes operational, the recipient will be entitled only to the Personal Needs Allowance in cash while any remainder beyond the PNA will be made available for purchases only through EBT. As explained in 97 ADM-21, cash issuance to non-cash SNA/FNP recipients will be limited to the following PNA amounts by number of persons in the case under EBT:

1	2	3	4	5	6
\$27.42	\$43.70	\$58.20	\$75.14	\$92.74	\$107.04

(Add \$14.50 per person in households with more than six persons)

ABEL has been modified to support non-cash issuance when the non-cash SNA case types (12 - FP or 17 - NFP) are used in budget calculation. ABEL will also support PNA issuance when EBT is available.

## 2. Exemption to Cash SNA Time Limit

Workers should first review the WMS "Employability Code" for individuals in the case who are adults, heads of household, and spouses of the head of household. If any such person has been exempted from employment requirements for a reason not related to abuse of drugs or alcohol, the case must be exempted from the Twenty-Four Month Time Limit, and cash SNA continued. In addition, the case must be exempted from the time limit if such an individual (not exempted for reason related to drugs or alcohol) is HIV positive. Use of WMS "Employability Code" 16 (Work Limited) sometimes indicates the individual may be HIV positive, but the time limit exemption must be based upon medical verification of the condition. In either case (employment exempt or HIV positive), the individual's status must be the basis for a time limit exemption. The worker must enter an "S" (SNA Time Limit Exemption) in screen 03 of the case to establish the exemption from the SNA Time Limit, and to continue cash SNA beyond the twenty-four months. (Note: Employability Code 63 (Substance Abuser - Exempt) or 64 (Substance Abuser - Non-Exempt) will establish that the individual's inability to work is the result of the abuse of drugs or alcohol, and that there is no basis for a time limit exemption.)

## 3. Use of WMS Time Limit Exemption Indicator

Workers must use the WMS Time Limit Exemption Indicator in two situations:

- a. Exemption to Time Limit: If an adult recipient of cash SNA is either exempt from employment requirements, or HIV positive, and if there is no determination that the inability to work is the result of the abuse of drug or alcohol, the worker must exempt the case from the time limit by entry of an "S" (upstate WMS) or "X" (NYC WMS) in the WMS Time Limit Exemption field. This entry will mark the case for report purposes as not subject to the time limit and not requiring worker review for exceeding the time limit on cash assistance.
- b. Aid Continuing when Time Limit-based Recategorization is Disputed: As noted above, the worker must also use the Exemption Indicator when Aid Continuing must be provided because of a Fair Hearing. An "A" (NYC and upstate WMS) must be entered in such situations.

#### **4. Recategorization for December 1, 1999**

WMS Tracking began counting months of cash assistance toward the 24-Month Time Limit effective August 4, 1997. As a result, many recipients are now approaching the limit. Under the WRA, recipients who reach the limit must be moved to non-cash SNA/FNP (case type 17) beginning December 1, 1999. Unless a time limit exemption is identified, workers must begin the recategorization of the cash SNA case to non-cash SNA, case type 17. A new ABEL Budget must be calculated with a December 1, 1999 Effective From Date and payment lines written to reflect the restricted payments and changed grant, if necessary. A notice of change must then be prepared and sent to the recipient to inform the household about the category change and the reason for it.

#### **5. Monthly Recategorization to Non-Cash SNA**

After the initial conversion of cases to non-cash SNA for reaching the time limit, workers must review and recategorize cases on a monthly basis using the same procedures as those explained above for the initial December 1, 1999 recategorization. This ongoing effort will continue from January 1, 2000 onward.

#### **6. WMS Employability Code Changes: Necessary Time Limit Action**

Workers must review the time limit and case type impact of any change made to the WMS Employability Code for individuals in a cash SNA case or in a non-cash SNA case, particularly when the change is from "exempt" to "non exempt" or from "non exempt" to "exempt." If the case has a case SNA Time Limit Count of 24 or higher and is non-cash without an exemption, a change in the "Employability Code" to exempt from employment requirements will probably make a change back to cash SNA a required action, provided the recipient is not unable to work due to the abuse of drugs or alcohol. Similarly, if the case is cash SNA with a time limit exemption based upon earlier exemption from employment requirements, a removal of the time limit exemption and conversion of the case to non-cash SNA will probably be necessary. It is important that the "Employability Code" be kept current to reflect the recipient's ability or inability to work for its time limit impact as well as for the employment-related reasons.

#### **7. Multi-Person Cash SNA Cases**

If the cash SNA case contains more than one adult, or involves two people in a spousal relationship, any time limit-based decision, whether to recategorize or to exempt, for one of these individuals must be applied to the case. For example, if one of the individuals reaches the Twenty-Four Month Limit before the other, the case must be moved to non-cash SNA. In addition, if one of the individuals is exempt from employment requirements, or HIV positive, then the case will be exempted from the time limit and cash SNA continued.



**8. Resolution of Time Limit Exemption/Non Cash Requirement in Multi-person Cases**

If a cash SNA case contains two trackable individuals who have reached the SNA Time Limit and one individual is employment exempt or HIV positive, while the other is unable to work as a result of the abuse of drug or alcohol, as determined in the drug/alcohol screening process, the decision to exempt from the time limit or not must be based upon a determination of which individual is the "head of household." If the head of household is unable to work because of the abuse of drugs or alcohol, the case must be non-cash SNA and no time limit exemption entered. If the head of household is exempt from employment requirements for reasons other than the abuse of drug or alcohol, then the case must be exempted from the time limit and cash SNA provided to the household.

**9. Time Limit Recategorization Notice to Recipient**

If the change from cash SNA to non-cash SNA involves any budget or case change other than the case category change - for example, the addition of restricted payments to the budget, a timely notice of the change is required. If the change involves no budget or case changes other than the change in category - for example, all separate needs were already restricted in cash SNA - an adequate notification of the category change is appropriate.

For the category change notification paragraph, workers should use the following language:

"Families with at least one adult in the case who has received 24 months of cash assistance must be transferred into the Safety Net Assistance non-cash category. This is true unless the adult is exempt from employment requirements for a reason other than alcohol or substance abuse.

In this category, most of the public assistance benefit is paid to service providers such as your landlord, utility company, and fuel dealer.

( NAME ) is an adult in the case who has received 24 months of cash assistance. ( NAME ) is not exempt from employment requirements for a reason other than alcohol or substance abuse.

This decision is based upon Office Regulation 370.4(b)."

**B. Time Limit Information at Case Opening**

At either the application interview or as part of the case opening notification, workers must inform the applicant of the beginning time limit count in the new case category. In new cases that include persons who have received previous assistance, the case will often begin with a time limit count and new recipients and all applicants must be informed about time limits as a key element in the program requirements.

**C. Case Actions to Recertify, Recategorize, or Close**

At each case action to recertify, to change case type, or to close FA, CAP, TANF-funded SNA, and cash SNA, workers must use Tracking inquiry to identify time limit counts for the assistance household and inform the applicant or recipient of the current time limit count for the case. Until modifications can be made to add time limit language to the CNS Recertification Call-In letter and to CNS closing notices, districts must add time limit language to manual recertification call in letters, and closing notices.

**D. Entry of Recoupment Data in Screen 06 - Payment Screen (Upstate)**

In order to assure proper counting of the infrequent situations in which a recoupment is taken and no PA payments are made to a case for one or more months, workers in upstate districts must make additional entry into the WMS Payment Screen, (screen 06). When a worker rebudgets a case and finds that a new or existing recoupment absorbs all assistance so that no public assistance will be issued for one or more months while the case remains open, the worker must add recoupment information to the turnaround document for entry into screen 06. Tracking will use the recoupment information as the basis for counting the months in which it replaces countable payment to the case. This procedure is necessary because the Tracking function will not directly access ABEL or CAMS and it will eliminate the need for manual entry of the months in question into Tracking through the "Override" sub-function. Currently, only upstate districts which use the "CAMS" subsystem use the screen 06 fields for entry of recoupment data. For Tracking, all districts must use these fields for the "no PA payment/recoupment exists" situations. Non-CAMS districts will make screen 06 entry of recoupments only for this special situation; CAMS districts must continue to input all recoupments into screen 06.

**E. Guidelines for WMS Data Entry for Individual Characteristics**

As stressed elsewhere in this directive, appropriate entry of WMS codes is crucial to proper time limit tracking. The following general rules must be emphasized:

**1. Sanctioned Individuals: Leaving Household:** When an individual is sanctioned while the remainder of the household remains active, the months in which the case receives assistance continue to be counted against the sanctioned individual. It is therefore important to change that individual's Individual Reason Code and status if the individual leaves the household.

**2. Sanctioned Individuals: Correlation of Status and Budget:** Given the disparate tracking treatment for sanctioned individuals based upon the type of sanction (whether it is a prorata/reduction sanction or a removal/incremental sanction), workers need to assure that the "PA Individual Reason Code," and the "Individual Disposition Status Code" reflect the appropriate action, and that the budget calculation also corresponds to the sanction. For example, a drug/alcohol or employment-related sanction should be

entered along with an "active" (07) Disposition Status, and the budget should apply a proration calculation as the sanction penalty. Similarly, for an IPV penalty (incremental), the Disposition Status must be "sanctioned/inactive" (10) and the individual removed from both the household and case counts in the budget calculation.

**3. Eighteen Year Old Students/ Heads of Household:** An 18 year old who is not the head of a Family Assistance household does not have time tracked toward a time limit if in school. It is important to note that Employability Code 35 - Non Head of Household in School Full-Time" or 17 - Teen Head of Household or Married Teen Enrolled in Secondary School" must be used depending upon whether the minor is the head of household or not. This decision must also be applied to the corresponding WMS Relationship Code. Tracking will identify a minor as head of household if either Employability Code (17 or 35) is used if the Relationship Code is '01' - Applicant/payee. (See following item.) Therefore, use of Employability Code '35' for a minor should not be accompanied by Relationship Code '01..' and Employability Code '17' should be accompanied by Relationship Code '01.'

**4. Child Only Cases:** For child only cases in which the minor child lives with an adult payee who is not receiving assistance, workers must use a "Relationship Code" other than '01' (Applicant/payee) for the minor recipient to assure that the minor is not tracked as a "minor head of household." For example, if a child is living with an aunt or uncle, the recipient must be coded "niece" or "nephew." In the absence of a clearly suitable alternative "Relationship Code," a child only recipient should be identified with code '13' - "Other eligible FA relationship."

It is likely that workers will need to correct time limit counts for incorrectly coded WMS individual items in reaction to recipient inquiries and/or Fair Hearing decisions. Attention to the above basic guidelines will help assure that such problems are reduced on an ongoing basis.

**V. NOTICE REQUIREMENTS**

**A. Change in Category Notice Language**

When a recipient is notified of a change in case category for a reason unrelated to reaching a time limit, the time limit count must be related to the new category as the count itself (and the limit) may change based upon the new case type. Note that the following language is "information only" for the recipient while the language used when a time limit is reached is "required" and subject to Fair Hearing rights - see IV-A-9, above.

Given this distinction, the following language should be used for recategorizations not based on attainment of a time limit:

**1. Category Change To Cash SNA:**

**YOUR TIME LIMIT COUNT IS \_\_\_\_\_ MONTHS**

This explanation is for your information only. Your new program, cash Safety Net Assistance (SNA), has a lifetime limit of 24 months. The line above reports the number of months we have counted toward this time limit for your household. If your time limit count reaches 24 months, all further assistance to you must be in non-cash form, unless you are exempted from the time limit.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**2. Category Change To Family Assistance (FA) or to CAP**

**YOUR TIME LIMIT COUNT IS \_\_\_\_\_ MONTHS.**

This explanation is for your information only. Your new program, Family Assistance (FA), has a lifetime limit of 60 months. The line above reports the number of months we have counted toward this time limit for your household. It is the number of months that you or someone in your household has already received FA, cash Safety Net Assistance, or non-cash Safety Net Assistance/FP, which all count toward the 60 month time limit. If your time limit count reaches 60 months, all further assistance to you must be in non-cash form, unless you are exempted from the time limit.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**3. Change To Non-Cash Safety Net Assistance/FP**

**YOUR TIME LIMIT COUNT IS \_\_\_\_\_ MONTHS.**

This explanation is for your information only. Your new program, non-cash Safety Net Assistance/FP (SNA/FP), has a lifetime limit of 60 months. The line above reports the number of months we have counted toward this time limit for your household. It is the number of months that you or someone in your household has already received non-cash SNA/FP, Family Assistance, or cash Safety Net Assistance, which all count toward the 60 month time limit. If your time limit count reaches 60 months, all further assistance to you must be in non-cash form, unless you are exempted from the time limit.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**4. Change to Non-Cash Safety Net Assistance/FNP**

**YOUR TIME LIMIT COUNT IS (Enter Higher of 24 Month or 60 Month Count) \_\_\_\_\_ MONTHS.**

This explanation is for your information only. Your new program, non-cash Safety Net Assistance/FNP (SNA/FNP), does not have a time limit. While you receive this non-cash assistance, we will not report a time limit count to you after this notice. However, we will keep a record of your time limit count, reported above. If you receive public assistance with a time limit in the future, you will start with the time limit count reported above. You should retain this notice for your records so that you know your time limit count.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**B. Recertification Call-In Letters**

The following language should be added to the manual Recertification Call-In Letter used by the district:

**1. CASH SAFETY NET ASSISTANCE**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. Unless you are exempted from the time limit, you may receive no more than 24 months of cash Safety Net Assistance in your lifetime. If you still need assistance after your time limit count reaches 24 months, you must receive that assistance in non-cash form except for a small personal allowance.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**2. FAMILY ASSISTANCE OR CAP**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. Unless you are exempted from the time limit, you may receive no more than 60 months of Family Assistance in your lifetime. If you still need assistance after your time limit count reaches 60 months, you (and your family) must receive that assistance in non-cash form except for a small personal allowance.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**3. NON-CASH SAFETY NET ASSISTANCE/FP**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. There is a lifetime limit of 60 months on cash assistance and on non-cash assistance that uses federal money. You now receive non-cash Safety Net Assistance/FP, which uses federal money, so when your time limit count reaches 60 months, you will not be able to receive such

assistance again, unless you are exempted from the time limit.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**C. Case Closing Notice Language**

**1. CASH SAFETY NET ASSISTANCE**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. If you receive cash Safety Net Assistance in the future, the new months will be added to the number reported here, until you reach the time limit. Unless you are exempted from the time limit, you may receive no more than 24 months of cash Safety Net Assistance in your lifetime. After the limit is reached, all further assistance must be non-cash.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**2. FAMILY ASSISTANCE OR CAP**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. If you receive Family Assistance in the future, the new months will be added to the number reported here, until you reach the time limit. Unless you are exempted from the time limit, you may receive no more than 60 months of Family Assistance in your lifetime. After the limit is reached, all further assistance must be non-cash.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**3. NON-CASH SAFETY NET ASSISTANCE/FP**

**YOUR TIME LIMIT COUNT IS: \_\_\_\_\_ MONTHS.**

This count is for your information only. If you receive non-cash Safety Net Assistance/FP or Family Assistance in the future, the new months will be added to the number reported here, until you reach the time limit. Unless you are exempted from the time limit, you may receive no more than 60 months from these programs in your lifetime. After the limit is reached, all further assistance must be non-cash.

**YOUR MEDICAID STATUS WILL CONTINUE UNCHANGED.**

**VI. SYSTEM SUPPORT**

**A. Tracking Inquiry**

A "Tracking Inquiry" function has been added to the WMS Menu. Details will be provided in related material from WMS and possible training sessions, and this directive will only outline the features and purposes of the new function, which is designed to automate most of the tracking requirements described elsewhere in this directive.

Selection of the "Time Limit Tracking Inquiry" selection from the WMS Menu will access the "Time Limit Tracking Inquiry Menu" screen. This menu will provide a series of interconnected time limit inquiry screens. The actual inquiry screens are accessed by entry of a screen selection along with the individual's CIN or Social Security Number. The Tracking Inquiry function is based upon individual information rather than case number. WMS case inquiry provides time limit counts affecting the case, which are derived from the individual time limit counts of the members of that case. With the individual CIN or SSN, the following screens can be accessed:

1. **Multiple CIN Selection:** If an SSN was entered on the Menu and more than one recipient has the same SSN, this screen will present a list of the individuals and their CINS, for selection to access time limit information. This screen should be used to determine if WMS data must be corrected for one or more individuals, since either they are one person, or a Social Security Number error exists, either in WMS input or in SSN assignment.
2. **Individual Tracking Summary:** This screen presents three time limit counts for the individual as well as the same case time limit counts for the current or last case of which the individual was a member. The counts presented are the State Sixty-Month Limit Count (ST), the cash SNA Limit Count or Twenty-four Month Limit Count (SN), and the TANF Time Limit Count (TF). The Individual Summary also reports an "Exemption" field (EX) to indicate if the current case has been exempted from the time limit. Finally, the screen presents a summary of case activity for the individual across districts and cases, by periods of the activity.
3. **Monthly Tracking Summary:** This screen summarizes all countable tracking data on a month by month basis, with a report of the district, case number, reason for counting the month, and what time limit counts were affected for each calendar month counted for the individual. For each month, a "Countable Type" entry reports the tracking status of the individual for the month from one of the following:

- Adult
- Minor head of household
- Minor spouse of head of household
- SNA minor
- Minor

Finally, in a "Countable Reason" column, the Monthly Summary screen reports the basis upon which the month was counted for the individual (Tracking code in parentheses):

- **Issuance of countable payment (ISSU):** the individual was active and not sanctioned for the month, which was counted based upon issuance of a countable type payment.
- **Durational incremental or non-incremental sanction in cash SNA (DRSN):** the month was counted automatically toward the 24-Month and State Sixty-Month Limit counts as part of the mandatory sanction penalty period.
- **Durational removal/incremental sanction in FA or non-cash SNA/FP (DNST):** the month was counted automatically toward State Sixty-Month Limit Count only as part of the mandatory sanction penalty period.
- **Non-durational incremental/removal sanction in TANF-funded case (SNST):** the month was counted automatically toward the State Sixty-Month Limit only based upon the issuance of countable payments to the household.
- **Durational non-incremental sanction in FA or non-cash SNA/FP case (DNIS):** the month was counted automatically toward the State Sixty-Month Limit only as part of the mandatory sanction penalty period and toward the TANF Time Limit based upon the issuance of countable payments to the household.
- **Incremental/removal sanction in cash SNA or non-incremental sanction without a mandatory duration in an FA, non-cash SNA/FP, or cash SNA case (SNIS):** the month was counted toward the TANF Time Limit Count or the 24-Month Time Limit Count (and the State Sixty-Month Limit Count) based on the issuance of countable payments to the household.



- **Ineligible (INEL):** no time limit counts were increased for the month for the ineligible individual.
  - **Terminated (T):** no time limit counts were increased for the terminated individual.
  - **Out of State (OTST):** the TANF time limit information was obtained from another state and input through the "Override" function.
  - **Recoupment/No countable payment (RCPT):** the month was counted because a recoupment absorbed the countable PA grant.
4. **Tracking Payment Detail:** This screen provides a breakdown of the individual payments that were counted for each calendar month. The information here is the basis for the summary report made for each month in the "Monthly Summary" screen (A.3., above).
  5. **Individual Status History:** This Tracking Inquiry screen tracks time limit activity at two basic levels: changes to the individual's status in the case through the WMS "Individual Reason Code" and changes in case status through closings and openings. In addition to its time limit tracking function, this screen will also provide a "sanction history" by reporting the sequence of reason codes throughout the individual's PA history.
  6. **Tracking Override Input:** This screen will be accessible to designated LDSS staff for manual adjustment to an individual's time limit counts.
  7. **Tracking Override History:** This screen provides a record of override transactions and a record of the data that was overridden.

**B. Letter to cash Safety Net Recipients**

WMS has scheduled a sequence of three automated letters after Tracking start-up for cash SNA recipients (See Attachments 16, 17, 18):

1. **Conversion/Start-up Letter:** This letter will be sent at the time that the Tracking function is made available to LDSS - probably in September, 1999. Districts will be notified on GIS of the actual date when established. The conversion letter will inform all cash SNA recipients about their initial time limit counts and remind them about the purpose of the time limit. (Attachment 16)

2. **Pre-Recategorization Letter:** This letter will be sent to all cash SNA cases which will have a time limit count of 24 months or more as of December 1, 1999. Districts will be informed of the mailout date on GIS. The letter will explain the impending change to non-cash and request that recipients be ready to provide vendor information if requested by worker. This letter is not a replacement for the timely notice required for recategorization from case type 16 to 17, but is intended to anticipate recipient questions and reduce overall confusion and questions to workers, as well as Fair Hearing requests. (Attachment 17)
3. **Ongoing Pre-Recategorization Letter:** WMS will send a monthly version of the letter in B.2. above to recipients who are within two months of reaching the Twenty-Four Month Time Limit. This letter, too, is not a replacement for the timely notice required for recategorization from case type 16 to 17, but is intended to anticipate questions and reduce confusion and questions to workers, as well as Fair Hearing requests, when the actual change to non-cash SNA/FP occurs. (Attachment 18)

#### **C. Time Limit Exemption Indicator**

A new field has been added to upstate WMS screen 03 for entry of an "Exemption Indicator." There are three possible entries in upstate WMS:

1. **FA Exemption:** Entry of an "T" (for "TANF-funded") will establish that the family (FA or non-cash SNA/FP) has been exempted from the State Sixty-Month Time Limit for the reasons explained in this directive.
2. **SNA Exemption:** Entry of an "S" will establish that the cash SNA household has been exempted from the Twenty-four Month limit for the reasons explained in this directive.
3. **Aid Continuing:** Entry of an "A" will establish that the time limit has been attained, but that assistance continues in the trackable case type because the recipient has requested a Fair Hearing of the notice of recategorization to non-cash.

In NYC WMS, the Time Limit Exemption Indicator will be entered on the TAD, with an "X" indicating exemption from either the State Sixty-Month Limit of the SNA Twenty-Four Month Limit. As in upstate WMS, entry of an "A" will indicate "aid continuing."

#### **D. Future Enhancements of System Support for Tracking**

The following time limit-related systems modifications and enhancements have also been requested for upstate districts:

**1. Clearance Report, DSS-3209 - Authorization/Change Document**

The State Sixty-Month Limit Count and the SNA Limit Count will be added to the WMS Clearance Report and to the Authorization/Change Document, the DSS-3209 in upstate districts. In NYC, the time limit counts will be added to the TAD.

**2. CNS Recertification Call-In Letters**

The language of CNS Recertification Contact Letters will be modified to report time limit counts to recipients on a regular basis through the recertification contact.

**3. Recertification List (BICS)**

Time limit counts (State Sixty and SNA) will be added to the "Cases with Authorization Expiring in the Month of MM/YY" report, BPR#71, available from BICS.

**4. Time Limit Milestone Reports**

A WMS report will inform workers of cases reaching specified time limit milestones (FA - 1 year, 2 years, 3 years, 4 years, 4.5 years; cash SNA - 6 months, 1 year, 1.5 years) and cases within 2 months of a time limit, or exceeding it.

LDSS will be kept informed of the delivery schedule for these additional items. The above descriptions apply specifically to upstate districts. NYC centers will be kept informed of equivalent support developed on NYC WMS.

**VII. MEDICAID IMPLICATIONS**

Federal and State time limits for certain forms of public assistance do not apply to Medicaid.

**VIII. EFFECTIVE DATE**

The provisions of this directive are effective from the retroactive effective dates noted in the text - December 2, 1996 for TANF-related provisions, and August 4, 1997 for SNA-related provisions.



Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance

LIST OF ATTACHMENTS

- ATTACHMENT 2: COUNTABLE PAYMENTS - UPSTATE  
(TRACKING CATEGORY ORDER)
- ATTACHMENT 2A: COUNTABLE PAYMENTS - UPSTATE  
(NUMERICAL ORDER)
- ATTACHMENT 3: EXCLUDED PAYMENTS - UPSTATE
- ATTACHMENT 4: COUNTABLE PAYMENTS - NYC  
(TRACKING CATEGORY ORDER)
- ATTACHMENT 4A: COUNTABLE PAYMENTS - NYC  
(NUMERICAL ORDER)
- ATTACHMENT 5: EXCLUDED PAYMENTS - NYC
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**ATTACHMENT 16:           CONVERSION SNA LETTER**

**ATTACHMENT 17:           22+ MONTH SNA LETTER**

**ATTACHMENT 18:           22 MONTH SNA LETTER**

**2. UPSTATE COUNTABLE PAYMENTS**  
**(GENERAL TRACKING CATEGORY ORDER)**

When issued in a Family Assistance, CAP, non cash SNA/FP, or cash SNA case, the following WMS payment types will trigger a time limit increment for any trackable individual in the household:

**A. CHILD ASSISTANCE PROGRAM**

K1 - CAP Grant

**B. RECURRING GRANT**

05 - Case Recurring Grant  
06 - Partial Allowance  
07 - Underpayment Adjustment  
08 - SES - In  
09 - SES - Out  
69 - Cash Grant Unrestricted

**C. OTHER GRANT**

C7 - Transportation for Homeless Families  
D1 - IVD Disregard (Counted for cash SNA only: no TANF funding)  
D2 - Child Visitation Allowance  
E1 - Grant to Essential Person  
E9 - Restricted PNA  
L7 - Learnfare Refund  
  
01 - Expenses Incidental to Pregnancy  
18 - Retrospective Budgeting Supplemental PA Payment  
20 - Dinner Allowance  
21 - Lunch, Dinner Allowance  
22 - All Meals Allowance  
23 - Water  
25 - Life Insurance Premiums  
29 - Related Foster Care Expenses  
35 - Home Delivered Meals  
54 - Restaurant Allowance - Dinner  
55 - Restaurant Allowance - Lunch and Dinner  
56 - Restaurant Allowance - All Meals  
63 - Water Bills  
71 - Other  
81 - Housekeeping  
82 - Camp Fees  
87 - Cash Grant for Income Not Received

**2. UPSTATE COUNTABLE PAYMENTS (CONT.)**  
**(GENERAL TRACKING CATEGORY ORDER)**

**D. REGULAR SHELTER**

- A6 - Approved Facility/Congregate Care Facility
- E3 - Rental Supplement
- Q1 - Family Shelter Tier I
- Q2 - Family Shelter Tier II
- Q4 - Transitional Housing
  
- 10 - Shelter
- 40 - Room and Board
- 46 - Private Rent
- 47 - Mortgages, Taxes and Assessments on Client-owned Home
- 48 - Public housing Rent Allowance
- 50 - Temporary Residence in Hotel/Motel

**E. OTHER SHELTER**

- A7 - Refrigerator Rental Allowance for Homeless Family Temporarily placed in a Hotel/Motel
- Q5 - Security Deposit - Not Reported
- Q6 - Residential Domestic Violence
  
- 26 - Chattel Mortgage
- 62 - Taxes and Interest
- 64 - Real property Taxes
- 66 - Storage Fees

**F. TRAINING**

- 14 - TEAP\*\*
  
- R7 - Lunch/Transportation
- R9 - Employment and Training Essential Needs
- T1 - On the Job Training Grant\*\*
- T2 - Extended Supportive Services\*\*
- T3 - Training Tuition and Fees

**\*\*Note: codes 14, T1 and T2 count only when authorized for a cash SNA recipient, case type 16; when authorized in case type 11 or 12 (TANF-funded, these three types are excluded as subsidized employment payments.)**

**G. ENERGY**

- E6 - Fuel For Heating Refund
- E7 - Electricity
- 11 - Fuel
- 12 - Utilities to OTG
- 28 - Cooking Fuel
- 58 - Natural Gas
- 59 - Other than Natural Gas

**2A. UPSTATE COUNTABLE PAYMENTS**  
**(NUMERICAL ORDER BY WMS CODES)**

**When issued in a Family Assistance, CAP, non cash SNA/FP, or cash SNA case, the following WMS payment types will trigger a time limit increment for any trackable individual in the household:**

- 01 - Expenses Incidental to Pregnancy
- 05 - Case Recurring Grant
- 06 - Partial Allowance
- 07 - Underpayment Adjustment
- 08 - SES - In
- 09 - SES - Out
- 10 - Shelter
  
- 11 - Fuel
- 12 - Utilities to OTG
- 14 - TEAP (excluded for case types 11 and 12; counted for case type 16)\*\*
  
- 18 - Retrospective Budgeting Supplemental PA Payment
  
- 20 - Dinner Allowance
- 21 - Lunch, Dinner Allowance
- 22 - All Meals Allowance
- 23 - Water
- 25 - Life Insurance Premiums
- 26 - Chattel Mortgage
- 28 - Cooking Fuel
- 29 - Related Foster Care Expenses
  
- 35 - Home Delivered Meals
  
- 40 - Room and Board
- 46 - Private Rent
- 47 - Mortgages, Taxes and Assessments on Client-owned Home
- 48 - Public housing Rent Allowance
  
- 50 - Temporary Residence in Hotel/Motel
- 54 - Restaurant Allowance - Dinner
- 55 - Restaurant Allowance - Lunch and Dinner
- 56 - Restaurant Allowance - All Meals
- 58 - Natural Gas
- 59 - Other than Natural Gas
  
- 62 - Taxes and Interest
- 63 - Water Bills
- 64 - Real property Taxes
- 66 - Storage Fees
- 69 - Cash Grant Unrestricted
  
- 71 - Other



**2A. UPSTATE COUNTABLE PAYMENTS (CONT.)**  
**(NUMERICAL ORDER BY WMS CODES)**

- 81 - Housekeeping
- 82 - Camp Fees
- 87 - Cash Grant for Income Not Received
  
- A6 - Approved Facility/Congregate Care Facility
- A7 - Refrigerator Rental Allowance for Homeless Family Temporarily placed in a Hotel/Motel
  
- C7 - Transportation for Homeless Families
  
- D1 - IVD Disregard (Counts for cash SNA only: no TANF funding.)
- D2 - Child Visitation Allowance
  
- E1 - Grant to Essential Person
- E3 - Rental Supplement
- E6 - Fuel For Heating Refund
- E7 - Electricity
- E9 - Restricted PNA
  
- K1 - CAP Grant
  
- L7 - Learnfare Refund
  
- R7 - Lunch/Transportation
- R9 - Employment and Training Essential Needs
  
- T1 - On the Job Training Grant (excluded for case types 11 and 12; counted for case type 16)\*\*
  
- T2 - Extended Supportive Services (excluded for case types 11 and 12; counted for case type 16)\*\*
  
- T3 - Training Tuition and Fees
  
- Q1 - Family Shelter Tier I
- Q2 - Family Shelter Tier II
- Q4 - Transitional Housing
- Q5 - Security Deposit - Not Reported
- Q6 - Residential Domestic Violence

**\*\*Note: codes 14, T1 and T2 count only when authorized for a cash SNA recipient, case type 16; when authorized in case type 11 or 12 (TANF-funded, these three types are excluded as subsidized employment payments.)**

**3. EXCLUDED PAYMENTS-UPSTATE**

The following public assistance payments do not count as assistance for time limits. All non-PA payments issued on a PA case, such as HEAP, Food Stamps, Medical Assistance, Services, or Child Care, are excluded from counting toward the time limits on PA. Following are the specific excluded WMS PA payments for upstate districts:

**A. EMERGENCIES**

- A5 - Medical EAF
- C9 - Payment for Services to Cope with Emergency
- 42 - Replacement of Lost or Stolen Grant
- 52 - Emergency Allowance to Forestall Eviction
- 57 - Emergency Food Grant Allowance
- 60 - Emergency Payment to Prevent Shut-off or Restore Service

**B. PURCHASE**

- 72 - Living Room
- 73 - Bedroom with Single Bed
- 74 - Bedroom with Two Single Beds
- 75 - Bedroom with Double Bed
- 76 - Kitchen (Excluding Appliances)
- 77 - Range
- 78 - Refrigerator
- 79 - Bathroom
- 84 - Payment on Furniture
- 88 - Cabinet for Linens

**C. REPAIRS**

- 41 - Appliance Repair Cost Estimate
- 43 - Heating Equipment - Repair/Replacement
- 44 - Cooking Stove - Repair/Replacement
- 45 - Refrigerator - Repair/Replacement
- 51 - Cost of Repairs to Recipient Owned Home

**D. SHELTER**

- C2 - Furniture Allowance To Establish a Home
- 13 - Security Deposit - Utilities
- 49 - Housing Development Cooperative Unit
- 53 - Allowance to retain Shelter During Temporary Absence in Medical Facility
- 65 - Moving Expenses
- 67 - Security Deposit
- 68 - Brokers Finders Fee

**3. EXCLUDED PAYMENTS-UPSTATE (CONT.)****E. OTHER**

- 14 - TEAP (excluded for case types 11 and 12; counted for case type 16)
  
- A4 - Grant Assistance to Guide Dogs
- D1 - IVD Disregard/Passthrough (Excluded for FA, CAP, non cash SNA/FP - no TANF funding)\*\*
- D3 - Excess Support Payment
- D4 - Excess Support Arrears Payment
- D6 - Merit Incentive Award
- E6 - Fuel For Heating Refund
- K3 - CAP Support Reconciliation
  
- T1 - On the Job Training Grant(excluded for case types 11 and 12; counted for case type 16)
- T2 - Extended Supportive Services(excluded for case types 11 and 12; counted for case type 16)
  
- W1 - Court Ordered Retroactive Payment
  
- 70 - Replacement of SSI
- 83 - Red Cross
- 85 - Burial
- 86 - Transportation Expenses - Removal from State
- 90 - Cost of Clothing

\*\*Note: D1 Payments are counted only when issued for a cash SNA case as these payments do not involve TANF funding.

**F. PAYMENTS ISSUED WITH SPECIAL CLAIM CODE 'F' (EAF) IN SNA CASES**

**4. NYC COUNTABLE PAYMENT CATEGORIES**  
**(GENERAL TRACKING CATEGORY ORDER)**

When issued in a Family Assistance, CAP, non cash SNA/FP, or cash SNA case, the following WMS payment types will trigger a time limit increment for any trackable individual in the household:

**A. NYC SINGLE ISSUE PAYMENTS**

**1) CAP SINGLE ISSUE**

K5 CAP GRANT

**2) CASH GRANT SINGLE ISSUE**

02 REGULAR ALLOWANCE  
 08 REPLACEMENT OF CANCELLED CHECK  
 68 PRORATED FINAL ISSUANCE

**3) CASH GRANT - SINGLE ISSUE**

03 SUPPLEMENTATION OF CURRENT MONTH  
 04 SUPPLEMENTATION OF PREVIOUS MONTHS  
 05 PREGNANCY ALLOWANCE  
 17 CARFARE FOR HOMELESS ADULTS  
 54 CHILD SUPPORT BONUS PAYMENT  
 (54 counts only if paid on SNA/HR case.)  
 70 CHILD SUPPORT BONUS PAYMENT  
 ( 70 counts only if paid on SNA/HR case; they are excluded for  
 FA.)  
 73 BENEFIT SUPPLEMENTATION OF REGULAR GRANT DUE TO A FAIR  
 HEARING DECISION  
 74 BENEFIT RESTORATION DUE TO A FAIR HEARING DECISION  
 77 COURT ORDERED RETROACTIVE PAYMENT  
 99 OTHER

**4) SHELTER - SINGLE ISSUE**

09 RENT ONLY

**5) OTHER SHELTER - SINGLE ISSUE**

21 STORAGE FEES  
 30 RENT PAYMENTS IN EXCESS OF MAXIMUM  
 43 ACCRUED RENT WHILE ON PA  
 48 DISASTER SHELTER-TEMPORARY HOUSING

**4. NYC COUNTABLE PAYMENT CATEGORIES (CONT.)**  
**(GENERAL TRACKING CATEGORY ORDER)**

- 59 NYCHA RENT ARREARS
- 66 HOMES BILLING SYSTEM PAYMENT
- 67 HOMES BILLING SYSTEM RECOUPMENT  
 (66 and 67 are payments for hotel/motel shelter.)

**6) ENERGY SINGLE ISSUE**

- 41 UTILITY GRANT TO PREVENT TURN OFF OR RESTORE UTILITY SERVICES  
 (MISMANAGEMENT)
- 92 DIRECT VENDOR TO CON ED
- 93 DIRECT VENDOR TO BUG

**7) TRAINING SINGLE ISSUE**

- 23 OCCUPATIONAL TRAINING AND TRANSPORTATION ONLY FOR TRAINING  
 AND EDUCATION PROGRAMS
- 27 THIRD PARTY HEALTH INSURANCE PAYMENT-OES (excluded for case  
 types 11 and 12; counted for case type 16)
  
- 28 BI-WEEKLY SUPPLEMENT WEP CARFARE
- 29 BI-WEEKLY RECURRING WEP CARFARE
- 53 HR/FS JOB SEARCH EXPENSES
- 55 EMPLOYMENT AND TRAINING SPECIAL NEEDS
- 65 JOBS-EXTENDED SUPPORTIVE SERVICES (excluded for case types 11  
 and 12; counted for case type 16)
  
- 76 HR JOB SEARCH CARFARE EXPENSES

**Note:** codes 27 and 65 count only when authorized for a cash SNA recipient, case type 16; when authorized in case type 11 or 12 (TANF-funded, these two types are excluded as subsidized employment payments.)

**B. NYC RECURRING PA PAYMENTS**

**1) RECURRING CASH GRANT**

- 05 - CASH GRANT
- K7 - CAP GRANT

**2) RECURRING SHELTER**

- 10 - RESTRICTED SHELTER

**3) RECURRING ENERGY**

- 11 - RESTRICTED FUEL

**4A. NYC COUNTABLE PAYMENTS**  
**(NUMERICAL ORDER)**

**When issued in a Family Assistance, CAP, non cash SNA/FP, or cash SNA case, the following WMS payment types will trigger a time limit increment for any trackable individual in the household:**

**A. NYC COUNTABLE SINGLE ISSUE PA PAYMENTS**

- K5 CAP GRANT
- 02 REGULAR ALLOWANCE
- 03 SUPPLEMENTATION OF CURRENT MONTH
- 04 SUPPLEMENTATION OF PREVIOUS MONTHS
- 05 PREGNANCY ALLOWANCE
- 08 REPLACEMENT OF CANCELLED CHECK
- 09 RENT ONLY
- 17 CARFARE FOR HOMELESS ADULTS
- 21 STORAGE FEES
- 23 OCCUPATIONAL TRAINING AND EDUCATION PROGRAMS
- 27 THIRD PARTY HEALTH INSURANCE PAYMENT (excluded for case types 11 and 12; counted for case type 16)
- 28 BI-WEEKLY SUPPLEMENT WEP CARFARE
- 29 BI-WEEKLY RECURRING WEP CARFARE
- 30 RENT PAYMENTS IN EXCESS OF MAXIMUM
- 41 UTILITY GRANT TO PREVENT TURN OFF OR RESTORE UTILITY SERVICES -MISMANAGEMENT)
- 43 ACCRUED RENT WHILE ON PA
- 48 DISASTER SHELTER-TEMPORARY HOUSING
- 53 HR/FS JOB SEARCH EXPENSES
- 54 CHILD SUPPORT BONUS PAYMENT  
(54 counts only if paid on SNA case.)
- 55 EMPLOYMENT AND TRAINING SPECIAL NEEDS
- 59 NYCHA RENT ARREARS
- 65 JOBS-EXTENDED SUPPORTIVE SERVICES (excluded for case types 11 and 12; counted for case type 16)
- 66 HOMES BILLING SYSTEM PAYMENT
- 67 HOMES BILLING SYSTEM RECOUPMENT
- 68 PRORATED FINAL ISSUANCE
- 70 CHILD SUPPORT BONUS PAYMENT  
(70 counts only if paid on SNA case)
- 73 BENEFIT SUPPLEMENTATION OF REGULAR GRANT DUE TO A FAIR HEARING DECISION
- 74 BENEFIT RESTORATION DUE TO A FAIR HEARING DECISION
- 76 HR JOB SEARCH CARFARE EXPENSES
- 77 COURT ORDERED RETROACTIVE PAYMENT

4A. NYC COUNTABLE PAYMENTS (CONT.)  
(NUMERICAL ORDER)

A. NYC COUNTABLE SINGLE ISSUE PA PAYMENTS (CONT.)

92 DIRECT VENDOR TO CON ED  
93 DIRECT VENDOR TO BUG  
99 OTHER

B. NYC COUNTABLE RECURRING PA PAYMENTS

The following recurring payment types will be counted:

05 - CASH GRANT  
10 - RESTRICTED SHELTER  
11 - RESTRICTED FUEL  
  
K7 - CAP GRANT

5. EXCLUDED PAYMENTS-NYC

The following NYC Single Issue payments are excluded from counting toward time limits, along with all non-PA types such as HEAP, Food Stamps, Medical Assistance, Child Care, Services and Employment issuances that occur on a PA case.

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>
07	REPLACEMENT OF LOST STOLEN AND UNDELIVERED CHECKS
10	UTILITY GRANT TO PREVENT TURN OFF OR RESTORE SERVICES
14	REPLACEMENT OF LOST OR STOLEN CASH
15	PAYMENT OF INSTALLMENT DEBT-EAA
16	TRANSPORTATION TO POINTS OUTSIDE NYC
18	EXPENSES CONNECTED WITH MAINTAINING HOUSING
19	REPLACEMENT OF HEATING EQUIPMENT
22	MOVING EXPENSES
24	THIRD PARTY HEALTH INSURANCE
25	SHELTER AND/OR REPAIR ALLOWANCE FOR HOMEOWNER
27	THIRD PARTY HEALTH INSURANCE PAYMENT (excluded for case types 11 and 12; counted for case type 16)
31	PRE-PA RENT ARREARS
32	BI- WEEKLY RECURRING BEGIN CHILD CARE
35	EAU PAYMENT
38	SECURITY DEPOSIT PRIVATE HOUSING
39	RENT IN ADVANCE TO SECURE AN APARTMENT
40	RENT IN ADVANCE TO AVOID EVICTION
42	BROKER'S AND FINDER'S FEES
44	IMMEDIATE NEEDS GRANT
45	DISASTER SUSTENANCE
46	DISASTER CLOTHING
47	DISASTER HOUSEHOLD
48	FURNISHINGS AND REPLACEMENTS
49	DISASTER TRANSPORTATION TO HOME OF FRIEND OR RELATIVE OR TO A SHELTER
50	NON-RECOUPABLE UTILITY GRANT (NO MISMANAGEMENT)
51	CHILD CARE FEES TO ATTEND FAIR HEARING
56	REPLACEMENT FOR CODES 54 OR 70 ONLY
57	CHILD CARE ALLOWANCE FOR NON-PA, NON-LEGALLY RESPONSIBLE CARETAKER
58	EMERGENCY CHILD CARE FEES
60	ESTABLISHMENT OF A HOME
61	BASIC KITCHEN EQUIPMENT FOR PATIENT DISCHARGED FROM NYS MENTAL HYGIENE FACILITY



5. EXCLUDED PAYMENTS-NYC (CONT.)

<u>CODES</u>	<u>TYPE OF ALLOWANCE</u>
62	MAINTENANCE OF HOME
63	MISMANAGEMENT OF CASH
65	JOBS-EXTENDED SUPPORTIVE SERVICES (excluded for case types 11 and 12; counted for case type 16)
71	EXCESS CURRENT SUPPORT PAYMENT
72	EXCESS ARREARS SUPPORT PAYMENT
80	EMERGENCY HEAP PAYMENT
81	REPLACEMENT OF LOST OR STOLEN SSI BENEFITS REPORTED BY EAA CLIENTS
82	DIRECT HEAP PAYMENT TO LILCO
90	DIRECT HEAP PAYMENT TO CON ED
91	DIRECT HEAP PAYMENT TO BUG
94	UTILITY VENDOR REFUND
96	HEAP FAIR HEARING
97	REPLACEMENT OF HEAP CHECK
98	REGULAR HEAP VENDOR PAYMENT
K3	CAP CHILD SUPPORT RECONCILIATION
K4	CAP CHILD CARE
K9	CAP FS CASH-OUT (USDA FUNDED: NOT PA)

**6. UPSTATE DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS**  
**(NON-INCREMENTAL SANCTIONS)**

The following "dURATIONAL sanction" codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increase as follows:

1. **State Sixty-Month Time Limit:** count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, cash SNA.
2. **24-Month Cash SNA Limit:** count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. **TANF Time Limit:** count months that countable payments are issued to the household containing the sanctioned person, for FA and non-cash SNA/FP.

<u>CODE</u>	<u>DESCRIPTION</u>
GX1	Failure to Take Part in Drug/Alcohol Rehab -Closing Recipient (1st Occurrence/45 Days)
GX2	Failure to Take Part in Drug/Alcohol Rehab -Closing Recipient (2nd Occurrence/120 Days)
GX3	Failure to Take Part in Drug/Alcohol Rehab -Closing Recipient (3rd Occurrence/180 Days)
MX1	Failure To Take Part in Drug/Alcohol Rehab - Applicant (1st Occurrence/45 Days; (CT 14, 16, 17)
MX2	Failure to Take Part in Drug/Alcohol Rehab - Applicant (2nd Occurrence/120 Days) (CT 14, 16, 17)
MX3	Failure to Take Part in Drug/Alcohol Rehab - Applicant (3rd Occurrence/180 Days) (CT 14, 16, 17)
N41	Voluntary Quit or Reduced Earnings - Recipient (Closing) ( Same as for other employment sanctions - based on occurrence: see "WE" penalties below.)
N42	Voluntary Quit or Reduced Earnings (Applicant) - 90 days

6. UPSTATE DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS - CONT.  
(NON-INCREMENTAL SANCTIONS)

<u>CODE</u>	<u>DESCRIPTION</u>
WE1	Failure to Comply with Employment Requirements (1st Occurrence): 90 days for case type 16 or 17
WE2	Failure to Comply with Employment Requirements (2nd Occurrence): 3 months case type 11 or 12, 150 days if case Type 16 or 17.
WE3	Failure to Comply with Employment Requirements (3rd Occurrence): 6 months if case type 11 or 12, 180 days for case type 16, 17.

**7. UPSTATE NON-DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS**  
**(NON-INCREMENTAL SANCTIONS)**

The following sanction codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increment as follows:

1. State Sixty-Month Time Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: count at issuance of countable payments to the household containing the sanctioned person, for FA and non-cash SNA/FP.

<u>CODE</u>	<u>DESCRIPTION</u>
F43	Failure to Complete in-patient Rehabilitation
F44	Failure to Comply with Drug/Alcohol Screening
F45	Failure to Comply with Drug/Alcohol Assessment
F46	Failure to Comply with Drug/Alcohol Release of Information
N44	Failure to Provide a medical statement
V30	Failure to Comply with IV-D
WE0	Failure to Comply with Employment Requirements
WE1	Failure to Comply with Employment Requirements (1st Occurrence): for case type 11 or 12
Y97	Other
Y98	Other - Manual Notice Required -No MA Extension
Y99	Other - Manual Notice Required - 1 Month MA Extension

8. UPSTATE DURATIONAL REMOVAL (INCREMENTAL) SANCTION) CODES

The following "durational removal sanction" codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increase as follows:

1. **State Sixty-Month Limit:** automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
2. **24-Month Cash SNA Limit:** automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. **TANF Time Limit:** no months will be counted toward the TANF Time Limit for individuals sanctioned for any of the following reasons, for FA and non-cash SNA/FP.

<u>CODE</u>	<u>DESCRIPTION</u>
WA1	ADC IPV - 6 Month Disqualification
WA2	ADC IPV - 12 Month Disqualification
WA3	ADC IPV - Permanent Disqualification
WAX	ADC IPV - Court Ordered Disqualification
WH1	HR IPV - 6 Month Disqualification
WH2	HR IPV - 12 Month Disqualification
WH3	HR IPV - 18 Month Disqualification
WH4	HR IPV - 5 Year Disqualification
WHX	HR IPV - Court Ordered Disqualification
WS1	IPV: 6 Month Disqualification (1st Offense/Infraction < \$1000)
WS2	IPV: 12 Month Disqualification (2nd Offense/Infraction < \$3900)
WS3	IPV: 12 Month Disqualification (1st Offense/Infraction \$1000-\$3900)
WS4	IPV: 18 Month Disqualification (3rd Offense)
WS5	IPV: 18 Month Disqualification (1st Offense/Infraction > \$3900)
WS6	IPV: 18 Month Disqualification (2nd Offense/Infraction > \$3900)
WS7	IPV: 5 Year Disqualification (4th or Subsequent Offense)
WS8	IPV: Court Ordered Disqualification

9. UPSTATE NON-DURATIONAL REMOVAL (INCREMENTAL) SANCTION CODES

The following "non-durational removal sanction" codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increment as follows:

1. State Sixty-Month Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Limit: no months will be counted toward the TANF Time Limit for individuals sanctioned for any of the following reasons, for FA and non-cash SNA/FP.

<u>CODE</u>	<u>DESCRIPTION</u>
E21	Failure to Provide Child's SSN
F12	Failure to Apply for SSI
F17	Failure to Validate Incorrect SSN
F20	Failure to Provide a Social Security Number
F21	Failure to Provide a Social Security Number
F40	Failure to Enroll in Group Health Plan
F84	Failure to Sign Lien
F88	Failure to Comply with AFIS (Non Legally Responsible Relative)
N20	Failure to Notify District of Minor's Temporary Absence

**10. UPSTATE INELIGIBLE/INACTIVE INDIVIDUAL REASON CODES**

When an individual is ineligible, deceased, or inactive based upon the following "Individual Reason Code" entries, no time limit increment will occur for the individual until or unless the Reason Code is changed:

**1. Inactive/Absence/Terminated**

E72 Institutionalized  
 E73 In Foster Care  
 E90 Request Removal from Case  
 E95 Died  
 F60 Left Household  
 F61 No Longer essential to Household  
 F63 In Prison  
 F66 Will Receive PA in Other Case - Closing  
 F75 Temporary Absence of Minor

**2. Inactive/Ineligible**

E94 Receiving SSI  
 F35 Fleeing Felon/Probation - Parole Violator  
 F76 Minor parent - failed to complete education  
 F92 Failure to Provide Proof of Citizenship or Eligible Alien Status  
 F93 Failure/Refusal to Sign Citizenship/Alien Declaration  
 M33 Excess Income - Deemed Income of Alien Sponsor (HH>1) (CT. 11)  
 M97 Receiving Multiple Benefits (10 Year Sanction)  
 M98 In Receipt of Concurrent Assistance - Non-AFIS Intrastate Match  
 M99 In Receipt of Concurrent Assistance - AFIS Match  
 N49 Living Arrangements - Pregnant/Minor Parent (No Health/Safety Claim)  
 N50 Living Arrangements - Pregnant/Minor Parent (Health/Safety Claim Denied)  
 N66 In Receipt of Concurrent Assistance - Non-AFIS Match (Interstate or Intrastate w/o Reliable Residence Determination)  
 P93 Qualified Alien - Ineligible for 12 months  
 U44 Excess Resources - Deemed Resources of Alien Sponsor (HH>1) (CT. 11)

**11. NYC DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS**  
**(NON-INCREMENTAL SANCTIONS)**

The following "duracyonal sanction" codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increase as follows:

1. State Sixty-Month Time Limit: count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, cash SNA.
2. 24-Month Cash SNA Limit: count months automatically for the period of the sanction, then at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: count months that countable payments are issued to the household containing the sanctioned person, for FA and non-cash SNA/FP.

Note: in NYC, when a case level reason code closes a case with a durational sanction, the penalty for the minimum durational period is treated for time limit tracking in the same manner as described above: count the minimum duration period automatically for the State Sixty Month Limit for all case types (FA, non-cash SNA/FP, and cash SNA), and for the 24-Month (cash SNA). Since the case is closed, such codes will have no impact upon the TANF limit.

<u>CODE</u>	<u>DESCRIPTION</u>
B3	HR Non-Compliance Outpatient Rehab for Alcohol or Drug Abuse - 180 days
B8	HR Non-Compliance Outpatient Rehab for Alcohol or Drug Abuse - 45 days
B9	HR Non-Compliance Outpatient Rehab for Alcohol or Drug Abuse - 120 days
D1	Drug/alcohol sanction - Failure to part./complete - 45 days
D2	Drug/alcohol sanction - Failure to part./complete - 120 days
D3	Drug/alcohol sanction - Failure to part./complete - 180 days
E3	Failure to participate - BEGIN - 90 days
E4	Failure to participate - BEGIN - 6 months
E7	Refused to accept emp./training - 90 days
E8	Refused to accept emp./training - 6 months



**11. NYC DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS - CONT**  
**(NON-INCREMENTAL SANCTIONS)**

<u>CODE</u>	<u>DESCRIPTION</u>
GX1	Failure to Take Part in Drug/Alcohol Rehab - Closing Recipient (1st Occurrence/45 Days)
GX2	Failure to Take Part in Drug/Alcohol Rehab - Closing Recipient (2nd Occurrence/120 Days)
GX3	Failure to Take Part in Drug/Alcohol Rehab - Closing Recipient (3rd Occurrence/180 Days)
20	Failure cooperate with WEP - 90 days
21	Failure cooperate with WEP - 150 days
24	Failure cooperate with WEP - 180 days
25	Failure cooperate with WEP Sponsor Agency - 90 days
26	Failure cooperate with WEP Sponsor Agency - 150 days
27	Failure cooperate with WEP Sponsor Agency - 180 days
37	Failure to report or cooperate - Job placement - 90 days
38	Failure to report or cooperate - Job placement - 150 days
41	Failure to report or cooperate - Job placement - 150 days
42	Voluntarily quit/reduced earnings - 75 days
50	Voluntarily quit/reduced earnings - 30 days
51	Voluntary quit/reduced earnings - 30 days

**In addition to the "Individual Reason Codes" above, the following three digit case closing codes apply durational sanctions at the closing:**

441	Failure to report to NYS Job Service - 180 days
442	Employer Offer violation - 150 days
446	Vocational training violation - 150 days
447	Refusal to complete job placement program - 90 days
448	Refusal of OJT training - 90 days
449	Medical evaluation for employment violation - 180 days
511	Job Search Scheduled appointment violation - 90 days
512	Job Search Scheduled appointment violation - 150 days
513	Job Search Scheduled appointment violation - 180 days
514	Failure to report to NYS Job Service - 150 days
516	Job interview violation - 150 days
517	Job interview violation - 180 days
518	Job Service training program violation - 150 days
519	Job Service training program violation - 180 days
530	Job Search Scheduled appointment violation - 90 days
539	Vocational training program violation - 90 days
544	Job Service training program violation - 90 days
545	Job Service Handbook violation - 90 days
546	Job Service Handbook violation - 150 days

**11. NYC DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS - CONT.**  
**(NON-INCREMENTAL SANCTIONS)**

<u>CODE</u>	<u>DESCRIPTION</u>
547	Job Service Handbook violation - 180 days
549	Vocational Training program violation - 180 days
551	Refusal to complete job placement - 150 days
552	Refusal to complete job placement - 180 days
556	Refusal of OJT in training - 150 days
558	Job Search schedule appointment violation - 150 days
559	Refusal of OJT in training - 180 days
560	Employment services appointment violation - 90 days
563	Job Search Scheduled appointment violation - 180 days
565	Employment services appointment violation - 150 days
566	Employment services appointment violation - 180 days
568	Medical evaluation for employment violation -- 90 days
569	Medical evaluation for employment violation - 150 days
577	Medical examination violation - 30 days
597	JOB Search Handbook violation - 90 days
598	JOB Search Handbook violation - 150 days
599	JOB Search Handbook violation - 180 days
601	Employer offer violation - 180 days
803	WEP program violation - 150 days
807	WEP program violation - 180 days
809	WEP sponsor agency violation - 90 days
811	WEP sponsor agency violation - 180 days
815	Failure to report to NY Job Service - 90 days
817	Job interview violation - 90 days
819	Vocational training program violation - 180 days
821	Vocational training program violation - 90 days
823	Vocational training program violation - 150 days
825	Employer offer violation - 90 days
827	Voluntary Employment violation - 75 days
828	Voluntary Employment violation - 75 days
829	Work Experience program violation - 90 days
839	WEP sponsor agency violation - 150 days
843	Alcohol/substance abuse violation - 45 days
844	Alcohol/substance abuse violation - 120 days
845	Alcohol/substance abuse violation - 180 days
875	Substance abuse treatment program - 45 days
876	Substance abuse treatment program - 120 days
877	Substance abuse treatment program - 180 days

**12. NYC NON-DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS**  
**(NON-INCREMENTAL SANCTIONS)**

The following sanction codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increment as follows:

1. State Sixty-Month Time Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA..
3. TANF Time Limit: count at issuance of countable payments to the household containing the sanctioned person, for FA and non-cash SNA/FP.

Note: In NYC, when the removal sanction is accomplished with a case level closing code, no further months will be counted since there will be no further issuance of assistance to the household. Three digit codes below may be used as case closing codes.

<u>CODE</u>	<u>DESCRIPTION</u>
13	Failure to provide info on absent parent or spouse.
22	Failure to report - BEGIN
23	Failure to report - BEGIN
28	Failure to attend - BEGIN
29	Failure to report - BEGIN
30	Failure to continue to attend - BEGIN
31	Failure to report - BEGIN
32	Failure to continue to attend - BEGIN
33	Failure to report - BEGIN
35	Failure to continue to attend - BEGIN
36	Failure to continue to attend - TEAP
39	Failure to report - BEGIN
43	Failure to continue to attend - BEGIN
44	Failure to report - BEGIN
45	Failure to accept/complete - Wildcat SEP
60	Drug/Alcohol - Failure to attend
61	Drug/Alcohol - Failure to respond
62	Drug/Alcohol - Failure to keep appointment
144	Drug/alcohol screening instrument non cooperation
145	Drug/alcohol assessment non-cooperation
146	Drug/alcohol release of information non-cooperation
283	Failure to comply with drug or alcohol screening.

12. NYC NON-DURATIONAL PRORATA/PERCENTAGE REDUCTION SANCTIONS - CONT.  
(NON-INCREMENTAL SANCTIONS)

<u>CODE</u>	<u>DESCRIPTION</u>
C5	Not CAP eligible ( Count for time limits as individual still FA eligible - CAP eligibility not a factor in time limits.)
E2	Failure to participate - BEGIN
E6	Refused to accept emp./training
F43	Failure to complete in-patient rehab
F44	Failure to comply with D/A screening
F45	Failure to comply with D/A assessment
F46	Failure to sign or revoked treatment consent form
S0	Work Sanction.
S5	Work Sanction.

13. NYC DURATIONAL REMOVAL (INCREMENTAL SANCTION) CODES

(IPV CODES will go in here when implemented in NYC.)

14. NYC NON-DURATIONAL REMOVAL (INCREMENTAL) SANCTION CODES

The following "non-durational removal sanction" codes, when entered in the WMS "Individual Reason Code" field will cause a trackable individual's time limit count to increment as follows:

1. State Sixty-Month Limit: count at issuance of countable payments to the household containing the sanctioned person, for all countable case types - FA, non-cash SNA/FP, and cash SNA.
2. 24-Month Cash SNA Limit: count at issuance of countable payments to the household containing the sanctioned person, for cash SNA.
3. TANF Time Limit: no months will be counted toward the TANF Time Limit for individuals sanctioned for any of the following reasons, for FA and non-cash SNA/FP.

Note: In NYC, when the removal sanction is accomplished with a case level closing code, no further months will be counted since there will be no further issuance of assistance to the household. Three digit codes below may be used as case closing codes.

<u>CODE</u>	<u>DESCRIPTION</u>
10	Failure to keep appointment with Bureau of Client Fraud Investigation.
11	Failure to provide documentation of birth.
12	Failure to apply for SSN.
14	Failure to petition medical support from LRR.
15	Failure to pursue SSI benefit claim or to cooperate with SSA.
16	Failure to comply with assignment/property utilization policy.
52	Failure to keep appointment - employment
53	Refusal to provide info on employer health insurance plan.
54	Refusal to enroll in employee group health plan.
55	Refusal to provide info on other than employer based health insurance plan.
56	Refusal to enroll in other than employer based health insurance plan.
63	Failure to provide required permanent i.d. documents.
64	Failure to comply with request for medical evaluation.

14. NYC NON-DURATIONAL REMOVAL (INCREMENTAL) SANCTION CODES - CONT.

<u>CODE</u>	<u>DESCRIPTION</u>
99	Other reasons
154	Failure to notify of absence of minor
308	Refused offer of home.
E21	Failure to provide child's SSN.
F12	Failure to apply for SSI
F17	Failure to Validate Incorrect SSN
F20	Failure to provide SSN
F40	Failure to enroll in Group Health Plan
F84	Failure to sign lien
N20	Failure to notify of minor's temporary absence
Q0	Recovery, lien assignment:homestead.
Q1	Recovery, lien assignment:homestead.
W1	Refusal to Provide info: employer group health plan.
W2	Refusal to Enroll in employee group health plan.
W3	Refusal to Provide info other than employer based health insurance plan.
W4	Refusal to enroll in other than employer based health insurance plan.
Y97, Y98, Y99:	Other

15. NYC INELIGIBLE/INACTIVE INDIVIDUAL REASON CODES

When an individual is ineligible, deceased, or inactive based upon the following "Individual Reason Code" entries, no time limit increment will occur for the individual until or unless the Reason Code is changed:

1. Inactive/Absent

<u>CODE</u>	<u>DESCRIPTION</u>
01	Deceased
02	Deceased
03	SSI meets needs
04	18, not expected to graduate
05	Age 19 - ineligible FA ( Stop TANF clock for individual; start SNA clock when individual becomes active in SNA suffix.)
06	Left household
07	Left household
70	Admitted to Private institution
71	Admitted to Public institution
72	Admitted to Penal institution
73	Receiving Assistance in Shelter Care program
74	Receiving Assistance in Foster Care program
75	Receiving Assistance from private agency
76	Receiving in kind assistance from private agency
81	Receiving PA in another district
82	Temporarily moved out of state
83	Permanently moved out of state
84	Current whereabouts unknown
85	Not residing at address
87	Receiving assistance in another grant to the household
E72	Institutionalized
E73	In Foster Care/No plan to return
E90	Request removal
E95	Died
F60	Left household
F61	No longer Essential Person
F63	In prison
F66	Will receive PA in another case
F75	Absent without good cause



15. NYC INELIGIBLE/INACTIVE INDIVIDUAL REASON CODES (CONT>)2. Inactive/ineligible

<u>CODE</u>	<u>DESCRIPTION</u>
143	Parole/probation violator or fleeing felon
147	Minor parent with child at least 12 weeks old/ failure to participate in education/training program.
153	Fraud- multiple benefits/10 year sanction.
155	Minor parent - unsuitable living arrangement.
156	Minor parent-unsuitable living arrangement- Reject health/safety claim
185	Receiving PA in NYS
186	Receiving PA in NYS (AFIS)
282	Fleeing Felon - Parole/Probation Violator
284	Minor failed to complete h.s. education.
305	Receiving PA in another state
307	Receiving multiple benefits/10 years.
E94	Receiving SSI (Ineligible for FA, SNNC/FP, not SNA Cash or SNNC/NFP
F35	Fleeing Felon/Parole-Probation Violator
F76	Minor failed to complete H.S.
F92	Failure to prove citizenship/eligible alien status
M33	Excess Income - Deemed/Alien Sponsor
M97	Receiving multiple benefits
M98	Receiving duplicate benefits
M99	Receiving duplicate benefits
N49	Refused offer of home
N50	Pregnant and refused offer of home
N66	Duplicate Assistance
U44	Excess Resources - Deemed/Alien Sponsor

**ATTACHMENT 16**

**IMPORTANT INFORMATION ABOUT YOUR TEMPORARY ASSISTANCE**

**TRACKING CONVERSION LETTER**

Case Type: .

Case Number:

Loc. Off./Unit/Worker:

General Telephone No. for  
Questions or Help:

**TIME LIMIT COUNT:**

AS OF:

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Dear Temporary Assistance Recipient,

The Office of Temporary and Disability Assistance has developed a system to keep track of the number of months that individuals have received temporary assistance. An individual may not receive cash assistance through the SNA program for more than twenty-four months, unless the individual is exempted. The purpose of this letter is to inform you about the number of months that now apply to the time limit on your temporary assistance, and to help you plan for the future effect that the time limit may have upon you.

According to our records, you or someone in your assistance case has received cash assistance through the Safety Net Assistance (SNA) program for the number of months reported above in the "Time Limit Count" line. This is the count for you or for the individual in your temporary assistance case who has received cash SNA for the longest period of months since August, 1997 as of the date reported above. After any person in a temporary assistance household receives twenty-four months of cash SNA, that individual and everyone else in the cash SNA case must be transferred to non-cash SNA, if need continues.

In non-cash SNA, we will pay your rent allowance directly to the landlord, and any separate fuel for heating or utilities for lights and cooking or water will be paid directly to the utility provider. You will receive only that part of your grant that remains after these restricted payments in cash. It is important that you know about these rules now so that you can plan to manage your expenses as you come closer to the twenty-four month limit on your cash assistance.

We will begin changing cases which have reached the twenty-four month limit to non-cash assistance in December, 1999. Beginning in December, cases will be changed from cash assistance to non-cash assistance on the first day of the month after the month that an individual in the case reaches twenty-four months. For example, if the "Time Limit Count" reported above for August 1999 is 14, the case will reach a count of 24 in ten months, or June, 2000. If need continues, and the individual is not exempt, this case would be changed to non-cash assistance beginning July 1, 2000. Your social services worker will send you a separate notice from this one before the change to non-cash assistance is made. This notice is for your advance information only.

You should keep track of your time limit count. The time limit is a lifetime limit, so if you do not need temporary assistance for several years, then again find yourself in need, your time limit count will begin at the count reached in your last assistance month. For example, if your time limit count in July 1999 is 21 and your case is closed in July, and you require assistance again in a future month, you will start with a time limit count of 21, and be eligible for three more months of cash assistance in the Safety Net program. Also, your months of cash SNA also count against the separate time limit on Family Assistance, so that your count would also start at 21 for that program if you need Family Assistance in a future month.

The Client Information Booklets that you received when your case was opened contain more information on the time limits. If you have more questions regarding this information, ask your worker or talk about it at your next recertification.

## IMPORTANT INFORMATION ABOUT YOUR TEMPORARY ASSISTANCE

22+ Month Letter

Case Type:  
Case Number:  
Loc. Off./Unit/Worker:

General Telephone No. for  
Questions or Help:

TIME LIMIT COUNT:  
AS OF:

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SEPTEMBER 1999

Dear Temporary Assistance Recipient,

According to our records, you or someone in your assistance case has received cash assistance through the Safety Net Assistance (SNA) program for twenty-two or more months as of the date reported above. The "Time Limit Count" line above the date reports the number of months we have counted for your case. An individual may not receive cash assistance through the SNA program for more than twenty-four months, unless the individual is exempted from the time limit. We began to count the months of cash assistance in August, 1997 and we must begin to impose the time limit beginning December, 1999.

If any person in a temporary assistance household receives twenty-four months of cash SNA, that individual and everyone else in the cash SNA case must be transferred to non-cash SNA, if need continues, beginning in December. Because of this rule, if your need continues until December, your assistance must be paid in non-cash form through the SNA program starting December 1st. This means that the following amounts must be restricted out of your cash grant and be paid directly by social services:

1. Your rent expense
2. Your fuel for heating allowance, if you pay separately from rent.
3. Your domestic utility cost for lights and cooking, if paid separately from your rent.
4. Your water payments, if you pay these separately.

After all these amounts are restricted out of your grant, you will receive the remainder in cash. It is possible that some or all of these expenses are already restricted out of your grant. However, as soon as a new electronic payment system becomes ready, you will not receive more than a small personal needs allowance (PNA) in cash. We expect this new payment system to become ready sometime in late 2000. At that time, your cash payment will be no more than the following and it could be less, depending upon the amount of your restricted expenses:

People in Your Case:	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
<b>Maximum PNA (Cash):</b>	\$27.42	\$43.70	\$58.20	\$75.14	\$92.74	\$107.04*

\* (Add \$14.50 per person for households with more than six persons.)

Once you begin to receive a PNA, any money remaining after the PNA and the restricted expenses listed above will only be available to you to buy items in the store. You will not be able to receive it as cash. You will be notified by your worker with a separate notice before the change to the PNA begins.

Since setting up restricted payments for rent and for energy involves contact by social services with your landlord and energy providers, it is important that you assist your social services worker in making these arrangements. It is also important that you plan for the possible reduction in the amount of your cash grant if your rent and energy payments are not already restricted.

If your worker needs information from you to complete the necessary changes to restricted payments, he or she will contact you sometime in the next month. Save your most recent fuel, rent, and utility bills, if you receive them, so that you can answer any questions your worker may have. If your worker does contact you, be sure to provide the requested information on time. You will also receive a separate notice from your worker notifying you of the change to non-cash assistance and the effective date before the change is made. This letter is for your advance information only.

## IMPORTANT INFORMATION ABOUT YOUR TEMPORARY ASSISTANCE

22 Month Letter  
(Ongoing)

Case Type:  
Case Number:  
Loc. Off./Unit/Worker:

General Telephone No. for  
Questions or Help:

**TIME LIMIT COUNT:**  
AS OF:

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OCTOBER 1999

Dear Temporary Assistance Recipient,

According to our records, you or someone in your assistance case has received cash assistance through the Safety Net Assistance (SNA) program for twenty-two months as of the date reported above. The "Time Limit Count" line above the date reports the number of months we have counted for your case. An individual may not receive cash assistance through the SNA program for more than twenty-four months, unless the individual is exempted from the time limit. We began to count the months of cash assistance in August, 1997.

If any person in a temporary assistance household receives twenty-four months of cash SNA, that individual and everyone else in the cash SNA case must be transferred to non-cash SNA, if need continues. Because of this rule, if your need continues more than two months after the above month, your assistance must be paid in non-cash form through the SNA program starting the first day of the month after your time limit count reaches twenty-four. This means that the following amounts must be restricted out of your cash grant and be paid directly by social services:

1. Your rent expense
2. Your fuel for heating allowance, if you pay separately from rent.
3. Your domestic utility cost for lights and cooking, if paid separately from your rent.
4. Your water payments, if you pay these separately.

After all these amounts are restricted out of your grant, you will receive the remainder up to a maximum amount in cash. Your cash amount is called a Personal Needs Allowance (PNA) and cannot be more than the following amount, depending upon how many people are in your case:

People in Your Case:	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Maximum PNA (Cash):	\$27.42	\$43.70	\$58.20	\$75.14	\$92.74	\$107.04*
*(Add \$14.50 per person for households with more than six persons.)						

Any money remaining after the PNA and the restricted expenses listed above will only be available to you to buy items in the store. You will not be able to receive it as cash.

Since setting up restricted payments for rent and for energy involves contact by social services with your landlord and energy providers, it is important that you assist your social services worker in making these arrangements. It is also important that you plan for the possible reduction in the amount of your cash grant if your rent and energy payments are not already restricted.

If your worker needs information from you to complete the necessary changes to restricted payments, he or she will contact you sometime in the next month. Save your most recent fuel, rent, and utility bills, if you receive them, so that you can answer any questions your worker may have. If your worker does contact you, be sure to provide the requested information on time. You will also receive a separate notice from your worker notifying you of the change to non-cash assistance and the effective date before the change is made. This letter is for your advance information only.

**If you have more questions regarding this information, ask your worker.**