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TO: Local District Commissioners, IM Directors, HEAP Liaisons
FROM: Patricia A. Stevens /s/
SUBJECT: Cash SNA Case Lists for December 1 Recategorization-Time Limit
EFFECTIVE DATE: IMMEDIATELY
CONTACT PERSON: NYSOTDA Regional Liaisons, 1-800-343-8859 Extensions: Regions I (3-0332); II (4-9344); III (4-9307); IV (4-9300); V (3-1469); VI (212-383-1658)

The delivery of the WMS Time Limit Tracking function, addressed in the recently released 99 ADM-7 and in training sessions, has been delayed into mid to late October. Cash SNA cases (case type 16) must be recategorized to non-cash SNA (case type 17) effective December 1, 1999 if the recipient has reached or exceeded the 24-month time limit. (See 97 ADM-21 and 99 LCM-20).

In order to assist the recategorization task, DTA has requested listings of cash SNA cases that applied for SNA before November 18, 1997, based upon the WMS "Application Date", and that are in active status currently. Cases that applied on or before November 17, 1997 and have not been closed in the interim should have received at least 24 months of cash SNA as of November 30, 1999.

The lists will identify most but not all cases that have reached or exceeded the time limit and require a category change for December 1, 1999. The remaining cases will be identified by Tracking conversion letter lists at the time Tracking becomes available.

The lists will be mailed to WMS Coordinators by mid-October, and districts will be notified when they are being mailed. In the interim, workers should utilize the "recertification due" lists to identify cases that will reach the 24-month limit and must be recategorized to non-cash for December 1.

DTA will notify districts immediately on GIS of any further development in the delivery of the Tracking function and the cash SNA time limit listings. Questions should be addressed to Regional Team representatives.