



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2000-20
June 29, 2000

To: Transitional Assistance Office Staff

From:  Joyce Sampson, Assistant Commissioner for Field Operations

Re: Noncitizen Proration Calculation Workbook

Introduction

PACES automatically prorates the income and shelter/utility costs for **most** combination (FS/SSFSP) cases. However, due to systems limitations, there are currently situations in which the AU Manager must manually prorate the income and expenses of certain combination (FS/SSFSP) cases as well as any assistance unit containing a noncitizen(s) not legally residing in the U.S.

The Noncitizen Proration Calculation Workbook is set up on the spreadsheet program, Lotus 123. The Noncitizen Proration Worksheets contained in this workbook will help AU Managers determine the prorated amount of income and/or expenses of certain noncitizens to be used in the calculation of food stamp benefits.

This Field Operations Memo:

- ♦ identifies situations in which to use the new Noncitizen Proration Worksheets;
- ♦ instructs AU Managers in using the new Noncitizen Proration Worksheets; and
- ♦ provides instructions for entering and coding prorated income and expenses on PACES.

**Availability of
the Noncitizen
Proration
Calculation
Workbook**

The Noncitizen Proration Calculation Workbook will be sent by cc:Mail to TAO Directors and Assistant Directors. TAO Directors and Assistant Directors must send the Noncitizen Proration Calculation Workbook by cc:Mail to all AU Managers and Supervisors.

**When to Use the
Noncitizen
Proration
Worksheets**

The Noncitizen Proration Worksheets will help AU Managers determine the prorated amount of income and/or expenses of certain noncitizens. **AU Managers must use the Noncitizen Proration Worksheets when there is:**

- ♦ A combination (FS/SSFSP) case in which some members share in a TAFDC grant and some members receive EAEDC;
 - ♦ A combination (FS/SSFSP) case in which there is an associated TAFDC case with a family cap child(ren);
 - ♦ A combination case (FS/SSFSP) in which the cash assistance AU size does not match the food stamp AU size, i.e., SSI member;
 - ♦ A combination (FS/SSFSP) case in which sanction (Riverside) income must be prorated;
 - ♦ Any combination (FS/SSFSP) case in which dependent care expenses and/or child support payments must be prorated;
 - ♦ Any case in which a noncitizen not legally residing in the U.S. has income; and
 - ♦ Any case in which a noncitizen not legally residing in the U.S. has income AND pays/is billed expenses.
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**How to Use the
Noncitizen
Proration
Calculation
Workbook**

The Noncitizen Proration Calculation Workbook contains four tabs:

- (1) *Instructions Tab*: This tab contains general instructions for entering information on the worksheets.
- (2) *Proration 1 Tab*: The Noncitizen Proration Worksheet 1 - Prorating Income has three sections:
 - ♦ Prorating the Cash Assistance Grant;
 - ♦ Prorating Income (Earned and Unearned); and
 - ♦ Prorating Sanction Income.

**How to Use the
Noncitizen
Proration
Workbook
(Continued)**

(3) *Proration 2 Tab*: The Noncitizen Proration Worksheet 2 - Prorating Expenses has four sections:

- ♦ Shelter Costs;
- ♦ Utility Costs;
- ♦ Dependent Care Costs;
- ♦ Child Support Payments

(4) *Earnings Calc Tab*: The Earnings Calculation Worksheet allows AU Managers to calculate the monthly earnings for a noncitizen. The monthly amount can then be entered on Noncitizen Proration Worksheet 1 to determine the prorated amount of earnings to be used in the food stamp calculation.

The Noncitizen Proration Worksheets and Earnings Calculation Worksheet are designed so that:

- ♦ the AU Manager has to point, click and type information in the yellow cells;
- ♦ Results are automatically calculated in green cells; and
- ♦ PACES coding instructions are contained in blue cells.

Completed worksheets can be printed by clicking on the Print Page key. Be sure to file the printed worksheet in the case record.

The worksheet can be reset by clicking the Reset key. Be sure to reset the worksheet after each calculation.

**Coding on
PACES**

Do not use the proration codes discussed in Field Operations Memo 98-8 when entering the results of the Noncitizen Proration Worksheets.

Prorated amounts must be entered on the PACES Input Document (PID) or PACES Worksheet as instructed below:

- ♦ Enter the prorated cash assistance grant amount as type OU income in the FIW2 section of the worksheet on line 20 for the appropriate client number with an X in the 4 1/3 Block.

Note: Be sure to zero out the cash assistance grant from the income type G entry, if any.

**Coding on
PACES
(Continued)**

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- ◆ Enter the prorated earned income amount as type E1, E2 and E3 in the FIW2 section of the worksheet on line 21 or 22 for the appropriate client number with an X in the 4 1/3 Block.
 - ◆ Enter the prorated unearned income amount as type OU income in the FIW2 section of the worksheet on line 20 for the appropriate client number with an X in the 4 1/3 Block.
 - ◆ Enter the prorated sanction income amount as type OU income in the FIW2 section of the worksheet on line 20 for the appropriate client number with an X in the 4 1/3 Block.
 - ◆ Enter the prorated shelter amount in block 54 of the PID. Use utility code 5 in block 56 of the PID.
 - ◆ Enter the prorated utility amount in block 55 of the PID. Use utility code 5 in block 56 of the PID.
 - ◆ Enter the prorated dependent care amount in block 9 of the FIW1 section of the worksheet.
 - ◆ Enter the prorated child support payment amount in block 10 of the FIW1 section of the worksheet.

**Obsolete
Materials**

Field Operations Memo 92-51 is now obsolete.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478.
