



Massachusetts Department of Public Welfare
600 Washington Street, Boston, MA 02111

FIELD OPERATIONS MEMO 95-15
APRIL 1, 1995

TO: LOCAL OFFICE STAFF
FROM: JOYCE SAMPSON
ASSISTANT COMMISSIONER FOR FIELD AND ELIGIBILITY OPERATIONS
RE: SYSTEM PRORATED AND GENERATED EXPEDITED ATPS FOR CATEGORIES 0, 2,
4 AND 9.

INTRODUCTION

In response to requests from local office staff, PACES has been programmed to calculate and issue expedited ATPs. This memo will introduce procedures for issuing system-generated expedited ATPs and discuss changes to current procedures for issuing Over-the-Counter (OTC) expedited ATPs. Things to consider in making the decision to issue a system-generated expedited ATP or an OTC expedited ATP will also be explained.

Federal regulations, being implemented in Massachusetts on April 1, 1995, require the issuance of two types of expedited ATPs:

"Regular Expedited ATP" Application filed on or before 15th day of the applicant's cyclical month.

"Special Expedited ATP" Application filed after 15th day of the applicant's cyclical month.

State Letter 1056 transmits a provision requiring that households which apply for initial food stamp benefits after the 15th day of the cyclical month and are determined eligible for expedited service must be issued a **combined allotment** within the five-day expedited timeframe. A **combined allotment** includes the initial month's prorated amount, if any, plus the second month's full allotment. Combined allotment ATPs will be called **"Special Expedited ATPs."** Households which apply during the first 15 days of the cyclical month will be issued **"Regular Expedited ATPs,"** which include only the initial month's prorated amount. This memo also discusses procedures for identifying and issuing Special Expedited ATPs and Regular Expedited ATPs.

ELIGIBILITY FOR EXPEDITED SERVICE

Normally, an application must be approved or denied within 30 calendar days following the date the application was filed. Some households, however, are entitled to faster processing called "expedited service." All Public Assistance (PA) and Non-Public Assistance (NPA) households applying for food stamps must be screened on the application filing date for eligibility to receive expedited service. Determining eligibility for expedited service is a two-step process.

STEP ONE: Does the household qualify for expedited service?

A household may qualify for expedited service if:

- Combined gross monthly income and liquid assets are less than combined monthly rent (or mortgage) and utilities (SUA in most cases); or
- It has less than \$150 in monthly gross income and \$100 or less in liquid assets; or
- All members are homeless; or
- One or more members are migrants or seasonal farmworkers and the household is destitute and has \$100 or less in liquid assets.

STEP TWO: Does the household appear eligible for the food stamp program?

Information must be obtained from the applicant regarding household composition, income, assets, living expenses, citizenship, etc., to determine if the household appears eligible. Collect as much information and verification regarding food stamp eligibility as possible. However, identity is the only eligibility factor that must be verified before expedited service can be provided. Lack of verifications other than identity must not delay the determination for expedited service.

NOTE: Expedited service is simply a "faster" method of delivering food stamp benefits to certain households. The household must qualify (Step One) for expedited service and appear eligible (Step Two) for the food stamp program to be entitled to expedited service.

If the applicant is not entitled to expedited service, process the application in accordance with normal 30-day timeframes. The applicant has the right to an agency conference to contest the verbal denial of expedited food stamps in accordance with 106 CMR 367.225.

ISSUING EXPEDITED ATPS

EXPEDITED FIVE-DAY TIMEFRAME

A household eligible for expedited service must be given an opportunity to participate within five calendar days following the date of application. **Opportunity to Participate** means that the household must have an ATP in-hand with facilities open and available for the household to transact their ATP. To ensure that the household has an opportunity to transact the ATP by the fifth calendar day from the application filing date:

- A system-generated expedited ATP must be data-entered within two calendar days following the date of application; or
- An OTC expedited ATP must be issued to the household no later than the fourth calendar day following the date of application.

If the fourth calendar day falls on a Saturday, Sunday or holiday, the following rules apply: If the fourth calendar day is a Saturday, Sunday, or a holiday, the ATP must be issued on the previous Friday. If the fourth day is a holiday which falls on a Friday, the ATP must be issued on the previous Thursday. (See 106 CMR 365.810)

SYSTEM-GENERATED EXPEDITED ATPS

PACES has been programmed to prorate and issue system-generated expedited ATPs. Due to systems restrictions, all expedited food stamps must be entered on PACES as a Category 9 case. Do not forget that expedited food stamps are cross category. For example, the AFDC worker is responsible for preparing the PID and/or Worksheets necessary for issuing the expedited ATP if an applicant applies for AFDC and FS even though the case is initially established under Category 9.

All system-generated expedited ATPs, both Regular and Special, will be entered on PACES as either an S1 or S2 transaction using Food Stamp Action Reason 19. The Case Action Reason must be 03.

Based on the start/application date, PACES will automatically determine if a Regular Expedited or Special Expedited ATP should be issued. It will also automatically calculate the correct benefit amount.

Once the expedited ATP has been generated, PACES will convert the S1 or S2 to Status 0. (This will prevent the issuance of regular monthly benefits before the application process is complete.)

The following examples illustrate when PACES will prorate and release expedited ATPs. Sample PIDs for Examples 1-3 are attached (Attachments 1 - 3B).

Example 1 - Regular Expedited ATP

Application in Current Calendar Month during the Applicant's First Cycle and on Cycle Start Date: In cases where the application date is the same as the cyclical start date, PACES will issue a Regular Expedited ATP for the full current month.

SSN = 8
Cyclical Start Date = 13

Application Date 3/13
Data Entry Date 3/15
Certification Period 3/13 - 4/12

Full March ATP will issue the next day.

Example 2 - Regular Expedited ATP

Application in Current Calendar Month During Applicant's First Cycle: In cases where the application date is in the current calendar month and is on or before the fifteenth day of the applicant's cyclical month, PACES will calculate and issue a Regular Expedited ATP.

SSN = 8
Cyclical Start Date = 13

Application Date 3/20
Data Entry Date 3/21
Certification Period 3/13 - 4/12

A prorated ATP (3/20-4/12) will issue the next day.

Example 3 - Special Expedited ATP

Application in Current Calendar Month During the Applicant's Second Cycle: In cases where the application date is in the current calendar month and is after the fifteenth day of the applicant's cyclical month, PACES will calculate and issue a Special Expedited ATP. There are two possible scenarios:

- (a) SSN = 8
Cyclical Start Date = 13

Apply/Start Date 3/30
Data Entry Date 4/1
Certification Period 3/13 - 5/12

Special Expedited ATP will include:

Prorated Amount for **Prior Month** (3/30-4/12) and
Current Month's Full Allotment (4/13-5/12).

NOTE: This scenario will occur with SSNs ending in a high number.

- (b) SSN = 4
Cyclical Start Date = 7

Application Date 3/23
Data Entry Date 3/24
Certification Period 3/7 - 5/6

Special Expedited ATP will include:

Prorated Amount for **Current Month** (3/23-4/6) and
Next Month's Full Allotment (4/7-5/6).

NOTE: This scenario will occur with SSNs ending in a low number.

Example 4 - Special Expedited Requiring A Double Issuance

For large households with little or no income and the combined allotment ATP exceeds \$999. Since an ATP with more than three digits cannot be generated, PACES will calculate and issue two separate ATPs for the household.

SSN = 4
Cyclical Start Date = 7
Household Size = 10

Application Date 3/23
Data Entry Date 3/24
Certification Period 3/7 - 5/6

Special Expedited will be issued next day in two ATPs:

- (1) Prorated Amount for March (3/23-4/6) and
- (2) Monthly Allotment for April (4/7-5/6) will issue next day.

OVER-THE-COUNTER EXPEDITED ATPS

All OTC expedited ATPs, both Regular and Special, will continue to be entered on PACES as Status 0 using FS Action Reason 03. However, the worker must determine if a Regular Expedited or Special Expedited ATP must be issued. Use the attached chart "Determining Type of Expedited ATP Based on Application Date" as a quick reference for determining if the household is entitled to a Regular Expedited or Special Expedited ATP. (Attachment 4)

The Over-the-Counter ATP Request Form (FSP-14B) has been revised to reflect the two new types of expedited ATPs. Block 1 must be checked if a Regular Expedited ATP has been issued. Block 9 must be checked if a Special Expedited ATP has been issued.

Do a PACES on-line calculation for all households entitled to expedited service to determine the amount of the OTC expedited ATP. Use the following rules:

- If the household is entitled to a Regular Expedited ATP, use the prorated amount, if any, from the on-line calculation screen.
- If a household is entitled to a Regular Expedited ATP and applied on the cycle start date, use the monthly allotment amount from the on-line calculation screen.
- If the household is entitled to a Special Expedited ATP, the worker must manually total the monthly allotment plus the prorated amount, if any, from the on-line calculation screen.

- If the household is entitled to a Special Expedited ATP and the total of the monthly allotment plus prorated amount exceeds \$999, the worker must issue two separate ATPs. Issue one for the prorated amount, the other for the monthly allotment. Complete an FSP-14B for each ATP. Enter the case on PACES with a bonus value of \$999 for tracking purposes.

NOTE: It is very likely that the total monthly allotment plus prorated amount will exceed \$999 for households of eight or more with little or no income.

- If the household's monthly allotment exceeds \$999, the worker must issue two separate ATPs. Issue one for \$999, the other for the balance owed the household. Complete an FSP-14B for each ATP. Enter the case on PACES with a bonus value of \$999 for tracking purposes.

NOTE: It is very likely that the monthly allotment will exceed \$999 for households of 12 or more with little or no income.

OTHER CONSIDERATIONS

Data-entry and mailing time are important considerations in deciding whether to issue a system-generated expedited ATP or an OTC expedited ATP.

To prevent untimeliness, PACES will not issue a system-generated expedited ATP if the data entry date is greater than two days from the application filing date. The data entry operator will return the PID and/or Worksheets to the worker whenever a message which reads: "MUST DO OTC/ATP" is received. Since there is a 48 hour turnaround time for processing and mailing of system-generated ATPs, expedited PIDs and/or Worksheets must be data-entered within two days of the application filing date.

All system-generated expedited food stamps must be data-entered before the ATP Cutoff Date. For example, if an application is filed on the ATP Cutoff Date, PACES will hold the system-generated expedited ATP until the first business day of the next month. This would result in an untimely ATP. An OTC expedited ATP must be issued. The ATP Cutoff Dates for the next three months are April 24, May 24 and June 22. Beginning in June, the ATP Cutoff Date will be added to the PACES Case Closing and Reduction Schedule in PACES User's Guide, Volume I, Appendix E, Page 5.

Weekend and/or holiday interruptions could prevent a system-generated expedited ATP from being timely. For example, if Friday is a holiday and an application is filed on Wednesday, a system-generated expedited ATP which is data-entered on Thursday would be untimely since it would be mailed on Monday. An OTC expedited ATP must be issued to meet the five-day expedited timeframe.

PACES will not issue an ATP larger than three digits. Do an on-line calculation for all households which apply after the 15th day of the cyclical month to manually determine if the total of the prorated amount, if any, and next month's full allotment will exceed \$999. (PACES on-line calculation screen lists the monthly allotment and prorated amount.) It is very likely that a Special Expedited ATP for households of eight or more with little or no income will calculate to greater than \$999. PACES will issue two separate ATPs to the household (See Example 4, above).

If the PACES on-line calculation screen indicates that the household's monthly allotment exceeds \$999, an OTC expedited ATP must be issued.

When a system-generated expedited ATP is being issued, a Temporary ID must also be issued, if necessary, to allow the household to transact the ATP.

APPROVING THE PA/FS OR NPA CASE

Once all verifications have been received and the case determined eligible, follow these steps in opening the PA/FS or NPA case.

- Do a PACES inquiry to check the status and date in the food stamp section.
- Change the Action Reason in Block 33 and 92 to the appropriate eligibility Action Reason Code.
- Do an S1 transaction. Use the begin certification date in Block 52 and 57 of the cycle following the period for which expedited benefits were issued.
- Change the Action Reason in Block 53 to the appropriate eligibility Action Reason Code.

To prevent duplicate benefits, PACES will not allow the food stamp start date of a PA/FS or NPA which is being opened to be earlier than the end certification date for a Regular Expedited or Special Expedited ATP. The data entry operator will return the PID and/or Worksheets to the worker for correction whenever a message which reads: "EXP FS ISSUED THRU MM/DD/YY" is received.

EXAMPLE: PA/FS CASE

SSN = 2
Application/Start Date = 3/10
Expedited ATP Issued = 3/12
End Certification Date = 4/3

All verifications received = 3/20
PID/Worksheets to Data Entry = 3/24

If the PA worker uses a 3/10 start date to open the food stamp portion of the category 2 case, the data entry operator will receive the above message. The PA worker must then correct the PID by using 4/4 as the start date for the food stamp portion of the case.

This edit will occur whether a system-generated expedited ATP or OTC expedited ATP has been issued.

NOTE: PACES will not allow a food stamp start date greater than 30 days in the future. Prepare a PID opening the food stamp case and submit it anytime during the 30 days before the food stamp start date.

OBSOLETE MATERIAL

This Field Operations Memo replaces any portion of FSPM XII, AP-83-70 (Rev. 11/83) which discusses expedited issuance.

QUESTIONS

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




SECTION I HEADER INFO										SECTION II CASE NAME / ADDRESS										SECTION IX OUTPUT DATA									
1 PREPARED MM DD YY	2 REG	3 LWO	4 CAT	5 SOCIAL SECURITY NO	6A CHECK DIGIT	6 NAME CHK	7 WORKER NO	10 TYPE OF ENTRY	11 CASE NAME	130 SYSTEMS DATE	131 UNIT	132 PAGE NO	133 DATE OF LAST REVIEW	134 LAST TRANS DATE	135 WPK	137 REG	138 LWO												
03/13/95	X	XXX	9	111-11-1118		BARR	615	A - NEW CASE	BARR, A																				
SECTION II (Cont.)																													
STREET										TELEPHONE																			
600 Washington										BOSTON MA 02111 A																			
SECTION III CASE PROFILE																													
30 TYPE OF ENTRY	31 ST	32 START/CLOSE	33 ACTION REASON	34 LAND	35 GROUP CODE	36 PRIMARY BSA CLAIM NO	37 REVIEW	38 CASE ASSIGN NO	39 CAT	40 EP	41 FORTN	42 RTO NO	43 SAVE	44	45	46													
A - NEW CASE	1	03/13/95	03	1					615				Y																
SECTION IV FOOD STAMPS																													
50 TYPE OF ENTRY	51 ST	52 START/CLOSE	53 ACTION REASON	54 SHELTER	55 UTILITIES	56 CD	57 BEGIN	58 END	59 CAT	60 BLD	61 ADDITIONAL ATPS																		
A - NEW/REOPEN	1	03/13/95	19	150	-	311	-	2	03/13/95	04/12/95	Y																		
SECTION V ADDITIONAL ENTRIES																													
70 TYPE OF ENTRY	71 AMOUNT	72 TYPE OF ENTRY	73 AMOUNT	74 DATE OF PAYMENT	75 REG	76 LWO	77 SOCIAL SECURITY NO CHANGE	78 BANK ROUTING NO	79 CLIENT ACCT NO																				
SECTION VI CLIENT PROFILE																													
80 TYPE OF ENTRY	81 CL NO	82 LAST	83 CLIENT'S NAME(S)	84 INT'L	85 SOCIAL SECURITY NO	86 DATE OF BIRTH	87 ST	88 START/CLOSE	89 ACT REAS	90 ST	91 START/CLOSE	92 ACT REAS	93 HLTH INS CD	94 ST	95 START/CLOSE	96 ACT REAS	97 MMR	98 ED	99 WK EDWIN WO	100 LAST EMP	101 BSA CLAIM NO								
C	5	00	BARR, A		111-11-1118	01/11/50	MA																						
C	F																												
C	F																												
C	F																												
C	F																												
SECTION VII CORNELIUS										SECTION VIII REFUGEE																			
110 SERVICE CODE	111 DATE OF REQUEST	112 DATE OF NOTIFICATION	113 DATE OF VERIFICATION	114 DATE SERVICE PROVIDED	120 CL NO	121 DATE OF ENTRY	122 VOLAS CD	123 ORIGIN																					
SECTION X REMARKS																													
										XXX SUPERVISOR'S SIGNATURE XXX SUPERVISOR'S SIGNATURE																			

03/13/95
DATE
03/13/95
DATE

DATA ENTRY COPY

EXAMPLE 1: Regular Expedited ATP (on Cycle Start)



SECTION I HEADER INFO

11 PREPARED MM DD YY	12 REG	13 LWO	14 CAT	15 SOCIAL SECURITY NO	16 CHECK DIGIT	17 YORKER NO
03/20/95 X	XXX	9	222-22-2228	Bms	221	

SECTION II CASE NAME / ADDRESS

10 TYPE OF ENTRY (CIRCLE ONE)	11 CASE NAME
A - NEW CASE D - NAME OR ADDRESS CHANGE	BARR, B.

SECTION II (Cont.)

12 STREET	13 CITY	14 STATE	15 ZIP	16 MULTI ADDR	17 AREA CD	18 TELEPHONE NUMBER	19 DO
600 Washington	Boston	MA	02111	A			

SECTION III CASE PROFILE

20 TYPE OF ENTRY (CIRCLE ONE)	21 ST	22 START/CLOSE CHANGE	23 ACTION REASON	24 LUNG	25 GROUP CODE	26 PRIMARY SSA CLAIM NO	27 REVIEW	28 CARE ASSIGN NO	29 CAT TYPE	30 EP	31 PORTIN	32 NYC NO	33 BAY	34	35	36
E - NEW CASE E - CHANGES		1 03/20/95 03 1						221					Y			

SECTION IV FOOD STAMPS

40 TYPE OF ENTRY (CIRCLE ONE)	41 ST	42 START/CLOSE	43 ACTION REASON	44 SHELTER	45 UTILITIES	46 CD	47 BEGIN	48 END	49 CAT ELD	50 ADDITIONAL ATPS
E - NEW RECORD T - CHANGE		1 03/20/95 19	200 - 188 - 6				03/13/95 04/12/95		Y	

SECTION V ADDITIONAL ENTRIES

60 TYPE OF ENTRY	61 AMOUNT	62 TYPE OF ENTRY	63 AMOUNT	64 DATE OF PAYMENT	65 REG	66 LWO	67 SOCIAL SECURITY NO CHANGE	68 BANK ROUTING NO	69 CLIENT ACCT NO

SECTION VI CLIENT PROFILE

70 TYPE OF ENTRY (CIRCLE ONE)	71 CL NO	72 LAST	73 CLIENT'S NAME(S) FIRST	74 INT'L	75 SOCIAL SECURITY NO	76 DATE OF BIRTH	77 PA	78 ST	79 START/CLOSE	80 FCT REAS	81 ST	82 START/CLOSE	83 FCT REAS	84 M/LTH INS CD	85 ST	86 MA	87 FCT REAS	88 M/R	89 ED	90 WK EXPR NO	91 LAST EMP	92 SSA CLAIM NO
C	F	00	BARR B		222-22-2228	03/20/95			1 03/20/95 03													
C	F	01	BARR C		331-3-3119	03/30/95			1 03/20/95 03													
C	F																					
C	F																					
C	F																					

SECTION VII CORNELIUS

110 SERVICE CODE	111 DATE OF REQUEST	112 DATE OF NOTIFICATION	113 DATE OF VERIFICATION	114 DATE SERVICE PROVIDED
	/ /	/ /	/ /	/ /

SECTION VIII REFUGEE

115 CL NO	116 DATE OF BIRTH	117 ROUTES	118 ORIGIN

SECTION IX OUTPUT DATA

120 SYSTEMS DATE	121 UNIT	122 PAGE NO

SECTION X REMARKS

XXX
WORKER SIGNATURE
XXX
SUPERVISOR'S SIGNATURE

3/20/95
DATE
3/20/95
DATE

EXAMPLE 2: Regular Expedited ATP (PRORATED ONLY)

SECTION I HEADER INFO
 PREPARED MM DD YY: 03/01/95
 REG: XXX
 LWO: XXX
 CAT: 9
 SOCIAL SECURITY NO: 333-33-3358
 CHECK DIGIT: 8
 WORKER NO: 615
 NAME CHK: BARR, D
 CASE NAME: BARR, D
 TYPE OF ENTRY: NEW CASE

SECTION II CASE NAME / ADDRESS
 STREET: 600 Washington
 CITY: Boston
 STATE: MA
 ZIP: 02111
 TELEPHONE NUMBER: 615
 CLIENT ACCT NO:

SECTION III CASE PROFILE
 TYPE OF ENTRY: NEW CASE
 ACTION REASON: 1
 DATE OF ENTRY: 03/01/95
 CHANGES: 03

SECTION IV FOOD STAMPS
 TYPE OF ENTRY: NEW CASE
 DATE OF ENTRY: 03/01/95
 AMOUNT: 300
 CERTIFICATION PERIOD: 4-02/13/95

SECTION V ADDITIONAL ENTRIES
 AMOUNT: 300
 DATE OF ENTRY: 03/01/95

SECTION VI CLIENT PROFILE

TYPE OF ENTRY	CL NO	LAST	CLIENT'S NUMBER	MTL	SOCIAL SECURITY NO	DATE OF BIRTH	FOOD STAMPS	START DATE	END DATE	STATUS
C	F									

SECTION VII CORNELLUS

SERVICE CODE	DATE OF REQUEST	DATE OF NOTIFICATION	DATE OF VERIFICATION	DATE SERVICE PROVIDED

SECTION VIII REFUGEE
 DATE OF ENTRY: 03/01/95
 STATUS: 03

SECTION IX OUTPUT DATA

138	SYSTEMS DATE	141	UNIT
139	DATE OF LAST REVIEW	142	DATE
140	LAST TRANS DATE	143	WORK REG LWO
144	AMOUNT	145	START DATE
146	PAYMENT	147	RELATED SN

FOOD STAMPS

148	AMOUNT	149	EARNED	150	UNEARNED	151	CHILD CARE
152	AMOUNT	153	UNUSED	154	CLAIMS	155	DATE

PRIOR DATA

156	AMOUNT	157	START DATE	158	CASE CLOSED DATE
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SECTION X REMARKS

159	REMARKS
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XXX
 XXX

DATA ENTRY COPY



SECTION I HEADER INFO

PREPARED MM DD YY	REG	LWO	CAT	SOCIAL SECURITY NO	CHECK DIGIT	WORKER NO
03/23/95 X	XXX	9	444-44-4444			Bom 221

SECTION II CASE NAME / ADDRESS

TYPE OF ENTRY (CIRCLE ONE)	CASE NAME
A - NEW CASE	CAPONE, E
B - NAME OR ADDRESS CHANGE	

SECTION IX OUTPUT DATA

SYSTEMS DATE	UNIT	PAGE NO
		OF
DATE OF LAST REVIEW	LAST TRANS DATE	REG LWO

SECTION II (Cont.)

STREET	CITY	STATE	ZIP	TELEPHONE
600 Washington	Boston	MA	02111	A

SECTION III CASE PROFILE

TYPE OF ENTRY (CIRCLE ONE)	START/CLOSE	ACTION REASON	LAND	GROUP CODE	PRIMARY SSA CLAIM NO	REVIEW	CASE ASSIGN NO	CAT TYPE	EP	FORTH	HTC	IND	SAVE
E - CHANGES	1 03/23/95 03 1							221					Y

SECTION IV FOOD STAMPS

TYPE OF ENTRY (CIRCLE ONE)	START/CLOSE	ACTION REASON	SHELTER	UTILITIES	CD	BEGIN	END	CAT ELG	ADDITIONAL ATPS
E - CHANGES	1 03/23/95 19		200 -	22 -		4/03/07/95	05/04/95	Y	

SECTION V ADDITIONAL ENTRIES

TYPE OF ENTRY	AMOUNT	TYPE OF ENTRY	AMOUNT	DATE OF PAYMENT	REG	LWO	SOCIAL SECURITY NO CHANGE	BANK ROUTING NO	CLIENT ACCT NO

SECTION VI CLIENT PROFILE

TYPE OF ENTRY (CIRCLE ONE)	CL NO	LAST	CLIENT'S NAME(S) FIRST	INT'L	SOCIAL SECURITY NO	DATE OF BIRTH	PA	START/CLOSE	ACT REAS	ST	START/CLOSE	ACT REAS	HTC	IND	ST	START/CLOSE	ACT REAS	MSR	ED	SWY	EDU	WO	LAST EMP	SSA CLAIM NO
C	F	00	CAPONE E		444-44-4444	03/23/95		1 03/23/95 03																
C	F	01	CAPONE E		555-55-5555	09/05/50		1 03/23/95 03																
C	F																							
C	F																							

SECTION VII CORNELIUS

SERVICE CODE	DATE OF REQUEST	DATE OF NOTIFICATION	DATE OF VERIFICATION	DATE SERVICE PROVIDED

SECTION VIII REFUGEE

CL NO	DATE OF ENTRY	VOLAR CD	ORIGIN

SECTION X REMARKS

XXX
WORKER'S SIGNATURE

XXX
SUPERVISOR'S SIGNATURE

3/23/95
DATE

3/23/95
DATE

EXAMPLE 3B: Special Expedited

DETERMINING TYPE OF EXPEDITED ATP BASED ON APPLICATION DATE**REGULAR EXPEDITED***(One Month Certification Period)***SPECIAL EXPEDITED***(Two Month Certification Period)*

<i>If Last Digit of SSN is:</i>	<i>Issue Regular Expedited ATP When Recipient Applies On:</i>	<i>Issue Special Expedited ATP When Recipient Applies On:</i>
	<i>(Day of Month)</i>	<i>(Day of Month)</i>
<i>0</i>	<i>01 - 15</i>	<i>16 - Last Day of Month</i>
<i>1</i>	<i>02 - 16</i>	<i>17 - 01</i>
<i>2</i>	<i>04 - 18</i>	<i>19 - 03</i>
<i>3</i>	<i>05 - 19</i>	<i>20 - 04</i>
<i>4</i>	<i>07 - 21</i>	<i>22 - 06</i>
<i>5</i>	<i>08 - 22</i>	<i>23 - 07</i>
<i>6</i>	<i>10 - 24</i>	<i>25 - 09</i>
<i>7</i>	<i>11 - 25</i>	<i>26 - 10</i>
<i>8</i>	<i>13 - 27</i>	<i>28 - 12</i>
<i>9</i>	<i>14 - 28</i>	<i>29 - 13</i>