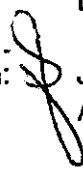




Commonwealth of Massachusetts
 Executive Office of Health and Human Services
Department of Transitional Assistance

Field Operations Memo 95-17
 June 1, 1995

William F. Weld
 Governor
 Argeo Paul Cellucci
 Lieutenant Governor
 Gerald Whitburn
 Secretary
 Joseph Gallant
 Commissioner

To: Local Office Staff
 From:  Joyce Sampson
 Assistant Commissioner for Field and Eligibility Operations
 Re: **ARTS Food Stamp Coding**

Introduction

In response to requests from local office staff and in concert with newly issued food stamp application processing procedures (see Field Operations Memo 95-16), ARTS coding for food stamp (re)applications is reviewed.

This memo presents a series of examples demonstrating each of the expedited food stamp codes, what happens if the appointment for expedited food stamps is missed and what to do with an active food stamp case on ARTS.

Issuing Expedited Food Stamps

To Issue:	System-generated ATP		OTC ATP	
	NPA	PA	NPA	PA
Step	Day/Code	Day/Code	Day/Code	Day/Code
Complete Request for Assistance form (RA-1) to see if applicant <i>qualifies</i> for expedited service.	Day 1	Day 1	Day 1	Day 1
Complete appropriate application to see if applicant <i>appears eligible</i> for food stamps	Day 1-3	Day 1-3	Day 4-5	Day 4-5
ARTS Coding - Exfs Date (Block 23)	Day 1-3	Day 1-3	Day 4-5	Day 4-5
ARTS Coding - Exfs Code (Block 24)	S	S	O	O

**Example 1:
Applicant Is
Eligible for
Expedited
Service**

Issuing a System-Generated Expedited ATP:

Applicant A comes to the office on Monday, 3/20. The Request for Assistance form (RA-1) is completed and one of the expedited service criteria applies to the household. An inquiry on PACES shows that the applicant is not currently receiving food stamps (either NPA or PA). Because 3/20 is a Monday, you plan to give the applicant a **system-generated expedited ATP**. An appointment is scheduled for the next day (3/21) to complete the appropriate application. The applicant appears for the application interview, appears eligible for food stamps, provides verification of identity and the PID/Worksheet is completed.

Note: Refer to the PACES Case Closing and Reduction Schedule in the *Systems User's Guide*, Volume 1, PACES Appendix E-5 for the ATP cutoff date, starting with the month of July.

Food stamp rules must be applied in determining eligibility for expedited service. As always, a PID must be prepared under category 9.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
Exfs Date (Block 23)	3/21	3/21
Exfs Code (Block 24)	S	S

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**Example 1:
Applicant Is
Eligible for
Expedited
Service (cont.)**

Issuing an OTC Expedited ATP:

Applicant B comes to the office on Friday, 3/17. The RA-1 form is completed and one of the expedited service criteria applies to the household. An inquiry on PACES shows that the applicant is not currently receiving food stamps (either NPA or PA). Because 3/17 is a Friday, you plan to give the applicant an **OTC expedited ATP**. An appointment is scheduled for Monday, 3/20 (Day 4) to complete the appropriate application. The applicant appears for the application interview, appears eligible for food stamps, provides verification of identity and the FSP 14-B is completed.

Food stamp rules must be applied in determining eligibility for expedited service. As always, a PID must be prepared under category 9.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
Exfs Date (Block 23)	3/20	3/20
Exfs Code (Block 24)	O	O

**Example 2:
Applicant Is *Not*
Eligible for
Expedited
Service**

Applicant comes to the office on Friday, 3/17. The RA-1 is completed and none of the expedited service criteria applies to the household. Enter 3/17 on the ARTS form since the applicant does not qualify for expedited service. Schedule an appointment for processing the appropriate application to allow the household's participation in the food stamp program no later than 30 days from the application filing date.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
Exfs Date (Block 23)	3/17	3/17
Exfs Code (Block 24)	N	N

**Example 3:
Missed
Application
Interview During
5-Day
Timeframe**

Appointment for application completion is scheduled for Day 4. The applicant fails to attend the application interview during the five day expedited timeframe. Wait until Day 5 to deny expedited food stamps.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
Exfs date (Block 23)	Day 5	Day 5
Exfs code (Block 24)	N	N

**Example 4:
Applicant
Reschedules
Application
Interview**

The applicant in example 3 contacts the office and reschedules the application interview within the 30-day application processing period. During the interview it appears that the applicant still qualifies for expedited service.

- If the applicant appears eligible for food stamps and provides verification of identity, issue an expedited ATP within five days from the interview.
- Note in the case record on the interview date why the applicant is eligible for expedited service and photocopy the proof of identity.
- **Do not make any entries on ARTS.** These cases will be reviewed by LOQC at a later time.

**Example 5:
Subsequent
Discovery of
Expedited
Service
Eligibility**

During the application interview or at any point in the 30-day application processing period, the worker discovers information which indicates that the applicant qualifies for expedited service.

- If the applicant appears eligible for food stamps and provides verification of identity, issue an expedited ATP within five days following the date of discovery.
- Note in the case record on the date of discovery why the applicant qualifies for expedited service and photocopy the proof of identity.
- **Do not make any entries on ARTS.** These cases will be reviewed by LOQC at a later time.

**Example 6:
Applicant is
Screened by
Another Worker
(Referred to
PA Worker by
NPA Worker)**

The RA-1 form is completed requesting food stamps only and one of the expedited service criteria applies to the household. A PACES inquiry shows that the applicant is not currently receiving food stamps (either NPA or PA). An appointment to complete the food stamp application is scheduled within the five-day expedited timeframe. At the application interview it becomes clear that the applicant may be eligible for cash assistance.

The NPA worker must:

- Issue an expedited ATP (exfs code S or O) if the applicant appears eligible for food stamps and provides verification of identity within the five-day expedited timeframe.
- Wait until Day 5 to deny expedited service (exfs code N) if the applicant does not provide proof of identity.
- Refer the applicant to the appropriate PA unit.

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**Example 6:
Applicant is
Screened by
Another Worker
(Referred to
PA Worker by
NPA Worker)
(cont.)**

The PA worker must:

- Determine eligibility for PA food stamps.
- Complete a PID and/or PACES Worksheet to initiate benefits beginning the day after the end certification date for expedited benefits, if issued.
- Use the same date to dispose of the cash and food stamp portions of the case.
- Enter A in Exfs Code (block 24) to indicate that expedited service was handled by the NPA worker. Enter the date from the RA-1 form in Exfs Date (block 23). This will ensure consistency for ARTS tracking.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
FS Dispo Date (Block 21)	Day 1	Day 2-30
FS Status (Block 22)	R	A, D, W, L
Exfs Date (Block 23)	Day 1-5	Day 1
Exfs Code (Block 24)	N, O, S	A

**Example 7:
Applicant
Screened by
Another Worker
(Referred to
NPA Worker by
PA Worker)**

The RA-1 form is completed requesting cash and food stamps and one of the expedited service criteria applies to the household. An inquiry on PACES shows that the applicant is not currently receiving food stamps (either NPA or PA). The applicant is referred to a PA worker and an appointment scheduled. During the application interview it becomes clear that the household composition is NPA.

The PA worker must:

- Refer the applicant to the appropriate NPA unit immediately.
- Make no expedited food stamp entries (Block 23 or 24).

The NPA worker must:

- Complete the NPA application.
- Issue an expedited ATP if the applicant appears eligible for food stamps and provides verification of identity within the five day expedited timeframe.
- Wait until Day 5 to deny expedited service if the applicant does not provide proof of identity.
- Determine eligibility for NPA food stamps.

ARTS TD Block	NPA	PA
	Date/ Code	Date/ Code
FS Dispo Date (Block 21)	Day 2-30	Day 1
FS Status (Block 22)	A, D, W	R
Exfs Date (Block 23)	Day 1-5	No Entry
Exfs Code (Block 24)	N, O, S	No Entry

**Example 8:
Applicant is
Linked to
an Existing
Food Stamp
Household**

Applicant A comes to the office on 3/23. The RA-1 form is completed. An inquiry on PACES shows that the applicant is receiving food stamps as an NPA household or should be part of an existing NPA household.

The PA worker completes an ARTS TD using the following codes:

ARTS TD Block	Date/ Code
FS Dispo Date (Block 21)	3/23
FS Status (Block 22)	L
Exfs Date (Block 23)	3/23
Exfs Code (Block 24)	N

Applicant B comes to the office on 3/23. The RA-1 form is completed. An inquiry on PACES shows that the applicant is receiving food stamps as a PA household or should be part of an existing PA household.

The NPA worker completes an ARTS TD using the following codes:

ARTS TD Block	Date/ Code
FS Dispo Date (Block 21)	3/23
FS Status (Block 22)	L
Exfs Date (Block 23)	3/23
Exfs Code (Block 24)	N

Questions

For policy questions, have your designee contact the Policy Hotline at 348-8478. For systems questions, contact the Systems Hotline at 348-5290.
