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Field Operations Memo 97-16
February 19, 1997

To: Local Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: Conversion of Category 1 & 3 SSI/Food Stamp Demonstration Cases to Category 9

Introduction

In response to concerns about data integrity of the SSI/ Food Stamp Demo cases and problems with the Demo System, *Category 1 & 3 food stamp* cases have been converted to Category 9 on PACES. These cases now appear as Category 9 with a special Demo case indicator.

The following chart *highlights* some of the benefits of converting SSI/Food Stamp Demo cases to PACES.

DEMO SYSTEM	PACES
▶ weekly update of SSI/FS Demo transactions	▶ daily update of SSI/FS Demo transactions
▶ yearly update of income records	▶ monthly update of income records
▶ limited notice capability	▶ Action Reason specific notice capability
▶ no PRISM alerts	▶ future PRISM alerts

**Conversion of
SSI/FS Demo
Cases to
PACES**

The conversion of Category 1 & 3 food stamp cases to Category 9 occurred last evening. The food stamp section of Category 1 & 3 cases now appears on PACES in a closed status. The SSI/FS Demo cases are now identified on PACES as **Category 9** with **Code "D"** in the Program Code field to indicate it is an SSI/FS Demo case. See *Systems User's Guide*, Volume 1, Appendix B, PACES Turnaround Document Codes.

Note: Program Code D is a system-generated code. Workers will be unable to enter or remove Program Code D from an SSI/FS Demo case.

Code D will automatically appear in the Program Code field on Category 9 cases which meet the Demonstration criteria for migration into an SSI Regional Office. The removal of Program Code D will be triggered by the transaction to transfer the case out of an SSI Regional Office.

Note: Some closed Category 9 cases in local offices will now appear as reopened SSI/FS Demo cases (Category 9 with Program Code D).

**Responsibility
for SSI/Food
Stamp Demo
Unit Cases**

The SSI Units will remain responsible for the management of SSI/FS Demo cases. These responsibilities include all food stamp eligibility-related and case maintenance activities as well as informing the appropriate local office of case activities and transferring back to local office those cases which no longer meet the Demonstration criteria.

The local office worker responsibilities for SSI/FS Demo cases remain unchanged. See Field Operations Memos 94-40 and 96-06.

**Migration into
the Demo Unit**

Each month Category 9 cases which meet the Demonstration criteria will be migrated to the appropriate SSI Regional Office. Program Code D will be automatically entered on Category 9 cases which meet the criteria. Beginning in March 1997, migration will occur on or about the 20th of each month.

The NPA worker will receive a DCR message: *Case Transferred to SSI/FS Unit* when a case is migrated from the local office into the appropriate SSI Regional Office. This DCR message will appear for five days.

A listing of cases which migrated into the SSI Regional Offices will be sent each month. This listing will be titled: *Category 9 Cases Migrated to SSI/FS Unit*.

**Transfer of
Cases Back to
the Local Office**

The SSI Unit worker will receive a DCR message: *No Longer Demo Transfer Case* when a case no longer meets Demonstration criteria. This message will appear for five days.

The SSI Unit worker must transfer the case to the appropriate local office. See *Systems User's Guide*, Volume 1, Appendix D, PACES Service Area Listing. The transfer to an office other than an SSI Regional Office will:

- ▶ trigger the removal of the Program Code D; and
- ▶ shorten the certification period.

Note: Shortening the certification period will ensure that the case is selected for recertification within *two months* of the transfer. A review is necessary because the reasons for a case no longer meeting the Demonstration criteria include changes in household circumstances which may result in a different food stamp allotment.

**Transfer of
Cases to
Another
Regional Office**

The SSI Unit worker may also transfer a case to another SSI Regional Office. A transfer to another SSI Regional Office *will not* remove the Program Code D or shorten the certification period.

Recertification Process

The Category 9 recertification process will now apply to the SSI/FS Demo cases. A systems mailing of recertifications for SSI/FS Demo cases will occur twice a month. The mailing dates will depend upon the last digit of the head of household's SSN. See *Systems User's Guide*, Volume 1, Appendix E, PACES Case Processing, Page E-1.

The SSI/FS Demo cases will continue to receive the Food Stamp Application/SSI Short Form recertification letter with instructions. The Demo System will no longer be used to enter recertification information. This information will now be data-entered onto PACES using Turnaround Documents and Worksheets.

Timely Case Closing

The Category 9 timely case closing process now applies to the SSI/FS Demo cases. The automatic closing of SSI/FS Demo cases for failure to recertify will occur twice a month. The closing dates will depend upon the last digit of the head of household's SSN. See *Systems User's Guide*, Volume 1, Appendix E, PACES Case Processing, Page E-1.

PACES Notices

The language from the notices generated by the Demo System specific to SSI/FS Demo cases has been programmed into PACES. Category 9 eligibility, reduction and closing Action Reasons now apply to the SSI/FS Demo cases. See *Systems User's Guide*, Volume 1, Appendix C, PACES Action Reasons.

Questions

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.
