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Secretary
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Field Operations Memo 97-34
June 12, 1997

To: Local Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: PRISM II Preparation - Federal Welfare Reform Tracking

1. Citizen/Noncitizen Status and
2. Applicants Moving into Massachusetts

Background Field Operations Memos 96-42, 97-3 and 97-26 provided information and procedures for determining eligibility for noncitizens in accordance with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. Included in Field Operations Memo 96-42 was a case log for tracking cases containing noncitizen members.

PRISM II is the system that will ultimately track all information regarding noncitizens. **All recipients** in the PRISM II database will have an assigned citizen/noncitizen designation. The definition of a recipient is:

- anyone for whom assistance is being provided (active status);
- a sanctioned TAFDC individual;
- a disqualified Food Stamp household member;
- anyone in the household who is legally responsible for the support of another individual who is receiving assistance and residing in the same household.

Additionally, welfare reform issues have made it increasingly important to track information regarding when an applicant has moved into Massachusetts. This information must be collected on both **citizens and noncitizens**, and will also be tracked by PRISM II.

**Purpose of
Memo**

This memo:

- explains the citizen/noncitizen status designations that will be used in PRISM II;
- outlines the procedures for determining citizen/noncitizen status for PRISM II purposes;
- issues a revised case log that must be used to track cases containing noncitizens until PRISM II is implemented; and
- introduces a new case log to track an applicant's prior state of residence and the date of his or her arrival into Massachusetts.

**Determining
PRISM II
Citizen/
Noncitizen
Designation**

All recipients must be assigned a citizen/noncitizen status from the attached chart, *Citizen/Noncitizen PRISM Chart (Attachment A)*. **This chart is to be used for determining the PRISM II designation of recipients in all programs.**

NOTE: This chart is not to be used for determining a noncitizen's eligibility for TAFDC, AFDC, EAEDC or Food Stamps.

PRISM II tracks the individual's current citizen or noncitizen status, not how the individual meets the noncitizen status for program eligibility.

Example 1: An individual is a legal permanent resident. The PRISM II designation of the individual will be legal permanent resident (LPR), even though for food stamp eligibility the individual's noncitizen status prior to the adjustment (Immigration and Naturalization Services changes the status from one status to another) to a legal permanent resident is what was used to meet program eligibility (individual did not have the 40 quarters so the prior status of refugee, asylee or deportee is used to meet the eligibility conditions). Remember, for PRISM II the individual's actual status is tracked.

Example 2: There is a family of five, with four family members receiving food stamp benefits. The father is no longer eligible for food stamp benefits because his refugee status under Section 208 was granted more than five years ago. The father, legally responsible for his family, must be tracked in PRISM II and his designation is refugee. His ineligibility for food stamps does not affect this designation.

New Logs

There are two new logs to collect data for PRISM II: the *Citizen / Noncitizen - Worker's Log* and the *State Tracking Log for Applicants*. When PRISM II is available to accept the citizen/noncitizen data, workers will transfer the data collected on these logs onto the PRISM II screens.

- (1) The *Citizen / Noncitizen - Worker's Log* (Attachment B) is to be used to track AFDC, TAFDC, EAEDC or Food Stamp cases containing a **noncitizen member**. This log replaces the case log issued in Field Operations Memo 96-42. The log contains the following headings:
 - ✓ if H of H (head of household)
 - Person's Name
 - Person's SSN
 - Citizenship/Noncitizen Status
 - Status Granted Date (effective date of noncitizen status)
 - U.S. Date of Entry
 - Alien Registration Number ("A" number)
 - Quarter Coverage Requirement

- (2) The *State Tracking Log for Applicants* (Attachment C) is to be used to track any AFDC, TAFDC, EAEDC or Food Stamp **applicant's prior state/country of residence and the date he or she moved into Massachusetts**. The log contains the following headings:
 - ✓ if H of H (head of household)
 - Applicant's Name
 - Applicant's SSN
 - Prior State/Country
 - Date Moved to MA

**Complete
New Log -
Citizen/
Noncitizen**

Citizen / Noncitizen - Worker's Log

Upon receipt, local office staff must begin keeping the new *Citizen / Noncitizen - Worker's Log*. For an application, an eligibility review or a recipient contact that identifies a noncitizen, enter the data on all applicants/recipients in the case. Since this log is completed only when a noncitizen is in the household, if the case is comprised only of citizens, there is no log entry.

(Continued on next page)

**Complete
New Log -
Citizen/
Noncitizen
(continued)**

When a noncitizen is receiving assistance through multiple programs, such as TAFDC and NPA Food Stamps, each worker responsible for the case will complete the log with the PRISM designation.

As the data are tracked on PRISM II by SSN, more than one assistance unit/household may be recorded on the same log. Enter the appropriate data in the remaining fields using the following guidelines:

- ◆ follow standard procedures for obtaining verification of U.S. citizenship; or American Indian born in Canada; or noncitizen status, if not found in case record;
- ◆ a household member identified as citizen or American Indian born in Canada on the log requires an entry only in the first four blocks. No entry is required in the "Status Granted Date", "Date of Entry", or "A Number" blocks;
- ◆ identify and record the status designation from the *Citizen / Noncitizen PRISM Chart*;
- ◆ "Status Granted Date" refers to the effective date of the recipient's current noncitizen status. It is not necessarily the same as the "U.S. Date of Entry", although in most cases it will be.

Example: A food stamp recipient entered the U.S. as a refugee on 6/1/95 but now is a legal permanent resident whose Resident Alien Card is dated 3/1/97. The "Status Granted Date" entry must be 3/1/97 and the "Date of Entry" is 6/1/95;

- ◆ "Work Quarter Coverage" refers to the 40 work-quarter requirement for legal permanent residents (LPR) who receive food stamps. Enter one of the following codes for each LPR:
 - Y - 40 work quarters are met;
 - N - 40 work quarters are not met;
 - A - LPR qualifies by having a prior status as an asylee;
 - D - LPR qualifies by having a prior status as a deportee; or
 - R - LPR qualifies by having prior status as a refugee.

Example: For the LPR food stamp recipient described above, "R" would be listed in the "work quarter coverage" block. Using this data PRISM tracks the five-year limit on refugee eligibility for food stamps.

An example of a completed *Citizen / Noncitizen - Worker's Log* is on the next page. It shows the different entries that may be made in the blocks on the log.

Example of
Completed
Citizen/
Noncitizen
Log



Commonwealth of Massachusetts
Department of Transitional Assistance
Citizen/Noncitizen - Worker's Log

CAN # _____

TAO _____

✓ If H of H	Person's Name	Person's SSN	Citizenship/ Noncitizen Status	Status Granted Date	U.S. Date of Entry	Alien Registration Number	* Quarter Coverage Requirement
✓	Smithitsky Johann	023010003	LPR	12-1-86	3-22-94	A99887763	R
	Smithitsky Helena	023010004	LPR	12-1-86	3-22-94	A99553210	R
	Smithitsky Anna	023010005	Citizen				
	Smithitsky Donna	023445567	Citizen				
✓	O'Brown Bridgette	023888881	Refugee	7-3-90	7-3-90	A11834111	
	O'Brown Hannah	023887791	Refugee	7-3-90	7-3-90	A11846111	
✓	Garvey Juan	169690001	LPR	6-1-85	6-1-85	A77331100	Y
	Garvey Maria	169687770	LPR	6-1-85	6-1-85	A39893989	Y

* Order/Type Entry Application Date/Status/Requirement

Complete
New Log-
Applicants
Moved to MA

State Tracking Log for Applicants

Upon receipt, local office staff must begin using the new *State Tracking Log for Applicants*. The log is used to record data when an application is made which contains at least one person who moved into Massachusetts since 4/1/97; the entire family may have moved to Massachusetts or only certain members may have moved into Massachusetts.

Enter the appropriate data on the log as follows:

- ◆ put a check by the name of the head of household;
- ◆ enter the names and SSNs on all the applicants in the assistance unit/household;
- ◆ enter the prior state/country and the date moved to Massachusetts only for the member(s) who moved into Massachusetts since 4/1/97.

**Maintain
Logs**

Workers must keep and maintain the logs until the implementation of PRISM II. At that time, workers will enter the data recorded on the logs onto the PRISM II screens. Careful, accurate maintenance of the logs will expedite the transfer of data onto PRISM II.

**Supply of
Logs**

The *Citizen / Noncitizen - Worker's Log* and the *State Tracking Log for Applicants* will be used by workers until the citizen/noncitizen status data can be entered onto PRISM II. Because this is expected to happen in the near future, local offices will not be ordering these two logs from Printing and Distribution. Workers are to make copies of the logs that are attached to this memo.

Questions

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

Citizen/Noncitizen PRISM Chart

Attachment A

If the individual...	Then list the designation on PRISM as...
<ul style="list-style-type: none"> is a U.S. citizen 	<ul style="list-style-type: none"> CITIZEN
<ul style="list-style-type: none"> is an American Indian born in Canada 	<ul style="list-style-type: none"> AMERICAN INDIAN - CANADA
<ul style="list-style-type: none"> has a current INA status granted under... <ul style="list-style-type: none"> Section 207 Section 208 Section 243(h) Section 212(d)(5) Section 203(a)(7) 	<ul style="list-style-type: none"> REFUGEE ASYLEE DEPORTATION WITHHELD PAROLEE CONDITIONAL ENTRANT
<ul style="list-style-type: none"> has a current INA status granted as a legal permanent resident 	<ul style="list-style-type: none"> LEGAL PERMANENT RESIDENT
<ul style="list-style-type: none"> is legally residing in the U.S. and is a noncitizen veteran, or spouse or child of noncitizen veteran 	<ul style="list-style-type: none"> NONCITIZEN VETERAN
<ul style="list-style-type: none"> is legally residing in the U.S. and is battered, or a minor child of battered noncitizen 	<ul style="list-style-type: none"> BATTERED NONCITIZEN
<ul style="list-style-type: none"> has a current INA status of visitor, student or diplomat 	<ul style="list-style-type: none"> NONIMMIGRANT
<ul style="list-style-type: none"> has a current INA status ... <ul style="list-style-type: none"> granted under Section 274a.12(a) or 274a.12(c) series <i>pending</i> under Section 208 (asylum) or <i>pending</i> under Section 243(h) (deportation); <i>pending</i> Cuban/Haitian entrant or "OOE" Cuban/Haitian entrant not under Section 207, 208, 243(h), 212(d)(5), or 203(a)(7) granted or pending voluntary departure status, stay of deportation, or deferred action refugee as an Amerasian refugee paroled under Section 207(c) temporary resident under Section 210 or 245A pending under Section 101(a)(27)(J) pending status adjustment under Section 245 granted under Sections 302 and 303 (TPS) is legally residing in the U.S. and has a current INA status that is not listed on this chart 	<ul style="list-style-type: none"> PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL PRUCOL
<ul style="list-style-type: none"> has continuous residence in U.S. since 1/1/72 or as a Cuban/Haitian, since 10/10/80 	<ul style="list-style-type: none"> PRUCOL PRUCOL
<ul style="list-style-type: none"> is not residing in the U.S. legally 	<ul style="list-style-type: none"> NOT LEGALLY RESIDING



Commonwealth of Massachusetts
Department of Transitional Assistance

Citizen/Noncitizen - Worker's Log

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✓ If H of H	Person's Name	Person's SSN	Citizenship/ Noncitizen Status	Status Granted Date	U.S. Date of Entry	Alien Registration Number	* Quarter Coverage Requirement

Attachment B

* Codes: Y=Yes N=No A=Asylee D=Deportee R=Refugee

