



William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston MA 02111

Joseph Gallant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 97-40
June 12, 1997

To: Local Office Staff

From:  Joyce Sampson, Assistant Commissioner for Field Operations

Re: No Increase in Food Stamp (PA or NPA) Allotment as a Result of Cash Program Sanction Reports

Background

Field Operations Memo 96-32 issued 10/21/96 provided information and instructions for *preventing* an increase in the food stamp allotment (PA or NPA) due to a cash grant decrease resulting from a failure to comply with a cash program requirement (TAFDC, AFDC, EAEDC, SSI).

A central office review of cash cases sanctioned since 11/1/96 revealed cases where Type "FS" income either had not been entered on the PACES Worksheet when the case was sanctioned or had not been removed when a case was cured. These deficiencies may have a negative impact on the Food Stamp Error Rate.

This Field Operations Memo:

- ◆ Describes a new report that will be used to monitor the entry of Type "FS" income on PA/FS cases that have been sanctioned.
 - ◆ Identifies a clean-up report for PA/FS cases that were sanctioned between 11/1/96 and 4/30/97 with no Type "FS" income on file.
 - ◆ Reminds workers that the reports currently dealing with Type "FS" income must be reviewed monthly and cases adjusted in accordance with Field Operations Memo 96-32.
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New Report

Beginning in June 1997, a new report will be distributed on a monthly basis. The *PA/FS Cases with a Sanctioned Member - No Type "FS" Income on File* report will notify PA/FS workers that a cash case has been sanctioned and no Type "FS" income is on file. The PA worker must determine the appropriate Type "FS" income amount attributable to the case and enter the amount as Type "FS" income in Block 20-C on the PACES Worksheet.

Clean-Up Report

A report entitled *Sanctioned Recipients with No Income Type "FS" on File* will be sent to local offices during the second week of June. This report will list all PA/FS cases that were sanctioned between 11/1/96 and 4/31/97 with no Type "FS" income on file. The worker must determine the appropriate Type "FS" income amount attributable to the case and enter the amount as Type "FS" income in Block 20-C on the PACES Worksheet.

Note: All overpayments are subject to recovery by the Department in accordance with 106 CMR 367.495 et seq.

Current Reports

The four existing reports that are sent out by central office are as follows:

- ◆ *NPA Food Stamp Interface Report - Monthly Summary.* The NPA worker is notified through a "Client Sanctioned" message on this report that a corresponding cash case has been sanctioned. The NPA worker then must determine the appropriate Type "FS" income amount attributable to the Category 9 case and enter the amount as Type "FS" income in Block 20-C on the PACES Worksheet.
 - ◆ *PA/FS Cases with Type "FS" Income on File - No Sanctioned Member.* This report notifies the PA worker that there is Type "FS" income on file but no member of the assistance unit is currently sanctioned. The worker must remove the Type "FS" income since the sanction has been cured or the reason for the sanction no longer exists.
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**Current Reports
(Continued)**

- ◆ ***Category 9 Cases with Type "FS" Income on File - No Sanctioned Member in Corresponding Cash Case.*** This report notifies the NPA worker that there is Type "FS" income on the Category 9 case but no member of the corresponding cash case is currently sanctioned. The worker must remove the Type "FS" income since the sanction has been cured or the reason for the sanction no longer exists.

- ◆ ***Cash Case Closed Due to Sanction - FS Case Devered to Category 9.*** This report notifies the NPA worker that a case Devered as a result of a cash case closing. The NPA worker must determine the appropriate Type "FS" income amount attributable to the Category 9 case and enter the amount as Type "FS" income in Block 20-C on the PACES Worksheet.

**Future
Enhancements**

PRISM II will contain alerts to notify PA and NPA workers that cash cases have been sanctioned or cured. PRISM alerts will eventually replace the reports outlined in this Field Operations Memo and in Field Operations Memo 96-32.

Questions

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