

SR Questions and Answers Revised January 2004

SIMPLIFIED RECERTIFICATION

1. What category is a two-person FSU with one adult who receives SSA based on disability and another adult who is elderly and has no income? Simplified. It is not necessary for all members to have income as long as all members are elderly or disabled and the only income is SSA, SSA/SSI, or SSI and other stable income.
2. Are separate households living in the same home still limited to a 6 month CP, or can SSA/SSI folks who eat separately have a 12-month CP based on Simplified Recert status? Assign a 12-month CP.
3. Are WFFA cases ever included in the Simplified Recert category? No. WFFA cases are included in the Semi-Annual Recertification Category.
4. Must SDX/BENDEX changes be acted on during the CP for Simplified/Standard cases if the change is under \$100? Yes. The FSU is not required to report the change but the caseworker is still responsible for reacting to these changes.
5. If a Simplified/Standard case reports a change in deduction that cannot be considered until recertification, and then reports a change that puts them in SR category where deduction changes can be made if the benefit goes up, can the deduction change be considered once the case goes to SR? Yes.
6. Must the client re-report the deduction change after the effective date of the category change for it to be considered? No.
7. A Simplified recert HH reports medical bills during the CP that cannot be acted on since they are not associated with a change of address or employment. During the same CP, the case becomes SR when the client reports that VA benefits have started. Can the worker then take action on the previously reported medical bills? Yes.
8. Simplified Recertification households (SSA income) with a CP ending 7/2003 were coded "N" instead of "S". Can a yearly mail-in recertification form be sent instead of conducting a face-to-face interview? Yes, a yearly mail-in recertification form can be sent to these households as long as the case meets the criteria for simplified recertification.
9. Please explain more about cases subject to Simplified Recertification due to being a SSI applicant. Is there a difference in case handling if the FS application is taken by SSA and an application taken at the DSS for an individual who has applied for SSI? If the FS application is taken by the SSA and forwarded to the DSS, the case is a Simplified Recertification case and must be certified for 12 months. If SSI is denied and the case changes to Standard Recertification, do not shorten the CP. Use the Review for Change field to contact the household within the CP to see if there are any changes in situation. When the application is taken at the DSS, if disability is not obvious and the client fails to provide a medical statement, consider the case a Standard Recertification. Document well.
10. A Simplified Recertification FSU reported that they had sold their singlewide mobile home and replaced it on the same lot with a doublewide model. The change also resulted in a new mortgage for their home. Can this change be considered a change associated with a new

residence even though the family hasn't actually moved? Yes, consider the change as a change in residence.

STANDARD RECERTIFICATION

11. Is a signed DSS 8207 required for Standard and/or Simplified recertifications? No.
12. If a FSU has no income at initial certification but anticipates future income can the FSU be placed in the Semi-Annual Reporting category? No. The recertification category is determined by entries made on the DSS-8590. This FSU is a Standard Recertification case until income is entered on the DSS-8590.
13. If a deduction change during the CP for Standard (or Simplified) cases is reported by WFFA, do we change it if it is not tied to earned income or residence change? Do not react unless the change is related to earned income or residence change.
14. In a Standard or Simplified Recertification, policy states that the client is required to report changes in the amount of gross monthly-earned income of more than \$100 and changes in the amount of gross monthly unearned income of more than \$50. If the client has a change of \$50 in earned income one month, a change of \$25 in the earned income the next month and a change of \$50 earned income the third month, is the client required to report a change when the cumulative amount exceeds \$100 or only a single change that is more than \$100? Only if a single change results in more than \$100. Consider each a separate change and evaluate on its own.
15. A school employee (other than a teacher) applies in June and the last pay for the school year is received in June. The client states she will return to work in August and will receive only partial pay; September will be the first full pay. She has no other source of income. What is the correct procedure for counting income? Process counting June income for June and zero income for ongoing. The case is a Standard Recertification based on no income so assign a three month CP. When the case is recertified in August, count wages in the new CP if the client returns to work at the school, and the case becomes Semi-annual Reporting. If she had any other income, the case would be Semi-annual Reporting and only required to report if the school income caused her to exceed the gross income limit for her household size.
16. Homeless individual in a Standard Recertification case moves out of county. The individual has not applied in the other county. Can the case be terminated? Yes, terminate the FS case since the client no longer resides in your county. Changes in residence are a reportable change under standard recertification and changes must be acted on within 10 calendar days of the date of report.
17. A Standard Recertification was conducted on July 8; all required verifications were received by July 16; so the recert was processed on July 18 for a new certification starting in August. On July 24 the client provided verification of homeowner's insurance. Can the homeowner's insurance expense be added to the FS budget? Yes, the homeowner's insurance can be added to the FS budget since shelter deductions were requested as part of the recertification process and providing verification of the expense at recertification is not considered 'reporting a change in deductions during the CP.
18. During a Standard Recertification interview in August, the client reports a new member (child) who is included in a Semi-annual case certified through December. The new member has no income. When is the child added to the Standard Recertification case? Add the child to the Standard Recertification case as soon as the child is removed from the Semi-annual Recertification case. A NOAA must be provided to the semi-annual recertification household in order to remove the child from the case.

SEMI-ANNUAL RECERTIFICATION

19. Does the DSS-2435SR form contain a question asking for a collateral name and number? Yes.
20. Are IEVS matches required to be completed for SR cases at each recert? Yes.
21. **What is the correct number of persons to count in determining the maximum income limit for a SR FSU when there is a household of three and one of them is an ineligible alien? Two. Do not consider the ineligible or disqualified person in determining the gross income limit for the FS cases. For these types of cases, it is critical to keep a copy of the change report or document the case thoroughly regarding the household's reporting requirements.**
22. **What is the correct number of persons to count in determining the maximum income limit for a SR FSU when there is a household of three and one of them is an ineligible student? Two. Do not consider the ineligible or disqualified person in determining the gross income limit for the FS case. For these types of cases, it is critical to keep a copy of the change report or document the case thoroughly regarding the household's reporting requirements.**
23. What happens if the SR is returned the month following the month the CP ends and there is good cause? Do not prorate benefits if good cause is determined.
24. Many SSA cases may have other income such as pensions, VA, retirement, etc. Are these cases now Semi-annual Reporting instead of Simplified? Yes.
25. When a review for change is generated when a child turns 18 so we are aware when an individual becomes an ABAWD. Will the months that the individual receives benefits count toward their free months? Example: A HH is SR and the only child turns 18 in the second month of the CP making all adult members subject to ABAWD. The adults will receive 4 months of benefits after the child turns 18. At what point do we begin counting the free months? Make no changes when the child turns 18. This is not a reportable change. The 4 months of benefits received after the child turns 18 do no count as free months. The free months start at the beginning of the next CP.
26. When SR client reports moving out of state (even though not required to report it) what action should the worker take? Terminate only if the client requested it when the change was reported or you learn that client has applied for benefits in another state.
27. Is it appropriate to ask the client if they would like to stop the FS in NC and reapply in the new state, and go ahead and close the case here if they agree? Yes.
28. Must this be in writing or can documentation of the phone conversation suffice to terminate the case? Phone call is acceptable.
29. Is the VA match considered "verified on receipt"? No.
30. For information considered verified upon receipt, is the list in the policy all-inclusive, or can there be other situations that are considered "verified upon receipt?" For example, a social worker reports to FS that she has removed children from home. The list is all-inclusive. Keep in mind that broadening the definition of 'verified upon receipt' may defeat the purpose of simplified reporting.

31. What happens when one FSU HH moves in with another FSU household? How much weight is given to policy requirements for HH composition? For example, a Standard recert household of one reports that he has moved in with his girlfriend. The girlfriend receives FS for herself and their child. The boyfriend is required to report the change of address since he is Standard. The girlfriend is not required to report since his income doesn't put her over gross income, and adding him to her case would cause a decrease in her benefits. Document, change his address, and leave both cases as is until the SR recertification takes place.
32. Using the same situation as above, how do we react if he was not a required member of the FSU but they stated they were eating and preparing together? Same response as above.
33. Using the same situation as above, what action would we take if adding the boyfriend to her case would increase her benefits? Close his case and add him to the woman's case since reacting to the change increases her benefits.
34. SR FSU of one dies, do we terminate case even though not a reportable change? Yes, terminate since there is no longer an eligible individual in the household.
35. SR FSU of one goes to nursing home. Do we terminate? Yes, close the case since there is no longer an eligible individual in the household.
36. SR HOH dies leaving minor children in FSU, and no one else applies for these children. Since this would be a reduction of FS, is the proper procedure to leave mom in and add an authorized rep? Yes. Enter the individual into the SLAR System as an authorized representative.
37. The job bonus letter generated from Work First tells client that earned income will not affect the Work First payment but will affect food stamps because Food Stamp program does not have a job bonus. This notice also tells client about fair hearings. Is it necessary to send a NOAA in addition to the job bonus notice? Yes. Send NOAA since Job Bonus/Work First rules are separate from the Food Stamp requirements.
38. Does a county react when a one person SR case is institutionalized, i.e., enters a hospital or prison? Yes, since there is no longer an eligible individual in the household.
39. If a member moves from one SR case to another SR case and the action to move him would decrease the benefits in both cases, do we change the case at all? No.
40. For cases with income from working at a school, if the recert occurs at a time when the income is very small (partial month) for the first month of the new SR recert period, do we do a variable allotment or just leave the partial month income in place for the entire 6 month recert since we don't react to changes within the CP? Use variable allotment and project anticipated income for the CP
- 41. Is E&T non-compliance information the only ESC information considered verified upon receipt? Yes.**
42. If other good information is given by ESC, do we follow instructions in 450.14, Changes Reported by Third Party Source, regular SR rules about reacting to changes in benefits, or ignore it completely? Refer to Section 450.05 and determine if the change is a reportable change. If the change is not reportable, do not react unless change results in an increase in benefits.
43. Is a UIB hit considered verified upon receipt for an SR case? No.

44. If ESC sends an E&T transmittal that reports new employment or receipt of UIB is this considered verified upon receipt for a SR case? No. E&T information verified upon receipt is limited to compliance/non-compliance only.
45. **Is job quit applicable to Semi-annual Reporting cases since not a reportable change? Yes. Determine the overall effect of the reported change. Determine if the voluntary quit penalty applies. If yes, recalculate benefits to exclude the quitter according to policy in Section 243. If it was the household's only income, change benefits based on no income and change the recert category to Standard. Send the appropriate notice regarding the change in benefits and a new change report form.**
46. Semi-Annual Recertification policy in Section 450.04 #3 states act on a change that WFFA acts on. If WFFA acts on an income change or household size change that is not a reportable change for FS, do we still act on it? Yes, we are required to act on changes acted on in Work First.
47. If a client/agency error on a Semi-annual Recertification case is discovered that would decrease the benefits, what is the correct action to take? For example, the applicant failed to report income that started prior to the date of application. Should we act on it when discovered or wait until recertification? Waiting could result in a massive claim for the client to pay back and failing to act once it is discovered may be considered an agency error. Make the correction when the error is discovered to prevent further overpayment to the customer. Send the NOAA and act appropriately. Document why the change is being made. Remember to send a referral for a claim to be established.
48. A client reports several changes at the same time. The case is a man and woman who live together. They moved to a new residence, the woman reported her job ended Friday and she is on maternity leave. The man just got a new job. Which of the changes must we react to in this Semi-annual Reporting case? Lump all changes together and react based on the cumulative result. Change it if the net result is an increase in benefits. Don't act if it causes a decrease as long as the household is not over the gross income limit. Document well.
49. What is the correct procedure for processing a Semi-annual reporting case eligible for expedited benefits based on the following examples?
- Example 1 - Case is certified through 6/03. Client comes in on 7/24 and is eligible for expedited benefits. The Semi-Annual case is certified for 7/03 - 12/03. 7/03 benefits are issued; 8/03 benefits are pending verification. If the verifications are not provided by 8/31, close the case. If they are provided by 8/31, release the 2nd month benefits.
- Example 2 - Case is certified through 6/03. Client comes in on 7/24 and is eligible for expedited benefits. The Semi-Annual case is certified for 7/03 - 12/03. 7/03 benefits are issued; 8/03 benefits are pending verification. The client has until 7/31 to provide the pending verifications, which must be manually tracked as the Tuesday report will show 8/31. If the verifications are not provided by 7/31, close the case. If they are provided by 7/31, release the 2nd month benefits. Example 1 procedures are correct based on instructions in Section 320.06, Postponed Verification.
50. A Semi-annual Recertification case contains a person disqualified due to failure to comply with ESC. We received a 2625 from ESC to advise that this person has gone to work. The 2625 did not give any details about the job, so we do not know when the job started, how much he works, if it is enough earnings to lift sanction. Do we request wages to see if household is over the gross limit and lift the sanction because he has cured it? What do we send to ESC? Evaluate the cumulative effect of both changes since they go together. In this case, the person cured the DQ by getting a job as long as it meets the 30 hours per week rule. Deregister him with ESC if he is no longer a required registrant.

51. A Semi-annual face-to-face interview was completed in June for a new CP starting in July. Prior to certifying the case, a transmittal is received from WF stating WF cash will terminate effective June 30 because the client did not sign the MRA. What is the correct action to take in the case? Wait until the WF 12-day notice expires to make sure WF case terminated. For a WF termination to be effective 6/30, the termination must be keyed by the EIS pull check cut-off date. If WF terminates effective 6/30, place FS case into Transitional for 5 months starting in July.
52. The FSU has annualized self-employment income but meets the requirements for Semi-annual Recertification. Is it correct to put a case with annualized self-employment into Semi-annual Recertification? If yes, how is income budgeted? Yes, a case with annualized self-employment income can be put into semi-annual recertification. Divide the yearly income by 12 to obtain monthly average, as long as this is expected to be representative for the next 6 months.
53. BENDEX and SDX list other income such as earned income, VA, retirement, etc. Is income other than SSA and SSI considered verified upon receipt? No, do not consider other income listed on the BENDEX and SDX verified upon receipt. The SSA is the primary source of information for SSA and SSI income, but not other income listed on BENDEX & SDX.
54. If a client receives both SSI and earned income, the SSI income changes monthly due to the earnings. In certifying the Semi-annual recertification case, how are the SSI and earnings budgeted? Certify the case using income and budgeting rules in Section 270.01. If an SDX is received during the certification, react to changes in the SSI since it is information verified upon receipt. Do not change the earned income unless the household reports a change in earnings that increases the benefits. Also, react if the household reports a change in SSI that increases benefits.
55. A household consists of a SSI recipient (head) and a 17 year old pregnant female with no income. The SSI recipient now deceased. What is the recert category is this case? Should deceased head be deleted and the 17-year-old be made head of household or must the 17-year-old make a new application? The FS HH is Semi-annual Recertification. If benefits increase by deleting the deceased person with SSI income, verify and make change. Send a DSS-8562, Effect of Change Notice. The remaining household member becomes a standard recertification case since no income. Send a DSS-8550, Change Report but do not change the length of the current CP. If benefits decrease by deleting the deceased person with SSI income, do not make change and the case remains a 2 person Semi-annual Recertification until the case is recertified. Send a new DSS-8550SR, Change Report. If the 17-year-old is capable of handling the Food Stamps, make her head of hh and issue an EBT card. However, if she is not capable of handling the benefits, issue an EBT card to an authorized representative.
56. An application is approved on August 2 for expedited benefits with postponed verification. The Semi-annual Recertification case is certified from August through January. On August 20, the client reported a new job that started on August 17. What is the correct action to take? Upon receipt of postponed verification requested, release September benefits within five days or the first September, whichever is later. See FS 320.06. Then determine whether household's new gross income exceeds 130% of the poverty level for the FSU size. If yes, send NOAA to terminate FS case; if no, make no changes in FS case.
57. If WFFA is approved for a Semi-annual Recertification case, what is the correct action to take in the case? Technically this is not a "change" that WFFA is acting on, it's an initial approval. Consider the receipt of any DSS-8194 as a change acted on by WFFA. This includes approvals as well as notification indicating employment and the client in now in Job Bonus.

58. When a DSS-8194 transmittal is received from WF stating that the WF case is in Job Bonus, are wages used in the FS case budget? Yes, add the wages in the FS budget and send a NOAA to decrease benefits. React to this change because it is a change acted on by WF. The change in the WF case is that the wages put the WF case into Job Bonus.
59. The last face-to-face interview was in 6/2002, but the household received a QR instead of an appointment notice. The case is Semi-annual Recertification. Does a face-to-face interview need to be completed? Yes, a face-to-face interview is required once every 12 months for semi-annual recertification cases unless there is reason to waive the face-to-face interview; see FS 450.19. If the face-to-face interview is waived, document the reason a waiver is granted and do a telephone interview using an approved recertification form. The household must provide all required verification and sign all required forms.
60. A client failed to report new employment that began 4/2003. Based on 10-10-10 rules, the first month of overissuance is 6/2003. The case is now subject to Semi-annual Recertification. Is a claim appropriate since new reporting requirements began effective 6/2003 for SR households? Does the overissuance continue through the end of the current certification or only through 6/2003 since increases in income reported by SR households are not reacted to unless it causes the household to exceed the gross income limit for the household size? Establish a claim effective 6/2003 since reporting a new source of income was a reportable change in 4/2003 for all FS households. The overissuance continues through the end of the current CP.
61. A Semi-annual Recertification case includes some members who receive WF. A transmittal is received from WF stating the case is terminating since the WF family has moved out of the county; however, the other members remain in the case. What is the correct action to take in the FS case? The remaining members of the FS case are not eligible for Transitional benefits since the WF case is terminated due moving to another county. React to the change acted on by WF and remove the WF hh members and WF income. Issue an Effect of Change notice if benefits increase or a NOAA if benefits decrease or terminate.
62. If a Semi-annual Recertification client provides an award letter from SSA to verify new SSA income, is the award letter considered "verified on receipt", or must we wait for the information to appear on a BENDEX since BENDEX and SDX are the only examples listed in policy? Information considered verified upon receipt is limited to the sources listed in policy. The award letter is not income 'verified upon receipt'. The new SSA is not a reportable change unless it puts the FSU over the gross income limit for the household size. Document and wait for the BENDEX to come.
63. An SDX sheet received on a Semi-annual Recertification case indicates the client is approved for SSI, and has received a large lump sum (obviously back pay). The regular monthly amount of SSI is not shown on the SDX. Is it correct to run the SOLQ query to confirm the monthly income amount? Since the lump sum is not ongoing SSI, consider it questionable. Document this and wait until another SDX arrives.
- 64. What is the correct number of persons to count in determining the maximum income limit for a Semi-annual Recertification FSU when there is a household of three and one of them is disqualified for one of the reasons listed in Section 260.01? Two. Do not consider the ineligible or disqualified person in determining the gross income limit for the FS case.**

AUTOMATION AND SYSTEM ACTION

65. When does FSIS generate the Semi-annual report form? The Semi-Annual Recertification cases are selected on the 10th calendar day of the 5th month of the certification period. Cases are selected on the first workday following the 10th if it falls on a weekend or holiday. Semi-Annual Recert forms will be mailed to FSU's five workdays from the end of the month (same time that QR's were mailed).
66. The presence of an individual coded 'J' (ineligible ABAWD) in field 80K has no effect on the recertification category a case falls into, correct? That is a true statement. Remember that cases with participating ABAWDs cannot be Simplified Recerts.
67. Standard Case is certified for 3 months, 6/03 to 8/03. Client reports a change in June. Worker sends NOAA effective 7/1/03 and sends Change notice regarding SR eff 7/1/03, keys appropriate code in FSIS eff 7/1/03. Will the correct SR notice be sent out in 7/03 for the recertification due in 8/03? Yes.
68. Will cases with a zero in field 47 A be coded N? Yes.
69. When categories of recertification change, option for doing mail-out recertifications becomes complicated. FSIS assumes a face-to-face interview was done. For example, a standard case is given a 6-month certification of 8/03 through 1/04. Case is recertified as a standard for using the mail-out process for 2/04 through 7/04. In March, the client reports receipt of workman's comp income. Once the income is added, the case becomes SR and the field 13 is populated with an R. A SR is mailed in July when a NOE is actually necessary. The client will not get a face-to-face interview for 18 months. Will the mail-out/telephone interview keep us from having an uncertified case if pulled by QC if the client doesn't meet the criteria for waiving the face-to-face? The same thing may occur with 3-month certifications if the change happens in the 3rd or 4th certification period and mail-outs were used for all the CPs following the initial application. Recommend use of the Review for Change, field 74, to track the month/year the face-to-face interview is required for the case.
70. Must participating ABAWDs living in geographically remote counties (coded J in Field 80E) have a Z in field 80K? Yes.

GENERAL

71. Do we notify the client that we are not reacting to the changes that are reported? Refer to 400.05-.07, 450.05-.07 and 500.05-.07. Use the DSS-8562, Effect of Change Notice, to inform the FSU that the benefit amount is not changing if the change is a reportable change. It is not necessary to inform the FSU if the change is not a reportable change. Document the case and the reason for not making the change.
72. What is the DSS 8207 requirement for recerts? Use the DSS-8207 at initial application and reapplication only. Use the DSS-8207 to screen for expedited benefits for late recerts but do not require client signature if you have a signed and dated recertification form.
73. Under current QR procedures, if the QR is received in the month following the month in which the CP ends, the base period does not shift and the verification the client provides is accepted. Is this true for SRs? Yes. This also applies to standard and simplified recertifications.
74. Under current QR procedures, for an untimely QR the client must provide information by the end of the month following the month the CP ends. Is this true for SRs? Information must be provided by the 30th day from the date the untimely SR is received.

75. Sections 635.07 and 635.08 both say to give the change reports "at application, recertification if the FSU needs a new one," and if one is returned. Is a comma missing after the word 'recertification'? Without the comma, it instructs to give at recert only if they need a new one. This conflicts with 400.04, 450.04 & 500.04 that say to "give at certification and recertification." Is it correct to give at every recert whether the client says they need it or not? Yes.
76. Is it appropriate to give a change report at the interview, or wait and mail it at disposition when the approval is keyed? If the recert category changes between the date of the interview and the disposition date, should a new form be mailed at disposition? Recommend giving the client the form at the interview and explaining the reporting requirements. If the recert category changes before disposition, send the correct report form then.
77. What is the procedure if the recert category changes during the initial application process? For example, client has final income the month of application and no income the following month, or no income the first month but new income in the following month. The FSIS issue handout says not to do a two step certification process for variable allotments for SR cases. Is the recert category always determined by the situation at disposition? Yes. To process the second month of the CP, key a TC 2 with a start issuance of the second month and key TC 9 retro benefit on the same day to issue benefits for the first month of the CP. Determine the retro benefit amount using SLAW. For example, a May application is processed in June. Complete a TC2 with a CP of 5/03 thru 10/03. Enter a Start Issuance date of 6/03. Immediately follow this transaction with a TC 9 to issue May benefits. It is also acceptable to issue May benefits using the DSS-8593 (SLSE) transaction.
78. If the county erroneously assigns the stable SSA and other income case a 12-month certification instead of 6 months and codes them 'S' Simplified by mistake, what action is required when this is discovered since the CP can't be shortened? If they have coded them incorrectly they may act on changes incorrectly also. Correct the case category, send the correct change report, and establish a claim if applicable.
79. Since cases are selected for NOE or SR mailout on the 10th of the month prior to the end of the CP, and a change of category from SR to Standard takes place after selection but before the end of the CP, would a telephone contact with the SR form meet the requirement for a standard recert? Yes.
80. **What is the application processing time standard for late recerts in all categories? Late recerts in all categories have 30 days from the date of application to provide information requested. For timely recerts (taken between the 1st and the 15th), if information is not provided by the last workday of the month, deny the recert. If information is provided within 30 days of the application date, reopen using TC3/50 and retain the original date of application to approve the recert. If required information is received in the second 30 days, reopen using TC3/31. Change the date of application to the date information was received. For untimely recerts (taken between the 16th and 31st, the client has 30 days to provide information. Do not close untimely recerts at the end of the month. If information is provided in the second 30 days, change the date of application to be the date the information was received. For late recerts (application date is in the month after the CP ends), information must be provided by the 30th day. If required information is not received, deny the recert. The household must reapply and treat the application like an initial application.**

TRANSITIONAL FOOD STAMPS

81. Is an open/shut WFFA case entitled to TFS? Yes.

82. Is a Benefit Diversion case considered terminated WFFA entitled to TFS? No.
83. In a WFFA case of five, Mom and 4 children, CPS removes all 4 children from the home. WFFA terminated due to no eligible children in the home. No one applies for FS for the children. How many members are included in the TFS case? The TFS case is a HH of 5.
84. If the client is placed on TFS and the client subsequently reapplies for WFFA and is approved, does TFS continue for the entire five months? Yes.
85. If the FS case is in an uncertified suspense month and WFFA terminates, is the case eligible for TFS or is this considered an inactive case? Case is eligible for Transitional.
86. Timely SR case with WFFA income was recertified for 6 months. Prior to the end of the current CP, WFFA ends. If you place on transitional for the next 5 months, is this in essence shortening the new CP by one month? This is not considered shortening the certification period. The case gets a new certification period in a new category.
87. A household cannot receive TFS if WFFA case closes due to a sanction. What about situations where WFFA closes for other reasons but there is an existing WFFA sanction? For example, WFFA is sanctioned 25% because children are not immunized. Client request termination of WFFA. If the case closed not due to a sanction but there was a sanction in place, do we transfer the case to TFS? Yes.
88. If a transitional case moves during the TFS period, what is the procedure for handling the NOE when it arrives? Mail to appropriate address if FSU is still in the county.
89. The old county is still the county of record and FSIS will send them the NOE even if it has the new address on it, right? Yes
90. If the client has reported the move but has not applied in the new county, do we send the NOE to the new county? Yes. The new county should revise the county address information where the client should reapply and send the notice.
91. If a CE suspended WFFA FS case becomes eligible to go to TFS but is still over income even after removing the WF payment, do we close the case rather than move to TFS? Yes, close the case. The case is no longer categorically eligible once the WFFA check is terminated.
92. If TFS case wants to apply for regular benefits, what is the procedure? Example: TFS case of Mom and child receiving TFS with no income in the budget. Sister's 3 kids move in on June 6 (with no income) because sister is in prison. Client reports new members on June 8. Does she: 1) request termination from TFS; 2) apply for regular benefits the same day; 3) get approved effective July. What about a supplement for June to feed new HH members? When regular FS case is approved for July, issue a supplement for additional members for June. Document the reason for supplement.
93. A training group requested consideration of a new closure code for transition from TFS back to regular benefits within the TFS period for tracking purposes. To avoid creating a new code, use Code 03, Client Requested Withdrawal. The client must request termination in order to stop TFS.
94. FS worker is notified on May 27th that WFFA is terminating effective May 31. Does the worker have 10 days to get this case into transitional? Yes
95. Policy says to evaluate the HH for a supplement if the decrease in WFFA is \$50 or more. Since June is not part of the transitional period in this case, do we consider any new income in

determining if a supplement is due? Since the case is not considered TFS until July 1, consider new income in determining if a supplement is due for June.

96. If the case isn't acted on until June, could we supplement June and consider it the first month of the transitional period? No. The case only becomes TFS when the TC6 is completed for a future month.
97. If the work registration code is "E" when the case goes to TFS, what work registration code is to be used? Does an edit require the "E" to be removed when the WFFA income is removed? When removing the WFFA income, you must remove the WFFA case number. The work registration code can remain "E".
98. Do you plan to add a specific w/r exemption code for the Transitional cases if the codes are left alone (boyfriend might still show as "R") is this something that will be an issue in E&T reviews? Not if case is on TFS since TFS policy does not have work requirements.
99. A Semi-annual Recertification household receives WF. A transmittal is received from WF stating the case is terminating since the household has moved out of the county. What is the correct action to take? The case is not eligible for Transitional benefits. Issue the DSS-8632 and close the FS case.