

December 8, 2023

GENERAL LETTER NO. 14-B-AP-167

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access

SUBJECT: Employees' Manual, Title 14, Chapter B Appendix, **Automated Benefit Calculation System Appendix**, 63 and 64, 76-78, 82 and 83, 159, 280, 326, 327, revised.

Summary

This chapter is revised to

- Update the descriptions of PROMISE JOBS Referral Codes
- Add instructions for TD06 fields for SNAP replacements due to fraud
- Update description of BCWI S CD
- Update the date in reason 521 for the new ABAWD period
- Update ISSV descriptions

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
63 and 64, 76-78, 82 and 83, 159, 280, 326, 327	December 23, 2022

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
TD03 VII. 201	FIP/ST FIP Individual Status	FIP REF	Enter the code that identifies person's FIP status as determined by the worker. Valid codes are: A Opened, due to application (either for case or adding a person) B Reinstated C Reopened, is not an application procedure D Pended F Excluded parent (not sanctioned) H Stepparent or self supporting parent in minor parent case I Sanctioned M Denied N Canceled R Closed for lump sum (Obsolete 12-22-06) S Never opened (system-generated)
TD03 VII. 202	FIP RSN Notice Reason	FIP REF	Enter the three-digit notice code when adding a person to or canceling a person from an ongoing program, or denying a person on an application.
TD03 VII. 203	FIP DATE FIP Start/Close Date	FIP REF	If this person is opened for FIP after the <u>program</u> has been opened, enter the person's start date. The close date is system-generated.
TD03 VII. 264	JOBS Referral Codes	FIP REF	PROMISE JOBS referral codes show exempt or mandatory status. Mandatory codes indicate if the person is referred as an applicant or a participant. <u>Code</u> <u>Client Type</u> 1 Exempt 3 Mandatory applicant 4 Mandatory hardship applicant 7 Mandatory participant hardship applicant 8 Mandatory participant

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
TD03 VII. 264 (Cont.)	JOBS Referral Codes (Cont.)		<p>U Mandatory with LBP W Mandatory hardship applicant with LBP X Referral status not known</p> <p>All FIP applicants are referred to Iowa Workforce Development (IWD).</p> <p>(NOTE: Refugees on Refugee Cash Assistance cases in the 06-X series are not eligible for PROMISE JOBS services and should not be coded.)</p> <p>The ABC system or PJCase system automatically changes a person's JOBS code to "X" when:</p> <ul style="list-style-type: none"> ▪ FIP is canceled or denied for the person. ▪ IM or the ABC system changes a person's in-home indicator on TD03 from a "Y" to "N." ▪ PROMISE JOBS makes an entry in the PJCase system to document that an applicant: <ul style="list-style-type: none"> • Did not sign an FIA, or • Abandoned a limited benefit plan reconsideration attempt. <p>On-line edits may require entry or reentry of a code for each person you make TD03 entries on when:</p> <ul style="list-style-type: none"> ▪ Pending a person. ▪ Referring a person to PROMISE JOBS. ▪ Approving or denying an application. ▪ Reopening or reinstating FIP. ▪ Changing the FIP individual status code.

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS		
TD06 IX. 220 (Cont.)	IMM/CAN Immediate or Cancel (Cont.)	SNAP	Enter the code that identifies the type of action being taken. Valid codes are:		
			<u>Code</u>	<u>Abbrev.</u>	<u>Identification</u>
			C	worker- entered	Used with E LOC/TYPE to issue SNAP replaced due to fraud. Assistance is issued for the amount entered. The action is noted on ISSV.
			J. #	XTRA	
				worker- entered	Used to issue extra SNAP, including lost benefits. Assistance is issued for the amount entered on TD06. The action is noted on ISSV.
				system- generated	Used when a person is added or countable income decreases and extra SNAP is issued.
			K	CANC worker-entered	Used to record any SNAP returned other than for death. No entry is made when benefits are returned for a claim payment.
			M	MNTH system-generated	Used on registers and ISSV to indicate “ongoing” monthly allotments authorized by ABC calculation.
			N	FOOD worker-entered	Used when SNAP is reissued to replace food destroyed in a household misfortune.
			P	SPEC system-generated	Used on registers and ISSV to indicate allotments authorized by ABC calculation for the month of the TD02 POS DT.
T	AUTH system-generated	Used on registers and ISSV to indicate allotments authorized by ABC calculation for months between the date in TD02 POS DT and the “ongoing” month.			
W	DECD worker-entered	Used to record the amount of SNAP returned due to the client’s death.			
TD06 IX. 221	AID TP Aid Type	FIP REF MED MN MEPD	Enter the code that corresponds to the program for which the client is or was eligible for the effective date of issuance. This is not required for SNAP actions. See TD01, Aid Type for correct code.		

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
TD06 IX. 222	REASON Notice Reason	ALL	Enter the three-digit notice code, if appropriate. (See Notice Codes .)
TD06	PHM	SNAP	For SNAP issuances with an IMM/CAN value of "J" dated 01/11 or later, make an entry based on whether the household was categorically eligible due to the Promoting the Benefits of a Healthy Marriage Program (PHMP). Codes are: Y Categorically eligible due to PHMP during the month of issuance N Not categorically eligible due to PHMP during the month of issuance
TD06 IX. 223	EFFECT DT Issuance Effective Date	ALL	Enter the issuance effective date of the benefit amount, in MMY format. For FIP, this must be the current month or earlier.
TD06 IX. 224	# MONTHS Number of Months for Payment Number of Months	FIP REF MED MEPD SNAP	Enter the number of months that the payment covers. For example if the monthly amount is \$100 and the number of months is 4, the system issues a payment for \$400. The months included from the effective date must be current and prior months only. The highest number that can be entered is 12. If more than 12 months are needed for the same amount, enter months beyond 12 on a separate date. For corrective payment, only 01 is valid. Entries other than 01 result in issuance only for the month in the EFFECT DT field. For SNAP, only 01 is valid. Entries other than 01 result in issuance only for the month in the EFFECT DT field.
TD06 IX. 225	AMT Amount of Monthly Benefit	ALL	Enter the amount authorized, issued, returned, or replaced.

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
TD06 IX. 226	SP ALLOW CD Type of Special Allowance Payment	ALL	<p>Enter the code for the type of action. Valid codes are:</p> <p><u>Adjustive Payments</u></p> <p>N Change in current month (no recoupment) J Support rebate (no recoupment)</p> <p><u>Court Decision</u></p> <p>F Court-ordered, retroactive benefits (no recoupment)</p> <p><u>Corrective Payments</u></p> <p>K Client error P Appeal decision Q Court decision R Agency administrative error X Other (Central office uses for MEPD.)</p> <p>NOTE: For FIP, use these codes only for corrective payments for a <u>past</u> (retroactive) month. They apply the payment to any outstanding FIP overpayment.</p> <p>By FIP policy, corrective FIP underpayments for the <u>current</u> month are due the client. This requires entry of code "N." (See 4-H for more information.)</p> <p><u>Medical Transportation/Lodging</u></p> <p>A Medical transportation and lodging</p> <p><u>Special Needs</u></p> <p>E School expense G Guardianship/conservatorship fee</p>
TD06 IX. 233	LOC/TYP Location/Type	SNAP	<p>NOTE: The system will generate code "F" for a refund (e.g., in the Bliet lawsuit).</p> <p>For SNAP, an entry code of "E" indicates emergency benefits issued through EBT. Also used with IMM/CAN value of C to issue replacement SNAP due to fraud.</p>
TD06 IX. 227	CLAIM #	SNAP	Warrant claim number or SNAP control number. This field is obsolete.
TD06 IX. 232	ISSUE DATE	SNAP	Date of expedited authorization. This field is obsolete.

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
BCWI	SAI to SA6 (first position)	FIP REF	Enter the code to determine whether the special allowance amount is ongoing or one-time. Valid codes are: G Ongoing (part of next monthly benefit; appears on the screen after processing) X One time (issuance produced in daily run; code does not appear on the screen after processing) B Both (issue one time, then ongoing; only the ongoing part shows on the screen after processing) C Closed (Enter when special need terminates.)
BCWI	SAI to SA6 (second position)	FIP REF	Enter the code for the type of special payment. Valid codes are: E School expense G Guardianship or conservatorship fee
BCWI	AMTI to AMT6	FIP REF	Enter the amount of the special allowance.
BCWI	EXT MED Extended Medical Code	MED	If increased income could result in canceling FMAP, enter the number of months that the case could be eligible for extended or Transitional Medicaid. Valid entries are 01 through 12.
BCWI	BEN MO Benefit Month	SNAP TM	Enter the month that is associated with the SNAP deductions, or the Transitional Medicaid eligibility month. Enter in MMY format. When entering a date in the THRU MO field, enter the first month of the date range in the BEN MO field.
BCWI	THRU MO Through Month	All but TM	Enter the last month in the date range for system-generated BCWIs.
BCWI	E/B Eligibility/ Benefit Indicator	SNAP	Enter A.
BCWI	MED EXP Medical Expenses	SNAP	Enter the total amount of actual, allowable medical expenses projected for household. Enter zeros if no deduction is allowed or if you are entering the standard medical deduction in the MC D field. When determining the amount of allowable medical expenses, do not subtract the \$35. The system will subtract that amount.

SCREEN/ NUMBER	FIELD NAME/ DESCRIPTION	PRGM USE	WORKER INSTRUCTIONS
BCWI (Cont.)	MED EXP (Cont.)		Verify that the TD03 screen contains correct data regarding the Medicare premium payer. The system will subtract the standard Medicare amount. NOTE: ABC deducts a medical expense only if FS TEST field entry on TD02 is N or E.
BCWI	M CD Medical Code	SNAP	Enter the code that identifies the type of medical deduction applicable to the household. If no deduction is applicable, make no entry. Valid codes are: A Actual expenses S Standard medical deduction When S is entered, the MED EXP field should contain zeros. The system will ignore the MP field on TD03. NOTE: ABC deducts a medical expense only if the TD02 FS TEST entry is N or E. If M CD is left blank, and FS TEST is N or E, a deduction will be allowed if there is an amount in MED EXP or if MP is coded Y.
BCWI	U CD	SNAP	Enter the code that identifies the utility deduction type applicable to the household. Valid codes are: B Big standard (heating or air conditioning) L Little standard (no heating or air conditioning) N No utility expense P Phone standard
BCWI	SHELTER Shelter Amount	SNAP	Enter the amount of shelter expense for the household. Zeros must be entered if no deduction is applicable.
BCWI	S CD Shelter Code	SNAP	Enter the code that identifies the type of shelter expense. Valid codes are: A Rent only B Lot rent only C Rent and lot rent D Mortgage only E Mortgage and taxes, insurance, and assessments, lot rent (when a household is purchasing their mobile home and paying lot rent) F Taxes, insurance, and assessments only H Homeless shelter deduction (Obsolete March 2021).

ACTION	CD/PGM	MESSAGE AND MANUAL CITATION	ENTER IN:
SNAP: Continuing Failure to Comply	<p style="text-align: center;">507</p> <p style="text-align: center;">SNAP</p>	<p>... you did not follow mandatory work registration rules. You cannot get SNAP until you do.</p> <p>... usted no cumplió las normas obligatorias del registro laboral. No podrá obtener SNAP hasta que lo haga.</p> <p>EM 7-C Work Requirements for MWRs; 441 Iowa Admin. Code 65.28(12)</p>	<p>TD02 SNAP REA2</p>
SNAP: Failure to Comply	<p style="text-align: center;">521</p> <p style="text-align: center;">SNAP</p>	<p>...you have received SNAP for 3 months without meeting work requirements. You cannot get SNAP until December 1, 2026.</p> <p>You may get benefits again before December 1, 2026 if:</p> <ul style="list-style-type: none"> ▪ you work 80 hours a month. Work can be a job, volunteer or court ordered community service work, or working off your rent. ▪ you cannot work because of a physical or mental reason, you are pregnant, someone under 18 starts living and eating with you, you served in the U.S. military, or you are experiencing homelessness. ▪ you turn 53. ▪ you are 24 or younger and were in foster care on your 18th birthday. <p>You need to reapply if you want to get SNAP again.</p> <p>...ha recibido SNAP durante 3 meses sin cumplir con los requisitos laborales. No puede recibir SNAP hasta el 1 de diciembre de 2026.</p> <p>Puede volver a recibir beneficios antes del 1 de diciembre de 2026 si:</p> <ul style="list-style-type: none"> ▪ Trabaja 80 horas al mes. Puede ser en un empleo, un trabajo voluntario o servicio comunitario ordenado por un tribunal, o un trabajo para pagar el alquiler. ▪ No puede trabajar por una razón física o mental, está embarazada, alguien menor de 18 años comienza a vivir y comer con usted, sirvió en las fuerzas armadas de los EE. UU. o se encuentra sin hogar. ▪ Cumple 53 años. ▪ Tiene 24 años o menos y se encontraba bajo cuidado de crianza cuando cumplió 18 años. <p>Debe presentar una solicitud nuevamente si desea volver a recibir SNAP.</p> <p>EM 7-I Able-Bodied Adults Without Dependents (ABAWDs); 7 CFR 273.24; 441 Iowa Admin. Code 65.28(18)</p>	<p>TD02 SNAP REA2</p>

CODE/SEV	ORIGIN	INSTRUCTIONS
342 I	UC	Cancellation of QMB coverage has been delayed due to timely notice requirements.
343 I	UC	The foster care case is canceled, but the Medicaid case is active.
344 F	TD06	This duplicate SNAP issuance is invalid. Check the SIDs to see if anyone received benefits on another case for a month you are running or if you are issuing the same amount as was already issued. Contact SPIRS for further assistance if unable to resolve.
345 I	TD06	<p>One of the following has occurred:</p> <ul style="list-style-type: none"> ▪ Emergency SNAP followed another issuance. ▪ Emergency SNAP was not the first for the effective date. ▪ Supplemental issuance with either a worker-entered or system-generated code J with the same effective date and issuance amount as the original issuance is considered an invalid duplicate issuance. <p>NOTE: Benefits were not issued as the <i>Notice of Decision</i> indicates. Contact DHS, SPIRS Help Desk for further instructions in each of the situations listed.</p>
346 F	TD06	No original issuance was found for a mail loss. SNAP code B, C, or S was requested, and no previous issuance was found for the effective date.
348 NF	UC	The new current month emergency issuance was dropped. Issued when a calculation shows the household ineligible and an emergency issuance was requested.
349 F	TD04	Medicaid from Iowa is invalid based on COBRA eligibility. Either an out-of-state child placed in Iowa is in a non-IV-E facility or an Iowa child placed out of state should receive Medicaid from that state.
350 I	TD02	End of SNAP certification has been changed to align with FIP/MED.

SNAP

B	Mail loss (obsolete)
C	Worker-entered: replacement of SNAP due to fraud
D	System-generated: mail loss, overissuance (obsolete)
E	Emergency issuance
F	Convert EBT benefits to paper coupons (Obsolete effective 1/30/04)
I	System-generated: SNAP replacement denied (from B entry) (obsolete)
J	Extra: new person, etc.
K	Cancel, returned
L	Lost in household disaster (obsolete)
M	System-generated; monthly cycle
N	Replace food destroyed in a disaster
O	System-generated: SNAP replacement denied (from L entry) (obsolete)
P	Special for initial month
R	Remail undelivered coupons. ISSV will display the original action code and old code "U," for undelivered. R code will not display on ISSV. (obsolete)
S	Replacement due to shortage (obsolete)
T	Special authorized for other than the initial month
U	Undelivered (obsolete)
V	Prorated (obsolete)
W	Returned, deceased
*	Daily, for next calendar month (not yet issued) (obsolete)
\$	Monthly, for next calendar month (not yet issued) (obsolete)
@	Expedited, for next calendar month (not yet issued) (obsolete)
#	Extra (from J entry), for next calendar month (not yet issued) (obsolete)

The OLD CD field displays the SNAP action code originally connected with the issuance. It displays only if the original code was corrected or deleted by central office staff.

LOC/TYPE indicates the source of the SNAP benefits.

E	Worker-entered: emergency benefits issued through EBT, also replacement of SNAP due to fraud.
F	System-generated: refund of benefits; i.e. Bliet lawsuit.
L	System-generated: expedited issuance taken from local office inventory (obsolete).
N	Worker-entered: expedited issuance sent from central office inventory. (obsolete)
S	Worker-entered or system default: return or replacement of a coupon issuance.

SPC ISS describes certain actions.

C	Canceled warrant or certified mail delivery of food stamp coupons (obsolete 10/1/03 with electronic benefit transfer)
D	Direct deposit
E	Electronic benefit transfer issuance
F	Electronic access card (EAC)
L	Local office delivery of food stamp coupons for client pick-up (obsolete)
N	Central office issuance of food stamp coupons (obsolete)

The following chart lists:

- The types of SNAP benefit authorizations that a worker can enter.
- The other unreturned authorizations for the same case and month that the ISSV checks for possible duplicates.
- The codes checked on ISSV for a duplicate. The codes used are defined above.
- Notes on whether the system stops the issuance only when the new authorization is the exact amount of the previous one.