

# **SNAP Case Actions**

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## **Overview**

The purposes of this chapter are as follows:

- To provide workers with instructions on the coding necessary for the ABC system to process worker-initiated SNAP case actions.
- To explain which SNAP case actions are system-initiated.

The first section of the chapter covers worker-initiated actions. The second section of the chapter covers system-initiated case actions. In order for the system to perform these actions correctly, it is essential that you follow all coding instructions and update coding when a change in a case affects system codes, e.g., aid types.

## **Other Resources Available**

Many systems can provide information for you to consider before creating transactions on ABC. The ABC system may interface with these systems directly or indirectly, or allow access between the system and ABC. Access to additional systems may be provided through CICS or by using the Intranet.

The ABC system creates links to some of the systems' data screens through the IOWA ABC SYSTEM MENU (TD00) or the LINK MENU. See [14-B\(4\), IABC Screens](#), for a description of these screens.

The LINK MENU allows access to other systems. Options displayed on LINK that you may consider viewing for SNAP case actions are:

- ISSV, Issuance Verification System. See [14-B\(4\), Issuance Verification System \(ISSV\)](#).
- IEVS, Income Eligibility Verification System. See also [14-G, Exchange of Data with Other Agencies](#).
- ICAR, Child Support Recovery. See also [14-D, Iowa Collection and Reporting System](#).
- SDXD, State Data Exchange. See also [14-E, SSI State Data Exchange](#).
- SSBI, Buy-In Information. See [14-C, SSBI = Buy-In System](#).

The CICS system allows viewing access to the Iowa Workforce Development screens.

**Worker-Initiated Actions**

When instructions for TD03 read, “Enter demographic information,” check the following screen fields and make entries if applicable: (See [14-B-Appendix, TD03](#).)

STATE ID	ST	EDU	SSN CLAIM NO
FIRST NAME	SEX	HAND	MP
LAST NAME	PER	H W BA I N	WR
TI	CIT	RB	
BIRTH	MAR	SSN	

System months run from ABC cutoff to ABC cutoff and do not directly correspond to calendar months. If the current date is after ABC cutoff, the system “next” month is the second calendar month after the current calendar month. (See [14-B](#) for more discussion on system months.)

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p><b>Adding a Person to an Active SNAP Case</b></p>		<p>If adding people to a case will cause the number of people associated with that case to be more than 16, close the original FBU and open a new FBU with only the active, current and new household members.</p> <p>If there are more than 16 active members, make TD06 entries to issue benefits.</p> <p>The BCW2 income and deductions displayed follow the state ID number, unless they are removed or replaced.</p> <p>When adding a person to an active program, remember to review the program data (TD02, RSCF) to see if changes are needed in SI, SNAP test, household type, categorical eligibility, etc.</p> <p>If changing the codes will cause a recalculation of current month’s benefits, make the TD02 and RSCF changes in one step. Make the rest of the entries in this case action in a second step.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active SNAP Case (Cont.)		<p>Do not add a person in the same step that you make TD02 or TD03 SNAP status code entries on the case. Do not add people with differing effective dates to SNAP in the same step.</p> <p>People cannot be pended on the individual line for a program that is currently active. Simply code the approval.</p>
	TD03 ENTRY RSN	Enter A if the person's data are not already in the system. Enter C if the data exists.
	TD03 STATE ID FIRST NAME LAST NAME TI BIRTH: SEX PER CIT MAR REL HAND H W B A I N RB SSN SSN CLAIM NO MP INHOME	<p>Assign a state ID number if needed. See <a href="#">State ID Numbers: Assigning State IDs</a>.</p> <p>Enter data for the new person, including state ID information, demographic data, and any codes applicable to the specific program requirements.</p> <p>See <a href="#">14-B-Appendix, System Coding Instructions</a> for valid codes.</p>
	TD03 STATUS	<p>Enter the applicable SNAP status code. Valid codes are:</p> <ul style="list-style-type: none"> <li>A Opened, due to application</li> <li>C Reopened, no application</li> <li>I Sanctioned/disqualified (non-IPV)</li> <li>J Disqualified (IPV)</li> </ul>
	TD03 RSN	Enter a notice reason for each person, whether eligible or denied. See <a href="#">14-B-Appendix, Notice Codes</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active SNAP Case (Cont.)	TD03 DATE	A SNAP start date should be no earlier than the first day of the current system month. Do not add a person with a date earlier than the last program approval date. (See <a href="#">Current or Past Months</a> for earlier issuance information.)
	TD03 WR	Enter the code that corresponds with the person's work registration status. See <a href="#">14-B-Appendix, TD03 WR</a> , for codes.
	TD03 DIS	Use this field only if the person's STATUS code entry is "I" or "J." Enter the number of months that a person is disqualified, if any. Valid codes are:  00 Disqualified until situation changes; no specified number of months. 01-98 Number of months of disqualification. 99 Disqualified for life.
	TD03 INHOME	When FIP is active at the case level (on TD02), you must enter "Y" even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter "N" if there already is a "Y" in this field or make <b>no entry</b> if this field is blank.  If the new person you are adding is now the case name, you must update the TD01 CNID field. See <a href="#">Case Name ID</a> .
	TD01 ENT RSN	Enter H.
	TD01 CNID	Enter the state ID number. See <a href="#">14-B-Appendix, TD01 CNID</a> .
	BCW2	If the new person has income, complete BCW2s when activating the person. Income information must be entered for each month from the START DATE MONTH through the NEXT SYSTEM MONTH for which income is present.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active SNAP Case (Cont.)		A Worker Action Report is generated when the entries result in fewer benefits for the current month than the household already received.
	BCW2 ENTRY RSN	Enter the code for the case action: G Change with timely notice H Immediate release
	BCW2 BENEFIT MO	Enter the benefit month in MMY format.
	BCW2 THRU MO	Enter the last month in date range to generate multiple BCW2s.
	BCW2 PI	Enter B.
	BCW2 E/B	Enter A.
	BCW2 EARNED 1-5	Enter the earned income amounts.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employment income.
	BCW2 SR	Enter the applicable code. See <a href="#">14-B-Appendix, BCW2 SR</a> .
	BCW2 CHILD CARE	Enter the total allowable child care or dependent care deduction amount.
	BCW2 UNEARNED 1-4	Enter the unearned income amounts.
	BCW2 OTHER UNEARNED UI	Enter the unearned income amount.
	BCW2 SR (1-4)	Enter the unearned income source code. See <a href="#">14-B-Appendix, BCW2 SR</a> for valid codes.
BCW2 DEDUCT 1	Enter the amount of farm loss to be deducted from countable SNAP income. The amount is deducted only if the SI code TD02 is "1" for farmers.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active SNAP Case (Cont.)	BCW2 DEDUCT 2	Enter the ongoing monthly child support payment amounts. See <a href="#">14-B-Appendix, BCW2 DEDUCT 2</a> .
	BCW2 P DED NEED	Enter a one-time child support payment. <b>NOTE:</b> This entry will not roll forward to future months.
<b>Aid Type Change</b>	TD01 ENT RSN	Enter H.
	TD01 AID	Enter the correct aid type. For codes, see <a href="#">14-B-Appendix, TD01 AID</a> .  <b>NOTE:</b> If both FIP and SNAP are being pending or approved on the same case, enter the FIP aid type.
	TD01 AID CHG DT	Enter the first day of the next system month.
<b>Approving an Application</b>	TD01	See also <a href="#">Recertification</a> .  If this is a new case, see the following: <a href="#">Assigning Case Numbers</a> , <a href="#">Establishing FBUs</a> , and <a href="#">Other Case Information</a> for additional instructions.  Do not pend or approve SNAP on a Medicaid case. Create another case with a separate FBU. See <a href="#">Establishing FBUs</a> .  If this is not a new case, enter changes to the existing case in the appropriate fields.
	TD01 ENT RSN	Enter A or H.
	TD01 CO/WKR	Enter the two digit county number and the four-character worker number.
	TD01 INFO	Enter information pertaining to the case.
	TD01 I ENT RSN	Enter A or C.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 AID	Enter a valid aid type. For codes, see <a href="#">14-B-Appendix, TD01 AID</a> .
		<b>NOTE:</b> If both FIP and SNAP are being pending or approved on the same case, enter the FIP aid type.
	TD01 AID CHG DT	Enter in MMDDYY format if the AID field is changed. The day is always 01.
	TD01 PHONE	Enter the three-digit area code and the seven-digit phone number.
	TD01 CO RES	Enter the two-digit code for the county where the applicant resides.
	TD01 GOOD CAUSE: SNAP PEN	Enter the applicable code when a household member fails to comply with another program's requirements.  Valid codes are: Y Imposes a penalty reducing SNAP benefits N Removes the penalty
	TD01 ENT RSN	Enter A or C.
	TD01 CASE: LAST	Enter the last name or let the system enter it from the CNID entry. Do not include punctuation. See <a href="#">14-B-Appendix, TD01 CASE: LAST</a> .
	TD01 CASE: FIRST	Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See <a href="#">14-B-Appendix, TD01 CASE: FIRST</a> .
TD01 CASE: INIT	Enter the middle initial. Do not include punctuation. See <a href="#">14-B-Appendix, TD01 CASE: INIT</a> .	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 CASE: TITLE	If applicable, enter the abbreviation for the title or let the system enter it from the CNID entry. See <a href="#">14-B-Appendix, TD01 CASE: TITLE</a> for valid codes.
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PAYEE/MOD	If required for application, enter the payee modifier code. See <a href="#">14-B-Appendix, TD01 PAYEE/MOD</a> for valid codes.  If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.
	TD01 CNID	Enter the state identification number of the case name person. See <a href="#">Case Name ID</a> .
	TD01 ADDRESS FIELDS ADDRESS 1, ADDRESS 2	See <a href="#">14-B-Appendix, TD01 ADDRESS 1</a> and <a href="#">TD01 ADDRESS 2</a> , for instructions.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter IA.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 ENTRY RSN STATUS APP DT POS DT AD EMSV START CERT END CERT RT INT SI SNAP TEST	Complete these fields in the SNAP section if the case was not pended. See <a href="#">14-B-Appendix, TD02 Section III</a> for codes.  If the case was previously pended, you do not need to reenter the APP DT.  The STATUS rolls to any individual previously coded pending for SNAP on TD03.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		Complete all other coding on TD02 and TD03 for SNAP. For valid codes, see <a href="#">14-B-Appendix, TD02 Section III. TD03.</a>
	TD02 ENTRY RSN	Enter A or C.
	TD02 STATUS	Enter A or C.
	TD02 APP DT	Enter the date of SNAP initial application or reapplication was received in the county office in MMDDYY format. This must be a current or prior date.
	TD02 POS DT	Enter the date that the client becomes eligible for SNAP in MMDDYY format. <b>NOTE:</b> The date cannot be earlier than the application date except for certain migrant applications.  Remember: SNAP policy for approval of migrant or seasonal farm worker cases is that proration may not apply to initial month benefits. In those cases, the POS DT must be the first day of the month of application.
	TD02 AD	Enter the applicable code for approvals with an "A" entry in STATUS. See <a href="#">14-B-Appendix, TD02 SNAP AD</a> for codes.
	TD01 START CERT	Enter the first month of the certification. Enter in MMY format.
	TD02 END CERT	Enter the month through which the SNAP program is certified. Enter in MMY format.
TD02 RT	Enter the code that indicates whether the next recertification requires an interview. Codes are:  F The next recertification is the annual interview for the annual review.  N The next recertification does not require an interview.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD02 INT	Enter the code that indicates whether an interview was held. Codes are:  F Face-to-face interview held P Phone interview held N No interview held
	TD02 SI	Enter the code that identifies the type of SNAP household:  0 None (Enter to remove SI code.) 1 Farmer (Farm losses will not be deducted unless this code is present.) 2 Migrant laborer 3 Battered women and children (overrides "illegal person" edits)
	TD02 SNAP TEST	Enter the code for the income tests to be applied. Valid codes are:  G Gross and net test N Net test E Gross and net test but medical expense allowed
	TD02 HH TYPE	Enter the code that identifies the SNAP household type. For codes, see <a href="#">14-B-Appendix, TD02 HH TYPE</a> .
	TD02 CAT ELIG	Enter the code indicating for which months categorical SNAP eligibility should apply. See <a href="#">14-B-Appendix, TD02 CAT ELIG</a> , for codes.
	TD02 OVERDUE CERT	Enter a code when more than 30 days have elapsed between the application date and the decision date. See <a href="#">14-B-Appendix, TD02 OVERDUE CERT</a> , for codes.
	TD02 LIMIT	If applicable, enter the end date of the limited certification period in MMY format. <b>NOTE:</b> If a limited certification is required, the date must fall between the start and end certification dates.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	RSCF RESOURCES	Make entries for all months from the POS DT month through the system “next” month, for a maximum of four RSCF screens. The system “next” month must be no more than “month four.”
	RSCF BENEFIT MONTH	Enter the benefit month in MMY format.
	RSCF AMOUNTS	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeros in the field for at least one of the types.
	TD03	Complete all TD03 coding applicable to SNAP. See <a href="#">14-B-Appendix, TD03</a> for instructions.
	TD03 ENTRY RSN	Enter code A or C.
	TD03 STATUS	<p>If the application and individuals were pended before approval, the program approval will roll from TD02 to this field.</p> <p>If they were not pended, enter the status for each person included in the SNAP approval and for any person being denied. Valid codes are:</p> <ul style="list-style-type: none"> <li>A Opened, due to application</li> <li>C Reopened, no application</li> <li>I Sanctioned or disqualified (non-IPV)</li> <li>J Disqualified or left home (IPV only)</li> <li>M Denied</li> </ul>
	TD03 RSN	Enter notice reasons for any denials of individuals. The system-generated notice message for program approval covers all individuals approved. For codes, see <a href="#">14-B-Appendix, Notice Codes</a> .
	TD03 WR	Enter the code for the person’s work registration status. See <a href="#">14-B-Appendix, TD03 WR</a> for valid codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 DIS	<p>If the person is disqualified, enter the code giving the length of the disqualification:</p> <p>00 Disqualified until situation changes; no specified number of months.</p> <p>01-98 Number of months of disqualification.</p> <p>99 Disqualified for life.</p>
	TD03 FIP INHOME	<p>When FIP is <b>active</b> at the case level (on TD02), you must enter "Y" even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter "N" if there already is a "Y" in this field, or make no entry if this field is blank.</p>
	BCW1 CASE and PREP WKR	<p>System-generated.</p>
	BCW2 PREP DT SEQ CO/WKR OVERRIDE STATUS	
	BCW1	<p>Enter BCW1s for each month of the application process, showing applicable SNAP deductions for medical, homeless, shelter, and utilities. Use the THRU MO field to generate multiple, identical BCW1s.</p>
	BCW1 ENTRY RSN	<p>Enter the code for the case action:</p> <p>G Change with timely notice</p> <p>H Immediate release</p>
	BCW1 BEN MO	<p>Enter the benefit month for which the SNAP deductions count in MMY format.</p>
	BCW1 THRU MO	<p>Enter the last month in the date range to generate multiple BCW1s. The system will generate BCW1s for each month from the date in the BEN MO field through the date in the THRU MO field.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		If the THRU MO field is blank or 00 00, the system will generate a single BCW1 for the month entered in the BEN MO field.
	BCW1 E/B	Enter A.
	BCW1 MED EXP	<p>An entry in the field is required if a deduction for actual medical expenses is to be used. If there is no deduction, or if the standard deduction is coded in M CD, the MED EXP amount should be zero. <b>NOTE:</b> ABC deducts a medical expense only if the SNAP TEST field on TD02 is "N" or "E."</p> <p>When determining the amount of allowable medical expenses, do not subtract the \$35. The system will subtract that amount.</p> <p>Do not include regular Medicare premiums in the amount. (See <a href="#">Medicare Premiums</a>.) Also see <a href="#">14-B-Appendix, MED EXP</a>.</p>
	BCW1 M CD	<p>Enter the code that identifies the type of medical deduction applicable to the household. If no deduction is applicable, leave as a space.</p> <p>Valid codes are:            A Actual expenses            S Standard medical deduction</p> <p>When "S" is entered, the MED EXP field should contain zeros. The system will ignore the MP field on TD03.</p> <p><b>NOTE:</b> ABC deducts a medical expense only if the SNAP TEST field on TD02 is "N" or "E." If M CD field is left blank and the SNAP TEST field is "N" or "E," a deduction will still be allowed if there is an amount in MED EXP field or if the TD03 MP field is coded "Y."</p>
BCW1 U CD	Entry of the utility-deduction type for the household is required. See <a href="#">14-B-Appendix, BCW1 U CD</a> for codes.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW1 SHELTER	Enter the shelter amount. Entry is required. If there is no deduction, enter zeros in the amount and "A" in the code.
	BCW1 S CD	Enter the shelter code for eligibility or benefit calculation. 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 F Taxes, insurance, and assessments only
	BCW1 HOMELESS	Enter if a homeless household chooses the homeless standard deduction instead of a shelter deduction. If the deduction is not applicable, leave as a space.  Valid codes are: Y Apply homeless standard N Remove homeless standard  If the code is Y, no utility or shelter deduction is allowed.
	BCW2	If any person has income, make BCW2 entries for each month of the application process. Use the THRU MO field to generate multiple, identical BCW2s.
	BCW2 BENEFIT MO	Enter the benefit month associated with the SNAP income and deductions. Enter in MMY format.
	BCW2 THRU MO	Enter the last month in the date range to generate multiple BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date entered in the THRU MO field.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field.
	BCW2 PI	Enter B.
	BCW2 E/B	Enter A.
	BCW2 EARNED 1-5	Enter earned income amounts.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employed income.
	BCW2 SR	Enter the applicable code. See <a href="#">14-B-Appendix, BCW2 SR</a> .
	BCW2 CHILD CARE	Enter the total allowable child care or dependent care deduction amount.
	BCW2 UNEARNED 1-4	Enter the unearned income amounts.
	BCW2 OTHER UI	Enter the unearned income amounts.
	BCW2 SR (1-4)	Enter the unearned income source code. See <a href="#">14-B-Appendix, BCW2 SR</a> for codes.
	BCW2 DEDUCT 1	Enter the amount of farm loss to be deducted from countable SNAP income. The amount is deducted only if the SI code on TD02 is "1" for farmers.
	BCW2 DEDUCT 2	Enter the ongoing monthly child support payment amounts. See <a href="#">14-B-Appendix, BCW2 DEDUCT 2</a> .
BCW2 P DED NEED	Enter a one-time child support payment. <b>NOTE:</b> Entry will not roll forward to a future month.  The system completes the eligibility determination and benefit calculation. If the system determines that the household is ineligible, it overrides your entries and generates a notice.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Emergency Services	TD02 STATUS APP DT EMSV DOD	<p>To approve SNAP with status code “A,” you must enter the applicable EMSV codes. See <a href="#">14-B-Appendix, TD02 EMSV</a> for valid codes.</p> <p>If emergency services are being issued untimely, the DOD, “Date of Discovery,” must be entered, unless due to an agency delay.</p> <p>If you are using a STATUS code of “C” and enter an EMSV code other than “A,” you must enter or reenter the APP DT.</p> <p>See <a href="#">Approving an Application</a> for coding other entries.</p>
<b>Assigning Households to Cases</b>		<p>To facilitate counting the FIP grant in the SNAP calculations:</p> <ul style="list-style-type: none"> <li>▪ Set up households comprised of both FIP and SNAP-only members on the FIP case.</li> <li>▪ Set up households comprised of FIP and SSI members on the FIP case.</li> </ul>
<b>Assigning Report Form Due Dates</b>  Reinstatement		<p>When reinstatement effective the <b>next</b> calendar month is entered on ABC after system cutoff through the last working day of the calendar month, the system generates an in-cycle RRED with the monthly report form due date printed.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning Report Form Due Dates (Cont.)		<p>When reinstatements effective the <b>same</b> calendar month are entered on ABC from the first day of the calendar month through cutoff, the system generates:</p> <ul style="list-style-type: none"> <li>▪ An out-of-cycle RRED with a due date equal to the process date plus seven days (e.g., a May 2 process date results in a due date of May 9).</li> <li>▪ An informational Worker Action Report stating the month for which the report form is issued.</li> </ul>
<b>Battered Women and Children Cases</b>	TD02 SI	Enter as any other SNAP approval, but enter "3" in the SI field. This allows the household to participate when its members are on another SNAP case for the month.
<p><b>Canceling Ongoing Benefits</b></p> <p>Program</p> <p>Due to Move</p>	<p>TD02 ENTRY RSN</p> <p>TD02 STATUS</p> <p>TD02 REA2</p> <p>TD02 ENTRY RSN</p> <p>TD02 STATUS</p> <p>TD02 REA 2</p>	<p>Enter G.</p> <p>Enter N. The closed status automatically rolls to the people coded active for SNAP on TD03.</p> <p>Enter the applicable notice reason code. See <a href="#">14-B-Appendix, Notice Codes</a>.</p> <p>Timely notice is not required when canceling benefits due to the household moving from the state.</p> <p>Enter H.</p> <p>Enter N. The closed status automatically rolls to the people active for SNAP on TD03.</p> <p>Enter notice code 503.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Cancelling Ongoing Benefits (Cont.)</p> <p>Due to Death</p> <p>Program</p> <p>-or-</p> <p>Individual</p>	<p>TD02 ENTRY RSN</p> <p>TD02 STATUS</p> <p>TD02 REA2</p> <p>TD02 SI SNAP TEST HH TYPE CAT ELIG</p> <p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>TD03 RSN</p>	<p>Use the program entries only if the case consists of one person. Also, do not code death with an application denial.</p> <p><b>NOTE:</b> If the deceased individual is on a separate Medicaid case, the death coding must be completed on the Medicaid case.</p> <p>Enter M.</p> <p>Enter N.</p> <p>Enter 613.</p> <p>If there is more than one person on the case and the case becomes ineligible due to the death of one person, use the individual entries to record the death. Then close the case, using the first instructions in this case action.</p> <p>Review and change any codes required for the case.</p> <p>If the deceased individual is the case name and the case will remain active, a new CNID will need to be entered on TD01 and a new EBT card will need to be issued in EPPIC.</p> <p>Enter M.</p> <p>Enter N.</p> <p>Enter 613.</p> <p>Code death on only one case. If the person is associated with more than one case, the system:</p> <ul style="list-style-type: none"> <li>▪ Removes the person from all cases,</li> <li>▪ Recalculates benefits, and</li> <li>▪ Sends notices when appropriate.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Cancelling Ongoing Benefits (Cont.)		<p>Message 970 is issued to you when the person was on more than one case.</p> <p>If the person was also active for FIP or Medicaid on the same case number, make the following entries:</p> <p>For FIP:</p> <p>TD03 FIP ST Enter N.</p> <p>TD03 FIP RSN Enter 613.</p> <p>For Medicaid:</p> <p>TD03 MED ST Enter N.</p> <p>TD03 MED RSN Enter 613.</p> <p>TD03 MED DATE Enter the date of death.</p>
Individuals		<p><b>NOTE:</b> Do not remove individuals from SNAP and add other individuals to the program in the same step.</p> <p>TD02 SI SNAP TEST HH TYPE CAT ELIG Review and change any codes required for the case, as applicable.</p> <p>TD03 ENTRY RSN Enter G or H.</p> <p>TD03 STATUS Enter N.</p> <p>TD03 RSN Enter the code for the applicable notice.</p>
Issuing Another Notice Regarding New Information		<p>These instructions apply when the reason a case was canceled has been resolved, but ineligibility exists for another reason. No other entries are allowed on the case in processing for that step.</p> <p>TD02 ENTRY RSN Enter R (send notice only).</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Case Numbering (Cont.)</p> <p>Establishing FBUs</p> <p>Other Case Information</p>	<p>TD01 CASE NUMBER</p>	<p>It may be necessary to establish separate cases for various eligible groups in a household.</p> <p>The FBU portion of an existing case number can be changed to assign a case number that is identical to the first six digits of the other cases for the household.</p> <p>There is no connection between cases with the same first six digits. The numbering is for worker convenience only.</p> <p><b>NOTE:</b> Do not pend or approve SNAP on a Medicaid case. Create a separate FBU.</p> <p>To establish an additional FBU, enter the case number, consisting of the original six-digit serial number, the new FBU, and zero in the ninth position. The system assigns the tenth position (the check digit).</p> <p>Enter other data as in any other new case.</p> <p>For information on dropped cases, see <a href="#">14-B(4), Dropped Cases On-Line Display</a>.</p>
<p><b>Changing Income or Deductions for an Ongoing Program</b></p>	<p>TD02 SNAP TEST</p> <p>BCW2</p>	<p>Review and change the SNAP TEST code as appropriate.</p> <p>In computing assistance, the system continues to use the information that is not changed.</p> <p>Enter any field in which the information changed. Any amounts or codes that are no longer applicable must be removed.</p> <p>To remove an amount, replace it with zeros. Remove the source code for income that is no longer available by spacing through the code, using the space bar key.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Changing Income or Deductions for an Ongoing Program (Cont.)	BCW2 ENTRY RSN  BCW2 BENEFIT MO  BCW2 PI BCW2 E/B BCW2	Enter the code for the case action. Valid codes are: G Change with timely notice H Immediate release  Enter the month for which the calculation is requested, in MMY format. This is usually the next system month.  Enter B. Enter A. Enter any other applicable fields.
<b>Closing Case for Non-Cooperation With QC</b>	TD01 INFO  TD02 ENTRY RSN TD02 STATUS TD02 REA2 TD03 ENTRY RSN TD03 QC	Enter the date the non-cooperation ends.  Enter G. Enter N. Enter 212. Enter G for the non-cooperating person. Enter Y for the non-cooperating person.  <b>NOTE:</b> When the person cooperates with QC, or the non-cooperation period ends, the Y must be changed to an N before the person can be opened for SNAP.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>COLA</b>	BCW2ENTRY RSN BCW2BEN MO BCW2PI BCW2E/B BCW2UNEARN 1-4 and SR 1-4	<p>COLA means cost-of-living adjustments to Social Security or SSI benefits. COLA processing is described in <a href="#">14-B(8), COLA Processing</a>.</p> <p>Changes to unearned income during the months involved in the COLA processing are entered as usual. Example: A person's Social Security benefit is changed from survivors to retirement.</p>
<b>Continuing Benefits When a Timely Appeal Is Filed</b>	TD02 REA1 and TD03 RSN  BCW SCREENS	<p>When a timely appeal is filed on an adverse action you entered on the system, make entries to return the program or people to the status that existed before that action. Use notice reason code 208.</p> <p>When a timely appeal is filed on a system-calculated adverse action, change the income, deductions, or resource entries to cause benefits to continue.</p>
<b>Deductions</b>	BCW1 ENTRY RSN  or BCW2  BCW1 BEN MO  or BCW2  BCW2 PI  BCW1 E/B  or BCW2	<p>Enter G or H.</p>   <p>Enter the month for which the deductions count, in MMY format.</p>  <p>Enter B.</p> <p>Enter A.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Deductions (Cont.)	TD03 MP  BCW1 ENTRY RSN  BCW1 MED EXP          BCW1 M CD	<p>Enter “Y” if the person is paying the Medicare Part B premium. Enter “N” if the person is not paying the premium.          The system updates this field when buy-in or buy-out is processed.</p> <p>Enter G or H.</p> <p>If the household has chosen to claim actual medical expenses, enter the allowable amount <b>without</b> the Medicare premiums.          The system adds the Medicare premium to compute the allowable medical deductions.</p> <p>Mass changes in the Medicare premium automatically change the expense for the month the across-the-board change is effective.</p> <p>Buy-in processes automatically change the expense for the system “next” month (allowing for timely notice).</p> <p>When “S” is entered for the standard medical deduction, the system will ignore the MP field. An “A” or space in the field will allow the MP as a medical deduction.</p> <p>Special entries are required if a Social Security recipient pays a <b>nonstandard</b> premium amount. Please refer to the annual SPIRS announcement containing SNAP Medicare Premium COLA information for detailed instructions on how to handle nonstandard premium amounts.</p> <p><b>NOTE:</b> Mass changes cannot correct premiums that differ from the regular amount. Manually change these.</p>
Utilities	BCW1 UCD	<p>Entry of the utility-deduction type for the household is required. See <a href="#">14-B-Appendix, BCW1 U CD</a>, for codes.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Deductions (Cont.)  Child Support Payment          Farm Loss	BCW2 DEDUCT2	<p>Enter the ongoing total monthly amount.</p> <p>The deduction does not have to be entered under the state ID number of the person that is ordered to make the payment.</p> <p>If the deduction is entered under the state ID number of a person with income, the amount rolls forward to the future month.</p> <p>If the deduction is entered under the state ID number of a household member who has no income, you must enter both the current and future month amounts.</p>
	BCW2 P DED NEED	<p>Enter a one-time child support payment. It will not roll forward to the future month.</p>
	TD02 SI	<p>Enter code "1" for farmer. (Farm losses will not be deducted unless the code is entered or present.</p> <p>Enter the monthly amount of farm loss.</p> <p>The system deducts the farm loss from other countable income as follows:</p> <ul style="list-style-type: none"> <li>▪ The system deducts the loss before comparing income to the gross test limits in eligibility determination.</li> <li>▪ For benefit calculation and the net income test comparison, the system deducts farm loss from the total countable income after the earned income deduction.</li> </ul> <p>The loss amount is not printed on the computer-generated <i>Notice of Decision</i>.</p>
BCW2 DEDUCT1		

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Delays in Processing Applications</b>		This coding can be used on a canceled case, as long as the application date has not changed from the initial application.
	TD02 ENTRY RSN	Enter code R.
	TD02 REA1	Enter code 153 in REA1 if DHS caused the delay.
	TD02 REA2	If the household caused the delay and the client got a written list of requirements, enter notice reason 154 in REA1 and 111 in REA2.
<b>Denying an Application</b>	TD02 ENTRY RSN	Enter A.
	TD02 STATUS	Enter M.
	TD02 REA2	Enter the notice reason code. Do not use reason 613. See <a href="#">14-B-Appendix, Notice Codes</a> .
	TD02 APP DT	Enter the date the initial application or reapplication was received in the county office. Enter in MMDDYY format.
	TD02 HH TYPE	Enter the code that identifies the SNAP household type. See <a href="#">14-B-Appendix, TD02 HH Type</a> .
	TD02 OVERDUE CERT	Enter a code when more than 30 days have elapsed between the application date and the decision date. See <a href="#">14-B-Appendix, TD02 OVERDUE CERT</a> , for codes.
	TD03	If the program and individuals were pended upon receipt of the application, the denial rolls to TD03. If the application was not pended, TD03 entries must be made on at least one household member.
	TD03 ENTRY RSN	Enter A.
TD03	Enter demographic information on at least one household member, if it does not already exist on the system.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denying an Application (Cont.)	TD03 STATUS	Enter M.  Denials may be recorded for individuals on TD03 when program approvals are coded for other individuals.
<b>Disqualification for Intentional Program Violation</b>  Household Not Currently Eligible  Disqualified Person in Currently Eligible Household	TD01 INFO  TD02 SI SNAP TEST HH TYPE CAT ELIG  TD03 ENTRY RSN  TD03 STATUS  TD03 RSN  TD03 DATE  TD03 DIS  BCW2 BCW2 ENTRY RSN  BCW2 BENEFIT MO  BCW2 PI  BCW2 E/B  BCW2 EARNED 1-5  BCW2 UNEARN 1-4	Enter the person's name, "IPV", and the effective dates of the IPV , even if it is closed. This INFO entry alerts the worker to the IPV if the household reapplies.  Review and change any codes required for the case, as applicable.  Enter G or H.  Enter J.  Enter 943  Enter the date the disqualification period is to begin. Enter in MMDDYY format.  Enter the number of months of the disqualification period.  Enter the disqualified person's income and deductions as if this were an eligible person. See <a href="#">Entering Income</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Disqualification for Intentional Program Violation (Cont.)</p> <p>Disqualified Person Later Joins Household</p>	<p>TD02 SI SNAP TEST HH TYPE CAT ELIG</p> <p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>TD03 RSN</p> <p>TD03 DATE</p> <p>TD03 DIS</p> <p>BCW2</p>	<p>Manually determine whether the household would be eligible if the disqualified person were allowed to participate.</p> <p>If the household would not be eligible if the disqualified person were participating, see instructions under <a href="#">Household Not Currently Eligible</a>.</p> <p>If the household would be eligible, the disqualification can start. Make these entries:</p> <p>Review and change any applicable codes required for the case.</p> <p>Enter A.</p> <p>Enter J.</p> <p>Enter 943.</p> <p>Enter the date the disqualification period is to begin, <b>only if the person's disqualification had not already been entered into ABC</b>. Enter in MMDDYY format.</p> <p>Enter the number of months of the disqualification period if the disqualification had not already been entered into ABC. If the disqualification had already been entered, re-enter the existing number in the DIS field.</p> <p>Enter the disqualified person's income and deductions as if the person were eligible.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Disqualification for Intentional Program Violation (Cont.)</p> <p>Disqualified Person Leaves Household</p> <p>End Date Changes on Disqualification in Process</p>	<p>TD02 SI SNAP TEST HH TYPE CAT ELIG</p> <p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>BCW1</p> <p>TD03 ENTRY RSN</p> <p>TD03 RSN</p> <p>TD03 DATE</p> <p>TD03 DIS</p>	<p>Review and change any codes required for the case, as applicable.</p> <p>Enter G or H.</p> <p>Enter K. <b>NOTE:</b> Status K removes the person from the case and the INFO screen.</p> <p>Change deductions if necessary.</p> <p>Enter J.</p> <p>Enter 000. You may need to send a manual notice.</p> <p>Enter the new end date of the disqualification period, in MMDDYY format.</p> <p>Enter the new number of months remaining to be served.</p>
<p><b>Disqualification Other Than IPV</b></p> <p>Denial</p>	<p>TD02 ENTRY RSN</p> <p>TD02 STATUS</p> <p>TD02 REA2</p> <p>TD02 APP DT</p>	<p>Enter A.</p> <p>Enter M.</p> <p>Enter 000 because a manual notice is required. If entries are made on any other program in the same step, this code will override any other required notice, so a manual notice is required.</p> <p>Enter the date the application was received. Enter in MMDDYY format.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Disqualification Other Than IPV (Cont.)	TD02 HH TYPE	Enter the household type code. See <a href="#">14-B-Appendix, TD02 HH TYPE</a> .
	TD02 OVERDUE CERT	Enter the applicable code if more than 30 days have elapsed since the application date.
	TD03 ENTRY RSN	Enter A when the program was not pended.
	TD03 STATUS	Enter M only when the program was not pended.
		<b>NOTE:</b> Do not pend a case that has an "I" STATUS code for SNAP.
Case Previously Canceled for Work Requirements	TD02 ENTRY RSN	Enter A.
	TD02 STATUS	Enter I.
	TD02 REA2	Enter notice reason code 507.
	TD02 NEG DATE	Enter the last day of the current system month.
	TD02 HH TYPE	Enter the household type code. See <a href="#">14-B-Appendix, TD02 HH TYPE</a> .
Closing	TD02 ENTRY RSN	Enter G or H.
	TD02 STATUS	Enter I.
	TD02 REA2	Enter the notice reason code if an automated notice is to be sent. See <a href="#">14-B-Appendix, Notice Codes</a> .
	TD02 NEG DT	Enter the date the sanction period will expire. It must be a future date. If the sanction period will last until conditions change, enter zeros.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Disqualification Other Than IPV (Cont.)</p> <p>Individual Action</p> <p>Denial of Person Previously Disqualified for Work Requirements</p> <p>Disqualified Person in a One-Person Household</p> <p>Disqualified Person in Currently Eligible Household</p>	<p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>TD03 RSN</p> <p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>TD03 RSN</p> <p>TD03 DATE</p> <p>TD03 DIS</p> <p>TD02 SI SNAP TEST HH TYPE CAT ELIG</p> <p>TD03 ENTRY RSN</p> <p>TD03 STATUS</p> <p>TD03 RSN</p> <p>TD03 DATE</p>	<p><b>NOTE:</b> Do not pend a person that has an "I" STATUS code for SNAP.</p> <p>Enter A.</p> <p>No entry required. <b>NOTE:</b> The person's STATUS for SNAP must already be "I." Do <b>not</b> re-enter an "I" code.</p> <p>Enter notice reason code 803.</p> <p>Enter G or H.</p> <p>Enter I.</p> <p>Enter the applicable notice reason code. See <a href="#">14-B-Appendix, Notice Codes</a>.</p> <p>Enter the date the disqualification period is to begin.</p> <p>Enter the number of months of the disqualification period.</p> <p>Review and change any codes required for the case, as applicable.</p> <p>Enter G or H.</p> <p>Enter I.</p> <p>Enter the applicable notice reason code. See <a href="#">14-B-Appendix, Notice Codes</a>.</p> <p>Enter the date the disqualification period is to begin.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Disqualification Other Than IPV (Cont.)     Disqualified Person Leaves Household	TD03 DIS  BCW1 or 2   TD02 SI SNAP TEST HH TYPE CAT ELIG  BCW1  BCW2	Enter the number of months of the disqualification period.  Enter only the income and deduction amounts that are attributed to the household by policy. Manually calculate pro rata shares to determine the amounts.  Review and change any applicable codes required for the case.  Change the deductions of the disqualified person if necessary.  Change the income of the disqualified person if necessary.
End Date Changes on Disqualification in Process	TD03 ENTRY RSN TD03 STATUS TD03 RSN TD03 DATE TD03 DIS	Enter G or H. Enter I. Enter 000. Enter a new ending date. Enter the new number of months remaining to be served.
Removing or Shortening Disqualification Program	TD02 ENTRY RSN TD02 NEG DT	Enter J. Enter the last day of the last month of the sanction or non-IPV disqualification period, in MMDDYY format.
Person	TD03 ENTRY RSN TD03 DATE TD03 DIS	Enter J. Enter the last day of the last month of the non-IPV disqualification period. Enter the number of months that corresponds to the new end date.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Entering Income</b>		<p>Select the appropriate BCW2s by entering the person's state ID number, the BEN MO (the month for which the income is to count), and the program indicator.</p> <p>Before making income entries, review existing income data on the BCW2 screens for the month, program, and calculation purpose.</p> <p>Enter child support income on the child's BCW2 screen when the child is part of the eligible group. If multiple children receive child support from the same source, you may enter the income on the state ID of the youngest child for whom the income is intended.</p>
	BCW2 ENTRY RSN	<p>Enter the code for the case action:            G Change with timely notice            H Immediate release</p>
	Application BCW2	<p>Enter BCW2s for each month of the application process for which there is nonexempt income. Use the THRU MO field to generate multiple, identical BCW2s.</p> <p>If income is not entered for a month in the application process, the system assumes there is no income for that month.</p> <p><b>NOTE:</b> BCW2s cannot be entered on a pending application.</p>
	BCW2 BENEFIT MO	<p>Enter the benefit month that is associated with the SNAP income and deductions. Enter in MMY format.</p>
	BCW2 THRU MO	<p>Enter the last month in the date range to generate multiple BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date entered in the THRU MO field.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Entering Income (Cont.)		<p>If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field.</p>
	BCW2 PI	Enter B.
	BCW2 E/B	Enter A.
Earned Income	BCW2 EARNED 1-5	Enter the amount of each paycheck, beginning with the first earned income field.
	BCW2 CHILD CARE	Enter the total allowable child care or dependent deduction amount.
Ongoing Case	BCW2	<p>A BCW2 may be entered to cause a calculation for the current system month and for the system “next” month.</p> <p>When income is entered for the current system month, income must be entered for the system “next” month, unless the change affects both months.</p> <p>The system continues to use income information entered for the system “next” month until a change is entered.</p> <p>If the case is being reinstated, enter only system “next” month BCW2s. Do not enter current system month SNAP income when entering a SNAP reinstatement that is effective the first of the next calendar month.</p>
	BCW2 E/B	Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Entering Income (Cont.)</p> <p>Social Security Income</p> <p>Combining Unearned Amounts</p>	<p>BCW2 STATE ID            BCW2 ENTRY RSN            BCW2 BENEFIT MO            BCW2 PI            BCW2 E/B            BCW2 UNEARN 1-4            BCW2 SR 1-4</p> <p>BCW2 UNEARN 1-4,            OTHER UI</p> <p>BCW2 SR 1-4, SR</p>	<p>A Social Security amount must be entered for <b>each person</b> receiving Social Security income, to allow for automated COLA processing. For more information, see <a href="#">14-B(8), COLA Processing</a>.</p> <p>Payment for a child or several children is usually sent to the parent in one check. Determine the benefit amount for each child and enter it with each person's state ID number.</p> <p>BCW2 has five fields for unearned income amounts and source codes. If a person has more than five sources of unearned income, combine two or more and enter them in one amount field, coded "other."</p> <p>Enter Social Security, SSI, and unemployment compensation benefits separately. Include State Supplementary Assistance amounts in SSI amounts.</p>
<p>Issuing EBT Card</p> <p>New Case</p> <p>Established Case</p>		<p>The first time a SNAP case is approved, an EBT card is automatically issued.</p> <p>Subsequent EBT cards must be issued through entries to the EPPIC system. This includes replacement of lost or stolen cards, cards issued due to change of primary cardholder, and cards issued to authorized representatives. For more information, see <a href="#">14-J, EPPIC™ Electronic Benefit Transfer System</a>.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p><b>Penalty for Not Following Another Program's Rules</b></p> <p>Imposing a 10% Reduction</p> <p>Removing a 10% Reduction</p>	<p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE SNAP PEN</p> <p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE SNAP PEN</p>	<p>Enter a valid reason code. See <a href="#">14-B-Appendix, TD01 ENT RSN</a>.</p> <p>Use this field to impose the 10% SNAP reduction when the FIP grant (or other means-tested cash benefit) is reduced as a sanction. See <a href="#">7-G, Penalty for Means-Tested Program Sanction</a>.</p> <p>Enter Y to start the 10% reduction for the next system month. Wait until after ABC cutoff to make the entry if you cannot give timely notice for the next system month. The FS PEN field will be ignored if FIP is not active on the case.</p> <p>Enter a valid reason code. See <a href="#">14-B-Appendix, TD01 ENT RSN</a>.</p> <p>When the penalty ends, enter N to stop the 10% reduction for the next system month. See <a href="#">7-G, Penalty for Means-Tested Program Sanction</a>.</p> <p>When reopening a case that had the 10% reduction coded when it was closed, you must enter N if the reduction should no longer be imposed.</p> <p>If FIP is not active, the SNAP PEN field will be ignored.</p>
<p><b>Pending an Application</b></p>	<p>TD01</p>	<p>If this is a new case, see <a href="#">Assigning Case Numbers</a>, <a href="#">Establishing FBUs</a>, and <a href="#">Other Case Information</a> for instructions.</p> <p>Do not pend or approve SNAP on the same case number as a waiver case. Create a separate FBU. See <a href="#">Establishing FBUs</a>.</p> <p>If this is not a new case, enter changes to the existing case in the appropriate fields.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD01 ENT RSN	Enter A or H.
	TD01 CO/WKR	Enter the two digit county number and the four-character worker number. See <b>14-B-Appendix, <a href="#">TD01 CO</a> and <a href="#">TD01 WKR</a>.</b>
	TD01 INFO	Enter information pertaining to the case.
	TD01 ENT RSN	Enter A or C.
	TD01 AID	Enter a valid aid type. For codes and information, see <b><a href="#">14-B-Appendix, TD01 AID</a></b> . <b>NOTE:</b> If both FIP and SNAP are being pending on the same case, enter the FIP aid type.
	TD01 AID CHG DT	Enter in MMDDYY format if the AID field is changed. The day is always 01.
	TD01 CO RES	Enter the two-digit code for the county where the applicant lives.
	TD01 GOOD CAUSE: SNAP PEN	Enter the applicable code when a household member has failed to comply with another program's requirements:  Y Imposes a penalty reducing SNAP benefits  N Removes the penalty
	TD01 ENT RSN	Enter A.
	TD01 CASE: LAST	Enter the last name or let the system enter it from the CNID entry. Do not include punctuation. See <b><a href="#">14-B-Appendix, TD01 CASE: LAST</a></b> .
	TD01 CASE: FIRST	Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See <b><a href="#">14-B-Appendix, TD01 CASE: FIRST</a></b> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD01 CASE: INIT	Enter the middle initial. Do not include punctuation. See <a href="#">14-B-Appendix, TD01 CASE: INIT</a> .
	TD01 CASE: TITLE	If applicable, enter the abbreviation for title or let the system enter it from the CNID entry. For valid codes, see <a href="#">14-B-Appendix, TD01 CASE: TITLE</a> .
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PHONE	Enter the three-digit area code and the seven-digit phone number.
	TD01 PAYEE/MOD	If required for the application, enter the payee modifier code. See <a href="#">14-B-Appendix, TD01 PAYEE/MOD</a> , for codes.  If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.
	TD01 CNID	Enter the state identification number of the case name person. See <a href="#">Case Name ID</a> .
	TD01 ADDRESS FIELDS ADDRESS 1, ADDRESS 2	See <a href="#">14-B-Appendix, TD01 ADDRESS 1 and TD01 ADDRESS 2</a> , for entry instructions.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter IA.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 ENTRY RSN	Enter A.
	TD02 STATUS	Enter D.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD02 APP DT  TD03 STATE ID  TD03 ENTRY RSN  TD03  TD03 STATUS	Enter the date the application was received in the county office, in MMDDYY format.  Complete TD03 on all people who apply.  Enter A.  Enter the demographic information needed for SNAP.  Enter D.
<b>Recalculation of Current System Month's Assistance</b>          System Recalculation Process	TD02 CAT ELIG  TD03 DATE  BCW BEN MO 1 & 2  RSCF	The ABC system recalculates the current system month's assistance when: <ul style="list-style-type: none"> <li>▪ Categorical eligibility code changed for the current month.</li> <li>▪ Individuals are added with a current month date.</li> <li>▪ BCW1 or BCW2 data are entered for the month that is the current system month.</li> <li>▪ Resources are entered for the current month.</li> </ul> The system uses newly entered data with existing data to calculate current month's benefits.  If the new answer is <b>less than or equal to</b> the previous amount for that month, Worker Action Report (WAR) message 321 is generated, and the new answer is printed on the calculation result form.  If the new answer is <b>more than</b> the previous amount, the difference is issued as a supplement. The amount of supplement appears on the <i>Notice of Decision</i> as a part of the total of the supplements issued for the program in that day's processing.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Recalculation of Current System Month's Assistance (Cont.)</p> <p>Limits on Current System Month Recalculations</p>		<p>Do not use the recalculation process when you are entering a reinstatement of SNAP for the system next month.</p> <p>When the recalculation process cannot be used, see <a href="#">Supplemental Issuances: Current or Past Months</a> if a corrective issuance is necessary, or use SPAD.</p> <p><b>NOTE:</b> Any BCW1s or BCW2s entered to recalculate the current system month update the system "next" month, unless BCW1s or BCW2s are entered for the system "next" month at the same time.</p>
<p><b>Recertification Approval</b></p> <p>Before Cutoff</p>	<p>TD02 ENTRY RSN</p> <p>TD02 POS DT</p> <p>TD02 START CERT</p> <p>TD02 END CERT</p>	<p>The system generates recertification RREDs with the applicable expiration message at the end of the month before the END CERT or LIMIT date.</p> <p>To recertify a case before ABC cutoff of the last month of the current certification, make the following entries:</p> <p>Enter K when the application was filed timely. Enter L when the application was filed untimely.</p> <p>Enter the first date of the new certification period. (This date is used in the notice.)</p> <p>Enter the date in MMY format.</p> <p>Enter the date in MMY format.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Recertification Approval (Cont.)	TD02 RT	Enter the code that indicates whether the next recertification requires an interview. Codes are:  F The next recertification is the annual interview for the annual review.  N The next recertification does not require an interview.
	TD02 INT	Enter the code that indicates whether an interview was held. Codes are:  F Face-to-face interview held P Phone interview held N No interview held
	TD02	Enter the HH TYPE, CAT ELIG, OVERDUE CERT, and LIMITS. See <a href="#">14-B-Appendix</a> ; <b>TD02, HH TYPE, CAT ELIG</b> , and <b>OVERDUE CERT</b> . For additional information on HH TYPE and CAT ELIG, see <a href="#">Approving an Application</a> .
	Remainder of the TD, RSCF, and BCW screens	Enter any changes.  If the household is ineligible due to income or resources, the <i>Notice of Decision</i> will say the case is canceled, rather than saying recertification is denied, because the case was active when the action was taken.  If this happens, send a follow-up <i>Notice of Decision</i> saying the recertification was denied.
After Cutoff	TD02 ENTRY RSN	To recertify a case after ABC cutoff of the last month of the certification period, make the following entries:  Enter C.
	TD02 STATUS	Enter C.
	TD02 APP DATE	Enter the date in MMDDYY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Recertification Approval (Cont.)	TD02 POS DT	Enter the beginning date for the new certification period.
	TD02 START CERT	Enter the date in MMY format.
	TD02 END CERT	Enter the date in MMY format.
	TD02 RT	Enter the code that indicates whether the next recertification requires an interview. Codes are:  F The next recertification is the annual interview for the annual review.  N The next recertification does not require an interview.
	TD02 INT	Enter the code that indicates whether an interview was held. Codes are:  F Face-to-face interview held P Phone interview held N No interview held
	TD02 HH TYPE	Enter the applicable code. See <a href="#">14-B-Appendix, TD02 HH TYPE</a> .
	TD02 CAT ELIG	Enter the applicable code. See <a href="#">14-B-Appendix, TD02 CAT ELIG</a> .
	TD02 OVERDUE CERT	Enter if more than 30 days have elapsed since the application date.  <b>NOTE:</b> See <a href="#">Approving an Application</a> for more information on these fields.
	TD02 EMVS	No entry required.
	TD03 ENTRY RSN	Enter C.
TD03 STATUS	Enter C.	
RSCF BCW1 and BCW2	Enter all other applicable RSCF or BCW1 and BCW2 fields that require a change.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Recertification Denial</b>	TD02 ENTRY RSN TD02 STATUS TD02 REA 2 TD02 APP DATE	Enter C. Enter M. Enter the applicable reason code. Enter the date in MMDDYY format.  Note: If SNAP is still active, you must close the case with 000 before entering C M and the reason code.
<b>Recomputing Benefits for Past Months</b>		The ABC system stores income data for the current month and the system “next” month on an ongoing case.  To recompute benefits for a month that is earlier than the current month, calculate benefits manually or use the Scratch Pad System. (For instructions, see the <a href="#">WISE User Guide</a> .)  Authorize any corrective issuances through TD06.
<b>Recording Returned SNAP</b>	TD06 IMM/CAN TD06 EFFECT DT TD06 # MONTHS TD06 AMT	Enter the code that describes the reason for the return. Enter the month for which the SNAP was issued. Enter 01. Enter the exact amount of the return, in dollars and cents. Do <b>not</b> enter the amount of the total benefit if different than the amount returned.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Reinstating Benefits</b>		<p>These instructions apply both when the entries are made before the effective date of cancellation OR in the first month after the effective date of cancellation, before cutoff. (You don't have to wait for the effective date before reinstating.)</p> <p>When reinstatements effective the <b>next</b> calendar month are entered after system cutoff through the last working day of the current calendar month, the system generates an in-cycle RRED with the monthly RRED due date.</p> <p>When reinstatements effective the <b>same</b> calendar month are entered from the first day of the calendar month through cutoff, the system generates:</p> <ul style="list-style-type: none"> <li>▪ An out-of-cycle RRED with due date of the process date plus seven days (e.g., a May 2 process date results in a due date of May 9).</li> <li>▪ An informational Worker Action Report stating the month for which the RRED is issued.</li> </ul> <p><b>NOTE:</b> Do not make SNAP entries using other entry reasons or other status codes in the same step.</p> <p>Enter reinstatement coding on both the program and individual screens.</p> <p>TD02 ENTRY RSN      Enter B.</p> <p>TD02 STATUS          Enter B.</p> <p>TD02 REA1            Enter the notice reason (usually 207).</p> <p>TD02 POS DT          Enter the effective date of benefits.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits (Cont.)	TD02 HH TYPE	Enter the household type code if you are reinstating FIP on an active SNAP case. See <a href="#">14-B-Appendix, TD02 HH TYPE</a> for codes. Otherwise, no entry is required.
	TD02 CAT ELIG	Enter the categorical eligibility code if you are reinstating FIP on an active SNAP case. See <a href="#">14-B-Appendix, TD02 CAT ELIG</a> for codes. Otherwise, no entry is required.
	TD03 ENTRY RSN	Enter B for each person to be reinstated.
	TD03 STATUS	Enter B for each person to be reinstated. Do not reinstate people to an already active program. (Enter M to deny reinstatement for a person.)
	TD03 FIP INHOME	When FIP is <b>active</b> at the case level (on TD02), you must enter Y even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter N if there already is a Y in this field or make no entry if this field is blank.
	TD	Enter all other applicable TD screen fields that require a change.
	BCW1 ENTRY RSN BCW2 ENTRY RSN	Enter H if the BCW1 or BCW2 is needed to make changes.
	RSCF BCW1 and BCW2	Enter all other applicable RSCF, BCW1, and BCW2 fields that require a change.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Removing Data</b>	TD01 TD02 TD05 TD03 BCW1 BCW2  TD03 SSN	<p>These instructions apply only when data must be removed without entry of new data. For a field that allows any letter codes, use the space bar to remove the data.</p> <p>For a field that allows only numbers, use zeros to remove other numbers.</p> <p><b>EXCEPTION:</b> Enter zeros if an application has not been made for a social security number, or nines if application has been made for a social security number.</p>
<b>Special and Replacement Issuances</b>	TD06 IMM/CAN  TD06 REASON  TD06 EFFECT DT TD06 # MONTHS TD06 AMT	<p>Enter the code that describes the reason for the issuance.</p> <p>Enter 000 if the household will receive another type of notice about the issuance, for example, form <b>470-2920, Request for Replacement of Spoiled Food</b>.</p> <p>If entries are made on any other program in the same step, this code will override any other required notice, so a manual notice is required.</p> <p>Enter the month the issuance is for.</p> <p>Enter 01.</p> <p>Enter the amount of issuance.</p>
<b>State ID Numbers</b>	TD00 (or other screen)  ST01	<p>When processing an application or adding a person to an existing case, check ST01 to see if a state ID exists for any applicant.</p> <p>Enter ST01 for OPTION and "UNK" for the state ID number.</p> <p>Enter the person's social security number, religious belief (RB) indicator (only if the social security number is all zeroes), name, date of birth, and sex, and select OPTION 4 in the CD/SCRN area or use the PF4 key.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Numbers (Cont.)		<p>The system searches first on social security number only and then on the other data. Match the information on the person with the information on the screen.</p> <p>If a match is made, use that state ID. If the information is close, investigate further. The person may have changed a last name, or be using a nickname.</p> <p>If the search does not bring up a state ID, remove all but the last name and the first letter of the first name and search again.</p> <p>The county number tells where a case file was most recently located. The person may have moved, so do not assign a new state ID solely because the county is different.</p> <p>Be very careful <b>not</b> to assign duplicate state IDs.</p>
Assigning State IDs		<p>If there is no match, enter "NEW" in the STATE ID field, social security number in the SSN field, religious beliefs (RB) indicator (only if a social security number is all zeroes), full name, birth date, and sex. Press the ENTER key.</p> <p>To facilitate IEVS matches, the name must match the name on available Social Security Administration records. See <a href="#">14-G, Requirements Of IEVS Matching</a>, for additional information.</p> <p>Use the PF4 key to confirm the data. The system assigns a state ID number.</p>
Correcting State IDs		<p>If you make a mistake when assigning the state ID number, correct it by making an entry on the TD03 screen. Corrections made to the TD03 screen update ST01.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>State ID Numbers (Cont.)</p> <p>Cross-Referencing State IDs</p>		<p>The person’s name, birth date, and sex can also be corrected. Social security numbers may be corrected if the number entered is not already on the system.</p> <p>Corrections to the RB field on TD03 will update ST01.</p> <p>If you find that a person has more than one state ID number, send e-mail or form <b>470-0271, Quality Assurance Transmittal</b> to Quality Assurance, to remove the incorrect number. See <a href="#">6-Appendix, form 470-0271, Quality Assurance Transmittal</a>.</p>
<p><b>Supplemental Issuances</b></p> <p>Current Month</p>	<p>BCW1</p> <p>BCW2</p>	<p>If adding a person, see <a href="#">Adding a Person to an Active SNAP Case</a>.</p> <p>If making a change for the current system month:</p> <p>Enter any changes in household deductions. <b>NOTE:</b> Current month’s entries are used for system “next” month’s calculation, unless BCW1 entries are made for the next month.</p> <p>Enter changes in income and deductions. <b>NOTE:</b> Do not use the BCW entries method when a reinstatement was effective for the system “next” month.</p> <p>The system recalculates benefits and compares the new result to the history amount. (See <a href="#">Recalculation of Current System Month’s Assistance</a>.)</p> <p>If the new result is <b>greater</b>, the system generates a supplemental issuance and issues a notice.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Supplemental Issuances (Cont.)       Current or Past Months		<p>If the new result is <b>less</b>, the month is shown on the Worker Action Report screens, and the new result is shown on the Calculation Result. You may need to follow claim procedures.</p>
		<p><b>NOTE:</b> Current month's income entries are used for system "next" month's calculation, unless BCW2 entries are made for the next month.</p>
		<p>Use these instructions to authorize manually calculated benefits:</p>
		<p>If you are issuing lost benefits for past system months, use TD06. Also use TD06 entries for the current month when recalculation due to income or deduction changes is not appropriate.</p>
	TD06 IMM/CAN	<p>See <a href="#">14-B-Appendix, TD06, IMM/CAN</a>, for codes.</p>
	TD06 REASON	<p>Enter the code for the notice corresponding to the payment, if a corresponding worker-coded notice exists.</p>
	TD06 EFFECT DT	<p>Enter the month for which the issuance is required. (This cannot be a future date.)</p>
	<p>The system will accept a TD06 date no further in the past than January of the year before the current year. (To determine the furthest past date allowed, see <a href="#">7-H, Restoration of Lost Benefits</a>.)</p>	
TD06 # MONTHS	<p>Usually this is 01. If number is greater than 01, the effective date plus the number of months cannot exceed the current month.</p>	
TD06 AMT	<p>Enter the amount of issuance.</p>	
TD06 SP ALLOW CD	<p>Enter the code for the SNAP replacement.</p>	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<b>Time-Limited Issuance</b>		<p>When the interview or verification has been postponed for expedited service, or a one-member household has not supplied a social security number, normal certification periods are assigned.</p> <p>However, issuance can be time-limited to avoid having to track manually. On an ongoing case, entry of a specific month in the LIMIT field must be made before cutoff for that month.</p> <p><b>NOTE:</b> Unless the limit date is removed, the case will close at cutoff of the month that is entered in the LIMIT field.</p> <p>Computations are not printed, nor assistance issued, for months beyond the earliest of dates entered in either the END CERT or the LIMIT fields.</p> <p>A RRED is automatically generated at the end of the month before the END CERT or limited date month.</p>
At Time of Approval	TD02 LIMIT	To limit the period of issuance at the time of approval, enter the last month for which benefits will be issued at the same time as you make other approval entries. The system generates a notice informing the household of the time-limited issuance.
To Extend	TD02 ENTRY RSN	Enter H.
	TD02 REA1	To extend the limited period of issuance (e.g. good cause period for social security number), enter notice reason code 108.
	TD02 LIMIT	Enter the new last month.
To Remove	TD02 ENTRY RSN	Enter H.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Time-Limited Issuances (Cont.)</p> <p>To Reopen or to Reinstatement</p>	<p>TD02 LIMIT</p>	<p>When the limit can be removed (e.g., because verification or social security number was provided or the interview was held), enter zeros here.</p> <p><b>NOTE:</b> If benefits are to be issued for the current month, you must make entries to recalculate the current month. Removal of the limit date IS NOT enough to cause recalculation.</p> <p>When a case is to be reopened or reinstated after the date in the LIMIT field, and any date (other than 00 00) still shows there, you must remove the date at the same time you enter the approval.</p> <p>Remove the limit by entering zeros in LIMIT.</p> <p>If the case is closed, the limit cannot be removed unless approval or reinstatement coding is entered at the same time.</p>
<p><b>Transferring a Case to Another County</b></p>	<p>TD01 ENTRY RSN</p> <p>TD01 CO</p> <p>TD01 WKR</p> <p>TD01 CO RES</p> <p>TD01 ENT RSN</p> <p>TD01 ADDRESS 1 ADDRESS 2, CITY, ST, ZIP</p>	<p>Do not transfer a case to a county staffed less than full time. Only transfer it to an active worker or team number of a full time office when requested.</p> <p>Enter H.</p> <p>Enter the new county's number.</p> <p>Enter the new active worker/team number.</p> <p>Enter the two-digit code for the county where the applicant resides.</p> <p>Enter H in the Name/Address section.</p> <p>Enter the address changes.</p>

**System-Initiated Actions**

ACTION	EXPLANATION
<p><b>Automatic Changes to Cases</b></p> <p>COLA Changes</p> <p>Recoupment</p>	<p>Income changed by COLAs causes recalculation and notice generation.</p> <p>When the monthly recoupment interface occurs, benefit calculation and notices result if benefits change.</p>
<p><b>Automatic Program Closings</b></p> <p>SNAP Certification Expires</p> <p>COLA Changes</p>	<p>The program is automatically closed. No notice is sent.</p> <p>When cost-of-living adjustments occur, the revised Social Security or SSI is added to other income. If this results in ineligibility due to excess income, the system closes the program and sends a notice. If this results in decreased benefits, the change is made and a notice is sent.</p>
<p><b>End of IPV Disqualification Period</b></p>	<p>During month end, the system checks IPV disqualification status. When the disqualification period ends, the person is activated the next month if the case is still active. The system recalculates the benefit amount with an effective date of the following month and sends a notice.</p>
<p><b>Participation in More Than One Case</b></p>	<p>The system checks the state ID record to determine the person's current status by program. When the system finds the person's current status results in one of the following conditions, it sends a message to the worker on the Worker Action Report and ceases processing:</p> <ul style="list-style-type: none"> <li>▪ SNAP with any facility aid except RCF.</li> <li>▪ SNAP in more than one case, unless one case has a 3 in the TD02 si field (indicating battered women and children).</li> </ul>