

Family Investment Program

Case Actions

	<u>Page</u>
Overview	1
Other Resources Available.....	1
Worker-Initiated Actions	2
Adding a Person to an Active Program	2
Aid Type Change	9
Approving an Application	9
Approval Pending Verification	21
Assigning Report Form Due Dates	22
Regular Cycle Date	22
Reinstatement.....	22
Worker-Determined Date	23
Authorizing FIP Benefits for an "Illegal Person".....	24
Canceling Ongoing Benefits	24
Program	24
Due to Death	24
Program	25
Individual	25
Due to Failure to File Out-of-Cycle Report Form	26
Worker-Generated System Notice	26
Individuals.....	26
Issuing Another Notice on New Information	27
Case Name ID	27
Case Numbering	28
Assigning Case Numbers.....	28
Establishing FBUs	28
Other Case Number Information	29
Changing Income or Deductions for an Ongoing Program	29
COLA	30
Considered Person	30
Status Codes.....	30
Pending.....	31
Approving.....	31
Reinstating	32
Changing Status	33
Income	33
Closing.....	33
Continuing Benefits When a Timely Appeal Is Filed	33
Denying an Application	34

	<u>Page</u>
Entering Income	34
Application.....	35
Unassigned Child Support	35
Unrefunded Child Support	36
Earned Income.....	36
Excluded Parent Income	36
Income of Other Considered People.....	37
Ongoing Case.....	37
Social Security Income	38
Excluded Parents	38
Other Considered People.....	38
Unearned Income: Combining Amounts	38
FIP Recipient Enters a Nursing Facility	39
Recipient Remains on FIP.....	39
Recipient Is Canceled From FIP	39
Hardship Exemption	40
Approving an Initial or Subsequent Hardship Exemption	40
Approving an Initial or Subsequent Hardship Exemption (Cont.)	41
Changing the Exemption Period	41
Denying a Hardship Exemption	42
Ending the Exemption Period	42
Including a Specified Relative	43
Approval	43
Denial	44
End of Relative Exemption	45
Reinstating FIP During a Hardship Exemption.....	45
Nonrecurring Lump-Sum Income	46
Reducing Period of Ineligibility	46
Reopening After Period of Ineligibility	46
Pending an Application	47
Recalculating Current System Month's Benefits	51
System Recalculating Process	52
Recalculating Benefits for Past Months	52
Referring People to PROMISE JOBS	53
Referring Applicants Who Are Not Pended.....	53
Referring Applicants Pended With JOBS Code "X" or "Y".....	53
Referring Applicants Being Added to an Active FIP Case.....	53
Referring Persons Active for FIP Who Become Mandatory PROMISE JOBS....	54
Refugee Application	54
Refugee Cash/FIP Split Cases	55
Issuing Grant	55
Reinstatement Required: Overpayment May Result.....	55
Reinstating Benefits	56
Reissuing Payments	58
Removing Data.....	58

	<u>Page</u>
Review Date	59
Determining Date	59
Entering Date.....	59
Sanctions	60
Program Sanction	60
Individual Sanction	60
CSRU Sanction	61
Sanctions: Changing End Date.....	63
Program Sanctions.....	63
Individual Sanctions.....	63
Lifting CSRU Sanction.....	63
Special Allowances.....	64
Past Months	64
Current Month and Next Month	67
Denial	68
Cancellation	68
State ID Numbers.....	69
Assigning State IDs.....	70
Correcting State IDs.....	70
Cross-Referencing State IDs.....	70
Supplemental Issuances	71
Current Month	71
Current or Past Months	71
Transferring a Case to Another County	73
System-Initiated Actions.....	74
Automatic Changes to Cases	74
FIP Child Turns 19	74
COLA Changes.....	74
Recoupment.....	74
Automatic Program Closings.....	74
COLA Changes.....	74
Failure to Return In-Cycle Report Form	74
End of Sanction or Disqualification Period	75
Participation in More than One Case (Illegal People)	75

Overview

The purposes of this chapter are:

- ◆ To provide instructions on coding necessary for the ABC system to process worker-initiated actions on Family Investment Program (FIP) cases. (FIP case actions also apply to Refugee Cash Assistance (RCA) cases, unless stated otherwise.)
- ◆ To identify which FIP case actions are system-initiated.

The first section of the chapter covers worker-initiated actions. The second section of the chapter covers system-initiated actions. 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, such as aid types.

Other Resources Available

Many systems can provide information for you to consider before creating your FIP case actions on the ABC system. The ABC system may interface with these systems directly or indirectly or allow access between these systems and the ABC system. 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 (LINK). See 14-B(4), [System Screen Instructions](#), for a description of these screens.

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

- ◆ ICAR, Child Support Recovery. See 9-B, [Iowa Collection And Reporting System](#).
- ◆ ISSV, Issuance Verification System. See 14-B(4), [Issuance Verification System \(ISSV\)](#).
- ◆ IEVS, Income Eligibility Verification System. See 14-G, [Exchange of Data With Other Agencies](#).
- ◆ SDXD, State Data Exchange. See 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 (IWD) screens.

Worker-Initiated Actions

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.)

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	SEX	DEP	RB
FIRST NAME	DSTR	PAT	SSN
LAST NAME	PER	OHP	SSN CLAIM NO
TI	CIT	EDU	JOBS
BIRTH	MAR	HAND	MINOR
ST	REL	H W B A I N	INHOME

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Adding a Person to an Active Program</p>		<p>Use these instructions for adding both people who are eligible and people who are not eligible, but who are considered.</p> <p>If adding a person 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>When adding a person to an active program, remember to review the program data (TD01, TD02, and RSCA) to see if changes are needed in CSRU: NON-COOP, CNID, CASE: LAST, CASE: FIRST, CASE: TI, categorical eligibility, etc.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)		<p>Income and deductions displayed follow the person's state identification number (even from another case), unless they are removed or replaced.</p> <p>Do not add people with different effective dates to FIP in the same step. NOTE: People cannot be pended on the individual line for a program that is currently active.</p>
	TD03	<p>Enter the data for the new person, including state ID information, demographic data, and any codes applicable to FIP.</p>
	TD03 ENTRY RSN	<p>Enter A.</p>
	TD03 STATE ID	<p>Enter the person's state ID number. If necessary assign a state ID number. See State ID Numbers: Assigning State IDs.</p> <p>If the new person you are adding is now the case name, you must update the TD01 CNID field. See Case Name ID.</p>
	TD01 ENTRY RSN	<p>Enter H.</p>
	TD01 CNID	<p>Enter the state ID number of the person who has a PER code of "01" and a REL code of "0" on the TD03 screen. Entry in this field will update the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID.</p>
	TD03 FIRST NAME	<p>Enter the person's first name. See 14-B-Appendix, TD01 CASE: FIRST.</p>
	TD03 LAST NAME	<p>Enter the person's last name. See 14-B-Appendix, TD01 CASE: LAST. Do not enter punctuation or leave spaces.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	TD03 TI	Enter the title. See 14-B-Appendix, TD03 TI , for valid codes.
	TD03 BIRTH DATE	Enter the person's eight-digit date of birth. Enter in MMDDCCYY format.
	TD03 ST	For children only, enter the two-letter abbreviation for the state in which the child was born. See 14-B-Appendix, TD03 ST , for valid codes.
	TD03 SEX	Enter F or M.
	TD03 PER	Enter the person number that indicates the person's case identification. For codes, see 14-B-Appendix, TD03 PER .
	TD03 CIT	Enter the code that identifies the person's citizenship. See the field help screen or 14-B-Appendix, TD03 CIT , for codes.
	TD03 MAR	Enter the code that identifies the person's marital status. See 14-B-Appendix, TD03 MAR , for valid codes.
	TD03 REL	Enter the code that identifies the person's relationship to the case name. See the field help screen or 14-B-Appendix, TD03 REL , for valid codes.
	TD03 DEP	<p>Enter code "A" for any FIP child with an absent or deceased parent.</p> <p>Enter code "U" if both of the child's parents are in the home.</p> <p>EXCEPTION: Enter a "U" when a parent is absent solely because of performance of active duty in the armed services.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	TD03 PAT	For children, enter the code that identifies whether paternity has been established. Valid codes are: Y Yes N No
	TD03 OHP	If a referral to vocational rehabilitation services is requested, enter code "V."
	TD03 EDU	Enter the code that identifies each FIP person's educational background. See the field help screen or 14-B-Appendix, TD03 EDU , for codes.
	TD03 HAND	Enter the codes that identify the person's handicap. You can report up to three different handicaps for each person. See 14-B-Appendix, TD03 HAND , for codes.
	TD03 H TD03 W TD03 B TD03 A TD03 I TD03 N	Enter a "Y" in the field for each race or ethnicity chosen by the client (if any). See the field help screen or 14-B-Appendix, TD03 H W B A I N , for field explanations.
	TD03 SSN	Enter the person's social security number. If the person does not have a social security number but has applied for one, enter all 9s. Enter all 0s only when an application for a number has not been made or is not required.
	TD03 SSN CLAIM NO	See 14-B-Appendix, TD03 SSN and TD03 SSN CLAIM NO , for instructions.
	TD03 FIP ST	Enter the code that identifies the person's FIP status. See 14-B-Appendix, TD03 FIP STATUS , for valid codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	TD03 FIP RSN	Enter a notice reason for each person, whether eligible or denied. Do not enter a code for considered people. For codes, see 14-B-Appendix, NOTICE CODES .
	TD03 FIP DATE	Enter the FIP start date in MMDDYY format. This should be no earlier than the first day of the second prior system month.
	TD03 FIP DATE	Do not add a person with a date earlier than the last program approval date. (See Supplemental Issuances for earlier issuance information.) When adding more than one person to a case, the start dates must be in the same month. Do not add people with differing effective months to FIP in the same step. If you enter different dates within the same month, the system will apply policy and correctly use the oldest date.
	TD03 JOBS	Enter the applicable code. For codes, see 14-B-Appendix, TD03 JOBS .
	TD03 FIP DIS	Enter the number of months that a person is sanctioned, if any. Valid codes are: 00 Sanctioned until situation changes; no specified number of months. 01-99 Number of months person is sanctioned.
	TD03 MINOR	Enter the code for each parent under age 18. Also enter the code for the adult coparent of the minor parent's child. See 14-B-Appendix, TD03 MINOR , for valid codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	TD03 INHOME	Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix , TD03 INHOME.
	ICSC	Make referrals to CSRU for added people.
	BCW2	If the new person has income, complete BCW2s when activating the person. Income information must be entered for each month for which income is present.
	BCW2 CASE; PREP WKR; PREP DT; SEQ; CO/WKR; OVERRIDE ; STATUS: FIP	System-generated.
	BCW2 ENTRY RSN	Enter the code for the case action. Valid codes are: G Change with timely notice H Immediate release
	BCW2 BENEFIT MO	Enter the benefit month that is associated with the FIP income and deductions. Enter in MMY format.
	BCW2 THRU MO	Enter the last month in date range to generate multiple identical BCW2s.
	BCW2 PI	Enter A.
	BCW2 E/B	Enter A.
	BCW2 EARNED 1-5	Enter any earned income amounts.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employment income, if applicable.
BCW2 SR	Enter the applicable code. See 14-B-Appendix , BCW2 SR.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	BCW2 UNEARNED 1-4	Enter any unearned income amounts.
	BCW2 OTHER UI	Enter unearned income amount, if applicable.
	BCW2 SR (1-4)	Enter unearned income source code, if applicable. See 14-B-Appendix , BCW2 SR , for valid codes.
	BCW2 DEDUCT 1	Enter the amount of support paid for dependents outside the home, if applicable. The amount is deducted only for people with a status code of "H."
	BCW2 DEDUCT 2	If applicable, enter the amount of the needs of the stepparent or considered person and the ineligible children in the stepparent's or considered person's unit. The amount is deducted only for people with a status code of "H." If more than one amount is entered, the BCW2 screens show the last entry as the amount for all months visible on the system.
	BCW2 P DED NEED	If applicable, enter the amount to be deducted from the parent's income for the Standard of Need Test. The amount must be for: <ul style="list-style-type: none"> ◆ Needs of the ineligible parent and ineligible children, or ◆ Court-ordered support paid for dependents outside the home.
BCW2 P DED PAY		Enter the amount to be deducted from the parent's income for the Payment Standard Test. The amount must be for: <ul style="list-style-type: none"> ◆ Needs of the ineligible parent and ineligible children, or ◆ Court-ordered support paid for dependents outside the home.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)		<p>A Worker Action Report (WAR) message is generated for each ineligible or adverse result for the current month.</p> <p>After adding a person to a program with an effective date other than 01 for a month, the ABC system cannot correctly recalculate benefits for that month.</p> <p>It cannot re-prorate if subsequent recalculation entries are made. See Recalculating Current System Month's Benefits.</p>
Aid Type Change	TD01 ENT RSN TD01 AID TD01 AID CHG DT TD01 GOOD CAUSE: FS PEN	<p>Enter H.</p> <p>Enter the applicable code as directed in 14-B-Appendix, TD01 AID.</p> <p>Enter the first day of the next system month.</p> <p>Entry is required when entering a FIP aid type. See 14-B-Appendix, TD01 GOOD CAUSE: FS PEN, for valid codes.</p>
Approving an Application	TD01 TD01 ENT RSN TD01 CO/WKR	<p>If this is a new case, see Case Numbering for information and codes.</p> <p>If this is not a new case but it was not previously pended, enter changes to the existing case in the appropriate fields.</p> <p>Enter A or H.</p> <p>Enter the two-digit county number and the four-character worker number. For codes, see 14-B-Appendix, TD01 CO and TD01 WKR.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 INFO	Enter information pertaining to the case.
	TD01 ENT RSN	Enter A.
	TD01 AID	Enter the applicable aid type. See 14-B-Appendix , TD01 AID , for codes. NOTE: If you pend or approve both FIP and SNAP 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 MR DEMAND 1 or 2 MO	See Regular Cycle Date or Worker-Determined Date for coding instructions. For valid codes, see 14-B-Appendix , TD01 MR DEMAND 1 or 2 MO , TD01 MR DEMAND 1 or 2 CD , MR DEMAND 1 or 2 CYC , and MR DEMAND 1 or 2 DT .
	TD01 MR DEMAND 1 or 2 CD	
	TD01 MR DEMAND 1 or 2 CYC	
	TD01 MR DEMAND 1 or 2 DT	
	TD01 PHONE	
	TD01 CO RES	Enter the two-digit code for the county where the applicant resides.
	TD01 SCHOOL	Enter the four-digit code that identifies the school district in which the assistance unit lives. For valid codes, see 14-B-Appendix , TD01 SCHOOL .
TD01 CSRU: NON-COOP	Review any coding currently on the case. See Sanctions: CSRU Sanction for information and coding to apply the sanction. See Sanctions: Changing the End Date: Lifting CSRU Sanction , for information and coding to lift the sanction.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 GOOD CAUSE: MP	<p>If the TD03 FIP MINOR has a code 3 or 5, enter the code that indicates why the minor parent is not living with an adult parent or legal guardian.</p> <p>For valid codes, see 14-B-Appendix, TD01 GOOD CAUSE: MP.</p>
	TD01 GOOD CAUSE: FS PEN	<p>Enter the applicable code if the case is not pending for FIP and the FIP aid type is being entered. See 14-B-Appendix, TD01 GOOD CAUSE: FS PEN.</p>
	TD01 EN RSN	<p>Enter A.</p>
	TD01 CASE: LAST	<p>Enter the last name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: LAST.</p>
	TD01 CASE: FIRST	<p>Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: FIRST.</p>
	TD01 CASE: INIT	<p>Enter the middle initial. Do not include punctuation. See 14-B-Appendix, TD01 CASE: INIT.</p>
	TD01 CASE: TITLE	<p>If applicable, enter the abbreviation for title, or let the system enter it from the CNID entry. See 14-B-Appendix, TD01 CASE: TITLE for codes.</p>
	TD01 PAYEE/ADDR	<p>Enter the name of the person to whom the payment is made on the household's behalf. Do not include punctuation.</p>
	TD01 PAYEE/MOD	<p>If required for the application, enter the payee modifier code. See 14-B-Appendix, TD01 PAYEE/MOD.</p> <p>If the payee modifier code is displayed on the screen and is no longer valid, remove data. See Removing Data for instructions.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 CNID	Enter the state identification number of the person who is the case name. The case name person must be the person coded as person number "01" on the TD03 PER field and coded "0" for the TD03 REL field.
	TD01 ADDRESS 1, ADDRESS 2	See 14-B-Appendix , TD01 ADDRESS 1 and TD01 ADDRESS 2 , for entry instructions. Do not include punctuation.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation of the state.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 FIP	If the case was previously pended, you do not need to reenter the FIP APP DT. Complete all other coding for FIP on TD02 and TD03. See 14-B-Appendix , TD02 Section IV. FIP and Refugee and TD03 , for codes.
	TD02 FIP ENTRY RSN	Enter A.
	TD02 FIP STATUS	Enter A. The FIP status rolls to any individual previously coded pending for FIP on TD03.
	TD02 FIP APP DT	Enter the date that the FIP initial application or reapplication was received in the local office in MMDDYY format. This must be a current or prior date.
TD02 FIP POS DT	Enter the date that the applicant becomes eligible for FIP in MMDDYY format. NOTE: The date appears on the notice if benefits are prorated. The date cannot be earlier than the application date.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD02 FIP AD	Enter the applicable code for approvals with an "A" entry in FIP STATUS. See 14-B-Appendix , TD02 FIP AD , for codes.
	TD02 SEC 8	Enter the code that identifies the family's type of subsidized housing, if any. See the field help screen or 14-B-Appendix , TD02 SEC 8 , for codes.
	TD01 BAT ALIEN	Enter Y for a battered alien FIP case. No entry is required if the case is not a battered alien case.
	TD02 FIP RT	Enter the review type code that indicates whether the next review requires a face-to-face (or telephone) interview. Codes are: F The next review is the annual interview. N The next review does not require an interview. Note: The system also generates the review type code.
	TD02 FIP PE	Enter the code indicating whether an application was processed under presumptive eligibility. For valid codes, see 14-B-Appendix , TD02 PE .
	RSCA FIP RESOURCES	Enter RSCA screens from the month of the FIP positive date forward. The months entered must include the next system month. They cannot be further in the future than the next system month.
	RSCA BENEFIT MONTH	Select the applicable RSCA screen by entering the benefit month. The earliest benefit month entered is the FIP positive date. Use MMY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	RSCA CASH ON HAND CHECKING ACCT SAVINGS ACCT STOCKS/BONDS/ CERTIFICATES REAL ESTATE COUNTABLE VEHICLE AMT LIFE INSURANCE CONTRACTS TOOLS OTHER	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeros in the fields for at least one of the types.
	RSCA APPLICANT/ PARTICIPANT OVERRIDE	The system automatically applies the FIP applicant or participant resource limit applicable for the case. See 4-D, Resource Limits , for information when you must manually override the system-determined limit by entering "A" or "P" in the OVERRIDE field.
	TD03 ENTRY RSN	Enter A.
	TD03 STATE ID TD03 FIRST NAME TD03 LAST NAME TD03 TI TD03 BIRTH: DATE	Complete all TD03 coding applicable to FIP.
	TD03 BIRTH: ST	For children only, enter the abbreviation for the state in which the child was born. See 14-B-Appendix, TD03 BIRTH: ST .
	TD03 SEX	Enter "F" for female or "M" for male.
	TD03 PER	Enter the person number that indicates the person's case identification. See 14-B-Appendix, TD03 PER , for codes.
	TD03 CIT	Enter the code that identifies the person's citizenship. See the field help screen or 14-B-Appendix, TD03 CIT , for codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 MAR	Enter the code that identifies the person's marital status. See 14-B-Appendix , TD03 MAR, for valid codes.
	TD03 REL	Enter the code that identifies the person's relationship to the case name. See the field help screen or 14-B-Appendix , TD03 REL, for valid codes,
	TD03 DEP	Enter code "N" for any FIP child on a battered alien FIP case. Enter code "U" if both of the child's parents are in the home or a parent is absent solely because of performance of active duty in the armed services Enter code "A" for any other FIP child with an absent or deceased parent.
	TD03 PAT	For children, enter the code that identifies whether or not paternity has been established. See 14-B-Appendix , TD03 PAT, for valid codes.
	TD03 OHP	If a referral to vocational rehabilitation is requested, enter code "V."
	TD03 EDU	Enter the code that identifies each FIP person's educational background. See the field help screen or 14-B-Appendix , TD03 EDU, for codes.
	TD03 HAND	Enter the codes that identify the person's handicap. You can report up to three different handicaps for each person. See 14-B-Appendix , TD03 HAND, for codes.
	TD03 H TD03 W TD03 B TD03 A TD03 I TD03 N	Enter a "Y" in the field for each race or ethnicity chosen by the client (if any). See the field help screen or 14-B-Appendix , TD03 H W B A I N, for field explanations.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 SSN	<p>Enter the person’s nine-digit social security number. If the person does not have an SSN, enter all 9s when application for SSN has been made. Enter all 0s only when application for SSN has not been made or required.</p> <p>Railroad Retirement claim numbers begin with the first space of the field and continue into the SSN CLAIM NO field.</p>
	TD03 SSN CLAIM NO	<p>For instructions, see 14-B-Appendix, TD03 SSN CLAIM NO.</p>
	TD03 FIP ST	<p>Unless the program was pended before approval, enter the status for:</p> <ul style="list-style-type: none"> ◆ Each person included in the FIP approval. ◆ Each ineligible person whose income is considered for the program. ◆ Any person being denied. <p>See 14-B-Appendix, TD03 FIP STATUS, for valid codes. Denials may be recorded on TD03 for individuals when FIP is approved for other individuals.</p> <p>Do not mix approval, reinstatement, and cancellation entries for FIP in the same step.</p>
	TD03 FIP RSN	<p>Enter notice reasons for any FIP denials of individuals. See 14-B-Appendix, NOTICE CODES. The system-generated program approval covers all individuals approved.</p>
	TD03 JOBS	<p>Enter the applicable code from 14-B-Appendix, TD03 JOBS.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 MINOR	<p>When pending or approving a case, enter the code that indicates living situation for:</p> <ul style="list-style-type: none"> ◆ Each parent under age 18 and ◆ A person age 18 or over who is coparent of the minor parent's child. <p>Reenter the code, even if a code is already entered. Valid codes are:</p> <ul style="list-style-type: none"> 0 Under 18; has been married 1 Living with self-supporting parents 2 Living with legal guardian 3 Living independently 4 Living in a three-generation FIP household 5 Living with a nonparental caretaker 6 Adult co-parent of the minor parent's child
	TD03 INHOME	<p>Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix, TD03 INHOME.</p>
	TD03 EAC	<p>Electronic Access Card. This field indicates if an electronic access card account has been set up for this person. Entry in this field is system generated. Valid codes are:</p> <p>Y Person has an EAC account set up.</p> <p>Blank Person does not have an EAC account set up.</p>
	ICSC	<p>Make referrals to CSRU for each FIP individual.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2	<p>If any person has income, make BCW2 entries 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 and not already in the system for a month in the application process, the system assumes there is no income for that month.</p>
	BCW2 CASE, PREP WKR, PREP DT, SEQ, CO/WKR, OVERRIDE, STATUS	System-generated.
	BCW2 STATE ID	Enter the state identification number of the person who has income.
	BCW2 ENTRY RSN	<p>Enter the code for the case action. Valid codes are:</p> <p>G Change with timely notice H Immediate release</p> <p>The system completes the eligibility determination and benefit calculation. If the system determines the case is ineligible, it overrides your status entry and generates a notice of denial.</p>
	BCW2 BENEFIT MO	Enter the benefit month associated with the FIP income and deductions, in MMY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2 THRU MO	<p>Enter the last month in date range to generate multiple identical BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date in the THRU MO field.</p> <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 A.
	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 14-B-Appendix , BCW2 SR .
	BCW2 UNEARNED 1-4	Enter unearned income amounts.
	BCW2 OTHER UI	Enter unearned income amounts.
	BCW2 SR (1-4)	Enter unearned income source code. See 14-B-Appendix , BCW2 SR(1-4) , for valid codes.
	BCW2 DEDUCT 1	Enter the amount of support paid for dependents outside the home. The amount is deducted only for individuals with status code "H."
BCW2 DEDUCT 2	Enter the amount of the needs of the ineligible stepparent or self-supporting parents in minor parent cases. The amount is deducted only for people with status code "H."	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2 P DED NEED	Enter the amount to be deducted from the parent's income for the standard of need test. The amount must be for: <ul style="list-style-type: none"> ◆ Needs of the ineligible parent and ineligible children, or ◆ Court-ordered support paid for dependents outside of the home.
	BCW2 P DED PAY	Enter the amount to be deducted from the parent's income for the payment standard test. The amount must be for: <ul style="list-style-type: none"> ◆ Needs of the ineligible parent and ineligible children, or ◆ Court-ordered support paid for dependents outside of the home.
	TD06	If TD06 entries are made at the same time as entries to approve FIP, and FIP is system-denied, the TD06 entries are not processed. Check to see if they are still valid. If so, reenter them. On a FIP approval, the entry status and positive date roll from TD02, FIP, to TD03. The date that data entry is accepted by the system is the date used by ABC as the date of decision.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Worker-Determined Date	<p>TD01 ENT RSN</p> <p>TD01 MR DEMAND 1 or 2 MO</p> <p>TD01 MR DEMAND 1 or 2 CD</p> <p>TD01 MR DEMAND 1 or 2 DT</p>	<p>To determine and enter the due date, consider these factors:</p> <ul style="list-style-type: none"> ◆ Policies on assignment of due dates. ◆ The date you make the entry. ◆ The fact that the report form mailing occurs no earlier than the next workday after the entry. <p>Worker coding for an on-demand RRED causes a fatal error if the due month is a prior month. If an out-of-cycle RRED due date is entered, and the RRED is mailed in-cycle, the system corrects the due date.</p> <p>Enter code H.</p> <p>Enter the month for which the RRED would have been mailed. This cannot be a future month.</p> <p>Enter the code for the type of RRED requested.</p> <p>Enter the date the RRED is due from the household.</p> <p>Track RREDs with out-of-cycle due dates for timely return from the client. You can use ticklers to track RRED due dates. See 14-B(4), LF01, for information on ticklers.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
		<p>If the person was active for SNAP on the same case number for FIP, also make the following entries:</p> <p>For SNAP:</p>
	TD03 FA ST	Enter N.
Due to Failure to File Out-of-Cycle Report Form	TD03 FA RSN	Enter 613.
Worker-Generated System Notice	TD02 FIP ENTRY RSN	Enter H if FIP is to be canceled for failure to file a complete RRED.
	TD02 FIP STATUS	Enter N if FIP is to be canceled for failure to file a complete RRED.
	TD02 FIP REA2	Enter notice reason code 610.
Individuals		Do not cancel, reinstate, or reopen individuals from FIP in the same step when entries are made to add other individuals to FIP on the case.
	TD03 ENTRY RSN	Enter G or H.
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter the applicable notice reason code. See 14-B-Appendix , NOTICE CODES .
	TD03 INHOME	Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix , TD03 INHOME .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Issuing Another Notice on New Information	TD02 FIP ENTRY RSN TD02 FIP REA1 TD02 FIP REA2	<p>These instructions apply when a case has been canceled for one reason that has been resolved, but ineligibility exists for another reason.</p> <p>Enter R (send notice only). When R is used with notice reason 170, no other entries are allowed on that case for that transaction.</p> <p>Enter notice reason 170.</p> <p>Enter the applicable notice reason code. See 14-B-Appendix, NOTICE CODES.</p>
Case Name ID	TD01 CNID	<p>All cases require a CNID. The CNID is the state identification number of the "case name" person.</p> <p>If appropriate, you can change the CNID by entering a new state identification number in the field and entering the case name to reflect this state ID.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Case Numbering</p> <p>Assigning Case Numbers</p> <p>Establishing FBUs</p>	<p>TD00</p>	<p>Use ST01 to search for a case number with which a person’s state ID is associated. Case numbers with all programs in an inactive status can be re-used. If a case number cannot be found, assign a new case number.</p> <p>If a person needs to have a state identification number assigned, see State ID Numbers for instructions.</p> <p>NOTE: Medicaid foster care or subsidized adoption numbers (FBU 19 or 18) are specific for those cases only.</p> <p>On the main menu screen, enter TD01 for OPTION and the literal “NEW” for CASE #. The system assigns (left to right) a six-digit serial number, an FBU, a MULT, and a check digit.</p> <p>On a new case, entry reasons must all be “A.” (On TD01, the system changes a new case’s entry reason to “A” if another code is entered.)</p> <p>See the applicable case action section to complete the case coding.</p> <p>It may be necessary to establish a separate case for various eligible groups in a household, such as FIP-SSI composite cases.</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 only for worker convenience.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Other Case Number Information	TD00 CASE NUMBER	<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>Note: FBU "19" and "18" identify cases in foster care or subsidized adoption that have an interface with the FACS system.</p> <p>For information on cases dropped from the system (closed two years), see 14-B(4), Dropped Cases On-Line Display.</p>
Changing Income or Deductions for an Ongoing Program	BCW2 BCW2 ENTRY RSN BCW2 BENEFIT MO	<p>In computing eligibility and benefits, the system continues to use the information that is not changed. Enter any field where the information changed. Remove any amounts or codes that no longer apply.</p> <p>To remove any amount, replace it with zeros. Remove source codes for income that is no longer available by spacing through the code with the space bar key.</p> <p>Source codes will be removed in month-end processing when amounts are zero.</p> <p>Enter reason code G or H.</p> <p>Enter the month for which the calculation is requested, in MM/YY format. This is usually the next system month.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending		<p>H Stepparent. Use for ineligible stepparents and for self-supporting parents in minor-parent cases whose income must be considered for the FIP eligible group.</p> <p>Considered people (ineligible stepparents, self-supporting parents, and excluded parents) can be pended unless they have a CIT code of 3 or 4. This facilitates IEVS matches during an application process.</p> <p>TD03 ENTRY RSN Enter A.</p> <p>TD03 FIP ST Enter D.</p> <p>TD03 RB An entry is required if the person's social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.</p> <p>TD03 Enter demographic information.</p> <p>TD03 JOBS For a pended stepparent, enter "X" or "Y."</p> <p>If a considered person is pended, you must enter status code "F" or "H" when you approve the program. (Make a note in the case file to remind you to make this entry.)</p> <p>If status code "F" or "H" is not entered, the program approval coding rolls from TD02 FIP status code to the TD03 FIP status code and activates the considered person for FIP in error.</p>
Approving		<p>Make the following entries when you approve a case with a considered person (whether pended or not pended) or add a considered person to an existing case.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating	TD03 ENTRY RSN	Enter code A (whether or not an application form is required).
	TD03 RB	An entry is required if the person's social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.
	TD03	Enter demographic information.
	TD03 FIP ST	Enter the applicable status code: F Excluded parent H Ineligible stepparent or self-supporting parent in minor parent case
	TD03 FIP RSN	Make no entry. The person is not actually approved or eligible for the program.
	TD03 FIP DATE	Enter the date the person is to be considered on the case, even if the case was previously pended. This date must not be earlier than the first day of the second prior system month. The considered person cannot be reinstated to an eligible status. You must reopen the considered person with: ◆ Entry reason "C." ◆ The valid status code. ◆ The start date. Make these entries when you reinstate the program and the eligible people.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Denying an Application</p>	TD02 FIP ENTRY RSN	Enter A.
	TD02 FIP STATUS	Enter M.
	TD02 FIP REA2	Enter the applicable notice reason code. See 14-B-Appendix , <u>NOTICE CODES</u> .
	TD02 FIP APP DT	If the program was not pended, enter the date the initial application or reapplication was received in the local office, in MMDDYY format.
	TD03	<p>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.</p> <p>Denials may be recorded for individuals on TD03 when program approvals are coded for other individuals.</p>
	TD03 ENTRY RSN	Enter A.
	TD03	Enter demographic information on at least one household member, if not done yet.
	TD03 FIP ST	Enter M.
<p>Entering Income</p>		<p>Select the applicable BCW2s by entering the person's state identification 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>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Entering Income (Cont.)		Enter child support income on the child's BCW2 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.
Application	BCW2	Enter BCW2s for each month of the application process for which there is nonexempt income. If income is not entered and is not already in the system for a month, the system assumes there is no income for that month. Note: You cannot enter BCW2s on a pending application.
Unassigned Child Support	BCW2 ENTRY RSN	Enter H.
	BCW2 BENEFIT MO	Enter the benefit month that is associated with the FIP income and deductions. Enter in MMY format.
	BCW2 THRU MO	To generate multiple identical BCW2s, enter the last month in the date range. The system will generate BCW2s for each month from the date in the BEN MO field through the date in the THRU MO field. 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 A.
	BCW2 E/B	Enter A.
	BCW2 Income Fields	Select the BCW2 by entering the state ID of the payee or the first eligible child. Enter income.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Unrefunded Child Support	BCW2 UNEARN 1-4	Enter the amount of the non-exempt unassigned support (support received on or before the date the information is entered on the system). This amount must be removed from ongoing calculations.
	BCW2 SR 1-4 or SR	Enter L for unassigned child support in the field that corresponds to the income entry.
		Use this action when the FIP participant refuses or is unable to refund direct support payments to the Child Support Recovery Unit. The amount is treated the same as any other unearned income.
	BCW STATE ID	Enter the state identification number of the payee or the first eligible child.
	BCW2 UNEARN 1-4	Enter the amount of the non-exempt support payment.
Earned Income	BCW2 SR 1-4	Enter K for assigned child support or L for unassigned child support in the field that corresponds to the income entry.
	BCW2 EARNED 1-5	Enter the amount of each paycheck. Start with the first earned income field.
Excluded Parent Income	BCW2 Income Fields	Enter applicable income information for people with FIP status F.
	BCW2 P DED NEED	Enter the total amount allowed for dependents in and out of the home in the Standard of Need Test.
	BCW2 P DED PAY	Enter the total amount allowed for dependents in and out of the home in the Payment Standard Test.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Income of Other Considered People	BCW2 DEDUCT1	If the person's FIP status is H, enter the allowable deduction for dependents outside the home.
	BCW2 DEDUCT2	If the person's FIP status is H, enter allowable deductions for the ineligible dependents and stepparent in the home.
Ongoing Case	BCW2	<p>A BCW2 may be entered to cause a calculation for the current system month, the "next" system month, and one future month.</p> <p>When you enter income for the current system month, you must enter income for the "next" system month, unless the change affects both months. The system continues to use income information entered for the "next" system month until a change is entered.</p> <p>If you are reinstating the case, enter BCW2s only for the system "next" month. When the reinstatement is effective the next calendar month, do not enter current system month FIP income.</p>
	BCW2 ENTRY RSN	<p>Enter the code for the case action:</p> <p>G Change with timely notice H Immediate release</p>
	BCW2 BENEFIT MO	Enter the benefit month that is associated with the FIP income and deductions. Enter in MMY format.
	BCW2 PI	Enter A.
	BCW2 E/B	Enter A.
	BCW2 Income fields	Enter applicable income information.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Social Security Income	BCW2 STATE ID BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2 UNEARN 1-4 BCW2 SR 1-4	<p>A Social Security amount must be entered for <u>each person</u> receiving social security income to allow for automated COLA processing. See 14-B(8), COLA PROCESSING, for more information.</p> <p>Payment for a child or several children is usually sent to the parent in one check. Determine the benefit amount for each person and enter it with each person's state identification number.</p>
Excluded Parents	BCW2 Income Fields BCW2 P DED PAY	<p>Enter applicable income information for people with FIP status "F."</p> <p>Enter the total amount allowed for dependents in and out of the home in the Payment Standard Test.</p>
Other Considered People	BCW2 DEDUCT1 BCW2 DEDUCT2	<p>If the person's FIP status is H, enter the allowable deduction for dependents outside the home.</p> <p>If the person's FIP status is H, enter allowable deductions for the ineligible dependents and stepparent in the home.</p>
Unearned Income: Combining Amounts	BCW2 UNEARN 1-4, OTHER UI BCW2 SR 1-4, SR	<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>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>FIP Recipient Enters a Nursing Facility</p> <p>Recipient Remains on FIP</p> <p>Recipient Is Canceled From FIP</p>		<p>Different actions are necessary depending on whether a person entering a nursing facility will remain on FIP in the facility.</p> <p>Open a case for the person entering the facility with aid type 39-0. Do not enter BCW2 data. See also 14-B(9), FACILITY CASE ACTIONS: Approving an Application. Do not close the person on the FIP case.</p>
	TD03 ENTRY RSN	On this new case, enter A.
	TD03 OHP	Enter H.
		<p>If a person is canceled from the FIP case, reexamine the household's eligibility for SNAP (if active). Reexamine the income and resources. If the FIP case is ineligible, close the program.</p> <p>If the FIP case remains eligible, follow these instructions for the person who is in the nursing facility:</p>
	TD03 ENTRY RSN	On the FIP case, enter H.
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter 925.
	TD03 INHOME	<p>Enter N.</p> <p>Open a separate case for the person using the FIP case number with a new FBU and the applicable SSI-NF aid type. See 14-B(9), FACILITY CASE ACTIONS: Approving an Application, and 14-B-Appendix, TD01 AID.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Hardship Exemption</p> <p>Approving an Initial or Subsequent Hardship Exemption</p>	<p>TD02 FIP ENTRY RSN</p>	<p>If the family needs an application to gain FIP eligibility:</p> <ul style="list-style-type: none"> ◆ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period). ◆ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).
	<p>TD02 FIP STATUS</p>	<p>If the family needs an application to gain FIP eligibility:</p> <ul style="list-style-type: none"> ◆ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period). ◆ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).
	<p>TD02 FIP APP DT</p>	<p>Enter the application date of the hardship application, if approving with A's.</p>
	<p>TD02 FIP POS DT</p>	<p>Enter the effective date of the hardship exemption.</p>
	<p>TD02 FIP AD</p>	<p>Enter the applicable code for approvals with an "A" entry in FIP STATUS. See 14-B-Appendix, <u>TD02 FIP AD</u>, for codes.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Initial or Subsequent Hardship Exemption (Cont.)	TD02 FIP LIMIT DT	Enter the final month of the six-month period to prevent issuance of FIP benefits beyond that month. No further entries are needed to cancel FIP at the end of the six months. FIP will close at timely notice of the month entered in the LIMIT DT field.
	TD02 FIP REA (1 OR 2)	Enter the notice reason 367 for the approval reason on form 470-3876, <i>Hardship Exemption Determination</i> . The approval notice specifies the beginning and ending dates of the six-month hardship exemption period. No additional notice is necessary to inform the family of the exemption ending date.
	TD01 TD02 TD03 RSCA BCW	Make additional reopening or approval entries as required. The system will automatically override "reopen" or approval entries and deny FIP when income or resources exceed limits. The resulting <i>Notice of Decision</i> will reflect the denial and the reason for it. Record the hardship approval reason in the FIP Eligibility Tracking (FET) System immediately after ABC is updated with the approval. This system is located in the WISE system.
Changing the Exemption Period	TD02 FIP ENTRY RSN	Enter R.
	TD02 FIP REA1	Enter reason 372.
	TD02 FIP LIMIT DT	Enter the final month of the exemption period. FIP will close at timely notice of the month entered in the LIMIT DT field.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denying a Hardship Exemption	TD02 FIP ENTRY RSN	When an application has been processed: <ul style="list-style-type: none"> ◆ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period). ◆ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).
	TD02 FIP STATUS	Enter M.
	TD02 FIP REA 2	Enter the denial notice reason code for the denial reason on form 470-3876, <i>Hardship Exemption Determination</i> .
	TD03 ENTRY RSN	Enter A, C or H.
	TD03 FIP ST	Enter M. Make denial entries on the case as required. To deny a premature or unnecessary exemption application, enter R entry reason and the applicable notice reason code (366 or 369, respectively). Record the denial reason on the FIP Eligibility Tracking System.
Ending the Exemption Period	TD02 FIP ENTRY RSN	Enter R.
	TD02 FIP REA1	Enter reason 369.
	TD02 FIP LIMIT DT	Enter zeros.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Including a Specified Relative Approval		When a needy specified relative has used FIP for 60 months and is requesting a hardship exemption, use the following person-level procedures.
	TD03	If FIP is <u>active</u> for the child when the hardship exemption request is approved, make the normal TD03 entries to add the needy specified relative to the case.
	TD03 ENTRY RSN	Enter A.
	TD03 FIP ST	Enter A.
	TD03 FIP RSN	Enter person reason code 952.
	TD03 FIP DT	Enter the start date in MMDDYY format.
		Create a tickler to remove the relative at the end of the hardship exemption period.
		Record the hardship approval reason in the FIP Eligibility Tracking System immediately after ABC is updated with the approval.
		If FIP is <u>not active</u> for the child, first process the application for the child only. See Approving an Application for coding instructions.
	TD03	After the child's FIP case has updated, make the normal TD03 entries when approving the needy specified relative.
	TD03 ENTRY RSN	Enter A.
	TD03 FIP ST	Enter A.
	TD03 FIP RSN	Enter person reason code 952.
	TD03 FIP DT	Enter the start date in MMDDYY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approval (Cont.)		<p>Create a tickler to remove the relative at the end of the hardship exemption period.</p>
Denial		<p>Record the hardship approval reason in the FIP Eligibility Tracking System immediately after ABC is updated with the approval.</p>
		<p>If FIP is <u>active</u> for the child when the hardship exemption request is denied, complete these case actions.</p>
	TD03	<p>Make the normal TD03 entries when denying the needy specified relative.</p>
	TD03 ENTRY RSN	<p>Enter A.</p>
	TD03 FIP ST	<p>Enter M.</p>
	TD03 FIP RSN	<p>Enter the denial notice reason code. See 14-B-Appendix, NOTICE CODES, for a list of exemption denial reason codes.</p>
		<p>Record the hardship denial reason in the FIP Eligibility Tracking System immediately after ABC is updated with the denial.</p>
		<p>If FIP is not active for the child, first process the application for the child only. See Approving an Application for coding instructions.</p>
	TD03	<p>After the child's FIP case has updated in ABC, make the normal TD03 entries when denying the needy specified relative.</p>
		<p>If the child is ineligible for FIP, deny FIP application for the entire case. See Denying an Application for coding instructions.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denial (Cont).	TD03 ENTRY RSN	Enter A.
	TD03 FIP ST	Enter M.
	TD03 FIP RSN	<p>Enter denial notice reason code. For a list of exemption denial reason codes, see 14-B-Appendix, NOTICE CODES.</p> <p>Record the hardship denial reason in the FIP Eligibility Tracking System immediately after ABC is updated with the denial.</p>
End of Relative Exemption		<p>Remove the needy specified relative from the case in the normal manner for the end of the sixth month.</p>
	TD03 ENTRY RSN	Enter G.
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter person reason code 951.
	TD03 IN HOME	Enter applicable code. See 14-B-Appendix , TD03 for codes.
Reinstating FIP During a Hardship Exemption	TD02 FIP ENTRY RSN	Enter B.
	TD02 FIP STATUS	Enter B.
	TD02 FIP REA1	Enter notice reason code 207, or use code 208 if pending an appeal.
	TD02 POS DT	Enter the effective date of benefits.
	TD03 ENTRY RSN	Enter B.
	TD03 FIP ST	Enter B.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Nonrecurring Lump-Sum Income		You must manually calculate the period of lump-sum ineligibility and manually prepare the <i>Notice of Decision</i> .
	TD02 ENTRY RSN	Enter G or H.
	TD02 FIP ST	Enter N.
	TD02 REA2	Enter 000.
Reducing Period of Ineligibility		<p>NOTE: Entry of notice reason code 000 on TD02 will prevent other program or individual program notices from being created if done in the same step.</p> <p>In order to reduce the period of ineligibility, you must manually calculate the new period of ineligibility and send the new lump-sum amount, the reopening date, and the remaining lump-sum amount for the partial month to the SPIRS Help Desk. DDM will update the BH01 screen.</p>
Reopening After Period of Ineligibility		After the period of ineligibility expires, you can process a new application.
	TD02 FIP ENTRY RSN	Enter A.
	TD02 FIP STATUS	Enter A.
	TD02 FIP AD	Enter the applicable code for approvals with an "A" entry in FIP STATUS. See 14-B-Appendix , TD02 FIP AD , for codes.
	TD02 FIP APP DT FIP POS DT	Complete the program section, changing the dates. The program status rolls to any person previously pending for that program on TD03.
		Complete all other TD02 coding applicable to FIP.
	TD03 ENTRY RSN	Enter A.
		Enter any changes to individual data.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reopening After Period of Ineligibility (Cont.)	TD03 FIP ST BCW2 RSCA	Unless the program was pended before approval, enter the status for: <ul style="list-style-type: none"> ◆ Each person included in the program approval. ◆ Each ineligible person whose income is considered for the program. ◆ Any person being denied. Enter any nonrecurring lump-sum remainder as unearned income with an unearned source code "X." The system completes the eligibility determination and benefit calculation. If the system determines the case ineligible for the program, it overrides your status entry and generates a notice Enter countable resources.
Pending an Application	TD01 TD01 ENT RSN TD01 CO/WKR TD01 INFO TD01 ENT RSN	If this is a new case, see Case Numbering for instructions. If this is not a new case, enter changes to the existing case in the applicable fields. Enter A or H. Enter the two digit county number and the four-character worker number. For codes, see 14-B-Appendix , TD01 CO and TD01 WKR . Enter information pertaining to the case. Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD01 AID	Enter the applicable aid type. For codes, see 14-B-Appendix , TD01 AID . Note: If you pend both FIP and SNAP 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 resides.
	TD01 GOOD CAUSE: FS PEN	If the aid type was changed to a FIP aid type, enter the applicable code. See 14-B-Appendix , TD01 GOOD CAUSE: FS PEN .
	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 14-B-Appendix , TD01 CASE: LAST .
	TD01 CASE: FIRST	Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix , TD01 CASE: FIRST .
	TD01 CASE: INIT	Enter the middle initial. Do not include punctuation. See 14-B-Appendix , TD01 CASE: INIT .
	TD01 CASE: TITLE	If applicable, enter the abbreviation for title or let the system enter it from the CNID entry. See 14-B-Appendix , TD01 CASE: TITLE .
	TD01 PAYEE/ADDR	Enter the name of the person to whom the payment is made on the household's behalf. Do not include punctuation.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	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 14-B-Appendix , TD01 PAYEE/MOD , for codes. If the code displayed on the screen is no longer valid, remove it. See Removing Data .
	TD01 CNID	Enter the state identification number of the "case name" person. This person must have person number "01" in the TD03 PER field and code "0" in the TD03 REL field.
	TD01 ADDRESS FIELDS ADDRESS 1, ADDRESS 2	See 14-B-Appendix , TD01 ADDRESS 1 and TD01 ADDRESS 2 , for entry instructions. Do not include punctuation.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation of the state.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 FIP ENTRY RSN	Enter A.
	TD02 FIP STATUS	Enter D.
	TD02 FIP APP DT	Enter the date the application was received in the local office, in MMDDYY format.
	TD02 FIP SEC 8	Enter the code that identifies the family's type of subsidized housing, if any. See the field help screen or 14-B-Appendix , TD02 SEC 8 , for codes.
	TD02 BAT ALIEN	Enter Y for a battered alien case, if applicable, or leave blank.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD03	<p>Considered people (ineligible stepparents, self-supporting parents, and excluded parents) can be pended unless they have CIT code 3 or 4. This facilitates IEVS matches during an application process.</p> <p>Note: If considered people are pended, you <u>must</u> enter FIP status code F or H when the program is approved. Make a note in the case file to enter this code. If this status is not entered, the program approval coding rolls and activates the considered people in error.</p>
	TD03 STATE ID	<p>Complete TD03 for at least the person with REL code of "0." Note: Pending all people facilitates IEVS matches during the application process.</p>
	TD03 ENTRY RSN	<p>Enter A.</p>
	TD03	<p>On the rest of TD03, enter the FIP demographic information.</p>
	TD03 FIP ST	<p>Enter D.</p>
	TD03 JOBS	<p>Entry is required when the existing JOBS field is blank or the current code is invalid. See 14-B-Appendix, TD03 JOBS, for valid codes. See Referring People to PROMISE JOBS.</p> <p>Pending Prior to IM Interview: Step 1: If the application is pended prior to the IM interview, enter a JOBS referral code of:</p> <p>X Non-refugees, referral status not known or Y Refugees, referral status not known</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD03 INHOME	<p>Step 2: At the time of the FIP interview, follow the instructions below to refer FIP applicants who are mandatory referrals to PROMISE JOBS.</p> <ul style="list-style-type: none"> ◆ Update the JOBS referral code with the applicable mandatory referral code. See Referring Applicants Pended with JOBS Code "X" or "Y." ◆ Use the PJCase calendar to schedule the FIA appointment. <p>Pending at Time of IM interview: Enter the appropriate JOBS referral code for all household members pended for FIP. See 14-B-Appendix, TD03 JOBS, for valid codes.</p> <p>Enter the code indicating whether the person is in the home. Entry of "Y" is required for a person with a REL code of "0." See 14-B-Appendix, TD03 <u>INHOME</u>, for valid codes.</p>
Recalculating Current System Month's Benefits	TD03 FIP DT	<p>Note: Do not use a system recalculation for any month for which the FIP person's proration has already been applied (when the month of any master file individual start date is later than the FIP program start date on the case). In that case, do a manual recalculation.</p> <p>The ABC system recalculates eligibility and benefits for the current system month when:</p> <ul style="list-style-type: none"> ◆ Individuals are added with a current or prior month date. (The system prorates from the earliest individual start date entered, but these dates must be in the same month.)

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Recalculating Current System Month's Benefits (Cont.)</p> <p>System Recalculating Process</p>	<p>RSCA</p> <p>BCW1 SA1-6, AMT1-6</p> <p>BCW BEN MO 1 & 2</p>	<ul style="list-style-type: none"> ◆ Resources are entered for the current month. ◆ BCW1 entries add specials to be issued in the current month. ◆ BCW1 or BCW2 data are entered for the benefit month that is the current system month. <p>The system uses new data with existing data to calculate current month's benefits.</p> <p>If the new answer is <u>less than or equal to</u> the previous amount for that month, Worker Action Report (WAR) message 320 is generated, and the new answer is printed on the calculation result form.</p> <p>If the new answer is <u>more than</u> the previous amount, the difference is issued as a supplement. The amount appears on the <i>Notice of Decision</i> as part of the total of the supplements issued for the program in that day's processing.</p> <p>Note: Any BCW1s or BCW2s entered to recalculate the current system month also update the "next month," unless "next month" BCW1s or BCW2s are entered at the same time.</p>
<p>Recalculating Benefits for Past Months</p>		<p>The ABC system stores income data for the current month and the system "next" month on an ongoing case. If you need to recompute benefits for a month that is earlier than the current month, you must manually calculate benefits.</p> <p>Issue any corrective payments through TD06, except when adding a person. See Adding a Person to an Active Program.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Referring People to PROMISE JOBS		<p>Persons who are not exempt from cooperating with PROMISE JOBS must be referred to PROMISE JOBS.</p> <ul style="list-style-type: none"> ◆ Non-exempt applicants are referred to PROMISE JOBS <u>before</u> FIP approval. PROMISE JOBS-referred applicants may or may not be pended for FIP. ◆ Participants that are exempt may become required to cooperate with PROMISE JOBS and must then be referred to PROMISE JOBS.
Referring Applicants Who Are Not Pended	TD03 ENTRY RSN TD03 CIT TD03 JOBS TD03 INHOME	Enter A or H. Enter 1 or 2. Enter the applicable applicant PROMISE JOBS referral code. See 14-B-Appendix , TD03 JOBS , for valid codes. Enter Y.
Referring Applicants Pended With JOBS Code "X" or "Y"	TD03 ENTRY RSN TD03 JOBS	Enter H. Enter the applicable applicant PROMISE JOBS referral code. See 14-B-Appendix , TD03 JOBS , for valid codes.
Referring Applicants Being Added to an Active FIP Case	TD03 ENTRY RSN TD03 CIT TD03 JOBS TD03 INHOME	Enter A. Enter 1 or 2. Enter the applicable applicant PROMISE JOBS referral code. See 14-B-Appendix , TD03 JOBS , for valid codes. Enter Y.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Referring Persons Active for FIP Who Become Mandatory PROMISE JOBS	TD03 ENTRY RSN TD03 JOBS	Enter H. Enter the applicable participant PROMISE JOBS referral code. See 14-B-Appendix , TD03 JOBS , for valid codes.
Refugee Application	TD01 ENT RSN TD01 AID TD01 AID CHG DT TD02 FIP ENTRY RSN TD02 FIP STATUS TD02 FIP REA2 TD02 FIP APP DT	Determine FIP eligibility for all refugee applicants. If the applicant is ineligible for FIP, make the following entries to record the application denial: Enter A. Enter 30-0. If the 30-0 entry is a change to the existing aid type, enter the first day of the month. Enter A. Enter M. Enter 000. Enter the date the application was received. Issue a manually prepared <i>Notice of Decision</i> to the applicant stating the reason for the FIP denial. The <i>Notice of Decision</i> should state: "Your application for Family Investment Program assistance is denied because _____. You will automatically be considered for other refugee programs and will be notified of that decision."

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Refugee Application (Cont.)		<p>Include applicable manual references, depending on the reason for the FIP denial.</p> <p>Then determine eligibility for Refugee Cash Assistance (RCA).</p>
<p>Refugee Cash/FIP Split Cases</p> <p>Issuing Grant</p>		<p>Enter a FIP/Refugee split case as two separate cases. Code one case with a refugee "no cash wanted" aid type. Code the second case with the FMAP-related aid type. See 14-B-Appendix, TD01 AID.</p> <p>Enter the grant amount on each case's TD06 after calculating the total grant by hand and then dividing by the number of grant eligibles on both cases. Multiply that amount by the number of eligibles on each case to get each case's share.</p> <p>Example: If total grant is \$350 and there are three eligibles on one case and two on the other, the TD06 amounts will be \$140 and \$210. (Round up if the third digit after the decimal is 5-9; down if it is 0-4.)</p>
<p>Reinstatement Required: Overpayment May Result</p>		<p>These instructions apply when the client has resolved the reason for cancellation within the time limit for reinstating benefits, and the case is either:</p> <ul style="list-style-type: none"> ◆ Ineligible for another reason that requires a timely notice, but it is too late to issue timely notice. ◆ Eligible for a reduced amount for a reason that requires a timely notice, but it is too late to issue timely notice.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstatement Required: Overpayment May Result (Cont.)	TD02 FIP ENTRY RSN TD02 FIP STATUS TD02 FIP REA1 TD02 POS DT TD03 ENTRY RSN TD03 FIP ST TD BCW1 and BCW2	Enter B. Enter B. Enter 409. Enter the effective date of benefits. Enter B for each person who was eligible before cancellation. Enter B. Enter or remove information to allow issuance of assistance at the previous amount. Remove any information (such as income) that may cause reduced benefits or ineligibility.
Reinstating Benefits		<p>These instructions apply both when entries are made in the month before the effective date of cancellation OR in the first month after the effective date of cancellation, before cutoff. (It is not necessary to wait for the effective date before reinstating.)</p> <p>When reinstatements effective the next calendar month are entered on ABC after cutoff through the last working day of the current calendar month, the system generates an in-cycle RRED with the monthly due date printed.</p> <p>When reinstatements effective the same calendar month are entered on ABC from the first of that calendar month through cutoff, the system generates:</p> <ul style="list-style-type: none"> ◆ An out-or-cycle RRED with a due date of the process date plus seven days (e.g., May 2 process date results in May 9 due date).

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits (Cont.)		<ul style="list-style-type: none"> ◆ An informational WAR stating the month for which the RRED is issued.
	TD01 ENTRY RSN	Enter H.
	TD01 AID	Enter the aid type. See 14-B-Appendix , TD01 AID .
	TD01 AID CHG DT	Enter the first day of the next system month. Enter reinstatement coding on both the program and individual screens.
	TD02 FIP ENTRY RSN	Enter B.
	TD02 FIP STATUS	Enter B.
	TD02 FIP REA1	Enter the notice reason. (Usually 207.)
	TD02 POS DT	Enter the effective date of benefits.
	TD03 ENTRY RSN	Enter B for each person to be reinstated. See Considered Person: Reinstating , for instructions.
	TD03 FIP ST	Enter B. Do not reinstate people to an already active program. (Enter M to deny reinstatement for a person.) Do not pend, approve, reopen, or cancel people in the same step as the reinstatement.
	TD	Enter all other applicable TD screen fields that require a change.
	BCW1 ENTRY RSN BCW2 ENTRY RSN	Enter H if changes are needed for the BCW1 or 2.
RSCA BCW1 and BCW2	Enter all other applicable RSCA, BCW1, and BCW2 fields that require a change.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reissuing Payments	TD06 IMM/CAN TD06 AID TP TD06 REASON TD06 EFFECT DT TD06 # MONTHS TD06 AMT TD06 SP ALLOWED	Enter Z. Enter the aid type. Enter 000. Enter the month and year the payment was for. Enter 01. Enter the amount of the payment. Enter R.
Removing Data	TD01 TD02 RSCA TD05 TD03 BCW1 BCW2 TD03 SSN	Use these instructions only when you must remove data without entering new data. For a field that allows any letter codes, use the space bar to remove data. For a field that allows only numbers, use zeros to remove other numbers. Exception: Enter zeros if an application has not been made for a social security number. Enter nines if an application has been made for a social security number.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Review Date	TD02 NEXT REVIEW	When an entry is not made in the NEXT REVIEW field, the system generates the review date based on the RT code, the APP DT, and, if appropriate the SNAP END CERT date.
Determining Date	TD02 NEXT REVIEW	<p>The system calculates the next review date based on the later of the application or the last review date.</p> <p>When the application date is the later date, the month of application counts as "month 1." For reviews, the month after the last review date counts as "month 1."</p> <p>If the SNAP program is opened or already active on a case, the system may align the FIP NEXT REVIEW with the SNAP END CERT date. This may change the worker entries, but limits the number of reviews due in a year, while complying with program requirements.</p>
Entering Date	TD02 NEXT REVIEW TD02 FIP ENTRY RSN TD02 FIP LAST REVIEW TD02 FIP PE	<p>The system accepts a date earlier than the system-generated date when entered by the worker. If a date later than the system-generated date is entered, the system does not accept the change.</p> <p>To change review dates, enter the current month date in the LAST REVIEW field and the new review month and year in the NEXT REVIEW field.</p> <p>When a FIP review is done, enter the presumptive eligibility code.</p> <p>Enter H.</p> <p>Enter the month and year of the last review.</p> <p>Enter the presumptive eligibility code.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Sanctions		
Program Sanction		<p>Use this action to enter FIP program ineligibility due to a sanction.</p> <p>TD02 FIP ENTRY RSN Enter G or H.</p> <p>TD02 FIP STATUS Enter I.</p> <p>TD02 FIP REA2 Enter the notice reason code. See 14-B-Appendix, <u>NOTICE CODES</u>, for valid codes.</p> <p>TD02 FIP NEG DT When reason code 310 or 311 is used:</p> <ul style="list-style-type: none"> ◆ The system will populate the last day of the last month of the sanction period, or ◆ The date of the last day of the last month of the sanction period can be entered. <p>When other notice codes are used, if there is a fixed period of ineligibility, enter the date of the last month of the sanction period. Enter zeros if there is no fixed period of ineligibility.</p>
Individual Sanction		<p>Use this action to make a person ineligible because of a sanction.</p> <p>TD03 ENTRY RSN Enter G or H.</p> <p>TD03 FIP ST Enter I.</p> <p>TD03 FIP RSN Enter the notice reason code. See 14-B-Appendix, <u>NOTICE CODES</u>, for valid codes.</p> <p>TD03 FIP DIS Enter the number of months of a fixed sanction. Enter 00 if there is no fixed period of sanction.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual Sanction (Cont.)	TD03 INHOME BCW2 TD02 FIP ENTRY RSN TD02 FIP STATUS TD02 FIP REA2	<p>Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix, TD03 INHOME.</p> <p>If the person is a parent with income, see Entering Income: Ongoing Cases: Excluded Parents.</p> <p>The sanction must be done on the individual level. If there is only one person on the case, close the case after the individual entries update, using these instructions.</p> <p>Enter G.</p> <p>Enter N.</p> <p>Enter 000.</p>
CSRU Sanction		<p>Impose the 25% FIP grant reduction for a household that fails to cooperate with CSRU (including noncooperation with IM) as follows:</p> <ul style="list-style-type: none"> ◆ If the client fails to cooperate with IM, start the grant reduction the next month after the client failed to cooperate. ◆ If the client fails to cooperate with CSRU, start the grant reduction the month after CSRU notifies you of the client's noncooperation. <p>Apply the 25% grant reduction when processing an approval and for ongoing cases. See 4-C, Cooperation with Child Support Recovery: Sanction for Failure to Cooperate.</p> <p>EXCEPTION: You cannot impose a grant reduction for the first time when reinstating the FIP grant, due to the need for the reinstatement notice reason code 207 in the REA1 field.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
CSRU Sanction (Cont.)		First make the entries for reinstatement. After the system has updated, impose the 25% grant reduction.
	TD01 ENTRY RSN	Enter H.
	TD01 CSRU NON-COOP	Enter 4.
	TD02 FIP ENTRY RSN	Enter the code that indicates the FIP program entry reason. Valid codes are: A Application B Reinstatement C Approval, no application G Change with timely notice H Immediate release R Sending notice only
	TD02 FIP REA1	Enter the notice reason code for each parent in the home who fails to cooperate and has a child on the grant. Valid codes are: 320 Use to initiate grant reduction for the first incident of noncooperation during the household's period of FIP eligibility. 321 Use when another parent in the home who has a child on the grant later fails to cooperate with CSRU.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Sanctions: Changing End Date		These instructions can be used to shorten or remove the sanction period (other than child support sanction).
Program Sanctions	TD02 FIP ENTRY RSN	Enter H.
	TD02 FIP NEG DT	Enter the last day of the last month of the revised sanction period.
Individual Sanctions	TD03 ENTRY RSN	Enter J.
	TD03 FIP/ST	Enter N.
	TD03 FIP DT	Enter the last day of the last month of the sanction period.
	TD03 FIP DIS	Enter the number of months remaining.
	TD03 INHOME	Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix , <u>TD03 INHOME</u> .
Lifting CSRU Sanction		<p>Entries to lift a CSRU sanction may be made during the entire calendar month. For example, entry of code 6 between June 1 and June 30 results in the system lifting the sanction recalculating the FIP grant beginning with the June benefit month.</p>
	TD01 ENT RSN	Enter H.
	TD01 CSRU NON-COOP	<p>Enter the applicable code to lift the 25% grant reduction. Valid codes are:</p> <ul style="list-style-type: none"> 6 Cooperation; remove 25% FIP grant reduction beginning with <u>current</u> calendar month's benefits. 7 Cooperation; remove 25% FIP grant reduction beginning with next calendar month's benefits.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Lifting CSRU Sanction (Cont.)		<p>The system recalculates the grant for the beginning of the current calendar month or beginning with the next calendar month, based on the code entered.</p> <p>Issue an adjustive payment if the reduction must be lifted for a month before the current calendar month.</p> <p>See Recalculating Current System Month's Benefits and Recalculating Benefits for Past Months for instructions when entries to lift the sanction for the current month are made after ABC cutoff.</p>
Special Allowances Past Months		<p>Most special allowances may be entered using either TD06 or BCW1. TD06 must be used for payments for past calendar months and payments issued on closed cases. See 14-B, Quality Assurance, for issuances over \$1800.</p> <p>Use the rounding procedure when issuing a special need in TD06. See 4-E, Rounding Down. The system handles the rounding process for BCW1 entries. Entry of a one-time special does not display on BCW1.</p> <p>Use these instructions to authorize manually calculated benefits:</p> <p>If you are issuing a supplement for past system months, use TD06. TD06 entries are also used for the current month when a supplement is due for reasons other than changes in income or deductions.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Past Months (Cont.)	TD06	<p>The system does not accept a TD06 date further in the past than January of the year before the current year.</p> <p>If the TD06 amount is for a month and year the system cannot accept, follow the procedures in 6-Appendix, General Accounting Expenditure, Form GAX. Modify the instructions to request a FIP grant.</p> <p>(If the policy unit gives other instructions, follow those instructions instead.)</p>
	TD06 IMM/CAN	<p>Enter the code that identifies the type of action being taken. See 14-B-Appendix, TD06, IMM/CAN, for valid codes.</p>
	TD06 AID	<p>Enter the aid type under which the issuance is authorized. For valid codes, see 14-B-Appendix, TD01 AID.</p>
	TD06 REASON	<p>Enter the notice reason code that corresponds to the payment. See 14-B-Appendix, NOTICE CODES.</p>
	TD06 EFFECT DT	<p>Enter the month for which the issuance is required. (This cannot be a future date.) Enter in MMY format.</p>
	TD06 # MONTHS	<p>Enter the number of months the issuance is to cover (usually 01). If greater than 01, the effective date plus the number of months cannot exceed the current month.</p>
	TD06 AMT	<p>Enter the amount of the payment. See 14-B, Quality Assurance, for issuances over \$1800.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Past Months (Cont.)	TD06 SP ALLOW CD	Enter the code for the FIP/Refugee Cash Assistance special payment. This code determines funding, reporting categories, and whether the special allowance may be applied to a prior overpayment. See 14-B-Appendix, TD06 SP ALLOW CD .
	TD06 FED ADT TD06 FED CHLD	When making a full month's payment for a prior month, enter the total number of federally eligible adults and children in the household. When making a payment for a new adult or child, enter the number of federally eligible adults or children added.
	TD06 N/FED ADT TD06 N/FED CHLD	When making a full month's payment for a prior month, enter the total number of state-eligible adults and children in the household. When making a payment for a new adult or child, enter the number of state-eligible adults or children added.
	TD06 PAYEE/ADDR	Enter the name of a person to whom the payment is made on the household's behalf, if any.
	TD06 PAYEE/MOD	Enter the code that identifies the relationship of the payee to the case name. For valid codes, see 14-B-Appendix, TD06 PAYEE/MOD .
	TD06 ADDRESS 1	Enter the case name when the PAYEE/MOD field is used. Otherwise enter the first line of the address as it is to appear on the envelope or mailer. Leave blank if not applicable. See 14-B-Appendix, TD06 ADDRESS 1 for instructions.
	TD06 ADDRESS 2	See 14-B-Appendix, TD06 ADDRESS 2 .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Past Months (Cont.)	TD06 CITY	Enter the name of the city. Do not enter punctuation.
	TD06 STATE	Enter the abbreviation of the State.
	TD06 ZIP	Enter the zip code.
Current Month and Next Month	BCW1 ENTRY RSN	Enter G or H.
	BCW1 SA 1-6 (first position)	Enter the one-digit code that indicates whether the special payment is one-time, ongoing, or for both types of issuances.
	BCW1 SA 1-6 (second position)	<p>Enter one of these codes: E School expense G Guardianship/conservatorship fee</p> <p>These allowance payments are considered in determining FIP eligibility and benefit level. The special allowance will not be issued if the result is less than \$10 after the system rounds the amount.</p> <p>If the special allowance payment is used again for the month, the system considers the rounded cents with the new amount.</p> <p>When more than one amount is entered with the same code, the system adds the amounts together. The amounts shown on BCW1 for ongoing specials reflect this addition.</p> <p>The amount of the special allowance is designated on the <i>Notice of Decision</i>, displayed on the ISSV screen, and issued. Note: The amount can be different than the entered amounts due to rounding, proration, and handling of cents.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Current Month and Next Month (Cont.)		The amount of the special allowance can be changed by the BCW1 entry.
Denial	BCW1 AMT 1-6	Enter the amount of the special allowance.
	TD02 FIP ENTRY RSN	Enter R.
	TD02 FIP REA1	Enter notice reason codes 190, 191, 192, or 193, as appropriate.
Cancellation	BCW1 ENTRY RSN	Enter G or H.
	BCW1 CASE RSN	Enter the applicable notice reason code.
	BCW1 SA 1-6 (first position)	Enter C in the field to be canceled.
	BCW1 SA 1-6 (second position)	Re-enter the code printed in the field to be canceled.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>State ID Numbers</p>	<p>TD00 (or other screen)</p> <p>ST01</p>	<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 beliefs (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> <p>The system searches first on the 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 as the 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, the first letter in the first name field, 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 not to assign duplicate state IDs. Check both the ABC and SRS information. The person may have been on SRS, but not ABC, or vice versa. If the person has been on either system, a state ID number has been assigned.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning State IDs		<p>If there is no match, enter "NEW" in the STATE ID field, the social security number in the SSN field, religious beliefs (RB) indicator (only if the 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 14-G, REQUIREMENTS OF IEVS MATCHING, 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 TD03 screen. Corrections made to the TD03 screen update ST01.</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>
Cross-Referencing State IDs		<p>If you find that a person has more than one state identification number, send e-mail or form 470-0271, <i>Quality Assurance Transmittal</i>, to Quality Assurance to remove the incorrect number.</p> <p>See 6-Appendix, Quality Assurance Transmittal, Form 470-0271.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Current or Past Months (Cont.)	TD06 IMM/CAN	<p>The system does not accept a TD06 date further in the past than January of the year before the current year.</p> <p>If the TD06 amount is for a month and year the system cannot accept, follow the procedures set forth in 6-Appendix, General Accounting Expenditure, Form GAX. Modify the instructions to request a FIP grant.</p> <p>If the policy unit involved gives other instructions, follow those instructions instead.</p>
	TD06 AID TP	<p>Enter the aid type under which the issuance is authorized. For valid codes, see 14-B-Appendix, TD01 AID.</p>
	TD06 REASON	<p>Enter the notice reason code that corresponds to the payment. For valid codes, see 14-B-Appendix, NOTICE CODES.</p>
	TD06 EFFECT DT	<p>Enter the month for which the issuance is required. (This cannot be a future date.)</p>
	TD06 # MONTHS	<p>Enter the number of months the issuance covers (usually 01). If greater than 01, the effective date plus the number of months cannot exceed the current month.</p>
	TD06 AMT	<p>Enter the amount of the payment. See 14-B, Quality Assurance, for issuances over \$1800.</p>
	TD06 SP ALLOW CD	<p>Enter the code for the FIP/Refugee Cash Assistance special payment. This code determines funding, reporting categories, and whether the special allowance may be applied to a prior overpayment.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Current or Past Months (Cont.)	TD06 FED ADT TD06 FED CHLD	For valid codes, see 14-B-Appendix, TD06 SP ALLOW CD. Enter the total number of federally eligible adults or children in the household only if making a payment for a beginning month of eligibility.
Transferring a Case to Another County	TD01 ENTRY RSN TD01 CO TD01 WKR TD01 INFO TD01 ENT RSN TD01 CO RES TD01 ADDRESS 1 & 2, CITY, ST, ZIP	Do not transfer a case to a county staffed less than full time. Transfer it to the full-time office associated with that county. Enter H. Enter the new county's number. Enter the new worker number. If the new worker number is unknown, enter 00 in the third and fourth positions of the field. Enter the number of the sending county in the first two positions of the field. Enter H in the Name/Address section. Enter the two-digit code for the county where the applicant resides. Enter address changes. The worker receiving the case will get message 328 when these entries update.

System-Initiated Actions

ACTION	EXPLANATION
Automatic Changes to Cases	
FIP Child Turns 19	The child’s FIP status code is changed to “N” effective the “next” system month. This is done in a system run right after system month end. The output of that run is marked “SANC.” The grant is automatically recalculated and a notice is sent. If the only eligible child is closed, the worker must close the case.
COLA Changes	COLA changes to income cause a recalculation and a notice to be sent.
Recoupment	When the monthly recoupment interface occurs, grant calculation and notices result if benefits change.
Automatic Program Closings	
COLA Changes	When the cost-of-living adjustments occur, the revised Social Security is added to other income. If this results in ineligibility due to excess income, the program is automatically closed and a notice is sent. If this results in decreased benefits, the change is made and a notice sent.
Failure to Return In-Cycle Report Form	If the RRED is not processed by the system-tracked due date, the system closes the program and sends a notice.

ACTION	EXPLANATION
End of Sanction or Disqualification Period	<p>During month end, the system checks the status of sanctioned people. If the sanction is over at the end of the next month, the adult is designated as a voluntarily excluded adult. The grant is recalculated and a notice is sent with an effective date for the following month. A sanctioned child is "closed" at the end of the sanction period.</p> <p>NOTE: This is done in a system run right after month end. The output of that run is marked "SANC."</p>
Participation in More than One Case (Illegal People)	<p>The system checks the state ID record to determine the person's current status by program. When the system finds the person has an active FIP status in more than one case, it sends a message to the worker on the Worker Action Report and ceases processing.</p>