

+-----+  
 | INFORMATIONAL LETTER |  
 +-----+

TRANSMITTAL: 90 INF-61

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: November 6, 1990

SUBJECT: Revision of "WMS Non-Services Code Cards (WMS-94)"  
 (August, 1990 Update)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Welfare Management System Coordinators  
 Accounting Supervisors  
 Staff Development Coordinators

CONTACT PERSON: IM/WMS Program Operations  
 Wayne Marquit  
 1-800-342-3715, extension 6-3413

ATTACHMENTS: WMS-94: WMS Non-Services Code Cards - not available  
 on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-51	89 INF-51				
89 INF-2	89 INF-2				

The purpose of this release is to introduce the 8/90 revision of the WMS-94: "WMS Non-Services Code Cards". The Code Cards are designed to assist examiners in locating WMS data-entered and system-generated codes.

The latest update (8/90) to the code cards reflects all additions, deletions and changes in codes which have occurred since the last update (7/89). If any code changes occur between the time the code cards are sent to the printer and the time that they are distributed, a pen-and-ink change notice will be attached to the distribution cover letter.

Listed below is a detailed summary of the changes which were incorporated into this revision.

Pages i & ii - IN`]X - modified as a result of changes in text and paging.

Page 1 - Under Monthly Reporting Codes section:

1. Deleted the following code:

A Monthly Reporting Required/Recent Work History (PA Only)

2. Added the following code:

L Monthly Reporting Required/Employed - On Call.

Page 3 - Under Individual Categorical Codes section:

1. Changed the following code:

From "17 OMH/OMRDD Inpatient Age 21 and Under - Non-ADC Relatedness (OMH/OMRDD Only)" to "17 OMH Inpatient Age 21-22 (OMH Only)"

2. Added the following codes:

36 Presumptive Eligibility - Pregnant Woman (Case Type 20 Only)

41 MA Only - Newborn (PA Only)

44 Expanded Coverage - Child (Case Type 20 Only)

49 MA Only 19-21 Year Old Sanctioned (ADC Only)

Page 4

1. Under Employability Codes sections, deleted all the Non-WIN and WIN codes, and added the following codes under one section:

- 17 Teen Parent Age 16-19 Without HS Diploma
- 20 Mandatory Employable
- 21 Voluntary Employable
- 24 Pregnant - 4 Month or Beyond
- 26 Remoteness
- 27 Employed Full-time - 30 Hours Per Week or More
- 30 Child Under 16 Years
- 31 Caretaker of Child Under 3 in Same PA Case
- 32 Advanced Age
- 33 ADC-U Non-Principal Wage Earner
- 34 Caretaker of Child Under 3 Not in Same PA Case
- 35 In School Full-Time Age 16-19
- 36 Incapacitated
- 38 Needed in Home to Care for Incapacitated Household Member
- 41 Temporary Illness - 3 Month Exemption
- 42 Temporary Incapacity - 6 Month Exemption
- 43 Incapacitated - SSI Application filed
- 44 In Receipt of SSI
- 63 Substance Abuser - In Rehabilitation
- 64 Substance Abuser - Waiting for Rehabilitation
- 70 Contesting Employability Determination
- 73 OVESID Participant
- 99 Unborn
- WR NPA FS Work Registration Required
- WE NPA FS Work Registration Exempt

2. Under Sanctioned/Ineligible Reason Codes section, added the following code:

- 31 Failure to Conduct Mandatory Job Search

Page 6

1. Under MA Coverage Codes section, added the following codes:

- \*13 Presumptive Eligibility - Prenatal Care A
- \*14 Presumptive Eligibility - Prenatal Care B
- \*15 Prenatal Care

2. Under Card Codes (MA) section, deleted the following codes:

- A Head of Household, photo
- B Head of Household, no photo
- C Non-Photo, Dependent Child
- D Deceased
- E Deleted
- G Individual 13 and Over (Photo Individual Family Card)
- K Head of Household - Child (No Photo)

Page 7 - Under Special Claiming Category Codes section:

Added the following code:

B Day Care Supplemental

Page 8 - Under Associated Name and Address Codes section:

Added the following codes:

(OMH - OMRDD)

80	Authorized Representative (SSI)
81	Authorized Representative (SSA)
82	Authorized Representative (VA)
83	Authorized Representative (Civil Service)
84	Authorized Representative (Railroad Retirement)
85	Authorized Representative (Other)
86	Conservator
87	Trustee
88	Parent
89	Spouse
90	Legal Representative
91	Other Next of Kin

Page 9 - Under All Denials section:

Added the following codes to Non-Financial Procedural Requirements sub-section:

257	Failure to comply with Job Ready Evaluation
258	Failure to conduct mandatory Job Search
295	Benefit previously authorized (HEAP Only)
296	Subsidized Housing with heat included (HEAP Only)
297	Did not complete Application/Incomplete documentation (HEAP Only)

Page 10

1. Under Undercare Maintenance/Recertification section:

- a. Added the following code under Failure to Comply with Procedural Requirements sub-section.

959 Refusal to Conduct Mandatory Job Search

- b. Added the following code under Transferred from other Program sub-section:

985 Transferred from PG-ADC

2. Under Closing/Recertification Closing Section:
  - a. Added the following code under No Material Change in Income or Resources sub-section:
    - 138 End of 30 + 1/3 or 30 dollar disregard
  - b. Added the following codes under No Longer Meets Eligibility Req. Other Than Need sub-section:
    - 139 Increased hours (ADC-U Only)
    - 158 Refusal to Conduct Mandatory Job Search
    - 176 Client's Request-Earned Income (PA Only)
3. Under Undercare Maintenance/Recertification and Closing/Recertification Closing sections, all references to regulatory citations were deleted. As a result of the development of the Programmatic Action Regulations Guide (PARG), it is no longer necessary to cite the regulations on the code cards.

Page 11 - Under Opening/Reopening section, MA Only Opening Codes sub-section:

1. Added the following code:
  - 088 Beginning of extension of TMA eligibility after finding of ineligibility for PA resulting from employment.
2. Changed the following codes:
  - 089 Changed the term "MA" to "TMA"
  - 090 Deleted the words "employment or" from definition
  - 093 Changed the definition from "SSI New Opening on SDX - Determined Eligible for MA-SSI" to "Determined Eligible for MA-SSI"

Page 12 - Under Closing/Recertification Closing section:

1. Added the following code under MA Only Case Closing Codes sub-section:
  - 188 End of extension of TMA eligibility after finding of ineligibility for PA resulting from employment.
2. Changed the following codes under MA Only Case Closing Codes sub-section:
  - 189 Changed the term "MA" to "TMA"
  - 190 Deleted the words "employment or" from definition
3. Added the following code under Separate Determination sub-section:
  - 197 Separate MA Determination Completed

4. Under Closing/Recertification Closing sections, all references to regulatory citations were deleted. As a result of the development of the Programmatic Action Regulations Guide (PARG), it is no longer necessary to cite the regulations on the code cards.

Page 13

1. Under the AFA Age codes sub-section:

Added the following code:

115 CAP Child Turning 2 Years

2. Under AFA Eligibility codes sub-section:

Changed the following codes:

350 Changed the definition in parentheses from "(12 Months)" to "(ADC-4 Months)"

351 Changed the definition in parentheses from "(24 Months)" to "(HR-12 Months)"

3. Under AFA Sanction codes sub-section:

Added the following code:

209 End of Mandated Job Search Sanction

Page 14

1. Under Child Care Payment Type Codes sub-section:

- a. Deleted the following codes:

A8 Child Care for Parent Over 21 in Order to Complete Requirements for High School Diploma

A9 Child Care for Parent to Participate in Approved Employment-Related Training Program

39 Vouchers Payment - Child Care

- b. Changed the following codes:

30 Changed "Child Care/Day Care in-Home (Full-Time)" to "Day Care in-Home Non-Relative (Full-Time)"

31 Changed "Child Care/Day Care in-Home (Part-Time)" to "Day Care in-Home Non-Relative (Part-Time)"

32 Changed "Certified Family Day Care Home (Full-Time)" to "Day Care Family Home (Full-Time)"

33 Changed "Certified Family Day Care Home (Part-Time)" to "Day Care Family Home (Part-Time)"

34 Changed "Other Child Care/Day Care Home (Full-Time)" to "Day Care Group Family (Full-Time)"

36 Changed "Other Child Care/Day Care Home (Part-Time)" to "Day Care Group Family (Part-Time)"

- 37 Changed "Child Day Care Center (Full-Time)" to "Day Care Center (Full-Time)"
- 38 Changed "Child Day Care Center (Part-Time)" to "Day Care Center (Part-Time)"

c. Added the following codes:

- R0 Day Care In-Home Relative - Full Time
- R1 Day Care In-Home Relative - Part Time
- R2 Informal Child Care - Relative - Full Time
- R3 Informal Child Care - Relative - Part Time
- R4 Informal Child Care - Non-Relative - Full Time
- R5 Informal Child Care - Non-Relative - Part Time
- R6 School Age Child Care Program

2. Under HEAP Payment Type codes sub-section:

Added the following codes:

- H7 HEAP Emergency Benefit - Replace Heating Equipment
- H8 HEAP Emergency Benefit - Propane Tank Deposit

Page 15

1. Under Shelter Payment Type codes sub-section:

Added the following codes:

- Q1 Family Shelter Tier I
- Q2 Family Shelter Tier II
- Q4 Transitional Housing

2. Under Training Payment Type code sub-section:

a. Deleted the following codes:

- 27 Occupational Training
- 80 Work Experience Reimbursement
- 92 Clothing Allowance for Recipients Enrolled Full-Time in an Occupational Training Program

b. Added the following codes:

- R7 Lunch/Transportation
- R9 Employment and Training Essential Needs
- T1 On the Job Training Grant
- T2 Extended Supportive Services

3. Under Utilities/Fuel Payment Type codes sub-section:

Added the following codes:

- 28 Cooking Fuel

4. Under Other Payment Type codes sub-section:

Added the following codes:

E8 Job Search Transportation  
90 Cost of Clothing

Page A

1. Under Fuel Type MBL codes sub-section:

Changed the following code:

3 Changed "Electric" to "PSC Electric"

Added the following code:

8 Municipal Electric

2. Deleted the Fuel Period sub-section and added the Expanded Eligibility Code (EEC) MBL codes sub-section:

Under this section, added the following codes:

P Pregnant Woman  
T Transitional Medicaid  
C Child(ren) 1 to 5 years  
I Infants Birth to 1 year

3. Under Shelter Type MBL Codes Sub-Section:

Changed the following code:

35 Changed "Homeless Shelter Non-Tier I or Tier II" to "Homeless Shelter Non-Tier I or Tier II - 3 Meals/Day"

4. Under Additional Allowances MBL codes sub-section:

Added the following code:

20 Transitional Child Care

Page B - Under MBL Bottom-Line Reason codes sub-section:

1. Changed the following code:

"006 to 015" was changed to "007 to 015"

2. Added the following code:

006 Child(ren) living with Parent in Congregate Care



Page C

1. Under Earned Income Source MBL codes sub-section:

Added the following codes:

45	Income from Boarder/Lodger
48	Income from Roomer

2. Under Period MBL codes sub-section:

Changed the following code:

9	Changed "Annually" to "Yearly"
---	--------------------------------

Page E - Under MA Restriction/Exception Type codes sub-section:

Added the following codes:

35	Case Management
40	SNF-Expense Level
41	ICF-DD Expense Level
42	Hospital/SNF Expense Level
43	Hospital/ICF-DD Expense Level
44	Alternate Care Demo
45	Hospital/Home Demo

Page G - Under Anticipated Future Action Codes:

1. Changed the following codes:

350	Changed the definition from "12 months" to "(ADC-4 Months)"
351	Changed the definition from "24 months" to "(HR-12 Months)"

2. Added the following codes:

115	CAP Child Turning 2 years
209	End of Mandated Job Search Sanction

Page H - Under Payment Type Codes:

1. Deleted the following codes:

A8	Child Care for Parent Over 21 in Order to Complete Requirements for High School Diploma.
A9	Child Care for Parent to Participate in Approved Employment-Related Training Program.
27	Occupational Training
39	Vouchers Payment - Child Care

2. Changed the following codes:

- 30 Changed "Child Care/Day Care in-Home (Full-time)" to "Day Care in Home Non-Relative (Full-time)"
- 31 Changed "Child Care/Day Care in-Home (Part-time)" to "Day Care in-Home Non-Relative (Part-time)"
- 32 Changed "Certified Family Day Care Home (Full-time)" to "Day Care Family Home (Full-time)"
- 33 Changed "Certified Family Day Care Home (Part-time)" to "Day Care Family Home (Part-time)"
- 34 Changed "Other Child Care/Day Care Home (Full-time)" to "Day Care Group Family (Full-time)"
- 36 Changed "Other Child Care/Day Care Home (Part-time)" to "Day Care Group Family (Part-time)"
- 37 Changed "Child Day Care Center (Full-time)" to "Day Care Center (Full-time)"
- 38 Changed "Child Day Care Center (Part-time)" to "Day Care Center (Part-Time)"

3. Added the following codes:

- E8 Job Search Transportation
- H7 HEAP Emergency Benefit - Replace Heating Equipment
- H8 HEAP Emergency Benefit - Propane Tank Deposit
- Q1 Family Shelter Tier I
- Q2 Family Shelter Tier II
- Q4 Transitional Housing
- RO Day Care In-Home Relative - Full time
- R1 Day Care In-Home Relative - Part time
- R2 Informal Child Care - Relative-Full time
- R3 Informal Child Care - Relative-Part time
- R4 Informal Child Care - Non-Relative - Full time
- R5 Informal Child Care - Non-Relative - Part time
- R6 School Age Child Care Program
- R7 Lunch/Transportation
- R9 Employment and Training Essential Needs
- T1 On the Job Training
- T2 Extended Supportive Services
- 28 Cooking Fuel

Page I- Under Payment Type Codes:

Deleted the following codes:

- 80 Work Experience Reimbursement
- 92 Clothing Allowance For Recipient Enrolled Full-Time in an Occupational Training Program.

Each district will automatically receive a supply of the WMS-94: Non-Services Code Cards, based on previous ordering practices. Upon receipt, please discard the current version (7/89) of the Code Cards.

Date November 6, 1990

Trans. No. 90 INF-61

Page No. 11

---

Requests for additional copies of these code cards are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Don Parker

Questions concerning ordering the code cards should be directed to Don Parker by calling 1-800-342-4100, extension 4-2702.

---

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance