TO: Commissioners of Maintenance Social Services

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

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DSS-329EL (Rev. 9/89)
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:

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

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)"
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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
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
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.
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