INFORMATIONAL LETTER

TRANSMITTAL: 91 INF-59

DIVISION: Income

TO: Commissioners of Maintenance Social Services

DATE: October 28, 1991

SUBJECT: Revision of "WMS Non-Services Code Cards (WMS-94)"
(September 1991 Update)

SUGGESTED DISTRIBUTION:
Income Maintenance Directors
Food Stamp Directors
Medical Assistance Directors
Welfare Management System Coordinators
Accounting Supervisors
Staff Development Coordinators
Forms 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 |
|--------------------|------------------|------------------|------------------|------------------|------------------|
| ADMs/INFs | Cancelled | | | | |
| 90 INF-61 | 90 INF-61 | | | | |

DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the 9/91 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 (9/91) to the code cards reflects additions, deletions and changes in codes which have occurred since the last update (8/90).

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

Pages i, ii, & iii - INDEX - modified as a result of changes in text and paging.

Page 1

1. Under Monthly Reporting Codes section, added the following code:
   
   - S Monthly Reporting Exempt/No Change in Earned Income for Prior Six Month Period.

2. Deleted the Separate Determination Codes section.

3. Changed Separate Determination Reason Codes section title to MA Extension Reason Codes and:
   
   a. Added the following sentence under the title: (See MA Reason Codes Pages 11, 12 for Definitions of Codes).
   
   b. Added MA Opening Reason Codes 088, 089, 090, 093 and 710.
   
   c. Added MA Closing Code 197.
   
   d. Deleted asterisks after headings for Opening and Closing, as well as deleting accompanying footnotes.

Page 3

1. Under CHAP Referral Status Codes section:
   
   - Changed "CHAP" to "CTHP" for all appropriate codes.

2. Under Individual Categorical Codes section:
   
   - Changed Code 16 from "Public Home FNP" to "Public Home FNP (CT 20 - Pub Home Dists Only)". 
1. Under Employability Codes Section:
   - Changed Code 35 from "In School Full-Time Age 16-19" to "In School Full-Time Age 16-18".

2. Under Sanctioned/Ineligible Reason Codes section:
   a. Added the following codes:
      - 32 Failure to Participate in Employment or Training Program
      - 40 Failure to Participate in Drug/Alcohol Treatment Program (45 days)
      - 41 Failure to Participate in Drug/Alcohol Treatment Program (120 days)
      - 42 Failure to Participate in Drug/Alcohol Treatment Program (180 days)
   b. Deleted the following codes:
      - 01 Fail to Register - WIN
      - 02 Other WIN Sanction
      - 03 Work Rule Sanction
      - 04 Work Relief Sanction
      - 27 Failure to Conduct Active Work Search
      - 28 Failure to Participate in Employability Development

Page 6 - Under MA Coverage Codes section:
1. Added the following code:
   - *17 Health Insurance Continuation Only
2. Changed the following codes:
   - From "07 Emergency Services Only (Case Type 20 Only)" to "07 Emergency Services Only"
   - From "08 Presumptive Eligibility - Home Care (Case Type 20 Only)" to "08 Presumptive Eligibility - Home Care"
   - Deleted the asterisk from Code 10

Page 7 - Under Method of Payment codes section, deleted the following code:
   - 12 Post to Authorized Payment - HEAP

Page 9 - Under All Denials PA Reason Codes section:
1. Added the following codes:
   - 249 Refuses to Comply with Drug/Alcohol Treatment Requirement
259 Refusal to participate in Education, Employment or Training Program

2. Deleted the following codes:

- 240 Refuses to register or seek work
- 245 Refuses NYSES referral
- 250 Refuses other source of employment offered
- 255 Refuses to accept training or education

Page 10

1. Under Undercare Maintenance/Recertification PA Reason Codes section:

a. Added the following code:

- 957 Refusal to participate in Education, Employment or Training Program

b. Deleted the following codes:

- 952 Refusal to participate in WIN Program
- 954 Refusal to accept or complete training, other than WIN

2. Under Closing/Recertification Closing PA Reason Codes section:

a. Added the following codes:

- 149 Refused to comply with Drug/Alcohol Treatment Requirement
- 159 Refusal to participate in Education, Employment or Training Program

HEAP ONLY CLOSING/DENIAL

- 201 Excess Income
- 285 Other
- 295 Benefit Previously Authorized
- 296 Subsidized Housing with Heat Included
- 297 Did Not Complete Application/Incomplete Documentation

b. Deleted the following codes:

- 152 Refused to register and seek work
- 153 Refused to accept suitable employment from a NYSES referral
- 154 Refused to accept suitable employment from a source other than NYSES
- 155 Refused to accept or complete training or education
- 156 Other Employment Non-Compliance
- 157 Refused to participate in WIN Program (ADC Only)
Page 11

1. Under Opening/Reopening MA Reason Codes Section, added the following title and code:

PCP GUARANTEE

- 710 Begin PCP Guaranteed Eligibility Period (Cannot be used without PA Case Closing)

2. Under Undercare Maintenance/Recertification MA Reason Codes section, added the following codes:

- 088 Beginning of extension of TMA eligibility after finding of ineligibility for PA resulting from employment
- 089 Beginning of extension of TMA eligibility after finding of ineligibility for PA resulting from loss of 30 + 1/3 or the 30 dollar disregard

Page 12 - Under Closing/Recertification Closing MA Reason Codes section, deleted the following code:

- 156 Other Employment Non-Compliance

Page 13

1. Under AFA Age Codes section:

Changed the following codes:

- From "+102 Individual Turning 6 Years" to "+102 Individual Turning 3 (PA)/6(MA)"
- From "115 CAP Child Turning 2 Years" to "Important CAP Child Care Age"

2. Under AFA Eligibility Codes section:

a. Changed the following codes:

- Categorical Claiming Code 305 from "End of Incapacity (30 Days)" to "End of Incapacity (180 Days)"
- Categorical Claiming Code 350 from "Refugees, Cuban/Haitian Entrants - (ADC - 4 months)" to "Refugees, Cuban/Haitian Entrants - (ADC/FP-MA-4 Months)"
- Categorical Claiming Code 351 from "Refugees, Cuban/Haitian Entrants - (HR-12 Months)" to "Refugees, Cuban/Haitian Entrants - (HR/FP-MA-12 Months)"
- Categorical Claiming Code 401 from "End of Illness, 30 Days or Less" to "End of Illness, 90 Days or Less"
o Financial Code 213 from "End of Higher Shelter Rate - Rebudget EARP" to "End of Higher Shelter Rate - Rebudget Rental Supplement (E-HSR-RR)"

b. Deleted the following Employability code:
   o 211 Review for WIN Enrollment

3. Under AFA Sanction Codes section:
   a. Added the following codes:
      o 216 Three Month Notice Due-Option to End Jobs Sanction
      o 217 End of Education, Employment or Training Program Sanction
      o 218 End of FS Sanction(IPV)
   
   b. Deleted the following codes:
      o 320 End of WIN Sanction
      o 321 End of Work Rules Sanction
      o 322 End of Work Relief Sanction

Page 14

1. Under Child Care Payment Type codes section:
   a. Added the following code:
      o R8 School Aged Child Care Program - Full-time
   b. Changed the following code:
      o R6 Added "Part-time" to the end of the code
   c. Deleted the following code:
      o C6 Transitional Child Care

2. Under HEAP Payment Type Codes section, added the following codes:
   o H0 Other HEAP Benefit
   o H9 HEAP Supplemental Benefit
   o J1 HEAP Crisis Benefit
   o J2 HEAP Reissue Benefit

3. Under Medical Assistance Payment type codes section, added the following codes:
   o L4 Health Insurance Continuation - 185% Poverty
   o L5 Health Insurance Continuation - 100% Poverty
   o L6 Health Insurance Continuation - Expedited Payment
Page 15

1. Under Shelter Payment Type Codes section:
   a. Added the following code:
      o Q5 Security Deposit - Not Reported
   b. Changed the following codes:
      o From "E3 Emergency Assistance Rehousing Program (PA Only)" to "E3 Rental Supplement (RENT-SUP)"
      o From "E5 Special Housing Allowance" to "E5 Emergency Shelter Allowance (EAA-ESA)"

2. Under Other Payment Type Codes section, deleted the following code:
   o E8 Job Search Transportation

Page 17 - Under Medical Insurance Insurer Codes Section, deleted the following codes:
   o H10 HIP - Old Contract (HMO Plan for Recipient)
   o H12 HIP - New Contract (HMO Plan for Recipient)

Page 18 - Under Medical Insurance Insurer Codes section, added the following code:
   o QMB Qualified Medicare Beneficiary

Page A

1. Under Expanded Eligibility MBL Codes section, added the following codes:
   o A AIDS Insurance
   o H COBRA Insurance
   o D Child(ren) 6 to 7 years

2. Under Additional Allowance MBL Codes section, added the following codes:
   o 21 Dependent Member of Single Institutionalized Individual
   o 23 Family Member Allowance

3. Under Chronic Care Budgeting Codes MBL Section:
   a. Deleted the following Budget Screen Indicator code:
      o O All Screens
b. Changed the following Personal Incidental Allowance code:
   - From "1 $33.50" to "1 $35.00"

c. Added the following Personal Incidental Allowance code:
   - 3 MA Level

Page C - Under Time Codes MBL Section, deleted the following code:
   - "P" Part Time

Page D - Deleted the entire Categorical Indicator - Resources Codes Section

Page F - Under System-Generated Anticipated Future Action Codes section, changed the following code:
   - From "102 Individual Turning 6 Years" to "102 Individual Turning 3(PA)/6(MA)"

Page G - Under Anticipated Future Action Codes:

1. Added the following codes:
   - 216 Three Month Notice Due-Option to End Jobs Sanction
   - 217 End of Education, Employment or Training Program Sanction
   - 218 End of FS Sanction (IPV)

2. Changed the following codes:
   - From "+102 Individual Turning 6 Years" to "+102 Individual Turning 3(PA)/6(MA)"
   - From "115 CAP Child Turning 2 Years" to "115 Important CAP Child Care Age"
   - From "213 End of Higher Shelter Rate - Rebudget EARP" to "213 End of Higher Shelter Rate - Rebudget Rental Supplement (E-HSR-RR)"
   - From "305 End of Incapacity" (30 Days)" to "305 End of Incapacity (180 Days)"
   - From "350 Refugees, Cuban/Haitian Entrants - (ADC - 4 months)" to "350 Refugees, Cuban/Haitian Entrants - (ADC/FP-MA-4 Months)"
   - From "351 Refugees, Cuban/Haitian Entrants - (HR-12 Months)" to "351 Refugees, Cuban/Haitian Entrants - (HR/FP-MA-12 Months)"
   - From "401 End of Illness, 30 Days or Less" to "401 End of Illness, 90 Days or Less"
3. Deleted the following codes:

- 211 Review for WIN Enrollment
- 320 End of WIN Sanction
- 321 End of Work Rules Sanction
- 322 End of Work Relief Sanction

Page H - Under Payment Type Codes:

1. Added the following codes:

- H0 Other HEAP Benefit
- H9 HEAP Supplemental Benefit
- J1 HEAP Crisis Benefit
- J2 HEAP Reissue Benefit
- L4 Health Insurance Continuation - 185% Poverty
- L5 Health Insurance Continuation - 100% Poverty
- L6 Health Insurance Continuation - Expedited Payment
- Q5 Security Deposit-Not Reported
- R8 School Age Child Care Program - Full-time

2. Changed the following codes:

- R6 Added "Part-time" to the end of the code
- From "E3 Emergency Assistance Rehousing Program (PA Only)" to "E3 Rental Supplement (RENT-SUP)"
- From "E5 Special Housing Allowance" to "E5 Emergency Shelter Allowance (EAA-ESA)"

3. Deleted the following codes:

- C6 Transitional Child Care
- E8 Job Search Transportation

Pages J and K - The ABEL Codes pages were added to the Code Cards.

Page K

1. Under Earned Income Source Codes section, changed the following code:

- From "44 Office Vocational Rehabilitation" to "44 Office for Vocational and Educational Services for Individuals with Disabilities"

2. Under ABEL Child Care Type Codes section, added the following code:

- 0 School Age Child Care Program-Full Time

3. Under Other/Unearned Income Sources section, changed the following code:

- From "51 OVR Training Allowance (PA Only)" to "51 OVESID Training Allowance (PA Only)"
4. Under ABEL Recoupment/Claim Types Code section, changed the following code:

- From "4 Intentional Program Violation" to "4 PA Fraud/FS IPV"

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 (8/90) 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.

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Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance
Due to recent policy revisions the following pen and ink changes should be made immediately to Page J of the WMS ABEL Codes:

- Under FS EXPENSE INDICATOR CODES (HR/AC/UTIL/PHONE) add:
  0 PA Co-op Case, No Heat Allowance
  1 PA Co-op Case, Heat Allowance

- Under SHELTER TYPE delete:
  "(PA Only)" qualifiers from "Shelter Type" heading
  add:
  13 State Operated Community Residence (FS Only)
  98 Presumptively HEAP Eligible