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**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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**David A. Paterson**  
*Governor*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	09-LCM-17
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	November 24, 2009
<b>Subject:</b>	New Supplemental Security Income (SSI) Local Management Report
<b>Suggested Distribution:</b>	Temporary Assistance Directors, Food Stamp Directors, Medical Assistance Directors, Employment Coordinators
<b>Contact Person(s):</b>	Program Questions: Archiah Phillips at (518) 473-0332 or <a href="mailto:Archiah.Phillips@otda.state.ny.us">Archiah.Phillips@otda.state.ny.us</a> ; Technical Questions: (518) 486-3756 or <a href="mailto:otda.sm.cognos.reporting@otda.state.ny.us">otda.sm.cognos.reporting@otda.state.ny.us</a>
<b>Attachments:</b>	
<b>Attachment Available On – Line:</b>	

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to announce a new Supplemental Security Income (SSI) Local Management Report now available using Cognos 8, and to provide details about the report’s content, production schedule, and format. This new report is designed to improve districts’ ability to monitor the status of Temporary Assistance (TA) recipients who are SSI applicants by providing a more comprehensive, easy-to-use and less resource-intensive replacement to the paper Centralized SSI Tracking Report – WMS Report WINR9143. Improvements to the old process include the availability of new data elements useful for tracking cases (including appeal deadlines), a more frequent distribution schedule, retention of report history, and easy access through Cognos. In addition, the report will be available in a variety of formats, thus allowing districts flexibility in how they use the report, including the loading of report contents to local tracking applications.

## II. Background

The SSI Local Management Report will assist district staff in monitoring the status of their SSI applicant population. Each district is required to screen, identify, refer and assist appropriate TA applicants and recipients in applying for SSI benefits and, where determined appropriate by the district, to appeal adverse SSI decisions. This report was referred to in 08-ADM-05 issued July 18, 2008.

Like the WINR9143, the SSI Local Management Report lists all active TA recipients in your district who have applied for SSI benefits, and sorts them into groups defined by what stage of the application process the recipient is in at the time of the report (see below). The report does not include TA applicants. The report is generated by matching the federal State Data Exchange (SDX), which is provided by the Social Security Administration (SSA), with the Welfare Reporting & Tracking System (WRTS) reporting database. A new, updated report will be created twice a month, and each report will be retained and remain available to district users as often as needed.

### Report Contents

Like the paper WINR9143 report, the new report classifies TA recipients (not TA applicants) found on the SDX to be in the application process or newly denied or accepted for SSI into three groups. While the old report contained three sections, (Part I – Cases Awarded SSA Benefits (“A” Clients), Part II – Cases Denied SSA benefits (“D” Clients) and Part III – Cases Pending at SSA (“P” Clients)), the new report uses a different and more detailed classification scheme that, along with combining TA data with Social Security data, provides a more comprehensive picture of the client. The new report’s sections are defined as follows:

#### Part 1: Applied for SSI.

**Part 1A - Awaiting Initial Decision.** Persons listed in this section have made application for SSI and are waiting for an initial decision. Persons remain in this section until a decision is issued; the person withdraws their application or leaves active TA status with an application pending. This section provides the recipient’s name, Welfare Management System Client Identification Number (CIN ID), SSN, Case ID (the WRTS representation of TA case number), Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, and SSA District Office.

#### Part 2: Initial Action.

**Subsection 2A - Initial Acceptance.** Persons listed in this section have been determined eligible for SSI as a result of their initial application. Persons listed in this section will remain on the report for **65 days**. This section provides the recipient’s name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, Eligibility Date, SSI Payment Status, SSI Amount, SSD Continuous Income Amount, SSD Non-Continuous Income, and SSA District Office.

**Subsection 2B - Initial Denial and 60 Days (+5 for Mail) Have Not Expired.** Persons listed in this section have been denied SSI but can still appeal the initial denial, or have been denied and subsequently withdrew their application. Persons listed in this section

will remain here for **65 days**, if they do not take further action. After this time period they will be listed in Section 3B (see below). This section provides the recipient's name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, Denial Code, Denial Date, SSI Appeal Deadline, and SSA District Office.

**Subsection 2C** - Acceptance for Individuals in Medical Facilities or Where SSA Has the Case under Manual Control. This section will alert districts to rare instances in which a person has been approved for SSI while residing in a medical facility or where SSA has issued a payment which may or may not be on-going. Persons listed in this section will remain here for **65 days**. This section provides the recipient's name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, Denial Code, Denial Date, Appeals Date, Decision Level, and SSA District Office.

### **Part 3** - All Actions after an Initial Denial.

**Subsection 3A** - Has Appealed – Awaiting Next Decision. Persons listed in this section have appealed an adverse SSA decision. Persons listed in this section will remain here until a decision is issued by SSA on their appeal. This section provides the recipient's name, CID ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, Denial Code, Denial Date, Appeals Date, Decision Level, and SSA District Office.

**Subsection 3B** - No Longer Eligible to Appeal at the Hearing or Appeal Council Review Level without Good Cause. Persons in this section have missed the timeframe for appealing an adverse decision, unless they demonstrate good cause and SSA allows them to appeal. Persons listed in this section will remain here for **65 days**. This section provides the recipient's name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, Denial Code, Denial Date, SSI Appeals Deadline, Appeals Decision Code, Appeals Decision Date and SSA District Office.

**Subsection 3C** - Accepted after Successful Appeal. Persons in this section have been determined eligible for SSI on appeal. Persons listed in this section will remain here for **65 days**, if they do not take any further action. This section provides the recipient's name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, SSI Appeals Date, Appeals Decision Code, Last Payment Status, Eligibility Date, SSI Amount, SSD Continuous Income Amount, SSD Non-Continuous Income, and SSA District Office.

**Subsection 3D** - Denied SSI after Appeal. Persons in this section have been determined ineligible for SSI on appeal. Persons listed in this section will remain here for **65 days**, if they do not take any further action. This section provides the recipient's name, CIN ID, SSN, Case ID, Suffix, Case Type, PA Individual Status, Employability Code, SSI Application Date, SSD Continuous Income Amount, SSD Non Continuous Income Amount, Decision Level, Appeals Date, Appeals Decision Code, Appeals Decision Date, Last Payment Status, and SSA District Office.

**Subsection 3E - Other – No Longer on PA, Moved Out of State, Terminated by SSA, etc.** Persons in this section have a variety of statuses that district staff will need to follow-up on to determine the appropriate action. Persons who have left temporary assistance will be moved to this section and kept in this section for 65 days. After 65 days they will be dropped from the report. This section provides the recipient's name, CIN ID, SSN, Case Type, PA Individual Status, Employability Code, SSI Application Date, SSD Continuous Income Amount, SSD Non-Continuous Income Amount, Decision Level, Appeals Date, Appeals Decision Code, Appeals Decision Date, Last Payment Status, and SSA District Office.

Note that there are retention time periods noted for many report sections (usually 65 days); a person will be moved to another report section before that time if such a reclassification becomes appropriate.

**For each section an asterisk (\*) next to the recipient's name denotes that he or she is new to this section of the report, either by appearing on the report for the first time or by having appeared in another section in a previous report.**

Definitions for the various codes utilized in the SSI Local District Management Report such as Individual Status, Denial Code, Last Payment Status, etc., are available through Cognos at <http://cognos.dfa.state.nyenet/cognos8/>. In addition, district staff can consult the *SDX Reference Guide*, which provides an alphabetical listing of the data elements used in the SDX and their definitions, to learn more about the codes used in the report. The *SDX Reference Guide* can be found in the Center for Employment and Economic Supports section of the OTDA intranet site under "Manuals" at <https://otda.state.nyenet/dta/Manuals/sdx.pdf>. It is also available on CentraPort under Resources.

### **Accessing the Report and Available Report Formats**

The report can be accessed either through CentraPort using the Cognos 8 link, through a web browser at <http://cognos.dfa.state.nyenet/cognos8/>. The report will be in the SSI folder.

The SSI Local Management Report is available in three formats, named as follows:

- **SSI Local Management Report (LDSS)** – This version of the report is a listing that contains formatting and labeling suited for viewing the report on-screen or for printing.
- **SSI Local Management Excel List Report** – This version of the report is in Excel, and contains labeling and formatting for the report sections. This report may be downloaded to a local computer or shared folder, or it can be used within Cognos 8.
- **CSV Download of SSI Data** – This version of the report is a comma-delimited text file which can be used with other applications locally. It is an individual level file containing all the data elements in the regular report, and an additional column designating the report section the individual is in. This is likely to be the preferred format to use when district staff want to utilize the sort and filter functions of Microsoft Excel or other software packages (since formatting will not be present to interfere with sort routines), or loading to a district-developed tracking application.

### **III. Program Implications**

There is no change to the requirement that TA applicant/recipient(s) who reasonably appear to qualify for SSI benefits, or for whom a medical statement documents or indicates a physical or mental impairment that might qualify an individual for SSI, must as a condition of eligibility or continued eligibility for TA, pursue SSI benefits. The pursuit of SSI benefits includes cooperating in applying for SSI, appealing an SSI eligibility denial when the district determines such as appeal is required, and/or accepting SSI benefits. If a TA applicant or recipient has a physical or mental impairment and is unable to complete the SSI application or appeal process, the district must provide any services that are necessary to ensure that the individual is assisted in making the SSI application or appeal. In such an instance, the individual shall not be denied TA or the case discontinued.

SSDs must continue to monitor at every recertification a TA recipient's compliance with applying for SSI benefits, appealing an SSI eligibility denial when the district determines an appeal is required and/or accepting SSI benefits.

**Issued By**

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports