

**GENERAL INFORMATION SYSTEM**  
**DIVISION: Center for Employment and Economic Supports**

**October 17, 2008**

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**TO:** Commissioners; TA & FS Directors; WMS Coordinators; CAP Coordinators

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment & Economic Supports

**SUBJECT:** Claims Establishment for Food Stamp Cases Affected by Deletion of Adoption Subsidy Income during the ALL MRB/A

**EFFECTIVE DATE:** October 17, 2008

**CONTACT PERSON:** FS Questions – Food Stamp Bureau 1-800-343-8859, Ext. 3-1469  
MRB/A Upstate Questions- John Pezzulo @ 1-800-343-8859, Ext. 3-3468

As promised in GIS Messages 08TA-WMS017 and 08TA-WMS018, the purpose of this GIS is to provide local districts with instructions for establishing FS claims on cases affected by the inadvertent deletion of Unearned Income Type 01-Adoption Subsidy payments and 09- Foster Care Payments from the FS budget during the ALL MRB/A. Cases that potentially were affected were listed in reports transmitted to districts on October 8, 2008. Districts must immediately rebudget the affected cases with the correct income in order to avoid overissuances in November benefits, and establish claims as described below.

As some of you may be aware, the recent reauthorization of the Food Stamp Program (now known as SNAP on the federal level) in the recent Farm Bill, forbids states from establishing claims against households for “significant” FS overpayments that are the result of a “major” systems failure. OTDA has determined that the volume of cases affected by the inadvertent deletion of adoption subsidy income during the MRB/A does not qualify as a “major” systems failure. Therefore, as with any active FS case, a claim must be established for the affected cases in response to the overpayment. We refer the local districts to 04 ADM-01 for further, general information on proper claims establishment policy and procedures.

For the purpose of establishing claims in response to these particular overpayments, local districts should use the following information:

- **Type of Claim = Agency Error (AE)**
- **Date of Discovery = 10/03/08**
- **Date of Claims Establishment** = The date the initial claim notification is sent to the household.
- **End Date of Claims Period** = The date the required change is made to the case.
- **Claims Period = October, 2008, and any subsequent months affected by the inadvertent deletion.**
- **Amount of the Overpayment** = For any month of the claims period, **the difference between the recurring FS benefit the household received as a result of the FS budget that did not include the Adoption Subsidy or Foster Care Income and the amount of the FS benefit the household would have received from the same budget with Adoption Subsidy income included.**