

PROGRAMMATIC ACTION REGULATIONS GUIDE

CATEGORY	PAGES
Acceptance	1-4
Denial	5-8
Discontinuance	9-14
Increase	15
Miscellaneous	16
Reduction	17-22

FOREWORD

Part 358 ("Fair Hearings") of Title 18 of the **Codes Rules And Regulations of the State of New York**, requires that the regulatory citation(s) supporting any action taken by a local district on a client's case be included in the notice sent to the client. Each of the standardized client notices includes a section, "The LAW(S) and/or REGULATION(S) which allows us to do this is section _____", which is to be completed by workers, with the appropriate regulation(s) number(s). This Guide is intended to assist workers in complying with this requirement.

In using this Guide, local districts should be aware of the following:

1. This is only a "guide". Local districts have the ultimate responsibility for being sure the reason(s) and regulation(s) is/are accurate for the particular case action.
2. The "reasons" listed are only clues to the proper regulation citation(s). They are not sufficient as reasons on the client notice.
3. There will be cases when an action is appropriate for one program area but another action and reason are more appropriate for a different program area on the same case. Workers must judge when it is necessary to choose another action, reason, and regulation for another program area in the same case.
4. Regulatory citations are required whenever there has been a change in one of the items used in a budget calculation, even if the result is no change in benefits. The citations listed in the Increase/Reduction categories can also be used when there is no change in benefits. For example a change in shelter costs may not result in a change in Food Stamp benefits. However, the correct citations would be 387.12(e) and 387.15.
5. If "N/A" (not applicable) appears in a column, it means that no change will occur in that program for the listed reason, even though there may be a change in one or two of the other programs. For example, decreased medical costs may affect Food Stamp and/or Medical Assistance benefits/eligibility, but it does not affect Public Assistance benefits/eligibility.
6. This Guide will be updated as needed. Therefore, comments and recommendations for changes to the Guide will be accepted.
7. Requests for additional copies of the Guide are to be submitted on Form WMS-47 (Rev. 3/81): "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

8. Inquiries concerning the contents of the Guide can be directed to the Program Policy/Systems Coordination Unit at 1-800-343-8859 (within New York State Only), extension 3-3913.

ACCEPTANCE

REASON	PA	FS	MA
Absent Parent, loss of or reduction in support	351.2(d) 352.14(a) 352.29 352.32 369.2(g)	387.10 387.15	360-3.3(b)
Accelerated Service	See Immediate Need	387.8(b)	N/A
Agency Standards, Living Below	352.1 352.29(b)	387.9 387.10	360-3.3(b)
Aid to Dependent Children (ADC) Eligibility, Initial	369.2	387.14	360-3.3(a)
Transfer from Home Relief (to ADC)	355.5 369.2	387.14	360-3.3(a)
Transfer from Emergency Assistance to Families (to ADC-U, HR/PG-ADC)	355.5 369.2 370.2(a)	387.14	360-3.3(a)
Aid to Dependent Children - Unemployed Parent (ADC-U) Eligibility	369.2(g)	387.14	360-3.3(a)
Transfer from Emergency Assistance to Families (to ADC-U)	355.5 369.2	387.14	360-3.3(a)
Aliens, Eligible	349.3	387.9(a)	360-3.2(f)
Arrears Shelter (EHR)	352.7 370.3	N/A	N/A
Utility (NPA)	352.5(d)	N/A	N/A
Beginning of TMA Eligibility Extension, after finding of Ineligibility Resulting From Employment	N/A	N/A	360-3.3(c)
Loss of 30 + 1/3 or \$30 disregard	N/A	N/A	360-3.3(c)
Custody, Removal from by Court Order	369.2(g)	N/A	360-3.3(a)
Death, Loss of or Reduction in Income	352.1 369.2(g)	387.14(e)	360-3.3(b)
Deprivation of Parental Support or Care	369.2(g)	N/A	360-3.3(a) 360-3.3(b)
Desertion, by Parent	352.2(g)	N/A	360-2.2(a) 360-2.3(c) 360-3.3(a) 360-3.3(b)
Divorce	369.2(g)	N/A	N/A
Earned Income, Loss or Reduction of	351.1 352.29	387.10 387.14(e)	360-3.3(b)

ACCEPTANCE (cont'd)

DSS-4168 (9/93)

REASON	PA	FS	MA
Emergency Assistance for migratory farmworkers	310.3	387.8 387.16(m)	N/A
Assistance to Adults (EAA)	397.3 397.4	N/A	N/A
Home Relief	370.3	N/A	N/A
Non-Utility/Utility Fuel	397.5(l)	N/A	N/A
Assistance to Needy Families with Children (EAF)	372.2	N/A	N/A
Mass	372.4(c)	387.2(w)	N/A
Medical Assistance to Undocumented aliens	N/A	N/A	360-3.2(f)
Repairs to Heating Equipment EAF HEAP	372.4 393.4(d)	N/A N/A	N/A N/A
Transfer from Emergency Assistance to Families (to ADC, ADC-U, HR/PG-ADC)	355.5 369.2 370.2(a)	387.14	360-3.3(a)
Energy Related HEAP (Emergency Eligibility Criteria)	393.4(d)	N/A	N/A
Non-Utility/Utility Fuel, Emergency Need (EAA)	397.5(l)	N/A	N/A
Reconciliation of Restricted Energy Payments	352.5(e)	N/A	N/A
Repairs to Heating Equipment EAF HEAP	372.4 393.4(d)	N/A N/A	N/A N/A
Error, Closed In	352.1	387.18	360-3.3
Expedited Service	351.8	387.8(a) 387.14 387.15	360-3.7
Guide Dogs, Grants of Assistance to	397.10	N/A	N/A
HEAP Eligibility	393.4	N/A	N/A
Emergency Eligibility Criteria	393.4(d)	N/A	N/A
Home Relief (HR) Eighty Percent Limitation	352.29(i)	N/A	N/A
Emergency	370.3	N/A	N/A
Ineligibility for 45 days	351.8(c)	N/A	N/A
Supplemental Security Income (SSI) Applicants, Interim Assistance to	370.7	N/A	360-2.2(a)
Transfer from Aid to Dependent Children (to HR)	355.5 370.2(a)	N/A	360-2.2(a) 360-3.3(a)
Transfer from Emergency Assistance to Families (to HR)	355.5 370.2(a)	387.14	360-2.2(a) 360-3.3(a)
Illness, Injury or Other Impairment	352.1 369.2(g)(ADC) 370.2(a)(HR/PG-ADC)	387.14(e)	360-2.2(a) 360-2.3(b) 360-3.3(a) 360-3.3(b)
Income, Loss or Reduction of	369.2(g)(ADC) 370.2(a)(HR/PG-ADC)	387.10 387.14(e)	360-3.3(b)

ACCEPTANCE (cont'd)

REASON	PA	FS	MA
Immediate Needs	351.8	387.8(a) 387.8(b) 387.14 387.15	N/A
Increase Need Because of: Change in State law or Agency Policy	352.1	387.9 387.10	360-3
Layoff, Discharge or Other Reason	352.1 369.2(g)(ADC) 370.2(a)(HR/PG- ADC)	387.14(e)	360-2.3(c) 360-3.3(b)
Loss or Reduction of Income	352.1 369.2(g)(ADC) 370.2(a)(HR/PG- ADC)	387.10 387.14(e)	360-2.3(c) 360-3.3(b)
Medical Assistance (MA) Extension of Eligibility Resulting from Employment, Loss of 30 + 1/3 or the 30 Dollar Disregard	N/A	N/A	360-3.3(c)
Extension of Eligibility Resulting from Receipt of Support	N/A	N/A	360-3.3(c)
Medical Bills Equal to or Greater than Excess Income	N/A	N/A	360-3.3(b) 360-4.8(c)
Medical Need - No recent change in financial circumstances	N/A	N/A	360-4.8
Supplemental Security Income, (SSI) Eligible for	N/A	387.14	360-3.3(a)
Migrant Expedited Service	310.3 N/A	387.15(d) 387.8 387.16(m)	N/A
Minors, Grants to	369.1(b) 369.3(b)	N/A	N/A
Pregnant Woman	N/A	N/A	360-3.3(b)
Continued Eligibility Due to Pregnancy	N/A	N/A	360-3.3(c)
EAF, Categorical	372.1	N/A	N/A
Eligibility	372.2	N/A	360-3.3(b)
Incapacity factor for ADC	369.5(c)	387.14	360-3.3(a)
Medical Verification of Minor's Pregnancy	352.7(k)	N/A	N/A
Medically Verified, Unemployable	385.2 392.2	387.13	N/A
Postpartum Extension	N/A	N/A	360-3.3(c)
Pregnancy Allowance	352.7(k)	N/A	N/A
Reconciliation of Restricted Energy Payments	352.5(e)	N/A	N/A
Refugee Assistance Program (RAP)	349.3	387.9(a)	360-3.2(f)
Resources Transfer of (acceptance with limited coverage)	N/A	N/A	360.4-4(c) FP
Return of Recipient or Relative (ill or previously institutionalized)	352.30	387.1(t)	360-2.2(a) 360-2.3(b) 360-3.3(c)
Separate Assistance Grants	352.32(e)	N/A	N/A
Shelter Arrears (EHR)	352.7 370.3	N/A	N/A
Supplemental Security Income, (SSI) Eligible for	N/A	387.14	360-3.3(a)

ACCEPTANCE (cont'd)

REASON	PA	FS	MA
Support, Loss of or Reduction in	352.1 352.29(b) 369.2(g)	387.10 387.14(e)	360-3.3(b)
Title IV-E Children	N/A	N/A	360-3.3(a)
Transfer from, Aid to Dependent Children (to HR/PG-ADC)	355.5 370.2(a)	N/A	360-3.3(a)
Emergency Assistance to Families (to ADC, ADC-U, HR/PG-ADC Families)	355.5 369.2 370.2(a)	387.14	360-3.3(a)
Home Relief (to ADC)	355.5 369.2	387.14	360-3.3(a)
Unearned Income, Loss or Reduction of	352.1 352.29	387.10 387.14(e)	360-3.3(b)
Utility Arrears (NPA)	352.5(d)	N/A	N/A

REASON	PA	FS	MA
Absent Parent, Failure without Good Cause to provide information about	369.2(b)	N/A	360-3.2(b)
Alcoholism Failure to participate in treatment ADC (if employable)	385.2(f) 385.2(g)	N/A	N/A
HR	370.2(d)	N/A	360-3.4(a)
Alien, Ineligible	349.3(d) 351.2(h)	387.1(t) 387.9(a)	360-3.2(f)
Arrears Shelter	352.7 370.3	N/A	N/A
Utility (NPA)	352.5(d)	N/A	N/A
Boarder, Ineligible	N/A	387.1(t) 387.16(b)	N/A
Child Support Enforcement, Failure to Comply with	369.2(b)	N/A	360-3.2(b)
Client Contributions	N/A	N/A	360-4.9 360-4.10
Cooperate, Failure to	351.8(a)	387.8(c) 387.9	360-2.3
Death	351.8(a)	387.1	N/A
Deed/Mortgage, Failure to Execute Excluding Homestead	352.23	N/A	360-4.4(e)
Homestead	352.27(a)	N/A	360-4.4(e)
Disqualified Individuals	Also see Sanctioned Individuals		
Employment HR/PG-ADC Job Search, Non-Compliance With	385.19(a)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(a)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to Accept Requirements, Non-Compliance With	385.19(d) 385.19(c)	387.13 387.13	360-3.4(a) 360-3.4(a)
Fraud	N/A	See IPV	360-2.3
Intentional Program Violation	N/A	387.1(t) 399.9(c) 399.9(g)	N/A
Social Security Number, Failure to Provide or Apply for	369.2(b)(ADC) 370.2(d)(HR/PG- ADC)	387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Supplemental Security Income, Failure to Apply for	369.2(h)(ADC) 370.2(HR/PG- ADC) 370.7(HR/PG- ADC)	N/A	N/A
Drug Addiction Failure to participate in treatment ADC (if employable)	385.2(f) 385.2(g)	N/A	N/A
HR	370.2(d)	N/A	360-3.4(a)
Emergency Assistance for Adults (EAA)	397.4	N/A	N/A
Non-Utility/Utility Fuel	397.5(l)	N/A	N/A
Emergency Assistance to Families (EAF) Eligibility	372.2	N/A	N/A
Repairs to Heating Equipment	372.4	N/A	N/A
Emergency HR	370.3	N/A	N/A

DENIAL (cont'd)

REASON	PA	FS	MA
Employer Group Health Insurance, Refused to Enroll	349.6	N/A	360-3.2(d)
Refused to Provide Information	349.6	N/A	360-3.2(e)
Employment HR/PG-ADC Job Search, Non-Compliance With	385.19(a)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(a)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to Accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Energy Related Emergency Assistance for Adults-Non-Utility/Utility Fuel	397.5(l)	N/A	N/A
Emergency Assistance to Families (EAF)	372.2	N/A	N/A
Emergency Energy Need Eligibility (EAF) Repairs to Heating Equipment	372.2	N/A	N/A
EAF	372.4	N/A	N/A
HEAP	393.4(d)	N/A	N/A
HEAP (Emergency Eligibility Criteria)	393.4(d)	N/A	N/A
Food Stamps, In Receipt of	N/A	387.1(t)	N/A
Fraud Also see Intentional Program Violation	N/A	N/A	360-2.3
Health Insurance	See Employer Group Health Insurance	N/A	360-3.2(d) 360-3.2(e)
HEAP (Emergency Eligibility)	393.4(d)	N/A	N/A
Home Relief Emergency	370.3	N/A	N/A
SSI Applicants, Interim Assistance	370.7	N/A	360-2.2(a)
Immediate Need/Special Allowance	351.1(c) 351.8(c) 352.7	N/A	N/A
Income, Excess Gross or Net	352.18(gross) 352.29(b)(net)	387.10	360-3.3(b) 360-4.8(c)
Institution, Resident of Private	352.31	387.1(t)	360-3.3(b)
Public	370.2	387.1(t)	360-3.4(a)
Intentional Program Violation, Disqualified For	352.30(h)	359.9(c) 359.9(e)	N/A
Interview, Failure to Appear for Eligibility	350.3(c)	387.7(a) 387.14(a)	360-2.2(f)
JOBS - Failure to Comply With Requirements of	385.19(c)	387.13	360-3.4(a)
Lien and/or Assignment Failure to Sign	352.27(a)	N/A	360-4.4(e)
Lump Sum Payment, Excess of Household Needs	352.29(h)	N/A	360-3.3(b) 360-4.3 360-4.4 360-4.5
Medical Bills, Reimbursement of	N/A	N/A	360-7.5

DENIAL (cont'd)

REASON	PA	FS	MA
Medical Evaluation, Failure to Comply with Request to Have One-To Determine Employability and Availability and to Participate in Bureau of Employment Services Program (Sanction)	385.2(f) 385.2(g)	387.13	360-3.4(a)
Medical Support Failure Without Good Cause to File a Petition Requesting Such Support from a Legally Responsible Relative	369.2(b)	N/A	360-3.2(b) 360-3.2(e)
Moved	351.8(a)	387.9(a)	360-2.6
Paternity Petition, Failure to Support	369.2(b)	N/A	360-3.2(b)
Personal Care Services, Denial of	N/A	N/A	505.14
Property, Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Transferred for the Purpose of Qualifying for Assistance	370.2(c)(HR/PG- ADC Only)	387.9	370.2(c)(HR Related) 360-4.4(c)(FP)
Quality Control Review, Failure to Cooperate	N/A	387.9	360-2.3(a)
Residency Non-resident of Local District	311.3	387.9(a)	311.3
Resident Commercial Boarding House	N/A	387.1(t)	N/A
Ineligible Institution	N/A	387.1(t)	360-3.4 360-6.6
Resources Excess	352.23	387.9(b)	360-2.2 360-4.5 360-4.7(a) 360-4.8(b)
Failure to Dispose of Non-Essential	352.23	N/A	N/A
Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Transfer of	370.2(c) (HR/PG- ADC Only)	387.9(a)	370.2(c)(HR- Related) 360-4.4(c)(FP)
Sanctioned Individuals		Also See Disqualified Individuals	
Employment			
HR/PG-ADC Job Search, Non-Compliance With	385.19(a)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(a)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to Accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(c)	387.13	360-3.4(a)

DENIAL (cont'd)

DSS-4168 (9/93)

REASON	PA	FS	MA
Fraud *	N/A	N/A	360-2.3
Intentional Program Violation *	352.20(h)	359.9(c) 359.9(e)	N/A
Paternity Petition, Failure to Support *	369.2(b)	N/A	360-3.2(b)
Property, Transfer of Real/Personal *	370.2(c)(HR/PG-ADC Only)	387.9(a)	360-4.4(c)(FP) 370.2(c)(HR-Related)
Social Security Number, Failure to Apply or Provide *	369.2(b)(ADC) 370.2(d)(HR/PG-ADC)	387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Supplemental Security Income, Failure to Apply for	369.2(h)(ADC) 370.2(HR/PG-ADC) 370.7(HR/PG-ADC)	N/A	N/A
Voluntary Termination of Employment Reduction in Earnings	385.20	387.13(i)	360-3.4(a)(HR-Related)
Shelter Arrears (EHR)	352.7 370.3	N/A	N/A
Social Security Number, Failure To Provide or Apply for	369.2(b)(ADC) 370.2(d)(HR/PG-ADC)	387.1(t) 387.9(a)	360-2.3(a) 369.2(b) 370.2(d)
Special Allowance/Immediate Need	351.1(c) 351.8(c) 352.7	N/A	N/A
Striker, Ineligible	369.5(d)	387.16(j)	360-3.4(a)(HR-Related)
Student, Ineligible	N/A	387.9(a) 387.1(ee) 387.1(t)	N/A
Supplemental Security Income, Failure to Apply for	369.2(h)(ADC) 370.2(c)(HR/PG-ADC) 370.7(HR-PG-ADC)	N/A	N/A
Support Enforcement, Failure to Comply with	369.2(b)	N/A	360-3.4(a)
Training or Education, Refused to Accept or Complete	385.5 385.9 385.19(c) 385.6	387.13	360-3.4(a)
Utility Arrears (NPA)	352.5(d)	N/A	N/A
Verification, Failure to Provide Requested	351.6	387.8(c) 387.14(a)	360-2.3(a)
Voluntary Employment Quit, Reduction in Earnings	385.20	387.13(i)	360-3.4
Whereabouts Unknown	351.8(a)	387.9(a)	360-2.6
Withdrawal	351.8(a) 355.3(a)	387.6(d)	360-2.2
Work Register and Seek Work, Failure To, Applicant	See Employment	387.9(a) 387.13	360-3.4(a)

* For MA Only Cases, Individuals are not sanctioned but are denied.

DISCONTINUANCE

REASON	PA	FS	MA
Absent Parent Failure without Good Cause to Provide Information about Return of	369.2(b) 369.2(g)	N/A N/A	360-3.2(b)
Alcoholism Failure to Participate in Treatment ADC(if employable)	385.2(f) 385.2(g)	N/A	N/A
HR	370.2(d)	N/A	360-3.3(a)
Alien, Deemed Income/Resources of Sponsor	352.33	387.9(b) 387.10	352.33(HR- Related)
Ineligible	349.3(d) 351.2(h)	387.1(t) 387.9(a)	360-3.2(f)
Boarder, Ineligible	N/A	387.1(t) 387.16(b)	N/A
Categorical Eligibility, Loss of	369.2(ADC)	387.14(a)	360-3.3
Child Dependent Care Costs (Decrease) Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training	352.7(j)	387.12(d)	360-4.6(a)
Support Enforcement, Failure to Comply with	369.2(b)	N/A	360-3.2(b)
Child-No Eligible Child in Home	369.2(c) 369.2(f)	N/A	360-3.3(c)
Client Contributions	N/A	N/A	360-4.9 360-4.10
Client Request	351.22(e)	387.20	360-2.1
Cooperate, Failure to	351.22	387.8(c) 387.9	360-2.3(a) 360-2.3(b)
Death	351.22(e)	387.20(c)	360-3.3
Decreased Need for Other Requirements, No Material Change in Income or Resources	N/A	N/A	360-4.8
Deed/Mortgage, Failure to Execute Cooperative Housing	352.4(a)	N/A	N/A
Excluding Homestead	352.23	N/A	360-4.4(e)
Homestead	352.27(a)	N/A	N/A
Deemed Income Alien Sponsor	352.33	387.9(b) 387.10	352.33(HR- Related) 360-2.2(HR- Related)
Grandparents	352.30(b)	N/A	N/A
Step-parents	352.14	N/A	N/A
Dependent Care Costs (Decreased) Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training	352.7(j)	387.12(d)	360-4.6(a)

DISCONTINUANCE (cont'd)

REASON	PA	FS	MA
Disabled, No Longer	N/A	387.1(m) 387.10(a) 387.12	360-2.2(ADC-Related)
Disqualified Individuals	Also See Sanctioned Individual		
Employment			
HR/PG-ADC Job Search, Non-Compliance With	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)
Fraud	See IPV	See IPV	360-2.3
Intentional Program Violation	359.9(a)(HR/PG-ADC) 359.9(b)(ADC)	359.9(c) 359.9(e)	N/A
Social Security Number, Failure to Provide or Apply for	369.2(b)(ADC) 370.2(d)(HR/PG-ADC)	387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Supplemental Security Income, Failure to Apply For	369.2(h)(ADC) 370.2(HR/PG-ADC) 370.7(HR/PG-ADC)	N/A	N/A
Drug Addiction			
Failure to participate in treatment ADC (if employable)	385.2(f) 385.2(g) 370.2(d)	N/A	N/A
HR		N/A	360-3.4(a)
Earned Income			
End of \$30 + 1/3	352.20	N/A	360-4.6(a)
End of \$30	352.20	N/A	360-4.6(a)
Failed to Timely Report	352.19 352.20	387.17	360-2.3(a)
Receipt of or Increase In	352.29 352.32	387.10(b) 387.14(e) 387.15	360-4.3
Elderly Member, No Longer In Household	N/A	387.1(m) 387.10 387.12	N/A
Employer Group Health Insurance, Refused to Enroll	349.6	N/A	360-3.2(d)
Refused to Provide Information	349.6	N/A	360-3.2(e)
Employment, or Increased Earnings	352.29 352.32	387.10(b) 387.15	360-3.3(b)
Employment			
HR/PG-ADC Job Search	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)
Failure to Pick up 2 months Electronic Benefits	351.22(f)	387.2(y)	N/A
Failure to Sell Non-Homestead Property within 9 months	352.23	N/A	N/A
Fraud	See IPV	See IPV	360-2.3
Health Insurance	See Employer Group Health Insurance	N/A	See Employer Group Health Insurance

DISCONTINUANCE (cont'd)

REASON	PA	FS	MA
Home Relief Emergency	370.3	N/A	N/A
SSI Applicants, Interim Assistance	370.7	N/A	360-2.2(a)
Household Size, Change	N/A	387.1(t) 387.10(a) 387.15	360-4.2
Incapacitated, No Longer	N/A	387.1(m) 387.10(a) 387.12	360-2.2(ADC- Related) 360-5(SSI- Related)
Income Absent Parent (outside home)	351.2(d) 352.14(a) 352.29 352.32(b) 369.4	387.10 387.15	360-3.3(b)
Absent Parent's Return	352.20 352.31 352.32(b) 369.4	387.10 387.15	360-3.3 360-4.2
End of \$30 + 1/3	352.20	N/A	360-4.6(a)
End of \$30	352.20	N/A	360-4.6(a)
Failed to Timely Report	352.19 352.20	387.17	360-2.3(a)
Gross Income Test	352.18	387.10(a)	360-3.3(HR- Related)
Marriage of Parent	352.14(a) 352.29 352.31 352.32(b) 369.4	387.10 387.14(e) 387.15	360-4.3
Other Person (Outside Home)	351.2(d) 352.29 352.32(b)	387.10 387.14(e) 387.15	360-4.3
Receipt of or Increase In	352.29 352.32	387.10 387.15	360-4.3 360-4.8
Institution, Resident of Private	352.31(a)	387.1(t)	360-3.3(b)
Public	370.2	387.1(t)	360-3.4(a)
Intentional Program Violation	359.9(a)(HR/PG- ADC) 359.9(b)(ADC)	359.9(c)	N/A
Interview, Failure to Appear for	351.21	387.7(a) 387.14(a)	360-2.2
JOBS - Failure to Comply With Requirements of	385.19(c)	387.13	360-3.4(a)
Lien and/or Assignment, Failure to Sign (Homestead)	352.27(a)	N/A	N/A
Lump Sum Payment Excess of Household Needs	352.29(h)	N/A	360-3.3(b) 360-4.3 360-4.4 360-4.5
Mailout, Failure to respond to	351.22(c)	N/A	360-3.3(c)
Medical Assistance Eligibility, End of Extension-After Finding of Ineligibility for PA Resulting from Employment, Loss of 30 + 1/3 or the 30 Dollar Disregard	352.20	N/A	360-3.3(c)

DISCONTINUANCE (cont'd)

DSS-4168 (9/93)

REASON	PA	FS	MA
Eligibility, End of Four Month Extension-After Finding of Ineligibility for ADC Resulting from Receipt of Support (MA Only)	N/A	N/A	360-3.3(c)
Medical Costs-Decreased	N/A	387.12(c) 387.15	360-4.8(c)
Medical Evaluation, Failure to Comply with Request to Have One - To Determine Employability and Availability and to Participate in Bureau of Employment Services Programs (Sanction)	385.2(f) 385.2(g)	387.13	360-3.4(a)
Medical Support, Failure Without Good Cause to File a Petition Requesting Such Support from a Legally Responsible Relative	369.2(b)(ADC) 370.5(HR/PG-ADC)	N/A	360-3.2(b) 360-3.2(e)
Migrant Workers, Termination of Employment (HR/PG-ADC)	310.3 385.20	387.13(i)	N/A
Moved	311.3	387.9(a)	360-2.6
Need, Change in Degree of	351.22(e)	387.17(e)	360-2.6 360-4.8
Paternity Petition, Failure to Support	369.2(b)	N/A	360-3.2(b)
Personal Care Services, Discontinue	N/A	N/A	505.14
Property Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Transferred for the Purpose of Qualifying for Assistance	370.2(c) (HR/PG-ADC Only)	387.9	370.2(c)(HR-Related) 360-4.4(c)(FP)
Proration at Closing	351.25	N/A	N/A
Quality Control Review, Failure To Cooperate	351.22(d)	387.19	360-2.3(a)
Quarterly Reporting Failure to Submit a Completed Report	351.24(f)	387.17(d)	N/A
Recertification Procedures, Discontinue for Failure to Comply with	351.22(a)	387.17(f)	360-2.2(e)
Residency-Moved Out of Local District	311.3	387.9(a)	311.3
Resident Commercial Boarding House Ineligible Institution	N/A N/A	387.1(t) 387.1(t)	N/A N/A
Resources Excess	352.23	387.9(b)	360-2.2 360-4.5 360-4.7(a) 360-4.8(b)
Failure to Dispose of Non-Essential	352.23	N/A	N/A
Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Transfer	370.2(c) (HR/PG-ADC Only)	387.9(a)	370.2(c)(HR-Related) 360-4.4(c)(FP)
Sanctioned Individuals		Also See Disqualified Individuals	
Employment			
HR/PG-ADC Job Search, Non-Compliance With	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)

DISCONTINUANCE (cont'd)

REASON	PA	FS	MA
Intentional Program Violation	359.9(a)(HR/PG-ADC) 359.9(b)(ADC)	359.9(c)	N/A
Interview, Failure to Appear at Eligibility *	351.22	387.5	360-2.2
Mailout, Failure to Respond to an Eligibility *	351.22	N/A	360-3.3(c)
Paternity Petition, Failure to Support *	369.2(b)	N/A	360-3.2(b)
Property Transfer of Real/Personal *	370.2(c)(HR/PG-ADC)	387.9(a)	360-4.4(c)(FP) 370.2(c)(HR-Related)
Refusal to Cooperate *	352.30(c)	387.8(c)	360-2.3(a)
Resources, Failure to Dispose of Non-Essential	352.23	N/A	N/A
Social Security Number, Failure to Apply or Provide *	369.2(b)(ADC) 370.2(d)(HR/PG-ADC)	387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Supplemental Security Income, Failure to Apply for	369.2(h)(ADC) 370.2(c)(HR/PG-ADC) 370.7(HR/PG-ADC)	N/A	N/A
Voluntary Termination of Employment/ Reduction in Earnings	385.20	387.13(i)	360-3.4(a)(HR-Related)
Shelter Costs, Decreased	352.1 352.2 352.32(e)	387.12(e) 387.15	360-2.2(a) (HR-Related)
Shelter Without Heat to Shelter With Heat	352.3	See Shelter Costs	360-2.2(a) (HR-Related)
Shelter With Heat to Shelter Without Heat	352.3 352.5	See Shelter Costs	360-2.2(a) (HR-Related)
Shelter Deduction, Loss of No Longer Elderly/Disabled Household	N/A	387.1(m) 387.10(a) 387.12	N/A
Social Security Number, Failure of Household Member to Provide or Apply For	369.2(b) 370.2(d)	387.1(t) 387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Striker, Ineligible	369.5(d)	387.16(j)	360-3.4(a)
Student, Ineligible	352.20 369.2(c) 369.4(e)	387.9(a) 387.1(ee) 387.1(t)	N/A
Supplemental Security Income, Failure to Apply for	369.2(h) 370.2(c) 370.7(HR/PG-ADC)	N/A	N/A
Support Enforcement, Failure To Comply With	369.2(b)	N/A	360-3.2(b)

* For MA Only Cases, Individuals are not sanctioned but MA is discontinued.

DISCONTINUANCE (cont'd)

REASON	PA	FS	MA
Support, Receipt of or Increase in, From Person Outside Home Absent Parent	351.2(d) 352.14(a) 352.29 352.32(b) 369.4	Also See Income 387.10 387.15	360-3.3(b) 360-4.3(f)
Other Person	351.2(d) 352.29 352.32(b)	387.10 387.14(e) 387.15	360-4.3
Training or Education, Refused to Accept or Complete	385.5 385.6 385.19(c) 385.9	387.13	360-3.4(a)(HR- Related)
Transferred to Another Program	355.5	N/A	360-2.6
Unearned Income - Receipt of or Increase in	352.1 352.2 352.29 352.32	387.10 387.15	360-4.3
Verification (Failure to Provide)	351.6	387.8(c) 387.14(a)	360-2.3(a)
Voluntary Employment Quit/Reduction in Earnings	385.20	387.13(i)	360-3.4(a)(HR- Related)
Whereabouts Unknown (Return Mail)	358-3.3(d)	387.9(a)	360-2.6
Work Register and Seek Work, Refused to, (Recipient)	See Employment	387.9(a) 387.13	360-3.4(a)

PA/FS INCREASE

MA - Decrease in Client's Liability for the MA Excess Income

REASON	PA	FS	MA
Absent Parent, Loss of or Reduction in Support	351.2(d) 352.14(a) 352.29 352.32 369.4	387.10 387.15	360-3.3(b)
Allotment Reduction, Decrease or Completion	See Recoupment	387.19(a)	N/A
Child/Dependent Care Cost, Increase Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training Related	352.7(j)	387.12(d)	360-4.6(a)
Chronic Care Costs	N/A	N/A	360-4.8 360-4.9
Deemed Income (Reduction) Alien Sponsor	352.33	367.9(b) 387.10	352.33(HR-Related) 360-2.2(d)(HR-Related)
Grandparents	352.30(b)	N/A	N/A
Step-Parents	352.14	N/A	N/A
Dependent Care Costs, Increased Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training Related	352.7(j)	387.12(d)	360-4.6(a)
Elderly/Disabled Household Entitled to an Uncapped Excess Shelter Deduction	N/A	387.1(m) 387.12 387.15(a)	N/A
Household Size, Change	352.30 352.32	387.1(t) 387.10(a) 387.15	360-4.2
Income, Reduced	352.31	387.10(b) 387.15	360-4.3 360-4.6
Medical Costs, Increased	N/A	387.12(c) 387.15	360-4.8
Personal Care Services, Increase	N/A	N/A	505.14
Recoupment, Decrease or Completion	352.11 352.31(d)	387.19(a)	N/A
Shelter Costs, Increased	352.3(rent) 352.4(client owned) 352.5(f)(fuel)	387.12(e) 387.15	360-2.2(a) (HR-Related)
Shelter With Heat to Shelter Without Heat	352.3 352.5	387.12(e) 387.15	360-2.2(a) (HR-Related)
Shelter Without Heat to Shelter With Heat	352.3	387.12(e) 387.15	360-2.2(a) (HR-Related)
Support, Reduction in from Person Outside Home Absent Parent	351.2(d) 352.14(a) 352.29 352.32(b) 369.4	Also See Income 387.10 387.15	360-3.3(b) 360-4.3(f)
Other Person	351.2(d) 352.29 352.32(b)	387.10 387.14(e) 387.15	360-3.3(b) 360-4.3

REASON	PA	FS	MA
ADVERSE UTILIZATION REVIEW DECISION Adverse Utilization Review Decision and Fair Hearing Rights, Notice of	N/A	N/A	358.3 358.4 360-2.8 360-2.9 360-6.4 360-6.5 505.9(b) 505.20
INITIAL AUTHORIZATION/REAUTHORIZATION OR DENIAL Initial Authorization Reauthorization or Denial-Personal Care Services	N/A	N/A	505.14
RECERTIFICATION Continuing Your Food Stamps	N/A	387.17(t)	N/A
REIMBURSEMENT (TO PROVIDER OR APPLICANT) Reimbursement of Medical Bills By the Medical Assistance Program, Notice of Decision On	N/A	N/A	360-7.5(a)
RESTRICTION Restriction to a Primary Medicaid Provider	N/A	N/A	360-6.4
REVIEW Medicaid Assistance Review, Notice of	N/A	N/A	500
SUSPENSION Suspend the Authorization for Personal Care Services, Notice of Decision To	N/A	N/A	505.14

**PA/FS REDUCTION
MA DELETION OF PERSON(S) FROM CASE**

REASON	PA	FS	MA
Absent Parent, Failure without Good Cause to Provide Information about	369.2(b)	N/A	360-3.2(b)
Return of	369.4	N/A	N/A
Agency Error	N/A	387.19(a)	N/A
Alcoholism Failure to participate in treatment ADC(if employable)	385.2(f) 385.2(g)	N/A	N/A
HR	370.2(d)	N/A	360-3.3(a)
Alien Deemed Income/Resources of Sponsor	352.33	387.9(b) 387.10	352.33(HR related)
Ineligible	349.3(d) 351.2(h)	387.1(t) 387.9(a)	360-3.2(f)
Allotment Reduction, increase	See Recoupment	387.19(a)	N/A
Boarder, Ineligible	N/A	387.1(t) 387.16(b)	N/A
Child Dependent Care Costs (Decrease) Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training	352.7(j)	387.12(d)	360-4.6(a)
Support Enforcement, Failure to Comply with	369.2(b)	N/A	360-3.2(b)
Client Contribution	N/A	N/A	360-4.3(f) 360-4.9 360-4.10
Deed/Mortgage, Failure to Execute Cooperative Housing	352.4(a)	N/A	N/A
Excluding Homestead	352.23	N/A	360-4.4(e)
Homestead	352.27(a)	N/A	N/A
Deemed Income Alien Sponsor	352.33	387.9(b)	360-2.2(d) (HR-Related)
Grandparents	352.30(b)	N/A	N/A
Step-Parents	352.14	N/A	N/A
Dependent Care Costs (Decreased) Earned Income Disregard	352.19	387.12(d)	360-4.6(a)
Training	352.7(j)	387.12(d)	360-4.6(a)
Disabled, No Longer	N/A	387.1(m) 387.10(a) 387.12	360-2.2(ADC related)
Disqualified Individuals	Also See Sanctioned Individuals		
Employment HR/PG-ADC Job Search, Non-Compliance With	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)
Fraud	See IPV	See IPV	360-2.3(a)
Intentional Program Violation	352.30(h) 359.9(a)(HR/PG- ADC) 359.9(b)(ADC)	359.9(c) 359.9(e)	N/A

**PA/FS REDUCTION
MA DELETION OF PERSON(S) FROM CASE (Cont'd)**

DSS-4168 (9/93)

REASON	PA	FS	MA
Social Security Number, Failure to Provide or Apply for	369.2(b)(ADC) 370.2(d)(HR/PG-ADC)	387.9(a) 387.10(b) 387.16(c)	360-2.3(a) 369.2(b) 370.2(d)
Supplemental Security Income, Failure to Apply For	369.2(h)(ADC) 370.2(HR/PG-ADC) 370.7(HR/PG-ADC)	N/A	N/A
Drug Addiction Failure to Participate in treatment ADC(if employable)	385.2(f) 385.2(g)	N/A	N/A
HR	370.2(d)	N/A	360-3.4(a)
Earned Income End of \$30 + 1/3	352.20	N/A	360-4.6(a)
End of \$30	352.20	N/A	360-4.6(a)
Failed to Timely Report	352.19 352.20	387.17	360-2.3(a)
Receipt of or Increase In	352.1 352.2 352.29 352.32	387.10(b) 387.14(e) 387.15	360-4.3
Elderly Member, No Longer in Household	N/A	387.1(m) 387.10 387.12	N/A
Employer Group Health Insurance, Refused to Enroll	349.6	N/A	360-3.2(d)
Refused to Provide Information	349.6	N/A	360-3.2(e)
Employment or Increased Earnings	352.1 352.2 352.29 352.32	387.10(b) 387.15	360-3.3(b)
Employment HR/PG-ADC Job Search, Non-Compliance With	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	385.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)
Fraud	See IPV	See IPV	360-2.3(a)
Fuel and/or Utility Payments, Restricted ADC-(Mismanagement) ADC-Voluntary	352.5(e) 352.29(e) 352.5(f)	N/A N/A	N/A N/A
HR/PG-ADC	352.29(e) 381.3(c)	N/A	N/A
Recoupment due to Advance Allowance (Recipient fails Chapter 895 Management Test)	352.5(e)	N/A	N/A
Recipient move-budget change from Shelter Without Heat to Shelter With Heat Included	352.3	N/A	N/A

PA/FS REDUCTION

MA DELETION OF PERSON(S) FROM CASE (Cont'd)

REASON	PA	FS	MA
Health Insurance	See Employer Group Health Insurance	N/A	See Employer Group Health Insurance
Household Size, Change	352.30 352.32	387.1(t) 387.10(a) 387.15	360-4.2
Inadvertent Household Error	N/A	387.19(a)	N/A
Incapacitated, No Longer	N/A	387.1(m) 387.10(a) 387.12	360-2.2 (ADC-Related) 360-5 (SSI-Related)
Income Absent Parent (Outside Home)	351.2(d) 352.14(a) 352.29 352.32(b) 369.4	387.10 387.14(e) 387.15	360-3.3(b) 360-4.3(f)
Absent Parent's Return	352.20 352.31 352.32(b) 369.4	387.10 387.14(e) 387.15	360-3.3 360-4.2
End of \$30 + 1/3	352.20	N/A	360-4.6(a)
End of \$30	352.20	N/A	360-4.6(a)
Failed to Timely Report	352.19 352.20	387.17	360-2.3(a)
Marriage of Parent	352.14(a) 352.29 352.31 352.32(b) 369.4	387.10 387.14(e) 387.15	360-4.2 360-4.3
Other Person (Outside Home)	351.2(d) 352.29 352.32(b)	387.10 387.14(e) 387.15	360-4.3
Receipt of or Increase In	352.29 352.32	387.10 387.15	360-3.3(b) 360-4.3 360-4.8
Institution, Resident of Private	352.31(a)	387.1(t)	360-3.3(b)
Public	370.2	387.1(t)	360-3.4(a)
Intentional Program Violation	352.30(h) 359.9(a)(HR/PG-ADC) 359.9(b)(ADC)	359.9(c)	N/A
JOBS - Failure to comply with Requirements of	385.19(c)	387.13	360-3.4(a)
Lien and/or Assignment. Failure to Sign	352.27(a)	N/A	360-4.4(e) 360-4.7(a)
Lump Sum Payment, Excess of Household Needs	352.29(h)	N/A	360-3.3(b) 360-4.3 360-4.4 360-4.5
Mailout, Failure to Respond to	N/A	N/A	360-3.3(c)

PA/FS REDUCTION

MA DELETION OF PERSON(S) FROM CASE (Cont'd)

DSS-4168 (9/93)

Page-20

REASON	PA	FS	MA
Medical Costs-Decreased	N/A	387.12(c) 387.15	360-4.8(c)
Medical Evaluation, Failure to Comply with Request to Have One-To Determine Employability and Availability and to Participate in Employment Program (Sanction)	385.2(f) 385.2(g)	387.13	360-3.4(a)
Medical Support Failure Without Good Cause to File a Petition Requesting such Support from a Legally Responsible Relative	369.2(b)	N/A	360-3.2(e)
Need, Change in Degree of	351.22(e)	N/A	360-4.8
Paternity Petition, Failure to Support	369.2(b)	N/A	360-3.2(b)
Personal Care Services, Reduce	N/A	N/A	505.14
Property, Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Proration	351.25	N/A	N/A
Recoupment Advance Allowances	352.11	N/A	N/A
Due to Advance Fuel and/or Utility Allowance (Recipient fails Chapter 895 Management Test)	352.5(e)	N/A	N/A
Over-payments	352.31(d)	387.19(a)	N/A
Resources Excess	352.23	387.9(b)	360-2.2 360-4.5 360-4.7(a) 360-4.8(b)
Failure to Sign Lien and/or Assignment	352.27(a)	N/A	360-4.4(e)
Transfer	370.2(c)	387.9(a)	360-4.4(c)(FP) 370.2(c)(HR- Related)
Restricted Fuel and/or Utility Payments ADC-(Mismanagement)	352.5(e)	N/A	N/A
ADC-Voluntary	352.5(f) 352.29(e)	N/A	N/A
HR/PG-ADC	352.29(e) 381.3(c)	N/A	N/A
Restricted Fuel and/or Utility Payments(cont'd) Recoupment due to Advance Allowance (Recipient fails Chapter 895 Management Test)	352.5(e)	N/A	N/A
Recipient Move-Budget change from Shelter Without Heat to Shelter With Heat Included	352.3	N/A	N/A
Recipient Move-Budget change from Shelter With Heat Included to Shelter Without Heat	352.3 352.5	N/A	N/A
Sanctioned Individuals		See Also Disqual- ified Individuals	
Employment			
HR/PG-ADC Job Search, Non-Compliance With	385.19(e)	N/A	360-3.4(a)
HR/PG-ADC Non-Job Search	387.19(e)	N/A	360-3.4(a)
JOBS, Non-Compliance With	385.19(c)	387.13	360-3.4(a)
Refusal to accept	385.19(d)	387.13	360-3.4(a)
Requirements, Non-Compliance With	385.19(e)	387.13	360-3.4(a)

* For MA Only Cases, Individuals are not sanctioned but are deleted from the MA case.