

Attachment B

Procedures for Converting Food Stamp Benefits to Cash.

Payees, moving out of state, to a non-EBT State may request that all or a part of their EBT food stamp benefits be converted to cash benefits. To accommodate this request, local district fiscal/accounting staff will have access to a benefit conversion function on the Citigroup Administrative PC system (Admin PC). Local district fiscal/accounting staff has received training regarding the benefit conversion function, and this procedure may be referenced in the OTDA EBT Fiscal Manual. In NYC, the Human Resources Administration (HRA) EBT Services Unit will conduct this function.

Local districts should complete the Benefit Conversion Transmittal Form (or a local equivalent) which serves to:

1. Document the payee's permission to allow the local district to access the payee's food stamp account and convert a specified amount or the balance to cash benefits. If the payee has not already moved out of state, the local district should have the payee's signed permission to access the food stamp account via the benefit conversion function.
2. Act as an authorization to local district fiscal/accounting staff, or HRA EBT Services staff, who will be completing this function on the Admin PC.

If a worker receives a request from a payee to convert food stamp benefits to cash, a transmittal form must be completed and sent to appropriate staff for action. There must be a separation of duties, so that the worker who completes the form with the payee is not the same person who performs the benefit conversion function on the Admin PC.

After completing the top section of the form, a copy must be given to the payee. A copy of the completed transmittal form must be kept in the payee's case record and by the local district fiscal staff responsible for performing the Admin PC function.