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OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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**Informational Letter**

**Section 1**

<b>Transmittal:</b>	07-INF-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Bureau of Audit & Quality Improvement (A&QI)
<b>Date:</b>	August 23, 2007
<b>Subject</b>	Automated Case Closing of Computer Match Hits (Auto Close)
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Directors Fraud Directors Medicaid Directors Front End Detection System Coordinators Staff Development Coordinators Fair Hearings Staff
<b>Contact Person(s):</b>	William Donnelly (A&QI) at 1-800-343-8859, ext. 2-0129 or 518-402-0129 or <a href="mailto:William.Donnelly@OTDA.State.NY.US">William.Donnelly@OTDA.State.NY.US</a> Stephen Bach (A&QI) ) at 1-800-343-8859, ext. 2-0117 or 518-402-0117 or <a href="mailto:Stephen.Bach@OTDA.State.NY.US">Stephen.Bach@OTDA.State.NY.US</a>
<b>Attachments:</b>	none
<b>Attachment Available On – Line:</b>	

**Filing References**

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
06 INF 10 04 INF 20 97 ADM 23 96LCM 83		18 NYCRR 358-3.3(d)(1)(IV) 387.1 387.1(w)(4)(x) 387.14(a)(5) 351.2(k)(3)			June 5, 2007 WMS Coordinator Letter

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to inform local districts of a new centralized automated case closing process of computer match hits (auto close) for cases that are comprised of a **single** individual.

### II. Background

The Office of Temporary and Disability Assistance (OTDA) conducts monthly matches with the Department of Correctional Services (DOCS) and the Division of Criminal Justice Services (DCJS) as well as a quarterly match with the National Crime Information Center (NCIC). These recurring matches identify clients in receipt of assistance who are fleeing felons, probation violators, parole violators, or are currently incarcerated. These matches (hits) are considered verified upon receipt and require no further verification by the local districts before taking adverse action on the case. Incarcerated individuals, fleeing felons, probation violators and parole violators are not eligible for Temporary Assistance (TA) and Non-Temporary Assistance-Food Stamps (NTA-FS).

Currently, local districts are notified of the hits through OTDA's Audit & Quality Improvement Regional Offices (RO). A file is sent to the local district investigative staff by the RO's. The local district then takes appropriate case action and reports the resolution back to the RO's.

### III. Program Implications

The implementation of the auto close process is tentatively scheduled for September 2007.

For the fleeing felon hits, the auto close process will apply to TA and NTA-FS **single person cases**. The TA and FS portion of these cases will close and a separate MA extension will be generated by WMS which will allow for a MA separate determination. The fleeing felon provisions do not apply to MA cases.

For the prison hits, the auto close process will only apply to the NTA-FS **single person cases**. The TA single person cases are not being included at this time and will be transmitted to the local districts as is currently being done.

OTDA will send the single person cases identified above to the Welfare Management System (WMS) prior to sending them to the local districts. WMS will perform an auto close process and issue a closing notice with the appropriate closing code that a local district worker would normally assign:

- TA and NTA-FS fleeing felon                      F35
- NTA-FS prison hits                                      F63

The client's case will be closed unless the client contacts the district and provides documentation to show that the felony warrant was vacated or that they are no longer incarcerated. The district will then have to stop the closing action as is currently done at the district level.

If a case was auto closed and subsequently reactivated or reopened, the auto close process will not trigger another closing for a period of 90 days. This will accommodate various timing issues that arise from these matches. If that same case appears on a prison or fleeing felon match after 90 days, it will be re-submitted for auto close. The exception to the 90-day rule involves fleeing felon matches. If a case re-appears on the fleeing felon match prior to 90 days and that case has a different felony warrant from the previous match, it will be submitted for an auto close.

A&QI Regional Offices will continue to send a hit file to the local district investigative staff for the cases that require appropriate case action. The auto close process is not used for multi-person cases. The RO's will also receive a separate list of those clients who were auto closed and issued a closing notice. This file will be sent to the local district investigative staff to alert them of which cases were auto closed. The list of clients should also be shared with the appropriate eligibility examiners.

In addition, an Eligible List of auto closed cases will be sent through the Benefits Issuance Control System (BICS) queue for upstate districts and via the Distributed Enterprise Print Controller (DEPCON) for NYC, page broken by district, office, unit and worker. It will list Case Name, Case Number, MA Extension Case Number and MA Coverage to Date (if spawned). A warning will also be produced for Case Types 18 and 19 (Emergency Assistance to Adults and to Families) indicating that a Manual Notice must be sent.

The following single person case types will be selected for the auto close process:

**Felon**

**Prison**

- 11 Family Assistance (FA)
- 12 Safety Net Non-Cash Assistance (SN-FP)
- 16 Safety Net Cash Assistance (SN-CSH)
- 17 Safety Net Non-Cash Assistance (SN-FNP)
- 18 Emergency Assistance for Adults (EAA)
- 19 Emergency Assistance to Families (EAF)
- 31 Non-Public Assistance Food Stamps (NPA-FS)

- 18 Emergency Assistance for Adults (EAA)
- 19 Emergency Assistance to Families (EAF)
- 31 Non-Public Assistance Food Stamps (NPA-FS)

A closing process for the Public Assistance Reporting Information System (PARIS) match will be developed in the future and a separate informational letter will be issued at that time.

**Issued By:**

**Name: James White**  
**Title: Director**  
**Office: Bureau of Audit & Quality Improvement**