

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

July 8, 2013

Page: 1

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors

FROM: Phyllis Morris, Deputy Commissioner, Center for Employment and Economic Supports
Kevin Kehmna, Director, Audit & Quality Improvement

SUBJECT: Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP)
Computer Matches: Incarcerated Clients

EFFECTIVE DATE: June 26, 2013

CONTACT PERSON: Karen Stern, A&QI Program Integrity 518-408-5258;
Temporary Assistance Policy Issues, TA Bureau at 1-800-343-8859, Ext. 4-9344

The purpose of this message is to remind social services districts (SSDs) of expectations with respect to match resolutions and case actions upon the receipt of the NYS Prison Match as well as to express the need for SSDs to periodically examine local jail inmate populations.

Each month, the Department of Corrections and Community Supervision (DOCCS) and the Division of Criminal Justice Services (DCJS) provide OTDA Audit & Quality Improvement (A&QI) with a file of all incarcerated individuals in reporting state and local facilities. A&QI matches this file against all active TA and SNAP recipients and identifies individuals whose remaining sentence length is greater than 30 days. Since TA and SNAP policy deem the prison match to be verified upon receipt, OTDA completes an auto close process generating a Client Notification System (CNS) letter for all single person SNAP and TA case types. The CNS letter notifies the recipients that their case will close in 10 days (upstate); 13 days (NYC) unless they provide proof that they are not currently incarcerated. A&QI notifies SSDs of these closings via the Recipient Fraud Matching System (RFMS). There is no resolution or action needed to be taken by the SSDs for the auto-closed matches.

All multi-person SNAP or TA matches are sent to the SSDs via RFMS for adjudication. A&QI asks for a resolution to each of these matches within 30 days. In addition to resolving the match in RFMS, it is the responsibility of the SSDs to promptly remove the incarcerated individuals from the grant and to re-budget the cases accordingly. Please refer to 07-INF-10 for further information on the auto close and multi-person matching processes.

The DOCCS/DCJS Prison Match does not provide information on every incarcerated recipient, as it provides data on sentenced individuals with 30 days or more remaining

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

July 8, 2013
Page: 2

on their sentence. Other individuals also may be incarcerated, generally in local jails awaiting sentencing or transfer, whose eligibility should be reinvestigated by the SSDs.

In order to gather information on these recipients, SSDs must initiate their own matching process with county jails for shorter term incarcerations, atypical sentences and those clients awaiting sentencing.