

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

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**TO:** Subscribers**SUGGESTED DISTRIBUTION:** Commissioners; TA Directors; SNAP Directors**FROM:** Phyllis D. Morris, Deputy Commissioner  
Center for Employment and Economic Supports**SUBJECT:** SNAP Closing Reason Code 'M12'**EFFECTIVE DATE:** WMS Migration 2015.1 - February 15, 2015**CONTACT PERSON:** SNAP Bureau, (518) 473-1469

As mentioned in the 2015.1 WMS/CNS Coordinator Letter, dated 1/27/2015 (effective 2/15/2015), a new SNAP case-level closing Reason Code, 'M12', has been created. The new SNAP 'M12' code is to be used for the SNAP portion of a TA mail-in recertification case closing when the household has failed to return the LDSS-4887, 'Mail-In Recertification/Eligibility Questionnaire.'

Previously, when a TA-SNAP household failed to return the LDSS-4887, the TA case would be closed using TA Reason Code 'M12', and the SNAP case would be closed using the SNAP case closing Reason Codes 'E50-E54' and 'N53' (each of these reason codes, except for 'E53' and 'N53', included the LDSS 4310 – 'Follow Up to the Periodic Report') for failure to return a periodic report.

**Effective 2/15/2015, when closing a TA case for failure to return a mail-in recertification, the SNAP portion of the case should be closed using SNAP Reason Code 'M12.'**

Effective 2/15/2015, the SNAP 'M12' Reason Code can only be used in combination with the TA 'M12' Reason Code, **and SNAP Reason Codes, 'E50-E54' and 'N53' will no longer be allowed in combination with TA Reason Code 'M12.'**

'M12' TA case closings for failure to return a mail-in recertification remain ineligible for TBA SNAP.

The CNS recertification closing notice for failing to return the mail-in recertification has also been modified to now include the LDSS-4887, 'Mail-in Recertification/Eligibility Questionnaire', which meets the recertification requirements for TA and the periodic reporting requirements for SNAP. Additional information on the TA mail-in recertification process and LDSS-4887 is included in 06-ADM-10.