



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	20 TA/DC106 Upstate
<b>Date:</b>	November 20, 2020
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, SNAP Directors, TA Directors, WMS Coordinators, Medicaid Directors
<b>From:</b>	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	New Notice of Death Match Results
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Supplemental Nutrition Assistance Program (SNAP) Questions – SNAP Bureau 518-473-1469 or <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a> Temporary Assistance Bureau – TA Bureau 518-474-9344 or <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a> Home Energy Assistance Program (HEAP) Question – HEAP Bureau (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a> Medicaid Questions – Local District Support Unit Upstate (518) 474-8887; NYC (212) 417-4500 or <a href="mailto:ldr@health.ny.gov">ldr@health.ny.gov</a>

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### Section 2

The purpose of this GIS is to advise social services districts (districts) the monthly match process the Office of Temporary and Disability Assistance (OTDA) conducts with the Social Security Administration (SSA) to compare identifiable information for individuals the SSA has determined are deceased against individuals in receipt of Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance (TA), Home Energy Assistance Program (HEAP) benefits or Medicaid (MA) has been modified to include new notification prior to adverse action being taken on any case that has been identified as containing an individual who is deceased. The new Notice of Death Match Results Pending Verification will provide an opportunity for households to respond to the match information and will be sent automatically to all households containing an individual whose identity matches that of someone the SSA has identified as deceased.

Currently, the monthly match process with the SSA automatically creates a pending closing transaction for single person cases and an Exception list for all cases with more than one individual (multiple person cases) that include an individual in the Welfare Management System (WMS) whose identity matches that of an individual the SSA has identified as deceased. Additionally, some single person cases identified in the match are included on exception lists when they cannot be automatically closed (e.g., another pending transaction). The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) found during a 2018 SNAP Recipient Integrity Management Evaluation Review (RIME) of the NYS SNAP that the match process with the SSA was noncompliant with the requirements to notify

households of a death match result and provide them an opportunity to respond prior to taking negative action. This new Notice of Death Match Results Pending Verification was developed in response to that finding.

Beginning with the December 2020 match process, the new Notice of Death Match Results Pending Verification using reason code N95 (Upstate) will be mailed automatically to all households that include an individual the SSN validation process indicates may be deceased informing them they have ten calendar days to contact their local district eligibility worker to either confirm or contest the results of the match. Districts will continue to receive the WINR 0798 UPSTATE AUTO\_CLOSE CASES FROM SSA MATCH of single individual households and the WINR 0799 UPSTATE AUTO\_CLOSE CASES FROM SSA MATCH Exception list for all cases that include an individual the SSN match process indicates may be deceased consistent with the current SSA match process. Medicaid only cases that appear on the WINR 0798 and 0799 will continue to be handled by State Department of Health staff. Additionally, a new field has been added to the WINR 0798 and WINR 0799 to identify cases where the SSA information has been confirmed by Vital Records (VR) and is therefore considered to have been verified and districts may take case action and remove the individual or close the case. More detailed information about the VR process will be provided in an upcoming comprehensive directive.

If the household fails to respond to the N95 notice within 10 calendar days, or the VR Indicator on the WINR 0798 or WINR 0799 is Y, and Anticipated Future Action (AFA) code 126 has not been added to the case, a system generated closing transaction will occur for certain single person households. Districts must continue to manually close single person households and remove deceased individuals from multiple person cases appearing on the WINR 0799.

A new Anticipated Future Action (AFA) code has been created to stop the closing process if the household responds to the Notice of Match Results Pending Verification and verifies that the individual is not deceased. Workers must enter AFA code 126 on WMS Screen 4 (SSA DEATH MATCH INFO INACCURATE- CLIENT NOT DECEASED) using an 05 transaction, Y35 reason code and N in the Notice Indicator on WMS Screen 1 for SNAP, TA and HEAP cases, and Y99 for Medicaid cases, to stop further processing of the death information. The matched individuals in these households will be excluded from the SSA match process for 3 months during which time the individual should be advised to provide the SSA with verification that he/she is not deceased. If no AFA Code 126 is present on the case, the process will continue and will close eligible single person cases and create an exception report of cases requiring manual action.

Active cases with expired certification periods whose certification end date is less than or equal to 30 days prior to the date of the match month will be included in this process; however, no cases will be automatically closed and all matched cases will be included on the Notice of Match Results and the WINR 0799 exception report for manual action. Districts must review each case and take an appropriate case level action based on the case circumstances. Active cases with expired certification periods whose certification end date is more than 30 days prior to the date of the match will *not* be included in this process and will not be included on the Notice of Match Results.

Please note: these changes will not occur for New York City cases until February 2021 and a NYC specific directive will be issued separately. A more comprehensive policy directive about the new Notice of Death Match Results Pending Verification will also be issued separately.