

Revised November 7, 2014

Employees' Manual
Title 14
Chapter B(5)

FOOD ASSISTANCE CASE ACTIONS



Iowa Department
of Human Services

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OVERVIEW

The purposes of this chapter are as follows:

- ◆ [To provide workers with instructions on the coding necessary for the ABC system to process worker-initiated Food Assistance case actions.](#)
- ◆ [To explain which Food Assistance case actions are system-initiated.](#)

The first section of the chapter covers worker-initiated actions. The material is in a chart with three columns. The first column lists the case actions in alphabetical order. The second column lists the screen fields requiring an entry. The third column consists of specific instructions.

The second section of the chapter covers system-initiated case actions. In order for the system to perform these actions correctly, it is essential that you follow all coding instructions and update coding when a change in a case affects system codes, e.g., aid types.

Other Resources Available

Many systems can provide information for you to consider before creating transactions on ABC. The ABC system may interface with these systems directly or indirectly, or allow access between the system and ABC. Access to additional systems may be provided through CICS or by using the Intranet.

The ABC system creates links to some of the systems' data screens through the IOWA ABC SYSTEM MENU (TD00) or the LINK MENU.

See [14-B\(4\)](#), [IABC SCREENS](#), for a description of these screens.

The LINK MENU allows access to other systems. Options displayed on LINK that you may consider viewing for Food Assistance case actions are:

- ◆ ISSV, Issuance Verification System. See [14-B\(4\)](#), [Issuance Verification System \(ISSV\)](#).
- ◆ IEVS, Income Eligibility Verification System. See also 14-G, [EXCHANGE OF DATA WITH OTHER AGENCIES](#).
- ◆ ICAR, Child Support Recovery. See also XIV-D, [IOWA COLLECTION AND REPORTING SYSTEM](#).
- ◆ SDXD, State Data Exchange. See also 14-E, [SSI STATE DATA EXCHANGE](#).
- ◆ SSBI, Buy-In Information. See [14-C](#), [SSBI = Buy-In System](#).

The CICS system allows viewing access to the Iowa Workforce Development screens.

WORKER-INITIATED ACTIONS

When instructions for TD03 read, “Enter demographic information,” check the following screen fields and make entries if applicable: (See [14-B-Appendix](#), [TD03](#).)

STATE ID	ST	EDU	SSN CLAIM NO
FIRST NAME	SEX	HAND	MP
LAST NAME	PER	H W B A I N	FSET
TI	CIT	RB	
BIRTH	MAR	SSN	

System months run from ABC cutoff to ABC cutoff and do not directly correspond to calendar months. If the current date is after ABC cutoff, the system “next” month is the second calendar month after the current calendar month. (See [14-B](#) for more discussion on system months.)

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Adding a Person to an Active Food Assistance Case</p>		<p>If adding people to a case will cause the number of people associated with that case to be more than 16, close the original FBU and open a new FBU with only the active, current and new household members.</p> <p>If there are more than 16 active members, make TD06 entries to issue benefits.</p> <p>The BCW2 income and deductions displayed follow the state ID number, unless they are removed or replaced.</p> <p>When adding a person to an active program, remember to review the program data (TD02, RSCF) to see if changes are needed in FSI, FS test, household type, categorical eligibility, etc.</p> <p>If changing the codes will cause a recalculation of current month’s benefits, make the TD02 and RSCF changes in one step. Make the rest of the entries in this case action in a second step.</p> <p>Do not add a person in the same step that you make TD02 or TD03 Food Assistance status code entries on the case. Do not add people with differing effective dates to Food Assistance in the same step.</p> <p>People cannot be pended on the individual line for a program that is currently active. Simply code the approval.</p>

WORKER-INITIATED ACTIONS
Adding a Person to an Active Food Assistance Case
 Revised April 22, 2005

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Food Assistance Case (Cont.)	TD03 ENTRY RSN	Enter A if the person's data are not already in the system. Enter C if the data exists.
	TD03 STATE ID FIRST NAME LAST NAME TI BIRTH: DATE SEX PER CIT MAR REL HAND H W B A I N RB SSN SSN CLAIM NO MP INHOME	Assign a state ID number if needed. See State ID Numbers: Assigning State IDs . Enter data for the new person, including state ID information, demographic data, and any codes applicable to the specific program requirements. See 14-B-Appendix, SYSTEM CODING INSTRUCTIONS , for valid codes.
	TD03 FA STATUS	Enter the applicable status code. Valid codes are: A Opened, due to application C Reopened, no application I Sanctioned/disqualified (non-IPV) J Disqualified (IPV)
	TD03 FA RSN	Enter a notice reason for each person, whether eligible or denied. See 14-B-Appendix, NOTICE CODES .
	TD03 FA DATE	A Food Assistance start date should be no earlier than the first day of the current system month. Do not add a person with a date earlier than the last program approval date. (See Current or Past Months for earlier issuance information.)
	TD03 FSET	Enter the code that corresponds with the person's work registration status. See 14-B-Appendix, TD03 FSET , for codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Food Assistance Case (Cont.)	TD03 FA DIS	<p>Use this field only if the person’s FA STATUS code entry is “I” or “J.” Enter the number of months that a person is disqualified, if any. Valid codes are:</p> <p>00 Disqualified until situation changes; no specified number of months. 01-98 Number of months of disqualification. 99 Disqualified for life.</p>
	TD03 INHOME	<p>When FIP is active at the case level (on TD02), you must enter “Y” even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter “N” if there already is a “Y” in this field or make no entry if this field is blank.</p> <p>If the new person you are adding is now the case name, you must update the TD01 CNID field. See Case Name ID.</p>
	TD01 ENT RSN	Enter H.
	TD01 CNID	Enter the state ID number. See 14-B-Appendix, TD01 CNID .
	BCW2	<p>If the new person has income, complete BCW2s when activating the person. Income information must be entered for each month from the START DATE MONTH through the NEXT SYSTEM MONTH for which income is present.</p> <p>A Worker Action Report is generated when the entries result in fewer benefits for the current month than the household already received.</p>
	BCW2 ENTRY RSN	<p>Enter the code for the case action:</p> <p>G Change with timely notice H Immediate release</p>

WORKER-INITIATED ACTIONS
Adding a Person to an Active Food Assistance Case
 Revised October 12, 2007

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Food Assistance Case (Cont.)	BCW2 BENEFIT MO	Enter the benefit month in MMY format.
	BCW2 THRU MO	Enter the last month in date range to generate multiple BCW2s.
	BCW2 PI	Enter B.
	BCW2 E/B	Enter A.
	BCW2 EARNED 1-5	Enter the earned income amounts.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employment income.
	BCW2 SR	Enter the applicable code. See 14-B-Appendix , <u>BCW2 SR</u> .
	BCW2 CHILD CARE	Enter the total allowable child care or dependent care deduction amount.
	BCW2 UNEARNED 1-4	Enter the unearned income amounts.
	BCW2 OTHER UNEARNED UI	Enter the unearned income amount.
	BCW2 SR (1-4)	Enter the unearned income source code. See 14-B-Appendix , <u>BCW2 SR</u> , for valid codes.
	BCW2 DEDUCT 1	Enter the amount of farm loss to be deducted from countable Food Assistance income. The amount is deducted only if the FSI code TD02 is "1" for farmers.
	BCW2 DEDUCT 2	Enter the ongoing monthly child support payment amounts. See 14-B-Appendix , <u>BCW2 DEDUCT 2</u> .
BCW2 P DED NEED	Enter a one-time child support payment. Note: This entry will not roll forward to future months.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Aid Type Change	<p>TD01 ENT RSN</p> <p>TD01 AID</p> <p>TD01 AID CHG DT</p>	<p>Enter H.</p> <p>Enter the correct aid type. For codes, see 14-B-Appendix, TD01 AID. Note: If both FIP and Food Assistance are being pended or approved on the same case, enter the FIP aid type.</p> <p>Enter the first day of the next system month.</p> <p>Changing to the Food Assistance aid type when canceling Medicaid is not allowed when the Medicaid cancellation will pend for timely notice (when the action is entered after timely notice day).</p>
Approving an Application	<p>TD01</p> <p>TD01 ENT RSN</p> <p>TD01 CO/WKR</p> <p>TD01 INFO</p>	<p>See also Recertification.</p> <p>If this is a new case, see the following: Assigning Case Numbers, Establishing FBUs, and Other Case Information for additional instructions.</p> <p>Do not pend or approve Food Assistance on a Medicaid HCBS waiver case. Create another case with a separate FBU. See Establishing FBUs.</p> <p>If this is not a new case, enter changes to the existing case in the appropriate fields.</p> <p>Enter A or H.</p> <p>Enter the two digit county number and the four-character worker number. See 14-B-Appendix, TD01 CO and TD01 WKR, for valid codes.</p> <p>Enter information pertaining to the case.</p>

WORKER-INITIATED ACTIONS
Approving an Application
Revised February 25, 2005

Iowa Department of Human Services
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Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 I ENT RSN	Enter A or C.
	TD01 AID	Enter a valid aid type. For codes, see 14-B-Appendix , TD01 AID . Note: If both FIP and Food Assistance are being pended or approved on the same case, enter the FIP aid type.
	TD01 AID CHG DT	Enter in MMDDYY format if the AID field is changed. The day is always 01.
	TD01 PHONE	Enter the three-digit area code and the seven-digit phone number.
	TD01 CO RES	Enter the two-digit code for the county where the applicant resides.
	TD01 GOOD CAUSE: FS PEN	Enter the applicable code when a household member fails to comply with another program's requirements. Valid codes are: Y Imposes a penalty reducing Food Assistance benefits N Removes the penalty
	TD01 ENT RSN	Enter A or C.
	TD01 CASE: LAST	Enter the last name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix , TD01 CASE: LAST .
	TD01 CASE: FIRST	Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix , TD01 CASE: FIRST .
	TD01 CASE: INIT	Enter the middle initial. Do not include punctuation. See 14-B-Appendix , TD01 CASE: INIT .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 CASE: TITLE	If applicable, enter the abbreviation for the title or let the system enter it from the CNID entry. See 14-B-Appendix, TD01 CASE: TITLE , for valid codes.
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PAYEE/MOD	If required for application, enter the payee modifier code. See 14-B-Appendix, TD01 PAYEE/MOD , for valid codes. If the payee modifier code displayed on the screen is no longer valid, remove it. See Removing Data for instructions.
	TD01 CNID	Enter the state identification number of the case name person. See Case Name ID .
	TD01 ADDRESS FIELDS ADDRESS 1, ADDRESS 2	See 14-B-Appendix, TD01 ADDRESS 1, and TD01 ADDRESS 2 , for instructions.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter IA.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 FA ENTRY RSN FA STATUS FA APP DT FA POS DT FA AD FA EMSV FA START CERT FA END CERT FA RT FA INT FA FSI FS TEST LIMIT	Complete these fields if the case was not pended. See 14-B-Appendix, TD02 Section III. Food Assistance , for codes. If the case was previously pended, you do not need to reenter the FA APP DT. The FA STATUS rolls to any individual previously coded pending for Food Assistance on TD03. Reenter the monthly reporting code on subsequent approvals.

WORKER-INITIATED ACTIONS
Approving an Application
Revised November 7, 2014

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		Complete all other coding on TD02 and TD03 for Food Assistance. For valid codes, see 14-B-Appendix , TD02 Section III. Food Assistance and TD03 .
	TD02 FA ENTRY RSN	Enter A or C.
	TD02 FA STATUS	Enter A or C.
	TD02 FA APP DT	Enter the date of Food Assistance initial application or reapplication was received in the county office in MMDDYY format. This must be a current or prior date.
	TD02 FA POS DT	Enter the date that the client becomes eligible for Food Assistance in MMDDYY format. Note: The date cannot be earlier than the application date except for certain migrant applications. Remember: Food Assistance policy for approval of migrant or seasonal farm worker cases is that proration may not apply to initial month benefits. In those cases, the FA POS DT must be the first day of the month of application.
	TD02 FA AD	Enter the applicable code for approvals with an "A" entry in FA STATUS. See 14-B-Appendix , TD02 FA AD , for codes.
	TD01 FA START CERT	Enter the first month of the certification. Enter in MMY format.
	TD02 FA END CERT	Enter the month through which the Food Assistance program is certified. Enter in MMY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD02 FA RT	<p>Enter the code that indicates whether the next recertification requires an interview. Codes are:</p> <p>F The next recertification is the annual interview for the annual review.</p> <p>N The next recertification does not require an interview.</p>
	TD02 FA INT	<p>Enter the code that indicates whether an interview was held. Codes are:</p> <p>F Face-to-face interview held</p> <p>P Phone interview held</p> <p>N No interview held</p>
	TD02 FSI	<p>Enter the code that identifies the type of Food Assistance household:</p> <p>0 None (Enter to remove FSI code.)</p> <p>1 Farmer (Farm losses will not be deducted unless this code is present.)</p> <p>2 Migrant laborer</p> <p>3 Battered women and children (overrides “illegal person” edits)</p> <p>4+ Assigned to particular strikes. Only affected counties are notified.</p>
	TD02 FS TEST	<p>Enter the code for the income tests to be applied. Valid codes are:</p> <p>G Gross and net test</p> <p>N Net test</p> <p>E Gross and net test but medical expense allowed</p>
	TD02 HH TYPE	<p>Enter the code that identifies the Food Assistance household type. For codes, see 14-B-Appendix, TD02 HH TYPE.</p>
	TD02 CAT ELIG	<p>Enter the code indicating for which months categorical Food Assistance eligibility should apply. See 14-B-Appendix, TD02 CAT ELIG, for codes.</p>

WORKER-INITIATED ACTIONS
Approving an Application
Revised November 7, 2014

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD02 OVERDUE CERT	Enter a code when more than 30 days have elapsed between the application date and the decision date. See 14-B-Appendix, TD02 OVERDUE CERT , for codes.
	TD02 FA LIMIT	If applicable, enter the end date of the limited certification period in MMY format. Note: If a limited certification is required, the date must fall between the start and end certification dates.
	RSCF FS RESOURCE	Make entries for all months from the POS DT month through the system “next” month, for a maximum of four RSCF screens. The system “next” month must be no more than “month four.”
	RSCF BENEFIT MONTH	Enter the benefit month in MMY format.
	RSCF AMOUNTS	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeros in the field for at least one of the types.
	TD03	Complete all TD03 coding applicable to Food Assistance. See 14-B-Appendix, TD03 , for instructions.
	TD03 ENTRY RSN	Enter code A or C.
	TD03 FOOD ASSISTANCE (FA) STATUS	If the application and individuals were pended before approval, the program approval will roll from TD02 to this field.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)		<p>If they were not pended, enter the status for each person included in the Food Assistance approval and for any person being denied. Valid codes are:</p> <p>A Opened, due to application C Reopened, no application I Sanctioned or disqualified (non-IPV) J Disqualified or left home (IPV only) M Denied</p>
	TD03 FA RSN	<p>Enter notice reasons for any denials of individuals. The system-generated notice message for program approval covers all individuals approved. For codes, see 14-B-Appendix, NOTICE CODES.</p>
	TD03 FSET	<p>Enter the code for the person’s work registration status. See 14-B-Appendix, TD03 FSET, for valid codes.</p>
	TD03 FA DIS	<p>If the person is disqualified, enter the code giving the length of the disqualification:</p> <p>00 Disqualified until situation changes; no specified number of months. 01-98 Number of months of disqualification. 99 Disqualified for life.</p>
	TD03 INHOME	<p>When FIP is active at the case level (on TD02), you must enter “Y” even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter “N” if there already is a “Y” in this field, or make no entry if this field is blank.</p>
	BCW1 and BCW2 CASE PREP WKR PREP DT SEQ CO/WKR OVERRIDE STATUS	<p>System-generated.</p>

WORKER-INITIATED ACTIONS
Approving an Application
Revised December 28, 2007

Iowa Department of Human Services
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Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW1	Enter BCW1s for each month of the application process, showing the Food Assistance medical, shelter, and utility deductions. Use the THRU MO field to generate multiple, identical BCW1s.
	BCW1 ENTRY RSN	Enter the code for the case action: G Change with timely notice H Immediate release
	BCW1 CASE RSN	Enter the three-digit code for the applicable notice reason. See 14-B-Appendix , NOTICE CODES .
	BCW1 CASE NAME	System-generated. Entry is the TD01 CASE NAME (last, first format).
	BCW1 FA STATE ID	Enter the state identification number of the person to whose income record the system should assign the BCW Food Assistance deductions.
	BCW1 CASE INFORMATION	The system identifies as either a master file data or as a transaction data.
	BCW1 BEN MO	Enter the benefit month for which the Food Assistance deductions count in MMY format.
	BCW1 THRU MO	Enter the last month in the date range to generate multiple BCW1s. The system will generate BCW1s for each month from the date in the BEN MO field through the date in the THRU MO field. If the THRU MO field is blank or 00 00, the system will generate a single BCW1 for the month entered in the BEN MO field.
	BCW1 E/B	Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW1 U CD	Entry of the utility-deduction type for the household is required. See 14-B-Appendix , BCW1 U CD , for codes.
	BCW1 SHELTER	Enter the shelter amount. Entry is required. If there is no deduction, enter zeros in the amount and “A” in the code.
	BCW1 S CD	Enter the shelter code for eligibility or benefit calculation. Valid codes are: A Rent only B Lot rent only C Rent and lot rent D Mortgage only E Mortgage and taxes, insurance, and assessments F Taxes, insurance, and assessments only
	BCW2	If any person has income, make BCW2 entries for each month of the application process. Use the THRU MO field to generate multiple, identical BCW2s.
	BCW2 STATE ID	Enter the state identification number of the person who has income.
	BCW2 CLIENT NAME	System-generated based on the name for the state identification number entered.
	BCW2 BENEFIT MO	Enter the benefit month associated with the Food Assistance income and deductions. Enter in MMY format.

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Approving an Application
Revised December 28, 2007

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2 THRU MO	Enter the last month in the date range to generate multiple BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date entered in the THRU MO field.
	BCW2 PI	If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field.
	BCW2 E/B	Enter B.
	BCW2 EARNED 1-5	Enter A.
	BCW2 OTHER EI	Enter earned income amounts.
	BCW2 SR	Enter the total amount of monthly net self-employed income.
	BCW2 CHILD CARE	Enter the applicable code. See 14-B-Appendix , BCW2 SR .
	BCW2 UNEARNED 1-4	Enter the total allowable child care or dependent care deduction amount.
	BCW2 OTHER UI	Enter the unearned income amounts.
	BCW2 SR (1-4)	Enter the unearned income amounts.
BCW2 DEDUCT 1	Enter the unearned income source code. See 14-B-Appendix , BCW2 SR , for codes.	
BCW2 DEDUCT 2	Enter the amount of farm loss to be deducted from countable Food Assistance income. The amount is deducted only if the FSI code on TD02 is "1" for farmers.	
BCW2 DEDUCT 2	Enter the ongoing monthly child support payment amounts. See 14-B-Appendix , BCW2 DEDUCT 2 .	

WORKER-INITIATED ACTIONS
Assigning Report Form Due Dates
 Revised January 30, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning Report Form Due Dates Reinstatement		<p>When reinstatement effective the next calendar month is entered on ABC after system cutoff through the last working day of the calendar month, the system generates an in-cycle RRED with the monthly report form due date printed.</p> <p>When reinstatements effective the same calendar month are entered on ABC from the first day of the calendar month through cutoff, the system generates:</p> <ul style="list-style-type: none"> ◆ An out-of-cycle RRED with a due date equal to the process date plus seven days (e.g., a May 2 process date results in a due date of May 9). ◆ An informational Worker Action Report stating the month for which the report form is issued.
Battered Women and Children Cases	TD02 FSI	Enter as any other Food Assistance approval, but enter "3" in the FSI field. This allows the household to participate when its members are on another Food Assistance case for the month.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Canceling Ongoing Benefits		
Program	TD02 FA ENTRY RSN	Enter G.
	TD02 FA STATUS	Enter N. The closed status automatically rolls to the people coded active for Food Assistance on TD03.
	TD02 FA REA2	Enter the applicable notice reason code. See 14-B-Appendix , <u>NOTICE CODES</u> .
Due to Move		Timely notice is not required when canceling benefits due to the household moving from the state.
	TD02 FA ENTRY RSN	Enter H.
	TD02 FA STATUS	Enter N. The closed status automatically rolls to the people active for Food Assistance on TD03.
	TD02 FA REA 2	Enter notice code 503.
Due to Death		Use the program entries only if the case consists of one person. Also, do not code death with an application denial.
		Note: If the deceased individual is on a separate Medicaid case, the death coding must be completed on the Medicaid case.
Program	TD02 FA ENTRY RSN	Enter M.
	TD02 FA STATUS	Enter N.
	TD02 FA REA2	Enter 613.
-OR-		If there is more than one person on the case and the case becomes ineligible due to the death of one person, use the individual entries to record the death. Then close the case, using the first instructions in this case action.

WORKER-INITIATED ACTIONS
Canceling Ongoing Benefits
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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any codes required for the case. If the deceased individual is the case name and the case will remain active, a new CNID will need to be entered on TD01 and a new EBT card will need to be issued in EPPIC.
	TD03 ENTRY RSN	Enter M.
	TD03 FA STATUS	Enter N.
	TD03 FA RSN	Enter 613.
		Code death on only one case. If the person is associated with more than one case, the system: <ul style="list-style-type: none"> ◆ Removes the person from all cases, ◆ Recalculates benefits, and ◆ Sends notices when appropriate. Message 970 is issued to you when the person was on more than one case. If the person was also active for FIP or Medicaid on the same case number, make the following entries: For FIP:
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter 613.
		For Medicaid:
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter 613.
	TD03 MED DATE	Enter the date of death.

WORKER-INITIATED ACTIONS
Case Numbering
 Revised January 30, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Numbering		<p>Use ST01 to search for a case number with which a person’s state identification number is associated. Case numbers with all programs in an inactive status can be re-used. If a case number cannot be found, assign a new case number.</p> <p>If the person needs to have a state identification number assigned, see State ID Numbers for instructions.</p> <p>Note: Medicaid foster care (FBU 19) or subsidized adoption (FBU 18) numbers are specific for those cases only. See Establishing FBUs.</p>
Assigning Case Numbers	TD00	<p>On the main menu screen, enter TD01 for OPTION and the literal “new” for CASE #. The system assigns (left to right) a six-digit serial number, an FBU number, a MULT, and a check digit.</p> <p>On a new case, entry reasons must all be “A.” (On TD01, the system changes a new case’s entry reason to “A” if another valid code is entered.)</p> <p>To complete the case coding, see Pending an Application, Approving an Application, or Denying an Application, as applicable.</p>
Establishing FBUs		<p>It may be necessary to establish separate cases for various eligible groups in a household.</p> <p>The FBU portion of an existing case number can be changed to assign a case number that is identical to the first six digits of the other cases for the household.</p>

WORKER-INITIATED ACTIONS
Changing Income or Deductions for an Ongoing Program
 Revised January 30, 2009

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Changing Income or Deductions for an Ongoing Program (Cont.)	BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2	Enter the code for the case action. Valid codes are: G Change with timely notice H Immediate release Enter the month for which the calculation is requested, in MMY format. This is usually the next system month. Enter B. Enter A. Enter any other applicable fields.
COLA	BCW2 ENTRY RSN BCW2 BEN MO BCW2 PI BCW2 E/B BCW2 UNEARN 1-4 and SR 1-4	COLA means cost-of-living adjustments to Social Security or SSI benefits. COLA processing is described in 14-B(8), COLA PROCESSING . Changes to unearned income during the months involved in the COLA processing are entered as usual. Example: A person's Social Security benefit is changed from survivors to retirement.
Continuing Benefits When a Timely Appeal Is Filed	TD02 FA REA1 and TD03 FA RSN BCW SCREENS	When a timely appeal is filed on an adverse action you entered on the system, make entries to return the program or people to the status that existed before that action. Use notice reason code 208. When a timely appeal is filed on a system-calculated adverse action, change the income, deductions, or resource entries to cause benefits to continue.

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Deductions	BCW1 ENTRY RSN or BCW2	Enter G or H.
	BCW1 BEN MO or BCW2	Enter the month for which the deductions count, in MMY format.
	BCW2 PI	Enter B.
	BCW1 E/B or BCW2	Enter A.
Medical Expenses	BCW1 MED EXP	<p>An entry in the field is required if a deduction for actual medical expenses is to be used. If there is no deduction, or if the standard deduction is coded M CD, the MED EXP amount should be zero. Note: ABC deducts a medical expense only if the FS TEST field on TD02 is "N" or "E."</p> <p>When determining the amount of allowable medical expenses, do not subtract the \$35. The system will subtract that amount.</p> <p>Do not include regular Medicare premiums in the amount. (See Medicare Premiums.) Also see 14-B-Appendix, MED EXP.</p>
	BCW1 M CD	<p>Enter the code that identifies the type of medical deduction applicable to the FA household. If no deduction is applicable, leave a space.</p> <p>Valid codes are: A Actual expenses S Standard medical deduction</p>

WORKER-INITIATED ACTIONS

Deductions

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Medical Expenses (Cont.)		<p>When “S” is entered, the MED EXP field should contain zeros. The system will ignore the MP field on TD03.</p> <p>Note: ABC deducts the expense only if the FS TEST field on TD02 is “N” or “E.” If M CD is left blank and the FS TEST is “N” or “E,” a deduction will still be allowed.</p>
Medicare Premiums	<p>TD03 ENTRY RSN</p> <p>TD03 MP</p> <p>BCW1 ENTRY RSN</p> <p>BCW1 MED EXP</p>	<p>To use Medicare premiums as a Food Assistance medical deduction:</p> <p>Enter G or H.</p> <p>Enter “Y” if the person is paying the Medicare Part B premium. Enter “N” if the person is not paying the premium. The system updates this field when buy-in or buy-out is processed.</p> <p>Enter G or H.</p> <p>If the household has chosen to claim actual medical expenses, enter the allowable amount without the Medicare premiums. The system adds the Medicare premium to compute the allowable medical deductions.</p> <p>Mass changes in the Medicare premium automatically change the expense for the month the across-the-board change is effective.</p> <p>Buy-in processes automatically change the expense for the system “next” month (allowing for timely notice).</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Medicare Premiums (Cont.)	BCW1 M CD	<p>When “S” is entered for the standard medical deduction, the system will ignore the MP field. An “A” or space in the field will allow the MP as a Food Assistance medical deduction.</p> <p>Special entries are required if a Social Security recipient pays a nonstandard premium amount.</p> <p>If the nonstandard premium is lower than the standard Medicare premium, code the difference (standard premium amount minus the actual premium paid) as other unearned income on BCW2. Document this in the case record.</p> <p>If the nonstandard premium is higher than the standard Medicare premium, enter the excess deduction (actual premium paid minus standard premium amount) in the BCW1 MED EXP field. Document this in the case record.</p> <p>Note: Mass changes cannot correct premiums that differ from the regular amount. Manually change these.</p>
Utilities	BCW1 UCD	<p>Entry of the utility-deduction type for the household is required. See 14-B-Appendix, BCW1 U CD, for codes.</p>

WORKER-INITIATED ACTIONS
Deductions
 Revised January 30, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Shelter	BCW1 SHELTER	Entry is required. If there is no deduction, enter zeros in the amount and "A" in the code.
	BCW1 S CD	Enter the shelter code. Valid codes are: A Rent only B Lot rent only C Rent and lot rent D Mortgage only E Mortgage and taxes, insurance, and assessments F Taxes, insurance, and assessments only
Child Care and Dependent Care	BCW2 CHILD CARE	Enter the monthly amount for child or dependent care, up to the maximum allowable.
Child Support Payment	BCW2 DEDUCT2	Enter the ongoing total monthly amount. Note: For any household subject to the gross income limit, the system will automatically subtract any amount entered here from gross income when comparing gross income to the gross income limit. The deduction does not have to be entered under the state ID number of the person that is ordered to make the payment. The system deducts the payment amount from the total household income. If the deduction is entered under the state ID number of a person with income, the amount rolls forward to the future month. If the deduction is entered under the state ID number of a household member who has no income, you must enter both the current and future month amounts.
	BCW2 PDED NEED	Enter a one-time child support payment. It will not roll forward to the future month.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Farm Loss	TD02 FSI BCW2 DEDUCT1	<p>Enter code “1” for farmer. (Farm losses will not be deducted unless the code is entered or present.)</p> <p>Enter the monthly amount of farm loss.</p> <p>The system deducts the farm loss from other countable income as follows:</p> <ul style="list-style-type: none"> ◆ The system deducts the loss before comparing income to the gross test limits in eligibility determination. ◆ For benefit calculation and the net income test comparison, the system deducts farm loss from the total countable income after the earned income deduction. <p>The loss amount is not printed on the computer-generated <i>Notice of Decision</i>.</p>
Delays in Processing Applications	TD02 FA ENTRY RSN	<p>This coding can be used on a canceled case, as long as the application date has not changed from the initial application.</p> <p>Enter code R.</p>

WORKER-INITIATED ACTIONS
Denying an Application
Revised June 10, 2005

Iowa Department of Human Services
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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Delays in Processing Applications (Cont.)	TD02 FA REA1 TD02 FA REA2	Enter code 153 in REA1 if the Food Assistance office caused the delay. If the household caused the delay and the client got a written list of requirements, enter notice reason 154 in FA REA1 and 111 in FA REA2.
Denying an Application	TD02 FA ENTRY RSN TD02 FA STATUS TD02 FA REA2 TD02 FA APP DT TD02 FA HH TYPE TD02 FA OVERDUE CERT TD03 TD03 ENTRY RSN TD03 TD03 FA STATUS	Enter A. Enter M. Enter the notice reason code. Do not use reason 613. See 14-B-Appendix, NOTICE CODES . Enter the date the initial application or reapplication was received in the county office. Enter in MMDDYY format. Enter the code that identifies the Food Assistance household type. See 14-B-Appendix, TD02 HH Type . Enter a code when more than 30 days have elapsed between the application date and the decision date. See 14-B-Appendix, TD02 OVERDUE CERT , for codes. If the program and individuals were pended upon receipt of the application, the denial rolls to TD03. If the application was not pended, TD03 entries must be made on at least one household member. Enter A. Enter demographic information on at least one household member, if it does not already exist on the system. Enter M.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denying an Application (Cont.)		Denials may be recorded for individuals on TD03 when program approvals are coded for other individuals.
Disqualification for Intentional Program Violation		
Household Not Currently Eligible	TD01 INFO	Enter the person's name and "IPV" on the Food Assistance case, even if it is closed. This INFO entry alerts the worker to the IPV if the household reapplies.
Disqualified Person in Currently Eligible Household	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any codes required for the case, as applicable.
	TD03 ENTRY RSN	Enter G or H.
	TD03 FS STATUS	Enter J.
	TD03 FS RSN	Enter 943
	TD03 FS DATE	Enter the date the disqualification period is to begin. Enter in MMDDYY format.
	TD03 FS DIS	Enter the number of months of the disqualification period.
	BCW2 BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2 EARNED 1-5 BCW2 UNEARN 1-4	Enter the disqualified person's income and deductions as if this were an eligible person. See Entering Income .

WORKER-INITIATED ACTIONS
Disqualification for Intentional Program Violation
 Revised January 13, 2004

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Disqualified Person Later Joins Household		Manually determine whether the household would be eligible if the disqualified person were allowed to participate. If the household would not be eligible if the disqualified person were participating, see instructions under Household Not Currently Eligible . If the household would be eligible, the disqualification can start. Make these entries:
	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any applicable codes required for the case.
	TD03 ENTRY RSN	Enter A.
	TD03 FS STATUS	Enter J.
	TD03 FS RSN	Enter 943.
	TD03 FS DATE	Enter the date the disqualification period is to begin. Enter in MMDDYY format.
	TD03 FS DIS	Enter the number of months of the disqualification period.
	BCW2	Enter the disqualified person's income and deductions as if the person were eligible.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Disqualified Person Leaves Household</p> <p>End Date Changes on Disqualification in Process</p>	<p>TD02 FSI FS TEST HH TYPE CAT ELIG</p>	<p>Review and change any codes required for the case, as applicable.</p>
	<p>TD03 ENTRY RSN</p>	<p>Enter G or H.</p>
	<p>TD03 FA STATUS</p>	<p>Enter K. Note: Status K removes the person from the case and the INFO screen.</p>
	<p>BCW1</p>	<p>Change Food Assistance deductions if necessary.</p>
	<p>TD03 ENTRY RSN</p>	<p>Enter J.</p>
	<p>TD03 FA RSN</p>	<p>Enter 000. You may need to send a manual notice.</p>
	<p>TD03 FA DATE</p> <p>TD03 FA DIS</p>	<p>Enter the new end date of the disqualification period, in MMDDYY format.</p> <p>Enter the new number of months remaining to be served.</p>
<p>Disqualification Other Than IPV</p> <p>Denial</p>	<p>TD02 FA ENTRY RSN</p> <p>TD02 FA STATUS</p> <p>TD02 FA REA2</p> <p>TD02 FA APP DT</p>	<p>Enter A.</p> <p>Enter M.</p> <p>Enter 000 because a manual notice is required. If entries are made on any other program in the same step, this code will override any other required notice, so a manual notice is required.</p> <p>Enter the date the application was received. Enter in MMDDYY format.</p>

WORKER-INITIATED ACTIONS
Disqualification Other Than IPV
Revised January 30, 2009

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denial (Cont.)	TD02 FA HH TYPE	Enter the household type code. See 14-B-Appendix , TD02 HH TYPE .
	TD02 OVERDUE CERT	Enter the applicable code if more than 30 days have elapsed since the application date.
	TD03 ENTRY RSN	Enter A when the program was not pending.
	TD03 FA STATUS	Enter M only when the program was not pending.
Case Previously Canceled for Work Requirements		Note: Do not pend a case that has an "I" FA STATUS code.
	TD02 FA ENTRY RSN	Enter A.
	TD02 FA STATUS	Enter I.
	TD02 FA REA2	Enter notice reason code 507.
	TD02 FA NEG DATE	Enter the last day of the current system month.
	TD02 FA HH TYPE	Enter the household type code. See 14-B-Appendix , TD02 HH TYPE .
Closing	TD02 FA ENTRY RSN	Enter G or H.
	TD02 FA STATUS	Enter I.
	TD02 FA REA2	Enter the notice reason code if an automated notice is to be sent. See 14-B-Appendix , NOTICE CODES .
	TD02 FA NEG DT	Enter the date the sanction period will expire. It must be a future date. If the sanction period will last until conditions change, enter zeros.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual Action		Note: Do not pend a person that has an "I" FS STATUS code.
Denial of Person Previously Disqualified for Work Requirements	TD03 ENTRY RSN	Enter A.
	TD03 FS STATUS	No entry required. Note: The person's FS STATUS must already be "I." Do not re-enter an "I" code.
	TD03 FS RSN	Enter notice reason code 803.
Disqualified Person in a One-Person Household	TD03 ENTRY RSN	Enter G or H.
	TD03 FS STATUS	Enter I.
	TD03 FS RSN	Enter the applicable notice reason code. See 14-B-Appendix , <u>NOTICE CODES</u> .
	TD03 FS DATE	Enter the date the disqualification period is to begin.
	TD03 FS DIS	Enter the number of months of the disqualification period.

WORKER-INITIATED ACTIONS
Disqualification Other Than IPV
Revised October 6, 2006

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Disqualified Person in Currently Eligible Household	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any codes required for the case, as applicable.
	TD03 ENTRY RSN	Enter G or H.
	TD03 FS STATUS	Enter I.
	TD03 FS RSN	Enter the applicable notice reason code. See 14-B-Appendix , <u>NOTICE CODES</u> .
	TD03 FS DATE	Enter the date the disqualification period is to begin.
	TD03 FS DIS	Enter the number of months of the disqualification period.
	BCW1 or 2	Enter only the income and deduction amounts that are attributed to the household by policy. Manually calculate pro rata shares to determine the amounts.
Disqualified Person Leaves Household	TD02 FSI FS TEST HH TYPE CAT ELIG	Review and change any applicable codes required for the case.
	BCW1	Change the Food Assistance deductions of the disqualified person if necessary.
	BCW2	Change the Food Assistance income of the disqualified person if necessary.
End Date Changes on Disqualification in Process	TD03 ENTRY RSN	Enter G or H.
	TD03 FS STATUS	Enter I.
	TD03 FS RSN	Enter 000.
	TD03 FS DATE	Enter a new ending date.
	TD03 FS DIS	Enter the new number of months remaining to be served.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Removing or Shortening Disqualification</p> <p>Program</p> <p>Person</p>	<p>TD02 FA ENTRY RSN</p> <p>TD02 FA NEG DT</p> <p>TD03 ENTRY RSN</p> <p>TD03 FA DATE</p> <p>TD03 FA DIS</p>	<p>Enter J.</p> <p>Enter the last day of the last month of the sanction or non-IPV disqualification period, in MMDDYY format.</p> <p>Enter J.</p> <p>Enter the last day of the last month of the non-IPV disqualification period.</p> <p>Enter the number of months that corresponds to the new end date.</p>
<p>Entering Income</p>	<p>BCW2 ENTRY RSN</p>	<p>Select the appropriate BCW2s by entering the person's state ID number, the BEN MO (the month for which the income is to count), and the program indicator.</p> <p>Before making income entries, review existing income data on the BCW2 screens for the month, program, and calculation purpose.</p> <p>Enter child support income on the child's BCW2 screen when the child is part of the eligible group. If multiple children receive child support from the same source, you may enter the income on the state ID of the youngest child for whom the income is intended.</p> <p>Enter the code for the case action:</p> <p>G Change with timely notice H Immediate release</p>

WORKER-INITIATED ACTIONS
Entering Income
 Revised August 21, 2009

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Application	BCW2	<p>Enter BCW2s for each month of the application process for which there is nonexempt income. Use the THRU MO field to generate multiple, identical BCW2s.</p> <p>If income is not entered for a month in the application process, the system assumes there is no income for that month.</p> <p>Note: BCW2s cannot be entered on a pending application.</p>
	BCW2 BENEFIT MO	Enter the benefit month that is associated with the Food Assistance income and deductions. Enter in MMY format.
	BCW2 THRU MO	<p>Enter the last month in the date range to generate multiple BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date entered in the THRU MO field.</p> <p>If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field.</p>
	BCW2 PI	Enter B.
	BCW2 E/B	Enter A.
Earned Income	BCW2 EARNED 1-5	Enter the amount of each paycheck, beginning with the first earned income field.
	BCW2 CHILD CARE	Enter the total allowable child care or dependent deduction amount.
Ongoing Case	BCW2	A BCW2 may be entered to cause a calculation for the current system month and for the system "next" month.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Ongoing Case (Cont.)		<p>When income is entered for the current system month, income must be entered for the system “next” month, unless the change affects both months.</p> <p>The system continues to use income information entered for the system “next” month until a change is entered.</p> <p>If the case is being reinstated, enter only system “next” month BCW2s. Do not enter current system month Food Assistance income when entering a Food Assistance reinstatement that is effective the first of the next calendar month.</p> <p>Enter A.</p>
Social Security Income	BCW2 E/B BCW2 STATE ID BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2 UNEARN 1-4 BCW2 SR 1-4	<p>A Social Security amount must be entered for each person receiving Social Security income, to allow for automated COLA processing. For more information, see 14-B(8), COLA PROCESSING.</p> <p>Payment for a child or several children is usually sent to the parent in one check. Determine the benefit amount for each child and enter it with each person’s state ID number.</p>
Combining Unearned Amounts	BCW2 UNEARN 1-4, OTHER UI BCW2 SR 1-4, SR	<p>BCW2 has five fields for unearned income amounts and source codes. If a person has more than five sources of unearned income, combine two or more and enter them in one amount field, coded “other.”</p> <p>Enter Social Security, SSI, and unemployment compensation benefits separately. Include State Supplementary Assistance amounts in SSI amounts.</p>

WORKER-INITIATED ACTIONS
Issuing EBT Card
Revised November 7, 2014

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Issuing EBT Card</p> <p>New Case</p> <p>Established Case</p>		<p>The first time a Food Assistance case is approved, an EBT card is automatically issued.</p> <p>Subsequent EBT cards must be issued through entries to the EPPIC system. This includes replacement of lost or stolen cards, cards issued due to change of primary cardholder, and cards issued to authorized representatives. For more information, see 14-J, <u>EPPIC™ Electronic Benefit Transfer System</u>.</p>
<p>Penalty for Not Following Another Program's Rules</p> <p>Imposing a 10% Reduction</p> <p>Removing a 10% Reduction</p>	<p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE FS PEN</p> <p>TD01 ENT RSN</p> <p>TD01 GOOD CAUSE FS PEN</p>	<p>Enter a valid reason code. See 14-B-Appendix, <u>TD01 ENT RSN</u>.</p> <p>Use this field to impose the 10% Food Assistance reduction when the FIP grant (or other means-tested cash benefit) is reduced as a sanction. See 7-G, <u>Penalty for Means-Tested Program Sanction</u>.</p> <p>Enter Y to start the 10% reduction for the next system month. Wait until after ABC cutoff to make the entry if you cannot give timely notice for the next system month. The FS PEN field will be ignored if FIP is not active on the case.</p> <p>Enter a valid reason code. See 14-B-Appendix, <u>TD01 ENT RSN</u>.</p> <p>When the penalty ends, enter N to stop the 10% reduction for the next system month. See 7-G, <u>Penalty for Means-Tested Program Sanction</u>.</p>

WORKER-INITIATED ACTIONS
Pending an Application
Revised February 25, 2005

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD01 AID CHG DT	Enter in MMDDYY format if the AID field is changed. The day is always 01.
	TD01 CO RES	Enter the two-digit code for the county where the applicant lives.
	TD01 GOOD CAUSE: FS PEN	Enter the applicable code when a household member has failed to comply with another program's requirements: Y Imposes a penalty reducing Food Assistance benefits N Removes the penalty
	TD01 ENT RSN	Enter A.
	TD01 CASE: LAST	Enter the last name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix , <u>TD01 CASE: LAST</u> .
	TD01 CASE: FIRST	Enter the first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix , <u>TD01 CASE: FIRST</u> .
	TD01 CASE: INIT	Enter the middle initial. Do not include punctuation. See 14-B-Appendix , <u>TD01 CASE: INIT</u> .
	TD01 CASE: TITLE	If applicable, enter the abbreviation for title or let the system enter it from the CNID entry. For valid codes, see 14-B-Appendix , <u>TD01 CASE: TITLE</u> .
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PHONE	Enter the three-digit area code and the seven-digit phone number.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.)	TD01 PAYEE/MOD	If required for the application, enter the payee modifier code. See 14-B-Appendix, TD01 PAYEE/MOD , for codes.
		If the payee modifier code displayed on the screen is no longer valid, remove it. See Removing Data for instructions.
	TD01 CNID	Enter the state identification number of the case name person. See Case Name ID .
	TD01 ADDRESS FIELDS ADDRESS 1, ADDRESS 2	See 14-B-Appendix, TD01 ADDRESS 1, and TD01 ADDRESS 2 , for entry instructions.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter IA.
	TD01 ZIP	Enter the five-digit zip code.
	TD02 FA ENTRY RSN	Enter A.
	TD02 FA STATUS	Enter D.
	TD02 FA APP DT	Enter the date the application was received in the county office, in MMDDYY format.
	TD03 STATE ID	Complete TD03 on all people who apply.
	TD03 ENTRY RSN	Enter A.
	TD03	Enter the demographic information needed for the Food Assistance program.
TD03 FA STATUS	Enter D.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Limits on Current System Month Recalculations		<p>Do not use the recalculation process when you are entering a reinstatement of Food Assistance for the system next month.</p> <p>When the recalculation process cannot be used, see Supplemental Issuances: Current or Past Months if a corrective issuance is necessary, or use Scratch Pad.</p> <p>Note: Any BCW1s or BCW2s entered to recalculate the current system month update the system “next” month, unless BCW1s or BCW2s are entered for the system “next” month at the same time.</p>
Recertification Before Cutoff	<p>TD02 ENTRY RSN</p> <p>TD02 FA POS DT</p> <p>TD02 START CERT</p> <p>TD02 END CERT</p> <p>TD02 RT</p>	<p>The system generates recertification RREDs with the applicable expiration message at the end of the month before the END CERT or LIMIT date.</p> <p>To recertify a case before ABC cutoff of the last month of the current certification, make the following entries:</p> <p>Enter K when the application was filed timely. Enter L when the application was filed untimely.</p> <p>Enter the first date of the new certification period. (This date is used in the notice.)</p> <p>Enter the date in MMY format.</p> <p>Enter the date in MMY format.</p> <p>Enter the code that indicates whether the next recertification requires an interview. Codes are:</p> <p>F The next recertification is the annual interview for the annual review.</p> <p>N The next recertification does not require an interview.</p>

WORKER-INITIATED ACTIONS
Recertification
Revised December 17, 2010

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Before Cutoff (Cont.)	TD02 INT	Enter the code that indicates whether an interview was held. Codes are: F Face-to-face interview held P Phone interview held N No interview held
	TD02	Enter the HH TYPE, CAT ELIG, OVERDUE CERT, and LIMITS. See 14-B-Appendix ; TD02 , HH TYPE , CAT ELIG , and OVERDUE CERT . For additional information on HH TYPE and CAT ELIG, see Approving an Application .
After Cutoff	Remainder of the TD, RSCF, and BCW screens	Enter any changes. If the household is ineligible due to income or resources, the <i>Notice of Decision</i> will say the case is canceled, rather than saying recertification is denied, because the case was active when the action was taken. If this happens, send a follow-up <i>Notice of Decision</i> saying the recertification was denied. To recertify a case after ABC cutoff of the last month of the certification period, make the following entries:
	TD02 FA ENTRY RSN	Enter C.
	TD02 FA STATUS	Enter C.
	TD02 FA APP DATE	Enter the date in MMDDYY format.
	TD02 FA POS DT	Enter the beginning date for the new certification period.
	TD02 START CERT	Enter the date in MMY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
After Cutoff (Cont.)	TD02 END CERT	Enter the date in MMY format.
	TD02 RT	Enter the code that indicates whether the next recertification requires an interview. Codes are: F The next recertification is the annual interview for the annual review. N The next recertification does not require an interview.
	TD02 INT	Enter the code that indicates whether an interview was held. Codes are: F Face-to-face interview held P Phone interview held N No interview held
	TD02 HH TYPE	Enter the applicable code. See 14-B-Appendix , TD02 HH TYPE.
	TD02 CAT ELIG	Enter the applicable code. See 14-B-Appendix , TD02 CAT ELIG.
	TD02 OVERDUE CERT	Enter if more than 30 days have elapsed since the application date. Note: See Approving an Application for more information on these fields.
	TD02 EMVS	No entry required.
	TD03 ENTRY RSN	Enter C.
	TD03 FA STATUS	Enter C.
	RSCF BCW1 and BCW2	Enter all other applicable RSCF or BCW1 and BCW2 fields that require a change.

WORKER-INITIATED ACTIONS
Recomputing Benefits for Past Months
 Revised December 17, 2010

Iowa Department of Human Services
Title 14 Management Information
Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Recomputing Benefits for Past Months		<p>The ABC system stores income data for the current month and the system “next” month on an ongoing case.</p> <p>To recompute benefits for a month that is earlier than the current month, calculate benefits manually or use the Scratch Pad System. (For instructions, see 14-K, SCRATCH PAD SYSTEM.)</p> <p>Authorize any corrective issuances through TD06.</p>
Recording Returned Food Assistance	<p>TD06 IMM/CAN</p> <p>TD06 EFFECT DT</p> <p>TD06 # MONTHS</p> <p>TD06 AMT</p>	<p>Enter the code that describes the reason for the return.</p> <p>Enter the month for which the Food Assistance was issued.</p> <p>Enter 01.</p> <p>Enter the exact amount of the return, in dollars and cents. Do not enter the amount of the total benefit if different than the amount returned.</p>
Reinstating Benefits		<p>These instructions apply both when the entries are made before the effective date of cancellation OR in the first month after the effective date of cancellation, before cutoff. (You don’t have to wait for the effective date before reinstating.)</p> <p>When reinstatements effective the next calendar month are entered after system cutoff through the last working day of the current calendar month, the system generates an in-cycle RRED with the monthly RRED due date.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits (Cont.)		<p>When reinstatements effective the same calendar month are entered from the first day of the calendar month through cutoff, the system generates:</p> <ul style="list-style-type: none"> ◆ An out-of-cycle RRED with due date of the process date plus seven days (e.g., a May 2 process date results in a due date of May 9). ◆ An informational Worker Action Report stating the month for which the RRED is issued. <p>Note: Do not make Food Assistance entries using other entry reasons or other status codes in the same step.</p> <p>Enter reinstatement coding on both the program and individual screens.</p>
	TD02 FA ENTRY RSN	Enter B.
	TD02 FA STATUS	Enter B.
	TD02 FA REA1	Enter the notice reason (usually 207).
	TD02 POS DT	Enter the effective date of benefits.
	TD02 HH TYPE	Enter the household type code if you are reinstating FIP on an active Food Assistance case. See 14-B-Appendix, TD02 HH TYPE for codes. Otherwise, no entry is required.
	TD02 CAT ELIG	Enter the categorical eligibility code if you are reinstating FIP on an active Food Assistance case. See 14-B-Appendix, TD02 CAT ELIG for codes. Otherwise, no entry is required.

WORKER-INITIATED ACTIONS
Reinstating Benefits
Revised December 17, 2010

Iowa Department of Human Services
Title 14 Management Information
Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits (Cont.)	TD03 ENTRY RSN	Enter B for each person to be reinstated.
	TD03 FA STATUS	Enter B for each person to be reinstated. Do not reinstate people to an already active program. (Enter M to deny reinstatement for a person.)
	TD03 INHOME	When FIP is active at the case level (on TD02), you must enter Y even if FIP is not active for this person. If FIP is not active at the case level (TD02), enter N if there already is a Y in this field or make no entry if this field is blank.
	TD	Enter all other applicable TD screen fields that require a change.
	BCW1 ENTRY RSN BCW2 ENTRY RSN	Enter H if the BCW1 or BCW2 is needed to make changes.
	RSCF BCW1 and BCW2	Enter all other applicable RSCF, BCW1, and BCW2 fields that require a change.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Removing Data	TD01 TD02 TD05 TD03 BCW1 BCW2 TD03 SSN	<p>These instructions apply only when data must be removed without entry of new data. For a field that allows any letter codes, use the space bar to remove the data.</p> <p>For a field that allows only numbers, use zeros to remove other numbers. Exception: Enter zeros if an application has not been made for a social security number, or nines if application has been made for a social security number.</p>
Special and Replacement Issuances	TD06 IMM/CAN TD06 REASON TD06 EFFECT DT TD06 # MONTHS TD06 AMT	<p>Enter the code that describes the reason for the issuance.</p> <p>Enter 000 if the household will receive another type of notice about the issuance, for example, form 470-2920, <i>Request for Replacement of Spoiled Food</i>.</p> <p>If entries are made on any other program in the same step, this code will override any other required notice, so a manual notice is required.</p> <p>Enter the month the issuance is for.</p> <p>Enter 01.</p> <p>Enter the amount of issuance.</p>

WORKER-INITIATED ACTIONS
State ID Numbers
Revised April 22, 2005

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Numbers	<p>TD00 (or other screen)</p> <p>ST01</p>	<p>When processing an application or adding a person to an existing case, check ST01 to see if a state ID exists for any applicant.</p> <p>Enter ST01 for OPTION and “UNK” for the state ID number.</p> <p>Enter the person’s social security number, religious belief (RB) indicator (only if the social security number is all zeroes), name, date of birth, and sex, and select OPTION 4 in the CD/SCRN area or use the PF4 key.</p> <p>The system searches first on social security number only and then on the other data. Match the information on the person with the information on the screen.</p> <p>If a match is made, use that state ID. If the information is close, investigate further. The person may have changed a last name, or be using a nickname.</p> <p>If the search does not bring up a state ID, remove all but the last name and the first letter of the first name and search again.</p> <p>The county number tells where a case file was most recently located. The person may have moved, so do not assign a new state ID solely because the county is different.</p> <p>Be very careful not to assign duplicate state IDs. Check both the ABC and SRS information. The person may have been on SRS, but not ABC, or vice versa. If the person has been on either system, a state ID number has been assigned.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning State IDs		<p>If there is no match, enter “NEW” in the STATE ID field, social security number in the SSN field, religious beliefs (RB) indicator (only if a social security number is all zeroes), full name, birth date, and sex. Press the ENTER key.</p> <p>To facilitate IEVS matches, the name must match the name on available Social Security Administration records. See 14-G, REQUIREMENTS OF IEVS MATCHING, for additional information.</p> <p>Use the PF4 key to confirm the data. The system assigns a state ID number.</p>
Correcting State IDs		<p>If you make a mistake when assigning the state ID number, correct it by making an entry on the TD03 screen. Corrections made to the TD03 screen update ST01.</p> <p>The person’s name, birth date, and sex can also be corrected. Social security numbers may be corrected if the number entered is not already on the system.</p> <p>Corrections to the RB field on TD03 will update ST01.</p>
Cross-Referencing State IDs		<p>If you find that a person has more than one state ID number, send e-mail or form 470-0271, <i>Quality Assurance Transmittal</i>, to Quality Assurance remove the incorrect number. See 6-Appendix, Quality Assurance Transmittal, Form 470-0271.</p>

WORKER-INITIATED ACTIONS
Supplemental Issuances
 Revised March 26, 2010

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Supplemental Issuances</p> <p>Current Month</p>	<p>BCW1</p> <p>BCW2</p>	<p>If adding a person, see Adding a Person to an Active Food Assistance Case.</p> <p>If making a change for the current system month:</p> <p>Enter any changes in household deductions. Note: Current month's entries are used for system "next" month's calculation, unless BCW1 entries are made for the next month.</p> <p>Enter changes in income and deductions. Note: Do not use the BCW entries method when a reinstatement was effective for the system "next" month.</p> <p>The system recalculates benefits and compares the new result to the history amount. (See Recalculation of Current System Month's Assistance.)</p> <p>If the new result is greater, the system generates a supplemental issuance and issues a notice.</p> <p>If the new result is less, the month is shown on the Worker Action Report screens, and the new result is shown on the Calculation Result. You may need to follow claim procedures.</p> <p>Note: Current month's income entries are used for system "next" month's calculation, unless BCW2 entries are made for the next month.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Current or Past Months		<p>Use these instructions to authorize manually calculated benefits:</p> <p>If you are issuing lost benefits for past system months, use TD06. Also use TD06 entries for the current month when recalculation due to income or deduction changes is not appropriate.</p>
	TD06 IMM/CAN	See 14-B-Appendix , <u>TD06, IMM/CAN</u> , for codes.
	TD06 REASON	Enter the code for the notice corresponding to the payment, if a corresponding worker-coded notice exists.
	TD06 EFFECT DT	<p>Enter the month for which the issuance is required. (This cannot be a future date.)</p> <p>The system will accept a TD06 date no further in the past than January of the year before the current year. (To determine the furthest past date allowed, see 7-H, <u>RESTORATION OF LOST BENEFITS</u>.)</p>
	TD06 # MONTHS	Usually this is 01. If number is greater than 01, the effective date plus the number of months cannot exceed the current month.
	TD06 AMT	Enter the amount of issuance.
	TD06 SP ALLOW CD	Enter the code for the FA replacement.

WORKER-INITIATED ACTIONS
Time-Limited Issuance
Revised February 25, 2005

Iowa Department of Human Services
Title 14 Management Information
Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Time-Limited Issuance		<p>When the interview or verification has been postponed for expedited service, or a one-member household has not supplied a social security number, normal certification periods are assigned.</p> <p>However, issuance can be time-limited to avoid having to track manually. On an ongoing case, entry of a specific month in the FS LIMIT field must be made before cutoff for that month.</p> <p>Note: Unless the limit date is removed, the case will close at cutoff of the month that is entered in the LIMIT field.</p> <p>Computations are not printed, nor assistance issued, for months beyond the earliest of dates entered in either the FS END CERT or the FS LIMIT fields.</p> <p>A RRED is automatically generated at the end of the month before the END CERT or limited date month.</p>
At Time of Approval	TD02 FA LIMIT	To limit the period of issuance at the time of approval, enter the last month for which benefits will be issued at the same time as you make other approval entries. The system generates a notice informing the household of the time-limited issuance.
To Extend	TD02 FA ENTRY RSN TD02 FA REA1 TD02 FA LIMIT	Enter H. To extend the limited period of issuance (e.g. good cause period for social security number), enter notice reason code 108. Enter the new last month.

WORKER-INITIATED ACTIONS
Transferring a Case to Another County
 Revised November 18, 2016

Iowa Department of Human Services
Title 14 Management Information
Chapter B(5) Food Assistance Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Transferring a Case to Another County (Cont.)	TD01 ENTRY RSN	Enter H.
	TD01 CO	Enter the new county's number.
	TD01 WKR	Enter the new worker number. If the new number is not known, enter zeros in the third and fourth positions of the field.
	TD01 CO RES	Enter the two-digit code for the county where the applicant resides.
	TD01 ENT RSN	Enter H in the Name/Address section.
	TD01 ADDRESS 1 ADDRESS 2, CITY, ST, ZIP	Enter the address changes.
	WAR1 AND WAR3	The worker receiving the case will get message 328 when these entries update.

SYSTEM-INITIATED ACTIONS

ACTION	EXPLANATION
<p>Automatic Changes to Cases</p> <p>COLA Changes</p> <p>Recoupment</p>	<p>Income changed by COLAs causes recalculation and notice generation.</p> <p>When the monthly recoupment interface occurs, benefit calculation and notices result if benefits change.</p>
<p>Automatic Program Closings</p> <p>Food Assistance Certification Expires</p> <p>COLA Changes</p>	<p>The program is automatically closed. No notice is sent.</p> <p>When cost-of-living adjustments occur, the revised Social Security or SSI is added to other income. If this results in ineligibility due to excess income, the system closes the program and sends a notice. If this results in decreased benefits, the change is made and a notice is sent.</p>
<p>End of IPV Disqualification Period</p>	<p>During month end, the system checks Food Assistance IPV disqualification status. When the disqualification period ends, the person is activated the next month if the case is still active. The system recalculates the benefit amount with an effective date of the following month and sends a notice.</p>
<p>Participation in More Than One Case (Illegal People)</p>	<p>The system checks the state ID record to determine the person's current status by program. When the system finds the person's current status results in one of the following conditions, it sends a message to the worker on the Worker Action Report and ceases processing:</p> <ul style="list-style-type: none"> • Food Assistance with any facility aid except RCF. • Food Assistance in more than one case, unless one case has a 3 in the TD02 FSI field (indicating battered women and children).