
THE SKILL MAINTENANCE CHALLENGE

Strengthening Knowledge in 15 Minutes

SNAP Unit

February 2010

FSMIS Mysteries

Some questions about coding the SNAP mainframe come up again and again. Most of them involve HH Types and Trans codes. Does our old computer system tell you what to do or are you the boss? Take this month's Skill Challenge to find out.

SCORE

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|-------|-----|---|------------------|
| _____ | 1. | Which cases should have a NED HH Type? What difference does it make? | <u>10 points</u> |
| _____ | 2. | When and how should you use the PEN Trans code? | <u>10 points</u> |
| _____ | 3. | What does the VET HH Type code affect? | <u>10 points</u> |
| _____ | 4. | When should you use the SFG HH Type? | <u>10 points</u> |
| _____ | 5. | When applying an OFSET disqualification on a 1-person case, what Trans code is appropriate? | <u>10 points</u> |
| _____ | 6. | When is the EAT HH Type used? What should be narrated when you code this? | <u>10 points</u> |
| _____ | 7. | You have prorated TANF income on a SNAP case. Which HH Type code should you use and why? | <u>10 points</u> |
| _____ | 8. | One thing leads to another and you are trying to process an <i>Interim Change Report</i> (DHS 852) on a closed case in month 8. How can you get FSMIS to accept the action? | <u>10 points</u> |
| _____ | 9. | On the day you process an 852, you should do no other FSMIS action on the same case. Why? | <u>10 points</u> |
| _____ | 10. | Why would you use the HKF HH Type? | <u>10 points</u> |
| _____ | | TOTAL | |

ANSWERS

1. NED tells the computer that all the adults on an SRS case are elderly or disabled and no one has earnings; it stops the DHS 852 from going out. We get QC errors when cases suspend due to not returning a form they never should have received.
2. The PEN transaction code is used on new, expired or closed cases when clients apply. It sets up automated denial after 30 days if they don't complete the application process. This code should NEVER be used on open months.
3. The VET HH Type tells FSMIS that a member of the filing group meets the SNAP definition of *disabled*. This means the computer will allow a MED deduction and unlimited shelter. Do not use this code unless the veteran is rated 100% disabled by the VA. The VET income type code does not cause this problem.
4. SFG means separate filing group and tells us that others share the household with the client, but don't share their food. Do not use this code for those living alone.
5. Use ADJ to change the MT to DH and add the LV coding (LV1, 2 or 3). Use CLO to close the case. The client must serve the penalty period, show cooperation and reapply to get SNAP again. The DIS transaction causes problems (such as sending out an 852).
6. EAT = extended application timeframe. Use it when a client has contacted your office within 30 days of the filing date and been given more time to complete the application process. Narrate the contact and the extension to preserve the filing date.
7. Enter HH Type MNL to prevent the automatic end-of-month update from restoring the GNT income to the full TANF amount.
8. Assuming the client was timely with the form, use an REC to reopen effective the 1st of month 7. Keep the same cert end date and narrate that system limitations required using the REC to process the 852.
9. Actions with conflicting effective dates cause the wrong date to be printed on the automatic notice that tells clients their benefit amount for months 7-12 of the cert period (GS). This leads to hearing requests and other troubles.
10. HKF means that the client has a live-in attendant and the MED deduction includes the cost of the attendant's meals. Because the client is providing all the food, the attendant is not eligible for SNAP.

SCORING

100-90	Impressive
80-70	Not so hard, is it?
Under 70	Get friendly with the <i>Computer Guide</i>
