

DSS-8590 QUICK REFERENCE

Field 5 – Expedite Codes	Field 6 – Transaction Codes (TC)
0 Non emergency case 1 Emergency case with verification 2 Emergency case with postponed verification 3 Continues issuance when verification received.	TC1 Register a new application TC2 Approve an application TC3 Reopen a case (closed/denied in FSIS) TC5 Deny an application TC6 Recertification (approval, denial, or extension of CP) TC7 Terminate an open (or suspended) case TC8 Make a change to an active case TC9 Retroactive Benefits
Field 7 – Rejection/Closure Codes & (TC)	Field 7 – Rejection/Closure Codes & (TC) (cont'd)
01 Residence out of county (5, 6, or 7) 02 Residence out of state (5, 6, or 7) 03 Requested withdrawal during certification (7) 04 Excess Reserve no vehicle (5, 6, or 7) 05 Excess net income (6 or 7) 06 Ineligible due to household composition (5, 6, or 7) 07 Net income results in < \$1.00 (6 or 7) 08 Excess gross income (6 or 7) 09 Excess resources (6,7) – Use this code to close a case suspended with AC 40. Value of a unlicensed vehicle combined with other resources results in excess resources. 10 Refusal to cooperate other than with QC review (5, 6, or 7) 11 Request withdrawal prior to certification (5, 6, or 7) 12 Institutionalized/Incarcerated (5, 6, or 7) 13 Unable to locate client for interview (5, 6, or 7) 14 Failed to provide verification (6 or 7) 15 Not a valid code 16 Application opened in error (5) 17 Change in State Law or agency policy (5, 6, or 7) 18 Originally ineligible for recertification (6 or 7) 19 Refused to cooperate with QC review (6 or 7) 20 Refused to comply with Work Registration (5, 6, or 7) 21 Disqualified – refused to comply with Workfare req. (6 or 7) Workfare Counties only. 22 Transfer of reserve with intent to become eligible (5, 6, or 7) 23 Disqualified – refused to comply with Workfare req. (5) Workfare Counties only. 24 Death (5, 6, or 7) 25 Failed to reapply (7) 26 Other (5, 6, or 7) 27 Voluntary Quit Disq. Period not calculated by FSIS (5, 6, or 7) 28 Ineligible Student (5, 6, or 7) 29 FSIS generated – Case Suspended - excess gross income (6 or 7) Non-PA Household. Close with Action Code (AC) – 08 or 44	30 <i>FSIS generated</i> – Case Suspended – excess net income (6 or 7) Non-PA Household. Close with Action Code (AC) 05 or 44 31 Reopen a closed case (3) 32 <i>FSIS generated</i> – Case Suspended 2 or more member FSU benefits are < \$1. Close with TC6 or 7 and AC 07. 33 FSU ineligible due to striker (5, 6, or 7) 35 Reinstate a case as in appeals or closed erroneously (3) 36 Denied at 30 days or greater – Failure to provide verification (5) 37 Denied at 60 days – Case file incomplete, county delay (5) 38 Denied at 30 days – Missed first appointment and failed to reschedule (5) 39 Denied at 60 days – Failure to provide verification, FSU delay (5) 40 <i>FSIS generated</i> – Case suspended excess reserve (6 or 7). Close case with TC6 or 7 and AC 09 or 69. 41 Not a valid code 42 Requested withdrawal rather than comply with Workfare (6 or 7) Workfare Counties only. 43 Requested withdrawal prior to cert. Rather than comply with Workfare (6 or 7) Workfare Counties only. 44 Excess net/gross income from Workfare participation (6 or 7) AC 29 or 30. Use Adverse Action Guard in field 79 45 Requested withdrawal rather than comply with IEVS req. (6 or 7) 46 Requested withdrawal prior to certification rather than comply with IEVS req. (6 or 7) 47 <i>FSIS generated</i> – PA Case Suspended with benefits < \$1.00 48 <i>FSIS generated</i> – Suspended PA Case Terminated 49 FSU member fails/refuses to comply with E&T req. (5, 6, or 7) 50 Reopen a timely recert the month after cp expires (3) 51 H or I Felony Conviction (5, 6) 52 Perm. Disq. due to a controlled substance felony (5,6,7) 53 Receiving in another FS case (5,6,7) 54 US Citizenship requirements not met (5,6,7) 55 Income verification not provided within 30 days (5) 56 Failure to provide information for a late recertification, denied on or after 30 th day. (5) 57 FSIS generated – SNAP case terminated due to IPV 58 Missed Recertification Appointment. Provides the SR or SSI/SSA income. (5, 6) 65 SNAP application has not been approved because you are no longer receiving SSI, (5, 6) 66 SNAP case is being terminated because you are no longer receiving SSI (7). An 'A' is required in field 79 (Adverse Action Guard)

Field 7 – Rejection/Closure Codes & (TC) (cont'd) 69 Excess resources (6,7) – Use this code to close a case suspended with AC 40. Use this code when the value of a Licensed vehicle added to other resources is the reason for excess resources. 71 All FSU members are ineligible ABAWD's, (5,6, or 7)	Field 13 – Recertification Types P SNAP T Transitional Food Stamp benefits R Semi Annual Recert – mail-in form due I Face to Face/Telephone Interview
Field 15 – FSU (Household) Type 1 PA – Work First or Work First and other income, with no disqualified individual. 2 NPA – Not categorically eligible 3 PA – SSI Only FSU, with no disqualified individual. 4 PA – Authorized Services, combination of any income with no disqualified individual.	Field 22 – Telephone Codes/Types Telephone Codes 01 Atlantic Telephone Membership Corp 02 AT&T/BellSouth – RSC 03 Barnardsville Telephone Company 04 Citizens Telephone Company 05 Concord Telephone Company 06 CenturyLink Data Services 07 Lexcom Telephone Company 08 Code Invalid 09 North State Telephone Company 10 Piedmont Telephone Membership Corp 11 Pineville Telephone Company 12 Randolph Telephone Company 13 Randolph Telephone Membership Corp 14 Saluda Mountain Telephone Company 15 Service Telephone Company 16 Skyline Telephone Company 17 Star Telephone Membership Corp 18 Surry Telephone Membership Corp 19 Tri-County Telephone Membership Corp 20 Verizon (Knott's Island) 21 Wilkes Telephone Membership Corp 22 Windstream Lifeline Applications 23 Yadkin Valley Telephone Membership Corp 24 Ellerbe Telephone Company 25 VZ Wireless Lifeline Center 26 Sprint 27 Nexus Communications, Inc 28 DPI Telleconnect 29 BLC Management 30 Affordable Phone Services 31 Aspire Telecom Inc 32 LTS of Rocky Mount, LLC 33 T-Mobile USA, Inc Attn: US Lifeline 34 Lifeconnect Telecom 35 Tennessee Telephone Services, LLC d/b/a Freedom Communications USA, LLC 37 SafeLink Wireless 99 Contact Number or Ineligible Telephone Types C Wireless Cell Phone L Landline Phone N No Phone
Field 39C – PA Recipients	Field 45 – Types of Utility Deductions
P SNAP Cases Only	0 No utility expense 1 Standard Utility Allowance (SUA) (heating or cooling expense) 2 Actual Utility Deduction (enter an amount in Field 44 – 5 digits) 5 Basic Utility Allowance (BUA) (non heating or cooling expense) 7 Telephone Utility Allowance (TUA)

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 Revised 01/01/2012

Field 63 – Amount of Retroactive Benefits	Field 64 – Retroactive Benefits
Amount (4 digits) with leading zeroes (TC9)	02 Retroactive benefits manually calculated (TC9). Enter \$ in field 63.
Field 74 & 76 – Review for Change Codes	Field 80D – Medical Expense
A Change based on age (member becomes 18 or 60) B Review boarder status C Semi-Annual Recertification 12 month interview due D Deduction Change E Seasonal employment starts or ends K Hurricane Katrina (8/05) Evacuee N Number of persons change (FSU composition) O Other P Disqualified for IPV or Workfare R Work First review date S Student status may end T Hurricane Rita (9/05) Evacuee V Variable income W Work registration Z ABAWD status	A Pays neither Medicare premium nor private health insurance (PHI) B Pays standard Medicare premium C Pays non-standard Medicare premium and pays for PHI D Pays standard Medicare premium and pays for PHI E Pays for PHI only or has Medicare or Medicaid and pays for PHI G Medicare premium is paid by the State
Field 80E – Work/Workfare Registration	Field 80E – Work/Workfare Registration (cont'd)
A* Under age 16 or age 60 or over B* Mentally or physically disabled, including VA unemployable and not 100% service related C* Cares for child under age 6 or an incapacitated person D* 16 or 17 year old head of household who attends school or participates in an employment training program on at least a half-time basis. E* Work First applicant or recipient of WF employment services or refugee F Applied for or receives UIB G* Participates in drug or alcoholic treatment program H* Works at least 30 hours per week or receives weekly earnings = Federal minimum wage x 30 hours per week I* Eligible student	K* SSA disability, VA 100% service connected N* Not included in certification for work registration purposes P*** Workfare participant with/without earnings prior to registration R Registered (n/a to Workfare) S*** Workfare participant begins new job, enters new FSU, or Workfare employment increases or decreases T Volunteers for participation in an approved E&T component. Only valid in second position of the field and is used in combination with other Work/Workfare Registration codes. U** Homeless individual
Field 80E – Work/Workfare Registration (cont'd)	Field 80E – Work/Workfare Registration (cont'd)
0 Works 20 hours more per week, but less than 30 hours a week, averaged monthly; also includes ABAWD's participating in an ABAWD Employment Services Program (refer to Section 246) 1 Participates in and complies with the Able-bodied adult requirements of the County Workfare Program (Workfare Counties Only) 3 ABAWD's in waiver counties only 4 Three 'Non-Compliant' months and prorated month 5 Bonus months and prorated month	* Workfare and E & T ** Not used for ABAWD's *** Workfare only Note: Do not use codes L,M,U,X,Y,Z,W with ABAWDS.
Field 80F – Earned Income Types	Field 80G- WF & SSI Income (3 Digits)
<u>Stable</u> <u>Fluct</u> A F Monthly Self-Employment B G Monthly C H Semi-Monthly D I Bi-Weekly E J Weekly K Annualized Self-Employment L Loss from Farm Income Self-Employment	A WF applicant added to FSU C WF payee included in the WF payment F WF approved, but 1 st check not yet received G SSI approved, 1 st check not yet received, benefit amount reduced to zero or person receives MAD based on disability H WF budget unit member approved including zero payment or payment is for dependent care K WF payment suspended L SSI recipient M Member included in WF payment

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Field 80I – Authorized Services Indicator (ASI)		Field 80J – Other Income (4 Digits)	
N Non Custodial Parent S Services Authorized B Benefit Diversion		A Veteran's Benefits B Railroad Retirement C Unemployment Benefits D Workman's' Compensations E Military Allotment F Property Income G Contributions H Child Support Other than IV-D I IV-D Child support and any unearned income J Strike Benefits K Education Benefits L Other Income (Not IV-D) P Combination of income codes A, B, C, D, F, J, K, or L including Federal Disability Payments N Combination G, H, I (other unearned income) M Contribution and other unearned income: no IVD Q Interest (ex: checking/savings account) R Alimony	
Field 80J – Unearned Income Types		Field 80K – Dependent Relationship Codes	
<u>Stable</u>	<u>Fluct</u>	A Ineligible Alien B Boarder C Fleeing Felon D Disqualified for Intentional Program Violation E Enumeration refused F Disqualified for failure to comply with E&T requirements. G Disqualified for failure to register for work (Remote counties only) I Included in certification J Ineligible ABAWD M Member who was a FSU member prior to entering a hospital or nursing home or a deceased ex-FSU member who is eligible for a medical deduction P Drug Related Felon Q Disqualified for voluntary quit R Roomer S Ineligible Student T Disqualified for transfer of resources V Parole/Probation Violator W Disqualified for failure to comply with Workfare Z Participating ABAWD	
Race Codes			
A Asian B Black or African American I American Indian or Alaskan Native P Native Hawaiian or Pacific Islander W White U Unreported			

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