

**Policy Clarifications  
Cash Assistance - All  
Medicaid - All  
SNAP  
PCA16167176  
PMA16167376  
PFS16167576**

**Submitted: 04/2012**

**Agency: CAOs**

**Citations:**

**Subject: Budget Alignment Issues**

Budget alignment continues to be an issue for CAOs. Is there any additional guidance you can provide?

**Response By: Bureau of Policy**

**Date:04/24/12**

We have received several questions related to [PFS 15990-576](#) and CASH/MA/SNAP Budget alignment. This policy clarification is to provide additional guidance.

The following are general guidelines to follow when aligning budgets within case records.

IF	AND	THEN
1. There are multiple open budgets	The budgets are being aligned	Align to the program with the earliest SAR/ renewal date
2. There is any open budget in the case	An application is received for another benefit	Align the new budget SAR/ renewal to the existing open budget
3. There are multiple open budgets	An application is received for another benefit	First align the existing budgets following #1 above. Then align the new budget following #2 above.
4. There is an open MA and/or SNAP budget	An application is received for Cash Assistance	At the Cash Assistance application interview, gather information needed to complete renewal for all budgets.

Examples:

- 1) A case has an open SNAP budget with a renewal due 9/2012. In July, the client applies for and is found eligible for TANF. When opening the TANF budget, the information required for the SNAP renewal can be collected. At CABSEL, select the C and SNAP budgets. Once run, the dates will be aligned. In **IV-B counties**, use the Program Add mode, run eligibility and then change the dates on the Budget Authorization screen.
- 2) Case contains an MA budget with a SAR date of June and a SNAP renewal date of September. In April, the household applies for Cash. During the cash application process gather all the information needed to complete the SNAP renewal. All budgets are now aligned.
- 3) In May you want to align all open budgets. A case is open with an MA budget with a SAR date in June. The case also has an open SNAP budget with a SAR of July. The worker should go to CCBUDG and change the SNAP SAR date to June to align with the MA budget. Renewal dates for both budgets will be scheduled for December when CAPRTL is run. In IV-B counties, change the SNAP renewal date to June on the Budget Authorization screen.
- 4) Combination PH 80/ SNAP case. SNAP has a two year certification period. PH 80 renewal is due in December and SNAP SAR is due in December. When the PH 80 renewal is completed, a CAPRTL is run on the SNAP budget for the SAR. The following year, both the PH 80 and SNAP renewals are completed.
- 5) Newborns - A household, open for SNAP with a SAR due in June, consists of a pregnant woman, due May 12<sup>th</sup>, open in PS-16 and a 6 year old child opened in PS-2-16 with a SAR due in June and renewal in December. In April, a newborn is added to the case and a PS-3-16 is opened. The newborn add is considered a new application and during processing the renewal dates for the MA budgets will automatically align to 04/30 of the next year. The SNAP SAR will run in June and SNAP renewal in December. In December set all renewal dates to 04/30 to correspond to the newborn eligibility period.

The Notice of Adverse Action (NOAA) is not required when aligning budgets. However, if the client appeals a reduction in the amount of SNAP benefits within 10 days and elects to receive the higher amount, they may do so until the end of the original certification period and the budgets cannot be aligned.