

**Policy Clarifications – SSP/SSI
PSP-17693-720**

Submitted: 9/15

Agency: County Assistance Offices (CAO)

Citations: 55 Pa. Code § 299.31
55 Pa. Code § 299.21(a)
55 Pa. Code § 299.36

Subject: State Supplementary Payment (SSP) Reason Codes

Question:

Supplemental Handbook Section 720.6 and Appendix I outline the process for issuing or reissuing SSPs and provides reason codes that should be data entered in the system.

Sometimes these reason codes are not accepted by the system. Are there additional reason codes that can be used?

What are the consequences if the CAOs data enter reason codes that are not acceptable for issuing or reissuing SSPs?

Response By: Division of Family Assistance

Date: 9/18/15

Supplemental Handbook Chapter 720 Appendix I addresses common SSP reason codes and when to use these codes for issuing or reissuing payments. These codes must be used in eCIS.

The reason codes designate a different account code stream and are linked to a particular funding source determined by the PA Treasury Department. When an incorrect reason code is used the SSP payment is associated with an incorrect accounting code. An audit finding and penalties may result.

If a reason code is not accepted by eCIS, the Income Maintenance Caseworker should report the incident to their supervisor for review and referral to the CIS Hotline.