

Policy Clarifications – SNAP

PFS 17801-523

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Agency: CAOs

Citations: SNAP

Subject: PA CAP Closings for Inter-county Transfers

Should the CAO close the PA CAP budget when the individual moves to another county?

Response By: Division of Federal Programs

Date:

PA CAP closings are automated based on information provided by SDX. However inter-county transfers for PA CAP are not automatically closed. The CAO should follow the steps below to close the PA CAP case when an individual moves to another county.

When a recipient moves from one county to another the CAO closes the SSI/SSP budget as part of an inter-county transfer procedure, the PA CAP budget must be closed at the same time. The inter-county transfer procedure for SSI/SSP budgets is addressed in Supplemental Handbook Section 720.44. The CAO should close the PA CAP budget using Reason Code 052, Option 3. The PA CAP budget then automatically reopens at the next monthly batch run after the opening of the SSI/SSP budget. The PA CAP recipient should not experience a disruption of PA CAP benefits.