



DATE: 01/10/2025

OPERATIONS MEMORANDUM # 25-01-02

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) Cost of Living Adjustment (COLA) Change

TO: Executive Directors

FROM: Robert Hixson
Director
Bureau of Operations

PURPOSE

To provide instructions for implementing benefit changes due to the 2025 COLAs.

BACKGROUND/DISCUSSION

Effective January 1, 2025, the COLA increase for recipients of Social Security Retirement, Survivors or Disability Insurance (RSDI) and Supplemental Security Income (SSI) is 2.5 percent.

On the weekend of January 4, 2025, the automated process will adjust certain Electronic Client Information System (eCIS) screens for February 2025 benefits based on the COLA changes as follows:

1. For SNAP only and combined SNAP/SSI cases that receive RSDI and/or SSI income, but no other COLA-related income, the system will enter the new SSI and RSDI amounts on the appropriate screen. The system will then calculate and issue the new SNAP amount for February 2025, if the change results in a decrease, and issue the appropriate client notice.
2. For other budgets, the system will update the SSI and RSDI amounts on the appropriate screens.

The County Assistance Office (CAO) must manually process any budget that includes Veterans Compensation, Railroad Retirement (RR) or Black Lung benefits. Black Lung and RR benefit amounts are available on the Income Eligibility Verification System (IEVS) if the individual also receives RSDI benefits. If the benefit amount is not available on IEVS, the amount of the January 2025 benefit is calculated by multiplying

the December 2024 benefit amount by the percentage increase and rounding down to the next lowest ten cents.

The new percentages are:

Veteran Benefits	<u>2.5 percent (.025)</u>
RR Tier 1	<u>2.5 percent (.025)</u>
RR Tier 2	<u>0.8 percent (.008)</u>
Black Lung Benefits	To Be Announced

Process the appropriate budget by the deadline for the first benefit of February 2025 using the normal processing procedures.

SNAP ONLY/SNAP/SSI ONLY

Individual Social Security Numbers from the State Data Exchange (SDX) and Beneficiary and Earnings Data Exchange System (BENDEX) files will be matched with individuals in eCIS who have unearned income types 12 and 14. If a match exists, the eCIS screens will be updated with the new benefit amount from the SDX and BENDEX files.

For all matches, eCIS screens will be updated and will show the new income amounts. Any future results pending for the budget will also be updated **only if there is no change from the February budget. If there is a future record, review it for March benefits. Alert #30 will be created.**

Most changes will result in a decrease in SNAP benefits, but a few budgets may be increased if current unearned income amounts are not correct on the database. Benefits in some budgets will not change. An automated notice will be issued if benefits are reduced. Reason code 412 and worker Identification 11111 will identify COLA changes. The SNAP Budget Authorization screen and CQBUDG will display client notice code 412, Option 1, CHAN. CHAN will ensure generation of the 162C that is to be issued for mass changes.

Pennsylvania Combined Application Project (PA CAP)

The following table includes the 2025 COLA values and PA CAP benefit amounts. The PA CAP benefit amounts remain the same.

Household Income with COLA	Shelter Costs below \$196 Benefit Amount	Shelter Cost at or above \$196 Benefit Amount
\$ 989.10	\$126	\$166
\$1,009.10	\$120	\$160

With PA CAP, there are two different confirming notices for COLA. Households in PA CAP (Program Status Code 70) will receive a 412 notice, option 2, while all other SNAP budgets will continue to receive the 412 notice, option 1.

CAO RESPONSIBILITY FOR MANUAL PROCESSING

The automated COLA update will not be processed when:

1. An individual on SDX/BENDEX matches an individual but no CQUNRD exists, or the Income/Unearned screen in eCIS screen is incomplete or completed incorrectly.
2. SDX/BENDEX files identify a Medicare Part B deduction but no CQMEDX exists or the CQMEDX expense type 07, 12 or 99 currently stored in eCIS is not \$185.
3. The budget is U or C only or a SNAP budget with an individual who is an eligible member of a cash budget (ES, EA, EP, EC or EE). For these budgets, the Income/Unearned screen in eCIS will be updated and EDBC will be set to "pend". If the individual is a non-eligible member (NS, NA, NP or NT) of a cash budget, no updates will take place.
4. The SNAP budget contains an individual with unearned income code 12 or 14 and that individual also has income coded 15, 18 or 19. For these cases, the COLA update for all income must be completed by updating the Income/Unearned screen in eCIS.
5. SNAP budgets have an active override.

APPLICATIONS AND RENEWALS

Applications for all benefits (cash, cash/SNAP and SNAP only) are to be processed using the normal processing requirements. For example, if a person applies for cash/SNAP in December and has COLA income, use the payment amount received in December for the December benefits. For the January benefits, use the projected payment amount based on the COLA amount.

Renewals due before the COLA run in January 2025 are to be processed using the normal processing requirements and conditions that existed prior to January 1, 2025. For example, if a SNAP renewal is due in December, use the December payment and the December Medicare Part B premium for January. The COLA automation will use the new payment for February and process a new February benefit or set an alert depending on the case circumstances. When completing renewals, check the case to make certain the correct income screens, codes and Medicare Part B premiums are used.

CASE ALERTS

If the automated COLA process cannot update a SNAP or cash budget, case alerts will be posted. These budgets should be reviewed, and the appropriate action taken to affect the February 2025 benefit. The alerts will be available in January 2025.

OTHER CHANGES

Extended SNAP (EFS) benefit budgets will be bypassed during the COLA batch process run and the unearned screens will not be updated.

At the EFS renewal, the worker must check the BENDEX and SDX files for current unearned income amounts.

The PA CAP FS-70 budgets will be bypassed during the regular COLA batch process because the COLA increase was adjusted for January 2025 benefits.

If you encounter problems that require special handling, please contact the Hotline.

NEXT STEPS

1. Implement these changes effective for February 2025 benefits.
2. Review case alerts for appropriate action.
3. Send the appropriate notice for changes that are a result of the COLA reviews.
4. This Operations Memorandum will become obsolete upon completion of all COLA review actions.