

Operations Memorandum - Cash Assistance - SNAP OPS100902

September 08, 2010

SUBJECT: Five-Year Bar
TO: Executive Directors
FROM: Joanne Glover, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) that, effective September 20, 2010, changes to the Client Information System (CIS) will be implemented which support the five-year bar requirements for the Temporary Assistance for Needy Families (TANF) cash program and Supplemental Nutrition Assistance Program (SNAP).

Background/Discussion

In March 2010, [Operations Memorandum 100301](#), Five-Year Bar, provided CAO staff with a manual review process to ensure non-citizens subject to the five-year bar did not receive federally-funded benefits. Additionally, in March 2010, system enhancements were made to support the five-year bar policy outlined in [Operations Memorandum 090603](#), Qualified Aliens and the Five-Year Bar.

Effective September 20, 2010, system enhancements will support the five-year bar policy for TANF cash assistance and SNAP. With this enhancement, the number of individuals who appear on the monthly CAO secure data base will be reduced. It should only include those who are eligible for federally-funded benefits, but cannot be identified by the information in CIS. For example, a non-citizen who has not been in the US for at least five years, but has verified 40 work quarters, is eligible for SNAP. There is no information in CIS to determine the 40 work quarters; therefore, this individual would continue to show on the monthly list until the five-year time period expired.

The system enhancements for TANF cash assistance include:

- If one member of the household is subject to the five-year bar, then all members must be included in the same budget group with the same program status code (04).
- The system will no longer allow the worker to continue if the code for the INS document type indicates the individual is subject to the five-year bar and the PSC is not 04.
- If an individual with a citizenship code of 3 or 5 is included in the C 04 or U 04 budget, they must be included as an N member or the budget will fail non-financial criteria.

- No worker alerts will be generated when an individual reaches their five-year limit. The five-year bar limits should be reviewed every six months at SAR or renewal.

The system enhancements for SNAP include:

- The system will not allow the worker to continue to process the case if:
 - the code for the INS document type indicates the individual is subject to the five-year bar; and
 - the individual is coded as an eligible member; and
 - the date of entry indicates the individual has not been in the United States for at least five years.
- The system will fail non-financial for those household members that are coded as eligible and that do not meet the eligibility criteria.
- A system override will be necessary in the instance where the household member can provide proof of 40 qualifying quarters of work.
- Those household members that are not eligible to receive benefits must be included as an N member to the budgets.
- The system will allow the following household members to be processed if the INS document indicates that they could be subject to the five-year bar:
 - An individual under the age of 18;
 - An individual who is lawfully in the United States, meets the SNAP definition of disabled or blind, and is active in a Supplemental Security Income (SSI) category.
 - A system override will be necessary for disabled individuals receiving disability benefits other than SSI and meets the SNAP definition of disabled or blind.

For policy relating to the five-year bar requirements refer to:

[CAH 122 - Citizen/Non-Citizen](#)

SNAP Handbook [522- Citizen/Non-Citizen](#)

Next Steps

1. Share this information with all staff.
2. Direct any question to your Area Manager

3. This Operations Memorandum will become obsolete when the information is incorporated into all handbooks.