

PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL



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ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

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800 GENERAL PFD HOLD HARMLESS PROGRAM INFORMATION

The 1982 Alaska State Legislature passed legislation providing for the distribution of dividends to state residents from the Permanent Fund. As part of the legislation establishing the Permanent Fund Dividend (PFD), the legislature also provided that any person whose public assistance benefits were reduced because of counting the PFD as income or resources would be eligible to receive state-funded cash or medical assistance equal to the lost benefits, for up to four months. This became known as the Permanent Fund Dividend Hold Harmless Program.

The tracking needed by the Alaska Temporary Assistance and Adult Public Assistance programs to access PFD hold harmless funds is completely automated.

The Food Stamp Program and Supplemental Security Income (SSI) count the PFD as income and resources in determining eligibility and benefit amount, and so, PFD hold harmless benefits are issued when the household loses benefits due to the PFD.

This manual provides policy and procedures for determining PFD Hold Harmless eligibility for applicants and recipients of food stamps and SSI.

800-1 ELIGIBILITY FOR PFD HOLD HARMLESS

PFD hold harmless benefits are provided to any person who loses food stamp or SSI benefits because they receive or keep PFD money. A separate application is not required for the PFD Hold Harmless Program.

800-2 FOUR-MONTH HOLD HARMLESS LIMIT

PFD hold harmless coverage cannot exceed four months in any fiscal year.

- The four months of hold harmless coverage do not need to be consecutive.
- The four months of hold harmless benefits must be within the fiscal year (July 1 through June 30) for PFDs issued in that fiscal year. The only exception to this is for children in custody whose PFDs are held in trust by the Office of Children's Services (see manual section 800-5B).

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800-2 Continued

- If retained PFD money is expected to cause resource ineligibility after four months of hold harmless benefits, the individual or household is ineligible for further hold harmless benefits.
- The hold harmless period is established by case, not by individual. If an individual leaves a household which has already received hold harmless benefits, and applies for the same program as a new household, the four months of hold harmless eligibility starts over.

Example: *Two members move out of a food stamp household that has one month of PFD hold harmless coverage left. They apply for food stamps on their own. Upon application approval, they are eligible for a new four-month hold harmless period.*

Example:

Cindy was released from OCS custody when she turned 18 and moved in with her grandmother on May 10. Cindy's PFD's for the last 4 years were deposited on May 15, in Cindy's bank account. Cindy applies for food stamps for herself and her grandmother on June 1. The agency verifies all resources including Cindy's bank account and determines the household is over resource for food stamps but eligible for hold harmless benefits. The money that was released from OCS becomes an available resource to Cindy the month it is deposited into Cindy's bank account. The case workers sees that Cindy's grandmother was on her own case prior to Cindy's application and had received 4 months hold harmless for October 2010 - January 2011 due to PFD resources. Since hold harmless follows the case and not the individual and Cindy and her grandmother are considered a new household, they are eligible for another 4 months hold harmless benefits on Cindy's case. Cindy states she is saving the money to pay for college. It will be spent down as of the end of August. Hold harmless benefits are issued for 3 months, June – August.

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800-3 PFD INTERFACE

The Permanent Fund Dividend (PFD) Interface via the INME menu on EIS shows the status of an individual's PFD application. This interface must be checked for all new applications and recertifications to determine if the household will receive PFDs during any month for which the caseworker is determining eligibility.

The PFD application status is located in the APP STATUS field on the INTERFACE INQUIRY screen.

Application Status Types

Eligible
Undetermined
Denied
Denied – Administrative
Invalidated
Invalid – Duplicate
Invalid – Bad Address
Invalid – Incorrect Type
Competing
Withdrawn – Applicant
Withdrawn – Sponsor
Withdrawn – Division
Withdrawn – Court Order

Most individuals are listed on the PFD Interface with an application status "Eligible". Refer to MS 801-A for policy on anticipating PFD income for these individuals.

EIS ININ	INTERFACE INQUIRY	022708 09:19
SSN: 000 00 0000		RONALD A
SOURCE NAME	DOB SEX	RECEIVED PAYMENT ISSUED
EIS BIGDOG,WALLY	12121971 M	
PFA BIGDOG,WALLY	12121971 M	083008
APP TYPE: ADULT	APP STATUS: ELIGIBLE	PFD YEAR: 2008
CITIZEN FLAG: Y	BIRTH STATE: AK	FIRST APP YEAR: 1982

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800-3 Continued

Some individuals will be listed on the PFD Interface with an application status other than “Eligible”. This means the applicant is either not eligible or the application is being reviewed and a final eligibility determination is pending. In these situations, the PFD will not be anticipated. The PFD application status will update once a determination has been made.

EIS ININ	INTERFACE INQUIRY	022708 09:19
SSN: 000 00 0000		RONALD A
SOURCE NAME	DOB SEX	RECEIVED PAYMENT ISSUED
EIS BIGDOG,WALLY	12121971 M	
PFA BIGDOG,WALLY	12121971 M	083008
APP TYPE: ADULT	APP STATUS: UNDETERMINED	PFD YEAR: 2008
CITIZEN FLAG: Y	BIRTH STATE: AK	FIRST APP YEAR: 1982

After completion of the PFD issuance each year the Department of Revenue provides DPA with a list of individuals who were issued a PFD. DPA matches this list with the APA caseload. The Social Security Administration (SSA) uses this information to determine PFD-caused overpayments to SSI recipients and to claim reimbursement from the PFD Hold Harmless Program.

800-4 PFD AS INCOME

A. REDUCTIONS IN PFD

Some individuals may report receiving less than a full PFD or no PFD at all because of voluntary or involuntary reductions. Treat reports of reduced PFDs as follows:

1. Garnisheed / Assigned PFD

Permanent Fund laws allow for legal garnishment of up to 100 percent of a PFD check by government agencies. State law also allows an individual to voluntarily assign up to 100 percent of his or her dividend to a government agency. The total amount of the PFD, before deduction of the garnisheed/assigned funds, is income to the individual in whose name the PFD is issued.

NOTE: Child Support Deduction

Past due child support is often paid via a PFD garnishment. This payment is allowed as a child support deduction for the month the PFD is garnished, usually October. The payment is not prorated since it represents prior month obligations and not future payments.

2. University of Alaska College Savings Plan

An individual may assign one-half of their PFD to the “529” college savings plan offered by the University of Alaska.

The total amount of the PFD, before the deduction to this college savings plan is income to the individual in whose name the PFD is issued.

The funds in this college savings plan are exempt resources.

Cash refunds received from this college savings plan are considered non-recurring lump sum payments and are countable resources for food stamp purposes. The cash refunds are not eligible for PFD hold harmless coverage.

B. PFD RECEIVED FOR A NON-HOUSEHOLD MEMBER

PFD money received for non-household members is not eligible for hold harmless coverage. The income and retained resources are counted or disregarded as follows:

1. If an individual receives PFD money issued for a non-household member and uses or plans to use the money for the needs of the household, the PFD money is countable unearned income for all programs in the month received. Any money retained into the following month is a countable resource.
2. If an individual receives PFD money issued for a non-household member but forwards the PFD money to the person it belongs to, or otherwise clearly uses the money for the benefit of the person it belongs to, the PFD money is not counted as income to the household.

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800-5 PFD MONEY AS RESOURCES

Only retained PFD money is counted in determining if an individual or household should receive hold harmless benefits because of PFD resources. "Retained PFD money" includes:

- Uncashed PFD checks;
- PFD cash on hand;
- PFD money deposited in a bank, savings & loan, or credit union account; and
- Certificates of Deposit established with PFD money.

Resources purchased with PFD funds do not receive PFD hold harmless protection. Similarly, do not apply PFD hold harmless provisions to proceeds from the sale or conversion of a resource purchased with PFD funds.

Accept the household's statement about how much PFD money it expects to retain.

Example:

Cindy's dad applies for food stamps for the 2 of them and verifies Cindy has a CD with an \$8,000.00 balance. Cindy's dad says part of the divorce settlement was that Cindy's PFD must be deposited into a CD each year that requires both parents signature to withdraw any money. The account is in her mother's name. The case worker verifies both parents refuse to sign to release any money until Cindy is 18. The case worker determines the funds are available and are considered a resource to the household. The divorce settlement does not make the funds inaccessible to either parent. The fact that the account is only in her mother's name may make it appear she is the only one with access, however accessing the funds would only required both parents to sign a withdrawal slip. Choosing to not access funds until your child turns 18 does not make them an inaccessible resource. The CD is countable.

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800-5 CONTINUED

A. PFD MONEY COMMINGLED WITH OTHER FUNDS

PFD funds must be identifiable to be excluded as a resource. This does not require that excluded funds be kept separate from countable funds. For the Food Stamp Program, PFD money that is commingled with other money remains identifiable for only six months. See Food Stamp manual section 602-2A (4).

If excluded funds are maintained in an account with countable funds, any amounts withdrawn are presumed to be from the countable portion of the funds.

Example:

An individual has a savings account containing \$500 in retained PFD funds. The individual receives a \$400 tax refund that is deposited into the account. The account balance is \$900. The \$500 in retained PFD funds continues to be identifiable.

The individual then withdraws \$700. The entire remaining balance of \$200 is identified as retained PFD funds. A later deposit of \$500 is made with countable funds. The balance is now \$700 but \$200 of this continues to be identified as PFD funds.

Commingled resources make it difficult for both the client and the caseworker to identify which resources are counted or excluded. The caseworker may recommend, but not require, that the client keep excluded resources separate from countable resources.

B. PFDS BELONGING TO CHILDREN IN CUSTODY

Permanent Fund Dividends held in trust by the State for children in the legal custody of the Office of Children's Services (OCS) are not available to meet the needs of the child for whom they are held, nor are they available to any family with whom the child lives. The interest that accrues on the balance held in trust is similarly unavailable.

Such funds become available only when OCS actually releases the funds to the child or to the child's parent or legal guardian. Treat the release of trust funds as a conversion from an unavailable to an available resource.

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For Food Stamps, Alaska Temporary Assistance, and Family Medicaid - The interest posted to the trust account in the same month that the trust is released is available income in the month it is posted. Interest amounts posted for months before the month the trust is released count as a resource and not as income.

The caseworker will request verification of released PFD trust funds by sending an email to DPAPolicy@alaska.gov. Verification requests will include the case name, case number, mother's name if different from case name, and the child's name, birth date, and social security number. A Policy and Program Development Team staff person will contact the Office of Children Services (OCS) to obtain the information.

The portion of the released funds that represents PFD money is considered PFD funds and is subject to PFD hold harmless coverage if it causes the household to exceed the resource limit. Released funds originating from any other source are not eligible for hold harmless coverage.

An individual whose PFDs are held in trust by OCS and released to the individual may receive up to four months of hold harmless benefits regardless of the end of the state fiscal year.

Example: A child is released from OCS custody in May 2011. In the same month OCS releases the child's PFDs for 2009 and 2010 to the household. These PFD funds are eligible for up to four months of hold harmless during the 12 consecutive months from May 2011 through April 2012. This hold harmless is separate from any hold harmless the household may receive for dividends issued in October 2011.

800-6 **NOTICE AND HEARING REQUIREMENTS**

Timely and adequate notice policies apply to all actions related to the PFD Hold Harmless Program. Ending the hold harmless period and resuming regular food stamp benefits requires only adequate notice.

Refer to Addendum 1 in the back of this manual for a complete list of PFD Hold Harmless EIS notices.

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Households that receive hold harmless benefits have the same Fair Hearing rights that they would have under the Food Stamp or SSI programs.

800-7 VERIFICATION OF PFD INCOME

Division of Public Assistance staff is allowed to obtain verification of PFD income through the PFD website www.pfd.state.ak.us. The website is available to interested parties who have legal authority to verify the status of an individual's dividend. Use of the website is restricted to verifying PFD income. It should not be used to verify or confirm other information.

To get PFD information from the website, follow these instructions:

1. At the PFD home page, under "Application Help" click "Check Application Status"
2. Read the warning. By clicking YES, you are acknowledging that you have the legal authority to view the record you are looking up. Your activity while in "Check PFD Status" will be logged.
3. Select the dividend payment year you want to verify.
4. You must provide the social security number, first name, last name and date of birth for the PFD applicant. The information must be entered exactly as it was received by PFD.
5. Click "Status of Applicant"

Staff is able to access the individual's PFD information for current and prior years unless the individual applied for the PFD on-line through myAlaska. Individuals who applied on-line can obtain the PFD verification by accessing the website themselves.

801 **PFD HOLD HARMLESS FOR FOOD STAMPS**

The PFD is countable unearned income in the month of receipt for the Food Stamp Program. PFD income that is expected to be received or has been received by the household must be counted as income when processing food stamp applications and recertifications. PFD money retained that is reported by the household at application, recertification or during the certification period must be counted as resources.

A. PFD RECEIPT REPORTED BY HOUSEHOLD

If the household reports receipt of a PFD either on an application for benefits, or independently, the information must be acted on.

Example:

Cindy is currently receiving Food Stamps. She applied for ATAP on 10/15. On the application she reported she received a PFD. During the interview she said she plans to spend the PFD by the end of November. The caseworker must act on this information and issue PFD Hold Harmless for November

B. PFD DISCOVERED VIA INTERFACE

Food Stamp Application

If the agency finds via the interface a family received a PFD when working an application, this information must be acted on.

On-going Food Stamps, Application For Other Benefits

If the agency finds via the interface a family received a PFD when working an application for other benefits, this information must be acted on only if the application is approved. This is because the household does not have to report the change unless the PFD causes the household's income to go over the gross income limit. If the application is approved, adjust the Food Stamp benefit. If the application is denied, do not adjust the Food Stamp benefit since the change was not reported by the household.

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Example:

Cindy is currently receiving Food Stamps. She applied for ATAP on 10/15. While processing her application, the caseworker checked the PFD interface and discovered that Cindy received a PFD in October. Cindy's ATAP application is denied for failure to provide requested information. Since the application was denied, the caseworker must not act on the PFD information.

In the month the PFD is received or expected to be received, eligibility for PFD hold harmless is based on whether the PFD income causes the food stamp benefit to be reduced or stopped.

For subsequent months, eligibility for PFD hold harmless benefits is based on whether the household retains PFD money that causes the household to exceed the food stamp resource limit.

See Food Stamp manual section 605-7 for Food Stamp Program policy on Permanent Fund Dividends.

Note: Expedited Service

If a household is eligible for expedited benefits under Food Stamp Program policy, it is eligible for expedited processing of PFD hold harmless benefits. Households whose applications would have been worked within expedite timeframes if they had not received PFD should still be worked within those timeframes. Verification that can be waived under expedite rules can also be waived for PFD Hold Harmless. However, there are some differences when issuing the advance issuance payment for the 2nd month.

The "R" (Regular) BENEFIT ISSUANCE code should be used for processing the second month of expedited PFD Hold Harmless benefits if the CASH regular run for that month has not yet occurred. The "I" BENEFIT ISSUANCE code should be used for processing the second month of expedited PFD Hold Harmless benefits if the CASH regular run for that benefit month has already occurred. Check the Systems Operations Production Calendar for scheduled run dates.

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801-1 FOOD STAMP ELIGIBILITY AND PFD INCOME

Food stamp households are issued PFD hold harmless benefits when receipt of the PFD causes the household to:

- Receive a reduced food stamp allotment; or
- Be ineligible for food stamp benefits.

A. ANTICIPATING PFD INCOME

An individual is reasonably expected to receive a PFD when:

- The PFD interface shows that a person is eligible for a PFD.
- The client states that they or someone in their household expects to receive a PFD and the client provides documentation verifying that the individual's PFD application was approved. This documentation could be a copy of the PFD web page showing the individual's application is approved or other documentation from the PFD Division.

The Permanent Fund Dividend (PFD) is issued annually to all eligible Alaskans. Each year, the Department of Revenue issues dividends to individuals by check or direct deposit. For individuals who expect the PFD to be garnished, the caseworker will consider the PFD income as received in the month the dividend would have been received by the client had it not been garnished.

Note: When the PFD interface shows the person's PFD application status is "Eligible" but the person says they will not receive the PFD, the caseworker must give the person an opportunity to resolve this inconsistent information. Caseworkers must verify the information before excluding the PFD income.

B. PFD MONEY CAUSES A REDUCED FOOD STAMP BENEFIT

If the PFD income causes the household to be eligible for a reduced food stamp benefit, two types of benefits are issued:

1. Food Stamp Benefits: Counting the PFD money as income, issue the food stamp benefit the household is eligible to receive for that month.

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2. PFD Hold Harmless Benefits: Determine the amount of food stamps the household would have been eligible for had it not received the PFD. Issue a PFD hold harmless payment for the difference between the food stamps issued and what would have been issued had it not received the PFD.

C. PFD MONEY CAUSES FOOD STAMP INELIGIBILITY

Food stamp households are issued PFD hold harmless benefits to replace lost food stamps when PFD income causes the household to be ineligible for food stamps.

Income ineligibility must be caused by PFD income. If a household has other income, and that other income alone results in food stamp ineligibility, the household is not eligible for food stamps or PFD hold harmless benefits.

D. ISSUING INCOME HOLD HARMLESS ON EIS

PFD income is entered on the UNIN screen using the **PF** income code. In the month the household is expected to receive their PFDs:

1. Enter the amount of the PFD next to each household member who is expected to receive the PFD.

EIS UNIN				UNEARNED INCOME				09170817:48			
				PROSPECTIVE				CASEWORKER			
CASE NAME:	BANKS , JOE						CASE NUMBER:	00023510	MONTH:	1008	
	NAME	REL	TY SUB	AMOUNT	VR	PEND	TY SUB	AMOUNT	VR	PEND	
01	JOE	B	PI PF	1800.00	IN						
02	MARTH	B	SP PF	1800.00	IN						
03	JOEY	B	CH PF	1800.00	IN						
				MORE INCOME:			MORE CLIENTS:			NEXT-->	

2. Complete all additional data entry on the appropriate screens (EAIN, DEMH, etc.)
3. Go to the FSAD screen. When <ENTER> is pressed, one of two edits will appear:

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801-1 Continued

- If PFD income causes the household to be ineligible for food stamps, the edit **FS/HH ELIGIBILITY EXISTS – AUTHORIZE FS DENIAL OR SUSPENSION** appears.
- If PFD income causes a reduced food stamp allotment, the edit **FS/HH AND FS ELIGIBILITY BOTH EXIST** appears.

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CF062-I FS/HH ELIGIBILITY EXISTS - AUTHORIZE FS DENIAL OR SUSPENSION
EIS FSAD                FS ALLOTMENT DETERMINATION                091708 17:48
PAYMENT MONTH BASED ON: 1008      PROSPECTIVE                CASEWORKER
CASE NAME: BANKS , JOE                CASE NUMBER: 00023510 MONTH: 1008
HH TYPE : REG  HH SIZE: 03          COUNTABLE:   6371.00      LIMIT:   1790.00

INCOME FROM EMPLOYMENT :   1500.00      INCOME FROM EDUCATION:      0.00
SELF EMPLOYMENT INCOME :   0.00          OTHER UNEARNED INCOME:      5400.00
TOTAL EARNED :             1500.00      TOTAL UNEARNED :           5400.00
FISHING/FARMING OFFSET :   0.00
EARNED INCOME DEDUCTION:   300.00      NET INCOME AMOUNT :        6371.00
STANDARD DEDUCTION :      229.00      ALLOTMENT INCOME :         1911.30
MEDICAL EXPENSES :        0.00      MONTHLY ALLOTMENT :        0.00
DEPENDENT CARE EXPENSES:   0.00      PRORATED ALLOTMENT :       0.00
CHILD SUPPORT EXPENSES :   0.00      AFTER MAX PAY DEDUCTION:    0.00
SHELTER COST DEDUCTION :   0.00      PENALTY REDUCTION AMT :    0.00
TOTAL DEDUCTIONS:         529.00      NEW ALLOTMENT AMOUNT :     0.00
AUTH PCN: 8414                AUTH/PAID ALLOTMENTS :     0.00
DENIAL/CLOSURE REASON :    :                ALLOTMENT AMOUNT :         0.00
BENEFIT TYPE: R BENEFIT ISSUANCE : S      RECOUPMENTS (INFO) :      0.00
CERTIFICATION THROUGH: 0209      FINAL ALLOT (INFO) :      0.00
REASON CODE:
ID CARD REQ : N SUBSIST HUNT/FISH: N  CAT. ELIG(Y)? :           AUTH REP REQ: N
CT026-I NOT ELIGIBLE--SEE FSED (ELIG DETERMINATION)      NEXT-->
    
```

4. If PFD income causes the household to be ineligible for a food stamp allotment, change the **R** to **S** in the BENEFIT ISSUANCE field to suspend the food stamp benefits. For an application, enter the denial/closure reason code.

If the household is eligible for a reduced allotment, do not change the benefit issuance field.

5. Enter your PCN to suspend/deny the case or authorize the reduced allotment
6. Press <ENTER>. The FSHH screen will appear.

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801-1 Continued

FSHH	FOOD STAMPS PFD HOLD HARMLESS PROCESSING	091708 17:53 CASEWORKER
CASE NAME: BANKS , JOE		MONTH: 1008
	FS/HH CASE NUMBER: 00023510	
	FS CASE NUMBER: 00023510	
HOUSEHOLD SIZE:	03	
BENEFIT TYPE:	R	NEW ALLOTMENT AMOUNT: 218.00
BENEFIT ISSUANCE:	R	AUTH/PAID ALLOTMENTS: 0.00
DENIAL/CLOSURE REASON:		ALLOTMENT AMOUNT : 218.00
AUTHORIZATION PCN:	8414	REDUCTION AMOUNT : 0.00
END DATE:	1108	FINAL ALLOTMENT : 218.00 *
DELAY REASON CODE:		
HOLD HARMLESS REASON THIS MONTH: INCOME		
MONTHS OF FS HOLD HARMLESS USED (INCLUDING THIS MONTH): 01		
IS ELIGIBLE - AUTHORIZATION REQUIRED		NEXT-->

7. PFD hold harmless benefits are issued as warrants and are printed on the next warrant run. The "R" (Regular) BENEFIT ISSUANCE code will automatically be entered on this screen. Change the BENEFIT ISSUANCE code to "I" (Immediate) when processing the case after the regular warrant run.
8. Enter your PCN to authorize the PFD hold harmless benefit.
9. Enter the last month of PFD hold harmless eligibility in the END DATE field. The END DATE is the last month a household is expected to retain enough PFD money to make them resource ineligible for food stamps.

The END DATE cannot be longer than four months or the end of the current food stamp certification period.

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801-2 FOOD STAMP ELIGIBILITY AND RETAINED PFD MONEY

Food stamp households are issued PFD hold harmless benefits when retained PFD money causes the household to be ineligible for food stamps due to excess resources.

Resource ineligibility must be caused by retention of PFD money. If the household's other resources, including resources purchased with PFDs, exceed the food stamp resource limit, the household is not eligible for food stamps or PFD hold harmless benefits.

The caseworker must look at the household's resources to determine if retained PFD money causes the household to be over resources, and so continue to be eligible for PFD hold harmless, or whether the household is under the resource limit, and so eligible for food stamps.

Note: Households in which all members receive Alaska Temporary Assistance (including extended case management and supportive services), Native Family Assistance, Adult Public Assistance (not including Interim Assistance), or SSI do not need to report PFD resource information. Retained PFD money will not cause these households to be ineligible for food stamps.

- All resources, including PFD money, belonging to these households are excluded under Food Stamp Program rules.
- See Food Stamp manual section 602-2B(24).

A. REPORTING RETAINED PFD

When the household reports receiving the PFD, the household's eligibility must be determined if the household expects to retain PFD money that will cause them to exceed the resource limit.

If the household reports a change in resources such as retained PFD money or buying a new resource with the PFD, the caseworker must determine the household's current resources.

B. DETERMINING RESOURCE ELIGIBILITY

Food stamp households that report PFD income or retained PFD money must have their cases reviewed to determine if the retained PFD money will make them resource ineligible for the Food Stamp Program.

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801-2 Continued

1. Determine whether any of the retained money is exempt for food stamps because the household member who owns it receives:
 - Alaska Temporary Assistance (including extended case management and supportive services);
 - Native Family Assistance;
 - Adult Public Assistance; or
 - SSI
2. If the retained PFD money cannot be excluded, but it does not cause the household to exceed the resource limit, the household is eligible for food stamp benefits.
3. If retained PFD money cannot be excluded, and it causes the household to exceed the resource limit, suspend the food stamp case and issue PFD hold harmless benefits.
4. If the household exceeds the resource limit because of a new resource purchased with PFD money, the food stamp case will be closed, following timely notice of adverse action. The household is not eligible for food stamps or PFD hold harmless benefits.

If the information provided by the household does not allow the caseworker to determine the household's countable resources and what portion of the resources are retained PFD money, the household must be asked for additional information.

Direct contact with the household is the most efficient way to get the additional information. By speaking to a household member, the caseworker can gather the details needed to make the resource eligibility determination.

If the information is not provided, close both the food stamp and PFD hold harmless cases. Eligibility for either program cannot be determined. The household is not eligible for either the PFD hold harmless or food stamp benefits.

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801-2 Continued

C. RESOURCE VERIFICATION

Accept the household's statement about how much PFD money it expects to retain.

D. ISSUING RESOURCE HOLD HARMLESS ON EIS

Retained PFD resources are entered on the LIAS screen only, using the **PF** and **PX** resource codes.

PF	<u>Exempts</u> retained PFD money for food stamp recipients who also receive Temporary Assistance (including extended case management and supportive services), Native Family Assistance, Adult Public Assistance (APA), or Supplemental Security Income (SSI).
PX	<u>Counts</u> retained PFD money as a resource for food stamps.

1. Enter the amount of retained PFD money for each household member, using the appropriate PF or PX code.

EIS LIAS	LIQUID ASSETS	101708 17:54																																								
CASE NAME: BANKS , JOE	CASE NUMBER: 00023510	CASEWORKER																																								
		MONTH: 1108																																								
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">NAME</td> <td style="width: 10%;">REL</td> <td style="width: 10%;">TY</td> <td style="width: 15%;">VALUE</td> <td style="width: 10%;">VR</td> <td style="width: 10%;">PEND</td> <td style="width: 10%;">TY</td> <td style="width: 15%;">VALUE</td> <td style="width: 10%;">VR</td> <td style="width: 10%;">PEND</td> </tr> <tr> <td>01 JOE</td> <td>B PI</td> <td>PX</td> <td>1800.00</td> <td>CS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02 MARTH</td> <td>B SP</td> <td>PX</td> <td>1800.00</td> <td>CS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03 JOEY</td> <td>B CH</td> <td>PX</td> <td>1800.00</td> <td>CS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NAME	REL	TY	VALUE	VR	PEND	TY	VALUE	VR	PEND	01 JOE	B PI	PX	1800.00	CS						02 MARTH	B SP	PX	1800.00	CS						03 JOEY	B CH	PX	1800.00	CS							
NAME	REL	TY	VALUE	VR	PEND	TY	VALUE	VR	PEND																																	
01 JOE	B PI	PX	1800.00	CS																																						
02 MARTH	B SP	PX	1800.00	CS																																						
03 JOEY	B CH	PX	1800.00	CS																																						
	MORE ASSETS:	MORE CLIENTS:																																								
		NEXT-->																																								

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

2. <NEXT> to the FSRD screen.

EIS FSRD	FS RESOURCE DETERMINATION	101708 13:16		
		CASEWORKER		
CASE NAME: BANKS , JOE	CASE NUMBER: 00023510	MONTH: 1108		
UNIT TYPE: REG	UNIT SIZE: 03			
VEHICLES:	VALUE	OWED	EXEMPT	NON-EXEMPT
DODGE	4000.00	0.00	4000.00	0.00
HOUSEHOLD ASSETS:	EXEMPT	NON-EXEMPT	NON-EXEMPT	W/O PFDS
FINANCIAL ACCTS	0.00	0.00	0.00	
LIQUID ASSETS	0.00	5400.00	0.00	
OTHER ASSETS	0.00	0.00	0.00	
TOTAL NON-EXEMPT RESOURCES:		5400.00	0.00	
RESOURCE LIMIT USED	\$ 2000			
CASE PASSES RESOURCE DETERMINATION TEST IF PFDS NOT COUNTED	NEXT-->			

3. The FSRD will display the edit **CASE PASSES RESOURCE DETERMINATION TEST IF PFDS NOT COUNTED.**

Note:

*If the household's countable resources, including PFD money, are between \$2,000 and \$3,000 the edit **PLEASE ANSWER DISABILITY QUESTION** will appear. Enter a Y or N in the disability field and continue.*

4. Update income and expense screens with any changes the household may have reported.
5. Go to the FSAD screen. When <ENTER> is pressed the edit **FS/HH ELIGIBILITY EXISTS – AUTHORIZE FS DENIAL OR SUSPENSION** appears.

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

801-2 Continued

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CF062-I FS/HH ELIGIBILITY EXISTS - AUTHORIZE FS DENIAL OR SUSPENSION
EIS FSAD                FS ALLOTMENT DETERMINATION                101708 13:1
PAYMENT MONTH BASED ON: 1108      PROSPECTIVE                CASEWORKER
CASE NAME: BANKS , JOE                CASE NUMBER: 00023510 MONTH: 1108
HH TYPE  : REG  HH SIZE: 03          COUNTABLE:   971.00          LIMIT:   1790.00

INCOME FROM EMPLOYMENT :   1500.00      INCOME FROM EDUCATION:         0.00
SELF EMPLOYMENT INCOME :         0.00      OTHER UNEARNED INCOME:         0.00
TOTAL EARNED           :   1500.00      TOTAL UNEARNED           :         0.00
FISHING/FARMING OFFSET :         0.00
EARNED INCOME DEDUCTION:   300.00      NET INCOME AMOUNT           :   971.00
STANDARD DEDUCTION     :   229.00      ALLOTMENT INCOME           :   291.30
MEDICAL EXPENSES       :         0.00      MONTHLY ALLOTMENT          :   218.00
DEPENDENT CARE EXPENSES:         0.00      PRORATED ALLOTMENT         :   218.00
CHILD SUPPORT EXPENSES :         0.00      AFTER MAX PAY DEDUCTION:    218.00
SHELTER COST DEDUCTION :   14.50      PENALTY REDUCTION AMT      :         0.00
TOTAL DEDUCTIONS       :   543.50      NEW ALLOTMENT AMOUNT       :   218.00
AUTH PCN: 8414                AUTH/PAID ALLOTMENTS        :         0.00
DENIAL/CLOSURE REASON   :                ALLOTMENT AMOUNT           :   218.00
BENEFIT TYPE: R BENEFIT ISSUANCE : S      RECOUPMENTS (INFO)        :         0.00
CERTIFICATION THROUGH: 0209          FINAL ALLOT (INFO)         :         0.00
REASON CODE:
ID CARD REQ : N SUBSIST HUNT/FISH: N  CAT. ELIG(Y)?:                AUTH REP REQ: N
CT026-I NOT ELIGIBLE--SEE FSED (ELIG DETERMINATION)      NEXT-->
    
```

6. For an ongoing case, change the **R** to **S** in the BENEFIT ISSUANCE field to suspend the food stamp benefits. For an application, enter the denial/closure reason code.
7. Enter your PCN to suspend or deny the food stamp case.
8. Press <ENTER>. The FSHH screen will appear.

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

801-2 Continued

FSHH	FOOD STAMPS PFD HOLD HARMLESS PROCESSING	101708 13:24 CASEWORKER
CASE NAME: BANKS , JOE		MONTH: 1108
	FS/HH CASE NUMBER: 00023510	
	FS CASE NUMBER: 00023510	
HOUSEHOLD SIZE: 03		
BENEFIT TYPE: R	NEW ALLOTMENT AMOUNT: 218.00	
BENEFIT ISSUANCE: R	AUTH/PAID ALLOTMENTS: 0.00	
DENIAL/CLOSURE REASON:	ALLOTMENT AMOUNT : 218.00	
AUTHORIZATION PCN: 8414	REDUCTION AMOUNT : 0.00	
END DATE: 1108	FINAL ALLOTMENT : 218.00	
DELAY REASON CODE:		
HOLD HARMLESS REASON THIS MONTH: RESOURCES		
MONTHS OF FS HOLD HARMLESS USED (INCLUDING THIS MONTH): 02		
IS ELIGIBLE - AUTHORIZATION REQUIRED		NEXT-->

9. Enter your PCN to authorize the hold harmless benefit.

10. Enter the last month of hold harmless eligibility in the END DATE field. The END DATE is the last month a household is expected to retain enough PFD money to make them resource ineligible for food stamps.

The END DATE can never be longer than four months or the end of the current food stamp certification period.

Note: *The edit **FS/HH CASE IS OPEN, BUT CERTIFICATION PERIOD IS ENDED** will appear when the hold harmless END DATE is earlier than the benefit month being authorized.*

- *If the hold harmless benefit for the previous month has not been issued, go to the FSHH screen for that month and update the END DATE field.*
- *If the benefit has been issued, revert the GA case to closed via the REPC screen and process the case through the FSAD for the current month. The edit **PF9 TO CONTINUE GA CLOSURE; OR ENTER PCN TO AUTHORIZE BENEFIT** will appear. Take the appropriate action.*

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

801-3 SUMMARY OF HOLD HARMLESS PROCESSING BY CASE WORKERS

The following sections describe the actions case workers must take when processing applications, recertifications, and reported changes for ongoing cases.

A. APPLICATIONS AND RECERTIFICATIONS

The Permanent Fund Dividend (PFD) Interface via the INME menu on EIS shows the status of an individual's PFD application. This interface must be checked for all new applications and recertifications to determine if the household will receive PFDs during any month for which the caseworker is determining eligibility.

If the household does not expect to receive a PFD, the PFD will not be anticipated and the household will have their eligibility determined for the Food Stamp Program.

If the household has received or expects to receive PFD income, the PFD income is counted in determining food stamp eligibility and benefit amount for the month of PFD receipt. PFD hold harmless benefits are issued to replace the food stamps the household would have received if PFD income were not counted. Caseworkers will query the household regarding the possibility of any retained PFD money.

If the household expects to retain PFD money that causes the household to exceed the resource limit, the household is not eligible for food stamps and will be issued PFD hold harmless benefits.

Refer to MS 801-1D and MS 801-2D for issuing PFD hold harmless on EIS. See FS MS 605-7 B for more information about expedited processing of PFD Hold Harmless benefits.

Note:

When a one-person household that is normally eligible for the minimum allotment reports PFD income or resources that make them ineligible for FS in the initial prorated month, EIS will deny the case. In these situations, the ET must issue PFD HH benefits manually. To do this, the worker should APMA a GA case onto the FS case and issue PFD HH benefits on the GA case.

801-3 Continued

B. ONGOING CASE PROCESSING FOR SEMI-ANNUAL REPORTING HOUSEHOLDS

Households assigned to semi-annual reporting are required to report receipt of the PFD only when it causes their gross monthly income to exceed the income limit. They must report this by the tenth of the month following receipt of the PFD.

If the household reports they expect to receive the PFD, the PFD income is counted for the next month only if the caseworker can give timely notice of adverse action. The caseworker will ask the household if they expect to retain PFD money that will cause them to exceed the food stamp resource limit.

If the household reports they received the PFD, the caseworker will ask the household if they expect to retain PFD money that will cause them to exceed the food stamp resource limit.

If a household reports a change in resources such as retained PFD money or buying a new resource with the PFD, the caseworker will determine if the household's resources exceed the food stamp resource limit.

The caseworker must look at the household's resources to determine if the retained PFD money causes the household to be over resources. If retained PFD money causes the household to exceed the resource limit, the household will be issued PFD hold harmless benefits.

The household must be under the resource limit before returning to the Food Stamp Program.

Refer to MS 801-1D and MS 801-2D for issuing PFD hold harmless on EIS.

C. ONGOING CASE PROCESSING FOR STATUS REPORTING HOUSEHOLDS

Households assigned to status reporting are required to report receipt of the PFD within ten days of receipt.

If the household reports they expect to receive the PFD, the PFD income is counted for the next month only if the caseworker can

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

give timely notice of adverse action. The caseworker will ask the household if they expect to retain PFD money that will cause them to exceed the food stamp resource limit.

If the household reports they received the PFD, the caseworker will ask the household if they expect to retain PFD money that will cause them to exceed the food stamp resource limit.

If a household reports a change in resources such as retained PFD money or buying a new resource with the PFD, the caseworker will determine if the household's resources exceed the food stamp resource limit.

The caseworker must look at the household's resources to determine if the retained PFD money causes the household to be over resources. If retained PFD money causes the household to exceed the resource limit, the household will be issued PFD hold harmless benefits. This should occur infrequently since most status reporting households are categorically eligible.

Refer to MS 801-1D and MS 801-2D for issuing PFD hold harmless on EIS.

801-4 INCORRECT PAYMENTS

Because of the interrelationship of the PFD Hold Harmless Program and the Food Stamp Program, three different types of incorrect payment situations can occur:

1. An incorrect amount of hold harmless benefits is issued;
2. Benefits are issued from the wrong program; or
3. Benefits are issued from both programs, in the wrong amounts.

A. INCORRECT AMOUNT OF HOLD HARMLESS BENEFITS ISSUED

When a household receives only hold harmless benefits for a month and it is later determined that an underpayment has occurred, issue a supplemental hold harmless payment.

ALASKA PERMANENT FUND DIVIDEND HOLD HARMLESS MANUAL

801-4 Continued

When a household receives only hold harmless benefits for a month and it is later determined that an overpayment has occurred, document the overpayment in the case record. There is no recoupment of PFD hold harmless overpayments. EIS cannot identify and recoup PFD Hold Harmless Program losses.

B. BENEFITS ISSUED FROM THE WRONG PROGRAM

1. When a household is issued PFD hold harmless benefits but should have been issued food stamp benefits, document the food stamp underpayment and PFD hold harmless overpayment in the case record.
 - Do not issue a food stamp underpayment.
 - Do not establish a PFD hold harmless overpayment.
2. When a household is issued food stamp benefits but should have been issued PFD hold harmless benefits, complete a claim determination form (Gen 95) on the food stamp overpayment and forward it to the Claims Unit.
 - The Claims Unit will not initiate collection activity.
 - Do not issue the PFD hold harmless underpayment.

C. BENEFITS ISSUED FROM BOTH FOOD STAMPS AND PFD HOLD HARMLESS PROGRAMS BUT IN THE WRONG AMOUNT

When a PFD hold harmless benefit and a food stamp benefit are issued for the same benefit month, there may be incorrect payments for both programs in that month.

1. If the total amount of benefits paid is correct but the PFD hold harmless was overpaid and food stamps were underpaid, document this in the case record.
 - Do not issue the food stamp underpayment.
 - Do not establish a PFD hold harmless overpayment.

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2. If the total amount of benefits paid is correct but the PFD hold harmless was underpaid and food stamps were overpaid, complete a claim determination form (Gen 95) on the food stamp overpayment and forward it to the Claims Unit at P.O. Box 110640, Juneau, AK 99811-0640.
 - The Claims Unit will not initiate collection activity.
 - Do not issue the PFD hold harmless underpayment.
3. If the total amount of benefits paid is incorrect and an underpayment has occurred for one or both programs, issue the appropriate underpayments.
4. If the total amount of benefits paid is incorrect and an overpayment has occurred for one or both programs, complete a claim determination form if there is a food stamp overpayment and forward it to the Claims Unit.
 - Do not establish a PFD hold harmless overpayment.

802 HOLD HARMLESS FOR SSI APPLICANTS AND RECIPIENTS

The SSI program is not administered by the State of Alaska. However, state law provides for replacement of SSI benefits an individual loses because of receiving or keeping PFD money. The policy below describes the different procedures for SSI applicants and ongoing recipients of SSI benefits.

802-1 APPLICATIONS

When SSA opens an applicant's SSI case, the individual's PFD may be counted as income or resources, resulting in ineligibility for SSI.

If SSI benefits are denied or reduced due to PFD income or resources, the caseworker must request a field warrant from System Operations to replace the lost benefits.

Request a warrant to replace lost SSI benefits by contacting the Help Desk and providing the following information:

- Client's name and case number;
- Benefit month(s) and amount(s) being requested; and

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- An explanation that the warrant is being requested to replace SSI benefits lost because of receipt or retention of PFD money during the SSI application period.

Requests for replacement warrants can be made using the automated Help Desk template on the Systems Operations web site.

Lost benefits may exist back to the date of the SSI application, so it is important to remember the PFD hold harmless period cannot exceed four months for each PFD distribution year.

Because the SSI replacement is not an APA benefit, it does not show on the APA Issuance History (APIH) screen. However, the Help Desk will enter SSI replacement information in the Case Notes (CANO) screen.

We may also pay these special retroactive hold harmless benefits if SSA denies SSI to a child under age 18 due to the receipt of PFD.

802-2

ONGOING CASES

For ongoing SSI cases, SSA will continue paying SSI benefits, declaring overpayments when PFD income or resources cause ineligibility.

- If a PFD-caused SSI overpayment exists, the PFD Hold Harmless Program will repay the client's overpayment to SSA.
- SSA will notify the client of the SSI overpayment due to PFD income, but will not require repayment since the State of Alaska has already repaid the overpayment in full.
- No action is required by the caseworker. Reconciliation is accomplished through a buy-out agreement between the state and SSA. The Director's Office is responsible for transferring replacement funds to SSA.

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ADDENDUM 1

EIS NOTICES FOR PFD HOLD HARMLESS

Notice Number	Notice Title	Use
F107	Exp FS/PFDHH Approved – Info Needed	Application situation – Send when a household is eligible for expedite food stamps in the first month and PFD HH in the 2 nd when the application is received after the 15 th of the month and verification is waived.
F190	Open FS and PFD HH – Initial Month	Application situation - Send when household is eligible for both reduced food stamps and PFD hold harmless benefits because of PFD income.
F191	PFD Hold Harmless Supplemental Benefits	Send when household is entitled to receive extra PFD hold harmless benefits.
F192	FS Recert Approved/PFD HH First Month	Recertification situation – Send when household’s FS recertification application is approved and the first month of the new certification period is a PFD hold harmless month. Semi-annual reporting households.
F194	FS Recert Approved/PFD HH First Month (APA/IA)	Recertification situation – Send when household’s FS recertification application is approved and the first month of the new certification period is a PFD hold harmless month. Status reporting households.

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ADDENDUM 1

EIS NOTICES FOR PFD HOLD HARMLESS

Notice Number	Notice Title	Use
F193	FS Approved/ PFD Hold Harmless 2 nd Month	Application situation – Send when household’s FS initial application is approved for food stamps the first month and PFD hold harmless the second month.
F290	FS Denied First Month – Open PFD HH	Application situation - Send when household is ineligible for food stamps for the application month because of PFD income.
F291	FS Denied Second Month – Open PFD HH	Application situation – Send when household is ineligible for food stamps for the second month because of PFD income.
F292	Food Stamp Application Denied - PFD	Send when household is ineligible for food stamps for the first and second month due to PFD income and/or resources and PFD hold harmless benefits are approved.
F294	FS Application Denied – PFD HH Second Month	Send when household is ineligible for FS the first month for reason not related to PFD and eligible for PFD HH in second month.

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ADDENDUM 1

EIS NOTICES FOR PFD HOLD HARMLESS

Notice Number	Notice Title	Use
F593	Food Stamps Restart Following Suspension	Send when the PFD hold harmless case closes and the food stamp case resumes.
F690	Food Stamps Suspended Due to PFD	Send when food stamp case is suspended because of PFD income.
F691	FS Suspended – Resources/Open PFD HH	Send when food stamp case is suspended because of PFD resources.
F692	Categorically Elig/Zero FS – Open PFD HH	Send to categorically eligible households when food stamp benefit is reduced to zero because of PFD income.
F790	Food Stamps Decreased Due to PFD	Send when household is entitled to a reduced food stamp allotment because of PFD income.
O490	PFD Hold Harmless Case Closed	Send when household is no longer eligible for PFD hold harmless and food stamp benefits.