

F Food Stamp Categorical Eligibility Special Keying Procedures

Due to the small number of cases expected to fail any [categorical eligibility factors](#), AZTECS is not programmed to determine when the case is categorically eligible for FS. As a result, AZTECS cannot determine eligibility differently for FS categorically eligible budgetary units.

When keying a categorical eligible FS case, key the information as any other FS case. Apply the following procedures when the case fails any of the categorical eligibility factors:

- **SSN Requirements**

Participants receiving CA, GA, or SSI have complied with [SSN enumeration](#) requirements for these programs.

When a participant has not yet received an actual SSN, key the date of the FS application in the SS5 field on **SSDO**. This allows AZTECS to process until enumeration replaces the pseudo SSN.

- **Residency**

Key Y in the RS field on **RARE** next to each participant.

- **Resources**

Key all of the budgetary unit's resources, including sponsor resources for [sponsored noncitizens](#). Key the appropriate codes on the relevant resource screens. When the case fails on **FSRD**, the following edit message displays:

*WARNING * RESOURCES FAILED, POTENTIALLY FS CATEGORICALLY ELIG.

To exclude resources for FS, change the TYPE codes to one of the following:

- OA when countable for CA or GA and not countable for FS.
- OX when not countable for CA, GA, or FS, or when no participants are participating in a CA or GA budgetary unit.
- A case may fail resource eligibility as a result of a vehicle. Key CE (Categorically Eligible) as the vehicle code on **VEHI** to not count the vehicle for FS.
- Sponsored Noncitizen Requirement

Key sponsor resources on **OTAS** with the AS (Alien Sponsor) code next to the sponsored noncitizen. When the FS case fails on FSRD, return to OTAS and key one of the previously listed codes that does not count the resource for FS.

- FS Gross And Net Income Tests

A budgetary unit may be ineligible based on gross or net income, but it is determined that the budgetary unit is entitled to an FS allotment. In this situation take the following steps:

- Budgetary Unit With Three or More Participants

When ineligible based on excess net or gross income, the case fails in AZTECS.

Key CF in the FS ALERT TYPE field on **PRAP**.

Authorize through the month the budgetary unit is determined FS categorically eligible.

AZTECS allows the FS benefit to process in an eligible no pay status.

Send the [F100 notice](#).

- Budgetary Unit of One or Two Persons

When ineligible based on excess net or gross income, the budgetary unit is eligible for a minimum \$10 allotment.

Key CF in the FS ALERT TYPE field on PRAP.

Authorize through the month the budgetary unit is eligible.

AZTECS allows the budgetary unit a \$10 allotment.

Send the C100 approval notice.

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