



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-01-SYS

FINGER IMAGE REPORT FOR NPA FOOD STAMPS

<p>Date: January 4, 2006</p>	<p>Subtopic(s): Reports</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at Non-Public Assistance (NPA) Food Stamp (FS) Offices that a finger image report has been added to NYCWAY for NPA FS cases. The purpose of the report is to identify caseheads and individuals 18 years of age or older on NPA FS cases that are required to be finger imaged, but have not been finger imaged as of the run date of the report. NPA FS staff must ensure that these individuals are finger imaged when called in for recertification or a special call-in. The policy bulletin is informational for all others.</p>
<p>Accessing the report</p>	<p>To access the report, the designated staff person in the NPA FS Office must:</p> <ul style="list-style-type: none"> • Access the NYCWAY Master menu shown below.
<p>NYCWAY Master menu</p>	<pre> NYCWAY (99901) ----- WORK, ACCOUNTABILITY, AND YOU (WAY) ----- MASTER MENU Case #/App Reg#: [] Suffix: [] Line #: [] Demographics [] Detail [] Case Profile Activity: [] Inquiry on Activity [] Correct an Action [] Enter an Action Employment: [] PIRSA [] Employability Plan Caseloads: [] Caseload Management [] Worklist Processing Assignment/ [] Assignment Attendance [] Assignment Inquiry [] Attendance Inquiry [] Assignment Adjustment [] Training Inquiry Administrative Functions [] Reporting [] </pre>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

- Select **Reporting**; transmit and the **Report** menu will appear.

Report menu

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WORK, ACCOUNTABILITY, AND YOU (WAY)                PIW055.010
      REPORT MENU

      Tab to your choice and transmit

      [ ] View reports processed overnight
      [ ] View outstanding requests
      [ ] Reports
      [ ] Daily Worker Activity Report
      [ ] Client Inventory Reports
      [ ] Action Analysis Report (ACTCOMBO)
      [ ] Demographic Tracking Reports
      [ ] HSS Reports - Enter date of interest:
      [ ] Worklist Snapshot Reports
      [ ] ADC Conciliation Reports
      [ ] ADC Call-in Pool Reports
      [ ] Substance Abuse Roster Results
      [ ] Sanction Report
      [ ] Daily UNENGAGED Caseload Report
      [ ] TTS Daily Roster - Enter yyyymmdd:
1Prior 2 3 4 5 6 7 8 9 10MnMenu
    
```

Select Reports

- Select **Reports**; transmit and the **Scheduling Report Choices** screen appears.

Scheduling Report Choices screen

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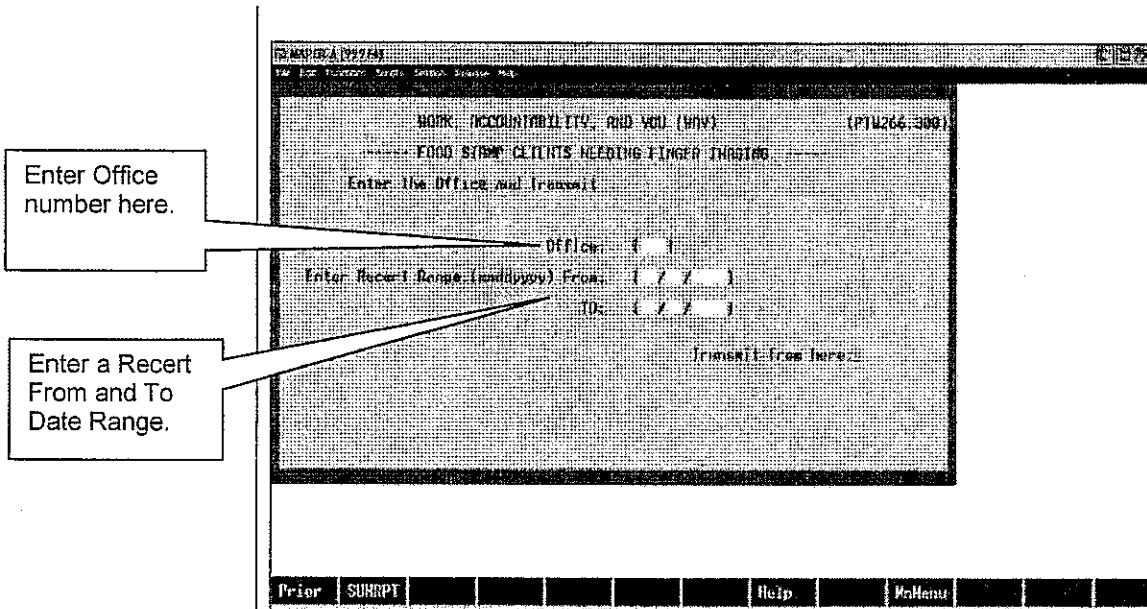
WORK, ACCOUNTABILITY, AND YOU (WAY)                (PIW269.315)
      SCHEDULING REPORT CHOICES

      Tab to your choice and transmit

      [ ] PRINT ROSTER FOR APPOINTMENTS
      [ ] PRINT APPOINTMENT INVENTORY
      [ ] PRINT MONTHLY FINGER IMAGE REPORT - FOOD STAMPS
      [ ] PRINT WEEKLY FINGER IMAGE REPORT - 18 YEAR OLDS
      [ ] CHECK APPOINTMENT SLOTS
      [ ] APPLICANT OFFICE SEARCH
      [ ] TIME LIMITS SEARCH
      [ ] SUBSTANCE ABUSE/VESID TIMELIMITS
1PRIOR 2 3 4 5 6 7 8 9 10MNMENU
    
```

Select this report

- Select **Print Monthly Finger Image Report – Food Stamps**; transmit and a screen that requires entry of an Office number and a Recert Date Range will appear.

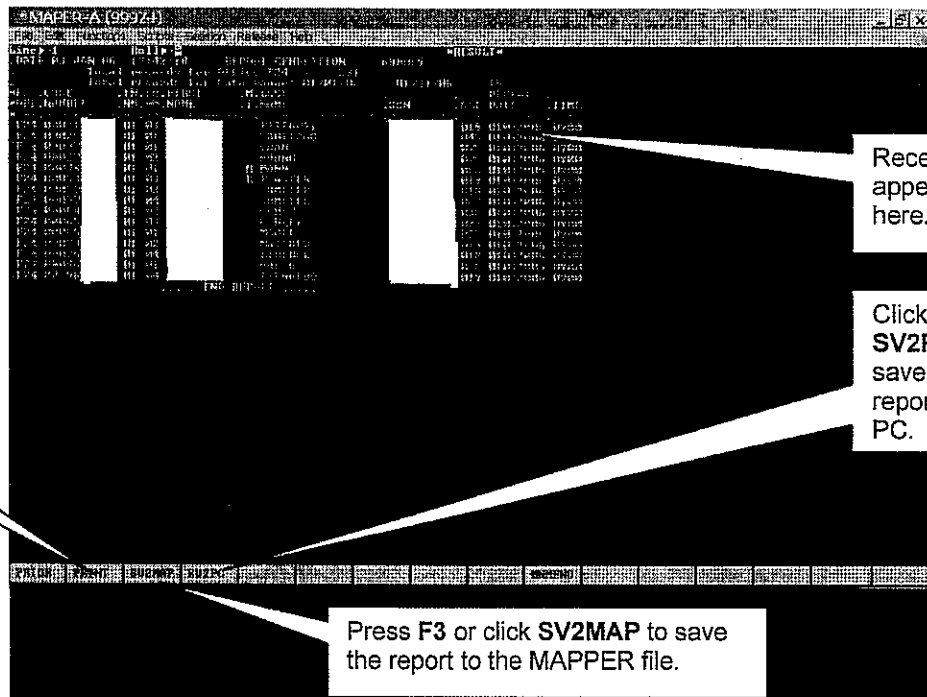


Enter Office number here.

Enter a Recert From and To Date Range.

- Enter the Office number in the **Office** field.
- Enter the Recert Date Range in the **From** and **To** fields to include the desired cases; transmit and the **Report Generation** screen appears, displaying the Finger Image Food Stamps report.

Report Generation screen



Press F2 or click Print to print the report.

Recert Date appears here.

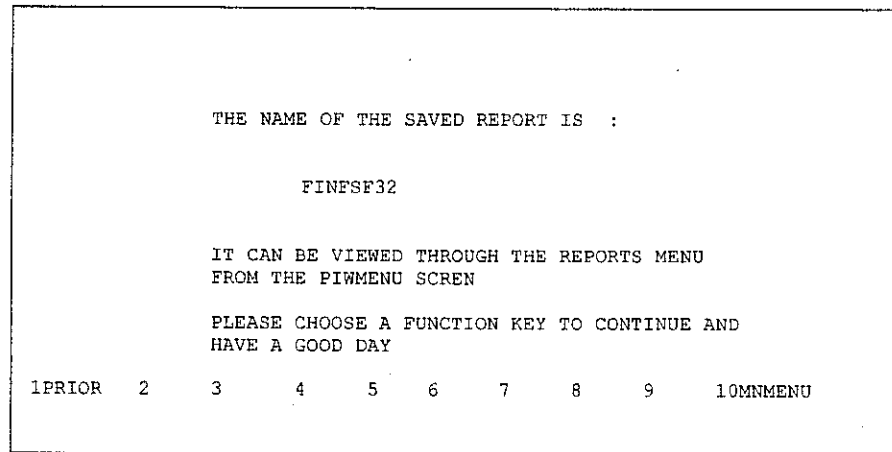
Click SV2PC to save the report to a PC.

Press F3 or click SV2MAP to save the report to the MAPPER file.

Once the report appears on the **Report Generation** screen, the Worker has three options:

1. Press **F2** to print the report.
2. Press **F3** to save the report to the MAPPER file.

Saved report to MAPPER file on this screen.



3. Click **SV2PC** to save the report on a PC as a TXT file in C:\TEMP\filename.txt.

The file name is based on the current date and choice of Office or region.

Failure to comply with finger imaging requirements at recertification will result in a case closing.

Once the report has been printed, the designated staff person must forward the report to the Receptionist. The Receptionist must check the list when participants come in for recertification; if a person's name (or the name of any member of the household) appears on the report, refer him/her to the finger imaging unit by completing the Finger Imaging Notice (**W-519**). Staff must ensure that individuals on this report are finger-imaged when called in for recertification. If the individual fails to comply with the finger imaging requirement, close the case per current procedure.

No adverse action when a participant fails to comply with finger imaging between certification appointments.

In addition, this report can also be used for special finger imaging call-ins done in the NPA FS Offices. Staff is reminded that in these instances failure to comply with the finger imaging call-in between certification periods does not adversely affect Food Stamp eligibility. Therefore, an individual/household cannot be penalized for failing to comply with the finger imaging requirement or failing to keep the call-in appointment.

Effective Immediately