



FAMILY INDEPENDENCE ADMINISTRATION

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POS RELEASE NOTES VERSION 10.1.1

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<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS), Version 10.1.1, was migrated to production on June 16, 2006. Descriptions of the changes can be found in Attachment A: POS Release Notes Version 10.1.1, and on the FIAweb at:</p> <p>http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>Attachment A POS Release Notes Version 10.1.1</p>

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*

Distribution: X

POS Release Notes

Version 10.1.1, June 16, 2006

These Release Notes contain descriptions of changes in POS Release 10.1.1, scheduled for June 16, 2006. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact Patrick Casey. These and prior Release Notes may also be found on the HRA Intranet at http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. Changes to Battered Alien Determination

The Battered Alien determination script in POS has been moved from the Alien Food Stamp Eligibility Determination flow to the Alien Type Determination Script. Battered is now a separate alien type. The new Alien Type Determination Script - Battered (Abused) Spouse and/or Dependent Child of US Citizen or LPR with two new response to question windows will be placed between Alien Type Determination Script – Conditional Entrant and Alien Type Determination – PRUCOL (MA) windows.

The new order of the windows in the Alien Type Determination Script is:

1. Initial Summary
2. North American Indian Born in Canada or Member of Federally Recognized Tribe Born Outside US
3. Hmong or Highland Laotian
4. Victims of Trafficking and Violence Protection Act of 2000
5. Cuban/Haitian Entrants
6. Refugees or Amerasian Immigrants
7. Asylee
8. Deportation or Removal Withheld
9. Parolee for at Least One Year
10. Parolee for Less than One Year
11. Legal Permanent Resident
12. Conditional Entrant
13. Battered (Abused) Spouse and/or Dependent Child of US Citizen or LPR
14. Battered Documentation Window
15. Evidence of Battered or Abuse
16. PRUCOL (MA)
17. PRUCOL (PA)
18. Undocumented Aliens
19. Additional Information
20. Summary

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Windows 14 and 15 only appear if the worker answers “Yes” to Battered in window 13. Window 14 will appear for each alien on the case that it’s needed for. (For example: If two aliens on a case, John and Jane, are determined Battered in window 13 there will be two windows following that in the flow. One will be titled, “Battered Documentation Window for John” and the other will be titled “Battered Documentation Window for Jane”.) Window 15 will only appear for the casehead. If the worker wants to go back to window 14 or 15 after leaving them, this can only be done by going back to window 13 and moving forward from within window 13.

Alien Type Determination

Upon beginning the Alien Type Determination, the worker will see the Initial Summary window. This window lists each alien for whom the type determination must be done.

Click the “Next” button to continue. Navigation of the windows following this is as follows:

- Look at the documents listed for each group and if the alien has any of them he/she is a member of that group.
 - If the alien is not a member of the listed group click on the “No” radio button and the script will advance to the next window.
 - If the alien is a member of the listed group click on the “Yes” radio button and then place a check mark next to all aliens on the case who are members of the listed group.
 - Then click on the “Next” button and the script will advance to the next window.
- When the worker gets to window 13 (Battered (Abused) Spouse and/or Dependent Child of US Citizen or LPR) if the alien states she is battered/abused or has presented documents that are listed in the window click “Yes” and then place a check box by the name of the alien(s) on the case this applies to as well as any children of that alien (children derive their battered status from the battered status of their parent, whether they’re listed on the supporting documentation or not) and then click on the “Next” button.

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Figure 1 Window 13 in Alien Type Determination

Alien Type Determination Script -- Battered (Abused) Spouse and/or Dependent Child of US Citizen or LPR

1. Initial Summary
2. North American Indian Born in Can.
3. Hmong or Highland Laotian
4. Victims of Trafficking and Violence
5. Cuban/Haitian Entrants
6. Refugees or Amerasian Immigrants
7. Asylee
8. Deportation or Removal Withheld
9. Parolee for at Least One Year
10. Parolee for Less than One Year
11. Legal Permanent Resident
12. Conditional Entrant
- 13. Battered (Abused) Spouse and/or Dependent Child of US Citizen or LPR**

Please determine if any individual in the household, who has not been selected in a previous window, belongs to this group (make a determination based on a statement from the individual or by comparing the documents presented by the individual to the list below)

Abused Spouse or Abused Child, or Parent of an abused child, or Child of an abused parent of US Citizen or Lawful Permanent Resident YES NO

- Notice of Action (I-797) indicating approval of an I-360 VAWA Self-Petition
- Notice of Action (I-797) indicating prima facie eligibility of an I-360 VAWA Self-Petition
- Notice of Action (I-797) indicating that an I-360 VAWA Self-Petition is pending
- Notice of Action (I-797) indicating that an I-130 visa petition has been approved under sec.201(b) or sec. 203(a)(2)(A)
- Notice of Action (I-797) indicating that an I-130 visa petition is pending under sec. 201(b) or sec. 203(a)(2)(A)
- Executive Office for Immigration Review (EOIR) Order granting suspension of deportation under sec 244(a)(3)
- Executive Office of Immigration Review (EOIR) Order granting cancellation of removal under sec 240A(b)(2)
- I-94 (Arrival/Departure Record) coded CR-1-7, K3, K4, V1 or V2
- I-688B (Employment Authorization Document) annotated (a)(9) or (a)(15)

Place a check mark next to individual who belong to this group. Please select any children that may be derived under the parent's petition. Derived children are unmarried children under age 21 covered by the parent's petition. They may or may not be listed on parent's Notice of Action I-797 and may not have immigration documents of their own.

Individuals who were selected in previous windows are not listed.

Jeffrey Collado Josephine Diaz

Select All Clear All Details

Next Previous

The new "Battered Documentation" window will open in turn for each alien selected in window 13 (Battered/Abused). The worker will place a check mark by all those documents the alien present.

For example, if the alien presents an I-797 indicating approval of the I 360 VAWA Self-Petition and an EOIR Order granting suspension of Deportation and an I-94 coded CR-1-7, the worker should place a check mark by all three documents in the Battered Documentation Window.

If the alien does not have documents with him/her, put a check mark by "None of the Above" and select the option below that that applies to the situation.

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Figure 2 Battered Documentation Window for First Alien on Case

Battered Documentation Window Jeffrey Collado [X]

Name Jeffrey Collado **DOB** 11/29/1991

Instructions
Please select all documents that are available for this individual. If documents are not available at this time, select "None of the Above" and select the appropriate radio button.

Documentation

Notice of Action I-797
Read text in the upper right hand side of the I-797 and select what is indicated there from the following:

- 'Approval Notice.' (Indicates approval of the I-360 VAWA Self-Petition)
- 'Establishment of Prima Facie Case.' (Indicates prima facie eligibility of an I-360 VAWA Self-Petition)
- 'Receipt Notice'. (Indicates that an I-360 VAWA Self-Petition is pending)

Notice of Action I-797

- 'Approval Notice.' (Indicates approval of the I-130 visa petition)
- 'Receipt Notice'. (Indicates that an I-130 visa petition is pending)

Executive Office for Immigration Review (EOIR) Order granting suspension of deportation under sec 244(a)(3)

Executive Office of Immigration Review (EOIR) Order granting cancellation of removal under sec 240A(b)(2)

Arrival/Departure Record Form I-94 coded CR-1-7, K3, K4, V1 or V2

I-688B (Employment Authorization Document) annotated (a)(9) or (a)(15)

I-766 (Employment Authorization Document) annotated (a)(9) or (a)(15)

Any other USCIS documents indicating the alien has a K or V visa

None of the Above

- Deferred-no documents at the interview-will return with documentation
- Derived Child (covered under parent's petition)
- Deferred-lost documents-will return with verification I-360 self-petition has been filed
 - Status verified via SAVE or USCIS
 - Proof that I-360 was filed
 - Written Attestation

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Figure 3 Battered Documentation Window for Second Alien on Case

Battered Documentation Window Josephine Diaz [X]

Name Josephine Diaz **DOB** 12/21/1977

Instructions
Please select all documents that are available for this individual. If documents are not available at this time, select "None of the Above" and select the appropriate radio button.

Documentation

Notice of Action I-797
Read text in the upper right hand side of the I-797 and select what is indicated there from the following:

- 'Approval Notice.' (Indicates approval of the I-360 VAWA Self-Petition)
- 'Establishment of Prima Facie Case.' (Indicates prima facie eligibility of an I-360 VAWA Self-Petition)
- 'Receipt Notice'. (Indicates that an I-360 VAWA Self-Petition is pending)

Notice of Action I-797

- 'Approval Notice.' (Indicates approval of the I-130 visa petition)
- 'Receipt Notice'. (Indicates that an I-130 visa petition is pending)

Executive Office for Immigration Review (EOIR) Order granting suspension of deportation under sec 244(a)(3)

Executive Office of Immigration Review (EOIR) Order granting cancellation of removal under sec 240A(b)(2)

Arrival/Departure Record Form I-94 coded CR-1-7, K3, K4, V1 or V2

I-688B (Employment Authorization Document) annotated (a)(9) or (a)(15)

I-766 (Employment Authorization Document) annotated (a)(9) or (a)(15)

Any other USCIS documents indicating the alien has a K or V visa

None of the Above

- Deferred-no documents at the interview-will return with documentation
- Derived Child (covered under parent's petition)
- Deferred-lost documents-will return with verification I-360 self-petition has been filed
 - Status verified via SAVE or USCIS
 - Proof that I-360 was filed
 - Written Attestation

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After the Battered Documentation Window has appeared for all aliens on the case that may be battered the Evidence of Battery or Abuse window appears for the Casehead. This window appears only for the Casehead and not for each person selected.

Figure 4 Evidence of Battery or Abuse window

Evidence of Battery or Abuse window

Casehead: Josephine Diaz

Instructions

Please answer both questions in this window and enter outcome of the Alien Special Assessment Appointment in order to determine eligibility for qualified alien status under "Battered Alien" criteria. If results of Alien Special Assessment Appointment are not available, you have to select "Appointment Pending" button

Is there a substantial connection between the abuse and the need for benefits? Yes No

Substantial connection exists when, but no limited to the following:

- Benefits are needed to enable the victim or the victim's child to become self-sufficient following separation from the abuser;
- Benefits are needed to enable the victim or the victim's child to escape the abuser and/ or the community where the abuser lives, or to insure the safety of the victim, the victim's child;
- Benefits are needed due the loss of financial support resulting from the victim's or his/her child's separation from the abuser;
- Benefits are needed because of lost housing, income or because fear of the abuser jeopardizes the victims' ability to care for his/her children
- Benefits are needed because the victim or the victim's child requires medical attention or mental health counseling or has become disabled as a result of battery or cruelty

Does individual live apart from the abuser? Yes No

Results of the Special Assessment Appointment

Positive (The DV Claim has been deemed credible)

Negative (The DV claim has been deemed NOT credible)

Failed to Keep Appointment

Appointment Pending

Run Rules

This individual is determined qualified alien under the Battered Alien criteria. All derived children associated with this individual are also determined qualified under Battered Alien Criteria

Next **Previous**

Answer the two questions "Is there a substantial connection between the abuse and the need for benefits?" and "Does individual live apart from the abuser?"

Then click on one of the radio buttons for the "Results of the Special Assessment Appointment" section if it's not grayed out.

The "Results of the Special Assessment Appointment" section will be grayed out if in the Battered Documentation Window the documents selected are:

- Approved I-360 or,
- Establishment of prima facie or,
- Order from EOIR granting suspension of deportation or,
- Order from EOIR granting cancellation of removal or,
- None of the Above & Derived Child are both checked

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Click on the "Run Rules" button. One of the following messages will appear:

- This individual is determined qualified alien under the Battered Alien criteria. All derived children associated with this individual are also determined qualified under Battered Alien Criteria
- This individual is not deemed eligible under the **Battered Alien** criteria. All program determinations will be cleared and you will have to determine if this individual meets the PA PRUCOL requirements.
- An Alien Special Assessment is required for this individual unless the outcome of a previous appointment is on file.
- Based on the responses to the questions in this window, this individual is not deemed eligible under the **Battered Alien** criteria. All program determinations will be cleared and you will have to determine if this individual meets the PA PRUCOL requirements.

A **Temporary Battered Alien Type** flag will be placed on a case that is pending a final outcome of a referral to the domestic violence liaison and for cases where the worker has indicated that the alien has no documentation at the interview clearly establishing the alien as type B. If the temporary battered alien type is given, a TAD business rule will display an error message stating that the case action (RJ/CL/AC) can not be completed until the flag is lifted.

Also, the system will not allow the worker to complete the case activity until the Alien Type Determination Script window is updated and completed. This includes both returning with the results of the Special Assessment and any documentation.

(Note: [See 06-INF-14.] Lack of immigration documentation should not impede districts from making the other eligibility determinations for a battered alien. If districts are unable to verify that an acceptable alien document has been filed with the USCIS, districts can accept the alien's written attestation, and then refer the alien to immigration forms hotline or to legal aid for assistance in filing an I-360 self-petition. It should be made clear to the alien, in writing that she/he must return to the agency with the documentation that she/he has filed the I-360 self-petition within 30 days in order to be eligible for ongoing temporary assistance.

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Documents to verify the alien status are selected for scanning and indexing in the Alien FS Eligibility Determination Script:

Figure 5 Alien FS Eligibility Determination Script

Alien FS Eligibility Determination Script -- Summary

1. Initial Summary
2. Military
3. Veteran
4. Currently Receiving SSI
5. Other Disability
6. 40 Quarters: Ojo John
7. 40 Quarters: Ojo John 's Spouse
8. Quarters from Parent
9. 40 Quarters Summary and Determination
10. Summary

Task Status **Complete**

Message **All alien individuals in the household have been given an alien type**

ALIEN FS ELIGIBILITY SUMMARY			
	Name	Alien Status	Alien Code
Documents	Ojo John	BATTERED (ABUSED) SPOUSE AND/OR D B	

Next Previous

- Click on the “Documents” button in the Summary window of the Alien FS Eligibility Determination Script.
- The Alien Document List for that alien type will be displayed.

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Figure 6 Alien Document List

Documents	Document Requested	Available for indexing
Evidence of battery and abuse	<input type="checkbox"/>	<input type="checkbox"/>
I-797 Ind. appr/pend/prima facie eligbl of VAWA Self-Petition I-360	<input type="checkbox"/>	<input type="checkbox"/>
Petition approv. or pending under Sec. 204(a)(1)(A)(i).(ii).(iii).(iv)	<input type="checkbox"/>	<input type="checkbox"/>
Petition approved or pending under: Sec. 204(a)(1)(B)(i).(ii).(iii)	<input type="checkbox"/>	<input type="checkbox"/>
Order from EOIR granting cancellation of removal under Sec. 240A(b)(2)	<input type="checkbox"/>	<input type="checkbox"/>
Order from EOIR granting suspension of deportation under Sec 244(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>
US Residence prior to 8/22/96 verified by employment records	<input type="checkbox"/>	<input type="checkbox"/>
US Residence prior to 8/22/96 verified by tax records	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Ok Cancel

- Place a check mark by those documents you want to scan under the Document Requested heading.
- If the Alien has the document with him/her also place a check mark under the Available For Indexing heading.

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2. OCSE Changes for Acevedo

For applications for which an individual on the case failed to cooperate with OCSE or failed to keep an OCSE appointment without good cause the case must to be sanctioned. POS will receive a daily file from NYCWAY indicating which individuals failed to cooperate or failed to keep an OCSE appointment without good cause. POS will set up an automatic 25% budget reduction sanction by placing Income Source Code 45 (PA Budget Reduction-PA Budget Deficit is Reduced Due To Non-Compliance with IV-D Requirements for Applicant Households) on the lines of individuals who appear on the NYCWAY file. If the individual should be sanctioned using Income Source Code 44 (PA/Budget Reduction - PA Budget Deficit is reduced due to Non Compliance with IV-D Requirements for Recipient or Re-Applying Household), the Worker must make this change on the **POS Individual and Income Needs Budget** window.

Also, individuals who failed to keep the OCSE appointment without good cause must be denied for MA unless they meet the exception criteria (be pregnant or have a child less than 2 months old or be under age 19).

There are new TAD business rules for this process.

- A budget must be authorized when these OCSE sanctioned cases are being accepted.
- The authorized budget must contain an OCSE sanction code (44 or 45) for these cases.
- The individual who failed to keep the OCSE appointment must be denied for the MA program unless they meet the exception criteria.

POS will also prefill the form **LDSS-4013** (Action Taken on Your Application: Part B: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage) notice with the budget reduction sanction information.

POS workers must remember to make the status change for application cases in the Eligibility Determination window-Decision tab. This will change the statuses on the WMS budget and the TAD.

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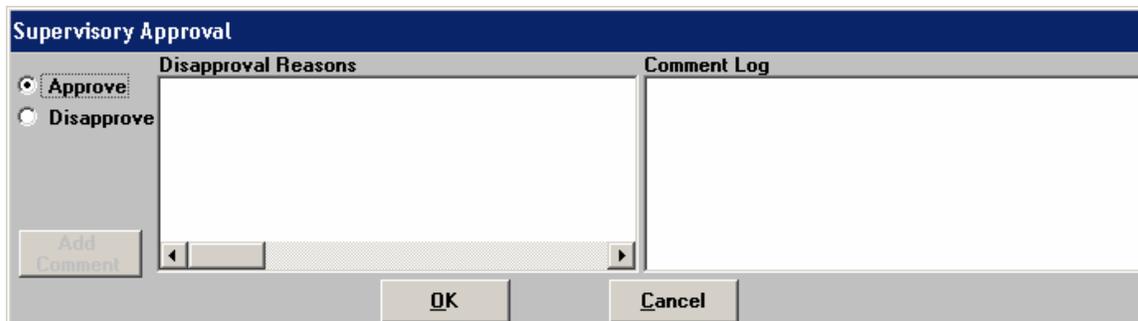
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3. Changes to Approve Eligibility Decision activity

The Supervisor must review and print the **LDSS-4013** in the **Approve Eligibility Decision** activity for applications where CNS will not generate the notice or the CNS notice is suppressed.

The following changes have been made in the **Approve Eligibility Decision** activity to help ensure the printing of this notice:

- a. A “Supervisory Approval” drop-down menu will be added to the “Previewing Form DSS-4013” window.



The screenshot shows a dialog box titled "Supervisory Approval". On the left side, there are two radio buttons: "Approve" (which is selected) and "Disapprove". Below these is an "Add Comment" button. The main area of the dialog is split into two panes: "Disapproval Reasons" on the left and "Comment Log" on the right. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

- b. When the Supervisor approves the “Previewing Form DSS-4013” window and clicks the **Next** button, the LDSS-4013 will be automatically printed.
- c. The Supervisor will have to approve the “Previewing Form DSS-4013” window before transmitting the TAD to WMS for cases where CNS will not generate the notice or where the CNS notice was suppressed.

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4. New window for 'Failure to Recertify' in Recertification Interview

A new window named "FTK FFR" will appear when the Recertification Interview activity is opened after the scheduled appointment date, after 5 PM on scheduled appointment date or when the appointment is scheduled outside of POS. This window will allow the Worker to indicate whether the participant failed to keep their recertification appointment or failed to mail back their recertification application form and whether the participant made contact or attempt to reschedule the appointment.

The screenshot shows a window titled "FFR FTK" with the following fields and controls:

- Case Name: PERKINS SAM
- Case Number: 00007421939F
- Suffix: 1
- Scheduled Date: 5/15/2006 09:00:00
- Question: "Is this a case where the client failed to keep the scheduled recertification interview or failed to mail back the recertification application (DSS-3174)?" with radio buttons for Yes (selected) and No.
- Question: "Has client made contact or attempted to re-schedule the re-certification appointment?" with radio buttons for Yes and No (selected).
- Comments: "Client failed to keep the scheduled recertification appointment on 05/15/2006 and failed to call or make contact to re-schedule the appointment."
- Question: "Is this the correct text for the case record entry?" with radio buttons for Yes (selected) and No.
- Done button

For cases where the participant did not keep the appointment or failed to mail back their recertification application form and did not make contact or attempt to reschedule the appointment, POS will display the TAD after the Worker clicks the "Done" button, to allow the Worker to close the case for failure to keep the recertification appointment.

The window displays the following fields:

- Case Name
- Case Number
- Suffix
- Scheduled Date
- Question: Is this a case where the client failed to keep the scheduled recertification interview or failed to mail back the recertification application (DSS-3174)?
- Question: Has client made contact or attempted to re-schedule the re-certification appointment?
- Comments
- Question: Is this the correct text for the case record entry?
- Button: Done

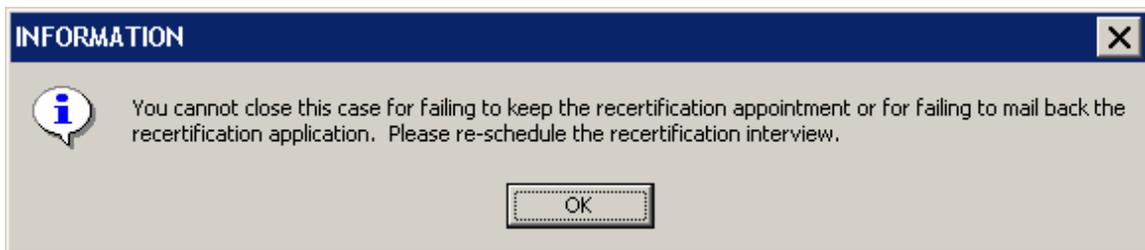
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If the answer for the question “Is this a case where the client failed to keep the scheduled recertification interview or failed to mail back the recertification application (DSS-3174)?” is “No”, then the following message will appear:



If the answer for the question “Has client made contact or attempted to re-schedule the re-certification appointment?” is “Yes”, then the following message will appear:



For cases where the participant did not keep the appointment, the Worker must then answer the question “Is this the correct text for the case record entry?” If the worker answers “No”, the box is cleared and the worker must make a manual entry. If the worker answers “Yes”, then the system entry will be saved as a Case Comment for the case. Once the Worker clicks the “Done” button, the following message will appear:



If any required questions are not answered, error messages will be displayed indicating the incomplete entries.

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5. Highlighting required approval windows in the Approve IN/EFS activity

Approval is only required in the following windows in the Approve IN/EFS activity for the Same Day Issuance (SDI) grant:

- a. LDSS-2921 Signatures
- b. Expedited Food Stamps
- c. IN/EFS Eligibility
- d. CIN Re-Use
- e. Case Number Re-Use
- f. TAD
- g. Grants Data Entry
- h. Previewing Form LDSS-3938
- i. EFS Decision Form

In the Screen Picklist, the windows in the list above have an asterisk before them and the following text has been added: "Only those windows with an asterisk (*) are required for SDI" displays at the bottom of the Screen Picklist window.

6. Changes to Non-Food Emergency Interview

The following changes have been made in the **Non-Food Emergency Interview/Special Grant** activity:

- The CIN Reuse and Case Number Reuse windows have been added after the Budget window in the work flow for the Non-Food Emergency Interview/Special Grant activity when the case is in applying (AP) status.
- The text "Applicant" has been removed from the title of the "Applicant Non-Food Emergency" window and the title of the "Applicant Non-Food Emergency Details" window.

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7. Rules updates

New TAD business rule for the AMP Date

A rule has been added to the POS TAD to ensure that if a case is being closed for failing to keep the recertification interview (G10 or G20 suffix level closing codes) the Amp Date on the TAD is the same as the Recertification scheduled date. If the AMP date on the TAD and the scheduled recertification date are not the same the following message will appear: "Amp date must be the same as the recertification scheduled date".

New TAD Business Rule for Withdrawal and CILOPA Rejection Codes

New business rules will run on the POS TAD to help ensure that when the **CILOPA** checkbox is checked off, TAD rejection reason code "F98" is used and that the proper withdrawal reason code is used when one or more withdrawal checkboxes are checked off in the Disposition/Withdrawal window.

The new business rules will generate error messages as follows:

- a. If the Child Care in Lieu of PA (CILOPA) option on the Disposition/Withdrawal window is selected and the case is not rejected, the message "This is a CILOPA case and the case must be rejected." will display.
- b. If the CILOPA option on the Disposition/Withdrawal window is selected and a reject code other than **F98** (Client Requests Child Care in Lieu of Temporary Assistance) is selected on the POS TAD, the message "This CILOPA case must be rejected with reason code 'F98'" will display.
- c. If the applicant chooses to withdraw the application from one or more of PA, FS, MA programs in the Withdrawal window and all the selected programs are not rejected/closed on the POS TAD, the message "'Withdrawal' was chosen in Disposition/Withdrawal window so there must be a rejection on the TAD for the corresponding program" will display.
- d. If all three programs are checked off as being withdrawn and the PA closing code is not **Y50** (Client Request To Withdraw Application [POS]), the message "The PA reason code must be Y50" will display.
- e. If PA is selected as being withdrawn but MA is not selected as being withdrawn and the PA closing code is not **Y94** (Client Request To Withdraw Application - PA Only [POS]), the message "The PA reason code must be Y94" will display.
- f. If PA is selected as being withdrawn and FS is selected as being withdrawn but the FS closing code is not **Y94**, the message "The FS reason code must be Y94" will display.
- g. If PA is selected as being withdrawn and FS is not selected as being withdrawn but FS is closed with code **Y94**, the message "The FS reason code cannot be Y94" will display.

Lang Read and Spoken Business Rule

The Language Spoken field on the TAD has become a required field with WMS Release 2006.1. A new business rule has been added to the POS TAD to ensure during Eligibility and Undercare actions the field is filled and not left blank. The message, "A value is required in the Language Spoken field." is displayed if the field is blank when the TAD business rules are run.

State Fed Charge Code Rule

New State/Federal Charge code 68 (Lawful Permanent Resident not MOE (No children under 18 or pregnant women.)) has been added to POS. A business rule has been added to ensure that the code is used correctly. If the individual has an ACI indicator of K, B, F, S or G and there is not a child or a pregnant individual on the case and there is no State/Federal charge code or a State/Federal charge code other than 68, the error message, "State/Fed Charge Code must be '68'" will display.

SSN Validation Rule

If the value of the SSN Validation field in the Individual Detail window is A, B, C, D, or E the worker will now be able to change the entry to the appropriate SSN Validation code.

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SI Grant Request Due Date

The decision due date for non-emergency requests has been changed from 7 calendar days to 7 business days from the request date.

Recert Date for AC and SI change

If a case is closed using closing codes G10 or G20 in the Recertification interview activity, the pop-up box asking if the Recertification is complete will not appear.

CIN Re-use Change

When the system cannot make a suggestion on the correct CIN choice the arrow will not be displayed.

8. Interface updates

Change Applicant's Task List to Participant's Task List

In the **Pre-Referrals** window, the "Applicant's Task List" has been changed to the "Participant's Task List" for the Recertification Interview and Change Case Data activities.

New Link to W-145UU in the Help menu in the Shelter Window

A link to form **W-145UU** (Temporary Housing Facilities) has been added to the POS Help menu and on the Domestic Violence Shelter and Temporary Shelter drill-downs within the "Do You (Or Anyone Who Lives with You) Have a Rent, Mortgage or Other Shelter Expense?" question in the Shelter window.

Disable Hurricane Katrina Evacuee checkbox

Opening Code 064 is no longer used for Katrina Evacuees. The Katrina Evacuee checkbox in the Site Determination window in the Applications Intake and Application Modification activities has been disabled. The Katrina Evacuee checkbox in the Additional Suffix Level Data window in the Application Interview and EC Application Interview activity has also been disabled.

New "Who" field in Other Information- Sold transferred

A new **"Who"** drop-down list box has been added to the Response to Question window for the "Have You Sold, Transferred or Given Away Any of Your Property to Anyone to Get Temporary Assistance or Food Stamps Benefits" question. This field will list all individuals in the household and will allow the Worker to indicate who has sold, transferred or given away their property to get benefits.

POS Release Notes

Version 10.1.1, June 16, 2006

9. New data entry window for form W-145HH

A new data entry has been added for form **W-145HH** (Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance [For Applicants Only]) to the Notice Data Entry window. This window will allow the Worker to record the decision made on immediate need and special allowance requests made by applicants.

The screenshot shows a dialog box titled "Response to Question" with a dark blue header. The main content area is titled "Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (Applicants Only)".

Fields and options include:

- Request Date: 05/01/2006
- Request Immediate Need: Utility Arrears
- Decision:**
 - Approved for an emergency grant
 - Amount: 22.00
 - For: Utility Arrears
 - Denied because:
 - When you applied for public assistance on: 00/00/0000 (within the last 3 months) you were issued:
 - Immediate need grant(s)
 - health and safety kit(s)
 - Other

Buttons for "OK" and "Cancel" are located at the bottom of the dialog box.

POS Release Notes

Version 10.1.1, June 16, 2006

10. Updated data entry window for form M-3g

The description of the **M-3g** (Notice to Report to Job Center/NPA Food Stamp Office) in the Notice Data Entry window has been updated.

The following changes were made in the data entry window:

- A new drop-down menu labeled “To discuss” has been added to allow the Worker to select the reason for the appointment. The following options will be listed:
 - Your Request for a Special Grant
 - Your Recent Application for Public Assistance
 - The Changes in Your Household
 - Your Fair Hearing Decision
 - Information Received About Your Public/Food Stamps/Medicaid Case
 - Your Recertification Application
 - The Addition of a Newborn
 - The Need for All Adult Household Members to Be Finger Imaged
 - An Emergency Grant/Check Issuance
 - Other
- When “Other” is selected, the Worker must enter additional details in the “Other (Specify)” text box.
- A new appointment type section has been added to the window.
 - The Worker must choose “This is a Mandatory Appointment” or “This is a Non-Mandatory Appointment.”

The screenshot shows a dialog box titled "Response to Question" with a subtitle "NOTICE TO REPORT TO IS CENTER". The dialog contains the following fields and controls:

- Report to Center on:** A text box containing "06/14/2006" followed by "at:" and an empty text box.
- To discuss:** A dropdown menu.
- Other (Specify):** A text box.
- bring documents:** A multi-line text area with four empty lines.
- Appointment Type:** A section with the instruction "(Please Select One)" and two radio buttons:
 - This is a Mandatory Eligibility Appointment
 - This is a Non-Mandatory Eligibility Appointment
- Buttons:** "OK" and "Cancel" buttons at the bottom.

POS Release Notes

Version 10.1.1, June 16, 2006

11. Updated data entry window for form W-34A

The description of the **W-34A** (Referral/Information Form) in the Notice Data Entry window has been updated to “Referral/Information (Form W-34A)”

The data entry window for the **W-34A** has the following changes:

- The “General Information” radio button has been removed
- Two new radio buttons, “Message” and “Enclosure” have been added.
- The “Report Request” radio button has been changed to “Report”
- The “Reply Requested” checkbox has been removed.
- The “Agency/Center:” label has been changed to “To (Agency):”
- A new radio button group has been added with the options, “Job Center” and “Other”.
- The “Address:” field has been removed.
- The “Attn.:” label has been changed to “Attention (Agency Representative):”

The screenshot shows a dialog box titled "Response to Question". At the top, there is a "Who:" dropdown menu with "Lopex Brian" selected. Below this is a row of radio buttons for "Referral", "Message", "Enclosure", "Inquiry", and "Report", with "Referral" selected. The "To (Agency):" field contains "Agency". Below that is a radio button group for "Job Center" (selected) and "Other". The "Attention (Agency Representative):" field is empty. There are "Subject:" and "Comments:" text input fields. At the bottom right is a "Scroll Between Rows" button. At the bottom center are "OK" and "Cancel" buttons.

In the Print Forms window the form number has been changed to “W-34A”

POS Release Notes

Version 10.1.1, June 16, 2006

12. New data entry window for form W-897P

The form **W-897P** (Notification of Rent Payment Responsibility) is completed for HASA applicants/participants who receive SSI, SSD or other income and must pay part of their rent from their income.

A data entry window to collect data for this form has been added to POS in the Notice Data Entry window. This window will allow the Worker to data enter the information that must appear on the form, including the income type, amount of income and applicant/participant's share of the rent. The Worker must also enter the break down of the applicant/participant's rent payment and the contact information for applicants or participants who have any difficulty paying their rent.

The screenshot shows a dialog box titled "Response to Question". The content includes:

- As of 05/29/2006, your Public Assistance case will be budgeted/rebudgeted to reflect your receipt of:
 - SSI
 - SSD
 - Other income
 - Specify: _____
- Amount of income: \$656.00
- Your share of the rent is: \$300.00
- Your rent payment is broken down as follows:
 - Total monthly rent: \$500.00
 - Per month paid from public assistance check sent to you or your landlord: \$200.00
 - Your responsibility for recoupment until recoupment is satisfied: \$50.00
 - Your share of rent per month from your SSI/SSD or other income: \$250.00
 - Sub-Total: \$300.00
- Your total monthly payment of rent (recoupment + monthly share of rent):** \$300.00
- If you have any difficulty paying your rent, please contact M. Lopez at (212) 555-9999

Buttons: OK, Cancel

A pop-up window with the following radio buttons will appear when the Worker prints the form on the **Print Forms** window:

The screenshot shows a dialog box titled "Client's Acknowledgment of Receipt for Form W-897P". The content includes:

- I knowldqe that the Rent Payment Responsibility Explanation has been outlined, discussed and given to me by agency staff. I understand my responsibility to pay my portion of the rent.
- The client refused to sign the Client Acknowledgement of Receipt. However the Notice was discussed and given to the client. It was also explained to the client that refusal to sign the Acknowledgement may result in a penalty or loss of those benefits to which the client is entitled.

Button: OK

The Worker must select one of these options and click the **OK** button. A signature window will then appear to allow the Worker to capture the applicant/participant's signature.

POS Release Notes

Version 10.1.1, June 16, 2006

13. Forms

The following forms will be added to POS:

- **W-700D(S)** FIA School/Training Enrollment Letter (Spanish)
- **M-186tt(S)** (Mandatory Dispute Resolution No Action Taken Form)

The following forms will be revised to match changes in the paper forms:

- **M-3g** Notice to Report to Job Center/NPA Food Stamp Office
- **W-146W** Verification of Tenant's Rent in Section 8 Subsidizes Housing
- **W-700D** FIA School/Training Enrollment Letter
- **W-147BB** Request for Approval of Special Grant Code 22-Moving Expenses
- **W-163D** Acknowledgement of Assignment of Security Deposit
- **W-532F** Financial Institution Inquiry
- **M-186tt** Mandatory Dispute Resolution No Action Taken Form
- **W-34A** Referral/Information Form
- **LDSS-3151** Food Stamp Change Report Form
- **M-687M** Safety Net Assistance (SNA) Application Supplement
- **W-636** Notice of Special Grant
- **W-636(S)** Notice of Special Grant
- **M-687M(S)** Safety Net Assistance (SNA) Application Supplement (Spanish)

The following forms will be removed from the **Print Forms** window:

- **W-680K** Job Center Tracking System-Employment Team (This removal is permanent. The form is obsolete.)
- **W-680M** (Job Center Tracking System-Financial Planning) (This removal is permanent. The form is obsolete.)
- **W-133E** Request for Alien/Immigrant Social Security Number (This removal is permanent. The form is obsolete.)
- **W-680E** Job Center Tracking System (1st Day Registration) (This removal is permanent. The form is obsolete.)
- **W-680H** 35/50 Days to Employment (This removal is permanent. The form is obsolete.)
- **W-719G** Carfare Authorization
- **W-138TT** How to Prepare for Your Application Interview (This removal is permanent. The form is obsolete.) (This form has also been removed from the Form Data Entry window.)
- **W-648** Public Assistance Budget Computation (This removal is temporary until the POS form is updated.)