



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-93-SYS

POS RELEASE NOTES VERSION 10.2

Date: July 17, 2006	Subtopic(s): Paperless Office System (POS)
<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 10.2, migrated to production on July 17, 2006. Descriptions of the changes can be found in Attachment A: POS Release Notes Version 10.2 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 10.2</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*

POS Release Notes

Version 10.2, July 17, 2006

These Release Notes contain descriptions of changes in POS Release 10.2, scheduled for July 17, 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. OCSE Budget Translation Rule Update

Applicants/participants who fail to comply with OCSE are sanctioned. Individuals on a case that is accepted for ongoing Public Assistance (PA) are notified of their sanction via the **LDSS-4013A** (Action Taken on Your Application: PA, MA and FS [NYC]) notice. However, there is no place on this notice to notify applicants about their pending sanction when the case is being denied for PA. As a result, until the form **LDSS-4013A** is updated, POS will not automatically place the sanction on the budget, TAD and the **LDSS-4013A** form if the individual's case was denied.

2. WMS Changes

All changes needed in POS to mirror those changes made in WMS 2006.2 have been made. Please see the Welfare Management System (WMS) Software Release Version 2006.2 Policy Directive for details of the WMS changes.

3. Interface updates

Cosmetic changes to form, data entry and print of M-3g.doc

Form (**M-3g**) Notice to Report to Job Center/NPA Food Stamp Office has been renamed to (**M-3g**) Notice to Report to Center. The following changes are being made in POS to accommodate this change:

- The form name on the Notice Data Entry window has been changed to: Notice to Report to Center (Form M-3g)
- The heading in the form data entry window has been changed from "Notice to Report to IS Center" to "Notice to Report to Center"
- The **M-3g** form name on the Print Forms window has been changed to "Notice to Report to Center"

Completion business rule for Temporary Alien B

If all requirements for an individual to be determined a battered alien have not been met and the worker attempts either to change the individual PA or FS status to AC, RJ, or CL or to complete the activity, those actions will be blocked and the following message will appear:

- "Alien Type Determination is incomplete. You must return to the Alien Determination "battered alien" window and make an update before changing the individual's status on the TAD and completing the activity."

POS Release Notes

Version 10.2, July 17, 2006

OLTP Inquiry Screen Changes for WMS Release 2006.2

The POS Inquiry Screens have been updated to match changes in the WMS Inquiry Screens.

Expand the Check # field to 11 characters

In the FS Single Issuance Benefit window the "Check#" field has been renamed to "Check/CD #" and increased from 8 characters to 11 characters.

Update to printing of HASA form W-897P

A third option has been added to the pop-up that appears when the worker selects the W-897P in the Print Forms window. This is to cover those situations when the worker is making a field visit to interview the client and will collect a signature on the paper form. The signature capture window will not open when this new option is selected. The new option says:

- The client is not present. The form will be forwarded to the Case Manager, who will obtain the client's signature. The Eligibility Specialist will scan and index the signed form into POS.

Filter to Prevent POS From Displaying Child Care Code 57 for Non-POS caseloads

The Child Care Code (57) in the Individual Income Needs Screen budgeting window will no longer appear for FIA cases, however it will appear for HASA cases.

Prevent POS From Displaying Single Issuance Child Care Codes for Non-HASA cases.

On Non-HASA cases Child Care Codes will not appear in the PA Single Issuance Benefit window of the "Grant Data Entry" window, nor will the worker be able to issue benefits using the Child Care Codes.

Child care issuance codes restricted to HASA cases:

- F1 - Day Care - In Home - Non Relative - Full Time
- F2 - Day Care - Family Home - Full Time
- F3 - Day Care - Group Family - Full Time
- F4 - Day Care Center - Full Time
- F5 - Day Care - In Home Relative - Full Time
- F6 - Informal Child Care - Relative - Full Time
- F7 - Informal Child Care - Non Relative - Full Time
- F8 - School Age Child Care Program - Full Time - For Children Four Years of Age or Over
- F9 - Legally Operating Center - Exempt from Licensing Requirements - Full Time
- P1 - Day Care - In Home - Non Relative - Part Time
- P2 - Day Care - Family Home - Part Time
- P3 - Day Care - Group Family - Part Time
- P4 - Day Care Center - Part Time
- P5 - Day Care - In Home Relative - Part Time
- P6 - Informal Child Care - Relative - Part Time
- P7 - Informal Child Care - Non Relative - Part Time
- P8 - School Age Child Care Program - Part Time - For Children Four Years of Age or Over
- P9 - Legally Operating Center - Exempt from Licensing Requirements - Part Time
- 57 - Child Care Allowance for Non-PA, Non-Legally Responsible Caretaker

4. Forms

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

- **W-147H** Repayment Agreement One-Time Shelter Arrears Payment
- **W-147X** Repayment Agreement One-Time Utility Arrears Payment (EAF/E-SNA)