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POLICY BULLETIN #07-25-SYS

POS RELEASE NOTES VERSION 11.1 AND FS POS RELEASE NOTES VERSION 1.1

Date: February 21, 2007	Subtopic(s): Paperless Office System (POS)
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin is to inform Job Center staff and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that the latest versions of the Paperless Office System (POS) and the Food Stamp Paperless Office System (FS POS), respectively, migrated to production on February 20, 2007.</p> <p>Descriptions of the changes of the POS release for Job Center staff can be found in POS Release Notes Version 11.1 (Attachment A); descriptions of the changes of the FS POS release for NPA FS Office staff can be found in FS POS Release Notes Version 1.1 (Attachment B). These release notes can also be found on the FIAweb at:</p> <p>http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</p> <p>Note: The new public assistance (PA) Client Notice System (CNS) opening codes starting with “A” and the new FS opening codes Q23 (Expedited – Pending Verification), A48 (FS Approval – 1st Month Prorated: Applied BEFORE the 16th) and A49 (FS Approval – 1st Month Prorated: Applied AFTER the 15th) are temporarily on hold in the WMS 2007.1 release. Until further notice, please use PA opening codes beginning with “Y” and FS opening code Y45 (Other [Manual Notice Required]). If the JOS/Worker attempts to use a code that is on hold, POS/FS POS will display the following error message on the Turn-Around Document (TAD):</p> <p>”The code you are using to open the PA or FS suffix cannot be used at this time. Please use another code beginning with the letter ‘Y’.”</p> <p>Please see Fax Flash 07/03 for additional information.</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*

Effective Immediately

Attachments:

🖨 Please use Print on Demand to obtain copies of forms.

Attachment A
Attachment B

POS Release Notes Version 11.1
FS POS Release Notes Version 1.1

POS Release Notes

Version 11.1 February 20, 2007

These Release Notes contain descriptions of changes in POS Release 11.1, scheduled for February 20, 2007. These will be distributed via HRA email. If you would like to be added to the distribution list, please contact Jose Breton. 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. Replacement of Public Assistance Opening Codes with CNS Codes

In WMS version 2007.1, the existing Public Assistance (PA) Suffix opening codes will be replaced with CNS-compatible codes. The following opening codes will be available on the POS TAD:

Opening Code	Description	Note
A30	PA Approval – Same Benefit Each Month	
A32	PA Approval First Month Prorated	
A36	PA Approval – First Period Denied	
Y37	Case Accepted for Single Issue Payments (Fair Hearing Decision/Emergency, Rent/Utility)	This code replaces 008 – MA to remain in AP status
Y38	Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay	This code replaces 009
Y39	Case accepted for emergency shelter arrears and/or emergency utility arrears no repayment agreement	
Y41	Case accepted for Immediate Needs (pre-investigation), pre-determination grants and One Shot Deals	This code replaces 033
Y42	Closed in Error	This code replaces 066 – Employment Unit approval is needed if case was closed due to Employment Related reason

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Opening Code	Description	Note
Y43	Aid Continuing – Case Awaiting Fair Hearing decision	This code replaces 097
Y46	Employment Unit Approved Override	This code replaces 098 This code is to be used if: <ol style="list-style-type: none"> 1. Client was incarcerated 2. Client was hospitalized 3. There had been a change of address 4. Fair hearing decision reversed and OES closing
Y47	To be used to override an IPV sanction and open a case/suffix during the infraction period.	This code replaces 101 Use of this code is restricted to EPF as the Originating Center
Y65	To be used to override a Drug and Alcohol Closing or Rejection Code during the infraction period.	This code replaces 623 and removes the last sanction
Y67	Other PA Opening Code	

For additional information about the replacement of the PA opening codes, please see the **policy document for WMS version 2007.1**.

Existing codes

The following PA opening codes will continue to be available on the TAD when the PA Suffix Status is changed to “Active” (AC):

- 114, Override Opening Code – Prior Sanction History Remains (Manual Notice)
- 400, Administrative Opening on Transitional Benefits Cases (Manual Notice)

PA Opening Codes available when PA status is “Single Issue” (SI)

When a **PA Suffix Status** of “Single Issue” (SI) is selected, the **PA Status Reason** will only list codes to be used for immediate need issuances or One Shot Deal grants:

Opening Code	Description	Note
Y37	Case Accepted for Single Issue Payments (Fair Hearing Decision/Emergency, Rent/Utility)	This code replaces 008 – MA to remain in AP status
Y38	Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay	This code replaces 009
Y39	Case accepted for emergency shelter arrears and/or emergency utility arrears no repayment agreement	
Y41	Case accepted for Immediate Needs (pre-investigation), pre-determination grants and One Shot Deals	This code replaces 033

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This will help reduce mistaken force closings of existing NPA FS cases. It will also help reduce mistaken Medicaid activations and mistaken extension of Medicaid if the PA case is denied.

PA opening code **A32** will be available when the **PA Suffix Status** is changed to "Single Issue" (SI) status for HASA cases that require activation of the MA program.

Change to PA Suffix Status drop-down menu

The following options will be removed from the PA Suffix Status drop-down list box on the TAD, Eligibility Determination and Budget Household windows:

- Active – Loss of Support
- Active – Illness/Loss of Employment
- Active – Other

Replacement of PA Opening Codes in Re-Open a Case activity

The codes associated with the **Reason for Reopening** drop-down list box in the **Reopen Suffix** window in the **Re-Open a Case** and **Error Correction Re-Open a Case** activity will be updated to match the changes to the PA opening codes in WMS version 2007.1:

Reason for Reopening	Currently Used Code	New Code
Closed in Error	066	Y42
Fair Hearing ATC	097	Y43
Employment Override	098	Y48
Substance Abuse Override	623	Y65
Fair Hearing Restoration	075	Y67

The following reopening reason will be added to the list:

Reason for Reopening	Code
Override – Prior Sanction	114

The code associated with the following reopening reason will not be changed:

Re-Opening Reason	Code
Transitional Benefits	400

When the **Reason for Reopening** is selected, POS will pre-fill the **PA Suffix Status Reason** on the POS TAD with the appropriate code.

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Reopen Suffix window

Instruction		
First choose the suffix to be reopened. Then select a reason for the reopening. If the suffix was closed in error, you will be required to supply details of the error		
Suffix to Reopen:	1	Reason for Reopening:
Details of Error		
Closing Date:	03/29/04	Days Elapsed Since Closing:
		1
		Late Reopening:
Reason for Late Reopening:		
Originating Center:	013	Closing Reason Code:
		M88
	<u>From Date</u>	<u>To Date</u>
Last Recurring Grant:	//	//
Rent:	//	//
Last Food Stamp Grant:	//	//
FS Authorization:	10/01/03	03/31/04
<input type="button" value="Next"/>		<input type="button" value="Previous"/>

POS Release Notes

Version 11.1 February 20, 2007

2. Replacement of Food Stamp Suffix Opening Codes for PA/FS cases

With WMS version 2007.1, three (3) new Food Stamp (FS) Suffix opening codes will be added for PA/FS cases:

- **Q23**, FS Expedited Approval: Verification Pending.
- **A48**, FS Approval: 1st Month Prorated: Applied BEFORE the 16th
- **A49**, FS Approval: 1st Month Prorated: Applied AFTER the 15th

The following FS opening codes will not be displayed for PA/FS cases:

- **Q22**, FS Expedited Approval: Verification Pending.
- **A32**, FS Approval: 1st Month Prorated: Applied BEFORE the 16th
- **A33**, FS Approval: 1st Month Prorated: Applied AFTER the 15th

FS opening code **Q23** will replace code **Q22**, FS opening code **A48** will replace code **A32** and FS opening code **A49** will replace code **A33** for PA/FS cases. Codes **A32**, **A33** and **Q22** will remain valid for NPA FS cases.

The following existing FS opening codes will remain available:

- **029**, Meets eligibility requirements-Application Filed While in Prison - (BRAD H.)
- **114**, Override Opening Code - Prior Sanction History Remains
- **901**, Override code to reopen case closed with Transitional FS.
- **A30**, Same Benefit Each Month
- **A34**, FS Approval - Proof Provided in SECOND Thirty Days
- **A36**, FS Approval - First Month Denied, Eligible in Succeeding Months
- **A39**, FS Approval - NYSNIP
- **A40**, FS Approval - Group Home Standardized Benefit (GHSB)
- **A42**, FS Approval - NYSNIP: 1st Month Prorated; Applied before the 16th
- **A43**, Approval - NYSNIP 1st Month Prorate - Applied after the 15th
- **Y45**, Other (Manual Notice Required)

FS opening codes when issuing Expedited Food Stamps (EFS)

When the FS Suffix Status is changed to "Single Issue" (SI) status, POS will require an entry of Q23 or Y45 in the FS Suffix Status Reason field.

For additional information about the replacement of the FS opening codes, please see the **policy document for WMS version 2007.1**.

POS Release Notes

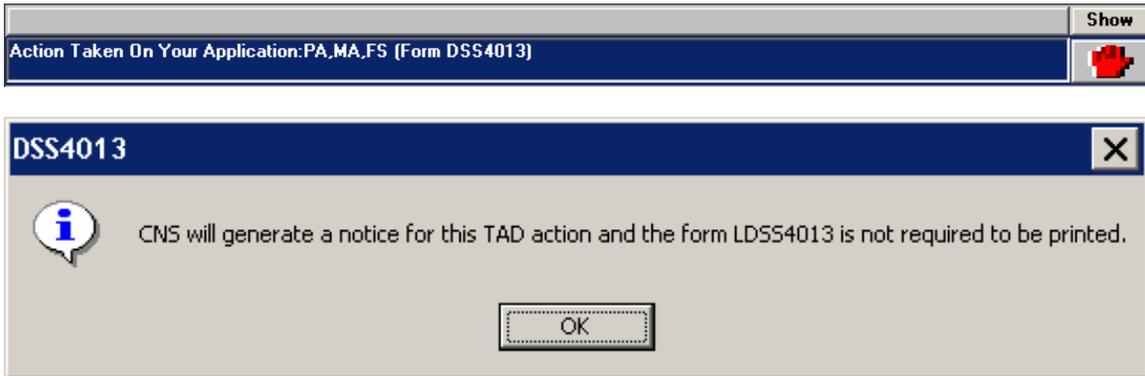
Version 11.1 February 20, 2007

3. Suppression of LDSS-4013A and LDSS-4013B in POS

For cases where the **Client Notice System** (CNS) will generate the notice, the **LDSS-4013A NYC** notice (Action Taken on Your Application: Part A: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC)) and **LDSS-4013B NYC** notice (Action Taken on Your Application: Part B: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC)) will be suppressed in POS.

The **LDSS-4013A** and the **LDSS-4013B** must be completed by the Worker in POS and printed by the Supervisor when the **Client Notice System** (CNS) will not generate the eligibility notice.

Message for suppressed LDSS-4013A and LDSS-4013B notices



For additional information about the CNS notices, please see the **policy document for WMS version 2007.1**.

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4. Expedited Service Screening for Food Stamps in Application Interview

The **Expedited Processing** window will now appear in the **Application Interview** to allow the Worker to complete a determination of eligibility for expedited service for Food Stamps.

The first question displayed on the window will be:

- Have you or anyone who is applying received Food Stamps this month?

If the applicant has not received Food Stamps this month or has received Food Stamps, but entered a domestic violence shelter this month, the following questions will appear:

- Has the Food Stamp household received Expedited Food Stamps in the past?
- Has anyone who is applying for Food Stamps had income from any sources (such as employment, SSA, SSI, UIB or contribution) this month?
- Is anyone in the household a migrant or seasonal farm worker?
- Did the household receive a HEAP payment for the current (HEAP) program year or are they anticipating receiving a HEAP payment?
- **ATTENTION TO THE INTERVIEWER:** Based on the interview conducted is there any indication that the applicant is in need of any non-food related personal item necessary for health and personal care?

If the applicant has received Food Stamps this month and has not entered a domestic violence shelter this month, only the “ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant is in need of any non-food related personal item necessary for health and personal care?” question will appear.

Based on the answers entered during the interview and the entries made on the window, POS will complete the expedited processing determination for the case. POS will save the **LDSS-3938** (Food Stamp Application Expedited Processing Summary Sheet) form in the electronic record when the Worker clicks the **Next** button, if the form was not previously imaged for the current application. The front of the **LDSS-3938** form will be completed based on the answers in the **Application Interview** and the **Expedited Processing** window.

The reverse of the **LDSS-3938** form will be completed within the **IN/EFS Issuance** activity (formerly named “**EFS Interview**”) for PA/FS applicants.

If the applicant does not qualify for expedited service, the **Immediate Needs** window will appear when the Worker clicks the **Next** button on the **Expedited Processing** window.

For One Shot Deal applicants who also wants FS, the Worker must submit the case for a paper application registration of a Non-Public Assistance (NPA) FS case and must make an eligibility determination on the NPA FS case on paper. A case comment must be made on the One Shot Deal case with the eligibility determination made on the NPA FS case.

The **Immediate Needs** window will appear after the **Expedited Processing** window in the **Application Interview** if the case is ineligible for EFS or if the client has indicated needs beyond the personal care kit and the kit will not be issued.

POS Release Notes

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Expedited Processing window when applicant has not received FS this month

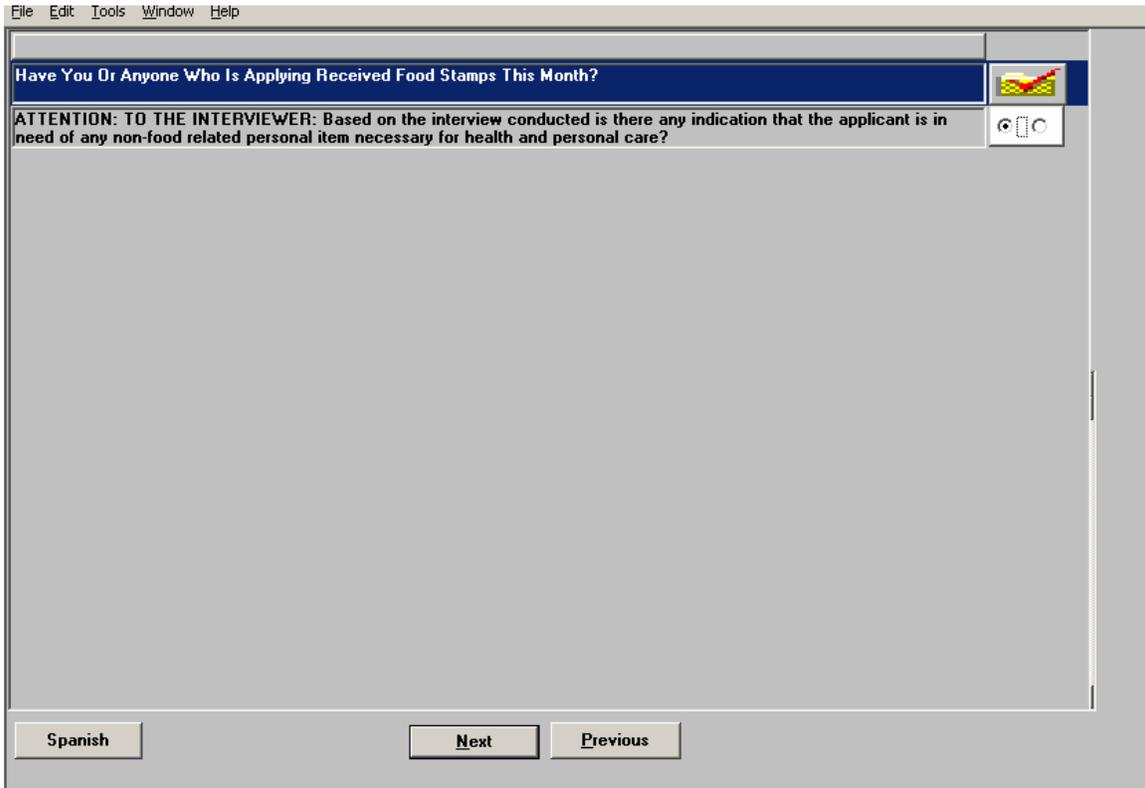
File Edit Tools Window Help

Have You Or Anyone Who Is Applying Received Food Stamps This Month?	
Has The Food Stamp Household Received Expedited Food Stamps In The Past?	
Has Anyone Who Is Applying For Food Stamp Had Income From Any Sources (Such As Employment, SSA, SSI, UIB, Or Contribution) This Month?	
Is Anyone in the Household a Migrant or Seasonal Farm Worker?	<input type="radio"/> <input checked="" type="radio"/>
Did The Household Receive A HEAP Payment For The Current (HEAP) Program Year or are They Anticipating Receiving a HEAP Payment?	<input type="radio"/> <input checked="" type="radio"/>
ATTENTION: TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant is in need of any non-food related personal item necessary for health and personal care?	

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Expedited Processing window when applicant has received FS this month



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Immediate Needs window

	Yes	No
Does Anyone Who Is Applying Have Available Income From Any Source To Meet the Immediate Need (Such As SSA, SSI, UIB)?	<input type="radio"/>	<input checked="" type="radio"/>
Does Anyone Who Is Applying Have Available Savings And/Or Available Liquid Resources To Meet the Immediate Need (Such As Cash On Hand, Bank Accounts, ETC)?	<input checked="" type="radio"/>	<input type="radio"/>
Is Anyone From the Applying Household Currently Employed?	<input type="radio"/>	<input checked="" type="radio"/>
Have You Been Receiving Support from Family/Friend/Organization In Order To Purchase Essential Personal Items Or To Feed Yourself And Your Family?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Have You Been Relying On Income/Resources In Order To Purchase Essential Personal Items Or To Feed Yourself And Your Family?	<input type="radio"/>	<input checked="" type="radio"/>
Is Anyone 18 Years Old And Attending High School /GED Program /H.S. Level Training?	<input checked="" type="radio"/>	<input type="radio"/>
Do You Have Cooking/Food Storage Facilities?	<input checked="" type="radio"/>	<input type="radio"/>

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5. Changes to Site Determination window in Application Intake

The **Site Determination** window in the **Application Intake** will be updated to add a new question, add a new field and to remove several fields.

- The new question will be: "You may be eligible for Food Stamps. Would you also like to apply for Food Stamps?" This question will be enabled when the **One Shot Deal** checkbox is checked or the **PA** checkbox is checked and the **MA** and **FS** checkboxes are not checked.
- A "Language Read" field will be added to the window.
- The "Primary Language" field will be renamed "Language Spoken".
- The "Hurricane Katrina Evacuee" checkbox, "Alternate Phone" text box, the "Pager/Cell Number" text box and the "Contact Person" text box will be removed from the window.

Revised Site Determination window

Version 11.1 - Paperless Office System - [Site Determination] 2:21:45 PM Tuesday, February 06, 2007

File Edit Tools Window Help

Residential Address Undomiciled ?

House No: Street Dir/Name/Type: [None] Apt:

City: State: NY Zip Code: Phone: () -

Is there a Special Situation / Hardship?

Casehead

Last Name	First Name	Middle Name	Sex	D.O.B.	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00/00/0000	<input type="text"/>

Initial Clearance Is there anyone currently living in the household who was not listed on the case(s) displayed on WMS inquiry screen? Yes... No

Programs Applying For:

PA MA FS Child Care in Lieu of PA One Shot Deal One-Time Emergency Payment Only

FA case closed less than 30 days? Yes No

You may be eligible for Food Stamps. Would you also like to apply for Food Stamps? Yes No

Language Spoken: Can you speak English? Yes No Do you need an interpreter? Yes No

Language Read: Can you read English? Yes No Can you write English? Yes No

Problems

POS Release Notes

Version 11.1 February 20, 2007

6. New Homebound Adult question on Medical window

A new question will be added to the **Medical** window in the Application Interview, Change Case Data, Recert Interview and Re-Open a Case activity: "Is Any Adult in the Household Homebound?"

When the Worker clicks "Yes" for this question, a **Response to Question** window will appear. The Worker must select the name of the homebound adult in the "Who" drop-down list box and select the document for the adult. The Worker must then click **Yes** or **No** for the question "Did the applicant submit documentation to support a homebound status?"

POS will send the individual homebound data to NYCWAY for individuals who submitted documentation to support a homebound status when the POS activity is suspended or completed.

Medical window in Application Interview

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:		Yes	No
Is any Adult in the Household Homebound?		<input checked="" type="radio"/>	<input type="radio"/>
Has Daily Activity Limited because of an Illness/Temporary Disability or is Blind, Sick or Disabled ?		<input type="radio"/>	<input type="radio"/>
Has Paid Or Unpaid Medical Bills For The Three Months Preceding The Month Of This Application?		<input type="radio"/>	<input type="radio"/>
Has Any Type of Health/Hospital/Accident Insurance or Receives Assistance in Paying Medical Expenses?		<input type="radio"/>	<input type="radio"/>
Is Pregnant?		<input type="radio"/>	<input type="radio"/>
Is In A Hospital, Nursing Home Or Other Medical Institution?		<input type="radio"/>	<input type="radio"/>
Has Any Medical Bills Or Medically Related Expenses?		<input type="radio"/>	<input type="radio"/>
Is Or Was Drug Or Alcohol Dependent?		<input type="radio"/>	<input type="radio"/>
Has Been In A Car Accident Or Work Related Accident In The Past Two Years?		<input type="radio"/>	<input type="radio"/>

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Response to Question window for 'Is any adult in the household homebound?'

Response to Question

Who: **Mcmahan Anna** | Document... | Scan: | Comment...

Note to Worker (Do Not Read This Question To The Applicant/Participant)

Did the applicant/Participant submit documentation to support a homebound status? Yes No

OK Cancel

POS Release Notes

Version 11.1 February 20, 2007

7. Change to Child field in Budget Household window

To match changes in budgeting for WMS version 2007.1, POS will now pre-fill the **Child** field with a value of "X" on the **Budget Household** window when there is at least one individual in the suffix that is:

- At least 18 years old and less than 19 years old;
- In "Active" (AC), "Single Issue" (SI), "Applying" (AP) or "Sanctioned" (SN) status for PA or FS; and
- In a pre-high school level, high school or high school level vocational training.

Child field in Budget Household window

Center	Worker Name	Case No	Suffix	Client Name	Effective Dates	Budget Type
040			1		02B07-	PA & FS
Shelter Type				FR	Child	Heap WMS Budget
Unfurnished Apartment or Room				X		3
Amount	Period	Water Amount	Period	No.LRR	Proration	POS Budget
500.00	Monthly			0		#8 2/5/2007 18:04:53

POS Release Notes

Version 11.1 February 20, 2007

8. Update to Budget Utility Allowance Rule

WMS will allow an entry of **X** in the **FSUA Type** field on the **NSBL02** (Household Suffix/Financial Needs) for households without a shelter expense who pay separately for air conditioning and will allow an entry of **X** in the **Fuel Type** field for households without a shelter expense who pay separately for heat on the **Budget Household** window beginning in version 2007.1.

POS will make the proper entry in the **Proration Indicator**, **FSUA Type** and/or **Fuel Type** fields for households without a shelter expense who pay separately for heat or air conditioning to generate a Level 1 Standard Utility Allowance (SUA).

Utilities Allowances fields on Budget Household window

Utilities Allowances	Indicator	Type
FSUA		
FSUT		

9. TAD Business Rule Changes

Notice Budget Number Rule Update

POS will require an entry in the **Notice Budget Number** field when:

- The PA Suffix Status is changed from “Applying” (AP) to “Active” (AC) status,
- The FS Suffix Status is changed from “Applying” (AP) to “Rejected” (RJ) status and
- POS FS Status Reason code E30, E74, F37 or M34 is selected;

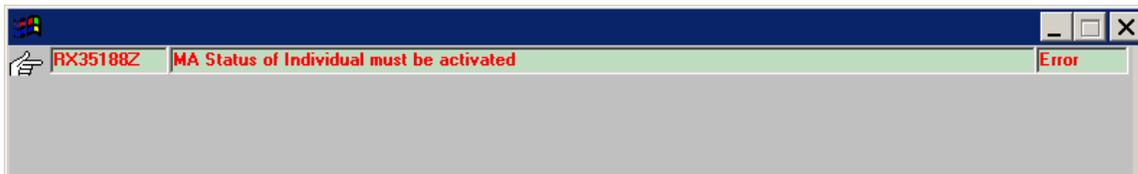
Notice Budget Number field on TAD window

Case Number	Suf	Center	Unit Worker	Rule Status	Proj. No	Acct. No	Reuse Case No
0000000	1	Melrose		UNTESTED			
M3E Ind	Utility Guar	WMS Bdgt #	Notice Bdgt #				
	0	3					
Case Suffix	Case Name	Language	Language Read	Notice Language	Notice #		
1		English	English	English	NO		
SNET Indicator	LFLN	60 Mo	24 Mo	EMG Indicator	EMG Dates		Homebound Ind
	No				From: 00/00/0000 To: 00/00/0000		<input type="radio"/> Yes <input checked="" type="radio"/> No

MA Status Activation Rule Update

The business rule requiring a change in the MA status from (NA, RJ or CL) to (AC, SI, or SN) for alien individuals with an ACI of K, B, F, G, S and alien individuals with an ACI of T and less than 12 months in that status will no longer run for One Shot Deal cases (case category of E-SNA, EAA or EAF).

MA Status Activation message



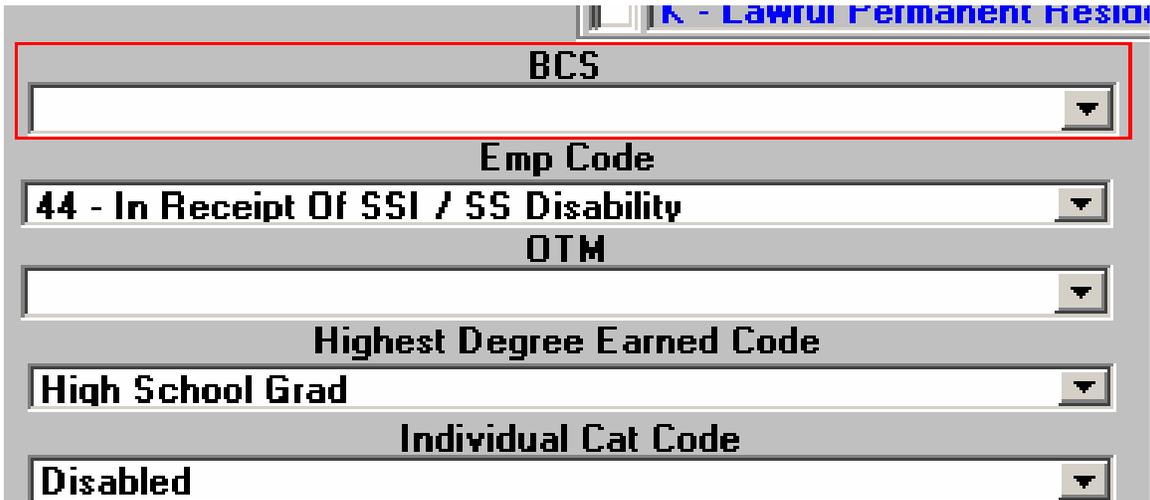
POS Release Notes

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BCS Code Rule Update

An entry will be required in the BCS Indicator field for all individuals less than 21 years of age on a case with a category of SNCA or SNNC. This change is made to match changes in WMS version 2007.1

BCS field on TAD window



K - Lawful Permanent Resid

BCS

Emp Code
44 - In Receipt Of SSI / SS Disability

OTM

Highest Degree Earned Code
High School Grad

Individual Cat Code
Disabled

Unit Worker Rule

A manual entry of "SEPDT" will no longer be allowed in the **Unit Worker** field.

Unit Worker field on TAD window

Case Number	Suf	Center	Unit Worker	Rule Status	Proj. No	Acct. No	Reuse Case No
0000000	1	Melrose		UNTESTED			
M3E Ind		Utility Guar	0	WMS Bdgt #	3	Notice Bdgt #	

POS Release Notes

Version 11.1 February 20, 2007

10. Changes to Timeliness Report in the POS Management Console

The following changes will be made in the Timeliness report in the POS Management Console, effective February 20, 2007.

PA Timeliness

In processing Safety Net Assistance cases where the PA file date is later than the FS file date, WMS edits prevent the release of the first PA benefit (Regular Allowance, Code 02) on the 45th day from the PA file date.

As a result, the POS report will mark the Safety Net Assistance case as timely for PA on the report if the decision on the PA Suffix (change to AC, CL or RJ) is made within 30 days and the PA file date is later than the FS file date.

For example:

A household applies for PA in the Safety Net Assistance category on 3/1/07. The FS Suffix was rejected on 2/28 for an application filed on 1/28/07. The applicant is returning within 60 days of the original FS file date, so they are considered to be returning for FS. The FS file date is 1/28.

This case has a PA file date of 3/1/07 and a FS file date of 1/28/07. The PA case is accepted on 3/22. WMS edits prevent the release of the first PA benefit on the 45th day (4/14), therefore the case is considered timely once the acceptance was processed on 3/22.

FS Timeliness

The FS timeliness measurement in the POS report will be changed from "within 30 days" to "within 30 days following the file date".

For example:

A household applies for FS on 3/1/07. The FS Suffix changed to active (AC) status on 3/31/07 and a FS benefit is issued on 3/1/07. FS processing will now be considered timely for this case.

Excluded caseloads

Per FIA senior management, the POS report will no longer exclude former Riverview HSP caseloads.

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11. Change to Migrant/Seasonal Farm Worker question in Application Interview

The question “A Migrant or Seasonal Farm Worker” in the **Employment Information** window in the **Application Interview** will be replaced with the “Is Anyone in the Household a Migrant or Seasonal Farm Worker?” question from the **IN/EFS Issuance** window set. This change will help reduce duplication.

12. New question in Shelter (Housing) Expenses window in Application Interview

The question “Did the Household Receive a HEAP Payment for the Current (HEAP) Program Year or Are They Anticipating Receiving a HEAP Payment?” will be added to the **Shelter (Housing) Expenses** window in the **Application Interview**.

13. Changes to Daily Activity Limited, Blind, Sick or Disabled window

The **Response to Question** window for the “Has Daily Activity Limited because of an Illness/Temporary Disability or is Blind, Sick or Disabled?” question on the **Medical** window will be updated to remove the “Is Home Bound” question.

The screenshot shows a dialog box titled "Response to Question". It contains the following elements:

- Who:** A dropdown menu.
- Blind, Sick, Disabled:** Three radio buttons.
- SSI Status:** Three radio buttons: "Receiving", "Claim Filed, Decision Pending", and "Appealing Decision".
- Has a Health Attendant:** "Yes" and "No" radio buttons.
- Is a Handicapped Child:** "Yes" and "No" radio buttons.
- Needs Home Care:** "Yes" and "No" radio buttons.
- Has Not Been Able to Work For At Least 12 Months Because Of A Disability Or Illness:** "Yes" and "No" radio buttons.
- Has Daily Activity Limited because of a Disability or Illness That has Lasted or will last at least 12 Months:** "Yes" and "No" radio buttons.
- Document...:** A text field with a "Scan" checkbox.
- Comment...:** A text area.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

POS Release Notes

Version 11.1 February 20, 2007

14. Updates to Finger Imaging – AFIS window

In a continuing effort to clarify instructions, the preview of the W-519 form (Finger Imaging Notice) will be replaced with the following text:

Finger Imaging Notice (Form W-519)

State regulations require all case members 18 years of age and older and minor head of households applying for or in receipt of cash assistance, food stamps and/or Medicaid, including applicants for emergency assistance, be finger-imaged.

An individual is exempt from this requirement if he or she meets one of the following criteria:

- "Payee only" applicants/participants (unless non-public assistance Food Stamp or Medicaid household members).
- Individuals physically unable to comply with this requirement because of injury or disability. However, if the condition is temporary, an appointment to return for finger-imaging will be made.
- Applicants/participants under 18 years of age unless payees for their own cases or suffixes.
- SSI (F-15), Residential Treatment (F-61) or Homebound (F-63) case.
- Emergency Assistance to Adults (EAA) household.
- Congregate Care Facility resident.
- Homebound Applicant/Participant identified with homebound indicator "Y."
- Individuals who are sanctioned, ineligible (such as ineligible aliens) or disqualified (for food stamps).

POS Release Notes

Version 11.1 February 20, 2007

Finger Imaging – AFIS window

Version 11.1 - Paperless Office System - [Finger Imaging - AFIS] 2:53:20 PM Tuesday, February 06, 2007

File Edit Tools Window Help

Finger Imaging Notice (Form W519)
 State regulations require all case members 18 years of age and older and minor head of households applying for or in receipt of cash assistance, food stamps and/or Medicaid, including applicants for emergency assistance, be finger-imaged.

An individual is exempt from this requirement if they meet any of the following criteria:

- "Payee only" applicants/participants (unless non-public assistance Food Stamp or Medicaid household members).
- Individuals physically unable to comply with this requirement because of injury or disability. However, if the condition is temporary an appointment to return for finger imaging will be made.
- Applicants/Participants under 18 years of age unless payees for their own cases or suffixes.
- SSI (F-15), Residential Treatment (F-61) or Homebound (F-63) case.
- Emergency Assistance to Adults (EAA) household.
- Congregate Care Facility resident.
- Homebound Applicant/Participant identified with homebound indicator "Y".
- Individuals who are sanctioned, ineligible (such as ineligible aliens) or disqualified (for food stamps).

I agree to be finger imaged.

I am exempt from finger-imaging because I meet one of the above exemption criteria.

I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you are ineligible to receive Public Assistance, Food Stamps, and Medicaid. Your case may be rejected or closed as appropriate. (PA Individuals)

I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you and the entire Food Stamp household will be ineligible to receive Food Stamp Benefits (NPA FS individual).

I do **Not** agree to be finger imaged. By not agreeing to be finger-imaged, you and the entire Medicaid household (unless there are children up to age 19) will be ineligible to receive Medicaid (Medicaid only individual).

Eaf Eaa

Reset

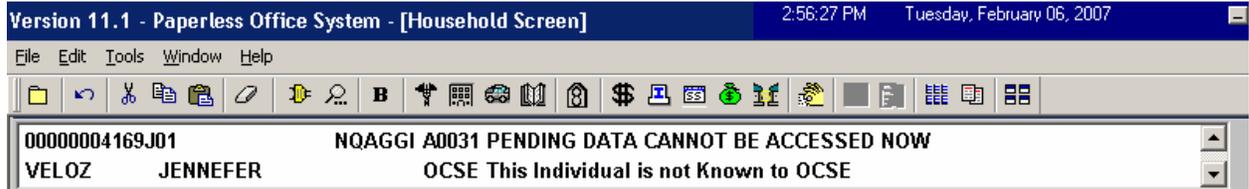
Done Print Previous

POS Release Notes

Version 11.1 February 20, 2007

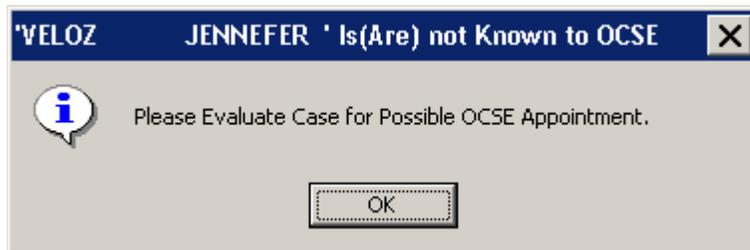
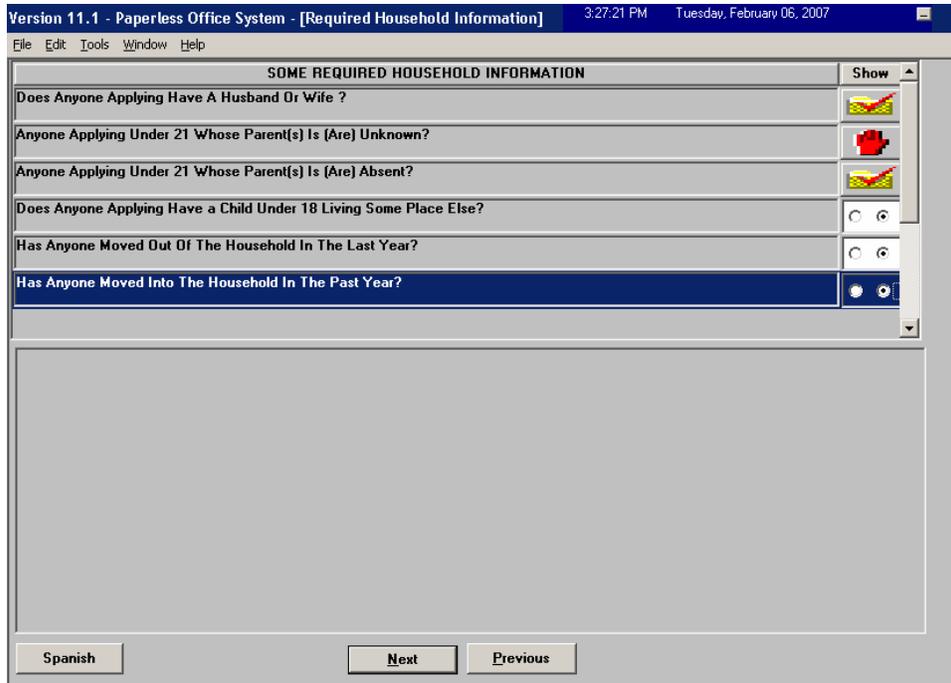
15. OCSE Alert in Recert Interview

POS will receive a monthly file from OCSE indicating cases that must be evaluated for a possible OCSE appointment. In the WMS Message section of the **Household** Screen, a new message will appear when the Worker starts the Recert Interview activity if the case appears on the OCSE file: “[Name of Child] OCSE This individual is not known to OCSE.”



In the **Required Household Information** window, the following message will appear if the case appears on the OCSE file: “[Name of Child] is not known to OCSE. Please evaluate case for possible OCSE appointment.” The Worker must click OK and evaluate the case to determine whether an OCSE appointment is necessary.

Required Household Information window



POS Release Notes

Version 11.1 February 20, 2007

16. Removal of popup window in Approve Recertification

The “Recertification Interview Completed?” popup window will no longer appear in the **Approve Recertification** and **Approve Error Correction – Recert Interview** activities when the case is closed for failing to keep the recertification interview.

17. Forms

The following POS forms were updated to match changes to the paper form:

- **M-858d**, Utility Guarantee.
- **W-648**, Public Assistance Budget Computation.

18. Changes to W-607A data entry window

The following changes will be made in the data entry window for form W-607A (Request for Identification Card/Temporary Medicaid Authorization/ Update Existing CBIC) on the **Forms Data Entry** window:

- A Case Name field will be added
- Three fields will be added to allow the Worker to enter the name of the authorized representative: First Name, M.I. (Middle Initial), Last Name
- A checkbox will be added: Finger Imaging/Photo/Signature Completed
- The following words will be added at the end of the sentence “The same two pieces must be presented at D&C”: “or FS Reception”
- The sentence “Is applicant receiving EFS and/or IN grant” will be reworded: Is the applicant receiving Expedited Food Stamps and/or Immediate Needs Grant?
- The sentence “Is Payee correctly established?” will be reworded: Is the payee correctly established?
- The sentence “Is Mailing Address different than that on WMS?” will be reworded: Is the mailing address different than that on WMS?
- The “Mail Permanent Card and Temporary DSS-4113-2” checkbox will be renamed: Mail Permanent Card and Temporary Medicaid Card (LDSS-4113-2) (CBIC menu function 1)
- The “Over the Counter Permanent Card DSS4113-2 to Card Control” checkbox will be renamed: Over the Counter Permanent Card Request (LDSS-4113-2) to Card Control (CBIC menu option 2)
- A new checkbox will be added: Authorized Representative Card (CBIC menu option 3)
- The “Agency Pickup” radio button will be renamed: Agency Pickup (at OTC Site)
- The “Mailed” radio button will be renamed: Mail
- The “DSS-2831-A (Complete Section IV on reverse)” checkbox will be renamed: Temporary Medicaid Authorization (LDSS-2831-A)

POS Release Notes

Version 11.1 February 20, 2007

Revised W-607A data entry window

Response to Question

Case Name:

Authorized Representative
 First Name: M.I. Last Name:
 Finger Imaging/Photo/Signature Completed

Reason for Action
 First Card/Never Received Stolen Mutilated CBIC Update
 Lost Card Defective Surrendered

Identification documents witnessed for Applicant/Participant or Authorized Representative: The same two pieces must be presented at D&C or FS Reception.

Document	ID Number
<input type="text"/>	<input type="text"/>

Response to Question

Identification documents witnessed for Applicant/Participant or Authorized Representative: The same two pieces must be presented at D&C or FS Reception.

Document	ID Number
<input type="text"/>	<input type="text"/>

Is the applicant receiving Expedited Food Stamps and/or Immediate Needs Grant? Yes No

Is the payee correctly established? Yes No

If No: Delete current payee CIN:
 Add new payee CIN:

Photo Card? Yes No

Is the mailing address different than that on WMS? Yes No

Response to Question

Add new payee CIN:

Photo Card? Yes No

Is the mailing address different than that on WMS? Yes No

Mail Permanent Card and Temporary Medicaid Card (LDSS-4113-2) (CBIC menu function 1)
 Over the Counter Permanent Card Request (LDSS-4113-2) to Card Control (CBIC menu function 2)
 Authorized Representative Card (CBIC menu option 3)

Select One: Agency Pickup (at OTC Site) Mail

Temporary Medicaid Authorization (LDSS-2831-A)

19. Reminder: Scanning documents for unborn and non-applying individuals

In POS, documents for an unborn should be indexed under the pregnant individual's name and documents for non-applying (PA/MA/FS individual status is NA/NA/NA) household members should be scanned under the casehead or payee's name.

FS POS Release Notes

Version 1.1 February 20, 2007

These Release Notes contain descriptions of changes in FS POS Release 1.1, scheduled for February 20, 2007. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact Jose Breton. 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. TAD Transmission from POS to WMS

The Supervisor will be able to transmit the FS TAD (Turn-Around Document) information from POS to WMS at the end of the approval activity. The TAD will be transmitted when the Supervisor approves the windows in the activity and clicks on the **Xmit** button in the **Approval Elements** window. If the case remains in “Applying” (AP) at the end of an approval activity, the TAD will not be transmitted.

TAD transmission will be available to FS Supervisors in the following POS approval activities:

- Approve FS Application Interview
- Approve EFS Issuance
- Approve FS Change Case Data
- Approve FS Recert
- Approve Error Correction FS Application Interview
- Approve Error Correction EFS Issuance
- Approve Error Correction FS Change Case Data
- Approve Error Correction FS Recert

FS POS Release Notes

Version 1.1 February 20, 2007

2. Changes to FS Reception Intake

The **FS Reception Intake** activity allows the Receptionist to record applicant information, capture the necessary signature, complete an expedited processing determination, schedule an eligibility interview appointment and register the FS application.

The following changes will be made in this activity:

Mailing Address for Undomiciled Applicants

On the **Address** window, POS will pre-fill the default GPO mailing address for undomiciled applicants. If the applicant has a mailing address, the Receptionist should type it into the field.

For additional details about addresses for undomiciled applicants, please see Policy Bulletin (PB) # [03-13-ELI](#) (Mailing Address for Homeless Applicants/Participants).

Address window

The screenshot shows the 'FS POS RECEPTION: Address' window. The title bar includes a menu: Ticket List, Quick Call, FS Reception, Configuration, Open POS, Help, Exit. The window is divided into two main sections: 'Residential Address' and 'Mailing Address'.

Residential Address Section:

- Is the client undomiciled?: Yes No
- House No.: Street Dir/Name/Type: Apt:
- City: State: Zip Code:
- Phone: Cell:

Mailing Address Section:

- Is the Mailing Address different from the Residential Address?: Yes No
- Care of:
- House No.: Street Dir/Name/Type: Apt:
- City: State: Zip Code:

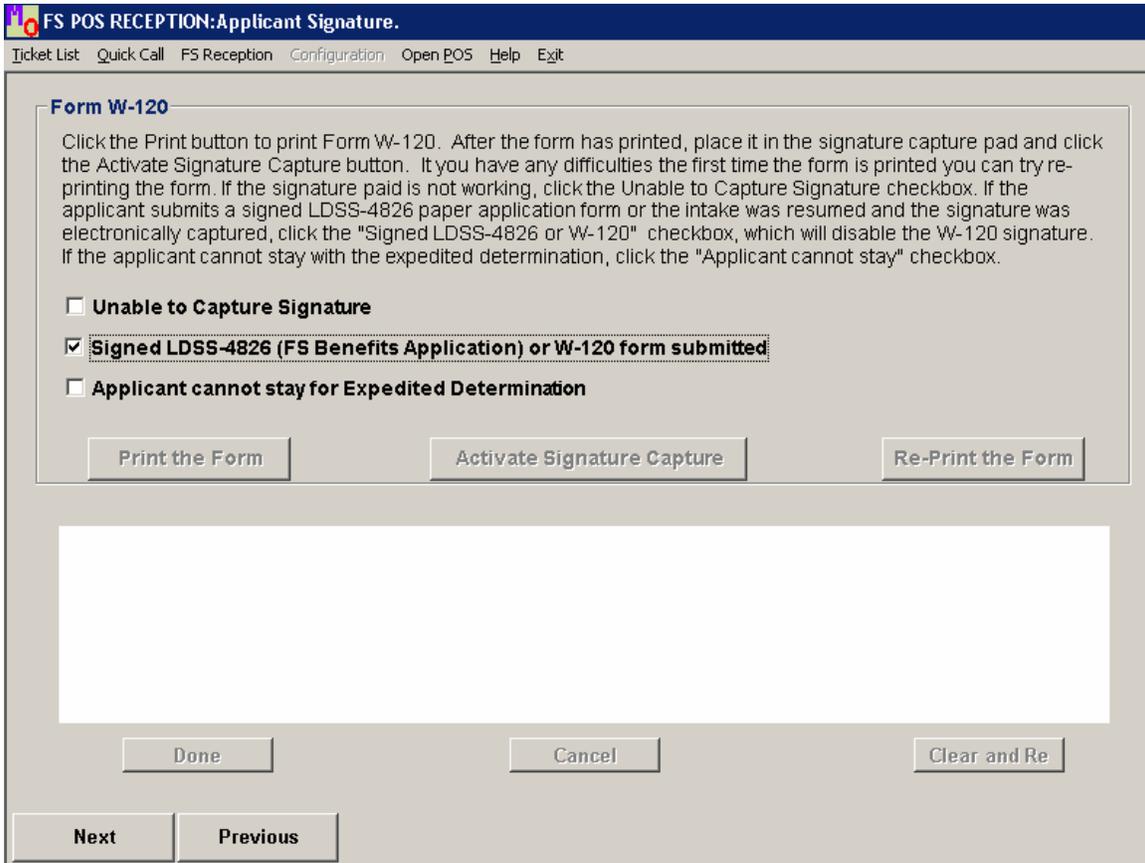
At the bottom of the window, there are four buttons: 'Next', 'Previous', 'Suspend', and 'Cancel'.

FS POS Release Notes

Version 1.1 February 20, 2007

Applicant Signature window

The **Applicant Signature** window will be updated to allow the Receptionist to indicate that the [W-120](#) (Food Stamp Benefits Application Signature Form) signature was already captured or that the applicant submitted a signed paper W-120 form.



FS POS RECEPTION:Applicant Signature.

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

Form W-120

Click the Print button to print Form W-120. After the form has printed, place it in the signature capture pad and click the Activate Signature Capture button. If you have any difficulties the first time the form is printed you can try re-printing the form. If the signature pad is not working, click the Unable to Capture Signature checkbox. If the applicant submits a signed LDSS-4826 paper application form or the intake was resumed and the signature was electronically captured, click the "Signed LDSS-4826 or W-120" checkbox, which will disable the W-120 signature. If the applicant cannot stay with the expedited determination, click the "Applicant cannot stay" checkbox.

Unable to Capture Signature

Signed LDSS-4826 (FS Benefits Application) or W-120 form submitted

Applicant cannot stay for Expedited Determination

Print the Form Activate Signature Capture Re-Print the Form

Done Cancel Clear and Re

Next Previous

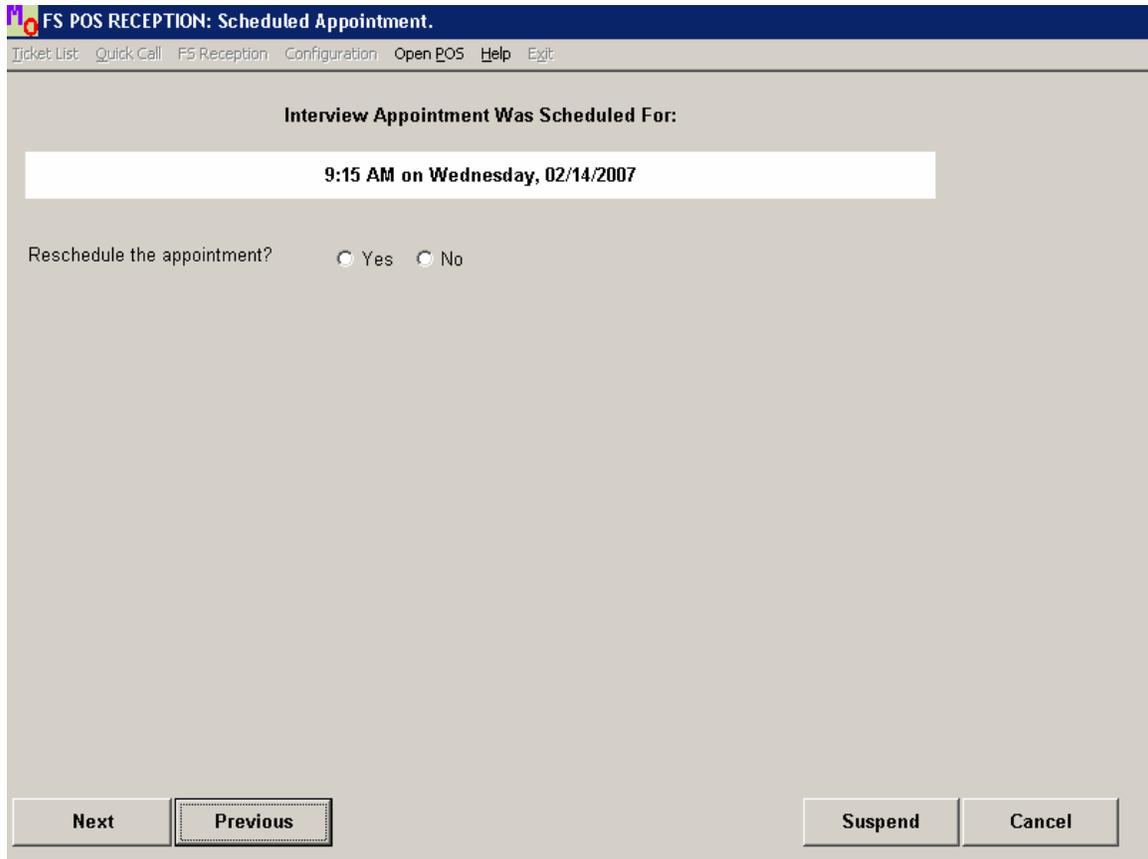
FS POS Release Notes

Version 1.1 February 20, 2007

New window: Scheduled Appointment

A new window named **Scheduled Appointment** will appear when the Receptionist resumes a Reception Intake for which an application interview appointment was already scheduled. For these intakes, the scheduled appointment will be displayed and the Receptionist will indicate whether the appointment should be rescheduled. If the appointment is not rescheduled, the **Intake Completion** window will appear to allow the Receptionist to register the FS case.

Scheduled Appointment window

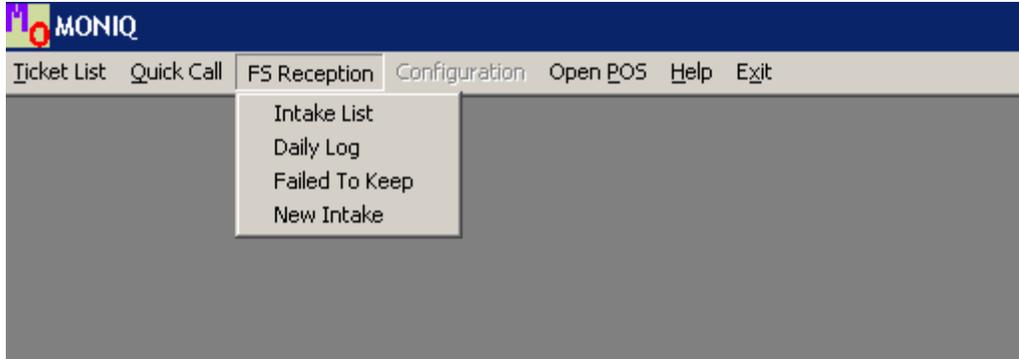


FS POS Release Notes

Version 1.1 February 20, 2007

3. Registering a mailed or faxed application through FS Reception Intake

To register a mailed or faxed application, the Eligibility Specialist should go into MONIQ, click on the **FS Reception** menu and select **New Intake**. This will start the **FS Reception Intake** activity.



4. FS Application Interview scheduled at the completion of the intake

Reception Intake

When the Receptionist registers an application using the FS Reception Intake and completes the activity, a **FS Application Interview** will be placed in the **FSAPP** queue, with the scheduled appointment date and time in the **Scheduled For** column.

CBO Intake

When a community-based organization (CBO) submits an application to HRA via POS, a **FS Application Interview** will be placed in the **CBOAP** queue, with the scheduled appointment date and time in the **Scheduled For** column.

FS POS Release Notes

Version 1.1 February 20, 2007

Activities Management window with FSAPP queue selected

The screenshot shows the 'Activities Management' window for 'FS POS 1.1'. The title bar indicates the time is 3:43:38 PM on Tuesday, February 06, 2007. The 'Unit Filter' section has 'Worker' selected and 'CMU' set to 'FSAPP'. The 'Activity Type Filter' and 'Activity Approve Filter' sections contain various checkboxes for filtering activities. The table below shows one case:

Activity	Due Date	Alert	Case Name	Case No	Suf	Receive
FS Application Interview		NA	Urkel Steve	00010001791C	1	

At the bottom, a status bar indicates 'Total: 1 Case'. The interface includes buttons for 'Start', 'Assign', 'Remove', 'Schedule', 'Regpending', 'Update Disposition', 'WMS', 'View Your Schedule', and 'Comment'.

Activities Management window with CBOAP queue selected

The screenshot shows the 'Activities Management' window for 'FS POS 1.1'. The title bar indicates the time is 1:36:02 PM on Friday, February 16, 2007. The 'Unit Filter' section has 'Worker' selected and 'CMU' set to 'CBOAP'. The 'Activity Type Filter' and 'Activity Approve Filter' sections contain various checkboxes for filtering activities. The table below shows 148 cases:

Activity	Due Date	Alert	Case Name	Case No	Suf	Recv
FS Application Interview		NA	Pots Test	061226160736	1	
FS Application Interview		NA	Pike Pike	070129303841	1	
FS Application Interview		NA	Payne Torres	061208160295	1	
FS Application Interview		NA	Payne John	061218160639	1	
FS Application Interview		NA	Password Pasword	061214160510	1	
FS Application Interview		NA	Ok Clicks	00000003864G	1	
FS Application Interview		NA	Nut Fruit	00010001717H	1	
FS Application Interview		NA	Newtest Newtest	00010001603J	1	

At the bottom, a status bar indicates 'Total: 148 Cases'. The interface includes buttons for 'Start', 'Assign', 'Remove', 'Schedule', 'Regpending', 'Update Disposition', 'WMS', 'View Your Schedule', and 'Comment'.

FS POS Release Notes

Version 1.1 February 20, 2007

Interviews at the site

When the applicant appears for a scheduled interview at the site, the FS Receptionist will:

- Click on the ticket in the FS Application Interview queue in the **MONIQ Ticket List**.
- Click on the **Assign** button.
- Select the Supervisor whose group will conduct the interview in the MONIQ Assignment window. The Supervisor's WMS ID will appear in the **Caseload** column.

The Supervisor will:

- Go to the **FS Supervisor Queue** in the **Activities Management** window.
- Click on the **Worker** radio button, type **FSAPP** or **CBOAP** in the text box and press the **Enter** key on the keyboard.
- Select the **FS Application Interview** from the queue and click on the **Assign** button.
- Select the Eligibility Specialist who will interview the applicant in the popup window and click OK.

The Eligibility Specialist will:

- Call the applicant's ticket in MONIQ.
- Go to the waiting area to call the applicant and return to the desk for the interview.
- Click on the **Answered** button in MONIQ.
- Click on the **Open POS** button.
- Start the **FS Application Interview** from their queue.
- Interview the applicant per current procedure.

Once the interview is completed, the Eligibility Specialist must return to MONIQ to finish the ticket.

Telephone Interview

For a telephone interview, the Supervisor will:

- Go to the **FS Supervisor Queue** in the **Activities Management** window.
- Click on the **Worker** radio button, type **FSAPP** or **CBOAP** in the text box and press the **Enter** key on the keyboard.
- Select the **FS Application Interview** from the queue and click on the **Assign** button.
- Select the Eligibility Specialist who will interview the applicant in the popup window and click OK.

The Eligibility Specialist will:

- Start the **FS Application Interview** from their queue.
- Call the applicant at the contact telephone number listed in the **Case Member Information** window.
- Interview the applicant per current procedure.

FS POS Release Notes

Version 1.1 February 20, 2007

MONIQ Ticket List, FS Appl Interview Queue

The screenshot shows the MONIQ Ticket List window. The title bar reads "MONIQ" and the menu bar includes "Ticket List", "Quick Call", "FS Reception", "Configuration", "Open POS", "Help", and "Exit".

There are three filter sections:

- Queue Filters:**
 - Show My Queues Only
 - Show All Queues
 - Show Selected Queue Only: FS Appl Interview
- Status Filters:**
 - Show Active Tickets Only
 - Show All Tickets
 - Show Only Tickets With Status of: []
- Caseload Filters:**
 - Show All Caseloads
 - Show My Caseload Only
 - Show Selected Caseload Only: []

The main area contains a table with the following data:

Queue	Ticket	Status	Wait Time	Caseload	Case Name	Appt Time	Appt Code
FS Appl Interview	FB 5001	WAIT	00:01	00000	AICHA SERRAR,		
FS Appl Interview	FB 5002	WAIT	00:00	00000	VIVOLYN STEPHENS,		

At the bottom of the window are several icons: Print, Assign, Call, Details, and Close.

MONIQ Assignment window

The screenshot shows the MONIQ Assignment window. The title bar reads "MONIQ Assignment". The main text says "Select worker who will conduct this customer's application interview:".

Below the text is a table with the following data:

NAME	WMS ID
Batov, Olga	FPOS01
Breton, Jose	712B86
Brown, Larry	FPOS03
Name, Trial	BROW634
Ojogwu, Augustine	FPOS05
Rangaiah, Madhu	FPOS04
Romano, Margarita	FPOS07
Sirinivasan, Mamtha	FPOS02
Wilson, Lynn	FPOS06

At the bottom of the window are two buttons: "Select" and "Cancel".

FS POS Release Notes

Version 1.1 February 20, 2007

5. Changes to FS Application Interview

The following changes will be made to the **FS Application Interview** activity:

- A new window named **Case Member Information** will appear after the **Household Screen**. This window is fully described later in this document.
- The **Finger Imaging – AFIS** window will not be displayed for applications submitted via community-based organizations (CBO) in the USDA pilot program that qualify for a telephone interview. These cases are exempted from the finger imaging requirement.

6. Change to EFS Issuance

POS will use the coupon amount from the budget authorized on the TAD to calculate the pro-rated grant for households that qualify for expedited Food Stamp Benefits (grant code 53 or 55).

The following message will no longer appear for households with recurrent income:

“Household has a recurring income. You should calculate a Food Stamp Only Scratchpad budget and enter the coupon amount from FS Only Budget field.”

7. Changes to FS Recert Interview

The following changes will be made to the **FS Recert Interview** activity:

- A new window named **Case Member Information** will appear after the **Household Screen**. This window is fully described later in this document.

8. Case Member Information window

A new window named **Case Member Information** will be added to the **FS Application Interview** and **FS Recert Interview** activities. This window will allow the Eligibility Specialist to ask the applicant/recipient whether anyone lives with them who is not currently listed on the case. The upper section of the window will indicate the household members who currently appear on the POS/WMS case.

In the **FS Application Interview**, the window will also indicate whether the case is scheduled for a telephone interview and will display the contact telephone number and extension that the Eligibility should call for the interview.

If the applicant answers “Yes” for the question ‘Is there anyone who lives with you who is not listed above?’ in the **FS Application Interview**, POS will display the following text in the **Next Action** section: “Please click the “Next” button. POS will launch the Application Modification activity to allow you to add the other household member(s).” If the applicant answers “No” for the question, POS will display the following text in the **Next Action** section: “Please click the “Next” button. POS will display the next window in the FS Application Interview activity.”

If the recipient answers “Yes” for the question ‘Is there anyone who lives with you who is not listed above?’ in the **FS Recert Interview**, POS will display the following text in the **Next Action** section: “Please click the “Next” button. POS will launch the Case Member Addition activity to allow you to add the other household member(s).” If the recipient answers “No” for the question, POS will display the following text in the **Next Action** section: “Please click the “Next” button. POS will display the next window in the FS Recert Interview activity.”

FS POS Release Notes

Version 1.1 February 20, 2007

Case Member Information window

FS POS 1.1 - [Case Member Information] 3:49:09 PM Tuesday, February 06, 2007

File Edit Tools Window Help

The 'Case Member Information' window lists the individuals who are currently on the case. Please ask the applicant/recipient whether anyone who lives with them is not listed in the 'Case Member Information' section.

Case Member Information

Suff	Ln	CIN	Name	Relation	DOB	SSN	Val	Sex	Ctzn / Ntl	FS	AFIS
1	1	RX55613C	Modi Appli	Casehead	12/12/1970	120-12-0120	2	M	<input checked="" type="checkbox"/> <input type="checkbox"/>	SI	

Is there anyone who lives with you who is not listed above? Yes No

Is this a telephone interview?

Contact Telephone Number: Extension:

Next Action

Please click the "Next" button. POS will launch the Application Modification activity to allow you to add the other household member(s).

FS POS Release Notes

Version 1.1 February 20, 2007

9. Changes to Adults in Household window

The following fields will be removed from the **Adults in Household** window in the **Application Modification** and **Case Member Addition** activities:

- Birth Certificate No.
- Parents' Names
- County of Birth

Adults

To remove a person, highlight the First Name and hit the 'Delete' button on the keyboard, then highlight the Last Name and hit the 'delete' button again. All other entries for the individual will be removed by the system.

Last Name	First Name	Middle Name	Relationship	Sex
John	Jake	Johny	Casehead	M

Individual is a:

Spouse of Casehead
 Casehead
 None of the above

Applying For

MA
 FS
 None

Suffix: 1

D.O.B: 12/16/1982

SSN: - -

Marital Status: Single/Never Married

Other Name(s): Yes No

Multi Ethnic Fields

Hispanic/Latino: Yes No
 Native American or Alaska Native: Yes No
 Asian: Yes No
 Black or African American: Yes No
 Native Hawaiian/Other Pacific Islander: Yes No
 White: Yes No

Next Previous

FS POS Release Notes

Version 1.1 February 20, 2007

10. Changes to Children in Household window

The following fields will be removed from the **Children in Household** window in the **Application Modification** and **Case Member Addition** activities:

- Birth Certificate No.
- County of Birth

Children

To remove a person, highlight the First Name and hit the 'Delete' button on the keyboard, then highlight the Last Name and hit the 'delete' button again. All other entries for the individual will be removed by the system.

Last Name First Name Middle Name Relationship to First Casehead Sex

Applying For

FS

MA

None

Affiliated Suffix

1

D.O.B

00/00/0000

Required for Applying Children ONLY

SSN

-

Other Name(s)

Yes No

Marital Status

Single/Never Married

Multi Ethnic Fields

Hispanic/Latino

Yes No

Asian

Yes No

Native Hawaiian/Other Pacific Islander

Yes No

Native American or Alaska Native

Yes No

Black or African American

Yes No

White

Yes No

List Parents' Names Even If Not On Birth Certificate

Mother's - Maiden Name: First Name: Middle Name:

Father's - Last Name: First Name: Middle Name:

Next Previous

FS POS Release Notes

Version 1.1 February 20, 2007

11. Changes to Individual Detail window

The following fields will be removed from the **Individual Detail** window:

- Birth Cert No
- Country of Birth
- State
- County of Birth
- Education Level
- Highest Degree Obtained

Individual Detail window

FS POS 1.1 - [Individual Detail] 2:28:42 PM Friday, February 16, 2007

File Edit Tools Window Help

Case No 00010001686E Externally Scan Verified

Suf Ln	CIN	First Name	Middle	Last Name
1	TA57526D	Peter		Gonzalez

SSN 046-55-9173 Valid 1 Sex M Relation Casehead

Date SSN Card Applied For 00/00/0000 Marital Status Single/Never Married

Ethnic/Race Affiliation

Hispanic/Latino	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Native American/Alaska Native	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Asian	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Black or African American	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Native Hawaiian/Pacific Islander	<input checked="" type="radio"/> Yes	<input type="radio"/> No
White	<input checked="" type="radio"/> Yes	<input type="radio"/> No

DOB 12/12/1980

Mother's: First Name	Middle	Maiden Name

Father's: First Name	Middle	Last Name

US Citizen/National Yes No

Immigrant Type Immigrant No Date of Entry

Qualified Immigrant Type and Description

Student ID

Status PA NA MA NA FS AP Other Names

Identity

Birth Certificate Bureau of Vital Statistics

Citizenship

Birth Certificate Bureau of Vital Statistics

Social Security Number

Social Security Card

Residency

Landlord Letter (Statement from Non-Relative Landlord)

Next Previous

FS POS Release Notes

Version 1.1 February 20, 2007

12. Change to Migrant/Seasonal Farm Worker question in Application Interview

The question “A Migrant or Seasonal Farm Worker” in the **Employment Information** window in the **Application Interview** will be replaced with the “Is Anyone in the Household a Migrant or Seasonal Farm Worker?” question from the **EFS Issuance** window set. This change will help reduce duplication.

Employment Information window

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU THAT IS APPLYING:		Yes	No
Is Employed?	<input type="radio"/>	<input checked="" type="radio"/>	
Is Self-Employed?	<input checked="" type="radio"/>	<input type="radio"/>	
Is Unemployed?	<input type="radio"/>	<input checked="" type="radio"/>	
Participating In A Strike?	<input type="radio"/>	<input checked="" type="radio"/>	
Is Anyone in the Household a Migrant or Seasonal Farm Worker?	<input checked="" type="radio"/>	<input type="radio"/>	

Spanish Next Previous

Response to Question window for 'Is anyone in the household a migrant or seasonal farm worker?'

Response to Question

Info From System

CIN

Income For Current Month

Who

Was the Income Terminated Before the Date of Application? Yes No

How Much Income Do You Expect To Receive Within 10 days After Date Of Application?

Document... Scan

Comment...

OK Cancel

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13. New question in Shelter (Housing) Expenses window in Application Interview

The question "Did the Household Receive a HEAP Payment for the Current (HEAP) Program Year or Are They Anticipating Receiving a HEAP Payment?" will be added to the **Shelter (Housing) Expenses** window in the **Application Interview**.

Shelter (Housing) Expenses window

	Yes	No
Do You (Or Anyone Who Lives With You) Have A Rent, Mortgage Or Other Shelter Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have A Heat Bill Separate From Your Rent Or Shelter Expense?	<input type="radio"/>	<input checked="" type="radio"/>
Do You (Or Anyone Who Lives With You) Have An Electricity And/Or Gas Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input checked="" type="radio"/>
Do You (Or Anyone Who Lives With You) Have Air Conditioning Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input checked="" type="radio"/>
Do You (Or Anyone Who Lives With You) Have Other Utilities (Water, ETC.) Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input checked="" type="radio"/>
Does Any Person, Group Or Organization Outside The Household Pay Any Of The Household Expenses?	<input type="radio"/>	<input checked="" type="radio"/>
Does Any Person Living In The Household Who Is Not Applying, Pay Any Of Your Household Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Did The Household Receive A HEAP Payment For The Current (HEAP) Program Year or are They Anticipating Receiving a HEAP Payment?	<input checked="" type="radio"/>	<input type="radio"/>

Spanish Next Previous

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14. Changes to employment windows

The employment windows will be updated to remove unnecessary fields.

Is Employed?

The following fields will be removed from the **Response to Question** window for the “Is Employed?” question:

- Is Health Insurance Available through Your Employer (even if you are not participating)?
- Do you have child or dependent care expenses due to employment (including job search)?
- Do you have other employment-related expenses (including job search)?

The screenshot shows the 'Response to Question' window for the 'Is Employed?' question. The window is divided into several sections. On the left, there is a section titled 'Info from WRS' with sub-sections for 'Employee', 'Employer', 'Street', 'City', 'Zip', and 'Wage Year Quarter'. The main area contains fields for 'Who', 'Type of Work..', 'Employer', 'Street', 'City', 'State', 'Zip', 'Contact', 'Title', 'Phone', 'Start Date', 'Expected End Date..', 'Gross income', 'Frequency Hours/Freq...', 'Taxes Withheld', and 'Day Paid'. There are also 'Document...' and 'Scan' buttons, and a 'Comment' field. At the bottom, there are 'OK' and 'Cancel' buttons.

Is Self-Employed?

The following fields will be removed from the **Response to Question** window for the “Is Self-Employed?” question:

- Is Health Insurance Available to you (even if you are not participating)?
- Do you have child or dependent care expenses due to employment (including job search)?
- Do you have other employment-related expenses (including job search)?

The screenshot shows the 'Response to Question' window for the 'Is Self-Employed?' question. The window is divided into several sections. On the left, there is a section titled 'Info from WRS' with sub-sections for 'Employee', 'Employer', 'Street', 'City', 'Zip', and 'Wage Year Quarter'. The main area contains fields for 'Who', 'Company Name', 'Business Address Different from Residence', 'Business Type', 'Business Tel #', 'Start Date', 'Expected End Date..', 'Gross Income', 'Frequency', 'Hours Per Frequency', 'Expenses', and 'Monthly Net Income Amount'. There are also 'Document...' and 'Scan' buttons, and a 'Comment...' field. At the bottom, there are 'OK' and 'Cancel' buttons.

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Is Unemployed?

The following fields will be removed from the **Response to Question** window for the "Is Unemployed?" question:

- Is Health Insurance Available through Your Employer (even if you are not participating)?
- Do you have child or dependent care expenses due to employment (including job search)?
- Do you have other employment-related expenses (including job search)?

The screenshot shows a dialog box titled "Response to Question". The dialog is divided into several sections:

- Info from WRS:** A section on the left with a blue header, containing fields for Employee, Employer, Street, City, Zip, Wage, Year, and Quarter.
- Who:** A dropdown menu.
- Type of Work..:** A dropdown menu.
- Employer:** A text input field.
- Street:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.
- Contact:** A text input field.
- Title:** A text input field.
- Phone:** A text input field.
- Never Worked:** A checkbox.
- Start Date:** A date input field showing 00/00/0000.
- End Date:** A date input field showing 00/00/0000.
- Gross income:** Four dollar input fields, each showing \$0.
- Frequency:** A dropdown menu showing BW.
- Hours/Frequency:** A text input field.
- Taxes Withheld:** Radio buttons for Yes and No.
- Document...:** A text input field.
- Scan:** A checkbox.
- Comment:** A text input field.

At the bottom of the dialog are two buttons: **OK** and **Cancel**.

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15. Changes to In-Center Referral

The **In-Center Referral** activity will now list the following activities at FS sites:

- Application Modification, Case Member Addition, FS Application Interview, FS Change Case Data and FS Recert Interview

In - Center Referral

Selected Case

No: 000074431761 Case Name: STEVEN WILLIAMS CIN: TB23412E
 Suffix: 1 Casehead Name: Steven Williams SSN: 177788585

Refer Case To

Title	Unit	Last Name	First Name	U/W	Phone Number
Supervisor	TST	Gayle	Devon	TST01	(718) 834-6627
Supervisor	TST	Oshust	Gary	TST03	(718) 246-3684
Supervisor	TST	Whitfield	Yolanda	TST04	(718) 246-3680
Typist	DEV	Elkordy	Shariff	00011	(212) 849-4323

Enter Comments If Any

Select Activity

Activity Description

- Application Modification
- Case Member Addition
- FS Application Interview
- FS Change Case Data

Cancel OK

16. Changes to Other Utilities window

The following fields will be removed from the **Response to Question** window for the “Do you (or anyone who lives with you) have other utilities (water, etc) billed separate from your rent or mortgage?” question because they are not required for FS cases:

- Arrears
- Amount
- Period From
- Period To

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Shelter (Housing) Expenses window

The screenshot shows a software window titled "Shelter (Housing) Expenses window" with a menu bar (File, Edit, Tools, Window, Help) and a list of questions. The questions and their responses are as follows:

Question	Yes	No
Do You (Or Anyone Who Lives With You) Have A Rent, Mortgage Or Other Shelter Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have A Heat Bill Separate From Your Rent Or Shelter Expense?	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have An Electricity And/Or Gas Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input checked="" type="radio"/>
Do You (Or Anyone Who Lives With You) Have Air Conditioning Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input checked="" type="radio"/>
Do You (Or Anyone Who Lives With You) Have Other Utilities (Water, ETC.) Bill Separate From Your Rent Or Mortgage?	<input checked="" type="radio"/>	<input type="radio"/>
Does Any Person, Group Or Organization Outside The Household Pay Any Of The Household Expenses?	<input type="radio"/>	<input checked="" type="radio"/>
Does Any Person Living In The Household Who Is Not Applying, Pay Any Of Your Household Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Did The Household Receive A HEAP Payment For The Current (HEAP) Program Year or are They Anticipating Receiving a HEAP Payment?	<input checked="" type="radio"/>	<input type="radio"/>

At the bottom of the window are three buttons: "Spanish", "Next", and "Previous".

Response to Question window for 'Do you (or anyone who lives with you) have other utilities (water, etc) billed separate from your rent or mortgage?'

The screenshot shows a dialog box titled "Response to Question" with the following fields and controls:

- Other Utilities:** Water Only (dropdown)
- Name On Bill:** McMahan Anna (dropdown)
- Amount:** (empty text field)
- Frequency:** M (dropdown)
- Verified:** Yes (radio), No (radio)
- Company Name:** (empty text field)
- Account Number:** (empty text field)
- Document...:** (empty text field)
- Scan:** (checkbox, unchecked)
- Comment...:** (empty text field)

At the bottom are "OK" and "Cancel" buttons.

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17. Updates to Finger Imaging – AFIS window

In a continuing effort to clarify instructions, the preview of the W-519 form (Finger Imaging Notice) will be replaced with the following text on the **Finger Imaging – AFIS** window:

Finger Imaging Notice (Form W-519)

State regulations require all case members 18 years of age and older and minor head of households applying for or in receipt of cash assistance, food stamps and/or Medicaid, including applicants for emergency assistance, be finger-imaged.

An individual is exempt from this requirement if he or she meets one of the following criteria:

- "Payee only" applicants/participants (unless non-public assistance Food Stamp or Medicaid household members).
- Individuals physically unable to comply with this requirement because of injury or disability. However, if the condition is temporary, an appointment to return for finger-imaging will be made.
- Applicants/participants under 18 years of age unless payees for their own cases or suffixes.
- SSI (F-15), Residential Treatment (F-61) or Homebound (F-63) case.
- Emergency Assistance to Adults (EAA) household.
- Congregate Care Facility resident.
- Homebound Applicant/Participant identified with homebound indicator "Y."
- Individuals who are sanctioned, ineligible (such as ineligible aliens) or disqualified (for food stamps).

Finger Imaging – AFIS window

The screenshot shows a software window titled "FS POS 1.1 - [Finger Imaging - AFIS]" with a timestamp of 3:54:16 PM on Tuesday, February 06, 2007. The window contains a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main content area displays the "Finger Imaging Notice (Form W519)" with the following text:

State regulations require all case members 18 years of age and older and minor head of households applying for or in receipt of cash assistance, food stamps and/or Medicaid, including applicants for emergency assistance, be finger-imaged.

An individual is exempt from this requirement if they meet any of the following criteria:

- "Payee only" applicants/participants (unless non-public assistance Food Stamp or Medicaid household members).
- Individuals physically unable to comply with this requirement because of injury or disability. However, if the condition is temporary an appointment to return for finger imaging will be made.
- Applicants/Participants under 18 years of age unless payees for their own cases or suffixes.
- SSI (F-15), Residential Treatment (F-61) or Homebound (F-63) case.
- Emergency Assistance to Adults (EAA) household.
- Congregate Care Facility resident.
- Homebound Applicant/Participant identified with homebound indicator "Y".
- Individuals who are sanctioned, ineligible (such as ineligible aliens) or disqualified (for food stamps).

Below the notice is a form with the following options:

- I agree to be finger imaged.
- I am exempt from finger-imaging because I meet one of the above exemption criteria.
- I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you are ineligible to receive Public Assistance, Food Stamps, and Medicaid. Your case may be rejected or closed as appropriate. (PA Individuals)
- I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you and the entire Food Stamp household will be ineligible to receive Food Stamp Benefits (NPA FS individual).
- I do **Not** agree to be finger imaged. By not agreeing to be finger-imaged, you and the entire Medicaid household (unless there are children up to age 19) will be ineligible to receive Medicaid (Medicaid only individual).

To the right of the form is a text input field labeled "Modi Appli" and a "Reset" button. At the bottom of the window are three buttons: "Next", "Print", and "Previous".

FS POS Release Notes

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18. Changes to Intake List

The **Intake List** allows FS reception staff to view a list of the intakes started in POS/MONIQ. It also allows staff to resume suspended or canceled intakes.

Three new columns were added to this window on 1/22/2007:

- Case Number
- Appt Date (Appointment Date)
- Appt Time (Appointment Time)

A **Print** button was also added to the window on 1/22/2007. The following columns are printed: Name, Seen By, Time Seen, Case Number, Status, Appt Date and Appt Time.

Intake List window

MONIQ

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

Intake List for: Today, January 25, 2007

SSN	Sex	DOB	Seen By	Time Seen	Status	Case Number	Appt. Date	Appt. Time
092719730	M	09/27/1973	Madhu Rangaiah	11:34 AM	In Progress	00010001744B	01/25/2007	12:15 PM
011111965	F	01/11/1965	Margarita Romano	11:37 AM	In Progress	00010001745I	01/25/2007	1:00 PM
046559173	F	09/08/1974	Madhu Rangaiah	11:37 AM	Finished	070125161068		
101101020	F	10/15/1968	Margarita Romano	02:35 PM	Finished	00010001746G	01/25/2007	3:15 PM

Print Review Resume Exit

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19. Application Interview Daily Log

The **Application Interview Daily Log** allows FS management and reception staff to view FS application interview appointments scheduled in POS/MONIQ. This new window also allows staff to reschedule an appointment if the applicant calls or otherwise contacts the site to reschedule. It was added to POS/MONIQ on 1/22/2007

The top of the window includes a mini calendar within a drop down list box where the manager or receptionist will select the date for which they want to review appointments. The window includes the following columns: Appointment Time, Case Number, Name, CBO, Telephone Interview, Status, Contact Telephone (new) and Extension (new).

The **CBO** column indicates whether the application was referred via a community-based organization. The **Status** column indicates the status of the **FS Application Interview** ticket issued at Front Door Reception (FRED) for in-center interviews. If the ticket is waiting or has been called, the status is "Waiting". If the ticket has been called, the status is "In Progress". Once the ticket is finished, the status is "Finished". If the applicant fails to answer the tickets three times, the status is "No Show". The **Telephone Interview** column indicates whether the applicant was scheduled for a telephone interview. The new **Contact Telephone** and **Extension** columns will list the telephone number that should be called for a telephone interview.

Rescheduling the FS Application Interview appointment

To reschedule the **FS Application Interview** appointment, the manager or receptionist must select the case for which the appointment will be rescheduled and click on the **Reschedule** button. The **Interview Scheduler** window will appear for selection of the new appointment date and time. After the **Interview Scheduler**, the **Interview Appointment Confirmation** will appear. The [W-129PP](#) (Food Stamp Eligibility Interview Appointment Notice) form will be printed.

FS POS Release Notes

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Application Interview Daily Log

 MONIQ

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

Application Interview Log for : , 06, 2007

Case Number	Name	CBO	Tele. Interview	Status	Contact Number	Extensi
061207160237	Brown Larry	Yes	No			
061207160237	Brown Larry	Yes	No			
061207160237	Brown Larry	Yes	No			
061207160237	Brown Larry	Yes	No			
061207160237	Brown Larry	Yes	No			
061207160237	Brown Larry	Yes	No			
061215160584	We We	Yes	No			
061216160618	Kitson Perera	No	No			
061207160237	Brown Larry	No	No			
061207160237	Brown Larry	No	No			
061207160237	Brown Larry	No	No			
061207160237	Brown Larry	No	No			

FS POS Release Notes

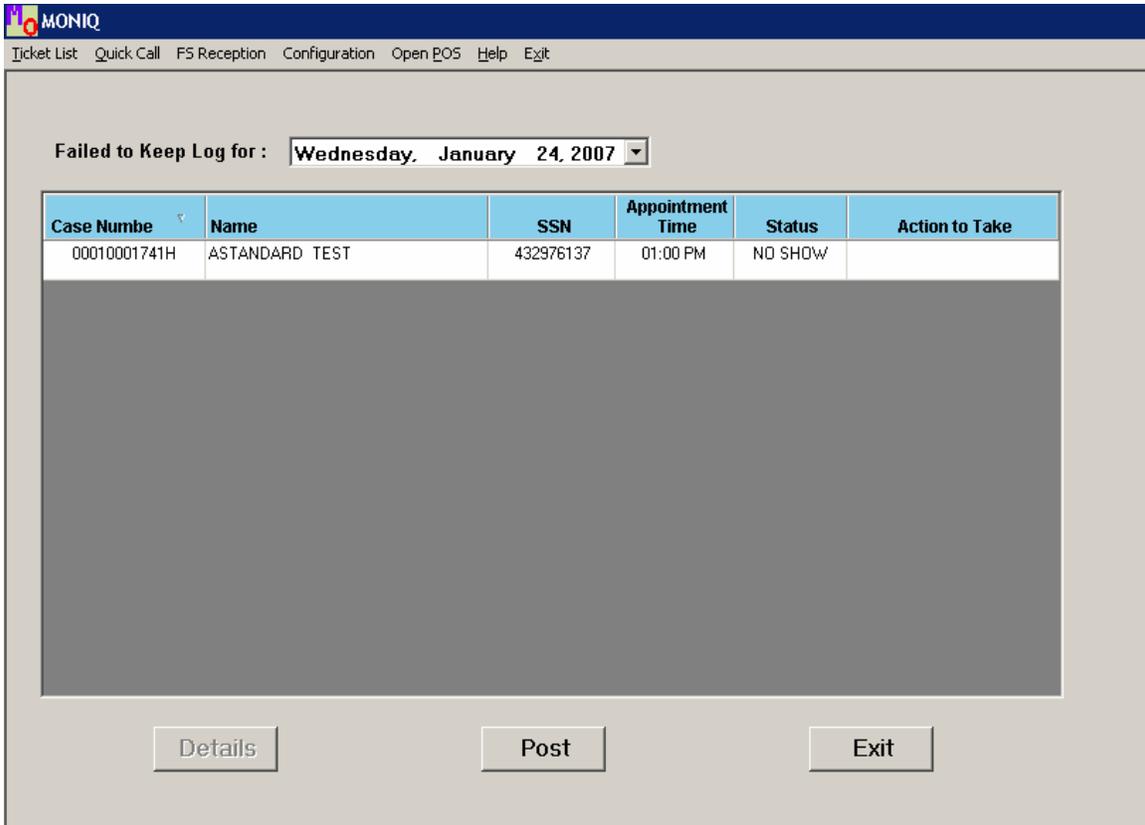
Version 1.1 February 20, 2007

20. Failed to Keep Log

The **Failed to Keep Log** allows FS management and reception staffs to view cases where it appears that the applicants failed to keep their FS application interview appointments. It was added to POS/MONIQ on 1/22/2007.

The window contains the following columns: Case Number, Name, SSN, Appointment Name, Status and Action to Take.

Failed to Keep Log



FS POS Release Notes

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21. Forms

The following forms will be added to FS POS:

- W-119D, Eligibility Factors and Suggested Documentation Guide
- W-120D, Notice of Outstanding Required Documentation
- W-129RR, Notice of Food Stamp Recertification Appointment

22. New data entry window for form W-120D

A new data entry will be added to the **Form Data Entry** window for the W-120D form. This window will allow the Eligibility Specialist to enter the due date. The eligibility factors listed on the form are generated by the Eligibility Specialist's selection during the **FS Application Interview** or **FS Recertification Interview** activity.

W-120D data entry window

The screenshot shows a dialog box titled "Response to Question". Inside the dialog, there is a sub-header "Notice of Outstanding Required Documentation (Form W-120D)". Below this, there is a label "Due Date:" followed by a text input field containing the value "00/00/0000". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

FS POS Release Notes

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23. New data entry window for form W-129RR

A new data entry window will be added to the **Form Data Entry** window for the W-129RR form. This form should be used for active cases that need to be scheduled for a recertification interview, but were not included in the automated mailing done by MIS. This window will be available in the **FS Change Case Data** activity.

The screenshot shows a dialog box titled "Response to Question" with a subtitle "Notice of Food Stamp Recertification Appointment (Form W-129RR)". It contains an "Instructions" section, a "Food Stamp Benefits will expire on:" field with the value "00/00/0000", and an "Appointment Information:" section. The appointment section includes fields for "Date:" (00/00/0000), "Time:" (00:00 AM), "Location Name:" (a dropdown menu), "Address:" (two text boxes), "City:" (text box), "State:" (text box), and "Zip Code:" (text box with a hyphen). At the bottom are "OK" and "Cancel" buttons.

This screenshot shows the same "Response to Question" dialog box, but with the "Appointment Information:" section expanded. Below the appointment details, there is a section titled "The following adult case member(s), who have finger-imaged, must report to the appointment:". It contains two dropdown menus labeled "Case Member 1:" and "Case Member 2:". The "OK" and "Cancel" buttons are at the bottom.

FS POS Release Notes

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24. Changes to W-607A data entry window

The following changes will be made in the data entry window for form W-607A (Request for Identification Card/Temporary Medicaid Authorization/ Update Existing CBIC) on the **Forms Data Entry** window:

- A Case Name field will be added
- Three fields will be added to allow the Worker to enter the name of the authorized representative: First Name, M.I. (Middle Initial), Last Name
- A checkbox will be added: Finger Imaging/Photo/Signature Completed
- The following words will be added at the end of the sentence "The same two pieces must be presented at D&C": "or FS Reception"
- The sentence "Is applicant receiving EFS and/or IN grant" will be reworded: Is the applicant receiving Expedited Food Stamps and/or Immediate Needs Grant?
- The sentence "Is Payee correctly established?" will be reworded: Is the payee correctly established?
- The sentence "Is Mailing Address different than that on WMS?" will be reworded: Is the mailing address different than that on WMS?
- The "Mail Permanent Card and Temporary DSS-4113-2" checkbox will be renamed: Mail Permanent Card and Temporary Medicaid Card (LDSS-4113-2) (CBIC menu function 1)
- The "Over the Counter Permanent Card DSS4113-2 to Card Control" checkbox will be renamed: Over the Counter Permanent Card Request (LDSS-4113-2) to Card Control (CBIC menu option 2)
- A new checkbox will be added: Authorized Representative Card (CBIC menu option 3)
- The "Agency Pickup" radio button will be renamed: Agency Pickup (at OTC Site)
- The "Mailed" radio button will be renamed: Mail
- The "DSS-2831-A (Complete Section IV on reverse)" checkbox will be renamed: Temporary Medicaid Authorization (LDSS-2831-A)

FS POS Release Notes

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Revised W-607A data entry window

Response to Question

Case Name:

Authorized Representative
 First Name: M.I. Last Name:
 Finger Imaging/Photo/Signature Completed

Reason for Action: First Card/Never Received Stolen Mutilated CBIC Update
 Lost Card Defective Surrendered

Identification documents witnessed for Applicant/Participant or Authorized Representative: The same two pieces must be presented at D&C or FS Reception.

Document	ID Number
<input type="text"/>	<input type="text"/>

Response to Question

Identification documents witnessed for Applicant/Participant or Authorized Representative: The same two pieces must be presented at D&C or FS Reception.

Document	ID Number
<input type="text"/>	<input type="text"/>

Is the applicant receiving Expedited Food Stamps and/or Immediate Needs Grant? Yes No

Is the payee correctly established? Yes No

If No: Delete current payee CIN:
 Add new payee CIN:

Photo Card? Yes No

Is the mailing address different than that on WMS? Yes No

Response to Question

Add new payee CIN:

Photo Card? Yes No

Is the mailing address different than that on WMS? Yes No

- Mail Permanent Card and Temporary Medicaid Card (LDSS-4113-2) (CBIC menu function 1)
- Over the Counter Permanent Card Request (LDSS-4113-2) to Card Control (CBIC menu function 2)
- Authorized Representative Card (CBIC menu option 3)

Select One: Agency Pickup (at OTC Site) Mail

- Temporary Medicaid Authorization (LDSS-2831-A)