



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-30-SYS

NYCWAY UPDATES – EP AND ACTION CODE CHANGES

Date: March 1, 2007	Subtopic(s): NYCWAY
This procedure can now be accessed on the FIAweb.	<p>NYCWAY is updated on a regular basis to make the system more helpful to users and to update current policy. The purpose of this policy bulletin is to inform staff of the following updates made to NYCWAY:</p>
<p>New Action Code 310N</p>	<ul style="list-style-type: none"> • New Action Code 310N (SDX:SSI Denied-Medical Reason-Other) • Worker Reminder • Newly Added Employability Plan (EP) Exemption Option for Applicants/Participants In High School
<p>Worker Reminder</p>	<p>Previously, Action Code 310 (SDX:SSI Denied-Medical Reason) was used for Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) and non-HIV/AIDS Services Administration (HASA) cases. Action Code 310H (SDX:SSI Denied-Medical Reason-CSA) was used for HASA cases.</p> <p>At the request of Customized Assistance Services (CAS), the Action Code 310N will now be posted by NYCWAY to identify those SDX:SSI denials due to medical reasons that are not WeCARE or HASA. NYCWAY will continue to post the 310 for WeCARE and the 310H for HASA cases.</p>
<p>Worker Reminder</p>	<p>If a worker is attempting to enter an action code to make an appointment, and has selected an appointment date and time, but decides to change the selected appointment date or time, s/he must click Cancel to remove the appointment.</p> <p>If the Worker closes out of the system without clicking Cancel, or the system goes down at that moment, s/he should wait at least 20 minutes before attempting to enter the appointment again. If the Worker is unable to re-enter the appointment after 20 minutes, call the NYCWAY Help Desk at 718-557-1313 and follow the prompts.</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*

Newly Added EP Exemption Option for Applicants/ Participants In High School

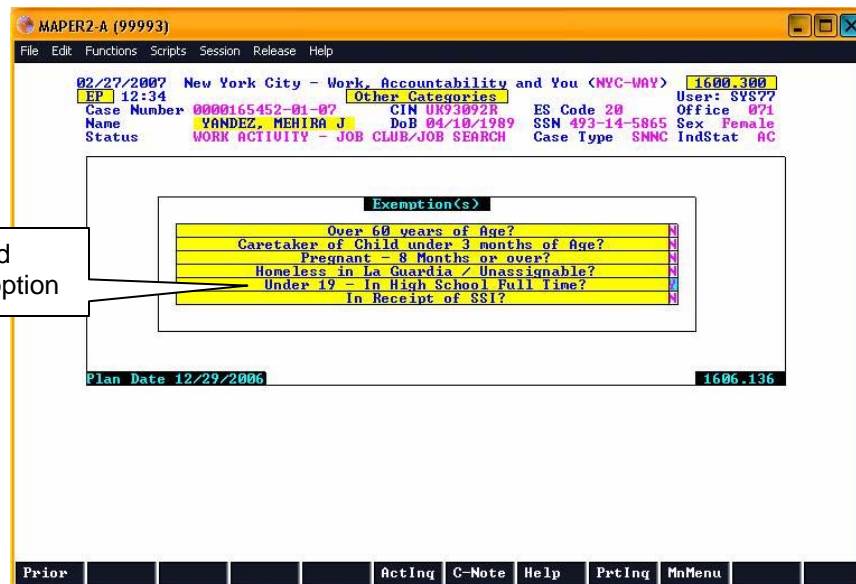
Previously, Workers posted Action Code **186V** (Determined Exempt – in School Full Time) (old description) manually to exempt full-time high school students under the age of 19 from work assignments.

Effective February 27, the exemption option description for full-time high school students under the age of 19 has changed and has been added to the EP. The description of the **186V** has been changed to read “Under 19 – In High School Full Time” and it appears as follows in the EP:

After selecting **Other Personal Issues** from the **Primary Questionnaire** screen in the EP, the **Other Categories** screen appears listing the newly added Exemption option, “Under 19 – In High School Full Time?”

Other Categories screen

Newly Added Exemption option



- Enter a **Y** next to the option **Under 19 – In High School Full Time?** And press **Enter**;
- Enter a **Y** on the **Personal Issues Claimed** screen, press **Enter** and the **Creation of Actions and Comments** screen appears listing the Action Code **186V**.

Creation of Actions and Comments screen

Action Code
186V with the
new description

MAPER2-A (99993)

File Edit Functions Scripts Session Release Help

02/27/2007 New York City - Work, Accountability and You <NYC-WAY> 1600.300
 EP 12:36 Creation of Actions and Comments User: SVS77
 Case Number 0000165452-01-07 CIN UK93092R ES Code 20 Office 071
 Name VANDEZ, MEHIRA J DoB 04/10/1989 SSN 493-14-5865 Sex Female
 Status WORK ACTIVITY - JOB CLUB/JOB SEARCH Case Type SNMC IndStat AC

System will Post Action Code:
 186U UNDER 19 - IN HIGH SCHOOL FULL TIME
 Enter 'y' to accept the action(s) or 'n' to Deny Y
 FAD <Future Action Date> Req'd for 186U <mm/dd/yyyy> 06/21/2007?
 Action Comments <Required>
 ENTER NEEDED COMMENTS HERE Additional Comments?
 Plan Date 12/29/2006 1643.064

MnMenu

- Enter a **Y**, a Future Action Date (FAD) (end of semester or six months out, whichever comes first), Comments and press **Enter** to post the **186V**, which will appear on the **Activity Inquiry** screen.

Note: If the applicant/participant is 19 years of age or older, the exemption cannot be posted and the error message “Restricted to clients under 19 years of age” appears. Click on **Prior** to return to the **Primary Questionnaire** screen.

Effective Immediately