



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-35-SYS

AUTOMATED ADDRESS MATCH

<p>Date: March 19, 2007</p>	<p>Subtopic(s): MIS</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>JOS/Worker's Responsibility</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of an automated address update where Management Information Systems (MIS) will change the addresses and budgets (when necessary) of Public Assistance (PA) participants who move from one Department of Homeless Services (DHS) facility to another. Previously the Office of Central Processing (OCP) received a file from MIS and OCP updated the cases manually.</p> <p>MIS initiated the automated address update the weekend of March 10, 2007, and will continue to systemically update affected cases and budgets on a monthly basis. OCP will continue to receive cases where the rent has to be removed from the budget.</p> <p>JOS/Workers must be aware that if there is a pending action clocking down on a case selected for the address update, the address update will error out and appear on the Daily Error Report (WINRO125) under the JOS/Worker assigned to that caseload. This error can be identified by error number E1955, "Budget already clocking down" and Authorization number 00333809.</p> <p>The JOS/Worker will have to correct the error by changing the address and shelter expense if necessary.</p> <p><i>Effective Immediately</i></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*