



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-33-SYS

### FS POS RELEASE NOTES VERSION 4.1.1

<b>Date:</b> April 5, 2010	<b>Subtopic(s):</b> FS POS
 This procedure can now be accessed on the FIAweb.	<p>This policy bulletin is to inform Non Cash Assistance Food Stamp Office staff that the latest version of the Paperless Office System (POS) will migrate to production on April 19, 2010. Descriptions of the changes can be found in FS POS Release Notes Version 4.1.1 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the HRA Intranet at: <a href="http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79">http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</a></p> <p><i>Effective April 19, 2010</i></p> <p><b>Related Items:</b> <a href="#">PB #09-105-SYS</a> <a href="#">PB #09-129-SYS</a></p> <p><b>Attachment:</b></p> <p><b>Attachment A</b>      FS POS Release Notes Version 4.1.1</p>
 Please use Print on Demand to obtain copies of forms.	

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

**Attachment A**

# FS POS Release Notes Final

Version 4.1.1 April 19, 2010

These Release Notes contain descriptions of changes in FS POS Release 4.1.1 scheduled for April 19, 2010. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at [http://hrawebapps/HRAintranet/CMT\\_page\\_template.cfm?page\\_id=79](http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79)

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# FS POS Release Notes Final

Version 4.1.1 April 19, 2010

## 1. Changes to AFIS Finger Imaging Referral window & W519 Finger Imaging Notice

The W-519 form will be updated to change the instruction text and remove two checkboxes. As a result, the instructions will be updated in the data entry window. In addition, labels will be updated in the window and one radio button will be removed.

**The following instructions will be updated on the W519 AFIS Referral Form:**

### Finger Imaging Notice (Form W519)

State regulations require all case members who are 18 years of age and older and minor heads of households applying for or seeking recertification of Cash Assistance and/or Food Stamps, including applicants for emergency assistance, to be finger imaged.

**An individual is exempt from this requirement if they fall into one of the following categories:**

- Adult payees on "child only" cases (e.g. a grandparent who is applying for/receiving Cash Assistance on behalf of his/her grandchild) (unless Non Cash Assistance Food Stamp [NCA FS] household member).
- Individuals physically unable to comply with this requirement because of permanent injury or disability.
- Applicants/Participants under 18 years of age unless they are payees for their own cases or suffixes.
- SSI (F15) or Residential Treatment (F61) cases.
- SSI recipients who are applying for a one-shot deal Emergency Assistance to Adults (EAA) grant (only if all members of the household are in receipt of SSI).
- Congregate Care Facility residents.
- Homebound applicants/participants.
- NCA FS applicants/participants who are sanctioned, disqualified, or ineligible for Food Stamps (such as ineligible aliens, only if the household's ineligibility has been established through a review of documentation).

### Revised Finger Imaging – AFIS window for NCA cases

Version SI-10 - Paperless Office System - [Finger Imaging - AFIS] 12:38:28 PM Tuesday, November 13, 2007

File Edit Tools Window Help

**Finger Imaging Notice (Form W519)**  
State regulations require all case members who are 18 years of age and older and minor heads of households applying for or seeking recertification of Cash Assistance and/or Food Stamps, including applicants for emergency assistance, to be finger imaged.

**An individual is exempt from this requirement if they fall into one of the following categories:**

- Adult payees on "child only" cases (e.g. a grandparent who is applying for/receiving Cash Assistance on behalf of his/her grandchild) (unless Non Cash Assistance Food Stamp [NCA FS] household member).
- Individuals physically unable to comply with this requirement because of permanent injury or disability.
- Applicants/Participants under 18 years of age unless they are payees for their own cases or suffixes.
- SSI (F15) or Residential Treatment (F61) cases.

The applicant is not present at the interview

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. I am applying/seeking recertification for Cash Assistance and/or Food Stamps and realize that, by not agreeing to be finger imaged, I will become ineligible and my case will be rejected or closed as appropriate.

I do **not** agree to be finger imaged. I am applying/seeking recertification for Food Stamp Benefits Only and realize that, by not agreeing to be finger imaged, I and my entire Food Stamp Household will become ineligible and my case will be rejected or closed as appropriate.

Sanction Mother

Done Print Previous

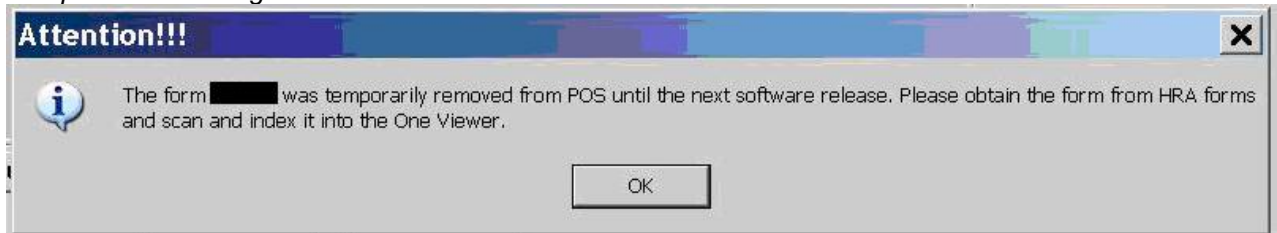
The Supervisory Approval & Review activity will also reflect the AFIS changes.

## 2. New Message for Removed Forms

When a form is revised by FIA Procedures and the new electronic version is not available, the form will be temporarily removed from POS until it can be programmed into the system. The following error message will appear when the Worker attempts to print the form:

“The form [Form Number] was temporarily removed from POS until the next software release. Please obtain the form from HRA forms and scan and index it into the One Viewer.”

### *Sample Error Message*



## 3. Addition to FS Case Transfer Activity

The Food Stamp Case Transfer Activity will now prevent case transfers when there are pending TAD actions in WMS.