



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #11-116-SYS

### FS POS RELEASE NOTES VERSION 5.3.1

<b>Date:</b> December 15, 2011	<b>Subtopic(s):</b> POS
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that the latest version of the Paperless Office System (POS) will migrate to production on January 3, 2012. Descriptions of the changes can be found in FS POS Release Notes Version 5.3.1 (<b>Attachment A</b>) and Appendix A: ACCIS Clearances Window (<b>Attachment B</b>).</p> <p>These release notes can also be found on the HRA Intranet at: <a href="http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx">http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</a></p> <p><i>Effective January 3, 2012</i></p> <p><b>Related Item:</b> <a href="#">PD #11-10-ELI</a></p> <p><b>Attachments:</b></p> <p><b>Attachment A</b> FS POS Release Notes Version 5.3.1 <b>Attachment B</b> Appendix A: ACCIS Clearances Window</p>

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

# FS POS Release Notes

Version 5.3.1 January 3, 2012

These Release Notes contain descriptions of changes in FS POS Release 5.3.1 scheduled for January 3, 2012. 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://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

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# FS POS Release Notes

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## 1. Removal of Food Stamp Application Signature Capture windows

The applicant/participant completes and signs the Food Stamp Benefits Application/Recertification Form (**LDSS-4826**) for FS applications and recertifications.

In order to avoid unnecessary duplication, the signature capture windows for the Forms **LDSS-4826**, **W-120** and **W-129B** were removed in the Food Stamp Paperless Office System (FS POS). The Eligibility Specialist (ES) must scan and index the completed and signed Form **LDSS-4826**.

### Removal of W-120 Signature Capture in FS Reception Intake

The signature capture area was disabled in the **Applicant Signature** window. The Signed **LDSS-4826** (FS Benefits Application) or **W-120** form submitted checkbox is now selected and protected.

The instructions on the **Applicant Signature** window were updated as follows:

“The signed application should be scanned and indexed. If the application was submitted by mail or fax, click on the Mailed or Fax Application checkbox.

If the applicant cannot stay for the expedited determination or if the applicant did not submit enough information with their mailed/faxed application to make an expedited determination, click on the Expedited Determination cannot be completed checkbox.”

### Previous version of **Applicant Signature** window

The screenshot shows a software window titled "FS POS RECEPTION: Applicant Signature F40". The window contains a section titled "Form W-120" with the following text:

Click on the Print the Form button to print Form W-120. After the form has printed, place it on the signature pad and click the Activate Signature Capture button. If you have any difficulties printing the form, you can click on the Re-Print the Form button. If the signature pad is not working, click on the Unable to Capture Signature checkbox and scan and index a signed paper application.

If the applicant submits a signed LDSS-4826 paper application form or the intake was resumed and the signature was electronically capture, click on the Signed LDSS-4826 or W-120 form checkbox to disable signature capture. Applications signed on paper should be scanned and indexed. If the application was submitted by mail or fax, click on the Mailed or Faxed Application checkbox.

If the applicant cannot stay for the expedited determination or if the applicant did not submit enough information with their mailed/faxed application to make an expedited determination, click on the Expedited Determination cannot be completed checkbox.

Below the text are four checkboxes:

- Signed LDSS-4826 (FS Benefits Application) or W-120 form submitted
- Mailed or Faxed Application
- Expedited Determination cannot be completed
- Unable to Capture Signature

At the bottom of the form section are three buttons: "Print the Form", "Activate Signature Capture", and "Re-Print the Form".

Below the form section are three buttons: "Done", "Cancel", and "Clear".

At the very bottom are two buttons: "Next" and "Previous".

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## Revised *Applicant Signature* window

**Form W-120**

The signed application should be scanned and indexed. If the application was submitted by mail or fax, click on the Mailed or Faxed Application checkbox.

If the applicant cannot stay for the expedited determination or if the applicant did not submit enough information with their mailed/faxed application to make an expedited determination, click on the Expedited Determination cannot be completed checkbox

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

Expedited Determination cannot be completed

Next      Previous

## Removal of W-129B Signature Capture in FS Reception Intake

The signature capture area was disabled in the **Attestation** window. The Signed **LDSS-4826** (FS Benefits Application) or **W-129B** form submitted checkbox is now selected and protected.

The instructions on the **Attestation** window were updated as follows:

“If the Applicant does not want their information released to the telephone service provider for Lifeline Service, please check the ‘Applicant does not want release information to their telephone service provider’ checkbox.”

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## Previous version of *Attestation* window

The screenshot shows a software window titled "FS POS RECEPTION:Attestation F40". The menu bar includes "Ticket List", "Quick Call", "Food Stamps", "Open POS", "Help", and "Exit". The main content area is titled "Form W-129B" and contains the following text:

This is a Working Families case scheduled for a telephone interview. The Food Stamp Attestation signature is required.

Click on the Print the Form button to print Form W-129B. After the form has printed, place it on the signature pad and click the Activate Signature Capture button. If you have any difficulties printing the form, you can click on the Re-Print the Form button. If the signature pad is not working, click on the Unable to Capture Signature checkbox and scan and index a signed paper form.

If the applicant submits a signed LDSS-4826 paper application form or the intake was resumed and the signature was already electronically captured, click on the Signed LDSS-4826 or W-129B form checkbox to disable signature capture. Applications signed on paper should be scanned and indexed. If the Applicant does not want their information release to telephone service provider for Lifeline Service, please check the Applicant does not want to information released to their telephone service provider checkbox.

Below the text are three checkboxes:

- Signed LDSS-4826 (FS Benefits Application) or W-129B form submitted
- Unable to Capture Signature
- Applicant does not want to release information to their telephone service provider (Lifeline Service).

Below the checkboxes are three buttons: "Print the Form", "Activate Signature Capture", and "Re-Print the Form".

Below these buttons is a large white rectangular area, likely a signature pad.

At the bottom of the window are several navigation buttons: "Done", "Cancel", "Clear", "Next", "Previous", "Suspend", and "Cancel".

## Revised *Attestation* window

The screenshot shows a software window titled "FS POS RECEPTION:Attestation F40". The menu bar includes "Ticket List", "Quick Call", "Food Stamps", "Open POS", "Help", and "Exit". The main content area is titled "Form W-129B" and contains the following text:

If the Applicant does not want their information released to the telephone service provider for Lifeline Service, please check the 'Applicant does not want release information to their telephone service provider' checkbox.

Below the text are two checkboxes:

- Signed LDSS-4826 (FS Benefits Application) or W-129B form submitted
- Applicant does not want to release information to their telephone service provider (Lifeline Service).

At the bottom of the window are several navigation buttons: "Next", "Previous", "Suspend", and "Cancel".

# FS POS Release Notes

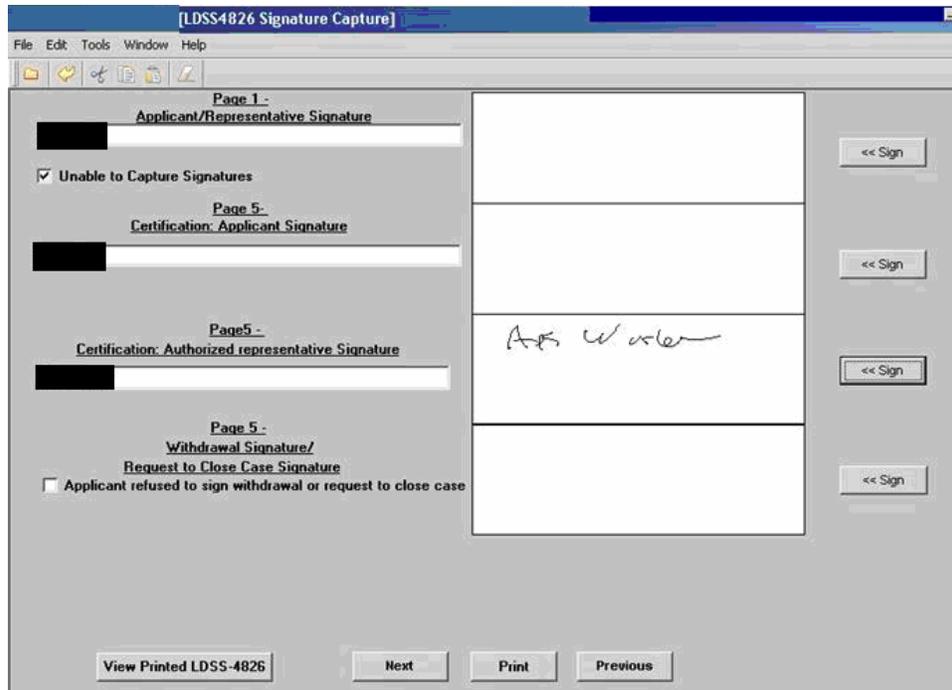
Version 5.3.1 January 3, 2012

## FS Application Interview and FS Recertification Interview Updates

The **LDSS-4826 Signature Capture** window was removed from the FS Application Interview activity. The **Finger Imaging – Referral** and **Print Forms** windows now appear after the **Activity Checklist** window.

The **LDSS-4826 Signature Capture** window was removed from the FS Recertification Interview activity. The **Print Forms** window now appears after the **Activity Checklist** window.

*Removed LDSS-4826 Signature Capture window*



## Removal of Saved LDSS-4826 for Telephone Interview

FS POS no longer saves the **LDSS-4826** for telephone interview cases. The ES must scan and index the completed and signed Form **LDSS-4826**.

# FS POS Release Notes

Version 5.3.1 January 3, 2012

## 2. New Completion Edits for Form LDSS-4826

New completion edits were added to the FS Application Interview and FS Recertification to ensure that the **LDSS-4826** form or its equivalent is scanned and indexed for the case.

### Application edit

For applications, FS POS displays the following error message in the **FS Application Interview** if the ES fails to scan and index Form **LDSS-4826** and has not scanned and indexed forms **W-120** and **W-129B**:

- The **LDSS-4826** application form or the **W-120/W-129B** forms must be scanned and indexed for the case.

The application edit does not affect withdrawn applications, online applications and cases processed by the Food Stamp Fair Hearing (FSH) Unit.

### Recertification edit

For recertifications, FS POS displays the following error message in the **FS Recertification Interview** if the ES fails to scan and index Form **LDSS-4826**:

- The **LDSS-4826** recertification form must be scanned and indexed for the case

The recertification edit does not affect cases closed for failing to keep the interview, cases closed for failure to return documentation and cases processed by the Food Stamp Fair Hearing (FSH) Unit.

## 3. Processing Periodic Reports

Food Stamp households with income are 6-month change reporters. An automated Periodic Report Form (**LDSS-4310**) is mailed to the household in the 5th month of the certification period and must be returned by the 10th day of the 6th month. FS POS was updated to automate the loading of change actions for Periodic Reports.

The **LDSS-4310** is received by the Income Clearance Program (**ICP**) and processed through the new **ICP Web** system. If the **LDSS-4310** is not returned by the "Report Due Date" or is returned "addressee unknown" or returned unopened for another reason, the Follow-up to the Periodic Report (**LDSS-4310A**) is sent to the participant.

ICP scans and indexes the **LDSS-4310** or **LDSS-4310A** for those cases that return them, processes the closing for cases that fail to return the **LDSS-4310** and **LDSS-4310A** and processes cases without changes that do not have TALX hits and did not return documentation.

### NCA Periodic Mailer Queues

For cases with changes, cases without changes and TALX hits, and cases without changes that returned documentation, ICP Web loads **FS Change Case Data** activities into new FS POS queues named "NCA Periodic Mailer."

# FS POS Release Notes

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## NCA Periodic Mailer Queue

Activity	Due Date	Alert	Case Name	Case No	Sur	Rec
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Other			1	
FS Change Case Data		Income			1	

Total: 51 Cases

Each FS Change Case Data loaded by ICP Web includes the abbreviated mailer category in the **Alert** field:

- TALX-Address Change
- TALX-Undelivered
- TALX-Incomplete
- TALX-No Change
- Docs-No Change
- Closing Request
- Income
- Add or Remove
- Other

# FS POS Release Notes

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## Updates to FS Change Case Data activity and Changes to Active FS Case window

The **Changes to Active FS Case window** in the FS Change Case Data activity was updated to accommodate the Periodic Mailer process.

For cases received from ICP Web, the Sources of Change(s) field is preset with a new value of **Periodic Mailer**. Two new questions were added to the window to indicate whether documents were submitted and changes were received with the Periodic Report:

- Documents Submitted?
- Changes?

FS POS sets the **Documents Submitted?** question to “Yes” when documents are received from ICP Web.

A new field indicates the “Category of Periodic Mailer.” A new checkbox named “Other” was added in the **Changes** section. The ES must review the scanned periodic report and documents. The following categories are loaded into FS POS:

- Undelivered Address Change –TALX
- Undelivered No Address Change-TALX
- Incomplete-TALX
- No Change - No Docs-TALX
- No Change - With Docs
- Closing Request
- Income
- Add/Remove
- Other

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FS POS presets the change checkboxes according to the data received from ICP Web:

Category	Checkbox(es) Selected
Undelivered Address Change –TALX	<b>Address, Telephone Number and/or Authorized representative and Income</b>
Undelivered No Address Change –TALX	<b>Income</b>
Incomplete-TALX	<b>Other and Income</b>
No Change - No Docs-TALX	<b>Income</b>
No Change - With Docs	<b>Other</b>
Closing Request	<b>Close the Case</b>
Income	<b>Income</b>
Add/Remove	None
Other	<b>Other</b>

For cases with a category of **Add/Remove**, the ES must review the documentation to determine who must be added or removed from the case and make the proper selection in the **Household Composition** area.

#### TALX Hit

For cases with a TALX hit, the **FS Change Case Data** activity was updated to display the **TALX Information** window.

#### New Food Stamp Center

The FS Change Case Data activities loaded by ICP Web are processed by the new **Periodic Reporting Food Stamp Center**.

## 4. Warning Messages for SSN Validation Codes 1, 2, 3, 4, A, B, C, D, E and X

Updated and new edits were added for Social Security Number (SSN) Validation Codes **2, 3, 4, A, B, C, D, E** and **X** in the **Individual Detail** window for individuals in applying (**AP**), single issue (**SI**), active (**AC**) or sanctioned (**SN**) status for Food Stamps (**FS**).

#### Updated message for SSN Validation Code 1

When an individual has a value of **1** (SSN present but not yet validated) in the SSN Validation field and the Social Security Number (SSN) is blank, the following error message appears:

- Validation code **1** cannot be entered without entering Social Security Number. Please change validation code to **2, 3** or **4** or add a valid Social Security Number.

The ES must correct the SSN or the validation code in order to proceed.

# FS POS Release Notes

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## New edits for SSN Validation Code 2

When an individual has a value of **2** (SSN applied for but not yet available) in the SSN Validation field and the **Date Applied For** is less than 90 days in the past, the following warning message appears:

- Do not enter a **2** unless you have seen and can verify the date the client applied for the SSN. You must use SSN validation code **4** if there is no documentation showing the 'applied for' date.

When an individual has a value of **2** (SSN applied for but not yet available) in the SSN Validation field and the **Date Applied For** is more than 90 days in the past, the following warning message appears:

- The date of application for a SSN is more than 90 days old. A social security number must be provided or the client must reapply for a SSN. Proof must be presented in order to determine eligibility or to continue eligibility.

## New edit for SSN Validation Code 3

When an individual has a value of **3** (SSN applied for and denied) in the SSN Validation field, the following warning message appears:

- An applicant/participant in active status applied for a Social Security Number and was denied (SSN validation code **3**). If the reason for no SSN is the individual's alien status, you must enter an **N** in the social security validation field in the Individual Detail window in order to complete this activity. If the proper SSN validation code is **3**, you must reevaluate the individual's eligibility for Assistance and reject or close this individual.

## New edit for SSN Validation Code 4

When an individual has a value of **4** (SSN not applied for) in the SSN Validation field, the following warning message appears:

- Refer the client to SSA to apply for a SSN. Once verification of an SSN application is submitted, change the validation code from **4** to **2**. If a NCA FS client is claiming religious exemption, documentation is required.

## New edit for SSN Validation Code A

When an individual has a value of **A** (Validation failed: SSN not on SSA file) in the SSN Validation field, the following warning message appears:

- Please verify the number entered against the Social Security Card. If the SSN on the card is the same as the SSN on record, make a referral to BFI using referral form **BFI-105** (Do not tell the client about the BFI referral).

## New edits for SSN Validation Codes B, C, D and E

When an individual has a value of **B** (Validation failed: No match on name), **C** (Validation failed: No match on DOB and sex), **D** (Validation failed: No match on DOB) or **E** (Validation failed: No match on sex) in the SSN Validation field, the following warning message appears:

- Please review the documentation submitted to verified Name, Date of Birth (DOB) and Gender. If needed make appropriate corrections in FS POS/WMS or else refer client to SSA Office to have their information corrected.

# FS POS Release Notes

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## New edit for SSN Validation Code X

When an individual has a value of **X** (Deceased) in the SSN Validation field, the following warning message appears:

- If this is a single person household you must close the case using closing code E95 or remove the individual if household size is more than one. If client is disputing this information, make a referral to SSA to resolve the issue before continuing eligibility is determined.

## 5. Documentation Request for SSN Validation Codes 2, 4 and X

FS POS was updated to allow the ES to request documentation for SSN validation codes **4** and **X**.

### Documentation request for individuals who must apply for a Social Security Card

When an individual must apply for a Social Security card, has a value of **4** in the SSN Validation field and documentation must be requested, the ES must select one of the following options in the Acceptable Documents list and leave the scan checkbox blank to generate the Documentation Requirements and/or Assessment Follow-Up (**W-113K**) notice:

- SS card applied for but no proof submitted-Non-Document

This generates the following eligibility factor on the **W-113K** for the individual:

- Proof you applied for Social Security card.

### Documentation request individuals who must re-apply for a Social Security Card

When an individual must re-apply for a Social Security card, has a value of **2** in the SSN Validation field and documentation must be requested, the ES must select one of the following options in the Acceptable Documents list and leave the scan checkbox blank to generate the **W-113K** notice:

- SSA-2853 Social Security Receipt
- SSA-5028 Receipt for Application for a Social Security Card
- SSA Receipt Original Copy of Updated Info

This generates the following eligibility factor on the W-113K for the individual:

- Proof you applied for Social Security card.

### Documentation request for SSN conflict with religious doctrine

When an individual did not apply for a Social Security card due to a conflict with religious doctrine, has a value of **4** in the SSN Validation field and documentation must be requested, the ES must select the following option in the Acceptable Documents list and leave the scan checkbox blank to generate the **W-113K** notice:

- Document from religious org stating SSN is in conflict with doctrine

This generates the following eligibility factor on the **W-113K** for the individual:

- Document from religious organization confirming that providing an SS Number is in conflict with doctrine

# FS POS Release Notes

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## Documentation Request for SSN Validation Code X

When an individual reports that they are not deceased, has a value of **X** in the SSN Validation field and documentation must be requested, the ES must select the following option in the Acceptable Documents list and leave the scan checkbox blank to generate the **W-113K** notice:

- SSA letter confirming error was made-Not Deceased

This generates the following eligibility factor on the **W-113K** for the individual:

- Letter from Social Security Administration confirming that an error was made-NOT Deceased

## 6. New Warning Message for Blank SSN and Scanned Social Security Card

The **Close** windows in FS Application Interview, FS Recertification Interview and FS Change Case Data activities were updated to add a new warning message when a scanned Social Security Card is found for an individual in **AC** or **SN** status for FS with a blank Social Security Number (SSN), the following message appears with **Yes** and **No** buttons:

A Social Security Card was found in the viewer for the following individual(s) who does not (do not) have a Social Security Number in FS POS:  
<Client Name, Line Number>,  
<Client Name, Line Number> ...

Please verify the document(s) found and if appropriate, please go to the Individual Detail window and add the social security number for the individual(s).

Would you like to exit the **Close** window to review the document?

If the ES clicks **Yes**, FS POS exits the **Close** window to allow the ES to review the SSN cards. If the ES clicks "No", FS POS continues with the completion of the activity.

## 7. Completion Edits for SSN Validation Codes 2, 3, 4, B, C, D, E and X

New completion edits were added to the **Activity Completion** window to prevent improper usage of SSN validation codes **2, 3, 4, B, C, D, E** and **X**.

### New completion edits for SSN Validation Code 2

When an individual in **AC** or **SN** for FS has a value of **2** in the SSN Validation field and the **Date Applied For** is equal to or more than 90 days in the past, FS POS looks for the following scanned documents in the case record:

- SSA-2853 Social Security Receipt
- SSA Printout verification only
- Receipt for Application for a Social Security Card
- SSA-5028 Receipt for Application for a Social Security Card
- W-133D Social Security Verification
- SSA Receipt Original Copy of Updated Info

If none of these documents are found, FS POS displays the following error message:

- An applicant/participant in active status applied for a Social Security Number more than 3 months ago (SSN validation code **2**). You must resolve the Social Security discrepancy or select a proper SSN validation code before you can complete this activity.

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## New completion edit for SSN Validation Code 3

When an individual in **AC** or **SN** status for FS has a value of **3** in the SSN Validation field, the following error message appears:

- An applicant/participant in active or sanctioned status has applied for a Social Security Number and was denied (SSN validation code **3**). If the reason for no SSN is the individual's alien status, you must enter **N** in the social security validation field in the Individual Detail window in order to complete this activity. You must reevaluate the individual's eligibility for Assistance and reject or close this individual.

## New completion edit for SSN Validation Code 4

When an individual in **AC** or **SN** status for FS has a value of **4** in the SSN Validation field, the following warning message appears:

- An applicant/participant in active or sanctioned status has not applied for a Social Security Number (SSN validation code **4**). You must reevaluate the individual's eligibility for Assistance. You must reject or closed this individual in order to complete this activity.

## New completion edits for SSN Validation Codes B, C, D and E

When an individual in **AC** or **SN** status for FS has a value of **B**, **C**, **D** or **E** in the SSN Validation field, FS POS looks for a change in the first name, last name or date of birth for the individual since the beginning of the interview activity and looks for the following scanned documents in the case record:

- SSA-2853 Social Security Receipt
- SSA-5028 Receipt for Application for a Social Security Card
- SSA Receipt Original Copy of Updated Info

FS POS displays the following error message when no changes in demographics are found and none of the documents are found:

- There is an applicant/participant in active or sanctioned status with a discrepancy with the Social Security Demographics (SSN validation code **B**, **C**, **D** or **E**). You must resolve the Social Security discrepancy before you can complete this activity.

## New edit for SSN Validation Code X

When an individual in **AC** or **SN** status for FS has a value of **X** in the SSN Validation field, FS POS looks for the following scanned documents in the case record:

- SSA Receipt Original Copy of Updated Info
- SSA letter confirming error was made-Not Deceased

If none of these documents are found, FS POS displays the following error message:

- An applicant/participant in active or sanctioned status is listed as Deceased with the Social Security Administration (SSN validation code **X**). If this information is not accurate, you must resolve the issue by obtaining documentation from SSA or reject/close case or line using rejection/closing code E95 before you can complete this activity.

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## 8. Updated Document List for Social Security Number

The following documents were removed from the Acceptable Documents list when a Social Security Number is entered:

- (Form **DSS - 2640**) Request for Services / DSS / VA Referral
- SS-5 submitted by individual to SSA to correct demographic info

The following document was removed from the Acceptable Documents list for SSN validation code **3**:

- Social Security Receipt (SSA 2853)

The following documents were added to the Acceptable Documents list for SSN validation code **4**:

- SS card Applied for but no Proof submitted-Non-Document
- Document from religious org stating SSN is in conflict with doctrine

The following documents were added to the Acceptable Documents list for SSN validation code **X**:

- Death Certificate
- Statement from Funeral Director/Funeral Bill
- SSA letter confirming error was made-Not Deceased

## 9. Expansion of Retrieval of CNS Notice Number in FS TAD

The FS TAD window was updated in FS POS release 5.3 to automatically retrieve the latest pending notice number created by the ES in the **Client Notice System (CNS)** in the **Welfare Management System (WMS)** for certain case openings, closings and rejections and pre-fill the **Notice #** field.

This retrieval was expanded to closing, rejection and sanction of individual lines on active cases. The ES must ensure that the retrieved notice number is the correct notice number for their action.

### Retrieval of Notice Number for FS Individual Line Closings, Rejections and Sanctions

FS POS pre-fills the **Notice #** field for individual FS line closings, rejections and sanctions when:

- The current FS case status in WMS is not **CL** or **RJ**, and
- The FS case status in POS is not changed to **CL** or **RJ**, and
- The FS individual status in POS is changed to **CL**, **RJ** or **SN**, and
- The FS individual status reason does not begin with **E**, **F**, **G** or **Y**, and
- The **M3E Indicator** field is empty.

## 10. FIA-1021 Mailer

FS POS was updated to generate a batch Notice of Able-Bodied Adult Without Dependents (ABAWD) Status (**FIA-1021**) form for:

- Individuals 18 to 49 years old with employability code **WR** (Work Regulations Required) accepted for ongoing FS benefits in the **FS Application Interview** or **EFS Issuance** activities; and
- Individuals 18 to 49 years with employability code **WR** (Work Regulations Required) who continue active for ongoing FS benefits in the **FS Recertification Interview** activity.

The form is mailed by MIS mail distribution on the following business day.

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## 11. LDSS-4753 Mailer

FS POS was updated to generate a batch Request for Contact/Missed Interview (**LDSS-4753**) notice for:

- Cases that failed to keep the application interview appointment;
- Cases that submitted the **LDSS-4826** form, but failed to keep the recertification interview appointment.

The form is mailed by MIS mail distribution on the following business day.

## 12. ACCIS Provider Matches at Application and Recertification

FS POS identifies applying or active individuals who are also identified as child care providers receiving payment via the Automated Child Care Information System (ACCIS). FS POS launches an automated lookup to ACCIS using the applicant/participant social security number at the time of application and recertification.

For detailed information, please refer to **Appendix A: ACCIS Clearances window**.

### *ACCIS Clearances window*

ACCIS Clearances					
<b>Instructions</b>					
The Clearance below represent a Social Security Match in the ACCIS system for the applicant/Participant. You must choose a resolution in order to complete an Activity before case is forward for supervisory Approval					
<b>Applicant/Participant Demographics in POS</b>			<b>Address information in POS</b>		
NAME	SSN	DOB	[Redacted]		
[Redacted]					
<b>Information from Childcare system (ACCIS)</b>					
Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Status	ACCIS Residential Address
[Redacted]					
<b>Gross Pay for the last five months (after deductions if any)</b>			<b>Enrollment information</b>		
[Redacted]			Date provider activated in ACCIS [Redacted]		
[Redacted]			Number of Children Enrolled with Provider [Redacted]		
[Redacted]			<a href="#">View Details</a>		
Is the Applicant/Participant disputing this match? <input type="radio"/> Yes <input checked="" type="radio"/> No					
Does the Applicant/Participant claim they stop providing childcare? <input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>Resolution Applicants</b>			<b>Participants</b>		
Will the Child Care income be added to the budget?			Was this childcare Income previously budgeted with the correct amount?		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending			<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending		
Is the address in POS the same as the address in ACCIS?			<input type="radio"/> Yes <input type="radio"/> No		
<a href="#">Next</a>			<a href="#">Previous</a>		

# FS POS Release Notes

Version 5.3.1 January 3, 2012

## 13. Completion Edit for Attestation of Employment as a Childcare Provider Form

When there is a match in the **FS POS ACCIS Clearances** window and the applicant/participant claims that he/she no longer provides childcare, the signed Attestation of Employment as a Child Provider Form (**W-274U**) is required at application and recertification.

If the application is accepted or the case continues active at recertification, and the form was not signed and not scanned and indexed by the ES in FS POS, the following error message appears when the ES attempts to complete the activity:

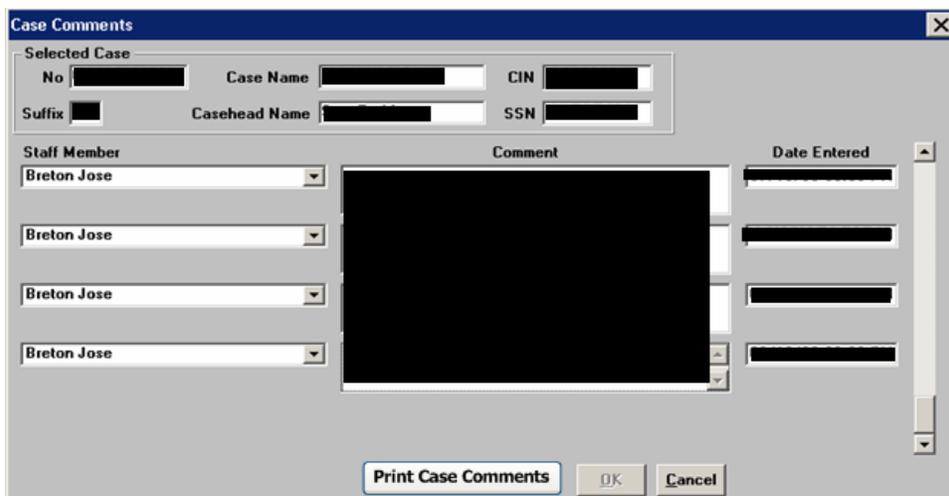
- You stated that the applicant or participant in no longer providing childcare, therefore you must print the **W-274U** and capture the applicant/participant signature or scan and index the signed **W-274U** form.

## 14. Printing Case Comments

FS POS was updated to allow authorized users to print the case comments. A new button labeled **Print Case Comments** was added to the **Case Comments** window.

When the ES clicks on this button, the **Print Case Comments** window opens.

*Updated Case Comments window*



# FS POS Release Notes

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## *Print Case Comments window*

The ES must enter the date range for the comments that will be printed and click on the **Retrieve** button. The following information is retrieved:

- Date
- Activity
- Staff Member
- Comments

The ES then clicks the **Print Case Comments** button to print the comments on their local printer. To close the window, the ES clicks on the **Exit** button.

## 15. Changes to Filtering of Documentation for Alien Type S

The **Alien Document List** window was updated to list documents for the alien status, 40 quarters and proof of US residence prior to 8/22/1996 when the individual's alien code is **S** (Lawfully Admitted for Permanent Residence (LPR) with 40 Qualifying Quarters) and the date that they physically entered the country is prior to 8/22/1996.

The **Alien Document List** window was updated to list documents for the alien status and 40 quarters when the individual's alien code is **S** (Lawfully Admitted for Permanent Residence (LPR) with 40 Qualifying Quarters) and the date that they physically entered the country is after 8/22/1996.

# FS POS Release Notes

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## 16. Updates to Individual Detail window

The **Individual Detail** window was updated to list inactive individuals in the Mother's Name and Father's Name fields and to add a new edit for the **Residing in the household** questions in the Parents' Information section.

### Update to Mother's Name and Father's Name fields

The **Parents' Information** section was updated to include the inactive individuals in the drop-down list for the fields **Mother's First Name, Middle and Maiden Name** and **Father's First Name, Middle and Last Name**.

These fields were also updated to pre-fill the **Middle and Maiden Name** fields when a selection is made in the **Mother's First Name** field and to pre-fill the **Middle and Last Name** fields when a selection is made in the **Father's First Name** field.

### New edit for "Reside in the household" questions in Parents' Information section

FS POS was updated to display an error message when the ES indicates that the parent resides in the household for one child, but indicates that the parent does not reside in the household for another child on the case. The following error message appears for the ES:

- You have selected the same parent name in more than one line, but the answers selected in the "Residing in the Household" field are different.

### *Individual Detail* window

# FS POS Release Notes

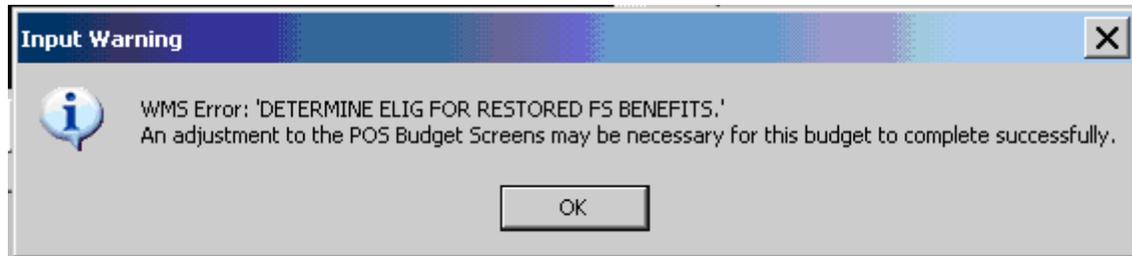
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## 17. Update to Budget to Handle Warning Message A0301

WMS has a warning message **A0301** (DETERMINE ELIG FOR RESTORED FS BENEFITS) to remind the ES to determine the eligibility for restored FS benefits whenever income code **31** (SSI Benefit) is entered on the Budget Individual window.

This warning caused the FS POS budget transmission to stop in WMS. FS POS was updated to continue the budget transmission after the ES closes the warning message.

*Warning Message A0301*



## 18. Levels of Approval for AFIS Indicator A

FS POS was updated to require approval by a PAA II or higher when an application case is accepted for ongoing FS and a selection of **A** (County Specific Approved Exemption) is made in the **AFIS Exemption Indicator** field for an individual who is accepted.

FS POS was updated to require approval by a PAA II or higher when a recertification case continues active for FS and a selection of **A** is made in the **AFIS Exemption Indicator** field for an individual who continues active.

## 19. EFS Completion Edit

A new completion edit was added to ensure that the **EFS Issuance** activity is not improperly completed. When the FS status was updated on the TAD and the ES attempts to complete the activity, the following error message appears:

- The TAD was updated. The case must be transmitted to WMS.

## 20. Case Number Re-Use Business Rule

FS POS was updated to ensure removal of the reuse case number from the FS TAD for an Undercare case where the eligibility transaction is made using a paper TAD for a case that was started in FS POS.

## 21. TAD Window Update for Notice Budget Number Field

The **Notice Budget Number** field in the FS TAD was updated from a text box to a drop-down menu. This menu includes all budgets with an ineligible budget result for FS.

## 22. TAD Synchronization Update for AFIS Indicator

The FS TAD synchronization that occurs at the beginning of the interview activities was updated to pre-fill the AFIS Indicator from the WMS TAD when appropriate. This ensures that the system-generated values are received in the FS POS Data section of the TAD.

# FS POS Release Notes

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## 23. TAD Rule for AFIS Indicator Retrieval on Re-Use CIN

The FS TAD was updated to retrieve the AFIS Indicator from the re-use CIN and pre-fill the AFIS Indicator when appropriate. This ensures that the system-generated values that are associated with the re-use CIN are received in the FS POS Data section of the TAD.

## 24. TAD Business Rule Updates for Alien Eligibility

When the Alien Checklist has an outcome of ineligible for FS for an individual and the Worker attempts to change the FS individual status for **SI** or **AC**, the following error message appears:

- Individual cannot be activated for FS due to ineligible alien status.

## 25. TAD Business Rule for Reductions in FS Coupon Amount

When the FS benefit amount is reduced for a participant at recertification, the budget clocks-down.

The TAD business rule for reductions in the FS benefit amount at recertification was updated to ensure that the message only appears when the FS benefit amount is reduced in the new budget. The following error message appears:

- When processing a new budget that results in a reduction in the food stamp coupon amount, you must use the next available "A" cycle following the end of the budget clock-down. Please return to the budget window and reauthorize the budget with a new effective cycle.

## 26. E-Form Updates

The following form was converted to an E-Form:

- **LDSS-3574 NYC**, Food Stamp Issuance Authorization Form;

The **LDSS-3574** is not saved in the HRA One Viewer. To re-print this form, the ES must access the **Review Case** activity in FS POS and access the **Printed Forms** menu.

The following forms were updated:

- **LDSS-2474**, SSI Referral and Certification of Contact;
- **M-15**, Inquiry Regarding Veteran's Benefits and Servicemen's Allotments;
- **W-700D**, FIA School/Training Enrollment Letter.

New edits were added to the Documentation Requirements and/or Assessment Follow-Up Form (**W-113K**) to prevent improper future dates. New eligibility factors were added to the **W-113K** for SSN validation codes.

# FS POS Release Notes

Version 5.3.1 January 3, 2012

## Appendix A: ACCIS Clearances Window

### ACCIS Clearances Window

FS POS was updated to identify applying (**AP**) or active (**AC**) individuals who are identified as child care providers receiving payment via the Automated Child Care Information System (ACCIS). FS POS launches an automated lookup to ACCIS using the applicant/participant social security number at the time of application and recertification.

If matches are found, a new **ACCIS Clearances** window appears in the **FS Application Interview**, **EC – FS Application Interview**, **FS Recertification Interview** and **EC – FS Recertification Interview** activities after the Eligibility Specialist (ES) clicks the **Next** button in the **TALX Information** window.

If there are communication problems between POS and ACCIS, the following error message appears:

- “The communication between FS POS and ACCIS has failed. Please try again later using the tool bar option under clearances.”

### ACCIS Clearances Window

**ACCIS Clearances**

**Instructions**

The Clearance below represent a Social Security Match in the ACCIS system for the applicant/Participant. You must choose a resolution in order to complete an Activity before case is forward for supervisory Approval

Applicant/Participant Demographics in POS			Address information in POS	
NAME	SSN	DOB		

**Information from Childcare system (ACCIS)**

Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Status	ACCIS Residential Address

<p>Gross Pay for the last five months (after deductions if any)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>						<p><b>Enrollment information</b></p> <p>Date provider activated in ACCIS <span style="float: right;">[REDACTED]</span></p> <p>Number of Children Enrolled with Provider <span style="float: right;">[REDACTED]</span></p> <p style="text-align: right;"><a href="#">View Details</a></p>

Is the Applicant/Participant disputing this match?  Yes  No

Does the Applicant/Participant claim they stop providing childcare?  Yes  No

<p><b>Resolution Applicants</b></p> <p>Will the Child Care income be added to the budget?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending</p>	<p><b>Participants</b></p> <p>Was this childcare Income previously budgeted with the correct amount? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending</p> <p>Is the address in POS the same as the address in ACCIS? <input type="radio"/> Yes <input type="radio"/> No</p>
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# FS POS Release Notes

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## Appendix A: ACCIS Clearances Window

### FS POS Information

The top section of the window includes the applicant/participant demographics and address information in FS POS.

Applicant/Participant Demographics in POS			Address information in POS
NAME	SSN	DOB	

### ACCIS Information

The middle section of the window includes the applicant/participant demographics and address information in ACCIS.

Information from Childcare system (ACCIS)					
Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Status	ACCIS Residential Address

### ACCIS Gross Income Information

The lower section of the window provides the gross income pay information from ACCIS for the last five months (if any).

Gross Pay for the last five months (after deductions if any)		

### Client Match Dispute

The ES indicates whether the applicant/participant is disputing the match.

Is the Applicant/Participant disputing this match?  Yes  No

If the applicant/participant disputes the match, the following message appears: "You must make proper referral to Bureau of Fraud Investigation (BFI). Discuss this case with your supervisor and if a referral is needed, the supervisor will ensure this case gets a referral."

If the applicant/participant does not dispute the match, the ES indicates whether s/he claims that s/he stopped providing child care.

Does the Applicant/Participant claim they stop providing childcare?  Yes  No

# FS POS Release Notes

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## Appendix A: ACCIS Clearances Window

If the applicant/participant claims that s/he stopped providing child care, the following message appears:

“The Form W-274U must be printed from the Print Forms window. If the applicant/participant is present, please have them sign the form. If the applicant/participant is not present, mail the form to the address/ mailing address on record and include a return envelope.”

### Resolution

The ES must indicate a resolution for the ACCIS match information.

Resolution	
<b>Applicants</b> Will the Child Care income be added to the budget? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	<b>Participants</b> Was this childcare Income previously budgeted with the correct amount? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending Is the address in POS the same as the address in ACCIS? <input type="radio"/> Yes <input type="radio"/> No

For applicants, the ES indicates whether the child care income the child budget will be added to the budget. There are three options under this menu:

- Yes
- No
- Pending

If the answer is **No**, a comment window open and the ES provides a detailed explanation on why the income was not added to the budget.

For participants, the ES indicates whether the child care income was previously budgeted with the correct amount and whether the address in FS POS is the same as the address in ACCIS.

### Supervisory Approval

The **ACCIS Clearances** window was added in the following approval activities and appears when ACCIS matches are found:

- Approve FS Application Interview
- Approve FS Recertification
- Approve EC – FS Application Interview
- Approve EC – FS Recertification

The Supervisor approves or disapproves the entries in this window. The Approval menu is available under the **Window > Approval** menu option.

#### Approval menu

### Tools Menu Access to ACCIS Employment Clearances

In addition, a new option named **ACCIS Employment Clearances** was added to the **Toolbar** menu under **Tools > Clearances** to allow the ES to do an ACCIS search in any FS POS activity.