

FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner Policy, Procedures, and Training

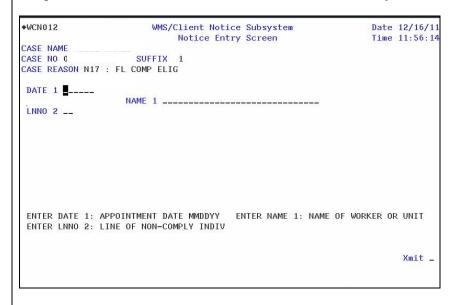
Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #11-117-SYS

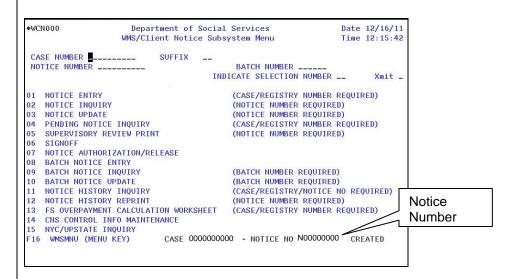
CHANGES TO CLOSING CODE N17 (FAILURE TO COMPLETE ELIGIBILITY PROCESS)

Date: December 21. 2011	Subtopic(s): WMS
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center Staff that CNS notice language and data entry requirements for Closing Code N17 (Failure to Complete Eligibility Process) have been revised. JOS/Workers who use this code to deny or discontinue a Cash
	Assistance (CA) case will now be prompted to enter the name of the individual who failed to comply, in addition to other required information. Notices sent to multi-person households will also include the name of the individual who failed to comply, thus adding more detail and clarity.
	• Access the WMS/Client Notice Subsystem Submenu, and enter the necessary information, transmit and the Reason Code screen appears.
	•WCN011 WMS/Client Notice Subsystem Date 12/07/11 Reason Code Screen Time 13:56:37 CASE NO SUFFIX 01 TRANS TYPE CL OFFICE UNIT WORKER
	CASE REASONS: PA N17 FS MA
	INDIVIDUAL LN REASONS: PA FS MA
	Xmit _
	• Enter RJ or CL in the Trans Type field, N17 in the Case Reason PA field, transmit, and a Notice Entry screen will appear based on whether or not it is a single or multi-person household.

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* Single-Person/Multi-Person Household Notice Entry screen.



- Enter the date of the appointment in the **Date 1** field.
- Enter the name of the Worker or Unit in the Name 1 field.
- Enter the line number of the non-complying applicant/participant in the **LNNO 2** field, transmit and the below screen appears.



Once the single or multi-person household **Notice Entry** screen is completed and transmitted, a notice number is generated.

The **N17** Closing Code requires, if applicable, a Medical Assistance and Food Stamps separate determination.

Effective Immediately

References:

18 NYCRR 351.2, 351.8(a)(2) and 351.21(a).

Related Item:

PD #09-13-SYS