Human Resources Administration Department of Social Services

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-37-SYS

(This Policy Bulletin Replaces PB #09-140-SYS)

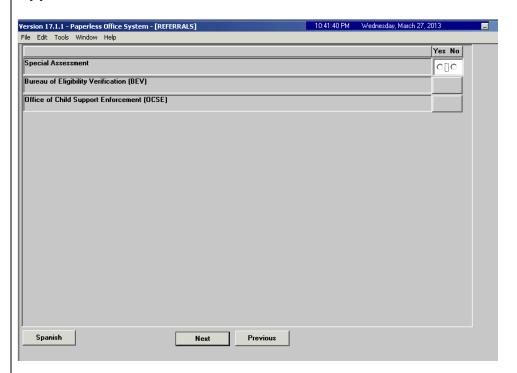
REVISION TO BEV FUNCTIONALITY IN POS

Date: April 18, 2013	Subtopic(s): Paperless Office System (POS)
April 18, 2013 This procedure can now be accessed on the FIAweb.	 Revisions to the Original Policy Bulletin: This policy bulletin is being revised to include the: Updated Paperless Office System (POS) screens and instructions regarding the scheduling of BEV appointments. Updates to the POS BEV Referral Reasons Window (Attachment A). Current list of Front End Detection System (FEDS) Codes (Attachment B) which correspond to the updated BEV Referral Reasons. CILOCA (Childcare In Lieu Of Cash Assistance) field in the updated EVR/FEDS Case Inquiry Screen examples.
	Purpose: The purpose of this policy bulletin is to remind Job Center staff that POS can be used to schedule Bureau of Eligibility Verification (BEV) appointments for in-office and field visits for Cash Assistance (CA) applicants/reapplicants, including payee cases. When using POS, the JOS/Worker can schedule in-office and field visit BEV appointments in POS without the need to access the BEV Maintaining, Preparing and Processing Executive Reports (MAPPER) database.

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 Emergency Assistance for Adults (EAA) applicants do not get BEV appointments. Refer to PD #10-34-ELI for more information on when a BEV referral is not required.

New

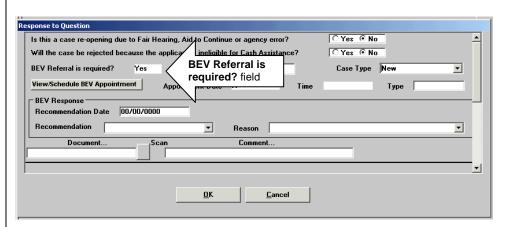
The JOS/Worker must click on the **Show** button for **Bureau of Eligibility Verification (BEV)** in the **Referrals** window within the CA **Application Interview**.



POS will first check whether there is an existing appointment for the applicant/reapplicant in the MAPPER database. If an appointment was already scheduled, the **BEV Referral is required?** field will display "**No**" and the JOS/Worker will be able to exit the window.

Revised

BEV Referral window



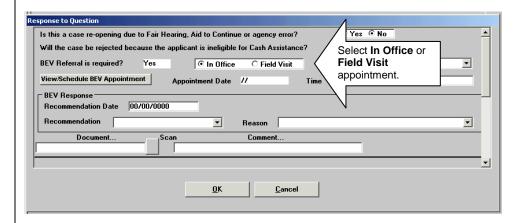
The JOS/Worker must then answer the following questions:

- Is this case a re-opening due to Fair Hearing, Aid to Continue or agency error?
- Will the case be rejected because the applicant is ineligible for Cash Assistance?

If the answer for either question is "Yes", the BEV Referral is required? field will display "No" and the JOS/Worker will exit the window.

To book the BEV appointment, the JOS/Worker must:

- set the appointment to "In Office" or "Field Visit" as appropriate.
- select the Case Type from the drop down menu.
- click the View/Schedule BEV Appointment button for the View/Schedule BEV Appointment window to appear.

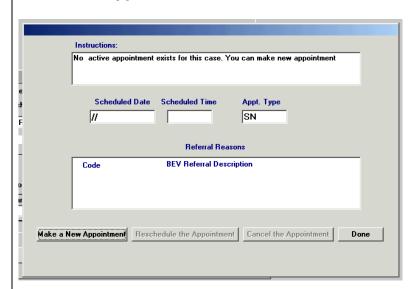


When the **View/Schedule BEV Appointment** window appears, the JOS/Worker must:

 click the Make a New Appointment or the Reschedule the Appointment button

If there is no prior appointment, the **Make a New Appointment** button is enabled and the **Reschedule the Appointment** and **Cancel the Appointment** buttons are disabled.

View/Schedule BEV Appointment window with no prior appointment

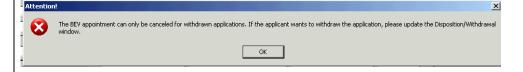


Job Center staff must **not** cancel BEV appointments unless the applicant withdraws the application.

The **Reschedule the Appointment** feature must only be used if an applicant is currently present before the JOS/Worker. It should only be used on the same day the original appointment is made. Once the applicant has left the job center, he/she must contact the BEV phone bank to reschedule the BEV appointment as indicated on the Notice to Applicant Referral to Bureau of Eligibility Verification (**W-532R**).

Note: JOS/Workers are **not** to use the **Cancel the Appointment** feature unless the applicant withdraws the application. The following error message will appear if the JOS/Worker clicks the **Cancel the Appointment** button and the case is not marked as a Cash Assistance application withdrawal:

New

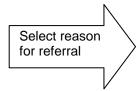


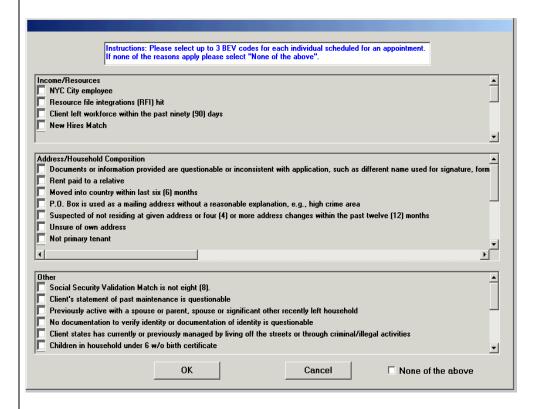
Once the Make a New Appointment or Reschedule the Appointment button is selected, POS displays the BEV Referral Reasons window. The JOS/Worker must:

- select up to three reason codes, or check the None of the above check box if none of the reasons apply.
- click the OK button in the BEV Referral Reasons window.
 POS will connect to the BEV MAPPER database to retrieve the available appointments.

Revised

Updated BEV Referral Reasons window





Refer to PB #13-35-SYS CA POS Release Notes Version 17.1.1.

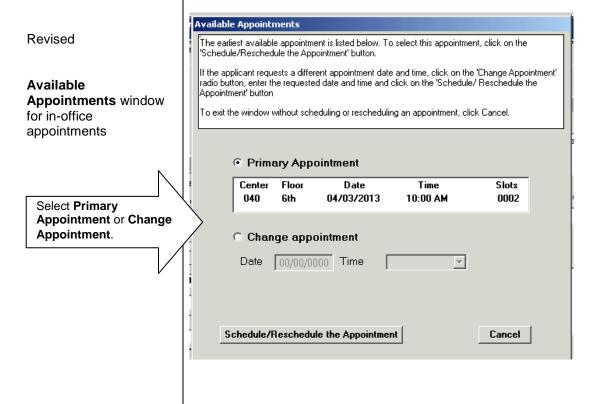
The **BEV Referral Reasons** window will be updated effective April 22, 2013. Refer to **Attachment A** for detailed descriptions on the updated changes to the **BEV Referral Reasons** window.

Note: The updated BEV Referral Reasons correspond to the updated FEDS codes. Refer to **Attachment B** for the current list of FEDS Codes.

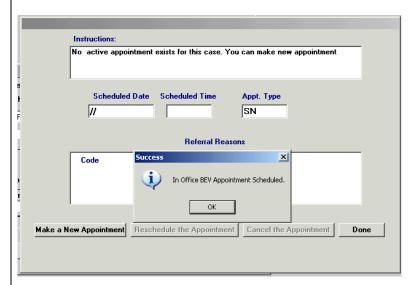
In-Office Appointments (Non-Center 37 Cases)

The JOS/Worker must:

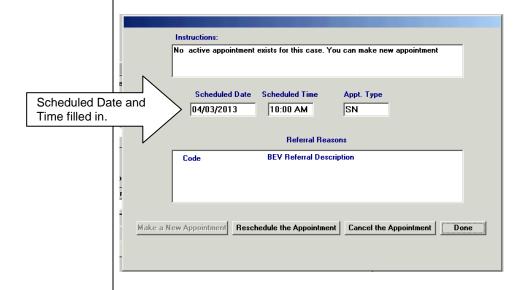
- click OK to open the Available Appointments window.
- accept the appointment in Primary Appointment or click
 Change Appointment and enter the requested date and time.
- click the Schedule/Reschedule the Appointment button.



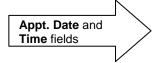
The Success Message will appear. The JOS/Worker must select "**OK**".

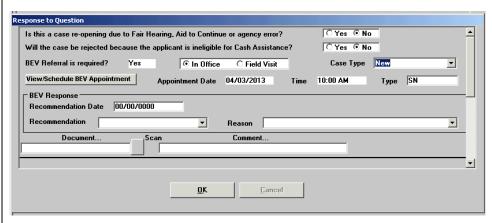


The **Scheduled Date** and **Scheduled Time** field will be filled in. The JOS/Worker must click "**Done**".



The **Appointment Date** and **Time** fields will be updated within the BEV referral window.





After scheduling an in-office appointment, the JOS/Worker must:

- open the **Print Forms** window.
- select the W-532R form.
- click the Print button.

Form **W-532R** will print and a signature capture window will appear. Staff must ensure that the applicant signs Form **W-532R**. The signature will be captured in POS. The applicant must be given Form **W-532R**.

BEV In-Office Appts. for Center 37 cases occur at 32-20 Northern Blvd; appts. for all other Job Centers occur at 253 Schermerhorn St.

Note: For all BEV referrals, if the signature pad is unavailable, the referrals must be scanned and indexed into the HRA OneViewer.

In-Office Appointments (Center 37 Cases)

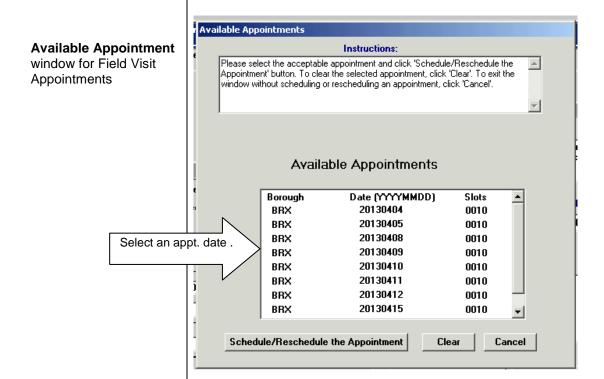
After scheduling an in-office appointment for a case at the East River Job Center (Center # 37), the JOS/Worker must:

- open the Print Forms window.
- select the Notice to Applicant Referral to Bureau of Eligibility Verification (East River) (W-593Y) form.
- click the Print button.

Form **W-593Y** will print and a signature capture window will appear. Staff must ensure that the applicant signs Form **W-593Y**. The signature will be captured in POS. The applicant must be given Form **W-593Y**.

Field Visit Appointments

The **Available Appointment** window below will appear when the appointment is selected as a **Field Visit** from the **BEV Referral** window.



After scheduling a field visit appointment, the JOS/Worker must:

- open the **Print Forms** window.
- select the W-523R form.
- click the Print button.

Form W-523R will print.

Scheduling BEV Appointments for Minors through POS

POS can also be used to schedule appointments for minors just as in the MAPPER system.

The JOS/Worker must register the minor as a payee in the beginning of the POS application process. This allows POS to recognize the minor as a payee and schedule the BEV appointment.

If the minor is not registered as the payee in POS, the following message will be displayed:

"This case is not marked as a payee case. Please update the Individual Details window and the Case Name if the case is a payee case. Update the Individual Details window if the case is not a payee case."

When this message appears, the JOS/Worker must go back and change the relationship to payee in order to make the appointment.

If necessary, when scheduling minors through the MAPPER system, the JOS/Worker must register the minor as a payee.

Note: If POS is down, the JOS/Worker must schedule the appointment through MAPPER. Once Form **W-532R** is generated through MAPPER, the JOS/Worker must:

- ensure that Form W-532R is signed by the applicant.
- provide a copy of the signed Form W-532R to the applicant.
- scan and index the original copy of the signed Form W-532R into the case record.

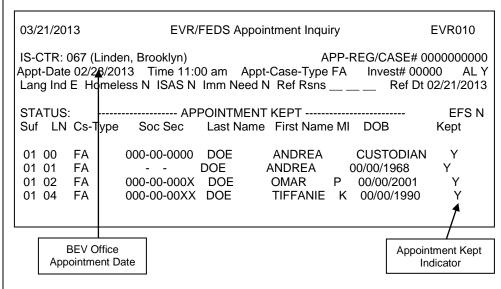
See PB #06-171-ELI for information on the scheduling of minors through MAPPER.

Appointment Outcomes

See <u>PD #06-26-OPE</u> for information on BEV outcomes.

POS will reflect the outcome of the BEV appointment. If POS does not show the outcome, the JOS/Worker must:

- go to MAPPER.
- check the EVR/FEDS Appointment Inquiry screen to see if the BEV appointment was kept.



Note: Once the BEV appointment is scheduled, the appointment indicator "N" is immediately populated by default.

 If "Y" appears in the Appointment kept indicator field of the EVR/FEDS Appointment Inquiry screen, check the EVR/FEDS Case Inquiry screen for the BEV recommendation.

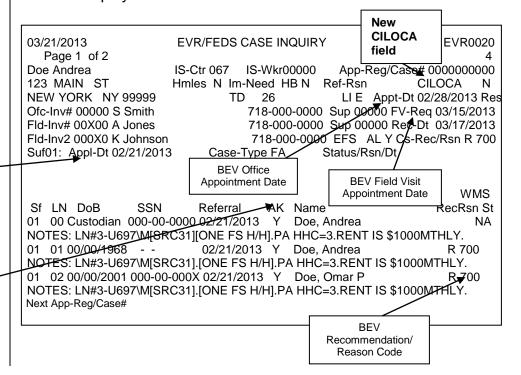
Revised

Note: If "FV-Req" field is blank, a BEV field visit has not been scheduled.

Application Date

Appointment Kept Indicator also appears in this screen.

Note: For information on Rec/Rsn codes, see PD #06-26-OPE.

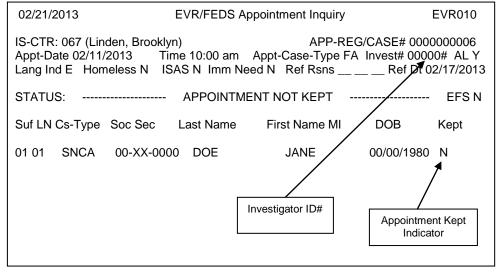


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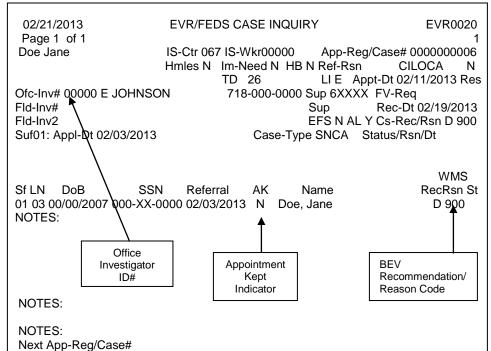
• If "N" appears in the appointment kept indicator field of the EVR/FEDS Appointment Inquiry screen, check the EVR/FEDS Case Inquiry screen for the BEV recommendation.

IMPORTANT: Under no circumstances should the JOS/Worker assume that the applicant did not keep the appointment if the Appointment Kept indicator = "N". "N" is a default code. BEV staff may not have updated MAPPER to change the default. The only way to be certain that the applicant did not keep the appointment is if the Recommendation Reason Code 900 (Failed To Keep Appointment With BEV) appears with an Investigator's ID number.

Note: An Investigator ID# is needed along with the Appointment Indicator "N" to confirm that the applicant failed to keep a BEV office appointment.

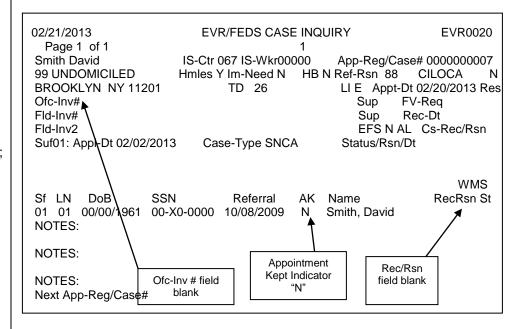


Note: In this example, it is correct to determine the applicant has failed to keep a BEV office appointment. The BEV Recommendation Code 900, Ofc-Inv#, and Appointment Indicator "N" all appear.



 If there is no BEV Recommendation Code, the date of the BEV office appointment has passed, and the BEV field visit has either not been scheduled or has passed, the designated worker <u>must</u> contact BEV for further information.

Note: In this example, it is not correct to determine that the applicant failed to keep the BEV office appointment. The Appointment Indicator "N" appears by default. The Ofc-Inv # and Rec/Rsn fields are blank; therefore no information has been entered. The designated worker must contact BEV for further information.



Effective April 22, 2013.

Related Items:

PB #06-171-ELI PB #13-35-SYS PD #06-26-OPE PD #10-34-ELI

Attachments:

Attachment A Updates to POS BEV Referral Reasons Window Attachment B Front End Detection (FED) Codes

Updates to the POS BEV Referral Reasons Window

"Income/Resources" section

- "HRA Employee" will be changed to "NYC City employee".
- "Client recently left work force" will be changed to "Client left workforce within the past ninety (90) days".
- "Supported by loans from family/friends" will be changed to "Supported by loans/gifts from family or friends".
- "Expenses exceed income/grant w/o explanation" will be changed to "Financial obligations are current, but stated expenses exceed income without a reasonable explanation".
- "Self employed without business records" will be changed to "Self employed but without adequate business records to support financial assertions".
- "Working off the books" will be changed to "Working off the books (currently or previously)".
- "Concealed Income" will be changed to "Evidence of concealed personal assets/non real property resources".
- "One-Shot: EAF/ESN application needs financial review" will be added.
- "Client income tax refund already received or is expected" will be added.
- "Evidence of ownership of personal assets" will be removed.

"Address/Household Composition" section

- "Questionable Landlord signature/document" will be changed to "Documents or information provided are questionable or inconsistent with application, such as different name used for signature, forms completed by the client(s) and document erasures".
- "PO Box used as mailing address" will be changed to "P.O. Box is used as a mailing address without a reasonable explanation, e.g., high crime area".
- "Frequent address changes" will be changed to "Suspected of not residing at given address or four (4) or more address changes within the past twelve (12) months".
- "Client unsure of own address" will be changed to "Unsure of own address".
- "Questionable address or suspect mail drop" will be changed to "Questionable address, suspected mail drop or unusual amount of recipients at address".
- "Primary tenant with no utilities" will be changed to "Primary tenant with no utility bills (e.g., phone or electric) in his/her name".
- "Landlord does not verify household composition" will be changed to "Landlord does not verify household composition or provides information inconsistent with the application".
- "Household Composition" will be removed.

Attachment A

- The following referral reasons will be added:
 - "Spouse/legally-responsible person not on application suspected of residing in household"
 - "Dependent child under 18 years old not on application suspected of residing in household"
 - "Non-Legally Responsible Relative suspected of residing in household"
 - "Child included on application suspected of not residing in household"

"Other" section

- "Social security validation match" will be changed to "Social Security Validation Match is not eight (8)".
- "Previously active with spouse or parent" will be changed to "Previously active with a spouse or parent, spouse or significant other recently left household".
- "An individual has no identification to verify identity" will be changed to "No documentation to verify identity or documentation of identity is questionable".
- "Client states they managed by living on streets" will be changed to "Client states
 has currently or previously managed by living off the streets or through
 criminal/illegal activities".
- "Children/adults in household w/o birth certificates" will be changed to "Child(ren) or adults in the household with out-of-state, home birth or no birth certificates".
- "Prior history of case closing" will be changed to "Prior history of denial, case closing or overpayments resulting from an investigation".
- "Applicant is inconsistent" will be changed to "Applicant is inconsistent with prior case information".
- "Missing absent parent information" will be changed to "No absent parent information or information is inconsistent with application".
- "Client's past maintenance is questionable" will be changed to "Client's statement of past maintenance is questionable".
- "Aliens with no documentation" will be changed to "Non-citizens with questionable or no documentation to substantiate immigration status".
- "PARIS Match recipient in another state unresolved" will be changed to "PARIS Match - Active recipient in another state; current status unresolved".
- The following referral reasons will be removed:
 - "Sanctioned individual in household"
 - "Questionable documents/shelter forms"
 - "Other applications requiring investigation"
 - "Lives alone but accompanied by an adult"

Attachment B

Front End Detection System (FEDS) Codes

Section	Description	FEDS Code
Address/Household Composition	P.O. Box is used as a mailing address without a reasonable explanation, e.g., high crime area	20
Address/Household Composition	Questionable address, suspected mail drop or unusual amount of recipients at address	21
Address/Household Composition	Landlord does not verify household composition or provides information inconsistent with the application	23
Address/Household Composition	Documents or information provided are questionable or inconsistent with application, such as different name used for signature, forms completed by the client(s) and document erasures	24
Address/Household Composition	Primary tenant with no utility bills (e.g., phone or electric) in his/her name	25
Address/Household Composition	Not primary tenant	26
Address/Household Composition	Unsure of own address	27
Address/Household Composition	Moved into country within last six (6) months	28
Address/Household Composition	Out of state applicant	29
Address/Household Composition	Rent paid to a relative	30
Address/Household Composition	Suspected of not residing at given address or four (4) or more address changes within the past twelve (12) months	31
Address/Household Composition	Spouse/legally-responsible person not on application suspected of residing in household.	45

Attachment B

Section	Description	FEDS Code
Address/Household Composition	Dependent child under 18 years old not on application suspected of residing in household	46
Address/Household Composition	Non-Legally Responsible Relative suspected of residing in household	47
Address/Household Composition	Child included on application suspected of not residing in household	48
Income/Resources	Financial obligations are current, but stated expenses exceed income without a reasonable explanation	10
Income/Resources	Working off the books (currently or previously)	11
Income/Resources	Supported by loans/gifts from family or friends	12
Income/Resources	Self-employed but without adequate business records to support financial assertions	13
Income/Resources	Client left workforce within the past ninety (90) days	14
Income/Resources	Resource file integrations (RFI) hit	17
Income/Resources	Evidence of concealed personal assets/non real property resources	18
Income/Resources	Evidence of real property ownership	35
Income/Resources	One-Shot: EAF/ESN application needs financial review	36
Income/Resources	NYC City employee	66
Income/Resources	Client income tax refund already received or is expected	81

Attachment B

Section	Description	FEDS Code
Income/Resources	New Hires Match	88
Other	Client states has currently or previously managed by living off the streets or through criminal/illegal activities	15
Other	Client's statement of past maintenance is questionable	16
Other	No documentation to verify identity or documentation of identity is questionable	40
Other	Non-citizens with questionable or no documentation to substantiate immigration status	41
Other	Child(ren) or adults in the household with out-of-state, home birth or no birth certificates	42
Other	Prior history of denial, case closing or overpayments resulting from an investigation	50
Other	Application is inconsistent with prior case information	51
Other	No absent parent information or information is inconsistent with application	52
Other	Previously active with a spouse or parent, spouse or significant other recently left household	53
Other	Social Security Validation Match is not eight (8).	56
Other	Duplicate assistance: another active case	58
Other	PARIS Match - Active recipient in another state; current status unresolved	89