



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #13-54-SYS

### REVISION TO NYCWAY UPDATES – ACTION CODES 410A, 820, AND 820J

*(This Policy Bulletin Replaces PB #13-39-SYS)*

<p><b>Date:</b> June 7, 2013</p>	<p><b>Subtopic(s):</b> NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin is being revised to inform staff that:</p> <ul style="list-style-type: none"> <li>• Action Code <b>410A</b> (FIA3A Budget Adjustment Pending in WMS) has been created to indicate that an automated budget is clocking down in the Welfare Management System (WMS).</li> <li>• Action Code <b>820J</b> (Good Cause Job Center) has been updated, along with Code <b>820</b> (Good Cause Granted), to stop a pending <b>FIA3A</b> budget from clocking down in WMS.</li> <li>• After Action Code <b>820</b> or <b>820J</b> is entered, New York City Work, Accountability and You (NYCWAY) will autopost code <b>167X</b> (FIA3A No Budgeting Required) to close out the following existing action codes and remove them from the <b>EMPFT/EMPPT</b> worklists: <ul style="list-style-type: none"> <li>▪ <b>167F</b> (FIA3A approved: Full Time Employment)</li> <li>▪ <b>167W</b> (Employed Full Time: Pending Documentation)</li> <li>▪ <b>167P</b> (FIA3A approved: Part Time Employment)</li> <li>▪ <b>167Q</b> (Employed Part Time: Pending Documentation)</li> </ul> </li> </ul> <p><b>Purpose:</b></p> <p>NYCWAY is updated on a regular basis to make the system more helpful to users and to reflect current policy. The purpose of this policy bulletin is to inform Job Center staff of updates to Action Codes <b>410A</b>, <b>820</b>, and <b>820J</b> in NYCWAY.</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

Action Code **410A**

See [PD #11-14-ELI](#) for information on the **FIA3A**.

Action Code **410A** has been created to indicate that an automated budget is clocking down in WMS. NYCWAY will autopost Action Code **410A** when the **FIA3A** generates a **167F/167W** or **167P/167Q** transaction that results in a pending budget adjustment in WMS.

The unique authorization number associated with the **410A** action code is “**mmdd8888**” (mm is the two digit value for month; dd is the two digit value for day; 8888 is the remaining last four digits) and will be displayed in the Comment field of the **410A** in NYCWAY and on the WMS Pending Actions and Outstanding Items screen (**NQCS07**).

## Revised

Action Code **820** and **820J**

See [PD #13-04-SYS](#) WMS Software Release Version 2013.1, Add Stop Budget Processing to Batch Number **FIA0**.

Updated NYCWAY Action Code **820** can be used by Fair Hearing and Conference (FH&C) workers during conferences to stop a pending **FIA3A** budget (with Batch numbers **\*FIA3** and **\*FIA0**) from clocking down in WMS. Action Code **820J**, used by designated JOS/Workers to resolve a Notice of Intent when there is no contact with FH&C, has also been updated with the capability to stop a pending **FIA3A** budget from clocking down.

Once Action Code **820** or **820J** is entered in NYCWAY, WMS will continue to issue benefits using the existing authorized budget.

## New

Refer to the Employment Process Manual for information on Action Code **820**.

NYCWAY will autopost Action Code **167X** to close out the existing **167F/167W**, **167P/167Q** codes and remove them from the **EMPFT/EMPPT** worklists.

The usage of Action Code **820/820J** will complete Action Code **410A** and will result in the posting of Action Code **899** (WMS FH Status 1) on both **\*FIA3** and **\*FIA0** batch numbers.

Usage of Codes **10FH** and **11FH** following Code **820**

After Action Code **820** is entered, if the FH&C Worker needs to refer the participant back to the JOS/Worker, Action Code **10FH** (Referral From FH&C For Employability Assessment) must be used for re-engagement.

Refer to [PB #09-62-SYS](#) for information on Action Code **11FH**.

If the FH&C Worker needs to refer the participant back to their JOS/Worker for the updating of earned income information via the **FIA3A** and generating an appropriate budget, Action Code **11FH** (Referral From FH&C For Eligibility Assessment) must be used.

*Effective Immediately*

**Related Items:**

[Employment Process Manual](#)

[PB #09-62-SYS](#) NYCWAY Updates – New Action Codes

[PD #11-14-ELI](#) Budgeted Earned Income on CA Cases

[PD #13-04-SYS](#) WMS Software Release Version 2013.1