FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-59-SYS

CA POS RELEASE NOTES VERSION 17.2

Date: June 17, 2013	**Subtopic(s):** POS
🖥 This procedure can now be accessed on the FIAweb.	This purpose of this policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) will migrate to production on June 17, 2013. Descriptions of the changes can be found in POS Release Notes Version 17.2 (**Attachment A**).
	These release notes can also be found on the HRA Intranet at:
	http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx
	Effective June 17, 2013
🖥 Please use Print on Demand to obtain copies of forms.	**Attachment:**
	Attachment A POS Release Notes Version 17.2

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*

Distribution: X

CA POS Release Notes
Version 17.2 June 17, 2013

These Release Notes contain descriptions of changes in CA POS Release 17.2 scheduled for Monday, June 17, 2013. 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://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

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1. POS Student Updates

POS has updated the **Education and Training Response** window to reflect the new criteria for school attendance and the eligibility of students for SNAP benefits. These updates are in the following POS activities:

- **CA Application Interview**
- **EC-CA Application Interview**
- **CA Change Case Data**
- **EC-Change Case Data**
- **CA Recertification Interview**
- **EC-CA Recertification Interview**
- **Re-open A Case**
- **EC Re-open A Case**
- **SNAP Separate Determination**
- **EC SNAP Separate Determination**

ARE YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:	Show
Education and Training Information?	✅

When the JOS/Worker clicks on the **Education and Training Information**, an updated **CA R** window displays CA attendance (if student is known) from the department of education.

The **Education and Training Response** window has the following new school type and additional updates:

- College/Other Post High school Institution
- Student Eligibility for SNAP
- Enrollment Documentation provided
- CA School Attendance outcome

After the JOS/Worker completes the **Response** window POS will run the rules to determine if the student is ineligible for assistance.

Response to Question

Department of Education info.

Walter Sue	Age: 17	Status	Admitted to NYC Parochial School

Required action: Records from the Department of Education show individual is not in a public school any longer, please request new school verification

Who
Walter Sue

School/College Name

School Type
- ○ Pre-High School
- ○ High School/GED
- ○ High School Level Vocational/Training
- ○ Post High School Tech Training
- ○ College/Other Post High School Institution
- ○ Not in School

Enrollment
- ○ Full Time
- ○ At Least Half Time
- ○ Less Than 1/2 Time

Expected Date of Graduation
00/00/0000

Has a High School Diploma or GED? ○ Yes ○ No   Is or Has Been in any Training Program ⦿ Yes ○ No

Student Eligibility to Participate in SNAP Program   Eligible Student

Enrollment Documentation provided?   ○ Yes ⦿ No

CA School Attendance Outcome   Exempt from employment requirements while attending school full-time.

Document...   Scan ☐   Comment...

OK   Cancel

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When the JOS/Worker clicks on **College/Other Post High School Institution** school type, an updated Drill-down window will open:

This drill-down window displays the following updates:

- the student's receipt of Unemployment Insurance Benefitsand;
- the Department of Labor's (DOL) school criteria which includes

  - the Dept Of LaborTCC316.1 approval document,
  - the enrolled online or correspondence course question,
  - the SNAP exemption criteria and;
  - the eligible student criteria drop down menu.

The following list reflects the Eligible Student SNAP criteria:

a. Student is placed in a school through the Workforce Investment Act (WIA), SNAP Employment Training (SNAP E and T), Job Opportunities AND Basic Skills (JOBS) Training Program or the Department of Labor (DOL). (new option)
b. Student participates in a state or federally funded work study program under Title IV-C during the school year. (modified option)
c. Student cares for a dependent child <6 years old or incapacitated person.
d. Student cares for a child between age 6 and 12 without adequate child care.
e. Student full-time and single parent with care of dependent child < 12.
f. Student is employed for an average of at least 20 hours per and be paid for such employment. (new option).
g. Student is self-employed and works an average of at least 20 hours per week and earns an amount at least equal to the Federal Minimum wage multiplied by 20 (new option).
h. Student receives Unemployment Insurance Benefits (UIB) and enrolled at least half-time and approved by the Department of Labor (DOL) (new option).
i. None of the Above.

Once the JOS/Worker completes the **College/Post High School** drill-down window, POS runs the rules to display the eligibility of the student for the Supplemental Nutrition Assistance Program (SNAP).

If the student is ineligible, POS **will not allow** the Worker to accept the ineligible student.The **Eligibility Determination** window and TAD have been updated to reflect the new rules. If the JOS/Worker attempts to activate the ineligible student, POS will display the following message:

- This individual is an ineligible student for the SNAP program.

Supervisory Approval

Supervisors will see the associated CA updates when they review and approve the education and training window.

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2. POS-DARB Retrieval Rules

The POS-Division of Accounts Receivable and Billing (DARB) retrieval is mandatory for all One-shot deal applicants. The **Grant Request** window has been updated with a new button **Retrieve Prior Payment History** to receive a response from DARB. When the JOS/Worker clicks on the retrieve button the delinquency status is displayed, if any exists.

3. POS Child Care in Lieu of CA (CILOCA)/SNAP Update

The **POS Site Determination** window was updated to reflect a Child care in lieu of CA applicant who also applies for SNAP benefits. POS displays the following message when the JOS/Worker selects "Child Care in Lieu of CA":

- If you are also applying for SNAP program select FS from the "Programs applying for" Section.

The question "Would you also like to apply for Food Stamps" will continue to remain disabled.

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To set-up a CILOCA and SNAP application, the JOS/Worker must check off the following in this order in the **Programs Applying For** section:

1. Child Care in Lieu of CA
2. SNAP

4. CA Caretaker Update

The **Caretaker of Child or Disabled Person** window has been updated for **CA cases** to allow the entry of an individual who is not in the household. These changes do not apply to **SNAP Only (FS)** cases.

When the worker answers YES to the following question "Is Anyone in the Household Needed in the Home to Care for Child under the age of 6 years or an Incapacitated Person?", the **Response** window provides the new update to allow the input of the name of the caretaker not in the household for the applying (child or disabled person) individual.

Supervisory approval will include the below new field for review:

- Is Child/Disabled Person Part of the Applying/Active Household?

5. POS TAD Update

POS now warns the JOS/Worker when they are attempting to remove a reused case number on an application case that received benefits under that case number.

The Workers will see the following messages when attempting to remove/reuse the case number:

- CA grants were transmitted under removed reuse case number

- SNAP grants were transmitted under removed reuse case number.

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6. POS Worker Queue Lockdown

Previously, Workers were able to start an activity from another Workers queue or **Choose a Case** window. POS no longer allows the Worker to start an activity when the case is in another worker's queue. Supervisors must now assign or re-assign the case to the Worker for them to be able to start the case activity.

POS Individual Queue :
When the Worker attempts to start a case activity from another Worker's POS individual queue and the queue lockdown is turned on, POS displays the following error message:

- "You cannot start a case from another Worker's queue. To work on this activity, it must be reassigned to you."

Choose a Case window :
When the Worker attempts to start a case activity from the **Choose a Case** window, the activity is already pending in another Worker's queue and the lockdown is turned on, POS displays the following error message:

- "The case activity is assigned to another Worker's queue [Worker's Name]. To work on this activity, it must be reassigned to you."
- In the Worker's Name section above, display the last name and first name of the Worker.

Choose a Case window :

When the Worker attempts to start a case activity from the **Choose a Case** window, and the approval of the activity is already pending with the Supervisor and the case has not submitted to the Supervisor by the Worker who is attempting to access the case activity and the lockdown is turned on, POS displays the following error message:--

- "The approval activity is pending with a Supervisor [Supervisor's Name] and was submitted by a different Worker. To work on this activity, it must be sent back to you by the Supervisor."
- In the Supervisor Name section above, display the last name and first name of the Worker.

All supervisors will be able to assign approvals to themselves from other supervisors queues. From there he/she can also send cases to specified workers for reassignment.

7. Signature Capture Report Update

The signature capture report includes the following additional forms to track the signature or the reason for non-signature:

- **LDSS 2921** − Common Application for CA/MA/SNAP
- **LDSS 3174** − Recertification Form for CA/MA/SNAP
- **W-113K** − Documentation Request
- **W-147H** − Emergency Safety Net Assistance (ESNA) Shelter Arrears Repayment Agreement

The user is able to select one of the above forms in addition to the OCSE Appointment Notice (**M-384**). The report will expand to other forms as requested by the Family Independence Administration (FIA).

8. OCSE Updates

POS displays the following message when the JOS/Worker attempts to print the **M-384** with no data on the form:

- "There is no data to print on this form or an OCSE referral has not been scheduled. To update the OCSE Referral window, please access the Referrals window in POS."

9. Non-Worker Activities

POS has removed unassociated names from Non-worker system only activities in the Review case and Audit tool. These activities have no association with these Workers and will prevent confusion for our case reviewers. POS will display "System" instead of the unassociated worker's name.

10. New Center

A new center **DOR** (Landlord Ombudsman Service Unit [LOSU]) will have citywide access to POS. FIA has requested their Landlord Ombudsman Service Unit (LOSU) to have access to the entire city to handle certain types of grant requests and single issuance grants.

11. POS Transmission Rule Update

POS will allow the posting of **A000000000** only when the alien numbers in WMS are blank.

12. POS -NYCWAY Code Update

NYCWAY Action Code **005R** (One-Shot Payment Requested) will post for One-Shot-Deal cases indicting that an Employment Plan is not needed. The former Action Code **005N** (Single Issuance-One Time Special Grant) will be used for other purposes.

13. E Forms

The following E-forms have been updated:

- **W-147F** − Shelter Arrears Repayment Agreement Worksheet
- **W147H** − Emergency Safety Net Assistance (ESNA) Shelter Arrears Repayment Agreement
- **W-186C** − Fair Hearing Compliance Statement
- **EBT-23** − Notice of Special Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) Benefit
- **W-636** − Notice of Special Grant