





# FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner

**Stephen Fisher, Assistant Deputy Commissioner**  
Office of Procedures

## POLICY BULLETIN #14-114-SYS

### SNAP POS RELEASE NOTES VERSION 8.3

|  |   |
|--|---|
| <p><b>Date:</b><br/>October 14, 2014</p>   | <p><b>Subtopic(s):</b><br/>POS</p>  |
| <p> This procedure can now be accessed on the FIAweb.</p><br><br><br><br><br><br><br><br><br><br><p> Please use Print on Demand to obtain copies of forms.</p> | <p>This policy bulletin is to inform Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the latest version of the Paperless Office System (POS) will migrate to production on October 20, 2014. Descriptions of the changes can be found in SNAP POS Release Notes Version 8.3 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the HRA Intranet at:<br/><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 October 20, 2014</i></p> <p><b>Related Item:</b></p> <p>PD #14-13-OPE</p> <p><b>Attachment:</b></p> <p><b>Attachment A</b>    SNAP POS Release Notes Version 8.3</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

# SNAP POS Release Notes

Version 8.3 October 20, 2014

These Release Notes contain descriptions of changes in Supplemental Nutrition Assistance Program Release 8.3 for the Paperless Office System (POS) scheduled for Monday October 20, 2014. 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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# SNAP POS Release Notes

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## 1. Supplemental Nutrition Assistance Program (SNAP) Auto-Removal Update

The auto removal settings for the **SNAP Application Interview** and **SNAP Recertification Interview** activities were updated:

1. The **SNAP Application Interview** is removed if the WMS case status is RJ (Rejected) or AC (Active).
2. The **SNAP Recertification Interview** is removed if the WMS case status is RJ.
3. The **SNAP Application Interview** and **SNAP Recertification Interview** activities are removed when the Worker indicates that the applicant/participant failed to keep the interview and the interview was started by mistake. POS was updated to prevent the creation of a duplicate interview activity.

## 2. File Date Re-Use for Electronic Applications

The **SNAP E-application Submission** activity was updated to reuse the SNAP application file date:

- If the household was initially denied for a failure to take a required action other than a failure to be interviewed, the same SNAP application file date may be used for up to 60 days following the date of application.
- If the household received an expedited issuance of SNAP benefits and returns before the end of the calendar month following the end of the initial issuance period, the same SNAP application file date may be used.
- If the household was initially denied for a failure to be interviewed, the household is required to submit a new application.
- If the household received an expedited issuance of SNAP benefits and has failed to provide all pending verification before the end of the calendar month following the end of the initial issuance period, the household is required to submit a new application.

For additional details regarding the reuse of the application file date, please refer to **PD 14-13-OPE** (Expedited SNAP Processing Rules) and the Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timeliness Desk Aid (**W-200D**).

## 3. PRUCOL Window Update

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and met several guidelines, may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Non-citizens who have applied for and/or been approved for relief from removal under the Deferred Action for Childhood Arrivals (DACA) program may be eligible for state funded benefits. These individuals are considered to be Permanently Residing Under the Color of Law (PRUCOL) for benefit purposes. ORIA has requested to have DACA category aliens added to the POS PRUCOL window. POS has been updated to reflect this change with the below information:

Aliens who have been approved for relief from removal under the DACA program:

- Employment Authorization Card Form **I-766** Category **C33**
- SAVE Clearance, Notice of Action (**I-797**), or other any other authoritative United States Citizenship and Immigration Service (USCIS) or Executive Office for Immigration Review (EOIR) document indicating approval of Application for Employment Authorization USCIS Form **I-765** specifically mentioning category, class or type **C33**
- SAVE Clearance **I-797**, or other any other authoritative USCIS or EOIR document indicating approval of USCIS Form **I-821D** "Consideration of Deferred Action for Childhood Arrivals"

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- SAVE Clearance or any other authoritative USCIS or EOIR document indicating DACA had been approved

After the results from the SAVE clearance are received, you must request a clearance from the Office of Refugee and Immigrant Affairs (ORIA) by e-mailing [ORIA@hra.nyc.gov](mailto:ORIA@hra.nyc.gov).

## 4. Banknote Building Move and Form Updates

Several FIA Offices moved from the Melrose building in the Bronx to the Banknote building located at 845 Barretto Street, in the Hunts Point section of the Bronx. The SNAP site **S40** (WMS center **F40**) is moving effective 10/14/14.

The name of the SNAP site **S40** was changed from Melrose SNAP Center (**S40**) to Hunt's Point SNAP Center (**S40**).

### Form Updates for Appointment Forms

Appointment notices printed for Center **S40** were updated with the new center name and address if the form was printed before 10/14/14 and the appointment date was 10/14/14 or later. Document request forms printed for center **S40** were updated with the new center name and address if the form was printed before 10/14/14 and the due date was 10/14/14 or later.

The following forms were updated with this change in the SNAP Reception Intake activity:

- **W-119**, Request for Contact on a SNAP Application
- **W-129A**, SNAP Eligibility Interview Telephone Appointment Notice
- **W-129PP**, SNAP Eligibility Interview Appointment Notice

The following forms were updated with this change in the SNAP Application Log:

- **W-119**, Request for Contact on a SNAP Application
- **W-129A**, SNAP Eligibility Interview Telephone Appointment Notice
- **W-129PP**, SNAP Eligibility Interview Appointment Notice

The following forms were updated with this change in the CBO Intake activity:

- **W-119**, Request for Contact on a SNAP Application
- **W-129A**, SNAP Eligibility Interview Telephone Appointment Notice
- **W-129PP**, SNAP Eligibility Interview Appointment Notice

The following forms were updated with this change in the SNAP Recertification Logs:

- **W-129RR**, Notice of SNAP Recertification Appointment
- **W-908F**, Notice of Rescheduled SNAP Telephone Recertification Interview

The following forms were updated with this change in Print to Mail (PTM) for online applications:

- **W-119**, Request for Contact on a SNAP Application (**W-119**)/Documentation Guide (**W-119D**)

The following document request forms were updated with this change in POS:

- **W-113K**, Documentation Requirements
- **W-186D**, Fair Hearing Compliance Request

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## 5. SNAP Timeliness and Aging Report Updates

The SNAP Timeliness and Aging reports were updated to remove additional fair hearing cases. Cases registered by the **Special Project Center** (FSP) with a caseload of **FSU** are excluded from these reports.

## 6. Update to W-113K Form for Telephone Interview Processing Services (TIPS)

The **Documentation Requirements (W-113K)** Form was updated for telephone interviews to print with the appropriate TIPS Right Fax telephone number, along with the TIPS P.O. Box address and general telephone number.

### TIPS 11

Right Fax telephone number # 917-639-1117  
Address: P.O. Box 89002 Brooklyn NY 11208-9812  
General telephone number# 929-221-8248

### TIPS 24

Right Fax telephone number # 917-639-1112  
Address: P.O. BOX 380886, Brooklyn NY 11238-9811  
General telephone number# 929-221-1507

### Center: TIPS 43 (F43)

Right Fax telephone number # 917-639-1113  
Address: P.O. BOX 19088, Long Island City NY 11101-9773  
General telephone number# 718-510-0833

## 7. Update to W-113K Form for RTC Cases (S61)

The **W-113K** was updated for Residential Treatment Center (**S61**) cases to print with the new Right Fax telephone number: (917) 639-2543.

## 8. Update to Parents Information Section in Individual Detail Window

The **Parents Information** section of the **Individual Detail** window was updated to add a new **Open Drop Down** button for the Mother's Name and Father's Name sections. When the Eligibility Specialists (ES) selects an answer for the question "**Residing in the household?**" the new button is enabled.

Clicking on this button enables the new **Mother's Name** and **Father's Name** menus, which displays Client Identification Number (CIN), last name and first name of the household members that can be selected as the parents of the household member.

| Parents Information                                |                     |        |           |                |
|--|---------------------|--------|-----------|----------------|
| Residing in the household?                         | Mother's First Name | Middle | Last Name | Open Drop Down |
| <input type="radio"/> Yes <input type="radio"/> No |                     |        |           |                |
| Residing in the household?                         | Father's First Name | Middle | Last Name | Open Drop Down |
| <input type="radio"/> Yes <input type="radio"/> No |                     |        |           |                |

| Parents Information                                |               |
|--|---------------|
| Residing in the household?                         | Mother's Name |
| <input type="radio"/> Yes <input type="radio"/> No |               |
| Residing in the household?                         | Father's Name |
| <input type="radio"/> Yes <input type="radio"/> No |               |

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## 9. Update to W-515X Data Entry Window

The data entry window for the SAVE Referral (**W-515X**) form was updated to fix the edits for the form and to change the **Yes/No** question into a **Show** button in the **Form Data Entry** window.

When the ES clicks on the **Show** button, POS verifies that there is a non-citizen on the case. If the case does not include at least one non-citizen, a red hand is displayed and the **W-515X** data entry does not open.

## 10. Update to SNAP Monthly Amounts

The maximum monthly amounts for SNAP cases were increased effective 10/1/14:

| Household Size | Maximum Monthly Amount |
|----------------|------------------------|
| 1              | \$194                  |
| 2              | 357                    |
| 3              | 511                    |
| 4              | 649                    |
| 5              | 771                    |
| 6              | 925                    |
| 7              | 1022                   |
| 8              | 1169                   |
| 9              | 1315                   |

Each Additional Household Member: +\$146

## 11. Update to Standard Utility Allowance (SUA) Amounts

The SNAP Standard Utility Allowance (SUA) amounts increased effective 10/1/14:

- SUA Level 1 increased from \$753 to \$785.
- SUA Level 2 increased from \$298 to \$311.
- SUA Level 3 remained unchanged at \$33

## 12. Update to Expedited Processing Determination for Homeless Applicants

The **Expedited SNAP Eligibility Determination** window was updated to include the \$143 deduction for homeless applicants (Shelter Type 23 [Undomiciled]).

## 13. Updates to Self-Employment Window

The **Self-Employment** window was updated to allow the Eligibility Specialist to select the method used to calculate the self-employment income for the individual who is self-employed.

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Current Window:

## Summary of changes

- A new question named **Please select the method to be used for the individual who is self-employed** was added. The new question has two options:
  - Most Recent Three Months
  - Income Tax Method.
- When **Most Recent Three Months** is selected, a new drill-down window named **Most Recent Three Months** appears.
- When **Income Tax Method** is selected, a new drill-down window named **Income Tax Method** appears.
- The **Gross Income**, **Frequency**, **Monthly Net Amount** and **Expenses** fields are now read-only fields.
- The **Info from WRS** section (**Employee**, **Employer**, **Street**, **City**, **Zip**, **Wage**, **Year**, **Quarter**) and the Hours per Frequency field were removed.

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## Updated Response Window for Is Self-Employed?

Self-Employed – Response to Question

Who

Please select the method to be used for the individual who is self-employed

Most Recent Three Months  Income Tax Method

Number of Self-Employed Jobs

Company Name  Yes  No Name of Company  Business Address Different from Residence  Yes  No

Start Date  Expected End Date  Business Type  Day Paid

Business Tel#  Expenses

Gross Income  Frequency  Monthly Net Income Amount  Taxes Withheld  Yes  No

Documents

Comments...

### Most Recent Three Months

The **Most Recent Three Months** window appears when the ES selects **Most Recent Three Months** for the question, **Please select the method to be used for the individual who is self-employed** in the main response window.

This window allows the ES to capture the applicant/participant's most recent three months of gross income, the hours worked in each month and the business item types and expenses for the period.

To enter an expense, the ES must check the business type and enter the expense. POS keeps a running total of the expenses and uses the gross income and expenses to calculate the **Monthly Net Income Amount**.



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## Self Employed – Most Recent Three Months window

Self-Employed – Most Recent Three Months

Who

Please list this applicants most recent three months of self employment income and list all business items types and expenses for the same three month period. Do you have expenses?  Yes  No

Gross Income: Month 1  Month 2  Month 3

Hours per Month: Month 1  Month 2  Month 3

**Monthly Expenses Most Recent Three Months**

| Business Item Types                                 | Expenses                         |
|---|----------------------------------|
| <input type="checkbox"/> Supplies                   | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Telephone                  | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Heat/Utities               | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Advertising                | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Interest                   | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Insurance                  | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Bank Charges               | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Repairs                    | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Business Taxes             | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Business Vehicle Expenses  | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Business Rent              | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Property                   | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Equipment                  | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Labor Costs (Wages/Salary) | <input type="text" value="\$0"/> |
| <input type="checkbox"/> Other <input type="text"/> | <input type="text" value="\$0"/> |
| <b>TOTAL</b><br>(running balance of amounts)        | <input type="text" value="\$0"/> |

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## Income Tax Method

The **Income Tax Method** window appears when the ES selects **Income Tax Method** for **Please select the method to be used for the individual who is self-employed** in the main response window.

This window allows the ES to capture the applicant/participant's net profit or loss from the business, itemized business deductions and hours worked.

POS uses the information entered in this window to calculate the **Monthly Net Income Amount**.

**Self-Employed – Income Tax Method**

Who

Below please list the applicants itemized business deductions from his/hers federal income return for the current tax year.

**Income Tax Method**

| Schedule (C) Profit or Loss from a Business Sole Proprietorship | Amounts                             |
|---|-------------------------------------|
| Net Profit or Loss from the Business                            | <input type="text"/>                |
| Depletion   | <input type="text"/>                |
| Depreciation  | <input type="text"/>                |
| Travel, Meals, and Entertainment                                | <input type="text"/>                |
| Expenses for Business Use of Your Home                          | <input type="text"/>                |
| Car and truck expenses  | <input type="text"/>                |
| Utilities   | <input type="text"/>                |
| (Subtotal of Schedule C)  | <input type="text" value="System"/> |
| (Subtotal of Schedule C Divided By 12)                          | <input type="text" value="System"/> |
| Total Self Employment Monthly Income                            | <input type="text" value="System"/> |
| Total number of hours per month for this Self-Employment        | <input type="text"/>                |

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## Updated Approval Window

The **Approval** window was updated to accommodate the changes to the self-employment section.

Is Self-Employed?

Who: Doe Robert. Please select the method to be used for the individual who is self employed:  Most Recent Three Months  Income Tax Method

Number of Self-Employed Jobs:

Start Date: 00/00/0000 Expected End Date: 00/00/0000

Company Name:  Business Address Different from Residence:  Yes  No

Business Type:  Day Paid:  Business Tel#:  Expenses:  Date Self Employment Began:

**Most Recent Three Months**

Please list this applicants most recent three months of self employment income and list all business items types and expenses for the same three month period.

Do you have expenses?  Yes  No

|                  |         |     |         |     |         |     |
|------------------|---------|-----|---------|-----|---------|-----|
| Gross Income:    | Month 1 | \$0 | Month 2 | \$0 | Month 3 | \$0 |
| Hours per Month: | Month 1 |     | Month 2 |     | Month 3 |     |

Documents:  View Documents Documents Reviewed:

Approve  Disapprove

Add Comment

Disapproval Reasons:

Preview Comment Log:

Next Previous

Is Self-Employed?

**Most Recent Three Months**

| Monthly Expenses Most Recent Three Months |          | Monthly Expenses Most Recent Three Months          |          |
|---|----------|--|----------|
| Business Item Types                       | Expenses | Business Item Types                                | Expenses |
| <input type="checkbox"/> Supplies         | \$0      | <input type="checkbox"/> Business Taxes            | \$0      |
| <input type="checkbox"/> Telephone        | \$0      | <input type="checkbox"/> Business Vehicle Expenses | \$0      |
| <input type="checkbox"/> Heat/Utilities   | \$0      | <input type="checkbox"/> Business Rent             | \$0      |
| <input type="checkbox"/> Advertising      | \$0      | <input type="checkbox"/> Property                  | \$0      |
| <input type="checkbox"/> Interest         | \$0      | <input type="checkbox"/> Equipment                 | \$0      |
| <input type="checkbox"/> Insurance        | \$0      | <input type="checkbox"/> Labor Costs               | \$0      |
| <input type="checkbox"/> Bank Charges     | \$0      | <input type="checkbox"/> Other                     | \$0      |
| <input type="checkbox"/> Repairs          | \$0      |  |          |
|   |          | <b>TOTAL</b>                                       | \$0      |
|   |          | (running balance of amounts)                       |          |

Documents:  View Documents Documents Reviewed:

Approve  Disapprove

Add Comment

Disapproval Reasons:

Preview Comment Log:

Next Previous

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The screenshot displays a software window titled "Self-Employed - Income Tax Method - Schedule (C) Profit or Loss from a Business Sole Proprietorship". The window has a menu bar with "File", "Edit", "Tools", "Window", and "Help". The main content area is titled "Is Self-Employed?" and contains a form with two columns of input fields under the heading "Amounts".

| Amounts                                | Amounts  |
|--|--|
| Net Profit or Loss from the Business   | (Subtotal of Schedule C Divided By 12)                   |
| Depletion                              | Total Self Employment Monthly Income                     |
| Depreciation                           | Total number of hours per month for this Self-Employment |
| Travel, Meals, and Entertainment       |  |
| Expenses for Business Use of Your Home |  |
| Car and truck expenses                 |  |
| Utilities                              |  |
| (Subtotal of Schedule C)               |  |

Below the form is a "Documents:" section with a "View Document" button and a "Documents Reviewed:" counter. There are radio buttons for "Approve" and "Disapprove", and an "Add Comment" button. Two large text areas are labeled "Disapproval Reasons" and "Preview Comment Log". At the bottom, there are "Next" and "Previous" navigation buttons.

## 14. Reminder- Entering Case Comments In POS

### Case Comments

When the ES enters a case comment in POS those comments are added to the case record permanently. To confirm the correctness of these comments please review and edit all comments appropriately.