

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 #14-49-SYS

(This Policy Bulletin replaces PB #14-44-SYS)

#### **PAM RELEASE NOTES VERSION 18.1.1**

Date:	Subtopic(s):
May 6, 2014	POS
	Povicione te Original Policy Dulletin
now be accessed on the FIAweb.	This policy bulletin is being revised to correct the language on page 11. In the New Location field section, the sentence now reads:
	<ul> <li>The system will not allow the Worker to click on the</li> </ul>
	Submit for Approval button unless a Data Entry location is selected.
	Purpose
	This policy bulletin is to inform Cash Assistance (CA), Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff, Income Clearance Program (ICP) staff, Office of Central Processing (OCP) staff, and Landlord Ombudsman Service Unit (LOSU) staff that the latest version of the Paperless Alternate Module (PAM) was migrated to production on April 28, 2014. Descriptions of the changes can be found in PAM Release Notes Version 18.1.1 ( <b>Attachment A</b> ).
	These release notes can also be found on the HRA Intranet at:
	http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx
	Effective Immediately

# Attachment: Please use Print on Attachment A PAM Release Notes Version 18.1.1 Demand to obtain copies of forms.

## Attachment A **PAM Release Notes**

#### Version 18.1.1 April 28, 2014

These Release Notes contain descriptions of changes in the Paperless Alternate Module (PAM) Release for April 28, 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 <a href="http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx">http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</a>

#### Table of Contents

1.	Electronic Data Entry Forms	. 2
2.	Unassociated Activities TAB	. 9
3.	New Location Field	11
4.	BORAC UNIT Worker the Ability to Manually Enter the Authorization Number in CA Grant Activity	12
5.	Roll out Centers	13

#### **1. Electronic Data Entry Forms**

Two (2) new Electronic Data Entry Forms (e-Forms) have been added to the PAM Activity Details. PAM Users will now be able to fill out these forms in PAM instead of scanning and Indexing. They are:

- 1. LDSS- 3513 SNAP Recoupment
- 2. LDSS- 4707 Intentional Program Violation (IPV) Document

Each of these forms displays Participant Header (for view and read only); the rest of the fields, such as Reason for this action in PAM, fields with the drop down list, Save or Cancel buttons, etc. require User entry, others are system generated (e.g. Authorization Number).

### **PAM Release Notes**

Version 18.1.1 April 28, 2014

#### LDSS - 3513 SNAP Recoupment

Logged In As: OCP 2	1 (1377) Center:OCP R	ole:Worker Environment:DEV		Log Out
INBOX	Activity Details Comm	ents Activity History		
NEW PAM ACTIVITY	Responsible Center:	023	Originating Center: EPF	Activity Status:
	Case Name:		Date Prepared: 3/3/2014	Batch #:
	• • • • • • • • • • • • • • • • • • •			
	REPORTS	Activity Type		
		ndivity itt.	6749	
•	011010000	Reason for this-setion in PAM.	OCP-SNAP CR 💽 ADMANDED	Please Select
				1088-3575 PA Reportement
				DSS-3652 Transaction Cancellation
				DSS-4962 Infraction Deletion
try Form				DSS-3513 NYC SNAP Recoupment Data En
	_	Authorization Number	40001002	
	_	Autionzation Number	43331335	
	_	Action Code	Diases Calact	
		Acuonicode	Piedse Select	<u> </u>
	Case Data —			
	Client Identifica	tion Number (CIN) Pleas	se Select 🗸 🗸	
	SNAP Claim I	уре		
	SNAP Claim Typ	e Please Select	×	
	Su	ь Туре		
	Sub Type #1	Please Select		
	Sub Type #2	Please Select		
	Sub Type #3	Please Select 🗸		
	M3E	Please Select		
	Recoursent ID N	umber		
	Recouplinent ib it			
	Offense Data -			
	Offense Amount		Period Of Over-Issuance (I	From) Date (MM/DD/CCYY)
	Check Number		Period Of Over-Issuance (*	To) Date (MM/DD/CCYY)
	(CI) Compromise	Indicator	Court Ordered Restitution	(COR)
	Date Of Discovery	/ Date (MM/DD/YY)	Quick Repayment Amount	
ſ	For Action Co	de 7		
	New Case Numbe	er	New Suffix	
	For IPV Claim			
	Number of Person			
	Number of Ferson	3		
r.	Dease click "Save Activity"	before submitting for approval		
,	Actions	summany for approvali		
	Save Activity	Cancel Activity		
		PAM v2.0 rele	eased on 2/26/2014	, 

# Attachment A PAM Release Notes

#### Version 18.1.1 April 28, 2014

The form consists of the following sections:

• **Client Header** : read only mode, including:

•	Responsible Center	Responsible Center:	023
•	Originating Center	Originating Center:	EPF
•	Activity Status	Activity Status:	
•	Case Name	Case Name:	
•	Date Prepared	Date Prepared:	3/3/2014
•	Batch #	Batch #:	
•	Case Number	Case #:	
•	Suffix Number	Suffix:	01
•	Case Category	Case Category:	SNCA

- Reason for this Action in PAM: A required field. PAM User must select one option from the drop down list
- Activity Type: The User must select DSS-3513. Based on the selection, Activity Detail section will open up.
- Authorization Number: System-generated
- **SNAP Recoupment Detail screen :** PAM User will complete all relevant fields required to request SNAP Recoupment for Data Entry in WMS:
  - > Action Code- User selects from the drop down listing (refer to Attachment A)
  - Client Identification Number (CIN)- User entry
  - > SNAP Claim Type User selects from the drop down listing(refer to Attachment s A)
  - Sub Type# 1- User selects from the drop down listing (Attachment B)
  - Sub Type #2 User selects from the drop down listing (Attachment B)
  - Sub Type# 3- User selects from the drop down listing (Attachment B)
  - > M3E- User selects from the drop down listing (Attachment B)
  - Recoupment ID Number User entry
  - Offense Amount User entry
  - Check Number- User entry
  - Compromise Indicator (CI)- User entry
  - Date of Discovery- User entry
  - Period of Over-Issuance (From)- User entry
  - Period of Over-Issuance (To)- User entry
  - Court Ordered Restitution (COR) User entry
  - Quick Repayment Amount User entry
  - New Case Number User entry
  - New Suffix Number- User entry
  - Batch Number- system generated
  - Save Activity button When clicked allows the user to save the PAM activity in the User's Inbox in 'Draft' status, if no previous status.
  - Cancel Activity button When clicked allows the user to delete the PAM activity from the User's Inbox. Activity will be marked as 'Cancelled' in the PAM DB.

#### Attachment A

Each recoupment transaction being processed through the FS Recoupment subsystem must be identified by one of the action codes 2 thru 8. Action code 1 is no longer data enterable. A NEW FS Recoupment claim is entered via the Client Notices System which will create a pending transaction that displays a "1" in the action code field.

- 1 = New Claim Enters a new FS Recoupment into WMS via CNS; the system assigns a Recoupment Tracking Identifier (RTI), aka Recoupment Identification Number.
- 2 = Change in Data Changes Recoupment data other than case number.
- 3 = Suspend Claim Temporarily suspends a Recoupment currently being collected or scheduled to begin.
- 4 = Delete Claim Permanently inactivates a Recoupment on the data base.
- 5 = Fair Hearing Aid to Continue
   Suspends a Recoupment action currently being collected or scheduled to begin until the outcome of a Fair Hearing is known.
- 6 = Lift Fair Hearing Aid to Reactivates a FS Recoupment which was in the Fair Hearing Aid to Continue status.
  Continue
- 7 = Transfer Recoupment
   Transfers a Recoupment from one case number and/or suffix to another.
- 8 = Reinitialize Claim Reactivates a Recoupment that had been previously suspended by Recoupment Action Code 3 (Suspend Claim).
- 9 = Voluntary Pay
   Ledgers monetary payments made by clients on outstanding FS Recoupment amount balance.
- 0 = Reverse Voluntary Pay Reverses the amounts of client payments collected on FS claims.

The entry of certain FS Recoupment action codes requires one of three FS Claim Types which are:

- Intentional Program Violation (IPV)
- Inadvertent Household Error (IHE)
- Agency Error (AE)

A court may order a defendant to pay back food stamps benefits previously received. For a person found guilty of wrong doing, the restitution will be entered as an Intentional Program Violation (IPV). For those court-ordered repayments that do not qualify as an IPV offense, the worker will initiate an Intentional Household Error (IHE) recoupment. Court-ordered IPV or IHE recoveries will not have the 6 year and 1 year DOD limits, respectively imposed.

A new field has been created to identify Court-Ordered Restitution (COR) cases. Entering a COR identifier on a WMS or POS PA Recoupment screen will result in a relaxation of the cross-edit currently in place between the Date of Discovery (DOD) and the Period of Over issuance (POI) FROM date. A "COR" entry is invalid for AE claims.

#### Attachment A **PAM Release Notes** Version 18.1.1 April 28, 2014

#### Attachment B

FS Claim Types IPV and IHE require at least one valid FS Recoupment Sub-Type for the claim entered. IPV and IHE claims can have a maximum of three Sub-Types for each recoupment claim. AE does not require a Sub-Type. The matrix below lists FS Claim Type with corresponding/related Sub-Types:

		FS RECOUPMENT SUB-TYPES
FS CLAIM TYPE	SUB-TYPE	DEFINITION
IHE	01	Duplication of Food Stamp benefits.
	02	Unreported or change in rental amount.
	03	Unreported or change in Unemployment Insurance Benefits.
	04	Unreported or change in Workman's Compensation Benefits.
	05	Unreported or change in Supplementary Security Income (SSI).
	06	Unreported or change in Social Security Disability Benefits (SSA).
	07	Unreported or change in Employment Income.
	08	Unreported or change in the Food Stamp household case composition.
	09	Failure to report a change regarding material status.
	10	Failure to report a change regarding your bank account.
	11	Failure to report a change regarding your bank account interest.
	12	Unreported or change in Unearned Income.
	13	Unreported or change in Resources.
	14	Aid continuing benefits received pending a Fair Hearing decision.
IPV	15	Intentional Program Violation established as the result of a cour order decision.
	16	Intentional Program Violation established as the result of an Administrative Disqualification Hearing.
	17	Intentional Program Violation established as a result of disqualification consent agreement being signed.
	18	Intentional Program Violation established as a result of disqualification consent agreement being signed.
	98	Error in Initial Input of Claim Type
IHE / IPV	99	MANUAL NOTICE
AE		NO SUB-TYPE

Note: FS Sub-Type 98 is only valid for IPV claims with Action code 2 (change in data).

## Attachment A PAM Release Notes

Version 18.1.1 April 28, 2014

LDSS-4707 Intentional Program Violation (IPV) Document

0.0200.0	ALER (1990) Centerio44 Roleiv	CONCERTINI CONTENTION OF	月				Lo	
INBOX	Activity Details Comments	Activity History						
NEW PAM ACTIVITY	Responsible Center:	023	Originating Center:	044	17	Activity Status:		
	Case Name:		Date Prepared:	3/2	0/2014	Betch #:		
SEARCH PAM ACTIVITY	Case #:		Suffix:	01		Case Category:	SNCA	
FPORTS	Activity Type							
	Activity ID:	7119						
OTHER SOURCES	Reason for this action in PAM:	Not available in POS		Activity Type:	DSS-47	07 PAM IPV Ancillary Do	cument	
	Authorization Number Add Please click "Save Activity" befor Actions	49991751						
	and the second se							

This from consists of the following sections:

- Client Header: (Responsible Center, Originating Center, Activity Status, Case Name, Date Prepared, Batch #, Case #, Suffix #, Case Category) : Read only mode
- Reason for this Action in PAM: User selects from the drop down listing
- Activity Type: User selects DSS-4707 PAM IPV Ancillary Document
- Authorization Number: System generated
- Add button: Clicking on the Add button, the screen below will open -up

			IPV Individuals Name				
		Last Name	First Name	CIN Number			
ine#	~				IPV Code	🖌 Item #	394
					IPV Code	item 4	394

- IPV Code: User will select Action Code (see Attachment C) from the drop down list
- Item #394: User entered
- Clicking **OK** button will display the *Summary* screen with the ability to open another row by clicking on the **Add** button

#### Attachment A **PAM Release Notes** Version 18.1.1 April 28, 2014

Logged In As: Ruel G	REEN (1556	o) Center:044 Ro	le:Worker Enviro	nment:DEV			87 <u>18 8</u>	17	Lo		
INBOX	Activity I	Details Comme	nts Activity Hist	ory							
NEW PAM ACTIVITY	Responsibl	e Center:	023	0	riginating Center	1. C	044	Activity Status:			
	Case Name:				ate Prepared:		3/20/2014	Batch #:	caro i		
SEARCH PAM ACTIVITY	Lase #;				umisc		- 10	Lase Lategory;	SNLA		
REPORTS	Activity I	ype	2440								
OTHER SOURCES	Activity II	D:	7175			1					
o men sources	Reason for	r this action in PAI	4: Not availab	ole in POS	-	Activity	Type: DSS-47	07 PAM IPV Ancillary Do	ocument		
	1										
	Authorization Number		4999175	49991751							
	Linott	Last Namo	Eirst Namo	CIN Number	IDV Code	ITEM# 204	Delete				
	LINC#	Last Marine	Thativanie	Chivityuniber	IFV COUE	11 LIVI# 354	Delete				
	1	Smith	Mary	ZZ12345	15	Р	Delete				
	Andre										
	Add										
	Diama dia										
	Actions	the Save Activity	before submitting i	for approval.							
	ALCIONS										
	-										

Note: Currently this form is initiated by SNAP –CR titles and data entered by OCP.

- Save Activity button: Allows saving the PAM activity in User's Inbox in 'Draft' status if no previous status.
- **Cancel Activity** button: Allows deleting the PAM activity from the User's Inbox. The Activity will be marked as 'Cancelled' in the PAM DB.

WOR	KER'S GUIDE TO CO
	1.4-14
	02/17/2013
IPV IND	CATOR FLAG (IPV) - 394
Originati	ng Center must be EPF
в	IPV sanction for PA & FS
Р	IPV sanction for PA only
F	IPV sanction for FS only
L	Lift sanction flag

IPV Codes	Description
15	International program violation established as the result of a court order decision
	International program violation established as the result of an Administrative
16	Disqualification Hearing
	International program violation established as the result of Administrative
17	Disqualification Hearing waiver being signed
	International program violation established as the result of disqualification consent
18	agreement being signed

#### 2. Unassociated Activities TAB

- The 'My Unassociated Activities' TAB was added to D&C and Data Entry Operator's INBOX SCREEN.
- A separate 'My Unassociated Activities' TAB was added to the Worker INBOX Screen. The TAB is in read mode only. When staff clicks on "My Unassociated Activities" Tab he/she will only be able to view a list of unassociated activities that used to belong to him/her as UsersHowever, because his/her information has changed (e.g. title, center, etc.), he/she is no longer able to work on these activities. If he/she needs to work on these 'Unassociated' Activities'he/she will have to contact their Supervisor and make a request to reassign these activities to him/her.

Log Out
1
Records : 0/0

The 'Unassociated Activity' Tab was added to Supervisor and Data Entry Supervisor's INBOX Screen.

## **PAM Release Notes**

Version 18.1.1 April 28, 2014

Munan Resources Administration Department Social Services	Paperless Alternate Module
Logged In As: LIN JI	A (2358) Center:040 Role: Supervisor Log Out
	My InDox My Unassociated Activities Unassociated Activity
SEARCH PAM ACTIVITY	
REPORTS	Export to Excel
OTHER SOURCES	
	* Supervisor will have list of all unassociated activities belong to his/her enrolled center in "Draft" "Returned by Supervisor" "Returned by Data Entry" and "Pending Approval"status * DE Supervisor will have list of all unassociated activities belong to his/her enrolled center in "Pending Data Entry Status"

**The Unassociated Activities** Tab will display a list of all activities that are originated from the Supervisor or DE Supervisor's enrolled center. The Supervisor will be able to view these activities and reassign these activities from the '**Unassociated Activity**' Tab.

If a Supervisor clicks on the '**Unassociated Activity**' TAB, he/she will see the screen similar to *Reassign Activity*, in which the **Activity Status** dropdown arrow lists activities in "Draft", "Returned by Supervisor", "Returned by Operator", and "Pending Approval".

At the bottom of the screen, there will be

Reassign to Supervisor button.

Activity Status										
	L	ocal Office			Sort By			Order By		
Pending Approval	<b>.</b>	ALL			ActivityId			DESC		•
Filtered Results										
Center Case#-Suff# (	Case Name	Activity Type	Grant Count	E- Check	Status	Activity Id	Assigned To	Date Created	Assigned On	Group Id
023			1		Pending Approval	6946	2 OCP	3/13/2014 3:28:25 PM	3/13/2014 3:28:28 PM	
023			1		Pending Approval	6871	2 OCP	3/12/2014 3:16:49 PM	3/12/2014 3:16:53 PM	
023			0		Pending Approval	6646	22 OCP	2/24/2014 3:30:12 PM	2/24/2014 3:41:37 PM	

After the **Reassign** button is clicked, it will display a pop-up window with a list of eligible Workers, Supervisors, and Data Entry Operators for activities reassignment.

**Note:** Currently Users are being reassigned to different sites for overtime work, and then returned back to his/heroriginal sites with original titles/roles. In this scenario, the Activity becomes <u>Unassociated</u>. Solution is a daily job run (morning or night) to automatically associate these Users back to original activities.

Version 18.1.1 April 28, 2014

#### 3. New Location Field

A new

Please select your location: FSCC Brooklyn Satellite

field has been created for FSCC Center 17

Users.

Based on the workers selection, PAM Activity will be routed to the Data Entry and D&C center after Supervisory approval.

~

			and the second sec							
ACUVIT	Deta	IIS Com	ments Activity History						_	
Responsi	ble Ce	nter:	023	Originating Center		044	Activity St	atus:	C	raft
Case Nan	ie:			Date Prepared:		3/3/2014	Batch #:			NCA
Activity	Activity Type									
Activity	туре									
ID:	675	1								
Reason										
for this	SI	grant Se	p Det case	•	Activity DSS-	3574 SNAP G	rant			
PAM:					ype.					
List of	Gran	ts								
List of ( Grant# 1	Gran PUC	ts Code 10	Description Code 10 - SNAP Supp	lement - Current Month	From Date 3/1/2014	To Date 3/31/2014	Amount \$641.00	Grant Status DRAFT	Edit Edit	Delete Delete
List of ( Grant# 1	Gran PUC	ts <u>Code</u> 10 1	Description Code 10 - SNAP Supp	lement - Current Month	From Date 3/1/2014	To Date 3/31/2014	Amount \$641.00	Grant Status DRAFT	Edit	Delete Delete
List of ( Grant# 1	Gran PUC	ts <u>Code</u> 10 1	Description Code 10 - SNAP Supp	lement - Current Month	From Date 3/1/2014 Total An \$641.00	To Date 3/31/2014	Amount \$641.00	Grant Status DRAFT	Edit Edit	Delete Delete
List of ( Grant # Grant Co * Pleas	Gran Puc Dunt:	ts Code 10 10 1 1 lect your	Code 10 - SNAP Supp	lement - Current Month	From Date 3/1/2014 Total An \$641.00	To Date 3/31/2014	Amount \$641.00	Grant Status DRAFT	Edit Edit	Delete Delete
List of ( Grant # 1 Grant Co * Please Co Actions	Gran Puc Dunt: Se Se lick "	ts Code 10 10 11 11 12 12 13 13 14 15 15 15 15 15 15 15 15 15 15	Description Code 10 - SNAP Supp location: FSCC Brookl	lement - Current Month yn Satellite	From Date 3/1/2014 Total An \$641.00	To Date 3/31/2014	Amount \$641.00	Grant Status DRAFT	Edit	Delete

The system will not allow the Worker to click on the Submit for Approval button unless a Data Entry location is selected.

#### 4. BORAC UNIT Worker the Ability to Manually Enter the Authorization Number in CA Grant Activity

BORAC Workers will have the ability to manually data enter the authorization number in PAM. The Authorization number field will be validated to fall in the unique authorization number range **00987999** – **00990000** designated to BORAC.

If the authorization number does not fall in the unique designated range, error message will be displayed.

Title	Description	POS_ROLE
813	Finance BORAC Worker	14

Logged In As: OCP 9	(1366) Center:OCP Role:	Worker Environment	:DEV				
INBOX	Activity Details Comments Activity History						
NEW PAM ACTIVITY	Responsible Center:	023	Originating Center:	00	P.	Activity Status:	
	Case Name:		Date Prepared:	3/1	1/2014	Batch #:	
SEARCH PAM ACTIVITY	Case #:		Suffix:	01		Case Category:	SNC
REPORTS	Activity Type						
OTHER SOURCES	Activity ID:	6803					
OTTIER SOORCES	Reason for this action in PA	M: OCP-Third Part	y Check Correction 💌	Activity Type:	DSS-3575 CA	A Grant	•
	Pick-Up Code PU(	C 1 - Special Roll Che	ck		-		
	CA Grant Details						
	Pick-Up Code * PUC 1 - Special Roll Check						
	Issuance Category * Replacement Codes 💌						
	Issuance Code * Code 08 - Replacement of Cancelled Check						
	Amount *	100					
	From Date *	03/11/2013					
	To Date *	03/31/2013					
	Restriction Indicator *	1 - Unrestricted 🔹					
	Fair Hearing #						
	Replace Benefits						
	Routing Location						
	Authorization #						
			Save Cancel				

#### Version 18.1.1 April 28, 2014

#### 5. Roll out Centers

• On March 24, 2014, PAM rolled out in the following centers:

	Center Names	Center Number
1	Richmond Job Center 99	099
2	Richmond SNAP 99	S99
3	Jamaica JC 54	054
4	Jamaica SNAP 54	S54
5	FSCC Back office	017
6	Concourse SNAP 45 incl. TIP 43 staff	S45
7	Union Square JC 39	039
8	RTSC 52	052
9	ISC 71	071
10	Senior Works 84	084
11	FHU	1FH
12	Veteran's JC 62	062

• On April 28, 2014, PAM rolled out in <u>11</u> additional centers:

	Center Names	Center Number
1	Melrose JC 40	040
2	Melrose SNAP 40	S40
3	FSCC Bronx Satellite	017
4	Fort Greene SNAP 20	S20
5	Center 17 Brooklyn Satellite	017
6	Queens JC 53	053
7	Center 17 Queens Satellite	017
8	St. Nicholas JC 18	018
9	St. Nicholas SNAP 14	S14
10	Center 17 Manhattan Satellite	017
11	Dyckman JC 35	035