FAMILY INDEPENDENCE ADMINISTRATION



James K. Whelan, Executive Deputy Commissioner

Jill Berry, Deputy Commissioner Office of Program Support Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #15-48-SYS

CA POS RELEASE NOTES VERSION 19.1.1

Date: May 21, 2015		Subtopic(s): POS				
This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Job Center staff that the latest versio of the Paperless Office System (POS) migrated into production on May 4, 2015. Descriptions of the changes can be found in POS Release Notes Version 19.1.1 (Attachment A) and Preparing Grant with Routing Locations for LINC cases (Attachment B).					
	These release no	tes can also be found on the HRA Intranet at:				
	http://intranetnew.hra	a.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx				
	Effective Immedia	ately				
	Related Item:					
	<u>PB #15-12-ELI</u>					
	Attachments:					
Please use Print on Demand to obtain copies of forms.	Attachment A Attachment B	POS Release Notes Version 19.1.1 Preparing Grants with Routing Locations for LINC cases				

Version 19.1.1 May 4, 2015

These Release Notes contain descriptions of changes in Cash Assistance (CA) POS Release 19.1.1 scheduled for Monday, May 4, 2015. 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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Version 19.1.1 May 4, 2015

1. Cash Assistance (CA) Automated Child Care Information System (ACCIS) Update

POS has been updated to accommodate the new web service IBM Message Broker for ACCIS. POS will display the following messages when attempting to communicate with the new service:

- "The communication between POS and ACCIS has failed please try again later using the tool bar option is under clearances."
- "Communication between POS and ACCIS Failed. Please go to the tools menu, select clearances Click on "ACCIS employment" to generate a new ACCIS clearance. If the problem continues POS will auto attempt one more time on the 'print forms' window.
- "Communications between POS and ACCIS was unsuccessful". Please make a case note in comments field and continue with the interview. Reminder: The ability to retrieve the ACCIS' clearance is available from the tool menu."

The JOS/Worker will continue to process the ACCIS match when retrieved successfully and follow the error messages to process the ACCIS clearance correctly.

2. POS-TAD Update

A new POS-TAD business rule has been added to flag the removal of Level 1 Standard Utility Allowance (SUA) from the CA/ Supplemental Nutrition Assistance Program (SNAP) cases and SNAP only cases.

If the case is CA/SNAP only and the POS/SNAP Suffix status is Single Issue (SI) or Active (AC) and the case has an Current Active Budget in the Welfare Management System (WMS) and a newly authorized budget, the following message appears:

• "Current WMS budget has SUA Level 1 and the new budget does not have the Level 1 SUA. Please review the HEAP payments codes which are (Greater Than) \$20 for the current month or the past 12 months.

Codes for Home Energy Assistance Program (HEAP) Payments

HEAP payments can be identified in WMS Benefit Issuance screen by the following special grant codes:

- 80: Emergency HEAP payment
- 82: Direct HEAP payment to LIPA (currently PSEG)
- 84: NPA HEAP payment
- **90:** Direct HEAP payment to Con Ed, and
- 91: Direct HEAP payment to National Grid
- 96: HEAP Fair Hearing
- **98:** Regular HEAP vendor payment

If the applicant/participant has received the HEAP payment for over twenty dollars within the past twelve months he/she is entitled to a new budget reflecting the SUA level one deduction. If he/she is not entitled to the Level one SUA the Worker must process a new budget without the Level 1 SUA deduction along with applicable case comments supporting this determination.

For extensive details please see, **PB 15-12-ELI Standard Utility Allowance (SUA) Eligibility Changes** and **Revisions to the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (W-205HH).**

Version 19.1.1 May 4, 2015

3. Office of Child Support Enforcement (OCSE) EDIT for PATH Cases

After the review of cases that went through an Application Interview at Prevention Assistance and Temporary Housing (PATH) and subsequently were assigned to the Job Center, Family Independence Administration (FIA) have noticed that PATH workers neglect to schedule OCSE appointment for cases where Make a Referral recommendation was received at PATH.

In order to rectify this problem POS created an edit for the **Next** button in the Referrals window and a new edit in the **Print Forms** window that will not allow the PATH worker to continue the activity if the OCSE appointment wasn't scheduled.

4. Updated Supervisory Approval window for Homebound

POS has completed the final update for the **Supervisory Approval** Window for Homebound applicants/participants due to the Lovely H lawsuit. This window is mandatory for those applicants who requested Home Visit Needed/ Homebound Status since 9/13/2013. POS will run the Homebound Determination business rules to check if the individual is currently homebound in WMS, New York City Work Accountability and You (NYCWAY) and POS. If a request was found or homebound status has been determined the Supervisor must complete the **Approval** window.

ase Number:	F	Voluntary WeCARE Referral Requested
dentified Homebound House	nold Member:	
Supervisory Checklist: Current Houmebound Status:		Case Comments:
HVN/HB STATUS APPROVE	D	EFS NOT ISSUE, APPLICANT HAS AN ACTIVE FS CASE AND ALREADY RECEIVED FS FOR 10/04.
RAR Status:		Adverse Action Code: Y42-Closed in Error
/as the home visit conducte upervisory Review FIA-1028d	d? ⊙ Yes ○ No ○ N/A Request to Remove Home Visi	A Is the adverse action valid? • Yes C No
Was the home visit conducts upervisory Review Documents: FIA-1028d	d?] © Yes ⊂ No ⊂ N/A Request to Remove Home Visi	A Is the adverse action valid? © Yes C No it Needed/Home View Documents Reviewed: Yes
Was the home visit conducts upervisory Review Documents: FIA-1028d Disapp	d?] © Yes ⊂ No ⊂ N/A Request to Remove Home Visi oval Reasons	A Is the adverse action valid? © Yes C No it Needed/Home View Documents Reviewed: Yes Preview Comment Log
Was the home visit conducts upervisory Review Documents: FIA-1028d Disapprove Disapprove	d?] © Yes ⊂ No ⊂ N/A Request to Remove Home Visi oval Reasons	A Is the adverse action valid? © Yes C No it Needed/Home Documents Previewed: Yes Preview Comment Log

This **Supervisory Approval** window will be displayed in the following POS activities:

Approve CA Recertification, Approve CA Eligibility Decision, Approve CA Case Action, Approve Non-Food Emerg/Special Grant, Approve IN/ESNAP (CA Case), Approve EC - CA Recertification, Approve EC - CA Application Interview, Approve EC - CA Change Case Data, Approve EC - Non-Food Emerg/Special Grant, Approve EC - IN/ESNAP (CA Case).

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Homebound Closing Edit

The following closing codes have been identified as incorrect when applying the closing code to a homebound case:

- **G10** Failed to Recertify On Date
- **E18** Failed to keep BEV Office Appointment (3 months SNAP Transitional Benefits) (SNAP Separate Determination)
- **WX1** Failure to Comply with Employment Requirements-90 Day Sanction (SNAP Separate Determination)
- **F81** Refused Photo ID Single Individual for Home Visit Needed/Homebound (HVN/HB) cases
- M88 Failure to Comply with Automated Finger Imaging Requirement, Not Homebound or Group Resident
- **N88** Failure to Comply with the Automated Finger Imaging System [AFIS] Requirements, Homebound or Group Home Resident [HH=1]).

When the JOS/Worker attempts to use one of these codes POS will display the following message:

 "This homebound case cannot be closed with Closing Codes G10, F81, M88, N88, E18 or WX1"

5. New Race/Ethnic Indicator

POS has been updated to accommodate applicants/participants who refuse to identify their race or ethnicity. WMS introduced a new option of ethnicity indicator Unknown (**U**) for each race in addition to the existing Yes (**Y**) and No (**N**) indicators. POS will add the new field called **Unknown** as the third option radio button to all six ethnic fields of POS. When the user selects **Unknown** for any race, POS will save this option with the value of **U**. The following windows in POS has the **Unknown** field added to the existing ethnicity fields which are already displayed in the below windows:

- Application Intake/Adults in Household Window
- Application Intake/Children in Household Window
- POS Individual Detail Window

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ast Name Fir	st Name	Middle Name	Relatio	onship		Sex
				Casehead	-	M ¥
Individual is a: Spouse of Casehead/Payee Casehead Payee None of the above	Applying For CA HA SNAP None	Suffix 1 x D.O.B	County of Bin County of Bin Marital Status Single/Never	th Married	Bith Certificate N Other Name[s] C Yes @ No Receiing SSI C Yes @ No	•
tulti Ethnic Fields Hispanic/Latino Yes No Unkn Native American or Alaska Yes No Unkn	own OY	ian Yes O No O I Jick or African Am Yes O No O I	Unknown erican Unknown	Native Hawaiia Yes No White Yes No	n/Other Pacific Islande	

6. NYCWAY Update

POS will send the following codes to NYCWAY to update the employment plan for immigrants when applicable:

- 99EA- Employment Authorized
- 99UI- Undocumented Immigrant

In the event that the Alien Type changes from:

- **B** Certain battered aliens who are the immediate relatives (spouse or child) of a US citizen or lawful permanent resident alien who have been battered or subject to extreme cruelty by the spouse or parent
- T Persons paroled into the U for less than one year
- G Persons paroled into the US for at least one year
- **D** Federally certified victim of human trafficking
- O PRUCOL individual who may be eligible through TANF/Safety Net to
- K Persons Lawfully admitted for permanent residence
- R Persons admitted as refugees, including Amer-Asians, and victims of human trafficking
- S- Persons lawfully admitted for permanent redidence who have worked or can be credited with 40 qualifying quarters of coverage as defined under Title II of the Social Security Act
- A Person granted asylum
- H Cuban-Haitian Entrant or
- J Persons whose deportation is being withheld

POS will send the **99EA** to NYCWAY to inform FIA that the immigrant employment is authorized. If POS identifies an undocumented immigrant it will send the **99UI** to NYCWAY.

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7. Bureau of Eligibility Verification (BEV) Referral Update for One Shot Deal Type

One shot deal cases referred to BEV will require an Identification Type for BEV. Only the arrear types Rent (E), Utilities (U) and Rent and Utility (B) are valid for One Shot applications.

- If the One shot deal is for rent arrears then the indicator must be E.
- If the One shot deal is for utilities arrears then the indicator must be **U**.
- If the One shot deal is for rent and utilities then the indicator must be **B** for both.

Previous BEV Response Window

R	onse to Question	
	this a case re-opening due to Fair Hearing, Aid to Continue or agency error? CYes ONO BEV Ref Reasons (Fed Continue or agency error? CYes ONO 27	des) 🔺
	EV Referral is required? Yes © In Office O Field Visit Case Type New	J
	Tiew/Schedule BEV Appointment Appointment Date 05/12/2015 Time 09:00 AM Type SN	
	Recommendation Date 00/00/0000 Recommendation Reason	-
	Document Scan Comment	
	<u>OK</u> ancel	

New Case and One-Shot deal types for BEV Response Window

shouse to Anestron				
Is this a case re-opening due to Fair	Hearing, Aid to Continu	ie or agency error?	C Yes 🖲 No	BEV Ref Reasons (Fed Codes)
Will the case be rejected because th	ne applicant is ineligible	for Cash Assistant	ce? CYes 🖲 No	36
BEV Referral is required? Yes	In Office	C Field Visit	Case Typ	e S.I. Rent 💌
One Shot Deal Arrears Type	E - Rent Arrears	-	CILOCA (Case? No
View/Schedule BEV Appointment	Appointment Date	05/11/2015	Time 09:00 AM	Type SN
Becommendation	3000	B		10000
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Recommendation	Scan	Reason Comment		Scroll Between Rows

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8. Prevent Issuance of Rental Assistance Unit (RAU) checks

POS will prevent the issuance of RAU approved checks on cases that were closed under closing code Failure to Keep/Complete Initial Interview (**E10**), Failed to Keep Appointment for Initial Eligibility Interview (**F10**), Failure to Complete Eligibility Process (**N17**) or when the application interview has not taken place.

9. POS E Forms

The following forms have been updated to E forms and include the required updates:

W 532R-E, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 532R-S, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 532R-A, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 532R-D, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 532R-K, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 5893Y-E, Notice to Applicant Referral to Bureau of Eligibility Verification (Home Visit)
W 5893Y-S, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-A, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-C, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-D, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-D, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
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W 593Y-D, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-D, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-K, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 593Y-K, Notice to Applicant Referral to Bureau of Eligibility Verification (East River)
W 700D- FIA School/Training Enrollment Letter
W700D (S) –FIA School/Training Enrollment Letter

10. PAM Printing Alert

Recently Management Information Systems (MIS) was alerted that the Job Center was unable to see anything from the Paperless Alternate Module (PAM) when he/she printed the form. The following steps will increase the size of the font:

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1. PAM Print Preview

Version 19.1.1 May 4, 2015

2. Change to Landscape

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3. Adjust margins to your desired settings

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4. Print in larger format

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Recording Requests for LINC Supplements - Cash Assistance (CA)

• The grant request must be recorded in **SI Task 2**.

Version 1	9.2 - Paperless Office System - [SI Grant Requests and Issuance]	1:41:38 PM	Tuesday, March 24, 2	2015 📃
<u>File</u> Edit	Tools Window Help			
	Instructions			
The list b you must and will h	elow shows the tasks that are part of this activity. You should do the tasks in the order present click the GD button and do the task before going on to the next task or completing the activity, ave a button label of NA. All required tasks must be completed before you can complete the ar	ed. Some tasks ar . Other tasks are n ctivity.	e required: ot required	
	SI Grant Request			
1.	Task Name: SI Grant Needs Identified in Interview Action: This Task must be completed before proceeding.		NA	
	Status: No Action Required			
2.	Task Name: Record Special Grant Requests Action: This Task must be completed before proceeding. Status: This Task is Next	1	GO	
2	To L New Devel D. 1	_		
э.	Action: Complete the required tasks above before doing this task	_	Wait	
	Status: Not Done Yet			
4.	Task Name: EAF, E-SNA and EAA Financial Eligibility Determination		Wait	
	Action: Complete the required tasks above before doing this task	-		
	Status: Not Done Yet			
5.	Task Name: Print Forms for Client to Sign		Wait	
	Action: Complete the required tasks above before doing this task	_		
	Status: Not Done Yet			
				
	<u>N</u> ext <u>Previous</u>			

• To record a broker's fee, security deposit or furniture allowance for a LINC case, the Worker must access the **Record Special Grant Requests** section (SI Task 2) and click **Yes** for **Need to Issue a Generic PA Benefit.**

Version 19.2 - Paperless Office System - [SPECIAL GRANTS]	1:41:55 PM	Tuesday, March 24, 201	5	_
Eile Edit Tools Window Help				
Instructions: Use the window below to record grant requests. To record a request, cli A Response to Question window will appear to allow you to record the details of the re the Next button to continue.	ck "Yes" for the quest. Once al	e appropriate row in the I requests are recorded	e windo I, click	N H .
			Yes	No
Housing Related Benefits (rent in advance, moving allowance, security deposit, broker	's fee, furniture	allowance).	0	•
Replacement of Lost or Stolen Cash			0	•
EAA - Replace SSI Check/Stolen Cash/Mismanaged or Lost Cash			0	•
Property Equipment And Household Item Repair or Replacement.			0	0
Need to Issue a Generic PA Benefit?			•0	
Rent Supplementation or FEPS Approval?			0	0
Work-Activity Related Benefits?			0	•
Storage of Furniture and Personal Belongings			0	0
Spanish Next Previous				

• The Worker must select **Other (Special Grant Request)** in the **Benefit Type** field and must enter the type of LINC grant in the **Specify Other Type** field.

Response to Question		
This window allows you to record requested. Record the details of	d various Public Assistance requests. S f the request. Click on the down arrow	elect the name of the casehead and the benefit type in the Scroll bar to record additional requests.
Case Head	Benefit Type	Specify Other Type
Benefit Amount	Total # Requesting Allow. From 00/0	Period Covered <u>To</u> 0/0000 00/00/0000
Restriction Indicator	Check Replacement No. Fair	Hearing No.
Document -	Scan	Detail
,	<u>0</u> K	Cancel

Case Head	Benefit Type Other (Special Grant Request)	Specify O Broker's Fee L	her Type INC
nefit Amount \$1200.00	Total # Requesting Allow. 1 1 1 1 1 1 1 1 1 1	Period Covered	
striction Indicator rect Vendor	Check Replacement No. Fair H	earing No.	
Document	Scan Ricker's Fee	Detail for LINC	
		to Ente	

• To record the request for a LINC supplement, the Worker must click **Yes** for **Rent Supplementation** or **FEPS Approval**.

Housing Related Benefits (rent in advance, moving allowance, security deposit, broker's fee, furniture allowance). Replacement of Lost or Stolen Cash	0.0
Replacement of Lost or Stolen Cash	
	0.0
AA - Replace SSI Check/Stolen Cash/Mismanaged or Lost Cash	0.0
Property Equipment And Household Item Repair or Replacement.	0 0
leed to Issue a Generic PA Benefit?	• c
Rent Supplementation or FEPS Approval?	• •
Vork-Activity Related Benefits?	00
Storage of Furniture and Personal Belongings	0.0

• The Worker must then enter the details of the LINC supplement in the response window.

R	esponse to Question	
	This window allows you to record one-time single-issue requests for rent supplementation. Click on the down arrow in the Scroll har to record additional requests. Note: To add recurring rent to the budget, go to the Shelter (Housing) Expenses window and answer "Yes" to the question "Do you (or anyone who lives with you) have a rent, mortgage or other shelter expenses?" Update the required information in the Response to Question window. Then, calculate and authorize a new budget.	-
	Case Head Benefit Amount From Period Covered To O0/00/0000 00/00/0000	
	Reason for Rent Supplementation Other Reason Detail	
	Restriction Info	
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• The Worker must complete Tasks **3**, **4** and **5**, then click **Go** for Task 6 (Outstanding Requests).

sion 1	19.2 - Paperless Office System - [SI Grant Requests and Issuance]	1:48:31 PM	Tuesday, March	24, 2015	
Edit	: <u>T</u> ools <u>Wi</u> ndow <u>Help</u>				
	Instructions		_		
ne list b u must id will h	selow shows the tasks that are part of this activity. You should do the tasks in the order present t click the GD button and do the task before going on to the next task or completing the activity, nave a button label of NA. All required tasks must be completed before you can complete the ar	ed. Some tasks ar . Other tasks are n ctivity.	e required: tot required		
	SI Grant Request				
2.	Task Name: Record Special Grant Requests		60 1		
v	Action: This Task must be completed before proceeding.	-			
Ţ	Status: Completed				
3.	Task Name: Requests Details		60		
7	Action: This Task must be completed before proceeding.	-			
•	Status: Completed				
4.	Task Name: EAF, E-SNA and EAA Financial Eligibility Determination		GO 1		
V	Action: This Task must be completed before proceeding.	_			
·	Status: Completed				
5.	Task Name: Print Forms for Client to Sign	Γ	GO		
V	Action: This Task must be completed before proceeding.	<u>3.</u>			
	Status: Completed				
6.	Task Name: Outstanding Requests, Documentation/Verification and Referrals		GO		
٠.	Action: This Task must be completed before proceeding.				
	Status: This Task is Next				
			-		
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Request Date Request Source Emg S1 Recur Status ither (Special Grant Request) 03/24/2015 Cleent Request-Person Yes Incomplete ient Supplement 03/24/2015 Cleent Request-Person Yes Incomplete	Case Number:		Case Name:				
Other (Special Grant Request) 03/24/2015 Client Request-Person Yes Incomplete Rent Supplement 03/24/2015 Client Request-Person Yes Incomplete	Request	Date	Request Source	Eng	SI	Becur	Status
Rent Supplement: 03/24/2015 Client Request-Person Yes Incomplete	Other (Special Grant Request)	03/24/2015	Client Request-Person	Yes			Incomplete
	Benit Supplement	03/24/2015	Client Request-Person	Yes	1	-	Incomplete
			Edit				

• The Worker must enter the details of the decision for each request.

ersion 19.2 - Paperless Office System - [Rec	uest Action]	1:53:57 PM	Tuesday, March 24, 2015	
ile <u>E</u> dit <u>T</u> ools <u>W</u> indow <u>H</u> elp				
Request Type: Other (Special Grant Request)	Financially Elig	ible for: EAF?	E-SNA? EAA?	
Grant Info: Complete Referrals	and Outcomes: Complete	Documentation an	d Verification: Complete	
CA Household Size:	0 Monthly He	ome Energy Allowance	e: \$.00	
Monthly Rent Allowance:	\$.00 Monthly Fuel	for Heating Allowance	e: \$.00	
😑 Grants	Referrals and Outcomes	Docu	mentation and Verification	
SI Grant Needed? Yes C No	Overdue? No			
Decision Due Date: 03/26/2015				
Decision Due Date: 03/26/2015		V	'iew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision			fiew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: C Not ready for deci	sion © Accept	C Den	Yiew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: C Not ready for deci Retrieve Prior Payment His	sion © Accept	C Den	Yiew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: C Not ready for deci Betrieve Prior Payment His C Other Action	sion © Accept	C Den	Yiew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: Retrieve Prior Payment His Cother Action	sion © Accept	C Den	riew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: C Not ready for deci Retrieve Prior Payment His C Other Action	sion © Accept	C Den	riew Benefit Issuance History	
Decision Due Date: 03/26/2015 Comments: SI Grant Decision Decision: C Not ready for deci Retrieve Prior Payment His C Other Action	sion © Accept	C Den	riew Benefit Issuance History	
Comments: Commen	sion © Accept	C Den	riew Benefit Issuance History	

/ersion 19.2 - Paperless Office System - [Req	uest Action]	1:54:07 PM Tuesday, March 24, 2015
<u>File Edit Tools Window Help</u>		
Request Type: Other (Special Grant Request)	Financially Eligible f	or: EAF? E-SNA? EAA?
Grant Info: Complete Referrals	and Outcomes: Complete Do	ocumentation and Verification: Complete
CA Household Size:	0 Monthly Home E	nergy Allowance: \$.00
Monthly Rent Allowance:	\$.00 Monthly Fuel for He	eating Allowance: \$.00
🧧 Grants	Referrals and Outcomes	Documentation and Verification
- Referrals		
Referral to: ADM?	Yes ○ No	
Uther Referral? 10 Yes C No	Referral made to: LINC	
Received external assistance? C Yes	O No Source of assistance:	
Recommendation Received		
Recommendation Received: 💽 Issue Gr	ant 🔿 Issue Grant Conc	ditionally C Deny Grant
Approved Amount: \$1.	250.00 Approved Period: From: 00/00/0	0000 To: 00/00/0000
Accept Voucher? O Yes O No		
Comments: Approved LINC Broker's Fee		
Comments. pippioned Entre Broker et de		
,		
Close	Next Request	Previous Request

• The Worker must enter the details of the decision for each request.

ersion 19.2 - Paperless Office System - [Request Actio	n]	1:54:33 PM Tuesd	ay, March 24, 2015	
i le <u>E</u>dit <u>T</u>ools <u>Wi</u>ndow <u>H</u>elp				
Request Type: Rent Supplement	Financially Eligible for: EA	AF? <mark>No</mark> E-SN/	A?Yes EAA?	
Grant Info: Complete Referrals and Outco	omes: Complete Docume	ntation and Verifica	ation: Complete	
CA Household Size: 0	Monthly Home Energy	Allowance:	\$.00	
Grants	errals and Dutcomes	Documentation	and Verification	1
	anais and outcomes	Documentation -		4
SI Grant Needed? • Yes O No	No			
Decision Due Date: 03/26/2015 Overdue? Comments:		Vie w Bene	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: C Net ready for decision	6 Accent	View Bene	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: O Not ready for decision	© Accept	View Bend	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: C Not ready for decision Retrieve Prior Payment History	© Accept	C Deny	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: C Not ready for decision Retrieve Prior Payment History Other Action	ে Accept	View Bend	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: C Not ready for decision Retrieve Prior Payment History C Other Action	ে Accept	View Bene C Deny	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: O Not ready for decision Retrieve Prior Payment History Other Action	ে Accept	View Bene	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: O Not ready for decision Retrieve Prior Payment History Other Action	© Accept	C Deny	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: C Not ready for decision Retrieve Prior Payment History C Other Action	C Accept	C Deny	efit Issuance History	
Decision Due Date: 03/26/2015 Overdue? Comments: SI Grant Decision Decision: Retrieve Prior Payment History Other Action	C Accept	C Deny	efit Issuance History	

ersion 19.2 - Paperless Office System - [Request Action]	1:	:54:39 PM	Tuesday, March 24, 2015	
i le <u>E</u>dit <u>T</u>ools <u>Wi</u>ndow <u>H</u>elp				
Request Type: Rent Supplement F	inancially Eligible for: EAF	F? <mark>No</mark>	E-SNA? <mark>Yes</mark> EAA?	
Grant Info: Complete Referrals and Outcomes: Compl	ete Documen	itation and V	erification: Complete	
CA Household Size: 0	Monthly Home Energy A	Allowance:	\$.00	
Monthly Rent Allowance: \$.00	Monthly Fuel for Heating A	Allowance: a	\$.00	Ļ
Grants Referrals and O	utcomes	Documer	ntation and Verification	
Referrals				
Referral to: ADM?	-			
Uther Referral? O Yes O No Referral made to:				
Received external assistance? C Yes C No Source of a	ssistance:			
- Recommendation Received				
Recommendation Received: 💽 Issue Grant	C Issue Grant Conditional	ly O Dr	eny Grant	
Approved Amount: \$5,000.00 Approved Pe	riod: From: 00/00/0000	To: 00/00	/0000	
Accept Voucher? C Yes C No				
Comments: juine Supplement				
Close	t Request	Previous Re	quest	

Version 19.2 - Paperless Office System - [Outstan	1:54:44 PM	Tues	day, Maro	ch 24, 2015	_		
<u>Eile Edit Tools Window H</u> elp							
Case Number: 00000016802B		Case Name: Cc Cc					
Request	Date	Request Source	Emg	SI	Recur	Status	
Other (Special Grant Request)	03/24/2015	Client Request-Person	Yes	Yes		Complete	
Rent Supplement	03/24/2015	Client Request-Person	Yes	Yes		Complete	
	,	,				,	
		Edit					
	Next	Previous	s				

• After completing Task 6, the Worker will proceed to the Grants Data Entry section.

sion 1	9.2 - Paperless Office System - [SI Grant Requests and Issuance]	1:54:50 PM	Tuesday, March 24, 2015	
<u>E</u> dit	Tools Window Help			
e list b u must d will h	Instructions elow shows the tasks that are part of this activity. You should do the tasks in the order presente click the GD button and do the task before going on to the next task or completing the activity. ave a button label of NA. All required tasks must be completed before you can complete the ac	ed. Some tasks are Other tasks are no stivity.	required:	
	SI Grant Request			
4. √	Task Name: EAF, E-SNA and EAA Financial Eligibility Determination Action: This Task must be completed before proceeding. Status: Completed		GO	
5. √	Task Name: Print Forms for Client to Sign Action: This Task must be completed before proceeding, Status: Completed		GO	
6. √	Task Name: Outstanding Requests, Documentation/Verification and Referrals Action: This Task must be completed before proceeding. Status: Completed		GO	
7.	Task Name: Grants Data Entry	_	GO	
8.	Task Name: Print Notices and Repayment Agreements Action: Complete the required tasks above before doing this task Status: Not Done Yot		Wait	
			•	
	Next Previous			

Attachment B

Preparing Grants with Routing Location for Living In Community (LINC) Cases May 2015

Case Number: 000000168028 Case Name: Cc Cc -Use Case Number: Center: Hunts F			oint Job Center			Suffix: 1 Category: SNCA
Show PA Grants 🔽 Show SNAP Grants					View Grant Issuance History	
le Description	From / To	Created	Amount	Next Month Amount	Special	Status 🔺
Rent Supplement()		03/24/2015	\$833.35			Awaiting Action
Rent Supplement()		03/24/2015	\$833.33			Awaiting Action
Rent Supplement()		03/24/2015	\$833.33			Awaiting Action
Rent Supplement()		03/24/2015	\$833.33			Awaiting Action
Rent Supplement()		03/24/2015	\$833.33			Awaiting Action
Rent Supplement()		03/24/2015	\$833.33			Awaiting Action
Dther (Special Grant Request)()		03/24/2015	\$625.00			Awaiting Action
	Grant Details	•	Ne	w Grant		<u> </u>

The Worker must enter the details of the grant. In order to generate the RO Checks, the Worker
must enter a value of PUC 1 – Special Roll Check in the Pick-Up Codes and a value of CRP6 in the
Routing Location field.

Version 19.2 - Paperless Office System - [Single Issue Benefit Data Entry Window]	1:56:43 PM Tuesday, March 24, 2015
<u>Eile Edit Iools Window H</u> elp	
Case Number: 000000168028 Case Name: Cc Cc	Suffix: 1
Re-Use Case Number: Center: Hunts Point Job Center	Category: SNCA
Request Type: Rent Supplement()	
What type of grant needs to be issued? C PA C SNAP Total grant amount:	\$5,000.00 View CA Toe Digit Schedule
PA Single Issue Grant Information 1. Pf	OS Rule Status:
Pick-Up Codes: PUC 1 - Special Roll Check	_
Issuance Category: Other Allowances	
Issuance Code: Code S1 - LINC 1 Living in Community Shelter F	amily with Employment
Case Category for Emergency Grant: SNCA	
Fair Hearing:	
Shelter Type: Is this a back-up	grant? C Yes C No
Amount From To Bouting Replaces \$833.33 03/01/2015 03/31/2015 CRP6 Ver	Restricted Authorization Indicator Number ndor I
Message	
Delete Grant	
<u>D</u> one <u>C</u> ar	ncel