Human Resources Administration
Department of Social Services

OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #23-60 SYS

CA POS RELEASE NOTES

Date:	**Subtopic(s):**
October 19, 2023	POS

Purpose:

This policy bulletin is to inform Benefits Access Center staff that the latest version of the Paperless Office System (POS) will migrate into production on October 21, 2023. Descriptions of the changes can be found in Cash Assistance Paperless Office System (CA POS) Release Notes Version 27.3 (**Attachment A**).

These release notes can also be found on the HRA Intranet at:

http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

Effective October 21, 2023

Attachment:

Attachment A CA POS Release Notes Version 27.3

ATTACHMENT A

CA POS Release Notes

CA POS Version 27.3 October 21, 2023

These Release Notes contain descriptions of changes and fixes in the Cash Assistance (CA) Paperless Office System (POS) release for October 21, 2023. These and prior Release Notes also be found on the Human Resources Administration (HRA) Intranet at http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

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CA POS Release Notes

CA POS Version 27.3 October 21, 2023

1. Overview of Changes

The following changes and fixes were made in this release:

- Able-Bodied Adult Without Dependents (ABAWD) changes including expansion of age criteria and additions of new exemption criteria.
- Addition of New Issuance Codes for replacing Skimmed Electronic Benefits.
- Addition of New Issuance Codes for Utility Supplement for CityFHEPS clients.
- Add Rent Supplement Plan (RSP) Source fields to Budget and Additional Expense window (FHEPS related).
- Alert to worker when an existing Family Homelessness and Eviction Prevention Supplement (FHEPS) supplement is dropped from the new budget**.**
- Shortened screen flow for **M66** rejection of duplicate applications.
- Supplemental Nutrition Assistance Program (SNAP) Program Changes updates and Thrifty Food Plan.
- Forms Updates.

2. ABAWD Changes including expansion of age criteria and additions of new exemption criteria

- **Expansion of Age Criteria**

As a result of the Fiscal Responsibility Act of 2023 (FRA), the ABAWD age criteria is being increased from 50 to 52 years, effective 10/1/2023. Currently, the ABAWD age criteria is 18 to 49 years and the system does not allow an ABAWD code of **A** for any client over age 49.

The FRA expands the age range for who may be subject to the ABAWD time limits. The FRA phases in an increase in the ABAWD age limit as follows:

- 18 – 52 years effective October 1, 2023
- 18 – 54 years effective October 1, 2024

Effective September 1, 2023, the FRA adds the following new ABAWD exemptions:

- Homeless individuals
- Veterans; and
- Individuals aged 24 or younger and in foster care on or after their 18th birthday

In this release, the Paperless Office System (POS) has implemented the changes in the ABAWD determination rule. In Classic POS, the ABAWD determination rule runs when the worker clicks the “RUN RULES” button on the Employability Code Determination Window.

According to the new rule, eligible clients who are between ages 18 to 52 will get ABAWD code “**A**”, if otherwise not exempt. This age criteria will be valid until September 30, 2024. Previously, this age criteria was 18 to 49 years.

- **Addition of new exemption Criteria**

The new ABAWD exemption for homeless individuals and veterans are also implemented in this Release.

Accordingly, the clients in cases with the following shelter types will have ABAWD code "**N**".

- **06** – Hotel/Motel Temporary
- 13 – Residential Programs for Victims of Domestic Violence
- **14** – Residential Programs for Domestic Violence – 3 meals. per day
- **23** – Undomiciled
- **30** – Scatter Site Homeless Housing
- **33** – Homeless Shelter Tier I or Tier II (less than 3 meals/day)
- **34** – Homeless Shelter Tier I or Tier II (3 meals per day)
- **35** – Homeless Shelter Non-Tier I/ Non-Tier II

In addition to these shelter types, for the purposes of ABAWD determination, an individual is considered homeless if they reside in a temporary accommodation for not more than 90 days in the residence of another individual (e.g., couch surfing). For any individual(s) that meet this definition and who have a shelter type not listed above, staff must update the system determined ABAWD code to "**N**" on the Individual Data tab of the POS Turn Around Document (TAD) window.

Also, clients with any of the following veteran's codes will get ABAWD code "**N**".

- **1** – Special Disabled Veteran
- **2** – Vietnam-era veteran
- **3** – Disabled Veteran
- **4** – Combat Theater Veteran
- **5** – Recently Separated Veteran
- **6** – Other Veteran

For the purposes of ABAWD, an individual who served in any branch of the armed forces or their reserves, and regardless of the reason for their discharge may also be considered veterans and exempt from ABAWD requirements. If an individual meets one of those requirements but does not fit into one of the above categories, staff must update the system determined ABAWD code to "**N**" on the Individual Data tab of the POS TAD window.

Individuals aged 24 or younger and in foster care on or after their 18th birthday are also to be exempted from the ABAWD requirement. However, this rule is not implemented in the ABAWD determination rule in this release. During the interview, if the applicant or participant is found to fall in this criteria, their system determined ABAWD code must be changed to "**N**" on the Individual Data tab of the POS TAD window.

Please note that OTDA has obtained a statewide extension of the waiver of the ABAWD time limits through February 28, 2025. This means the agency is not required to send **FIA-1250** (Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD). However, it is still required to send **FIA-1251** (Important Information About SNAP Work Rules (General and Mandatory E&T).

3. Addition of New Issuance Codes for replacing Skimmed Electronic Benefits

Congress has authorized the repayment of stolen CA and SNAP benefits due to skimming. As a result of this, CA and SNAP policy have requested new pay types to better track replaced skimmed CA and SNAP benefits.

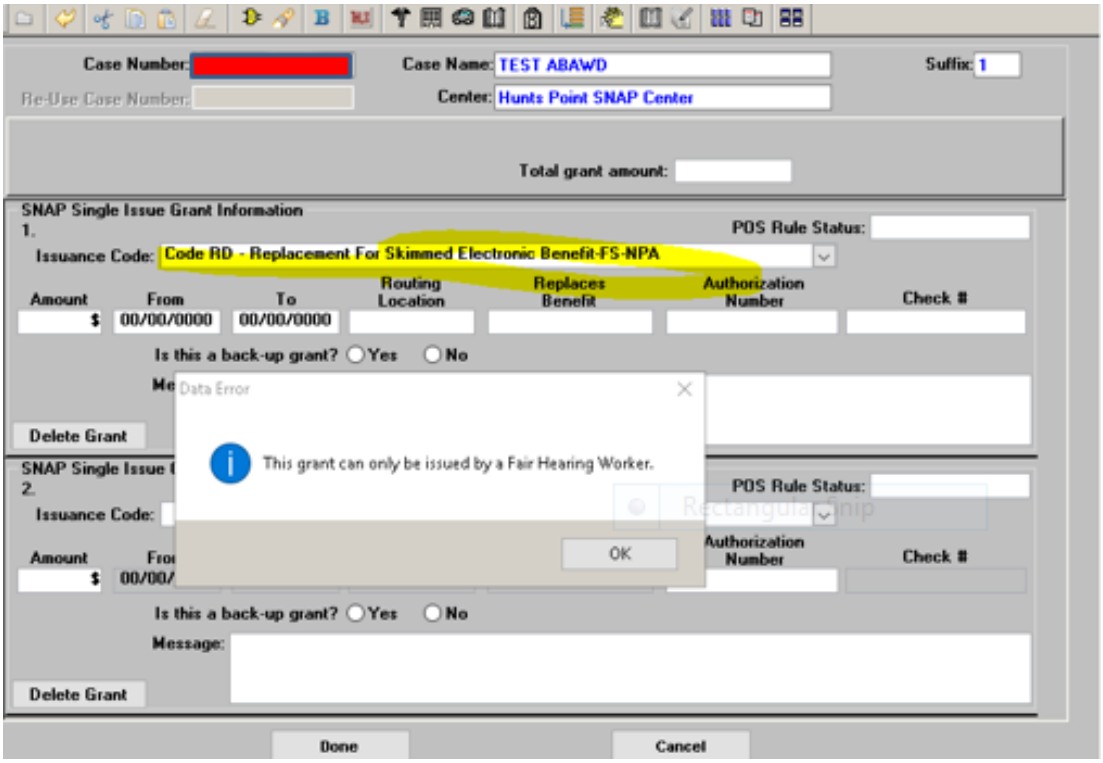
The following 3 new issuance codes are added to replace the skimmed electronic benefits.

RE - Replacement For Skimmed Electronic Benefit-CA
RD - Replacement For Skimmed Electronic Benefit-SNAP-CA
RC - Replacement For Skimmed Electronic Benefit-SNAP-NCA

Code **RE** is used as CA benefit in the CA/SNAP cases.
Code **RD** is used as SNAP benefit in the CA/SNAP cases.
Code **RC** is used as SNAP benefit in the NCA-SNAP cases.

These benefits are issued after the Fair Hearing determination and can be issued only by Fair Hearing staff or FIA staff working on Fair Hearing compliance. If an attempt is made to issue these grants by a non-Fair Hearing worker on the grant Data Entry window, the following message will appear:

"This grant can only be issued by a Fair Hearing Worker"



4. Addition of New Issuance Codes for Utility Supplement for CityFHEPS clients

A new CA Single Issue (SI) Payment Type Code **'QN'** is to be used for a new utility supplement paid to CityFHEPS clients who are in an apartment that does not include all utilities. This new Payment Type code will be fully city funded.

QN – **Utility Supplement for CityFHEPS clients**

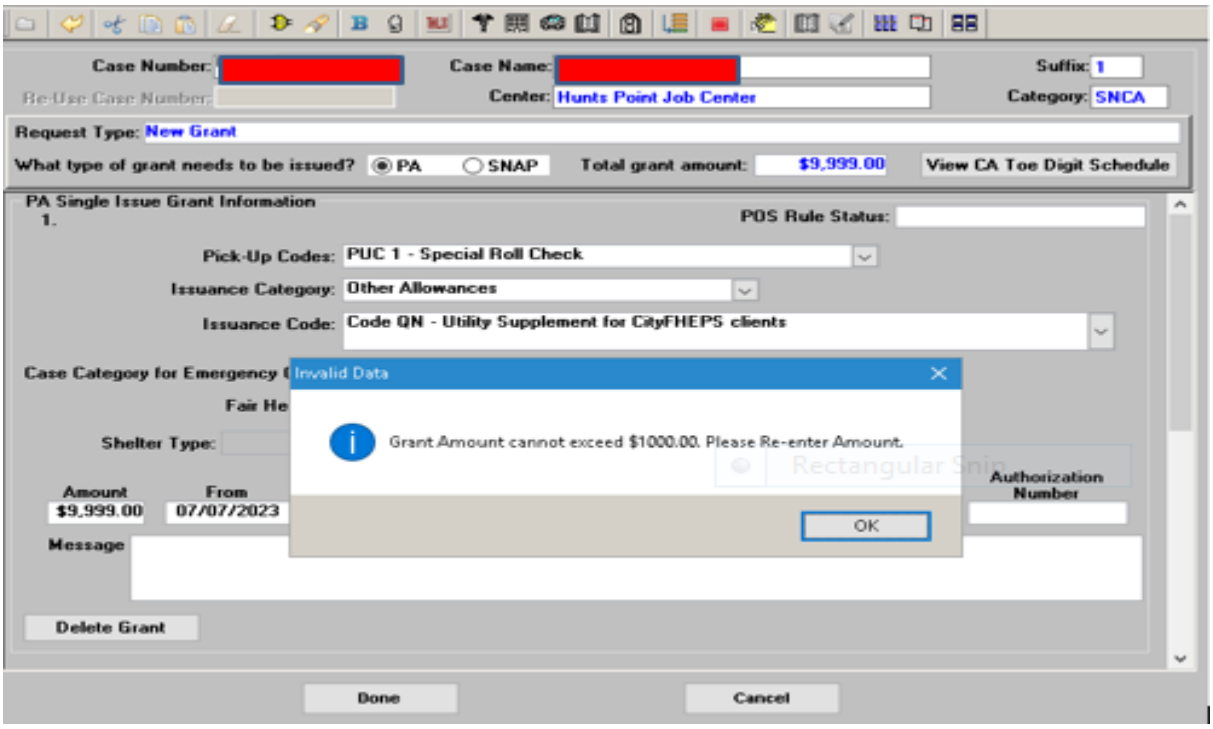
The new SI grant codes are added to the Single-Issue Benefit Data Entry Window in POS for CA cases.

Following are some of the edit details in WMS for the issuance of this code.

1. Pick Up Code = **1** Special Roll Check or EBT. Issue paper check if case status is closed (**CL**); send payment to EBT if case status = **AC** or **SI**
2. Routing Code can be blank or have one of the following routing codes: **CRP1**, **CRP2**, **CRP4**, **CRP5**, **R001**, **CRP6**, **CRP7**, **D000**.
3. Maximum dollar amount of the new Payment Type is $ 1,000.00 on any one day, but no minimum amount.
4. The same case can be authorized to receive multiple new utility allowance payments (if the tenant completes a late annual renewal and is owed retroactive payments), therefore there should be no restriction on number of payments issued for a case, except it should not be more than $1,000.00 total on any given day.
5. Payments should not exceed a twelve-month period.
6. The new payment type code can be directly data entered into WMS or via POS/WMS or it may come to WMS as an LMS (Current) Payment.
7. The new payment type **QN** can be issued as paper check or as an EBT deposit directly to the client.

This issuance code **QN** will be under issuance category "Other Allowances".

If the grant amount entered is more than $1000, error message, "**Grant Amount cannot exceed $1000.00. Please Re-enter Amount.**" will appear as below:



8. Addition of New Issuance Codes for Repair cost for CityFHEPS units

New CA Single Issue Payment Type Code '**QM**' to be used for a new Special Repair program in which landlords will be offered a one-time payment to reimburse them for repairs made up-front in chronically vacant, rent-stabilized units with very low rents, in exchange for rental of those units to CityFHEPS voucher holders. The Office of Management and Budget (OMB) has approved a pilot for payments of up to $25,000 in 400 units. This new Payment Type code will be fully city funded.

QM (CA Single Issue) – **Repair cost for CityFHEPS units**

The new SI grant codes are added to the Single-Issue Benefit Data Entry Window in POS for CA cases.

Following are some of the edit details in WMS for the issuance of this code.

1. Pick Up Code = **1** Special Roll Check.
2. Routing Code can be blank or have one of the following routing codes: **CRP1**, **CRP2**, **CRP4**, **CRP5**, **R001**, **CRP6**, **D000**, **E230**.
3. Maximum dollar amount of the new Payment Type is $ 20,000 on any one day, but no minimum amount. (As WMS cannot post benefit greater than $9,999.99, amounts higher than $9,999.99 will be broken up into separate issuances by the worker who must input the larger amount as separate multiple issuances).
4. The same case can be authorized to receive multiple new repair program payments (in the event case changes apartments, etc.), therefore, there should be no restriction on the number of payments issued for a case, except it should not be more than $20,000.00 total on any given day.
5. The new payment type code can be directly data entered into WMS or via POS/WMS, or it may come to WMS as an LMS (Current) Payment.
6. The new payment type can be issued as paper check or as an EFT deposit directly into the landlord's bank account. If determined to be issued as EFT, then use routing code of **E230**.

This issuance code **QM** will be under issuance category "Housing Related Codes".

9. Add Rent Supplement Plan (RSP) Source fields to Budget and Additional Expense.

New York State is introducing a new funding source for the FHEPS A supplement. This new source of funding is known as Rent Supplement Plan (RSP). This new field will contain the dollar difference between the 100% FMR (Fair Market Rent) and the maximum payment allowed by the state.

In this release, POS implemented a new field RSP and will display the RSP amount separately in the Budget result window and the Additional Expense window as per rules of calculation and chart to determine the RSP amount. (See displays on next page)

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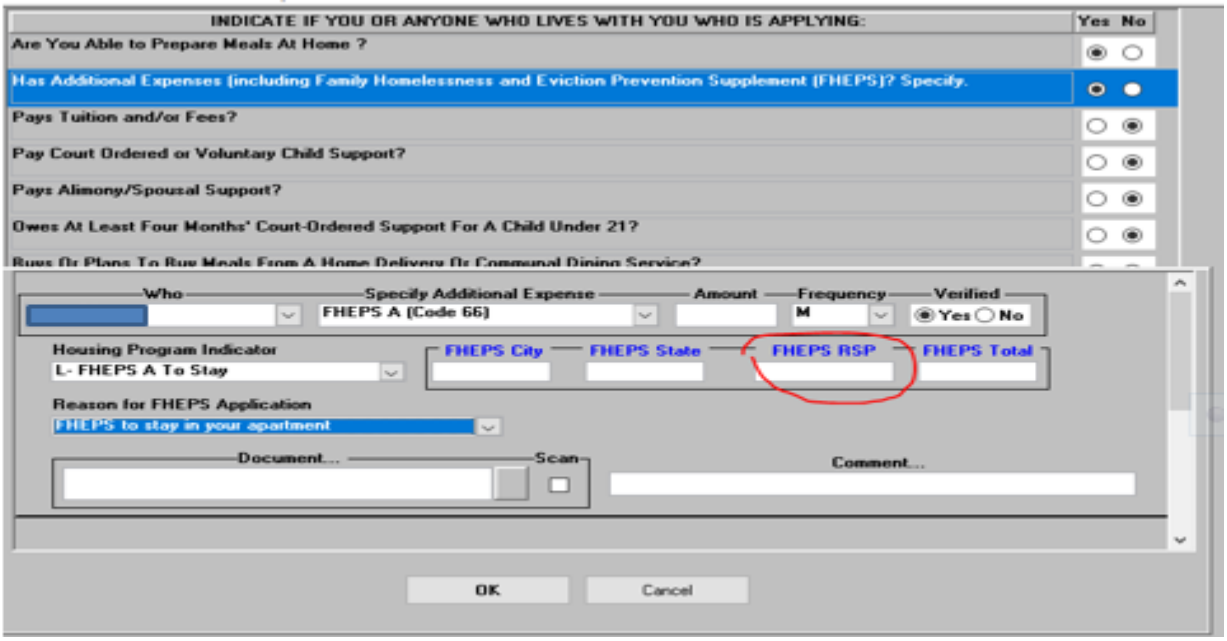
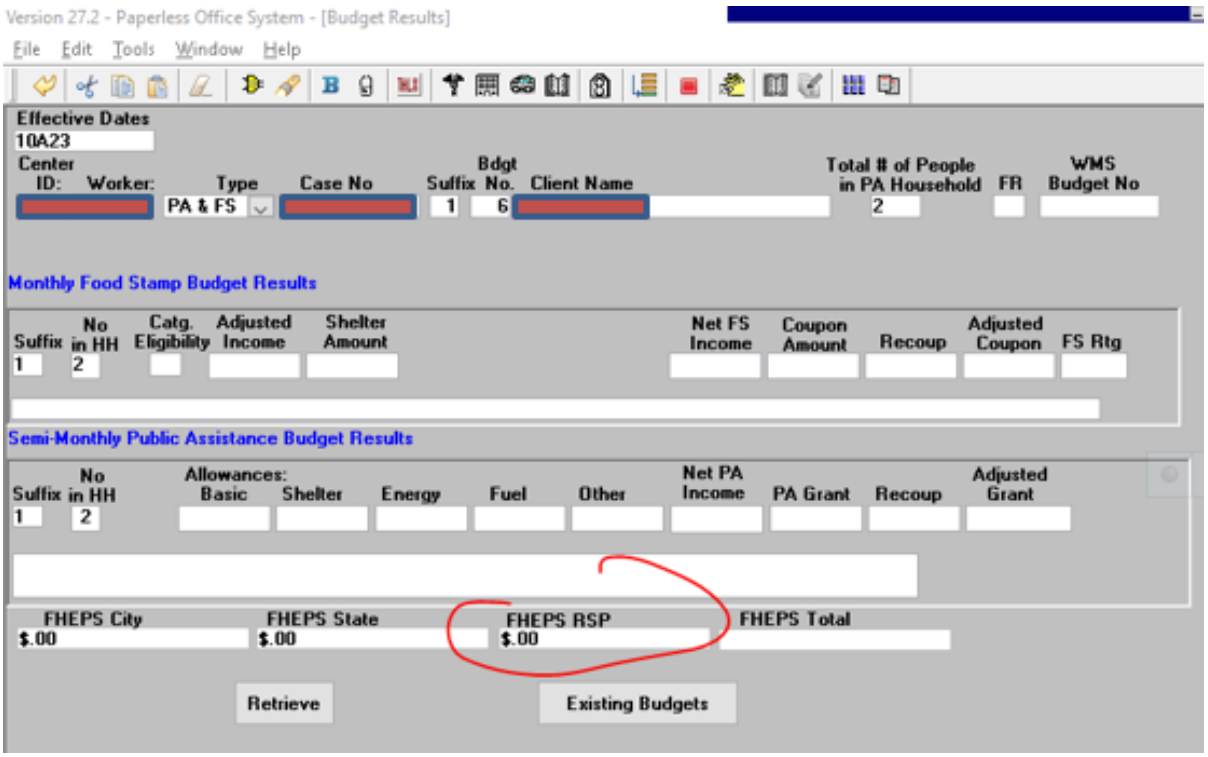
Display of **RSP** field on the **Additional Expense Window:**



Display of **RSP** field on the **Budget Result Window:**

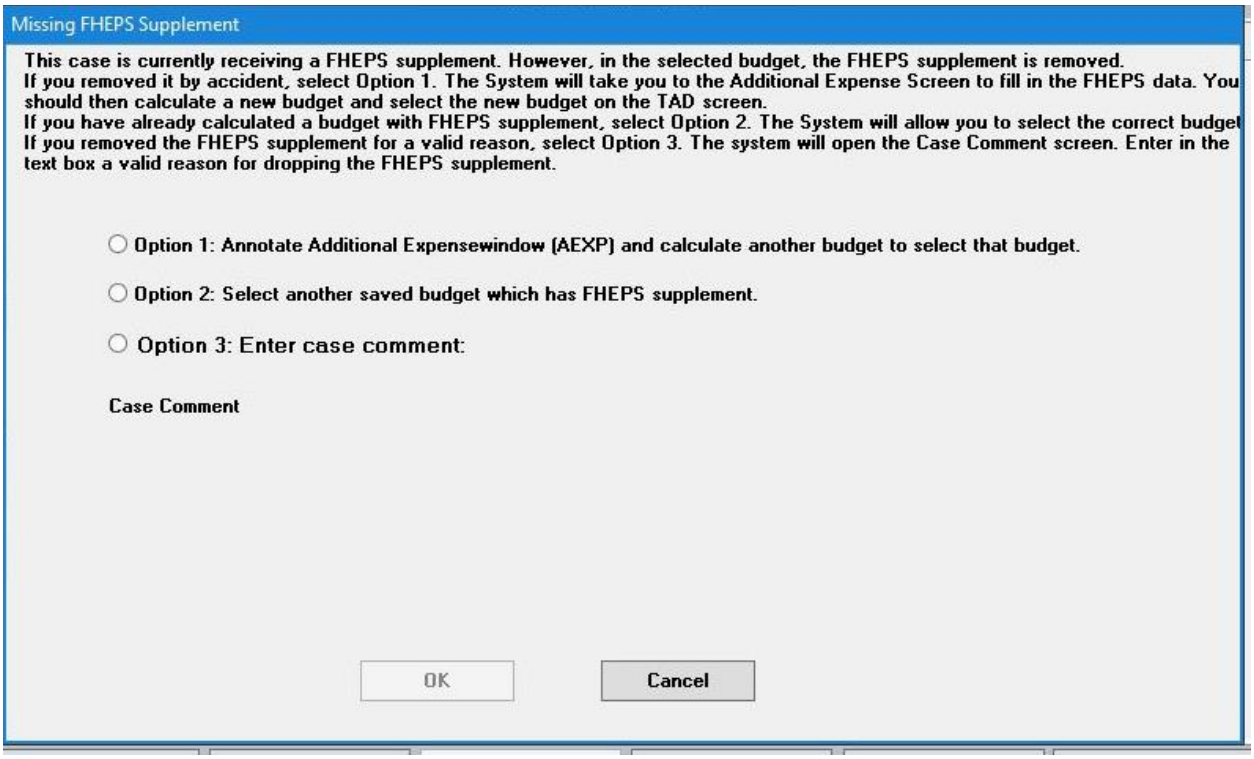


10. Alert to worker when an existing Family Homelessness and Eviction Prevention Supplement (FHEPS) is dropped from the new budget.

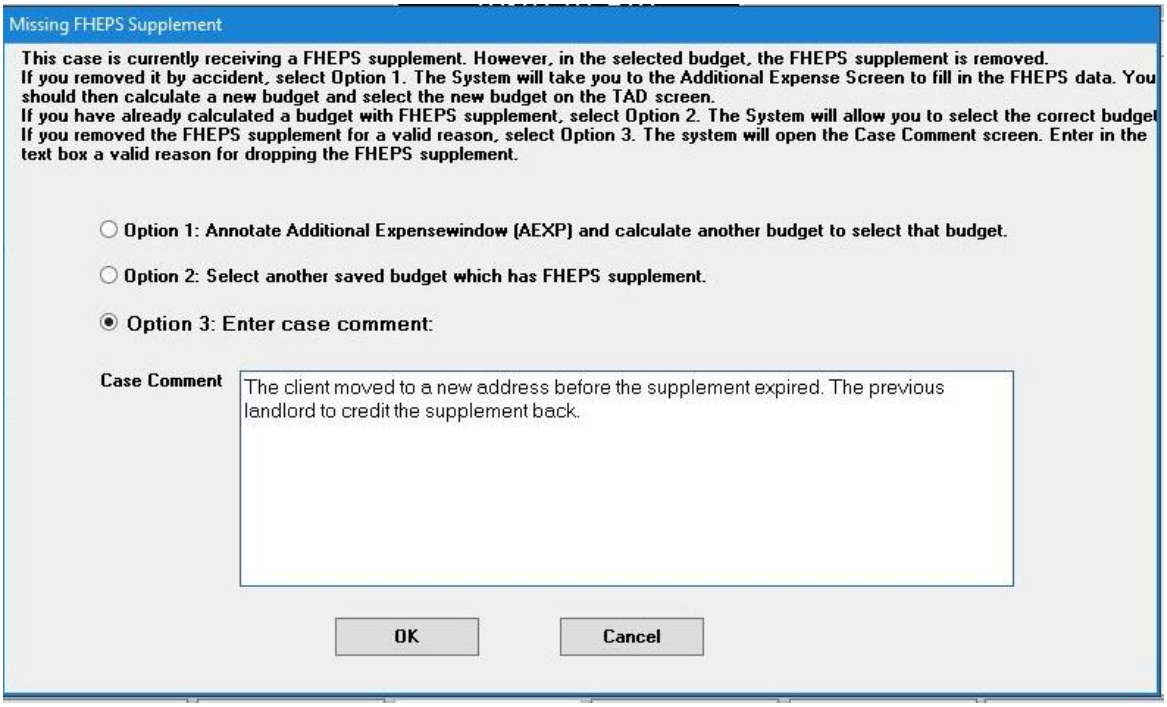
During the recertification process, it has been reported that FHEPS was dropped from CA cases for some cases. When FHEPS is dropped from the budget inadvertently, the landlord will not receive the FHEPS rent supplement check and clients may face eviction. To prevent the accidental dropping of the FHEPS supplement during the case activity, the following changes are implemented in this release.

If the case is currently receiving FHEPS supplement and the selected budget on the TAD window does not have the FHEPS supplement, then the following new screen will appear when the user attempts to go past the TAD window.

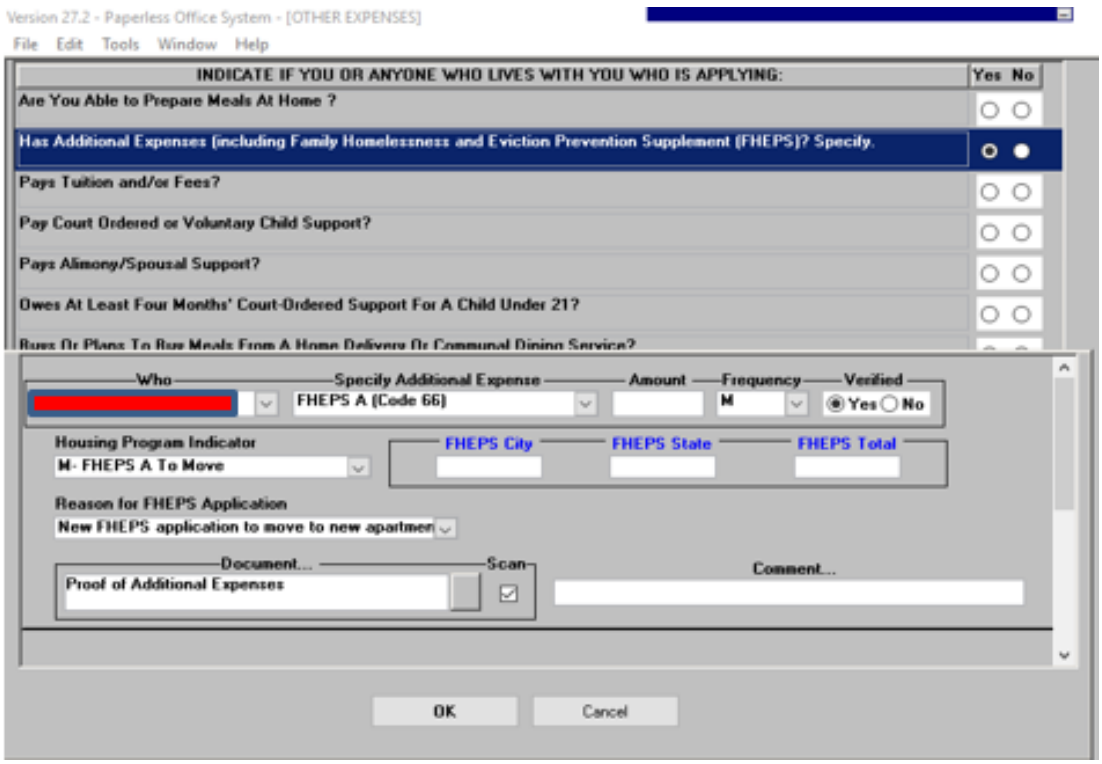
There are 3 options in the new screen. User needs to select the appropriate option based on the screen instructions.



When option 3 is selected, a text box to enter a comment will appear. The worker needs to enter a valid reason for removing the FHEPS supplement. This comment will be saved as a case comment.



Additional Expense window - When Option1 is selected, the system will take the user to this window.



11. Shortened screen flow for M66 rejection of duplicate applications

Currently the duplicate applications are hidden from the queues and reports until the primary case is processed. The duplicate cases are released to the queue on the day after the primary case is processed. If the primary case is accepted for ongoing benefit, the duplicate case needs to be rejected with reason code **M66** (Case is active on another case). For this purpose, the duplicate cases will be released to the "**M66 Rejection**" queue for the respective centers.

The rejection process for such duplicate cases do not need to go through all interview screens. To shorten the processing of the **M66** rejection, the screen picklist will now be enabled. This helps the worker to select only the needed screens from the screen picklist that need to be annotated, such as the CIN re-use, TAD window, etc., for the rejection.

12. SNAP Program Changes updates and Thrifty Food Plan

The Office of Temporary and Disability Assistance (OTDA) has published the new changes for the SNAP program effective on October 1, 2023.

Thrifty Food Plan

The maximum SNAP allotment amounts will increase for all household sizes. The amounts for zero-income households are as follows:

Household Size	Max SNAP Coupon Amount (Before 10/1/2023)	Max SNAP Coupon Amount (Effective 10/1/2023)
1	281	291
2	516	535
3	740	766
4	939	973
5	1116	1155
6	1339	1386
7	1480	1532
8	1691	1751
9	1902	1970
10	2113	2189
11	2324	2408
12	2535	2627
13	2746	2846
14	2957	3065
15	3168	3284
16	3379	3503
17	3590	3722

18	3801	3941
19	4012	4160
20	4223	4379

- Following are the changes in SNAP Standard Utility Allowance (SUA). Amounts will increase effective on October 21, 2023.

  1. SUA Level 1 will decrease from $1,002 to $992.
  2. SUA Level 2 will decrease from $395 to $391.
  3. SUA Level 3 will remain $31.
  4. SUA Level 0 (Undomiciled) homeless shelter deduction is $179.66.

- Updated New Allowance Amounts:

Allowance Type	**Value after 10/01/23**
heat allowance	570
utility allowance	391
telephone allowance	31
undomiciled allowance	179.66

- Updated description for the New York State Nutrition Incentive Program (NYSNIP) shelter codes:

  1. Shelter Type **94**: Household Eligible For Full SNAP SUA High Shelter Cost SNAP Shelter Amount of **$291.01** or greater
  2. Shelter Type **95**: Household Eligible For Full SNAP SUA **Low** Shelter Cost SNAP Shelter Amount of **$291.00** or less
  3. Shelter Type **96**: Household Eligible For Full SNAP SUA High Shelter Cost SNAP Shelter Amount of **$291.01** or greater
  4. Shelter Type **97**: Household Eligible For Full SNAP SUA **Low** Shelter Cost SNAP Shelter Amount of **$291.01** or less
  5. Shelter Type **98**: SUA Eligibility and Shelter Cost Unknown

- Changes to Standard deductions

The WMS budget has the following changes. POS does not have any impact on these:

Household size	**Standard Deduction**
1-3	$198
4	$208
5	$244
6 or more	$279

- Changes to New Excess Shelter

  Excess Shelter Maximum: $672

October SNAP changes are published in PD# 23-09 ELI.

13. Forms Updates

FORMS	DESCRIPTION	STATUS
FIA-1250	Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD)	Update the **FIA-1250** to expand age limit for ABAWD requirement. Update age logic for each adult individual to increase the age limit to 52 for code "**A**" ABAWD to prefill the correct population in the **FIA-1250 "IMPORTANT INFORMATION ABOUT SNAP WORK RULES (GENERAL, MANDATORY E&T, AND ABAWD)"** form. (Templates need to be updated after OTDA approval - future release).
LDSS-4013A.NYC	Action Taken on Your Application: Part A Public Assistance, Supplemental Nutrition Assistance Program (SNAP) and Medical Assistance Coverage (NYC)	Update the **LDSS-4013** to eliminate Initial 6 Month CA/SNAP Recertification Data Entry window in the CA and SNAP sections. ITS/POS requested to change the "TO DATE" of case acceptance date from 6 months to 12 months for SNAP Auth Date. Therefore, dates in the data entry window and on the form should be updated.
LDSS-3152	Action Taken on Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case (NYC)	Update the **LDSS-3152** to eliminate Initial 6 Month CA/SNAP Recertification. ITS/POS requested to change "TO DATE" of case acceptance date from 6month to 12 months for SNAP Auth Date. Therefore, dates on the form should be updated.
EBT-23	Notice of Special Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) Benefit	Update snippets for **EBT- 23**. Due to recent legislation, Congress has authorized the repayment of stolen CA and SNAP benefits due to skimming. As a result of this legislation, CA and SNAP policy have requested new pay types to better track replaced skimmed CA and SNAP benefits. OTDA is requesting a new CA Single Issuance Code **RE** and SNAP Single Issuance code **RC** and **RD**. Therefore, snippets for the **EBT-23** have been added. **RE** - Replacement for Skimmed Electronic Benefit-CA **RD** -Replacement for Skimmed Electronic Benefit-SNAP-CA **RC** - Replacement for Skimmed Electronic Benefit-SNAP-NCA
W-113K	Documentation Requirements and/or Assessment Follow-Up	The document description, "Current Alien Status" will be changed to "Current Immigration Status"

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