FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-38-SYS

POS RELEASE NOTES VERSION 10.1

Date: March 17, 2006	Subtopic(s): POS
🖥 This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS), Version 10.1, is scheduled for release on March 20, 2006. Descriptions of the changes can be found in **Attachment A**: POS Release Notes Version 10.1, and on the FIAweb at: http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79 *Effective Immediately* **Attachment:**
🖥 Please use Print on Demand to obtain copies of forms.	**Attachment A** POS Release Notes Version 10.1

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

POS Release Notes
Version 10.1, March 20, 2006

These Release Notes contain descriptions of changes in POS Release 10.1, scheduled for March 20, 2006. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact Patrick Casey. These and prior Release Notes may also be found on the HRA Intranet at http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. CBIC Payee Status Window

The "CBIC Payee Status Window" in the Expedited Food Stamp flow has been updated with new business rules, a new field and a renamed field.

- The renamed field is the Casehead/Payee CIN field.
- The new field is the CBIC Payee CIN field
- New business rules will retrieve the CIN information for the Payee of the Case Number selected in the Case Number Re-Use window from the WMS Screen WIDCCH. POS will populate the new CBIC Payee CIN field with this CIN information.

POS will compare the Casehead/Payee CIN and CBIC Payee CIN and will answer the question, "Is the "Casehead/Payee CIN" listed above the same as the "CBIC Payee CIN?"

- If they are the same POS will activate the "Yes" radio button, if they are not the same POS will activate the "No" radio button.
- If the answer is "No" the worker is instructed to prepare a CBIC Update form to change the CBIC payee to match the Casehead/Payee.

A new field below the question "Is the "Casehead/Payee CIN" listed above the same as the "CBIC Payee CIN?" displays the following message:

"If OpenTI is down, go to WMS Screen WIDCCH (Case Number PA/FS Payee Inquiry) using the case number selected in the Case Number Re-Use window to retrieve the CBIC Payee CIN and answer the question above."

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2. SUA Warning Message in POS Budget window

When the Household budget window is opened and the shelter type is one of **01** (Unfurnished Apartment or Room), **03** (Own Home [Includes Trailer]), **20** (Emergency Rental Supplement Program), **25** (Rented Private Home), **26** (Furnished Apartment), **39** (Subsidized Housing - Shallow Subsidy - Section 236/Section 202), or **41** (Jiggetts-Approved Excess Shelter) and the FS shelter amount is $0.00, the following message will appear:

"This household is eligible for a Level 1 SUA but it cannot be generated in WMS. Please calculate a Level 2 SUA by entering "X" in FSUT:TYPE". Then calculate a manual FS budget using Level 1 SUA. If the manual budget calculation using Level 1 SUA results in a higher amount of FS benefits, the difference between the two calculations must be provided as a monthly FS supplement until WMS can generate the correct SUA level."

3. Removing Alien Number Requirement for Alien Type B

The Alien Number field is no longer a required field if the Alien Code is determined to be "B" by the Alien Type Determination Script in the Additional Information window. The error message telling the worker the Alien Number is required will no longer be displayed if the Alien Number field is empty and the ACI is "B".

ACI "B" has been removed from the error message that displays on the POS TAD when the Alien Number field is blank and the ACI is one that requires that the Alien Number field be filled.

4. Listing all Languages For Display

The drop down list for the Language Read field in POS displays seven languages. Beginning with POS 10.1, POS will display 31 languages in the Language Read field in the Case Login Window and TAD Data Window and in the "Preferred Language for Written Notices" field in the Additional Suffix Level Data Window. The languages listed are as in the following table.

African Languages	Greek	Russian
Albanian	Hebrew	Serbo-Croatian
Arabic	Hindi	Spanish
Chinese Cantonese	Italian	Swedish
Chinese Mandarin	Japanese	Tagalog
Chinese Other	Khmer	Thai
English	Korean	Urdu
Farsi	Laotian	Vietnamese
French	Native American	Yiddish
French Creole	Polish	
German	Portuguese	

5. Addition of Part D Good Cause (DGC-Indicator) to the POS TAD Individual Data Window

The DGC-Indicator is a new field in WMS and on the POS TAD. In the POS TAD the field is in the Individual Data window next to the TPHI field. The valid entries are "Y" and empty space. If the worker needs to remove existing data from WMS, select empty space in this field on the POS TAD. During transmission, POS will send "#" sign in order to delete the existing value from WMS.

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6. Other Information- Sold transferred

The Response to Question window for the "Have You Sold, Transferred or Given away any of your property to anyone to get Temporary Assistance or Food Stamps benefits?" question in the Other Information window has one new field (combination text entry and drop down list box) and three new radio buttons on the top line of the window. The Document and Comment boxes were moved down near the middle of the window.

▪ The new drop down box is called "Property Type". The worker may either select the type of property from a drop down list or, if it's not listed, type it in with up to twenty characters. The items in the drop down list are:
  • Boats
  • Cars
  • Campers
  • Snowmobiles
  • Home
  • Real Estate

▪ The three new radio buttons are (in the order they appear):
  • Transferred
  • Sold
  • Given Away

7. Rules updates

Settle In Conference (SIC) (New Closing date definition)
The clock down period for a closing action has been extended in WMS 2006.1. The SIC Activity has been updated to use this extended clock down period when it calculates the expiration date of the action clocking down.

Addition of State/Fed charge code "68"
The following State/Federal Charge code has been added to POS: State/Federal Charge code 68 (Lawful Permanent Resident not MOE [No children under 18 or pregnant women]. This code can only be used if ACI IND is B, F, K, S, or G). (Note: This code is only for Safety Net [SNCA/SNNC] cases. This code is also invalid with SSI indicator codes 1, 4, or 5.)

Addition of FS Individual opening code "114"
Food Stamp individual opening code **114** (Override Opening Code - Prior Sanction History Remains) has been added to POS.

8. Interface updates

Change label on "Has Daily Activity Limited because an Illness/Temporary Disability or is Blind, Sick or Disabled?" Question Response to Question window
The words, "Because Of A Disability Or Illness" have been added to the end of the question, "Has Not Been Able to Work For At Least 12 Months" in the Response to Question window for "Has Daily Activity Limited because an Illness/Temporary Disability or is Blind, Sick or Disabled?" in the Medical window.

Removing FAP from the Alien Determination Flow
The New York State Food Assistance Program (FAP) has ended. The FAP window has been removed from the Alien Food Stamp Eligibility determination flow. If the individual was previously determined eligible for FAP, a message will appear saying, "This individual must be re-evaluated for FS eligibility".

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Budget interface: Individual Income/Needs Update
The line number that's selected in the demographic section of the Individual Income/Needs window is the line number displayed in all the other sections. The scroll bars are removed from all sections except the demographics section. In order to view the income and needs details of another individual, click the up or down arrow in the scroll bar in the demographics section.

9. Form M-3mm Update To Flag Print

The **M-3mm** Notice of Application Withdrawal (Cash Assistance, Food Stamp and Medical Assistance) is used to record an applicant's withdrawal of an application. Business rules have been added to the Print Forms window to ensure:
- That the form is printed when an applicant withdraws an application
- That the form is not printed if the form is selected for printing and the applicant has not chosen to withdraw the application.

The business rules run when the "Print" or "Next" buttons are clicked in the Print Forms window.

If on the Disposition/Withdrawal window any of the check boxes indicating a withdrawal of the application is checked and the **M-3mm** is not selected for printing the following message will display on the Print Forms window:
- The **M-3mm** Form must be printed.

If on the Disposition/Withdrawal window none of the check boxes indicating a withdrawal of the application is checked and the **M-3mm** is selected for printing the following message will display on the Print Forms window:
- "In order to print the **M-3mm** you must go back to the "**Disposition/Withdrawal**" window and check **either** the "*Public Assistance, Food Stamp, or Medical Assistance* check boxes of the "*Wishes to Withdraw Case From:' section* **or** the *"One Time-Emergency Payment only (one-shot Deal)" check box* of the *"Other Programs to Withdraw From:' section*. If client does not wish to withdraw from any program, deselect M-3mm"

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10. Forms

The following forms will be added to POS:

- **W-153P** Rental Assistance Unit (RAU) Case Documentation Transmittal
- **W-680W (S)** Participant's Task List (Spanish)

The following forms will be revised to match changes in the paper forms:

- **M-42f** Referral from Public Assistance for Separate Determination of Medical Assistance
- **W-680W** Participant's Task List

The following forms will be removed from the **Print Forms** window:

- **W-146W** Verification of Tenant's Rent in Section 8 Subsidized Housing (This removal is temporary until the form is updated.)
- **W-700D** FIA School/Training Enrollment Letter (This removal is temporary until the form is updated.)
- **W-145K** Notice of Voluntary Restriction of Food and Other Grant and/or Energy Allowance (Timely) (This removal is temporary until the form is updated.)
- **W-667C** Child Care Appointment Confirmation and Contact List (This removal is temporary until the form is updated.)
- **LDSS-3151** Food Stamp Change Report Form (This removal is temporary until the form is updated.)

Note: The forms temporarily removed from POS should be printed using Print on Demand and completed manually until the POS revisions are completed. The forms completed manually should be scanned and indexed into POS."

The functionality of the following POS form has been enhanced:

- The **LDSS-4013A/B** Notice: Action Taken on Your Application has been updated with several enhancements:
    - All applying individuals who are denied PA or MA or FS must have their name listed on the **LDSS-4013A/B** with a reason for denial. If an individual is being denied while others are being accepted on the case, their name will appear in the denial section of the form. The worker must enter a reason on the **LDSS-4013A/B** form data entry window if the reason has not been pre-filled from the TAD entry.
    - Prints all children on the case eligible for the National School Lunch and/or Breakfast programs in the National School Lunch and/or Breakfast programs section on page four.

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