



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-171-ELI

### MINORS AND BEV APPOINTMENTS

<p><b>Date:</b> December 27, 2006</p>	<p><b>Subtopic(s):</b> Eligibility</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of an error message received when making a Bureau of Eligibility Verification (BEV) appointment for a minor. This policy bulletin is informational for all others.</p> <p>Due to a problem in the MAPPER system, Workers cannot schedule a BEV appointment for a minor applicant unless the case is a payee case.</p> <p>When the Worker attempts to schedule a BEV appointment for a minor applicant on the "EVR/FEDS Initial Appointment Screen," an error message will appear that reads:</p> <p><b>"323 You Must Use the Payee Appointment Option for This Case!"</b></p> <p><u>MAPPER SCREEN= ERROR # 323</u></p> <pre> 323 You Must Use The Payee Appointment Option For This Case! 12/06/2006      EVR/FEDS INITIAL APPOINTMENT      EVR0350                 SCREEN 1 of 1 IS-CTR 13 (Waverly, Manhattan)      APP-REG/CASE# 0000000000  If Appt Date is OK, enter data below and transmit or Enter new Appt Date and press F3 (F7 w/cursor in TIME for selections)  Appointment-Date [12/12/2006] Time 9:00 am Appointment-Case-Type FA  Lang-Ind [E] Homeless [n] Imm Needs [y] EFS [ ] Referral Rsns [ ] [ ] [ ]                 Case Suf LN Cs-Type Soc Sec DoB Last Name First Name MI EP Head 01 01 FA                10/17/1989 MINOR                  Xmit -&gt; </pre> <p>If this case is a payee case, the Worker must use the Payee Appointment Option to schedule the appointment.</p>

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*

Emancipated minor

Until further notice, if the case is for an emancipated minor, the Worker will have to:

- register the minor's case as "Minor Name **for** Minor Name" (payee case);
- schedule the BEV appointment through the **Payee Appointment Option** screen; then
- rename the case "Minor Name".

*Effective Immediately*