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POLICY BULLETIN #07-06-SYS

POS RELEASE NOTES VERSION 11.0

Date: January 9, 2007	Subtopic(s): Paperless Office System (POS)
🖥 This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that the latest version of the Paperless Office System (POS), Version 11.0, migrated to production on January 8, 2007. Descriptions of the changes can be found in the POS Release Notes Version 11.0 (**Attachment A**), and on the FIAweb at: http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79 *Effective Immediately* **Attachment:** **Attachment A** POS Release Notes Version 11.0
🖥 Please use Print on Demand to obtain copies of forms.	

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 11.0 January 8, 2007

These Release Notes contain descriptions of changes in POS Release 11.0, scheduled for January 8, 2007. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact Jose Breton. 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. Alien Determination Changes

The Additional Information window in the Alien Type Determination Script has been changed with the removal of some fields, renaming of some fields and the addition of other fields. Also, the header has been reformatted as shown in the screen image below.

The fields removed are:
- "Date Legal Status Obtained"
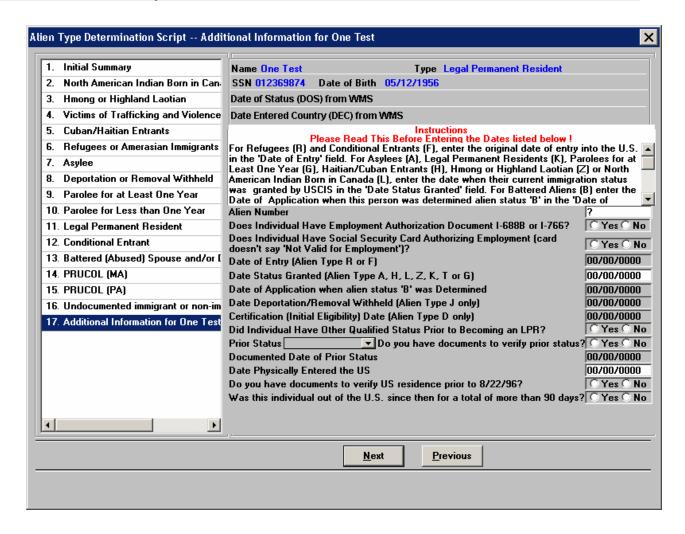- "Was This Individual Physically Residing in the US Prior to 8/22/96)"

The fields renamed are:
- "Date Status Granted (Alien type A or H only)" has been renamed to "Date Status Granted (Alien Type A, H, L, Z, K, G or T)"
- "Date Physically Entered the US (Alien Type K, G, B, T, N, O, E only)" has been renamed to "Date Physically Entered the US"
- "Date Deportation Withheld" has been renamed to "Date Deportation/Removal Withheld (Alien Type J only)"

The new fields are:
- "Date of Entry (Alien Type R or F)"
- 'Was this individual out of US since that date for a total of more than 90 days?' with Yes/No radio buttons
- Date of Application when alien status 'B' was Determined
- Did Individual Have Other Qualified Status Prior to Becoming an LPR?' with Yes/No radio buttons
- Dropdown listbox "Prior Status"
  - "Do you have documents to verify prior status?" with Yes/No radio buttons
- Verified Date of Prior Status'
- "Do you have documents to verify U.S. residence prior to 8/22/96?"
- "Date of Status (DOS) from WMS"
- Date Entered Country (DEC) from WMS"

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Alien Type Determination Script -- Additional Information for One Test

1. Initial Summary	
2. North American Indian Born in Cana	
3. Hmong or Highland Laotian	
4. Victims of Trafficking and Violence	
5. Cuban/Haitian Entrants	
6. Refugees or Amerasian Immigrants	
7. Asylee	
8. Deportation or Removal Withheld	
9. Parolee for at Least One Year	
10. Parolee for Less than One Year	
11. Legal Permanent Resident	
12. Conditional Entrant	
13. Battered (Abused) Spouse and/or [	
14. PRUCOL (MA)	
15. PRUCOL (PA)	
16. Undocumented immigrant or non-im	
17. Additional Information for One Test	

Name One Test   **Type** Legal Permanent Resident
SSN 012369874   **Date of Birth** 05/12/1956
Date of Status (DOS) from WMS
Date Entered Country (DEC) from WMS

Instructions
Please Read This Before Entering the Dates listed below !
For Refugees (R) and Conditional Entrants (F), enter the original date of entry into the U.S. in the 'Date of Entry' field. For Asylees (A), Legal Permanent Residents (K), Parolees for at Least One Year (G), Haitian/Cuban Entrants (H), Hmong or Highland Laotian (Z) or North American Indian Born in Canada (L), enter the date when their current immigration status was granted by USCIS in the 'Date Status Granted' field. For Battered Aliens (B) enter the Date of Application when this person was determined alien status 'B' in the 'Date of

Alien Number	?
Does Individual Have Employment Authorization Document I-688B or I-766?	○ Yes ○ No
Does Individual Have Social Security Card Authorizing Employment (card doesn't say 'Not Valid for Employment')?	○ Yes ○ No
Date of Entry (Alien Type R or F)	00/00/0000
Date Status Granted (Alien Type A, H, L, Z, K, T or G)	00/00/0000
Date of Application when alien status 'B' was Determined	00/00/0000
Date Deportation/Removal Withheld (Alien Type J only)	00/00/0000
Certification (Initial Eligibility) Date (Alien Type D only)	00/00/0000
Did Individual Have Other Qualified Status Prior to Becoming an LPR?	○ Yes ○ No
Prior Status [▼] Do you have documents to verify prior status?	○ Yes ○ No
Documented Date of Prior Status	00/00/0000
Date Physically Entered the US	00/00/0000
Do you have documents to verify US residence prior to 8/22/96?	○ Yes ○ No
Was this individual out of the U.S. since then for a total of more than 90 days?	○ Yes ○ No

[Next]   [Previous]

This window opens for each person on the case who is a non-citizen. i.e. If there are three non-citizens on the case, the window will appear three times, one for each non-citizen.

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The purpose and function of each field in this window, starting from the top right and working down and right to left is as follows:

• **Name**	The name of the non-citizen on the case who's alien status is being evaluated. (All entries in this window apply to the person who is listed in this field. "**Name**" in this document refers to this person.) This is a system fill field.
• **Type**	The Alien Type of "**Name**" This is a system fill field.
• **SSN**	The Social Security number of "**Name**", if available. This is a system fill field.
• **Date Of Birth**	The Date of Birth of "**Name**". This is a system fill field.
• **Date of Status (DOS) from WMS**	The date in WMS "**Name**" was granted their alien status. This is a system fill field. (See **Note 1**)
• **Date Entered Country (DEC) from WMS**	The date in WMS "**Name**" entered the country. This is a system fill field. (See **Note 2**)
• **Instructions**	Instructions to worker for completing entries in this window. See below for complete text of instructions window.
• **Alien Number**	Enter the Alien Number of "**Name**"; Entry is optional for ACI of "B" (Battered Alien); enter the alien number if it's available.
• **Does Individual have Employment Authorization Document I-688 or I-766?**	Does the individual have an Employment Authorization Card issued by USCIS. This card allows non-citizen to work in US until he/she becomes an LPR. This field is enabled for entry only for alien types Battered (B), PRUCOL (O), Parolee (G,T) and Trafficked (D).
• **Does Individual have Social Security Card Authorizing Employment (card doesn't say "Not Valid for Employment")?**	Please read the social security card of "**Name**" and make sure that card does not have a restriction typed in such as 'Not Valid for Employment (or work). The Social Security must either be blank (contain no text) or state 'Valid for Work Only'
• **Date of Entry (Alien Type R or F)** • **Date Status Granted (Alien Type A, H, L, Z, K, T or G)** • **Date of Application when alien status "B" was Determined** • **Date Deportation/Removal Withheld (Alien Type J only)** • **Certification (Initial Eligibility) Date (Alien type D only)**	Only one of these fields will be enabled for entry based on the ACI selected in the previous windows. (**See Notes 1 and 2**)
• **Did Individual Have Other Qualified Status Prior to Becoming an LPR?**	This field is enabled only if "**Name**" is a Lawful Permanent Resident (LPR) who has had LPR status for less than five years. If "Yes" is selected the next two fields will be enabled for entry, if "No" is selected the next two fields will be disabled.
• **Prior Status?**	If an individual with LPR had a prior **qualified** Alien Immigration Status, select that status from the drop down menu in this field. (e.g. The individual may have been determined to be an alien type "B" (Battered) by the agency and has subsequently become an LPR and received a "green card". The date on the card will not reflect the time spent as a battered alien.)
• **Do you have documents to verify prior status?**	Select "Yes" if "**Name**" presents documents at the interview or there are documents in the case record to verify the prior status or S.A.V.E. results verify the prior

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		status.
▪	**Documented Date of Prior Status**	Enter the date of the prior alien status of "**Name**" based on S.A.V.E. results or documents presented at the interview or documents in the case record that verify date of prior status. The date entered in this field will be sent to WMS to update the DOS field will appear on the TAD. (See **Note 1**)
▪	**Date Physically Entered the US**	The date "**Name**" physically entered the US regardless if entry was legal or illegal. This should be the last date of entry where the non-citizen was thereafter <u>continuously present</u> in the U.S. (with no single absence for more than 30 days or aggregate absence of more than 90 days) until the date they obtained (qualified) immigration status. (e.g. if a non-citizen entered the U.S on 8/5/1970 and stayed in the US until 4/6/2006 and then returned to the U.S. on 7/7/2006 the Date Physically entered the US would be 7/8/2006. However, if the non-citizen returned on 7/3/2006 the date physically entered the US would be 8/15/1970.) (See **Note 2**)
▪	**Do you have documents to verify US residence prior to 8/22/96?**	If "**Name**" presents documents that verify continuous residence in the US prior to 8/22/96 select "Yes". (Staff must exercise prudent judgment when evaluating these documents, such as prior dated bills, rent receipts, utility bills or correspondence from a government agency showing an address for the individual in the United States, to determine if they acceptably demonstrate that the non-citizen resided in the US before obtaining their current immigration status).
▪	**Was this individual out of the U.S. since then for a total of more than 90 days?**	Select "Yes" if the date of physical entry was <u>prior to August 22, 1996</u> and continuous presence (with no single absence from the US for more than 30 days or aggregate absence of more than 90) has been verified.

The full text of the instructions field is:

> "**Please Read This Before Entering the Dates listed below!**
> For Refugees (R) and Conditional Entrants (F), enter the original date of entry into the U.S. in the "Date of Entry" field. For Asylees (A), Legal Permanent Residents (K), Parolees for at Least One Year (G), Haitian/Cuban Entrants (H), Hmong or Highland Laotian (Z) or North American Indian Born in Canada (L), enter the date when their current immigration status was granted by USCIS in the "Date Status Granted" field. For Battered Aliens (B) enter the Date of Application when this person was determined alien status 'B' in the "Date of Application when alien status 'B' was Determined".
> **For Legal Permanent Residents (K) who have their Legal Permanent status for less than 5 years, you must investigate if they had other qualified status prior to becoming an LPR. If prior status can be verified, you must enter the date when original status was obtained.**
> Legal Permanent Residents (K), Parolees for at Least One Year (G) and Battered Aliens (B) who have their status for less than 5 years, but who were physically present in the U.S. prior to 8/22/96 and were not out of the U.S. since then for a total of more than 90 days, are not subject to the 5-year qualified alien requirements for FA benefits. Investigate the situation and enter the original date of arrival in the U.S. in "Date Physically Entered the US". **NOTE: you MUST select in the 'Document' section all documents that were presented to verify residence prior to 8/22/96."**

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Notes on this window

Note 1 If date entered in DOS is after the current date in the WMS DOS field the system will display a message box with OK button and text "The date you have entered is more recent than the date of status on file "(display date associated with CIN)". You must use this date. If you need to change the date to a more recent date, an override is required and approval must be obtained from NYS."

Note 2 If the date entered in DEC is after the current date in the WMS DEC field the system will display a message box with OK button and text "The date you have entered is more recent than the date entered country on file "(display date associated with CIN)". You must use this date. If you need to change the date to a more recent date, an override is required and approval must be obtained from NYS."

2. Changes to Undocumented Alien window

The name of the "**Alien Type Determination Script-Undocumented Alien**" window has been changed to "**Alien Type Determination Script-Undocumented immigrant or non-immigrant**".

The Alien Type "**Undocumented Alien**" has been renamed to "**Undocumented immigrant or non-immigrant**"

3. TAD Enhancement: New Date Field (Date Entered Country)

The field "Date of Entry to US" on the WMS and POS TADs has been renamed to "Date of Status" and increased from 4 characters to eight characters. The eight characters allow dates to be in the format: MMDDYYYY.

The new field "Date Entered Country" is to the right of the "Date of Entry to US" field and is read only with eight characters. The eight characters display dates in the format: MMDDYYYY.

4. Forms

Update W-186C data entry window to allow entry of the Fair Hearing number.

A field for entry of the Fair Hearing number has added to the data entry window for the W-186C. The new field is the first field in the data entry window and is not a required entry. If the worker makes an entry in this field it will appear on the "FH Number" line on the printed form. Also, the description of the field for entering the date of the Fair Hearing decision has been changed from "FH Decision Date" to "Fair Hearing Decision Date"