



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-130-SYS

POS RELEASE NOTES VERSION 11.3

Date: October 23, 2007	Subtopic(s): Paperless Office System (POS)										
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin informs Job Center staff that the latest version of the Paperless Office System (POS), Version 11.3, migrated to production on October 22, 2007. Descriptions of the changes can be found in POS Release Notes Version 11.3 (Attachment A) and POS Release Notes Version 11.3 Appendices A through D (Attachments B-E), as well as on the FIAweb at:</p> <p>http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</p> <p><i>Effective October 22, 2007</i></p> <p>Attachments:</p> <table border="0"> <tr> <td>Attachment A</td> <td>POS Release Notes Version 11.2</td> </tr> <tr> <td>Attachment B</td> <td>POS Release Notes Version 11.2 Appendix A</td> </tr> <tr> <td>Attachment C</td> <td>POS Release Notes Version 11.2 Appendix B</td> </tr> <tr> <td>Attachment D</td> <td>POS Release Notes Version 11.2 Appendix C</td> </tr> <tr> <td>Attachment E</td> <td>POS Release Notes Version 11.2 Appendix D</td> </tr> </table>	Attachment A	POS Release Notes Version 11.2	Attachment B	POS Release Notes Version 11.2 Appendix A	Attachment C	POS Release Notes Version 11.2 Appendix B	Attachment D	POS Release Notes Version 11.2 Appendix C	Attachment E	POS Release Notes Version 11.2 Appendix D
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HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

POS Release Notes

Version 11.3, October 22, 2007

These Release Notes contain descriptions of changes in POS Release 11.3, scheduled for October 22, 2007. 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://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. Changes to match WMS 2007.3

The following changes will be made to match changes in WMS version 2007.3

Additional CNS Eligibility Notice Generation for Decision on PA/FS Application

Client Notice System (CNS) notices will be generated when the application case is being accepted for recurring benefits through the undercare subsystem. As a result, the POS business rules for the generation and suppression of the LDSS-4013 notice will be updated.

CNS will now generate the eligibility decision notice for the following eligibility decisions if the notice is not suppressed by selecting M3E Indicator "A" or "T":

When going from: (PA/MA/FS Status)	To: (PA/MA/FS Status)	PA Opening Code	FS Opening Code
AP/AP/SI or SI/AP/SI or SI/AC/SI	AC/AC/AC	A30 or A32	A30, A32, A48 or A49
AP/AP/RJ or SI/AP/RJ or SI/AC/RJ	AC/AC/RJ	A30 or A32	None
AP/AP/NA or SI/AP/NA or SI/AC/NA	AC/AC/NA	A30 or A32	None
SI/NA/NA	AC/NA/NA	A30 or A32	None
AC/AC/SI	AC/AC/AC	None	A30, A32, A48 or A49
SI/AP/AP	SI/AP/SI	None	A30, A32, A48, A49 or Q23

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Accepting Cases with a Pro-Rata Sanction for OCSE

When accepting a PA case with a Pro-rata Sanction for OCSE, the Worker must:

- Process the TAD and budget with the sanction.
- Suppress the CNS Notice by selecting "A" in the **M3E Indicator** field on the **POS TAD** window.
- Complete the POS **LDSS-4013 Data Entry** window.

The POS LDSS-4013A NYC (Action Taken on Your Application: Part A: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC): Part A) is generated and printed once the Supervisor approves the LDSS-4013 data entry window in the **Approve Eligibility Decision** activity and clicks the **Next** button.

Updates to CIN Re-Use Window

The following changes will be made in the POS CIN Re-Use window to match updates made in WMS:

- If there is at least one CIN with a score of 102 or higher, the Worker may not use the spawned CIN and must select a CIN from the clearance.
- If there is at least one CIN with a score of 102 or higher, the spawned CIN will not appear in the clearance.

Removed Single Issuance Grant Codes

The following single issuance codes will be removed from the **PA Single Issuance Benefit Data Entry** window:

- Code 53 - Approved job search expenses
- Code 60 - Alternate Food Stamps
- Code 61 - Kitchen Equipment for Patient Discharged from NYS Mental Health Facility
- Code 78 - Learnfare Refund
- Code D6 - Merit Incentive Award
- Code F9 - Legally Operating Center - Exempt from Licensing Requirements - Full Time
- Code P9 - Legally Operating Center - Exempt from Licensing Requirements - Part Time

The following single issuance codes will be removed from the **FS Single Issuance Benefit Data Entry** window:

- Code 24 - Replace stolen Food Stamp Benefits
- Code 28 - Replace Undelivered Benefits
- Code 34 - Replace Coupons
- Code 41 - Replace Destroyed Food Stamp Benefits
- Code 45 - Expired/Mutilated/Cancelled

2. Recertification Appointment Scheduling

The POS **Recertification Preparation** activity will be renamed **Schedule Recertification Appointment**.

The Recert Prep window will be removed and the activity will now consist of two windows:

- Household Screen
- Calendar

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3. Changes to IN/EFS Issuance Activity

In accordance with recent clearances received from the United States Department of Agriculture (USDA) and the New York State Office of Temporary Disability and Assistance (NYS OTDA), the **IN/EFS Eligibility Determination** and **Grants Data Entry** windows in the **IN/EFS Issuance** activity will be updated.

Presetting the FS Suffix and FS grant code for applicants eligible for EFS

For applicants eligible for an EFS grant that provide all documents to verify identity and FS eligibility, POS will:

- Preset the FS suffix to **ACTIVE** (AC) status in the Program Status tab of the IN/EFS Eligibility Determination window.
- Preset the FS single issuance grant code to **52** (Expedited Food Stamps – Fully Verified) in the Grants Data Entry window.

For applicants eligible for EFS grant that provide verification of casehead identity, but do not provide full verification of eligibility, POS will:

- Preset the FS suffix status to **SINGLE ISSUE** (SI) in the Program Status tab of the IN/EFS Eligibility Determination window; and
- Preset the FS single issuance grant code to **54** (Expedited Food Stamps – Not Verified) in the Grants Data Entry window.

Please see the exceptions under the “Previous receipt of EFS benefits with pended verification and subsequently failed to comply” and “Identity has not been verified” sections for details.

Previous receipt of EFS benefits with pended verification and subsequently failed to comply

If the household previously received FS benefits under the EFS criteria with pended verification and subsequently failed to comply, expedited benefits cannot be issued until s/he submits all outstanding documentation.

Identity has not been verified

If the applicant is financially eligible for FS benefits under the EFS criteria, expedited benefits cannot be issued until verification of casehead identity provided. Identity can be verified via previous Automated Finger Imaging System (AFIS) information.

Applicants who return with documentation

If the EFS-eligible applicant returns with the missing documentation within seven (7) days after the FS file date, the Worker should return to the **IN/EFS Issuance** activity through the **Action** tab to process the EFS grant.

If the applicant returns the document to the CSIC (Model Center) or FS Reception (non-Model Centers) area, a “Document Forwarded” alert will appear in the Worker’s queue after the CSIC or Reception staff complete the **Document Intake** activity for the case.

Eligibility Factors Considered for Full Verification

The eligibility factors that are considered for full verification are:

- Identity, Citizenship/Alien Status, Residence/Household Composition, Social Security Number, Income, Resources and Expenses

The following types of expenses will be considered for full verification determination:

- Rent/Mortgage/Shelter Expense, Utility Expense, Fuel or Air Conditioning Expense, Medical Bills/Expenses, Child Care/Dependent Expenses and Pays Child Support

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The **Document Completeness** tab will be updated to track this information and to allow the Worker to record collateral contact made, if any.

Document Completeness tab in IN/EFS Eligibility Determination window

Version 11.3 - Paperless Office System - [EFS Eligibility Determination] 7:16:34 PM Monday, September 24, 2007

File Edit Tools Window Help

Decision, Financial Eligibility Document Completeness EFS Program Status

EFS Verification Completeness **INCOMPLETE** IN Verification Completeness **NOT APPLICABLE**

To view and note alternate verification, click on the 'Down' arrow of the scroll bar on the right.

Expedited Food Stamps Verification

Who Parent Step

Eligibility Factor Rent/Mortgage/Shelter Expen

Collateral Contact Attempted

Action Taken

Details

Alternate Verification

No of People in PA Household 3 No of People Eligible for IN Grant Alternate Verification

Immediate Needs Verification

Next Previous

4. New Utility Liaison Review Activity and Referral to HEAP, Phase I

A new activity will be added to POS to allow Utility Liaisons to review grant requests for fuel arrears, utility arrears, heat-related property repair or replacement and heat-related equipment repair or replacement.

A new option named "Utility Liaison Review" will appear in the **Tools** menu. This option will be available to staff designated as a Utility Liaison in the POS Enrollment table.

The Utility Liaison Queue will appear when the option is selected. All grant requests for fuel arrears, utility arrears, heat-related property repair or replacement, and heat-related equipment repair or replacement will appear in this queue for review by the Utility Liaison(s).

For full details, please see **Appendix A (Utility Liaison Review)** at the end of this document.

5. Changes to Heat Expense Window

The following fields will be added to the response window for the question "Do you (or anyone who lives with you) Have a Heat Bill Separate from Your Rent or Mortgage?" to help the Worker record additional information required for referrals to HEAP:

- **Fuel on Budget** – This field will indicate whether there is a fuel indicator on the current active budget.
- **New Vendor** – This field will be used to record whether the fuel vendor is a new vendor.
- **Participating Vendor** – This field will be used to record whether the fuel vendor is a NYS participating vendor.
- **Vendors** – this link will display the list of participating vendors.
- **Contract with company?** – This field will be used to record whether the household has a contract with the company.
- **Expires** – This field will be enabled if the answer for "Contract with company?" is "Yes" and will allow the Worker to record the contract expiration date.

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Response to Question window for Heat Expense Separate from Rent/Mortgage

The following fields will be added to the drill-down window for “Arrears / Pending Shut Off / Less than 7 Day Supply of Fuel”:

- Payment History, Amount and Date – These fields will allow the Worker to record any payments made during the period of arrears.

Arrears Drill Down window

6. Changes to Property or Equipment Repair/Replacement Window

The following fields will be added to the response window for the question “Property Equipment and Household Item Repair” to allow the Worker to record additional contractor information:

- Link to Department of Buildings (DOB) website – This link will allow the Worker to determine whether the contract is licensed.
- Information for Second Contractor (Name, Address, Phone)
- Repair or Replace – This question will allow the Worker to indicate whether the contractor provided an estimate for repair or replacement of the property equipment or household item.
- Licensed – This question will allow the Worker to indicate whether the contractor is licensed.
- License No. – If the contractor is licensed, this field will allow the Worker to record the license number.
- Amount – This field will allow the Worker to record the estimate amount.

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Response to Question window for Property Equipment and Household Item Repair or Replacement

The screenshot shows a 'Response to Question' dialog box. It has a title bar and a main area with various input fields and buttons. The 'Type of Repair' section has two radio buttons: 'Property Equipment' and 'Household Item'. The 'Is this a Heat Related Repair?' section has two radio buttons: 'Yes' and 'No'. The 'Type of Heating Equipment' is a dropdown menu. The 'Reason' section has two radio buttons: 'Essential to Health Welfare' and 'Needed to Maintain Income'. There is a 'Detail' text field with a link to 'www.nyc.gov/html/dob'. The 'Client Owned' section has two radio buttons: 'Yes' and 'No'. The 'Repair Covered in Lease' section has two radio buttons: 'Yes' and 'No'. The 'Landlord Contact Result' is a dropdown menu. There are two contractor entry sections, each with 'Contractor name', 'Address', 'Phone', 'Licensed' radio buttons, 'License No' text field, and 'Repair'/'Replace' radio buttons. Each contractor section also has an 'Amount' text field. There are 'Contractor Approved' checkboxes. At the bottom, there is a 'Document...' text field with a 'Scan' checkbox and a 'Comment...' text field. 'OK' and 'Cancel' buttons are at the bottom.

7. Change to Workflow in POS Food Stamp Determination, Phase I

Due to changes in WMS, the Worker will no longer need to calculate a Food Stamp Only budget when completing the Food Stamp Separate Determination workflow in POS for a case where the PA suffix is in applying (AP) status. The Worker will be able to calculate a PA/FS budget for these cases.

The instructions for POS Food Stamp Separate Determination have been updated accordingly in **Appendix B (FS Separate Determination Phase I)** at the end of this document.

8. Changes to Alien Determination Windows

Changes will be made in the POS alien determination windows to help ensure that the alien document window is completed, to add new help text and sample images for several alien types, to post the appropriate employment-related action code(s) to NYCWAY for undocumented immigrants and to add a link to the SAVE website for authorized center staff.

For full details, please see **Appendix B (Changes to Alien Determination Windows)** at the end of this document.

9. New Assign Recertification Interview Activity

A new activity will allow Supervisors and Managers to assign a new Recertification Interview to a Worker through the Action tab of the Activities Management window or through the Supervisor Queue.

The activity will consist of two windows:

- Household Screen
- Case Assignment

In the Case Assignment window, the Supervisor should select the Case Manager, make a case comment (if necessary) and click the OK button to assign the Recertification Interview.

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Case Assignment window

Title	Unit	Last Name	First Name	U/W	Phone Number
Supervisor	2	Perry	Stephen	00041	(718) 664-1460
Supervisor	TRG	Sanders	Regina	POSDV	
Supervisor	EP	Shah	Kamal	POSD5	
Supervisor	DEV	Shah	Kamal		

10. Changes to POS Enrollment table

Three new checkboxes will be added in the Personnel Tasks window in the POS Enrollment Table:

- Utility Liaison
- Specially Trained Immigration Worker
- S.A.V.E. User

Personnel Task window

<input type="checkbox"/>	Mass Caseloading User
<input type="checkbox"/>	Access Enrollment
<input type="checkbox"/>	FRED User
<input type="checkbox"/>	MONIQ User / FS Reception User
<input type="checkbox"/>	Designated FRED Assigner
<input type="checkbox"/>	Bottom-line Budgeting
<input type="checkbox"/>	Utility Liaison
<input type="checkbox"/>	Specially Trained Immigration Worker
<input type="checkbox"/>	S.A.V.E. User

11. New warning in Eligibility Determination Window

A new "Incomplete" warning will appear in the **Others** tab in the **Eligibility Determination** window in the Application Interview activity will appear when the Worker clicks "Yes" for any for the following questions:

- Are you or any member of your household fleeing prosecution, confinement or conviction for a felony?
- Are you or any member of your household violating probation or parole?

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Eligibility Determination window

Who	Issue	Action Taken	Details
Loopy Larry	Fugitive (Fleeing) Felon		

12. New and Revised E-Forms, POS Forms and Data Entry Windows

The following forms have been added to city wide E-Forms:

- M-40K, Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits
- M-858ff, Notice of Intent to Restrict Home Energy Allowance (Timely)
- M-858w, Participant Request for Restriction of Home Energy Allowance
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-146E, Request to Pay Rent Arrears in Excess of Public Assistance Maximum Shelter Allowance
- W-147E, NYCHA Security Agreement
- W-147M, Landlord's Statement
- W-147Q, Primary Tenant's Statement Regarding Occupancy of Secondary Tenant
- W-636, Notice of Special Grant

These forms will be saved to the FileNET image repository upon printing and will be available in the POS Document Browser. E-Forms are not available through the **Tools > Printed Forms** menu.

The following E-Forms will be revised:

- EBT-23, Notice of Special Public Assistance and/or Food Stamp Benefit
- M-3mm, Notification of Application Withdrawal (Cash Assistance, Food Stamps and Medical Assistance)
- M-858c, Notice of Intent to Restrict Home Energy Allowance for Family Assistance Cases (Timely)
- M-858x, Notice of Intent to Recoup Utility Grant (Timely)
- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-145, Notice of Intent to Restrict Shelter Allowance (Timely)

Updated POS Forms

The following POS form will be updated:

- W-145VV, Notice of Change in Cash Payment

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Removed POS Forms

The following forms are obsolete and will be removed from POS:

- W-515D, Document Verification Request
- W-903E, DAARU Referral
- W-908SS, Notice of Homebound Recertification Appointment Form

The W-908T (Notice of Recertification Appointment) and W-908CC (Notice of Rescheduled Appointment for Recertification Interview) forms will be removed from the Print Forms window to help ensure that they are not printed blank:

- The W-908T is generated as a batch form through the **Schedule Recertification Appointment** activity.
- The W-908CC is generated through the **Activities Management** window when the **Recertification Interview** is rescheduled.

Updated Form Data Entry windows

The following data entry windows will be updated to allow longer comments:

- M-687m, Safety Net Assistance (SNA) Application Supplement
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-186D, Fair Hearing Compliance Request
- W-636, Notice of Special Grants

For additional information on E-Forms and POS forms, please see **Appendix D (POS Forms)** at the end of this document.

POS Release Notes: Appendix A

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Utility Liaison Review

A new activity will be added to POS to allow Utility Liaisons to review grant requests for fuel arrears, utility arrears, heat-related property repair or replacement and heat-related equipment repair or replacement.

A new option named "Utility Liaison Queue" will appear in the **Tools** menu in the **Activities Management** window.

Activities Management window

Activity	Due Date	Alert	Case Name	Case No	Sur	Rect
Approve Eligibility Decision	1/23/07	Overdue	Cooper Maya	00000003835G	1	Shepard
Print a Form		NA	Conner Ron	00007440520A	1	
EC - Application Interview		NA	Pos Love	00007441893A	1	Shepard
Application Interview		NA	Test Demo	00000006341C	1	Shepard
Application Interview		NA	Home Bound	00000006453F	1	
Change Case Data		NA	Ginkobiloba Maria	00000006469B	1	
Application Interview		NA	Test Reject	00000006654I	1	Shepard
Change Case Data		NA	Test Reject	00000006654I	1	

This option will be available to staff designated as a Utility Liaison in the POS Enrollment table.

Personnel Task window

- Mass Caseloading User
- Access Enrollment
- FRED User
- MONIQ User / FS Reception User
- Designated FRED Assigner
- Bottom-line Budgeting
- Utility Liaison
- Specially Trained Immigration Worker
- S.A.V.E User

POS Release Notes: Appendix A

Version 11.3, October 22, 2007

Utility Liaison Queue

The new queue will appear when **Utility Liaison Queue** is selected in the **Tools** menu. All grant requests for fuel arrears, utility arrears, heat-related property repair or replacement, and heat-related equipment repair or replacement will appear in this queue for review by the Utility Liaison(s).

The **Start** button will allow the Utility Liaison to begin the **Utility Liaison Review** activity. The **Review** button will allow a review of the activity. The list of grant requests can be printed by clicking on the **Print** button. The **Exit** button will allow the Utility Liaison to exit the queue. The **Status** filter will allow the Utility Liaison to filter for activities that have not been started, are pending or were completed.

The following information will be listed for each grant request:

- Case Number
- Case Name
- Request Type (Fuel, Utilities, Property Repairs)
- Received From (Worker's Name)
- Liaison
- Due Date
- Status

Utility Liaison Queue

The screenshot shows a window titled "Utility Liaison Review - [Utility Liaison Queue]". It has a menu bar with "File" and "Edit". Below the menu bar, there is a "Status" filter section with three checkboxes: "Not Started" (checked), "Pending" (checked), and "Completed" (unchecked). To the right of the checkboxes is a "Total" field containing the number "16". Below the filter section is a table with the following columns: Case Number, Case Name, Request Type, Received From, Liaison, Due Date, and Status. The table contains six rows of data. Below the table are four buttons: "Start", "Review", "Print", and "Exit".

Case Number	Case Name	Request Type	Received From	Liaison	Due Date	Status
00000001191G	Wallace John	Fuel	Perdichizzi, A	Kadasamy, P		Pending
00000003547H	Shetty Sunil	Utilities, Property Repair	Perdichizzi, A	Kadasamy, P		Pending
00000004636H	Mary Tyson		Perdichizzi, A	Kadasamy, P		Pending
00000004636H	Mary Tyson	Property Repair	Perdichizzi, A			Not Started
00000381079D	James Rita	Utility/Emergency Heating Request - Pending HEAP Decision	Kadasamy, P	Kadasamy, P	09/23/2007	Over Due
00007414168A	Toolong A			Kadasamy, P		Pending

POS Release Notes: Appendix A

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Utility Liaison Review activity

The **Utility Liaison Review** activity will allow the Utility Liaison to record additional information obtained from the vendor and/or HEAP about the grant request. The Utility Liaison can also electronically record their recommendation to the Worker in this new interface.

The activity will consist of five possible windows:

- Case Summary
- Fuel
- Utilities
- Property Repair
- Refer

Case Summary Window

The **Case Summary** window will allow the Utility Liaison to view demographics for the case and details about shelter/housing, heat, air conditioning and gas/electric expenses.

Case Summary Window

Utility Liaison Review - [CaseSummary]

File Edit

Suffix Information Case Status

Case Number	Case Name	PA	MA	FS
000074219471	BRADY SEFURT	AC	AC	AC

Present Address

House No	Street Dir	Street Name	Street Type	Apt No	City	State	Zip Code	Phone
879	SOUTH	BROADWAY	PLACE	2	BRONX	NY	10452-0000	

Household Composition

	First Name	Middle Name	Last Name	Date of Birth	Sex	Relationship	SSN	Validation	PA/MA/FS
▶	Karen		Brady	05/19/1968	F	Natural Sister	047669183	1	AC/AC/AC
	Sefurt		Brady	05/13/1967	M	Casehead	071968034	1	AC/AC/AC

Shelter (Housing) Expenses

Shelter Type	Actual Amount Charged	Frequency

Client Is

Pays Separate from Rent/Mortgage: Heat Bill? Air Conditioning? Gas/Electric Bill? Utility Guarantee Code

Yes	No	Yes	1
-----	----	-----	---

Next Suspend

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Fuel window

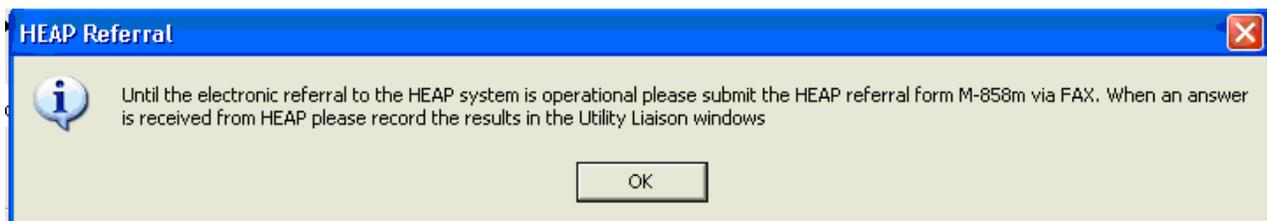
The **Fuel** window will display the information for a grant requested related to a heat bill separate from the rent or mortgage expense. It will display the interview information captured by the Worker. The Utility Liaison must record the following information in this window:

- Participating Vendor
- Does the client have a contract with the company?
- Rate Description
- Service
- HEAP Season Status
- Breakdown
- Payment History
- Extension and Expiration Date

If there are utility or property grant requests for the case that were recorded in the same activity as the fuel request, the **Next** button will be enabled. Otherwise, the **Refer to HEAP** button will be enabled.

Once the required information for all requests on the case is recorded, the Utility Liaison must click on the **Refer to HEAP** button, update the M-858m (Utility Arrears/Emergency Heating) form and fax it to HEAP Central along with all required documentation. The activity will be suspended in the queue and a due date of 10 days will be inserted.

HEAP Referral message



Once a response is received from HEAP, the Utility Liaison must return to the queue to record the decision and recommendation information in the Fuel window by selecting the case in the **Utility Liaison Queue** and clicking on the **Start** button. The Liaison must also complete the "Utility Liaison Recommendation" section of the M-858m.

For additional details, please see PD 07-14-ELI (Revision to the Utility Process).

POS Release Notes: Appendix A

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Fuel window – scrolled to top

Utility Liaison Review - [Utility Liaison]

File Edit

Instructions

Before referring the case to HEAP enter any missing information in the Fuel section. If request is made for Utilities arrears and/or Property Repair, you will have to complete those windows before referring the case to HEAP. After the decision is received from HEAP, enter it in the Final Decision field. If the HEAP application is denied, enter the recommendation for an FIA payment for the Fuel arrears.

Fuel

Name on Bill **Company Name** **Account Number**

Company Address **Company City** **Company State** **Company Phone**

Participating Vendor www.nyc.gov/html/dob/ **Does Client have a contract with company?** Yes No **Contract Expires**

Fuel Type **Rate Description** **Service** On Off **Date** **Heap Season** Open Closed Fuel on the Budget

Breakdown:

	Amount	From	To
	0000 .00	/ /	/ /
	0000 .00	/ /	/ /
	0000 .00	/ /	/ /
	0000 .00	/ /	/ /
Total:	0000 .00	/ /	/ /

Payment History:

Amount	Date
0000 .00	/ /
0000 .00	/ /
0000 .00	/ /
0000 .00	/ /

Did you obtain an extension? Yes No **Expiration Date of Extension:**

If service is off, will Utility Company restore service without payment? Yes No

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Fuel window – scrolled to bottom

Response from HEAP			
HEAP Application:	<input type="checkbox"/> Application Submitted Successful		
Preliminary Decision:	<input type="radio"/> Approved <input type="radio"/> Denied	Final Decision:	<input type="radio"/> Approved <input type="radio"/> Denied
		Date:	<input type="text"/>
		Denial Reason:	<input type="text"/>
Utility Liaison Recommendation			
Payment Recommended:	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> New Vendor	Denial Reason: <input type="text"/>
Account #	<input type="text"/>	Company Name	<input type="text"/>
Company Address	<input type="text"/>	Company City	<input type="text"/>
		Company State	<input type="text"/>
		Company Phone	<input type="text"/>
Payment Amount:	<input type="text"/> 0000 · <input type="text"/> 00	Payment Period From:	<input type="text"/>
		To:	<input type="text"/>
Abeyance Amount:	<input type="text"/> 0000 · <input type="text"/> 00	Abeyance Period From:	<input type="text"/>
		To:	<input type="text"/>
Action Required:	<input type="checkbox"/> Utility Guarantee	<input type="checkbox"/> Restriction	<input type="checkbox"/> Other <input type="text"/>
Comment	<input type="text"/>		
<input type="button" value="Refer To HEAP"/> <input type="button" value="Complete"/> <input type="button" value="Previous"/> <input type="button" value="Suspend"/>			

POS Release Notes: Appendix A

Version 11.3, October 22, 2007

Utilities Window

The **Utilities** window will display the information for a grant requested related to a gas or electric bill separate from the rent or mortgage expense. It will display the interview information captured by the Worker.

The Utility Liaison must record the following information:

- Rate Description
- Service
- HEAP Season Status
- Breakdown
- Payment History
- Extension and Expiration Date
- Will the utility company restore service without payment?

If there is a property grant request for the case that was recorded in the same activity as the utility grant request, the **Next** button will be enabled. If there are no other requests and there is a fuel grant request or the utility grant request is heat-related, the **Refer to HEAP** button will be enabled. Otherwise, the **Next** button will be enabled.

Once the required information for all requests on the case is recorded, the Utility Liaison must update the M-858m (Utility Arrears/Emergency Heating) form accordingly.

Heat-related utility grant request

For heat-related utility grant requests, the M-858m must be faxed to HEAP Central along with all required documentation. The activity will be suspended in the queue and a due date of 10 days will be inserted.

Once a response is received from HEAP, the Utility Liaison must return to the queue to record the decision and recommendation information in the Fuel window. The Liaison must also complete the "Utility Liaison Recommendation" section of the M-858m.

For additional details, please see PD 07-14-ELI (Revision to the Utility Process).

POS Release Notes: Appendix A

Version 11.3, October 22, 2007

Utilities window – scrolled to top

Utility Liaison Review - [LiaisonElectricGas]

File Edit

Instructions

Before referring the case to HEAP enter any missing information in the Fuel section. If request is made for Utilities arrears and/or Property Repair, you will have to complete those windows before referring the case to HEAP. After the decision is received from HEAP, enter it in the Final Decision field. If the HEAP application is denied, enter the recommendation for an FIA payment for the Fuel arrears.

Utilities

Name on Bill	Company Name	Account Number
Test Verification	Con Edison	myac093

Is this a Heat Related Utility? (Is gas or electricity necessary to run the furnace or thermostat?) Yes No

Rate Description	Service	Date	Heap Season
	<input checked="" type="radio"/> On <input type="radio"/> Off	__/__/__	<input type="radio"/> Open <input type="radio"/> Closed

Breakdown:	Amount	From	To	Payment History:	Amount	Date
	0000 .00	__/__/__	__/__/__		0000 .00	__/__/__
	0000 .00	__/__/__	__/__/__		0000 .00	__/__/__
	0000 .00	__/__/__	__/__/__		0000 .00	__/__/__
	0000 .00	__/__/__	__/__/__		0000 .00	__/__/__
Total:	0000 .00	__/__/__	__/__/__			

Did you obtain an extension? Yes No Expiration Date of Extension: __/__/__

If service is off, will Utility Company restore service without payment? Yes No

Response from HEAP

HEAP Application: Application Submitted Successful

Preliminary Decision: Approved Denied Final Decision: Approved Denied Date: __/__/__

Denial Reason:

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Utilities window – scrolled to bottom

Response from HEAP	
HEAP Application:	<input type="checkbox"/> Application Submitted Successful
Preliminary Decision:	<input type="radio"/> Approved <input type="radio"/> Denied
Final Decision:	<input type="radio"/> Approved <input type="radio"/> Denied
Date:	<input type="text" value="__/__/__"/>
Denial Reason:	<input type="text"/>
Utility Liaison Recommendation	
Payment Recommended:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Denial Reason:	<input type="text"/>
Payment Amount:	<input type="text" value="0000"/> <input type="text" value="00"/>
Payment Period From:	<input type="text" value="__/__/__"/> To: <input type="text" value="__/__/__"/>
Comment:	<input type="text"/>
Abeyance Amount:	<input type="text" value="0000"/> <input type="text" value="00"/>
Abeyance Period From:	<input type="text" value="__/__/__"/> To: <input type="text" value="__/__/__"/>
Action Required:	<input type="checkbox"/> Utility Guarantee <input type="checkbox"/> Restriction <input type="checkbox"/> Other <input type="text"/>
<input type="button" value="Refer To HEAP"/> <input type="button" value="Complete"/> <input type="button" value="Previous"/> <input type="button" value="Suspend"/>	

POS Release Notes: Appendix A

Version 11.3, October 22, 2007

Property Repair Window

The **Property Repair** window will display the information for a grant requested related to a grant request property or utility equipment repair or replacement that is related to heat. It will display the interview information captured by the Worker.

The Utility Liaison must record the following information:

- Replacement and Repair Estimates (if not recorded by the Worker)
- Contractor Information
- HEAP Season Status
- HEAP Contact Results

Once the required information for all requests on the case is recorded, the Utility Liaison must update the M-858m (Utility Arrears/Emergency Heating) form and fax it to HEAP Central along with all required documentation. The **Refer to HEAP** button will be enabled. Once the button is clicked, the activity will be suspended in the queue and a due date of 10 days will be inserted.

For additional details, please see PD 07-14-ELI (Revision to the Utility Process).

Once a response is received from HEAP, the Utility Liaison must return to the queue to record the decision and recommendation information in the Property window. The Liaison must also complete the "Utility Liaison Recommendation" section of the M-858m.

POS Release Notes: Appendix A

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Property Repair Window – scrolled to top

Utility Liaison Review - [LiaisonPropertyRepair]

File Edit

Instructions

Before referring the case to HEAP enter any missing information in the Property Repair section. If request is made for Fuel and/or Utilities arrears, you will have to complete those windows before referring the case to HEAP. After the decision is received from HEAP, enter it in the Final Decision field. If the HEAP application is denied, enter the recommendation for an FIA payment for the repair or replacement of heating equipment.

Property Repair

Type of Heating Equipment Needing Repair / Replacement :

Essential to Health and Welfare Needed to Maintain Income (2-Family Home)

Heating Equipment : www.nyc.gov/html/dob

Replacement Estimate 1 : - Repair Estimate 1 : -

Contractor Name : Contractor Address :

Licensed? : Yes No License # :

Replacement Estimate 2 : - Repair Estimate 2 : -

Contractor Name : Contractor Address :

Licensed? : Yes No License # :

Heap Season (Property Repair) is : Open Closed

HEAP Contacted : Yes No Date :

If No, enter the reason HEAP Central was not contacted :

Response from HEAP

HEAP Application : Application Submitted Successful

Preliminary Decision : Approved Denied Final Decision : Approved Denied Date :

Denial Reason :

Property Repair Window – scrolled to bottom

Utility Liaison Recommendation

Payment Recommended : Yes No Denial Reason :

Payment Amount : - Recommendation : Repair Replace

Two Party check to vendor via mail

Contractor Name : Contractor Address : Contractor Phone :

Comment :

POS Release Notes: Appendix A

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Refer to Worker Window

Once all required information is entered (including the Utility Liaison recommendation), the **Refer to Worker** window will appear. The Utility Liaison must enter a case comment detailing his or her recommendation(s), select the Worker to whom the case will be assigned for completion of the required action(s) on the grant requests and click on the **OK** button.

If an **Application Interview, Recertification Interview, Change Case Data** or **Non-Food Emergency/Special Grant** activity is pending in a Worker's queue for the case, it will be reassigned to the selected Worker. Otherwise, a **Non-Food Emergency/Special Grant** activity will be assigned to the selected Worker.

Refer to Worker Window

The screenshot shows a software window titled "Refer Action". It contains the following fields and a table:

Selected Case

Case Number	061201040807	Case Name	LEONARDO DAVINCI
Casehead CIN	11111111	Casehead Name	Leonardo Davinci

Refer Case To

Title	Unit	Last Name	First Name	Phone #
Supervisor	MIS	Allas	Hermes	
Assistant Supervisor	CSR	Anderson	Sandra	
Supervisor	MIS	Augugliaro	Joanna	2128493455
Supervisor	DEV	Azmat	Syed	
Auditor	DEV	Bandila	Johny	7186641716
Supervisor	MIS	Batov	Olga	
Supervisor	DEV	Beker	Edouard	

Enter comments, if Any

OK Cancel

POS Release Notes: Appendix B

Version 11.3, October 22, 2007

Food Stamp Separate Determination through POS, Phase I

In Phase I of Food Stamp Separate Determination through POS, the **Eligibility Determination** window and the **Application Interview** activity flow will be updated to allow Workers to complete the current 2-day action to deny Public Assistance (PA) and accept Food Stamps (FS) by creating a separate NPA FS case in one day using POS. This functionality will be available for cases where the decision for PA and FS is being made at the same time.

Eligibility Determination window

The **Eligibility Determination** window will only appear for cases for which the PA suffix is in applying (AP) or single issue (SI) status and for which FS suffix is in AP or SI status.

Revised Eligibility Determination window

Version 11.2 - Paperless Office System - [Eligibility Determination] 12:34:43 PM Monday, June 11, 2007

File Edit Tools Window Help

Decision Documents Referrals Others

Completeness Overall **COMPLETE** Documents **COMPLETE** Referral **COMPLETE** Other Factors **COMPLETE**

Final PA Determination Accept Deny **1** Final FS Determination Accept Deny **2**

Are All Individuals Being Activated for FS Yes No **3**

Pa Denial Status **4** REJECTED-Compliance PA Status Reason **5** Failure to Complete Eligibility Process (MA Sep Determination)

Fs Status **6** Active FS Status Reason **7** Y45 - Other

Case/Suffix Level Case Name PAYEE PAYEE Deny No

Current Status PA **1** Category SNCA New Status

PA AP PA APPLYING

MA AP MA APPLYING Delink MA from PA?

FS AP FS ACTIVE

Individual Level Name Payee Payee DOB 01/01/1982

Current Status

PA AP PA APPLYING

MA AP MA APPLYING Deny No

FS AP FS **8** ACTIVE

Comments

Next Previous

7 new fields will be added to the **Eligibility Determination** window:

1. Final PA Determination
2. Final FS Determination
3. Are all individuals being activated for FS?
4. PA Denial Status
5. PA Status Reason
6. FS Status
7. FS Status Reason

POS Release Notes: Appendix B

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In the window, the Worker will indicate the final PA and FS decisions. For cases that will be denied for PA and accepted for FS, the Worker will enter the PA denial reason and the FS acceptance reason.

If the PA status will be denied and the Worker selects a reason that does not require FS Separate Determination, POS will display an error message asking the Worker to select a different code or to change the FS determination to 'Deny'.

Enabling or disabling the new fields on the Eligibility Determination window

When **Final PA Determination** (Field 1) has a value of 'Deny', **Final FS Determination** (Field 2) will be enabled.

When **Final FS Determination** (Field 2) has a value of 'Accept', the Worker must answer the question "**Are all individuals being activated for FS?**" (Field 3)

If the answer for this question is 'Yes', the **Individual FS Status** (Field 8) will be preset to 'Active' for each individual on the case and the fields will be protected and disabled. If the answer is 'No', the Worker must select the proper individual status for each individual (Active, Rejected or Closed).

PA Denial Status (Field 4) and **PA Status Reason** (Field 5) will only be enabled when **Final PA Determination** (Field 1) has a value of 'Deny'.

The **FS Status** field (Field 6) will be pre-filled with a value of 'Active' when **Final PA Determination** (Field 1) has a value of 'Deny' and **Final FS Determination** (Field 2) has a value of 'Accept'. When the FS Status field is enabled, the Worker must select the FS opening code in the **FS Status Reason** (Field 7) drop-down menu.

FS acceptance

Following the **Eligibility Determination** window, the Worker will process and authorize the budget for the Food Stamp acceptance and will submit the case to the Supervisor. The Supervisor will process the acceptance of the FS case. POS will then automatically handle the PA denial transaction one day after the FS acceptance transaction is processed by WMS.

FS acceptance for PA case is applying (AP) status

Following the **Eligibility Determination** window, the Worker will process and authorize the PA/FS budget using the **Existing Budgets** window. The latest interview data will pre-fill the new budget. The Worker must change the PA suffix status from Rejected (**RJ**) to Applying (**AP**) in the **Budget Household** window prior to the calculation of the budget.

At the time of the FS decision, the Worker should return to the income, resource, shelter/housing expense and other expense windows to ensure that the interview data has the latest information provided by the applicant.

After the **Existing Budgets** window, the **POS TAD** window will appear. The Worker must make all required updates at the suffix and individual levels on the TAD and run the business rules. For individuals who will be denied, the individual FS denial reason must be entered on the POS TAD.

After the **POS TAD** window, the Worker will complete the activity and submit it to the Supervisor for review and approval.

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FS acceptance for PA case in single issuance (SI) status

Following the **Eligibility Determination** window, the Worker will process and authorize the PA/FS budget using the **Existing Budgets** window. The latest interview data will pre-fill the new budget. The Worker must change the PA suffix status from Closed (**CL**) to Single Issue (**SI**) in the **Budget Household** window prior to the calculation of the budget.

At the time of the FS decision, the Worker should return to the income, resource, shelter/housing expense and other expense windows to ensure that the interview data has the latest information provided by the applicant.

After the **Existing Budgets** window, the **POS TAD** window will appear. The Worker must make all required updates at the suffix and individual levels on the TAD and run the business rules. For individuals who will be denied, the individual FS denial reason must be entered on the POS TAD.

After the **POS TAD** window, the Worker will complete the activity and submit it to the Supervisor for review and approval.

Supervisory Approval of FS Acceptance

The Supervisor will review and process the FS acceptance action. On the Approval Elements window, the Supervisor will click on the **Xmit** button to send the case action to WMS.

2nd Day Action by POS for PA Denial

POS will check the status of the FS acceptance transaction in WMS one day after the Supervisor transmits from the **Approve Eligibility Decision** activity.

If the FS acceptance transaction was successfully processed by WMS, POS will transmit the PA denial transaction to WMS one day after the FS acceptance transaction is processed by WMS.

Error Correction – FS Acceptance

An Error Correction activity will be scheduled for the Worker if the first day transaction errored out in WMS. The **EC – Application Interview** must be completed to process the FS acceptance for the case.

POS will check the status of the FS acceptance transaction in WMS one day after the Supervisor transmits from the **Approve Eligibility Decision** activity.

If the FS acceptance transaction was successfully processed by WMS, POS will transmit the PA denial transaction to WMS one day after the FS acceptance transaction is processed by WMS.

Error Correction – PA Denial with FS Separate Determination Code After FS Acceptance

An Error Correction activity will be scheduled for the Worker if the first day transaction for the FS acceptance was processed by WMS, but the second day transaction for the PA denial errored out in WMS.

POS will schedule an Error Correction activity named **EC - Day 2 FS Sep Det** in the Worker's queue. The Worker will complete a TAD action to deny the PA suffix with a FS Separate Determination code and close the FS suffix with an appropriate code.

POS Release Notes: Appendix C

Version 11.3, October 22, 2007

Changes to Alien Determination Windows

Changes will be made in the POS alien determination windows to help ensure that the alien document window is completed, to add new help text and sample images for several alien types, to post the appropriate employment-related action code(s) to NYCWAY for undocumented immigrants and to add a link to the SAVE website for authorized center staff.

New SAVE button in Alien Checklist window

A new button will be added to the Alien Checklist window to allow authorized HRA staff to access the Systematic Alien Verification for Entitlements (SAVE) program.

POS Alien Checklist Window with SAVE button

Alien Checklist

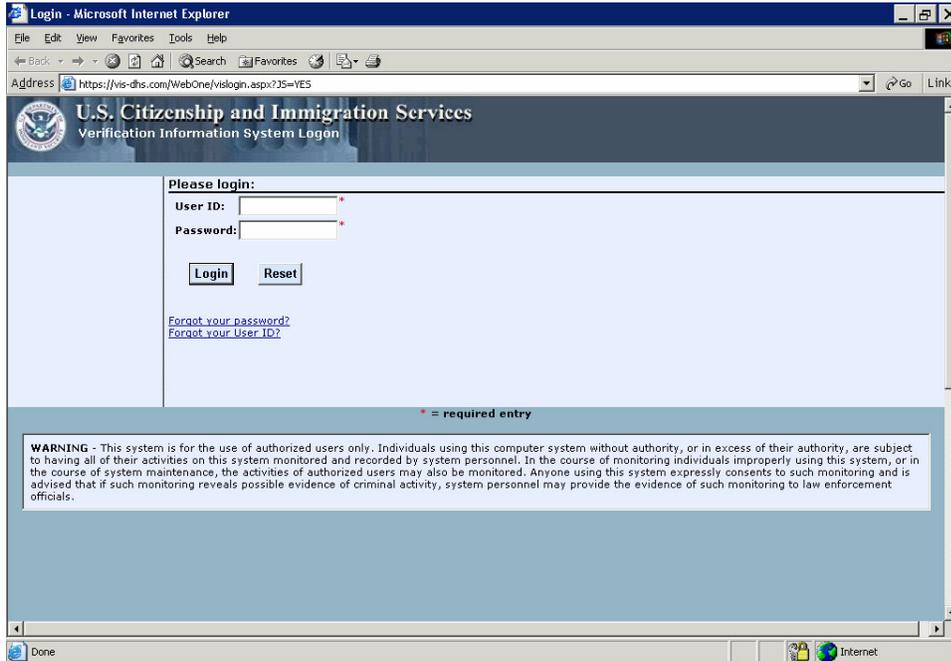
Task	Required	Status	
1. Alien Type Reevaluation	Yes	Not Started	Start
2. Alien Type Determination	No	Complete	Review
3. Alien FS Eligibility Determination	No	Complete	Review
4. Alien MA Eligibility Determination	No	Complete	Review

Case Member	Alien Type	Alien Code	Time In Status	PA	FS	MA	Doc Requested	Do Scan
Linda Loopy	Legal Permanent Resident	K	0 Yrs 1 Mn	SNET	None	Medicaid		

POS Release Notes: Appendix C

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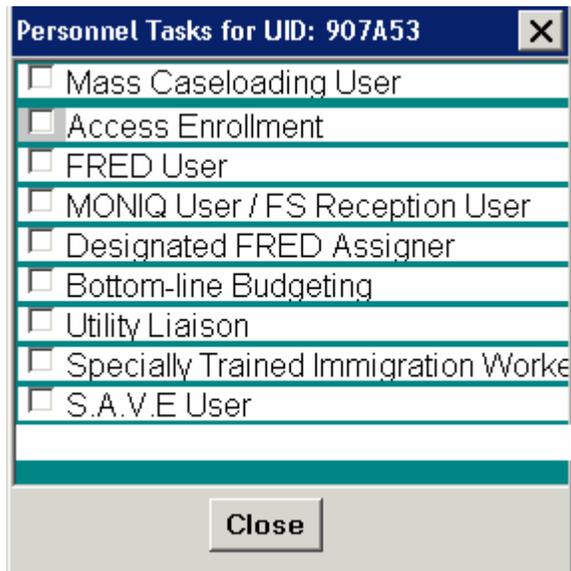
SAVE Login Window



For additional details about SAVE, please see PD 07-31-SYS (Systematic Alien Verification for Entitlements (SAVE) Program).

Identifying an individual as a SAVE User

Job Center staff authorized to access SAVE will be marked as "SAVE User" in the POS Enrollment table using a new indicator.



POS Release Notes: Appendix C

Version 11.3, October 22, 2007

Updates to Help Text in Alien Determination Windows

Additional help text will be added to the POS alien determination windows. The new help text is identified by red links with the word “(help?)”

Alien Type Determination Script -- Additional Information for Linda Loopy

1. Initial Summary
2. North American Indian Born in Can.
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 I
14. Battered Documentation Window L
15. Evidence of Battery or Abuse wind
16. PRUCOL (PA)
17. PRUCOL (MA)
18. Undocumented immigrant or non-im
19. Additional Information for Linda Lo

Name **Linda Loopy** Type **Legal Permanent Resident**
SSN **032122345** Date of Birth **07/21/1979**
Date of Status (DOS) from WMS [Link to the Entry Date Procedure](#)
Date Entered Country (DEC) from WMS

Instructions
Please Read This Before Entering the Dates listed below!
For immigrants who were determined to be Battered Aliens (B) enter the Date of Application, when determination for alien status 'B' was made, 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, and Parolees for less than one year must enter the date when original status was obtained.

Alien Number **A12358888**
Does the Individual Have Employment Authorization Document I-688B or I-766? Yes No
Does the Individual Have Social Security Card Authorizing Employment (card doesn't say 'Not Valid for Employment')? Yes No

Dates
Date of Entry (Alien Type R or F) **00/00/0000**
Date Status Granted (Alien Type A, H, L, Z, K, T or G) **08/01/2007**
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 the 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 the Individual Physically Entered the US **(help?)** **08/01/2007**
Does the individual have documents to verify U.S. residence prior to 8/22/96? Yes No
Was this individual out of US since that date for 30 consecutive days **(help?)** Yes No
or a total of more than 90 days?

There is an Alien FS Determination for this Person - Clear the FS Determination to modify additional Information

Next **Previous**

Example: Help Text for “Date the Individual Physically Entered the US”

i Date Physically Entered the US means the date the individual physically entered the US regardless of whether entry was legal or illegal. This should be the last date of entry where the non-citizen was thereafter continuously present 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. A non-citizen entered the U.S. on 8/5/1970 and stayed in the U.S. until 4/6/2006 when a vacation outside of the U.S. was taken. The individual returned to the U.S. on 5/11/2006 and obtained qualified immigration status on 6/5/06. In this case the Date Entered the Country (DEC) is 5/11/2006 not 8/5/1970 since there was a subsequent absence for more than 30 consecutive days before qualified status was obtained.

OK

POS Release Notes: Appendix C

Version 11.3, October 22, 2007

New Example Images of Alien Documentation

Sample images of certain alien documentation will be added to the POS alien determination windows to assist Workers completing these windows. These images can be retrieved by clicking on the “Link to Image” next to the document. The sample image will appear in a pop-up window.

1. Initial Summary
2. North American Indian Born in Canada
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 I
14. Battered Documentation Window L
15. Evidence of Battery or Abuse wind
16. PRUCOL (PA)
17. PRUCOL (MA)
18. Undocumented immigrant or non-im
19. Additional Information for Linda Lo

Please Determine if any individual in the household, who has not been selected in a previous window belongs to this group.
North American Indian Born in Canada or Member Of Federally Recognized Tribe Born Outside US YES NO

Birth/baptismal cert. issued on a reservation
Unexpired temporary I-551 stamped in a Canadian passport
Membership card or Tribal doc. for federally recognized tribe-Sec4(e)
Letter or Tribal document certifying at least 50% Amer. Indian Blood
I-551 Alien Registration Card stamped "S13" [Link to Image](#)
I-94 stamped "S13" [Link to Image](#)

Place a check mark next to the individuals who belong to this group. Individuals who were selected in previous windows are grayed-out

Select All Clear All Details

Next Previous

Posting Action Codes to NYCWAY for Undocumented Immigrants

For undocumented immigrants (Alien Code Indicator “E”), POS will post employment action code 99UI. For immigrants who were previously undocumented immigrants, but have a new status, POS will post action code 99NW to NYCWAY.

New business rule for Alien Document Window

A new business rule will require the selection of a document in the Alien Document List window.

Alien Document List window

Stephen Lorenzo VICTIMS OF TRAFFICKING AND

Documents	Document Requested	Available for indexing
DRR Certification Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRR Letter for Children	<input type="checkbox"/>	<input type="checkbox"/>
I-94 coded T1,T2, T3,T4,T5 adm. under INA Sec 212(d)(5) fr at least 1yr	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

Ok Cancel

POS Release Notes: Appendix D

Version 11.3, October 22, 2007

POS Forms and E-Forms

Printed POS forms are saved in the POS Printed Forms area, which is available in POS interview and approval activities and in the Review Case activity.

Printed E-Forms are saved in the FileNET image repository. The forms are available for viewing and re-printing through the POS Document Browser. E-Forms are not available through the **Tools > Printed Forms** menu.

New E-Forms for PA Centers

The following forms have been added to citywide E-Forms. They will be saved in the FileNET image repository upon printing and will be available in the POS Document Browser:

- M-40K, Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits
- M-858ff, Notice of Intent to Restrict Home Energy Allowance (Timely)
- M-858w, Participant Request for Restriction of Home Energy Allowance
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-146E, Request to Pay Rent Arrears in Excess of Public Assistance Maximum Shelter Allowance
- W-147E, NYCHA Security Agreement
- W-147M, Landlord's Statement
- W-147Q, Primary Tenant's Statement Regarding Occupancy of Secondary Tenant
- W-636, Notice of Special Grant

Updated E-Forms for PA Centers

The following E-Forms will be revised:

- EBT-23, Notice of Special Public Assistance and/or Food Stamp Benefit
- M-3mm, Notification of Application Withdrawal (Cash Assistance, Food Stamps and Medical Assistance)
- M-858c, Notice of Intent to Restrict Home Energy Allowance for Family Assistance Cases (Timely)
- M-858x, Notice of Intent to Recoup Utility Grant (Timely)
- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-145, Notice of Intent to Restrict Shelter Allowance (Timely)

Existing E-Forms for PA Centers

The following forms are available as citywide E-Forms. They are saved in the FileNET image repository upon printing and are available for re-printing in the POS Document Browser:

- EBT-23, Notice of Special Public Assistance and/or Food Stamp Benefit
- LDSS-2921, Statewide Common Application
- LDSS-4753, Food Stamps - Request for Contact/Missed Interview
- M-3mm, Notification of Application Withdrawal (Cash Assistance, Food Stamps and Assistance)
- LDSS-3151, Food Stamp Change Report Form
- LDSS-3938, Food Stamp Application Expedited Processing Summary Sheet
- M-3g, Notice to Report to Center
- M-687m, Safety Net Assistance (SNA) Application Supplement
- M-858c, Notice of Intent to Restrict Home Energy Allowance for Family Assistance Cases
- M-858x, Notice of Intent to Recoup Utility Grant (Timely)
- W-102, Notice To Participant Of New Worker
- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-119, Request for Contact on a Mailed or Faxed Application

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- W-119D, Eligibility Factors and Suggested Documentation Guide
- W-145, Notice Of Intent To Restrict Shelter Allowance (Timely)
- W-147, Letter to Landlord
- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request
- W-451, NYPD - Job Center Report/Referral
- W-515X, Systematic Alien Verification for Entitlements (SAVE) Referral
- W-582A, Family Care Assessment
- W-607A, Request for ID Card/Temporary MA Authorization/Update Existing CBIC
- W-648D, Income Contribution Worksheet for Families in Temporary Housing
- W-680, Request for Birth or Death Verification from Agencies Outside New York City
- W-680FF, Language Questionnaire
- W-700D, FIA School/Training Enrollment Letter
- W-700E, School Attendance Verification Letter

The W-908T is generated as a batch form through the Schedule Recertification Appointment activity.

Updated POS Forms

Updated POS Forms

The following POS forms will be updated:

- W-145VV, Notice of Change in Cash Payment

Removed POS Forms

The following forms are obsolete and will be removed from POS:

- W-515D, Document Verification Request
- W-903E, DAARU Referral
- W-908SS, Notice of Homebound Recertification Appointment Form

The W-908T (Notice of Recertification Appointment) and W-908CC (Notice of Rescheduled Appointment for Recertification Interview) forms will be removed from the Print Forms window to help ensure that they are not printed blank:

- The W-908T is generated as a batch form through the **Schedule Recertification Appointment** activity.
- The W-908CC is generated through the **Activities Management** window when the **Recertification Interview** is rescheduled.

Updated Data Entry Windows

The following data entry windows will be updated to allow longer comments:

- M-687m, Safety Net Assistance (SNA) Application Supplement
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-186D, Fair Hearing Compliance Request
- W-636, Notice of Special Grant