

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-131-SYS

ACCESSING SDX THROUGH THE WELFARE MANAGEMENT SYSTEM

Date:	Subtopic(s):			
October 25, 2007	WMS			
This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Job Center, Non- Cash Assistance Food Stamp (NCA FS) Center, Office of Centra Processing (OCP), and Income Clearance Program (ICP) staff of the new SDX - SSI Individual Status screens currently available through the Welfare Management System (WMS). The new screens display information on all persons that have applied for, received, ceased to receive, or were denied Supplemental Security Income (SSI). The data can be used to assist staff in determining eligibility for Cash Assistance, Medical Assistance, Food Stamps, Home Emergency Assistance (HEAP) and other programs. This policy bulletin serves as information for all other staff.			
	See Attachment A on accessing SDX through WMS.			
	Effective Immediately			
	References:			
	07-LCM-04			
Please use Print on Demand to obtain copies of forms.	Attachments:			
	Attachment A Accessing SDX through WMS			

ACCESSING SDX THROUGH THE WELFARE MANAGEMENT SYSTEM

- Log into the Welfare Management System
- Access the selections menu



- Select option K entitled "SDX-SSI Individual Status"
- Enter the applicant/participant's Social Security number (SSN) and press enter



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• Press the shift and F2 keys to access the MA/NYSNIP INQUIRY screen this screen provides all current data and information available from the SSA

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This screen	WTRK52 MA/NYSNIP I SSN CIN	INQUIRY DIST NYC DATE 08/09/2007 FISCAL DIST NEW SSA OFFICE B95 East Village
provides the Medicaid and Alien information available.	CLAIM NBR HI PART A BEGIN: END: SMI PART B BEGIN: END: MEDICARE ENTITLEMENT CD N	FOOD STAMP INFORMATION: FS RECIPIENT STATUS FS APPLICATION FS INPUT DATE FS HEAT
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• After verifying the information, press the shift and F3 keys. This will access the SDX Addresses screen. Following verification of the current address information known to SSI, press the shift and F1 keys to access the main page to begin another inquiry.