



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-142-SYS

### NYCWAY UPDATES – ACTION CODE CHANGE

<b>Date:</b> November 27, 2007	<b>Subtopic(s):</b> NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>Change regarding an open <b>011J</b></p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users and to update current policy. The purpose of this policy bulletin is to inform staff of the following:</p> <ul style="list-style-type: none"> <li>• Change Regarding an Open Action Code <b>011J</b> (Case Accepted-Work Requirement Waived-Special Assessment)</li> <li>• Reminder regarding the posting of Action Code <b>411N</b> (Manual NOI Required)</li> </ul> <p>When NYCWAY finds an open <b>011J</b> for a participant, it checks for open Action Codes <b>131A</b> (Assessment Result - Full Employment Waiver [applicant]) or <b>931A</b> (Assessment Result - Full Employment Waiver [participant]), and completes one of the following actions:</p> <ul style="list-style-type: none"> <li>• If it finds an open <b>131A</b> or <b>931A</b> and the Future Action Date (FAD) <u>has</u> expired, NYCWAY will automatically post Action Code <b>113</b> (Assessment Needed: Changes ES Code to 20), change the ES code from <b>45</b> (Work Requirements Waived) to <b>20</b> (Mandatory Employable) and close out the <b>011J</b>.</li> <li>• If it finds an open <b>131A</b> or a <b>931A</b> and the FAD <u>has not</u> expired, NYCWAY will automatically post Action Code <b>14EX</b> (Existing Exemption), keep the ES code of <b>45</b> and close out the <b>011J</b>.</li> <li>• If it does not find an open <b>131A</b> or a <b>931A</b>, NYCWAY will automatically post Action Code <b>113</b>, change the Employability Status (ES) code from <b>45</b> to <b>20</b> and close out the <b>011J</b>.</li> </ul>

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*

Posting of the **411N** for cases with the comment, "No business rules in NYCWAY."

Business rules for posting a **411N**

**Reminder**

Periodically, a small number of cases may fail to go through the automated Notice of Intent (NOI) process where Action Code **410** (Automated NOI Sent) does not post because the business rules are not recognized by NYCWAY. When this happens, NYCWAY will automatically post a **411N** on these cases and put them on the **NOI** Worklist. The Error Message that will appear is "No Business Rules."

To implement the sanction/closing, the Workers must:

- review the **NOI** Worklist and identify those cases that have infringed and the **Comment** field indicates no business rules
- process the sanction/closing manually, as required by the action code and in accordance with current procedure

**Activity Record** screen showing the **411N**

Comments section indicating "No Business Rules"

MAPER-A (99824)

File Edit Functions Scripts Session Release Help

Months on PA lend OCT1 : 125(+)  
480B22 WORK. ACCOUNTABILITY, AND YOU (WAY) PIU065.34020

ACTIVITY RECORD

Casenumber : Suffix : 01 Linenumber : 01 Case Type : SNNC  
 Appreg : 0004132027 CIN : SSM :  
 Program: TRAINING/ED  
 Status : UOC/ED/OTHER TRAINING  
 Name : DIAMONTE Office : 046 ES Code : 20  
 Sex : F Unit : Comp Code : 706  
 DOB : 10/29/1976 Household: 04 Worker : 00335 Ind Stat : AC

Action Code : 411N MANUAL NOI REQUIRED  
 Site Code :  
 Action Date : 11/14/07 Office : SYS  
 Create Date : 11/14/07 Worker : SYSTEM  
 Future Date : 11/28/07 Form Gen : NO Wrklist: NOI \*Comp Code\*  
 Comp Date : User ID: MNV031 from ?18 to ?06

Completion :  
 Pri-Status : TRAINING/ED  
 Sec-Status : UOC/ED/OTHER TRAINING  
 Comment : Authorization 07101205 - No Business Rules!

Next Case: Next Suffix: Next Line:

Prior NxtAct AsgInq DemInq AddAct Assign Paint MnMenu

*Effective Immediately*