



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #07-15-SYS

(This Policy Directive Replaces PD #07-08-SYS)

WELFARE MANAGEMENT SYSTEM (WMS) SOFTWARE RELEASE VERSION 2007.1

Date: April 25, 2007	Subtopic(s): WMS
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REVISIONS TO ORIGINAL POLICY DIRECTIVE

This policy directive is being revised to include:

- three additional Public Assistance (PA) opening codes (**A20**, **A30** and **A32**) and two additional Food Stamp (FS) opening codes (**A48** and **A49**) that will generate Client Notice System (CNS) notices
- opening code **Q23** for use when activating FS (going from AP to Single Issue [SI]) on a PA case for expedited processing
- instructions for sanctioning the PA portion of the case when Medical Assistance (MA) is in Applying (AP) status
- correct the Non-Public Assistance Food Stamp (NPA FS) Office assigned to the new NPA FS case created for a PA case being rejected or closed at the Residential Treatment Services Center (RTSC) (#52)
- a revised Public Assistance Case-Level Opening Codes Desk Guide (**W-203XX**).

AUDIENCE

The instructions in this policy directive are for all Welfare Management System (WMS) users in the Job Centers, Non-Public Assistance (NPA) Food Stamp (FS) Offices and ancillary sites. They are informational for all other staff.

POLICY

New York State's WMS is updated on a regular basis to reflect changes in City, State and Federal regulations. The WMS software release for 2007.1 migrated to production on February 20, 2007.

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*

SYSTEM ENHANCEMENTS

WMS Software Release Version 2007.1 includes the following changes:

New information

- PA Opening Codes for Cases Going from AP to SI or AC Status (CNS Notice Generated)
- PA Opening Codes for Cases Going From AP to SI Status Only
- PA Opening Codes for cases going from AP to AC Status (No CNS Notice Generated)
- PA Code for Rejecting and Closing a PA Case
- Modification to PA and Medical Assistance (MA) Case Closing and Line Sanction Codes
- Automated Closing of Deceased Participants Still Active on WMS
- Revision to Edits for Automated Separate FS Determination Processing
- Fix to Budgeting of Shelter Proration Indicator **O** (Budgets A Zero PA Shelter Allowance For Single Suffix Cases Or Multi-Suffix Cases With Only One Active Suffix)
- Extension of Budget Reduction Clock Down (More! Expansion)
- Entry of Valid Bureau of Child Support (BCS) Indicator on Eligibility Transactions
- Update to Dependent Age Criteria for Earned Income Disregard (EID) on Safety Net Cases
- Saving State Verification and Exchange System (SVES) Query Log for Three Years
- Creation of New Originating PA and MA Centers

PA Opening Codes for Cases Going from AP to SI or AC Status (CNS Notice Generated)

Effective April 9, 2007, new CNS PA opening codes have been created for use when changing the PA status of PA/FS cases from AP status to SI or AC status. The new PA case opening codes reflect the period in which the household becomes eligible for PA/MA/FS.

New information

- **A20** – PA Case Opened – PA Determination Pending (system-generated SI status only, for expedited FS cases).

When FS Opening Code **Q23** is entered to issue expedited FS Benefits, PA Opening Code **A20** automatically posts for the PA suffix.

- This code will automatically post when the FS portion of a PA/FS case is placed in SI status using Opening Code **Q23** (Expedited – Pending Verification).
 - Use FS Opening Code **Q23** to issue expedited FS benefits for PA/FS cases and not FS Opening Code **Q22** (Expedited – Pending Verification). Code **Q22** will remain valid to issue expedited FS benefits for NPA FS cases
 - Code **Q22** will not be displayed in the FS suffix status reason drop-down menu on the POS Turn-Around Document (TAD) window for PA/FS cases
 - Both PA and MA will remain in AP status when the JOS/Worker issues expedited FS benefits on a case.

Code **A20** is system-generated and will not be an option on the POS TAD for JOS/Workers to select.

- PA Opening Code **A20** cannot be entered by JOS/Workers and, therefore, will not appear in the PA suffix status reason drop-down menu on the POS TAD window
- PA Opening Code **A20** will only appear on the CNS Detail (**WCN052**) screen in the PA Reason Code field.

New information

- **A30** – PA Approval – Same Benefit Each Month
 - Use this code when:
 - activating the PA suffix (i.e., changing from AP to SI status or from AP to AC status)
 - the date of compliance with all PA requirements (the 45th day for Safety Net Assistance [SNA] cases) is the first day of the toe digit cycle issuance and
 - the same recurring PA grant will be issued each month (no proration).

M3E Indicator **A** is required when activating PA with Opening Codes **A30** or **A32** and activating FS with Opening Code **Y45**.

- When opening a PA/FS case using PA Opening Code **A30** and FS Opening Code **Y45** (Other [Manual Notice Required]), **M3E** indicator **A** (TAD element **053**) is required or WMS will display error E1600 – “M3E IND/MANUAL NOTICE REQUIRED.”

New information

- **A32** – PA Approval – first month prorated
 - Use this code when:
 - activating the PA suffix (i.e., changing from AP to SI status or from AP to AC status)
 - the date of compliance with all PA requirements (the 45th day for Safety Net Assistance [SNA] cases) falls between cycle issuance dates and
 - a prorated PA grant will be issued for the first benefit.
 - When opening a PA/FS case using Opening Code **A32** and the FS benefits will be prorated, use either of the following codes, as appropriate, to activate the FS portion of the case:

FS opening codes for use with PA Opening Code **A32** only to prorate FS. Do not use with any other PA opening code.

- **A48** – FS Approval: 1st Month Prorated: Applied BEFORE the 16th
- **A49** – FS Approval: 1st Month Prorated: Applied AFTER the 15th
- When opening a PA/FS case using PA Opening Code **A32** and FS Opening Code **Y45** (no proration of FS), **M3E** indicator **A** is required or WMS will display error E1600.

PA Opening Codes for Cases Going From AP to SI Status Only

Revised information

Codes **Y37**, **Y38**, **Y39** and **Y41** are valid for changing the PA status from AP to SI only.

CNS PA opening codes have been created for use when changing the PA status of PA/FS cases from AP status to Single Issue (SI) status. CNS will not generate a notice for these codes. JOS/Workers must complete the POS **LDSS4013** window to generate the manual [LDSS-4013A NYC](#) and [LDSS-4013B NYC](#) notices.

- **Y37** – Case accepted for Single Issue payments that have been ordered by a Fair Hearing Decision.
 - This code replaces Opening Code **008**
 - Use this code when placing a PA case in SI status to issue benefits ordered by a Fair Hearing Decision
 - The MA portion of the case must be in not applying (NA) status.

Revised Information

- **Y38** – Case accepted only for emergency shelter arrears and/or emergency utility arrears with no repayment agreement.
 - This code replaces Opening Code **009**
 - Use this code when placing a PA case in SI status to make an emergency shelter arrears and/or utility arrears payment that the household is not required to repay
 - Use with Family Assistance (FA) cases only
 - The MA portion of the case must be in not applying (NA) status.

Revised Information

- **Y39** – Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay.
 - Use this code when placing a PA case in SI status to make an emergency shelter arrears and/or utility arrears payment that must be repaid
 - Use with Safety Net Federally Participating (SNFP), Safety Net Cash Assistance (SNCA), and Safety Net Non-Cash (SNNC) case categories only
 - The MA portion of the case must be in not applying (NA) status.

The WMS [Worker's Guide to Codes manual](#) will be revised to reflect the changes to PA Opening Codes **Y38** and **Y39**.

Immediate needs opening code

- **Y41** – Case accepted for Immediate Needs (pre-investigation) and one-shot deals.
 - Use this code:
 - when placing a PA case in SI status to issue Special Grant Code **44** (Immediate Needs Grant) and
 - for one-shot deal grants that are not shelter or utility arrears-related.

- This code replaces Opening Code **033**
- The MA portion of the case is to remain in AP status unless not applying for MA (e.g., one-shot deals)
- If activating FS, use FS Opening Code **Y45**.

Note: If codes **Y37**, **Y38**, **Y39** or **Y41** are used to place the PA/FS case in AC status, WMS will display error messages E1052 – “CASE REASON CODE AND CASE STATUS CONFLICT” and E1600.

New information

Opening Codes for Cases Going from AP to AC (No CNS Notice Generated)

CNS PA opening codes have been created for use when changing the PA status of PA/FS cases from AP to AC status. CNS will not generate a notice for these codes. JOS/Workers must complete the POS **LDSS-4013** window to generate the manual **LDSS-4013A NYC** and **LDSS-4013B NYC** notices.

- **Y42** – Closed in Error (Employment Unit approval is needed if case was closed due to Employment Related reason).
 - This code replaces Opening Code **066**.
- **Y43** – Aid Continuing – Case Awaiting Fair Hearing Decision
 - This code replaces Opening Code **097**
 - Use this code to reopen a PA case that was granted Aid to Continue.
- **Y46** – Employment Unit Approved Override with documentation that allows the opening of Job Search closings or sanctions during the infraction period.
 - This code replaces Opening Code **098**
 - To be used if:
 - client was incarcerated
 - client was hospitalized
 - there had been a change of address
 - Fair Hearing decision was reversed on an employment closing.
- **Y47** – To be used to override an Intentional Program Violation (IPV) sanction and open a case/suffix during the infraction period.
 - This code replaces Opening Code **101**
 - Use of this code is restricted to the Office of Fiscal Operations using EPF as the Originating Center.

- **Y65** – To be used to override a Drug and Alcohol Closing or Rejection Code during the infraction period. Removes the last sanction.
 - This code replaces Opening Code **623**
 - Use this code if the individual was sanctioned or rejected in error. The sanction will be deleted from the sanction history.
- **Y67** – Other PA Opening Code
 - Use this code when no other PA opening code applies.

System edits

The following edits apply to the PA opening codes:

New information

Requirements for CNS data entry

- Workers are required to enter data and store a notice in CNS for PA opening codes beginning with the letter “A” when the PA suffix status is changed from AP to SI or AC
- A CNS notice will be generated when the PA status changes from AP to SI or AC and will list:
 - household members eligible for PA and
 - ineligible household members and the reason for the ineligibility.

No clock down period

New information

- The CNS notice number must be entered in TAD element **280** unless the notice is suppressed, for example, by entering an **A** (Adequate, Manual Notice) or **T** (Timely, Manual Notice) in the **M3E** indicator field (TAD element **053**)
- All PA opening transactions are immediate
- **M3E** Indicator **A** must be entered when:
 - a non-CNS MA reason code (e.g., **088** – Disabled child/children receiving medical/nursing care at home) is used to activate a PA/FS case during eligibility
 - activating MA retroactively (to cover bills incurred three months prior to application filing date) at the suffix level. The MA status, reason and date are required entries.

Note: If the **M3E** indicator is not entered, WMS will display error message E1600.

- New information
- When the PA/FS is opened (PA in AC status), the MA portion of the case will automatically be activated with MA Opening Code **839** (MA Approval on PA Case) except when the following system-generated MA opening codes are applicable:
 - **739** – Combined PA/MA Application Under Review
 - **800** – PA App Does Not Want MA
 - **839** – MA Approval on PA Case

- New information
- During eligibility transactions, when a PA individual line is sanctioned (PA in SN status) using a sanction code that continues Medicaid eligibility and the MA portion of the case is in AP status, **M3E** Indicator **A** or **T** is required. MA must be manually activated (MA in AC status) using the appropriate MA individual reason opening code and the manual [LDSS-4013A NYC](#) and [LDSS-4013B NYC](#) notices must be sent to the participant.

Refer to the [Worker's Guide to Codes Manual](#) for the appropriate MA opening code.

Note: The **M3E** indicator is also required during undercare transactions when the MA portion of the case remains in AP status. If the MA portion of the case is already in AC status, a CNS notice will be generated when the PA portion of the case is sanctioned.

Valid Non-CNS PA Opening Codes

The following non-CNS PA opening codes will remain in existence:

- **114** – Override Opening Code – Prior Sanction History Remains
 - To be used to override a sanction without deleting prior infraction record
 - The manual [LDSS-4013A NYC](#) and [LDSS-4013B NYC](#) notices are required.
- **400** – Administrative Opening on Transitional Benefits Cases
 - No notice is required
 - Use of this code is restricted to the Transitional Benefits Unit.

Additional requirements for using manual notices

When activating a PA/FS case suffix, the individual line(s) are automatically activated. Staff is not required to make any entries for individual lines on the POS TAD window. However, in instances when a non-CNS PA opening code (e.g., **114** and codes beginning with the letter “Y”) is entered on an individual line an **M3E Indicator A** or **T** is required and the manual [LDSS-4013A NYC](#) and [LDSS-4013B NYC](#) are required. In addition, WMS will display error message, “M3E IND/MANUAL NOTICE REQUIRED.”

An automated CNS notice will not be generated (i.e., the manual **LDSS-4013A NYC** and **LDSS-4013B NYC** must be used for:

- Multisuffix cases
- Cases in the Emergency Assistance to Adults (EAA) and Emergency Assistance to Families (EAF) categories.

Office of Child Support Enforcement (OCSE) sanctions and ineligible budgets

Until further notice, JOS/Workers must issue manual notices when the PA/FS case has:

- an individual being sanctioned due to noncompliance with OCSE
- ineligible FS budget (i.e., eligible for PA and ineligible for FS).

PA Code for Rejecting and Closing a PA Case

Prior to the migration of WMS software version change 2007.1 to production, PA Rejection Code **E64** was defined as “Moved Out of District Before Determination” and PA Closing Code **E64** was defined as “Failure to Complete Eligibility Process.” To eliminate the discrepancy in the definitions of the codes, PA Closing Code **E64** has been removed and PA Rejection Code **E64** remains as a case level rejection code with its current definition, “Moved Out of District Before Determination.”

Use PA Code **E69** when the applicant/participant fails to keep an employment-related appointment.

In addition, a new PA code, **E69** (Failure to Complete Eligibility Process), has been created for use only when rejecting and closing a PA case due to the applicant’s/participant’s failure to keep an employment-related appointment. Case-level Rejection and Closing Code **N17** (Failure to Complete Eligibility Process) remains valid for rejecting or closing a case due to the applicant’s/participant’s failure to keep an eligibility-related appointment.

Modification to PA and MA Case Closing and Line Sanction Codes

Prior to the migration of WMS software version change 2007.1 to production, when applicants age 21 and over applied for MA and failed to provide verification of their SSN or application for SSN, they were denied MA; however, any children on the application remained eligible for MA.

Effective February 20, 2007, PA and MA case closing/individual Sanction Code **F20** (Failure to Provide SSN) and individual Sanction Code **E21** (Failure to Provide Child’s SSN) were modified to discontinue MA for all applicants/participants who fail to provide proof of SSN or application for SSN, including applicants/participants under age 21.

Exemptions Pregnant women, and children up to age 1, are exempt from the SSN requirement. Verification of SSN or proof of application of SSN must be provided:

- by the first day of the month following the 60th day after the date of delivery for the mother and
- beginning the first day following the child's first birthday for the child.

Automated Closing of Deceased Participants Still Active on WMS Many individuals on active cases in WMS are listed as deceased by the Social Security Administration (SSA). WMS has been programmed to automatically close PA/FS, NPA FS, PA Only and MA Only cases when an individual is reported as deceased by the SSA and:

- household size equals one
- case is active
- Social Security Number (SSN) validation code is 7 (SSN assigned by SSA), 8 (SSA validated SSN) or X (Deceased).

The Resource File Integration (RFI) subsystem will flag individuals reported as deceased by SSA. When an individual who is reported as deceased by SSA is active in WMS (household [HH] size equals one) and an **X** exists in the SSN validation field on the TAD, a warning message on the TAD appears stating, "CHECK RFI – LINE XX IS DECEASED." In addition, a high risk message on the Continuing Eligibility Determination (CED) report reads, "COMPUTER MATCH – LINE XX IS DECEASED PER SSA." A new system-generated Closing Code **G39** (Died [HH=1]) has been created to automatically close these cases regardless of how far in the past the death occurred. The date of death will be the amplification date (TAD element **225**).

Cases with household size greater than one and multisuffix cases will not be closed by this automated process. They will appear on an exception report and sent to the appropriate locations for manual processing. Additionally, cases with individuals already closed for any reason and MA cases with an expired authorization period and/or coverage period will not be automatically closed by this process.

Revision to Edits for Automated Separate FS Determination Processing Revised Information WMS has been modified to allow Residential Treatment Services Center (RTSC) (#52) cases to continue FS eligibility through the automatic separate FS determination process when a PA case is being rejected or closed. The new NPA FS case will be assigned to NPA FS Office F41.

RTSC cases

PA cases with Shelter Proration Indicator **R** (NPA/FS Residential Treatment Facility Budget) will not be included in the separate determination process and will not appear on any separate determination reports.

RTSC cases with multisuffixes and those in Fair Hearing Aid-to-Continue status are also excluded from the separate determination process. However, these cases will appear on the Cases Requiring Food Stamp Separate Determination – Daily (**WINR0825**) report.

Entry of Unit ID “SEPDT”

Prior to the migration of WMS software release version 2007.1 to production, when an NPA FS case was created in WMS by the automated FS separate determination process, the unique Unit ID of “SEPDT” was automatically assigned to the case. However, when JOS/Workers manually created a separate determination case they manually entered “SEPDT” in the Unit ID field. As a result, it was unclear which separate determination cases were created by WMS and those created by JOS/Workers. To correct this situation, JOS/Workers may no longer enter “SEPDT” for the Unit ID. The unique ID will only be automatically entered on system-generated FS separate determination cases.

Fix to Budgeting of Shelter Proration Indicator **O**

An entry of **O** in the shelter proration indicator field signifies a zero PA shelter allowance calculation. Shelter Proration Indicator **O** is required if the result of the budget calculation on the Budget Results (**NSBL80**) screen will be a zero PA shelter allowance for single suffix cases or multisuffix cases where only one suffix is active (PA in AP, SI, or AC status). If more than one PA suffix is active, WMS will display error message, “E2046 – PRO IND O INVALID FOR MULTI-SFX CASE.”

The edits to WMS when using Shelter Proration Indicator **O** are as follows:

- The shelter type for the case must be one of the following codes:
 - **01** – Unfurnished Apartment or Room
 - **02** – NYCHA Apartment – Utilities Included
 - **03** – Own Home (Includes Trailer)
 - **04** – Room and Board (Use Action Type 02 – PA Only)
 - **11** – Room Only
 - **20** – Emergency Rental Supplement Program
 - **24** – NYCHA Apartment – Utilities Not Included
 - **25** – Rented Private Home
 - **26** – Furnished Apartment
 - **38** – Subsidized Housing – Deep Subsidy – Voucher Program/Project Based Section 8
 - **39** – Subsidized Housing – Shallow Subsidy – Section 236/Section 202
 - **40** – Section 8 Voucher – 30% Limit

Note: If the shelter proration indicator is **O** and the shelter type is not one of the above codes, after transmitting from the Household/Suffix Financial Data (**NSBL02**) screen, error message “E2047 – INVALID SHELTYPE FOR PRO IND O” will appear.

- If Shelter Proration Indicator **O** is not entered when the PA Shelter allowance on the **NSBL02** screen is zero:
 - Error message “E2050 – ZERO PA SHELTYPE REQUIRES PRO IND = O” will be displayed on single suffix cases and multisuffix cases with one active suffix for PA when the:
 - FS shelter amount is greater than or equal to zero and
 - PA Shelter (of the active PA suffix) is equal to zero or
 - PA shelter amount is blank (for new cases).
- Shelter Proration Indicator **O** may not be used on:
 - existing cases with a PA Shelter amount greater than zero;
 - new cases with a FS Shelter amount greater than zero and no entry in the PA Shelter amount field.

Note: For the existing and new cases described above, WMS will display error message “E2048 – SHELTYPE AMT INVALID FOR PRO IND O.”

FSUA levels

- An entry is required in the FSUA indicator field only if the household is eligible for a Home Energy Assistance Program (HEAP) grant.
- To accommodate zero PA shelter cases having an air conditioning expense, the case will be budgeted with an FSUA (Food Stamp Standard Utility Allowance) Level 1 (Heat, Utility and Phone) in the following instances:
 - For cases with Shelter Types **01, 03, 20, 25, 26** or **39**, in addition to having Shelter Proration Indicator **O**:
 - FS Shelter and PA Shelter amounts equal zero and FSUA indicator is **X** or
 - FS Shelter amount is greater than zero, and PA Shelter amount equals zero (no entry in FSUA indicator field) or
 - FS Shelter and PA Shelter amounts equal zero, FSUA indicator field is blank and the Heat Type on the Budget History Actual Needs and Suffix Summary (**NQBU05**) screen is not **H** (Fuel included in Shelter [System Generated]).
 - Cases with Shelter Types **02, 24, 38, 40** or **44** will have a Level 1 SUA if the FSUA Indicator is **X** and FSUA Type is not **H**.
- The edits for receiving Level 2 or Level 3 SUA remain unchanged.

Extension of Budget Reduction Clock-Down/Morrell Expansion

The clock-down period for PA and NPA budget reductions has been increased from 12 up to 15 calendar days in WMS. The new budget may now be authorized up to the 16th day if no action is taken to stop the reduction. This will allow additional time for processing requests for Aid-to-Continue received at the end of the clock-down period and minimize the number of cases that will have to be manually reopened and rebudgeted.

Entry of Valid Bureau of Child Support (BCS) Indicator on Eligibility Transactions

The Bureau of Child Support (BCS) indicator identifies the status of referrals sent to the Office of Child Support Enforcement (OCSE). All cases in the Family Assistance case category require a BCS indicator in TAD element **328**. When the FA case has no BCS indicator during the eligibility transaction and BCS Indicator **K** (Referral received by OCSE: Individual is now known to the Child Support Management System [CSMS] – There is NO good cause) is not on the WMS database, an error will result.

Prior to WMS software version release 2007.1, WMS did not reject the eligibility transaction of SNA and MA-only applicants with children under 21 years of age in households with:

- one or more absent parents and
- no BCS indicator in WMS.

Effective February 20, 2007, WMS requires a BCS indicator for SNA and MA-only cases with children under 21 years of age during eligibility or undercare transactions.

In addition, when BCS Indicator **K** already exists on the SNA or MA-only case for the child's line, the BCS indicator may be changed by the JOS/Worker to only one of the following BCS indicators as appropriate:

- **G** (No referral: Good cause. The Office of Child Support Enforcement may not pursue child support activity.)
- **D** (No referral: Absent parent deceased. Death has been verified either by Public Assistance staff or by Child Support staff.)

If BCS indicator **K** is changed to any code other than **G** or **D**, WMS will not allow the update and will keep BCS Indicator **K**. An error will not result for this transaction.

Note: These edits currently exist for FA cases.

Update to
Dependent Age
Criteria for EID on
Safety Net Cases

WMS has been updated to change the EID age limit edit criteria for Safety Net Cases to make it consistent with the age edits for the Shelter with Children allowance to Safety Net Cases (SNCA, SNNC or SNFP case types) and to meet the FA age requirements.

When granting an earned income disregard (EID) to any case type, the dependent child must be:

- under age 18 or
- under age 19 and a full-time student regularly attending a secondary school or in the equivalent level of vocational or technical training.

WMS has been revised to require an entry of **X** in the **CHILD** field on the **NSBL02** screen of the budget for SNA cases with at least one dependent child who is over 18 years of age but under 19 and a full-time student regularly attending a secondary school, or in the equivalent level of vocational or technical training. When the only dependent child on the SNA case is not active on the case (PA status is closed [CL], denied [RJ] or NA), the EID can be given to the case when **X** appears in the **CHILD** field only in the following instances:

- The dependent child has Income Source Code **31** (Supplemental Security Income [SSI] Benefit) and his/her FS status is active (in AP, SI, SN or AC)
- An active individual (PA status is AP, SI or AC status) who is not the dependent child has Income Source Code **13** (Adoption Subsidy) and the dependent child is active (AP, SI or AC) for FS.

Saving State Verification and Exchange System (SVES) Query Log for Three Years

Prior to the migration of WMS software release version 2007.1, all State Verification and Exchange System (SVES) inquiries were logged and maintained in WMS for 10 days. WMS has been modified to store the logs for three years and capture the USERID for each inquiry. The queries initiated by JOS/Workers include:

- initiating new clearances and
- SSA 40 Quarters.

For the worker-initiated inquiries, the logs will include an audit trail to indicate which worker initiated each query.

Creation of New Originating PA and MA Centers

The Investigation, Revenue and Enforcement Administration (IREA)-Division of Financial Review and Processing (DFRP) unit used Originating Center **OQA** to initiate closings associated with the Bureau of Eligibility Verification (BEV). This originating center ID is also associated with the Office of Quality Assurance (OQA).

A new Originating Center ID, **BEV**, has been created for use by DFRP to prevent confusion regarding the correct originating center for transactions initiated by DFRP. DFRP will use **BEV** as the originating center when inputting closings and all other transactions originating from BEV.

A new MA Originating Center ID, **OPI**, has been created to identify corrective transactions initiated by the Office of Program Integrity (OPI) as the result of findings of the Bureau of Fraud Investigation (BFI).

REQUIRED ACTION

New PA Opening Codes for Cases Going from AP to SI or AC Status (CNS Notice Generated)

Entry of the PA opening code in CNS is required on all PA/FS eligibility transactions using a PA opening code beginning with the letter "A" when the PA suffix status is changed from AP to SI or AC. JOS/Workers must enter the appropriate opening code, and denial reason code, if applicable, in CNS by completing the following actions:

New information

Required CNS entries for PA/FS eligibility transactions

- On the WMS Host System Menu (**NWMM00**) enter **12** (Client Notice System) for selection number and transmit.
- On the WMS/Client Notice Subsystem Menu (**WCN000**) enter the following and transmit:
 - Case Number
 - Suffix
 - Selection Number (enter **01** [Notice Entry])
- On the Reason Code Screen (**WCN011**) enter **AC** (active) or **OP** (open) in the transaction type (**TRANS TYPE**) field to indicate that the PA/FS case is being opened and transmit by pressing the **Enter** key.

Note: Either transaction type is acceptable. They only signify that a transaction is in the process to open a case (or line). Transaction Type **AC** should not be confused with changing a case to AC status.

PA Opening Code **A20**

New information

When changing the status of the PA/MA/FS case from AP/AP/AP to AP/AP/SI due to eligibility for expedited FS, in addition to the required CNS steps entries above, JOS/Workers must:

Changing case status from AP/AP/AP to AP/AP/SI

- Enter **Q23** in the **FS Case Reason** field on the **WCN011** screen, and transmit.

Note: Since only the FS portion of the PA/FS case is being opened (changing to SI status) to issue expedited FS benefits, do not enter PA Opening Code **A20** (or any other valid PA opening code) in the **PA Case Reasons** field. The code will be system-generated and will only appear on the CNS Detail Screen (**WCN052**).

◆WGN011 WMS/Client Notice Subsystem Reason Code Screen

_____ / 01 / 07
Time 13:16:50
TRANS TYPE AC

CASE NO _____ SUFFIX 01
OFFICE _____ UNIT ----- WORKER _____

CASE REASONS: PA -----
 FS **Q23**
 MA -----

INDIVIDUAL REASONS:

LN	PA	FS	MA
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Xmit _

Enter **Q23** in the FS Case Reason field.

Enter **AC** or **OP** in the Trans Type field.

New information

- On the Notice Entry Screen (**WGN012**) in CNS enter the following and transmit:
 - Date in MM/DD/YY format that the first FS benefit will be available to the applicant in the **Date 1** field
 - Two-digit day of the start of monthly recurring FS benefits in the **LNN0 1** field (based on the toe digit of the case number)
 - Prorated amount of the first FS benefit in the **AMT 1** field.

◆WGN012 WMS/Client Notice Subsystem Date 02/15/07
Notice Entry Screen Time 11:11:45

CASE NAME PA OPENINGS
CASE NO 000004569A SUFFIX 1 NOTICE NO N090089504
CASE REASON Q23 : EXP APP:V2M0

DATE 1 020907
LNN0 1 14

AMT 1 00006000

ENTER DATE 1: DATE 1ST MONTH BENEFIT ENTER LNN0 1: DAY OF SUCCEEDING MONTHS
ENTER AMT 1: PRORATED 1ST BENEFIT

Xmit |

Enter date the first FS benefit will be available and day of the month for each recurring FS benefit.

Enter prorated amount of the first available FS benefit.

New information

- Enter an **“X”** the selection requiring verification on the Verification Selection Entry Screen (**WGN120**)

This screen identifies eligibility factors that must be verified for FS. Each item selected will appear on the CNS notice.

```

WCN120          WMS/Client Notice Subsystem          Date 02/15/07
                VERIFICATION SELECTION ENTRY SCREEN          Time 11:13:29
CASE NAME PA OPENINGS
CASE NO 000004569A  SUFFIX 01  NOTICE NO N090089504
CASE REASON Q23 : EXP APP:V2M0

SELECT ONE OR MORE OF THE FOLLOWING:
X IDENTITY OF PERSON INTERVIEWED
HOUSEHOLD SIZE
CHILD SUPPORT (NOT IV-D)
SOCIAL SECURITY BENEFITS
INTEREST/DIVIDENDS
SELF-EMPLOYMENT INCOME
ROOMER INCOME
DAY CARE PROVIDER INCOME
OTHER EARNED/UNEARNED INCOME
STOCKS, BONDS, CDS
MOTOR VEHICLE: OWNERSHIP
TRAINING ALLOWANCE
RESIDENCE
WAGES
UNEMPLOYMENT INSURANCE BENEFITS (UIB)
VETERANS BENEFITS
WORKERS COMPENSATION
RENTAL INCOME
BOARDER INCOME
ALIEN SPONSOR INCOME
BANK/CREDIT UNION ACCOUNTS
PROPERTY
MOTOR VEHICLE: VALUE
OTHER

Xmit
    
```

New information

- Transmit to complete any variable entry CNS screens that appear
- When the **WCN052** screen appears, the reason codes for PA, MA and FS will be displayed

```

WCN052          WMS/Client Notice Subsystem          Date 02/15/07
                Client Notice Detail Screen          Time 11:20:13
Notice # N090089504
CASE # 000004569A SUFFIX 01  ORIG 026  TRANS AC  STATUS OPENING
NAME PA OPENINGS          OFFICE/WORKER 026/ACRES  MAIL 02/09/07
ADDR 123  BANG ST          AUTH NO 00041654  HEARING #
CITY NEW YORK  ST NY ZIP 10029-0000
ASSC 1          ASSC 3
ASSC 2          ASSC 4
                AID STATUS  ENG/SPN F NOT IND A ONLINE N
CASE ACTION     PUBLIC ASSISTANCE  FOOD STAMPS  MEDICAL ASSISTANCE
REASON CODES   A20-TA DET PENDG  Q23-EXP APP:V2M0  753-APPL REVIEW

EFFECTIVE DATE 02/08/07          02/08/07          02/08/07
BUDGET VERSION 001          001
IND CIN RK13029B  IND CIN RK13019F  IND CIN
EFF DATE          EFF DATE          EFF DATE          EFF DATE
PA                PA                PA                PA
FS                FS                FS                FS
MA                MA                MA                MA
Print _          Xmit _
    
```

New information

- After transmitting, record the notice number displayed on the **WCN000** screen (bottom-right corner)

```

◆NCN000          Department of Social Services          Date 02/15/07
                  WMS/Client Notice Subsystem Menu      Time 11:14:14

CASE NUMBER _____ SUFFIX ___
NOTICE NUMBER _____ BATCH NUMBER _____
                           INDICATE SELECTION NUMBER ___ Xmit _

01 NOTICE ENTRY (CASE/REGISTRY NUMBER REQUIRED)
02 NOTICE INQUIRY (NOTICE NUMBER REQUIRED)
03 NOTICE UPDATE (NOTICE NUMBER REQUIRED)
04 PENDING NOTICE INQUIRY (CASE/REGISTRY NUMBER REQUIRED)
05 SUPERVISORY REVIEW PRINT (NOTICE NUMBER REQUIRED)
06 SIGNOFF
07
08 BATCH NOTICE ENTRY
09 BATCH NOTICE INQUIRY (BATCH NUMBER REQUIRED)
10 BATCH NOTICE UPDATE (BATCH NUMBER REQUIRED)
11 NOTICE HISTORY INQUIRY (CASE/REGISTRY/NOTICE NO REQUIRED)
12 NOTICE HISTORY REPRINT (NOTICE NUMBER REQUIRED)
13 FS OVERPAYMENT CALCULATION WORKSHEET (CASE/REGISTRY NUMBER REQUIRED)
14 CNS CONTROL INFO MAINTENANCE
15 NYC/UPSTATE INQUIRY
F16 WMSMNU (MENU KEY)
    
```

New information

- When issuing expedited Food Stamp benefits, JOS/Workers must conduct an expedited food stamps interview and perform the following:
 - complete the POS TAD including the following entries:
 - enter **M3E** Indicator **A** to suppress the CNS notice
 - change the FS program status to SI
 - select FS Status Reason **Q23**.
 - submit the completed interview to the supervisor and the pre-filled Action Taken on Your Food Stamp Benefits Case (**LDSS-3152**) will automatically print when the supervisor approves the interview activity.

Note: If the applicant is being deferred to return documents, JOS/Workers must enter the due date on **W-113K Data Entry** window and, from the **Print Forms** window, print the Documentation Requirements and/or Assessment Follow-Up (**W-113K**) before submitting the interview activity to the supervisor.

Changing case status from AP/AP/SI to AC/AC/AC

New information

When JOS/Workers use PA Opening Codes **A30** or **A32** to activate the PA/MA/FS case after expedited FS have been issued (changing case status from AP/AP/SI to AC/AC/AC) no CNS notice will be generated. JOS/Workers must complete the POS **LDSS4013** window to generate the manual **LDSS-4013A NYC** and **LDSS-4013B NYC** notices.

PA Opening Code **A30**
 New information
 Changing case status
 from AP/AP/AP to
 SI/AC/SI (or AC/AC/AC)

Case statuses may also
 be changed from
 AP/NA/NA to SI (or
 AC)/NA/NA

When activating the PA/MA/FS case and the date of compliance is the first day of the toe digit cycle issuance, in addition to the required CNS entries on page 15, JOS/Workers must enter the following and transmit:

- **A30** in the **PA Case Reason** field on the **WCN011** screen
- The appropriate FS opening code in the **FS Case Reason** field on the **WCN011** screen
- On the **WCN012** screen, enter the following for the PA grant and transmit:
 - The date the first PA grant will be available in the **Date 1** field (use the 45th day for SNA cases)
 - The two-digit start day of the A cycle for the PA case in the **LNNO 1** field
 - The two-digit start day of the B cycle for the PA case in the **LNNO 2** field.

Note: For instructions on CNS entries to enter a sanction or rejection for an individual line, see the “PA Opening Code **A32**” section on page 20.

Enter the date the first PA grant will be available, and start days of A cycle and B cycle for recurring benefits.

```

♦WCN012                WMS/Client Notice Subsystem           Date 02/15/07
                        Notice Entry Screen                   Time 11:26:40
CASE NAME PA OPENINGS
CASE NO 000004495I    SUFFIX 1      NOTICE NO H050088666
CASE REASON A30 : APPRVL: SAME

DATE 1 031907
LNNO 1 08
LNNO 2 23

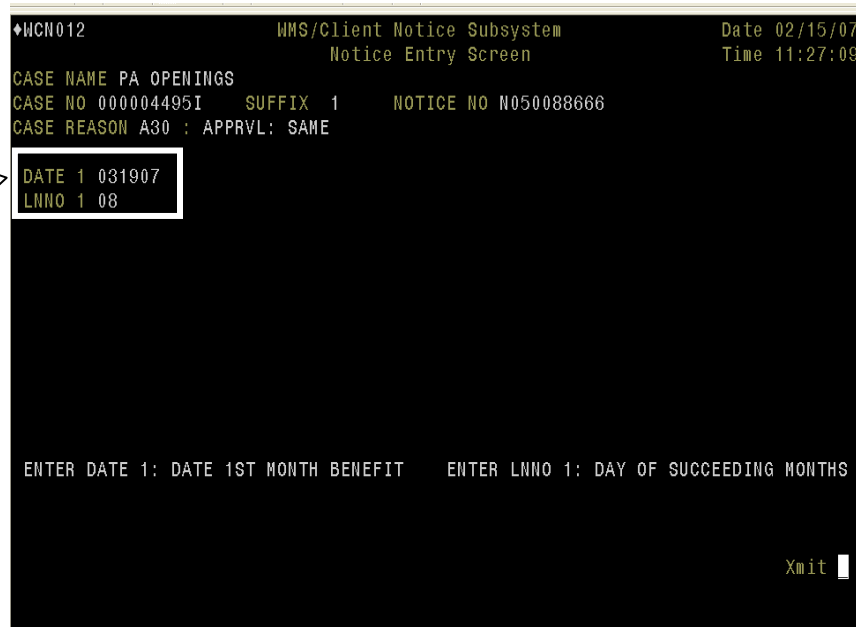
ENTER DATE 1: 1ST GRANT DATE           ENTER LNNO 1: 1ST HALF AVAIL DATE
ENTER LNNO 2: 2ND HALF AVAIL DATE

Xmit _
    
```

New information

- When the **WCN012** screen reappears, enter the following for the FS Benefit and transmit:
 - The date of the first month’s FS benefit in MM/DD/YY format in the **Date 1** field and
 - The day the recurring FS Benefits will be available in the **LNNO 1** field.

Enter the date the first FS benefit will be available and the start day of the recurring FS benefits.



New information

- Record the notice number displayed on the **WCN000** screen.
- Complete the POS TAD including the following entries:
 - CNS notice number in the **Notice #** field
 - Change the PA program status to SI or AC, as appropriate
 - Select PA Status Reason **A30**
 - Change the FS program status to SI or AC, as appropriate
 - Select the appropriate FS Status Reason, for example **A30**.

PA Opening Code **A32**

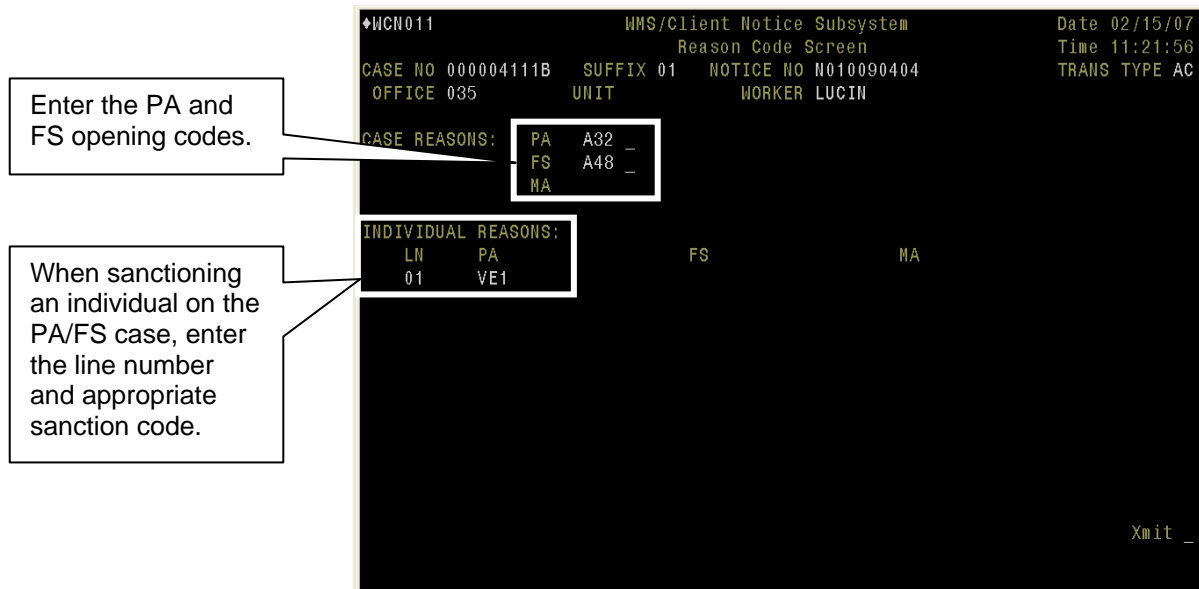
When activating the PA/MA/FS where the first PA benefit is being prorated, in addition to the required CNS entries on page 15, JOS/Workers must enter:

New information

Changing case status from AP/AP/AP to SI/AC/SI (or AC/AC/AC)

- **A32** in the **PA Case Reason** field on the **WCN011** screen
- The appropriate FS opening code in the **FS Case Reason** field on the **WCN011** screen.

Note: To enter a sanction or rejection on an individual line, in the **Individual Reasons** section on the **WCN011** screen, enter the line number and sanction/rejection code, as appropriate.



New information

- On the **WCN012** screen, enter the following for the PA grant and transmit:
 - The date the first PA grant will be available in the **Date 1** field
 - The two-digit start day of the A cycle for the PA case in the **LNNO 1** field
 - The two-digit start day of the B cycle for the PA case in the **LNNO 2** field
 - The amount of the prorated first PA grant in the **AMT 1** field.

New information

- When the **WCN012** screen reappears, enter the following for the FS Benefit and transmit:
 - The date of the first month's FS benefit in MM/DD/YY format in the **Date 1** field
 - The day the recurring FS Benefits will be available in the **LNNO 1** field (i.e., date should equal the A cycle start date)
 - The amount of the prorated FS benefit in the **AMT 1** field.

New information

- After making all CNS entries, record the notice number displayed on the **WCN000** screen
- Complete the POS TAD including the following entries:
 - CNS notice number in the **Notice #** field
 - Change the PA program status to SI or AC, as appropriate
 - Select PA Status Reason **A32**
 - Change the FS program status to SI or AC, as appropriate
 - Select the appropriate FS Status Reason
 - If an individual is being sanctioned or denied, select the appropriate reason code for the individual line.

To SI benefits using codes **Y37, Y38, Y39** and **Y41**

When accepting an application to issue single issue benefits JOS/Workers must:

- Change the PA status from AP to SI
- Complete all required TAD elements including selection of the appropriate PA Status Reason code:
 - **Y37** – Case Accepted for Single Issue Payments (Fair Hearing Decision/Emergency Rent/Utility) or
 - **Y38** – Case accepted only for emergency shelter arrears and/or emergency utility arrears which applicant agrees to repay or
 - **Y39** – Case accepted for emergency shelter arrears and/or emergency utility arrears, no repayment agreement or
 - **Y41** – Case accepted for Immediate Needs pre-investigation grants and one shot deals.
- Prepare the PA Single Issuance Authorization Form (**LDSS-3575**)
- Prepare and issue the **LDSS-4013A NYC** and **LDSS-4013B NYC**.

Note: When using PA Opening Code **Y41** to issue an immediate needs grant (changing PA status to SI), prepare and issue the Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only) (**W-145HH**). When the PA/FS case is activated (PA status from SI to AC), prepare and issue the **LDSS-4013A NYC** and **LDSS-4013B NYC**.

Changing the case status to AC

When activating the PA/MA/FS case, the JOS/Worker must:

- change the PA status to AC
- complete all required TAD elements including selection of the appropriate PA Status Reason code (e.g., **Y46, Y47**, etc.)
- prepare the **LDSS-3575**
- prepare and issue the **LDSS-4013A NYC** and **LDSS-4013B NYC**.

Note: All cases completed by the JOS/Worker must be submitted to a supervisor for approval according to current procedure.

Activating MA for a Sanctioned Individual

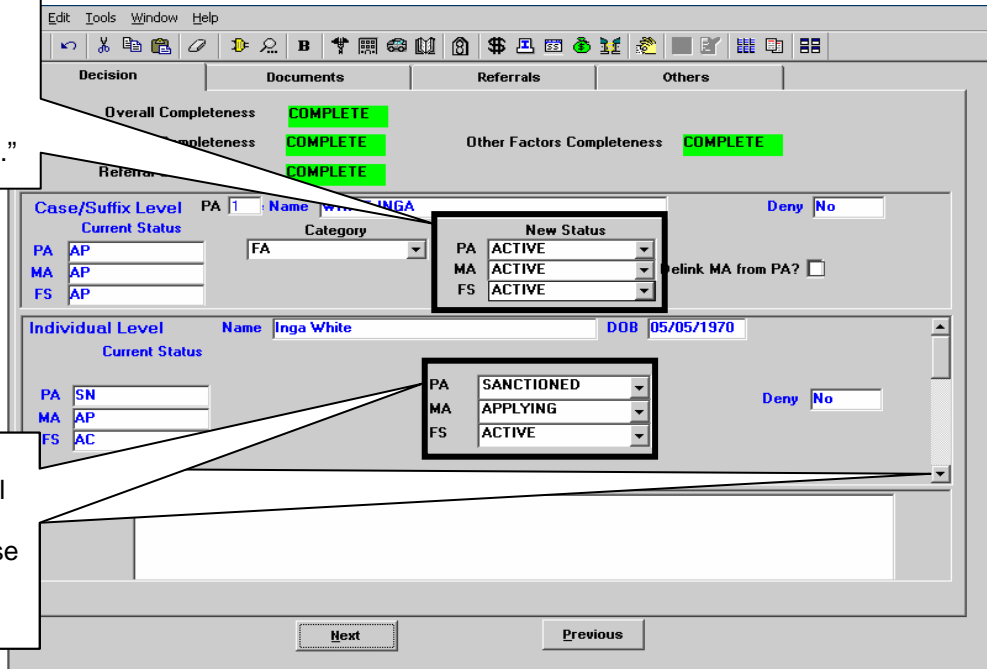
During the Application Interview activity, when sanctioning an individual line for PA when the MA portion of the case is in AP status:

New information

- On the **Eligibility Completeness and Determination** window:

- Change the Suffix Level PA/MA/FS statuses to Active
- Change the Individual Level PA status for the appropriate individual to Sanctioned
- Change the Individual Level MA status to Active and
- Change the Individual Level FS status to Active or Sanctioned, as appropriate.

On the **Eligibility Completeness & Determination** window, change the PA/MA/FS case/suffix level statuses from “Applying” to “Active.”



Next, change the PA/MA/FS individual level statuses for each individual on the case. Use the scroll bar to display other case members.

- Complete the additional windows that appear as directed, including authorizing a new budget
- Complete the POS TAD including the following entries:
 - WMS Budget number in the **WMS Bdgt #** field
 - Select **M3E** Indicator **A** from the drop-down list
 - Review the PA program status to ensure that it appears as SN for the appropriate individual line
 - Select PA Sanction Code **WE1** (Failure to Comply with Employment Requirements [1st Occurrence])
 - Review the MA program status to ensure that it appears as AC for the appropriate individual line
 - Enter the appropriate MA individual reason opening code, for example, **H0** (Living below agency standards)
 - If activating MA to cover bills incurred up to three months prior to activation, click inside the **Modify MA?** checkbox and enter the appropriate effective date
 - Click the **Show Individual Data** button and complete all fields on the Individual Data window of the TAD
 - Click the **Run Rules** button to save the changes and check for TAD errors.

- Prepare the **LDSS-4013A NYC** and **LDSS-4013B NYC**
- Complete the Application Interview activity and
- Submit the completed case to the supervisor for approval and issuance of the manual notice.

New PA Rejection and Closing Code

To reject or close a case due to failure to complete the eligibility process, the JOS/Worker must:

- change the PA status from AP to RJ (or CL)
- complete all required TAD elements including entering PA Status Reason Code **E69**.

The applicant/participant will be mailed the CNS denial (or closing) notice.

Automated Processing of Closing Codes **M88** and **E65**

To initiate a case closing due to a participant's failure to report to the Job Center to be finger imaged or for reevaluation of their employability status, the JOS/Worker must enter the appropriate infraction code in NYCWAY to generate the automatic closing of the case in WMS.

Update to Dependent Age Criteria for EID on Safety Net Cases

For SNA cases with at least one dependent child over 18 years of age but under 19 and a full-time student regularly attending a secondary school, or in the equivalent level of vocational or technical training, the JOS/Worker must enter **X** in the **CHILD** field on the **NSBL02** screen to apply the EID to the case.

PROGRAM IMPLICATIONS

Model Center Implications

Participants called in to be finger imaged or for an employment assessment must go to the Front Door Receptionist to receive the appropriate ticket (e.g., AFIS or Employment Services) and be routed to the correct service area.

Paperless Office System (POS) Implications

POS has been revised to reflect the changes to WMS outlined in this release. See PB #07-25-SYS for specific details of the POS changes.

Food Stamp Implications
New PA Opening Codes

For PA cases where expedited FS will be issued, the only valid FS opening codes are **Q23** and **Y45**.

Medicaid
Implications
New PA Opening Codes

The MA portion of the PA/FS will remain in AP status when PA Opening Codes **Y37, Y38, Y39** and **Y41** are used to single issue benefits for a PA/FS case.

When sanctioning a PA line and MA is in AP status, MA must be activated manually and a manual notice sent to the sanctioned individual.

Modification to PA and
MA Closing and Line
Sanction Codes

Medical Assistance will be discontinued for all applicants/participants, including children, when the household fails to provide proof of SSN or application for SSN for all case members.

**LIMITED ENGLISH
SPEAKING
ABILITY (LESA)
AND HEARING-
IMPAIRED
IMPLICATIONS**

For Limited English Speaking Ability (LESA) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #06-12-OPE](#) and [PD #06-13-OPE](#).

**FAIR HEARING
IMPLICATIONS**

Avoidance/
Resolution at Job
Centers

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Avoidance/
Resolution at NPA
FS Offices

To avoid inappropriate adverse actions, process all changes of address and address corrections immediately. Ensure that the address is complete, including any “in care of” designation and the apartment number. Prior to initiating a case closing for inability to locate, review the case record documentation and WMS to ensure that all information corresponds.

Conferences at Job
Centers

An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the determination is that the applicant/participant has presented good cause for the infraction or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will settle in conference (SIC), enter detailed case notes in NYCWAY and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken. In addition, if the adverse case action still shows on the "Pending" (**08**) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form (**LDSS-3722**), change the **02** to an **01** if the case has been granted aid continuing (ATC), or prepare and submit a PA Recoupment Data Entry Form (**LDSS-3573**) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report (**M-186a**).

If the determination is that the applicant/participant has not shown good cause for the infraction or that the Agency's action(s) should stand, the AJOS/Supervisor I will explain to the applicant/participant why s/he cannot settle the issue(s) in conference (SIC). The AJOS/Supervisor I must complete an **M-186a**.

Should the applicant/participant elect to continue his/her appeal by requesting a Fair Hearing or proceeding to a hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Conferences in an NPA FS Office

If an applicant/participant comes to the Food Stamp Office and requests a conference, the Receptionist must alert the Site Manager's designee that the applicant/participant is to be seen. If the applicant/participant contacts the Eligibility Specialist directly, advise the applicant/participant to call the Site Manager's designee. In Model Offices, the Receptionist at Main Reception will issue an FS Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NPA Reception area and does not need to verbally alert the Site Manager. The NPA Receptionist will alert the Site Manager once the applicant/participant is called to the NPA Reception desk.

The Site Manager's designee will listen to and evaluate the applicant/participant's complaint regarding the case closing. The applicant/participant must provide current verification of address to resolve the issue. After reviewing the documentation, case record and discussing the issue with the Group Supervisor/Eligibility Specialist, the Site Manager's designee will make a decision. The Site Manager's designee will decide to resolve or defend the case based on all factors and on whether the case was closed correctly.

The Site Manager's designee is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All Evidence Packets must contain a detailed history (e.g., copies of POS "Case Comments" and/or NYCWAY "Case Notes" screens, History Sheet [**W-25**]), copies of relevant WMS screen printouts, notices sent and other documentation relevant to the action taken.


REFERENCES

- SPP #2006-00539
- SPP #2006-00494
- SPP #2006-00324
- SPP #2006-00544
- SPP #2006-00235
- SPP #2006-00318
- SPP #2006-00567
- SPP #2006-00586
- SPP #2006-00459
- SPP #2006-00522
- SPP #2006-00357
- SPP #2006-00389
- SPP #2006-00523
- SPP #2006-00711

RELATED ITEM

- [Fax Flash 07/12](#) PA CNS Opening Codes with an "A" and FS "Q23" in Effect
- [PB #07-25-SYS](#) POS Release Notes Version 11.1 and FS POS Release Notes Version 1.1
- NYS Welfare Management System Worker's Guide to Codes Manual

ATTACHMENT

 Please use Print on Demand to obtain copies of forms.

W-203XX

Public Assistance Case-Level Opening Codes Desk Guide (Rev. 4/25/07)



Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (PA/MA/FS Status)	To: (PA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<p>A20</p> <p>(PA Case Opened – PA Determination Pending)</p> <p>SYSTEM GENERATED</p>	AP/AP/AP	AP/AP/SI	Q23	<ul style="list-style-type: none"> Trans Type (AC or OP) FS Case Reason Opening Code 	<ul style="list-style-type: none"> Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit Required documents 	<ul style="list-style-type: none"> Enter M3E indicator A FS Program Status (change to SI) FS Status Reason Q23 	<ul style="list-style-type: none"> Use Q23 only for issuing expedited FS benefits DO NOT enter PA Opening Code A20 in CNS or the TAD. Posts to CNS Detail (WCN052) screen automatically when changing FS to SI status only using code Q23. The POS-filled LDSS-3152 will print. If deferring applicant for documents, complete and print the W-113K.
<p>A30</p> <p>(PA Approval – Same Benefit Each Month)</p>	AP/AP/AP or AP/NA/NA	SI/AC/SI or SI/NA/NA or AC/AC/AC or AC/NA/NA	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first PA grant is available (for Safety Net [SN] cases, use 45th day) First day of recurring A cycle First day of recurring B cycle Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For issuing the same recurring PA benefit each month (no proration). PA date of compliance (or 45th day for Safety Net [SN] cases) must be the first day of toe digit cycle issuance date. FS filing date must be the first day of the month.
<p>A32</p> <p>(PA Approval – First Month Prorated)</p>	AP/AP/AP	SI/AC/SI or AC/AC/AC	Any	<ul style="list-style-type: none"> Trans Type (AC or OP) PA Case Reason Opening Code FS Case Reason Opening Code 	<ul style="list-style-type: none"> Date first PA grant is available First day of recurring A cycle First day of recurring B cycle Amount of prorated first PA grant Amount of prorated first FS benefit Date of first full month's FS benefit Day of recurring FS benefit 	<ul style="list-style-type: none"> CNS Notice # PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating the PA suffix when the date of eligibility falls between cycle issuance dates resulting in a prorated single issuance grant. When FS must be prorated enter FS Opening Code A48 (applied before the 16th) or A49 (applied after the 15th). <u>Not to be used with any other PA opening code.</u>

Note 1: CNS notices generate only when using CNS opening codes for PA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the PA/FS case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate PA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a PA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (PA/MA/FS Status)	To: (PA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y37 (Case Accepted for SI Payments [Fair Hearing Decision/Emergency Rent/Utility])	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program status (change to SI) PA Status Reason FS Program Status (change to SI) FS Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to a Fair Hearing Decision or emergency rent/utility. Medicaid remains in AP status. Replaces code 008.
Y38 (Case Accepted for Emergency Shelter Arrears and/or Utility Arrears [Repayment Agreement])	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears (repayment agreement). Replaces code 009.
Y39 (Case Accepted for Emergency Shelter Arrears and/or Utility Arrears [No Repayment Agreement])	AP/NA/AP or AP/NA/NA	SI/NA/AP or SI/NA/NA	None	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to emergency shelter arrears and/or emergency utility arrears (no repayment agreement).
Y41 (Case Accepted for Immediate Needs (pre-investigation), pre-determination grants, & one shot deals)	AP/AP/AP or AP/NA/NA	SI/AP/AP or SI/NA/NA	None or Y45	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI) PA Status Reason 	<ul style="list-style-type: none"> For issuing SI payment due to immediate needs (preinvestigation) grant, predetermination grant, and one shot deal.

Note 1: CNS notices generate only when using CNS opening codes for PA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the PA/FS case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate PA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a PA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (PA/MA/FS Status)	To: (PA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
Y42 (Closed in Error)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For activating a case closed in error. Employment Unit approval needed if case closed due to employment-related reason. Replaces code 066.
Y43 (Aid Continuing – Case Awaiting FH Decision)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For cases granted aid-to-continue. Replaces code 097.
Y46 (Employment Unit Approved Override)	AP/AP/AP or CL/CL/CL	SI/AC/SI or AC/AC/AC	Any	None	None	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Documentation available to open Job Search closing or sanction during infraction period. Use if participant was (a) incarcerated, (b) hospitalized, (c) had a change in address or (d) has an FH Decision that is reversed and an employment-related closing. Replaces code 098.

Note 1: CNS notices generate only when using CNS opening codes for PA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the PA/FS case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate PA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a PA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (PA/MA/FS Status)	To: (PA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<p>Y47</p> <p>(To be used to override an Intentional Program Violation [IPV] sanction and open a case/suffix during the infraction period)</p>	<p>AP/AP/AP or CL/CL/CL</p>	<p>SI/AC/SI or AC/AC/AC</p>	<p>Any</p>	<p>None</p>	<p>None</p>	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Restricted to Originating Center "EPF." Replaces code 101.
<p>Y65</p> <p>(To be used to override a Drug and Alcohol Closing or Rejection Code during the infraction period)</p>	<p>AP/AP/AP or CL/CL/CL</p>	<p>SI/AC/SI or AC/AC/AC</p>	<p>Any</p>	<p>None</p>	<p>None</p>	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Removes the last sanction. Replaces code 623.
<p>Y67</p> <p>(Other PA Opening Code)</p>	<p>AP/AP/AP or CL/CL/CL</p>	<p>SI/AC/SI or AC/AC/AC</p>	<p>Any</p>	<p>None</p>	<p>None</p>	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> For use when no other PA opening code is applicable.

Note 1: CNS notices generate only when using CNS opening codes for PA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the PA/FS case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate PA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a PA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.

Public Assistance Case-Level Opening Codes Desk Guide

PA Opening Code	When Going From: (PA/MA/FS Status)	To: (PA/MA/FS Status)	FS Opening Code:	In CNS Enter:		Complete TAD Elements:	Special Instructions
				Reason Code Screen (WCN011):	Notice Entry Screen (WCN012):		
<p>114</p> <p>(Override Opening Code – Prior Sanction History Remains)</p>	<p>AP/AP/AP or CL/CL/CL</p>	<p>SI/AC/SI or AC/AC/AC</p>	<p>Any</p>	<p>None</p>	<p>None</p>	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Use to override a sanction without deleting the prior infraction record.
<p>400</p> <p>(Administrative Opening on Transitional Benefits Cases [Manual Notice])</p>	<p>CL/CL/CL</p>	<p>SI/AC/CL</p>	<p>Any</p>	<p>None</p>	<p>None</p>	<ul style="list-style-type: none"> PA Program Status (change to SI or AC) PA Status Reason FS Program Status (change to SI or AC) FS Status Reason 	<ul style="list-style-type: none"> Use to override closings on Transitional Benefits cases. Restricted to Transitional Benefits Unit.

Note 1: CNS notices generate only when using CNS opening codes for PA/MA/FS eligibility transactions, not for undercare transactions, when PA opening code is **114** or **400** or begins with "Y."

Note 2: Where indicated that any FS opening codes are applicable, **A48** or **A49** can be used to activate the FS portion of the PA/FS case **only** with PA Opening Code **A32**.

Note 3: Enter **M3E** Indicator **A** when using **Y45** to activate FS and **A30** or **A32** to activate PA; activating MA at eligibility with non-CNS code, and entering retroactive MA (suffix level).

Note 4: During Eligibility transactions when a PA individual line is sanctioned and MA is in AP status, enter **M3E** Indicator **A** or **T**, manually activate the MA, and issue a manual notice.