



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #07-38-SYS

### WELFARE MANAGEMENT SYSTEM (WMS) SOFTWARE RELEASE VERSION 2007.3

<b>Date:</b> October 29, 2007	<b>Subtopic(s):</b> WMS
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#### AUDIENCE

The instructions in this policy directive are for all Welfare Management System (WMS) users in the Job Centers, Non-Cash Assistance (NCA) (formerly known as Non-Public Assistance [NPA]) Food Stamp (FS) Centers 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 2007.3 migrated to production on October 22, 2007.

#### SYSTEM ENHANCEMENTS

Changes that became effective with the October 22, 2007, release of WMS software version 2007.3 include:

- Public Assistance (PA) Openings in the Client Notice System (CNS) – Undercare Phase II
- New Field/Code for the Working Families Food Stamp Initiative
- Automation of CNS Code **W40** (Failure/Refusal to Become Employable)
- New York City (NYC) Benefits Issuance and Control System (BICS) PA Benefit Code Changes
- Data Entry Fields Inhibited for FS Single Issue Disaster Card Issuance Codes
- Modification to Forced Closing Process/Edits
- Creating Infraction Records in the Eligibility Subsystem
- Multiple Client Identification Number (CIN) Elimination
- Social Security Number (SSN) Validation Logic Review
- Modification to Calculation for Congregate Care Cases

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*

Public Assistance  
(PA) Openings in the  
Client Notice System  
(CNS) – Undercare  
Phase II

PA opening codes for cases going from applying (AP) status to single issue (SI) or active (AC) status during eligibility transactions migrated to production with WMS software release version 2007.1. CNS notices were automatically generated for these cases when activated with opening codes beginning with the letter “A,” and **M3E** indicator **A** (Adequate, Manual Notice) or **T** (Timely, Manual Notice) were not entered.

Effective October 22, 2007, WMS will automatically generate a CNS opening notice when the Cash Assistance (CA) or FS suffix status is changed to SI or AC during an undercare transaction (e.g., going from AP/AP/AC to SI/AC/AC or AP/AP/SI to AC/AC/AC) and the PA opening code begins with the letter “A.”

System edits

The following edits apply for undercare transactions:

- Case reopening transactions will not clock-down; all reopenings on the suffix level will be adequate and require an **M3E** indicator of **A**.
- **M-3E** Indicator **A** (Adequate, Manual Notice) or **T** (Timely, Manual Notice) is not required unless:
  - a case is being activated with an opening code beginning with the letter **Y**
  - a code is entered on the Medical Assistance (MA) individual line
  - the CA/MA case status remains the same and the FS status is changed (e.g., going from SI/AP/AP to SI/AP/SI)
  - the case being activated is a multisuffix case
- When an expedited FS case is opened for ongoing assistance (e.g., going from AP/AP/SI to AC/AC/AC), FS Opening Code **G34** (FS Change After PA Approval Determination or Provision) must be entered in CNS and on the Turn-Around Document (TAD [[LDSS-3517](#)]) in the FS Reason field (Element **231**).
  - If the FS benefits decrease, this transaction will process immediately.
- A notice number is required in TAD Element **280** (NTC) when using an opening code beginning with letter “A.”
- PA and FS line level opening codes will remain valid (e.g., **A2** [Illness, injury, or other impairment of recipient], **LL** [Meets eligibility requirements]).
- The CNS notice will list all active MA individuals when the suffix and line(s) are activated.

- WMS will allow retroactive MA coverage for three months prior to the CA application date.
- WMS will not generate a CNS notice for cases reopened within 30 days of closing.

If the case becomes inactive in all program areas (e.g., going from AP/AP/SI to RJ/RJ/CL) a budget is not required, therefore WMS will not generate a CNS notice. A manual notice is required and an **M3E** indicator is not needed.

#### New Field/Code for the Working Families Food Stamp Initiative

The amount in the **HW** field on each wage earner's Individual Income/Needs (**NSBL06**) screen must be at least 129 hours monthly if one individual has earned income or at least 86 hours monthly if there are at least two individuals with earned income on the case to qualify for the WFFSI. The **HW** field represents the number of hours worked monthly.

A new program, the Working Families Food Stamp Initiative (WFFSI), has been implemented to target NCA FS households that meet the following criteria:

- In AP, SI or AC status
- Have one individual with earned income who is:
  - working 129 hours or more per month; or
  - earning monthly income greater than or equal to \$760.44 (i.e., federal minimum wage [5.85] x hours worked [30] x 4.333)
- Or have at least two individuals with earned income, each:
  - working at least 86 hours per month; or
  - earning monthly income greater than or equal to \$506.96 (i.e., federal minimum wage [5.85] x hours worked [20] x 4.333)

**Note:** The federal minimum wage will increase by \$.70 each year for the next two years. As a result, the federal minimum wage will be \$6.55 in July 2008 and \$7.25 in July 2009.

In July 2008, the monthly income earned for households with at least one wage earner must be greater than or equal to \$851.43 (i.e., federal minimum wage [6.55] x hours worked [30] x 4.333) or for households with at least two wage earners, \$567.62 (i.e., federal minimum wage [6.55] x hours worked [20] x 4.333).

In July 2009, the monthly income earned for households with at least one wage earner must be greater than or equal to \$942.48 (i.e., federal minimum wage [7.25] x hours worked [30] x 4.333) or for households with at least two wage earners, \$628.29 (i.e., federal minimum wage [7.25] x hours worked [20] x 4.333).

Valid income sources codes for this initiative are:

- **01** – Salary, Wages
- **02** – (On the Job Training)
- **03** – Work Experience Non-WIN
- **05** – Family Day Care Provider Income
- **06** – Net Business Income/Self- Employment Income
- **07** – Office of Vocational Rehabilitation
- **08** – Net Income from Rental of House, Store or Other Property; Worked More than 20 hours Per Week
- **09** – Net Income from Rental of House, Store or Other Property; worked less than 20 hours per week
- **11** – Income from Boarder, Boarder/Lodger
- **12** – Net Income from Lodger
- **25** – Severance Pay
- **37** – Income from TEAP
- **39** – Comprehensive Employment Opportunity Support Center (CEOSC)
- **40** – Sick Pay (Employer Provided Insurance)
- **57** – Earned Earnings from JTPA
- **60** – OVESID Training Allowance (Formerly OVR)
- **65** – Earned Earnings from JTPA/OJT
- **88** – STEP-School to Work Employment Program
- **98** – Other Earned Income

Although the in-person application interview is waived, adult household members must be finger-imaged.

For households that qualify for the WFFSI program, the Human Resources Administration will:

- waive the face-to-face application interview requirements
- eliminate the resource limit for all NCA FS participants (anticipated for January 2008)

Qualifying households will be identified in WMS by the system-generated entry of Code **W** (Working Families Food Stamp Initiative Program) in the new **WFFSI** Indicator field for the NCA FS suffix on the following inquiry screens:

- Case Composition - Suffix Summary (**NQCS02**)
- Current Case Composition - Historical Suffix Information (**NQCS3A**)

Code **W** will be automatically generated in the **WFFSI** Indicator field when a budget is saved or during the mass rebudgeting (MRB) process when a household meets the criteria listed on page 4. When the case no longer meets the criteria above, the system will remove Code **W** from the **WFFSI** Indicator field.

**Note:** The household cannot participate in this initiative if the employed member is sanctioned for food stamps.

Exemptions	<p>The following NCA FS cases are exempt from the WFFSI program:</p> <ul style="list-style-type: none"> <li>• New York State Nutrition Improvement Project (NYSNIP) cases</li> <li>• Congregate Care cases</li> <li>• Residential Treatment Center cases</li> </ul>
FS separate determination	<p>When a CA case is closed with a FS separate determination closing code, WMS will input Code <b>W</b> on the new NCA FS case if the WFFSI criteria are met.</p>
Automate CNS Code <b>W40</b> (Failure/Refusal to Become Employable)	<p>Currently, when an individual fails to report to or fails to cooperate with a Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) medical provider, the WeCARE vendor will enter an outreach code in NYCWAY with an 11-calendar-day Future Action Date (FAD). The outreach code is based on the component with which the participant failed to comply. If a compliance code is not entered by the end of the 11 days, NYCWAY will post the appropriate infraction code. These cases are placed on a NYCWAY worklist. Job Center staff manually closes the case if the household size is one or manually sanctions the noncompliant individual if the household size is greater than one.</p>
NYCWAY will not be able to send this code to WMS at this time.	<p>Effective October 22, 2007, WMS was programmed to automatically close the case or sanction an individual line using PA Closing/Sanction Code <b>W40</b> when it receives the file of cases from NYCWAY. When a line is sanctioned, WMS will calculate a new budget and generate a CNS notice to inform the household of a new budget. NYCWAY has not been programmed to send the file to WMS, therefore, staff must continue to manually process the case closings and line sanctions until further notice.</p>
NYC BICS PA Benefit Code Changes	<p>The issuance of benefits will soon be performed on a single statewide system, the Benefits Issuance and Control System (BICS). To prepare for the change, the following PA special grant issuance codes are being modified to reflect new definitions:</p> <ul style="list-style-type: none"> <li>• <b>15</b> – Payment of Installment Debt (EAA)</li> <li>• <b>19</b> – Replacement of Heating Equipment, Stove or Refrigerator</li> <li>• <b>54</b> – Child Support Bonus Payment – Manual Issuance</li> <li>• <b>56</b> – Replacement of Child Support Bonus Payment (Code <b>54</b> or <b>70</b> [Child Support Bonus Payment])</li> <li>• <b>82</b> – Direct HEAP Payment to Long Island Power Authority (LIPA)</li> </ul>

The following special grant issuance codes will be made obsolete and will no longer be available for data entry by Job Center and NCA FS Center staff:

Obsolete issuance codes

### CA

- **32** – Bi-Weekly Recurring Childcare
- **53** – Job Search Expenses
- **61** – Basic Kitchen Equipment – Patient Discharged From New York State (NYS) Mental Hygiene Facility
- **A8** – Housing Stability Plus (HSP) Rent Supplement (Recoupable)

### FS

- **28** – Replace Undelivered Benefits – CA
- **30** – Replace Undelivered Benefits – NCA
- **32** – Replace Coupons – CA
- **34** – Replace Coupons – NCA
- **41** – Replace Destroyed Benefits – CA
- **43** – Replace Destroyed Benefits – NCA
- **45** – Expired/Mutilated/Cancelled Benefits – CA
- **47** – Replace Expired/Mutilated/Cancelled Benefits – NCA
- **60** – Alternate Food Stamps

The NYS WMS Worker's Guide to Codes and Authorization of Grants manuals have been revised to reflect these changes.

Data Entry Fields Inhibited for FS Single Issue Disaster Card Issuance Codes

During a government-declared emergency, FS disaster cards may be issued to the affected population. WMS has been modified to prevent data entry of the Benefit Amount and Period fields on the Single Issue Food Stamps Authorization (**NSI001**) screen for the following FS special grant issuance codes:

- **38** – Disaster Card Issuance – CA/FS
- **39** – Disaster Card Issuance – NCA FS

The actual payment amount (or the predetermined value of the FS disaster card) and the payment period will be posted to the Payment History Grant Record created when the EBT files are processed.

### Modification to Forced Closing Process/Edits

Currently WMS automatically closes an existing NCA FS case using FS Closing Code **968** (Forced Closing [System Generated]) when all of the following conditions exist:

- The NCA FS is in single issue (SI) or active (AC) status.
- All members of the NCA FS case appear on the CA/FS case.
- The Client Identification Numbers (CIN) for each individual are identical on both the NCA FS and CA/FS cases.

See [PB #07-114-OPE](#) for additional details regarding the force-closing process.

When only an individual line of the NCA FS case is force-closed, WMS rebudgets the NCA FS case with the remaining active individuals. Effective October 22, 2007, if, as a result of this action, the NCA FS case is financially ineligible (i.e., no budget deficit), WMS will automatically close the case using NCA FS Closing Code **G68** (Removal of Active CA Individual(s) from NCA/FS Case Causes Income to Exceed FS Standard [Timely] [System-Generated]).

### Creating Infraction Records in the Eligibility Subsystem

Currently sanction infraction records are created only when lines are sanctioned through the Undercare subsystem. Although sanctions are allowed through the Eligibility subsystem, an infraction (sanction) record is not created. Without an infraction record, accurate sanction history cannot be maintained. Effective October 22, 2007, WMS will allow infraction records to be created on a line that is sanctioned through the Eligibility and Undercare subsystems. JOS/Workers may view the infraction history on the Client Infraction History (**NQIN22**) screen in WMS.

### Multiple CIN Elimination

WMS has been modified to eliminate instances of multiple CINs. Staff may no longer select the registry CIN when an existing CIN with a score of 102 or higher is displayed on the clearance report. In these instances, staff must select a CIN from the clearance report. If an existing CIN is not selected, the transaction will error out.

Refer to [PD #05-17-OPE](#) and the CIN Selection Desk Aid (Form [W-126G](#)) for details on how to select the appropriate CIN.

If multiple matches are found, including multiple 106 matches, JOS/Workers must select a CIN from the clearance report.

If no matches are found or the CIN match is less than 102, the registry CIN can be selected once an evaluation of the other CINs has been done. If the registry CIN is selected and the case is being activated, the new demographic information will overwrite the old demographic information in WMS. If the case is being rejected, the existing demographic information will remain in WMS.

If there are multiple CINs with scores of 101 or better, or single instances of a score of 101, the case will appear on the State Data Exchange (SDX) Daily Exception Report (**WINR0313**) and the Near Match Report (**WINR0399**).

CINs with a match of less than 80 will no longer appear on the clearance report unless there is a match on the SSN.

**Note:** The CIN hierarchy rules remain unchanged. See [PD #05-17-OPE](#) for more details.

## SSN Validation Logic Review

WMS has been modified to correct problems with the validation process of SSNs caused by CIN reuse or changes to an individual's demographic data. WMS no longer allows JOS/Workers to:

- select a validation code when the SSN is not entered
- select SSN Validation Code **1** (SSN Present but Not Yet Validated) if the SSN is deleted
- change the SSN validation code to anything other than Code **1** if the SSN is present and a change is made to the individual's demographics when the existing validation code is:
  - **7** – SSN Assigned by Social Security Administration [SSA]
  - **8** – SSA Validated SSN
  - **9** – Invalid SSN for Closed Cases
  - **A** – SSN not on SSA File
  - **B** – No match on name
  - **C** – Date of Birth (DOB), Given name match (difference in maiden and married names)
  - **D** – No match on DOB
  - **E** – Client known to SSA by This #-xxx-xx-xxxx (Number sent to SSA is wrong due to a transposition or one digit off error.) Note: See RFI for the correct number
  - **X** – Deceased
- change or delete an SSN unless a change is made to the individual's demographics for the following SSN validation codes **7** or **8**



## Modification to Calculation for Congregate Care Cases

Shelter Type **42** (Congregate Care Level 3 - Adult Homes and DOH Enriched Housing) is only valid for household sizes equal to one and is not affected by this modification.

WMS has been modified to calculate a CA/FS budget for congregate care cases with a household size greater than one. FS benefits for these cases will be uncapped. These cases must have one of the following shelter types:

- **15** – Congregate Care Level 1 Facility (NYC, Nassau, Suffolk, Westchester, & Rockland)
- **16** – Congregate Care Level 2 Facility - State Certified (NYC, Nassau, Suffolk, Westchester, & Rockland)
- **17** – Congregate Care Level 2 Facility - State Operated
- **28** – Congregate Care Level 1 Facility (Rest of the State)
- **29** – Congregate Care Level 2 Facility - State Certified (Rest of the State)
- **43** – Congregate Care Level 2 – Office of Mental Health (OMH)/Office of Mental Retardation and Developmental Disabilities (OMRDD) Supervised/Supportive Apartments

For Shelter Types **15, 16, 17, 28, 29** or **43** when the household size is greater than one, FS benefits will be the sum total of the individual FS benefit amounts. To be eligible for FS benefits, individuals 18 years of age or older in these shelter types must have an **X** in the Aged/Disabled field of the **NSBL06** screen or receive income from one of the following:

- Black Lung Disease Program (Income Source Code **16**)
- Social Security Disability (SSD) (Income Source Code **27**)
- Supplemental Security Income (SSI) (Income Source Code **31**)
- Spina Bifida (Income Source Code **48**)

### Example

*John Brown and his wife, Sarah, are in receipt of CA/FS benefits and live in a congregate care facility. John receives SSI benefits totalling \$500 per month and Sarah receives SSD benefits totalling \$400 per month. They receive a Level 3 FS Standard Utility Allowance (SUA) since they do not have a shelter expense, but have a telephone expense. Because they are residents in a congregate care facility, John is eligible for FS benefits in the amount of \$37 and Sarah is eligible for FS benefits in the amount of \$54. The FS benefit for the household is \$91 (\$37 + \$54), the sum total of their individual FS benefit amounts.*

## REQUIRED ACTION

Public Assistance (PA) Openings in the Client Notice System (CNS) – Undercare Phase II

When accepting a CA/FS case after immediate needs and/or expedited food stamps have been issued (i.e., going from SI/AP/AP [or SI] to AC/AC/AC), the JOS/Worker must:

- change the CA and FS statuses to AC
- select the appropriate opening code from the POS TAD. If the selected opening code begins with the letter Y, a CNS notice will not generate. In this instance a manual notice is required.

FS entries are not required when the FS status is already in AC status.

If the FS status is already in AC status and action is being taken to activate the entire case (i.e., going from AP/AP/AC to AC/AC/AC), no FS entry is required in CNS or on the POS TAD. The JOS/Worker must store a CNS notice and complete the following elements on the POS TAD:

- **015** – enter the budget number
- **221** – change CA status to AC
- **222** – select the appropriate reason code
- **226** – enter the date the applicant complied with all CA requirements
- **280** – enter the notice number
- **372** – the category code must be changed to a code appropriate for a CA/FS case
- **330, 331 and 332** – enter the CA status, reason and date for each active individual
- **375** – enter the employability code for each active individual
- **329** – select the appropriate relationship code for each active individual. Please note this element may have been filled when the FS portion of the case was opened to issue expedited food stamps, but the element must be data entered again.

If the FS status is SI and action is being taken to activate the entire case (i.e., going from AP/AP/SI to AC/AC/AC), the JOS/Worker must store a CNS notice and complete the following elements on the POS TAD:

- **015** – enter the budget number
- **221** – change CA status to AC
- **222** – select the appropriate reason code
- **226** – enter the date the applicant complied with all CA requirements
- **280** – enter the notice number
- **230** – change FS status to AC
- **231** – select FS Reason Code **G34**; also enter the FS reason code in CNS on the Client Notice Reason Code Entry Screen (**WCN011**)
- **235** – enter the appropriate date
- **372** – change the category code to one that is appropriate for a CA/FS case
- **330, 331 and 332** – enter the CA status, reason and date for each active individual
- **350, 351, and 352** – enter the FS status, reason and date for each active individual
- **375** – enter the employability code for each active individual
- **329** – select the appropriate relationship code for each active individual. Please note this element may have been filled when the FS portion of the case was opened to issue expedited food stamps, but the element must be data entered again.

Multiple CIN Elimination

Designated staff must review the **WINR0313** and the **WINR0399** to ensure that the cases listed have been processed and the appropriate CIN has been selected.

**PROGRAM IMPLICATIONS**

Model Center Implications

There are no Model Center implications.

Paperless Office System (POS) Implications

Refer to the POS release notes version 11.3.

Food Stamp Implications Individuals who must otherwise comply with the FS work requirements may claim an exemption due to medical reasons. However, if the individual fails to comply without good cause with the agency’s efforts to verify the claim of exempt status due to medical reasons, s/he will be closed/sanctioned for CA with closing/sanction code **W40** and deemed employable for FS. A separate FS determination must be made.

WFFSI Details regarding the Working Families Food Stamp Initiative (WFFSI) will be published in a separate directive at a later date.

Medicaid Implications There are no Medicaid implications.

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**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](#).

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**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 NCA FS Centers 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 Centers, 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), post Action Code **820** (Good Cause Granted) or **820H** (Good Cause Granted for WeCARE infractions), refer the applicant/participant back to the JOS/Worker by posting Action Code **10FH** or **16FH** (for referrals back to WeCARE) and enter detailed case notes in NYCWAY. The AJOS/Supervisor I will 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 participant fails to show good cause for the infraction or if it is determined 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  
NCA FS Centers

If an applicant/participant comes to the FS Center 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 Centers, the Receptionist at Main Reception will issue a FS Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NCA Reception area and does not need to verbally alert the Site Manager. The NCA Receptionist will alert the Site Manager once the applicant/participant is called to the NCA 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.

**RELATED ITEMS**

[PB #7-130-SYS](#)  
[PB #07-114-OPE](#)  
[PD #05-17-OPE](#)

**REFERENCES**

SPP #2007-00287 (Undercare Phase II)  
SPP #2007-00276 (New Field/Code for WFFSI)  
SPP #2007-00123 (Automate CNS Code **W40**)  
SPP #2007-00198 (NYC BICS Benefit Code Changes)  
SPP #2007-00124 (Data Entry Fields Inhibited for FS Disaster Cards)  
SPP #2004-00547 (Modification to Forced Closing Process/Edits)  
SPP #2006-00520 (Creating Infraction Records in Eligibility Subsystem)  
SPP #2007-00294 (Multiple CIN Elimination)  
SPP #2006-00590 (SSN Validation Logic Review)  
SPP #2007-00002 (Modification to Calculation for Congregate Care Cases)