



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-70-SYS

### FS POS RELEASE NOTES VERSION 1.2

<p><b>Date:</b> June 18, 2007</p>	<p><b>Subtopic(s):</b> FS POS</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Non-Public Assistance (NPA) Food Stamp (FS) Office staff that the latest version of the FS Paperless Office System (POS), Version 1.2, migrated to production on June 18, 2007. Descriptions of the changes can be found in <b>Attachment A: FS POS Release Notes Version 1.2</b>, and on the FIAweb at:</p> <p><a href="http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79">http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</a></p> <p><i>Effective Immediately</i></p> <p><b>Attachment:</b></p> <p><b>Attachment A</b>      FS POS Release Notes Version 1.2</p>

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*

# FS POS Release Notes

Version 1.2 June 18, 2007

These Release Notes contain descriptions of changes in FS POS Release 1.2, scheduled for June 18, 2007. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at [http://hrwebapps/HRAintranet/CMT\\_page\\_template.cfm?page\\_id=79](http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79)

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# FS POS Release Notes

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## 1. Changes to Medical Window

The Medical window is updated for FS cases with the following changes:

- The system will preset the pregnant question to No if there are no female individuals on the case.
- The system will preset the health insurance and medical expense questions to No when there are no blind, sick or disabled individuals on the case and everyone on the case is less than 60 years of age.

### Medical Window

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:		Yes	No
Has Daily Activity Limited because of an Illness/Temporary Disability or is Blind, Sick or Disabled ?	<input checked="" type="radio"/>	<input type="radio"/>	
Has Paid Or Unpaid Medical Bills For The Three Months Preceding The Month Of This Application?	<input type="radio"/>	<input type="radio"/>	
Has Any Type of Health/Hospital/Accident Insurance or Receives Assistance in Paying Medical Expenses?	<input type="radio"/>	<input type="radio"/>	
Is Pregnant?	<input type="radio"/>	<input type="radio"/>	
Has Any Medical Bills Or Medically Related Expenses?	<input type="radio"/>	<input type="radio"/>	

Spanish      Next      Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

## 2. FS Recertification Interview and Approval of FS Recertification Interview

### Windows and Sections

The FS Recertification Interview activity contains the sections below. However, please note that there are two flows for the activity. The normal flow includes all sections listed below, while the shortened flow contains fewer sections. The shortened flow is used only when the FS participant requests that their case be closed at the time of the recertification interview.

1. Household Screen
2. Case Member Information
3. Address Information
4. Additional Suffix Level Data
5. Individual Detail
6. Aliens (if applicable)
7. Last Synchronized Budget
8. Food Stamp Household Composition
9. Employment Information
10. Current Income
11. Medical
12. Resources
13. Shelter (Housing) Expenses
14. Other Expenses
15. Education/Training
16. Other Information
17. Child/Teen Health Program Script
18. Request to Close Case
19. Form Data Entry
20. Notice Data Entry
21. Activity Checklist
22. LDSS-4826 Signatures
23. Print Forms
24. Eligibility Determination
25. Budget
26. TAD
27. Grants Data Entry
28. Print Forms
29. Approval Elements

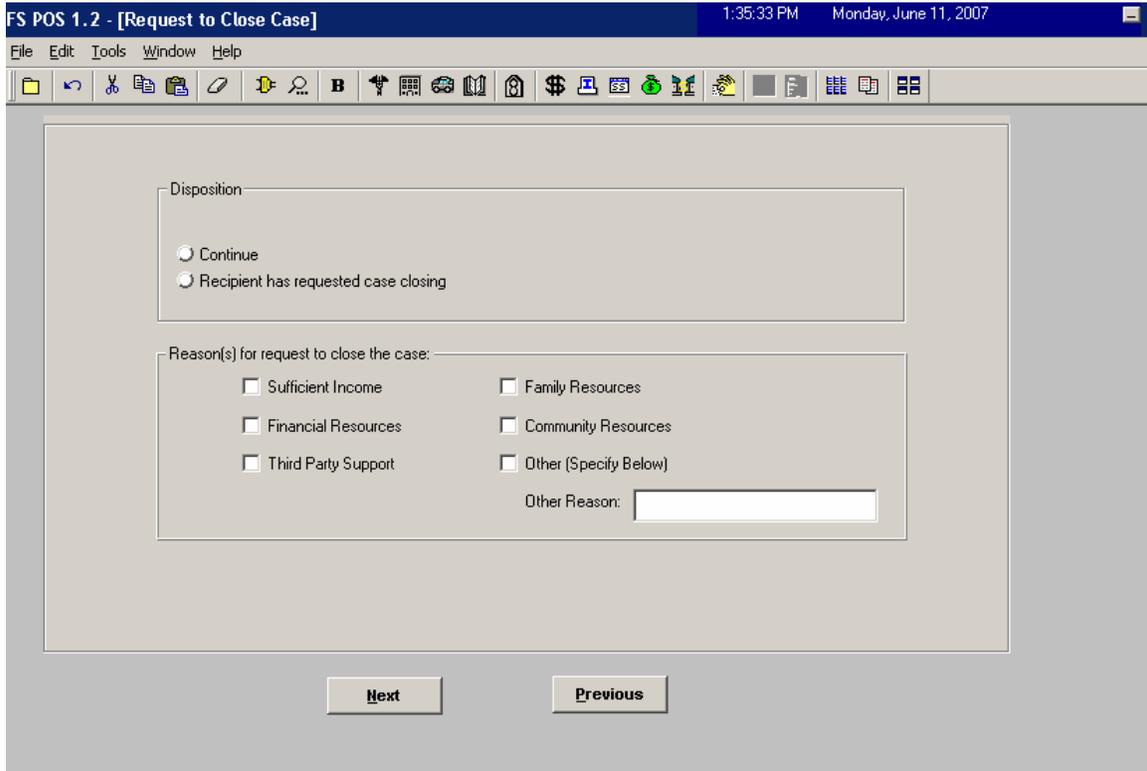
### Addition of shortened flow for cases where the recipient requests a case closing

This window allows the Eligibility Specialist to indicate whether the recipient has requested that their case be closed at the time of the recertification. If the applicant chooses to close their case, the Eligibility Specialist will have to record the reason(s) for the request.

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## Request to Close Case Window



### Shortened Window Flow for Request to Close Case

Windows in shortened flow	Windows in regular flow
Request to Close Case is selected	Request to Close the Case is not selected
LDSS-4826 Signatures	Forms Data Entry
TAD	Notice Data Entry
Print Forms	Checklist
Approval Elements	LDSS-4826 Signatures
Approval Assignment	Print Forms
END	Eligibility Determination
	Budget
	TAD
	Grants Data Entry
	Print Forms
	Approval Elements
	Approval Assignment
	END

# FS POS Release Notes

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## 3. Re-use of the FS application data in the Recertification Interview

In the FS Recertification Interview activity, the Eligibility Specialist will have the option of copying data entered in a prior FS Application Interview, FS Change Case Data or FS Recertification Interview.

### *Example of Copy Data functionality*

The screenshot shows a 'Response to Question' dialog box with two panes. The top pane has a 'Total Available and Countable Cash Resource Amount' field and a 'Comment...' field. The bottom pane has the same fields, but the 'Total Available and Countable Cash Resource Amount' field contains '\$0.00'. A 'Copy data' button is visible in the top pane, and 'OK' and 'Cancel' buttons are visible between the panes. At the bottom of the dialog, there are 'Spanish', 'Next', and 'Previous' buttons.

The new Response to Question window appears at the top, with a “Copy data” button enabled when there is prior data. The prior case information appears at the bottom of the window for the selected question. The Eligibility Specialist can choose to copy this data (if data is the same) or fill-in with the current information.

Click on prior data pane to check participant’s prior information, then choose ok or cancel.

# FS POS Release Notes

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## 4. FS Reception Intake Revisions

The FS Reception Intake activity will be revised to track applicants who drop off an application in person, but are unable to stay for the expedited determination, to track mailed and faxed applications and to print the appointment notice after the case is registered.

### *Revised Applicant Signature Window*

**Form W-120**

Click on the Print the Form button to print Form W-120. After the form has printed, place it on the signature pad and click the Activate Signature Capture button. If you have any difficulties printing the form, you can click on the Re-Print the Form button. If the signature pad is not working, click on the Unable to Capture Signature checkbox and scan and index a signed paper application.

If the applicant submits a signed LDSS-4826 paper application form or the intake was resumed and the signature was electronically capture, click on the Signed LDSS-4826 or W-120 form checkbox to disable signature capture. Applications signed on paper should be scanned and indexed. If the application was submitted by mail or fax, click on the Mailed or Faxed Application checkbox.

If the applicant cannot stay for the expedited determination or if the applicant did not submit enough information with their mailed/faxed application to make an expedited determination, click on the Expedited Determination cannot be completed checkbox.

Signed LDSS-4826 (FS Benefits Application) or W-120 form submitted
  Mailed or Faxed Application  
 Expedited Determination cannot be completed
  Unable to Capture Signature

Print the Form      Activate Signature Capture      Re-Print the Form

Done      Cancel      Clear and Re

Next      Previous

Click on the Print the Form button to print Form W-120. After the form has printed, place it on the signature pad and click the Activate Signature Capture button. If you have any difficulties printing the form, you can click on the Re-Print the Form button. If the signature pad is not working, click on the Unable to Capture Signature checkbox and scan and index a signed paper application.

If the applicant submits a signed LDSS-4826 paper application form or the intake was resumed and the signature was electronically capture, click on the Signed LDSS-4826 or W-120 form checkbox to disable signature capture. Applications signed on paper should be scanned and indexed. If the application was submitted by mail or fax, click on the Mailed or Faxed Application checkbox.

If the applicant cannot stay for the expedited determination or if the applicant did not submit enough information to make an expedited determination with their mailed/faxed application, click on the Expedited Determination cannot be completed checkbox.

# FS POS Release Notes

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## Revised Interview Appointment Confirmation Window

FS POS RECEPTION: Interview Appointment Confirmation

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

Interview Appointment Will Be Scheduled For:

9:15 AM, on Monday 2/26/2007

Telephone Interview: Contact Telephone Number: ( ) - - Extension:

IMPORTANT: You are scheduling the applicant for an interview that is more than 2 days from now. This should only be done at the explicit request of the applicant. If this is true, please confirm by checking the box immediately below this message. If this is not the case, click the Previous button to go back to the Interview Scheduling Window and pick another date.

The applicant has requested an appointment more than 2 days from now.

To confirm the appointment, click on the button labeled 'Schedule the Appointment'.

Schedule the Appointment

Next Previous

The instructions on the **Interview Appointment Confirmation** window will be revised because the Food Stamp Eligibility Interview Appointment Notice (Form W-129PP) will be printed in the **Intake Completion** window.

# FS POS Release Notes

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## Revised Intake Completion Window

**FS POS RECEPTION: Intake Completion.**

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

**Intake Completion**

The intake process is complete. The disposition for this applicant is shown below.

The intake activity will be finished. The application will be registered and a copy of the LDSS-3938 will be copied in the image repository.

Register the Case

Application Registration Status:

Application Registration Number:

Temporary CIN:

If the appointment is a Same Day Interview at a Model Center, you must issue a Food Stamp Application Interview ticket from MONIQ.

For all applicants, please click on the Print the Appointment Notice button to print the Food Stamp Eligibility Interview Appointment Notice (Form W-129PP) and the Eligibility Factors and Suggested Documentation Guide (Form W-119D).

Print the Appointment Notice

Next Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

## Revised Intake Completion Window

**FS POS RECEPTION: Intake Completion.**

Ticket List Quick Call FS Reception Configuration Open POS Help Exit

**Intake Completion**

The intake process is complete. The disposition for this applicant is shown below.

The intake activity will be finished. The application will be registered and a copy of the LDSS-3938 will be copied in the image repository.

Register the Case

Application Registration Status: **Passed**

Application Registration Number: 00010002283J

Temporary CIN: RX47553U

If the appointment is a Same Day Interview at a Model Center, you must issue a Food Stamp Application Interview ticket from MONIQ.

For all applicants, please click on the Print the Appointment Notice button to print the Food Stamp Eligibility Interview Appointment Notice (Form W-129PP) and the Eligibility Factors and Suggested Documentation Guide (Form W-119D).

Print the Appointment Notice

Next Previous

**Note: If this is not a model office the applicant would not receive an interview ticket from MONIQ.**

The printing of the appointment notice is added to this window. The Eligibility Specialist will print the following forms:

- Form W-129PP (Food Stamp Eligibility Interview Appointment Notice)
- Form W-119D (Eligibility Factors and Suggested Documentation Guide)

# FS POS Release Notes

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## 5. Changes to Food Stamp Household Composition Window

The Food Stamp Household Composition window is updated to list the statuses of the lines that need to appear in this window. POS should continue to display the casehead/payee in the **Casehead** section of the window and should continue to display the casehead/payee as the first household member, with a protected answer of 'Yes'.

### *Food Stamp Household Composition Window*

Suffix	First Name	Last Name	Mid	Relation	Yes	No
1	Applying	Medicaid		Casehead	<input checked="" type="radio"/>	<input type="radio"/>
1	Child	Medicaid		Natural Son	<input type="radio"/>	<input checked="" type="radio"/>

## 6. Remove Education and Highest Degree Earned fields from the FS TAD

To match changes made in the **Individual Detail** window for NPA FS cases in FS POS release 1.1, the following fields should be removed from the WMS Individual Level section of the FS TAD and the POS Individual Level of the FS TAD:

- Education Level
- Highest Degree Earned Code

# FS POS Release Notes

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## WMS/POS FS TAD Window

FS POS 1.1 - [ELIGIBILITY] 7:38:50 PM Tuesday, March 20, 2007

File Edit Tools Window Help

WMS Data POS Data

**ELIGIBILITY**

First Name: PETER Middle Name: Last Name: GONZALEZ Sex: M Marital Status: Ethnicity: YYYYY

Relation to Casehead: Birth date: 12/12/1980 CHT: TPPI: Student Id:

Hispanic/Latino:  Yes  No  Unknown Asian:  Yes  No  Unknown Native Hawaiian/Other Pacific islander:  Yes  No  Unknown

American Indian/Alaska Native:  Yes  No  Unknown Black or African American:  Yes  No  Unknown White:  Yes  No  Unknown

CC CDC: CBIC: SSN: 046559173 Number: 1 Valid: 1

Line No: 01 CIN: TA57526D Alien No: Citizen:  Date of Status: / / Date Entered Country: / /

Employee Code: SSI:

Highest Degree Earned Code: VET:

Education Level:

Waivers: D/A:  IVD:  LF:  TL:  Oth:  Exemption Indicator: AFIS-EX

Next Previous Ignore Errors Show Individual Data Run Rules

FS POS 1.1 - [ELIGIBILITY] 7:39:27 PM Tuesday, March 20, 2007

File Edit Tools Window Help

WMS Data POS Data

**ELIGIBILITY**

First Name: Peter Last Name: Gonzalez Middle Name: Sex: M Marital Status: Single/Never Married

Hispanic/Latino:  Yes  No Asian:  Yes  No Native Hawaiian/Other Pacific islander:  Yes  No

American Indian/Alaska Native:  Yes  No Black or African American:  Yes  No White:  Yes  No

Reuse CIN: Casehead: Relation to Casehead: Birth Date: 12/12/1980 CHT: TPPI:

CBIC: SSN: 046-55-9173 Number: 1 Valid: 1 Student ID:

Line No: 1 CIN: TA57526D FAP Indicator: Citizen/Alien Status: Citizen Alien Type: Alien No: Date of Status: 00/00/0000 Date Entered Country: 00/00/0000

Emp Code: SSI:

Highest Degree Earned Code: Masters Degree or Higher VET:

Education Level: Twelfth Grade

Waivers: D/A:  IVD:  LF:  TL:  Oth:  Exemption Indicator: AFIS-EX

Next Previous Ignore Errors Return to Case level Data Run Rules

# FS POS Release Notes

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## 7. TAD Process for Application withdrawals in FS POS

Previously, application withdrawals could not be processed in FS POS and required a manual paper transaction in WMS. Workers will be able to process application withdrawals in FS POS using a new rejection code. This processing change will allow improved tracking of application withdrawals.

Workers at FS POS Sites are able to handle the application withdrawal via the **FS Application Interview** activity.

### FS TAD

The screenshot shows the 'Food Stamp Tad Window' in the FS POS 1.1 - [ELIGIBILITY] application. The window is divided into several sections:

- Case Information:** Case Number (00010001686E), Suf (1), Center (FS POS Testing Center), Unit Worker (FSPOS), Rule Status, Proj.No, Acct.No, Reuse case No.
- Case Suffix:** Case Suffix (1), M3E Ind, WMS Bdgt#, Notice Bdgt#, Notice #.
- Case Name and Language:** Case Name (GONZALEZ PE), Language (Arabic), Language Read (Arabic), Notice Language (English), LFLN (Yes), Homebound Ind (Yes/No).
- Category and Status:** Category (FS), Prg (FS), Status (APPLYING), Status Reason, From Date (00/00/0000), To Date (00/00/0000).
- Individual List:**

Individual Name	Line#	CIN	Prg	Status	Deny ?	Status Reason	Date
Peter Gonzalez	1	TA57526D	FS	APPLYING			01/05/2007
Liz Gonas	2	TA57516H	FS	APPLYING			01/05/2007

At the bottom of the window, there are buttons for 'Next', 'Previous', 'Ignore Errors', 'Show Individual Data', and 'Run Rules'.

### Overview of Application Withdrawals in FS POS

The following Food Stamp (FS) rejection code is added to the POS FS TAD to allow the Eligibility Specialist to process the application withdrawal in POS: **Y94** (Client Request to Withdraw Application). The code is available when the following status is selected: **Rejected – Other**.

The **M-3mm** (Notification of Application Withdrawal) is added to notify the applicant of their withdrawal. This form has been added to e-forms.

### Action required on the Withdrawal window

When the applicant indicates that s/he wishes to withdraw her/his FS application, the Eligibility Specialist must go to the Withdrawal window, select "**Withdraw the application**" and select the reason(s) for the withdrawal. A shortcut is available under the Window menu item to access this window at any time in the interview.

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When the applicant withdraws the application, the POS interview flow is shortened once the Eligibility Specialist clicks the Next button on the Withdrawal window.

The **Withdrawal** window only appears in the **FS Application Interview** and **EC – FS Application Interview** activities.

## *Withdrawal Window in FS Application Interview*

Workers are able to process application withdrawals in FS POS using a new rejection code. This processing change will allow FIA and MICSAs to track application withdrawals via POS reports.

The following Food Stamp (FS) rejection code will be added to the POS FS TAD to allow the Eligibility Specialist to process the application withdrawal in POS: **Y94** (Client Request to Withdraw Application).

## 8. Completion Rules for Application Withdrawal in FS POS

New edits have been added to the completion of the **FS Application Interview** activity, in order to ensure that all requirements for withdrawing the case are met.

The following edits assist the Eligibility Specialist in processing FS withdrawals:

- The Eligibility Specialist will be prevented from using code Y94 when there is no indication that the application is a withdrawal.
- The system will prompt the Eligibility Specialist to use code Y94 when it is indicated that the case is a withdrawal.

# FS POS Release Notes

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## 9. Application Log for Non-Public Assistance Food Stamp Sites

The Application Log meets the following requirements:

1. Is available to all FS center staff.
2. The functionality should vary in accordance with a staff person's title.
3. Allows a Supervisor to assign a case to an Eligibility Specialist and updates all appropriate POS queues and tables automatically.
4. Allows a Clerk to assign a case to a Supervisor for work assignment.
5. Allows a FS staff person to reschedule the application interview.
6. Update the appointment status when an application interview is started for the case in POS.
7. Allows FS staff person the ability to identify which appointments are CBO appointments.
8. Allows FS staff person the ability to identify which appointments are telephone interviews.
9. Automatically updates POS queues when a case is assigned.
10. Keeps a record of the prior appointment for a rescheduled appointment.
11. Allows a Supervisor, Assistant Site Manager or Site Manager to update the appointment status of a case.

The following logs and queues are currently available to the FS center staff:

- **Application Interview Appointment Log:** also known as the **Daily Log**, this window in MONIQ allows staff to view a selected day's appointments, allows staff to reschedule application interview appointments, and allows staff to view which appointments are CBO appointments and which appointments are scheduled for telephone interviews.
- **Failed to Keep Application Interview Log:** also known as the **Failed to Keep Log**, this window in MONIQ allows staff to view which cases appear to be no shows for their application interview appointment.
- **Application Queues:** The **Applications CBO** and **Applications In-Center** queues allow Supervisors to retrieve the application interview for assignment after the ticket is assigned to them in MONIQ. A FS Application Interview is added to the **Applications CBO** queue when a CBO intake is completed and submitted to HRA. A FS Application Interview is added to the **Applications In-Center** queue when a FS Reception Intake is completed in the center.

### Changes to existing windows

In **MONIQ** (for Model Sites) and in **FS Reception** (for non Model Sites), the following changes will be made in the **FS Reception** drop down menu:

- Change the name of the **Daily Log** option to **Application Log**
- Removal of the **Failed to Keep** option.

In the **FS Application Interview** queue in **MONIQ**, the **Assign** button will be removed.

# FS POS Release Notes

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## Application Interview Log

### Instructions

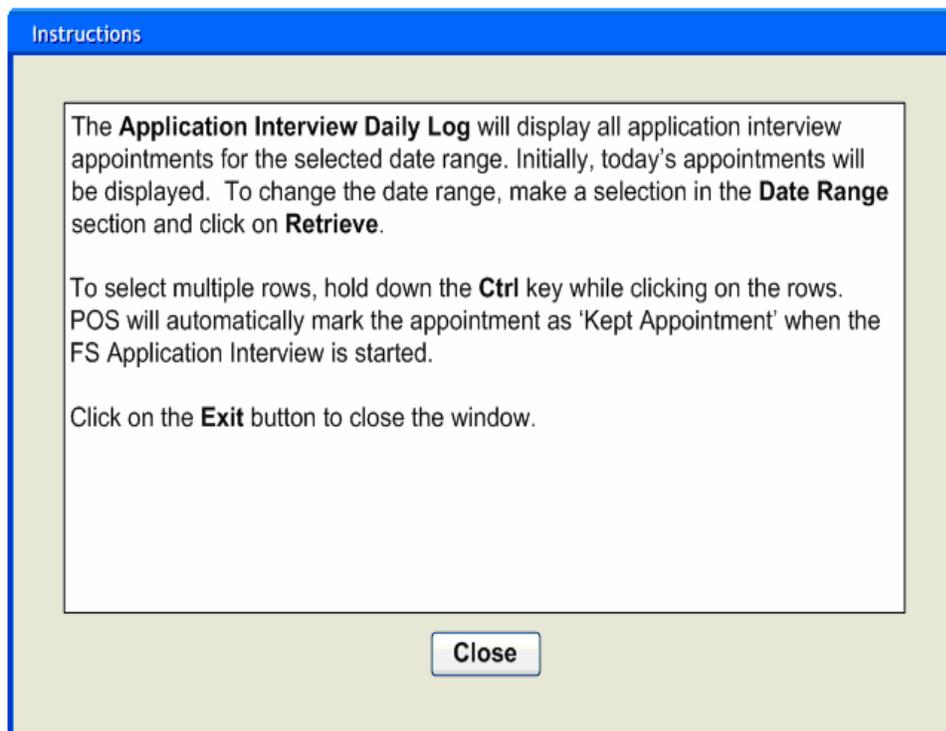
When the Eligibility Specialist clicks OK on the Instructions window for the **Application Interview Log** window will display. The instructions window shows the following text:

The **Application Interview Daily Log** will display all application interview appointments for the selected date range. Initially, today's appointments will be displayed. To change the date range, make a selection in the **Date Range** section and click on **Retrieve**.

To select multiple rows, hold down the **Ctrl** key while clicking on the rows. POS will automatically mark the appointment as 'Kept Appointment' when the FS Application Interview is started.

Click on the **Exit** button to close the window.

### Instructions window



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## Application Interview Log

FS POS Version 1.2  
File Retrieve Print

**Application Interview Log**

View Current and Past Appointments
  View Future Appointments

**Date Range**  
 Today  
 Yesterday  
 Past 7 Days  
 Date Range  
 From:  To:

**Future Appointments**  
 Select Date: Tuesday, June 12, 2007

**Application Type Filter**  
 In-Center  
 CBO  
 Telephone  
 Exclude dummy case numbers

**Appointment Status Filter**  
 Kept Appointment  
 Failed to Keep Appointment  
 None

	Intake Date	Case No	Case Name	Appt Date	Appt Time	Appt Status
▶	3/14/2007 10:42:01 A	00007433123C	Pena Saro	06/08/2007	03:02 PM	KEPT APPT
		00007443176I	STEVEN WILLIAMS	06/08/2007	03:02 PM	KEPT APPT
		00010000997G	ALINE POS	06/08/2007	03:02 PM	KEPT APPT
		00010001090J	DONA GREEN	06/08/2007	03:01 PM	KEPT APPT
		00010001115E	POSITIV	06/08/2007	03:02 PM	KEPT APPT
		00010001116C	MOD APP	06/08/2007	03:02 PM	KEPT APPT

Totals:  
 Total Kept Appointments: 159    Total Failed To Keep Appointments: 0    Total Re-scheduled Appointments: 64

FS POS Version 1.2  
File Retrieve Print

**Application Interview Log**

View Current and Past Appointments
  View Future Appointments

**Date Range**  
 Today  
 Yesterday  
 Past 7 Days  
 Date Range  
 From:  To:

**Future Appointments**  
 Select Date: Tuesday, June 12, 2007

**Application Type Filter**  
 In-Center  
 CBO  
 Telephone  
 Exclude dummy case numbers

**Appointment Status Filter**  
 Kept Appointment  
 Failed to Keep Appointment  
 None

	CBO	Tel Intv	Contact Nu	Assigned To	Spoken lang.	Interview started on	Case Status	Previous
▶	No	No		A. Perdichizzi	Arabic	5/29/2007 3:18:30 PM	APPLYING	
	No	No		J. Breton	English	5/22/2007 11:23:55 AM	ACTIVE	
	No	No		A. Perdichizzi	French	5/22/2007 10:29:26 AM	REJECTED-Oth	
	No	No		A. Perdichizzi	English	5/22/2007 11:31:32 AM	ACTIVE	
	No	No		M. Thomas	English	10/10/2006 2:53:06 PM	APPLYING	
	No	No		M. Romano	English	9/28/2006 12:21:09 PM	SINGLE ISSUE	

Totals:  
 Total Kept Appointments: 159    Total Failed To Keep Appointments: 0    Total Re-scheduled Appointments: 64

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The definition for each button is as follows:

1. This tool bar allows you to save, exit, retrieve data or print.
2. Application Interview Log
3. View Current and Past Appointments, View Future Appointments
4. Date Range
5. Specify Range
6. Mini-Calendar – Date cannot be more than 14 days in the future

## Application Type Filter

7. In-Center
8. POS CBOs'
9. Telephone Interview
10. Exclude Dummy Case Numbers

## Appointment Status Filter

11. Kept Appointment
12. Failed to Keep Appointment
13. None

## Application Log Columns- All Column Headers are Sortable

14. Intake Date
15. Case Number
16. Case Name
17. Appointment Date
18. Appointment Time
19. Appointment Status
20. POS CBOs'
21. Telephone Interview
22. Contact Number
23. Assigned to
24. Spoken Language
25. Interview Started On
26. Case Status
27. Previous Appointment

## All Totals are Read -Only

28. Total Kept Appointments
29. Total Failed to Keep Appointments
30. Total Re-Scheduled Appointments
31. Assign- See process below

## Assign procedure and Refer window

If the title of the person who clicks on the **Assign** button is 'FS Clerk' or 'FS Eligibility Specialist', the following individuals will be displayed in the **Refer** window:

- FS Site Manager
- FS Assistant Site Manager
- FS Supervisor

If the title of the person who clicks on the **Assign** button is 'FS Supervisor', 'FS Assistant Site Manager' or 'FS Site Manager', the following individuals will be displayed in the **Refer** window:

- FS Site Manager
- FS Assistant Site Manager
- FS Supervisor
- FS Eligibility Specialist

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*When the assigned button is clicked a transaction will occur that will change the caseload to the assigned Eligibility Specialist. If the case becomes suspended after it has been assigned, it will remain in the assigned Eligibility Specialist's queue.*

- 32. Reschedule
  - Displays Application Interviewer Scheduler Window
- 33. Kept Appointment
  - Click on button to indicate applicant kept appointment
- 34. Failed to Keep Appointments
  - Click on button to indicate that the applicant did not keep appointment
- 35. Process Failed to Keep Transactions
  - Click on button to process Failed to Keep rejections
- 36. Exit

## Failed to Keep Application Interview Log

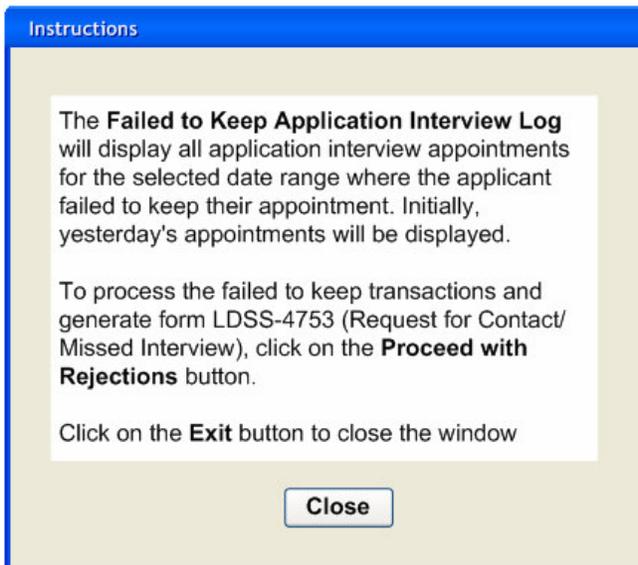
### Instructions

When the Eligibility Specialist clicks OK on the Instructions window for the **Failed to Keep Application Interview Log** window will display. The instructions window shows the following text:

The **Failed to Keep Application Interview Log** will display all application interview appointments for the selected date range where the applicant failed to keep their appointment. Initially, yesterday's appointments will be displayed.

Click on the **Exit** button to close the window.

### Instructions Window



**Note: Presently, the system is unable to process the failed to keep transactions. The Proceed with Rejection button is disabled until further notice.**

# FS POS Release Notes

Version 1.2 June 18, 2007

## Failed to Keep Application Interview Log

File Retrieve Print

Failed To Keep Application Interview Log

Date Range

Yesterday

Past 7 Days

Specify Range

From:  To:

	Intake Date	Case No	Case Name	Appt Date	Appt Time	Appt Status
▶	6/8/2007 3:20:45 PM	00010002277B	ASDF ASDF	06/08/2007	04:15 PM	FAILED TO KEEP

Totals:

Total Failed To Keep Appointments

Proceed with Rejection
Assign
Reschedule
Kept Appointment
Hold Rejection
Exit

File Retrieve Print

Failed To Keep Application Interview Log

Date Range

Yesterday

Past 7 Days

Specify Range

From:  To:

	CBO	Tel Intv	Contact Nu	Contact Nu	Assigned To	Spoken lang.	Interview started on	Case Status
▶	No	No			M. Sirinivasan	African Languag		REJECTED-Oth

Totals:

Total Failed To Keep Appointments

Proceed with Rejection
Assign
Reschedule
Kept Appointment
Hold Rejection
Exit

# FS POS Release Notes

Version 1.2 June 18, 2007

The definition for each button is as follows:

1. This tool bar allows you to save, exit, retrieve data or print.
2. Failed to Keep Application window Title
3. Select Date Range
4. Enter Date Range and Click On retrieve

The following column headers are sortable:

5. Intake Date
6. Case Number
7. Case Name
8. Appointment Date
9. Appointment Time
10. Appointment Status
11. POS CBOs'
12. Telephone Interview
13. Assigned To
14. Case Status

The Data in the Total Failed to Keep Appointment is Read –Only

15. Count of the Total of Failed to Keep Appointments
16. Proceed with rejections – (**Disabled**) **Unable to process the rejection at this time until further notice. Please process Failed to Keep Application cases manually (TAD) utilizing code N10.**
17. Assign- See Following Procedure

### Assign procedure and Refer window

If the title of the person who clicks on the **Assign** button is 'FS Supervisor', 'FS Assistant Site Manager' or 'FS Site Manager', the following individuals will be displayed in the **Refer** window:

- FS Site Manager
- FS Assistant Site Manager
- FS Supervisor
- FS Eligibility Specialist

**When the assigned button is clicked a transaction will occur that will change the caseload to the assigned Eligibility Specialist. If the case becomes suspended after it has been assigned, it will remain in the assigned Eligibility Specialist's queue.**

18. Reschedule- Click on button to reschedule case, the case will no longer appear on the Failed to Keep Application Interview Log.
19. Kept Appointment- Click to Update appointment status and remove case from Failed to Keep Application Log.
20. Hold Rejection- Click on button to Update status and remove case from the Failed to Keep Application Log.
21. Exit

# FS POS Release Notes

Version 1.2 June 18, 2007

## 10. Recertification Log for Non-Public Assistance Food Stamp Sites

The Recertification Log meets the following requirements:

1. Is available to all FS center staff.
2. The functionality varies in accordance with the staff person's title.
3. Allows a Supervisor to assign a case to an Eligibility Specialist and updates all appropriate POS queues and tables automatically.
4. Allows a Clerk to assign a case to a Supervisor for work assignment.
5. Allows a FS staff person to reschedule the Recertification interview.
6. Updates the appointment status when a Recertification interview is started for the case in POS.
7. Allows FS staff the ability to identify which appointments are CBO appointments.
8. Allows FS staff the ability to identify appointments that are telephone interviews.
9. Automatically updates POS queues when a case is assigned.
10. Keeps a record of the prior appointment for a rescheduled appointment.
11. Allows a Supervisor, Assistant Site Manager or Site Manager the ability to update the appointment status of a case.

The **Recertification Log** will allow Non-Public Assistance (NPA) Food Stamp (FS) Sites to view their past, current and future Recertification Interview appointments, to assign and reschedule Recertification Interviews.

### Recertification Interview Assignment

Currently, NPA FS staff prepares a manual form (W-119A), including the manual transcription of case information, for a case when the recipient appears for their interview. This form is delivered to a Group Supervisor, who will assign the case to an Eligibility Specialist (ES).

In Model Sites, the NPA FS reception staff also assigns the FS Recertification Interview ticket to the Group Supervisor in POS using the In-Center Referral activity. The Group Supervisor assigns the case to an Eligibility Specialist and delivers the manual form to the ES.

This process mixes system and paper processes and has proven to be unwieldy during the pilot phase of FS POS. The new functionality in the **Recertification Log** should improve center productivity, reduce paper usage and decrease staff confusion on the proper steps.

### Recertification Interview Rescheduling

Currently, NPA FS staff can reschedule a Recertification Interview using the **FS Change Case Data**. However, NPA managers do not have any way to track the number of rescheduled appointments and the rescheduling does not update the scheduled date and time in FRED or MONIQ.

# FS POS Release Notes

Version 1.2 June 18, 2007

## Recertification Interview Log

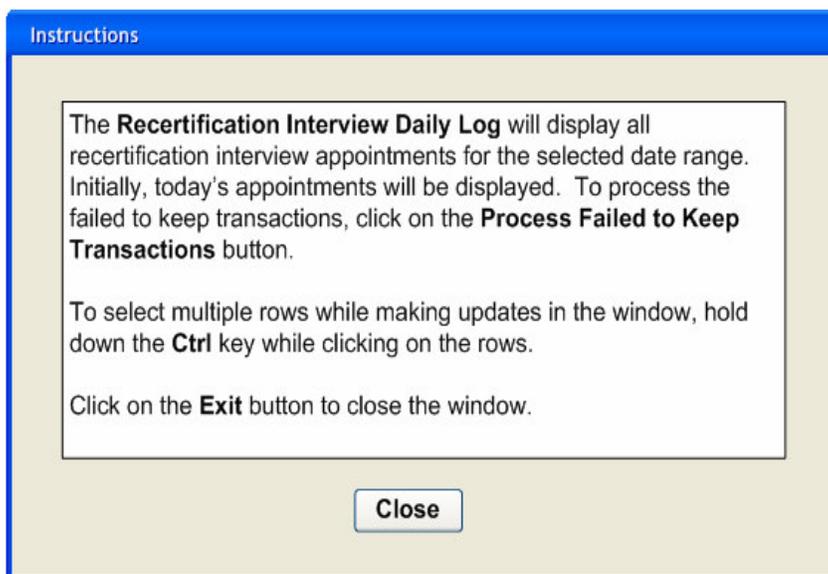
### Instructions

When the Eligibility Specialist clicks OK on the Instructions window for the **Recertification Interview Log** window will display. The instructions window shows the following text:

The **Recertification Interview Daily Log** will display all recertification interview appointments for the selected date range. Initially, today's appointments will be displayed. To process the failed to keep transactions, click on the **Process Failed to Keep Transactions** button.

To select multiple rows while making updates in the window, hold down the **Ctrl** key while clicking on the rows.

Click on the **Exit** button to close the window.



# FS POS Release Notes

Version 1.2 June 18, 2007

## Recertification Interview Log

Case No	Case Name	Appt Date	Appt Time	Appt Status	Assigned To	Spo
00010001868I	ROSARIO ELENA	06/11/2007	10:01 AM	KEPT APPT	A. Perdichizzi	Engl

Totals:

Total Kept Appointments: 1    Total Failed To Keep Appointments: 0    Total Re-scheduled Appointments: 0

Buttons: Assign, Reschedule, Kept Appointment, Failed to Keep Appointment, Process Failed to Keep Transaction, Exit

### The definition for each button is as follows:

1. The tool bar allows you to save, exit, retrieve data or print.
2. Recertification Interview Log
3. View Current and Past Appointments & View Future Appointments
4. Date Range
5. Specify Range
6. Future Appointments-Mini Calendar
  - **Selected date cannot be more than 14 days in the future**
7. Kept Appointment
8. Failed to Keep Appointment
9. None

### The following column headers are sortable:

10. Case Number
11. Case Name
12. Appointment Date
13. Appointment Time
14. Appointment Status
15. Assigned to
16. Spoken Language
17. Interview Start date

# FS POS Release Notes

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18. Case Status
19. Previous Appointment

**The Data in the following Totals are Read-Only:**

20. Total Kept Appointments
21. Total failed to Keep Appointments
22. Total Re-Scheduled Appointments
23. Assign- See Following Procedure:

## **Assign procedure and Refer window**

If the title of the person who clicks on the **Assign** button is 'FS Clerk' or 'FS Eligibility Specialist', display only individuals with the following titles in the **Refer** window:

- FS Site Manager
- FS Assistant Site Manager
- FS Supervisor

If the title of the person who clicks on the **Assign** button is 'FS Supervisor', 'FS Assistant Site Manager' or 'FS Site Manager', display only individuals with the following titles in the **Refer** window:

- FS Site Manager
- FS Assistant Site Manager
- FS Supervisor
- FS Eligibility Specialist

***When the assigned button is clicked a transaction will occur that will change the caseload to the assigned Eligibility Specialist. If the case becomes suspended after it has been assigned, it will remain in the assigned Eligibility Specialist's queue.***

24. Reschedule- Displays the Recertification Interview Scheduler window for updating with new appointment
25. Kept Appointment- Will indicate that the appointment was kept
26. Failed to Keep Appointment- Will indicate that the participant did not keep the appointment
27. Process Failed to Keep Appointments- will display Fail to Keep Recertification Interview Log
28. Exit

## **Failed to Keep Recertification Interview Log**

### **Instructions**

When the Eligibility Specialist clicks OK on the Instructions window for the **Failed to Keep Recertification Interview Log** window will display. The instructions window shows the following text:

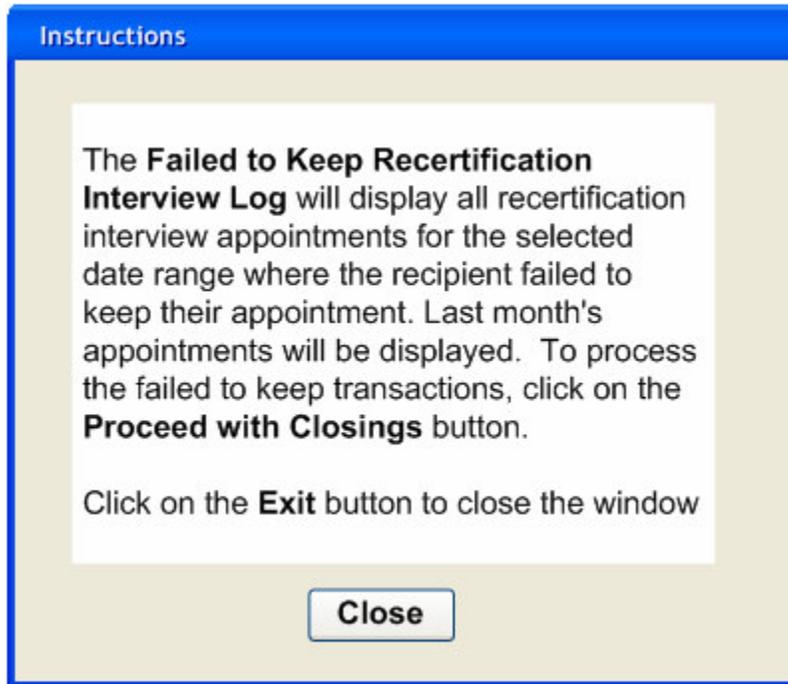
The **Failed to Keep Recertification Interview Log** will display all recertification interview appointments for the selected date range where the recipient failed to keep their appointment. Last month's appointments will be shown. To process the failed to keep transactions, click on the **Proceed with Closings** button.

Click on the **Exit** button to close the window

# FS POS Release Notes

Version 1.2 June 18, 2007

## *Instructions Window*



*Note: Presently, the system is Unable to Post Closings to WMS until further notice. The Post Closings to WMS button is disabled.*

# FS POS Release Notes

Version 1.2 June 18, 2007

## Failed to Keep Recertification Interview Log

File Retrieve Print

Failed To Keep Recertification Interview Log

Date Range

Prior Month

Specify Range

From: To:

Case No	Case Name	Appt Date	Appt Time	Appt Status	Assigned To	Sp
00010000997G	ALINE POS	06/08/2007	03:00 PM	FAILED TO KEEP		Fre
00000001128I	CATTLE HILL	06/08/2007	03:02 PM	FAILED TO KEEP	O. Batov	Enr
00010001649C	CEEDY CEEDY	06/08/2007	03:00 PM	FAILED TO KEEP	M. Sirinivasan	Afri
00010001090J	DONA GREEN	06/08/2007	03:02 PM	FAILED TO KEEP	A. Perdichizzi	Enr
00010002226I	EFS EFS	06/08/2007	03:00 PM	FAILED TO KEEP		Enr
00010002118H	EXZMP CASE	06/08/2007	03:01 PM	FAILED TO KEEP		Enr

Totals:

Total Failed To Keep Appointments

### The definition for each button is as follows:

1. The tool bar allows you to save, exit, retrieve data or print.
2. Failed to Keep Recertification log
3. Prior Month
4. Specify Range

### The following column headers are sortable:

5. Case Number
6. Case Name
7. Appointment Date
8. Appointment Time
9. Appointment Status
10. Assigned to
11. Case Status
12. Total Failed to Keep Appointments- Read Only
13. Post Closings to WMS- (**Disabled**) **Unable to Post Closings until further notice. For instructions on how to close cases that failed to keep the FS recertification interview using POS, see item**
14. Assign- Click on this button to assign the case, the case will no longer appear on the Failed to Keep Log
15. Reschedule-Click on this button to reschedule the case, the Recertification Interview Scheduler window will be displayed.
16. Kept Appointment- Updates the appointment status and removes the case from the Failed to Keep Recertification Interview Log

# FS POS Release Notes

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17. Hold Closing- Updates the appointment status and removes the case from the Failed to Keep Recertification Interview Log
18. Exit

## Interview Scheduler Window

When the Eligibility Specialist clicks on the **Reschedule** button in the **Recertification Interview Log** window or the **Failed to Keep Recertification Log** window, the **Interview Scheduler** window should appear. This window allows the Eligibility Specialist to reschedule the Recertification Interview appointment

1. Appointment Date- allows the Eligibility Specialist to schedule an appointment on a future day in the current month and the following month.
2. Appointment Time
3. AM/PM
4. OK
5. Cancel- will cancel action and return to originating window

# FS POS Release Notes

Version 1.2 June 18, 2007

## 11. Closing Cases that Failed to Keep the FS Recertification Interview

When the recipient fails to keep the FS Recertification Interview, the case can be closed using the **FS Change Case Data** activity. To begin this activity, the Eligibility Specialist must start the **FS Change Case Data** activity from the "Action" tab of the **Activities Management** window. For additional information on the procedure related to closing a FS case for failing to keep the recertification interview, please see the **Food Stamp Center Operational Handbook**.

- The first window in the activity is the Household Screen. Click the Next button.
- On the Changes to Active FS Case window, select "Mail" in the Source of Change(s) drop-down menu and click on the **Close the Case** checkbox. Click the Next button.
- The next window that appears is the FS TAD. Click on the POS Data tab and select **Closed – Recert** in the FS status drop-down menu and select status reason **Y10** (Failure to Recertify [No Notice Required]).
- Run the business rules for the case and click "Yes" to continue once the business rules have passed.
- Click the Close icon or click on File and select **Close**. Click on the **Complete Activity** button.
- The Approval Assignment window will appear. Select the Supervisor, make a case comment and click the OK button. The Supervisor will receive the Approve FS Change Case Data activity and will transmit the closing to WMS upon approval of the case action.

### *Change Active FS Case Window*

FS POS 1.2 - [Changes to Active FS Case] 7:04:58 PM Thursday, June 14, 2007

File Edit Tools Window Help

**Instructions**

This activity will allow you to indicate what changes must be made to the active case. First, select the source of the changes. Then, select the changes that are needed on the case by clicking on the appropriate checkbox(es) below. You may click on as many changes as necessary. Then, click the Next button. The windows needed to make the changes will appear according to the selected checkbox(es).

Please select the changes needed below: Source of Change(s): Mail

**Household Composition:**

Add a Person to the Case

Remove a Person from the Case

**Changes:**

Address, Telephone Number and/or Authorized Representative

Landlord Information

Rent, Mortgage, Shelter or Utility Expenses

Citizenship or Alien Status

Income

Resources

Close the Case

**Benefits and Forms:**

Issue Skipped Assistance or Other FS Benefits

Prepare Forms

Next Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

## 12. Recipients who submit the LDSS-4826 and fail to keep the FS Recert Interview

When the recipient submit the **LDSS-4826** (Food Stamp Benefit Application/Recertification Form), but fails to keep the FS Recertification Interview, the Eligibility Specialist must prepare Form **LDSS-4753** (Request for Contact/Missed Interview) using the **FS Change Case Data** activity and mail it to the recipient.

- On the Changes to Active FS Case window, select "Mail" in the Source of Change(s) drop-down menu and click on the **Prepare Forms** checkbox. Click the Next button.
- The next window that appears is Form Data Entry. Click "Yes" for **Request for Contact/Missed Interview (Form LDSS-4753)**.
- Complete the **Missed Recertification Interview** section of the data entry window and click the **OK** button.
- Click the **Next** button. The **Notice Data Entry** window will appear. Click the **Next** button.
- The **Print Forms** window will appear. Print the LDSS-4753. The printed form will be saved in the FileNET repository and can be viewed using the Document Browser in the POS Review Case activity.
- Click the **Close** icon or click on **File** and select **Close**. Click on the **Complete Activity** button.

### *Change Active FS Case Window*

FS POS 1.2 - [Changes to Active FS Case] 7:30:48 PM Thursday, June 14, 2007

File Edit Tools Window Help

**Instructions**

This activity will allow you to indicate what changes must be made to the active case. First, select the source of the changes. Then, select the changes that are needed on the case by clicking on the appropriate checkbox(es) below. You may click on as many changes as necessary. Then, click the Next button. The windows needed to make the changes will appear according to the selected checkbox(es).

Please select the changes needed below: Source of Change(s): In Person

**Household Composition:**

Add a Person to the Case

Remove a Person from the Case

**Changes:**

Address, Telephone Number and/or Authorized Representative

Landlord Information

Rent, Mortgage, Shelter or Utility Expenses

Citizenship or Alien Status

Income

Resources

Close the Case

**Benefits and Forms:**

Issue Skipped Assistance or Other FS Benefits

Prepare Forms

Next Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

Form Data Entry: LDSS-4753 Data Entry Window

The screenshot shows the FS POS 1.2 - [Form Data-Entry] application window. The title bar indicates the time is 7:32:54 PM on Thursday, June 14, 2007. The menu bar includes File, Edit, Tools, Window, and Help. Below the menu bar is a table with columns for question text and Yes/No radio buttons. The table contains the following rows:

	Yes	No
Request for Identification Card/Temporary Medicaid Authorization (Form W607A)	<input type="radio"/>	<input checked="" type="radio"/>
Financial Institution Inquiry (Form W532F)	<input type="radio"/>	<input checked="" type="radio"/>
Request for Birth or Death Verification from Agencies Outside New York City (Form W680)	<input type="radio"/>	<input checked="" type="radio"/>
Documentation Requirements (Form W-113K)	<input checked="" type="radio"/>	<input type="radio"/>
Social Security Administration - Consent for Release of Information (Form W515R)	<input type="radio"/>	<input checked="" type="radio"/>
Request for Marriage or Divorce Verification from Agencies outside New York City (Form W681)	<input type="radio"/>	<input checked="" type="radio"/>
Request For Contact/ Missed Interview (LDSS-4753 Food Stamp)	<input checked="" type="radio"/>	<input type="radio"/>

Below the table is a 'Response to Question' dialog box. It contains the following fields and options:

- MISSED INTERVIEW - APPLICATION
  - Scheduled Date:
- MISSED INTERVIEW - RECERTIFICATION
  - Date Missed Interview:
  - Did the client submit a completed LDSS-4826 (Food Stamp Benefits Application/Recertification) ?  Yes  No
  - Food Stamps will be Discontinued on:

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

## 13. Automated calculation of income in the current month for applicants

POS will now automatically calculate the total income in the month of application for each household member, based on the information entered in the **Employment Information** and **Current Income** windows. The information will be entered by POS in the response window for the question "Has Anyone Who Is Applying for Food Stamps Had Income from Any Sources (Such As Employment, SSA, SSI, UIB, Or Contribution) This Month?" If no income is found on the case, POS will set the income amount for the month of application to zero and the answer for this question to "No".

## 14. FS Benefit Issuance Look-Up in Expedited Processing and EFS windows

In the **Expedited Processing** window in the **Application Interview** and **IN/EFS Issuance** activities, POS will now retrieve FS benefit issuance information from the **WMS Extract** file, improving the speed of the retrieval.

## 15. Saving Form LDSS-3938 and Updates to Form Preview window

The preview of the LDSS-3938 form will be replaced with a window that will include the data used to complete the form in the **Approve EFS Issuance** activity. The LDSS-3938 will be saved to the POS Document Browser when the Supervisor completes the activity.

# FS POS Release Notes

Version 1.2 June 18, 2007

*Revised Previewing Form DSS3938 window*

**FOOD STAMP APPLICATION EXPEDITED PROCESSING WORKSHEET**

Date Application Filed: 04/12/2007      Date of Screening: 04/12/2007

Date of Eligibility Interview: 04/12/2007

Qualified for expedited processing?  Yes  No

Expedited Food Stamp Benefit Eligibility:  ELIGIBLE  INELIGIBLE

Reason:  ELIGIBLE

ELIGIBLE (Applied on or before 15th of month; zero benefit due to proration)

ELIGIBLE (Applied after 15th of month; zero first month's benefit due to proration; full second month's benefit)

ELIGIBLE (Applied after 15th of month; prorated first month's benefit plus full second month's benefit)

HOUSEHOLD IS INELIGIBLE FOR THE PROGRAM DUE TO PROGRAM RULES (see comments.)

VERIFICATION OF IDENTITY NOT PROVIDED

HH DID NOT SUBMIT ALL REQUIRED NON-IDENTITY VERIFICATION

Other Denial Reason/Comments

Is the household already receiving Food Stamp Benefits this month?  Yes  No

**Next**      **Previous**

## 16. Shortened flow for applicants who are ineligible for Expedited Food Stamps

If an applicant is ineligible for expedited FS or cannot receive FS benefits under the expedited process, the flow of the **EFS Issuance** and **Approve EFS Issuance** activities will be shortened.

In the **EFS Issuance** activity, the following windows will no longer appear when the applicant is ineligible for Expedited Food Stamps or cannot receive FS benefits under the expedited process:

- Document Matching, CIN Re-Use, Budget, TAD, CBIC Payee, Grant Data Entry

In the **Approve EFS Issuance** activity, the following windows will no longer appear when the applicant is ineligible for Expedited Food Stamps or cannot receive FS benefits under the expedited process:

- Activity Checklist, Document Matching, CIN Re-Use, Budget, TAD, CBIC Payee, Grant Data Entry

In the **EFS Eligibility** window, the message asking the Eligibility Specialist to calculate a FS Only scratchpad budget to determine the coupon for applicants with income will no longer appear for applicants who are financially ineligible for expedited FS processing.

The **Xmit** button in the **Approval Elements** window will be disabled in the **Approve EFS Issuance** activity when the applicant is ineligible for Expedited Food Stamps or cannot receive FS benefits under the expedited process, since there is no transaction to send to WMS.

# FS POS Release Notes

Version 1.2 June 18, 2007

## 17. Updates to POS Budget Windows and Navigation

### Changes to Existing Budgets window

The instructions on the **Existing Budgets** window will be changed to:

- “Click on the ‘New Budget’ button to calculate a new budget.”

The “New Budget” button will be moved to the left side of the window and will be the first button displayed. The “New Budget” button will allow the Eligibility Specialist to calculate a new budget based on the latest POS interview data.

The “OK” button will be removed and will be replaced with two new buttons:

- View Selected Budget
- View Budget Result

The “View Selected Budget” button will be enabled when a budget is selected from the list. Clicking on this button will display the **POS Budget Household** window for the selected budget, in **read-only** mode.

The “View Budget Result” button will be enabled when a budget is selected from the list. Clicking on this button will display the **POS Budget Results** window for the selected budget, in **read-only** mode.

### Revised Existing Budgets window

Case No: 00010002118H

Case No.	POS Suf Bdt No.	Authorizable	Authorized Budget?	WMS Bdt No.	Type	Save Date	Effective Dates	Description
	1 3	Y	N	2	FS Only	6/5/2007 16:43:55	06A07	
	1 2	Y	N	1	FS Only	6/5/2007 16:41:20	06A07	
	1 1	Y	N		FS Only	5/25/2007 12:43:46	07B07	

Buttons: **New Budget**, View Selected Budget, View Budget Result, Next, Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

## Changes to POS Budget Individual window

Several updates will be made in the POS Individual Budget window to ease navigation in the window and improve usability.

A new button named **Existing Budgets** will be added to the window to allow the Eligibility Specialist to exit the budget from the **POS Budget Individual** window.

The **Calculate Budget/View Result** button will be renamed **Calculate Budget**. Clicking on this button will run the POS budget business rules. If the case passes the business rules, a success message will appear. The budget will be posted to WMS when the Eligibility Specialist clicks **OK** on the success message: "Success – The Income portion of the budget has passed all applicable Business Rules known to POS at this time." The message "Your budget has passed the Business Rules. Do you want to send it up to WMS?" will no longer appear.

When the budget is in **read-only** mode, the **Calculate Button** will not be displayed. Instead, a new button named **View Result** will be displayed.

## Revised POS Budget Individual window

The screenshot shows the 'FS POS 1.2 - [Individual Income / Needs]' window. The title bar includes the time '6:34:23 PM' and the date 'Thursday, June 14, 2007'. The menu bar contains 'File', 'Edit', 'Tools', 'Window', and 'Help'. The toolbar includes icons for undo, redo, save, print, and other standard functions.

The main form area contains the following sections:

- Case Information:** Case No & Suffix (00010002118H), Line No. (1), Bdgt No. (2), Client Name (Jane), Hours Worked.
- Employability Status:** PA Status (NOT APPLYING), FS Status (ACTIVE), Date of Birth (1/1/1968), Involvement, CIN (RX30568K).
- Income Table:**

Line	Source	Frequency	Gross	Program	Usage	Inc. Exemption:	PA	FS
2								
2								
2								
- Deductions and Medical Bills Table:**

Line	Type	Amount
2		
2		
- Daycare Needs Table:**

Line	Type	Amount	Date of Birth	Disabled?
2			00/00/0000	
2			00/00/0000	
2			00/00/0000	
2			00/00/0000	

At the bottom of the window, there are three buttons: **Calculate Budget**, **Household Needs**, and **Existing Budgets**.

# FS POS Release Notes

Version 1.2 June 18, 2007

*Revised POS Budget Individual window in read-only mode*

## Changes to POS Budget Results window

The "Household Needs" button will be removed from the **POS Budget Results** window.

*Revised POS Budgets Results window*

# FS POS Release Notes

Version 1.2 June 18, 2007

## Posting SI Budgets

The following updates will be made in the posting of single issue (SI) budgets from POS to WMS:

- When the FS suffix is updated from applying to single issue, POS currently posts a status of AP to the WMS budget. POS will now post a status of SI for the FS suffix.
- When the FS individual status is updated from applying to single issue, POS currently posts a status of AC to the WMS budget. POS will now post a status of AP for the FS individual.

## 18. Default Undomiciled Residential and Mailing Addresses

### Changes to WMS Address Check window in Application Modification

Two new questions will be added in the **WMS Address Check** window in the **Application Modification** activity.

New question: Is the applicant undomiciled?

If the Eligibility Specialist clicks No for the question “Is the applicant undomiciled?” POS will continue to require an entry by the Eligibility Specialist in the residential address fields. If the Eligibility Specialist clicks “Yes” for the question, POS will preset the residential address fields to the default undomiciled address.

New question: Does the applicant have a mailing address?

If the Eligibility Specialist clicks “Yes” for the question “Does the applicant have a mailing address?” POS will require an entry by the Eligibility Specialist in the mailing address fields. If the Eligibility Specialist clicks “No” for the question, POS will preset the mailing address to the default GPO mailing address for the borough of the Center.

*Revised WMS Address Check window*

FS POS 1.2 - [WMS Address Check] 6:39:33 PM Thursday, June 14, 2007

File Edit Tools Window Help

Residential Address Is the applicant undomiciled?  Yes  No

House No: 99 Street Dir/Name/Type: [None] Undomiciled Apt:

City: Brooklyn State: NY Zip Code: 11201 0000

Mailing Address Does the applicant have a mailing address?  Yes  No

Care Of: Exzmp C C/O GPO Alternate Phone: ( ) - Contact Person:

House No: 271 Street Dir/Name/Type: [None] Cadman Plaza East Apt:

City: Brooklyn State: NY Zip Code: 11201 0000

Authorized Representative

Name:  Alternate Phone: ( ) - Contact Person:

House No:  Street Dir/Name/Type: [None] Apt:

City:  State:  Zip Code: 00000 0000 Phone Number: - -

WMS Address Check *Highlight All Cases Listed Below Whose Household Members Currently Live With The Applicant*

Street Address: 9 UNDMCLD Zip: 11201

Case Number	Suffix	Case Name	Apt No	Center	MA Resp	Case Type	PA Status	MA Status	FS Status	Closing Date	Mail Addr Ind
000215974H	01	YOUNG DEREK		067		SNCA	AC	AC	AC		Y

Next Previous

# FS POS Release Notes

Version 1.2 June 18, 2007

## Changes to Address Information window in FS Application Interview, FS Change Case Data and FS Recertification Interview

Two new questions will be added in the **Address Information** window in the **FS Application Interview, FS Change Case Data** and **FS Recertification Interview** activities.

New question: Is the applicant/participant undomiciled?

If the Eligibility Specialist clicks No for the question “Is the applicant/participant undomiciled?” POS will continue to require an entry by the Eligibility Specialist in the residential address fields. If the Eligibility Specialist clicks “Yes” for the question, POS will preset the residential address fields to the default undomiciled address.

New question: Does the applicant/participant have a mailing address?

This new question will be enabled when the Eligibility Specialist clicks “Yes” for the question “Is the applicant/ participant undomiciled?” If the Eligibility Specialist clicks “Yes” for the question “Does the applicant have a mailing address?” POS will require an entry by the Eligibility Specialist in the mailing address fields. If the Eligibility Specialist clicks “No” for the question, POS will preset the mailing address to the default GPO mailing address for the borough of the Center.

### Revised Address Information window

The screenshot shows the 'FS POS 1.2 - [Address Information]' window. The title bar indicates the time is 6:40:07 PM on Thursday, June 14, 2007. The menu bar includes File, Edit, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. The main form area is divided into several sections:

- Present Address:** A radio button question 'Is the applicant/participant undomiciled?' is selected. Below it, the 'St No/Dir/Name' field contains '95 [None] Undomiciled'. The 'Type' dropdown is set to 'Undomiciled', 'Apt #' is empty, and 'City' is 'Brooklyn'. The 'State' is 'NY' and 'Zip Code' is '11201 0000'. The 'Phone' field is empty.
- Mailing Address:** A radio button question 'Does the applicant/participant have a mailing address?' is selected. The 'Care of Name' field contains 'Exzmp C C/O GPO'. The 'St No/Dir/Name' field contains '271 [None] Cadman Plaza East'. The 'Type' dropdown is set to 'Cadman Plaza East', 'Apt #' is empty, and 'City' is 'Brooklyn'. The 'State' is 'NY' and 'Zip Code' is '11201 0000'. The 'Phone' field is empty.
- Authorized Representative:** The 'St No/Dir/Name' field contains '[None]'. The 'Type' dropdown is empty, 'Apt #' is empty, and 'City' is empty. The 'State' is empty and 'Zip Code' is '00000 0000'. The 'Phone' field is empty.
- Other Phone:** The 'Contact Person' field is empty and the 'Phone' field is empty.

At the bottom of the form, there are 'Next' and 'Previous' buttons.

For more details, please see Policy Bulletin [# 03-13-ELI](#) (Mailing Address for Homeless Applicants/ Participants).

# FS POS Release Notes

Version 1.2 June 18, 2007

## 19. Tracking Review Case and In-Center Referral activities

POS will now record Review Case and In-Center Referral activities in the case activity history.

## 20. Removal of Income Amount Edit in Employment and Self-Employment windows

The Eligibility Specialist will be able to enter an amount of up to \$9,999.99 in the **Amount** field for the response windows for the questions "Is Employed?" and "Is Self-Employed?"

## 21. New and Updated Food Stamp Forms

- The POS W-120D form will be replaced with the W113K (Documentation Requirements) for NPA FS cases.
- The M-3mm (Notification of Application Withdrawal) has been added to the Print Forms Window in FS POS.

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

- LDSS-3151, Food Stamp Change Report Form
- LDSS-3938, Food Stamp Application Expedited Processing Summary Sheet
- M-3g, Notice to Report to Center
- M-3mm, Notice of Application Withdrawal
- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-119D, Eligibility Factors and Suggested Documentation Guide
- W-147, Letter to Landlord
- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request
- W-680, Request for Birth or Death Verification from Agencies Outside New York City
- W-700D, FIA School/Training Enrollment Letter

The following forms will be added to POS to support Policy Directive 07-12-ELI (Social Security Numbers for Noncitizens):

- Referral to Social Security Administration for SNA Noncitizens
- Referral to Social Security Administration for FA/FS Noncitizens
- EXP-83H, Declaration of Application for SSN

Data entry windows will be added to the **Form Data Entry** window for the W-700D and EXP-83H forms.

A new checkbox (Appointment Scheduled) will be added to the W-186C form data entry window to match updates to the form.

### Updated POS Form

The following POS form will be updated:

- LDSS-3152 NYC, Action Taken on Your Food Stamp Case (NYC)

### New W-147 Landlord Language Pop-Up

When the Eligibility Specialist prints the W-147 form (Letter to Landlord), a pop-up window will ask for the language of the landlord. Two languages are available: English and Spanish.