



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-133-SYS

### FOOD STAMP POS RELEASE NOTES VERSION 2.3

<b>Date:</b> October 21, 2008	<b>Subtopic(s):</b> FS POS
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that the latest version of the Food Stamp Paperless Office System (FS POS) migrated to production on October 20, 2008.</p> <p>Descriptions of the changes can be found in FS POS Release Notes Version 2.3 (<b>Attachment A</b>), or from the following link:</p> <p><a href="http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79">http://hrawebapps/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 2.3</p>

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*

# FS POS Release Notes

Version 2.3, October 20, 2008

These Release Notes contain descriptions of changes in FS POS Release 2.3, scheduled for October 20, 2008. 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://hrawebapps/HRAintranet/CMT\\_page\\_template.cfm?page\\_id=79](http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79)

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# FS POS Release Notes

Version 2.3, October 20, 2008

## 1. Changes to Match WMS 2008.3

The updates listed below will be made to match changes in the New York State Welfare Management System (WMS) version 2008.3.

### Updated Screens in Inquiry Browser in POS

The following inquiry screens will be updated with the new field labeled “**FSINTW**” (**Food Stamp Interview**):

- **NQCS01 (Case Composition-Suffix/Individual Summary)**
- **NQCS02 (Case Composition- Suffix Summary)**
- **NQCS3A (Current Case Composition-Historical Suffix Information)**
- **NQCS3B (Case Composition-Individual Summary)**
- **NQCP01 (Pending Case Level Data)**

Please refer to **PB# 08-121-SYS** for policy details.

### New Fleeing Felon Codes

The **F35** (Fleeing Felon/Parole Violator [HH=1]) closing code will be replaced by the following new codes:

- **G44 (Probation Violator)**
- **G45 (Parole Violator)**
- **W35 (Fleeing Felon)**

All three codes will be valid for case level closings/denials and line level closing/rejections.

### Procedure

POS will include all new codes as outlined. For additional details, please see the Policy Directive for WMS version 2008.3 under separate cover.

## 2. New TAD Field for FS Interview Type

A new field will be added to the FS TAD to record the interview type for FS Application Interview, EFS Issuance and FS Recertification Interview activities. POS will pre-fill the proper value based on the interview appointment type (telephone or in-center) and will transmit the value to WMS when:

- The first eligibility transaction is sent for an applying household or
- The CED Date and Interview Date are transmitted for recertifying recipients.

# FS POS Release Notes

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## 3. Food Stamp Standard Utility Allowance (SUA) and Budget Updates

The United States Department of Agriculture (USDA) has released its cost-of-living adjustments for the Food Stamp (FS) program, which will become effective October 1, 2008. This section of the release notes will explain the updates made in the Food Stamp Paperless Office System (FS POS) in accordance with the USDA updates.

### Standard Utility Allowance (SUA) Updates

There has been an expansion of Home Energy Assistance Program (HEAP) eligible Shelter Type codes. FS households with Shelter Type codes **02, 11, 15, 16, 17, 24, 28, 29, 38, 40, 42, 43, 96** and **97** that were previously ineligible for a HEAP grant will become HEAP eligible and will be issued a \$1 HEAP grant if they incur a shelter expense. The issuance of a HEAP grant to these households will qualify the household for a combined heat/utility/phone SUA.

Current amounts for combined heat/utility/phone Standard Utility Allowance (SUA) (\$577), combined utility/phone (\$256), phone (\$33) and the homeless shelter deduction (\$143) will remain the same.

The EFS determination that occurs within the **FS Reception Intake, EFS Issuance** and **EC – EFS Issuance** were updated to reflect the updated SUA rules.

### Budget Updates

The POS budget windows in all FS interview and change activities were updated to reflect the revised SUA rules.

Additionally, the previous cap on dependant care deductions have been eliminated, therefore the entire household dependent care expenses are to be budgeted. The POS budget windows were updated to reflect the elimination of the dependent care deduction cap.

### Grant Amount Updates

In the POS Expedited Food Stamp (EFS) activity, the Grant Data Entry window was updated to reflect the revised FS coupon amounts, effective October 2008.

Shelter Type codes **94, 95, 96, 97,** and **98** have standardized benefits amounts based on SSI only or SSI and other income amounts.

### Procedure

Please refer to **PD# 08-36-ELI** (October 2008 Changes in Food Stamp Standards and Schedules of Food Stamp Issuance) for details.

# FS POS Release Notes

Version 2.3, October 20, 2008

## 4. New Shelter Types Available for Center F15

New options will be available for F15 cases in the Shelter Type drop-down menu in the Rent, Mortgage and Shelter Expense window:

- 94 SDX Household Eligible For Full FS SUA – High Shelter Cost
- 95 SDX Household Eligible For Full FS SUA – Low Shelter Cost
- 96 SDX Household Eligible For Full FS SUA – High Shelter Cost
- 97 SDX Household Eligible For Full FS SUA – Low Shelter Cost
- 98 SDX Household – SUA Eligibility and Shelter Cost Unknown

### Rent, Mortgage and Shelter Expense window

The screenshot shows a dialog box titled "Response to Question" with two main sections: "Shelter Information" and "Landlord Information".

**Shelter Information:**

- Shelter Type: [Dropdown menu]
- Shelter Code: [Text field]
- Actual amount charged for Rent/Mortgage: [Text field]
- Frequency: [Dropdown menu, value: M]
- Verified: [Radio buttons for Yes and No]

**Landlord Information:**

- Landlord Type: [Dropdown menu]
- SSN/Tax Number: [Text field]
- Name: [Text field]
- Phone: [Text field]
- House/PO Box Number: [Text field]
- Apt/Suite Number: [Text field]
- Street Dir: [Dropdown menu]
- Street Name: [Text field]
- Street Type: [Dropdown menu]
- City: [Text field]
- State: [Dropdown menu, value: New York]
- Zip: [Text field]

At the bottom of the dialog box, there are fields for "Document..." and "Comment...", a "Scan" checkbox, and a "Routing Number" dropdown menu. The "OK" and "Cancel" buttons are at the very bottom.

## 5. New Flow in Failed to Keep FS Application Interview Activity

The **Failed to Keep FS Application Interview** will be updated to remove the Individual Details window, to pre-fill the values on the FS TAD window and to pre-fill the values in the LDSS-4753 data entry window.

This activity will now include the following windows for the Worker:

- Household Screen
- Address Information
- CIN Re-Use
- Case Number Re-Use
- TAD
- Form Data Entry
- Close
- Approval Assignment

# FS POS Release Notes

Version 2.3, October 20, 2008

## 6. Updated Log Summary Window in Application and Recertification Logs

The Log Summary window in the **Application Interview Log** and the **Recertification Interview Log** will now display the total number of appointments without a status.

The "Total Appointments without Status" field will include a count of the future appointments and the past appointments for cases completed outside of FS POS ("paper") that have not been reconciled by the designated center staff.



The screenshot shows a window titled "Log Summary" with a blue header. The main area is light beige and contains the following text and input fields:

**Totals:**

Total Kept Appointments	<input type="text" value="X X"/>
Total Failed To Keep Appointments	<input type="text" value="X X"/>
Total Appointments without Status	<input type="text" value="X X"/>
Total Appointments	<input type="text" value="X X"/>
Total Re-scheduled Appointments	<input type="text" value="X X"/>

At the bottom center is an "OK" button.

## 7. Agency Contact Information for F61 cases

POS will send updates made in the Agency Contact Information section to WMS beginning with this new release.