



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-156-SYS

### POS RELEASE NOTES VERSION 12.3.1

<b>Date:</b> December 12, 2008	<b>Subtopic(s):</b> POS
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>          <p><input type="checkbox"/> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) is scheduled to migrate to production on December 15, 2008. Descriptions of the changes can be found in POS Release Notes Version 12.3.1 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the FIAweb at:</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 December 15, 2008</i></p> <p><b>Attachment:</b></p> <p><b>Attachment A</b>    POS Release Notes Version 12.3.1</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*

# POS Release Notes

Version 12.3.1 December 15, 2008

These Release Notes contain descriptions of changes in POS Release 12.3.1, scheduled for December 15, 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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# POS Release Notes

Version 12.3.1 December 15, 2008

## 1. POS-OCSE Updates

### Printing of Notice of Responsibilities and Rights for Support -LDSS 4279

Workers will now be required to print the Notice of Responsibilities and Rights for Support if any child on the case has a non-custodial parent. In the Print Forms window, Workers will receive a warning with the following text: **“You must print LDSS 4279.”**

### Additional Fields for Supervisory Approval and Case Review

The following questions will be displayed on the Non-Custodial Parent window during Supervisory approval and Case Review activities.

- Prior Existing OCSE sanction for this person/household?
- Was Death Job Related?
- Does applicant confirm non-custodial parent identity?
- Does applicant have any new information about non-custodial parent?

Anyone Applying Under 21 Whose Parent(s) Is (Are) Absent?	
Child's Name: <input type="text" value="Child Testing"/>	Wedlock: <input type="text" value="No"/>
<b>Non-Custodial Parent Information</b>	
Name: <input type="text" value="Dearest_Mommy"/>	Relationship To Casehead: <input type="text" value="Non-Legal Union"/>
DOB: <input type="text"/>	SSN: <input type="text" value="--"/>
Address: <input type="text"/>	Phone: ( <input type="text"/> ) - <input type="text"/>
	Cell: ( <input type="text"/> ) - <input type="text"/>
Employer Name: <input type="text"/>	Employer Address: <input type="text"/>
Paternity Established: <input type="text" value="1"/>	Deprivation Factor: <input type="text" value="Abandonment/Desertion"/>
	Date of Death: <input type="text"/>
Good Cause Claim: <input type="text" value="No"/>	Prior/Existing OCSE sanction for this person/ household: <input type="text" value="No"/>
	Was Death Job Related? <input type="text" value="No"/>
Need OCSE Referral: <input type="text" value="Make a Referral"/>	Does applicant confirm non-custodial parent identity? <input type="text" value="Yes"/>
Appt Date: <input type="text"/>	Appt Time: <input type="text"/>
	Result of OCSE Appt: <input type="text"/>
Did Not Cooperate Detail: <input type="text"/>	
Follow Up Action: <input type="text"/>	Does applicant have any new information about non-custodial parent? <input type="text" value="No"/>

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## 2. Pre-set Answers for Undomiciled clients

Currently the Worker is able to select a radio button stating that an applicant is homeless or undomiciled in the **Address Information** window. This pre-fills the residential address fields with the proper address format for an undomiciled client. POS will now cover additional areas that will reflect the client's undomiciled status.

- The Additional Suffix Level Data window will be pre-filled to **Client is in Temporary Housing/Undomiciled.**
- The Response window for the question “**Do you (Or Anyone Who Lives with you) have a rent, Mortgage or Other Shelter Expenses?**” will be pre-filled with the shelter type code 23 (Undomiciled).

### Address Information window

Version 12.3 - Paperless Office System - [Address Information] 10:28:40 AM Wednesday, November 26, 2008

File Edit Tools Window Help

Present Address Is the applicant/participant undomiciled?  Yes  No

St No/Dir/Name: 99 [None] Undomiciled Type Apt # City  
 State: NY Zip Code: 10451 0000 Phone: - -  
 Years Of Stay: Months:

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

Care of Name: Cone P C/O GPO Type Apt # City  
 St No/Dir/Name: GPO [None] 558 Grand Concourse  
 State: NY Zip Code: 10451 0000 Phone: - -

Authorized Representative

St No/Dir/Name: [None] Type Apt # City  
 State: Zip Code: 00000 0000 Phone: - -

Other Phone

Contact Person: Phone: - -

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### Additional Suffix Level Data window

Version 12.3 - Paperless Office System - [Additional Suffix Level Data] 10:30:00 AM Wednesday, November 26, 2008

File Edit Tools Window Help

Miscellaneous Suffix Information

Why does the applicant need public assistance? Loss of Employment

Please provide the details in this box on the right.

Preferred Language for Speaking: English Preferred Language for Written Notices: English Do You Require Free Interpreter Services?  Yes  No

Hurricane Katrina Evacuee  Life Line Program

Client Is:  the Primary Tenant  the Secondary Tenant  in Temporary Housing/Undomiciled

Other Residents Highlight All Actual Co-Residents Listed Below

107 HM	BRONX		104520000		MA	Case	PA	MA	FS	Closing	Mail
Case Number	Suf	Case Name	Apt No	Ctr	Resp	Type	Stat	Stat	Stat	Date	Addr
00000008646C	01	CONE PETER	D	040		SNNC	AP	AP	AP		N

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# POS Release Notes

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The following error message will appear in the **Additional Suffix Level Information** window if the client is marked as **undomiciled** in the **address window** and the case is not marked as temporary housing/undomiciled in the Additional Suffix Level Data window:

“This case is marked as ‘undomiciled’ in the address window, but is not marked as undomiciled in the additional suffix information or in the shelter expense window. Please update the address window with the correct address or mark the case as undomiciled on the additional suffix information and shelter expense windows.”

## Shelter (Housing) Expenses window

In the **Shelter (Housing) Expenses** window, the Worker must click **Yes** for the question “Do you (Or Anyone Who Lives with you) have a rent, Mortgage or Other Shelter Expenses?” to view the response window.

The Worker must then click on the **View or Update Details** button to indicate whether the client incurs a shelter expense in the “**Undomiciled**” drill-down window.

## Response window for Rent, Mortgage or Shelter Expense question

# POS Release Notes

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## Undomiciled drill down window

Shelter Expense Incurred	Amount	Frequency
<input type="radio"/> Yes <input checked="" type="radio"/> No		

### Shelter expense window validations

If the client is marked as undomiciled in the Rent expense window and the Worker has not answered the “shelter expense incurred” question, the following error message will appear:

“The “Shelter Expense Incurred” question must be answered for undomiciled clients. Please click “Yes” for the question “Do you (or anyone who lives with you) have a rent, mortgage or other shelter expenses?” and click on the “View/Update Details” button to answer this question.”

The following error message will appear if the client is marked as **Undomiciled** in the **Address Information** window and the shelter type code is not “23 – Undomiciled” in the shelter expense window:

“This case is marked as ‘undomiciled’ in the address window, but is not marked as undomiciled in the additional suffix information or in the shelter expense window. Please update the address window with the correct address or mark the case as undomiciled on the additional suffix information and shelter expense windows.”

# POS Release Notes

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## 3. Existing Budget Window Update

POS synchronizes the **Current Active Budget (CAB)** from WMS into POS. These budgets are now displayed on the Existing budget window and are labeled "WMS Currently Authorized Budget." Budgets calculated in POS have a label of "POS Interview Budget".

### Existing Budget Window

Click on the 'New Budget' button to calculate a new budget.

Case No: 00000009035H

POS Suf Bdqt No	Author-izable	Authorized Budget?	WMS Bdqt No	Type	Save Date	Effective Dates	Description
1	8	N	N	PA Only	11/19/2008 15:15:2	12A08	POS Interview Budget
1	7	N	Y	PA Only	9/5/2008 16:24:27	08B08	
1	6	N	Y	PA Only	8/27/2008 10:43:49	08B08	
1	5	Y	N	3 PA Only	8/12/2008 10:40:12	08B08	

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

Click on the 'New Budget' button to calculate a new budget.

Case No: 00000009035H

POS Suf Bdqt No	Author-izable	Authorized Budget?	WMS Bdqt No	Type	Save Date	Effective Dates	Description
1	7	N	Y	PA Only	9/5/2008 16:24:27	08B08	
1	6	N	Y	PA Only	8/27/2008 10:43:49	08B08	
1	5	Y	N	3 PA Only	8/12/2008 10:40:12	08B08	
1	4	Y	Y	1 PA Only	8/5/2008 17:07:07	08A08	WMS Currently Authorized Budget

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

# POS Release Notes

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## 4. Data Entry Window for SNA Application Supplement Form LDSS-4776

The New York State form **Safety Net Assistance (SNA) Application Supplement (LDSS-4776)** has been added to the Forms Data Entry.

When the Worker answers yes on the Form Data Entry window, they will see the response to question window. The Worker will answer the 60 month limit question and explain any changes in their household circumstances, if needed.

## 5. Client Identification Number (CIN) Re-use Window Update

The CIN Re-Use window has been updated to reflect the following:

- POS will include the **MA Individual Status** of “IC” within the CIN selection.
- IC is used for MA cases when the individual has been incarcerated and the individual is in a suspended status.
- This MA status is equivalent to a Medicaid “AC” CIN.

Please refer to **PD# 05-17-OPE CIN Selection** for additional details.



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## 6. WMS 2008.3 Updates

POS has updated the following components based on the WMS 2008.3 Release.

Shelter Code 30 description:

- **Rent Payments in Excess of Maximum**

M3E Indicator values:

- **1- (Immediate Action for Administrative Reasons)**
- **T- (Manual Notice-Timely Action)**
- **A- (Manual Notice-Adequate Action)**

Please refer to **PD#08-40 SYS** for additional information.

## 7. E-Forms

The following E-Forms have been **updated**:

- a. **EBT-23 (Notice of Special Cash Assistance and/or Food Stamp Benefit)**
- b. **W-34A (Referral Information Form)**
- c. **W-519 (Finger Imaging Notice)**

The following E-Form has been **added**:

- a. **LDSS-4776 (Safety Net Assistance Applicant Supplement)**

The following POS form has been **removed** until it can be converted into an E-Form:

- a. **M-384k (Absent Parent Questionnaire)**