

FS POS Release Notes

Version 2.3.1 December 15, 2008

These Release Notes contain descriptions of changes in POS Release 2.3.1, 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

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1. 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 now 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

FS POS 2.3 - [Address Information] 11:00:35 AM Tuesday, December 02, 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: - -

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

Care of Name: Woods S 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 Window

FS POS 2.3 - [Additional Suffix Level Data] 11:10:50 AM Tuesday, December 02, 2008

File Edit Tools Window Help

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

Life Line Program

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

Other Residents Highlight All Actual Co-Residents Listed Below

Case Number	Suf	Case Name	Apt No	Ctr	MA Resp	Case Type	PA Stat	MA Stat	FS Stat	Closing Date	Mail Addr Ind
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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

	Yes	No
Do You (Or Anyone Who Lives With You) Have A Rent, Mortgage Or Other Shelter Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have A Heat Bill Separate From Your Rent Or Shelter Expense?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have An Electricity And/Or Gas Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Air Conditioning Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Other Utilities (Water, ETC.) Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Does Any Person, Group Or Organization Outside The Household Pay Any Of The Household Expenses?	<input type="radio"/>	<input type="radio"/>
Does Any Person Living In The Household Who Is Not Applying, Pay Any Of Your Household Expenses?		<input type="radio"/>
Did The Household Receive A HEAP Payment For The Current (HEAP) Program Year or are They Anticipating Receiving a HEAP Payment?	<input type="radio"/>	<input type="radio"/>

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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.

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Response window for Rent, Mortgage or Shelter Expense question

Response to Question

Shelter Information

Shelter Type: Undomiciled... Shelter Code: 23 Change Shelter type? Yes No Actual amount charged for Rent/Mortgage: \$0.00 Frequency: M Verified: Yes No

View or Update Details Click on this button to view or update the details for the current shelter type.

Landlord Information

Landlord Type: SSN/Tax Number: Name: Phone: House/PO Box Number: Apt/Suite Number: Street Dir: Street Name: Street Type: City: State: New York Zip: Routing Number: Document... Scan Comment... OK Cancel

Undomiciled drill down window

Drill Down Window

Shelter Expense Incurred: Yes No Amount: Frequency: OK Cancel

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 in the **Shelter (Housing) Expenses** window if the client is marked as **undomiciled** in the **address window** and the shelter type code is not "23 – Undomiciled":

"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."

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2. TAD Business Rule for AFIS Non-Compliance

With the availability of the AFIS Daily File, POS will warn the Worker to not accept the case if a non-exempt adult has not complied with the AFIS requirement. The TAD Business rule will display the following warning message if the Worker attempts to accept the case:

- “Adult was not finger imaged and is not exempt. Case should not be accepted for FS.”

3. Updates to EFS Eligibility Determination

For an applicant who is initially found ineligible for expedited processing during the application intake, but subsequently provides updated information that results in a different expedited processing determination during the interview, the outcome of the expedited benefit processing determination may change based on the reason for the difference.

If the difference in the expedited processing determination is due to agency error and the applicant is eligible for food stamp benefits under the expedited processing criteria, the applicant is entitled to expedited processing of their food stamp application and benefits must be issued within 5 days of the interview date.

If the difference in the expedited processing determination is due to a change in the applicant's circumstances, the applicant is not eligible for expedited processing and the application decision must be made within 30 days after the FS file date.

EFS Summary Window

FS POS 2.3 - [EFS Summary] 1:23:58 PM Wednesday, December 10, 2008

File Edit Tools Window Help

Case Acceptance

Instructions:
The EFS Summary window shows the expedited processing determination made at the time of the intake and the expedited processing determination made during the EFS Issuance.
If the determinations are different, you must select the reason for the difference.

EFS Eligibility Determination : ELIGIBLE

Does the case qualify for fully verified FS benefits? No

Expedited processing determination at Intake : INELIGIBLE

Expedited processing determination in EFS Issuance : ELIGIBLE

Does the determination made at the time of the interview differ from the determination made during the intake? YES

Reason for difference Applicant had change in circumstance

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EFS Summary Questions

1. EFS Eligibility Determination
2. Does the case qualify for fully verified FS benefits?
3. Expedited Processing Determination in Intake
4. Expedited Processing Determination in EFS Issuance
5. Does the determination made at the time of the interview differ from the determination made during the intake?
6. Reason for difference (Worker Selects)

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Business Rule Update

Based on this new clearance, POS will change the **EFS Determination** to **Ineligible** if:

- The answer for the question “Does the determination made at the time of the interview differ from the determination made during the intake?” is Yes AND
- The **Reason for the Difference** is “**Applicant had a change in circumstances**”

The following message will appear: “**The initial eligibility determination remains valid. The applicant is not eligible for an expedited Food Stamp benefit. Please click OK to continue.**”

Once the Worker clicks OK, POS will implement the shortened flow for EFS denials in the activity.

4. Removal of FS Application Interview for AC Cases in Approve EFS Issuance

In order to process EFS benefits, the applicant must, at a minimum, verify his/her identity. If all eligibility factors, including AFIS (finger imaging), have been established the FS suffix will be in AC status. For these cases, POS will remove the pending FS Application Interview from the Worker's queue when the Supervisor transmits the TAD to activate the case to WMS in the **Approve EFS Issuance** activity.

5. Removal of Forwarded Document Alert

POS will remove the Forwarded Document alert from the queue after 75 days from the initial alert.

6. Deferred FS Recertification Interview Cases

Cases deferred during the FS Recertification activity will be moved automatically to the **Deferred Recert Queue**. This process will occur within 3 days following the printing of the Document Requirements/Assessment Follow-up Form (**W-113K**) if the FS Recertification is still pending.

7. Insertion of Due Dates in FS Application and Recertification Interview

When the Worker starts the FS Application Interview or FS Recertification Interview activity from the queue, POS will confirm whether there is a due date associated with the activity. If there is no due date display, POS will insert a due date for the activity.

8. Reminder: Application Pre-Population for NCA FS Cases

FS Applicants who return to continue their FS application are entitled to re-use the data from the prior application interview. The data re-use will be available for applicants who are returning for Food Stamps and are entitled to keep their prior FS file date. The income and shelter information must be verified for changes.

For cases meeting the pre-population criteria, POS will:

1. Pre-populate the individual details and documentation.
2. Pre-populate the absent parent, resource, potential income, medical, other expenses and training information with the prior POS application data. The Worker will be able to edit the application information, if necessary.

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The following windows will not be pre-populated:

1. CIN Re-Use
2. Case Number Re-Use
3. Alien determination
4. Budget
5. TAD
6. An eligibility decision notice may need to be prepared, if the applicant did not receive Expedited Food Stamp benefits.

Prior POS forms will be available via the Review Case activity and the Printed Forms menu or within the current activity if the prior case number is re-used.

New Windows

The following new **Re-Application Reason** window will appear after the **Additional Suffix Information** window when the **Re-Use Data** is selected in the **Application Intake** activity.

New window: Re-Application Reason

The new **Re-Application Reason** window will appear after the **Additional Suffix Information** window when the prior application data is re-used.

This window will display the denial reason for the original application and will allow the Worker to record the reason for the re-application and whether there have been any changes in the household since the last application.

Reapplication Reason Window

Version 11.1 - Paperless Office System - [Re-Application Reason] 10:19:45 AM Monday, May 07, 2007

File Edit Tools Window Help

Reason for Re-Application

Why Was the Prior Application Denied?

FS Denial Code (RJ or CL): N10 Failure to Keep/Complete Appointment

Did the Applicant Fail to Comply with the Required Eligibility Interview? Yes No

Did the Applicant Fail to Return with Previously Requested Documentation? Yes No

Other Reason: [Dropdown]

Please Provide Detailed Reason for Re-Applying:

Have There Been Any Changes in Your Household Since Your Last Application? Yes No

Please Provide Details Below:

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Confirmation pop-up window

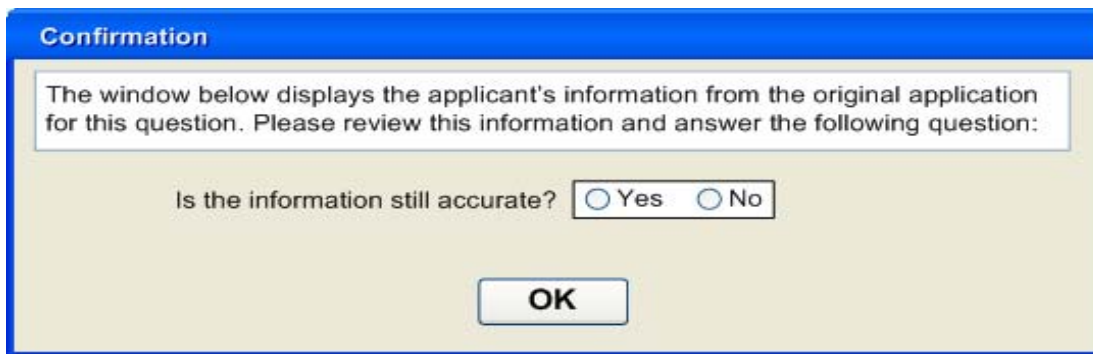
POS will ask the Worker to verify the accuracy of the prior employment, income and shelter information in a new interface and will allow the re-use of the application data, if it is accurate. The Worker will be able to edit the application information, if necessary.

If there is data available and the Worker answers 'Yes' for this question, POS will display the **Confirmation** window and display the old data in a read-only window below the **Confirmation** window.

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Confirmation pop-up window



A confirmation dialog box with a blue title bar labeled "Confirmation". The main text reads: "The window below displays the applicant's information from the original application for this question. Please review this information and answer the following question:". Below the text is the question "Is the information still accurate?" followed by two radio buttons labeled "Yes" and "No". At the bottom center is an "OK" button.

9. New Checkbox in W-113K Data Entry Window

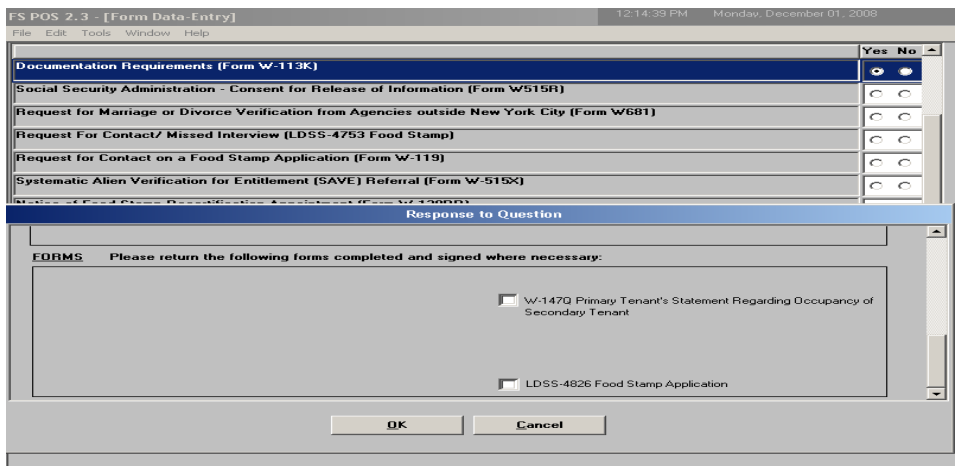
A new checkbox labeled "LDSS-4826 Food Stamp Application" will be added to the data entry window for the Document Requirements/Assessment Follow-up Form (**W-113K**).

When the Worker selects this checkbox, POS will prefill the **Eligibility Factors** section of the W-113K form with "Signed LDSS-4826 Application".

This checkbox will be used when the client signs page 1 of the LDSS-4826 form, but fails to sign page 5 for a recertification case where the form was submitted by mail.

Please refer to Policy Directive # 08-42 (Telephone Food Stamp Recertification) for additional information.

Forms Data Entry Window



A screenshot of the "Forms Data Entry" window in FS POS 2.3. The window title is "FS POS 2.3 - [Form Data-Entry]" and the date is "Monday, December 01, 2008". The window contains a list of forms with checkboxes for "Yes" and "No". The forms listed are: "Documentation Requirements (Form W-113K)", "Social Security Administration - Consent for Release of Information (Form W515R)", "Request for Marriage or Divorce Verification from Agencies outside New York City (Form W681)", "Request For Contact/ Missed Interview (LDSS-4753 Food Stamp)", "Request for Contact on a Food Stamp Application (Form W-119)", and "Systematic Alien Verification for Entitlement (SAVE) Referral (Form W-515X)". Below the list is a "Response to Question" dialog box with the heading "FORMS Please return the following forms completed and signed where necessary:". It contains two checkboxes: "W-147Q Primary Tenant's Statement Regarding Occupancy of Secondary Tenant" and "LDSS-4826 Food Stamp Application". At the bottom of the dialog are "OK" and "Cancel" buttons.

10. E-Forms

The following Forms have been **updated**:

- **W-34A (Referral Information Form)**
- **W-519 (Finger Imaging Notice)**