

POS Release Notes

Version 13.1 February 17, 2009

These Release Notes contain descriptions of changes in POS Release 13.1, scheduled for February 17, 2009. 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

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1. Updates to Immediate Needs Windows

FIA has updated its immediate needs policy. As a result, changes are required in the following POS windows:

- Personal Care Kit Question window
- Immediate Needs window
- Immediate Needs Determination

Personal Care Kit Question window

The “Personal Care Kit” question appears in the “**Expedited Processing**” / “**Expedited Food Stamp Questions**” window. A response question appears when the Worker clicks ‘Yes’ for the question. The text for the question will be updated:

- “ATTENTION TO THE INTERVIEWER: Based on the interview is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?”

The Response window for this question will also be updated.

Current Personal Care Kit Question Window

Response to Question

Response to Personal Care Kit Question

Are the items in the Personal Care Kit, with or without supplemental items, sufficient to meet the client's need? Yes No

Is the applicant requesting item(s) that are unavailable in the kit or as supplement: Yes No

Will a Personal Care Kit be issued? Yes No

Reminder : Please, enter the appropriate action code in NYCWAY

OK Cancel

Revised Personal Care Kit Question Window

The response window will be updated to add new questions and text:

1. The “Personal Care Kit” label will be removed from the top of the window.
2. A new question will be added for clothing vouchers.
3. A new question will be added for food-related immediate need grants.
4. New text will be added to remind the worker that if additional immediate needs grants are required, they should access the Non-Food Emergency activity.

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Revised Personal Care Kit Question Window

Response to Question

Are the items in the Personal Care Kit, with or without supplemental items, sufficient to meet the client's need? Yes No **1**

Did the applicant state or indicate that he/she does not have necessary clothing/household items (e.g., jackets, gloves, blankets, etc.) and the need for these items is not related to losses from a fire or disaster? Yes No **2**

Is the applicant in need of a food-related immediate need grant (e.g. the screening indicates that the applicant is not eligible for EFS or the FS benefit will not be available on the same day)? Yes No **3**

Is the applicant requesting item(s) that are unavailable in the kit or as supplements? Yes No **4**

Will a Personal Care Kit be issued? Yes No **5**

Reminders:
1. Please enter the appropriate action code in NYCWAY.
2. If additional immediate need grants are required, please access the "Non-Food Emergency/Special Grant" activity. **6**

7 **8**

The approval window will be updated to reflect the updates to the Worker's window.

Revised Approval window for Personal Care Kit Question Window

Are the items in the Personal Care Kit, with or without supplemental items, sufficient to meet the client's need?

Did the applicant state or indicate that he/she does not have necessary clothing/household items (e.g., jackets, gloves, blankets, etc.) and the need for these items is not related to losses from a fire or disaster?

Is the applicant in need of a food-related immediate need grant (e.g. the screening indicates that the applicant is not eligible for EFS or the FS benefit will not be available on the same day)?

Is the applicant requesting item(s) that are unavailable in the kit or as supplements?

Will a Personal Care Kit be issued?

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Immediate Needs window

The Immediate Needs window will be updated to add a new question. This question will account for whether the applicant is a re-applicant who has received immediate needs or a personal care kit within the past 90 days and whether he/she has good cause for failing to complete the prior application process.

Revised Immediate Needs Window

	Yes	No
Does Anyone Who Is Applying Have Available Income From Any Source To Meet the Immediate Need (Such As SSA, SSI, UIB)?	<input checked="" type="radio"/>	<input type="radio"/>
Does Anyone Who Is Applying Have Available Savings And/Or Available Liquid Resources To Meet the Immediate Need (Such As Cash On Hand, Bank Accounts, ETC)?	<input type="radio"/>	<input type="radio"/>
Is Anyone From the Applying Household Currently Employed?	<input type="radio"/>	<input type="radio"/>
Have You Been Receiving Support from Family/Friend/Organization In Order To Purchase Essential Personal Items Or To Feed Yourself And Your Family?	<input type="radio"/>	<input type="radio"/>
Have You Been Relying On Income/Resources In Order To Purchase Essential Personal Items Or To Feed Yourself And Your Family?	<input type="radio"/>	<input type="radio"/>
Is Anyone 18 Years Old And Attending High School /GED Program /H.S. Level Training?	<input type="radio"/>	<input type="radio"/>
Do You Have Cooking/Food Storage Facilities?	<input type="radio"/>	<input type="radio"/>
Was the applicant issued an immediate needs in grant in the past 90 days?	<input type="radio"/>	<input type="radio"/>

New Response window for Grant in Past 90 Days

If the Worker answers “Yes” for the question “Was the applicant issued an immediate needs grant in the past 90 days?” a new response window will appear. This response window will allow the Worker to indicate whether the applicant is in need of a food-related immediate needs grant and whether the applicant has good cause for failing to complete the application process. There will also be information on the good cause policy.

Response to Question

Is the applicant in need of a food-related immediate need grant (e.g. the screening indicates that the applicant is not eligible for EFS or the FS benefit will not be available on the same day)? Yes No **1**

Does the applicant have good cause for failing to complete the application process? Yes No **2**

3

Good Cause Policy: A re-applicant who has received an emergency/immediate needs grant (Code 44), a Health and Safety Kit, and/or a Goodwill Voucher within the last three months and subsequently failed to complete the application process must provide documented evidence of good cause for failure to complete the previous application process in order to receive an emergency/immediate needs grant (Code 44), a Health and Safety Kit, and/or a Goodwill Voucher. Good cause can include, but is not limited to, family emergencies, transportation problems and new or current job obligations. Please note that there is no limit to the number of immediate needs grants that can be issued within one application period. The above policy does not apply to households residing in domestic violence shelters.

Reminders: **4**

- Please check for the appropriate action code in NYCWAY.
- If additional immediate need grants are required, please access the “Non-Food Emergency/Special Grant” activity.

5 **6**

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New Approval window: Grant in 90 Days

The screenshot shows a software window titled "Version 12.3.1 - Paperless Office System - [Approval-Expedited Food Stamps]". The window contains the following elements:

- Menu bar: File, Edit, Tools, Window, Help
- Header: Was the applicant issued an immediate needs in grant in the past 90 days?
- Form fields:
 - Is the applicant in need of a food-related immediate need grant (e.g. the screening indicates that the applicant is not eligible for EFS or the FS benefit will not be available on the same day)?
 - Does the applicant have good cause for failing to complete the application process?
- Text box: Good Cause Policy: A re-applicant who has received an emergency/immediate needs grant (Code 44), a Health and Safety Kit, and/or a Goodwill Voucher within the last three months and subsequently failed to complete the application process must provide documented evidence of good cause for failure to complete the previous application process in order to receive an emergency/immediate needs grant (Code 44), a Health and Safety Kit, and/or a Goodwill Voucher. Good cause can include, but is not limited to, family emergencies, transportation problems and new or current job obligations. Please note that there is no limit to the number of immediate needs grants that can be issued within one application period. The above policy does not apply to households residing in domestic violence shelters.
- Section: Supervisory Review
 - Documents:
 - Radio buttons: Approve, Disapprove
 - Text area: Disapproval Reasons
 - Text area: Preview Comment Log
 - Buttons: Add Comment, Next, Previous

A new supervisory approval window will be displayed as part of the immediate needs process. In the approval activities, this window will be displayed with the approval drop-down menu under the "Window" menu option.

Policy Information

Please refer to Policy Directive (PD) **09-05-ELI** (Processing Immediate Needs (Code 44) and/or Emergency Assistance) and Policy Bulletin (PB) **09-14-OPE** (Revision to the Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance [for Applicants Only] Form [W-145HH]) for additional information.

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2. Required Comment for No Food cases that do not receive Immediate Needs

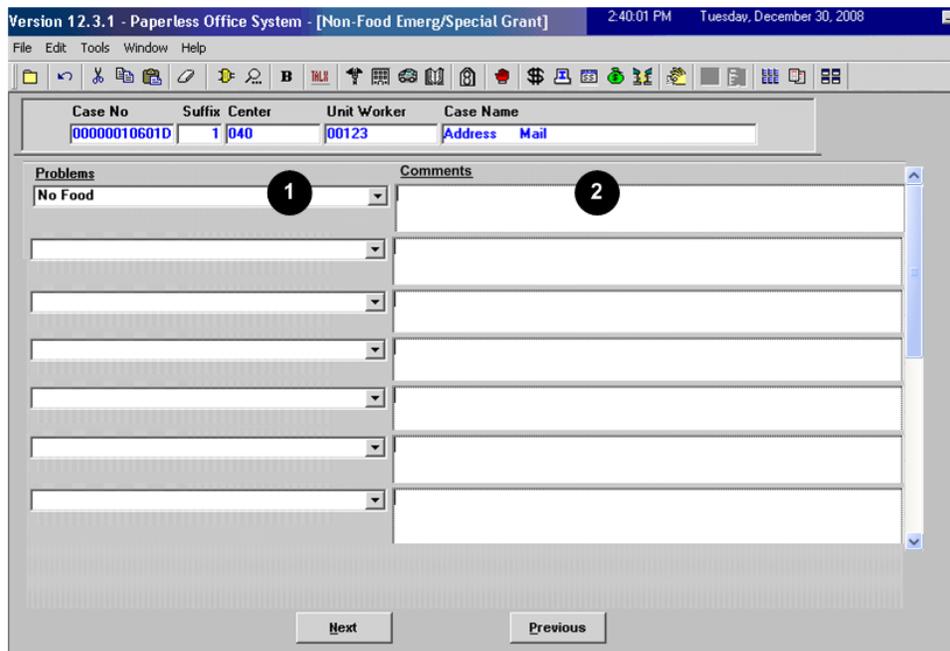
A case comment will be required for applicants that reported “No Food” as a problem during the application process and did not receive an Immediate Need grant (CA grant code 44).

The following windows allow the Worker to enter a problem of no food:

- Site Determination Window
- Non-Food Emergency/Special Grant Window

Revised Non-Food Emergency/Special Grant Window

The Non-Food Emergency/Special Grant window will be revised to allow the Worker to enter comments for a problem reported by the applicant.



New window: “No Food – Reason for No Immediate Need Grant”

When there is a recorded problem of “no food” and there is no grant code 44 issuance recorded for the case in the application interview, EFS and non-food emergency interview activities, a new window will appear to allow the Worker to record the reason why no immediate need grant (PA grant issuance code 44) has been prepared and issued for the case.

This window will also appear in the review for the supervisors and the corresponding approval activities. This window will appear after the final **Print Forms** window in the application interview, EFS and non-food emergency interview activities. This new window will display the problem of “No Food” and the comments entered by the Worker during the intake or non-food emergency/special grant activities.

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No Food – Reason for No Immediate Grant Window

Version 13.1 - Paperless Office System - [No Food - Reason for No Immediate Grant] 4:19:00 PM Monday, February 09, 2009

File Edit Tools Window Help

Problem:

Problem Details:

During the interview, it was indicated that the applicant has no food, However, no immediate need grant was issued in this activity. Please indicate the reason below.

Reason for not issuing Immediate Need Grant for Food Emergency:

Additional Details:

Reason list for not issuing immediate need grant for food emergency:

- Expedited Food Stamps authorized
- Failure to establish/document identity
- Excess Resources
- Undocumented Alien
- Received Immediate in last 90 days – Failed to complete/comply
- Failed to Establish Immediate Need for Food
- Other

A comment will be required in the “**Additional Details**” entry if the selected reason is “**Other**”. The reason selected and comments entered in this window will also be saved in the Case Comments window.

New completion edit: “No Food – Reason for No Immediate Need Grant”

If the required reason is not recorded, the Worker should be prevented from completing the current activity until the reason is recorded in the “No Food – Reason for No Immediate Need Grant” window.

This edit should run when the Worker clicks on the “Complete Activity” button in the Close window.

Policy Information

Please refer to Policy Directive (PD) **09-05-ELI** (Processing Immediate Needs (Code 44) and/or Emergency Assistance) and Policy Bulletin (PB) **09-14-OPE** (Revision to the Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance [for Applicants Only] Form [W-145HH]) for additional information.

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3. Changes to W-145HH Form data entry window

The W-145HH form has been updated to add additional applicant request outcomes. The data entry window will be updated to match the changes to the form.

A. "Casehead"

A1. "Approved" – this existing field will now enable the new checkboxes.

A2. Relabeled checkbox: "Approved for an emergency grant (one shot deal)"

A3. Relabeled field: "Amount"

A4. Relabeled field: "From"

A5. Relabeled field: "To"

A6. New checkbox: "A health and safety kit has been provided on"

A7. New text box for the date that the health and safety kit was provided

A8. New checkbox: "A Goodwill Voucher has been provided in the amount of"

A9. New text box for amount of Goodwill Voucher

A10. New text box for description of Goodwill Voucher

A11. New text box for date of Goodwill Voucher

A12. New checkbox: "If this box is checked, you are responsible for repaying as shown below"

A13. New text box for repayment amount

A14. New checkbox: "This amount must be repaid to us in accordance with the agreement to repay which you signed on".

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Revised W-145HH data entry window (continued)

The screenshot shows a dialog box titled "Response to Question". It contains several fields and checkboxes:

- A6** A health and safety kit has been provided on **A7**
- A8** A Goodwill Voucher has been provided in the amount of **A9**
for **A10** on **A11**
- A12** If this box is checked, you are responsible for repaying **A13**
as shown below:
- A14** This amount must be repaid to us in accordance with the agreement
to repay which you signed on **A15**
- A16** You must repay the amount shown above because it is more than
the Human Resources Administration (HRA) shelter maximum of
- A17** for your family size of for each month of
month of arrears that HRA agreed to pay. **A18**

Buttons: **OK**, **Cancel**

A15. New text box for repayment agreement signature date

A16. New checkbox: "You must repay the amount shown above because it is more..."

A17. New text box for HRA shelter maximum amount for family size

A18. New text box for family size

The screenshot shows a dialog box titled "Response to Question". It contains the following section:

Denied because: **A19**

- When you applied for public assistance on:
(within the last 3 months) you were issued:
 - Immediate need grant(s)
 - health and safety kit(s)
 - Goodwill Voucher(s) **A20**
 - Other

Buttons: **OK**, **Cancel**

A19. Selecting "When you applied for public assistance" will now enable a new checkbox.

A20. New checkbox: "Goodwill Voucher(s)"

Policy Information

Please refer to Policy Bulletin (PB) **09-14-OPE** (Revision to the Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance [for Applicants Only] Form [W-145HH]) for additional information.

4. Prefilled Form W-145HH for FTK CA Cases with "No Food" Problem

The W-145HH form data entry window will be prefilled if the applicant reported a problem of "No Food" at the time of application, but failed to keep the initial eligibility interview. When the Worker closes the Failed to Keep Initial Interview window, the data entry will be prefilled with a decision of "Denied" and the following reason: "Failed to Establish Immediate Need for Food".

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5. WMS 2009.1 Updates

POS has updated the system with the following components based on the WMS software version 2009.1 Release:

- New Housing Advantage Indicator (HAI) for Housing Advantage Program Type
- New Codes for Language Read Indicator and Language Spoken Indicator fields
- New Denial/Closing Code E86 (Unable to Prove Identity to an Investigatory Agency) for Identity Theft on the TAD window.
- New Rejection/Closing Code M13 (Duplicate Assistance - Active Cash Assistance [CA] Case in Another State) on the TAD window.
- New Line Level Sanction Override Code Y48 (All - Approved Override with Documentation that Allows the Opening of CvB or JOB Search Sanction during the Infraction Period. No Notice Required) on the TAD window.
- New Income Source Code 67 (Earned Income, Safety Net Case Under a Plan of Self Support) for Safety Net Adult Only Cases
- Deletion of State/Federal Charge Codes 34 (Cuban Entrants), 35 (Cuban/Haitian Unaccompanied Entrant Minor) and 36 (Haitian Entrants)
 - State/Federal charge code 34 and 36 will be replaced by 30 or 88 on the TAD window.
 - State/Federal charge code 35 will be replaced by 31 or 88 on the TAD window.
- New CA Single Issue (SI) Code G2 (Emergency Clothing Voucher) in the **Grants Data Entry** window.

These changes will be effective February 17, 2009. For additional information, please refer to the WMS 2009.1 system release policy directive.

6. Updates for New Language Codes

The following POS windows and activities will be updated to list the new Language Spoken and Language Read codes:

- Site Determination window in the Application Intake, Application Modification and Case Member Addition activities
- Case Login window in the Application Intake, Application Modification and Case Member Addition activities
- Additional Suffix Information window in the Application Interview, Recertification Interview and Change Case Data activities
- TAD window in the Application Interview, IN/EFS Issuance, Non-Food Emergency Interview/Special Grant, Recertification Interview and Change Case Data activities.

English and Spanish will be the first two choices and the remaining languages will be listed in alphabetical order in the language fields on the windows listed above.

Policy Information

For a full list and description of the new languages codes, please refer to the WMS 2009.1 system release policy directive.

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7. Revisions for Housing Advantage Cases

The Human Resources Administration (HRA) provides rent supplements and case management to help families maintain permanent housing. A new monthly file provided by the Department of Homeless Services (DHS) will indicate selected shelter residents and former shelter residents who obtained permanent housing through the HSP program with rental assistance to secure assistance and establish permanent housing.

Rent, Mortgage and Shelter Expense window update

If the applicant's household is found in the DHS file, POS will retrieve the lease type and display the value in the new "Housing Advantage Indicator (HAI)" field in the **Rent, Mortgage and Shelter Expense** window. This value will also prefill the WMS budget window with the proper HAI value.

New edits in the window will help ensure that the proper shelter code and rent restriction amounts are used for cases that receive this type of special rental assistance.

The screenshot shows a software dialog box titled "Response to Question". It is divided into several sections:

- Shelter Information:** Includes fields for Shelter Type (Apt pvt house...), Shelter Code (01), Change Shelter type? (Yes/No), Actual amount charged for Rent/Mortgage, Frequency (M), and Verified (Yes/No). It also features a "Click to View/Update Details of the Current Shelter Type" button, a Housing Advantage Indicator(HAI) dropdown (Children Advantage), and a Rent Charged To Secondary Tenant field (.00).
- Landlord Information:** Includes fields for Landlord Type (Prime Tenant), SSN/Tax Number, Name, Phone, House/PO Box Number, Apt/Suite Number, Street Dir, Street Name, Street Type, City, State, and Zip.
- Restriction Information:** Includes fields for "Has The Household Requested A Rent Restriction Exemption?" (Yes/No), Rent Restriction Type, PA Shelter Amount, "Is the restriction information the Same As The Landlord Information?" (Yes/No), Name, House Number or PO Box, Apt/Suite, Street Dir, Street Name, Street Type, City, State, and Zip.
- Excess Rent:** A field for Monthly Excess Rent showing \$0.00.
- Routing Number:** A dropdown menu.
- Document...** and **Comment...** fields.
- Buttons:** OK and Cancel at the bottom.

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Budget Household window update

WMS will also add a new field to the Budget Household window for this type of cases. This new field will also be added in the POS Budget Household window and will be pre-filled according to the value in the Rent, Mortgage and Shelter Expense window.

The screenshot shows the 'Version 13.1 - Paperless Office System - [Household / Suffix Financial Needs]' window. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main form area contains several sections:

- Header:** Center Worker Name (040), Case No., Suffix, Client Name, Effective Dates (02809-), Budget Type (PA & FS).
- Shelter Type:** Shelter Type, WMS Budget (POS Budget), Unfurnished Apartment or Room, #87 1/28/2009 00:30:22.
- Financials:** Amount (\$34.00), Period (Monthly), Water Amount, Period, FR No.LRR (0), Proration, Child Heap, HAI.
- Utilities Allowances:** Indicator, Type (FSUA, FSUT).
- Food Stamp Program:** Suffix (1), Status (ACTIVE), No. in FS Hh (3), FS Routing, Catg. Eligibility.
- Public Assistance:** Suffix (1), Type (SNCA), Status (ACTIVE), No. in PA (3), Fuel (absent from home), PA Shelter (501.00), Total Resources, Additional Needs (Suffix 1, Type, Amount, Period).
- Restrictions:** Suffix (1), Type (Direct Voluntary (PA Lev)), What (Shelter), Sent to: [Redacted].

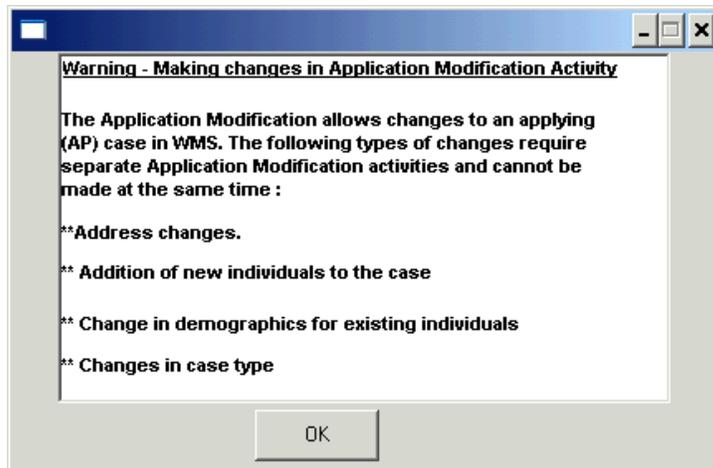
Buttons at the bottom include 'Income or Results' and 'Existing Budgets'.

Policy Information

For additional information, please refer to Policy Directive (PD) 08-32-ELI (Advantage Rental Assistance Programs for Shelter Residents) and the WMS 2009.1 system release policy directive.

8. Update to Application Modification

A new informational message will be added during application modification activity to inform the worker of the correct processing of the application. The following message will be displayed when the address information is opened:



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9. Update to Income Question in expedited processing windows

The text for the question about income received this month in the application and EFS activities will be updated: "Has Anyone Who Is Applying for Food Stamp Had Income or Expect to Receive Income from Any Sources (Such As Employment, SSA, SSI, UIB, Or Contribution) This Month?"

10. Net Child Care Income Field in Approval Activities

The Child Care section of the "Is Employed" question has been updated. Currently, this approval section displays the number of children for whom care is provided, total number of hours worked per week, whether care is provided in the home of the provider, the number of days per week that each child is cared for and the amount charged for each child per week.

A new field in the Child Care section: "Total net income" will be added with the following calculation as needed:

- **Total 1** is the addition of the childcare "amount charged per week";
- **Total 2** is the child care amount for each child who has been identified as "Yes" in "care provided in home", or any other identified child care amount.
 - **For those children that are identified as care provided in the home, POS will multiply the "number of days" per week by \$5; if the child is not cared for in provider's home, POS will not deduct the \$5 per a day credit.**
- **Total net income** will equal **Total 1** minus **Total 2**.

Revised Approval Window for Employment Income

The screenshot shows the 'Is Employed?' approval window in the POS system. The window is titled 'Version 12.3.1 - Paperless Office System - [Supervisory Approval-Employment In] 10:02:38 AM Wednesday, January 07, 2009'. The main section is 'Child Care' with a summary table:

Total net income	Number of Children	Total Number of Hours Worked per Week
\$450.00	2	35.00

Below the summary table is a table for 'Child Care' details:

Care Provided in Home	Number of Days/Week	Amount Charged per Week
Child #1: Yes	5	\$250.00
Child #2: Yes	5	\$250.00
Child #3:	0	\$0
Child #4:	0	\$0
Child #5:	0	\$0
Child #6:	0	\$0
Child #7:	0	\$0

The 'Supervisory Review' section includes 'Documents' (Total Rows: 0), 'Disapproval Reasons', and 'Preview Comment Log'. There are 'Approve' and 'Disapprove' radio buttons, an 'Add Comment' button, and 'Next' and 'Previous' navigation buttons.

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11. Caseload Update for FS Cases Registered for One-Shot Deal Applicants

In an ongoing pilot program of Food Stamp Separate Determination through POS, POS allows Workers at three Job/Model Centers (DeKalb Center # 064, Bushwick Center # 066 and Linden Center # 067) to register a Non-Cash Food Stamp case for One-Shot Deal (EAF, EAA or E-SN category) applicants that also want Food Stamps.

In order to improve tracking of these cases, POS will now designate a value of “OSD” and the last two digits of the CA center number as the caseload for the registered NCA FS case.

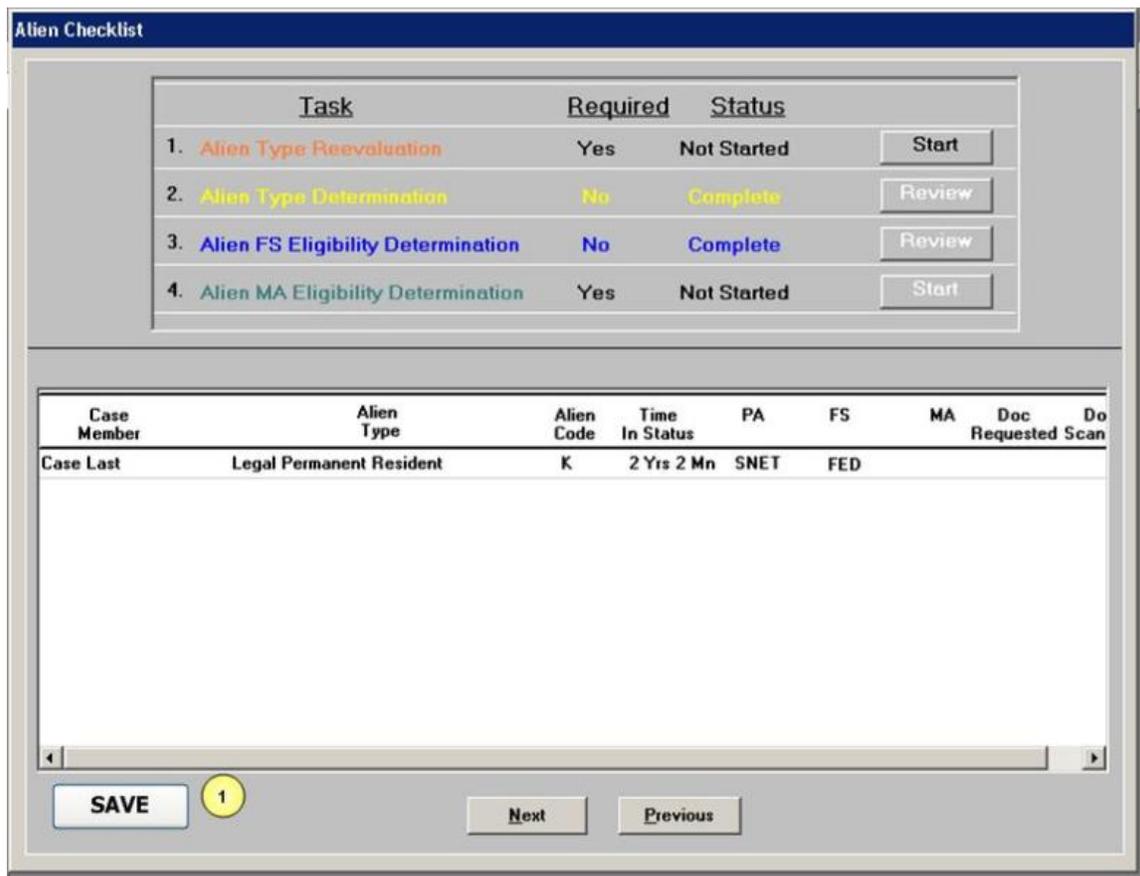
Selected Centers

The following centers have access to this functionality during the pilot period:

CA Center	Caseload for Registered NCA FS Cases for OSD Applicants
DeKalb # 064	OSD64
Bushwick # 066	OSD66
Linden # 067	OSD67

12. Enabling SAVE button in the Review Case Activity

The **SAVE** button will be added to the Review Case Activity on the Alien Checklist.



For interview activities, the SAVE button is enabled after the Alien Type Determination is completed.

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13. Revised W-186C Form Data Entry Window

The W-186C (Fair Hearing Compliance Statement) form data entry window will be updated to match revisions to the form. The following sections will be revised:

- Cash Assistance: Food and Other
- Food Stamp Section
- Appointment Scheduled Section

Response to Question

Form W 186C - Fair Hearing Compliance Statement

Fair Hearing Number: Fair Hearing Decision Date:

Cash Assistance: Food and Other

We are issuing you \$ as nonrecurring or retroactive Cash Assistance grant for This benefit will be available to you on or before

Immediately before your Fair Hearing request, your semi-monthly Cash Assistance grant was \$ Effective your semi-monthly Cash Assistance grant will be \$

Your restored benefits mentioned above are being offset by recoupment(s) not an issue in the Fair Hearing Reducing your semi-monthly Cash Assistance grant.

You did not lose any child care benefits because you received aid-continuing for child care during the Fair Hearing process. Therefore, your child care benefits remain the same.

We have re-evaluated your eligibility for Cash Assistance and have determined that you are not eligible. You will be sent a separate notice of our determination.

Your Cash Assistance benefits remain unchanged.

We are not issuing any Cash Assistance benefits at this time because you are currently ineligible for benefits based on reasons

Response to Question

Food Stamps

We are issuing you \$ as a nonrecurring or retroactive Food Stamps for These Food Stamps will be available to you on or before

Immediately before your Fair Hearing request, your monthly Food Stamp were \$

Effective your monthly Food Stamp benefit will be \$

The restored Food Stamps mentioned above are being offset by recoupment(s) not an issue in this Fair Hearing, reducing your ongoing Food Stamp benefit.

You did not lose any Food Stamps benefits because you received aid-continuing during the Fair Hearing process. Therefore, your Food Stamps benefits remain the same.

We have re-evaluated your eligibility for Food Stamps and have determined that you are not eligible. You will be sent a separate notice of our determination.

Your Food Stamp benefits remain unchanged.

Appointment Scheduled/Information Requested/Documentation Required

We have been unable to determine if you are eligible for the benefits that were the subject of your Fair Hearing. we mailed you a letter on Asking you to come in for an interview and/or submit the following

By

Comments

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The following sections will be added to the W-186C data entry window:

- Shelter Allowance
- Other Actions
- Medical Assistance
- Miscellaneous

Revised W-186C Form Data Entry Window

Response to Question

Shelter Allowance

We are issuing you [] as a shelter allowance for []
This benefit will be issued directly to your landlord on or before [00/00/0000]

Immediately before your Fair Hearing request, your semi-monthly shelter allowance was []
Effective [00/00/0000] Your shelter allowance will be []

Your shelter supplement [] was restored on [00/00/0000]

We are unable to restore your shelter supplement [] because []

We are not issuing any shelter benefits at this time because you are currently ineligible for benefits based on reasons not related to the issues addressed in this Fair Hearing.

OK Cancel

Response to Question

Other Actions

The Agency's determination to sanction [] remains unchanged

The Agency's determination to sanction was reversed and the Cash Assistance and/or Food Stamp Sanction for [] Was deleted/lifted

The recoupment, RTI # [] Remains unchanged or was deleted

Your budget was changed because []

You did not lose any child care benefits because you received aid-continuing for child care during the Fair Hearing process. Therefore, your child care benefits remain the same.

You may be eligible for child care retroactive to [00/00/0000]

In order to receive retroactive and/or ongoing child care, you or your provider must forward verification or child Care service and/or time-sheets to the Administration for Children's Services Voucher Payment Unit at 212-227-2257.

You are not eligible for child care because []

OK Cancel

Response to Question

Medical Assistance

If your Medicaid benefits were interrupted, they will be restored along with your Cash Assistance benefits.

Miscellaneous

The Agency's determination that found you to be employable or employable with limitations remains unchanged.

Based on the decision of your Fair Hearing, we are required to review/re-evaluate your medical claim. You received an appointment on [00/00/0000] for a medical evaluation.

POS Release Notes

Version 13.1 February 17, 2009

14. Revised W-186D Form Data Entry Window

The W-186D (Fair Hearing Compliance Request) form data entry window will be updated to match changes to the form. The following fields will be added:

- “If you were in receipt of child care benefits prior to your Fair Hearing request and your child care was interrupted, please follow the instruction provided in the check marked section that applies to your Current situation;
- “If your child care provider has not changed, please provide a completed Child Care Provider Enrollment Supplement form (CS-274W).
- “If you need a new provider, you and your provider must complete the Child Care Provider Enrollment Supplement form (CS-274W) and if you are using a legally-exempt (informal) Child Care provider you must also submit the Enrollment Form for Provider of Legally-Exempt Family Child Care (LDSS-4699), or the Enrollment Form for Provider of Legally-Exempt Group Child Care (LDSS-4700).

Response to Question

Due Date: 00/00/0000

If you were in receipt of child care benefits prior to your Fair Hearing request and your child care was interrupted, please follow the instructions provided in the check marked section that applies to your Current situation;

If your child care provider has not changed, please provide a completed Child Care Provider Enrollment Supplement form (CS-274W).

If you need a new provider, you and your provider must complete the Child Care Provider Enrollment Supplement form (CS-274W) and if you are using a legally-exempt (informal) child Care provider you must also submit the Enrollment Form for Provider of Legally-Exempt Family Child Care (LDSS-4699), or the Enrollment Form for Provider of Legally-Exempt Group Child Care (LDSS-4700).

OK Cancel

15. Updated Edits in Data Entry Windows for Forms W-102, W-636 and W-637B

New edits will confirm that the required data is entered for the following forms prior to completion of the data entry windows:

- Notice of New Worker Assigned (W-102)
- Notice of Special Grant (W-636)
- Notice of Recoupment of Advance Repayment (W-637B)

This will help ensure that the E-Forms listed above have all the required data when printed.

POS Release Notes

Version 13.1 February 17, 2009

16. Revised W-34A Form Data Entry Window

The W-34A (Referral Information Letter) form data entry window will be updated to add a “Referral to D&C for Goodwill Voucher” checkbox.

When this checkbox is selected, POS will:

- Prefill the “Referral” option for the form;
- Prefill the “To (Agency):” field with the text “Disbursement and Collection (D&C)”;
- Enable a new “Amount” field. The Worker must enter the amount for the Goodwill Voucher in this field;
- Prefill the “Subject” field with “Goodwill Voucher”
- Prefill the “Comments” field with “Goodwill Voucher” and the value entered in the “Amount” field.

The screenshot shows a dialog box titled "Response to Question". At the top, there is a "Who:" dropdown menu with "Mail Address" selected. Below it is a checkbox labeled "Referral to D&C for Goodwill Voucher" which is checked. To its right is an "Amount:" field containing "\$50.00". Underneath these are radio buttons for "Referral" (selected), "Message", "Enclosure", "Inquiry", and "Report". The "To (Agency):" field contains "Disbursement and Collection (D&C)". Below that are radio buttons for "Job Center" (selected) and "Other". The "Attention (Agency Representative):" field is empty. At the bottom are "OK", "Cancel", and "Scroll Between Rows" buttons.

The screenshot shows the same "Response to Question" dialog box, but with the "Subject:" field prefilled with "Goodwill Voucher" and the "Comments:" field prefilled with "Goodwill Voucher Amount \$50.00". The "Attention (Agency Representative):" field is still empty. The "OK", "Cancel", and "Scroll Between Rows" buttons are at the bottom.

POS Release Notes

Version 13.1 February 17, 2009

17. E-Forms

The following E-Forms will be **updated**:

- M-858m, Utility Arrears/Emergency Heating
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request

The following form is **obsolete** and will be **removed** from POS:

- M-314. Documentation of Non-Resident State Change Status