



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

**Stephen Fisher, Assistant Deputy Commissioner**

Office of Procedures

## POLICY BULLETIN #18-53-SYS

### CA POS RELEASE NOTES VERSION 22.2.1

<b>Date:</b> August 15, 2018	<b>Subtopic(s):</b> POS
	<p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) migrated into production on August 13, 2018. Descriptions of the changes can be found in CA POS Release Notes Version 22.2.1 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the HRA Intranet at: <a href="http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx">http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</a></p> <p><i>Effective Immediately</i></p> <p><b>Attachment:</b></p> <p><b>Attachment A</b>    CA POS Release Notes Version 22.2.1</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 Fax* or fax to: (917) 639-0298

# CA POS Release Notes

Version 22.2.1 August 13, 2018

These Release Notes contain descriptions of changes in Cash Assistance (CA) POS Release 22.2.1 scheduled for Monday, August 13, 2018. 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://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

---

## Table of Contents

1. FHEPS Updates in Rental Assistance Database (RAD) .....	2
2. SNAP Employability Code Business Rule Update.....	3
3. Updates to CNS for CA Applications Denied After Expedited SNAP Issuance .....	3
4. POS Transmission Rule for CA .....	4
5. Updated POS TAD Business Rule for Excess Income Reason Codes .....	4
6. CA Single Issuance Business Rule Update for Emergency Assistance .....	4
7. POS Table Updates .....	4
8. POS E-Forms.....	4

---

# CA POS Release Notes

Version 22.2.1 August 13, 2018

## 1. FHEPS Updates in Rental Assistance Database (RAD)

The Rental Assistance Database (RAD) was updated for the Family Homelessness and Eviction Prevention Supplement (FHEPS) Centralized Determination Unit (CDU) to incorporate the following new justifications, new queues to allow the FHEPS CDU Supervisor to re-assign FHEPS packets returned to the submitters, and new justifications for FHEPS modifications, restorations and conversions.

**New RAD justifications for the FHEPS Centralized Determination Unit (FCDU) for FHEPS packets returned to the submitters (CBO (Community Based Organization), advocates, legal aid and DHS [Department of Homeless Services]):**

### **Denial Justifications:**

- Denied-FHEPS Returned Advocate
- Denied-FHEPS Returned CBO
- Denied-FHEPS Returned DHS
- Denied-FHEPS Returned Legal Aid

### **Approval Justifications:**

- Approved-FHEPS Returned Advocate
- Approved-FHEPS Returned CBO
- Approved-FHEPS Returned DHS
- Approved-FHEPS Returned Legal Aid

**New RAD justifications for the reasons that FHEPS packets are returned to the submitters (CBO, advocates, legal aid and DHS):**

- Altered Documents
- Cash Assistance Case not in AC (Active)
- Household Size on FHEPS Application does not match WMS Case Composition
- Income Verification Not Submitted
- Incomplete Brokers Form
- Incomplete FHEPS Application
- Lease Not Signed
- Missing Court Stipulation
- Missing Information on 3rd Party Donor
- Missing Information on Roommate
- Missing Justification for Arrears over 9k
- Missing Lease
- TIN Match on W-9

**New RAD queues for FHEPS packets returned to the submitters (CBO, advocates, legal aid and DHS):**

The FCDU Supervisor must re-assign the returned packet from the FCDU consultant's queue to the appropriate new RAD queue:

# CA POS Release Notes

Version 22.2.1 August 13, 2018

- FHEPS Returned-Advocate
- FHEPS Returned-CBO
- FHEPS Returned-DHS
- FHEPS Returned-Legal Aid

Once the submitter provides the missing information, or the deadline to make a decision has been reached, the FCDU supervisor must re-assign the packet to the FCDU consultant for processing.

## **New RAD justifications for the FHEPS Centralized Determination Unit (FCDU) for FHEPS modifications, restorations and conversions:**

### **Approval Justifications:**

- Approved-FHEPS A Modification
- Approved-FHEPS A Restoration
- Approved-FHEPS A Conversion
- Approved-FHEPS B Modification
- Approved-FHEPS B Restoration
- Approved-FHEPS B Conversion

### **New Denial Justifications**

- Denied-FHEPS A Modification
- Denied-FHEPS A Restoration
- Denied-FHEPS A Conversion
- Denied-FHEPS B Modification
- Denied-FHEPS B Restoration
- Denied-FHEPS B Conversion

## **2. SNAP (Supplemental Nutrition Assistance Program) Employability Code Business Rule Update**

The SNAP Employment Determination Code **44** has been updated to reflect a new business rule if the SDX data has an end date in the past, POS (Paperless Office System) will consider the data as not in receipt of SSI (Supplemental Security Income).

## **3. Updates to CNS for CA Applications Denied After Expedited SNAP Issuance**

POS, WMS (Welfare Management System) and the Client Notice System (CNS) were updated to allow creation of a CNS notice when the CA (Cash Assistance) application is denied after receiving expedited SNAP benefits, from AP (Pending) /AP/SI(Single Issue) status to RJ (Rejected) /RJ/CL(Closed) status.

POS was updated to suppress the Action Taken on your Application Public Assistance, SNAP and Medical Assistance Coverage (NYC) (**LDSS-4013A/LDSS-4013B**) notice when the CNS notice is generated for this type of CA denial.

# CA POS Release Notes

Version 22.2.1 August 13, 2018

## 4. POS Transmission Rule for CA

### The utilization of Action Code J07 for SNAP separate determination

This TAD Business Rule for CA cases occurs when the Worker selects the Closing Reason Code **J07** for SNAP. This Code can be used only with a compatible CA Rejection/Closing code that enables the case to be set-up for SNAP separate determination. If used correctly this code will generate the CNS notice automatically and the Action Taken on Your Application (**LDSS 4013**) will be suppressed.

## 5. Updated POS TAD Business Rule for Excess Income Reason Codes

POS has identified cases where Workers are denying or closing the SNAP program with the excess income reason codes even when the budget is not ineligible for SNAP. This rule prevents Workers from rejecting or closing the SNAP portion of the case with excess income reason codes when there is no ineligible budget.

The POS TAD (Turn Around Document) Business rule has been updated to include all conditions for excess income. Workers will see the following POS error message, "Budget cannot be ineligible for FS program.

## 6. CA Single Issuance Business Rule Update for Emergency Assistance

POS was updated to allow the following CA issuance codes for Emergency Assistance cases:

- Code **ZA** - SOTA 1YR (SOTA 1 year up front)
- Code **ZB** - CFP 1 YR (City FEPS 1 year up front)
- Code **ZC** - SEP 1 YR (SEPS 1 year up front)
- Code **ZD** - LN4 1 YR (LINC IV 1 year up front)
- Code **ZE** - LN5 1 YR (LINC V - 1 year up front)
- Code **ZF** - L1S 1 YR (LINC I standard - 1 year up front)
- Code **ZG** - L1E 1 YR (LINC I enhanced - 1 year up front)
- Code **ZH** - L2S 1 YR (LINC II standard - 1 year up front)
- Code **ZI** - L2E 1 YR (LINC II enhanced - 1 year up front)
- Code **ZJ** - UNITHOLD (Unit Hold Non-FHEPS - 1 year up front)

## 7. POS Table Updates

The following table updates were made:

- Update POS tables for new Rental Guideline Board (RGB) rent amounts for FHEPS effective 10/1/2018
- Update SNAP benefit amounts in allowance table.
- New name, address, General, Conference and Fair Hearing Telephone numbers for the HRA (Human Resources Administration) Special Services Center **073**.
- New Floor Number, Conference, Fair Hearings, Record Access, Recertification and Employment Telephone numbers for the Residential Treatment Services Center **052**.

## 8. POS E-Forms

The following E-forms were updated:

# CA POS Release Notes

Version 22.2.1 August 13, 2018

- **BEV-100**, Notice of Real Property Ownership Appointment Referral To BEV
- **BEV-201**, Real Property Homebound Field Visit Letter
- **BEV-251**, Notice to Applicant Referral to BEV (Review)
- **DSS-1**, Know your Rights, How to Avoid and Fight an illegal Eviction/Illegal Lockout
- **FIA-1**, Fair Hearing Resolution Notice
- **FIA-1100**, Work Schedule for Child Care
- **FIA-1100A**, Employer's Verification
- **FIA-1116**, Referral to Job Center for Emergency Rental Assistance Application Interview
- **W-523R**, Notice to Applicant referral for BEV Home Visit
- **W-30FF**, Dwelling Survey Worksheet
- **W119D**, Eligibility Factors and Documentation Guide
- **W 519**, Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice / AFIS Freedom Referral
- **W 519N**, Automated Finger Imaging System (AFIS) Directory