**OFFICE OF POLICY, PROCEDURES, AND TRAINING**

## POLICY BULLETIN #24-17-SYS

### SPOS RELEASE NOTES

| **Date:**<br>April 19, 2024 | **Subtopic(s):**<br>POS; SNAP |
|---|---|
| | **Purpose:**<br><br>This policy bulletin is to inform Non-Cash Assistance SNAP Center staff as well as Mailer, Match and Action Program (MMAP) staff, that the latest version of the Streamline Paperless Office System (SPOS) will migrate into production on April 20, 2024. Descriptions of the changes can be found in SPOS Release Notes (**Attachment A**).<br><br>These release notes can also be found on the HRA Intranet at:<br><br>http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx<br><br>*Effective April 20, 2024*<br><br>**Attachments:**<br><br>**Attachment A**     SPOS Release Notes |

**ATTACHMENT A**

| APPLICATION/SERVICE: | Streamline POS, ANGIE |
|---|---|
| PLANNED START DATE: | 04/20/2024  8:00 PM |
| PLANNED END DATE: | 04/20/2024 11:00 PM |

**Release Description:**

Effective Saturday 04/20/2024, from 8PM to 11 PM, ITS will be deploying a maintenance release to deploy fixes to reported incidents for Streamline POS as described below:

**Bug Fixes:**

- Fixed issues causing the budget to load only up to 99%. With this release, the budget package has been updated to ensure a complete load and the respective error (if any) will be displayed on the Budget screen that was previously unaccounted.
- Fixed issues causing the "**There is no budget information**" message seen on the Budget screen.
- Fixed system issues causing the SNAP Employability Status (**ES**) code **52** (Receiving or pending receipt of Unemployment Insurance Benefits (UIB)) getting applied incorrectly to the client, when the client is no longer receiving UIB.
- Fixed issues causing the incorrect version of the Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet (**LDSS-3938**) form from generating in Streamline POS, when the case is transmitted to Welfare Management System (WMS) by the Supervisor.
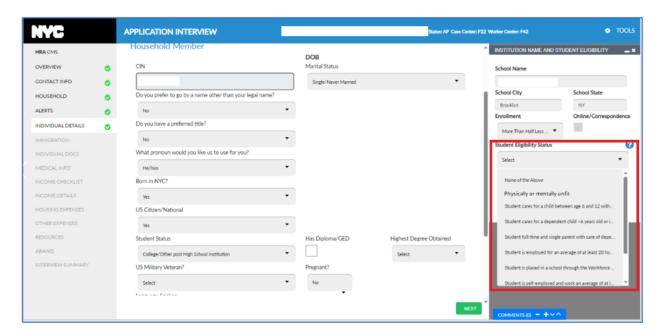
**Enhancements:**

Settle in Conference (**SIC**) functionality for **EZ6** and **F74** Failed to Keep (**FTK**) Codes
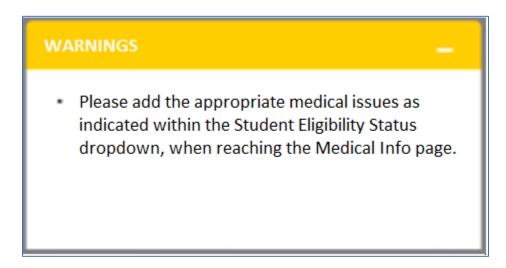
- With this release, the Settle in Conference (**SIC**) functionality is provided for cases closed with the **EZ6** and **F74** failed to keep codes. This functionality can be used when the Eligibility Specialist starts the interim activity for the case, or when the NYSCAP SNAP Cases Interim Report form (**LDSS-4836-NYC**) is indexed for the case.
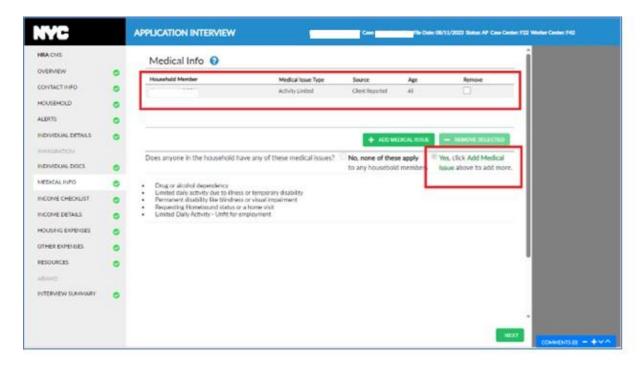
Student Eligibility Requirement Updates

As per PB-2023-028-ELI, the end of the Temporary Student Eligibility Exceptions for the SNAP program is requiring the Streamline POS application to be updated with the current student eligibility requirements. Below lists the updates made as a result.
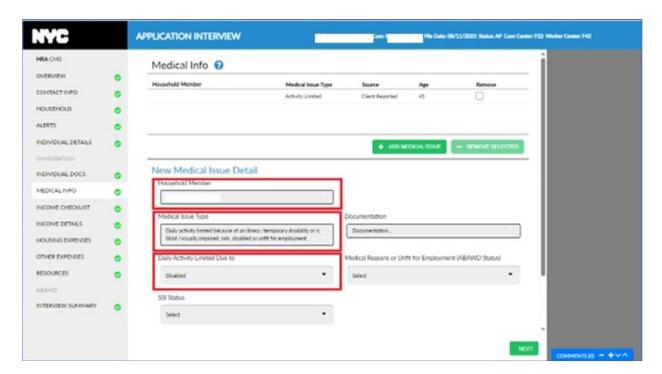
**ATTACHMENT A**



- From above screen, selecting the question icon [  ] corresponding to the "**Student Eligibility Status**" dropdown will navigate the user to the new link to the SNAP Student Eligibility Procedure PB #20-70-ELI.
- Within the "**Student Eligibility Status**" dropdown, a new option of "**Physically or mentally unfit**" is added (above screen). When this option is selected and the "**Save Changes**" button within the "**Institution Name and Student Eligibility**" widget is evoked, the following warning message is triggered on the Individual Details screen:

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- Medical Info screen will be pre-filled to "**Yes**" when the "**Student Eligibility Status**" dropdown is set to "**Physically or mentally unfit**" for the respective individual (from Individual Details page) as seen below:



- As seen below, the Medical Info screen's "**New Medical Issue Detail**" section will display pre-selected values for the respective individual:

  - **Household Member**: This field displays the name of the individual for whom the "**Student Eligibility Status**" dropdown was set to "**Physically or mentally unfit**" (from Individual Details page).
  - **Medical Issue Type**: This field is pre-selected to "**Daily activity limited because of an illness/temporary disability or is blind/visually impaired, sick, disabled or unfit for employment**"
  - **Daily Activity Limited Due to**: This field is pre-selected to "**Disabled**"

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- With this release, the wording for the existing options within the "**Student Eligibility Status**" dropdown have been updated as seen below:

| # | Current Description | Updated Description |
|---|---|---|
| 1 | None of the Above | |
| 2 | Physically or mentally unfit (New value) | Physically or mentally unfit |
| 3 | Student cares for a child between age six (6) and 12 without adequate child care | Be responsible for the care of a dependent household member who has reached the age of six (6) but is under age 12 where adequate child care is not available to enable the individual to attend class and work 20 hours per week or participate in a State or federally financed work study program |
| 4 | Student cares for a dependent child < six (6) years old or incapacitated person | Be responsible for the care of a dependent household member under the age of six (6) |
| 5 | Student full-time and single parent with care of dependent child < age 12 | Be a single parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and responsible for the care of a dependent child under age 12 |
| 6 | Student is employed for an average of at least 20 hours per week and is paid for such employment | Be employed for a minimum of 20 hours per week and is paid for such employment |

| 7 | Student is self-employed and work an average of at least 20 hours per week and earn an amount at least equal to the Federal Minimum wage multiplied by 20 | Be self-employed, for a minimum of 20 hours per week and have weekly earnings at least equal to the Federal minimum wage times 20 hours |
|---|---|---|
| 8 | Student participates in a State or federally funded work study program under the title IV-C during the school year | Be participating in a State or federally financed work study program during the regular school year as follows:<br><br>1. The work study must be approved at the time of application for SNAP or at the time that the individual becomes a student as defined by SNAP rules; and,<br>2. The work study must be approved for the school term; and,<br>3. The student must anticipate working during that time |
| 9 | Student receives Unemployment Insurance Benefits (UIB) and enrolled at least half-time and approved by the Department of Labor (DOL). | Receive Unemployment Insurance Benefits (UIB) and be enrolled at least half-time in an institution of higher education that has been approved by the Department of Labor (DOL). If approved, the student will have received a TCC316.1 document. The student may request copies of the form if they have lost or misplaced it by calling DOL, Special Programs Unit at 518-402-0189. |
| 10 | Student is placed in a school through the Workforce Investment ACT (WIA), SNAP Employment Training (SNAP **E** and **T**), Job opportunities AND Basic Skills (JOBS) Training Program or the Department of Labor (DOL); OR, is enrolled in a career and technical education program in a SUNY or CUNY school; OR, is attending an Educational Opportunity Center (EOC) and enrolled at least half time in an identified program | |

**ATTACHMENT A**

<u>Suppression Rule on the Action Taken On Your Supplemental Nutrition Assistance Program (SNAP) Form (**LDSS-3152**) in SPOS</u>

- With this release, the **LDSS-3152** will be suppressed from SPOS if the Client Notices System (CNS) notice has been created for the case that is in Active (**AC**), Reject (**RJ**), or Close (**CL**) status.