

OFFICE OF POLICY, PROCEDURES, AND TRAINING

#### POLICY BULLETIN #24-30-SYS

#### CA POS RELEASE NOTES

Date:	Subtopic(s):
July 10, 2024	POS
	Purpose:
	This policy bulletin is to inform Benefits Access Center staff that the latest version of the Paperless Office System (POS) migrated into production on June 17, 2024. Descriptions of the changes can be found in Cash Assistance Paperless Office System (CA POS) Release Notes Version 28.2 ( <b>Attachment A</b> ).
	These release notes can also be found on the HRA Intranet at:
	http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSRelease Notes.aspx
	Effective Immediately
	Attachments:
	Attachment A CA POS Release Notes Version 28.2

#### CA POS Release Notes CA POS Version 28.2 June 17, 2024

These Release Notes contain descriptions of changes and fixes in the Cash Assistance (CA) Paperless Office System (POS) release for June 17, 2024. These and prior Release Notes can also be found on the Human Resources Administration (HRA) Intranet at http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx

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#### 1. Overview of Changes

The following changes and fixes were made in this release:

- Implementation of 100% Earned Income Disregard (EID).
- Updated Routing Location Field in Single Issue (SI) Benefit Data Entry Window.
- Changes to the launching and "End of Activity" rule for Employment Plan (EP).
- Implement Enhancement for Review Activity for Automated Non-Discrimination, Work Rules, & Able-Bodied Adults Without Dependents (ABAWD) case comments logic.
- Changes to Poverty Level.
- Report Changes.
- Updates to CA Timeliness Report.
- Forms Updates.

#### 2. Implementation of 100% Earned Income Disregard (EID).

Due to the Office of Temporary and Disability Assistance (OTDA) policy change that went into effect on December 29, 2023, the following earned income will get a once in a lifetime 100% earned income disregard for 6 consecutive months if the gross income is not more than 200% of the Federal Poverty Level. This earned income disregard should only be applied to new income.

- Earned income from Wages/Salary (income code **01**)
- Earned income from Daycare Provider (income code **05**)
- Earned income from Self-employment (income code **06**)

The following earned income will get 100% earned income disregard for the lifetime of its recipience if the gross income is not more than 200% of Federal Poverty Level.

• Earned income from On-the-job training (income code **02**)

Since the Policy went into effect on December 29, 2023, the Family Independence Administration (FIA) and HIV/AIDS Services Administration (HASA) began applying a 100% Earned Income Disregard (EID) for Cash Assistance (CA) cases. However, the Welfare Management System (WMS) was not ready to accommodate these changes until June 2024. During this period, from January to June 2024, FIA and HASA followed instructions laid out in <u>PD# 24-01-ELI</u> and <u>HASA-PB-2024-001</u>, respectively, by entering income program codes "**F**" (SNAP Only) instead of "**B**" (CA & SNAP).

Effective June 16, 2024, WMS implemented some of the required changes. FIA and HASA will continue to have centralized processes but some of the manual processing will cease. FIA and HASA will forward all cases exempted since December 29, 2023 to OTDA for one-time budgeting to capture the correct start and end dates of the exemptions. Additionally, POS incorporated these changes effective June 16, 2024.

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<u>The following instructions are ONLY intended for use by the designated centralized FIA or</u> <u>HASA teams working on the EID cases. They are informational for all other staff.</u>

#### Required WMS Changes for CA Budget Calculation (for budgets Effective June 16, 2024):

To disregard eligible earned income, WMS is creating three new CA Exemption codes:

#### 1. Code 08 - 100% CA Earned Income Exemption – Employment Income

- Applicable for income codes **01** (Wages/Salary), **05** (Daycare Provider), and **06** (Self-employment).
- The income is disregarded by entering code **08** in the CA Exemption field. If eligible, WMS will auto populate the income (exclusion amount) in the CA Exempt Amount field.
- WMS will record the initial entry date and set an end date six months later.
- The system will exempt the amount for up to six months if the income is  $\leq 200\%$  of the federal poverty level.

#### 2. Code 09 - 100% CA Earned Income Exemption – Training Income

- Applicable for income code **02** (On-the-job training).
- The income is disregarded by entering code 09 in the CA Exemption field. If eligible, WMS will auto populate the income (exclusion amount) in the CA Exempt Amount field.
- $_{\odot}$  There is no end date for the 100% EID for this income type.
- The system will exempt the amount if this income code is in the budget and if the income is  $\leq 200\%$  of the federal poverty level.

#### 3. Code 10 - 100% CA Earned Income Exemption – Override Code

- Applicable for income source codes **01**, **05**, and **06**.
- This code is used for continuing the six-month employment exemption for individuals moving to NYC from another county.
- This code is also used for cases that exhausted the six-month period that has Aid to Continue pending a Fair Hearing decision.
- No end date is set for this exemption code. It is the worker's responsibility to remove it once the six (6) month period has ended. Once the exemption code has been removed, an end date will be set.

### ATTACHMENT A **CA POS Release Notes**

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#### **Required POS Changes for CA Budget Calculation (For budgets Effective July 1, 2024):**

1. Adding 3 New CA Exemption Codes: Currently, we have CA exemption codes 01, 02, 03, 04, and 07 in POS. The new codes 08, 09, and 10 will be added to the "Inc. Exemption" drop-down list in the CA POS Individual Income/Needs window. This update allows workers to enter the new CA Exemption codes. The user will enter the exempt amount (the full gross earned income amount) in the CA Exempt Amount field. The following screenshot shows the newly added Inc. Exemption codes.

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#### 2. Use of Exemption Code 08 (100% CA Earned Income Exemption – Employment **Income**)

Individuals with income codes **01** (Wages/Salary income), **05** (Daycare Provider income) and 06 (Self-employment income) can have their income disregarded by entering the newly created code 08 in the CA Exemption field and the income amount in the CA Exempt Amount field.

The following screenshot illustrates the POS screen where individuals can enter their employment income.

# CA POS Release Notes

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When the worker clicks on the **Calculate Budget** button on the CA POS **Individual Income/Needs** window, an alert message will pop up if the following scenario exists:

- The income code is either **01**, **05**, **06** for any active or applying individual in the case.
- The income amount is not greater than 200% Federal Poverty level.
- The earliest income start date is after the file date and after December 29, 2023, and the current date is within 6 months of the earliest start date.
- The CA exempt code **08** or **10** is not entered.

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The following screenshot demonstrates selecting exemption code **08** and entering the CA Exempt Amount. However, in WMS, users are unable to enter the CA Exempt Amount. It is automatically populated if the total income for that individual is below the 200% FPL for the household size. If POS is allowing this to be a user entered field, staff must ensure that the value entered here can only equal the gross income amount entered.

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The following screenshots illustrate that in budget calculations, exemption Code **08** is eligible for disregarding, ensuring individuals remain eligible to receive benefits.

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**3.** Use of Exemption Code 09 (100% CA Earned Income Exemption – Training Income)

Individuals with income code **02** (On the job training income) can have their income disregarded by entering the newly created code **09** in the CA Exemption field and the income amount in the CA Exempt Amount field. There is no expiration date for the 100% EID for this income type. In the budget calculation, WMS will exempt the amount entered in the CA exempt amount field if this income code is in the budget and the income amount is  $\langle = 200\% \rangle$  Federal Poverty Level.

The following screenshots illustrate the POS screen where individuals can enter their training income.

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When the worker clicks on the **Calculate Budget** button on the CA POS **Individual Income/Needs** window, an alert message will pop up if the following scenario exists:

- The income code is **02** for any active or applying individual in the case.
- The income amount is not greater than 200% Federal Poverty level.
- The CA Exempt code **09** is not entered.

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The screenshot below demonstrates selecting exemption code **09**.

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The screenshot below describes the selection of exemption code **09** and the Exempt Amount.

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The screenshot below illustrate that in budget calculations, Exemption Code **09** is eligible for disregarding, ensuring individuals remain eligible to receive benefits.

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#### **CA POS Release Notes** CA POS Version 28.2 June 17, 2024

#### 4. Use of Exemption Code 10 (100% CA Earned Income Exemption – Override Code)

Individuals with income codes 01 (Wages/Salary income), 05 (Daycare Provider income) and 06 (Self-employment income) can have their income disregarded by entering the newly created code 08 in the CA Exemption field and the income amount in the CA Exempt Amount field.

Exemption code 10 is valid for income source codes 01 (Wages/Salary income), 05 (Daycare Provides income) and **06** (Self-employment income) for the following scenarios:

- Continuing the 6-month employment exemption for individuals moving to NYC i. from another county; or
- For cases that exhausted the six-month period but has Aid to Continue pending a ii. Fair Hearing decision.

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The screenshot below demonstrates selection of exemption code 10.

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The following screenshot demonstrates selecting exemption code 10 and entering the CA Exempt Amount.

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The following screenshot illustrates that in budget calculations, Exemption Code 10 is eligible for disregarding, ensuring individuals remain eligible to receive benefits.

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#### CA POS Release Notes CA POS Version 28.2 June 17, 2024

In order to authorize the budget on the TAD and ensure proper notice goes to the participant household, staff must also create a change notice in CNS using one of the following reason codes:

- 1. Exemption code **08** will require the use of CA reason code **M41**.
- 2. Exemption code 09 will require the use of CA reason code M42.
- 3. Exemption code 10 will require the use of CA reason code M43.

Designated staff working on these cases must enter the newly created CNS Notice Number in the appropriate field on the POS TAD.

**Note**: If the resulting budget leaves the household ineligible for SNAP, staff must close the SNAP portion of the CA case with the correct income closing code. In order to close the SNAP portion of the case, staff must not enter the CNS number on the TAD but rather enter the M3E indicator of "T" and send out the appropriate notice, **LDSS-4014**, **LDSS-4015**, or **LDSS-4016**.

**HASA Note:** With these budgeting changes, staff must put in the additional needs type code 51 for the Transport & Nutritional Drink Allowance, when appropriate.

#### 3. Change in SI Benefit Data Entry Window

Currently the **Routing Location** field on the *CA Single Issue Benefit Data Entry Window* is a free text field. It is reported that users enter invalid data in this field, and many benefits are not processed or not going to the right payee.

In this release, this field is being changed to a drop-down list box. The user can select the valid values from the drop-down list. The field is exactly 4 characters long and does not accept more than 4 characters.

The field is circled in red on the following screen.

### **CA POS Release Notes**

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Case Number	Case Name: Center: J	erome Center 041		Suffic: 1 Category: SNCA
equest Type: Additional Payment hat type of grant needs to be iss	to Maintain or Restore Utility ued?  PA OSNAP.	Services(10 - Utility Grant   Total grant amount:	s Prevent Turn-Off of \$250.00 View (	Restore Services Prior A Toe Digit Schedule
PA Single Issue Grant Information 1. Pick-Up Code	es: PUC 1 - Special Roll Che	Copy ima	E Passed	
Issuance Calego Issuance Cod	ry: Emergency Grants Codes Je: Code 10 · Utility Grant to	Prevent Turn-Off or Restor	e Services Prior to Pu	blic Assistar
Case Category for Emergency Gra Fair Hearin	nt SNCA			
Shelter Type: 01		Is this a back-up gran	17 OYes ONo	
Amount From \$250.00 03/01/2024	To 05/31/2024 Routing Location Flgg	Replaces Res Check Number Ind Vendor	tricted icator	Authorization Number
Message	$\sim$			
Delete Grant				
				•

The screenshot below shows a single-issue benefits data entry window. In the window, the "Routing Location" field has been changed from a text box to a dropdown menu, highlighted in yellow.

Center: Hunts Point Jub Center     Calegory:       arst Type: New Grant     Calegory:       arst Type: New Grant     View CA Toe Digit S       Single Tessee Grant Information     POS Rule Status:       Pick-Up Codes:     PUC 1 - Special Roll Check       Tessuarice Calegory:     Childcare Allowances	NCA chedulo
anst Type, New Grant I type of grant needs to be issued?  PA OSNAP Total grant amount: View CA Toe Digit S Single Issue Grant Information PDS Rule Status: Pick-Up Codes: PUC 1 - Special Roll Check Issuance Calegory: Childcare Allowances	cheduls
t type of grant needs to be issued?   PA OSNAP Total grant amount: View CA Toe Digit S  Single Issue Grant Information  PDS Rule Status:  Pick-Up Codes: PUC 1 - Special Roll Check  Issuance Calegory: Childcare Allowances	cheduls
Single Taxue Grant Information PDS Rule Statux: Pick-Up Codex: PUC 1 - Special Roll Check  Taxuance Calegory: Childcare Allowances	-
Pick-Up Codes: PUC 1 - Special Roll Check ( Issuance Calegory: Childcare Allowances	
Issuance Category: Childcare Allowances 📃	
Issuance Code: Code 57 - Child Care Allowance for Non-PA, Non-Legally Responsible Caretaker	1
e Category for Emergency Grant: 1A	
Fair Hearing:	
Shelter Type: Is this a back-up grant? O'Yes O'Nu	
Amount From To Routing Replaces Restricted Authorization \$.00 00/00/0000 00/00/0000	
CHP1 IIIEA pick up and deliver to housing court.	
CRP2 IREA pick up and deliver to landlord	
CHP3 CHPU initiated mail to landlord during COVID.	
Delete Grant CRPS ITS deliver to CRPU	
	~

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# 4. Changes to the launching and "End of Activity" rule for Employment Plan (EP)

Currently the POS system is attempting to trigger the launching of the EP in the Application Interview activity at the end of the **Education and Training** window. Due to a glitch, many times it fails to trigger. To fix the issue, the trigger to launch EP will take place at the **Next** button of the **Disposition/Withdrawal** window. If EP is not initiated, the "End of Activity" rule will prevent the worker from completing the **Application Interview** activity.

For the **CA Recert Interview** activity, EP will be automatically triggered to launch at the end of the **Education and Training** window. If EP is not initiated, the "End of Activity" rule will prevent the worker from completing the **CA Recert Interview** activity as shown in the following screenshot.

Version 28.2 - Paperless Office System - [EDUCATION / TRAINING]			
File Edit Tools Window Help			
		Yes No	
Financial Planner Disposition			
	Information		×
	This case requires an Employment Plan (EP).		
	POS will now launch SEAMS so you can complete the Er (EP).	mployment Plan	
	Zer, A.		
		OK	
Spanish	Baudaus		
Next	Previous		

#### 5. Implement Enhancement for Review Activity in CPOS

Within the Classic POS Review Activity, users should be able to see the scripts that staff read to clients during the interview, including the attestation that staff have read them to the clients. The prompt and the automated comments will be posted and saved alongside the oral scripts.

Update logic to Work Requirements Notice window in the Review Activity.

#### CA POS Release Notes CA POS Version 28.2 June 17, 2024

With this release, when the worker clicks the "**RUN THE RULE**" button on the *Employment Determination* window in the interview activity, the system will prompt and notify the worker about the requirement to read the "**Work Requirement Notice**" scripts to the clients. The related comment and script will be saved. Saved comments will be displayed in the Comments Window and scripts will be displayed in the "**Work Requirements Notice**" window for the SNAP work and ABAWD requirements.

Following the script reading, the worker must check the "**Client Notified**" checkbox. Upon confirmation, the system will automatically post a comment in the Case Comment section, indicating either "Case member(s) notified of SNAP work requirements" or "Case member(s) notified of SNAP work and ABAWD requirements", depending on the specific requirements.

The following screenshot shows what happens when the worker checks **Client Notified**, and the comments are automatically saved.

		c capito fublicity could file out the	Code Description	MDMWD Inu	
	20 Ma	andated to participate in work activities		A	
sage			Work Requ	irement Notification	
w	ork Requirement No	otice		1	
	Individuals between • Unable to work • Responsible for Is a student en higher educatio • Applied jointly • Incapacitated • Regulady parti • Is 16 or 17 yee • Has application • Employed or we Individuals in the • Accept a job or • Provide informa • Not voluntarily Participate in w SNAP participants cause may be intel • First instance o • Second instance • Third and subs	en ages 16 to 59 are subject to SNAP work rec c or engage in work activities due to a medical r the care of a child under age six living in the wolled at least half-time in a recognized school on: for SSI and SNAP: or disabled and receiving SSI or SSDI; or disabled and receiving SSI or SSDI; or disabled and receiving Unemployment resul- na drug or alcohol treatment or rehabins a drug or alcohol treatment or rehabins of age, and who is not the SNAP head of he n pending for or receiving Unemployment Insur- orking 30 or more hours per week or earning at SNAP household who are between age 16 to 5 r a referral to a potential job opening; ation about an individual's employability and av- quit a job or reduce their hours of pay without work activities as assigned by HRA s who refuse or fail to comply with SNAP work r ligible for SNAP benefits for the following perio of non-compliance: three months and until complic ceydent instances of non-compliance: six month	uirements unless they meet one or mental health condition; household, or of an incapacitate (including high school), a job ski mittation; nusehold; ance Benefits; or, least \$217.50 weekly. B who are not exempt from the S vailability to work; good cause; and requirements, or voluntarily quit a ds: ance; angliance; is and until compliance.	or more of the following exemptions: d individual; lls training program, or an institution of NAP work requirements, must: job or reduce work hours, without good	

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#### **Current Language for the Comments Window for all SCRIPTS:**

NDS (Non-	Text for Non-	The Worker read the "Statement of
discrimination	Discrimination	Nondiscrimination" to the applicant/participant and
Script)COMMENT	Statement Comment if	informed them of their right to file a complaint, and
SCRIPT	question response is Yes	what to do during the interview process and anytime
COMMENT		thereafter upon request. The applicant/participant
FOR "YES"		indicated that they had questions and the Worker
		addressed their questions.
NDS COMMENT	Text for Non-	The Worker read the "Statement of
SCRIPT	Discrimination	Nondiscrimination" to the applicant/participant and
COMMENT FOR	Statement Comment if	informed them of their right to file a complaint, and
"NO"	question response is Yes	what to do during the interview process and anytime
		thereafter upon request. The applicant/participant
		indicated that they did not have any questions.
E&T (Employment	Text for E&T script	Case member(s) notified of SNAP work
& Training)	comment	requirements.
COMMENT		
SCRIPT		
COMMENT		
ET & ABAWD	Text for E&T and	Case member(s) notified of SNAP work and
SCRIPT	ABAWD script	ABAWD requirements.
COMMENT	comment	

ase Comments						
Selected Case No	Case Name		CIN	Primary Phone #	( ) · ·	1.
Suffix 1	Casehead Name		SSN	Secondary Phone #		
Residential Address Mailing Address			-			
		Email ID				
Staff Member			Outreach Outcome	~	0	Date Entered 6/06/24 11:13 AM
Comment Type Outreach Type		Comme Case i	ent nember(s) notified of /	ABAWD requirements.		
Staff Member		Case membe	Comment ar(s) notified of SNAP	work requirements.	Date 06/05/	Entered 24 11:37 AM
		and anytime applicant/pa the Worker	thereafter upon requ articipant indicated th addressed their quest	est. The at they had questions and <sup>^</sup> ions.	067057	24 01:57 PM
		Case membe	er(s) notified of ABAW	D requirements.	06/05/	24 02:09 PM

#### CA POS Release Notes CA POS Version 28.2 June 17, 2024

Update Non-Discrimination Script in the Tools menu.

In this release, when the worker reads the script for the case's Non-Discrimination Scripts (NDS), the system will now consistently enable the NDS option in the Tools menu. Upon selecting the NDS option in the Tools menu, the system will promptly display saved scripts accompanied by their corresponding comments.

The below screenshot displays the NDS opening from the Tools menu.

File Edit D	sets Window Help		
3 0 0	WMS WMS inquiry	A8-1	
ntrol Infor	Current Active Budget Ledger	AR-B AR-G	
resent Ad	Clearances TALX file RFI		Care Humber
ittis Inform	Reports ABAND Calendar CBO Recentification Scheduling Inquiry CBO 94/48 Periodic Report Scheduling Inquiry	Č	15 II% or Sonotion Found
AP File Dat	WHIS TAD	Alt+T	SNAP Status SI SNAP RAP   0
lest CA Res	LMS Unit Lookup Other Adult Authentication Prof./Enveronment Grant Outputs		ne Hardship Status In Site Determination Override Protection
di Lo	Print Universal Receipt Communication Preferences Prosted Forms End Call Documents Centremts	AR+C AR+D AR+M	NU VALSAN CLIMA NU VALSAN NU HD CA MASNAP AFIS/S M C SI NA SI
	image Indexing Otility Liaison Queue Utility Quarantee Status		Texture.
	Mess Caseboaderg On-Demand Interview MONIC / SNAP		
	Client Services		
	Non-Discrimination Statement		

#### **CA POS Release Notes** CA POS Version 28.2 June 17, 2024

The below screenshot shows the NDS comment for "YES".

Question		×
	The application you completed, application instructions, HRA's SNAP website and the 'And Justice for All' poster posted in HRA's waiting rooms all contain information on your nondiscrimination rights. Discrimination against you while applying for or receiving SNAP benefits is unlawful. If you feel you have been discriminated against, you have the right to file a complaint with the USDA, NYS Office of Temporary and Disability Assistance, or with HRA directly. The contact information and instructions filing a complaint are in your application packet and HRA's SNAP website. Do you have any questions regarding your nondiscrimination rights.	
	The Worker read the Statement of Nondiscrimination to the applicant/participant and informed them of their right to file a complaint, and how to do during the interview process and anytime thereafter upon request. The applicant/participant indicated that they had anytime and the Worker and their participant indicated that they had anytime and the Worker and their participant indicated that they had anytime and the Worker and their participant indicated that they had anytime and the Worker and their participant indicated that they had anytime and the Worker and their participant indicated that they had anytime and the Worker and the set of the	

The below screenshot shows the NDS comment for "NO".

Question		$\times$
	The application you completed, application instructions, HRA's SNAP website and the 'And Justice for All' poster posted in HRA's waiting rooms all contain information on your nondiscrimination rights. Discrimination against you while applying for or receiving SNAP benefits is unlawful. If you feel you have been discriminated against, you have the right to file a complaint with the USDA, NYS Office of Temporary and Disability Assistance, or with HRA directly. The contact information and instructions filing a complaint are in your application packet and HRA's SNAP website. Do you have any questions regarding your nondiscrimination rights. The Worker read the Statement of Nondiscrimination to the applicant/participant and informed them of their right to file a complaint, and how to do during the interview process and anytime thereafter upon request. The applicant/participant indicated that they did not have any questions.	
	ОК	

### 6. Changes to Poverty Level

The CA poverty level amount increased effective June 2024. POS tables are updated to reflect these changes.

Following are the new Poverty Level Amounts for each household size:

HH	New 100% Poverty Level
Size	Amount
1	1255
2	1703
3	2151
4	2600
5	3048
6	3496
7	3945
8	4393
9	4841
10	5290
11	5738
12	6186
13	6635
14	7083
15	7531
16	7980
17	8428
18	8876
19	9325
20	9773
21	10221

#### 7. Report Changes

The SCR (Selective Case Review) rule was updated in previous releases. With those changes, new *SCR Exception code* and *Supervisory Bypass codes* were added. However, the Management Console (MC) report was not reflecting these changes.

In this release, updates were made to the following two reports under the **SCR Worker- Only Activities** tab of the Management Console (MC) report.

- SCR Exception Summary Report
- SCR Summary Report

### **CA POS Release Notes**

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#### **SCR Exception Summary Report:**

SCR Exception summary report shows the count of cases that are selected for 100% supervisory review due to some exceptions. This report will now display the newly added exception criteria. The new exception codes are highlighted in yellow in the below screenshot.

	X = A D	1				0						
106 Apple	ations imaging P	CSUsage Wil	#10352 Wee	RESS GLASS Ageng	Timebores P	OS FFRs SI GE	out Game PO	Silvers POSP	Cs POSErrorLag	SOLETS SCILWO	rhor - Only Activities	SCR Disapproval
Processo Tactay Veolent Paul 11 Paul 11 Allocation B-Dancelly D40	ng Date Belandon Ing Date Mangel 1/22 be 05/22/24	Area Filter Carero V Unit/V/0 DRJ Votake	-	Actively Type Tex-Apple areas Here Apple areas ITES Historics ITES Historics Preconductors Case Frequency Dange Case Data Here frequency Lanced Case Main Frequency Samuel Case	Public A Assist Access Access Access Character Character Character	anisiaine Diaton Ng Mana Seal Had d	Display Data Data Datamap by C Datamap by C Datamap by C Display by C Display by C Display by C	andtaal Solan Solannaay Fillee				
			SCR Except	ion - Semmary Rep	art frum 4/1/2	023 16 5/02/209	M C					
Pctan Adureit er	Exception Type	Application	EFS	Recentionan	Reoper	Ear-Apply	Change Ceta Date	Hori Food Ensargency	Grant Tistel			
1.	APTS Exemption Indice	12					3		21			
-	Alleri Caret	-40			3		14	15	78			
	Buchop-Grant Case			4			1	1	10			
	Remote Nequest			3	1		23	50	88			
5	CBIC Case Presd SWT	11	7	.21	8		13	20	80			
	Child Support Expenses			1	1		1		7			
	E arread tracement	42	2	11			15	2	96			
6	Erns Selects						2					
	FHEPS/CAPEPS case				1.1				16			
0	Fair Hearing Cere			NG.			T	1.				
T	Gray Code 41							11	. 11			
2	Grant Code 44		7				1	3	21			
3	Grant Code A38			¥-;				3				
1 · · · ·												
4	Buerl Code A31			1		1			1			
5	HIH Size r S	1		2	1		1	7	6			
6	Lovely H	1		1			2	10	16			
y	One Shut Deat Cases	34					2	17	\$3			
6	FIELD referral			4				10	22			
	HPI Unwessford Date	21	4	19	5		19	17	81			
0	Unevered Income	14		21	2			1	52			
	Total	180	26	129	20	0	130	160	671			

#### **SCR Summary Report**

This report shows the summary of cases that are either directly transmitted by the worker or sent to the supervisor for approval. With the changes in the SCR rule, a new category called **Supervisory Bypass** has been added. These are the cases selected for 100% direct transmission by the worker. A new column has been added to this report to display the count of cases selected under this category for each day.

Processing C Total Total Post of the Post of West A Month * Specify France 1 (2012)	na magnig Po ale linectur n nge 2 10: 04/01/24 :	Area Filer Carter Wide Carter Wide Catoria Wide Catori	Autory Tr Autory Tr Hervic Hervic Caus R Caus R Nar Caus	ter Manton Application Internet Rodern Asperiet Case Date Of Everygenicy/ User	Public Accidence Public Accidence Accord Accord Report Classed	Constant Con	nan POS Units r nan in Cambor nan in Walan Semany C Campion Campany Filter	POSPCS POSErrer Log SDLEPS	SCH WARNE ONLY ACTIVITY	SCROS
		SCR Summary	Report from 10/	10.2023 to 4/1/20	124				1	
Flow National	Dela	Num-SCR Arthuter Work and	Exceptions	Supervisor Approved	WomerOnly	-Daparotation	Grand Total		2	
13	10/22/23		2				2			
14	10/23/23	2	4	1	1	1	10			
15	10/24/23	1	4	1	8		19			
16	10/25/23	3	2	2	2	2	11			
42	10/26/23	2	11				13			
18	10/27/23	3			7	2	13			
18	10/08/23					- 3				
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22	10/31/23			-			10			
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26	11.03/23		10	1			16			
10	111104743									
Pag	NO IN N		072472424 17 ZZ3	u					· · ·	

### 8. Updates to CA Timeliness Report

The **FS Timely** calculation in the CA Timeliness report has been updated for application cases that were simultaneously rejected for both CA and SNAP. Currently the **FS Timely** is calculated based on the processed date of the SNAP program. However, due to the SNAP 30-day rejection rule, the WMS will not process the SNAP rejection until the 30<sup>th</sup> day of the file date is over. This always causes the SNAP processed date to be untimely. To mitigate this issue, the **FS Timely** is now calculated based on the processed date of the CA program. This change will make the **FS Timely** as "Yes" for these types of cases, which previously was "No" (Please see the screenshot below that reflect the **FS Timely** before and after the changes.

Nawin Pred:																
Tifle Teall Window	All in an other house, the															
X - A	8-															
Citiwide PA Tracking Cit	netile FS Tracking   Other	Ade PA Taralansa	Cityette FS Tinselo	ett Chyvide F	S Paper Uta;	e Freidindic	No. 3319	ending 75 April	Citevale FD Rece	e Citwide	IS/ITE	CIENT	fo Urage	Beath	Innuel HEADpoint	Costal Cost Request Dow
Failbate Intention C Tetay Protocolar P	Garter Delaction C-48 B-Carrier Connect Add Ea Connect Add Ea	Watery OWAw OURWater OOKS It ConterVise	Applications Trans Fig. Statement There: Proceeses Cases: Botton (Sees: Sees: Botton (Sees: Botton (Se	mille Accientame et (SINGA: SIARP ng Grante (E. SIN et Blank for ACC) CL	SN in SHEIC) EAF and EAA Paper Cat @ Display D	Tee+Loon FA DA O.Z. O.Z. 8 30 8 30 8 30 8 30 84 80 Obs	Calendar Day One Start 9-35 - 23/07 Hours - 33/72 Hours day Calendaria	e Baterinan ( Edae								
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### 9. Forms Updates

FORMS	DESCRIPTION	STATUS
EXP-76R	For Your Records: Documents We Received from You.	Suppress <b>EXP-76R</b> notices for the Print to Mail (PTM) process for clients with an AHRA account, regardless of opt-in/opt-out option. The forms will be generated and committed once a week for recipients with all scanned and indexed documents from the previous week. The current PTM process will not change for people who do not have a linked AHRA account.

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FIA-1104	Notice of	> FIA revised the Fair Hearing ODTA link. The
	Determination	static link was updated:
	Regarding Your	http://www.otda.nv.gov/oah/forms.asp
	Request for a Utility	
	(Natural Gas, Utility	The <b>FIA-1104</b> form checkbox will be removed from
	Heat, Lights,	the Notice selection window and the form will be sent
	Electricity) Arrears	to PTM after a decision is made and transmitted to
	Payment	WMS.
W-137B	Action Taken on Your	The <b>W-137B</b> will be removed from the Notice
	Request for Emergency	Selection Window. The W-137B will be sent directly
	Assistance, Additional	to PTM after approval activity, when case is
	Allowances, or to Add	transmitted to WMS.
	a Person to the Cash	
	Assistance Case (For	
	Participants Only)	
W-137B,	Emergency Grants (for	The Grant decision forms (W-145HH, W-137B, FIA-
W-145HH,	Applicants Only)	<b>1104</b> ) are available for temporary preview when they
FIA-1104		are sent for PTM process from the Tool Menu for the
		Printed Form option.
		and the strength of the streng
		Ele [dt ]ools Window Help 〇〇 ジョン (1) 〇 2 2 3 3 11 11 11 11 11 11 11 11 11 11 11 11
		No Case Namo CiN
		Suffix 1 Casehead Name SSN S
		Activity Start Date End Date Employee Form Printed CIN Stamp
		CA Application Interview 4162024 652024 (Interview 4162024 652024 (Interview 4162024 652024 852 am
		CA Application Interview 4/16/2024 6/5/2024 (v/145hh)/v/145hh 1 6/5/2024 8:52 am
		CA Application Interview 4/16/2024 6/5/2024 (dss4013)dss4013 1 6/5/2024 8:52 am
		CA Application Interview 4/16/2024 6/5/2024 (fla1104/f/fla1104/f 1 6/4/2024 4/45 pm
		Preglew Re-Print Close
FIA-1250 /	FIA-1250	The FIA-1250 / FIA-1251 logic was updated to
FIA-1251	Important Information	identify the correct population of recipients for both
	About SNAP Work	forms. The recipient must be between 16 (Head of
	Rules (General,	Household) and 60 years old with ES codes: 16, 20,
	Mandatory E&T, and	27.
	ABAWD)	
	FIA-1251	
	Important Information	
	About SNAP Work	
	Rules (General and	
	Mandatory E&T)	

# CA POS Release Notes

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FIA-1204	Interview Required for	FIA requested to update the FIA-1204 templates in
	Your Cash Assistance	POS. The change was to remove the Due Date from
	Application!	the form.
FIA-1124	Important Information	FIA requested to update the FIA-1124 templates in
	About Your Case	POS.
	Notice of Missed Cash	
	Assistance	The change was to update reference for contact
	Appointment	information.