FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-166-SYS

POS VERSION CHANGE 8.2.1

Date: September 17, 2004	Subtopic(s): POS
🖳 This procedure can now be accessed on the FIAweb.	The Paperless Office System (POS) is updated on a regular basis to make the system more user-friendly and to reflect changes in city, state, and federal regulations. The purpose of this policy bulletin is to inform staff of the following changes that will be implemented in POS Version 8.2.1 on September 20, 2004: • Automatic Selection of all Matched Cases for Inquiry of Prior Expedited Food Stamps (EFS) Benefits • Removal of Duplicate Windows from Application Interview • Error Corrections • Forms Updates (includes revisions and obsoletions)
Automatic Selection of all Matched Cases for Inquiry of Prior EFS Benefits	Previously, POS required Workers to select from cases based on a Social Security number (SSN) match to perform the EFS Benefit inquiry. POS will now automatically select all cases based on a SSN match so that the EFS Benefit inquiry is carried out on all appropriate case numbers.
Removal of Duplicate Windows from Application Interview	The following windows will be removed from the **Application Interview Activity**: • The second instance of the **Eligibility Determination** window. • The **Enter Number of Submitted Documents for Scanning** window.
Error Corrections	Business rules run in POS to help the Worker correct his or her entries before the case is transmitted to WMS. The TAD business rules have been updated in this release to minimize the common WMS error listed below: • Individual Status conflicts with Suffix Status (**E0445**).

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

Forms Updates (includes revised and obsolete forms)	A new **Must See Worker Upon Return** checkbox has been added to the data entry windows for the **W-113K** (Documentation Requirements) and **W-113A** (Documentation Request) in the **Forms Data Entry** window. When the Worker places a checkmark in this field, the text "Must See Worker Upon Return" will print on the form informing the applicant/participant to see his/her Worker upon returning with the documents.
EXP-76R	When documents are scanned and indexed using the **Document Intake** activity, POS will automatically print the Documentation Receipt (**EXP-76R**) for the applicant/participant. POS will fill in the **EXP-76R**, listing the indexed documents that were submitted by the applicant/participant. Workers must scan and index the documents on the same day for the **EXP-76R** to be prefilled by POS.
	If the Worker cannot scan and index the documents on the same day, s/he will have to print a blank **EXP-76R** using the **Print a Form** activity in POS and manually indicate which documents were submitted.
	If POS is down, the Worker must print a blank **EXP-76R** via Print on Demand.
	Reminder: Applicants/participants must receive a date-stamped receipt whenever documents are submitted.
	The following forms will be revised in POS to match changes made to the paper forms:
Revised Forms	• **M-858ff,** Notice of Intent to Restrict Home Energy Allowance (Timely) • **W-145**, Notice of Intent to Restrict Shelter Allowance (Timely) • **W-145K**, Voluntary Rent/Utility Restriction Notice (Timely)
	The following form is obsolete and have been removed from POS:
Obsolete Forms	• **W-145M**, Notice of Voluntary Rent Restriction
	Effective September 20, 2004