



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #04-170-SYS

### NYCWAY UPDATES – NEW AND DEACTIVATED ACTION CODES AND ES CODE CHANGES

<b>Date:</b> September 23, 2004	<b>Subtopic(s):</b> NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Fair Hearing Codes</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users, and to update current policy. This policy bulletin is to inform staff of the following updates made to NYCWAY:</p> <ul style="list-style-type: none"> <li>• New Fair Hearing Action Codes</li> <li>• Deactivation of Fair Hearing Codes</li> <li>• New <b>FIA3A</b> Action Codes</li> <li>• Change to <b>434U</b> (FTR Job Interview) and New Action Code <b>452J</b> (Failed To Accept Bona Fide Job Offer)</li> <li>• Change In Use of Action Code <b>125X</b> (Deassigned From ESP Vendor)</li> <li>• Employment Status (<b>ES</b>) Code Change</li> </ul> <p>The following Fair Hearing (FH) codes have been developed as a result of Aid to Continue (ATC) and <u>Rivera</u> lawsuit modifications and are manually entered by Fair Hearing and Conference (FH&amp;C) staff:</p> <p><b>70JF</b> Request For FH Related Documents Made By Fax: Job Center</p> <p><b>70JM</b> Request For FH Related Documents Made By Mail: Job Center</p> <p><b>70JP</b> Request For FH Related Documents Made In Person: Job Center</p> <p><b>70JT</b> Request For FH Related Documents Made By Tel: Job Center</p> <p><b>70RF</b> Request For FH Related Documents Made By Fax: Centralized <u>Rivera</u> Office</p>

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*

For the action codes related to the Centralized Rivera Office, please refer to PB #03-191-OPE for details on Rivera requests. Rivera requests are identified by the Action Code **703R** and are included on the RIVER Worklist.

- 70RM** Request For FH Related Documents Made By Mail: Centralized Rivera Office
- 70RP** Request For FH Related Documents Made In Person: Centralized Rivera Office
- 70RT** Request For FH Related Documents Made By Telephone: Centralized Rivera Office
- 710B** FH ATC Review Assigned By Supervisor
- 710Q** FH ATC Review Completed By Worker – Sent To Supervisor
- 710S** Fair Hearing Requested – Manual ATC Posting

Deactivation of Fair Hearing Codes

The following FH codes have been deactivated because the Division of Fair Hearing no longer requires the codes:

- 710U** Fair Hearing Requested/Aid to Continue Unemployable
- 710Z** Converted As Fair Hearing/Aid Continuing
- 711C** FH Requested/CUNY/Get An Assignment
- 711S** FH Supplemental Issue/Contesting Employability A/C
- 711Z** Converted As Fair Hearing/Contesting Employability
- 712** Fair Hearing Requested/Supporting Services
- 713** F/H Supplemental Issue/Aid to Continue Employable
- 713U** F/H Supplemental Issue/Aid to Continue Unemployable
- 714** F/H Supplemental Issue/Non-Aid to Continue Employable
- 714U** F/H Supplemental Issue/Non-Aid to Continue Unemployable
- 720** Fair Hearing Withdrawn/Rescinded
- 720C** FH Withdrawn/Rescinded – Call-In Request
- 720R** FH Withdrawn/Rescinded – Reopen
- 720S** FH Withdrawn/Rescinded – Sanctioned
- 720T** FH Withdrawn/Rescinded – Issue TRE
- 720X** FH Withdrawn/No Further Action Needed
- 727C** FH Agency Withdrawal – Call-In Request
- 727D** FH Agency Withdrawal – Refer To SACC
- 727R** FH Agency Withdrawal – Reopen
- 727S** FH Agency Withdrawal – Sanctioned
- 727T** FH Agency Withdrawal – Issue TRE
- 727X** FH Agency Withdrawal – No Further Action Needed
- 730C** Fair Hearing Defaulted – Call-In Request
- 730S** Fair Hearing Defaulted – Sanctioned
- 730X** FH Defaulted – No Further Action/Settled In Conference

<b>735</b>	Prior Default Changed To Adjourn By NYSDSS: Reopen Case
<b>750</b>	FTC With Fair Hearings Support
<b>760</b>	Fair Hearing Adjourned
<b>770I</b>	Fair Hearing Decision Received – Agency Affirmed – Family
<b>780D</b>	Fair Hearing – Agency Reversed – Refer To SACC
<b>780I</b>	Fair Hearing – Agency Reversed – Refer To SSICC
<b>790C</b>	Fair Hearing Decision Entered Call In Request
<b>790H</b>	Fair Hearing Decision Entered Schedule HSS Appointment
<b>790R</b>	Fair Hearing Decision Entered Reopen
<b>790S</b>	Fair Hearing Decision Entered Sanctioned
<b>790T</b>	FH Issue TRE
<b>790X</b>	Fair Hearing Decision Entered No Further Action Needed
<b>799</b>	Fair Hearing Completion
<b>799C</b>	Fair Hearing Call In Request
<b>799D</b>	Fair Hearing SA Call In Request
<b>799I</b>	Fair Hearing SSI Call In Request

#### New **FIA3A** Action Codes

The Office of Revenue and Investigation (ORI) Division of Financial Review and Processing (DFRP) will rebudget cases based on computer match information via their Automated Listing of Eligibility Requirements Tracking System (ALERTS). ALERTS will pass a file to NYCWAY to initiate an **FIA3A**. As a result of this new interface, three new action codes have been developed to track this process:

- Action Code **16FF** (FIA3A Auto Rebudgeted From DFRP Match: Full Time) has been created to indicate that an **FIA3A** has been created and sent to WMS for auto-rebudgeting for full-time employment. The code will place the case on the EMPFT Worklist.
- Action Code **16FP** (FIA3A Auto Rebudgeted From DFRP Match: Part Time) has been created to indicate that an **FIA3A** has been created and sent to WMS for auto-rebudgeting for part-time employment. The code will place the case on the EMPPT Worklist.
- Action Code **16FE** (Budget Rejected: DFRP Rebudgeting Needed) has been created to post whenever WMS issues rejections for errors that occur during auto-rebudgeting of the DFRP file. This is a self-completing code that will also complete the **16FF** and **16FP** and will generate an error file/report that is sent back to DFRP. The Reject Reason and Code from WMS will be recorded in the NYCWAY **Comments** field.

Change to Action Code **434U** and New Action Code **452J**

The following codes have been developed/revised to distinguish between a participant's failure to show for a job interview and his/her failure to accept a bona fide job offer:

- Action Code **434U** previously included the description **FT Accept Bona Fide Job Offer** and **FTR Job Interview**. Now it only includes the description **FTR Job Interview**.
- Action Code **452J** was created to include the description **FT Accept Bona Fide Job Offer**.

Change In Use of Action Code **125X**

Previously all Workers were able to post a **125X** (Deassigned from ESP Vendor) to deassign the participant from ESP after s/he started an assignment. Now Action Code **125X** can only be posted by authorized Workers after a participant has started an assignment. The error message **Action Restricted to Authorized Personnel** will appear when an unauthorized Worker posts the code. Workers can continue to post the **125X** before the assignment start date.

Employment Status (**ES**) Code Change

Previously Workers were able to change the **ES** code in WMS by updating the information on the Turnaround Document (TAD). Now when NYCWAY receives an **ES** code change in WMS, NYCWAY will check the changed code against the list of codes below that cannot be changed. If the code is on the list, then NYCWAY will reject the code in WMS and update WMS data with NYCWAY data. No error message is generated. The list of codes is as follows:

- 16** Work Limited
- 36** Incapacitated
- 38** Needed in Home Care for Incapacitated Household Member
- 41** Temporary Illness – 3-Month Exemption
- 42** Temporary Incapacity – 6-Month Exemption
- 43** Incapacitated – SSI Application Filed
- 44** In Receipt of SSI and/or SSA Disability
- 45** Work Requirements Waived – Domestic Violence Situation
- 46** Work Requirements Waivable – Nonexempt
- 63** Substance Abuser – In Rehabilitation or Waiting for Rehabilitation – EXEMPT
- 64** Substance Abuser – In Rehabilitation or Waiting for Rehabilitation – NONEXEMPT
- 70** Contesting Employability Determination
- 73** OVESID Participant (Office of Vocational and Educational Services for Individual with Disabilities)

**Note:** In order to update an **ES** code, the change must be processed through NYCWAY.

*Effective Immediately*