# FAMILY INDEPENDENCE ADMINISTRATION
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## POLICY BULLETIN #04-221-SYS

### POS VERSION CHANGE 8.3.1

| Date:<br>December 30, 2004 | Subtopic(s):<br>POS |
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| 🖳 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, which were implemented in POS Version 8.3.1 on December 6, 2004:<br><br>• Same Day Issuance of Expedited Food Stamps (EFS) through POS<br>• EFS for **Brad H.** Cases<br>• Display Changes to **CIN Reuse** Window<br>• Changes to WMS Match<br>• Changes to **POS Enrollment** Table (Only for Enrollment Coordinators)<br>• Forms |
| Same Day Issuance of EFS through POS | Staff can now fully process the Same Day Issuance of EFS grants through POS. Upon approval of the required windows in the **Approve IN/EFS** activity, the Supervisor will transmit the grant and TAD directly from POS to WMS. The Worker does not need to print the FS Single Issuance Benefit Authorization (**LDSS-3574**) form.<br><br>The **LDSS-3574** should only be printed and submitted to Control for data entry for **Brad H.** cases. |
| EFS for **Brad H.** Cases<br><br>Refer to PD #04-04-ELI | For **Brad H.** cases, benefits cannot be issued for any period during which the individual was incarcerated. Until the POS **EFS Interview** can be reprogrammed, the Worker must take the following steps when a Brad H. applicant is eligible for EFS:<br><br>• Suspend the **EFS Interview** activity and remove it from the queue. |

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

- Start a **Non-Food Emergency Interview/Special Grant** activity from the **Action** tab.
- Use the screen **Picklist** to access the **Budget** window. Calculate and save a new budget.
- Use the screen **Picklist** to access the TAD.

  - Place the FS suffix in **SI** (Single Issue) status, select FS status reason **029** (No Longer Institutionalized and Meets Brad H. Requirements), enter the date the applicant reported to the Center in the FS **From Date** field, then select the saved budget in the **Budget No** field.

- Make all other required entries on the POS TAD. Run the business rules. Click **Next** to continue.
- Click on the **FS** radio button and prepare the EFS grant in the **Grants Data Entry** window. Benefits must be issued from the date the applicant reported to the Center.
- Use the screen **Picklist** to access the **Print Forms** window. Print the **LDSS-3574**, Notice of Action Taken on Your FS Application (**LDSS-3152**) and Expedited Service Worksheet (**W-140K**) forms.
- Complete the **LDSS-3152** and **W-140K** manually. Scan and index the completed notices in the electronic case record.
- Make a case comment and send the activity to the Supervisor for approval. Submit the completed **LDSS-3574**, **LDSS-3152** and **W-140K** to the Supervisor for approval.
- Resume the suspended Application and complete it as per current procedure.

The Supervisor must review the **Approve Non-Food Emergency** activity and the **LDSS-3574**, **LDSS-3152** and **W-140K** for completeness and accuracy. If the action was completed correctly, the Supervisor must transmit the TAD to WMS, submit the **LDSS-3574** to Control for data entry and send the **LDSS-3152** and the **W-140K** to the applicant.

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| Display Changes to **CIN Reuse** Window | **Display Changes** |

POS will display a separate **CIN Reuse** window for each line on the case. This will help ensure that the CIN selection process is completed for all lines on the case.

When there are clearance results for the line, POS will suggest a CIN match for reuse using an arrow. The following message will appear: The suggested CIN match is indicated by the arrow. You may highlight the suggested CIN match or choose another appropriate CIN from the clearance.

Refer to PB #04-202-SYS

For more details on the **CIN Reuse** window, refer to PB #04-202-SYS, and for more details on CIN selection, a policy directive on CIN Selection will be provided under separate cover.

Changes to WMS Match

The following changes were made on the **POS Budget Individual Income and Needs** window to match changes in WMS:

- The two fields that were added in POS release 8.3 – **REL** (Relationship) and **END** (End Date) – have now been enabled for budgets with an effective date of 12B04 or later and have cross edits to match those in WMS.
- Code **L** (PA and FS) was added to the **Income Program** drop-down menu. Edits were made to require that the value entered in the **LRR** field in the **Household Needs** window matches the number of lines on the case with Income Program Code **L**.
- Code **79** (SSI Individual Invisible to WMS) was added to the **Income Source** drop-down menu.
- Code **52** (Income from a Legally Responsible Relative) was disabled on the **Income Source** drop-down menu.

Changes to POS **Enrollment** Table Window (Only for Enrollment Coordinators)

The Enrollment Coordinators at Model Centers can now grant staff various levels of access to the Model Office Number Identification Queue (MONIQ) and the Front Door Reception Information system (FRED) via a new **Task** icon on the **POS Enrollment** Table. Enrollment Coordinators at non-Model Centers can grant staff access to Bottom-line Budgeting functionality via this new icon. When the Enrollment Coordinator clicks on the **Task** icon, the new **Personnel Tasks** pop-up window appears.
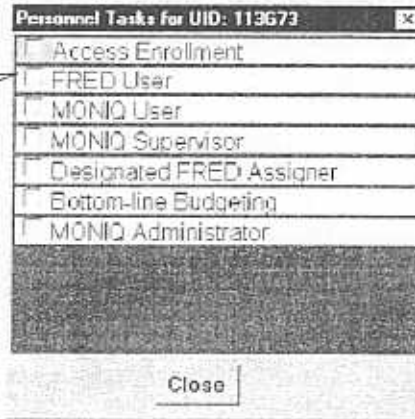
Enrollment Table window

Task icon

New **Personnel Tasks** pop-up window

The **Personnel Tasks** window allows the Supervisor to add or remove access for a Worker's user ID by placing or removing a check mark to the left of the task.

The Center must continue to send requests to designate a new Enrollment Coordinator to the POS Help Desk.

**Personnel Tasks** window

Check mark placed here

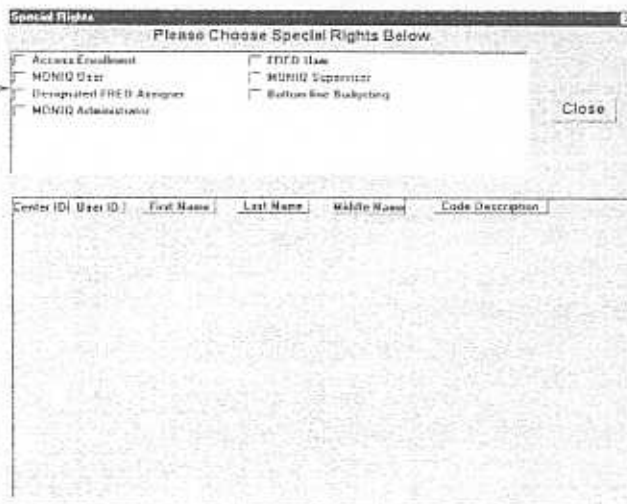| Personnel Tasks for UID: 113673 | |
|---|---|
| Access Enrollment | |
| FRED User | |
| MONIQ User | |
| MONIQ Supervisor | |
| Designated FRED Assigner | |
| Bottom-line Budgeting | |
| MONIQ Administrator | |

Close

New **Special Rights** window

The **Special Rights** window allows the Enrollment Coordinator to see which user IDs have special rights at the Center.

- To access the window, click on **File** in the **Enrollment Table** window and select **Special Rights** from the drop-down list.
- To view all Workers at the Center with a specific special right, place a check mark before the special right. A list of the staff with the special right will appear in the lower half of the window. To exit the window, click on the **Close** button.

**Special Rights** window

Check mark placed here

Special Rights

Please Choose Special Rights Below.

| Access Enrollment | FRED User |
| MONIQ User | MONIQ Supervisor |
| Designated FRED Assigner | Bottom-line Budgeting |
| MONIQ Administrator | |

Close

| Center ID | User ID | First Name | Last Name | Middle Name | Code Description |
|---|---|---|---|---|---|

Forms

The following form was revised to match changes made to the paper form:

- **W-145K** – Notice of Voluntary Restriction of Food and Other Grant and/or Energy Allowance (Timely)

The following form is obsolete and will be removed from POS:

- **W-145RR** – Notice of Issuance of Advance to Prevent Eviction and Intent to Restrict Shelter Allowance

*Effective Immediately*

**Related Item:**

PB #04-202-SYS