



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-222-SYS

NYCWAY UPDATES – ACTION CODE CHANGES

Date: December 30, 2004	Subtopic(s): NYCWAY
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Deactivated Action Codes</p> <p>Action Code 917A Change</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"> • Deactivated Action Codes • Action Code 917A Change • Individualized Scheduling Process • FTR Autopost Change • Autoposting of FTC Action Codes for SAP Appointments • NYCWAY Help Line Change <p>Action code 905G (Applicant SSI Pending/Appealing) has been deactivated in NYCWAY. These applicants are now required to go to Health Services System before an exemption can be posted.</p> <p>The following three action codes have been deactivated because the Treasury Offset Program (TOP) no longer exists:</p> <ul style="list-style-type: none"> • 147S (TOP Appointment Made for Client) • 147T (TOP Action Taken on Client) • 147X (TOP Appointment Cancelled) <p>The date range for making a 917A (Applicant Referral to SAJP Vendor) appointment has been reduced from 10 business days to five business days from the actual posting date. For example, if the Worker posts a 917A on a case on 12/16/04, the system will show available slots for five days out (previously the system showed slots 10 days out.)</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*

Individualized
Scheduling Process

Effective immediately, action Code **105U** (Referred for Employment Appt – Unemployable) has been added to the Individualized Scheduling process. This gives staff the option of either automatically mailing out via batch process the notice triggered by the above action code or making an online appointment and printing the notice to give to the participant. Refer to PB #03-67-SYS for more detailed instructions on the Individualized Scheduling process.

FTR Autopost
Change

Currently, NYCWAY posts a Failure to Report (FTR) code seven calendar days after the expiration of the Future Action Date (FAD) on any of the codes listed below. Effective with this release, the FTR code will autopost four calendar days after the FAD expires. For example, the participant received a Summer Child Care Return Appointment (**10CC**) with a FAD of 12/15/04. If the participant fails to keep this appointment, NYCWAY will autopost a corresponding FTR code on 12/19/04 (previously NYCWAY would have posted the code on 12/22/04).

Action Code	Description
10CC	Summer Child Care Return Appointment
10FH	Referral From FH&C for Employability Assessment
10FM	FTR Manual Return Appointment
10HS	PRIDE/HSS Special Project Appointment
10HS	PRIDE/HSS Special Project Appointment
10SA	Online Letter Appointment to PRIDE
10SA	Online Letter Appointment to PRIDE
10SN	Sanction Appointment
10SR	Sanctioned Call in Employment Return Appointment
106C	POISED Rescheduled Appointment
106R	POISED Return Appointment
108A	Call-in Letter – Incomplete Information
108B	Call-in Letter – Incomplete Information
109A	Call-in Letter – Employed <20HR/WK
109B	Call-in Letter – Incomplete Info/Rebudget Necessary
109C	Call-in Letter – Recent Employment History
109D	Call-in Letter – FTR/FTC HSS
109G	Call-in Letter – Mandatory Appointment
109H	Call-in Letter – Job Search Appointment
109I	Call-in Letter – Child Care (School Age, 5-12)
109J	Call-in Letter – Temp. Unemployable Notice
109K	Call-in Letter – Eligibility Determination Appointment
109U	Call-in Letter – Non-Payee Special Call in
109V	Call-in Letter – Substance Abuser
109Y	Manual Return with Documentation – Unemployable
110	Call-in Letter – Return Documentation (HR)

- 110A Call in for employment interview
- 110F Call-in Letter – Home Relief Family Case (PAYEE)
- 110J Call-in Letter – Home Relief Pre-investigation Grant Employable
- 110Y Call-in Letter – Home Relief Pre-investigation Grant Unemployable Payee
- 110Z Call-in Letter Bureau Eligibility Verification/Office Revenue Investigation ES Code Change to 20
- 161A Call-in: Part-Time Employment, Home Relief
- 161F Call-in: Part-Time Employed, Home Relief Pre-investigation Grant
- 205R RTC Referral for CASAC Assessment
- 214J Special Program Call-in Letter Appointment

Autoposting of FTC Action Codes for SAP appointments

The following codes are initial/return appointments given by the Out Stationed Worker (OSW) at the Skills Assessment Program (SAP) or the SAP Vendor. The associated Failure to Comply (FTC) codes used to be posted manually by the OSW. Effective with this release, the corresponding FTC code will autopost four days after the FAD expires on the initial/return appointment, when there is no evidence in the system that the applicant/participant kept the appointment.

	<u>OSW/SAP Codes</u>	<u>Description</u>	<u>FTC Codes</u>	<u>Description</u>
Participant codes	153O	SAC Vendor Referral to OSW	436U (FA cases) 436V (SN cases)	FTC Undercare at SAJP (FA only) FTC Undercare at SAJP (SN only)
	153P	OSW Referral to SAP Vendor	436U (FA cases) 436V (SN cases)	
	153R	Return Appointment Scheduled at SAP	436U (FA cases) 436V (SN cases)	
Applicant codes	917O	SAP Vendor Referral to OSW	436B	FTC Applicant at SAP
	917P	OSW Referral to SAP Vendor	436B	
	917R	Return Appt. Scheduled to OSW at SAP	436B	

NYCWAY Help Line
Change

The NYCWAY Help Line will no longer maintain appointment slots. The Help Line staff will still be available for assistance with problems pertaining to slot table maintenance.

Effective Immediately