



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-42-SYS

PAPERLESS OFFICE SYSTEM (POS) VERSION 8.1

<p>Date: March 10, 2004</p>	<p>Subtopic(s): POS</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Elimination of FS Installation Codes</p>	<p>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 will be implemented as POS Version 8.1 on March 22, 2004:</p> <ul style="list-style-type: none"> • Elimination of FS Installation Codes • Food Assistance Program (FAP) Indicator Added • Change to Employability Plan Pop-Up Reminder • Update of the Case Transfer Activity • NYCHA Data Update • New CIN Re-Use Window Rules • Codes added to the POS TAD • EFS Lookup Update • Forms Updates (including revisions, additions and removals) • Error Corrections and Bug Fixes <p>A recent FS policy clarification has determined that the fees charged by a utility provider for telephone installation costs are to be included as part of the FS Standard Utility Allowance (SUA). As a result of this policy clarification, Additional Needs Type codes 15 (One Time Expense for FS Phone/Utility Installation) and 16 (One Time Expense Prorated Over the Balance of the Certification Period) will be removed from the "Installation" drop-down on the Household Suffix Financial Needs window in the POS Budget.</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*

Food Assistance
Program (FAP)
Indicator Added

Certain qualified aliens may be eligible for FS under the Food Assistance Program (FAP) bill passed by the New York State (NYS) Legislature. To be eligible for FAP, the applicant/participant must be a victim of domestic violence or 60 years of age or older, but born after 8/22/31. In addition, individuals must also meet all of the following requirements:

- Be a qualified alien ineligible for federal FS solely because of alien rules (Alien Citizenship Indicators [ACI] **K**, **B**, or **G** who do not meet federal alien criteria – for example, an alien who has lived in the U.S. for 10 years but only gained qualified status last year).
- Be a resident of the United States as of 8/22/96.
- Not have been absent from the U.S. more than 90 days in the 12 months preceding FS application date; and
- Have applied for U.S. citizenship within 30 days of FS application or, if not then eligible for citizenship at that time, within 30 days of becoming eligible to apply for citizenship.

Note: Individuals born before 8/22/31 are eligible for federally funded Food Stamp (FS) Benefits.

A new “**FAP**” indicator field will be added to **NQIN2A** (Individual Inquiry) and **NQCPO3** (Pending Individual Data) WMS Inquiry screens. The field will have a value of “**F**” for individuals eligible for FAP. The POS Alien flow will be adjusted in accordance with this policy change.

Change to
Employability Plan
Pop-Up Reminder

Upon completion of the Expedited Food Stamp (EFS) interview, a pop-up message appears reminding Workers to complete the Employability Plan in NYCWAY. The plan was formerly called the “EAEP.” It is now called the “Employability Plan.” The message has been revised to read: “You should now do the EP-Employability Plan. POS will minimize itself so you can double-click the NYCWAY icon and complete the EP-Employability Plan.”

Update of the **Case
Transfer** Activity

For more detailed
instructions refer to PB
#04-14-SYS

This update, originally scheduled for release in version 7.3.1, is being released in version 8.1. The **Case Transfer** activity will be updated to allow an entry for caseload. Situations exist where a case may need to be transferred to a different unit within the same Center. The “Mailing Address and Center Information” window will now include a listing of all Centers, including the current Center, and will provide the user with an editable **New Caseload** field. The default value in the field will be **00000**. The caseload must be five characters long.

NYCHA Data Update

The POS Subsidized Housing Collateral Data clearance provides information on applicants and participants residing in subsidized housing. This clearance will provide the latest available information received from the New York City Housing Authority (NYCHA). The Worker may access this clearance by clicking on the "Subsidized Housing Collateral Data" icon on the toolbar



shown here.

New CIN Re-Use Window Rules

If the Worker attempts to exit the CIN Re-Use window without matching the line with a CIN from the Clearance Report, POS will display a warning if a line has one or more possible CIN matches with a score of 70 or above from Internal Clearance. The warning will indicate "Line X still has not been assigned a CIN from the Clearance Report. The Worker must scroll to line X in the top window and match it with a Clearance CIN in the lower window." (The X represents the line number that has not been assigned a CIN from the Clearance Report).

Codes Added to the POS TAD

The following closing/denial codes have been added to the POS TAD:

- Closing Code **E38** – Excess Income, Lump Sum (FS Separate Determination)
- Rejection Code **201** – Excess Income, Lump Sum (FS Separate Determination)
- Rejection Code **205** – Excess Income, Lump Sum (FS Separate Determination)

EFS Lookup Update

For more detailed instructions refer to PB #04-14-SYS

The **EFS in the Past** inquiry has been updated to check for past Expedited Food Stamps Interview (EFS) issuances with grant codes **54** – Expedited Service – Not Verified for PA/FS cases, or **55** – Expedited Service – Not Verified for NPA/FS Cases, instead of code **53** – Expedited Service – Routed to Client’s Home on the EBT.

Forms Updates

Refer to PB #04-40-OPE (Not to be used until 3/29/04)

The Action Taken on Your Application: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (**M-3**) has been replaced by the Action Taken on Your Application: Public Assistance, Food Stamps Benefits and Medical Assistance Coverage: Parts A and B (**LDSS-4013 NYC**). **Part A** explains the action(s) taken on the Public Assistance and Medical Assistance application. **Part B** explains the action(s) taken on the Food Stamp application and will contain Fair Hearing information. The new forms are available in POS, but the information on the forms is not pre-filled so the Worker will have to print the appropriate form and complete it manually.

Additions

Refer to PB #04-10-OPE

The following form will be added to POS:

- **EXP-76R** – Documentation Receipt

Removals

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

Refer to PB #04-40-OPE

- **M-3e** – Participant’s Acknowledgment of Change in Benefits: Public Assistance, Food Stamps, Medical Assistance and Services. This form will be replaced by the Notice of Intent to Change Benefits: Public Assistance, Food Stamp Benefits, Medical Assistance Coverage, Services: Parts A and B (**LDSS-4016 NYC**) which is currently not available in POS.

Revised forms

The following forms will be revised to match changes made to the paper form:

- **LDSS-4573** – Food Stamps – Request for Contact/Missed Interview
- **W-897P** – Notification of Rent Payment Responsibility
- **W-908CC** – Notice of Rescheduled Appointment for Recertification Interview
- **W-908CC(S)** – Notice of Rescheduled Appointment for Recertification Interview (Spanish)

Error Corrections and Bug Fixes

Business rules run in POS to help the Worker correct his or her entries before the case is transmitted to WMS. The business rules have been updated to minimize the common WMS errors listed below:

- Effective date not within authorization period (E0447) – If the Worker enters an effective date for PA or FS on an individual’s line that is prior to the PA or FS suffix **From Date** when rejecting the case, POS will display either of the following error messages for PA or FS.
 - “PA Effective date not within Auth Period.”
 - “FS Effective date not within Auth Period.”
- Invalid individual record entered (E0611) – New business rule will run to prevent the transmission of the POS TAD from the **Approval Elements** window when a case is in **AP** status for all programs and there is no change in status for the case.
- Case reason code and case status conflict (E1052) – POS was sending up a suffix status reason for MA when no changes were made to MA, resulting in the **E1052** error. This bug was fixed and was released to POS in January 2004.

- Authorization period expired, need CED (E1734) – The existing business rule that helps prevent this error has been updated so it will not run during the Re-Open a Case activity.
- Incompatible relationship, incompatible status (E1798) – This error usually occurs when the status of a line changes and its relationship code is not also updated.

Example: A Worker closes or rejects the casehead for PA on a case that will remain active, but fails to change the relationship code. The following error message will then appear: “Relationship should be ‘Payee’ for this individual.”

When the payee's line is activated for PA, but the Worker does not update the relationship code, the following error message will appear: “Relationship should be ‘Casehead’ for this individual.”

Effective March 22, 2004

References:

03 INF 41
GIS 04 TA/DC001
12 NYCRR 1300.6(b); 1300.7(b)