



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-28-SYS

(This Policy Bulletin Replaces PB #04-213-SYS)

VIEWING SANCTIONS IN WMS

Date: February 17, 2005	Subtopic(s): WMS
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Revised</p>	<p>Revisions to Original Policy Bulletin:</p> <p>This policy bulletin is being revised to correct the descriptions of the Public Assistance sanction codes WE2 and WE3.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff that the Public Assistance sanction infraction history has been loaded into the Welfare Management System (WMS) and can be viewed on the Client Infraction History screen (NQIN22). As a result of this load, more than one instance of the same infraction record might appear in WMS.</p> <p>WMS created multiple infraction records when one of the following infraction codes was found and no initial infraction history appeared in the system:</p> <ul style="list-style-type: none"> • WE2 (Failure to Comply With Employment Requirements 2nd Occurrence – 90 days) • WE3 (Failure to Comply With Employment Requirements 3rd Occurrence – 180 days) <p>For example, if during the data load only a WE2 infraction was found, WMS created an additional WE2 infraction record to reflect that this was the participant's second employment infraction. This will allow for the system to generate the appropriate sanction period should another infraction occur.</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*

Processing a Manual Individual Line Sanction

When an employment infraction occurs, the Worker must:

- Review the **NQIN22** screen and count each record as an infraction.
- Enter **WE1** (Failure to Comply With Employment Requirements 1st Occurrence) on the Turn Around Document (TAD).
- Enter the appropriate infraction code in the Client Notice System (CNS) (**WE1**, **WE2** or **WE3**, depending on the number of infraction records on the **NQIN22** screen). For example, if the **NQIN22** screen shows two **WE2** infractions, enter **WE1** on the TAD and **WE3** on the CNS Notice.

Effective Immediately