



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #05-57-SYS

POS VERSION CHANGE 9.1

<p>Date: March 25, 2005</p>	<p>Subtopic(s): POS</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Changes to Match WMS 2005.1</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 Job Center staff of the following changes, which were implemented in POS Version 9.1 on March 21, 2005:</p> <ul style="list-style-type: none"> • Changes to Match WMS 2005.1 • Changes to LDSS-4013B • New BEV Tab in POS Document Browser and HRA Image Viewer • New BEV Denial Recommendation Code • Updates to Alien Document List Window • New Edits to Case Number Re-Use Window • Change to REL Field on Individual Income and Needs Window • W-113K Return Appointments Added to FRED • Error Correction • Forms Changes <p>New Medical Assistance (MA) Buy-In Indicator Field</p> <p>A Buy-In Indicator field has been added to the POS tab on the POS TAD window. This field is for MA only; therefore an entry in this field is not required by Job Center staff.</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*

New PA Closing Codes

Eligibility Mailer

Two new Public Assistance (PA) closing codes have been added to the POS Turnaround Document (TAD) for failure to complete the Temporary Assistance (TA) (6-Month) mail-in recertification.

- **G36:** Failure to Complete TA 6 month Mail-In Recert (FS Sep Det)
- **G37:** Failure to Complete TA 6 month Mail-In Recert

Note: Do not use these codes until the Eligibility Mailer procedure has been published. This procedure will provide detailed instructions on the Eligibility Mailer process.

Voluntary Quit

PA Closing Code **E41** (Voluntary Quit/Reduced Earnings Recipient) has been removed. The following codes, which are currently used to sanction an individual on a multiperson case and to close a case for FS, will now be available on the POS TAD for closing PA cases with a household size equal to one:

- **N41:** Voluntary Quit or Reduced Earnings for Recipient, 1st Occurrence
- **N42:** Voluntary Quit or Reduced Earnings for Recipient, 2nd Occurrence
- **N43:** Voluntary Quit or Reduced Earnings for Recipient, 3rd Occurrence

Additional Needs Type 42

Additional Needs Type code **42** (Shelter Allowance Supplement) has been added to the **Response to Question** window for the question “Has Additional Expenses? Specify” from the **Other Expenses** window to accommodate the change in the WMS budget. This code is only for Housing Stability Program (HSP) participants and should only be used by HSP staff at the Riverview Job Center, the Office of Central Processing (OCP) or the Landlord Ombudsman Service Unit (LOSU). A policy directive on the use of this code will be provided under separate cover.

New Shelter Type Code 40

The new Shelter Type Code **40** (Section 8 Voucher - 30% Limit) has been added to the **Shelter (Housing) Expenses** window, in accordance with changes in WMS 2005.1. This Shelter Type is only for applicants/participants that participate in the New York City Housing Authority (NYCHA) Housing Choice Voucher (HCV) Section 8 program. See PD #05-10-SYS for details.

Changes to **LDSS-4013B**

The **Pended** field has been changed to **Other** on the Action Taken on Your Application: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage: Part B (**LDSS-4013B**).

New BEV Tab in POS Document Browser and HRA Image Viewer

A new tab, labeled Bureau of Eligibility Verification (**BEV**), has been added to the **POS Document Browser** and the **HRA Image Viewer**. Documents scanned and indexed by BEV in support of the BEV denial or reduction recommendation will appear in the new tab and will be labeled:

- (BEV Identity) Photo I.D.
- (BEV Identity) Driver's License
- (BEV Identity) U.S. Passport
- (BEV Identity) Naturalization Certificate
- (BEV Identity) Hospital/Doctor's Records
- (BEV Identity) Adoption Papers/Records
- (BEV Identity) Birth Certificate/Baptismal Records
- (BEV Identity) Social Security Card/DSS-400
- (BEV Identity) Death Certificate
- (BEV Identity) Official Correspondence from SSA
- (BEV Identity) VA or Military Records
- (BEV Identity) Other
- (BEV Marital Status) Marriage/Death Certificates
- (BEV Marital Status) Separation Agreement
- (BEV Marital Status) Divorce Decree
- (BEV Marital Status) Court Records
- (BEV Residence) School Records
- (BEV Residence) Current Rent Receipt or Lease
- (BEV Residence) Statement from Landlord
- (BEV Residence) Driver's Registration
- (BEV Residence) Hospital Records
- (BEV Residence) Mortgage Records/Bank Statement
- (BEV Employment) Pay Stubs
- (BEV Employment) Tax Returns (submitted by client)
- (BEV Employment) Pay Envelopes
- (BEV Employment) Current Wage Stubs
- (BEV Employment) Unemployment (UIB)
- (BEV Employment) Contact with Employer

- (BEV Employment) Business Records
- (BEV Resources) Current bank/credit union records
- (BEV Resources) Stock/Bond certificate
- (BEV Resources) Statement from financial institution
- (BEV Resources) Insurance policy
- (BEV Resources) Burial plot deed
- (BEV Resources) Statement from funeral director
- (BEV Resources) Deed
- (BEV Resources) Tax Refund or EITC check
- BEV Investigator Notes

New BEV Denial Recommendation Code

POS retrieves BEV recommendations daily from MAPPER. The following new BEV Denial Recommendation code has been added to the POS table, **353** (Concealed income). This code is displayed in the **POS BEV** window. Staff must go to the BEV tab in the POS Document Browser or HRA Image Viewer to view documents that support this recommendation prior to taking an action on a case.

Updates to Alien Determination Windows

The **Document Requested** and **Available for Scanning** checkboxes have been added next to each document on the **Alien Document List** window within the **Alien FS Eligibility Determination** section.

- When the applicant/participant returns with documentation to verify his/her alien status, the Worker must place a check mark in the **Document Requested** checkbox next to the expected document to indicate that the applicant/participant must return with proof of alien status. The eligibility factor will be placed on the **W-113K**.
- If the applicant/participant submits verification of alien status on the day of the interview, place a check mark in the **Available for Indexing** checkbox. The Worker must scan and index the documents upon completion of the interview.

New Edits to **Case Number Reuse** Window

New edits in the **Case Number Reuse** window will prevent the Worker from linking PA application cases to active PA cases, FS-only cases or MA-only cases. Cases that are not selectable will be grayed out. This will help prevent WMS error **E0275** (Reuse Case Number is Active/Applying).

Change to **REL** Field on the **Individual Income and Needs** Window

POS will prefill the **REL** (Relationship) field on the **Individual Income and Needs** window in accordance with the budgeting rules for PA mixed households with a family member in receipt of Supplemental Security Income (SSI). For more details about the budgeting rules, please refer to PD #04-37-ELI.

W-113K Return
Appointments Added
to FRED

An appointment will be added to the Front Door Reception Information System (FRED) for a case when Workers at Model Centers place a check mark in the **Must see worker upon return** checkbox on the **W-113K Data Entry** window and print the Document Requirements (**W-113K**) form. The appointment will appear with the Worker's name, and the **W-113K** due date will be used as the appointment date.

When Workers at Model Centers print a **W-113K** without checking off **Must see worker upon return**, an appointment will be created for the case in FRED, but the applicant will be routed to the Customer Service and Information Center (CSIC).

Error Correction

The TAD business rules have been updated to minimize the common WMS errors listed below:

- **E0445**, Individual Status Conflicts with Suffix Status
- **E0447**, Effective Date not within Auth Period
- **E1798**, Incompatible Relationship, Individual Status
- **E1802**, BCS Indicator not Valid for Age

The following changes have also been made to help reduce errors:

- The MA and Individual Categorical Code Business Rules have been updated in this release to help prevent transmission errors.
- A flaw in the calculation of the FS prorated amount has been fixed for those situations where the application date falls on the 31st day of the month.

Form Changes

The following forms were revised March 21, 2005, to match changes to the paper forms:

- **LDSS-3152**, Action Taken on Your Food Stamp Application
- **M-3mm**, Notification of Application Withdrawal
- **M-687m**, Safety Net Assistance (SNA) Application Supplement
- **W-25H**, Alien History Sheet
- **W-145**, Notice of Intent to Restrict Shelter Allowance (Timely)
- **W-145TT**, Determination of Eligibility for Emergency Assistance to Families (EAF)
- **W-147G**, Repayment Worksheet
- **W-147H**, Repayment Agreement
- **W-147X**, Utility Arrears Payment Agreement
- **W-607A**, Request for Identification Card/Temporary Medicaid Authorization/Update Existing CBIC

The following forms will be revised by April 4, 2005, to match changes to the paper forms:

- **M-3g**, Notice to Report to Center
- **M-40k**, Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits
- **M-858c**, Notice of Intent to Restrict Home Energy Allowance
- **M-858x**, Notice of Intent to Recoup Utility Grant (Timely)
- **W-102**, Notice to Participant of New Worker
- **W-145HH**, Notice of Decision on Assistance to Meet an Immediate Need
- **W-519**, Finger Imaging Referral

Effective Immediately

Related Items:

PD #04-37-ELI	Budgeting Rules for PA Mixed Households When the Family Includes an SSI Member
PD #05-10-SYS	New Shelter Type Code for NYC Housing Authority (NYCHA) Section 8 Housing
PD #05-11-SYS	WMS Software Version 5.1