



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-121-SYS

NEW WMS IDENTIFYING FIELD FOR NCA FS APPLICATIONS AND RECERTIFICATIONS

Date: September 23, 2008	Subtopic(s): Welfare Management System (WMS)
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Non Cash Assistance Food Stamp (NCA FS) Center staff of the addition of a new field to the WMS/NYC Authorization Document, commonly referred to as the Turn-Around Document (TAD) form LDSS-3517. The new field has been added to identify the method in which a Food Stamp (FS) application or recertification interview was held.</p> <p>The new field on the TAD is designated as Element 060 and is labeled FSINTW (Food Stamp Interview). The FSINTW field is located in section 05 of the TAD.</p> <p>Effective October 20, 2008, with the release of WMS software version 2008.3, an entry in the FSINTW field will be required for all NCA FS eligibility openings and denials and for recertifications and recertification closings when an entry has been made in the Continuing Eligibility Document (CED) field on the TAD.</p> <p>The entries that will be allowed in the FSINTW field are as follows:</p> <ul style="list-style-type: none"> • F – Face to Face • P – Phone • H – Home Visit • N – None <p>For recertifications on active cases and eligibility transactions that result in a change from Applying (AP) to either Single Issue (SI) or Active (AC) status, only entries of F, P, or H are allowed. For recertification closings and eligibility transactions that result in a change from AP to Reject (RJ) status, entries of F, P, H, or N are allowed.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

An existing entry in the **FSINTW** field cannot be removed. However, it may be replaced with another entry.

The **FSINTW** field will be added to the following WMS screens:

- Case Composition Suffix/Individual Summary (**NQCS01**)
- Case Composition Suffix Summary (**NQCS02**)
- Current Case Composition – Historical Suffix Info (**NQCS3A**)
- Case Composition Individual Summary (**NQC3SB**)
- Pending Case Level Data (**NQCP01**)

WMS will automatically generate a code “**F**” in the **FSINTW** field when a Separate Determination/Transitional Benefit case is generated.

The Paperless Office System (POS) will pre-fill the **FSINTW** field on the POS TAD when appropriate.

Effective October 20, 2008

Reference:

SPP #2008-00121