FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-43-SYS

FS POS RELEASE NOTES VERSION 2.1.1

Date: April 30, 2008	Subtopic(s): FS POS
🖥 This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that the latest version of the Food Stamp Paperless Office System (FS POS) migrated to production on April 28, 2008. Descriptions of the changes can be found in FS POS Release Notes Version 2.1.1 (**Attachment A**).
	These release notes can also be found on the FIAweb at:
	http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79
	Effective Immediately
	Attachment:
🖥 Please use Print on Demand to obtain copies of forms.	**Attachment A** FS POS Release Notes Version 2.1.1

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*

Distribution: X

FS POS Release Notes
Version 2.1.1, April 28, 2008

These Release Notes contain descriptions of changes in the Food Stamp Paperless Office System (FS POS) Release 2.1.1, scheduled for April 28, 2008. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at:

http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. New Activity: Make a Case Comment

A new activity named "Make a Case Comment" will allow Workers, Supervisors and Managers at NCA centers to make a case comment on a case without opening a change action. This new activity will include the following windows:

- Household Screen
- Case Comments

Case Comments window

2. Change to Flow of Alien Type windows

Window flow
The flow of the alien type windows will be changed to match the alien desk guide. The new order of windows in the Alien Type Determination is:

- Initial Summary
- North American Indian Born in Canada
- Hmong or Highland Laotian
- Victims of Trafficking and Violence (moved to appear earlier)
- Cuban/Haitian Entrants
- Refugee or Amerasian Immigrants
- Asylee
- Deportation or Removal Withheld
- Conditional Entrant
- Legal Permanent Resident
- Parolee for at Least One Year
- Battered (Abused) Spouse and/or…
- Battered Documentation Window
- Evidence of Battery or Abuse window
- Parolee for less than One Year
- PRUCOL (PA)
- PRUCOL (MA)
- Undocumented immigrant or non-immigrant
- Additional Information

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Change for Victims of Trafficking and Violence
The alien number field in the **Additional Information** window will have a default value of "A000999999" for non-immigrants with an alien type of "Victim of Trafficking and Violence." The Worker will be able to enter the actual alien number if the non-immigrant has received an alien number from the United States Citizenship and Immigration Service (USCIS).

3. Update to Household Screen

The Household Screen window will be updated to add a new field:

▪ A new field (Working Families) will indicate whether the household qualifies for the Working Families Food Stamp Initiative (WFFSI).

Household Screen

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4. Update to Total Resources window

The Total Resources window will be updated to add two new fields and to change the label of an existing field:

- A new checkbox (No FS IPV or Sanction Found) will be added to the window to match the FS categorical eligibility changes made in the **Household Screen** and **Individual Detail** windows in FS POS version 2.1.
- A new field (Working Families) will indicate whether the household qualifies for the Working Families Food Stamp Initiative (WFFSI).
- The **Total Available and Countable Resources** field will be renamed **Total Available and Countable Resources (FS).**

For additional information on resource policy, please see Policy Directive # 08-01-ELI (Food Stamp Resource Policy).

5. Updates to Application Interview Log

The following changes will be made in the **Application Interview Log**:

- The **Due Date** and **Scheduled For** columns in the FS POS worker's queue will be updated when the case is assigned using the **Assign** window in the **Application Interview Log.**
- Cases will be removed from the **Failed to Keep Application Interview** when the Supervisor transmits the N10 (Failed to Keep Initial Interview) rejection transaction to WMS from the **Approve FTK FS Application Interview** activity.

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6. Update to Recertification Interview Log

The following changes will be made in the **Recertification Interview Log**:

- The **Due Date** and **Scheduled For** columns in the FS POS worker's queue will be updated when the case is assigned using the **Assign** window in the **Recertification Interview Log.**
- The LDSS-4826 Received window will be updated to add four new fields:
    - Mail Returned or Undelivered?
    - Date of Returned or Undelivered Mail
    - Signed LDSS-4826 Received
    - Envelope Post-Mark Date

Revised LDSS-4826 Received window

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7. New Completion Edit in Approve EFS Issuance activity

A new completion edit in the Approve EFS Issuance and EC – Approve EFS Issuance activities will require the Supervisor to print the M-40K (Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits) for cases ineligible for expedited FS benefits.

8. Change to Finger Imaging – AFIS window

The W-519 (Finger Imaging Notice) will become an eForm. To accommodate this change, the **Finger Imaging – AFIS** window will be updated:

- The signature box will be removed from the window.
- When the form is printed, an eForm signature window will appear for each individual that must the W-519 form.

To capture the signature, the Worker must:

- Retrieve the form from the printer and place it on the signature pad;
- Click on the **Sign** button to open the **Signature Capture** window;
- Ask the applicant to sign using the electronic pen;
- Click on the **Accept** button to save the signature;
  - o Click **Erase** to try again if the signature is not legible.
- Click the **Next** button to save the E-Form and open the next E-Form signature window or to return to the Finger Imaging – AFIS window once all required signatures are electronically captured.
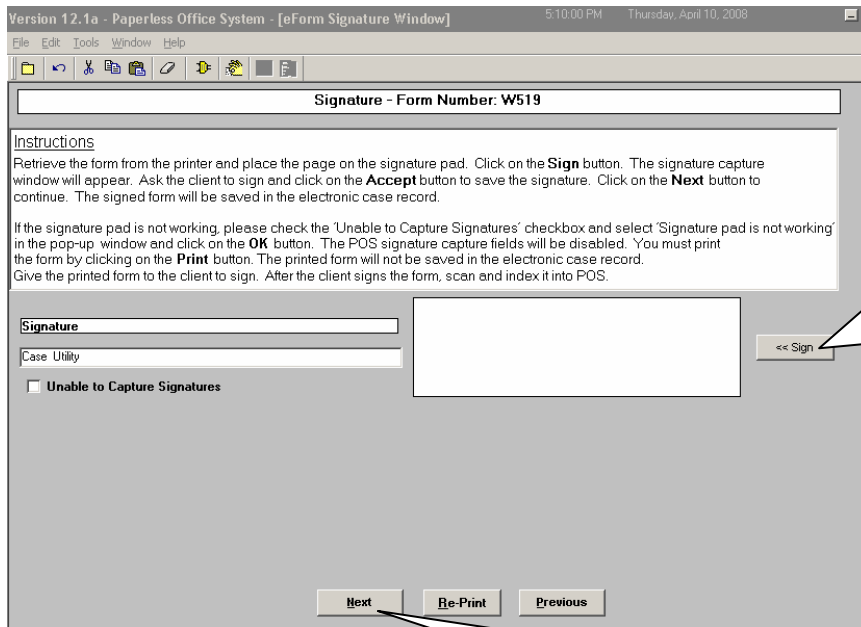
Finger Imaging – AFIS window

Select each adult applicant's response and click the Print button.
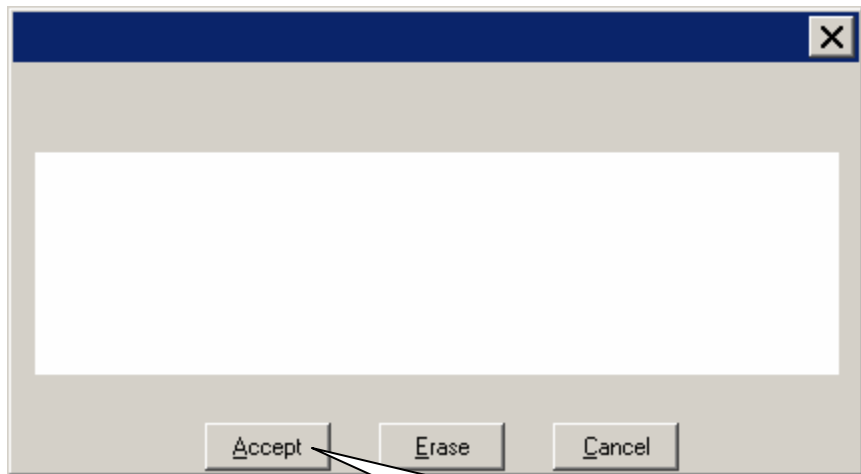
E-Form Signature window

One signature window will appear for each adult applicant.

Click the Sign button to open the Signature Capture window

Click the Next button once the signature is captured to display the next signature window or to return to the Finger Imaging – AFIS window.

Signature Capture window

Ask the applicant to sign and click the Accept button to save the signature

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9. New E-Forms

The following forms have been added to city wide E-Forms:

- W-133D, Social Security Number Verification
- W-519, Finger Imaging Notice

These forms will be saved to the FileNET image repository upon printing and will be available through the OneViewer in POS. E-Forms are not available through the **Tools > Printed Forms** menu.

The following forms are already city wide E-Forms:

- EBT-23, Notice of Special Public Assistance and/or Food Stamp Benefit
- LDSS-3151, Food Stamp Change Report Form
- LDSS-3152, Action Taken on Your FS Case
- LDSS-3938, Food Stamp Application Expedited Processing Summary Sheet
- LDSS-4753, Food Stamps - Request for Contact/Missed Interview
- M-3mm, Notification of Application Withdrawal (Cash Assistance, Food Stamps and Assistance)
- M-3g, Notice to Report to Center
- M-40K, Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits
- M-42g, Referral for a Medicaid Eligibility Determination
- W-102, Notification to Participant of New Worker
- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-119, Request for Contact on a Mailed or Faxed Application
- W-119D, Eligibility Factors and Suggested Documentation Guide
- W-120, Food Stamp Benefits Application Signature Form
- W-129A, Food Stamp Eligibility Interview Telephone Appointment Notice
- W-129B, Food Stamp Benefits Application Attestation Signature Form
- W-129PP, Food Stamp Eligibility Interview Appointment Notice
- W-129RR, Notice of Recertification Interview
- W-147, Letter to Landlord
- W-147Q, Primary Tenant's Statement Regarding Occupancy of Secondary Tenant
- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request
- W-515X, Systematic Alien Verification for Entitlements (SAVE) Referral
- W-607A, Request for ID Card/Temporary MA Authorization/Update Existing CBIC
- W-680, Request for Birth or Death Verification from Agencies Outside New York City
- W-680FF, Language Questionnaire
- W-700D, FIA School/Training Enrollment Letter

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10. Reminder: Processing Y29 Closings in POS

If the household fails to submit pended verification by the due date on the W-113K (Documentation Requirements and/or Assessment Follow-Up) form after EFS are issued under expedited processing rules, the Worker will access the **TAD** window in the **FS Application Interview** to prepare a case action using closing code **Y29** (Failure to Provide Verification – Expedited FS Approved). The Worker must then submit the action to the Supervisor for review.

The Supervisor must review the action to verify that the pended documentation has not been submitted or that the requirements were not satisfied through additional collateral contact and alternate verification.

If the household does not need to submit additional documentation, the Supervisor will return the case to the Worker for processing of the case using the **Refer Back to Worker** button in the **Approval Elements** window.

If the household must submit additional documentation, the Supervisor will hold the action until the end of the calendar month following the end of the initial benefit issuance. If, by then, the household has not complied, the closing will be processed for the first day of the second calendar month following the end of the initial benefit issuance.

The Supervisor can select the activity and click on the **Schedule** button to schedule the closing for the end of the calendar month following the end of the initial benefit issuance.

Verification of Expenses
If verification of expenses (e.g. shelter or dependent care) is not provided, determine the eligibility and benefit level without them.

Submission of pended verification beyond the W-113K due date but within allowed time period
If the household submits all the FS documentation that was previously required and which supports the initial determination of eligibility within the allowed time period, the case must be processed as follows:

- Pull the closing TAD back to the Worker's queue by starting the **FS Application Interview** from the activity list;
- Prepare a new TAD and budget to AC the case;
- Issue a next-day FS benefit for the full month of August using FS issuance code 16 (Single Issuance – Full Month)

Policy References
For additional details on the policy, please see PD # 08-07-OPE (Expedited Food Stamp Service Rules) and the Expedited Food Stamp Service and Application Timelines Desk Aid (Form W-200D).