

POS Release Notes

Version 12.1.1, April 28, 2008

These Release Notes contain descriptions of changes in POS Release 12.1.1, 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://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. Scheduling BEV Appointments via Open TI, Phase I

Workers will be able to schedule in-office BEV (Bureau of Eligibility Verification) appointments through the BEV Referral window in the **Application Interview** activity in POS through a new Open Transaction Integrator (Open TI) interface. To accommodate this new functionality, the BEV Referral window will be updated.

Current BEV Referral window

Revised BEV Referral window

The following changes were made in the window:

- The "Who?" drop down menu was removed because the BEV appointment is made for the casehead, not individual case members.
- The appointment will be marked as "In Office"
- A new button (View/Schedule BEV Appointment) was added.
- The BEV Worker Phone field was removed.
- The Recommendations, Recommendation Reason, Recommendation Date, Worker Name and Interview Date fields have been grouped in a new section labeled BEV Response.
- The window will show any open BEV appointment in the Appmt Date (Appointment Date), Appmt Time (Appointment Time) and Appmt type (Appointment Type) fields.

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Making the BEV Appointment

When the Worker clicks “Yes” for the **New Ref Necessary** (New Referral Necessary) field and selects the Case Type (New case, Reopen, SI Rent, SI Utility), the **View/Schedule BEV Appointment** button will be enabled. When the Worker clicks on this button, the **View/Schedule BEV Appointment** window will appear.

View/Schedule BEV Appointment window with no prior appointment

The screenshot shows the 'View/Schedule BEV Appointment' window. At the top, there is an 'Instructions' box with the text: 'Click on the Make a New Appointment button to schedule the appointment.' Below this, there are three input fields: 'Scheduled Date' (empty), 'Scheduled Time' (empty), and 'Appt. Type' (containing 'FA'). Underneath these is a section titled 'Referral Reasons' with a table:

Code	BEV Referral Description

At the bottom of the window, there are four buttons: 'Make a New Appointment' (enabled), 'Reschedule the Appointment' (disabled), 'Cancel the Appointment' (disabled), and 'Done'.

If there is no prior appointment, the **Make a New Appointment** button is enabled and the **Reschedule the Appointment** and **Cancel the Appointment** buttons are disabled.

View/Schedule BEV Appointment window with a prior appointment

The screenshot shows the 'View/Schedule BEV Appointment' window with a prior appointment. The 'Instructions' box is the same. The 'Scheduled Date' field contains '2008/03/28', 'Scheduled Time' contains '09:00', and 'Appt. Type' contains 'FA'. The 'Referral Reasons' table is populated with the following data:

Code	BEV Referral Description
20	PO Box used as a mailing address
42	Children/adults in household w/o birth certificate
18	Concealed Income

At the bottom, the buttons are: 'Make a New Appointment' (disabled), 'Reschedule the Appointment' (enabled), 'Cancel the Appointment' (enabled), and 'Done'.

If there is a prior appointment, the scheduled appointment date, time, type and referral reasons are displayed and the **Reschedule the Appointment** and **Cancel the Appointment** buttons are enabled.

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If the Worker clicks on the **Make a New Appointment** button or the **Reschedule the Appointment** button, POS displays the **BEV Referral Reasons** window. The Worker must select a BEV referral reason and click on the OK button. The Worker may select up to 3 three reason codes. If none of the reasons apply, the Worker must check the **"None of the above"** checkbox.

Instructions: Please select up to 3 BEV codes for each individual scheduled for an appointment. If none of the reasons apply please select "None of the above".

Income/Resources		
<input type="checkbox"/> HRA Employee	<input type="checkbox"/> Resource file integration RFI hit	<input type="checkbox"/> Client recently left work force
<input type="checkbox"/> New Hires Match	<input type="checkbox"/> Evidence of ownership of personal assets	<input type="checkbox"/> Supported by loans from family/friends
<input type="checkbox"/> Concealed Income	<input type="checkbox"/> Evidence of real property ownership	<input type="checkbox"/> Expenses exceed income/grant w/o explanation
<input type="checkbox"/> Self employed without business records	<input type="checkbox"/> Working off the books	

Address/Household Composition		
<input type="checkbox"/> Questionable Landlord signature/document	<input type="checkbox"/> Household composition	<input type="checkbox"/> Rent paid to a relative
<input type="checkbox"/> Moved into the country within the last 6 months	<input type="checkbox"/> PO Box used as a mailing address	<input type="checkbox"/> Frequent address changes
<input type="checkbox"/> Client unsure of own address	<input type="checkbox"/> Not primary tenant	<input type="checkbox"/> Out of state applicant
<input type="checkbox"/> Questionable address or suspect mail drop	<input type="checkbox"/> Primary tenant with no utilities	<input type="checkbox"/> Landlord does not verify household composition

Other		
<input type="checkbox"/> Social Security validation match	<input type="checkbox"/> Client's past maintenance is questionable	<input type="checkbox"/> Previously active with a spouse or parent
<input type="checkbox"/> An individual has no identification to verify identity	<input type="checkbox"/> Client states they managed by living on streets	<input type="checkbox"/> Children in household under 6 w/o birth certificate
<input type="checkbox"/> Sanctioned individual in household	<input type="checkbox"/> Questionable documents/shelter forms	<input type="checkbox"/> Other applications requiring investigation
<input type="checkbox"/> Children/adults in household w/o birth certificate	<input type="checkbox"/> Duplicate assistance another active case	<input type="checkbox"/> Lives alone but accompanied by an adult
<input type="checkbox"/> Prior history of case closing	<input type="checkbox"/> Applicant is inconsistent	<input type="checkbox"/> Missing absent parent information

None of the above!

OK Cancel

Once the Worker clicks the **OK** button in the **BEV Referral Reasons** window, POS connects to the BEV MAPPER database to retrieve the available appointments and opens the **Available Appointments** window. The Worker must select the appointment from the list and click on the **Schedule/Reschedule the Appointment** button.

Available Appointments

Instructions:

Please select the acceptable appointment and click 'Schedule/Reschedule the Appointment' button. To exit the window without scheduling or rescheduling an appointment, click 'Cancel'.

Available Appointments

Center	Floor	Date (YYYYMMDD)	Time (HHMM)	Slots
040	5th	20080327	0900	0009
040	5th	20080327	1130	0010
040	5th	20080328	0900	0010
040	5th	20080328	1130	0010
040	5th	20080331	0900	0010
040	5th	20080331	1130	0010
040	5th	20080401	0900	0010
040	5th	20080401	1130	0010

Schedule/Reschedule the Appointment Cancel

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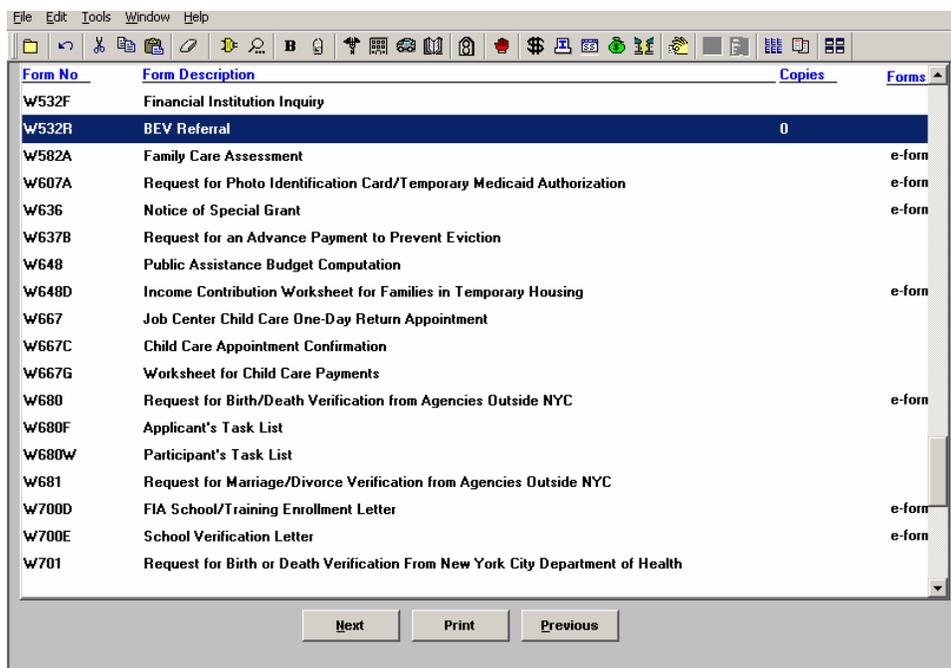
BEV Referral Appointment Notice (Form W-532R)

After scheduling the BEV appointment, the Worker must access the **Print Forms** window, select the BEV Referral (W-532R) form and click on the **Print** button. The appointment notice will print and a signature capture window will appear.

To capture the signature, the Worker must:

- Retrieve the form from the printer and place it on the signature pad;
- Click on the Signature object to open the **Signature Pop-Up** window;
- Ask the applicant to sign using the electronic pen;
- Click on the **Accept** button to save the signature;
 - Click **Erase** to try again if the signature is not legible.
- Click on the **Close** icon in the **Topaz Signature Capture** window to save the signature;
- Click the **Done** button to return to the **Print Forms** window.

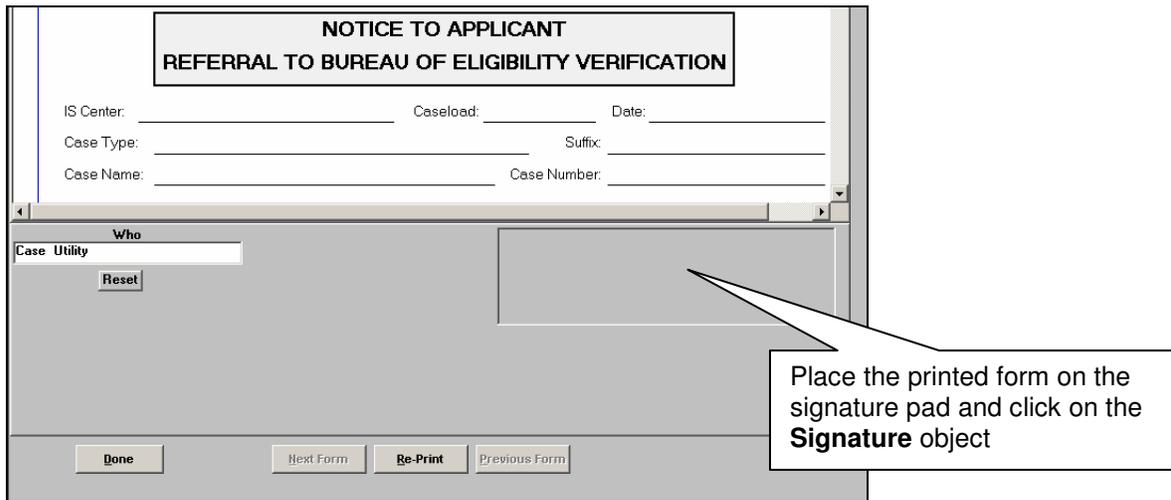
Print Forms window



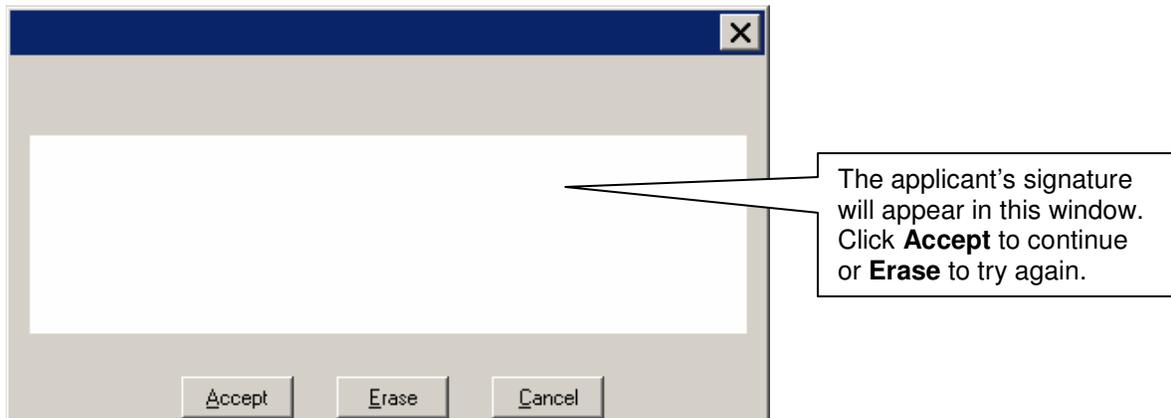
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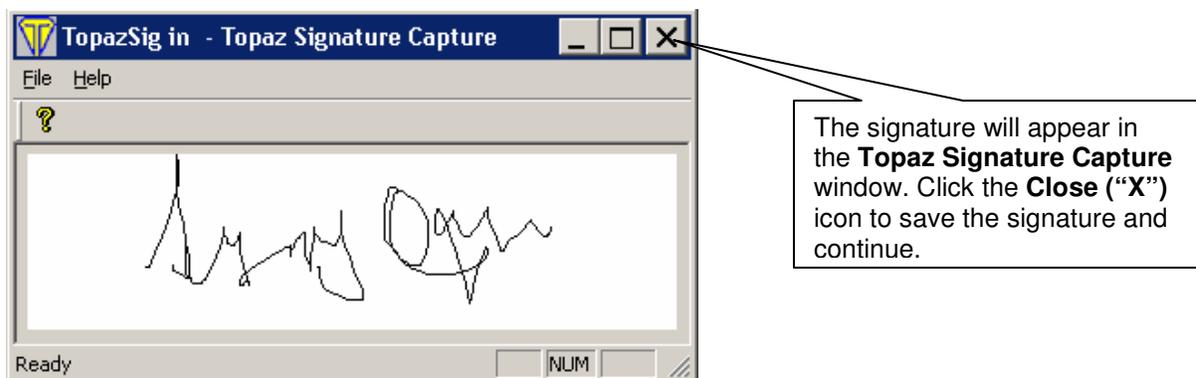
Signature Capture window – prior to signature



Signature Pop-Up window



Topaz Signature Capture window



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Signature Capture window – saved signature

The screenshot displays a software window titled "NOTICE TO APPLICANT REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION". The window contains several input fields: "IS Center:", "Caseload:", "Date:", "Case Type:", "Suffix:", "Case Name:", and "Case Number:". Below these fields is a "Case Utility" section with a "Reset" button. A large rectangular area in the center of the window displays a handwritten signature. At the bottom of the window, there are four buttons: "Done", "Next Form", "Re-Print", and "Previous Form".

Two callout boxes provide instructions:

- A callout box pointing to the signature area states: "The saved signature appears in the window."
- A callout box pointing to the "Done" button states: "Click the Done button to return to the Print Forms window if no other forms require signature capture."

Homebound BEV Appointments

The functionality to schedule homebound BEV appointments will be added in a later phase. To schedule a homebound BEV appointment, the Worker must access the BEV subsystem via MAPPER.

Reminder – Case Types that do not require a BEV Referral

The POS BEV Referral window is not available for the following case types:

- HASA
- Cases with a category of EAA (Emergency Assistance for Adults)
- Cases in Active Status

Reminder – Inappropriate BEV Referrals

Applicants found to be ineligible for CA during their initial application interview are not to be referred to BEV. The CA case is to be denied and the appropriate notices must be issued in accordance with current procedures. For additional information, please see PB # 08-26-OPE (Inappropriate Referrals to the Bureau of Eligibility Verification).

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2. New Failed to Keep Application Interview Window

A new window will appear to allow the Worker to determine whether an applicant failed to keep the initial eligibility interview and implement a shortened flow to process the rejection for applicants that failed to keep.

Case Name: BASKA RAYER Case Number: 00000001394G Suffix: 1

Scheduled Date Scheduled Time

Did the applicant fail to return to complete the initial eligibility interview? Yes No

Has the applicant made contact or attempted to reschedule the appointment? Yes No

Comments:

Done Cancel

The new window will appear when the Worker starts the Application Interview if:

- The case is in applying (AP) status for Cash Assistance (CA) in the Welfare Management System (WMS); and
- The case is in applying (AP) status for Food Stamps in WMS or is not applying (NA) for FS; and
- The interview question set has not been started.

The following fields appear in the windows:

1. Case Name
2. Case Number
3. Suffix
4. Scheduled Date
5. Scheduled Time
6. Did the applicant fail to return to complete the initial eligibility interview?
7. Has the applicant made contact or attempted to reschedule the appointment?
8. Comment
9. Done
10. Cancel

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The Worker must answer the question “Did the applicant fail to return to complete the initial eligibility interview?”

- If the answer is “No”, POS will display the following message: “Please proceed with the Application Interview”. The Worker must click OK to continue the activity. The Household Screen window will appear.
- If the answer is “Yes” for the question “Did the applicant fail to return to complete the initial eligibility interview?” POS will enable the question “Has the applicant made contact or attempted to reschedule the appointment?”

The Worker must answer the question “Has the applicant made contact or attempted to reschedule the appointment?” when it is enabled.

- If the answer is “Yes”, POS will display the following message:
 - “The applicant has attempted to reschedule their appointment date. POS will now suspend the Application Interview. Please use the queue to reschedule the applicant’s appointment.”
 - The Worker must click the OK button to close the activity and reschedule the appointment.
- If the answer is “No”, POS will enable the Comments field. The Worker must enter the case comment and click the “Done” button. POS will display the following message:
 - “The applicant has failed to return to complete their initial interview. POS will now display the Form Data Entry window to allow you to complete the LDSS-4753 form. Following the Form Data Entry window, the CIN Re-Use, Case Number Re-Use, TAD and Print Forms windows will appear.”
 - The Worker must click the OK button to access the Form Data Entry window.

Flow of the Application Interview for applicants who failed to keep the initial eligibility interview

For applicants who failed to keep the initial eligibility interview, the Worker must:

- Complete the data entry window for the LDSS-4753 form (Request for Contact/Missed Interview) on the **Form Data Entry** window, if the household applied for FS.
- Complete the **CIN Re-Use** and **Case Number Re-Use** windows.
- Process the case rejection on the **TAD** window.
- Print the LDSS-4753 form on the **Print Forms** window, if the household applied for FS.
- Click on the **Complete Activity** button in the **Close** window.
- Select the Supervisor in the **Approval Assignment** window.

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3. 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 (this window appears earlier in the flow)
- 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

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).

4. Change to Flow of POS Interviews

The CIN Re-Use window and Case Number Re-Use windows will appear earlier in the POS interviews:

- In the Application Interview, the **CIN Re-Use** and **Case Number Re-Use** windows will now appear after the **Additional Suffix Information** window.
- In the Recertification Interview and Change Case Data, the **CIN Re-Use** window will now appear after the **Additional Suffix Information** window. In the Recertification Interview and Change Case Data activities, the CIN Re-Use window is only enabled for individuals in applying status.

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5. 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 POS version 12.1.
- A new field labeled **Total Available and Countable Resources (PA)** will allow the Worker to record the countable PA resource amount.
- The **Total Available and Countable Resources** field will be relabeled **Total Available and Countable Resources (FS)** to help differentiate it from the Cash Assistance resource field.

For additional information on resource policy, please see Policy Directive # 08-13-ELI (Cash Assistance Resource Policy) and Policy Directive # 08-01-ELI (Food Stamp Resource Policy).

Response to Question	
Instructions : Please enter the total available and countable cash resource amount, even if it is zero.	
CASH ON HAND	\$0.00
CHECKING ACCOUNT	\$0.00
CREDIT UNION	\$0.00
SAVING ACCOUNT	\$0.00
MOTOR VEHICLE (Countable FS Resource Amount)	\$0.00
MOTOR VEHICLE (Countable PA Resource Amount)	\$0.00
TOTAL AVAILABLE AND COUNTABLE RESOURCES(PA)	
TOTAL AVAILABLE AND COUNTABLE RESOURCES(FS)	\$10.00
Comment...	
<input type="checkbox"/> No FS IPV or Sanction Found	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

6. New Completion Edits in Approve IN/EFS activity

A new completion edit in the Approve IN/EFS and EC – Approve IN/EFS activities will require the Supervisor to print the LDSS-3152 (Action Taken on Your Food Stamp Case) for cases eligible for expedited FS benefits if the CNS notice is suppressed with an M3E Indicator or the FS opening code begins with a number or the letters “Y” or “Q”.

A new completion edit in the Approve IN/EFS and EC – Approve IN/EFS 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.

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7. Change to Finger Imaging – AFIS window

The W-519 (Finger Imaging Notice) form 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 Worker makes the selection in the window for each adult and clicks on the **Print** button, an eForm signature window will appear for each individual that must sign 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;
 - 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.

Revised Finger Imaging – AFIS window

Version 12.1a - Paperless Office System - [Finger Imaging - AFIS] 5:09:02 PM Thursday, April 10, 2008

File Edit Tools Window Help

Finger Imaging Notice (Form W519)
 State regulations require all case members 18 years of age and older and minor head of households applying for or in receipt of cash assistance, food stamps and/or Medicaid, including applicants for emergency assistance, be finger-imaged.

An individual is exempt from this requirement if they meet any of the following criteria:

- "Payee only" applicants/participants (unless non-public assistance Food Stamp or Medicaid household members).
- Individuals physically unable to comply with this requirement because of injury or disability. However, if the condition is temporary an appointment to return for finger imaging will be made.
- Applicants/Participants under 18 years of age unless payees for their own cases or suffixes.
- SSI (F-15), Residential Treatment (F-61) or Homebound (F-63) case.
- Emergency Assistance to Adults (EAA) household.
- Congregate Care Facility resident.
- Homebound Applicant/Participant identified with homebound indicator "Y".
- Individuals who are sanctioned, ineligible (such as ineligible aliens) or disqualified (for food stamps).

I agree to be finger imaged.

I am exempt from finger-imaging because I meet one of the above exemption criteria.

I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you are ineligible to receive Public Assistance, Food Stamps, and Medicaid. Your case may be rejected or closed as appropriate. (FA Individuals)

I do **Not** agree to be finger-imaged. By not agreeing to be finger imaged, you and the entire Food Stamp household will be ineligible to receive Food Stamp Benefits (NFA FS individual).

I do **Not** agree to be finger imaged. By not agreeing to be finger-imaged, you and the entire Medicaid household (unless there are children up to age 19) will be ineligible to receive Medicaid (Medicaid only individual).

Utility Case

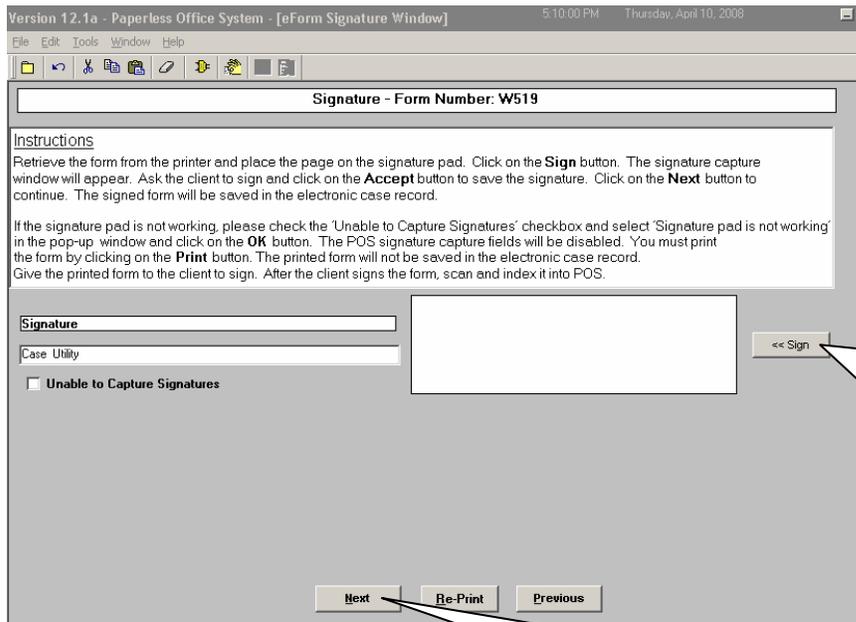
Done Print Previous

Select each adult applicant's response and click the Print button.

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E-Form Signature window

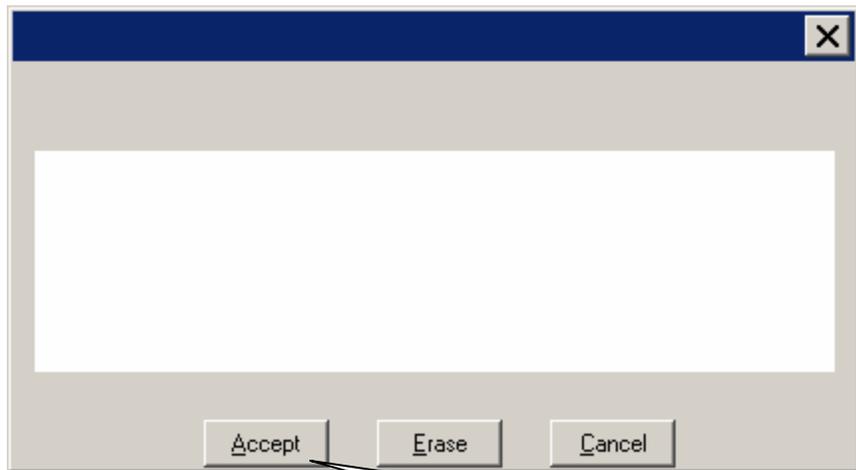


One signature window will appear for each adult applicant.

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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8. New Activity: Make Case Comment

A new activity named "Make Case Comment" will allow Workers, Supervisors and Managers at CA 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

The screenshot shows a window titled "Case Comments" with a close button (X) in the top right corner. The window is divided into several sections:

- Selected Case:** A group box containing fields for Case No (00007421939F), Case Name (PERKINS SAM), CIN (DELO0001), Suffix (1), Casehead Name (Sam Perkins), and SSN (055-88-3107).
- Staff Member:** A dropdown menu currently showing "Breton Jose".
- Comment:** A large text area for entering the comment.
- Date Entered:** A dropdown menu showing the date and time of the comment.

Below these fields is a list of four existing comments, each with a Staff Member dropdown (all set to "Breton Jose") and a Date Entered field:

Staff Member	Comment	Date Entered
Breton Jose		07/19/06 05:06 PM
Breton Jose		07/19/06 05:23 PM
Breton Jose		07/31/06 01:54 PM
Breton Jose		08/18/06 02:33 PM

At the bottom of the window are "OK" and "Cancel" buttons.

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9. Pilot of FS Separate Determination through POS, Phase II

In a new pilot of Phase II of Food Stamp Separate Determination through POS, new functionality will allow Workers at selected Cash Assistance (CA) centers to make a decision on Non-Cash Assistance (NCA) Food Stamp (FS) cases created in applying (AP) or single issue (SI) status through the automated WMS FS Separate Determination process.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Functionality

The following activities will be added at the pilot centers to allow the Supervisor to assign cases and allow Workers to complete the required determinations:

- Assign FS Sep Det – Eligibility Decision
- FS Sep Det – Eligibility Decision
- Approve FS Sep Det – Eligibility Decision
- EC – FS Sep Det – Eligibility Decision
- Approve EC – FS Sep Det – Eligibility Decision

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10. Pilot of FS Application Registration for One-Shot Deal Applicants

Overview

In a new pilot of Phase II of Food Stamp Separate Determination through POS, new functionality will allow Workers at selected Cash Assistance (CA) centers to register a case for One Shot Deal applicants that also wants FS. The Worker will also be able complete the expedited Food Stamp eligibility determination and make a decision on these cases.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Functionality

The following activities will be added at the pilot centers to allow the Worker to complete the required determinations:

- FS Sep Det – Eligibility Decision
- Approve FS Sep Det – Eligibility Decision
- EC – FS Sep Det – Eligibility Decision
- Approve EC – FS Sep Det – Eligibility Decision
- EFS Issuance
- Approve EFS Issuance

Selection on Site Determination window

For CA applicants that apply for a One Shot Deal and indicate in the Site Determination window that they would also like to apply for FS, POS will use WMS inquiry information to determine whether the applicant is in applying (AP), single issue (SI) or active (AC) status on another Food Stamp (FS) case.

NCA FS Case Registration

If the applicant is not on another open case, POS will register an NCA FS case for the household, copy the application data from the CA case to the NCA FS case and place a **FS Sep Det – Eligibility Decision** activity in the Worker's queue when the Worker clicks the **Next** button in the **Print Forms** window in the **Application Interview**. POS will also re-use the data from the CA interview for the NCA FS case.

Loading of Decision Activity

A new activity named **FS Sep Det – Eligibility Decision** will be added to the Worker's queue after the NCA FS case is registered.

EFS Launch for One Shot Deal applicant cases

If the "EFS Issuance" activity has not been started for the case since the FS file date and less than seven (7) days have passed, POS will suspend the separate determination activity and will launch the "EFS Issuance" activity when the Worker clicks the "Next" button in the Print Forms window.

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11. Pilot of New Activity: Assign FS Separate Determination Eligibility Decision

A new activity named **Assign FS Sep Det – Eligibility Decision** will allow Supervisors at selected CA centers to assign an activity to a Worker to make a decision on NCA FS cases created through the automated WMS FS Separate Determination process. The Supervisor will access this new activity through the “Activity Description” list in the **Action** tab of the **Activities Management** window.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Tracking of FS Separate Determination Cases

CA staff will continue to use the following reports to identify the created separate determination FS cases that require a decision:

- **WINRO824** (Exception Report): This report lists cases where WMS was able to create an NCA FS application for an undercare case, but could not create an eligibility decision transaction via the automated separate determination process.
- **WINRO827** (Pending Food Stamp Separate Determination Cases): This report lists the cases where a separate Food Stamp determination is pending and the NCA FS case was registered systemically in AP or SI status.

Activity Flow

This activity will include two windows: (1) Household Screen; (2) Case Assignment

Household Screen

This window will provide a summary of the current case information from WMS.

Case Assignment window

This window will allow the Supervisor to select the Worker to whom the case will be assigned for processing.

Case Assignment

Selected Case

No: 00007421939F Case Name: PERKINS SAM CIN: TB54379A
 Suffix: 1 Casehead Name: Perkins Sam SSN: 055883107

Refer Case To

Title	Unit	Last Name	First Name	U/W	Phone Number

Enter Comments If Any

Cancel OK

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12. Pilot of New Activity: FS Separate Determination Eligibility Decision

A new activity named **FS Sep Det – Eligibility Decision** will allow Workers at selected CA centers to make a decision on NCA FS cases created through the automated WMS FS Separate Determination process and for cases registered for a One Shot Deal applicant that also wants FS.

The activity will include the FS POS versions of the following windows:

- Household Screen
- Address Information
- Additional Suffix Level Data
- CIN Re-Use
- Case Number Re-Use
- Individual Details
- Aliens (if needed)
- Food Stamp Household Composition
- Employment Information
- Current Income
- Medical
- Resources
- Shelter (Housing) Expenses
- Other Expenses
- Education/Training
- Other Information
- Form LDSS-2921 Review Window
- Print Forms
- Eligibility Determination
- Budget
- TAD
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

For full details, please see **Appendix A: New Activity – FS Separate Determination Eligibility Decision**.

POS Release Notes

Version 12.1.1, April 28, 2008

13. Pilot of New Activity: Approve FS Separate Determination Eligibility Decision

A new activity named **Approve FS Sep Det – Eligibility Decision** will allow Supervisors to review and approve eligibility decisions made in POS by Workers at selected CA centers for NCA FS cases created in AP or SI status through the automated WMS FS Separate Determination process and for NCA FS cases registered for One Shot Deal applicants that also want to apply for FS.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Activity Flow

This activity will include the FS POS versions of the following approval windows:

- Household Screen
- Address Information
- Additional Suffix Information
- CIN Re-Use (will only appear if at least one individual is in 'AP' status for FS)
- Case Number Re-Use (will only appear if the FS case is in 'AP' status)
- Individual Details
- Aliens (if needed)
- Food Stamp Household Composition
- Employment Information
- Current Income
- Medical
- Resources
- Shelter (Housing) Expenses
- Other Expenses
- Education/Training
- Other Information
- Form LDSS-2921 Review Window
- Eligibility Determination
- Budget
- TAD
- Grants
- Print Forms
- Approval Elements

The Supervisor must review and approve or disapprove each window in the flow. If the Supervisor selects "Disapprove", a comment is required and will be saved in the "Comment Log" section.

POS Release Notes

Version 12.1.1, April 28, 2008

14. Pilot of New Activity: EFS Issuance

Workers at selected CA centers will have access to the FS POS EFS Issuance activity, which will allow the Worker to complete the expedited FS benefits determination for NCA FS cases registered for One Shot Deal applicants that also want to apply for FS.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

For full details, please see **Appendix B: New Activity – EFS Issuance**.

POS Release Notes

Version 12.1.1, April 28, 2008

15. Pilot of New Activity: Approve EFS Issuance

A new activity named **Approve EFS Issuance** will allow Supervisors to review and approve expedited FS eligibility decisions made in POS by Workers at selected CA centers for NCA FS cases registered for One Shot Deal applicants that also want to apply for FS.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Activity Flow – Eligible for EFS

This activity contains the following windows if the applicant is eligible for expedited FS benefits:

- Household Screen
- Expedited Food Stamp Questions
- Activity Checklist
- EFS Eligibility Determination
- EFS Summary
- Budget
- TAD
- CBIC Payee Status
- EFS Decision Form
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

Activity Flow – Ineligible for EFS

This activity contains the following windows if the applicant is ineligible for expedited FS benefits:

- Household Screen
- Expedited Food Stamp Questions
- Activity Checklist
- EFS Eligibility Determination
- EFS Summary
- EFS Decision
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

The Supervisor must review and approve or disapprove each window in the flow. If the Supervisor selects "Disapprove", a comment is required and will be saved in the "Comment Log" section.

POS Release Notes

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16. New and Revised E-Forms, POS Forms and Data Entry Windows

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

- M-15, Inquiry Regarding Veteran's Benefits and Servicemen's Allotments
- M-15f, Agreement To Repay Public Assistance
- LDSS-2474, SSI Referral and Certification of Contact
- LDSS-4198, Third Party Health Insurance Data Entry Worksheet
- LDSS-4279, Notice of Responsibilities and Rights for Support
- LDSS-4529, Agreement to Repay any Home Relief Overpayments Still Owed after Case is Closed
- LDSS-4530, Assignment of Wages, Salary, Commissions or Other Compensation for Services
- LDSS-4571, Alcohol and Drug Abuse Screening and Referral Form
- LDSS-4733, DFR Legal Residence Statement
- M-528n, Request for Child Care Assistance or Request to Close My Public Assistance (PA) Case
- W-133D, Social Security Number Verification
- W-147CC, Certification of Move Statement
- W-153P, Rental Assistance Unit (RAU) Case Documentation Transmittal
- W-519, Finger Imaging Notice
- W-637B, Request for Advance Payment to Prevent Eviction
- W-897P, Notification of Rent Payment Responsibility
- W-908CC, Notice of Rescheduled Appointment for Recertification Interview

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.

LDSS-4279 Form Print Edit

For applicants, POS connects to the Office of Child Support Enforcement (OCSE) database and receives information available in the OCSE database for the non-custodial parent. Based on this data exchange and their business rules, OCSE sends a recommendation to POS to indicate if a referral is required. For cases where a referral is required, POS allows the Worker to schedule the appointment and record the appointment and generates the appointment notice for the client.

For these cases, the LDSS-4279 (Notice of Responsibilities and Rights for Support) form must be printed. If the Worker has not printed the form, POS displays the following message when the Worker clicks the "Next" button in the Print Forms window: "You must print form LDSS-4279".

Removed POS Forms

The following forms will be removed from POS:

- W-532A, Conciliation Notification
- W-667, Job Center Child Care One-Day Return Appointment

Data Entry Window for Form W-153P and W-637B

Data entry windows will be added for the W-153P (Rental Assistance Unit [RAU] Case Documentation Transmittal) and W-637B (Request for Advance Payment to Prevent Eviction) forms in the **Form Data Entry** window.

For full details, please see **Appendix C: POS Forms and E-Forms**.

POS Release Notes: Appendix A

Version 12.1.1, April 28, 2008

Pilot of New Activity – Food Stamp Separate Determination Eligibility Decision

A new activity named **FS Sep Det – Eligibility Decision** will allow Workers at selected CA centers to make a decision in POS for NCA FS cases created in applying (AP) or single issue (SI) status through the automated WMS FS Separate Determination process and for NCA FS cases registered for One Shot Deal applicants that also want to apply for FS.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Activity Flow: NCA FS Case Created by WMS in AP Status

If the NCA FS case was created by the automated WMS separate determination process in AP status, the Supervisor will assign the case to the Worker using the **Assign FS Sep Det – Eligibility Decision** activity.

The activity will include the following windows:

- Household Screen
- Address Information
- Additional Suffix Level Data
- CIN Re-Use
- Case Number Re-Use
- Individual Details
- Aliens (if needed)
- Food Stamp Household Composition
- Employment Information
- Current Income
- Medical
- Resources
- Shelter (Housing) Expenses
- Other Expenses
- Education/Training
- Other Information
- Form LDSS-2921 Review Window
- Print Forms
- Eligibility Determination
- Budget
- TAD
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

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Version 12.1.1, April 28, 2008

Activity Flow: NCA FS Case Created by WMS in SI Status

If the NCA FS case was created by the automated WMS separate determination process in SI status, the Supervisor will assign the case to the Worker using the **Assign FS Sep Det – Eligibility Decision** activity.

The activity will include the following windows:

- Household Screen
- Address Information
- Additional Suffix Level Data
- CIN Re-Use
- Individual Details
- Aliens (if needed)
- Food Stamp Household Composition
- Employment Information
- Current Income
- Medical
- Resources
- Shelter (Housing) Expenses
- Other Expenses
- Education/Training
- Other Information
- Form LDSS-2921 Review Window
- Print Forms
- Eligibility Determination
- Budget
- TAD
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

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Version 12.1.1, April 28, 2008

Activity Flow: NCA FS Case Registered by POS for One Shot Deal Applicant

If the NCA FS case was registered by POS for a One Shot Deal applicant that also wants FS, the Supervisor will assign the case to the Worker using the **Assign FS Sep Det – Eligibility Decision** activity.

The activity will include the following windows:

- Household Screen
- Address Information
- Additional Suffix Level Data
- CIN Re-Use
- Case Number Re-Use
- Individual Details
- Aliens (if needed)
- Food Stamp Household Composition
- Employment Information
- Current Income
- Medical
- Resources
- Shelter (Housing) Expenses
- Other Expenses
- Education/Training
- Other Information
- Form LDSS-2921 Review Window
- Print Forms
 - POS will suspend the activity and will start the EFS Issuance activity from this window.
- Eligibility Determination
- Budget
- TAD
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close
- Approval Assignment

POS Release Notes: Appendix A

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Household Screen

This window will provide a summary of the current case information from WMS.

The screenshot shows the 'Household Screen' application window. The title bar indicates the time is 4:13:59 PM on Thursday, March 27, 2008. The menu bar includes File, Edit, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area is divided into several sections:

- Suffix/Individual:** Inquiry Code WMS Message via OLTP. Value: 00010002390C01. Message: NQAGGI A0031 PENDING DATA CANNOT BE ACCESSED NOW.
- Control Information:** District: 66, Center: Melrose Food Stamp Cen, Worker: FSPOS, Case Number: 00010002390C.
- Present Address:** Street Number: 99, Direction: [None], Name: UNDOMICILED, Type: [None], Apt #: [None], City: BRONX. State: NY, Zip Code: 10451-0000, Phone: - -.
- Suffix Information:** Active, Applying, No FS IPV or Sanction Found. FS Suffix: 1, FS Status: AP, FS # AC: 0.
- Suff Case Name:** 1 | MOPEE MOPEZ
- Case Member Information:** A table with columns: Suff Ln, CIN, Name, Relation, DOB, SSN, Val Sex, Citizen / National, FS AFIS / ST. Row 1: 1, 1, SZ37160N, Mopee Mopez, [None], 01/09/1985, 848-48-4848, 1, M, [None], AP, [None].

Buttons for 'Next' and 'Previous' are located at the bottom of the window.

Address Information

This window will allow the Worker to update the case address and telephone information.

The screenshot shows the 'Address Information' application window. The title bar indicates the time is 4:16:25 PM on Thursday, March 27, 2008. The menu bar includes File, Edit, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area is divided into several sections:

- Present Address:** St No/Dir/Name: 99, [None], Undomiciled, Type: [None], Apt #: [None], City: Bronx. State: NY, Zip Code: 10451 0000, Phone: - -.
- Mailing Address:** Care of Name: Mopee M C/O GPO, Type: [None], Apt #: [None], City: Bronx. St No/Dir/Name: 558, [None], Grand Concourse, State: NY, Zip Code: 10451 0000, Phone: - -.
- Authorized Representative:** St No/Dir/Name: [None], [None], [None], Type: [None], Apt #: [None], City: [None]. State: [None], Zip Code: 00000 0000, Phone: - -.
- Other Phone:** Contact Person: [None], Phone: - -.

Buttons for 'Next' and 'Previous' are located at the bottom of the window.

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Additional Suffix Level Data window

This window will allow the Worker to update spoken language, written language, interpreter services, Lifeline and tenant information.

CIN Re-Use window

This window will allow the Worker to select the proper client identification number (CIN) for re-use for each applicant, if applicable.

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Case Number Re-Use window

This window will allow the Worker to select the appropriate case number for re-use, if applicable. The window will only appear if the FS case is in applying (AP) status.

Individual Detail window

This window will allow the Worker to update demographics, citizenship and ethnicity information. The Worker will also be able to select the documents that verify identity, citizenship, Social Security Number, relationship and residency for each household member, as required.

If at least one individual is a non-citizen, the Alien determinations will appear after the Individual Detail window.

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Alien Determination windows

The Alien Determination windows will allow the Worker to determine the non-citizen's alien type and eligibility for FS.

Task	Required	Status
1. Alien Type Reevaluation	?	NA
2. Alien Type Determination	Yes	Not Started
3. Alien FS Eligibility Determination	Yes	Not Started
4. Alien MA Eligibility Determination	Yes	Not Started

Case Member	Alien Type	Alien Code	Time In Status	PA	FS	MA
Intake Test						

Documents

SAVE Next Previous

Food Stamp Household Composition

This window will allow the Worker to indicate whether the household members buy food and/or prepare meals with the casehead, so the Worker can determine the FS household composition.

File Edit Tools Window Help

Does this person buy food and/or prepare meals with Casehead Mopez Suffix 1

Suffix	First Name	Last Name	Mid	Relation
1	Mopez	Mopez		Casehead

Yes No

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Data Re-Use for Food Stamp Separate Determination

For cases assigned from the WINRO separate determination reports or registered manually in WMS, POS will use Open TI calls to retrieve the CA/FS cases for the casehead or payee on the NCA FS separate determination case. POS will select the latest closed or rejected CA/FS case for data re-use. If no cases are found for data re-use, a message will appear that no matching data was found.

For the selected case, POS will copy the data from the CA/FS case to the NCA FS case and will display the following message:

- "Please wait... Mapping data from the prior Cash Assistance case to the Food Stamp case".

Interview sections

The interview sections (Employment, Income, Medical, Resources, Shelter Expenses, Other Expenses, Education/Training and Other Information) will display data re-used from the Cash Assistance case, if any. The Worker can update the interview data using these windows.

Employment Information

The screenshot shows a software window titled "[EMPLOYMENT INFORMATION]" with a menu bar (File, Edit, Tools, Window, Help) and a status bar (4:25:12 PM Thursday, March 27, 2008). The main content area contains a table with the following structure:

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU THAT IS APPLYING:		Yes	No
Is Employed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is Self-Employed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is Unemployed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participating In A Strike?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is Anyone in the Household a Migrant or Seasonal Farm Worker?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

At the bottom of the window, there are three buttons: "Spanish", "Next", and "Previous".

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Current Income

[Current Income] 4:25:54 PM Thursday, March 27, 2008

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU RECEIVES :	Yes	No
Unemployment Insurance Benefits?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Supplemental Security Income (SSI) Benefits?	<input type="radio"/>	<input type="radio"/>
Social Security Disability Benefits?	<input type="radio"/>	<input type="radio"/>
Foster Care Payments (Received)?	<input type="radio"/>	<input type="radio"/>
Social Security Dependent Benefits?	<input type="radio"/>	<input type="radio"/>
Social Security Survivor's Benefits?	<input type="radio"/>	<input type="radio"/>
Social Security Retirement Benefits?	<input type="radio"/>	<input type="radio"/>
Retirement Benefits (Pensions)?	<input type="radio"/>	<input type="radio"/>
Worker's Compensation?	<input type="radio"/>	<input type="radio"/>
NYS Disability Benefits?	<input type="radio"/>	<input type="radio"/>
Veteran's Pensions or Benefits?	<input type="radio"/>	<input type="radio"/>
Education Grants Or Loans?	<input type="radio"/>	<input type="radio"/>
Boarders/Lodgers Income (Received)?	<input type="radio"/>	<input type="radio"/>
Contributions/Gifts (Received - NOT Excess Rent, Tuition or Household Expenses)?	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

Medical

[MEDICAL] 4:26:36 PM Thursday, March 27, 2008

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:	Yes	No
Has Daily Activity Limited because of an Illness/Temporary Disability or is Blind, Sick or Disabled ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Has Any Type of Health/Hospital/Accident Insurance or Receives Assistance in Paying Medical Expenses?	<input type="radio"/>	<input type="radio"/>
Is Pregnant?	<input type="radio"/>	<input type="radio"/>
Has Any Medical Bills Or Medically Related Expenses?	<input type="radio"/>	<input type="radio"/>

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Resources

[RESOURCES] 4:27:09 PM Thursday, March 27, 2008

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:		Yes	No
Is Anyone In Your Household An Immigrant Who Was Sponsored For Admission Into The US?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Does The Step Parent Of Any Children Who Live With You Have Any Resources Or Receive Income Of Any Kind?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does Anyone Applying Have a Child Under 18 Living Some Place Else?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Title Or Registration To A Motor Vehicle(s) Or Other Vehicle(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Saving Bonds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Own Home Or Cooperative Or Condominium Apartment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Cash On Hand?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has A Checking Account(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has A Saving Account(s) Or C.D. (Cert. Of Deposit)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has A Credit Union Account(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has Stocks, Bonds, Certificates Or Mutual Funds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has An IRA, KEOGH, 401-K, Or Deferred Compensation Account(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a burial fund?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has A Burial Space?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

Shelter (Housing) Expenses

[SHELTER (HOUSING) EXPENSES] 4:27:51 PM Thursday, March 27, 2008

File Edit Tools Window Help

	Yes	No
Do You (Or Anyone Who Lives With You) Have A Rent, Mortgage Or Other Shelter Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have A Heat Bill Separate From Your Rent Or Shelter Expense?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have An Electricity And/Or Gas Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Air Conditioning Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Other Utilities (Water, ETC.) Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Does Any Person, Group Or Organization Outside The Household Pay Any Of The Household Expenses?	<input type="radio"/>	<input type="radio"/>
Does Any Person Living In The Household Who Is Not Applying, Pay Any Of Your Household Expenses?	<input type="radio"/>	<input type="radio"/>
Did The Household Receive A HEAP Payment For The Current (HEAP) Program Year or are They Anticipating Receiving a HEAP Payment?	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

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Other Expenses

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:	Yes	No
Has Child Or Dependent Care Expenses?	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Pays Tuition and/or Fees?	<input type="radio"/>	<input type="radio"/>
Pays Child Support?	<input type="radio"/>	<input type="radio"/>
Buys Or Plans To Buy Meals From A Home Delivery Or Communal Dining Service?	<input type="radio"/>	<input type="radio"/>

Education and Training

ARE YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:	Yes	No
Education and Training Information?		

POS Release Notes: Appendix A

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Other Information

[OTHER INFORMATION] 4:30:06 PM Thursday, March 27, 2008

File Edit Tools Window Help

	Yes	No
Have You Or Anyone Who Lives With You Who Is Applying Moved Into This County From Another New York State County Within The Past Two Months?	<input type="radio"/>	<input type="radio"/>
Are You Or Any Member Of Your Household Fleeing Prosecution, Confinement Or Conviction For A Felony?	<input type="radio"/>	<input type="radio"/>
Are You Or Any Member Of Your Household Violating Probation Or Parole?	<input type="radio"/>	<input type="radio"/>
Are You Or Anyone In Your Household Applying For Or Receiving Food Stamp Benefits Or Temporary Assistance In Another Place?	<input type="radio"/>	<input type="radio"/>
Has Anyone Applying Sold, Given Away Or Transferred Cash Or Property In The Last Three Months To Qualify For Food Stamp Benefits?	<input type="radio"/>	<input type="radio"/>
Have You Or Anyone Living With You Ever Been Disqualified From Receiving Food Stamp Benefits Because Of Fraud Or Intentional Program Violation?	<input type="radio"/>	<input type="radio"/>
Have You or Anyone In Your Household Ever Been in the U.S. Military?	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

Form LDSS-2921 Review Window

The **Form LDSS-2921 Review** window will allow the CA Worker to review the imaged LDSS-2921 (PA/MA/FS application) forms associated with the CA case number that was selected for data re-use.

If no LDSS-2921 form is found, the message “No imaged application could be found at this time” will appear on the window.

File Edit Tools Window Help

INSTRUCTIONS:

Displayed below is a list of imaged applications for this case. To view this application, you must:

- 1) Review the application(s) for the required signatures by clicking on the 'View' button(s)
- 2) Close the image(s)

Click on the 'View' Button to Select an Application to Review

Date	Document Type	Doc Number
No imaged application could be found at this time!		

Next Previous

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Print Forms

The screenshot shows a software window titled "[Print Forms]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains a table with the following data:

Form No	Form Description	Copies	Forms
DOH4220	Access NY Health Care		e-form
DSS3151	Food Stamp Change Report Form		e-form
DSS3152	Action Taken on Your Food Stamp Case		e-form
DSS3574	Food Stamps Single Issuance		
DSS3938	Food Stamp Application Expedited Processing Summary Sheet		e-form
DSS4753	Food Stamps - Request for Contact/Missed Interview		e-form
EBT_23	Notice of Special Benefit		e-form
EXP76R	Documentation Receipt		
M3G	Notice to Report to Center		e-form
M3MM	Notification of Application Withdrawal (Cash Assistance, Food Stamps and Medical Assistance)		e-form
M40K	Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits		e-form
M42G	Referral for a Medicaid Eligibility Determination		e-form
SS5	Social Security Card Application		
W102	Notification to Participant of New Worker		e-form
W113K	Documentation Requirements		e-form
W119	Request for Contact on Mailed or Faxed Application		e-form
W119D	Eligibility Factors and Suggested Documentation Guide		
W129RR	Notice of Food Stamp Recertification Appointment		e-form

At the bottom of the window are three buttons: "Next", "Print", and "Previous".

Eligibility Determination

This window will allow the Worker to update the case and individual levels and view eligibility factors for which documentation may be missing. The Worker can also enter a comment on this window.

The screenshot shows a software window titled "[Eligibility Determination]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains a form with the following sections:

Decision | **Documents** | **Referrals** | **Others**
Completeness Overall **COMPLETE** | Documents **COMPLETE** | Referral **COMPLETE** | Other Factors **COMPLETE**

Case/Suffix Level
Case Name: MOPEE MOPEZ
Current Status: FS AP | New Status: FS APPLYING

Individual Level
Name: Mopez Mopee | DOB: 01/09/1985
Current Status: FS AP | New Status: FS APPLYING

Comments

At the bottom of the window are two buttons: "Next" and "Previous".

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Budget

The FS budget window will allow the Worker to calculate a FS-Only budget for the case.

Existing Budgets 6:27:00 PM Thursday, March 27, 2008

File Edit Tools Window Help

Click on the 'New Budget' button to calculate a new budget.

Case No: 000C

POS Suf Bdgt No	Author-izable	Authorized Budget?	WMS Bdgt No	Type	Save Date	Effective Dates	Description
1 3	Y	N		FS Only	3/26/2008 12:43:13	03A08	
1 2	Y	N		FS Only	2/29/2008 17:27:17	02A09	
1 1	N	Y		FS Only	11/28/2007 20:06:1	02A06	

New Budget View Selected Budget View Budget Result

Next Previous

FS TAD

This window will allow the Worker to view the current information for the case in WMS and to update the case status, authorize new budgets, change individual statuses and change individual level codes.

TAD – WMS data

ELIGIBILITY 4:44:45 PM Thursday, March 27, 2008

File Edit Tools Window Help

WMS Data POS Data

Case No: 00010002390C Suf: 1 Center: Unit Worker: Proj. No: Acct. No: Case Name: MOPEE MOPEZ

Language: M3E Indicator: Notice Language: E Notice Bdgt #: LFLN: Lang Read: Homebound Ind: WFFSI:

Category	Prg	Status	Status Reason	From Date	To Date
FS	FS	AP		00/00/0000	00/00/0000

Individual Name	Line#	CIN	Prg	Status	Status Reason	Date
MOPEZ MOPEE	01	SZ37160N	FS	AP		07/11/2007

Next Previous Ignore Errors Show Individual Data Run Rules

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TAD – POS Data: Case Level

[ELIGIBILITY] 4:45:32 PM Thursday, March 27, 2008

File Edit Tools Window Help

WMS Data POS Data

Food Stamp Tad Window

Case Number	Suf	Center	Unit Worker	Rule Status	Proj.No	Acct.No	Reuse case No
00010002390C	T	Melrose Food Stamp Cr	FSP0S				

Case Suffix	M3E Ind	WMS Bdgt#	Notice Bdgt#	Notice #
1				

Case Name	Language	Language Read	Notice Language	LFLN	Homebound Ind
MOPEE MOPEZ	English	English	English	Yes	<input type="radio"/> Yes <input type="radio"/> No

Category	Prg	Status	Status Reason	From Date	To Date
FS	FS	APPLYING		07/11/2007	00/00/0000

Individual Name	Line#	CIN	Prg	Status	Deny ?	Status Reason	Date
Mopez Mopee	1	SZ37160N	FS	APPLYING			07/11/2007

Next Previous Ignore Errors Show Individual Data Run Rules

TAD – POS Data: Individual Level

[ELIGIBILITY] 4:46:17 PM Thursday, March 27, 2008

File Edit Tools Window Help

WMS Data POS Data

Individual Information

First Name	Last Name	Middle Name	Sex	Marital Status
Mopez	Mopee		M	Single/Never Married

Yes No **Hispanic/Latino**
 Yes No **Asian**
 Yes No **Native Hawaiian/Other Pacific Islander**
 Yes No **American Indian/Alaska Native**
 Yes No **Black or African American**
 Yes No **White**

Yes No **Reuse CIN**
 Yes No **Birth Date**
 Yes No **White**

Relation to Casehead: Casehead
 Birth Date: 01/09/1985
 CHT:
 TPHI:

CBIC:
 SSN:
 CC CDC:
 Number: 848-48-4848
 Valid: 1-
 Student ID:

Line No	CIN	Citizen/Alien Status	Alien Type	Alien No	Date of Status	Date Entered Country
1	SZ37160N	Citizen			00/00/0000	00/00/0000

Emp Code:
 SSI:
 VET:

Waivers
 D/A IVD LF TL Oth

Exemption Indicator
 AFIS-EX

Next Previous Ignore Errors Return to Case level Data Run Rules

POS Release Notes: Appendix A

Version 12.1.1, April 28, 2008

Grants Data Entry

This window will allow the Worker to record any required NCA FS grant. The grants prepared using this window must be printed using form LDSS-3574 on the **Print Forms** window.

Case Name	Case Number	Suffix	Date Form Prepared	Center	Category
MOPEE MOPEZ	00010002390C	1	07/26/2007	F40	FS

Issuance Code	Amount	From	To	Back-Up Grant	Check/CD#	Routing Location	Replaces Benefit	Authorization Number
1		00/00/0000	00/00/0000					

Total Amount \$

Next Previous

Form Data Entry

This window will allow the Worker to enter additional information on the listed forms.

	Yes	No
Request for Identification Card/Temporary Medicaid Authorization (Form W607A)	<input type="radio"/>	<input type="radio"/>
Financial Institution Inquiry (Form W532F)	<input type="radio"/>	<input type="radio"/>
Request for Birth or Death Verification from Agencies Outside New York City (Form W680)	<input type="radio"/>	<input type="radio"/>
Documentation Requirements (Form W-113K)	<input checked="" type="radio"/>	<input type="radio"/>
Social Security Administration - Consent for Release of Information (Form W515R)	<input type="radio"/>	<input type="radio"/>
Request for Marriage or Divorce Verification from Agencies outside New York City (Form W681)	<input type="radio"/>	<input type="radio"/>
Request for Contact on a Food Stamp Application (Form W-119)	<input type="radio"/>	<input type="radio"/>
Systematic Alien Verification for Entitlement (SAVE) Referral (Form W-515X)	<input type="radio"/>	<input type="radio"/>
FIA School/Training Enrollment Letter (Form W-700D)	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

POS Release Notes: Appendix A

Version 12.1.1, April 28, 2008

Notice Data Entry

This window will allow the Worker to enter additional information on the listed forms.

	Yes	No
Notice to Report to Center (Form M-3g)	<input type="radio"/>	<input type="radio"/>
Notice of New Worker Assigned (Form W102)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Statement (Form W186C)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Request (Form W186D)	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

Print Forms

This window will allow the Worker to print the listed forms.

Form No	Form Description	Copies	Forms
DOH4220	Access NY Health Care		e-form
DSS3151	Food Stamp Change Report Form		e-form
DSS3152	Action Taken on Your Food Stamp Case		e-form
DSS3574	Food Stamps Single Issuance		
DSS3938	Food Stamp Application Expedited Processing Summary Sheet		e-form
DSS4753	Food Stamps - Request for Contact/Missed Interview		e-form
EBT_23	Notice of Special Benefit		e-form
EXP76R	Documentation Receipt		
M3G	Notice to Report to Center		e-form
M3MM	Notification of Application Withdrawal [Cash Assistance, Food Stamps and Medical Assistance]		e-form
M40K	Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits		e-form
M42G	Referral for a Medicaid Eligibility Determination		e-form
SS5	Social Security Card Application		
W102	Notification to Participant of New Worker		e-form
W113K	Documentation Requirements		e-form
W119	Request for Contact on Mailed or Faxed Application		e-form
W119D	Eligibility Factors and Suggested Documentation Guide		
W129RR	Notice of Food Stamp Recertification Appointment		e-form

Next Print Previous

POS Release Notes: Appendix A

Version 12.1.1, April 28, 2008

Approval Elements

This window will display all elements that will require supervisory approval. The Worker must click the Next button.

The screenshot shows a software window titled "[Disapproved Elements]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains two identical forms for "Disapproved Element". Each form has a text input field for "Address Information" (top) and "Suffix Information" (bottom), followed by "Approval" and "Edit" buttons. Below each input field are "Disapproval Reasons" and "Review Comment Log" sections. At the bottom of the window are "Next", "Xmit", "Previous", and "Refer Back to Worker" buttons.

Close and Approval Assignment

When the Worker has completed the activity, the Close window will appear. The Worker must click on the Complete Activity button. The Approval Assignment window appears. The Worker will select the Supervisor, enter a case comment and click on the OK button to send the case to the Supervisor.

The screenshot shows a window titled "Close" with a blue header. The text inside reads: "Closing Window : Additional Suffix Level Data" and "Current Activity : FS Sep Det - Elig Decision". At the bottom are three buttons: "Complete Activity", "Suspend Activity", and "Cancel".

The screenshot shows a window titled "Approval Assignment" with a blue header. It contains a "Selected Case" section with fields for "No" (00010000970D), "Case Name" (KIMLY TREASON), "CIN" (712B86), "Suffix" (T), and "Casehead Name". Below this is a "Refer Case To" table with columns for Title, Unit, Last Name, First Name, U/W, and Phone Number. At the bottom is a text area for "Enter Comments If Any" and "Cancel" and "OK" buttons.

Title	Unit	Last Name	First Name	U/W	Phone Number
Supervisor	DES	Shepard	Michele	00900	
Supervisor	DES	Tejeda	Wildris	POSDU	
Supervisor	DES	Tessix	Mo	00013	
Supervisor	DES	Thomas	Matthew	POSDT	

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Pilot of New Activity – EFS Issuance

Workers at selected CA centers will have access to the FS POS EFS Issuance activity, which will allow the Worker to complete the expedited FS benefits determination for NCA FS cases registered for One Shot Deal applicants that also want to apply for FS.

Selected Centers

The following sites will have access to this new functionality during the pilot period:

CA Site	CA Center Name	Associated NCA FS Site	FS Center Name
064	Dekalb	F26	North Brooklyn
066	Bushwick	F21	Williamsburg
067	Linden	F23	Boro Hall

Activity Flow – Eligible for EFS

This activity contains the following windows if the applicant is eligible for expedited FS benefits:

- Household Screen
- Expedited Food Stamp Questions
- Activity Checklist
- EFS Eligibility Determination
- EFS Summary
- Budget
- TAD
- CBIC Payee Status
- EFS Decision Form
- Grants Data Entry
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

Activity Flow – Ineligible for EFS

This activity contains the following windows if the applicant is ineligible for expedited FS benefits:

- Household Screen
- Expedited Food Stamp Questions
- Activity Checklist
- EFS Eligibility Determination
- EFS Summary
- EFS Decision
- Form Data Entry
- Notice Data Entry
- Print Forms
- Approval Elements
- Close and Approval Assignment

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Household Screen

This window will provide a summary of the current case information from WMS.

[Household Screen] 5:40:38 PM Thursday, March 27, 2008

File Edit Tools Window Help

Suffix/Individual Inquiry Code WMS Message via OLTP
00010003053F01 NQAGGI A0031 PENDING DATA CANNOT BE ACCESSED NOW

Control Information
District : 66 Center : Melrose Food Stamp Cen Worker : FSAP1 Case Number : 00010003053F

Present Address
Street Number Direction Name Type Apt # City
99 [None] UNDOMICILED BRONX
State: NY Zip Code: 10451-0000 Phone: - -

Suffix Information Active Applying No FS IPV or Sanction Found
File Date : 02/04/2008 FS Suffix : 1 FS Status : SI FS #AP : 0

Suff	Case Name
1	WALTERS BARBARA

Case Member Information

Suff Ln	CIN	Name	Relation	DOB	SSN	Val	Sex	Citizen / National	FS	AFIS / ST
1	1	RX38613V Walters Barbara K	Casehead	10/10/1960	- -	4	M	<input checked="" type="checkbox"/>	SI	<input type="checkbox"/>
1	2	RX38133E Walters Junior	Natural Son	11/11/2000	- -	4	M	<input checked="" type="checkbox"/>	SI	<input type="checkbox"/>

Next Previous

Expedited Food Stamp Questions

This window will allow the Worker to determine whether anyone who is applying received FS this month, whether the FS household received expedited FS in the past and the amount of income received in the current month.

[EXPEDITED FOOD STAMP QUESTIONS] 5:38:03 PM Thursday, March 27, 2008

File Edit Tools Window Help

Have You Or Anyone Who Is Applying Received Food Stamps This Month? 

Has The Food Stamp Household Received Expedited Food Stamps In The Past? 

Has Anyone Who Is Applying For Food Stamp Had Income From Any Sources (Such As Employment, SSA, SSI, UIB, Or Contribution) This Month? 

Spanish Next Previous

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Checklist

This window will allow the Worker to confirm whether the expedited FS questions, identity, citizenship, residency and SSN eligibility factors were completed.

The screenshot shows a software window titled "[Checklist]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area is divided into two columns: "Interview" and "External Clearance".

Interview	External Clearance
<input checked="" type="checkbox"/> Expedited Food Stamps	<input type="checkbox"/> DMV
<input type="checkbox"/> Identity	<input type="checkbox"/> Board Of Education
<input type="checkbox"/> Citizenship	<input type="checkbox"/> WRS
<input type="checkbox"/> Residency	<input type="checkbox"/> UIB
<input checked="" type="checkbox"/> Social Security Numbers	<input type="checkbox"/> Vital Records
	<input type="checkbox"/> Building Clearance

At the bottom of the window are two buttons: "Next" and "Previous".

EFS Eligibility Determination: Financial Eligibility

This section of the EFS Eligibility Determination window will allow the Worker to view the EFS financial eligibility for the case and the reason for the eligibility decision.

The screenshot shows a software window titled "[EFS Eligibility Determination]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area has tabs for "Decision, Financial Eligibility", "Document Completeness EFS", and "Program Status".

Case No: 00010003053F Case Name: WALTERS BARBARA

Expedited	Financial Eligibility	Eligibility Reason
Food Stamps	ELIGIBLE	Income \$ 150 or less and Resources \$ 100 or less.

Management Override - Reason: [Empty text box]

Action to be Taken by Worker:

- Full Month Grant (If reopening within one month of closing)
- Prorated Grant (Cannot issue if amount is less than \$10)

At the bottom of the window are two buttons: "Next" and "Previous".

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

EFS Eligibility Determination: Document Completeness tab

This section of the EFS Eligibility Determination window will allow the Worker to view the EFS verification completeness, to view eligibility factors with missing documentation and to record collateral contacts made.

The screenshot shows the 'Document Completeness EFS' tab in the 'EFS Eligibility Determination' application. The window title bar indicates the time is 5:43:49 PM on Thursday, March 27, 2008. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Decision, Financial Eligibility** (selected)
- Document Completeness EFS** (active tab)
- Program Status** (inactive tab)

The 'Document Completeness EFS' section displays the following information:

- EFS Verification Completeness:** COMPLETE (highlighted in green)
- To view and note alternate verification, click on the 'Down' arrow of the scroll bar on the right.**
- Expedited Food Stamps Verification:**
- Who:** Walters Barbara
- Eligibility Factor:** Identity
- Collateral Contact Attempted:** (dropdown menu)
- Action Taken:** None Required (dropdown menu)
- Details:** Identity was verified through collateral contact

At the bottom of the window, there are 'Next' and 'Previous' navigation buttons.

EFS Eligibility Determination: Program Status tab (before Run Rules button is clicked)

This section of the EFS Eligibility Determination window will allow the Worker to view the EFS eligibility determination and the eligibility reason, to view the new status for the case if the applicant is eligible for expedited benefits. The Worker must click on the **Run Rules** button to run the business rules and obtain the determination.

The screenshot shows the 'Program Status' tab in the 'EFS Eligibility Determination' application. The window title bar indicates the time is 5:53:56 PM on Thursday, March 27, 2008. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Decision, Financial Eligibility** (inactive tab)
- Document Completeness EFS** (inactive tab)
- Program Status** (active tab)

The 'Program Status' section displays the following information:

- EFS Eligibility Determination:** (text field)
- Reason:** (text field)
- Case/Suffix Level:** (text field)
- Case Name:** (text field)
- Deny:** (text field)
- Current Status:** (text field)
- Category:** (text field)
- New Status:** (text field)

At the bottom of the window, there is a 'Run Rules' button and 'Next' and 'Previous' navigation buttons.

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

EFS Eligibility Determination: Program Status tab (after Run Rules button is clicked)

The screenshot shows the 'Program Status' tab of the 'EFS Eligibility Determination' application. The window title is '[EFS Eligibility Determination]' and the system clock shows 5:54:39 PM on Thursday, March 27, 2008. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Case Information:** Case No. 00010003053F, Case Name WALTERS BARBARA.
- EFS Eligibility Determination:** Status is ELIGIBLE. Reason: Income \$ 150 or less and Resources \$ 100 or less.
- Case/Suffix Level:** Case Name WALTERS BARBARA. Current Status FS AP. New Status SINGLE ISSUE.
- Individual Level:** Name Barbara Walters, DOB 10/10/1960. Current Status FS AP. New Status SINGLE ISSUE.

At the bottom of the main content area is a 'Run Rules' button. Below the main content area are 'Next' and 'Previous' navigation buttons.

EFS Summary

This window will give the Worker a summary of the EFS determination.

The screenshot shows the 'EFS Summary' application window. The title is '[EFS Summary]' and the system clock shows 6:04:12 PM on Thursday, March 27, 2008. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main content area is titled 'Case Acceptance' and contains the following information:

- Instructions:** The EFS Summary window shows the expedited processing determination made at the time of the intake and the expedited processing determination made during the EFS Issuance. If the determinations are different, you must select the reason for the difference.
- EFS Eligibility Determination:** ELIGIBLE
- Does the case qualify for fully verified FS benefits?:** No
- Expedited processing determination at Intake:** N/A
- Expedited processing determination in EFS Issuance:** ELIGIBLE
- Does the determination made at the time of the interview differ from the determination made during the intake?:** N/A
- Reason for difference:** (Empty dropdown menu)

At the bottom of the main content area are 'Next' and 'Previous' navigation buttons.

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

CIN Re-Use

This window will allow the Worker to select the proper client identification number (CIN) for re-use for each applicant, if applicable. The window will only appear if at least one case member is in applying (AP) status.

Registry #	Application Date	Unit/Worker	Case #	Case Name	Suffix	Case Type
00010003053F	2/04/08	FSAP1	00010003053F	WALTERS BARBARA	1	FS

Ln	Suf	First Name	MI	Last Name	Sex	SSN	DOB	AFIS	Ex	Ind	CIN	CNTR	Case/Reg #
01	1	BARBARA	K	WALTERS	M	- -	10/10/1960				RX38613V	F40	00010003053F

The selected CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance.

Do you wish to use a new CIN because there is no appropriate Cin match in the clearance ? Yes No

Next Previous

Case Number Re-Use

This window will allow the Worker to select the appropriate case number for re-use, if applicable. The window will only appear if the FS case is in applying (AP) status.

Line	Seq No	First Name	MI	Last Name	Sex	SSN	DOB	CIN
01	1	CASE		UTILITY	M	111-11-9621	11/11/1962	TA23482U

POSSIBLE MATCHES

Previous Case Number: 010000497H Previous Case Suffix: 1

Ln	First Name	MI	Last Name	Sex	SSN	DOB	CIN	CNTR	Case Type	Case Stat	Other	Ind Stat
02	PETER	BOOL		M	111-11-9621	11/11/1962	TA73487J	F15	FS	NA	NA	AP

Next Previous

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Budget

The FS budget window will allow the Worker to calculate a FS-Only budget for the case.

The screenshot shows the 'Existing Budgets' window with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. Below the toolbar, there is a text prompt: "Click on the 'New Budget' button to calculate a new budget." The main area contains a table with the following data:

Case No.	POS Suf	Bdqt No	Author. izable	Authorized Budget?	WMS Bdqt No	Type	Save Date	Effective Dates	Description
00010003053F	1	2	N	N		FS Only	2/21/2008 11:47:10	03A08	
	1	1	N	N		FS Only	2/20/2008 16:47:45	02A08	

At the bottom of the window, there are five buttons: "New Budget", "View Selected Budget", "View Budget Result", "Next", and "Previous".

TAD – POS Data: Case Level and Individual Status

This window will allow the Worker to view the current information for the case in WMS and to update the case status, authorize new budgets, change individual statuses and change individual level codes.

The screenshot shows the 'ELIGIBILITY' window with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The window is divided into two main sections: "WMS Data" and "POS Data".

WMS Data:

Food Stamp Tad Window

Case Number	Suf	Center	Unit Worker	Rule Status	Proj.No	Acct.No	Reuse case No
00010003053F	1	Melrose Food Stamp C	FSAP1				

Case Suffix: 1, M3E Ind: [dropdown], WMS Bdgt#: [dropdown], Notice Bdgt#: [dropdown], Notice #: [dropdown]

Case Name: WALTERS BAR, Language: Albanian, Language Read: English, Notice Language: English, LFLN: [dropdown], Homebound Ind: Yes No

POS Data:

Category	Prg	Status	Status Reason	From Date	To Date
FS	FS	SINGLE ISSUE	[dropdown]	00/00/0000	00/00/0000

Individual Status Table:

Individual Name	Line#	CIN	Prg	Status	Deny ?	Status Reason	Date
Barbara K Walters	1	RX38613V	FS	SINGLE ISSUE	<input type="checkbox"/>	[dropdown]	02/04/2008
Junior Walters	2	RX38133E	FS	SINGLE ISSUE	<input type="checkbox"/>	[dropdown]	00/00/0000

At the bottom of the window, there are five buttons: "Next", "Previous", "Ignore Errors", "Show Individual Data", and "Run Rules".

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

TAD – POS Data: Individual Codes

WMS Data POS Data

First Name: Barbara Last Name: Walters Middle Name: K Sex: M Marital Status: Single/Never Married

Hispanic/Latino: Yes No Asian: Yes No Native Hawaiian/Other Pacific Islander: Yes No

American Indian/Alaska Native: Yes No Black or African American: Yes No White: Yes No

Reuse CIN: Relation to Casehead: Birth Date: 10/10/1960 CHT: TPHI

Casehead: SSN: Student ID: 4

Line No: 1 CIN: RX38613V Citizen/Alien Status: Citizen Alien Type: Alien No: Date of Status: 00/00/0000 Date Entered Country: 00/00/0000

Emp Code: SSI: VET:

Waivers: D/A, IVD, LF, TL, Oth Exemption Indicator: AFIS-EX

Next Previous Ignore Errors Return to Case level Data Run Rules

Grants Data Entry

This window will allow the Worker to record any required NCA FS grant. The grants prepared using this window must be printed using form LDSS-3574 on the **Print Forms** window.

[FS Single Issuance Benefit] 6:09:26 PM Thursday, March 27, 2008

File Edit Tools Window Help

Case Name: WALTERS BARBARA Case Number: 00010003053F Suffix: 1 Date Form Prepared: 03/27/2008 FS Center: F40

Issuance Code	Amount	From	To	Check/CD#	Routing Location	Replaces Benefit	Authorization Number	Payee
1 Code 55 - Expedited Service-Eligibility	\$268	02/04/2008	02/29/2008					
2	\$298	00/00/0000	00/00/0000					

Total Amount: \$566

Next Previous

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Form Data Entry

This window will allow the Worker to enter additional information on the listed forms.

The screenshot shows a software window titled "[Form Data-Entry]" with a timestamp of 4:50:43 PM on Thursday, March 27, 2008. The menu bar includes File, Edit, Tools, Window, and Help. The main area contains a table with the following rows:

	Yes	No
Request for Identification Card/Temporary Medicaid Authorization (Form W607A)	<input type="radio"/>	<input type="radio"/>
Financial Institution Inquiry (Form W532F)	<input type="radio"/>	<input type="radio"/>
Request for Birth or Death Verification from Agencies Outside New York City (Form W680)	<input type="radio"/>	<input type="radio"/>
Documentation Requirements (Form W-113K)	<input checked="" type="radio"/>	<input type="radio"/>
Social Security Administration - Consent for Release of Information (Form W515R)	<input type="radio"/>	<input type="radio"/>
Request for Marriage or Divorce Verification from Agencies outside New York City (Form W681)	<input type="radio"/>	<input type="radio"/>
Request for Contact on a Food Stamp Application (Form W-119)	<input type="radio"/>	<input type="radio"/>
Systematic Alien Verification for Entitlement (SAVE) Referral (Form W-515X)	<input type="radio"/>	<input type="radio"/>
FIA School/Training Enrollment Letter (Form W-700D)	<input type="radio"/>	<input type="radio"/>

At the bottom of the window, there are three buttons: "Spanish", "Next", and "Previous".

Notice Data Entry

This window will allow the Worker to enter additional information on the listed forms.

The screenshot shows a software window titled "[Notice Data-Entry]" with a timestamp of 4:49:48 PM on Thursday, March 27, 2008. The menu bar includes File, Edit, Tools, Window, and Help. The main area contains a table with the following rows:

	Yes	No
Notice to Report to Center (Form M-3g)	<input type="radio"/>	<input type="radio"/>
Notice of New Worker Assigned (Form W102)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Statement (Form W186C)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Request (Form W186D)	<input type="radio"/>	<input type="radio"/>

At the bottom of the window, there are three buttons: "Spanish", "Next", and "Previous".

POS Release Notes: Appendix B

Version 12.1.1, April 28, 2008

Print Forms

This window will allow the Worker to print the listed forms.

The screenshot shows a window titled "[Print Forms]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains a table with the following data:

Form No	Form Description	Copies	Forms
DOH4220	Access NY Health Care		e-form
DSS3151	Food Stamp Change Report Form		e-form
DSS3152	Action Taken on Your Food Stamp Case		e-form
DSS3574	Food Stamps Single Issuance		
DSS3938	Food Stamp Application Expedited Processing Summary Sheet		e-form
DSS4753	Food Stamps - Request for Contact/Missed Interview		e-form
EBT_23	Notice of Special Benefit		e-form
EXP76R	Documentation Receipt		
M3G	Notice to Report to Center		e-form
M3MM	Notification of Application Withdrawal (Cash Assistance, Food Stamps and Medical Assistance)		e-form
M40K	Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits		e-form
M42G	Referral for a Medicaid Eligibility Determination		e-form
SS5	Social Security Card Application		
W102	Notification to Participant of New Worker		e-form
W113K	Documentation Requirements		e-form
W119	Request for Contact on Mailed or Faxed Application		e-form
W119D	Eligibility Factors and Suggested Documentation Guide		
W129RR	Notice of Food Stamp Recertification Appointment		e-form

At the bottom of the window are three buttons: "Next", "Print", and "Previous".

Approval Elements

This window will display all elements that will require supervisory approval. The Worker must click the Next button.

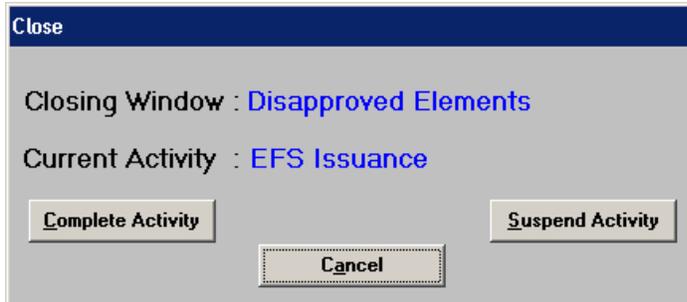
The screenshot shows a window titled "[Disapproved Elements]" with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains two sections, each with a "Disapproved Element" header and a text input field. The first section is for "Address Information" and the second is for "Suffix Information". Each section has an "Approval" checkbox, an "Edit" button, and an "Add Comment" button. Below each section is a "Disapproval Reasons" and "Review Comment Log" area. At the bottom of the window are four buttons: "Next", "Submit", "Refer Back to Worker", and "Previous".

POS Release Notes: Appendix B

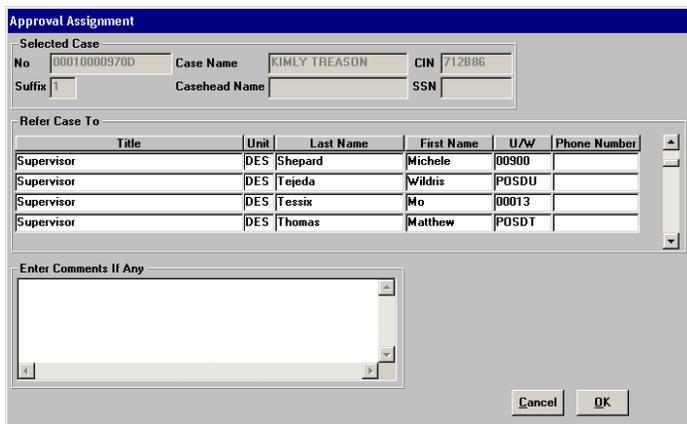
Version 12.1.1, April 28, 2008

Close and Approval Assignment

When the Worker has completed the activity, the Close will appear. The Worker must click on the Complete Activity button. The Approval Assignment window appears. The Worker will select the Supervisor, enter a case comment and click on the OK button to send the case to the Supervisor.



The 'Close' dialog box has a dark blue header with the word 'Close' in white. Below the header, the text 'Closing Window : Disapproved Elements' is displayed in blue. Underneath, 'Current Activity : EFS Issuance' is also in blue. At the bottom, there are three buttons: 'Complete Activity' on the left, 'Suspend Activity' on the right, and 'Cancel' in the center.



The 'Approval Assignment' dialog box has a dark blue header with the text 'Approval Assignment'. Below the header, there is a section for 'Selected Case' with fields for 'No' (00010000970D), 'Case Name' (KIMLY TREASON), 'CIN' (712886), 'Suffix' (1), 'Casehead Name', and 'SSN'. Below this is a table titled 'Refer Case To' with columns for Title, Unit, Last Name, First Name, U/W, and Phone Number. The table contains four rows of supervisor data. At the bottom, there is a text area labeled 'Enter Comments If Any' and two buttons: 'Cancel' and 'OK'.

Title	Unit	Last Name	First Name	U/W	Phone Number
Supervisor	DES	Shepard	Michele	00900	
Supervisor	DES	Tejeda	Wildis	POSDU	
Supervisor	DES	Tessix	Mo	00013	
Supervisor	DES	Thomas	Matthew	POSDT	

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POS Forms and E-Forms

Printed POS forms are saved in the POS Printed Forms area, which is available in POS interview and approval activities and in the Review Case activity.

Printed E-Forms are saved in the FileNET image repository. The forms are available for viewing and re-printing through the OneViewer in POS. E-Forms are not available through the **Tools > Printed Forms** menu.

Removed POS Forms

The following forms will be removed from POS:

- W-532A, Conciliation Notification
- W-667, Job Center Child Care One-Day Return Appointment

New E-Forms for CA Centers

The following forms have been added to citywide E-Forms. They will be saved in the FileNET image repository upon printing and will be available review and re-printing in the OneViewer in POS:

- M-15, Inquiry Regarding Veteran's Benefits and Servicemen's Allotments
- M-15f, Agreement To Repay Public Assistance
- LDSS-2474, SSI Referral and Certification of Contact
- LDSS-4198, Third Party Health Insurance Data Entry Worksheet
- LDSS-4279, Notice of Responsibilities and Rights for Support
- LDSS-4529, Agreement to Repay any Home Relief Overpayments Still Owed after Case is Closed
- LDSS-4530, Assignment of Wages, Salary, Commissions or Other Compensation for Services
- LDSS-4571, Alcohol and Drug Abuse Screening and Referral Form
- LDSS-4733, DFR Legal Residence Statement
- M-528n, Request for Child Care Assistance or Request to Close My Public Assistance (PA) Case
- W-133D, Social Security Number Verification
- W-147CC, Certification of Move Statement
- W-153P, Rental Assistance Unit (RAU) Case Documentation Transmittal
- W-519, Finger Imaging Notice
- W-637B, Request for Advance Payment to Prevent Eviction
- W-897P, Notification of Rent Payment Responsibility
- W-908CC, Notice of Rescheduled Appointment for Recertification Interview

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Existing E-Forms for CA Centers

The following forms are available as citywide E-Forms. They are saved in the FileNET image repository upon printing and are available for review and re-printing in the OneViewer in POS:

- EBT-23, Notice of Special Public Assistance and/or Food Stamp Benefit
- M-3mm, Notification of Application Withdrawal (Cash Assistance, Food Stamps and Assistance)
- M-40K, Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits
- M-858ff, Notice of Intent to Restrict Home Energy Allowance (Timely)
- M-858w, Participant Request for Restriction of Home Energy Allowance
- LDSS-2921, Statewide Common Application
- LDSS-3151, Food Stamp Change Report Form
- LDSS-3152, Action Taken on Your Food Stamp Case
- LDSS-3938, Food Stamp Application Expedited Processing Summary Sheet
- LDSS-4013A, Action Taken on Your Application: PA, MA and FS, Part A
- LDSS-4013B, Action Taken on Your Application: PA, MA and FS, Part B
- LDSS-4753, Food Stamps - Request for Contact/Missed Interview
- M-3g, Notice to Report to Center
- M-687m, Safety Net Assistance (SNA) Application Supplement
- M-858c, Notice of Intent to Restrict Home Energy Allowance for Family Assistance Cases
- M-858x, Notice of Intent to Recoup Utility Grant (Timely)
- W-102, Notice 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-145, Notice Of Intent To Restrict Shelter Allowance (Timely)
- W-145HH, Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (For Applicants Only)
- W-146E, Request to Pay Rent Arrears in Excess of Public Assistance Maximum Shelter Allowance
- W-147, Letter to Landlord
- W-147E, NYCHA Security Agreement
- W-147M, Landlord's Statement
- W-147Q, Primary Tenant's Statement Regarding Occupancy of Secondary Tenant
- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request
- W-451, NYPD - Job Center Report/Referral
- W-515X, Systematic Alien Verification for Entitlements (SAVE) Referral
- W-582A, Family Care Assessment
- W-607A, Request for ID Card/Temporary MA Authorization/Update Existing CBIC
- W-636, Notice of Special Grant
- W-648D, Income Contribution Worksheet for Families in Temporary Housing
- 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
- W-700E, School Attendance Verification Letter

The W-908T form is generated as a batch form through the Schedule Recertification Appointment activity.

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Data Entry Window for Form W-153P

A data entry window will be added for the W-153P (Rental Assistance Unit [RAU] Case Documentation Transmittal) in the **Form Data Entry** window.

The screenshot shows a dialog box titled "Response to Question" with a subtitle "RAU Case Documentation Transmittal". Inside the dialog, there is a section titled "Documentation attached" with a note "(check all that apply)". Below this, there is a list of seven items, each with an unchecked checkbox:

- Court-ordered Stipulation with LT/Index Number
- Notice of Petition
- Petition
- Notice of Motion
- Order to Show Cause
- Breakdown of rent arrears by landlord
- Letter from nonprofit organization on official letterhead stating contribution toward arrears
- Copy of money order if tenant claims that s/he has money to contribute toward arrears
- "Third-party" verification if tenant states that s/he has family or friends to assist with arrears and/or ongoing

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The screenshot shows a dialog box titled "Response to Question" with a subtitle "Third-party" verification if tenant states that s/he has family or friends to assist with arrears and/or ongoing rent (Form W-146E)". Inside the dialog, there is a list of four items, each with an unchecked checkbox:

- Income verification such as pay stubs, award letters, UIB, etc.
- Medical documentation
- Unforeseen emergency
- Other:

Below the "Other:" checkbox, there is a text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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Data Entry Window for Form W-637B

A data entry window will be added for the W-637B (Request for Advance Payment to Prevent Eviction) in the **Form Data Entry** window.

Response to Question

Request for Advance Payment to Prevent Eviction

Notice of Recoupment of Advance Payment

In order to receive an advance, you must agree to a recoupment of the advance from future public assistance payments. You do not have to agree to the amount of recoupment stated below to receive the advance. If you do not agree, the Department is required to send you a **Notice of Intent to Recoup Advance Payment** and you have the right to a conference and Fair Hearing. Even if you now agree to the amount of the recoupment, you may subsequently request a Fair Hearing. If you are receiving Family Assistance (FA) or Safety Net Assistance (SNA), we will recoup 10% of your household needs from each of your future benefits until the amount advanced is recouped. You have a right to ask your Worker for a determination of undue hardship which can reduce the amount recovered from each benefit payment. However, the least amount that can be recouped from each benefit

Response to Question

are receiving Family Assistance (FA) or Safety Net Assistance (SNA), we will recoup 10% of your household needs from each of your future benefits until the amount advanced is recouped. You have a right to ask your Worker for a determination of undue hardship which can reduce the amount recovered from each benefit payment. However, the least amount that can be recouped from each benefit is 5%.

I am requesting an advance payment from my public assistance grant in the amount of \$ to pay the back rent owed in order to prevent an eviction.

I have read the above "Notice of Recoupment of Advancement Payment" and understand it.