



# FS POS Release Notes

Version 2.2, June 23, 2008

These Release Notes contain descriptions of changes in FS POS Release 2.2, scheduled for June 23, 2008. These have been distributed via HRA email. If you would like to be added to the distribution list, please contact **Sandra Hilton**. These and prior Release Notes may also be found on the HRA Intranet at [http://hrawebapps/HRAintranet/CMT\\_page\\_template.cfm?page\\_id=79](http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79)

---

## Table of Contents

1.	Automated Finger Imaging System (AFIS) Results .....	2
2.	Case Number Re-Use Interface Enhancements, Phase I .....	4
3.	New Hardship Waiver Reason Menu and New Edits in FS Reception Intake .....	6
4.	New window: Casehead or Payee Determination.....	7
5.	Due Date for Approve FS Application Interview Activity .....	8
6.	Due Date for Approve FS Recertification Interview Activity .....	8
7.	Bug Fix: Error Correction of EFS Issuance .....	8
8.	TALX Inquiry.....	8
9.	Child Support Income.....	9
10.	Updates to POS/WMS Synchronization Problem Resolution window .....	9
11.	Updates to match WMS Version 2008.2.....	10
12.	Data Entry Window Changes for W-113K.....	11
13.	POS Forms and E-Forms.....	12
14.	Reminders and Clearances.....	12

---

# FS POS Release Notes

Version 2.2, June 23, 2008

## 1. Automated Finger Imaging System (AFIS) Results

Automated Finger Imaging System (AFIS) results will be received from the AFIS-Morpho systems in a nightly file for applicants who completed finger imaging and will be displayed in the POS queues.

### Change to POS Queue

The POS queue was updated to alert the Worker when AFIS results are received. The words **AFIS Results Received** will appear in the Alert column when AFIS results are received for a pending application case.

Activity	Due Date	Alert	Case Name	Case No	Surf	Recd
Application Interview		AFIS Result Received			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
		NA			1	
Total: 27 Cases						

### Changes to POS Tool Bar and Menu

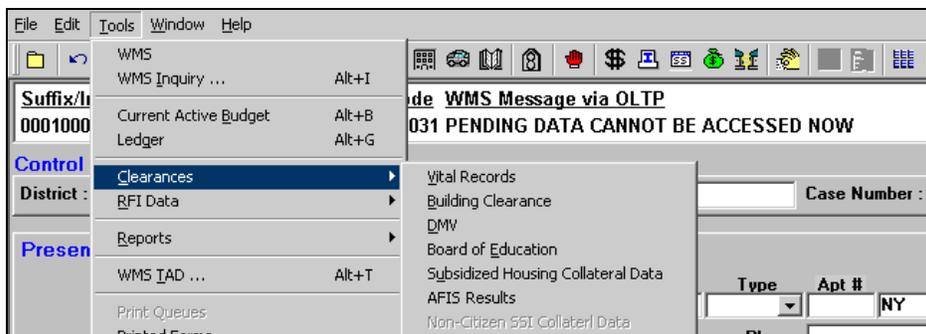
The POS tool bar and the Tools/Clearances menu were updated to allow the Worker to view the details of the AFIS results:

- A new “red hand” icon labeled **AFIS Results** was added to the tool.
- A new option with the same label was added to the Tools/Clearances menu.

#### *New AFIS Results Icon in Tool Bar*



#### *Tools > Clearances > AFIS Results menu option*



# FS POS Release Notes

Version 2.2, June 23, 2008

## AFIS Return File

When the Worker clicks on the “AFIS Results” icon or selects the “AFIS Results” menu option, the **AFIS Return File** window appears. The window lists all individuals for whom AFIS results were received. The Worker can view additional details by selecting the individual’s name and clicking on the **View Details** button. The **AFIS Return File Details** window appears with the date that the results were received, the name, date of birth, Social Security Number, sex, finger image status and match status information received from AFIS in the nightly file.

### AFIS Return File

The screenshot shows a window titled "AFIS Return File" with a sub-header "AFIS Results". Below the header is a table with the following columns: "Date Results Received", "CIN", "First Name", "Last Name", "SSN", "DOB", and "Sex". The table is currently empty. Below the table are two buttons: "View Details" and "Close".

### AFIS Return File Details

The screenshot shows a window titled "AFIS Return File Details" with a sub-header "AFIS Results". The fields are as follows: "Date Results Received" with a value of "06/10/2008"; "Last Name" with an empty text box; "First Name" with an empty text box; "Middle Initial" with an empty text box; "DOB" with an empty text box; "SSN" with an empty text box; "Sex" with a radio button; "CIN" with an empty text box; "Finger Image Status" with an empty text box; and "Action" with an empty text box. A "Close" button is located at the bottom of the window.

# FS POS Release Notes

Version 2.2, June 23, 2008

## 2. Case Number Re-Use Interface Enhancements, Phase I

The **Case Number Re-Use** window will be updated to improve the re-use case number selection interface.

### Current Case Number Re-Use window

### Revised Case Number Re-Use window

# FS POS Release Notes

Version 2.2, June 23, 2008

## Summary of Changes in Revised Window:

The revised window will include the following sections:

- Instructions
- Application Information As Entered
- Suggested Previous Relevant Case
- View Detailed Clearances
- Other Possible Matches
- Disregard all Matches, Use a New Case Number

The Worker can only select one case number for re-use.

## No matches found

If no possible matches are found, POS will display the following message when the window opens: "There are no existing case number matches for this applicant. The application registry number will be used for this applicant."

## Application Information As Entered

The name, date of birth and date of birth entered in the FS Reception Intake activity will appear in this section.

## Other Possible Matches

All FS cases found in the clearance will be displayed in this section. The Worker will be able to select FS cases in closed (CL) or rejected (RJ) status for re-use. FS Cases in applying (AP), single issue (SI) or active (AC) status will be displayed, but cannot be selected for re-use.

- View (button)
- Case Number
- Case Name
- SSN (Social Security Number)
- DOB (Date of Birth)
- Ctr (Center)
- Case PA/MA/FS (status)
- Individual PA/MA/FS (status)
- Select (checkbox)

The Worker can click on the "Select" checkbox to select one of the listed case numbers for re-use.

## Disregard all Matches, Use a New Case Number

This checkbox will allow the Worker to disregard all possible re-use matches found for the case. If this checkbox is selected, the application registration number will be used as the case number.

# FS POS Release Notes

Version 2.2, June 23, 2008

## View Detailed Clearances button

The **View** button(s) in the **Suggested Previous Relevant Case** and **Other Possible Matches** sections allows the Worker to view the WMS summary and individual inquiry window for the case listed next to the button.

## Screenshot of Inquiry window

The screenshot displays the FS POS Inquiry window. The main window shows case information including Case No., Case Suffix, and various status indicators. An 'Inquiry Screens' pop-up window is open, listing several inquiry options such as 'Case Composition - Suffix/Individual Summary (NQCS01,NQIN2A)', 'Case Composition - Suffix Summary (NQCS02,NQCS3A)', and 'All Change Actions for period(NQCS6A)'. The main window also includes fields for SSN, SSN Validation, SSN Date, and various demographic and identification codes.

## 3. New Hardship Waiver Reason Menu and New Edits in FS Reception Intake

### New Edits

New edits in the Application Information window will help prevent data entry errors in the date of birth and Social Security Number fields.

### New Hardship Waiver Reason Menu

A new field will be added to the **Interview Appointment Confirmation** window. This drop-down menu will be enabled when the Worker checks the **Telephone Interview** checkbox in the window for a case that qualifies for a waiver of the in-office interview due to a hardship. The Worker must select the hardship reason in the drop-down menu.

# FS POS Release Notes

Version 2.2, June 23, 2008

## Revised Interview Appointment Confirmation window

### 4. New window: Casehead or Payee Determination

A new window named **Casehead or Payee Determination** window will open in the beginning of the FS Application Interview, FS Change Case Data, EFS Issuance and FS Recertification Interview activities if POS cannot determine the casehead or payee for the case.

This window will allow the Worker to select the casehead or payee:

Suff Ln	CIN	Name	Relation	DOB	SSN	Val Sex / Ntl	Ctnz	HB	PA	MA	FS
			Legal Spouse								

# FS POS Release Notes

Version 2.2, June 23, 2008

## 5. Due Date for Approve FS Application Interview Activity

When an Eligibility Specialist submits an application interview to the supervisor for approval, POS will insert the date corresponding to the 30<sup>th</sup> day following the application file date in the **Due Date** column for the **Approve FS Application Interview** activity to help the Supervisor prioritize items in their queue.

## 6. Due Date for Approve FS Recertification Interview Activity

When an Eligibility Specialist submits a recertification interview to the supervisor for approval, POS will insert the final day of the certification period in the **Due Date** column for the **Approve FS Recertification Interview** activity.

## 7. Bug Fix: Error Correction of EFS Issuance

In order to help prevent erroneous changes to the EFS determination when attempting to correct a WMS error in the EC – EFS Issuance activity, the **Expedited Food Stamp Questions** window will be removed from the activity. When the Worker clicks the **Next** button on the **Household Screen** in this activity, the **EFS Eligibility Determination** will appear.

**Note:** To reassess the EFS eligibility determination for a case, the Worker must access the **EFS Issuance** activity through the **Action** tab in the **Activities Management** window.

For example, the applicant may have been determined eligible for Expedited Food Stamps (EFS) on the date of application, but benefits could not be issued because of missing proof of casehead identity on the date of the initial interview. If the applicant verifies their identity within 7 days of the FS file date, the Worker must update the identity document selection in the **FS Application Interview** and return to the **EFS Issuance** activity to issue the EFS grant.

For full details, please refer to [Policy Directive # 08-07-OPE](#) (Expedited Food Stamp Service Rules).

## 8. TALX Inquiry

MIS will receive a new file with employment information for NCA FS clients with upcoming recertifications on a monthly basis from TALX. A new inquiry item in the POS Tools menu will allow the Worker to access this information.

Employee SSN	First Name	Middle	Last Name	Employee Address	Employee Address	
Employee City	State	Postal	Employee Dob	Termination message	Position	Info Eff Date
Employee Recent Hire Dt	Length of Service	Disp	Employee Mess	Fraud Alert	Military Alert	
Employee Termination Dt	Pay Frequency Code	Frequency message	Pay rate	Ave hrs worked per pp		
Pay Period Begin Date1	Pay Period End Date1	Pay Date1	Hours Worked1	Gross Earnings1	Net Earnings1	Ytd Gross Earn1
Pay Period Begin Date2	Pay Period End Date2	Pay Date2	Hours Worked2	Gross Earnings2	Net Earnings2	Ytd Gross Earn2
Pay Period Begin Date3	Pay Period End Date3	Pay Date3	Hours Worked3	Gross Earnings3	Net Earnings3	Ytd Gross Earn3
Pay Period Begin Date4	Pay Period End Date4	Pay Date4	Hours Worked4	Gross Earnings4	Net Earnings4	Ytd Gross Earn4
Employer Name	Employer Address	Employer Address	Employer City	Employer State	Employer Postal	Country
Med Insurance Available	Med Employee Eligible	Med Employee Enrolled	Med Carrier Name	Med Number	Dep Cov	

Close

# FS POS Release Notes

Version 2.2, June 23, 2008

## 9. Child Support Income

When child support income is entered in the FS POS interview and the Worker clicks on the New Budget window, the income will be transferred automatically to the Individual Income and Needs window.

## 10. Updates to POS/WMS Synchronization Problem Resolution window

If POS is unavailable due to an outage, the Center may complete one of the following actions for a case that was started in POS:

- Added an individual to a case through the WMS Application Maintenance; or
- Added an individual to a case through WMS Undercare Maintenance; or
- Processed an eligibility case action that involves the re-use of a case number.

When this type of action occurs and POS is unable to reconcile the individual information received from the latest WMS TAD, POS displays a window named "WMS → POS Synchronization Problem Resolution" that allows the Worker to match the WMS CIN information with the individuals that were originally entered on the POS case. The instructions on this window will be updated to clarify its use.

The header of the window will indicate the type of problem that was found by POS and will ask the Worker to complete an action to resolve the problem.

### Individual found in WMS whose CIN does not exist in POS

When an individual is found in WMS with a CIN that does not exist in POS, the WMS/POS Synchronization Problem Resolution window is displayed.

The Worker must either match the individual found on the WMS case to an existing line on the POS case or add the individual as a new line in POS.

WMS → POS Synchronization Problem Resolution

POS has retrieved the latest case information from WMS. An individual was found in WMS whose CIN does not exist in POS. This usually occurs when an action is done for the case outside of POS.

**Individual on WMS case whose CIN does not exist in POS**

Case No	Suf	Ln	CIN	First Name	MI	Last Name	DoB	Sex	SSN

You must complete one of the following actions:

1. If the individual listed above who was found in WMS matches one of the POS lines listed below, click on the "Match" button for the POS line. If you click on the "Match" button, the demographics of the WMS line will overwrite those of the POS line.
2. If the individual listed above who was found in WMS does not match one of the POS lines listed below, click on the "Add the individual to the POS case" button to add the individual as a new line on the POS case.

**Information on POS**

Case No	Suf	Ln	CIN	First Name	MI	Last Name	DoB	Sex	SSN

# FS POS Release Notes

Version 2.2, June 23, 2008

## Application case linked to old case number outside of POS

If a non-applying individual is added in POS during the application interview and the application case is subsequently linked to a previous case number outside of POS (TAD data entered into WMS) that has old closed lines. The Worker must match the extra individual from the POS case to a closed line from the WMS case, remove the extra individual from the POS case or click the "No Match" button to keep the individual as a non-applying individual for the case.

WMS → POS Synchronization Problem Resolution

POS has retrieved the latest case information from WMS. An non-applying individual was found in POS whose CIN does not exist in WMS. This usually occurs when an application case is linked and there are closed lines on the link case.

**Extra Individual from POS Case**

Case No	Suf Ln	CIN	First Name	MI	Last Name	DoB	Sex	SSN

You must complete one of the following actions:

1. If the individual listed above who was found in POS matches one of the closed WMS lines listed below, click on the "Match" button for the closed WMS line. If you click on the "Match" button, the demographics of the WMS line will overwrite those of the POS line.
2. If the individual listed above who was found in POS does not match one of the closed WMS lines listed below, click on the "No Match: Remove line from POS case" button or the "No Match: set individual status to NA NA NA" button.

**Information on POS**

Case No	Suf Ln	CIN	First Name	MI	Last Name	DoB	Sex	SSN
Match								
Match								
Match								
No Match: remove line from POS case								
No Match: set individual status to NA, NA, NA								

## 11. Updates to match WMS Version 2008.2

The updates listed below will be made to match changes in the New York State Welfare Management System (WMS) version 2008.2. For additional details, please see the Policy Directive for WMS version 2008.2 under separate cover.

### Inquiry Screens

The following inquiry screens will be updated to match changes in WMS:

- NQCS3A (Current Case Composition-Historical Suffix Information)
- NQCP01 (Pending Case level Data)
- NQIN2A (Individual Inquiry)
- NQCP06 (Pending Suffix Application Data)
- NQIN2B (Client Information)
- NQCS6A ( All Change Actions)
- NQIN20 (IM Financial Profile- Income and deductions)

# FS POS Release Notes

Version 2.2, June 23, 2008

## 12. Data Entry Window Changes for W-113K

The W-113K data entry window will be updated to add 1 new form and remove 2 obsolete forms from the Forms Reminder section, and to add two additional spaces for the Household Member section.

### Removed and Added Checkboxes in Forms Reminder

The W-133D (Social Security Number Verification) checkboxes will be removed from the Forms Reminder section because the form is now obsolete.

### Additional Household Member Spaces

Two additional spaces will allow the Worker to indicate that an adult household member must return in person to be finger imaged, for an employability assessment and/or to sign the public assistance application.

If the Worker indicates that an adult household member is not present at the interview in the Finger Imaging AFIS Referral window, the individual's name will be pre-filled in the return appointment section of the W-113K data entry window and the "to be finger imaged" checkbox will be pre-selected.

*Revised W-113K data entry window*

Response to Question

Form W113K—Documentation Requirements

Due Date: 05/22/2008

RETURN APPOINTMENTS FOR ADULTS

<input type="text"/>	Must return in person	<input checked="" type="checkbox"/> To be Finger Imaged	<input type="checkbox"/> For an employability assessment
<input type="text"/>	Must return in person	<input checked="" type="checkbox"/> To be Finger Imaged	<input type="checkbox"/> For an employability assessment

OK Cancel

Response to Question

<input type="text"/>	Must return in person	<input checked="" type="checkbox"/> To be Finger Imaged	<input type="checkbox"/> For an employability assessment
<input type="text"/>	Must return in person	<input checked="" type="checkbox"/> To be Finger Imaged	<input type="checkbox"/> For an employability assessment

OK Cancel

# FS POS Release Notes

Version 2.2, June 23, 2008

## 13. POS Forms and E-Forms

### Updated E-Forms for NCA FS Centers

The following E-Forms will be updated:

- W-113K, Documentation Requirements and/or Assessment Follow-Up
- W-680FF, Language Questionnaire

### New Print Edit for Form W-147Q

In POS, the W-147Q form (Primary Tenant's Statement Regarding Occupancy of Secondary Tenant) can only be printed for a secondary tenant. If the Worker attempts to print the form and the applicant/participant is not marked as a secondary tenant, the following error message will appear in the Print Forms window: "The W-147Q form can only be printed for a secondary tenant. To mark this household as "Secondary Tenant", please update the Additional Suffix Level Data window."

### Removed POS Form

The following form will be removed from POS:

- W-133D, Social Security Number Verification

## 14. Reminders and Clearances

### Assigning the Failed to Keep (FTK) FS Application Interview activity

The FTK FS Application Interview activity is assigned by using the **Assign Rejection** button in the **Failed to Keep FS Application Interview** window in **MONIQ/FS Reception**.

### Selection of Relationship for Head of Household in the FTK FS Application Interview activity

When completing the FS TAD in this activity in the **Failed to Keep FS Application Interview**, the Worker can select **Casehead** or **Payee** as the relationship for the head of household. This will not cause an error in the Welfare Management System (WMS).

### Y29 Closings for cases that received expedited FS benefits and did not return with documents

If the household receives expedited Food Stamp (EFS) benefits under grant code 55 and subsequently fails to submit pended verification by the due date on the W-113K (Documentation Requirements and/or Assessment Follow-Up), the Worker will access the **TAD** window in the **FS Application Interview** to prepare a case action using closing code **Y29** (Failure to Provide Verification – Expedited FS Approved). The Worker must then submit the action to the Supervisor for review.

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

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

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

# FS POS Release Notes

Version 2.2, June 23, 2008

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

## **Verification of Expenses for Applicants/Participants**

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

## **Submission of pended verification beyond the W-113K due date but within allowed time period**

If an applying household submits all required FS documentation that was previously required and which supports the initial determination of eligibility within the allowed time period, the case must be processed as follows:

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

## **Policy References**

For additional details on the policy described above, please see the following documents:

- PB 08-18-SYS, POS Release Notes Version 12.1 and FS POS Release Notes Version 2.1
- PB 08-30-SYS, FS POS Release Notes Version 2.1a
- PD 08-07-OPE, Expedited Food Stamp Service Rules
- Form W-200D, Expedited Food Stamp Service and Application Timeliness Desk Aid