



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-73-SYS

### ELECTRONIC FUNDS TRANSFER (EFT) FOR RENT PAYMENTS

<b>Date:</b> June 24, 2008	<b>Subtopic(s):</b> Electronic Payments
<p>  This procedure can now be accessed on the FIAweb.         </p> <p>Crediting participant with electronic payments</p> <p>Identifying status of electronic payments</p>	<p>The purpose of this policy bulletin is to remind Workers at Job Centers of the proper procedure for verifying the status of Electronic Funds Transfer (EFT) rent payments for participants residing in New York City Housing Authority (NYCHA) and Housing Preservation and Development (HPD) dwellings.</p> <p>Instead of sending paper checks to NYCHA or HPD on behalf of Cash Assistance (CA) participants, Management Information System (MIS) sends electronic payments. To insure that these electronic payments are credited to the appropriate participant, Workers must enter the correct NYCHA Account Number in the <b>Restricted Name</b> field and the Project office address in the <b>Address</b> field in the Household (<b>NSBL02</b>) screen on the Welfare Management System (WMS) budget as per PB #02-100-SYS and PB #02-246-ELI.</p> <p>Workers can take the following steps via the <b>Benefit Issuance</b> screen on the next page to verify an electronic payment:</p>

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

Benefit Issuance screen  
**NQCS5A**

S	e Suf	Ln	--Date--	Cycle	RTG	Benefit #	Payment Amount	Payment Period	Reconciliation --Date--Stat
1	01		06/23/08	B	E221	99498369	186.00	06/23/08	3
	RE	SP	10		PUC	EMRG IND		07/07/08	06/23/08 3
									186.00
	02		06/23/08	B	EBT	ADJUST TO \$0	0.00	06/23/08	
	PA	RE	05		PUC	EMRG IND		07/07/08	
	01		06/23/08	B	EBT	ADJUST TO \$0	0.00	06/23/08	
	PA	RE	05		PUC	EMRG IND		07/07/08	/ /
4	01		06/10/08			SP58406974	160.47	01/08/08	
	PA	SI	09		PUC	1 EMRG IND		07/07/08	06/20/08 3
									160.47
5	01		06/07/08	A	E221	99498359	92.15	06/08/08	
	RE	SP	10		PUC	EMRG IND		06/22/08	06/07/08 3
									92.15

Routing (RTG) code will be **E221** or **E220**

Reconciliation status

Benefit number begins with the number **9**

- View the Benefit Issuance screen (**NQCS5A**) in the Welfare Management System (WMS). Electronic payments are identified by routing codes **E220** (HPD) and **E221** (NYCHA) and the benefit number which starts with a **9**.
- Determine the status of the payment indicated by the Reconciliation code:
  - 2** – Returned/Cancelled
  - 3** – Cashed
  - Z** – Redeemed and then refunded CA payment

If the Reconciliation code is **2** or **Z**, the benefit can be replaced as a non-recoupable grant as per PD #08-14-OPE.

If the Reconciliation code is a **3**, contact NYCHA central office to determine why the participant’s account has not been credited (refer to PB #02-100-SYS for names of NYCHA Housing liaisons).

**Note:** The Bureau of Reconciliation and Control (BORAC), Electronic Benefits Transfer (EBT) and the Division of Automated Check Inventory (DACIT) cannot provide documentation on EFT automated rent payments, therefore requests for copies of these rent payments should not be made.

*Effective Immediately*

**Related Items:**

[PD #08-14-OPE](#)

[PB #02-100-SYS](#)

[PB #02-246-ELI](#)