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POLICY BULLETIN #09-17-SYS

FS POS RELEASE NOTES VERSION 3.1

Date: February 18, 2009	Subtopic(s): FS POS
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that the latest version of the Food Stamp Paperless Office System (FS POS) migrated to production on February 17, 2009. Descriptions of the changes can be found in FS POS Release Notes Version 3.1 (Attachment A).</p> <p>These release notes can also be found on the HRA Intranet at:</p> <p>http://hrawebapps/HRAintranet/CMT_page_template.cfm?page_id=79</p> <p>Note: The new Denial/Closing Code E86 (Unable to Prove Identity to an Investigatory Agency) is only for use by staff from the Bureau of Fraud and Investigation (BFI) and will be disabled on the TAD window for center staff.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>Attachment A FS POS Release Notes Version 3.1</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*

FS POS Release Notes

Version 3.1 February 17, 2009

These Release Notes contain descriptions of changes in FS POS Release 3.1, scheduled for February 17, 2009. 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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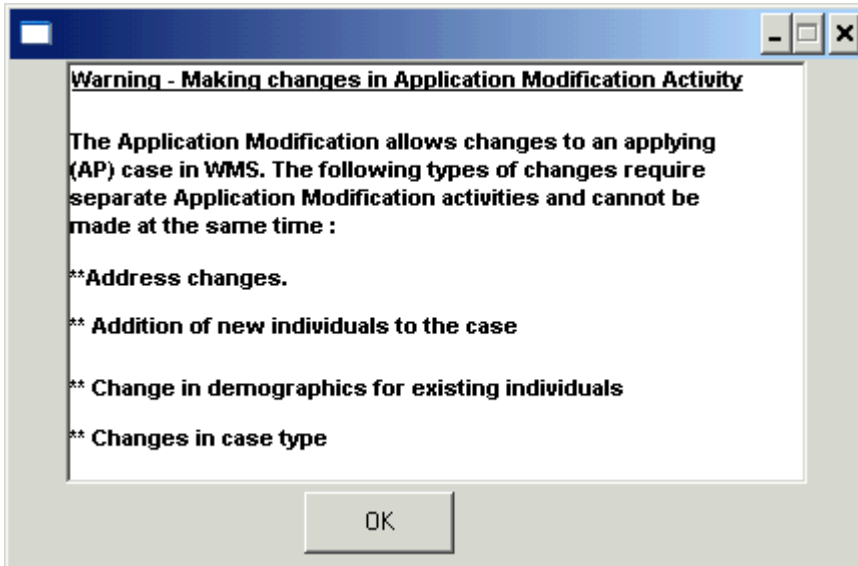
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1. Update to Application Modification

A new informational message will be added during application modification activity to inform the worker of the correct processing of the application. The following message will be displayed when the address information is opened:



2. Update to Income Question in expedited processing windows

The text for the question about income received this month in the application and EFS activities will be updated: "Has Anyone Who Is Applying for Food Stamp Had Income or Expect to Receive Income from Any Sources (Such As Employment, SSA, SSI, UIB, Or Contribution) This Month?"

3. Net Child Care Income Field in Approval Activities

The Child Care section of the "Is Employed" question has been updated. Currently, this approval section displays the number of children for whom care is provided, total number of hours worked per week, whether care is provided in the home of the provider, the number of days per week that each child is cared for and the amount charged for each child per week.

A new field in the Child Care section: "Total net income" will be added with the following calculation as needed:

- **Total 1** is the addition of the childcare "**amount charged per week**";
- **Total 2** is the child care amount for each child who has been identified as "**Yes**" in "**care provided in home**", or any other identified child care amount.
 - **For those children that are identified as care provided in the home, POS will multiply the "number of days" per week by \$5; if the child is not cared for in provider's home, POS will not deduct the \$5 per a day credit.**
- **Total net income** will equal **Total 1** minus **Total 2**.

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Revised Approval Window for Employment Income

Version 12.3.1 - Paperless Office System - [Supervisory Approval-Employment In 10:02:38 AM Wednesday, January 07, 2009

File Edit Tools Window Help

Is Employed?

Reason For Leaving	Other Detail	Total net income	Number of Children	Total Number of Hours Worked per Week
		\$450.00	2	35.00

Child Care	Care Provided in Home	Number of Days/Week	Amount Charged per Week
Child #1: Yes	Yes	5	\$250.00
Child #2: Yes	Yes	5	\$250.00
Child #3:		0	\$0
Child #4:		0	\$0
Child #5:		0	\$0
Child #6:		0	\$0
Child #7:		0	\$0

Benefits Received	Amount	Frequency	Date Received
Sick Pay			
Vacation Pay			
Severance Pay			
Pension payments returned by employer			
401K/4036 or Other			
Deferred Compensation			
Stock Options			

Supervisory Review

Documents: Documents Reviewed:

Total Rows: 0

Disapproval Reasons Approve Disapprove

Preview Comment Log

4. WMS 2009.1 Updates

POS has updated the system with the following components based on the WMS software version 2009.1 Release:

- New Codes for the Language Read Indicator and Language Spoken Indicator fields;
- New Line Level Sanction Override Code Y48 (All - Approved Override with Documentation that Allows the Opening of CvB or JOB Search Sanction during the Infraction Period. No Notice Required) on the TAD window;
- New Rejection/Closing Code M13 (Duplicate Assistance - Active Cash Assistance [CA] Case in Another State) on the TAD window;
- New Denial/Closing Code E86 (Unable to Prove Identity to an Investigatory Agency) for Identity Theft on the TAD window.

These changes will be effective February 17, 2009. For additional information, please refer to the WMS 2009.1 system release policy directive.

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5. Updates for New Language Codes

The following POS windows and activities will be updated to list the new Language Spoken and Language Read codes:

- Applicant Information window in the FS Reception Intake activity;
- Case Login window in Application Modification and Case Member Addition Intake activities;
- Additional Suffix Information window in the FS Application Interview, FS Recertification Interview, FS Change Case Data and HRA FS Outreach activities;
- FS TAD window in the FS Application Interview, EFS Issuance, FS Recertification Interview and FS Change Case Data activities.

English and Spanish will be the first two choices and the remaining languages will be listed in alphabetical order in the language fields on the windows listed above. For a full description of the new languages codes please refer to WMS 2009.1 system release.

6. Caseload Update for FS Cases Registered for One-Shot Deal Applicants

In an ongoing pilot program of Food Stamp Separate Determination through POS, POS allows Workers at three Job/Model Centers (DeKalb Center # 064, Bushwick Center # 066 and Linden Center # 067) to register a Non-Cash Food Stamp case for One-Shot Deal (EAF, EAA or E-SN category) applicants that also want Food Stamps.

In order to improve tracking of these cases, POS will now designate a value of "OSD" and the last two digits of the CA center number as the caseload for the registered NCA FS case.

Selected Centers

The following centers have access to this functionality during the pilot period:

CA Center	Caseload for Registered NCA FS Cases for OSD Applicants
DeKalb # 064	OSD64
Bushwick # 066	OSD66
Linden # 067	OSD67

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7. Revised W-186C Form Data Entry Window

The W-186C (Fair Hearing Compliance Statement) form data entry window will be updated to match revisions to the form. The following sections will be revised:

- Cash Assistance: Food and Other
- Food Stamp Section
- Appointment Scheduled Section

Response to Question

Form W 186C - Fair Hearing Compliance Statement

Fair Hearing Number: Fair Hearing Decision Date:

Cash Assistance: Food and Other

We are issuing you \$ as nonrecurring or retroactive Cash Assistance grant for This benefit will be available to you on or before

Immediately before your Fair Hearing request, your semi-monthly Cash Assistance grant was \$ Effective your semi-monthly Cash Assistance grant will be \$

Your restored benefits mentioned above are being offset by recoupment(s) not an issue in the Fair Hearing Reducing your semi-monthly Cash Assistance grant.

You did not lose any child care benefits because you received aid-continuing for child care during the Fair Hearing process. Therefore, your child care benefits remain the same.

We have re-evaluated your eligibility for Cash Assistance and have determined that you are not eligible. You will be sent a separate notice of our determination.

Your Cash Assistance benefits remain unchanged.

We are not issuing any Cash Assistance benefits at this time because you are currently ineligible for benefits based on reasons

Response to Question

Food Stamps

We are issuing you \$ as a nonrecurring or retroactive Food Stamps for These Food Stamps will be available to you on or before

Immediately before your Fair Hearing request, your monthly Food Stamp were \$

Effective your monthly Food Stamp benefit will be \$

The restored Food Stamps mentioned above are being offset by recoupment(s) not an issue in this Fair Hearing, reducing your ongoing Food Stamp benefit.

You did not lose any Food Stamps benefits because you received aid-continuing during the Fair Hearing process. Therefore, your Food Stamps benefits remain the same.

We have re-evaluated your eligibility for Food Stamps and have determined that you are not eligible. You will be sent a separate notice of our determination.

Your Food Stamp benefits remain unchanged.

Appointment Scheduled/Information Requested/Documentation Required

We have been unable to determine if you are eligible for the benefits that were the subject of your Fair Hearing. we mailed you a letter on Asking you to come in for an interview and/or submit the following

By

Comments

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Revised W-186C Data Entry Form

The following sections will be added to the W-186C data entry window:

- Shelter Allowance
- Other Actions
- Medical Assistance
- Miscellaneous

Response to Question

Shelter Allowance

We are issuing you [] as a shelter allowance for []
This benefit will be issued directly to your landlord on or before 00/00/0000

Immediately before your Fair Hearing request, your semi-monthly shelter allowance was []
Effective 00/00/0000 Your shelter allowance will be []

Your shelter supplement [] was restored on 00/00/0000

We are unable to restore your shelter supplement [] because []

We are not issuing any shelter benefits at this time because you are currently ineligible for benefits based on reasons not related to the issues addressed in this Fair Hearing.

Response to Question

Other Actions

The Agency's determination to sanction [] remains unchanged

The Agency's determination to sanction was reversed and the Cash Assistance and/or Food Stamp Sanction for [] Was deleted/lifted

The recoupment, RTI # [] Remains unchanged or was deleted

Your budget was changed because []

You did not lose any child care benefits because you received aid-continuing for child care during the Fair Hearing process. Therefore, your child care benefits remain the same.

You may be eligible for child care retroactive to 00/00/0000

In order to receive retroactive and/or ongoing child care, you or your provider must forward verification or child Care service and/or time-sheets to the Administration for Children's Services Voucher Payment Unit at 212-227-2257.

You are not eligible for child care because []

Response to Question

Medical Assistance

If your Medicaid benefits were interrupted, they will be restored along with your Cash Assistance benefits.

Miscellaneous

The Agency's determination that found you to be employable or employable with limitations remains unchanged.

Based on the decision of your Fair Hearing, we are required to review/re-evaluate your medical claim. You received an appointment on 00/00/0000 for a medical evaluation.

Appointment Schedule/Documentation Request/Documentation Received

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8. Revised W-186D Form Data Entry Window

The W-186D (Fair Hearing Compliance Request) form data entry window will be updated to match changes to the form. The following fields will be added:

- “If you were in receipt of child care benefits prior to your Fair Hearing request and your child care was interrupted, please follow the instruction provided in the check marked section that applies to your Current situation;
- “If your child care provider has not changed, please provide a completed Child Care Provider Enrollment Supplement form (CS-274W).
- “If you need a new provider, you and your provider must complete the Child Care Provider Enrollment Supplement form (CS-274W) and if you are using a legally-exempt (informal) Child Care provider you must also submit the Enrollment Form for Provider of Legally-Exempt Family Child Care (LDSS-4699), or the Enrollment Form for Provider of Legally-Exempt Group Child Care (LDSS-4700).

Revised W-186D Data Entry Form

Response to Question

Due Date: 00/00/0000

If you were in receipt of child care benefits prior to your Fair Hearing request and your child care was interrupted, please follow the instructions provided in the check marked section that applies to your Current situation;

If your child care provider has not changed, please provide a completed Child Care Provider Enrollment Supplement form (CS-274W).

If you need a new provider, you and your provider must complete the Child Care Provider Enrollment Supplement form (CS-274W) and if you are using a legally-exempt (informal) child Care provider you must also submit the Enrollment Form for Provider of Legally-Exempt Family Child Care (LDSS-4699), or the Enrollment Form for Provider of Legally-Exempt Group Child Care (LDSS-4700).

OK Cancel

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9. Enabling SAVE button in the Review Case Activity

The SAVE button will be added to the Review Case Activity on the Alien Checklist.

Task	Required	Status	
1. Alien Type Reevaluation	Yes	Not Started	Start
2. Alien Type Determination	No	Complete	Review
3. Alien FS Eligibility Determination	No	Complete	Review
4. Alien MA Eligibility Determination	Yes	Not Started	Start

Case Member	Alien Type	Alien Code	Time In Status	PA	FS	MA	Doc Requested	Do Scan
Case Last	Legal Permanent Resident	K	2 Yrs 2 Mn	SNET	FED			

SAVE 1 Next Previous

For interview activities, the SAVE button is enabled after the Alien Type Determination is completed.

10. E-Forms

The following E-Forms will be **updated**:

- W-186C, Fair Hearing Compliance Statement
- W-186D, Fair Hearing Compliance Request