



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #09-19-OPE

### BEV FUNCTIONALITY IN POS

<p><b>Date:</b> February 19, 2009</p>	<p><b>Subtopic(s):</b> Paperless Office System (POS)</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">PB #08-105-ELI</a>.</p>	<p>The purpose of this policy bulletin is to remind Job Center staff that the Paperless Office System (POS) can be used to schedule Bureau of Eligibility Verification (BEV) appointments for in-office and homebound visits.</p> <p>POS can be used to schedule BEV appointments for Cash Assistance (CA) applicants/reapplicants, including payee cases. (Refer to <a href="#">PB #08-105-ELI</a> for information on when a BEV referral is not required.)</p> <p>When using POS, the JOS/Worker can schedule in-office and homebound BEV appointments in POS without minimizing the application and having to access the BEV Maintaining and Preparing Executive Reports (MAPPER) database.</p> <p>Using the <b>BEV Referral</b> window in the <b>Application Interview</b> in POS, the JOS/Worker must:</p> <ul style="list-style-type: none"> <li>• click “Yes” for the <b>New Ref Necessary</b> (New Referral Necessary) field</li> <li>• set the appointment to “In Office” or “Homebound,” as appropriate</li> <li>• select the Case Type from the drop down menu, and</li> <li>• click the <b>View/Schedule BEV Appointment</b> button for the <b>View/Schedule BEV Appointment</b> window to appear.</li> </ul>

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*

BEV Referral window

When the **View/Schedule BEV Appointment** window appears, the JOS/Worker must:

- click the **Make a New Appointment** or the **Reschedule the Appointment** button, POS displays the **BEV Referral Reasons** window (see the screen shot on Page 4)
- select a BEV referral reason and clicks the **OK** button
- select up to three reason codes, or
- check the **None of the above** check box, if none of the reasons applies.

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 no prior appointment

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.

View/Schedule BEV Appointment window with a prior appointment

**Instructions:**

Click on the Make a New Appointment button to schedule the appointment.

Scheduled Date: 2008/03/28    Scheduled Time: 09:00    Appt. Type: FA

**Referral Reasons**

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

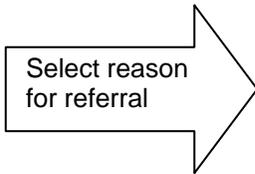
Buttons: Make a New Appointment, Reschedule the Appointment, Cancel the Appointment, Done

After selecting a BEV referral reason, the JOS/Worker must:

- click the **OK** button in the **BEV Referral Reasons** window and POS connects to the BEV MAPPER database to retrieve the available appointments
- open the **Available Appointments** window.
- select an appointment from the list, and
- click the **Schedule/Reschedule the Appointment** button.

Job Center staff **do not** cancel BEV appointments, as per current procedures. When necessary, BEV appointments are only cancelled by BEV staff.

**Referral Reasons window**



**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

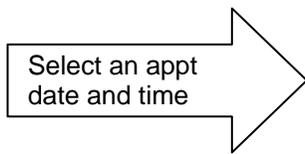
**Other**

<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

**Available Appointments window**



**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

After scheduling an in-office appointment, the JOS/Worker must:

- open the **Print Forms** window,
- select the **W-532R** form, and
- click the **Print** button.

**Note:** For homebound appointments, BEV will contact the applicant to schedule a visit.

The appointment notice (**W-532R**) will print and a signature capture window will appear.

*Effective Immediately*

**Related Items:**

[PB #08-26-OPE](#)

[PB #08-105-ELI](#)

[PD #06-26-OPE](#)