



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-65-SYS

POS RELEASE NOTES VERSION 14.2

Date: June 22, 2010	Subtopic(s): 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 Job Center staff that the latest version of the Paperless Office System (POS) migrated to production on June 21, 2010. Descriptions of the changes can be found in POS Release Notes Version 14.2 (Attachment A), Desk Guide-Introduction to POS Portal: Appendix A (Attachment B), and ACCIS Clearances: Appendix B (Attachment C).</p> <p>These release notes can also be found on the HRA Intranet at:</p> <p>http://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79</p> <p><i>Effective Immediately</i></p> <p>Related Item:</p> <p>PD #01-49-EMP</p> <p>Attachments:</p> <p>Attachment A POS Release Notes Version 14.2 Attachment B Desk Guide-Introduction to POS Portal: Appendix A Attachment C ACCIS Clearances: Appendix B</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 Fax* or fax to: (917) 639-0298

POS Release Notes

Version 14.2 June 21, 2010

These Release Notes contain descriptions of changes in POS Release 14.2 scheduled for June 21, 2010. 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

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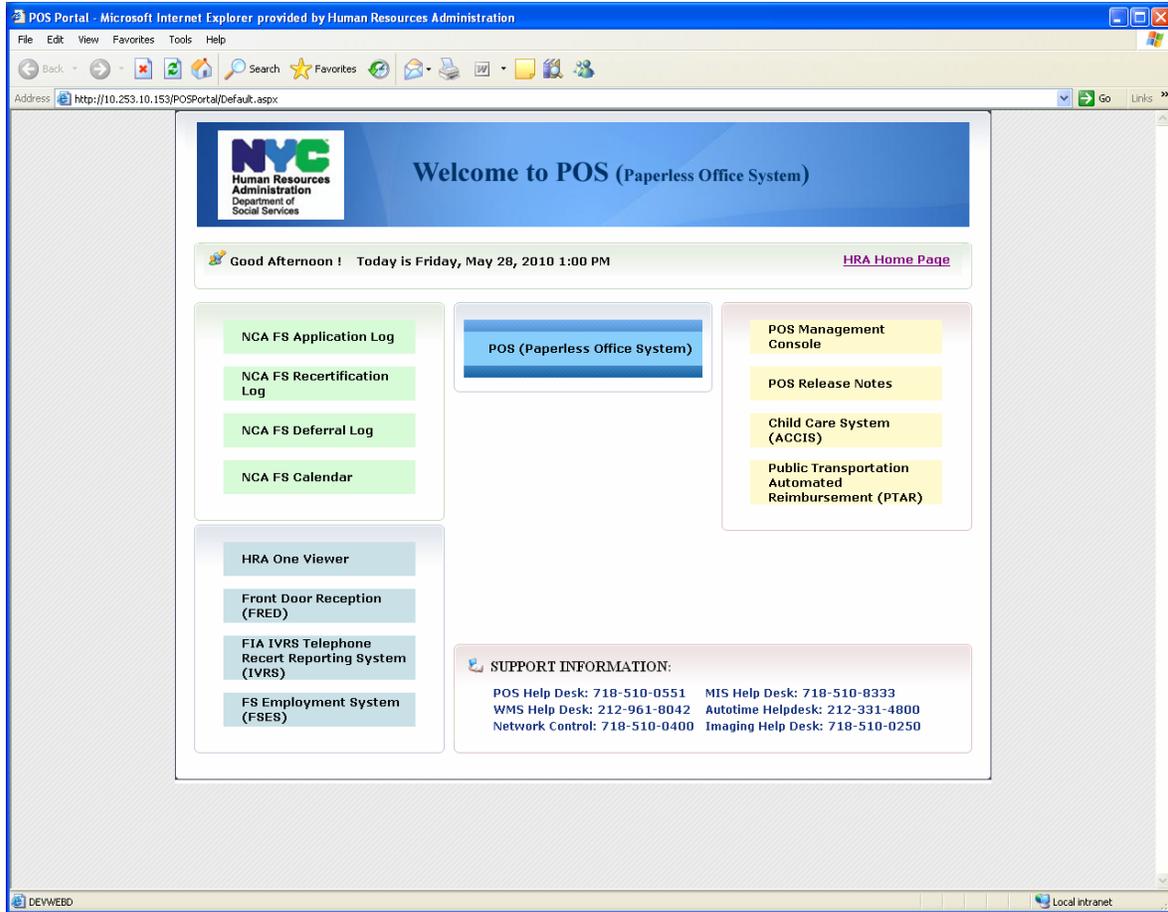
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POS Release Notes

Version 14.2 June 21, 2010

1. New POS Web Portal

A new **POS Web Portal** will allow staff to easily access the POS sign-on, POS web-based tools, Front Door Reception (FRED), other related systems and system documentation.



For additional details, please see the **Appendix A: POS Web Portal**.

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2. Active Child Provider Matches in ACCIS

POS will now identify applying or active individuals who are also identified as child care providers receiving payment via the Automated Child Care Information System (ACCIS). POS will launch an automated lookup to ACCIS using the applicant/participant social security number at the time of application and recertification.

If matches are found, a new **ACCIS Clearances** window will appear for each individual for whom a match was found in the **CA Application Interview, EC – CA Application Interview, CA Recertification Interview** and **EC – CA Recertification Interview** activities after the Worker clicks the **Next** button in the **Absent/LRR** window.

ACCIS Clearance Window

Version - POS - ACCIS Clearances

Instructions

The Clearance below represent a Social Security Match in the ACCIS system for the applicant/Participant, You must chose a resolution in order to complete an Activity before case is forward for supervisory Approval

Applicant/Participant Demographics in POS

Name	SSN	DOB
John Doe	111-22-3333	12/12/1980

Address information in POS

163 East 178th Street 4H
Bronx, NY 10453

Information from Childcare system (ACCIS)

Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Address	ACCIS Status
111-22-3333	746352	Doe	John	225 West 22nd street NY NY 10011	AC

Gross Income for the last five Months

January 09	February 09	March 09	April 09	May 09
	200.60	255.30		300.00

Is the Applicant/Participant disputing this Match? Yes No

Does the Applicant/Participant Claim they stopped providing childcare? Yes No

Resolution

Applicants

Was a FIA-3A initiated and Completed?

Yes No Pending

Participants

Was this child care income previously budgeted with the correct amount? Yes No Pending

Was a recoupment initiated due to the child care income match? Yes No

Next **Previous**

For additional information, please see the **Appendix B: ACCIS Clearances**.

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3. Printing of Immediate Need Grants from IN/EFS Issuance Activity

Immediate Need grants (Cash Assistance grant code 44) prepared in the **IN/EFS Issuance** and **EC – IN/EFS Issuance** activities has been sent to the **Single Issue Printing Queue** when the supervisor completes the **Approve IN/EFS** or **Approve EC – IN/EFS** activity.

4. Updates to Match WMS Version 2010.2

The following changes have been made to match the updates in the Welfare Management System (WMS) version 2010.1, which will be released on June 21, 2010:

- WMS will no longer require an entry in the AD-EX field when the employment code is 43 Incapacitated - SSI Application Filed.
- The Cash Assistance (CA) Basic Allowance will increase by 10% effective July 1, 2010.
- New income source code **76** (Youth Build)
- New individual closing codes **P44**, **P45** and **P46**.

New Income Source Code 76 (Youth Build)

A new Income Source Code **76** has been added to the other income window identifying income from Youth Build (a federal training and work program) for young people between the ages of 16 and 24.

Youth Build income will be counted as Earned Income for CA and Exempt Income for FS and will be for cases with budget effective dates of 05/A/10 or later.

Income from Youth Build is exempt for FA cases, but counted for SNA cases except for those with dependent children under 21 and who are full or part-time students. Youth Build income would be exempt for these students, our standard student income exemption. Workers would review on a case-by case basis whether to enter this income into the system.

Youth Build income is exempt for MA.

New Individual Closing Codes

The following Cash Assistance (CA) individual closing codes will be added:

- **P44**-Failure to Comply with Drug and/or Alcohol Assessment
- **P45**-Failure to Comply with Drug/Alcohol Assessment
- **P46**-Failure to Comply w/ D/A Release Info

Policy

For additional information on the **WMS system updates** please refer to the **Policy Directive**.

5. Self-Employment Window Update

The **Business Type** text box in the **Self-Employment** window will be converted into a drop-down menu with the following options:

- Accounting
- Cosmetic Sales
- Bait business
- Bakery
- Business Owner or Operator
- Carpentry or Construction
- Crafts
- Clamming

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- Corporation
- Car repair or restoration
- Computer service
- Catering
- Contract work
- Cycle shop
- Electrician
- Farming
- Fishing
- Gambling
- Housekeeping
- Hunting
- Insurance Agent
- Junking
- Kennels
- Lawn care
- Logging
- Manufacturing
- Musician
- Odd jobs
- Other
- Painting
- Newspaper delivery
- Photography
- Plumbing
- Partnership
- Real estate agent
- Sawmill
- Selling blood
- Selling produce
- Sewing
- Tavern
- Truck driving
- Tattoo parlor
- Trapping
- Tax preparation

Self-Employment Window

The screenshot shows a software dialog box titled "Response to Question". On the left, there is a section labeled "Info from WRS" with fields for "Employee", "Employer", "Street", "City", "Zip", and "Wage Year Quarter". The main area contains fields for "Who" (a dropdown), "Start Date" (00/00/0000), and "Expected End Date..." (00/00/0000). Below these are several rows of data entry fields with radio buttons for "Yes" and "No":

Company Name	<input type="radio"/> Yes <input type="radio"/> No	Gross Income	\$0	Frequency	Taxes Withheld	Day Paid
Name			\$0		<input type="radio"/> Yes <input type="radio"/> No	
Business Address			\$0	Hours Per Frequency	Expenses	Monthly Net Income Amount
Different from Residence	<input type="radio"/> Yes... <input type="radio"/> No		\$0		<input type="radio"/> Yes... <input type="radio"/> No	\$00
Business Type		Business Tel #				

At the bottom of the main area are fields for "Document...", "Scan" (with a checkbox), and "Comment...". At the very bottom are "OK" and "Cancel" buttons.

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6. Saving Data for Individuals with the Same Name

When two individuals with the same name appear in a response window, the data is occasionally saved under the wrong individual's name. The response windows will be updated to resolve this type of error.

7. Model Office Updates

The following configuration updates were made in the Model Office systems (FRED and MONIQ) in April, May and June 2010:

- The Special Assessment, HEAP and OEM queues at the Richmond Job Center (099) were disabled;
- The CA Info Verification queue was activated at every CA model center, including the Family Services Call Center satellites. Three NYCWAY appt codes are mapped to it: 10DC, 10DR and 10DT;
- The Concourse Job Center (**045**) was closed. However, Management Console users will be able to generate Model Office Time Reports for a few weeks. The other MO reports won't be affected by the closure;
- The Concourse FS Center (**F45**) opened on April 26, 2010 as a Model Center;
- Double-clicking on the "Route to Selected Appt" button will only print one ticket; and
- The CA Appl Interview queue has been disabled in FRED.

8. E-Forms

The following E-Form have been updated:

- **W-515X**, SAVE Referral

The following E-Form will be added to POS:

- **W-274U**, Attestation of Employment as a Childcare Provider

9. Reminder: Appendices

- Appendix A, POS Web Portal
- Appendix B, ACCIS Matches

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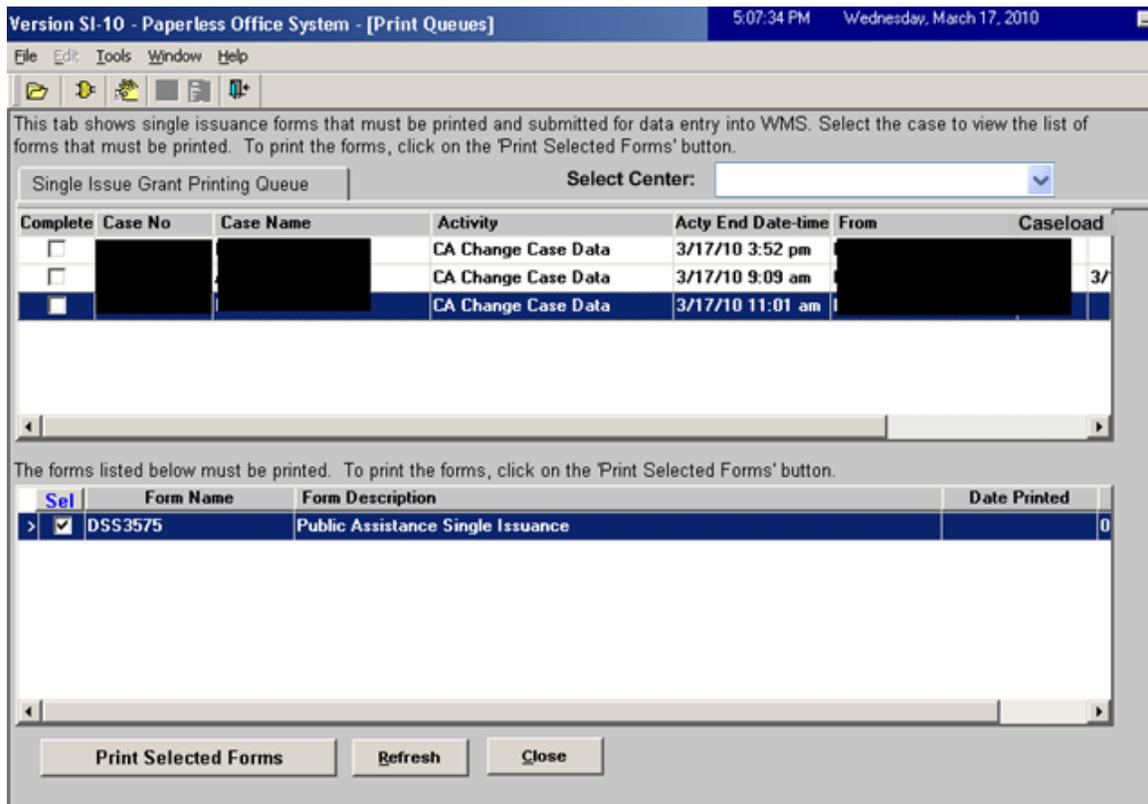
10. Single Issue Printing Queue Enhancement for HASA Fair Hearing Staff

A new filter has been added to the top of the **Single Issue Printing Queue** window for HASA Fair Hearing staff enrolled at the Waverly HRA Center (013). This filter will allow the HASA Fair Hearing staff to print the grant forms that they prepare for the following centers:

- 013 Waverly HRA Center
- 019 Crotona HRA Center
- 024 Amsterdam HRA Center
- 041 Grand Concourse HRA Center
- 043 Kingsbridge HRA Center
- 048 Jerome HRA Center
- 051 Queensboro HRA Center
- 063 Coney Island HRA Center
- 072 Hamilton HRA Center
- 073 Brownsville HRA Center
- 085 Greenwood HRA Center
- 099 Richmond HRA Center

Grant forms prepared by HASA Fair Hearing staff will not appear in the regular HRA center Single Issue Printing Queues.

Revised Print Queue for HASA Fair Hearing Staff



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11. Single Issue Reminders: Entry of Approved Amount in SI Task 6

For accepted requests, the Worker must enter the approved amount in the **Referrals and Outcomes** tab in SI Task 6 in order to ensure that the proper amount pre-fills the grant data entry windows, repayment agreement forms and applicant/participant notices.

12. Single Issue Reminders: Proper Processing of Repayment Agreements

To correctly process the **repayment agreements for utility arrears, fuel arrears and rent arrears**, the worker must fully complete the **Request Action** window in the **Outstanding Requests (SI Task 6)**.

Utility Arrears and Fuel Arrears (Grants Tab)

When a utility arrears or fuel arrears request is accepted for a grant, the Worker must select "Yes" in the **Payment Recommended** field in the **Utility Liaison Recommendation**.

The Worker must fully complete the Utility Liaison recommendation section, particularly the **payment amount and dates**. This will ensure the **proper processing of the repayment** agreement, when it is required.

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The recommended payment will transfer to the **Utility Arrears Repayment Agreement (W147X)**. If the worker **does not enter the payment amount**, it will not transfer to the Repayment Agreement correctly.

The worker must proceed to process the additional tabs to complete the Task 6, Request Action window.

Rent Arrears (Referral and Outcomes Tab)

The screenshot shows the 'Request Action' window in the Paperless Office System. The title bar indicates 'Version SI-10 - Paperless Office System - [Request Action]' and the date is 'Wednesday, February 24, 2010'. The window has a menu bar with 'File', 'Edit', 'Tools', 'Window', and 'Help'. The main content area is divided into several sections:

- Request Type:** 'Back Rent or Carrying Charges'. Financially Eligible for: EAF? No, E-SNA? Yes, EAA? .
- Grant Info:** Complete (green bar). Referrals and Outcomes: Complete (green bar). Documentation and Verification: Complete (green bar).
- Grants, Referrals and Outcomes, Documentation and Verification** tabs are visible.
- Referrals** section:
 - Referral to: 'AOM, HDU and/or RAU?' with radio buttons for Yes and No.
 - Other Referral? Yes No. Referral made to: [text field].
 - Received external assistance? Yes No. Source of assistance: [text field].
- Recommendation Received** section:
 - Recommendation Received: Issue Grant, Issue Grant Conditionally, Deny Grant.
 - Approved Amount: [text field]. Approved Period: From: 00/00/0000 To: 00/00/0000.
 - Accept Voucher? Yes No.
 - Comments: [text field].
- Buttons at the bottom: Close, Next Request, Previous Request.

When a request for back rent or back mortgage is accepted for a grant, the Worker must fully complete the **Referrals and Outcome** tab. In the **Referrals** and **Recommendation Received** sections, the Worker must fill in the required information.

The Worker must click **Yes** for the **Referral to** field. This will enable the **Recommendation Received** section.

This is a close-up view of the 'Referrals' section from the screenshot above. It shows the following fields and controls:

- Referral to:** 'AOM, HDU and/or RAU?' with radio buttons for Yes and No.
- Other Referral?** Yes No. **Referral made to:** [text field].
- Received external assistance?** Yes No. **Source of assistance:** [text field].

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The Worker must select Issue Grant or Issue Grant Conditionally in the **Recommendation Received** section. The Worker must then enter the **Approved Amount** and **Approved Period**. This will ensure the **proper processing of the repayment agreement**, when it is required.

Recommendation Received		
Recommendation Received:	<input type="radio"/> Issue Grant	<input type="radio"/> Issue Grant Conditionally <input type="radio"/> Deny Grant
Approved Amount:	<input type="text"/>	Approved Period: From: <input type="text" value="00/00/0000"/> To: <input type="text" value="00/00/0000"/>

The approved amount will transfer to the Emergency Assistance to Needy Families Agreement to Repay Excess Shelter Arrears (**W-147KK**) or the Emergency Safety Net Assistance Shelter Arrears Repayment Agreement (**W-147H**).

If the Worker **does not enter the approved amount**, it will not transfer to the Repayment Agreement correctly. The Worker must proceed to process the additional tabs to complete the Request Action window.

13. Single Issue Reminders: Re-Printing Grant Forms

Once the **Print Grant Forms** row is completed in the **Single Issue Printing Queue**, the form cannot be printed from this queue.

To reprint SI grant forms that were printed using the **Single Issue Printing Queue**, the worker must access the **Review Case** activity, click the **Next** button in the **Activities** window, select **Tools** and click on **Printed Forms**. The Worker can select the form and click on the **Preview** button to review the form(s) prior to printing. The **Re-Print** button will allow the Worker to re-print the form(s).

Activities window

Seq #	Activity Type	Reason For Removal	Parent	Start Date	End Date	Em
2046	System Removed		1936	4/24/10 5:30 am	4/24/10 5:30 am	SYSTEM
2045	Document Intake			4/12/10 1:14 pm	4/12/10 1:14 pm	
2043	System Removed		2040	2/11/10 5:30 am	2/11/10 5:30 am	SYSTEM
2042	Print a Form		2041	2/10/10 1:04 pm	2/10/10 1:04 pm	Edouard
2041	Print a Form			2/10/10 1:04 pm	2/10/10 1:04 pm	Edouard
2040	Waiting to See You				2/11/10 5:30 am	Jose Bre

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Tools > Printed Forms Menu



Printed Forms Window

Activity	Start Date	End Date	Employee	Form	No. Copies Printed	CIN	Date/Time Stamp
				(dss3575)d_dss3575 1			
Non-Food Emerg/Special Grant	2/24/2004	3/5/2004	Shepard Michele	(dss3574)d_dss3574 1	00000000	00000000	2/24/2004 11:33 am
CA Application Interview	2/13/2004	3/5/2004	Shepard Michele	(w113k)Documentation Requirements	00000000	00000000	2/13/2004 12:21 pm
CA Application Interview	2/13/2004	3/5/2004	Shepard Michele	(m3)Action Taken on Your Application	00000000	00000000	2/13/2004 12:18 pm
CA Application Interview	2/13/2004	3/5/2004	Shepard Michele	(citizenc)Certification of Citizenship	00000000	00000000	2/13/2004 12:01 pm

Buttons: Preview, Re-Print, Close

14. Single Issue Reminders: Removing Grants Associated with a Grant Request

Occasionally, the Worker may mistakenly mark a grant request as accepted and begin the data entry of single issue grants.

To correct the decision and remove grants associated with a grant request that is not ready to receive grants, the worker must access SI Task 6 and mark the request as **Not Ready** in the **Grants** tab.

If the request will be denied or will be accepted without issuing a grant, the Worker must access SI Task 6 and:

- Select a decision of **Deny** and enter the denial reason; or
- Select a decision of **Accept**, select **Other Action** and enter the action taken on the case.

When these steps are completed, the grants will be deleted from the system.

POS Release Notes: Appendix A

Desk Guide- Introduction to POS Portal

Version 14.2 June 21, 2010

Overview

The Web-Based POS Portal provides a centralized point of access to the Paperless Office System and several other applications regularly used by FIA Center staff. The user will have one central location to assist them in accessing, reviewing and processing cases.

The POS Portal allows access to the Paperless Office System, POS Management Console and the POS release notes. In addition; the POS portal will also provide access to the Non-Cash Assistance Logs which includes the Application Log, Recertification Log, and the Deferral Log. It also provides access to the NCA FS calendars. The web-based Front Door Reception (FRED) application will also be included in the portal.

The POS Portal also provides access to other applications outside of the Paperless Office System. The following links are available to the user from the POS Portal Home Page:

- HRA Home Page
- HRA One Viewer
- FIA Telephone Recertification Reporting System (IVRS)
- Food Stamp Employment Tracking System (FSE)
- Automated Child Care Information System (ACCIS)
- Public Transportation Automated Reimbursement system (PTAR).

POS Portal Home Page window

OSPortal/Default.aspx

NYC
Human Resources
Administration
Department of
Social Services

Welcome to POS (Paperless Office System)

Good Morning ! Today is Friday, May 28, 2010 10:27 AM [HRA Home Page](#)

NCA FS Application Log

NCA FS Recertification Log

NCA FS Deferral Log

NCA FS Calendar

POS (Paperless Office System)

POS Management Console

POS Release Notes

Child Care System (ACCIS)

Public Transportation Automated Reimbursement (PTAR)

HRA One Viewer

Front Door Reception (FRED)

FIA IVRS Telephone Recert Reporting System (IVRS)

FS Employment System (FSES)

SUPPORT INFORMATION:

POS Help Desk: 718-510-0551 MIS Help Desk: 718-510-8333
WMS Help Desk: 212-961-8042 Autotime Helpdesk: 212-331-4800
Network Control: 718-510-0400 Imaging Help Desk: 718-510-0250

POS Release Notes: Appendix A

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Definitions

NCA Food Stamp Application Log

The **Application Interview Log** allows Food Stamp (FS) Centers to assign and reschedule application interviews and allows the processing of failed to keep transactions by designated staff.

NYC Human Resources Administration
Department of Social Services

login

NCA FS Application Log

Enter your WMS User ID and Password to login

User ID

Password

FS Sites

[POS Portal](#) [HRA Home](#) [Help](#)

If you forget your password please contact Help desk: 718-510-0551 or send email to: Helpdesk-POS@hra.nyc.gov

NCA Food Stamp Recertification Log

The **Recertification Interview Log** allows Food Stamp (FS) Centers to view their past, current and future Recertification Interview appointments, to assign and reschedule their Recertification Interviews.

NYC Human Resources Administration
Department of Social Services

login

NCA FS Recertification Log

Enter your WMS User ID and Password to login

User ID

Password

FS Sites

[POS Portal](#) [HRA Home](#) [Help](#)

If you forget your password please contact Help desk: 718-510-0551 or send email to: Helpdesk-POS@hra.nyc.gov

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Food Stamp Deferral Log

The Deferral Log will allow the closing of cases in Single Issue (**SI**) status that were deferred for documentation and failed to return with the requested documentation.

The screenshot shows the login interface for the NCA FS Deferral Log. At the top left is the NYC logo and the text "Human Resources Administration Department of Social Services". The main heading is "NCA FS Deferral Log". Below this, it says "Enter your WMS User ID and Password to login". There are three input fields: "User ID", "Password", and "FS Sites" (a dropdown menu currently showing "North Brooklyn Food Stamp Center (F26)"). Below the fields are "LOGIN" and "CLEAR" buttons. At the bottom left are links for "POS Portal", "HRA Home", and "Help". At the bottom right, there is a note: "If you forget your password please contact Help desk: 718-510-0551 or send email to: Helpdesk-POS@hra.nyc.gov".

NCA FS Calendar

The Non Cash Assistance Food Stamps (NCA FS) calendar gives FS Site Managers and Assistant Site Managers the ability to create and maintain application appointment slots for designated NCA and Community Based Organization (CBO) staff. In addition, FS Site Managers and Assistant Site Managers will have the ability to create new calendars as needed.

The screenshot shows the login interface for the NCA FS Calendar. At the top left is the NYC logo and the text "Human Resources Administration Department of Social Services". The main heading is "NCA FS Calendar". Below this, it says "Enter your WMS User ID and Password to login". There are three input fields: "User ID", "Password", and "FS Sites" (a dropdown menu currently showing "Fordham Food Stamp Center (F44)"). Below the fields are "LOGIN" and "CLEAR" buttons. At the bottom left are links for "POS Portal", "HRA Home", and "Help". At the bottom right, there is a note: "If you forget your password please contact Help desk: 718-510-0551 or send email to: Helpdesk-POS@hra.nyc.gov".

POS Release Notes: Appendix A

Desk Guide- Introduction to POS Portal

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The POS portal also provides external links to other HRA applications that assist the FIA managers and workers in maintaining, updating, processing and reviewing cases.

HRA One Viewer

Provides FIA staff with the ability to search and retrieve documents and document-related information.



Front-Door Reception (FRED)

This Application assists the receptionist at Job Centers/NCA Sites in routing applying individuals and those in receipt of benefits to the correct location within the offices.



POS Release Notes: Appendix A

Desk Guide- Introduction to POS Portal

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Interactive Voice Response System (IVRS)

IVRS provides certain NCA FS households with the opportunity to recertify for benefits by use of an automated telephone response system.

The screenshot shows the login interface for the HRA Telephone Recert Reporting System. At the top left is the logo for the Human Resources Administration of the City of New York. The title "HRA Telephone Recert Reporting System" is displayed in a blue banner. Below the banner are three blue buttons: "First time user and need a User ID and Password? Click here", "Already have a User ID and Password, please sign in below", and "Forgot your User ID or Password? Click here". The central login area contains two input fields labeled "User ID" and "Password", and a "Login" button. At the bottom, the copyright notice "© City of New York, HRA" is visible.

Food Stamp Employment system (FSE)

This system facilitates the management, enrollment and tracking of FS participants who are potentially required to participate in work activities.

The screenshot displays the login page for the Food Stamp Employment System (FSE). The header includes the NYC Human Resources Administration logo and the title "Food Stamp Employment System". Below the header, it indicates the "Environment: TEST". A prominent "Log In" button is centered. Underneath, a blue banner reads "Already have a User ID and Password, please sign in below". The login form consists of two input fields labeled "User ID:" and "Password:", followed by an "Enter" button. At the bottom, there are links for "NYC.gov Home Page" and "Privacy Statement". A disclaimer states that the system is confidential and proprietary to the State of New York. The version number "FSES v1.92" is shown at the very bottom.

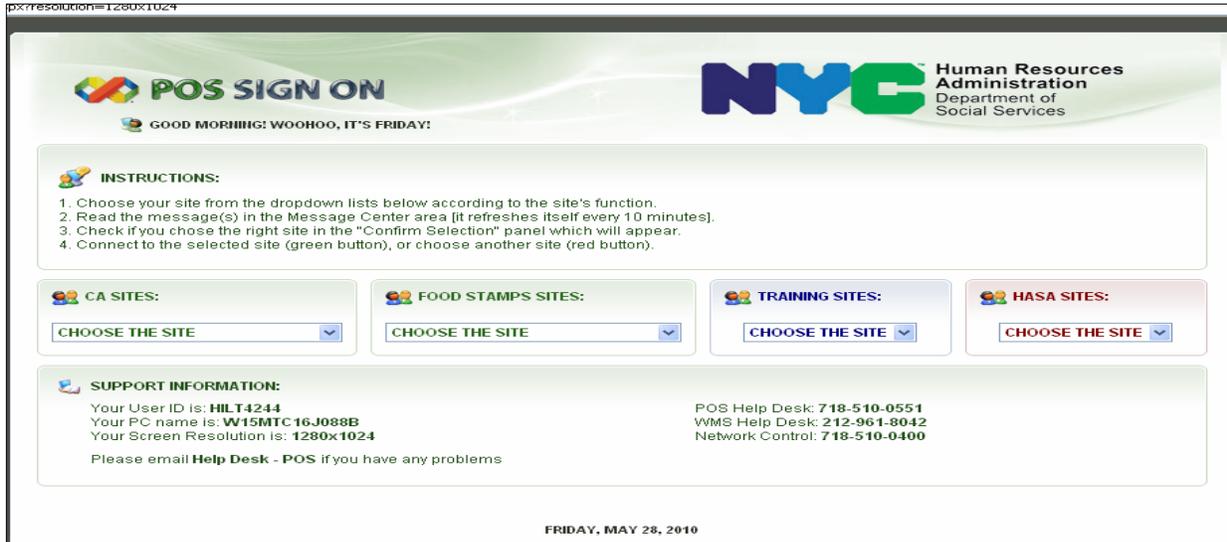
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Paperless Office System (POS)

The Paperless Office system assists FIA staff in developing, processing and maintaining the NCA and Cash Assistance (CA) caseloads in an electronic case record.



Management Console

The management console houses reports designed to assist management and supervisory staff in their operational process.



POS Release Notes: Appendix A

Desk Guide- Introduction to POS Portal

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POS Release notes

Links to all published release notes located on the HRA Intranet.

Friday, May 28, 2010 - 10:55 AM

HOME | SITE ADMIN | SITE MAP | HELP | SEARCH

HRA Home > Help > HRA POS Release Notes

Help -- Technical Support

POS Release Notes

Welcome to the POS Release Notes section of the HRA Help! On this page, you can find summary and detailed descriptions of POS enhancements. Please distribute these documents to all POS case managers and all other interested parties.

Date	Summary	Detail
February 2010	N/A	POS release 14.1-detail
February 2010	N/A	FS POS release 4.1-detail
January 2010	POS release 13.3.1-summary	POS release 13.3.1-detail
January 2010	FS POS release 3.3.1-summary	FS POS release 3.3.1-detail
October 2009	POS release 13.3-summary	POS release 13.3-detail
October 2009	FS POS release 3.3-summary	FS POS release 3.3-detail
August 2009	POS release 13.2.1-summary	POS release 13.2.1-detail
August 2009	FS POS release 3.2.1-summary	FS POS release 3.2.1-detail
June 2009	POS release 13.2-summary	POS release 13.2-detail
June 2009	FS POS release 3.2-summary	FS POS release 3.2-detail
May 2009	N/A	Model Office 5.0 Release
February 2009	N/A	POS release 13.1-detail
February 2009	N/A	FS POS release 3.1-detail

Done

start | Inbox - Microsoft Out... | FW: portal discussion... | Microsoft PowerPoint ... | POS Portal - Microsof... | HRA F

Automated Child Care Information System (ACCIS)

Provides an integrated child care payment system that contains information on all active participants.

PLEASE CLICK ON THE BUTTON BELOW TO CONNECT TO ACCIS

ACCIS

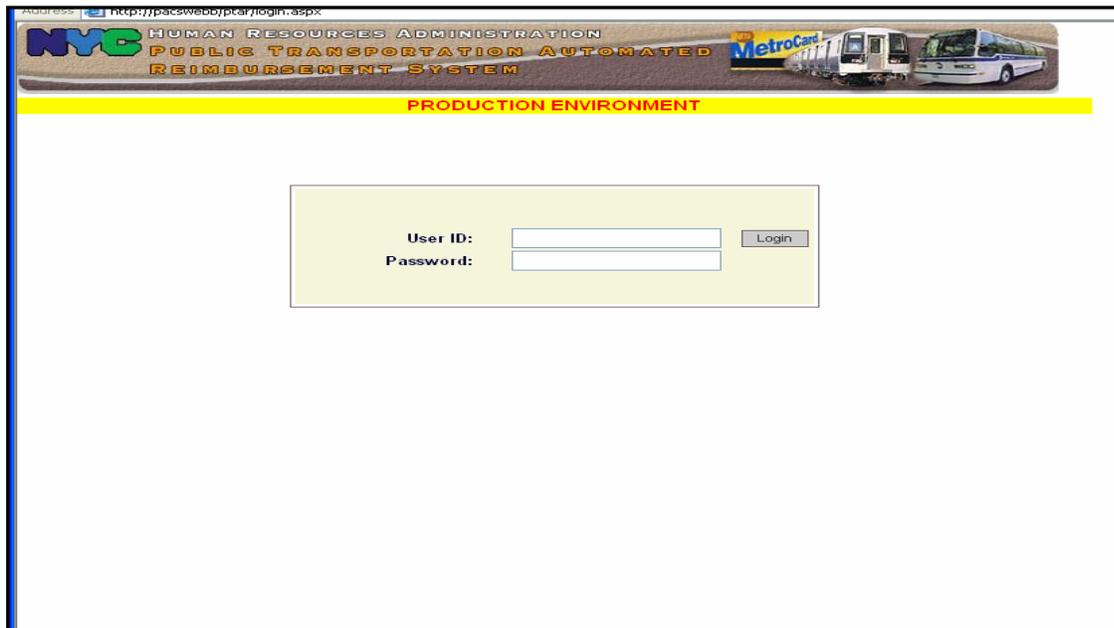
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Public Transportation Automated Reimbursement System (PTAR)

Metro card ordering system for FIA centers.



The POS Portal provides direct links to all of the previous noted applications. The external applications outside of POS (HRA OneViewer, ACCIS, and IVRS etc.) will open in their own window allowing the worker the ability to access and navigate the application fully.

All POS related applications link back to the POS portal which would save time by providing access to all the featured applications. This portal will be updated to include access to other applications as they become available in the future.

POS Release Notes

Version 14.2 June 21, 2010

Appendix B: ACCIS Clearances Window

ACCIS Clearances Window

POS will now identify applying or active individuals who are also identified as child care providers receiving payment via the Automated Child Care Information System (ACCIS). POS will launch an automated lookup to ACCIS using the applicant/participant social security number at the time of application and recertification.

- After the Worker clicks the **Next** button in the **Absent/LRR** window, if matches are found, a new **ACCIS Clearances** window will appear in the **CA Application Interview, EC – CA Application Interview, CA Recertification Interview** and **EC – CA Recertification Interview** activities.

If there are communication problems between POS and ACCIS, the following error message will appear:

- “The communication between POS and ACCIS has failed. Please try again later using the tool bar option under clearances.”

ACCIS Clearance Window

Version - POS - ACCIS Clearances

Instructions

The Clearance below represent a Social Security Match in the ACCIS system for the applicant/Participant, You must chose a resolution in order to complete an Activity before case is forward for supervisory Approval

Applicant/Participant Demographics in POS

Name	SSN	DOB
John Doe	111-22-3333	12/12/1980

Address information in POS

163 East 178th Street 4H
Bronx, NY 10453

Information from Childcare system (ACCISS)

Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Address	ACCIS Status
111-22-3333	746352	Doe	John	225 West 22nd street NY NY 10011	AC

Gross Income for the last five Months

January 09	February 09	March 09	April 09	May 09
	200.60	255.30		300.00

Is the Applicant/Participant disputing this Match? Yes No

Does the Applicant/Participant Claim they stopped providing childcare? Yes No

Resolution

Applicants

Was a FIA-3A initiated and Completed?

Yes
 No
 Pending

Participants

Was this child care income previously budgeted with the correct amount? Yes No Pending

Was a recoupment initiated due to the child care income match? Yes No

Next

Previous

POS Release Notes

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Appendix B: ACCIS Clearances Window

POS Information

The top section of the window includes the applicant/participant demographics and address information in POS.

Applicant/Participant Demographics in POS			Address information in POS
Name	SSN	DOB	163 East 178 th Street 4H Bronx, NY 10453
John Doe	111-22-3333	12/12/1980	

ACCIS Information

The middle section of the window includes the applicant/participant demographics and address information in ACCIS.

Information from Childcare system (ACCIS)					
Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Address	ACCIS Status
111-22-3333	746352	Doe	John	225 West 22nd street NY NY 10011	AC

ACCIS Net Pay Information

The lower section of the window provides the net pay information from ACCIS for the last five months (if any).

Gross Income for the last five Months				
January 09	February 09	March 09	April 09	May 09
	200.60	255.30		300.00

POS Release Notes

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Appendix B: ACCIS Clearances Window

Client Match Dispute

The Worker will need to indicate whether the applicant/participant is disputing the match.

Is the Applicant/Participant disputing this Match? Yes No

If an applicant is disputing the match, the following message will appear: "You must make a proper referral to the Bureau of Eligibility Verification (BEV)" in the "Referrals" window".

If a participant is disputing the match, the following message will appear: "You must make a proper referral to Bureau of Fraud Investigation (BFI). Select the link in the Help Menu and submit Form BFI-14."

If the applicant/participant is not disputing the match, the Worker will need to indicate whether s/he claims that s/he stopped providing child care.

Does the Applicant/Participant Claim they stopped providing childcare? Yes No

If s/he claims that s/he stopped providing child care, the following message will appear:

"You must capture applicant/participant signature. If the signature pad is not working, you must print the form, have the applicant/participant sign it, then scan and index into the OneViewer. You must also, go to ACCIS and terminate childcare payments."

The signature capture for the Attestation of Employment as a Childcare Provider form (**W-274U**) will appear. The Worker must capture the applicant/participant signature using the electronic signature pad or must have the applicant/participant sign the manual form and scan and index it into the OneViewer.

Resolution

The Worker will need to indicate a resolution for the ACCIS match information.

Resolution

Applicants

Was a FIA-3A initiated and Completed? Yes No Pending

Participants

Was this child care income previously budgeted with the correct amount? Yes No Pending

Was a recoupment initiated due to the child care income match? Yes No

For applicants, the Worker will need to indicate whether an **FIA-3A** was initiated and completed. There are three options under this menu:

- Yes
- No
- Pending

If the answer is **No**, a comment window will open and the Worker should provide a detailed explanation on why the **FIA-3A** was not initiated and completed.

For participants, the Worker will need to indicate whether the child care income was previously budgeted with the correct amount and whether a recoupment was initiated due to the child care income match.

POS Release Notes

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Appendix B: ACCIS Clearances Window

Completion Edit

If the Worker indicated a resolution of **Pending** and they attempt to complete the application or recertification activity, a completion edit will require answers in the resolution section. The **ACCIS Clearances** window will open and the following error message will appear:

- For applicants: “You must answer the question “Was an FIA-3A initiated and completed” of the resolution section of this window”
- For participants: “You must complete the participant’s questions” of the resolution section of this window”

NYCWAY Action Codes

When a match is found in ACCIS, POS will post the following action code to NYCWAY:

- **10DP** (Active CC provider review Pool)

When the Worker indicates that a recoupment was initiated due to the child care income match, POS will post the following action code to NYCWAY:

- **10DB** (Active CC provider recoup initiated)

Supervisory Approval

The **ACCIS Clearances** window has been added in the following approval activities and will appear when ACCIS matches are found:

- Approve CA Eligibility Decision
- Approve CA Recertification
- Approve EC – CA Application Interview
- Approve EC – CA Recertification

The Supervisor will need to approve or disapprove the Worker’s entries in this window. The Approval menu will be available under the **Window > Approval** menu option.

POS Release Notes

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Appendix B: ACCIS Clearances Window

Supervisory ACCIS clearance Window

Version - POS - ACCIS Clearances

File Edit Tools Window Help

Screens F12
Withdrawal
Approval
ACCIS clearances

Instructions

The Client must not a Social Security Match in the ACCIS system for the applicant/Participant, You must choose complete an Activity before case is forward for supervisory Approval

Applicant/Participant Demographics in POS

Name	SSN	DOB
John Doe	111-22-3333	12/12/1980

Address information in POS

163 East 178th Street 4H
Bronx, NY 10453

Information from Childcare system (ACCIS)

Child Care Provider SS#	Child Care Provider #	Last Name	First Name	ACCIS Address	ACCIS Status
111-22-3333	746352	Doe	John	225 West 22nd street NY NY 10011	AC

Gross Income for the last five Months

January 09	February 09	March 09	April 09	May 09
	200.60	255.30		300.00

Is the Applicant/Participant disputing this Match? Yes No

Does the Applicant/Participant Claim they stopped providing childcare? Yes No

Resolution

Applicants

Was a FIA-3A initiated and Completed?
 Yes No Pending

Participants

Was this child care income previously budgeted with the correct amount? Yes No Pending

Was a recoupment initiated due to the child care income match? Yes No

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Approval Menu

Supervisory Approval

Approve
 Disapprove

Add Comment

Disapproval Reasons	Comment Log

OK Cancel

POS Release Notes

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Appendix B: ACCIS Clearances Window

Tools Menu Access to ACCIS Employment Clearances

In addition, a new option named **ACCIS Employment Clearances** has been added to the **POS Toolbar** menu under **Tools > Clearances** to allow the worker to do an ACCIS search at any other POS activity.

