



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-87-SYS

CA POS RELEASE NOTES VERSION 14.2.1

| Date: August 17, 2010 | Subtopic(s): POS |
|--|--|
| <p> This procedure can now be accessed on the FIAweb.</p> | <p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) will migrate to production on August 23, 2010. Descriptions of the changes can be found in POS Release Notes Version 14.2.1 (Attachment A), TALX Information Window: Appendix A (Attachment B), and ACCIS Clearance Window: Appendix B (Attachment C).</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><i>Effective August 23, 2010</i></p> <p>Related Items:</p> <p>PD #09-03-EMP PD #05-17-OPE</p> <p>Attachments:</p> <p>Attachment A POS Release Notes Version 14.2.1 Attachment B TALX Information Window: Appendix A Attachment C ACCIS Clearance Window: 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 14.2.1 August 23, 2010

These Release Notes contain descriptions of changes in POS Release 14.2.1 scheduled for August 23, 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://hrwebapps/HRAintranet/CMT_page_template.cfm?page_id=79

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1. Document Completeness Window

The **Document Completeness** window will allow workers to view eligibility factors and questions with required documents that have not been indexed and required forms that have not been printed or imaged.

Document Completeness Window

Version 14.2.1 - Paperless Office System - [Document Completeness] 10:07:02 AM Monday, August 16, 2010

File Edit Tools Window Help

INSTRUCTIONS: Please review the data elements with missing documents and missing forms listed below.

The missing documents for each data element listed below must be scanned and indexed. To select a document for the data element, click on the GO button to go back to the appropriate interview window, then scan and index the document.

The missing forms listed below must be printed and required signatures must be captured. If the signatures cannot be captured electronically, the forms must be printed and signed. The signed paper forms must be scanned and indexed.

After returning to this window, the information will be updated based on the action taken.

| Data Element or Question Missing Documentation | Name | Show Interview Window |
|--|------------|-----------------------|
| DSS-2921 - Common Application for PA/MA/FS | [REDACTED] | GO |
| Identity | [REDACTED] | GO |
| Citizenship/Alien Status | [REDACTED] | GO |
| Residence | [REDACTED] | GO |
| SSN | [REDACTED] | GO |

Refresh Next Previous Indexed Document List

In CA POS, the window will appear before the **Eligibility Completeness** window in the following activities and their corresponding review activities:

- FS Sep Det - Elig Decision
- EC- FS Sep Det - Elig Decision

The window will appear as a replacement for the **Document Matching** window after the POS Budget in the following activities and their corresponding activities:

- CA Application Interview
- EC- CA Application Interview
- CA Recertification Interview
- EC – CA Recertification Interview
- CA Change Case Data
- EC – CA Change Case Data

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A new **Supervisory Approval** window will appear before the **Eligibility Completeness** window in the following activities and their corresponding review activities:

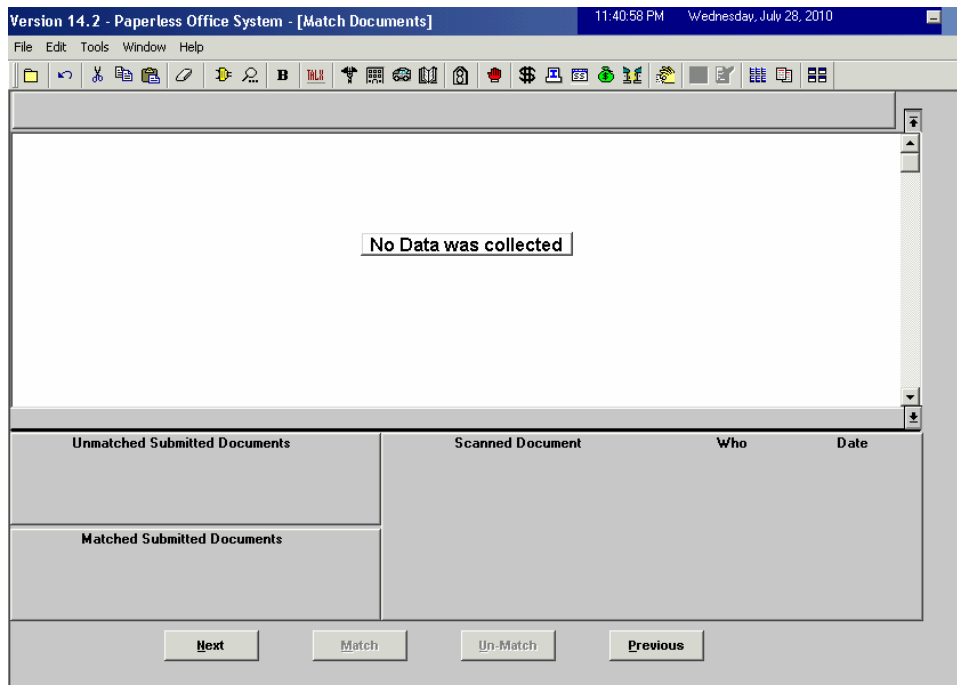
- Approve FS Sep Det - Elig Decision
- Approve EC-FS Sep Det - Elig Decision

A new **Supervisory Approval** window will appear after the **POS Budget Approval** window in the following activities and their corresponding review activities:

- Approve Eligibility Decision
- Approve EC – CA Application Interview
- Approve CA Recertification
- Approve EC – CA Recertification Interview
- Approve CA Case Action
- Approve EC - CA Change Case Data

Removal of Document Matching window

The **Document Matching** window will be removed from all POS activities, including review activities.



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2. TALX Information Window

An employment verification process, TALX/The Work Number Service, must be used by Workers when determining eligibility of FS benefits for all applicants and participants. The verification process is a service of TALX Corporation, which provides electronic payroll services.

TALX/The Work Number Service provides detailed, up-to-date employment and income verification from companies that register with TALX Corporation. It also provides other important eligibility information including the employee's address and medical insurance data.

All staff responsible for making FS eligibility determinations must use TALX/The Work Number Service.

A new window named **TALX Information** has been added to the **CA Application Interview** and **CA Recertification Interview** activities. This window will appear after the **Absent/LRR** window.

For applicants, the Worker will access the **TALX/Worker Number** website or confirm the information in the **TALX Recert File** to verify the income and employment for adults on the case. If any data is found, the Worker will print the online verification, scan and index it into POS and record the data or outcomes in the new TALX Information window.

For participants at recertification, the Worker will confirm the information in the **TALX Recert File** to verify the income and employment for adults on the case and record any additional data or outcomes in the new TALX Information window.

Once the information has been **confirmed during the application or recertification interview**, the confirmed information **will transfer** to the **employment section** of the interview.

For additional details, please review **Appendix A: TALX Information Window** and **Policy Directive # 09-03-EMP** (Revisions to TALX/The Work Number Service).

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3. New Edit in CA Single Issue (SI) Grant Data Entry Window

When the Worker enters the benefit amount in the **SI Grant Data Entry** window, a new confirmation window will appear. The Worker will have to re-enter the amount.



If the amounts entered do not match, the following error message will appear:



This confirmation window will help reduce benefit amount data entry errors for CA grants.

4. Revision for Maximum Amount for Special Roll Checks

The **CA SI Grant Data Entry** window allows the entry of an amount up to \$5,000 for grants for Special Roll checks (Pick-Up Code [PUC] 1) for the following issuance codes:

- 08, 20, 21, 22, 25, 30, 31, 38, 39, 40, 42, 43, 60 and A9.

The following issuance codes will also allow the entry of an amount up to \$5,000 for Special Roll checks:

- 09, 10, 18, 19, 47, 48, 75 and 77.

5. Restriction Indicator for CA Issuance Codes 21 and 50

The CA SI grant data entry window will allow an entry of **2 – Direct Vendor** in the **Restriction Indicator** field for CA issuance codes **21** (Storage Fees) and **50** (Non-Recoupable Utility Grant [No Mismanagement]).

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6. Business Rules Updates in CA and FS SI Grant Data Entry Windows

POS will retrieve from WMS the benefit issuance (reconciliation) status of prior grants for the past twelve months. If the grant was cancelled, POS will not display error messages related to the cancelled grant.

7. Unemployment Insurance Benefit Response Window Update

The **Unemployment Income Benefits (UIB) Response** window will change the “**Start Date**” label to “**Claim Filed Date**”. This response window is displayed after the Unemployment Benefit Question is answered Yes.

Version 14.2.1 - Paperless Office System - [Current Income] 8:06:02 AM Monday, August 09, 2010

File Edit Tools Window Help

| INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU RECEIVES : | | Yes | No |
|---|--|----------------------------------|----------------------------------|
| Unemployment Insurance Benefits? | | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| Supplemental Security Income (SSI) Benefits? | | <input type="radio"/> | <input checked="" type="radio"/> |
| Social Security Disability Benefits? | | <input type="radio"/> | <input checked="" type="radio"/> |
| Foster Care Payments (Received)? | | <input type="radio"/> | <input checked="" type="radio"/> |
| Social Security Dependent Benefits? | | <input type="radio"/> | <input checked="" type="radio"/> |
| Social Security Survivor's Benefits? | | <input type="radio"/> | <input checked="" type="radio"/> |

UIB Response Window

Response to Question

| Info from UIB | | Info from Client | | | |
|---------------|------------|------------------|--------|------------------|-------------------|
| Who | | Who | Amount | Frequency | Claim Filed Date |
| Benefit Rate | Exp. WK/YR | | | W | 00/00/0000 |
| Weeks Used | Weeks Left | Document... | Scan | Disputed Item... | Expected End Date |
| | | | | | 00/00/0000 |
| Comment... | | | | | |

OK Cancel

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8. Error Correction Summary Window

A new window has been developed for Error Correction activities. This window will display the pending errors for a case at the beginning of the following activities when there is a TAD transaction in error status for the case:

The window will appear in the following Error Correction activities:

- EC - Application Interview
- EC - Change Case Data
- EC - Day 2 FS Sep Det
- EC - IN/EFS Issuance (CA/FS Case)
- EC - Non-Food Emerg/Special Grant
- EC - Recertification Interview
- EC - Re-Open A Case
- EC- FS Sep Det - Elig Decision

The Error Correction window will also appear in the Supervisory Approval activity:

- Approve EC - CA Application Interview
- Approve EC - CA Change Case Data
- Approve EC - CA Recertification
- Approve EC - IN/EFS (CA/FS Case)
- Approve EC - Non-Food Emg/Special Grant
- Approve EC - Re-Open CA Case
- Approve EC -Day 2 FS Sep Det
- Approve EC-FS Sep Det - Elig Decision

Error Correction Summary

Error Correction Summary

Case Name: SI Grants Need Correction?

Case Number:

Activity:

The following errors were found for the case in WMS.

| Error Number | Description | Additional Information |
|--------------|-----------------------------------|---|
| E1036 | INVALID EMPLOY CODE | HOST EDIT CEM: AN EMPLOYABILITY CODE FOR FS CAN ONLY BE USED FROM A PA CENTER FOR AN INDIVIDUAL NOT APPLYING FOR PA |
| E1696 | UNRESOLVED BANK MATCH DATA EXISTS | ATTEMPTING TO ACTIVATE A LINE THAT HAS UNRESOLVED BANK MATCH DATA |

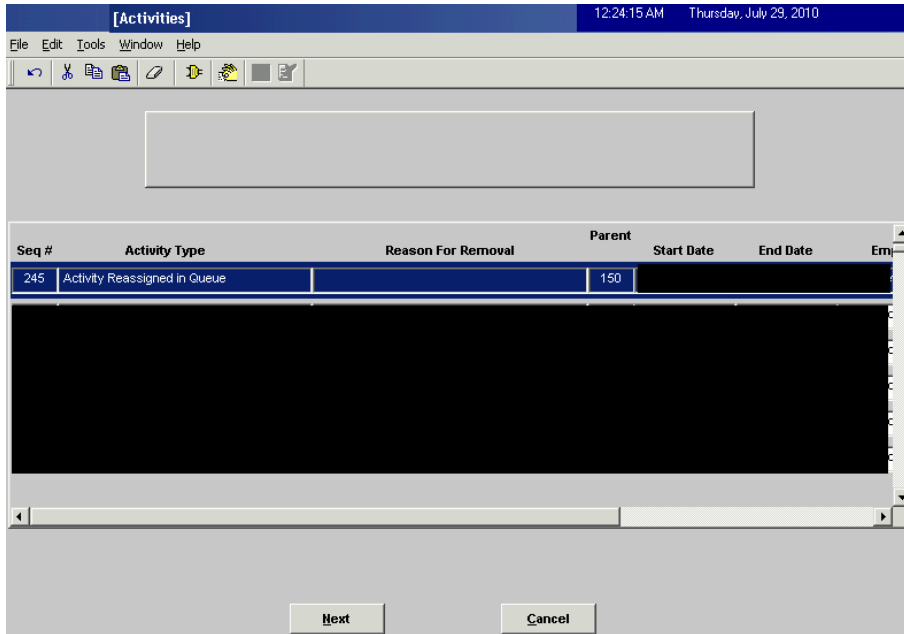
The window will contain the case name, case name, case activity, whether there are Single Issuance grants that need correction, the error number, error descriptions and additional information for each error found for the case.

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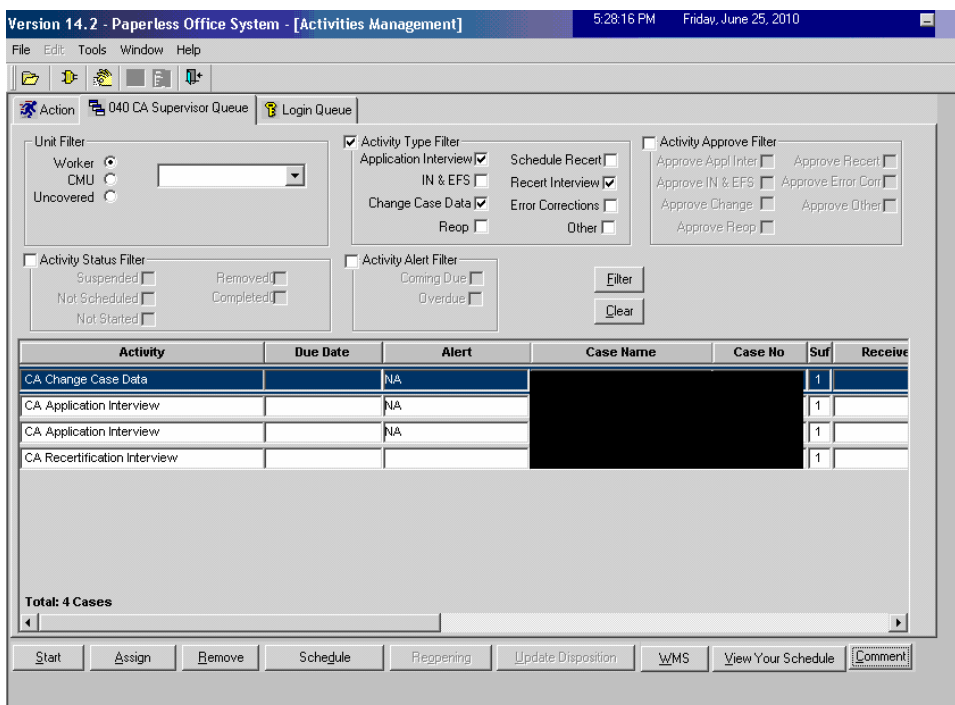
9. Tracking Assignments from Queue in Case History

When cases are re-assigned in the POS queue, POS will keep track of the re-assignment in the case activity history with an activity named **Activity Reassigned in Queue**.



Example – Assigning a Case:

In the POS queue, when one or more cases are selected for re-assignment. The Supervisor selects one or more case actions and clicks on the **Assign** button.

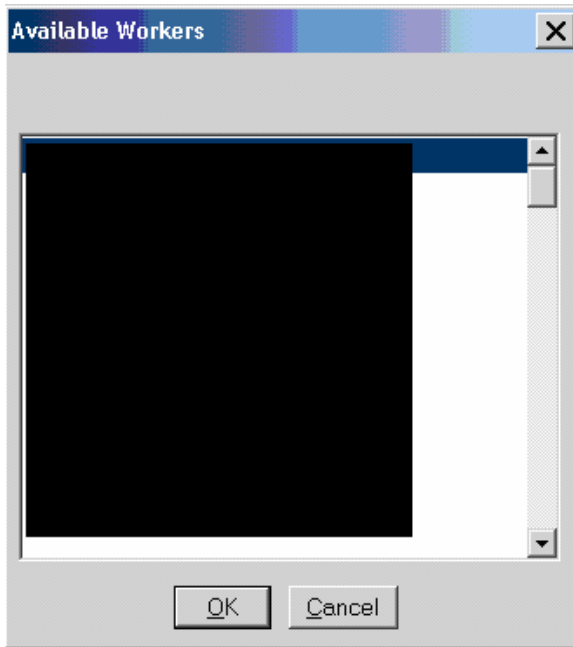


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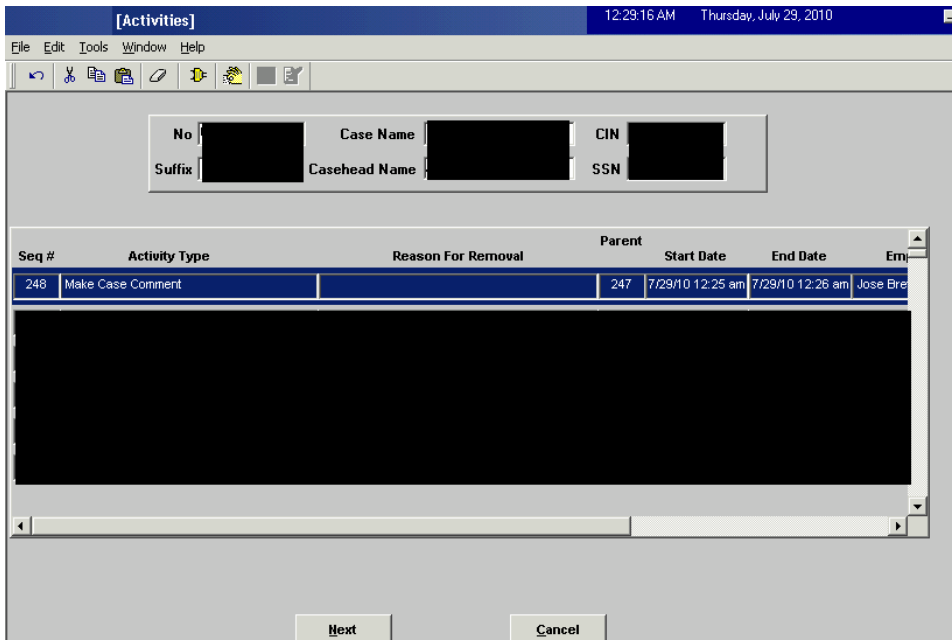
The **Available Workers** window appears. The Supervisor selects the Worker to whom the case action will be given and clicks Assign. POS will save an assignment activity in the case activity history.

Available Workers Window



10. Tracking Comments from Queue in Case History

When a case comment is recorded from the POS queue, POS will keep track of the activity in the case activity history with an activity named **Make Case Comment**.



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Example – Recording a Case Comment in the queue:

In the POS queue, an individual is selected (multiple rows cannot be selected when the **Comment** button is clicked). The individual clicks on the **Comment** button. The **Case Comments** window appears. The individual enters a comment and clicks **OK**. The comment is saved.

POS Individual Queue with highlighted row to make case comment

The screenshot shows the 'Version 14.2 - Paperless Office System - [Activities Management]' window. The title bar indicates the time is 5:28:16 PM on Friday, June 25, 2010. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with icons for file operations. Below the toolbar are tabs for 'Action', '040 CA Supervisor Queue', and 'Login Queue'. The main area contains several filter sections: 'Unit Filter' (with radio buttons for Worker, CMU, Uncovered and a dropdown), 'Activity Type Filter' (with checkboxes for Application Interview, IN & EFS, Change Case Data, Reop, Schedule Recert, Recert Interview, Error Corrections, Other), 'Activity Approve Filter' (with checkboxes for Approve Appl Inter, Approve Recert, Approve IN & EFS, Approve Error Corr, Approve Change, Approve Other, Approve Reop), 'Activity Status Filter' (with checkboxes for Suspended, Not Scheduled, Not Started, Removed, Completed), and 'Activity Alert Filter' (with checkboxes for Coming Due, Overdue). A 'Filter' button and a 'Clear' button are also present. Below the filters is a table with the following columns: Activity, Due Date, Alert, Case Name, Case No, Suf, and Receive. The table contains four rows, with the first row 'CA Change Case Data' highlighted. The 'Case Name' column for all rows is redacted with a black box. Below the table, it says 'Total: 4 Cases'. At the bottom of the window are buttons for Start, Assign, Remove, Schedule, Reopening, Update Disposition, WMS, View Your Schedule, and Comment.

| Activity | Due Date | Alert | Case Name | Case No | Suf | Receive |
|------------------------------|----------|-------|------------|---------|-----|---------|
| CA Change Case Data | | NA | [Redacted] | | 1 | |
| CA Application Interview | | NA | [Redacted] | | 1 | |
| CA Application Interview | | NA | [Redacted] | | 1 | |
| CA Recertification Interview | | | [Redacted] | | 1 | |

Case Comments Window

The screenshot shows the 'Case Comments' dialog box. It has a title bar with a close button (X). The 'Selected Case' section contains fields for No, Case Name, CIN, Suffix, Casehead Name, and SSN. Below this is a 'Staff Member' dropdown menu. The 'Comment' field is a large text area, and the 'Date Entered' field is a date picker. At the bottom are 'OK' and 'Cancel' buttons.

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11. Update to CIN Re-Use Selection Window

The **CIN Re-use** window has been updated to allow the worker to select a CIN when the best matches returned by the clearances are in an inactive status (closed or rejected) and have the same score.

The remaining rules for the window will remain in place.

For additional information on CIN selection, please review **Policy Directive # 05-17-OPE: Client Identification Number (CIN) Selection**.

CIN Reuse Window

The screenshot shows the 'CIN Re-use' window with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains a table with columns: Registry #, Application Date, Unit/Worker, Case #, Case Name, Suffix, Case Type, and a 'Request New Clearance' button. Below this is a table with columns: Ln, Suf, First Name, Mi, Last Name, Sex, SSN, DOB, AFIS, Ex, Ind, CIN, CNTR, Case/Reg #. A second table below shows clearance details with columns: Ln, Suf, Name, Sex, SSN, DOB, Afis, CIN, CNTR, Case/Reg #, Case Type, Case Stat, Oth co, Ind Stat, PAMAFS Name up, PAMAFS Score. The second table has two rows of data, both with a score of 106. At the bottom, there is a red text prompt: 'The selected CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance.' Below this is a question: 'Do you wish to use a new CIN because there is no appropriate Cin match in the clearance?' with 'Yes' and 'No' radio buttons. At the very bottom are 'Next' and 'Previous' buttons.

12. TAD transmissions Prevented for an Inactive case

When the Supervisor clicks on the **Xmit** (Transmit) button in the **Approval Elements** window, POS will compare the current CA case status in WMS and the CA case status selected in POS. The TAD transmission will not be posted if both the WMS CA and POS CA case statuses are inactive.

In these instances the following message will be displayed:

- This case is inactive in both WMS and POS TADs. No TAD or Grant transmission needs to be posted.

13. Updates to Documentation Request Form (W-113A)

The **W-113A E-Form** will be updated and available in the following languages: English, Spanish, Arabic, Haitian-Creole, Korean, Chinese and Russian.

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14. Update to Notice to Applicant of Referral to BEV (W-532R)

The Notice to Applicant of In-Office Referral to Bureau of Eligibility Verification (**W-532R**) has been updated to accommodate different addresses for BEV in-office appointments at the East River Job Center (**037**).

15. Edit for Printing of W-137B Notice

When a participant request for emergency assistance is approved or denied, the final level of approval for a grant request must print the Action on Your request for Emergency Assistance or Additional Allowance (**W-137B**) form.

The following new error message will appear when the supervisor or manager that is the final level of approval attempts to complete the activity or attempts to transmit to WMS and the request has been approved or denied, but the form has not been printed by the supervisor:

- There is a request for which the **W-137B** decision form has not been printed. Please access the **SI Grant Request Task List** to print the form.

This message will not appear at centers with the High-Performance Review (HPR) pilot. The **W-137B** will continue to print through the Notice Selection window and the Notice Print Queue for these centers.

16. E-Forms

The following E-Forms will be updated:

- **W-113A** – Documentation Request Form for a Special Grant Request
- **W-532R** – Notice to Application of Referral to Bureau of Eligibility Verification (BEV)

17. High Performance Review (HPR) Pilot Reminders

Selection of DSS-3574 and DSS-3575 forms in Notice Selection Window

The Linden Job Center is currently participating in the HPR pilot and has implemented the **Notice Selection** window. In this window:

- The **LDSS-3575** form will only be selected when there are CA grants that will not be transmitted to WMS (Pick-Up Code 4, 5 or 7) or that are back-up grants.
- The **LDSS-3574** form will only be selected when the FS grants are marked as back-up grants or were prepared in the **FS Sep Det – Elig Decision** activity.

These forms will not be selected when all grants will be transmitted directly to WMS by the final level of approval.

Required WMS TTSS bits for Transmission of Grants

New Linden Job Center staff members require the following **WMS TTSS Bits** to transmit grants to WMS:

- **0158** – Expedited Food Stamps (EFS)
- **0178** – Food Stamp Single Issue (FS SI)
- **0229** – Public Assistance Single Issue (PA SI)

Requests for these security bits must be submitted to the Office of Data Security Management (OSDM) via the Auto Paperless Access Request Transmission (APART) system.

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18. Reminder: Appendices

- **Appendix A**, TALX Desk Guide
- **Appendix B**, ACCIS Matches Update with **New NYCWAY codes 11DB and 11 DP**.

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Appendix A: TALX Information Window

TALX Information Window

An employment verification process, TALX/The Work Number Service, must be used by JOS/Workers when determining eligibility of CA/FS benefits for all applicants and participants. The verification process is a service of TALX Corporation, which provides electronic payroll services. TALX/The Work Number Service provides detailed, up-to-date employment and income verification from companies that register with TALX Corporation. It also provides other important eligibility information including the employee's address and medical insurance data.

All staff responsible for making CA and/or FS eligibility determinations must use TALX/The Work Number Service.

For applicants, the Worker will access the **TALX/Worker Number** website or confirm the information in the **TALX Recert File** to verify the income and employment for adults on the case. If any data is found, the Worker will print the online verification, scan and index it into POS and record the data or outcomes in the new TALX Information window.

For participants at recertification, the Worker will confirm the information in the **TALX Recert File** to verify the income and employment for adults on the case and record any additional data or outcomes in the new TALX Information window.

For additional details, please review **Policy Directive # 09-03-EMP** (Revisions to TALX/The Work Number Service).

TALX Information window for Applicants

For applicants, the **TALX Link** has been enabled. This link will open the **TALX/Work Number** website to allow the Worker to complete the verification. Once the verification is completed, the Worker must indicate whether a match was found in TALX. If a match is found, the Worker must indicate whether the applicant is disputing the employment information and enter the employment and medical information from TALX. The Worker can also indicate whether they are ready to record the TALX outcome.

TALX Information window for Participants at Recertification

For participants, the information from the **TALX Recert File** will appear in the window. If a match is found, the Worker must indicate whether the client is disputing the employment information. The Worker can also indicate whether they are ready to record the TALX outcome, whether the FIA-3A is available, and whether a recoupment will be initiated.

Once the worker has confirmed the TALX information (during the application or recertification interview), the information will be transferred to employment section of the interview.

Eligibility Determination Window Edits

New edits will run in the **Others** tab when TALX employment or medical information is entered.

If the Worker indicates that the client is still employed in the **TALX Information** window, but does not enter the individual in the **Is Employed** window, the following issue will appear: "TALX data indicates that the individual is still employed, but the 'Employment Information' section is not annotated"

If the Worker indicates that the client has medical coverage in the **TALX Information** window, but does not enter the individual in the **Has Any Type of Health/Hospital/Accident Insurance** window, the following issue will appear: "TALX data indicates that the individual has medical insurance coverage, but the 'Has Insurance' question in 'Medical' section is not annotated."

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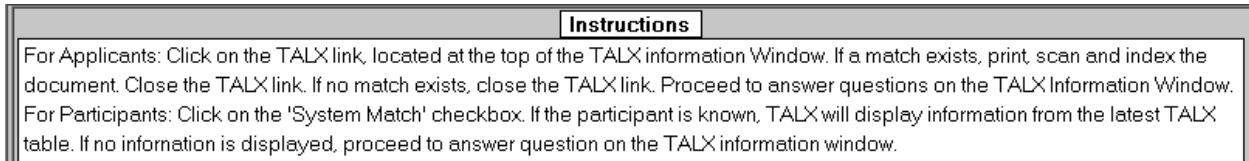
Appendix A: TALX Information Window

Activity Completion Edit

If the Worker indicates that a TALX match was found for the individual, the Worker must enter a resolution in the TALX Information window prior to completion of the case.

Window Details

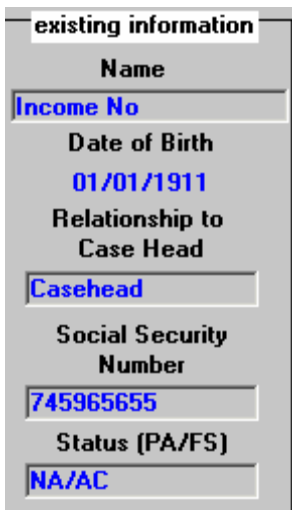
Instructions will appear at the top of the window:



The Worker will need to indicate whether a TALX match was found for the casehead or payee and each adult who is in applying, single issue or active for the case. These individuals will appear in the **Who** menu.



The **Existing Information** section will display the name, date of birth, relationship to casehead, Social Security Number and PA/FS status for the individual selected in the **Who** menu.



The TALX Link will open the **TALX/The Worker Number** website:



For recertifying individuals, the system will prefill the window with the TALX Recert File information and will check the **System Match** checkbox:



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Appendix A: TALX Information Window

The Worker will then indicate whether a TALX match was found for the individual. If a match is found, the Worker will indicate whether the client is disputing the employment information, whether the client is still employed and whether there is an RFI hit.

| TALX | | | |
|---|---|---|---|
| TALX Match Found? | Is Client disputing employment information? | Client Still Employed? | Is there an RFI Hit? |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |

If employment information was found in TALX, the Worker must enter the information from TALX into the window.

| TALX Employment | | | | |
|-----------------------|------------------|----------|-------|----------|
| Employer Name | Employer Address | City | State | Zip Code |
| John C Mathis | 123 Maiden Lane | New York | NY | 10038 |
| Employment Start Date | Pay Cycle | Gross | | |
| 01/12/2006 | M | 380.00 | | |

If medical coverage information was found in TALX, the Worker must enter the information from TALX into the window.

| TALX Medical | | |
|---|---|---------------|
| Medical Insurance Coverage? | Employee Enrolled? | Provider Name |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | |

The Worker must then indicate whether he/she is ready to enter the TALX outcome. The possible outcomes are:

- Employer and income verification returned by TALX is not known to the Agency
- Employer and Income verification returned by TALX is known to the Agency, but the income currently on the budget is incorrect.
- Income verification returned by TALX was prior to case opening
- Employer and income verification returned by TALX is known to the Agency and currently on the budget.
- TALX was unable to find a Social Security Number match

If the outcomes are A or B, the "Hit" field will be set to Yes. Otherwise, the field will be set to No.

The Worker must also enter a resolution. The possible resolutions are:

- Resolved- New Budget is processed with correct income
- Resolved- Case closed as a result of TALX data
- Resolved- Case rejected as a result of TALX data
- Resolved- This information is new and a budget is processed
- Not Resolved
- Nothing to Resolve

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 Appendix A: TALX Information Window

If the resolution is "Not Resolved", a comment will be required.

| | | | |
|--|--|---|--|
| NA/AC | | TALX Results | |
| Ready to Record | TALX Outcome | Hit? | |
| <input checked="" type="radio"/> Ready <input type="radio"/> Not Ready | Employer and income verification returned by TALX is not known to the Agency | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| | Resolution | Comment | |
| | Resolved - This information is new and a budget is processed | | |

For recertifications, the Worker will be able to enter whether the FIA-3A is available, to indicate whether a recoupment will be initiated, the program(s) for the recoupment (if applicable), the last FS grant benefit amount, the last CA grant benefit amount and the change in grant amount(s).

| Recertification | | | |
|---|---|--------------------------|--|
| FIA-3A Available? | Is JDS/Worker initiating a Recoupment? | If Yes, amount | Recoupment Applicable Program |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | 25.00 | <input checked="" type="radio"/> CA <input type="radio"/> FS |
| Last FS Grant Benefit | | Last CA Grant Benefit | |
| Amt. of CA BudgetChange | | Amt. of FS Budget Change | |

When closing the window, the TALX will verify whether an entry was made for each adult on the case.

POS Release Notes

Version 14.2.1 August 23, 2010

Appendix A: TALX Information Window

TALX Information Window

File Edit Tools Window Help

Instructions

For Applicants: Click on the TALX link, located at the top of the TALX information Window. If a match exists, print, scan and index the document. Close the TALX link. If no match exists, close the TALX link. Proceed to answer questions on the TALX Information Window.
 For Participants: Click on the 'System Match' checkbox. If the participant is known, TALX will display information from the latest TALX table. If no information is displayed, proceed to answer question on the TALX information window.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---------------------|--|--|--------------------------|--|-------------|--|--|-------------------|---|------------------------|---|---|---|------------------------|--|--|----------------------|-------------------------|-------------|---------------|-----------------|----------|------------------------------|------------------|--------------|------------|---|----|--------------|-----------------|--|--------|-------|--|---------------------|--|--|------------------------------------|---------------------------|----------------------|---|---|----------------------|---------------------|--|--|---------------------|-------------|--|--|---|--|-------------------|----------------|--|--|----------------------|--|------------------------|--|--|--------------------------|---|-----------------------|---|---|-------|--------------------------------------|------------------------------|------------------------------|--|----------------------|----------------------|--|--------------------------------|---------------------------------|--|----------------------|----------------------|
| <p>existing information</p> <p>Name</p> <p>Income No</p> <p>Date of Birth 01/01/1911</p> <p>Relationship to Case Head</p> <p>Casehead</p> <p>Social Security Number</p> <p>745965655</p> <p>Status (PA/FS)</p> <p>NA/AC</p> | <table style="width: 100%;"> <tr> <td style="width: 30%;">Who</td> <td style="width: 30%;">System Match</td> <td style="width: 40%;"></td> </tr> <tr> <td>Income No <input type="text" value="www.TALX LINK"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">TALX</td> </tr> <tr> <td>TALX Match Found?</td> <td>Is Client disputing employment information?</td> <td>Client Still Employed?</td> </tr> <tr> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td colspan="3" style="text-align: center;">TALX Employment</td> </tr> <tr> <td>Employer Name</td> <td>Employer Address</td> <td>City</td> </tr> <tr> <td>John C Mathis</td> <td>123 Maiden Lane</td> <td>New York</td> </tr> <tr> <td>Employment Start Date</td> <td>Pay Cycle</td> <td>State</td> </tr> <tr> <td>01/12/2006</td> <td>M</td> <td>NY</td> </tr> <tr> <td>Gross</td> <td>Zip Code</td> <td></td> </tr> <tr> <td>380.00</td> <td>10038</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">TALX Medical</td> </tr> <tr> <td>Medical Insurance Coverage?</td> <td>Employee Enrolled?</td> <td>Provider Name</td> </tr> <tr> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: center;">TALX Results</td> </tr> <tr> <td>TALX Outcome</td> <td>Hit?</td> <td></td> </tr> <tr> <td>Employer and income verification returned by TALX is not known to the Agency</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>Resolution</td> <td>Comment</td> <td></td> </tr> <tr> <td>Resolved - This information is new and a budget is processed</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">Recertification</td> </tr> <tr> <td>FIA-3A Available?</td> <td>Is JDS/Worker initiating a Recoupment?</td> <td>If Yes, amount</td> </tr> <tr> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>25.00</td> </tr> <tr> <td>Recoupment Applicable Program</td> <td>Last FS Grant Benefit</td> <td>Last CA Grant Benefit</td> </tr> <tr> <td><input checked="" type="radio"/> CA <input type="radio"/> FS</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>Amt. of CA BudgetChange</td> <td>Amt. of FS Budget Change</td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | Who | System Match | | Income No <input type="text" value="www.TALX LINK"/> | <input type="checkbox"/> | | TALX | | | TALX Match Found? | Is Client disputing employment information? | Client Still Employed? | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | TALX Employment | | | Employer Name | Employer Address | City | John C Mathis | 123 Maiden Lane | New York | Employment Start Date | Pay Cycle | State | 01/12/2006 | M | NY | Gross | Zip Code | | 380.00 | 10038 | | TALX Medical | | | Medical Insurance Coverage? | Employee Enrolled? | Provider Name | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="text"/> | TALX Results | | | TALX Outcome | Hit? | | Employer and income verification returned by TALX is not known to the Agency | <input checked="" type="radio"/> Yes <input type="radio"/> No | | Resolution | Comment | | Resolved - This information is new and a budget is processed | <input type="text"/> | | Recertification | | | FIA-3A Available? | Is JDS/Worker initiating a Recoupment? | If Yes, amount | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | 25.00 | Recoupment Applicable Program | Last FS Grant Benefit | Last CA Grant Benefit | <input checked="" type="radio"/> CA <input type="radio"/> FS | <input type="text"/> | <input type="text"/> | | Amt. of CA BudgetChange | Amt. of FS Budget Change | | <input type="text"/> | <input type="text"/> |
| Who | System Match | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income No <input type="text" value="www.TALX LINK"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX Match Found? | Is Client disputing employment information? | Client Still Employed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer Name | Employer Address | City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| John C Mathis | 123 Maiden Lane | New York | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment Start Date | Pay Cycle | State | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/12/2006 | M | NY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gross | Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 380.00 | 10038 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX Medical | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Medical Insurance Coverage? | Employee Enrolled? | Provider Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX Results | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TALX Outcome | Hit? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer and income verification returned by TALX is not known to the Agency | <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resolution | Comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resolved - This information is new and a budget is processed | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recertification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FIA-3A Available? | Is JDS/Worker initiating a Recoupment? | If Yes, amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No | 25.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recoupment Applicable Program | Last FS Grant Benefit | Last CA Grant Benefit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> CA <input type="radio"/> FS | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Amt. of CA BudgetChange | Amt. of FS Budget Change | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

POS Release Notes

Version 14.2.1 August 23, 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.

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 after the Worker clicks the **Next** button in the **Absent/LRR** window.

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 (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

POS Release Notes

Version 14.2.1 August 23, 2010

Appendix B: ACCIS Clearances Window

POS Information

The top section of the window will include 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 will include 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 Gross Income Information

The lower section of the window will provide the gross income 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

Version 14.2.1 August 23, 2010

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 form W-274U (Attestation of Employment as a Childcare Provider) 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

Version 14.2.1 August 23, 2010

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:

- **11DP** (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:

- **11DB** (Active CC provider recoup initiated)

Supervisory Approval

The **ACCIS Clearances** window will be 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

Version 14.2.1 August 23, 2010

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 have a Social Security Match in the ACCIS system for the applicant/Participant, You must 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

Approval menu

Supervisory Approval

Approve
 Disapprove

Disapproval Reasons

Comment Log

Add Comment

OK Cancel

POS Release Notes

Version 14.2.1 August 23, 2010

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.

