



# OFFICE OF POLICY, PROCEDURES, AND TRAINING



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Office of Procedures

## POLICY BULLETIN #16-82-SYS

### CA POS RELEASE NOTES VERSION 20.3

| <b>Date:</b><br>October 25, 2016   | <b>Subtopic(s):</b><br>POS   |                     |                                   |                     |  |
|--|--|---------------------|-----------------------------------|---------------------|--|
| <p> This procedure can now be accessed on the FIAweb.</p><br><br><br><br><br><br><br><br><br><br><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 into production on October 24, 2016. Descriptions of the changes can be found in CA POS Release Notes Version 20.3 (<b>Attachment A</b>) and Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report (<b>Attachment B</b>).</p> <p>These release notes can also be found on the HRA Intranet at:<br/><a href="http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx">http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</a></p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <table border="0"><tr><td><b>Attachment A</b></td><td>CA POS Release Notes Version 20.3</td></tr><tr><td><b>Attachment B</b></td><td>Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report</td></tr></table> | <b>Attachment A</b> | CA POS Release Notes Version 20.3 | <b>Attachment B</b> | Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report |
| <b>Attachment A</b>  | CA POS Release Notes Version 20.3  |                     |                                   |                     |  |
| <b>Attachment B</b>  | Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report   |                     |                                   |                     |  |

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

# CA POS Release Notes

Version 20.3 October 24, 2016

These Release Notes contain descriptions of changes in Cash Assistance (CA) POS Release 20.3 scheduled for Monday, October 24, 2016. 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://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

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## 1. New Communication Preferences Window

The **Tracking Language Access Indicator** window captured data to track language preferences and interpreter service to Limited English Proficiency (LEP) applicants and participants by HRA.

This window appeared in the beginning of the POS (Paperless Office System) intake, interview and change action activities. New fields were added to capture the preferred titles, names, and pronouns for applicants and participants. As a result, the window was renamed **Communication Preferences**.

### *Communication Preferences window*

The renamed window contains the following fields:

| Field Name   | Description   |
|--|---|
| Applicant/Participant is   | This is an existing field from the <b>Tracking Language Access Indicator</b> window to indicate whether the contact or interview with the applicant/participant was in the office, on the phone, via a home visit or none of the above. |
| Preferred Language for speaking  | This is an existing field from the <b>Tracking Language Access Indicator</b> window to indicate the preferred language for speaking.  |
| Preferred Language for Written Notices                                   | This is an existing field from the <b>Tracking Language Access Indicator</b> window to indicate the preferred language for speaking.  |
| Do you prefer to go by a name other than your legal name? (2 new fields) | This is a new question to capture whether the applicant/participant has a preferred name other than their legal name. If the Worker selects "Yes," a text box opens to allow capture of the preferred name.                             |
| Do you have a preferred title? (2 new fields)                            | This is a new question to capture whether the applicant/participant has a preferred title. If the Worker selects "Yes," a drop-down menu opens to allow capture of the preferred title.   |

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| Field Name  | Description  |
|---|--|
|   | <p>The options are:</p> <ul style="list-style-type: none"> <li>• Mr.</li> <li>• Ms.</li> <li>• Mrs.</li> <li>• Miss.</li> <li>• Mx.</li> <li>• Dr.</li> <li>• None (which should populate blank)</li> </ul>  |
| <p>What pronoun would you like us to use for you?</p>   | <p>This is a new question to capture the applicant/participant's preferred pronoun.</p> <p>The options in the drop-down menu are:</p> <ul style="list-style-type: none"> <li>• She/her</li> <li>• He/him</li> <li>• They/Them</li> <li>• Zie/Hir</li> <li>• Legal First Name</li> <li>• Legal Last Name</li> <li>• Legal Full Name</li> <li>• Preferred Name</li> </ul>  |
| <p>If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format?</p> | <p>This is a new question to indicate whether a blind or seriously impaired applicant or participant would like to receive written notices in an alternative format. If the Worker selects "Yes," the <b>If Yes, select the type of format you would like</b> field is enabled.</p>  |
| <p>If Yes, select the type of format you would like</p>   | <p>This new drop-down menu allows the Worker to select an alternative format for written notices for a blind or visually impaired applicant/participant.</p> <p>The options in the drop-down menu are:</p> <ul style="list-style-type: none"> <li>• Large print</li> <li>• Data CD</li> <li>• Audio CD</li> <li>• Braille</li> </ul>   |
| <p>Does the applicant/participant want to use HRA's Free Interpreter Services?</p>  | <p>This existing question from the <b>Tracking Language Access Indicator</b> window allows the Worker to indicate whether the applicant or participant wants to use HRA's free interpreter services.</p> <p>If the Worker selects "Yes," POS enables the question <b>If YES, Which of HRA's Interpreter Services is being Used?</b></p> <p>If the Worker selects "No," POS enables the field <b>If No, provide reason stated by applicant/participant:</b></p> |

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| Field Name   | Description  |
|--|--|
| If <b>YES</b> , Which of HRA's Interpreter Services is being Used? | <p>This existing question from the <b>Tracking Language Access Indicator</b> window is enabled if the Worker selects "Yes" for the question <b>Does the applicant/participant want to use HRA's Free Interpreter Services?</b></p> <p>The options in the drop-down menu are:</p> <ul style="list-style-type: none"> <li>• Bilingual Worker provided interpretative services,</li> <li>• HRA's On-Site Interpreter Contract was used;</li> <li>• HRA's Telephone Interpreter Contract was used</li> </ul> |
| If <b>No</b> , provide reason stated by applicant/participant:     | <p>This existing field from the <b>Tracking Language Access Indicator</b> window is enabled if the Worker selects "No" for the question <b>Does the applicant/participant want to use HRA's Free Interpreter Services?</b></p> <p>The options in the drop-down menu are:</p> <ul style="list-style-type: none"> <li>• Client brought his/her own interpreter;</li> <li>• Client refused interpretative services</li> </ul>   |

## 2. Updated Client Services Screen

The **Client Services** screen was updated to include the preferred title, preferred name and preferred pronoun, if any, for the applicant/participants.

**Client Service Screen**

Case Number:  Case Name:  Case Status:

Language Speak:  Language Read:  Language Notice:

**Individuals currently in the Household**

| Preferred Title | First Name | Mid Name | Last Name | Preferred Name | Preferred Pronoun | E |
|-----------------|------------|----------|-----------|----------------|-------------------|---|
|                 |            |          |           |                |                   |   |

**Reasonable Accommodations**

| RA Name | RA Effective Date | RA Message |
|---------|-------------------|------------|
|         |                   |            |

**Note:** Please contact your supervisor in regards to any questions about Reasonable Accommodation implementation.

Ok

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## 3. New York State Application for Certain Benefits and Services (LDSS-2921) and New York State Recertification Form for Certain Benefits and Services (LDSS-3174) Updates

A review of the **LDSS-2921** and the **LDSS-3174** has also resulted in a number of cosmetic changes to the POS question set and POS windows to reflect these important updates.

The addition of **Expected number of births** to the **Response** window to the question, “Is anyone in the household pregnant”?

The label “Immigrant” has changed to **Non-Citizen** on the following windows:

- **Individual Detail** Window
- **Grand parent/Stepparent/Immigrant** Window
- **Absent/LRR** Window

**Current Income** Window Updates:

- Added **State and Federal** to the question “Supplemental Security Income (SSI)”.
- Added **Stipends** to the question: “Has Other income such as Training Allotment, Income from a trust, Spina Bifida, etc.”
- Added **Received From** field in the **Respond Question** window to the question “Child Support Payments (Received)”.

**Education and Training** Window Updates:

- **Re-designing the School Type field**
  - Added **Completion of Individualized Education Plan (IEP)**
  - Changed **High School/GED** to **High School diploma or General Equivalency Diploma (GED)** or **Test Assessing Secondary Completion (TASC)**
  - Removed **College/Other Post High School Institution**
  - Added **Associate Degree (2-year college degree)**
  - Added **Bachelor’s Degree (4-year college degree) or higher**
- Added the **View Control button**
- Changed the question ‘Has a High School Diploma or GED?’ to Has a High School diploma, General Equivalency Diploma or Test Assessing Secondary Completion (TASC), or higher level of education?’ in the **Response to Question window** and **Drill- Down window**,

**Resource** Window:

- Changed **the label to respond question** “Has cash on hand” to “Has cash available”

**Medical** Window Updates:

- Added two new questions within the window:
  - “Do you need the Medicaid portion of this application and the potential receipt of Medicaid coverage to be confidential(Y/N)? Provide what would need not to be disclosed”:which includes:
    - **HIV/AIDS information**
    - **Mental Health Information**
    - **Drug and alcohol information**

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- “Will billing any other health insurance cause harm to your physical or emotional health or safety, and/or will it interfere with the privacy and confidentiality of your application for or receipt of Medicaid? (Y/N) and Who?”

Labeled changes in the **Response** to “Has Daily Activity Limited because of an illness/temporary disability or is blind, sick or disabled?” question:

- Added **Home health aide** to the existing “**Has a health attendant**” (Y/N) radio button.
- Changed **Handicapped child** to **Child with a developmental disability for all Interview windows**.
- Added “**personal care**” to “**Needs Home care**” radio button.
- Added **Expected number of births** field in the **Response** to “Is Pregnant” Question”.
- Added **Health Plan Section for Medicaid** in the **Response** to **Has any type of Health/Hospital/Accident insurance or receives assistance in paying medical expenses?**

Other **Expenses** Window Updates:

- Added new options (**car payment, car insurance payment, credit card payments, and other loan payments**) to the **Response to Question** window for the second question “Has additional expenses? Specify”.
- Added **Spousal Support** to the question “Pays Alimony?”
- Changed the age of the child (for whom a 4 month court –ordered support may be owed) from **18** to **21**.

Other **Information** Window Updates:

- Added New **Respond Question** within the window
  - “Have you or any member of your household been convicted of trading, buying/selling or fraudulently receiving SNAP (Supplemental Nutrition Assistance Program) benefits” (Y/N) **Who?** for the following reasons:
    - Convicted of trading SNAP benefits for firearms, ammunition or explosives, or drugs after September 22, 1996.
    - Convicted of buying or selling SNAP benefits for a combined amount of \$500 or more, after September 22, 1996.
    - Convicted of fraudulently receiving duplicate SNAP benefits in any State after September 22, 1996.

## 4. New Child Support Expense Window

POS has added a new **Child Support Expense** window to capture court ordered child support payments for the Non-Custodial Parent (NCP) who IS currently in receipt of SNAP benefits on a CA (Cash Assistance) or NCA (Non Cash Assistance) case. These legally obligated child support payments made by the SNAP household member should be processed as a budget income exclusion.

The following activities will process these cases with this new process:

- **CA Application interview**
- **CA Recertification interview**
- **CA SNAP Change case data**

The Worker will select the required question, “Pay Court Ordered or Voluntary Child support” to start the look up in the OCSE (Office of Child Support Enforcement Services) database. If the review case activity is used to look at this information, it will be in read only.

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During the interview POS will determine or make a redetermination for the active participants to have the required OCSE look-up when a child has been identified under the age of 21 and the case meets the NCP profile.

If the look-up did not receive any matches, POS will reset the question court order or voluntary support and the Worker will see one of the following responses:

- **(601) No match found** - No information about the respondent or the child found in the OCSE database
- **(602) No support order or No current support order found for the respondent** - One or more cases exist for the respondent but there are no child support orders for any of these cases.
- **(603) No Payments for the case** - One or more case exist for the respondent. Child support order exist for one or more cases but there were no payments made in the last six months.

If a match does exist the Worker will open the new **Child Support Expense** window, if the Worker attempts to bypass this match they will receive the following error message:

- **You must open the Child support expense window**

## Child Support Expense window

Case: 0001615847180 Seq:19 Suffix:1

**Child Support Expense Window** Instructions

| Line | CIN | First Name | MI | Last Name | DOB | SSN | Total Payment made |
|------|-----|------------|----|-----------|-----|-----|--------------------|
|      |     |            |    |           |     |     | 21.38              |

CSMS CSMS [REDACTED]

**Case Information**

| Individual Type      | DOB | SSN |
|----------------------|-----|-----|
| Non-Custodial Parent |     |     |
| Custodial Parent     |     |     |
| Child                |     |     |

**Child Support Expenses**

| Child Support Order Date | Total Monthly Obligation Amount (\$) |
|--------------------------|--------------------------------------|
|                          | 25.00                                |

**Child Support payments made in last 6 months**

|                     | Nov 2014           | Apr 2015           | Mar 2015           | Feb 2015           | Jan 2015           | Dec 2014           |
|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Payment Amount (\$) | 17.31              | 11.54              | 18.63              | 23.08              | 28.85              | 28.85              |
| Payment Source      | Payroll Deductions | Payroll Deductions | Payroll Deductions | Payroll Deductions | Payroll Deductions | Payroll Deductions |

**Client Response**

Is Custodial Parent living in the household? Yes  No

Is client making Child Support payments that are not listed in this window? Yes  No

Presented/Ready to be Scanned  Requested (Needed)

Comments

Official Correspondence from the Child Support Enforcement Unit

OK

Data received from the OCSE database will be displayed in this window. OCSE will send data for each CSMS (Child Support Management System) case where court ordered child support was paid within the last sixth month (note: data received will always be one month behind). The window displays data received for each CSMS case in a separate tab.

The look-up for these cases will also include the additional NYCWAY (New York City Work Accountability and You) homebound referral rule to determine if the OCSE referral is required.



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## 5. ACCIS (Automated Child Care Information System) Child Care Provider Updates

POS has and will continue to be used to identify those individuals who are in receipt of CA/SNAP as well as receiving payment as a child care provider thru the ACCIS. To display this match POS has been updated to include additional fields on the **ACCIS Clearance** window and introduce a new **Child Care Provider Information** window.

The new fields added to the existing **ACCIS Clearance** window are as follows:

- **Provider Type**
- **Check Month**
- **Total Fee**
- **Total Amount**

The new **Child Care Provider Information** window is the new name of the **ACCIS Details** window which now includes the following additional new fields:

- **ACCIS Provider Number**
- **Check Month**
- **Service Month**
- **Child care Setting**
- **Fee Due**
- **Gross Amount**
- **Net Amount**

## 6. BEV (Bureau of Eligibility Verification) Scheduling Updates

POS has implemented additional business rules to prevent the scheduling of an in-office appointment that has been determined homebound by the Reasonable Accommodation (RA) area.

POS will perform the additional look-up in NYCWAY to see if the participant has a RA status.

### Client Services Screen Data on Home Visit/Homebound Status

An additional look-up has been added to use the **Client Service Screen** data. A match should be flagged if the SSN (Social Security Number) of the case-head/payee (POS relationship **001** (Applicant/Payee) or **002** (Legal Spouse) in the CASE\_CLIENT table) matches an SSN in the Client Service Screen for any of the following reasonable accommodation requests (RAR):

| <b>CDB RAR_TYPE</b>        | <b>CDB RAR_DESCRIPTION</b>   | <b>CDB RAR_MESSAGE</b>  |
|----------------------------|--|---|
| Temp Call-in Exemption     | No Appointments While You Recuperate                                   | Do not make any appointments outside of the client's home while this RA is in effect.     |
| Temp Travel Exemp.         | No Appointments while waiting for Paratransit (Access a ride) Approval | Please arrange for a home visit for this appointment and any other scheduled appointment. |
| HVN/HB Granted <b>192F</b> | HVN/HB Exemption for 90 to 180 days.                                   | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN/HB Granted <b>192L</b> | HVN/HB Exemption approved for 365 Days                                 | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN / HB Requested         | HVN/HB Request Pending decision  | Do not make any appointments outside of the client's home while this RA is in effect.     |

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|                                    |  |   |
|------------------------------------|--|---|
| HVN/HB Pending Renewal <b>192Q</b> | HVN/HB Exemption Renewal request pending | Do not make any appointments outside of the client's home while this RA is in effect. |
| HVN/HB Granted <b>192U</b>         | HVN/HB Exemption for more than 365 days  | Do not make any appointments outside of the client's home while this RA is in effect. |

**CDB** (Centralized Database)

**HVN/HB** (Home Visit Needed/Homebound)

If POS finds a match, the case will be flagged as a home visit case.

## NYCWAY Homebound and Exemption Determination Business Rule (updated)

POS will use the **Inqnycway** function with Inquiry Code '010' to determine whether the casehead/payee (POS relationship code **001**, **002** or **024** (Putative Father)) is homebound or has an employment exemption. The action code **192P** (HVN/HB Status Request Pending Documentation) has been added to the list of codes retrieved by this rule. Additional action codes **19SI** (HVN/HB Client in SI Status), **192S** (HVN/HB SI Request Pending Documentation), **192F** (HVN/HB Temporary Exemption), **192L** (HVN/HB Status Approved) and **192U** (HVN/HB Status Approved GT 365) must be added to the list of codes retrieved by this rule.

If one of the following codes is returned for the casehead/payee, the result of the business rule for NYCWAY Homebound Exemption is correct. Otherwise, the result is FALSE.

- **968B,168B,968T** (WeCARE Temporarily Unable to Work),**168T** (WeCARE Temporarily Unable to Work),**969W** (Initial Referral to WeCARE),**169W** (Initial Referral to WeCARE),**169G** (WeCARE Wellness Plan Extended),**192H** Homebound Individual/Unassignable), **16TE** (WC Temporary Employment Call-In Exempt),**16TT** (WC Paratransit Services Needed), **192P,192S,19SI,192F,192L,192U**

## NYCWAY HVN Table Homebound Business Rule

POS must determine if the casehead(s) or payee(s) for the case based on the POS look-ups. If the casehead or payee has a SSN POS must query against the NYCWAY\_HVN table to determine whether there is a match for the casehead/payee. If there is a match, the NYCWAY\_HVN rule will return with the homebound information.

## RA Homebound and Exemption Determination Business Rule

POS will check with the ADA (Americans with Disabilities Act 1990) database to determine if the casehead/payee has a RA exemption that requires the case to be treated as homebound. (If the following RA is returned "Temporary Travel Exemption for 90 days pending Para-transit approval" for the casehead/payee the result of the business rule only if the RA Homebound Exempt is correct

An additional look-up has been added to use the Client Service Screen data. A match should be flagged if the SSN of the case-head/payee (POS relationship 001 or 002) matches an SSN in the Client Service Screen for any of the following reasonable accommodation requests (RAR):

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| CDB RAR_TYPE                       | CDB RAR_DESCRIPTION  | CDB RAR_MESSAGE   |
|------------------------------------|--|---|
| Temp Call-in Exemption             | No Appointments While You Recuperate                                   | Do not make any appointments outside of the client's home while this RA is in effect.     |
| Temp Travel Exemp.                 | No Appointments while waiting for Paratransit (Access a ride) Approval | Please arrange for a home visit for this appointment and any other scheduled appointment. |
| HVN/HB Granted <b>192F</b>         | HVN/HB Exemption for 90 to 180 days.                                   | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN/HB Granted <b>192L</b>         | HVN/HB Exemption approved for 365 Days                                 | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN / HB Requested                 | HVN/HB Request Pending decision  | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN/HB Pending Renewal <b>192Q</b> | HVN/HB Exemption Renewal request pending                               | Do not make any appointments outside of the client's home while this RA is in effect.     |
| HVN/HB Granted <b>192U</b>         | HVN/HB Exemption for more than 365 days                                | Do not make any appointments outside of the client's home while this RA is in effect.     |

If POS finds a match, the case must be flagged as a home visit case and the result of the business rule RA Homebound Exempt is correct. Otherwise, the result is FALSE.

## 7. POS Budget Determination Updates

FIA (Family Independence Administration) has been challenging Case and Procedural Error Rate (CAPER) errors on cases closed for income in which the amounts vary (due to WMS (Welfare Management System) and POS conversion) by a penny or two from the actual amount. The State discovered that POS and WMS have slightly different conversion methods, which resulted in the varying amounts.

The conversion rules have been updated to accept the actual amount and frequency entered in the income interview window and copied directly to the **WMS Individual Budget** window.

### **WMS Information:**

During the budget translation process, the conversion rule has been applied to accept the income figure if it is greater or less than \$1000, since WMS was not accepting the income figure if it is greater than \$1000.

Now, in WMS the option has been provided to shift and pass on the alert message with respect to the income even if it is less than \$1000. Now POS will remove the conversion rule and will pass on the income figures and frequency captured in the response window without any changes.

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POS will populate the windows with the responses from the question sets listed on the next page from the applicant/participant:

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| S. No. | POS income areas   |
|--------|--|
|        | <b>INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU THAT IS APPLYING:</b>  |
| 1      | Is Employed? (Including Babysitting)   |
| 2      | Is Self-Employed?  |
| 3      | Is Unemployed? (Currently Not Working)   |
| 4      | Has Child Or Dependent Care Expenses?  |
|        | <b>INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU RECEIVES:</b>  |
| 5      | Unemployment Insurance Benefits?   |
| 6      | Supplemental Security Income (SSI) Benefits?   |
| 7      | Social Security Disability Benefits?   |
| 8      | Foster Care Payments (Received)?   |
| 9      | Social Security Dependent Benefits?  |
| 10     | Social Security Survivor's Benefits?   |
| 11     | Social Security Retirement Benefits?   |
| 12     | Railroad Retirement Benefits or Railroad Retirement Dependent Benefits?  |
| 13     | Retirement Benefits (Pensions)?  |
| 14     | Dividends/Interest From Stocks, Bonds, ETC?  |
| 15     | Worker's Compensation?   |
| 16     | NYS Disability Benefits?   |
| 17     | Veteran's Pensions/Benefits/Aid and Attendance?  |
| 18     | GI Dependency Allotments?  |
| 19     | Public Assistance Grant?   |
| 20     | Education Grants Or Loans?   |
| 21     | Rental Income (Received)?  |
| 22     | Boarders/Lodgers Income (Received)?  |
| 23     | Contribution/Gifts (Received - NOT Excess Rent, Tuition or Household Expenses)?                                      |
| 24     | Child Support Payments (Received within the last 7 months)?  |
| 25     | Alimony/Support (Received)?  |
| 26     | Private Disability Insurance-Health/Accident Insurance Policy Income?  |
| 27     | No Fault Insurance Benefits?   |
| 28     | Union Benefits (Including Strike Benefits)?  |
| 29     | Loans (Received), Annuity Mortgage Loans Only?   |
| 30     | Has Other Income? Such as Training Allotment, Income from a Trust, Spina Bifida etc..                                |
| 31     | Does The Step Parent/Grandparent Of Any Children Who Live With You Have Any Resources Or Receive Income of Any Kind? |
|        |  |

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|    | INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU THAT IS APPLYING:   |
|----|--|
| 32 | Does The Step Parent Of Any Children Who Live With You Have Any Resources Or Receive Income Of Any Kind? |
| 33 | Has Additional Expenses? Specify.  |
| 34 | Pays Tuition and/or Fees?  |
| 35 | Pays Child Support?  |
| 36 | Pays Alimony?  |
| 37 | Buys Or Plans To Buy Meals From A Home Delivery Or Communal Dining Service?                              |
| 38 | Has an IRA Keogh, 401-K, Or Deferred Compensation Account(s)?  |
| 39 | Do You (Or Anyone Who Lives with You) Have A Rent, Mortgage or Other Shelter Expenses?                   |

## 8. POS Modifications to the Budget End date

POS has updated the following budget windows to reflect a budget end date when necessary:

- Existing Budgets
- Household/Suffix Financial Needs

Select Effective Date for Budget

Please enter the beginning Effective Date for this budget.

09A16

OK

- When the Worker clicks **OK** the following window will be displayed for the Worker to enter the Effective end date. Usually the end date is entered when FIA (Family Independence Administration) requires to budget income for a specific certain period.

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WMS Session Screen

NSBL00 [Z] BUDGET MENU 08/28/16  
16.200

TYPE OF ACTION 01 EFFECTIVE DATE 08/A/16-10/B/16

BUDGET # 1 CASE/REG # 030027403C  
AREA

|    |   |
|----|---|
| 01 | CALCULATE PA/FS BUDGET                    |
| 02 | CALCULATE PA BUDGET                       |
| 03 | CALCULATE FS BUDGET                       |
| 04 | DISPLAY SAVED BUDGETS                     |
| 05 | PRINT BUDGET SUMMARY REPORT               |
| 06 | DISPLAY BUDGET RESULTS SCREEN             |
| 07 | CHECK ISSUANCE SUMMARY                    |
| 08 | RECALCULATE                               |
| 09 | PROCESS PA CALCULATOR                     |
| 10 | PRINT BUDGET CALCULATION REPORT - ENGLISH |
| 11 | PRINT BUDGET CALCULATION REPORT - SPANISH |

Version 18.2.1 - Paperless Office System - [Individual Income / Needs] 3:03:37 PM Monday, December 22, 2014

File Edit Tools Window Help

Case No & Suffix Line No. Budgt No. Client Name Hours Worked Tax FICA 30 & Pregnancy 1/3 Due Date Emplmt Training? Spec Rel

Employability Status PA Status FS Status Date of Birth Aged / Disabled Involvement CIN  
Employed Full Time and P APPLYING SINGLE ISSUE

| Income Line | Source        | Frequency | Gross     | Program | Usage | Inc. Exemption | PA | FS |
|-------------|---------------|-----------|-----------|---------|-------|----------------|----|----|
| 1           | Salary, Wages | IW        | \$1450.19 | PA & FS |       |                |    |    |

Deductions and Medical Bills

| Line | Type | Amount |
|------|------|--------|
| 1    |      |        |
| 2    |      |        |

Daycare Needs

| Line | Type | Amount | Date of Birth | Disabled? |
|------|------|--------|---------------|-----------|
| 1    |      |        | 00/00/0000    |           |
| 2    |      |        | 00/00/0000    |           |
| 3    |      |        | 00/00/0000    |           |
| 4    |      |        | 00/00/0000    |           |

Special Needs

| Line | Type |
|------|------|
| 1    |      |

Calculate Budget Household Needs Existing Budgets

## 9. Center 17 CA Waiver for 24 Month recertification for Non-Parent Payee cases

POS has created a new window to be shown during the **CA Recertification Interview Activity** for Center 17 (Family Services Call Center) **non-parent payee only** cases. The new window will inform the Worker that the case qualifies for a 24-month recertification period and to ask the question "Did you print out the FIA-1166 notice?"

- The window requires the Worker to answer **Yes** to this question, save this response, and print out the **FIA-1166** (Your Household Has Just Been Certified To Receive Cash Assistance For Two (2) Years) notice to give to the client before exiting the window.

# CA POS Release Notes

Version 20.3 October 24, 2016

24-MONTH RECERTIFICATION WAIVER

This participant qualifies for a 24-month certification period because he/she is a non-parent caregiver (non-legally responsible relative) who has:

- No earned income; and
- Not reached the forty-eight (48) month time limit
- No active SNAP case
- No sanctions on the case

Please give the participant the FIA-1166 notice that explains the 24-month certification period. Print FIA-1166

Did you print out and hand the FIA-11166 notice to the client?  Yes  No

OK

In the **Supervisory Approval activity**, POS will display the new 24-month **Recertification Waiver** window in Read-only (display) mode, if the window is opened in the Worker's activity. The **FIA 1146** (Action Is Required! You Must Submit Documents For Your SNAP Case) will not require printing since the printing of the notice is a Worker-only activity. The Supervisor will see the response to the question that the worker entered to process the approval.

This process will be included for the following activities:

- CA Application**
- CA Recertification**
- Supervisory Approval**
- Review Case – All review cases will be displayed in the read-only mode to display what was processed during the CA application or CA recertification interview**

## 10. WMS 16.3 Release Changes

Effective October, 1, 2016, SNAP Standard Deductions, Excess Shelter Maximum, 130%, 150% and 200% Poverty Level, Standard Utility Allowance (SUA), NYSNIP, and Net Income Level will change. These changed amounts will be used for budgets with Effective Dates of 10/A/2016 or later. Budgets with Effective Dates prior to 10/A/2016 will continue to use current amounts.

This new Gross Income Test (GIT) level is an addition to the current SNAP Categorical Eligibility rules and will apply if the household does not have any sanctioned/disqualified member[s]; no out-of-pocket dependent care costs, no aged/disabled household members but has earned income.

### ABEL (Automated Budgeting and Eligibility Logic)

POS will create and maintain a 150% Poverty Level Table similar to the current 100% Net Income Test (NIT), 130% (GIT), 200% Gross Income Test (GIT) tables. The tables is updated annually when the Thrifty Food Plan MRB (Monthly Reporting Budget) is processed in September and will have a budget effective date of October 1.

**150% of Poverty Guidelines Chart**

| Family Size | Monthly Income |
|-------------|----------------|
| 1           | \$1,485        |
| 2           | \$2,003        |



# CA POS Release Notes

Version 20.3 October 24, 2016

|  |                |
|--|----------------|
| 3  | <b>\$2,520</b> |
| 4  | \$3,038        |
| 5  | \$3,555        |
| 6  | <b>\$4,073</b> |
| 7  | \$4,592        |
| 8  | \$5,112        |
| Households with more than 8 members, add \$520 for each additional individual. | <b>\$520</b>   |

## REPORTS

The 150% to the output on **Line B** of the **WINR0153** or **WINR0154** will be added when appropriate.

The 150% Fail Gross Income Test message at the bottom of the **WINR0153** or **WINR0154** when appropriate

Valid Income Source codes for the 150% GIT are:

- **01** – Salary, Wages
- **02** – On the Job Training
- **05** – Family Day Care Provider Income
- **06** – Net Business Income/Self Employment Income
- **07** – Office of Vocational Rehabilitation
- **08** – Net Income from Rental of House, Store or Other Property (Worked more than 20 hours weekly)
- **11** – Income from Boarder, Boarder/Lodger
- **12** – Income from Lodger
- **25** – Severance Pay
- **37** – Subsidized Employment
- **39** – CEOSC Income
- **40** – Sick Pay
- **57** – Earned Income from WIA
- **60** – OVESID Training Allowance
- **65** – Earned Income from WIA/OJT
- **67** – Safety Net Self Support
- **88** – STEP – School to Employment Program
- **98** – Other Earned Income

The Standard Utility allowance (SUA) will decrease as of October 1, 2016.

- **SUA Level 1 will decrease from \$768 to \$758.**
- **SUA Level 2 will decrease from \$304 to \$300.**
- **SUA Level 3 will remain unchanged at \$33.**
- **SUA Level 0 (Undomiciled) homeless deduction will remain unchanged at \$143.**

WMS will increase the number of digits on the ABEL database for the 130% of Gross Income Test from four to five in anticipation of future increases in value beyond \$9,999. The current value (20 persons) is \$9,842; a 2% increase will require five digits.

# CA POS Release Notes

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All households must pass the Benefit Calculation test. One or two person households who pass the SNAP gross income test but whose benefit calculation results in a zero SNAP benefit will still receive a minimum benefit of \$16 per month.

There is no change to the process that performs the SNAP Excess Income Test (zero benefit) for households of three or more.

## Addition of New Code “S” for SNAP durational sanctions

With the new Act signed by the New York Governor, individuals who are sanctioned, for CA, due to non-compliance with employment programs will now be sanctioned until compliance. While CA Employment Sanctions are now non-durational, SNAP sanctions will remain durational.

As a result, ABEL (Automated Budgeting and Eligibility Logic) has been updated to allow a SNAP sanction on the line of an active CA/SNAP individual. The new **involvement code (S)** is being added for individuals who are sanctioned for SNAP to count the durational sanction correctly.

The screenshot shows the 'Involvement' dropdown menu in the software. The menu is open, showing the following options:

- A SNAP Eligible Alien
- N Ineligible individual(s) who does not reside in the household
- Y Ineligible individual(s) who reside in the household of a public assistance and/or SNAP case
- S SNAP-SANCTIONED

The 'S' option is currently selected and highlighted.

The “S” code will be added to the **Involvement** drop-down menu.

## Alien Update

- The Alien Registration Number of '**A000000000**' is allowed only when the person has lost or expired documentation and is pending verification of the alien status and alien number.
  - If the Alien Registration Number of '**A000000000**' is entered, then this requires the **Date of Status** field to be '**99/99/9999**' and the **Date of Entry** field to be '**99/99/99**'.
- For the Alien Type of Human Trafficking Victim, the Alien Registration Number of **A000999999** is allowed.
- The numeric portion of the Alien Registration Number cannot be all the same number, with the exception of '**A000000000**' for requirement 1.
  - '**A1111111111**' is not allowed
  - '**A2222222222**' is not allowed
  - '**A3333333333**' is not allowed
  - '**A4444444444**' is not allowed

# CA POS Release Notes

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- 'A55555555' is not allowed
  - 'A66666666' is not allowed
  - 'A77777777' is not allowed
  - 'A88888888' is not allowed
  - 'A99999999' is not allowed
4. The numeric portion of the Alien Registration Number cannot be a set of numbers in sequence.
- A123456789' is not allowed
  - 'A987654321' is not allowed
  - 'A012345678' is not allowed

## Addition of New Grant Codes

Two new grant issuance codes (**W7** and **W8**) have been added to the SNAP Single Issuance grants code table of POS. The new codes will serve ESNAP (Expedited SNAP) issuance codes for clients who have a reconstituted household in the ESNAP issuance activities.

| New POS Code | Description   |
|--------------|---|
| <b>W7</b>    | Code <b>W7</b> - FSSI<br>Reconstituted Household –<br>NCA     |
| <b>W8</b>    | Code <b>W8</b> - FSSI<br>Reconstituted Household –<br>CA SNAP |

## 11. PRUCOL (Persons Residing Under Color of Law) Window Updates

The PRUCOL Eligibility Desk Aid Guide (**W-205JJ**) has been revised. The changes will be reflected on the document's list of the PRUCOL Window in POS. Here is the list of main changes:

- The **Form I-688B (Employment Authorization Card)** has been made obsolete and replaced by the **Form I-766 (Employment Authorization Document)**
- The status of "Granted a K3, K4 visa" is combined with the status of a V visa.

## 12. New E\_app Column in Login Queue

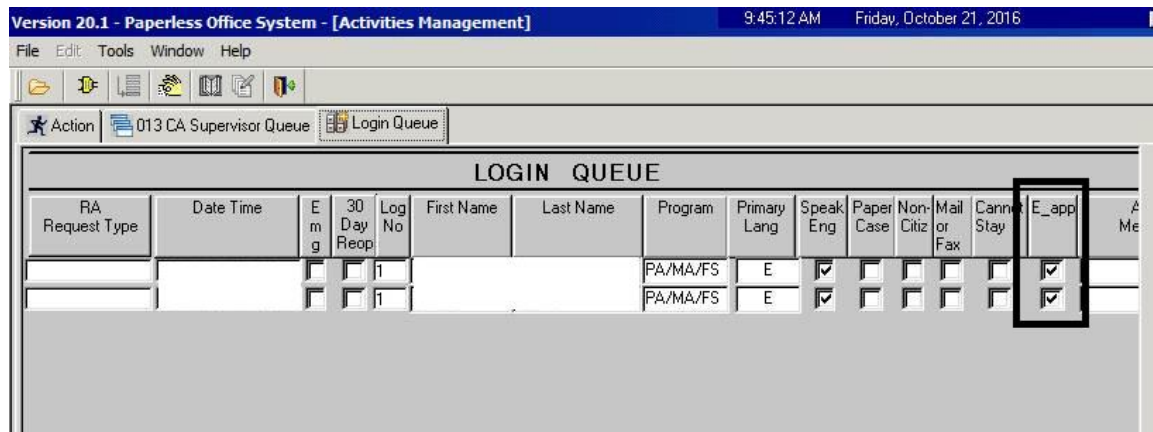
A new E\_app column will appear in the Login Queue for cases that were submitted via the PC bank, but were not successfully auto-registered by POS.

The column header can be clicked and is sortable.

# CA POS Release Notes

Version 20.3 October 24, 2016

Login Queue window:



## 13. POS E-Forms

The following E-forms were converted to the new PTM (Print to Mail) process and have been updated and revised to reflect the mailing process:

- **FIA 1021**, Notice of Able Bodied Adults without Dependents (ABAWD) Status
- **W-908T** Notice of Recertification Appointment
  - **FIA 1167**, Cash Assistance Recertification Form Now Available Online
  - **HRA- 102C** Help for People with Disabilities
  - **FLY-69**
- **W-908T** (Child) 2<sup>nd</sup> mailer, Securing a Child care provider prior to Engagement or Recertification
  - **W274X**, Securing a Child care provider prior to Engagement or Recertification
  - **CS-274W**, Child care provider Enrollment Supplement
  - **CS-574EE**, Child care Fact sheet and planner
- **W-140VV** Supplemental Nutrition Assistance Recertification Notice (F61)
  - **W608V**, Common Benefit Identification Card (CBIC) Signature Authorization Form
  - **LDSS 4826**, SNAP Application/Recertification
  - **LDSS 4826A**, Instructions for completing the SNAP Application/Recertification
- **W-102**, Notice to Participant of new worker
- **LDSS 4753**, SNAP request for Contact/Missed Interview
- **W-908F**, Notice of Rescheduled SNAP Telephone Recertification Interview (November 2016)
  - **W 129G**, SNAP Documentation Guide
- **W- 129RR** Notice of SNAP Recertification Appointments (November 2016)
  - **W 129G**, SNAP Documentation Guide
- **FIA-1124**, Important Information About your Case Notice of Missed Cash Assistance Appointment

# CA POS Release Notes

Version 20.3 October 24, 2016

- **HRA-102C**, Help for People with Disabilities
  - **W-132S** Notice of Documentation Required- Change in Household Circumstances
  - **SSAR-FA**, Social Security Administration for applying for SS card
  - **W-147Q**, Primary tenant statement regarding Occupancy of secondary tenant
  - **FIA-1166**, Your Household has been certified to receive Cash Assistance for two years
  - **W-700D**, FIA School/Training Enrollment Letter

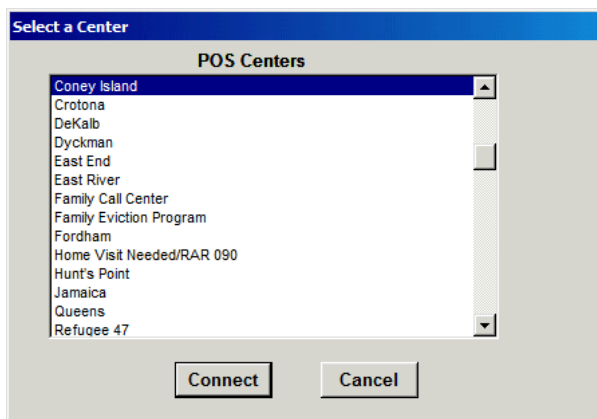
## Attachment B Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report October 2016

### Overview

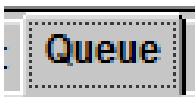
This desk guide provides instructions on how to retrieve the cases that need to be scheduled for home visit recertifications from the Queue report in the POS management console.

### Retrieving the report from the Individual Job Center(s)

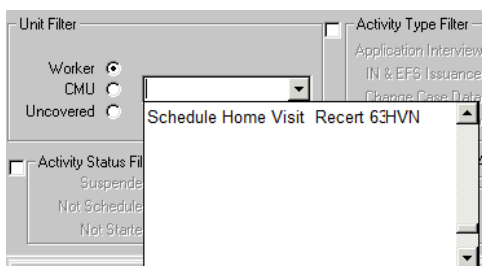
1. Connect to the **POS Management Console**.
2. Select the desired home center in the **POS Centers** menu – for example: **Coney Island**



3. Select the **Queue** report tab.



4. Select the **Schedule Home Visit Recert** option in the **Worker** menu.



5. The report is available for printing or download.

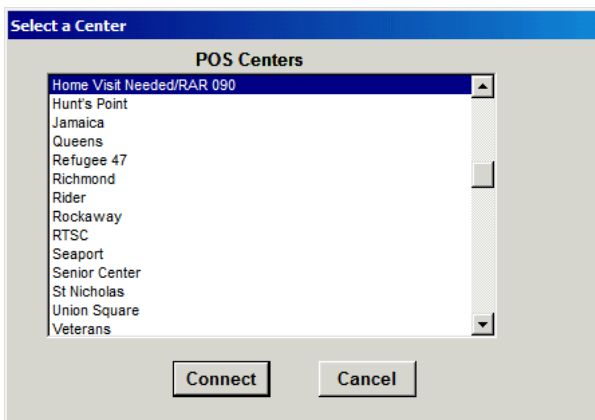
| Activity                            | Due Date   | Alert | Case Name | Case No | Suffix | Received From     | Scheduled For      | Status      | Started |
|-------------------------------------|------------|-------|-----------|---------|--------|-------------------|--------------------|-------------|---------|
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Vis | 11/1/2016 00:00:00 | Not Started |         |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Vis | 11/1/2016 00:00:00 | Not Started |         |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Vis | 11/1/2016 00:00:00 | Not Started |         |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Vis | 11/1/2016 00:00:00 | Not Started |         |

6. Repeat steps 1 through 5 for each desired job center.

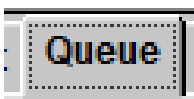
**Attachment B Retrieving Cases Scheduled for Home Visit Recertifications from Queue Report October 2016**

**Retrieving the report from the Queue Report for Center 90**

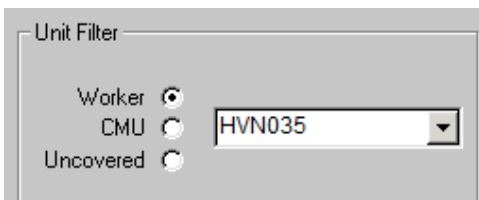
1. Select **Home Visit Needed/RAR 090** in the **POS Centers** menu.



2. Select the **Queue** report tab.



3. Type the letters HVN and the center number. For example, for the Dyckman Job Center, type **HVN035**. Press the **<Tab>** button on the keyboard.



4. The report is available for printing or download.

| Activity                            | Due Date   | Alert | Case Name | Case No | Suffix | Received From                 | Scheduled For      |       |
|-------------------------------------|------------|-------|-----------|---------|--------|-------------------------------|--------------------|-------|
| Schedule CA Recertification Appoint |            |       |           |         | 1      | Schedule Home Visit Recert 35 |                    | Suspi |
| Schedule CA Recertification Appoint |            |       |           |         | 1      | Schedule Home Visit Recert 35 |                    | Suspi |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Visit Recert 35 | 11/1/2016 00:00:00 | Not S |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Visit Recert 35 | 11/1/2016 00:00:00 | Not S |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Visit Recert 35 | 11/1/2016 00:00:00 | Not S |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Visit Recert 35 | 11/1/2016 00:00:00 | Not S |
| Schedule CA Recertification Appoint | 11/30/2016 |       |           |         | 1      | Schedule Home Visit Recert 35 | 11/1/2016 00:00:00 | Not S |

5. Repeat steps 3 and 4 for the other desired job centers.