



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #16-83-SYS

SNAP POS RELEASE NOTES VERSION 10.3

Date: October 25, 2016	Subtopic(s): POS
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the latest version of the Paperless Office System (POS) migrated to production on October 24, 2016. Descriptions of the changes can be found in SNAP POS Release Notes Version 10.3 (Attachment A).</p> <p>These release notes can also be found on the HRA Intranet at: http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</p> <p><i>Effective Immediately</i></p> <p>Related Item: PB #11-04-ELI</p> <p>Attachment: Attachment A SNAP POS Release Notes Version 10.3</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

SNAP POS Release Notes

Version 10.3 October 24, 2016

These Release Notes contain descriptions of changes in Supplemental Nutrition Assistance Program POS Release 10.3 scheduled for 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 screenshot shows a window titled "Communication Preferences" with a blue header. The form contains the following fields and controls:

- Applicant/Participant is:** A dropdown menu with "In the Office" selected.
- Preferred Language for speaking:** A dropdown menu with "English" selected.
- Preferred Language for Written Notices:** A dropdown menu with "English" selected.
- Do you prefer to go by a name other than your legal name?** Radio buttons for "Yes" and "No" (with "No" selected), followed by a text input field.
- Do you have a preferred title?** Radio buttons for "Yes" and "No" (with "No" selected), followed by a dropdown menu.
- What pronoun would you like us to use for you?** A dropdown menu with "He/him" selected.
- If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format ?** Radio buttons for "Yes" and "No" (with "No" selected).
- If Yes, Select the type of format you would like** A dropdown menu.
- Does the applicant/participant want to use HRA's Free Interpreter Services?:** Radio buttons for "Yes" and "No" (with "No" selected).
- If YES, Which of HRA's Interpreter Services is being Used?** A dropdown menu.
- If No, provide reason stated by applicant/participant:** A dropdown menu with "Client refused interpretative services" selected.
- Continue** A button at the bottom center.

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The renamed window contains the following fields:

Field Name	Description
Applicant/Participant is	This is an existing field from the Tracking Language Access Indicator 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 Tracking Language Access Indicator window to indicate the preferred language for speaking.
Preferred Language for Written Notices	This is an existing field from the Tracking Language Access Indicator 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. The options are: <ul style="list-style-type: none"> • Mr. • Ms. • Mrs. • Miss. • Mx. • Dr. • None (which should populate blank)
What pronoun would you like us to use for you?	This is a new question to capture the applicant/participant's preferred pronoun. The options in the drop-down menu are: <ul style="list-style-type: none"> • She/her • He/him • They/Them • Zie/Hir • Legal First Name • Legal Last Name • Legal Full Name • Preferred Name
If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format?	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 If Yes, select the type of format you would like field is enabled.
If Yes, select the type of format you would like	This new drop-down menu allows the Worker to select an alternative format for written notices for a blind or visually impaired applicant/participant. The options in the drop-down menu are:

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

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2. Updated ACE Contact Window

The **Agile Communication Environment (ACE) Contact** window was also renamed **Communication Preferences** and includes the new fields listed below:

- Do you prefer to go by a name other than your legal name? (2 new fields)
- Do you have a preferred title? (2 new fields)
- What pronoun would you like us to use for you?
- If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format?
- If Yes, select the type of format you would like

ACE Contact window renamed **Communication Preferences**

Communication Preferences

Please click the Call button to initiate the telephone call. The Script window will open. You must select the outcome of the call in the Call Outcome field.

Applicant is : **On the Phone**

Appointment Type: **Application Interview** Contact Attempt#: **1**

Case Number:

Case Name:

Casehead Name:

Contact Number: Extension:

Preferred Language for speaking: **English** Preferred Language for Written Notices: **English**

Do you prefer to go by a name other than your legal name? Yes No

Do you have a preferred title? Yes No

What pronoun would you like us to use for you?

If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format ? Yes No

If Yes, Select the type of format you would like

Call

Call Outcome:

Does the applicant/participant want to use HRA's Free Interpreter Services?: Yes No

If YES, Which of HRA's Interpreter Services is being Used?

If No, provide reason stated by applicant/participant: **Client refused interpretative services**

Cancel **Continue**

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3. 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.

The screenshot shows the 'Client Service Screen' with the following fields and sections:

- Case Information:** Case Number, Case Name, Case Status (AP), Language Speak (English), Language Read (English), Language Notice (English).
- Individuals currently in the Household:** A table with columns: Preferred Title, First Name, Mid Name, Last Name, Preferred Name, Preferred Pronoun, and E. The table is currently empty.
- Reasonable Accommodations:** A table with columns: RA Name, RA Effective Date, and RA Message. The table is currently empty.
- Note:** Please contact your supervisor in regards to any questions about Reasonable Accommodation implementation.
- Buttons:** An 'Ok' button is located at the bottom center.

4. LDSS 4826 SNAP (Recertification and Application) Updates

Based on the updated New York State (NYS) Application and Recertification; POS has updated their application and recertification content to match NYS.

The **Expected number of births** statement was added 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)**".

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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 **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**
- “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?”

Label changes in the **Response** window 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?” **question**.

Other Expenses Window Updates:

- New options (**car payment, car insurance payment, credit card payments, and other loan payments**) have been added to the **Response to Question** window for the second question “Has additional expenses? Specify”.
- **Spousal Support has been** added 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**.

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Other Information Window Updates:

- Added New Respond Questions within the window
 - “Have you or any member of your household been convicted of trading, buying/selling or fraudulently receiving SNAP benefits” (Y/N) Who?
 - “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”.

5. 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 are currently in receipt of SNAP (Supplemental Nutrition Assistance Program) 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:

- **SNAP Application Interview**
- **SNAP Recertification Interview**
- **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) database. If the **Review Case Activity** is used to look at this information, it will be in read only.

During the interview POS (Paperless Office System) 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**

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Case: 00016184718B Seq:19 Suffix:1 Instructions

Line	CIN	First Name	MI	Last Name	DOB	SSN	Total Payment made
							21.08

CSMS

Case Information

Individual Type	Individual	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 (\$)	17.21	11.54	18.63	23.08	28.85	28.85
Payment Source	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.

6. ACCIS (Automated Child Care 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 system. 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 will be the new name of the **ACCIS Details** window which will now include the following additional new fields:

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

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7. WMS (Welfare Management System) 16.3 Release Changes

Effective October, 1, 2016, Supplemental Nutrition Assistance Program (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% GIT tables. The tables will be updated annually when the Thrifty Food Plan MRB (Mass Rebudgeting) is processed in September and will have a budget effective date of October 1, 2016.

150% of Poverty Guidelines Chart

Family Size	Monthly Income
1	\$1,485
2	\$2,003
3	\$2,520
4	\$3,038
5	\$3,555
6	\$4,073
7	\$4,592
8	\$5,112
Households with more than 8 members, add \$520 for each additional individual.	\$520

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

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- **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.

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 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.

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The screenshot shows the SNAP POS software interface. At the top, it displays 'Version 20.1 - Paperless Office System - [Individual Income / Needs]' and the date 'Thursday, August 04, 2016'. The main window contains several sections for data entry:

- Case No & Suffix:** Line No., Edgt No., Client Name, Hours Worked, Tax FTLA30, Pregnancy, Emplmt, Spec, Ref.
- Employability Status:** PA Status (APPLYING), FS Status (NOT APPLYING), Date of Birth, Aged / Disabled, Involvement (CIN).
- Income:** A table with columns: Line, Source, Frequency, Gross, Program, Usage, Inc.
- Deductions and Medical Bills:** A table with columns: Line, Type, Amount.
- Daycare Needs:** A table with columns: Line, Type, Amount, Date of Birth, Disabled?
- Special Needs:** A table with columns: Line, Type.

A legend box is open over the 'Involvement' field, listing the following codes:

- 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

Buttons at the bottom include 'Calculate Budget', 'Household Needs', and 'Existing Budgets'.

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
 - ‘A5555555555’** is not allowed
 - ‘A6666666666’** is not allowed
 - ‘A7777777777’** is not allowed
 - ‘A8888888888’** is not allowed
 - ‘A9999999999’** is not allowed
- 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 applicants/participants

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who have a reconstituted household in the ESNAP issuance activities. Please refer to **PB 11-04 ELI** for more details on the use of these codes.

New POS Code	Description
W7	Code W7 - FSSI Reconstituted Household – NCA
W8	Code W8 - FSSI Reconstituted Household – CA SNAP

8. New Stop Adverse Action Activity

POS has created new business rules to stop Notice of Intent (NOI) SNAP reason codes **V21** (Rejection/Closing) or **Y29** (Closing) cases from clocking down when POS identifies any scanned/indexed documents that supports the NOI document request. Every night during the clock down period, POS will check the system to identify if any of the requested documents were submitted and indexed. If POS identifies any of the documents POS will send a FH (Fair Hearing) transaction **119** with the Status Code **P** to pause the clocking down process.

The Worker will be assigned the new activity **Stop Adverse Action** (SAA) by the supervisor from the **V21-Y29 App Paused** and **V21 Recert Paused** queue to review the scanned/indexed document(s). The Worker will select one of the following FH status codes based on their review of the documents which will stop or continue the **V21/Y29** rejection or closing for the case:

FH Status Code P- used to pause the pending clock down. (System generated)

FH Code R- used to restore the pause cases to the original clock down status. (Worker selects code)

FH Code L- used to purge the original pending status of the paused cases. (Worker selects code)

The Worker will open the new **Set FH Update Code** window, and select one of the above codes based on the following window instruction:

“POS detected the submission of some of the requested documents since after the closing or rejection transaction. In order to prevent the adverse closing or rejection, this case is currently being paused from clocking down. Please review the submitted documents in ONE Viewer to ensure the compliance of all requested documents in the document return form.

If the client complied with all of the requested documents, select FH Update Code “L”. The pending transaction will be purged and POS will continue with the Interview.

If the client still failed to comply with all of the requested documents, select FH Update Code “R”. The case will be reverted to the pending clock down status.”

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The screenshot shows a software window with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. Below the toolbar, there are fields for Case Name, Case #, Action Date (05/02/201), Pending Case Status (RJ), and Pending Case Reason (V21). The main content area is titled 'Instructions' and contains the following text:

POS detected the submission of some of the requested documents since after the closing or rejection transaction. In order to prevent the adverse closing or rejection, this case is currently being paused from clocking down. Please review the submitted documents in ONE Viewer to ensure the compliance of all requested documents in the document return form.

IF the client complied with all of the requested documents, select FH Update Code "L". The pending transaction will be purged and POS will continue with the interview.

IF the client still failed to comply with all of the requested documents, select FH Update Code "R". The case will be reverted to the pending clock down status.

Select the Up date Code:

L- Complied. Purge the pending transaction. Continue with the original interview

R- Failed to comply. Revert to the pending clock down status

Comments:

Next Previous

If the transaction returned in error, POS will display the following message:

“The FH Update transaction failed to post the code to WMS. Please try again later. The activity will now be suspended”

If the selected code is R (Failed to Comply) POS will display the message:

“The FH Update Code R is posted successfully. The case will go back to the clock down status”

- The Worker will select OK which will allow POS to complete the SAA activity.

If the selected code is L (Complied), POS will display the message:

“The FH Update Code L has posted successfully. This will purge the original pending transaction. The activity will be completed now and the original interview activity, if found will be launched”

9. MARU (Mail Application Referral Unit) E-App Auto Assignment Update

The E-App Auto Assignment screen was updated to remove the Interview type filter since it is not needed for E-Apps.

10. 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.

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11.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) 2nd 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 case Assistance
 - **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