



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #18-52-SYS

SNAP POS RELEASE NOTES VERSION 12.2.1

Date: August 15, 2018	Subtopic(s): POS
	<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 into production on August 13, 2018. Descriptions of the changes can be found in SNAP POS Release Notes Version 12.2.1 (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>Attachment:</p> <p>Attachment A SNAP POS Release Notes Version 12.2.1</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

Distribution: X

SNAP POS Release Notes

Version 12.2.1 August 13, 2018

These Release Notes contain descriptions of changes in Supplemental Nutritional Assistance program, (SNAP) POS Release 12.2.1 scheduled for Monday, August 13, 2018. 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 also be found on the HRA Intranet at <http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

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1. Expansion of Selective Case Review (SCR) to SNAP (Supplemental Nutrition Assistance Program) Home Centers

The Selective Case Review (SCR) functionality and reporting was expanded to the home centers effective August 13, 2018:

- East End SNAP Center (**S02**)
- Washington Heights SNAP Center (**S13**)
- Waverly SNAP Center (**S19**)
- Williamsburg SNAP Center (**S21**)
- Coney Island SNAP Center (**S22**)
- North Brooklyn SNAP Center (**S26**)
- East New York SNAP Center (**S28**)
- Hunts Point SNAP Center (**S40**)
- Crotona SNAP Center (**S46**)
- Queens SNAP Center (**S53**)
- Jamaica SNAP Center (**S54**)
- Rockaway SNAP Center (**S79**)
- Richmond SNAP Center (**S99**)

This functionality was already implemented at the Fort Greene (**S20**), Concourse (**S45**), TIPS **24**, TIPS **42** and TIPS **43** SNAP Centers. The SSI SNAP Center (**S15**) and Residential Facilities SNAP Center (**S61**) will **not** be implemented in this phase.

The **SCR Audit Tool** used to audit and track samples of past activities of workers handling cases in centers will be updated in October 2018 to include the additional SCR centers.

2. SNAP Business Rule Update

The SNAP Employment Determination Code **44** has been updated to reflect a new business rule if the SDX data has an end date in the past, POS (Paperless Office System) will consider the data as not in receipt of SSI (Supplemental Security Income).

3. Updated POS TAD Business Rule for Excess Income Reason Codes

POS has identified cases where Workers are denying or closing the SNAP program with the excess income reason codes even when the budget is not ineligible for SNAP. This rule prevents Workers from rejecting or closing the SNAP case with excess income reason codes when there is no ineligible budget.

The POS TAD Business rule has been updated to include all conditions for excess income. Workers will see the following POS error message, "Budget cannot be ineligible for FS program."

4. POS V21 Rejection/Closing Update

If the SNAP Worker uses the POS **V21** (Failure to Provide Verification) rejection/closing code on a SNAP only case, the CNS (Client Notice System) notice is created automatically. POS was updated to match changes for inclusion of mandatory documentation on this notice.

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5. POS Allowance Table Updates

POS has updated the SNAP allowance table effective 7/1/2018. The SNAP grant amount reflects the correct maximum benefit for the SNAP household.

6. Updated MPU On-Demand Queue Labels

The MPU (Mail and Processing Unit) On Demand queues for cases that were interviewed by telephone were updated to shorten the name of the queues from **MPU On-Demand** to **MPU OD**:

- MPU OD AP Deferred F02
- MPU OD AP Deferred F13
- MPU OD AP Deferred F14
- MPU OD AP Deferred F19
- MPU OD AP Deferred F20
- MPU OD AP Deferred F21
- MPU OD AP Deferred F22
- MPU OD AP Deferred F26
- MPU OD AP Deferred F28
- MPU OD AP Deferred F53
- MPU OD AP Deferred F54
- MPU OD AP Deferred F79
- MPU OD AP Deferred F99
- MPU OD AP Not Deferred F02
- MPU OD AP Not Deferred F13
- MPU OD AP Not Deferred F14
- MPU OD AP Not Deferred F19
- MPU OD AP Not Deferred F20
- MPU OD AP Not Deferred F21
- MPU OD AP Not Deferred F22
- MPU OD AP Not Deferred F26
- MPU OD AP Not Deferred F28
- MPU OD AP Not Deferred F53
- MPU OD AP Not Deferred F54
- MPU OD AP Not Deferred F79
- MPU OD AP Not Deferred F99
- MPU OD SI Deferred F02
- MPU OD SI Deferred F13
- MPU OD SI Deferred F14
- MPU OD SI Deferred F19
- MPU OD SI Deferred F20
- MPU OD SI Deferred F21
- MPU OD SI Deferred F22
- MPU OD SI Deferred F26
- MPU OD SI Deferred F28
- MPU OD SI Deferred F53
- MPU OD SI Deferred F54
- MPU OD SI Deferred F79

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- MPU OD SI Deferred F99
- MPU OD SI Not Deferred F02
- MPU OD SI Not Deferred F13
- MPU OD SI Not Deferred F14
- MPU OD SI Not Deferred F19
- MPU OD SI Not Deferred F20
- MPU OD SI Not Deferred F21
- MPU OD SI Not Deferred F22
- MPU OD SI Not Deferred F26
- MPU OD SI Not Deferred F28
- MPU OD SI Not Deferred F53
- MPU OD SI Not Deferred F54
- MPU OD SI Not Deferred F79
- MPU OD SI Not Deferred F99
- MPU OD SI-RFI F02
- MPU OD SI-RFI F13
- MPU OD SI-RFI F14
- MPU OD SI-RFI F19
- MPU OD SI-RFI F20
- MPU OD SI-RFI F21
- MPU OD SI-RFI F22
- MPU OD SI-RFI F26
- MPU OD SI-RFI F28
- MPU OD SI-RFI F53
- MPU OD SI-RFI F54
- MPU OD SI-RFI F79
- MPU OD SI-RFI F99

7. POS E-Forms

The following forms were revised:

- **FIA-1021**, Notice of Abled-Bodied without Dependents (ABAWD) Status
- **FIA-1021A**, Notice of Need to Reestablish Able-Bodied Adult Without Dependents (ABAWD) Eligibility
- **FIA-1021B**, Declaration Of Job Search Activities
- **FIA-1100**, Work Schedule for Childcare
- **FIA-1100A**, Employer's Verification

The following forms were updated to accommodate additional languages:

- **LDSS-4826A**, Instructions for Completing the SNAP Recertification and Application
- **LDSS-4826**, SNAP Application/Recertification
- **M-50B**, Social Security Field Benefit Offices in NYC
- **W-119D**, Eligibility Factors and Suggested Document Guide
- **W 129G** SNAP Documentation Guide

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The following forms were updated to accommodate additional available languages:

- **LDSS-4826A**, Instructions for Completing the SNAP Recertification and Application
- **LDSS-4826**, SNAP Application/Recertification