



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Adam Waitzman, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #19-12-SYS

POS RELEASE NOTES FAIR FARES ALERT

Date: March 07, 2019	Subtopic(s): POS
	<p>This policy bulletin is to inform Job Center and HASA (HIV/AIDS Service Administration) Staff that the latest version of the Paperless Office System (POS) will migrate into production on March 15, 2019. Descriptions of the changes can be found in POS Release Notes Fair Fares Alert (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 March 15, 2019</i></p> <p>Attachment:</p> <p>Attachment A POS Release Notes - Fair Fares Alert</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

Fair Fares Alert in March 2019

These Release Notes contain descriptions of changes in the Paperless Office System (POS) and Streamlined POS (SPOS) Release for March 2019. 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>

Table of Contents

- 1. Fair Fares Data Exchange..... 2
- 2. New Fair Fares Alert..... 2
- 3. Alert Display in POS 2
- 4. Alert Display in SPOS..... 3

POS Release Notes

Fair Fares Alert in March 2019

1. Fair Fares Data Exchange

Fair Fares provides POS with the listing of applicants/participants that are eligible for Fair Fares and are not yet enrolled. Periodic updates inform POS whenever new Fair Fares eligible applicants/participants are added and daily updates for applicants/participants who are enrolled or become ineligible.

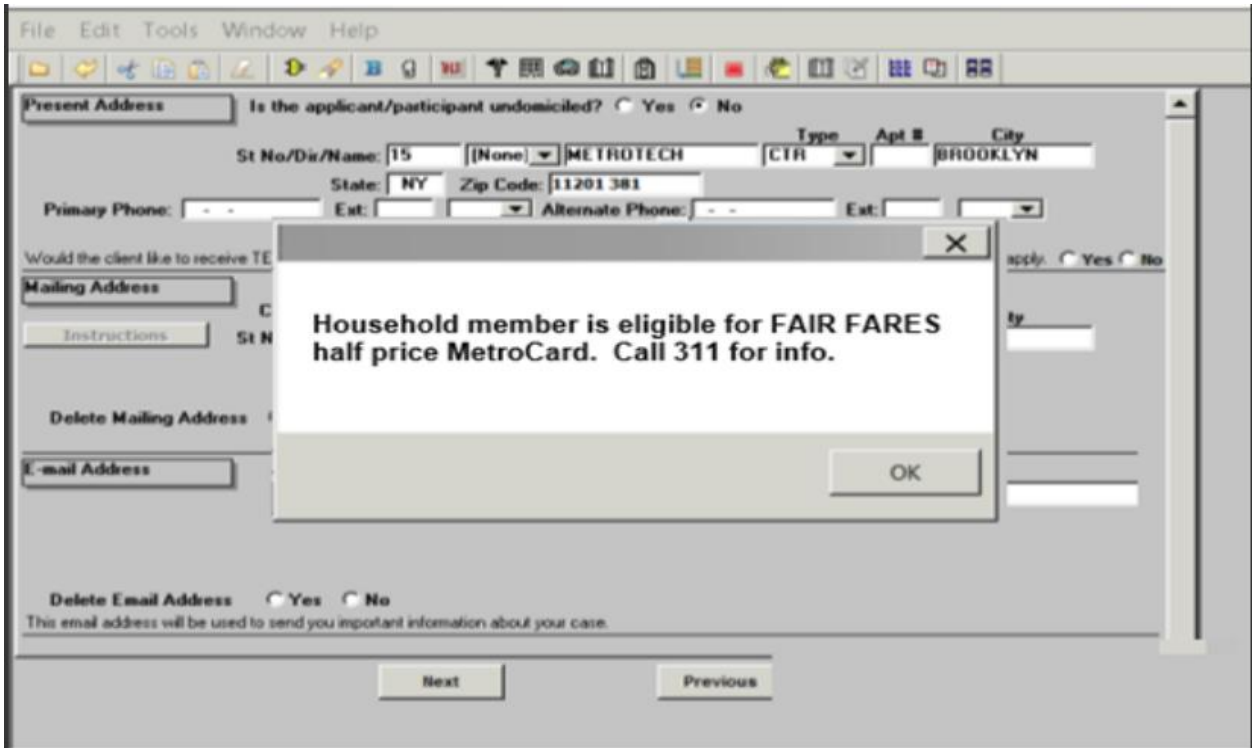
2. New Fair Fares Alert

POS displays an alert in the **CA Application Interview**, **CA Recertification Interview**, **SNAP Application Interview** and **SNAP Recertification Interview** activities when the household has at least one household member eligible for Fair Fares who is not yet enrolled:

- Household member is eligible for FAIR FARES half price MetroCard. Call 311 for info.

3. Alert Display in POS

In POS, the alert appears in the **Address Information** screen.



POS Release Notes

Fair Fares Alert in March 2019

4. Alert Display in SPOS

In SPOS, the alert appears in the **Case Alert** section in the **Overview** section.

