



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Adam Waitzman, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #20-20-SYS

### CA POS RELEASE NOTES VERSION 24.1.1

<b>Date:</b> April 23, 2020	<b>Subtopic(s):</b> POS
	<p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) migrated into production on April 20, 2020. Descriptions of the changes can be found in CA POS Release Notes Version 24.1.1 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the HRA Intranet at: <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>Attachment:</b></p> <p><b>Attachment A</b>      CA POS Release Notes Version 24.1.1</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

# CA POS Release Notes

CA POS Version 24.1.1 April 20, 2020

99

These Release Notes contain descriptions of changes and fixes in the Cash Assistance (CA) Paperless Office System (POS) Release for Monday April 20, 2020. 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. Overview of Changes .....	2
2. New CA Utility Validations and Messages .....	3
3. M-858V Alert Message .....	4
4. Transmission Rule Update for AFIS .....	5
5. Federal Poverty Level Update EXP 76D .....	5
6. Form Updates .....	5

---

# CA POS Release Notes

CA POS Version 24.1.1 April 20, 2020

## 1. Overview of Changes

The following changes and fixes were made in this release:

- New CA (Cash Assistance) POS Validations and Single Issuance Task 6 protected system response
- Notification to Utility Company (**M-858V**) form alert for missing utility information
- Automated Finger Imaging System (AFIS) Transmission rule update for **Error E276**
- Update the Federal Poverty Level Guidelines for Emergency Assistance to Families (EAF) and Emergency Safety Net Assistance (ESNA) Categories of Assistance (**EXP 76D**) form
- Form updates

# CA POS Release Notes

CA POS Version 24.1.1 April 20, 2020

## 2. New CA Utility Validations and Messages

POS was updated to create new validations for Con Edison, PSE & G, and National Grid utility companies to ensure correct processing of the CA applicant/participant utility account number.

1. When the worker enters the Con Edison account number and the characters are fewer or more than 15, POS will display the following error message:  
***“Con Edison account number must be 15 digits”***
2. When the worker enters the PSE&G account number and the characters are fewer or more than 11, POS will display the following error message:  
***“PSE&G account number must be 11 digits”***
3. When the worker enters the National Grid account number and the characters are fewer or more than 10, POS will display the following error message:  
***“National Grid account number must be 10 digits”***

In addition, POS has been updated to protect the information for the question, “Does the request cover a period prior to Cash Assistance, located in Single Issuance task 6. . .”

4. POS will protect the answer field for question “Does the request cover a period prior to Cash Assistance?” when the answer is system selected in the View or Update Management Test window for TASK 6 of the SI Grant Request window.

Management Test

**Request 1**  
 Amount:  From:  To:   
 Does the request cover a period prior to Cash Assistance?  Yes  No  
 Has the monthly shelter allowance been applied to the monthly shelter cost?  Yes  No  Pending  
 Has the client paid an amount at least equal to the household's monthly Home Energy Allowance toward the monthly utility bill?  Yes  No  Pending  
 Has the client applied the monthly fuel for heating allowance to the fuel bill?  Yes  No  N/A  Pending  
**Outcome:** Failed - Issue Code 41 [Recoupable Payment of Utility Arrears] if eligible

**Request 2**  
 Amount:  From:  To:   
 Does the request cover a period prior to Cash Assistance?  Yes  No  
 Has the monthly shelter allowance been applied to the monthly shelter cost?  Yes  No  Pending  
 Has the client paid an amount at least equal to the household's monthly Home Energy Allowance toward the monthly utility bill?  Yes  No  Pending  
 Has the client applied the monthly fuel for heating allowance to the fuel bill?  Yes  No  N/A  Pending  
**Outcome:** Failed - Issue Code 41 [Recoupable Payment of Utility Arrears] if eligible

**Request 3**  
 Amount:  From:  To:   
 Does the request cover a period prior to Cash Assistance?  Yes  No  
 Has the monthly shelter allowance been applied to the monthly shelter cost?  Yes  No  Pending  
 Has the client paid an amount at least equal to the household's monthly Home Energy Allowance toward the monthly utility bill?  Yes  No  Pending  
 Has the client applied the monthly fuel for heating allowance to the fuel bill?  Yes  No  N/A  Pending  
**Outcome:** Failed - Issue Code 41 [Recoupable Payment of Utility Arrears] if eligible

# CA POS Release Notes

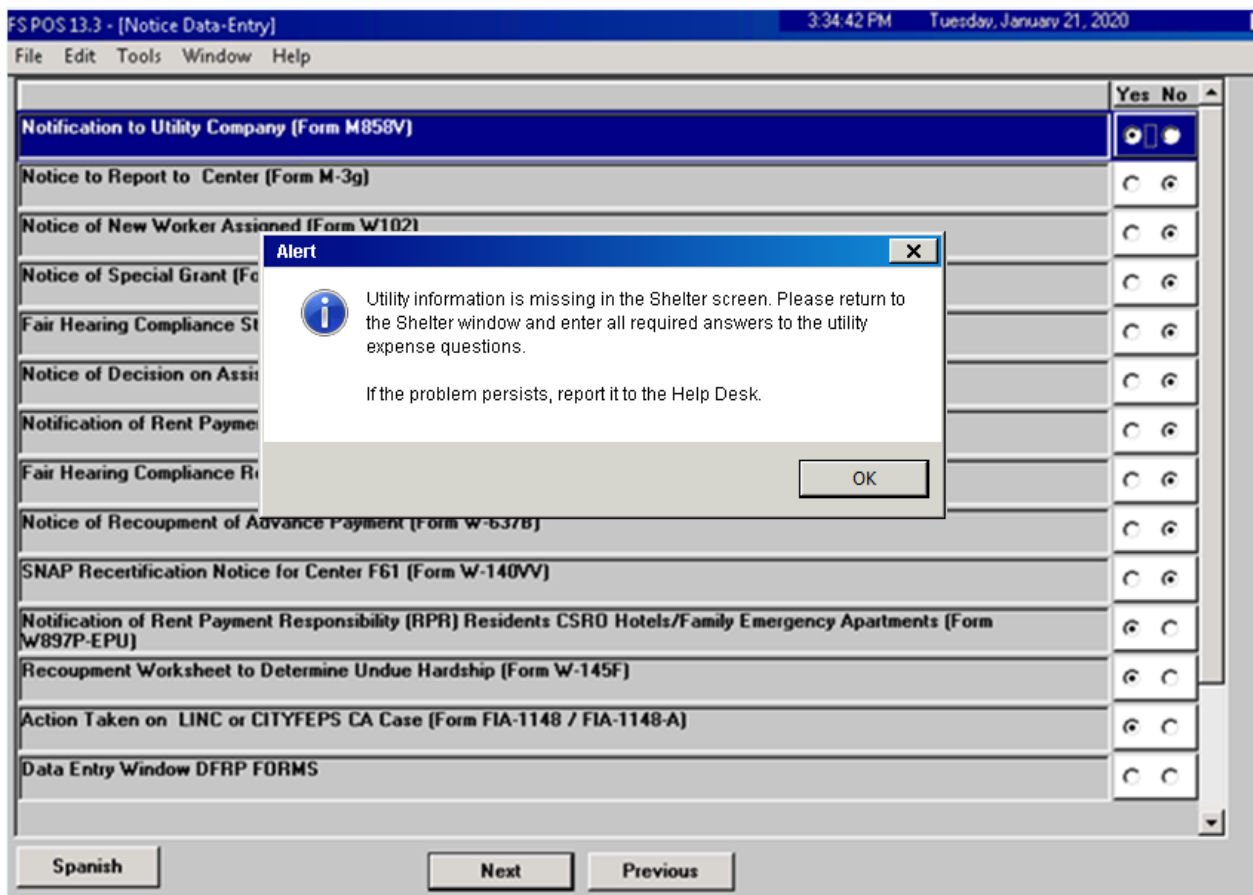
CA POS Version 24.1.1 April 20, 2020

## 3. M-858V Alert Message

When a CA worker fails to enter any of the required information for the Gas and Electric resource window and proceeds to generate the **M-858V** form, they will now be alerted to the required missing information.

POS will present the following alert message to the worker when the required information is not entered in the utilities window:

***“Utility information is missing in the Shelter screen. Please return to the shelter window and enter all required answers to the utility expense questions.  
If the problem persists, report it to the Help Desk.”***



# CA POS Release Notes

CA POS Version 24.1.1 April 20, 2020

## 4. Transmission Rule Update for AFIS

The finger imaging requirement for CA adult applicants was scheduled to be lifted with the WMS (Welfare Management System) Release 24.1 (Feb 18, 2020). POS had already removed the finger imaging requirement from its interface. However, WMS could not remove its edits as expected due to shortage of resources.

Based on this issue, all transactions since Feb 18, 2020 are erroring out with the following error:

- **Error E2676 – Valid AFIS Indicator Required.**

POS has updated the transmission for the posting of the AFIS exemption indicator field. POS will now post the AFIS Exemption Indicator **5** (Exempted Individual, Good Cause Reason) during transmission when the individual scenario demands an AFIS Exemption indicator.

This fix will also take care of the cases that are already in error with **E2676**. The Worker must simply transmit the error correction activity (after the required correction for any other errors) to fix this error.

This transmission rule was submitted to CA POS, the last week of March 2020.

## 5. Federal Poverty Level Update EXP 76D

The 200% Federal Poverty Guidelines and the 125% Federal Poverty Guidelines that are listed on the **EXP-76D** are applied when a request for EAF (Emergency Assistance for Families) or ESNA (Emergency Safety Net Assistance) is made. POS has updated 2020 Federal Poverty Guidelines for EAF and ESNA that are effective April 1, 2020 through March 31, 2021.

CA directors must maintain an old copy of the EXP-76D dated March 29, 2019 to determine EAF and ESNA financial eligibility for cases prior to April 1, 2020.

## 6. Form Updates

At present, no forms were submitted for this specific CA POS release.