



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #22-11-SYS

CA POS RELEASE NOTES

Date: February 9, 2022	Subtopic(s): POS
	<p>Purpose:</p> <p>This policy bulletin is to inform Job Center staff that the latest version of the Paperless Office System (POS) will migrate into production on February 21, 2022. Descriptions of the changes can be found in CA POS Release Notes Version 26.1 (Attachment A).</p> <p>These release notes can also be found on the HRA Intranet at:</p> <p>http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx</p> <p><i>Effective February 21, 2022</i></p> <p>Attachment:</p> <p>Attachment A CA POS Release Notes Version 26.1</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 26.1 Feb 21, 2022

These Release Notes contain descriptions of changes and fixes in the Cash Assistance (CA) Paperless Office System (POS) release for Monday, February 21, 2022. These and prior Release Notes also be found on the Human Resources Administration (HRA) Intranet at

<http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

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1. Overview of Changes

The following changes and fixes were made in this release:

- WMS (Welfare Management System) Release Updates
- Pronoun Update
- Noncitizen Screen Updates
- OCSE (Office Child Support Enforcement Services) Updates
- Label Update for Correctional Facility Application Intake
- PAM (Paperless Alternate Module) Update
- Report Updates
- Form Updates

2. WMS Release Updates

Business rule updates

The following updates were done in this release to improve business rules and prevent WMS errors:

- Transmission rule for the **Relationship** field has been updated to ensure the posting of this field for the casehead/payee when the line is re-activated.
- POS tables are updated with new WMS issuance codes that will allow workers to select the appropriate value when a rent subsidy check is cashed by the incorrect landlord/payee.

3. Pronoun Update

In the **CA Application** Intake, this release will add 'Pronoun' as an available option to the **Alias Type** dropdown, on the **Adults in Household** screen and **Children In Household** screen.

Selecting **Yes** for **Other Name(s)** field will display the **Aliases** screen. A new option of **Pronoun** is added to the **Alias Type** dropdown on the **Aliases** screen as seen below:

The screenshot shows a window titled 'Aliases' with a table of fields: Last Name, First Name, Middle Name, Sex, SSN, and Alias Type. Below the table are three dropdown menus for Alias Type, with the first one showing 'Also Known As - Alias', 'Maiden Name', and 'Pronoun'. The 'Pronoun' option is highlighted with a red box. An 'OK' button is visible at the bottom center of the window.

- [Refer to Gender Pronouns – How to Take Important Steps in Becoming a TGNC Ally! \(DSS-6a\)](#) for additional information regarding the use of pronouns.

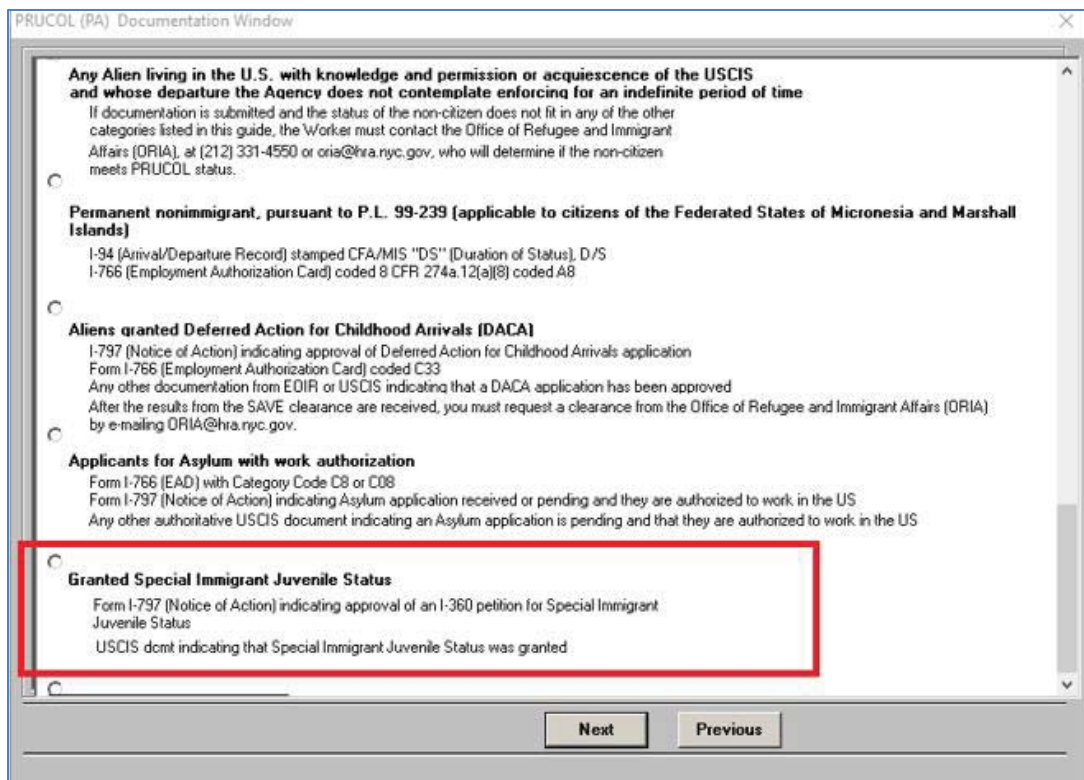
4. Noncitizen Screen Updates

PRUCOL Updates

- **Granted Special Immigrant Juvenile Status** is a newly added option to the Permanently Residing Under the Color of Law (PRUCOL) PA Documentation window in the **Alien Summary** flow as seen below:

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Refugees or Amerasian Immigrants Updates

- The list of acceptable documents for **Refugees or Amerasian Immigrants** screen of the **Alien Type Determination** has been updated:

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- The following acceptable documents are newly added to the **Refugees or Amerasian Immigrants** screen of the **Alien Type Determination** flow:
 - **I-551** Permanent Resident Card coded **SI-1, SI-2, SI-3, SI-6, SI-7, SI-8, SI-9**
 - **I-551** Permanent Resident Card coded **CQ1, CQ2, CQ3**
 - **I-551** Permanent Resident Card coded **AR1, AR6**
 - DHS (Department Homeless Services)/CBP (Customs and Border Protection) or DHS/USCIS (United States Citizenship and Immigration Services) Temp I-551 Alien Doc ID & Telecommunication (ADIT) stamp
 - **I-766** (EAD) coded **C11** parolee & response from the SAVE sys with a COA (Code of Admission) code of **SQ4, SQ5**
 - **I-94** stamped **AR1, AR6**
 - **I-94** stamped **SI-1, SI-2, SI-3, SI-6, SI-7, SI-8, SI-9**
 - **I-94** stamped **CQ1, CQ2, CQ3, SQ1, SQ2, SQ3, SQ6, SQ7, SQ8, SQ9**
 - **I-94** stamped noting **SQ/SI** parole
 - **I-94** not sec 602(B)(1) Afghan Allies Protection Act (AAPA)/Sec 1059(a) National Defense Authorization Act (NDAA) 2006 signed&dated by USCIS officer
 - **I-94** noted special immigrant status SQ/SI parolee signed&dated by USCIS officer
 - **I-94** stamped "Admitted under sec 101(a)(27) of the INA (Immigration and Naturalization Act) "
 - **I-94** stamped Sec 212(d)(5)(A) & reasonable evidence of being Afghan evacuee
 - **I-94** stamped "Admitted under sec 203(a)(7) of the INA"
 - **Afghan passport stamped CQ1, CQ2, CQ3**
 - **I-797** Notice of Action indicating approval of an **I-730** "Refugee"
 - Any other authoritative USCIS document indicating the Afghan national was granted a **SIV**

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- Any other USCIS doc indicating Afghan national was granted spec immigrant **SQ/SI** parole
- Any other authoritative USCIS doc indicating Afghan humanitarian parole was granted
- Foreign passport stamped Operation Allies Refuge or “OAR”
- Foreign passport stamped Operation Allies Welcome or “OAW” or “DT”
- The following documents have been updated with changes in description on the Refugees or Amerasian Immigrants screen of the **Alien Type Determination** flow:
 - **I-551** Permanent Resident Card coded **AM1, AM2, AM3, AM6, AM7, AM8**
 - **I-551** Permanent Resident Card coded **SQ1, SQ2, SQ3, SQ6, SQ7, SQ8, SQ9**
 - **I-551** Perm Res Card coded **R8-6, RE1, RE2, RE3, RE4, RE5, RE6, RE7, RE8, RE9**
 - **I-94** stamped "Refugee" or Iraq or Afghanistan national
 - **I-94 stamped R8-6, RE1, RE2, RE3, RE4, RE5, RE6, RE7, RE8, RE9**
 - **I-94** stamped "Admitted under Section 207 of the INA"
 - Afghan Passport stamped **SI1, SI2, SI3, SI6, SI7, SI8, SI9**
 - Afghan Passport stamped **SQ1, SQ2, SQ3, SQ4, SQ5, SQ6, SQ7, SQ8, SQ9**
 - Vietnamese exit visa/passport stamped **AM1, AM2, AM3, AM6, AM6, AM7, AM8**
- The following documents are removed from the Refugees or Amerasian Immigrants screen of the Alien Type Determination flow:
 - **I-551** Stamped in Foreign Passport or an **I-94** Unexpired Temporary
 - **I-688B** Employment Authorization Card Annotated with "274a12(a)(3)"
 - **I-766** (EAD) a3, (a3), A3 or A03
 - Afghan Passport stamped **SQ-6, SQ-7, SQ-9, SI-6, SI-7, SI-9**

5. OCSE Updates

- POS was updated to add a new OCSE appointment type field to support a return to regular operations for OCSS workers. As a result, the OCSE Referral window is updated with a new field 'OCSE Appointment Type' with the available options for 'In Person' or 'Telephone'.
- Below list the two new action codes that will be posted to NYCWAY when “Telephone” option is selected in the ‘OCSE Appointment Type’ field:
 - **941A**: This action code will be posted to NYCWAY if the “Telephone” option is selected in the **CA Application Interview** (NTV) activity.
 - **141A**: This action code will be posted to NYCWAY if “Telephone” option is selected in the **CA Recertification Interview** (RCT) or **CA Change Case Data** (CHC) activities.

6. Label Update for Correctional Facility Application Intake

- When POS finds a Correctional Facility application case that is registered in Center **086**, the Correctional Facility application pop-up window will appear when the Worker clicks the **Next** button in the **Site Determination** window. This window will also appear at the beginning of the **Application Modification** activity if the case is a **Correctional Facility** application. In this release, the **Correctional Facility Application** pop up window is updated with “Correctional Facility Application” text as seen on below screen.

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A Cash Assistance case was found for this household for the Center Number designated for Correctional Facility Application applicants (086).

Please indicate below whether this is a Correctional Facility Application case.

If the case is a Correctional Facility Application case, please record the date that the Correctional Facility Application applicant reported to the Center and click the OK button. POS will end the Modification activity to update the center designation for the case.

Is this a Correctional Facility Application case? Yes No

Enter the date that the Correctional Facility Application applicant reported to the Center:

OK

7. PAM Updates

The following updates are made for the Paperless Alternate Module (PAM) system:

- New WMS payment type codes are introduced in PAM for the reissuance of rent that was cashed by the incorrect landlord/payee.
- PAM is updated with new Public Assistance (PA)/ Single Issuance (SI) codes for Pandemic Emergency Assistance Fund (PEAF). The PEAF program is intended to aid eligible families impacted by the Coronavirus Disease 2019 (COVID-19) pandemic.

8. Report Updates

The following update is made for POS reports:

- The POS monthly report of the MOBDOC (Mobile Document Submission) cases that had images submitted on a given day is now automated to send the report through monthly email distribution to the concerned staff.
- A new history table is created for the SNAP Recertification Citywide report. The historical table will store data that is older than 18 months for the report.

9. Form Updates

Form Template Updates

The following forms were updated:

- **W-145F**: Recoupment Worksheet to Determine Undue Hardship

The following form is mailed to the applicant/participant via PTM (Print to Mail) if the applicant/participant's interview is taking place over the phone:

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- **W-137B:** Action Taken on Your Request for Emergency Assistance, Additional Allowances, or to Add a Person to the Cash Assistance Case (For Participants Only)

Additional Form Updates

The following form is obsolete from Classic POS:

- **M-384:** Office of Child Support Enforcement (OCSE) Appointment Notice