



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

## POLICY BULLETIN # 24-10-SYS

### SNAP POS RELEASE NOTES

<b>Date:</b> February 26, 2024	<b>Subtopic(s):</b> POS
	<p><b>Purpose:</b></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 into production on February 19, 2024. Descriptions of the changes can be found in the SNAP POS Release Notes Version 18.1 (<b>Attachment A</b>).</p> <p>These release notes can also be found on the HRA Intranet at:</p> <p><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>Attachments:</b></p> <p><b>Attachment A</b>      SNAP POS Release Notes Version 18.1</p>

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# SNAP POS Release Notes

SNAP POS Version 18.1 February 19, 2024

These Release Notes contain descriptions of changes and fixes in the Supplemental Nutrition Assistance Program (SNAP) Paperless Office System (POS) release for Monday, February 19, 2024. These and prior Release Notes can also be found on the Human Resources Administration (HRA) Intranet at <http://intranetnew.hra.nycnet/sites/HRAIntranet/Pages/POSReleaseNotes.aspx>

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SNAP POS Version 18.1 February 19, 2024

## 1. Overview of Changes

The following changes and fixes were made in this release:

- Addition of Sex of X to the existing Sex field of the Streamlined Paperless Office System (SPOS)
- Fixed Resource File Integration (RFI) Related Errors from Production
- Review Case Activity update for Former Foster Youth

## 2. Addition of Sex of X to the Existing Sex field of SPOS

With this release, Sex of X will be added as an addition to the existing Sex field of the Activity and General Information Exchange (ANGIE) and SPOS.

**Note:** This option was added to the paper **LDSS-4826** in December 2023.

### Addition of “X” as an option to the Model Office Numbering, Identification and Queuing (MONIQ) Intake’s Existing “Sex” Dropdown

- The screen below shows the Sex dropdown in the MONIQ Intake, where “X” is added as an option.

The screenshot displays the 'SNAP POS RECEPTION: Application Information F40' window. The 'Applicant' section contains several input fields: First Name, Middle Name, Last Name, SSN, Re-Enter SSN, Sex, and Date Of Birth. The 'Sex' dropdown menu is open, showing three options: 'Male', 'Female', and 'X'. A red arrow points to the 'X' option. Below the 'Sex' dropdown is the 'Ethnicity' section with radio buttons for 'Asian', 'White', 'Native American/Alaska Native', 'Black or African American', and 'Native Hawaiian/Pacific Islander'. At the bottom, there are 'Preferred Language for Speaking' and 'Preferred Language for Reading' dropdowns (both set to 'English'), a 'Needs Interpreter' section with 'Yes' and 'No' radio buttons (where 'No' is selected), and a 'Language for Notices' dropdown. Navigation buttons 'Next', 'Previous', 'Suspend', and 'Cancel' are located at the bottom of the window.

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- If this value is selected and the user Suspends the Intake, the system keeps track of the selected front-end value upon returning to that Intake.
- Upon successful completion of MONIQ Intake, and transmission takes place to WMS for the case registration, “F” will transmit to WMS on the back end when “X” is selected on the front end.  
**NOTE:** SPOS will display what was selected on the front end.

## Addition of “X” as an Option to the ANGIE Intake’s Existing “Sex” Dropdown – Household Screen (SNAP RECEPTION INTAKE)

- The screen below shows the Sex dropdown in the Household screen of the SNAP RECEPTION INTAKE, where “X” is added as an option.

The screenshot displays the 'SNAP RECEPTION INTAKE' interface. On the left is a sidebar with 'NYC HRA CMS' and navigation options: 'HOUSEHOLD' (selected with a green checkmark), 'CONTACTINFO', and 'ACTION'. The main content area is titled 'New Member Detail' and includes fields for 'First Name', 'MI', 'Last Name', 'Other Names', 'Relation to Head of Household', 'Buys & Prepares Meals with HoH', 'Date of Birth (DOB)', 'Language Spoken', 'Social Security Number', and 'Ethnicity'. A red box highlights the 'Sex' dropdown menu, which is open to show options: 'Female', 'Male', 'Unknown', and 'X'. A red arrow points to the 'X' option. At the bottom of the form are buttons for 'DISCARD CHANGES' and 'SAVE CHANGES'. At the bottom right of the screen are buttons for 'SUSPEND ACTIVITY' and 'NEXT'. The top right corner shows case information: 'Case: 231113617052 File Date: 11/13/2023 Status: AP Case Center: F29'.

- The Sex dropdown is visible when the “Add New Member” button is selected. This value is applicable to all members on the case.
- This is also applicable for editing existing records from the “Or Resume an In-Progress Intake” function.
- Upon successful completion of the Intake activity, and transmission takes place to WMS for the case registration, “F” will transmit to WMS on the back end when “X” is selected on the front end.  
**NOTE:** SPOS will display what was selected on the front end.

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## Addition of “X” as an Option to the Existing “Sex” Dropdown for all SPOS Activities – HOUSEHOLD Screen

- The screen below shows the Sex dropdown in the Household screen of SPOS, where “X” is added as an option for all SPOS activities.

The screenshot displays the 'New Member Detail' form in the NYC EC-APPLICATION system. The form includes fields for First Name, MI, Last Name, Other Names, Relation to Head of Household, Buys & Prepares Meals with HoH, Date of Birth (DOB), Language Spoken, Social Security Number, Sex, and Ethnicity. The 'Sex' dropdown menu is highlighted with a red arrow, showing the following options: Female, Male, Unknown, and X. The 'X' option is the new addition to the dropdown.

- All Eligibility Specialist activities of SPOS are impacted with this new change, where the “X” option can be selected/edited from the Interview mode’s Sex dropdown. The selections made in the Interview mode will be displayed in the Processor mode.
- All Supervisor activities will be able to view the selected “X” option made by the Eligibility Specialist from the Interview mode’s Sex dropdown.
- This update is applicable when an existing record gets updated or when an individual is added to the case.
- Upon successful completion of the SPOS activity, and transmission takes place to WMS for that activity, “F” will transmit to WMS on the back end when “X” is selected on the front end.  
**NOTE:** SPOS will display what was selected on the front end.

### SPOS Turn-Around Document (TAD) Synchronization Rule Update for Sex of X

- If Sex of X is selected for any individual on the case, then synchronization of this value will not take place. This is to ensure that SPOS front end will display the selected Sex of X value for the concerned individual on the case (as value of “X” will transmit to WMS as “F”).

### 3. Fixed Resource File Integration (RFI) Related Errors from Production

Production issues causing unwarranted RFI errors have been fixed with this release.

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## 4. Review Case Activity Update for Former Foster Youth

With this release, Former Foster Youth value is also displayed in the Review Case activity for the applicable individuals (ages 18 to 24). As a reminder, this is an Able-Bodied Adults Without Dependents (ABAWD) exemption criterion.