



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY DIRECTIVE #15-27-ELI (This Policy Directive Replaces PD #11-14-ELI)

### BUDGETING EARNED INCOME ON CASH ASSISTANCE CASES

<b>Date:</b> October 29, 2015	<b>Subtopic(s):</b> Budgeting
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#### AUDIENCE

The instructions in this policy directive are for Job Center staff, and are informational for all other staff.

#### REVISIONS TO THE PRIOR DIRECTIVE

This policy directive is being revised to inform staff that:

- Effective June 1, 2015, the Earned Income Disregard (EID) was increased to 50 percent.
- An Earned Income **FIA3A** must be completed for individuals with an employment sanction, and who provide verification that he/she is employed.
- A Documentation Only **FIA3A** is completed for non-citizen multi-suffix cases.
- Any references to the Advantage Rental Assistance Program have been removed.
- **Attachment A** and **Attachment B** have been updated with screenshots for the New York City Work, Accountability and You (NYCWAY) and the Paperless Office System (POS).
- When the JOS/Worker enters a “Y” in the Child Care Information field and clicks the “Enter” key on his/her keyboard in NYCWAY, he/she will be reminded to enter childcare information in the Automated Child Care Information System (ACCIS).
- The Employment Worklist Desk Guide (**FIA-1099a**) has been created to be used by designated JOS/Workers to monitor the employment worklist.
- If POS is unavailable, the WMS/NYC Authorization Form (**LDSS-3517**) Turn Around Document (TAD) and Budget must be sent to the Paperless Alternate Module (PAM) for processing.
- Welfare Management System (WMS) codes have been updated.

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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

- Control Units no longer accept paper transactions. Actions must be processed in the PAM system.
  - The Centralized Data Entry (CDE) Unit receives all case transactions that are processed using the PAM system.
  - The **FIA3A** Desk Guide (**FIA-1099**) has been updated.
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## POLICY

All earned income must be verified and budgeted against the needs of the applicant/participant's household.

A report of initial or increased earned income made more than 10 days after its receipt is not considered to be timely. In addition, if the income is reported less than 10 days prior to the end of the month, it is not considered timely reporting for the following month.

Failure to report new or increased earned income timely can result in a recoupment and/or Supplemental Nutrition Assistance Program (SNAP) claim, as well as the loss of the income disregards for the period of overpayment.

Income received from employment programs under Title V of the Older Americans Act: Senior Community Service Employment Programs (SCSEP), such as Easter Seals, is not exempt for Cash Assistance (CA) or Medicaid purposes, and should be budgeted as earned income. These earnings are exempt for SNAP purposes, and should be excluded.

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## BACKGROUND

Income reported by an applicant must be budgeted in his/her initial CA budget at the time of eligibility determination.

### Timely and Untimely Reporting of Earned Income

Timely Reporting:

CA participants must report the receipt of new or increased earned income within 10 calendar days of receiving their first paycheck to be considered timely.

Untimely Reporting:

If earned income is reported more than 10 days after receipt of the first paycheck, it is considered to be untimely.

However, if the income is reported more than 10 days prior to the end of the month, it is considered timely with respect to the next month.

Participants may report earned income during a recertification interview, or at any other time.

If verification of employment has not been submitted, the JOS/Worker must give the applicant/participant the Documentation Requirements and/or Assessment Follow-Up (**W-113K**) form to return with verification.

Earned income may be reported:

- at application
- at recertification
- at any participant contact/call-in
- to the Vendor
- by mail/fax
- by telephone

Earned Income Disregard and Standard Deduction

CA participants with earned income may be eligible for a \$45 semi-monthly standard deduction and a percentage earned income disregard (EID), which is adjusted annually on June 1. The standard deduction and EID are not counted as income when their CA budget is calculated.

Revised

Applicants will always be considered timely in reporting income. Once an applicant has been deemed financially eligible to receive CA, he/she will be eligible for the earned income disregard.

For participants who report their earned income timely, the JOS/Worker must include the semi-monthly Standard Deduction and the EID (currently 50%) in the calculation, if otherwise eligible.

**Note:** Sanctioned individuals with employment income are entitled to the standard deduction and earned income disregard. JOS/Workers must not suppress the disregards when an individual's line is in **SN** status.

See [PD #15-15-ELI](#) for information on determining eligibility for the earned income disregard.

The following case types will receive the earned income disregard when earned income is budgeted:

- Family Assistance (FA) households.
- Safety Net Assistance (SNA) households that include a pregnant woman, or at least one child under the age of 18, or aged 18 and attending secondary school, or the equivalent full-time.

For dependent children/minors who are part-time or full-time students and are also working, all earnings must be considered

exempt when determining eligibility or degree of need for CA. This exemption also includes essential persons on an FA case, up to age 21.

A budget must be calculated, without the standard deduction and earned income disregard, to determine whether an overpayment occurred in each month the earned income went unreported.

If a participant fails to report new or increased earned income timely, his/her household is ineligible for the standard deduction and earned income disregard for all months in which the income was not reported. However, if the participant is still employed, both the standard deduction and the earned income disregard are applied when calculating a prospective budget.

### Example

Mary Jones began working on April 3, 2015. She received her first paycheck on April 21, 2015. Mary reported her earnings on July 20, 2015. Because Mary reported her income late, the standard deduction and earned income disregard must be suppressed when determining her overpayment for April, May, June, and July. Participants who fail to report new or increased earned income timely may also be subject to a CA recoupment and/or SNAP claim for the overpayment of benefits during the period the income went unreported.

### Administrative Ease Period

When a CA participant has reported new or increased earnings in a timely manner, there is an “administrative ease” period of at least one full semi-monthly payment cycle, which the Welfare Management System (WMS) will wait before processing the changes to the budget. For example, for a participant who reports earned income in a timely manner in the middle of the 2A payment cycle, the change in budget would not take effect until the 3A cycle.

This administrative ease period is necessary to help avoid the necessity of calculating and recovering overpayments related to new or increased earnings.

For CA participants who do not report new or increased income timely, the administrative ease period does not apply.

### Entering Information on the **FIA3A**

Whenever an applicant/participant reports earned income, the JOS/Worker must enter the information in the New York City Work, Accountability and You (NYCWAY) **FIA3A**, and complete an Earned Income **FIA3A** or a Documentation Only **FIA3A**. At application, the

JOS/Worker must ensure that an Employment Plan (EP) is initiated before the **FIA3A** is completed. At recertification and during any contact, the JOS/Worker must check to see whether there is an existing **FIA3A**, and compare the previously reported income and hours to the participant's current documentation.

The two types of **FIA3A** are:

- Earned Income **FIA3A** (“regular”)
- Documentation Only **FIA3A** (“informational only”)

An Earned Income **FIA3A** is completed:

- for applicants applying for ongoing assistance who are reporting earned income.
- for participants who are reporting earned income at any time other than a recertification interview.
- when an individual with an employment sanction provides verification that he/she is employed.

See [PD #10-32-ELI](#) for more information about eligibility reviews for sanctioned individuals

Revised

An Earned Income **FIA3A** must be completed for individuals with an employment sanction, to ensure that the case falls on a **FIA3A** Worklist, and to confirm that a budget is completed.

New

A Documentation Only **FIA3A** is completed:

**Applicants:**

- for applicants applying for a one-time emergency grant (One-Shot Deal).
- for non-citizen multi-suffix cases.

New

**Participants:**

- for participants reporting income at a recertification interview.
  - At recertification, a new Earned Income **FIA3A** should not be completed. The JOS/Worker must complete a Documentation Only **FIA3A** instead, to record the current information. The participant must present his/her most recent pay stubs or other current documentation to confirm his/her current income and hours worked.
- for participants who are dependent students under the age of 21.
- to update information if a participant already has income budgeted on his/her case and reports that there have been no changes in earned income. For example, if a participant changes employer, but the salary remains the same.

A budget must be completed in POS whenever a Documentation Only **FIA3A** is completed for participants.

- New
- Revised
- for non-citizen multi-suffix cases.
- for participants in the Grant Diversion Program (GDP), or Parks Opportunity Program (POP).

Refer to [PD #10-07-EMP](#) for more information. **Note:** Participants in GDP require specialized budgeting. Only designated staff may budget these cases.

JOS/Workers must verify employment documentation using TALX/The Work Number Service. See [PD #11-11-EMP](#) for more information.

All part-time and full-time earnings, and number of hours worked, must be verified through current pay stubs, income statements, a letter from the employer, or TALX. Documentation must be scanned and indexed into the appropriate folder (refer to page 2 of **FIA-1099a**) in the HRA OneViewer, even if there are no changes in the amount or frequency of earnings. JOS/Workers must access TALX/The Work Number Service to attempt to verify employment.

**REQUIRED ACTION**

Entering Information in the Earned Income **FIA3A**

Earned income may be reported to:

- the JOS/Worker, or
- the Vendor

Entering Information on the **FIA3A**

When an applicant reports earned income, or when a participant reports initial or increased earned income, or when an applicant/participant requires a Documentation Only **FIA3A**, the JOS/Worker must obtain and enter the following information on the **FIA3A** in NYCWAY:

- Employer’s name, address, and telephone number
- Employment start date (actual start date, e.g., 3/5/90)
- Hours worked
- Frequency (e.g., weekly, biweekly, semi-monthly, monthly)
- Salary (gross income amount)
- Date of first pay or increase in pay
- Documentation type
  - Documentation type is not a required field for a Documentation Only **FIA3A**.
- Child Care Information (Y/N).
  - When a “Y” is entered in the Child Care Information field, followed by the JOS/Worker clicking on the “Enter” key on his/her keyboard, an alert will pop up to remind the JOS/Worker that child care information is required in the Automated Child Care Information System (ACCIS). This

See **Attachment A** for screenshot

Revised

may require a referral to the authorized ACCIS Liaison to complete the child care enrollment process.

**Note:** JOS/Workers must ensure that the entries for number of hours worked per month are the same on the **FIA3A** and in POS/WMS.

Once the **FIA3A** is initiated, an action code is posted in NYCWAY.

It is the responsibility of the assigned JOS/Worker to monitor the **FIA3A** worklist, and to follow up on all required actions. The assigned JOS/Worker must check the various **FIA3A** worklists to determine the follow-up action required. The **FIA3A** worklist must be pulled daily.

See **FIA-1099a** for worklists and required actions.

New

- If the **FIA3A** is initiated by the JOS/Worker, Action Code **167I** (**FIA3A** in Process) will post.
- If the **FIA3A** is initiated by the Vendor and signed off by the JOS/Worker, Action Code **167V** (**FIA3A** Initiated by Vendor) will post after the **167I**.

Action code **167I** indicates that the **FIA3A** is incomplete, and the case is not yet ready for re-budgeting. Cases with action code **167I** are listed on the **FIA3A** Worklist, and must be reviewed and signed off by a Supervisor.

#### Income Reported to the Vendor

When an applicant/participant reports new or increased employment income to the Vendor, the Vendor is responsible for initiating an Earned Income **FIA3A**.

Action code **167V** (Vendor initiated **FIA3A**) will post in NYCWAY, and the case will appear on the **FIA3V Worklist**.

Since Vendors cannot sign off on the **FIA3A**, the Job Center Designated Employment team must access the **FIA3V Worklist** and view the list of cases with action code **167V**. For each case, the JOS/Worker must review all information entered by the Vendor and check the HRA OneViewer to confirm whether verification of employment is consistent with the employment information entered on the **FIA3A**.

The designated JOS/Worker must access the Worker Complete screen and enter his/her name and telephone number to sign off on the **FIA3A**.

Once the **FIA3A** is signed off, the automated budgeting process will begin.

### Processing of the Earned Income **FIA3A**

See **Attachment C** for a list of action codes and descriptions.

The following action codes will post, depending on whether the case qualifies for the automated budgeting process:

- Action code **167U** will post if the case meets the criteria for automated re-budgeting. Information will be sent to WMS for re-budgeting once the date of first pay has arrived. When action code **167U** posts, the case is placed on the **AUTOR Worklist**.
  - When the budget is sent to WMS and is accepted for Full Time employment, action code **167F** is posted. (Action code **167W** [instead of **167F**] will post if the **FIA3A** has been completed for a case with full-time employment with no documentation submitted [Documentation Pending, 999]). Action codes **167F** and **167W** will be listed on the **EMPFT Worklist**.
  - When the budget is sent to WMS and is accepted for Part Time employment, action code **167P** is posted on the case. (Action code **167Q** [instead of **167P**] will post if the **FIA3A** has been completed for a case with part-time employment with no documentation submitted [Documentation Pending, 999]). Action codes **167P** and **167Q** will be listed on the **EMPPT Worklist**.
    - If the budget is accepted for processing in WMS, the pending budget will appear on the **Pending Actions and Outstanding Items** screen in WMS (Option **08 – Pending Actions** from the WMS Case Inquiry menu).

Action code **167M** will post when an automated budget was sent to WMS and is rejected for clock down.

- If the budget is rejected by WMS, action code **167M** will be posted, and the case placed on the **FIA3A Worklist** for manual processing. The reason for the rejection will appear in the Comment field of the **167M**.

The JOS/Worker must alert the Supervisor that the **FIA3A** did not go through automated re-budgeting.

- Action code **167D** will post if the case does not meet the criteria for automated re-budgeting. The JOS/Worker must calculate a manual budget in POS or WMS, and answer the required questions in NYCWAY (see **Attachment A**). The case will be placed on the **FIA3A Worklist**. The JOS/Worker must forward the case to the Supervisor for approval. The Supervisor must review all cases with action code **167D**, and ensure that they are moved off of the **FIA3A Worklist**.



Action code **167R** is only posted following action code **167D**.

- Once the Worker Complete section is signed off in NYCWAY, action code **167R** will post, indicating that the JOS/Worker has calculated and saved a WMS budget and has completed the budget questions on the Earned Income **FIA3A**. The case is ready for the Supervisor to review. Action code **167R** will be listed on the **FIA3A Worklist**.

Supervisory Responsibilities

After action code **167R** is posted, the Supervisor must proceed as follows:

The Supervisor must approve the action taken on the case in POS, in addition to signing off on the action in NYCWAY.

- If the budget action is correct, the Supervisor must complete all fields that apply to the case on the **Re-Budgeting or Closing for Job Number** screen in NYCWAY, and enter a **Y** and the date of approval at the bottom of the screen. Action code **167F** or **167P** will post once the Supervisor has approved a manual budget.
- If the budget action is incorrect or documentation is missing, the Supervisor must return the case to the JOS/Worker for correction, and enter an **N** at the bottom of the **Re-Budgeting or Closing for Job Number** screen. Action code **167N** will post:
  - **167N** indicates that the **FIA3A** has not been approved. The manual case actions to budget the earned income were reviewed by the Supervisor and returned to the JOS/Worker for corrections. The JOS/Worker must end the existing **FIA3A** using action code **167X**, then start a new **FIA3A** using action code **167I**, and resubmit it. The Supervisor must ensure that all corrections are completed, and approve the case in a timely manner.

Income Averaging

If an applicant/participant reports income that varies from paycheck to paycheck, the JOS/Worker must enter the reported amounts (weekly, biweekly, or monthly) in the paycheck average calculator on the **FIA3A**.

The paycheck average calculator will convert these amounts to a monthly amount. The monthly amount is sent to WMS for budgeting.

To access the paycheck average calculator, the JOS/Worker must select the “**Avg Pay**” button (**F3**) on the bottom of the **Employer Data for Job Set/Job Number** screen in the **FIA3A**.

Example

Jane Doe reports the following weekly earnings:

- May 6 - \$100
- May 13 - \$150
- May 20 - \$270
- May 27 - \$180

The JOS/Worker must enter each weekly amount in the paycheck average calculator on the **FIA3A** and click the “OK” button:

	paycheck amt. dollars .cents		hours on paycheck	paycheck period
1.	\$	100 00	10	Weekly
2.	\$	150 00	15	Weekly
3.	\$	270 00	27	Weekly
4.	\$	180 00	18	Weekly
5.	\$			Weekly

The paycheck average calculator will take the sum of these four amounts (100 +150 +270 +180), or \$700, and divide it by four to get the average weekly amount of \$175. NYCWAY will convert the average weekly amount to a monthly amount by multiplying by 4.333, and transmitting the monthly amount to WMS.

If the budget is calculated manually in WMS, the JOS/Worker must multiply the average weekly amount of \$175.00 by 4.333 to get the monthly dollar amount of \$758.28. This monthly dollar amount must be entered as the gross income on the employed individual’s income/needs screen (**NSBL06**) in WMS.

Information entered in the paycheck average calculator will automatically populate the Salary, Salary Frequency, and Weekly Hours fields on the **FIA3A**.

**Note:** If the income for one of the four weeks was \$0, the JOS/Worker must enter zeros in the “paycheck amount” and “hours on paycheck” fields.

### Budgeting of Income for “In-Kind Services”

A documentation only **FIA3A** will be initiated, and once completed, a manual budget is required.

When an applicant/participant provides a service and is compensated in-kind with shelter, the value of the shelter must be budgeted as a shelter expense on the Automated Budgeting and Eligibility Logic (ABEL) budget using the estimated value from the applicant/participant or landlord. The amount being paid to the participant from the landlord should be counted as earned income, and all applicable disregards should be applied.

#### Example:

Sam Smith rents an apartment that costs \$600 per month. The Agency pays \$215 toward the rent, and Sam pays off the balance by working as the building’s superintendent. The landlord does not pay him a salary in addition to the in-kind rent payment of \$385.

When budgeting the income, the JOS/Worker must enter \$215 as the SNAP and CA shelter amounts. The “in-kind payment” of \$385 must be entered as income for CA only. For SNAP, the \$385 must not be counted as a shelter cost or as income.

Sam can provide a statement to verify the number of hours that he works each week as the building superintendent. Otherwise, the number of hours per week would be found by dividing his monthly earnings of \$385 by federal minimum wage, currently \$7.25 per hour.

If Sam is found to be working less than the 35 hours per week required by HRA, he must be engaged in other activities to fulfill the 35-hour weekly requirement.

### **Budgeting of Earned Income**

#### Calculating and Saving the Budget

See **Attachment B** for screen shots and instructions on calculating budgets in POS.

When a Documentation Only **FIA3A** is completed, a manual budget is required. The JOS/Worker must calculate a new budget in POS (see **Attachment B**).

New  
Refer to [PB #15-67-SYS](#)

If POS is unavailable, the new budget must be calculated and saved in WMS. The WMS/NYC Authorization Form (**LDSS-3517**) Turn Around Document (TAD) and Budget must be sent to the Paperless Alternate Module (PAM) for processing.

**Note:** Multi-suffix cases must be budgeted in WMS and sent to PAM for processing.

For earned income reported in a timely manner, JOS/Workers must refer to Form **W-203** or **W-203A** for the correct effective date of the new budget.

When completing a budget for earned income reported in a timely manner, the JOS/Worker must refer to the Recurring Roll Deadline Schedule (**W-203** or **W-203A**) form to determine the correct effective date based on the applicant/participant's TOE digit. The effective date must be placed in the upper-right-hand corner of the TAD.

When calculating and saving a budget in WMS, the JOS/Worker must enter the following on the employed individual's Individual Income/Needs screen (**NSBL06**):

- The appropriate employability status code in the **EMP** field:
  - **01** Dependent Student-Employed Full Time or Part Time
  - **02** Non-Dependent Student-Employed Full Time or Part Time
  - **04** Non-Student Employed Full Time or Part Time
  - **10** Striker
  - **13** Late Reporting of Employment, Ineligible for Earned Income Deductions
- The **monthly** number of hours worked in the **HW** field.
- The appropriate income source code in the **SRC** field.
- The gross earned income amount received (based on paycheck) in the **GROSS** field.
- The frequency (**FREQ**) based on how often the pay is received: weekly (**W**), biweekly (**B**), semi-monthly (**S**), or monthly (**M**).
- **B** (Both CA and SNAP) for program indicator (**PROG**).
  - If the income is exempt from SNAP, then enter **P** (CA Only) in the program indicator field.

Revised

To save the budget, the JOS/Worker must enter a **Y** to the right of the "SAVE?" question on the Budget Results Screen (**NSBL80**) in WMS, and press the Transmit Key. The WMS System Acknowledgement Screen (**NSYSAK**) will appear with the applicant/participant's case number, and the new budget number will be displayed.

Revised

The new budget number must be placed in element **015** of the TAD and circled in red. The JOS/Worker and Supervisor must both sign off on the case action. Control Units no longer accept any paper transactions. Actions must be processed in the PAM system.

Refer to [PB #15-67-SYS](#)

The data entry authorization documents such as the TAD or the Single Issuance Authorization Document are completed by the Centralized Data Entry (CDE) Unit. The CDE Unit is a centralized data entry unit that receives all case transactions that are processed using PAM.

Since the actual TAD is not available in PAM, the TAD must be completed manually. This includes having the document approved and signed by the appropriate supervisory staff. Once approved, the Data Entry forms, i.e. TAD, must be scanned and indexed into the electronic case record.

WMS actions that previously did not require submission to the Control Unit (i.e. application registration, application modification, worker case update, etc.) will continue to be processed directly through POS and not through PAM.

### Budgeting of Earned Income Reported Timely

Refer to page 2 for an explanation of when reported income is considered timely and untimely.

When the JOS/Worker budgets income for a participant who has reported earned income timely (within 10 days of first paycheck, or within 10 days of the end of the month to be considered timely for the next month), the current monthly standard deduction and earned income disregard are automatically applied.

#### Example:

John Smith and his eight-year-old son are receiving CA. On January 3<sup>rd</sup>, John starts a job. He receives his first paycheck on January 9<sup>th</sup>, and reports it to the JOS/Worker on January 15<sup>th</sup>. The JOS/Worker completes an Earned Income **FIA3A**, allowing the current monthly standard deduction and earned income disregard. The JOS/Worker determines that John's income makes him ineligible for CA. The 10-day clock-down period for closing John's CA case is initiated on January 15<sup>th</sup>. No overpayment is calculated for January.

### Budgeting of Income Reported Untimely

Income information can come from a computer match. Refer to [PD #10-30-OPE](#) for information regarding computer matches.

When unreported income is discovered on a CA participant's case, a budget must be calculated to determine the overpayment amount, if any. When recalculating the budget for overpayment purposes, the JOS/Worker must suppress the standard deduction and earned income disregard for each month the income went unreported.

If the untimely report is made more than 10 days prior to the end of the month, it is considered timely for the following month. In these instances, the standard deduction and earned income disregard must be counted for the following month.

#### Example:

Jim Adams and his two children are receiving ongoing CA. Jim begins employment and receives his first paycheck on June 10, 2015. He does not report these earnings to the Agency until August 28, 2015. The report for the initial month (June) was not timely because it was not made within 10 days of the initial receipt of pay. No income disregards are given for June. The reports for July, August, and September are also not timely, because they were not made at least 10 days before the start of those respective months. No income disregards are given for July, August, or September. October is the first month that income disregards can be given, because income was reported at least 10 days before the start of October. A scratch-pad budget must be completed for the months of June-September to determine whether there was an overpayment.

A prospective budget must be done effective 10/A/15 to determine whether the Adams' household remains eligible for CA and SNAP.

When calculating a budget for a participant who reported earned income in an untimely fashion, the JOS/Worker must:

- calculate the budget without the earned income disregard or the standard deduction for each month where the income was earned, but not reported. This may be done manually using a Cash Assistance Budget Computation (**W-648**) form, or in WMS.
- make the following entries on the employed individual's **NSBL06** screen when calculating a budget in WMS:

The WMS budget is used to determine whether there was an overpayment. This budget is not saved.

Revised

- **13** (Late Reporting of Employment, Ineligible for Earned Income Deductions) as the employability status code (**EMP**). This will suppress the standard deduction and the earned income disregard.
- The monthly number of hours worked in the **HW** field.
- The appropriate income source code in the **SRC** field.
- The gross earned income amount received in the **GROSS** field.
- The frequency (**FREQ**) based on how often the pay is received: weekly (**W**), biweekly (**B**), semi-monthly (**S**), or monthly (**M**).
- **B** (Both CA and SNAP) for program indicator (**PROG**).

Eligibility Determinations After Budgeting Earned Income

A prospective budget includes the Standard Deduction and EID.

- If the household remains eligible for CA, the JOS/Worker must save and authorize the prospective budget. The budget number must be entered in the WMS Budget Number field on the POS TAD, or in Element **015** of the TAD. The case action must be forwarded to the Supervisor for approval.
- If the household is no longer eligible for CA based on the saved budget, the JOS/Worker must close the case as follows:

A budget without the Standard Deduction and EID is used to determine the amount of overpayment, if any.

POS Instructions:

- Go to “Change Case Data.”
- Enter the ineligible budget number in “Notice Bdgt Number” field on the POS TAD.
- Change the CA Status to “Closed.”
- Enter closing code **E30** (Excess Earned Income, Ineligible Budget Required) or closing code **E31** (Increased Employment Earnings) in the Status Reason field.
- Forward the case to the Supervisor for approval.

WMS Instructions:

- Enter closing code **E30** (Excess Earned Income, Ineligible Budget Required) or closing code **E31** (Increased Employment Earnings) in Element **222** of the TAD.
- Enter the ineligible budget number in Element **016** of the TAD and forward to the Supervisor for sign-off.
- The TAD is forwarded to the CDE Unit for data entry.

Revised

New

Refer to [PB #15-67-SYS](#)

**Note:** Data entry on the TAD is completed by the CDE Unit. The CDE Unit receives all case transactions that are processed using PAM. PAM is only used when case actions must be taken outside of POS.

### Overpayment Calculations

The JOS/Worker must determine the amount of overpayment for each month that the income was unreported.

- If the participant is still eligible for a CA grant during the period of overpayment, recoup the difference between the amount the participant received and the amount that he/she should have received, for each month the participant failed to report the earned income.

#### Example:

A household has been receiving a semi-monthly CA grant of \$300. The budget is recalculated when new earned income is discovered. The JOS/Worker calculates a new semi-monthly budget of \$250 without allowing the earned income disregard, since the income was not reported in a timely manner. The \$50 (difference between the old grant of \$300 and the new grant of \$250) must be recouped for each cycle that has passed.

- If the budget result indicates that the household is ineligible for CA, recoup the entire semi-monthly CA grant for each month the participant failed to report the earned income.
- The JOS/Worker must then calculate and save a prospective budget, allowing the standard deduction and earned income disregard for the month in which the earned income is reported timely.
- The JOS/Worker must enter the following on the employed individual's **NSBL06** screen:
  - **04** (Non-Student Employed Full Time or Part Time) as the employability status code (**EMP**), if the participant is a non-student employed full-time or part-time.
  - The monthly number of hours worked in the **HW** field.
  - The appropriate income source code in the **SRC** field.
  - The gross earned income amount received in the **GROSS** field.



- The frequency (**FREQ**) based on how often the pay is received: weekly (**W**), biweekly (**B**), semi-monthly (**S**), or monthly (**M**).
- **B** (Both CA and SNAP) for program indicator (**PROG**).

The standard deduction and earned income disregard must be applied for prospective budgeting. JOS/Workers must not close CA cases based on scratch-pad budgets used to determine overpayments due to the untimely reporting of earned income.

Refer to [PD #07-11-ELI](#) for information regarding the processing of SNAP claims.

For SNAP cases, the Office of SNAP Claims must determine the amount of overpayment for each month that income was unreported.

### Recoupments

Recoupments

If an overpayment occurs as a result of budgeting income that was reported untimely, a recoupment must be initiated. The JOS/Worker must prepare the PA Recoupment Data Entry Form (**LDSS-3573 NYC**), as follows:

Offense Type code **E** (Agency Error) is used when a participant reports income timely, but an overpayment occurs because the Agency fails to take timely action.

Offense Type code **C** (Concealment) is used when a participant fails to report earned income in a timely manner.

- Place a checkmark in the “New Claim” box (1).
- Enter “**C**” (Concealment) or “**E**” (Agency Error) as the offense type in the Offense Data section.
- Enter “**01**” (Receipt of Employment Earnings by the Grantee/Spouse) or “**02**” (Receipt of Employment Earnings by a Family Member other than Grantee/Spouse) as the offense subtype in the Offense Data section.
- Enter the recoupment amount in dollars and cents as the offense amount in the Offense Data section.
- Enter the date overpayment began and date overpayment ended in the Offense Data Section.
- Sign the form and ensure that it is forwarded to the Supervisor for signature.

If verification of the participant’s employment information has not been submitted, the JOS/Worker must not recoup any payments until the information has been verified.

See [PD #12-12-OPE](#) for more information.

A referral to the Bureau of Fraud Investigation (BFI) may be required for participants requiring an overpayment recoupment.

## PROGRAM IMPLICATIONS

Paperless Office  
System (POS)  
Implications

Screen shots and instructions on calculating budgets in POS may be found in **Attachment B** of this procedure.

Supplemental  
Nutrition Assistance  
Program (SNAP)  
Implications

If an FA case or a Safety Net Assistance (SNA) case with children becomes ineligible for CA due to an increase in earned income, the household may be eligible for five months of transitional SNAP benefits as part of the Transitional Benefit Alternative (TBA) Program. SNA cases without children will receive SNAP benefits extended to the end of their recertification period.

Medicaid  
Implications

Participants whose CA cases are closed due to excess earned income will receive transitional Medical Assistance (MA).

## LIMITED ENGLISH PROFICIENT (LEP) AND HEARING IMPAIRED IMPLICATIONS

For Limited English Proficient (LEP) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #14-24-OPE](#) and [PD #14-18-OPE](#).

## FAIR HEARING IMPLICATIONS

Avoidance/  
Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences at Job  
Centers

An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

If the determination is that the applicant/participant has presented good cause for the infraction or that the outstanding Notice of Intent (NOI) needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will Settle in Conference (SIC), post Action Code **820** (Good Cause Granted) or **820H** (Good Cause Granted for Wellness, Comprehensive Assessment, Rehabilitation and Employment [WECARE] infractions), refer the applicant/participant back to the JOS/Worker by posting Action Code **10FH** or **16FH** (for referrals back to WeCARE), and enter detailed case notes in New York City Work, Accountability and You (NYCWAY). The AJOS/Supervisor I will forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the "Pending" (**08**) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form (**LDSS-3722**), change the **02** to **01** if the case has been granted Aid to Continue (ATC), or prepare and submit a PA Recoupment Data Entry Form – WMS (**LDSS-3573**) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report (**M-186a**).

If the participant fails to show good cause for the infraction or if it is determined that the Agency's action(s) should stand, the AJOS/Supervisor I will explain to the applicant/participant why he/she cannot SIC. The AJOS/Supervisor I must complete Form **M-186a**.

Should the applicant/participant elect to continue his/her appeal by requesting a Fair Hearing or proceeding to a hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

#### Conferences at NCA SNAP Centers

If an applicant/participant comes to the NCA SNAP Center and requests a conference, the Receptionist must alert the Center Director's designee that the applicant/participant is to be seen. If the applicant/participant contacts the Eligibility Specialist directly, advise the applicant/participant to call the Center Director's designee.

In Model Offices, the Receptionist at Main Reception will issue an SNAP Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NCA SNAP Reception area and does not need to verbally alert the Site Manager. The SNAP Receptionist will alert the Center Director once the applicant/participant is called to the NCA/SNAP Reception desk.

The Center Director's designee will listen to and evaluate the applicant's/participant's complaint regarding the case closing. The applicant/participant must provide current verification of address to resolve the issue. After reviewing the documentation, case record, and discussing the issue with the Group Supervisor/Eligibility Specialist, the Center Director's designee will decide to resolve or defend the case based on all factors and whether the case was closed correctly.

The Center Director's designee is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

#### Evidence Packets

All Evidence Packets must contain a detailed history (e.g., copies of POS "Case Comments" and/or NYCWAY "Case Notes," History Sheet **[W-25]**), copies of relevant WMS screen printouts, notices sent, and other documentation relevant to the action taken.

#### REFERENCES

[90-INF-33](#)

[01 ADM 13](#)

[08 ADM 07](#)

[15 ADM 02](#)

[GIS 01 TA/DC010](#)

[GIS 09 TA/DC015](#)

18 NYCRR 351.1 (b)(2)(ii)(e)

18 NYCRR 352.19 (a) and (b)(3)


18 NYCRR 352.20 (c)(3)

[Temporary Assistance Source Book \(TASB\), Chapter 18, Section A](#)

**RELATED ITEMS**

- [PB #15-67-SYS](#)
  - [PD #07-11-ELI](#)
  - [PD #10-07-EMP](#)
  - [PD #10-30-OPE](#)
  - [PD #10-32-ELI](#)
  - [PD #11-11-EMP](#)
  - [PD #12-12-OPE](#)
  - [PD #15-15-ELI](#)
  - [FIA3A User Guide](#)
- 

**ATTACHMENTS**

 Please use Print on Demand to obtain copies of forms.

- Attachment A**      Entering Earned Income Information in the Automated **FIA3A**
- Attachment B**      Paperless Office System (POS) Screens for Budgeting Earned Income
- Attachment C**      Descriptions of **FIA3A** Action Codes
- FIA-1099**              **FIA3A** Desk Guide (Rev. 10/29/15)
- FIA-1099a**             Employment Worklist Desk Guide

## Attachment A

### Entering Earned Income Information in the Automated **FIA 3A**

Initial earned income and subsequent employment-related changes must be entered in the New York City Work, Accountability and You (NYCWAY) automated **FIA 3A**.

The JOS/Worker must enter the following information on the **FIA 3A**:

- Employment start date
- Hours worked
- Salary (gross income amount)
- Frequency (e.g., weekly, biweekly, semimonthly, monthly)
- Evidence of Employment/Income
- Employer's name, address, and telephone number
- Date of first pay or increase in pay
- Child Care Information (Y/N)

The screenshot shows a terminal window titled 'MAPER-A (99880)'. The main display area contains the following text and form fields:

08/26/2015 New York City - Work, Accountability and You (NYC-WAY) Tk891.001  
10:31 Employer Data for Job Set/Job Number 13-1 User Id: S0152

Case Number CIN ES Code 27 Office ADM  
Name DoB SSN Sex Female  
Status EMPLOYED - EMPLOYED FULL TIME (35 A) Case Type FA IndStat AC

Title Start / / Reported / / Is Job Subsidized?  
Sector Salary . Salary Frequency Weekly Hours

Employment Sector Occupation Type

Evidence of Employment/Income Date Enrolled w/Vendor / /  
Employer How Reported Source Code  
Address  
City State  
Zip - Phone ( ) - NYC Agency Job?

In-Home Baby Sitting y/n? PA exempt amt .00 FS exempt amt .00  
Third Party Health Insurance Amount .00 Unemployment Ins?  
Date 1st Paycheck Received / /

Child Care Information? (Y/N)

Prior AvgPay Abort Next ActInq NwCase Help Menu MnMenu

The “**Help**” tab at the bottom of the screen displays the entry codes and definitions for the Title, Sector, Salary Frequency, Evidence of Employment/Income, and How Reported fields.

## Attachment A

Applicants/participants must submit documentation, such as pay stubs, business records, or a letter from an employer, to verify their employment.

Documentation must be submitted within 10 days of the applicant's/participant's receipt of first pay.

Highlight the code for the type of documentary evidence submitted by the applicant/participant, and click "**Select**":

The screenshot displays the MAPER2-A (99995) application window. A dialog box titled "Choose Documentary Evidence" is open, showing a list of options: 001 PAY STUB(S), 002 EMPLOYMENT LETTER, 003 EMPLOYER CONTACT, 005 BUSINESS RECORDS, 006 TAX RECORDS, 007 TALX, and 999 DOCUMENTATION PENDING. The "Select" button is highlighted. The background shows a form with fields for personal and employment information, including "08/18/2015 New York City - Work, Accountability and You (NYC-WAY)", "Job Set/Job Number 01-1", "User Id: T0060", "CIN", "ES Code 20", "Office sys", "DoB", "SSN", "Sex Male", "Active Individu", "Case Type SNCA", "IndStat AC", "Reported", "Is Job Subsidized?", "Salary Frequency", "Weekly Hours 30.0", "Occupation type DT?", "Date Enrolled w/Vendor", "How Reported", "Source Code", "state", "NYC Agency Job", "exempt amt", "FS exempt amt", "amount", "Unemployment Ins.", "Date 1st Paycheck Received", and "Child Care Information? (Y/N)". At the bottom of the window, the "AvgPay" button is circled.

For variable income entries, click on the AvgPay button.

## Attachment A

When “Y” is entered for “Child Care Information”, followed by the “Enter” key, an alert will pop up reminding the JOS/Worker to enter childcare information in ACCIS:

The screenshot shows the MAPER2-A (99995) application window. The title bar indicates the session is for 'New York City - Work, Accountability and You (NYC-WAY)'. The main window displays a form titled 'Employer Data for Job Set/Job Number 01-1'. The form contains various fields for employee information, including Case Number, Name, DoB, CIN, ES Code, Office sys, Status, Title, Start, Reported, Salary, Frequency, Weekly Hours, Employment Sector, Occupation Type, Evidence of Employment/Income, Employer, Address, City, State, Zip, Phone, In-Home Baby Sitting, PA exempt amt, FS exempt amt, Third Party Health Insurance, Amount, Unemployment Ins, and Date 1st Paycheck Received. A 'Child Care Information? (Y/N)' field is highlighted with a yellow cursor. A small dialog box titled 'ACCESS Childcare Reminder' is overlaid on the form, containing an information icon and the text: 'Remember: Enter any childcare information into ACCIS.' with an 'OK' button. The bottom of the screen shows a menu bar with options: Prior, AvgPay, Abort, Help, MnMenu.

Click “OK” and the Worker Completion Screen will appear. The JOS/Worker must enter his/her name, telephone number, and the sign-off date:

The screenshot shows the MAPER2-A (99996) application window. The title bar indicates the session is for 'New York City - Work, Accountability and You (NYC-WAY)'. The main window displays a form titled 'Marker Completion for Job Situation 01'. The form contains fields for Case Number, Name, DoB, CIN, ES Code, Office sa, Status, Sex, Male, IndStat, AC, Form Completed By, Worker Name, Telephone Number, Routing Code, EID Indicator, MSE Indicator, and Date Contractor/FIA Worker signed off. The 'Date Contractor/FIA Worker signed off' field is highlighted with a red cursor. The bottom of the screen shows a menu bar with options: Prior, Abort, Next, ActInq, NoCase, Help, Menu, MnMenu.



## Attachment A

After the Worker signs off, the automated budgeting process will begin.

Action code **167U** will post if the case meets the criteria for automated rebudgeting. Information will be sent to WMS for rebudgeting, and the pending budget will appear on the **08** screen in WMS.

Action code **167D** will post if the case does not meet the criteria for automated rebudgeting. The JOS/Worker must answer the questions on the following screen and calculate a manual budget in POS or WMS and enter the signed-off date. The JOS/Worker must forward the case to the Supervisor for approval. The Supervisor must enter a “**Y**” to approve or “**N**” to not approve the JOS/Worker’s entry, enter the date he/she signed-off, and click “**update.**”

MAPER2-A (99981)

File Edit Functions Scripts Session Release Help

08/20/2015 New York City - Work, Accountability and You (NYC-WAY) FIA3A.895  
10:42 Re-Budgeting or Closing for Job Number 011 User Id: S0152  
Auto Budget Exempt - Relationship code is ( )

Case Number CIN ES Code 32 Office ADM  
Name DoB SSN Sex Male  
Status EXEMPT - AGE 60 OR OVER Case Type SNNC IndStat AP

Recurring Child Care Supplemental Payment (Y/N)  
Case Active, Earnings ReBudgeted (Y/N)

Case Closed for Employment (Y/N) Closed Code Date / /

Public Assistance Recoupment Initiated (Y/N) Amount  
Food Stamp Recoupment Initiated (Y/N) Amount

Reason for no action taken to CLOSE or REDUCE grant

Date Eligibility Specialist Signed-Off / /

Supervisor Approved Y/N Date Supervisor Signed-Off / /

Prior Abort Update ActInq NwCase Help Menu MnMenu

# Attachment A

The Employment Tracking screen will appear, displaying the applicant's/participant's employment history, including his/her current employment:

**MAPER2-A (99996)**

File Edit Functions Scripts Session Release Help

You may start a new FIA3A.

08/19/2015 New York City - Work, Accountability and You (NYC-WAY) Tk890.002  
 18:41 FIA3A Employment Tracking User Id: E1846

Case Number CIN ES Code 20 Office sa  
 Name DoB SSN Sex Female  
 Status WORK ACTIVITY - JOB CLUB/JOB SEARCH Case Type SNNC IndStat AC

Jobs	Date Job Began	Date Job Reported	Employer's Name	Job Title	Pay Twice per Month	Hrs/Week	Src
05-1	04/09/15	05/20/15	LEGENDS HOSPITALIT	Other	530.79	28.0	142
04-1	04/09/15	04/30/15	LEGENDS HOSPITALIT	Other	357.47	20.0	142
03-1	04/09/15	04/30/15	LEGENDS HOSPITALIT	Other	536.21	30.0	142
02-1	07/28/14	08/04/14	LEGENDS HOSPITALIT	Other	606.62	35.0	142
01-1	12/30/11	12/30/11	Department of Park Recreational S		798.14	40.0	400

Choose ONE and Press Enter

Prior Abort ActInq NwCase Help MnMenu

## Attachment A

Click on the “**Act. Inq.**” (Activity Inquiry) tab on the bottom of the screen to display the activity inquiry history and the associated action codes:

```
MAPER-A (99578)
File Edit Functions Scripts Session Release Help
Months on PA [end AUG] : 05
68C629 WORK, ACCOUNTABILITY, AND YOU (WAY) PIW065.320
ACTIVITY INQUIRY
Casenumber : Suffix : 01 Linenumber : 01 Case Type : SNCA
Appreg : CIN :
Program : EMPLOYED
Status : EMPLOYED FULL TIME (35 AND OVER)
Name : Office : 062 ES Code : 27
Sex : M Unit : Comp Code : 800
DOB : Worker : 00012 Ind Stat : AC

DATE ACTION/DESCRIPTION STATUS CMP FUT DATE OFF WORKR SITE
[ ] 08/13/15 410A FIA BDGT PEND IN WMS EMPFT 08/28/15 SYS SYSTM
[ ] 08/13/15 172Y WC ASSGN TERMINATED EMPFT 172Y / / YGT SYSTM
[ ] 08/13/15 167W EMPLOY F/T: PEND DOC EMPFT / / B84 J0104
[ ] 08/12/15 167U DATA COMP AWAIT AB WORVI 167W 08/12/15 B84 J0104
[ ] 07/27/15 14NP OCSE POS NCP REF WORVI 14NP / / 062 G7094
[ ] 07/15/15 169J MC JOB PLACEMENT WORVI 169J / / YGW Y0771
[ ] 07/15/15 167V FIA 3A DATA ENTRY CH WORVI 167U 07/15/15 YGW Y0771
[ ] 07/15/15 167I FIA 3A IN PROCESS WORVI 167V 07/15/15 YGW Y0771
[ ] 07/09/15 100A CASE NOTE WORVI 100A / / YGV G8217

Next Case: Next Suffix: Next Line: CATEGORY: █

Prior RollFw AsgInq DemInq AddAct Assign HistPr Profle MnMenu
```

In this example, action code **167I** was posted when the **FIA 3A** was in process, but incomplete.

Action code **167V** was posted once the Vendor entered employment information.

Once the **FIA 3A** was completed and ready for automatic budgeting, action code **167U** was posted.

Action code **167W** indicates that the **FIA 3A** is complete for an applicant/participant working full-time, but that documentation has not been received.

## Attachment B

### Paperless Office System (POS) Screens for Budgeting Earned Income

Answer all questions on the **Employment Information** screen:

Version 19.1.1 - Paperless Office System - [EMPLOYMENT INFORMATION] 1:47:32 PM Tuesday, August 18, 2015

File Edit Tools Window Help

INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU THAT IS APPLYING/RECERTIFYING:		Yes	No
Is Employed? (Including Babysitting)	<input type="radio"/>	<input type="radio"/>	
Is Self-Employed?	<input type="radio"/>	<input type="radio"/>	
Is Unemployed? (Currently Not Working)	<input type="radio"/>	<input type="radio"/>	
Could You Accept a Job Today?	<input checked="" type="radio"/>	<input type="radio"/>	
Participating In A Strike?	<input type="radio"/>	<input type="radio"/>	
Is Anyone in the Household a Migrant or Seasonal Farm Worker?	<input type="radio"/>	<input type="radio"/>	

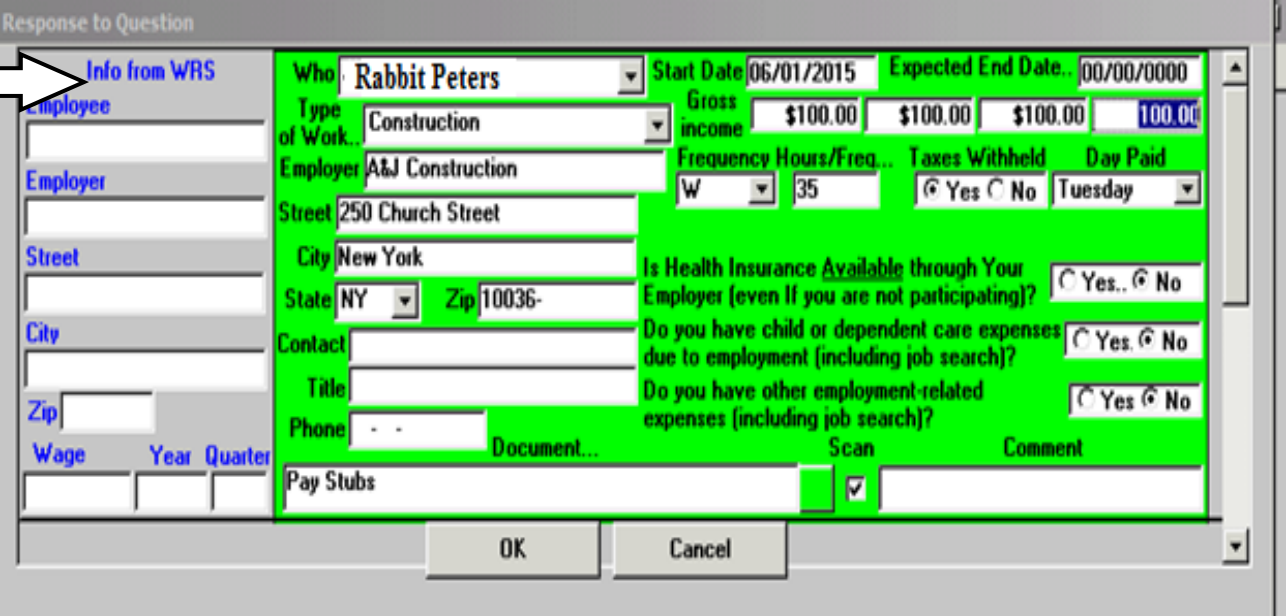
Spanish Next Previous

Click **“Next.”**

## Attachment B

Select the name of the employed individual from the drop-down menu in the “Who” field and complete all employment information, then click “OK.”

“Who” field



The screenshot shows a software window titled "Response to Question". On the left side, there is a vertical menu with several items: "Info from WRS", "Employee", "Employer", "Street", "City", "Zip", "Wage", "Year", and "Quarter". The "Info from WRS" item is highlighted in blue. An arrow points from the text "Who" field" to the "Who" dropdown menu in the main form area. The main form area is highlighted in green and contains the following fields and controls:

- Who:** Rabbit Peters (dropdown menu)
- Start Date:** 06/01/2015
- Expected End Date:** 00/00/0000
- Type of Work:** Construction (dropdown menu)
- Gross income:** \$100.00, \$100.00, \$100.00, 100.00
- Employer:** A&J Construction
- Frequency:** W (dropdown menu)
- Hours/Freq...:** 35
- Taxes Withheld:**  Yes  No
- Day Paid:** Tuesday (dropdown menu)
- Street:** 250 Church Street
- City:** New York
- State:** NY (dropdown menu)
- Zip:** 10036-
- Contact:** (text field)
- Title:** (text field)
- Phone:** - -
- Document...:** (text field)
- Scan:**
- Comment:** (text field)
- Is Health Insurance Available through Your Employer (even if you are not participating)?**  Yes..  No
- Do you have child or dependent care expenses due to employment (including job search)?**  Yes.  No
- Do you have other employment-related expenses (including job search)?**  Yes  No
- Pay Stubs:**

At the bottom of the window are "OK" and "Cancel" buttons.

## Attachment B

Select “**New Budget**” and then “**Next**” to begin calculating a new budget.

Version 19.1.1 - Paperless Office System - [Existing Budgets] 1:50:54 PM Tuesday, August 18, 2015

File Edit Tools Window Help

Click on the 'New Budget' button to calculate a new budget.  Manual Budget Required

Case No:

Case No.	POS Suf Bdot No.	Author-izable	Authorized Budget?	WMS Bdot No.	Type	Save Date	Effective Dates	Description
	1 3	N	N		PA & FS	8/12/2015 14:26:17	09A15	Pre-CAB budget
	1 2	Y	Y	1	PA & FS	8/12/2015 14:26:15	08A15	WMS Currently Authorized Budget
	1 1	Y	N	1	PA & FS	7/22/2015 12:06:00	08A15	POS Interview Budget

Select "New Budget."

Click "Next."

New Budget View Selected Budget View Budget Result

Next Previous

POS will automatically suggest an Effective Date for the new budget.

Confirm that the Effective Date is correct, using the current Recurring Roll Deadline Schedule Form (**W-203** or **W-203A**). Adjust the date if necessary.

Select Effective Date for Budget

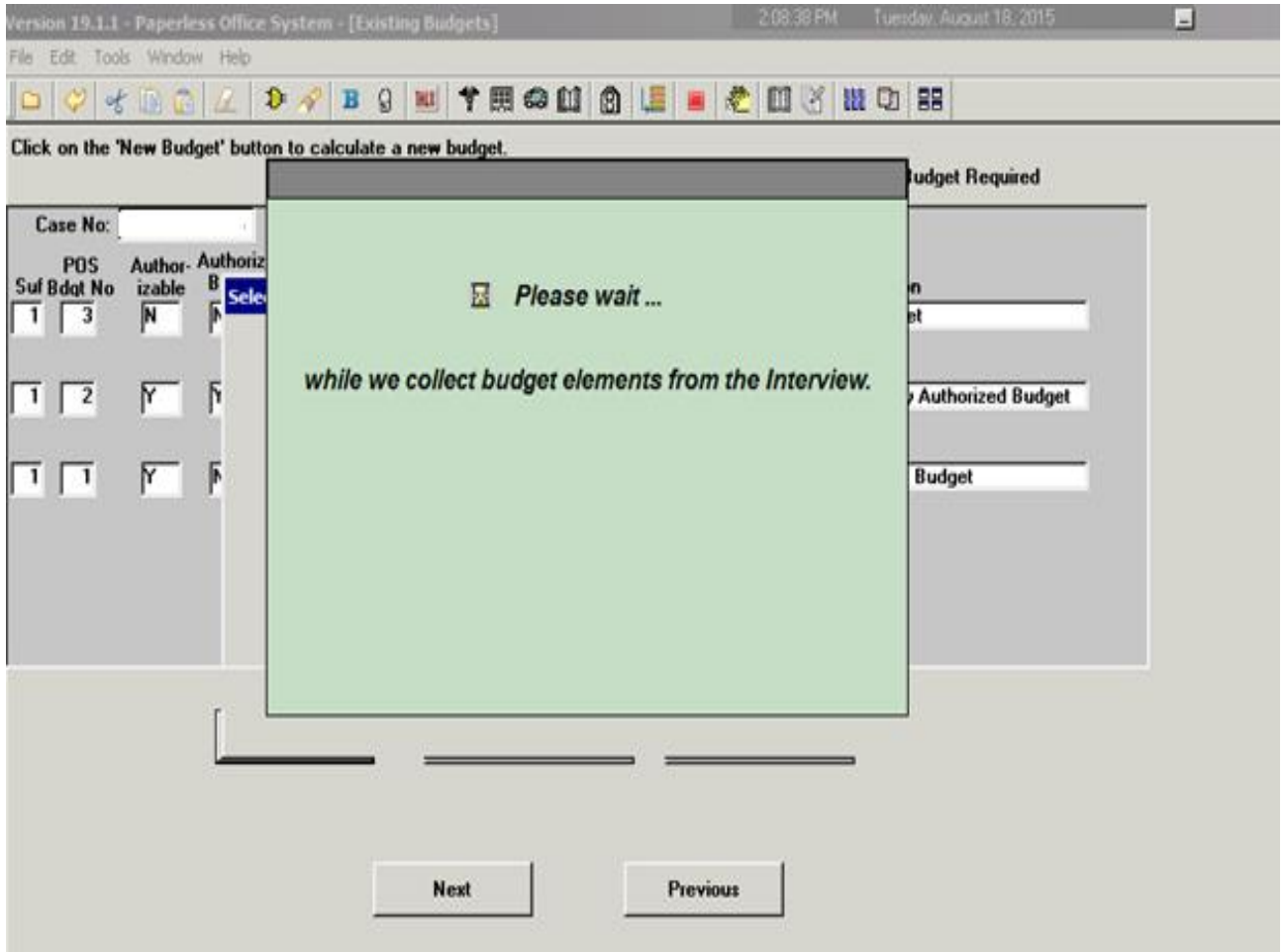
Please enter the beginning Effective Date for this budget.

09A15

OK

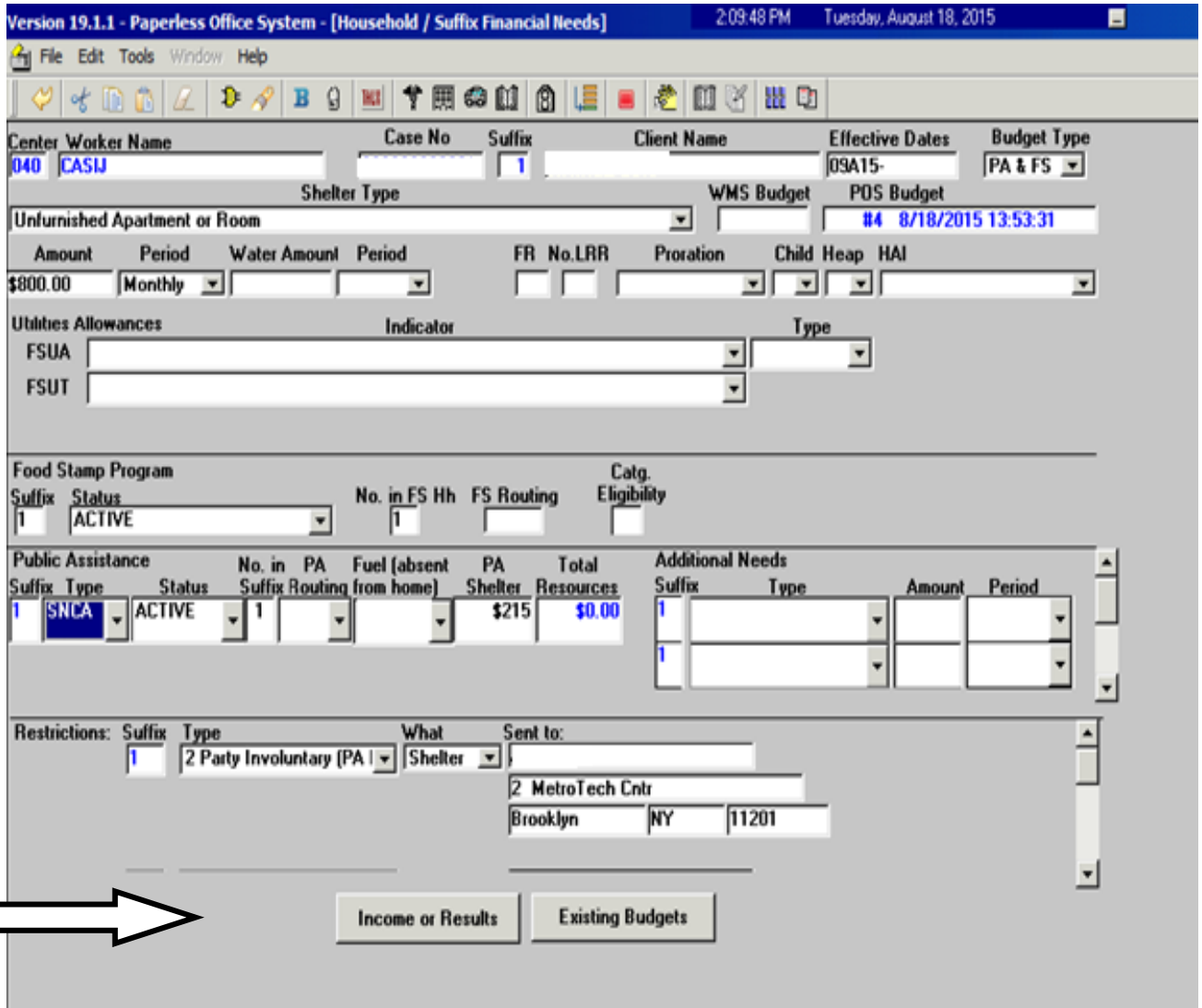
## Attachment B

POS will display the following screen, and then the Household Screen will appear:



# Attachment B

POS will populate certain fields based on information captured during the interview. Add any missing information and click the **“Income or Results”** button.



Version 19.1.1 - Paperless Office System - [Household / Suffix Financial Needs] 2:09:48 PM Tuesday, August 18, 2015

File Edit Tools Window Help

Center Worker Name: 040 CASJ Case No.: Suffix: 1 Client Name: Effective Dates: 09A15- Budget Type: PA & FS

Shelter Type: Unfurnished Apartment or Room WMS Budget: POS Budget: #4 8/18/2015 13:53:31

Amount: \$800.00 Period: Monthly Water Amount: Period: FR No.LRR: Proration: Child Heap HAI:

Utilities Allowances: Indicator: Type: FSUA, FSUT

Food Stamp Program: Suffix: 1 Status: ACTIVE No. in FS Hh: 1 FS Routing: Catg. Eligibility:

Public Assistance: Suffix: 1 Type: SNCA Status: ACTIVE No. in PA: 1 Fuel (absent from home): PA Shelter: \$215 Total Resources: \$0.00

Suffix	Type	Amount	Period
1			
1			

Restrictions: Suffix: 1 Type: 2 Party Involuntary (PA) What: Shelter Sent to: 2 MetroTech Cntr, Brooklyn NY 11201

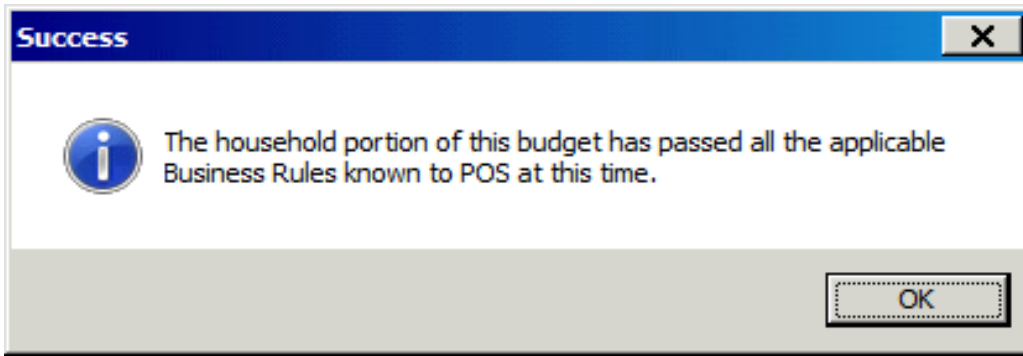
Select "Income or Results."

Income or Results Existing Budgets

The following pop-up message will appear if the Household portion of the budget has passed all applicable Business Rules. Click **“OK.”**

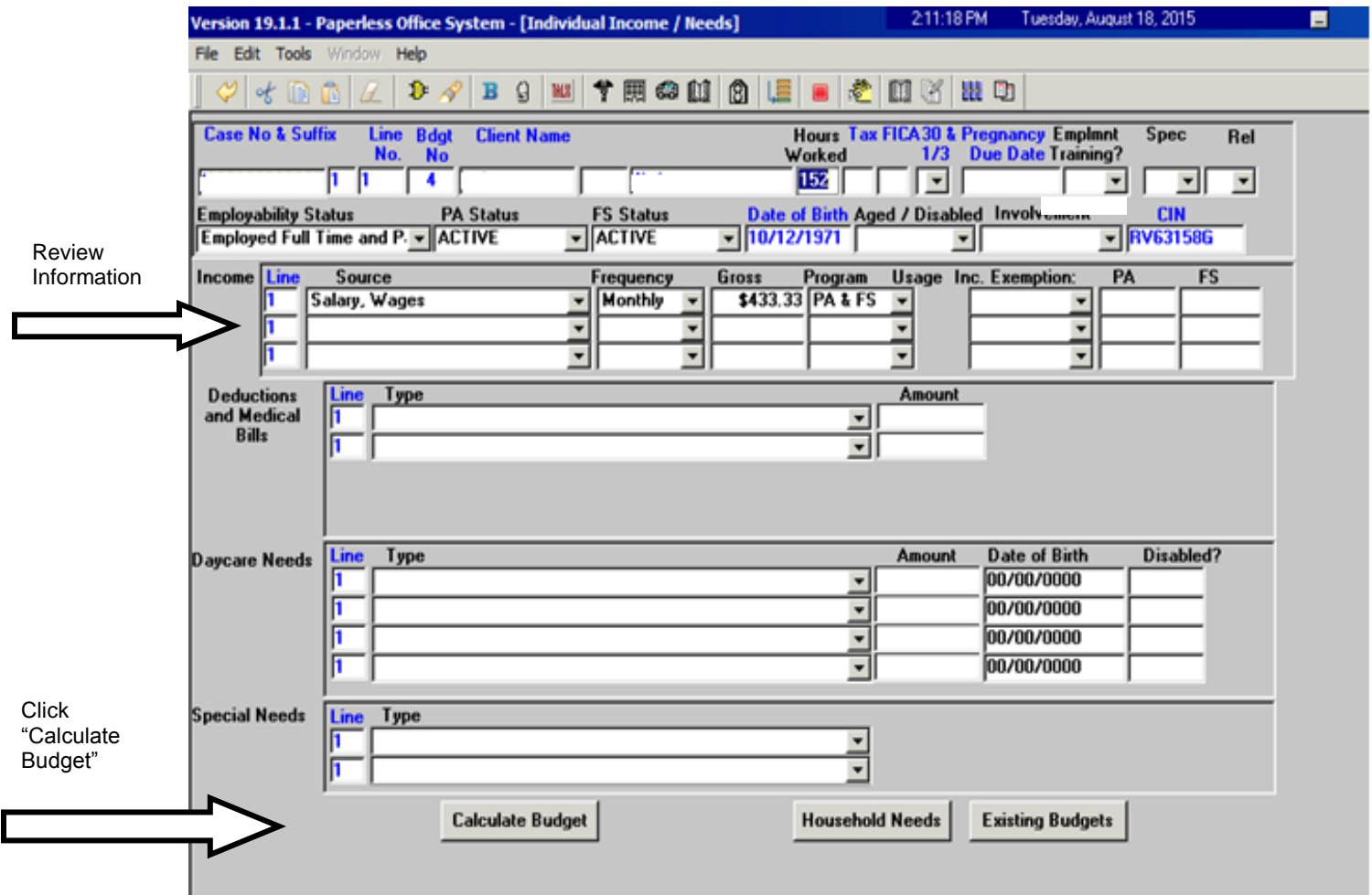


# Attachment B



The **Individual Income/Needs** screen will be displayed.

Review the information to ensure it is correct and matches the information previously entered in POS, and click the **“Calculate Budget”** button.



The screenshot shows the "Individual Income / Needs" screen in the "Paperless Office System" software. The title bar indicates "Version 19.1.1 - Paperless Office System - [Individual Income / Needs]" and the date is "Tuesday, August 18, 2015". The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons.

Key fields and sections include:

- Case No & Suffix:** 1 | 1 | 4
- Hours Worked:** 152
- Employability Status:** Employed Full Time and P.
- PA Status:** ACTIVE
- FS Status:** ACTIVE
- Date of Birth:** 10/12/1971
- CIN:** RV63158G

The main data table is organized into sections:

Income	Line	Source	Frequency	Gross	Program	Usage	Inc. Exemption:	PA	FS
	1	Salary, Wages	Monthly	\$433.33	PA & FS				
	1								
	1								

Deductions and Medical Bills	Line	Type	Amount
	1		
	1		

Daycare Needs	Line	Type	Amount	Date of Birth	Disabled?
	1			00/00/0000	
	1			00/00/0000	
	1			00/00/0000	
	1			00/00/0000	

Special Needs	Line	Type
	1	
	1	

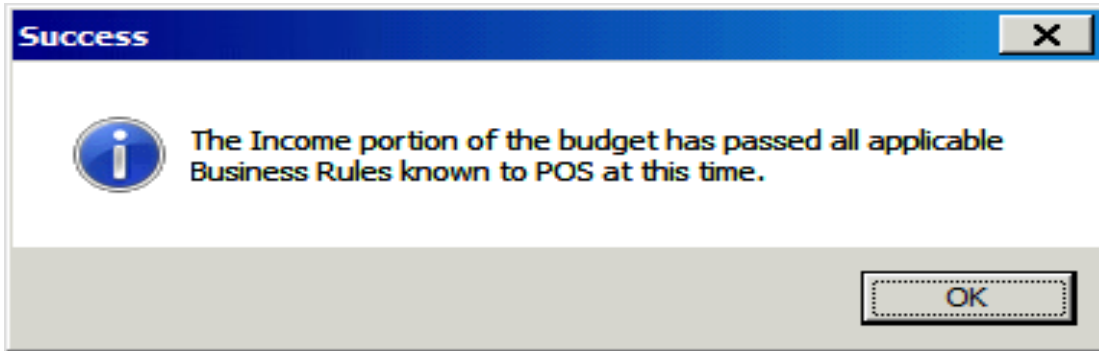
At the bottom of the screen, there are three buttons: "Calculate Budget", "Household Needs", and "Existing Budgets".

Annotations:

- An arrow labeled "Review Information" points to the Income table.
- An arrow labeled "Click 'Calculate Budget'" points to the "Calculate Budget" button.

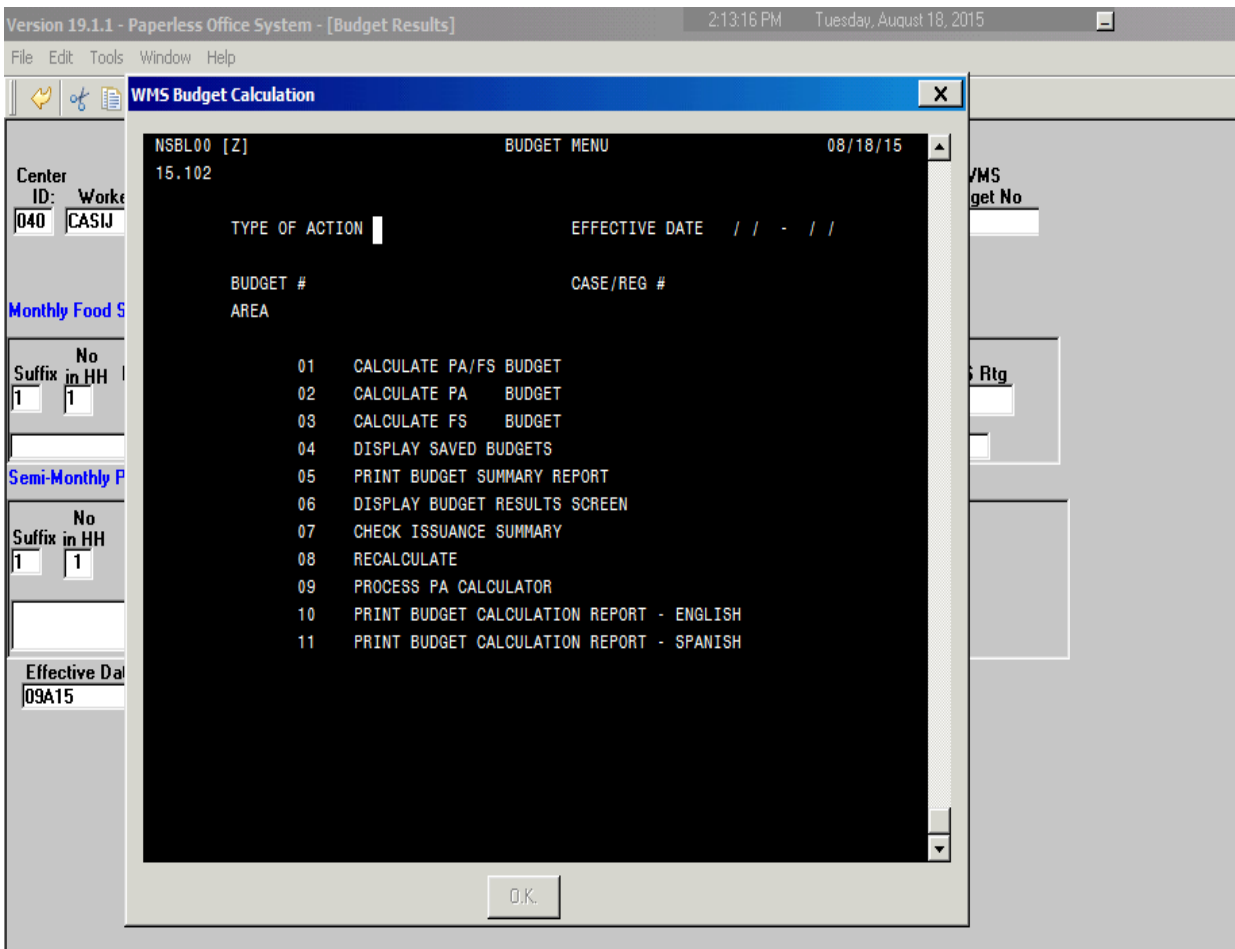
## Attachment B

The following pop-up message will appear if the Income portion of the budget has passed all applicable Business Rules:



POS sends the budget information directly to WMS.

The **Welfare Management System (WMS) Budget Calculation** screens will automatically appear:



## Attachment B

The information that was entered in POS will be sent directly to WMS for the budget to calculate.

(WMS Budget Calculation Screen)

WMS Budget Calculation

NSBL02 [Z] AUTHORIZED HOUSEHOLD/SUFFIX FINANCIAL DATA 08/18/15

CASE/BUD # /BASIS CTR 040 WORKER CASIJ FR # LRR PRO IND

EFFECTIVE DATE 09A15- CASE NAME

NEEDS: SHEL: TYPE 01 AMT 080000 PER 06 # BDRMS WATER: AMT PER

FSUA : IND TYPE AMT PER CHILD HEAP HAI

FSUT : IND AMT PER DISP: AMT PER

PHONE: IND AMT PER INST: TYPE AMT

SUF TYPE ST NO RTG CE ADDL:TY AMT PER FUEL RESOURCE PA SHEL

FS: 01 AC 01 Y

PA: 01 SNCA AC 01 0000000 021500

RST DATA: SUF 01 RST 2 ASSOC CD 70 RST DATA: SUF RST ASSOC CD

NAME NAME

ADDR 2 METROTECH CNTR ADDR

BROOKLYN NY 11201

IND I&N CMD

OK

## Attachment B

POS will send the individual income/needs information into WMS.

(WMS Budget Calculation Screen)

The screenshot displays the 'WMS Budget Calculation' window. The main content area is black with white text. At the top, it shows 'NSBL06 [Z] AUTHORIZED' and 'INDIVIDUAL INCOME / NEEDS' with a date of '08/18/15'. Below this, there are several sections of data:

- Case/Bud #:** TAX 1 FICA X 30 1/3 EDC ETI SPEC REL
- Employee Info:** EMP PA SUF 01 PA STS AC FS STS AC DOB 10121971 A/D INV HW
- Income:** INCOME: SRC GROSS FREQ PROG U CD PA EX AMT FS EX AMT
- Recurring:** RECURRING: SRC PROG GROSS NY DIS SRC PROG GROSS NY DIS
- Deductions:** DEDUCTIONS: TYPE AMT TYPE AMT MED: AMT END: DAYCARE: TYP AMT DOB TYP AMT DOB
- Spec Nds:** SPEC NDS: TY AMT ASSOC CD TY AMT ASSOC CD TY AMT
- RST:** RST ASSOC CD ASSOC CD
- Data:** DATA: NAME NAME RST ADDR RST ADDR
- Footer:** IND I&N CMD

An 'O.K.' button is located at the bottom center of the window.

The JOS/Worker must ensure that the POS information is entered correctly in WMS.

## Attachment B

The following WMS Budget Calculation Screen will appear, showing the budget results for the monthly Supplemental Nutrition Assistance Program (SNAP) allowance and semi-monthly Cash Assistance (CA) allowance:

The screenshot displays the 'WMS Budget Calculation' window. The main display area shows the following data:

```
MSBL00 [Z] PUBLIC ASSISTANCE/FOOD STAMPS BUDGET RESULTS 08/18/15
CASE/BUD # A/BASIS CTR 040 UNIT/WORKER CASIJ # PA HOUSEHOLD 1 FR 3
***** MONTHLY FOOD STAMP BUDGET RESULTS *****
ADJ SHELTER NET FS COUPON ADJ FS
SUF NO CE INCOME AMOUNT INCOME AMOUNT RECOUP COUPON RTG
01 1 Y 245.66 833.00 0.00 194.00
***** SEMI-MONTHLY PUBLIC ASSISTANCE BUDGET RESULTS *****
BASIC SHELTER ENERGY FUEL OTHER NET PA PA ADJ
SUF NO ALLOW ALLOW ALLOW ALLOW ALLOW INCOME GRANT RECOUP GRANT
01 1 79.00 107.50 7.05 0.00 5.50 171.67 27.00
```

Annotations on the left side of the screenshot:

- An arrow labeled "SNAP Budget Results" points to the "MONTHLY FOOD STAMP BUDGET RESULTS" section.
- An arrow labeled "CA Budget Results" points to the "SEMI-MONTHLY PUBLIC ASSISTANCE BUDGET RESULTS" section.

Other visible elements include a sidebar with "Center ID: 040", "Work: CASIJ", "Monthly Food S", "Suffix in HH: 1", "Effective Date: 09A15", and a dialog box titled "012A63" with the message: "If you wish to save this budget in WMS click OK and then place a 'Y' in the 'Save?' field and transmit." with an "OK" button.

Click "OK" to continue and save the new budget.

## Attachment B

Enter an “E” for “English” or an “S” for “Spanish” in the “Print PA/FS Budget Calculations?” field, depending on the primary language of the applicant/participant.

Enter a “Y” in the “Save?” field and click “OK.”

WPS Budget Calculation

NSBL89 [Z] PUBLIC ASSISTANCE/FOOD STAMPS BUDGET RESULTS 08/18/15  
CASE/BUD # A/BASIS CTR 040 UNIT/WORKER CASIJ # PA HOUSEHOLD 1 FR 5

\*\*\*\*\* MONTHLY FOOD STAMP BUDGET RESULTS \*\*\*\*\*

SUF	NO	CE	ADJ INCOME	SHELTER AMOUNT	NET FS INCOME	COUPON AMOUNT	RECOUP	ADJ COUPON	FS RTG
01	1	Y	245.66	833.00	0.00	194.00			

\*\*\*\*\* SEMI-MONTHLY PUBLIC ASSISTANCE BUDGET RESULTS \*\*\*\*\*

SUF	NO	BASIC ALLOW	SHELT ALLOW	ENERGY ALLOW	FUEL ALLOW	OTHER ALLOW	NET PA INCOME	PA GRANT	RECOUP	ADJ GRANT
01	1	79.00	107.50	7.05	0.00	5.50	171.67	27.00		

EFFECTIVE 09/A/15 - / /

PRINT PA/FS BUDGET CALCULATIONS? OR SAVE Y OR BOTTOM LINE?

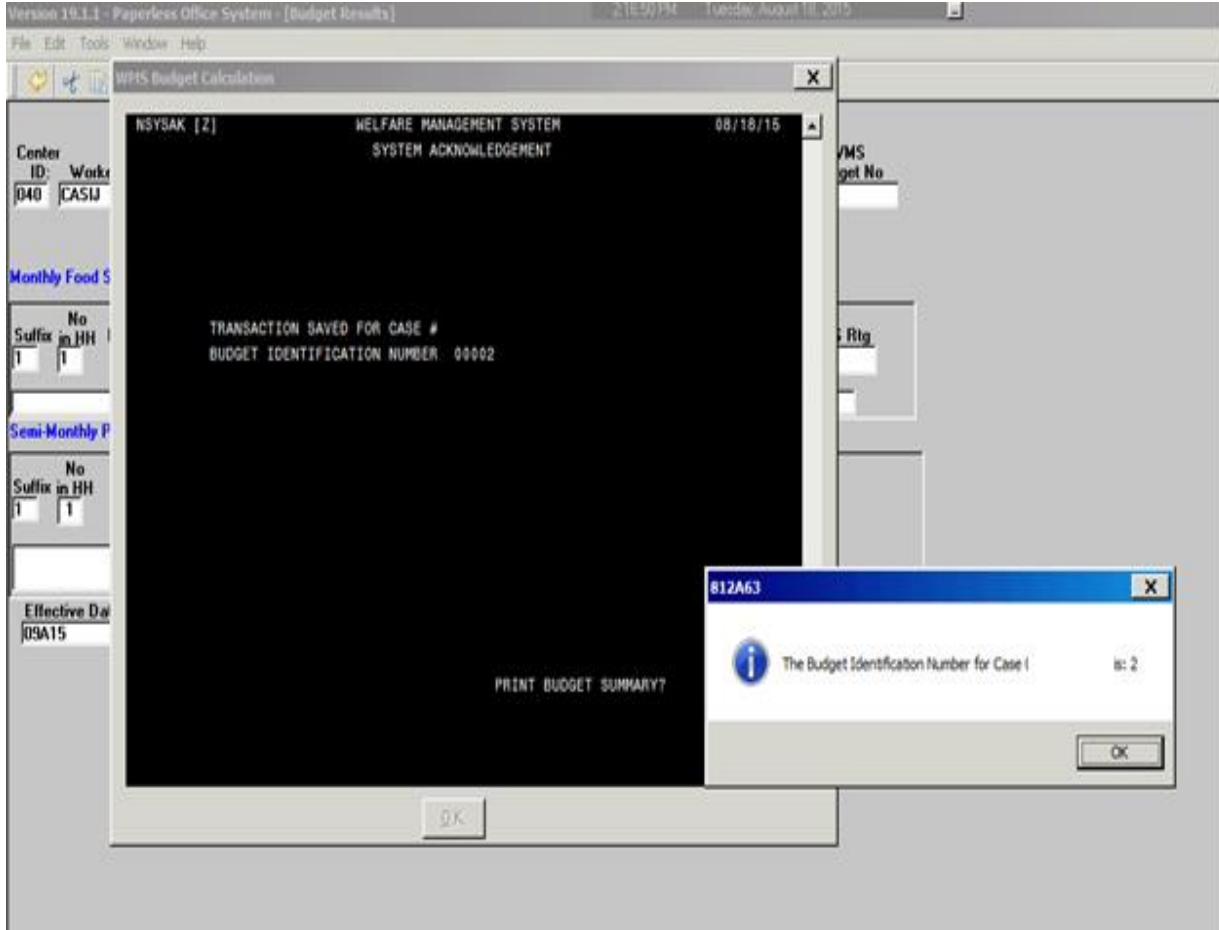
OK

Enter “E” to print budget calculations in English.  
Enter “S” to print in Spanish.

Enter “Y” in the “Save” field and click “OK.”

## Attachment B

The following pop-up screen will display the new Budget Identification Number.

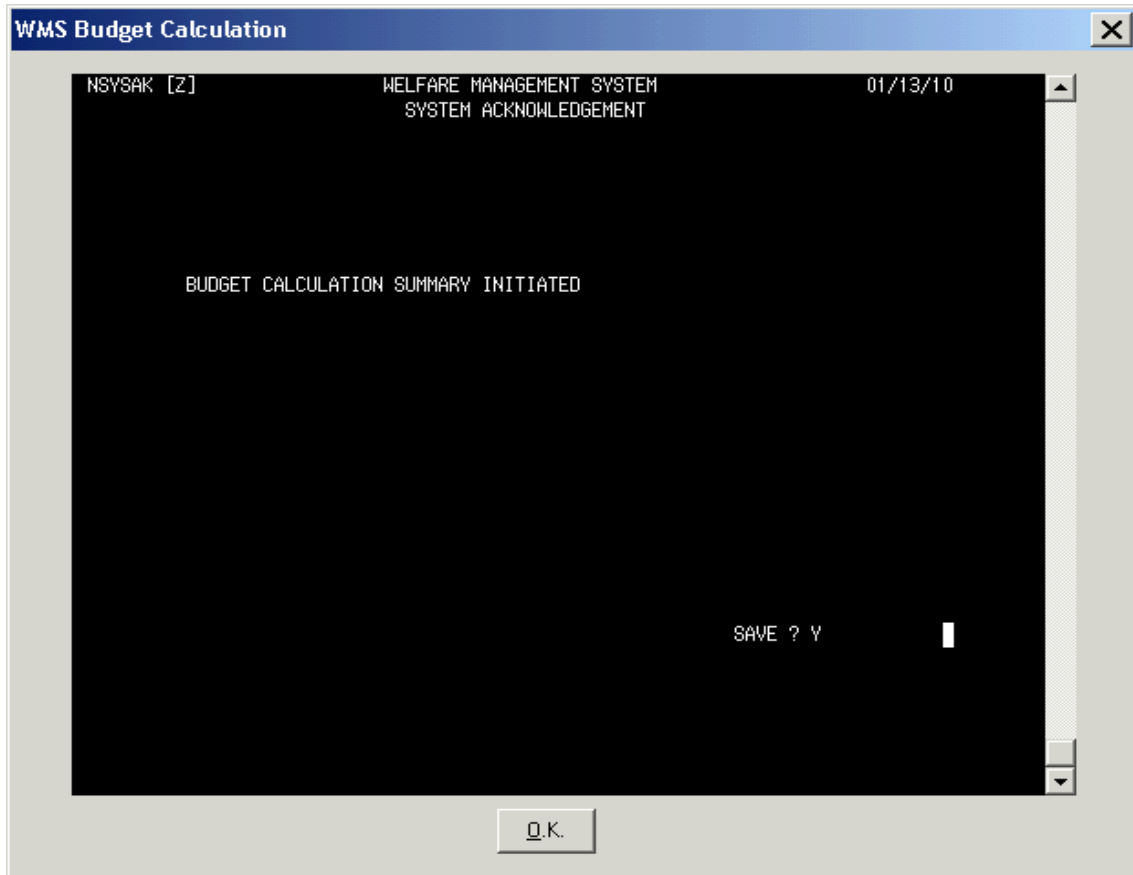


Click "OK."

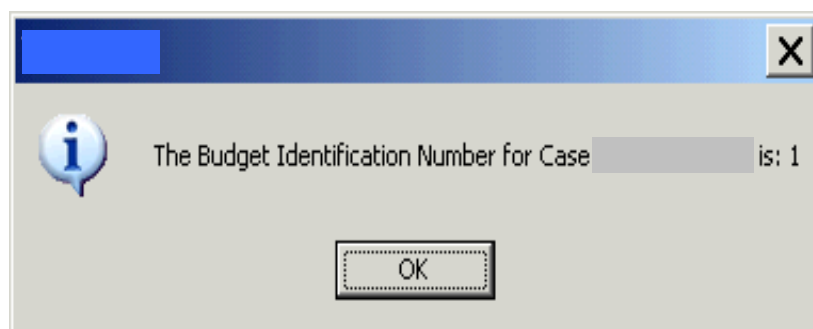
## Attachment B

The following **WMS System Acknowledgement** screen will appear, indicating that the budget calculation summary has been initiated.

Enter a “Y” in the “**Save**” field and click “**OK**.”



The following pop-up screen will appear. Click “**OK**” to view the Budget Results in POS.





## Attachment B

The **POS Budget Results** screen will appear. Click **“Existing Budgets.”**

Version 19.1.1 - Paperless Office System - [Budget Results] 2:17:40 PM Tuesday, August 18, 2015

File Edit Tools Window Help

Center ID: 040 Worker: CASJ Type: PA & FS Case No: Suffix No: 1 Bdgt No: 4 Client Name: Total # of People in PA Household: 1 FR: WMS Budget No: 2

**Monthly Food Stamp Budget Results**

Suffix	No in HH	Catg. Eligibility	Adjusted Income	Shelter Amount	Net FS Income	Coupon Amount	Recoup	Adjusted Coupon	FS Rtg
1	1	Y	\$245.66	\$833.00	\$0.00	\$194.00			

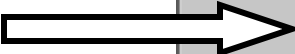
**Semi-Monthly Public Assistance Budget Results**

Suffix	No in HH	Allowances:	Net PA Income	PA Grant	Recoup	Adjusted Grant			
		Basic	Shelter	Energy	Fuel	Other			
1	1	\$79.00	\$107.50	\$7.05	\$0.00	\$5.50	\$171.67	(\$27.00)	

Effective Dates: 09A15

**Existing Budgets**

Click “Existing Budgets.”



Click **“Next.”**

# Attachment B

Version 19.1.1 - Paperless Office System - [Existing Budgets] 2:18:18 PM Tuesday, August 18, 2015

File Edit Tools Window Help

Click on the 'New Budget' button to calculate a new budget.  Manual Budget Required

Case No:

POS Suf	POS Bdgt No	Author-izable	Authorized Budget?	WMS Bdgt No	Type	Save Date	Effective Dates	Description
1	4	Y	N	2	PA & FS	8/18/2015 13:53:31	09A15	POS Interview Budget
1	3	N	N		PA & FS	8/12/2015 14:26:17	09A15	Pre-CAB budget
1	2	Y	Y	1	PA & FS	8/12/2015 14:26:15	08A15	WMS Currently Authorized Budget
1	1	Y	N	1	PA & FS	7/22/2015 12:06:00	08A15	POS Interview Budget

Click on the 'New Budget' button to calculate a new budget.

Highlight the row displaying the new saved WMS budget number.

Click "Next."

## Attachment B

The following **TAD Data – Eligibility** screen will appear.

Click on the **POS Data** tab to view the POS TAD.

Version 19.1.1 - Paperless Office System - [TAD Data - Undercare] 2:19:18 PM Tuesday, August 18, 2015

File Edit Tools Window Help

**UNDERCARE**

WMS Data POS Data

Case No Suf Center Unit Worker RCRT-SRC Proj. No. Acct. No. Case Name

Language M3E Indicator Notice Language Notice Bdgt # LFLN ABBR-CNS Lang Read

SNET Indicator 60 Mo 24 Mo Util Guarantee Emg Indicator EMG DATES HomeBound Ind FR DAI

Category	Prg	Status	Status Reason	From Date	To Date
SNCA	PA	AC	A30-PA Approval - Same Benefit each Month	07/22/2015	/ /
	MA	AC	A30-PA Approval - Same Benefit each Month	07/01/2015	/ /
	FS	AC	A30-Same Benefit Each Month	07/22/2015	12/31/15

Individual Status

Individual Name	Line#	CIN	Prg	Status	Status Reason	Date
	01		PA	AC		07/22/2015
Category	No Deprivation		MA	AC		07/01/2015
			ES	AC		07/22/2015

Next Previous Ignore Errors Show Individual Data Run Rules Create CNS

Click on the  
POS Data  
tab.

Select the newly saved budget number from the drop-down menu in the “**Budget Number**” field.

## Attachment B

Click “**Show Individual Data.**”

Change the individual’s Employability Code to **27** (Employed Part-time or Full-time/Non-Exempt).

Click “**Run Rules.**”

Version 19.1.1 - Paperless Office System - [TAD Data - Undercare] 2:20:06 PM Tuesday, August 18, 2015

File Edit Tools Window Help

**UNDERCARE**

WMS Data POS Data

Case Number	Suffix	Center	Unit Worker	Rule Status	Proj. No.	Acct. No.	Reuse Case No
1		Hunts Point Job Cer	CASIJ	UNTESTED			

M3E Indicator: 0 Utility Guarantee: Interview Date: 08/12/2015 CED Date: 08/12/2015 WMS Bdg# 2 Notice #

Case Suff: i Case Name: Language: English Notice Language: English Language Read: English Homebound Ind: Yes SNET Indicator:

60 Mo 24 Mo EMG Indicator: EMG Dates: From: 00/00/0000 To: 00/00/0000 Notice # 0

Category	Prg	Status	Status Reason	From Date	To Date
SNCA	PA	ACTIVE	A30-PA Approval - Same Benefit each Month	07/22/2015	00/00/0000
	MA	ACTIVE	A30-PA Approval - Same Benefit each Month	07/01/2015	00/00/0000
	FS	ACTIVE	A30-Same Benefit Each Month	07/22/2015	12/31/2015

Individual Name: Line # CIN: PRG Status: Status Reason: Effective Date Rule Status

Individual Name	Line #	CIN	PRG	Status	Status Reason	Effective Date	Rule Status
	i		PA	AC		07/22/2015	UNTESTED
			MA	AC		07/01/2015	
			FS	AC		07/22/2015	

Cat Code 09

Row 1 of 1

Next Previous Ignore Errors Show Individual Data Run Rules Create CNS

Select new budget number from drop-down menu.

Click “Show Individual Data” and change the Employability Code to **27** (Employed Part-time or Full-time/Non-Exempt).

Click “Run Rules.”

Once rules have been run in the TAD, prepare for Supervisor’s approval.

# Attachment B

Version 19.1.1 - Paperless Office System - [TAD Data - Undercare] 2:20:06 PM Tuesday, August 18, 2015

File Edit Tools Window Help

**UNDERCARE**

WMS Data				POS Data			
Case Number	Suffix	Center	Unit Worker	Rule Status	Proj. No.	Acct. No.	Reuse Case No
1		Hunts Point Job Cen	CASU	UNTESTED			
M3E Indicator	Utility Guarantee	Interview Date	CED Date	WMS Bdgt#	Notice Bdgt#		
0		08/12/2015	08/12/2015	2			
Case Suf	Case Name	Language	Notice Language	Language Read	Homebound Ind	SNET Indicator	
1		English	English	English	<input checked="" type="radio"/> Yes <input type="radio"/> No		
60 Mo	24 Mo	EMG Indicator	EMG Dates:	From:	To:	Notice # N0	
			From:	00/00/0000	00/00/0000		
Category	Prg	Status	Status Reason		From Date	To Date	
SNCA	PA	ACTIVE	A30-PA Approval - Same Benefit each Month		07/22/2015	00/00/0000	
Amp Date: 00/00/0000							
	MA	ACTIVE	A30-PA Approval - Same Benefit each Month		07/01/2015	00/00/0000	
Delink MA from PA? <input type="checkbox"/>							
	FS	ACTIVE	A30-Same Benefit Each Month		07/22/2015	12/31/2015	
Individual Name	Line #	CIN	PRG	Status	Status Reason	Effective Date	Rule Status
	1		PA	AC		07/22/2015	UNTESTED
Cat Code	09		MA	AC		07/01/2015	
			FS	AC		07/22/2015	

Row 1 of 1

Next Previous Ignore Errors Show Individual Data Run Rules Create CNS

## Attachment C

### Descriptions of FIA3A Action Codes

**167I: FIA3A** in process. This code is posted by the system once the user has initiated an **FIA3A** by entering data in any one of the **FIA3A** fields. This code also signifies that the **FIA3A** is incomplete and the case is not ready for rebudgeting. The **167I** will be listed on the **FIA3A** worklist.

**167V: FIA3A** initiated by the Vendor. The designated Worker must sign off on behalf of the Vendor by entering the date Vendor completed the **FIA3A** on the Worker Complete Screen. The **167V** will be listed on the **FIA3V** worklist.

**167U: FIA3A** completed, case is ready for automatic re-budgeting. Budgeting action will not take place until the date of first pay. On the date of first pay, the case is sent to WMS for re-budgeting. The system will post **167U** for all cases pending automated rebudgeting. The **167U** will be listed on the **AUTOR** worklist.

**167F: FIA3A** completed. If the participant is employed full-time (35 hours or more) the system will post **167F**. The **167F** will be listed on the **EMPFT** worklist. (Manual and automated budgets)

**167W: FIA3A** completed. The participant is employed full-time, no documentation submitted. The **167W** will be listed on the **EMPFT** worklist. (Manual and automated budgets)

**167P: FIA3A** completed. If the participant is employed part-time (less than 35 hours) the system will post **167P**. The **167P** will be listed on the **EMPPT** worklist. (Manual and automated budgets)

**167Q: FIA3A** completed. The participant is employed part-time, no documentation submitted. The **167Q** will be listed on the **EMPPT** worklist. (Manual and automated budgets)

**167M:** Posts when the budget is rejected for clockdown by WMS. The case is placed on the **FIA3A** worklist for manual processing. The reason for the rejection will appear in the Comment field of the **167M**.

**167D: FIA3A** completed, case cannot be automatically re-budgeted. A manual WMS budget must be calculated. The system will post the **167D** on all cases that are exempt from the automatic re-budgeting process. The **167D** will place the case on the **FIA3A** worklist.

## Attachment C

**167R: FIA3A** completed, manual WMS budget calculated and saved. The Worker has calculated a WMS budget and has completed the budget questions on the **FIA3A** form. The case is ready for supervisor approval. The **167R** will be listed on the **FIA3A** worklist. (Manual budgets only)

**167N: FIA3A** not approved. If the supervisor does not approve of the **FIA3A**, he/she will enter 'N' and the date of disapproval in the 'Supervisor Approved' field. The system will post **167N**. The **167N** will be listed on the **FIA3A** worklist. (Manual budgets only)

**167X:** Removes a case from the worklist. When a Worker ends a job situation on an open **FIA3A**, the system will automatically post the **167X**.

**167T: FIA3A** initiated for an inactive case. In these instances, if there is an open **167I**, the Worker will be permitted and should complete the data entry on the **FIA3A**.

### Worklist Descriptions

**AUTOR:** This worklist is for all FIA3As awaiting automatic re-budgeting.

**FIA3A:** This worklist is for all FIA3As that require manual budgets.

**FIA3V:** This worklist is for all cases where the FIA3A was completed by the Vendor.

**EMPPT:** This worklist is for all FIA3As where the participant is employed part-time.

**EMPFT:** This worklist is for all FIA3As where the participant is employed full-time.

### FIA3A DESK GUIDE

Complete:	NYCWAY Auto-Posted Action Codes	Worklist(s)
<p><b>Complete an <u>Earned Income</u> FIA3A for:</b></p> <ul style="list-style-type: none"> <li>• <b>Applicants</b> applying for ongoing assistance who are reporting earned income.</li> <li>• <b>Participants</b> who are reporting earned income between recertifications.</li> <li>• <b>Participants</b> with an employment sanction who are providing verification that they are currently <u>employed</u>.</li> </ul>	167U	<b>AUTOR</b>
	167D, 167M, 167N, 167R, 167I	<b>FIA3A</b>
	167P, 167Q	<b>EMPPT</b>
	167F, 167W	<b>EMPFT</b>
<p><b>Complete a <u>Documentation Only</u> FIA3A for:</b></p> <ul style="list-style-type: none"> <li>• <b>Applicants:</b> <ul style="list-style-type: none"> <li>○ applying for a one-time emergency grant (<b>One Shot Deal/EAF, ESNA</b>).</li> <li>○ non-citizen multi-suffix cases.</li> </ul> </li> <li>• <b>Participants:</b> <ul style="list-style-type: none"> <li>○ reporting income at a recertification interview.</li> <li>○ who are employed students under the age of 21.</li> <li>○ updating information where earned income is already budgeted and there is <b>no change in income amount, but there <u>are</u> changes in the job details</b>.</li> <li>○ in the Grant Diversion Program (GDP), such as Temporary Employment Assistance Program (TEAP), Parks Opportunity Program (POP), or programs administered through Business Link.</li> <li>○ non-citizen multi-suffix cases.</li> </ul> </li> </ul>	<p style="text-align: center; font-size: 48px; color: blue; opacity: 0.5;">SAMPLE</p> <p style="text-align: right; font-size: 24px;">16FI</p>	<p><b>NONE</b></p>
<b>Worklist Descriptions</b>		
<p><b>AUTOR:</b> This worklist is for all FIA3As where the date of first pay is in the future.</p> <p><b>FIA3A:</b> This worklist is for all FIA3As that require manual budgets.</p> <p><b>FIA3V:</b> This worklist is for all cases where the FIA3A was completed by the Vendor.</p> <p><b>EMPPT:</b> This worklist is for all FIA3As where the Participant is employed part-time.</p>	<p><b>EMPFT:</b> This worklist is for all FIA3As where the Participant is employed full-time.</p> <p><b>SSUPV:</b> As it relates to the <b>410A</b>, it is a system-generated Notice of Intent.</p>	



### FIA3A DESK GUIDE

Action Code	Descriptions of FIA3A Action Codes	Worklist	Action Required
167I	FIA3A initiated/incomplete.	FIA3A	NONE
167R	FIA3A completed. Manual WMS budget calculated and saved.	FIA3A	Ready for supervisor approval
167N	FIA3A not approved.	FIA3A	NONE
167V	FIA3A initiated by the Vendor.	FIA3V	The designated HRA worker must sign off on behalf of the Vendor
167U	FIA3A completed. Ready for automatic re-budgeting.	AUTOR	NONE On the date of first pay, the cases are sent to NYCWAY to be checked against their upfront edits.
167D	FIA3A completed. Case does not qualify for automatic re-budgeting.	FIA3A	A manual WMS budget must be calculated.
167M	Budget is rejected for clock down, or at any time during clock down, by WMS.	FIA3A	Manual processing
167F	FIA3A completed. Participant is employed full-time (35 hours or more).	EMPFT	NONE
167W	FIA3A completed. Participant is employed full-time, no documentation submitted.	EMPFT	NONE
167P	FIA3A completed. Participant is employed part-time (less than 35 hours).	EMPPT	NONE
167Q	FIA3A completed. Participant is employed part-time, no documentation submitted.	EMPPT	NONE
167X	Removes a case from the worklist.	NONE Worker ends a job situation on an open FIA3A.	NONE
167T	FIA3A initiated for an inactive case.	NONE	If there is an open 167I, the Worker will be permitted and should complete the data entry on the FIA3A
410A	Budget is clocking down in WMS. FIA3A has generated a 167F/167W or 167P/167Q transaction that results in a pending budget adjustment in WMS.	SSUPV	NONE
16FI	FIA3A Informational Only. Documentation Only FIA3A is complete.	NONE	For Participants in a Grant Diversion Program (GDP), such as Temporary Employment Assistance Program (TEAP), Parks Opportunity Program (POP), or programs administered through Business Link, FIA3A is completed by designated staff only.

### Employment Worklist Desk Guide

(To be used by designated staff to monitor the employment worklist)

Worklist	Review Frequency	Look for the Following	Required Action	Additional Notes
<b>AUTOR</b>	Weekly	<b>167U</b> Data entry completed. Awaiting auto re-budgeting.	No action required until FAD expires	Ensure budget processes correctly
<b>EMPFT/EMPPT 167F/167P</b>	Daily	<b>167D</b> Manual budget required	Budget income manually	Ensure employment verification is scanned and indexed
		<b>410A</b> FIA3A budget pending in WMS	No action required	
		<b>167M</b> Automatic budget errored out. Manual budget required.	Manual budget	A new clock starts if the 167M posts
		<b>167W 167Q</b> Pending documentation	Ensure documentation has been scanned/indexed prior to budgeting the income	See page 2 for the appropriate document types to use when indexing documents.
<b>FIA3A - 167D</b>	Daily	<b>020A</b> Earned income changed from \$0 to amount.	If these codes are not found, then a manual budget must be processed.  If these codes appear, a budget was processed.	Check the HRA OneViewer to ensure that the documentation is in the case record.  Check the imaging list in the HRA OneViewer to determine if documents were imaged, but not indexed.
		<b>020I</b> Earned income increased in budget.		
		<b>020D</b> Earned income decreased in budget.		
<b>FIA3V</b>	Daily	<b>167V</b> FIA3A initiated by Vendor	Review FIA3A and compare information with the documents in the HRA OneViewer. FIA3A is signed off by JOS/Worker.	The 35 day clock down starts when the FIA3A is signed off by the JOS/Worker.
		<b>167U</b> Will post if the 1st day of pay is in the future		
<b>NHMAT NHTLX NHNIC</b>	Monthly	Check WMS to determine if the income is already budgeted.  Look for age of person with earned income (sometimes it's a minor).	A call in is required to verify employment and gather documents.  Budget income either manually or via the FIA3A process.	Alerts are sent to designated staff when the cases have been posted to the appropriate worklist.
<b>Unbudgeted</b>	Weekly	These are cases that require a manual budget.	Check the HRA OneViewer for employment documentation, then budget the income manually, as an FIA3A was already completed.	Take note of the action date, as the 35 day clock down would have started already.

**Employment Worklist Desk Guide**  
(To be used by designated staff to monitor the employment worklist)

**Employment documents should be indexed as one of the document types listed below:**

Document ID	Document Type	Folder
548	Pay Stubs	Income/Financial Statements
556	Job Letter	Income/Financial Statements
758	Other Income Statement	Income/Financial Statements
820	Statement from expected Other Income Source	Income/Financial Statements
928	Statement from Employer	Income/Financial Statements
996	W-532 Letter to Past/Present Employer	Income/Financial Statements
5204	Employment Documentation	Employment Documents
6018	DSS-3707 Employment Verification	Employment Documents
6816	W-575T Declaration of Employment	Income/Financial Statements
6851	Rental Assistance Unit (RAU) Proof of Income	Rental Assistance Unit (RAU)
6942	W-592G Employment and Wage Verification Form	Employment Documents
7035	W-592Q Employment and Wage Verification Form	Employment Documents
7303	Current wage stubs and Statement of Tips	Income/Financial Statements
7304	Records related materials concerning self-employment earnings expenses	Income/Financial Statements
7448	Employer letter indicating the number of hours worked and rate of pay	Income/Financial Statements
7450	Statement from applicant participant attesting to unverifiable income	Income/Financial Statements
7379	W-274U - Attestation of Employment as a Childcare Provider	Income/Financial Statements
7380	W-274UU - Income Verification for Child Care Provider Letter	Income/Financial Statements
7598	The Work Number Income Verification Print-out	Income/Financial Statements