



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY DIRECTIVE #18-13-ELI

### MAILER AND MATCH ACTION PROGRAM (MMAP)

*(This Policy Directive Replaces PD #12-16-ELI)*

<b>Date:</b> July 13, 2018	<b>Subtopic(s):</b> SNAP Periodic Report, Web Integrated System for Employment (WISE) Worklist, and PARIS Match Processing
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#### AUDIENCE

The FIA Mailer and Match Action Program (MMAP) processes certain case actions on behalf of citywide Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers. MMAP processes NCA SNAP case actions as a result of the periodic reporting process, computer matches, worklists, and mass re-budgeting reports. The instructions in this policy directive are for MMAP staff and are informational for all others.

#### POLICY

SNAP participants are required to report certain changes in their household income, employment, and household composition. There are different timeframes in which SNAP participants are required to report these changes. Two of the most common times to report changes are at recertification and for those households subject to the six-month reporting rules, when they are required to submit a Periodic Report (**LDSS-4310**).

NCA SNAP households subject to the six-month change reporting rules are mailed a Periodic Report in the fifth month of their twelve month SNAP certification period.

MMAP staff is responsible for reviewing the reports and making any required changes on the NCA SNAP case. MMAP staff also processes case actions based on various computer matches and worklists that they receive concerning NCA SNAP households.

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

## I. NCA SNAP Periodic Reporting Requirements

### A. Periodic Report

NCA SNAP households who are mailed a Periodic Report must complete, sign, and return the Report by the tenth day of the sixth month of their twelve month certification period. If the household returns the Periodic Report after the tenth day of the sixth month, the report is not considered submitted in a timely manner. The household must return a completed Periodic Report in a timely matter even if the household has no changes to report.

See PD #17-18-ELI for the ABAWD procedure.

If the household has an ABAWD, the ABAWD must work or participate in a work activity for at least 80 hours each month. The **LDSS-4310** has a checkbox, which the ABAWD/household should check if the ABAWD did not work or participate in a work activity for at least 80 hours in each month.

## II. NCA SNAP Computer Match Requirements

### A. Computer Matches

See PD #10-30-OPE Clarification Regarding Computer Matches

In order to take action on a NCA SNAP case as a result of a computer match, the information must be considered verified upon receipt. "Verified upon receipt" means that no further verification of the information is required because the information is:

- Not questionable;
- Timely; and
- From a primary source.

Questionable

When information is not questionable it means that the information is not contrary to:

- (a) what the participant is stating or has stated in the past, or
- (b) document(s) the participant provides/provided in the past.

An example of questionable is the participant stating that they are a U.S. citizen but they provide a non-citizen work authorization issued ten days prior to the application for SNAP benefits.

Timely

Timely means that the information was submitted within the required time frame, i.e. current bank statement within the last 30 days.

Primary Source

Information from a primary source means that the information is produced by the organization which is providing the information, i.e. death records from the Department of Vital Statistics or Prison records from the NYS Department of Corrections.

**BACKGROUND****I. Where MMAP Gets Its NCA SNAP Case Data****A. Periodic Reports**

See PB #18-20-OPE  
ACCESS HRA SNAP  
Periodic Report

SNAP participants have the option to submit their Periodic Report by mail, fax, in-person at a SNAP Center, or online through ACCESS HRA (E-Periodic).

MMAP staff will receive information from Periodic Reports in a manner that depends on the method that the household submitted the Report.

Case Alert for Periodic  
Reports submitted  
online.

Periodic Reports submitted online by SNAP participants will go directly into SNAP Paperless Office System (POS). Periodic Reports submitted online through ACCESS HRA will have a Case Alert on the Overview screen, stating “E-Periodic Report Submitted via ACCESS HRA” to alert staff that a Periodic Report has been submitted online.

Periodic Reports submitted by mail, fax, or in-person at an NCA SNAP Center will be received by the Income Clearance Program (ICP). ICP staff will data enter the information on the Report into the ICP Web. The information will be transferred from the ICP Web to SNAP POS.

**B. Computer Matches**

See PB #16-60-OPE for  
the IVS Desk Guide

MMAP staff obtains information on computer matches for the NCA SNAP cases from the Information Verification System (IVS). IVS is a web application that retrieves, stores, and maintains data from computer matches as a historical record. IVS permits staff to view each previous match result produced to verify case information reported by SNAP participants in the Periodic Report, Follow-up to the Periodic Report (**LDSS-4310A**) and the E-Periodic (submitted online through ACCESS HRA).

IVS has matches from the various primary sources:

- i. **TALX** for employment and income verification,
- ii. NYC Employee,
- iii. ACCIS Child Care Management and Payment System,
- iv. Child Support Income verifying payments received through the Office of Child Support Services (OCSS),
- v. Vital records,
- vi. New York City Housing Authority (NYCHA) and;
- vii. Housing Preservation and Development (HPD) Section 8.

MMAP staff will also use the Public Assistance Reporting Information System (**PARIS**) match and the **Prison** match. The **PARIS** match lists applicants/participants who are in receipt of Cash Assistance (CA) or SNAP benefits in another state/duplicate assistance and the **Prison** match shows applicants/participants who are incarcerated in state, city or county jails. Both the **PARIS** match and the **Prison** match are considered verified upon receipt and MMAP staff must take immediate action to re-budget or close the NCA SNAP case.

### C. WISE Worklists and Mass Re-budgeting Reports

The Web Integrated System for Employment (**WISE**) worklists provide MMAP staff with employment information on the participant obtained from Career Services providers. The Worklists also contain information on participants who claim to be exempt from the ABAWD work requirements.

See PD #17-18-ELI.

In addition, MMAP staff re-budget NCA SNAP cases on the following reports:

- i. Mass Re-budgeting (MRB) exclusions for Social Security Administration (SSA) Cost of Living Adjustments (COLA),
- ii. Thrifty Food Plan – NYS Center for Employment and Economic Supports (CEES),
- iii. New York City Housing Authority/ Housing Preservation and Development (NYCHA/HPD) Shelter Change.

MMAP staff also process SNAP case actions based on information from the Exception Listing of Prisoner Closings and the SNAP Social Security Numbers (SSN) Validation Failure to Comply (FTC) listing.

## II. How MMAP Staff Processes NCA SNAP Case Information

MMAP staff processes NCA SNAP case changes in POS, utilizing the SNAP **Change Case Data** activity, the IVS and the HRA One Viewer. See the Required Actions section of this policy directive for more instructions on processing case changes.

### **III. What MMAP Staff Must do with NCA SNAP Case Information**

#### **A. Periodic Reports**

MMAP staff must access information concerning the Periodic Reports entered into the ICPWeb as well as those submitted by the participant via online submission from the SNAP Change Case Data activity in POS. The SNAP Change Case Data activity was recently converted to the Streamlined POS workflow, allowing staff to easily navigate to the relevant section of the case through a navigation bar.

#### **B. Computer Matches, Worklists and Mass Re-budgeting**

MMAP staff must always review IVS, the **WISE** worklists, **PARIS** and **Prison** matches, as well as the aforementioned mass re-budgeting reports for information that may affect a participant's SNAP eligibility and benefit levels. The staff should process any required case actions as a result of these matches, worklists, or reports.

## **REQUIRED ACTION**

### **I. Periodic Report Processing**

Supervisors at MMAP will assign the cases that are loaded into SNAP POS to the Workers at MMAP who will:

- Select the **SNAP Change Case Data** for the case in their queue and click on the **Start** button to launch the activity in **Streamlined POS**.
- If the activity is assigned manually, the Worker must select the **SNAP Change Case Data** activity through the Action menu, search for the case and click on the "**Perform Specified Action**" button to launch the **SNAP Change Case Data** in **Streamlined POS**. **Streamlined POS** will open IVS and the HRA One Viewer when the activity starts.
- Review match data in IVS and compare it to the information provided by the household in the Periodic Report.
- Address and resolve any matches found on IVS in the **Streamlined POS** activity.
- Review the data loaded into **Streamlined POS** for each Periodic Report.
- Review a copy of the Periodic Report and any documentation submitted by the household in the HRA OneViewer.
- Review any TALX match and/or Resource File Integration (RFI) match information which is located in **Change Case Data** in **Streamlined POS**.

- Determine if any changes need to be made in **Streamlined POS** for submission to the Supervisor and transmission to the Welfare Management System (WMS).

A. Periodic Reports With No Changes

If the MMAP Worker determines that there are no changes to be made, they will input a comment in **Streamlined POS** that the household has complied with the periodic reporting process and there were no changes. MMAP staff are not required to do a new WMS budget for cases with no changes. MMAP staff must submit the case to the MMAP Supervisor's queue for approval.

B. Periodic Reports with Changes

Decrease in SNAP benefits

MMAP Workers must process information submitted on or with a signed and completed Periodic Report that will result in a decrease or termination of SNAP benefits (even if the change is not verified) unless the change is due to a decrease in a simplified deduction. Simplified deductions are non-move shelter expenses, medical or dependent care expenses.

Increase in SNAP benefits.

Households whose SNAP benefits will increase as a result of information submitted on the Periodic Report (e.g. a decrease in income or an increase in expenses), cannot receive an increase in SNAP benefits until verification of the change has been provided.

Unverified reported changes that will increase SNAP benefits.

When a change reported on the Periodic Report will result in an increase in SNAP benefits but the household did not include documentation to verify the change, the MMAP Worker must generate the Notice of Documentation Required – Change in Household Circumstances (**W-132S**) using the **Form Data Entry** window in POS. The **W-132S** informs the household that they must verify any changes that will result in an increase in SNAP benefits.

Form **W-132S** with a due date of 15 days will be mailed automatically to the household through the **Print-to-Mail** (PTM) process along with the Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (**W-129G**) and a postage paid return envelope addressed to the household's Home Center. The MMAP Worker must access the **Print Forms** window and click the **Next** button to initiate the mailing of the forms.

Do not close the SNAP case for failure to provide documentation.

Households that return a signed and completed Periodic Report in a timely manner are considered to have complied with the periodic reporting process and are not to be closed for failure to submit documentation with the Periodic Report.

As a household's SNAP case cannot be closed for failure to submit documentation along with the Periodic Report, the MMAP Worker is to complete the case without applying the unverified changes, if those changes would have resulted in an increase in SNAP benefits.

The MMAP Worker must enter a comment in POS that the case was processed without applying the changes because the household failed to include verification of the changes that would have increased the household's benefits. If the SNAP household submits verification of the changes at a later date, the changes will be acted upon by the Home Center.

Once the MMAP Worker has completed all the required actions for the periodic reporting process, he/she must forward the case to the supervisor's queue. The MMAP Supervisor will:

- review the case (using the **Approve SNAP Change Case Data** activity) in POS to ensure that all required actions were taken;
- complete the approval process in a timely manner to ensure that any change in benefits or closing action is effective for the seventh month of the household's certification period; and
- transmit changes to WMS, if applicable, from the approval activity.

#### C. Periodic Reports Returned as Undeliverable

ICP staff selected "Yes" (address is different) to the question "Is case Address and WMS Address different?"

If the ICP staff selected "Yes" (address is different) to the question "Is case Address and WMS Address different when a Periodic Mailer is returned as undeliverable, the MMAP Worker will make sure that the address in WMS is correct by matching it against the documentation in the HRA OneViewer.

If the address in WMS is correct, the MMAP Worker must:

- i. mail the household a new **LDSS-4310** and a postage paid return envelope
- ii. annotate the new **LDSS-4310** with a due date of at least 10 calendar days from the mailing date
- iii. write a case comment in POS that a new Periodic Report was mailed because the previously mailed report was sent to a prior address
- iv. If an **E50** closing is clocking down, process a Settled in Conference (SIC) in POS

See **PB #12-15-SYS** for SNAP Settled in Conference Activity in SNAP POS.

- v. If the case is already closed with code **E50**, re-open the case by accessing the SNAP Change Case Data activity in POS, re-opening the case in the **TAD** window and processing updates.

If the household returns a signed and completed Periodic Report by the new date, the MMAP Worker will:

- i. review the Periodic Report and any documentation submitted by the household;
- ii. review IVS, **TALX** and/or **RFI** match information; and
- iii. determine if any changes need to be made.

If any changes need to be made in WMS, process the required actions in Streamlined POS as described above. If the household's SNAP benefits will be terminated or reduced as a result of information submitted on or with the Periodic Report, only provide the household with adequate notice.

If the household fails to return the **LDSS-4310** by the new due date, the MMAP Worker will close the case using closing code **E50**.

D. Periodic Reports Hand Delivered to the SNAP Center

Case is active

If an individual brings a Periodic Report to a SNAP Center, and the case is active, the SNAP receptionist will give the signed and completed Periodic Report to the designated Worker who will scan and index the Periodic Report and any enclosed documentation.

The ICPWeb will retrieve the scanned and indexed Periodic Report and any supporting documentation, and place it into a queue for the ICP staff to process. The ICP Web will transmit the information entered by the ICP staff into Streamlined POS for MMAP processing.

If a closing is clocking down for failure to comply with the periodic reporting process, the ICPWeb will pass a file to WMS and stop the closing.

Case is closed and household submits the Periodic Report before the end of the sixth month of the certification period.

If the case is already closed for failure to comply with the periodic reporting process, but the household submitted a signed and completed Periodic Report to the Home Center before the end of the sixth month of the household's certification period, the Periodic Report and any attached documentation must be given to the Home Center's Mail Processing Unit to process the re-opening of the case.



Case is closed for 30 days or less and the household submits the Periodic Report after the end of the sixth month of the certification period.

If the case is already closed for failure to comply with the periodic reporting process and the household submits a signed and completed Periodic Report after the end of the sixth month of the household's certification period, the SNAP household will be eligible to have their case reactivated without the requirements of filing a new application and being interviewed. The household will be eligible for reactivation if:

See PD #13-15-ELI

- the household is eligible to continue to receive SNAP benefits;
- the case has been closed for 30 days or less; and
- there are at least four months remaining on the household's previous SNAP certification period

Case is closed more than 30 days.

If the SNAP case is closed for more than 30 days for failure to comply with the periodic reporting process, the household no longer qualifies for a SNAP reactivation. In order to receive SNAP benefits again, the household is required to reapply.

E. Periodic Reports Received Through ACCESS HRA

See PB #18-20-OPE for ACCESS HRA SNAP Periodic Reports

Workers at MMAP will access the Periodic Mailer received through ACCESS HRA in POS using the **SNAP Change Case Data** activity. The supervisor at MMAP will assign the case to the worker from the NCA Periodic Mailer queue.

MMAP staff who access the Periodic Mailer submitted online will process the information as directed the **Required Actions** Sections I(A) and (B) on pages 6 and 7 above, (Periodic Reports With No Changes and Periodic Report with Changes, respectively).

Documents that support an increase in benefits

If missing or additional documentation is required from the participant to process an increase in benefits, the Worker must send the **W-132S** and the **W-129G** and a postage paid return envelope addressed to the participant's Home Center. The MMAP Worker will prepare the **W-132S** in POS and access the Print Forms window to trigger the mailing of the form via PTM.

Documents which are mandatory for eligibility determinations

If the missing documentation is mandatory for an eligibility determination, the MMAP Worker must send the household the Supplemental Nutrition Assistance Program (SNAP) Request for Contact/Missed Interview (**LDSS-4753**). The MMAP Worker will mail the **LDSS-4753** with a return envelope addressed to the participant's Home Center. Refer to the **W-129G** to determine if the documents are mandatory for an eligibility determination.

F. Periodic Reporting process for households with an ABAWD

See PD #17-18-ELI for the ABAWD procedure.

The ICP Web Service will identify cases in which anyone in a household that has returned a Periodic Report has an ABAWD indicator code of **A** (non-waived ABAWD) or if the household annotated the checkbox that someone in the household did not meet the ABAWD work requirements for any month. POS will put the case in an ABAWD queue that will require an ABAWD eligibility review by MMAP staff.

MMAP staff are required to access the ABAWD Work Requirements Compliance Tracking Calendar in POS for any cases in the ABAWD queue to determine:

- i. if an individual met the ABAWD work requirements for any calendar listed countable month since the last certification or
- ii. if the individual should have been exempt or waived for any calendar listed countable month since the last certification.

See PB #17-89-SYS Attachment A for the ABAWD Override Process

If the MMAP staff determines that a calendar listed countable month should be removed, the MMAP worker should process an override.

**II. Computer Matches**

See PB #16-60-OPE and PB #17-75-SYS.

MMAP staff must access the IVS web application to review any computer matches that appear on cases, which the staff are assigned, that are not part of the Periodic Report Process.

A. PARIS Match Processing

See PD #10-30-OPE

Investigation, Revenue and Enforcement Administration (IREA)/Bureau of Fraud Investigation (BFI) receives the **PARIS** and **Prison** matches (for single person households as well as for households greater than one) from the Office of Temporary Disability Assistance (OTDA).

In June 2010 some NCA SNAP **PARIS** match processing became automated in WMS, in an effort to efficiently close appropriate cases.

MMAP will take all line removal actions for NCA SNAP cases with a **PARIS** match.

BFI will print the **PARIS** match information from the Investigative Reporting Information System (IRIS) for cases that were not automatically closed and forward it to MMAP. MMAP is responsible for and will take all **line** removal actions for NCA SNAP cases with a **PARIS** match.

All household members found on the **PARIS** match.

If every member of a household (household size of one or more) is found on a **PARIS** match, WMS will automatically close the case with closing code **N67** (Duplicate Assistance, PARIS Match).

Some household members found on the **PARIS** match.

If only the casehead is found on a **PARIS** match and only children remain on the case, MMAP staff will close the entire case using case closing code **N66**.

All automated closings due to a **PARIS** match will have a closing code **N67**, and all line removals or manual data entry actions will have a closing code of **N66**.

All relevant information concerning the other state, including contact information, is captured in the Individual Case Report which is available in the HRA OneViewer once all required action(s) has (have) been completed.

### B. Prison Match Processing

See PD #10-30-OPE

The Welfare Management System (WMS) is programmed to automatically close single person NCA SNAP cases found on the Prison match. These single person cases are run against the file from OTDA. If there is a match with the Client Identification Number (CIN) and case number on the Prison match WMS will close the case using closing code **F63**.

If there is no match between the CIN and case number, WMS will not generate the closing and the case number will appear on the Exception report that will be sent to the OTDA Audit and Quality Control – Program Integrity Unit.

MMAP receives a monthly Exception Listing of Prisoner Closings from the NYS Department of Correctional Services and Division of Criminal Justice Services (**WINR0678** – Prison Match). MMAP staff will process case closings in POS for participants who appear on this Exception listing.

### III. **WISE Worklist Processing**

WISE contains various worklists that were created as a result of information/documentation obtained by Career Services providers during their assessments of individuals who are active on an NCA SNAP case.

MMAP staff will access the worklists and review the information/documentation uploaded by Career Services. Based on the outcome of Vendor Call-in, the MMAP Worker will determine if any actions need to be taken on the case. Possible actions that may need to be taken include:

- changes in an individual's SNAP employability code;
- changes in an individual's ABAWD indicator code;
- budget changes due to a change in the number of hours worked or income earned;
- changes in household composition; and
- changes in an individual's residence.

If MMAP staff determines that action is required on the case based on the information in WISE, the MMAP Worker should process the action in POS and document the case notes appropriately.

#### **IV. Mass Re-budgeting Reports**

##### **A. Social Security Administration MRB Exception Processing**

A mass re-budget (MRB) is run in WMS each December to update the cases with individuals in receipt of RSDI/SSI or Veterans Benefits. The MRB includes the automatic recalculation of all pending budgets affected by the Retirement, Survivor's, Disability Income/ Supplemental Security Income (RSDI/SSI) Cost of Living Adjustment (COLA).

Each year a Notice of Mass Change is sent to all participants whose SNAP benefits will be reduced effective January of the following year because of the RSDI/SSI increase.

Cases included in the MRB can be identified by the unique authorization number **33333238**, and can be seen on the WMS Case Action History screen. The following are excluded from the MRB:

- Cases requiring bottom-line budgeting;
- Cases with invalid financial involvement codes;
- Cases in error status.

The MRB SNAP Services Exclusion Report lists all NCA SNAP cases that were excluded from the MRB. These cases will be forwarded to MMAP for re-budgeting.

The MMAP Worker must:

- determine if any of the individuals on the case are in receipt of SSI benefits
- obtain the updated amount from the SDX Inquiry screen
- make a referral to the SOLQ liaison to obtain the new amount of benefits for individuals in receipt of RSDI

See PB #14-133-SYS for instructions on SOLQ.

After obtaining the new amount of benefits, the MMAP Worker must take all required actions to budget the income appropriately using the **SNAP Change Case Data** activity in POS.

- If the household remains eligible for SNAP benefits, authorize a budget in POS that reflects the change in income. CNS will generate the appropriate notice.
- If the household is no longer eligible for SNAP benefits, close the SNAP case in POS using closing code **E39** (Excess Income – COLA). CNS will generate the appropriate closing notice.

Closings for failure to furnish, apply for or validate an SSN

In addition to the above, MMAP also processes closings for cases using the **SNAP Change Case Data** activity in POS where the applicant/participant fails to furnish, apply for or validate a SSN. These cases are provided in a listing from the Office of Central Processing (OCP).

#### B. NYS Center for Employment and Economic Supports MRB

Every October, OTDA emails the Thrifty Food Plan NYS Center for Employment and Economic Supports (CEES) MRB Exclusion Report to the NCA SNAP centers. This is a list of cases that should be closed or have re-budget changes to the Standard Utility Allowance (SUA), the Standard Deduction and/or Excess Shelter Table amounts. MMAP staff is responsible for processing these changes.

#### C. New York City Housing Authority/Housing Preservation and Development (NYCHA/HPD) MRB Shelter Change

MMAP staff process MRB for changes in shelter for cases with NYCHA and HPD shelter on the budget. OTDA uploads this list of cases to MMAP on the New York City Housing Authority/Housing Preservation and Development (NYCHA/HPD) MRB Shelter Change.

MMAP staff will access and process the changes from the **WINR0639** Exclusion report (cases to be reviewed) and **WINR00006** Error Report (cases closed prior to the MRB update) using the **SNAP Change Case Data** activity in POS.

D. Home Energy Assistance Program (HEAP) Heating Cooling Standard Utility Allowance (HCSUA) MRB

The HEAP HCSUA MRB is a mass re-budget of HEAP eligible cases when the full SUA has to be issued. These cases appear on the **WINR0639** exclusion report and the **WINR00006** error report sent to MMAP every month from OTDA.

MMAP staff will:

- answer ‘**Yes**’ for the HEAP benefit received question in the **Housing Expenses** section in the **SNAP Change Case Data** which will populate the “**Full SUA (Level 1)**” field on the budget with an ‘**X**’
- calculate a new budget through POS
- save and authorize the budget on the TAD
- send the action to the MMAP Supervisor for approval and transmission to WMS

**PROGRAM IMPLICATIONS**

Paperless Office System (POS) Implications	Workers are required to make all required changes and take all closing actions through POS in the <b>SNAP Change Case Data</b> activity.
SNAP Implications	SNAP implications are discussed in this policy directive.
Medicaid Implication	There are no Medicaid implications.

## **FAIR HEARING IMPLICATIONS**

Avoidance/ Resolution	<p>MMAP staff must ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date and properly annotated to support all actions taken on a participant's case. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.</p> <p>Participants whose benefits are reduced or discontinued are entitled to request a Fair Hearing.</p>
Conferences at NCA SNAP Centers	<p>A participant can request and receive a conference with a Fair Hearing and Conference (FH&amp;C) AJOS I/Supervisor I at any time.</p> <p>If a participant comes to the NCA SNAP Center and requests a conference, the Receptionist must alert the Center Director's designee that the participant is waiting to be seen. If the participant contacts the Eligibility Specialist directly, the Eligibility Specialist must advise the participant to call the Center Director's designee.</p> <p>The Center Director's designee will listen to and evaluate the participant's concern regarding the case.. After reviewing the documentation and case record, the Center Director's designee will discuss 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 on whether the case action was correct.</p> <p>The Center Director's designee is responsible for ensuring that further appeal by the 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.</p>
Evidence Packets for the Job Center	<p>All Evidence Packets must contain a detailed History Sheet, copies of relevant WMS screen printouts, other documentation relevant to the action taken and copies of NYCWAY "Case Notes" screens.</p>
Evidence Packets for the NCA SNAP Center	<p>All Evidence Packets must include the returned envelope, address verification, notices sent, including any sent in the participant's preferred language, and any other pertinent information to support the Agency's action.</p>

**REFERENCES**

18 NYCRR §358.2-4  
 Supplemental Nutrition Assistance Program Source Book Section 9  
 (Agency Conferences), page 214


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**RELATED ITEMS**

PD #17-28-ELI January 2018 RSDI/SSI COLA Increases  
 PD #17-18-ELI Able-Bodied Adults Without Dependents (ABAWD)  
 PD #13-15-ELI Reactivation of Supplemental Nutrition Assistance  
 Program Cases Closed Less Than 30 Days  
 PD #10-30-OPE Clarification Regarding Computer Matches  
 PB #18-31-ELI SNAP Change Reporting Rules  
 PB #18-22-SYS SNAP Streamlined POS Version 2.0  
 PB #18-20-OPE ACCESS HRA SNAP Periodic Report  
 PB #17-75-SYS IVS POS Release Notes Version 1.2  
 PB #16-60-OPE Information Verification Service (IVS) Computer  
 Match Processing Desk Guide

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**ATTACHMENTS**

 Please use Print on  
 Demand to obtain copies  
 of forms

**FIA-1170** Information Verification Service (IVS) Computer  
 Match Processing Desk Guide  
**Attachment A WINR0678** Autoclose Prisoner Processing Report –  
 Pending Prisoner Closings  
**Attachment B WINR0639** FS Serv Exclusion Report – Cases Not  
 Rebudgeted  
**Attachment C WINR0006** FS Serv Error Report – Cases Not  
 Rebudgeted



## Information Verification Service (IVS) - Computer Match Processing Desk Guide

<b>Computer Match: TALX<sup>1</sup>, NYC Employee, ACCIS Childcare Provider Income</b>				
Eligibility Factor(s)	Verified Upon Receipt?	Comparison of Periodic Report & Match Results		Instructions/Annotations
		Periodic Report (LDSS-4310)	Match Result	
Earned Income	Yes	No change in Income or Job reported	Income (Gross Amount) and Employer's Information in Match consistent with <b>LDSS-4310</b> /Case Information.	Income/Employment Information is verified; no document request is needed for the eligibility factor.  If there is a change in income, budget income, per current procedures, and send notification of action taken on case, as required. If there is a loss of hours and the individual is subject to SNAP work requirements, check that s/he is not subject to a Voluntary Quit sanction.
		Change in Income or Job reported		
Earned Income	Yes	No change in Income or Job	a) Income (Gross Amount) in Match is More or Less than Income reported on <b>LDSS-4310</b> or in Case Information	(a/b) Budget income, per current procedure, and send notification of action taken on case, as required. If there is a loss of hours and the individual is subject to SNAP work requirements, check that s/he is not subject to a Voluntary Quit sanction.
		Change in Income or Job reported	b) New Income/Job on Match not reported on <b>LDSS-4310</b> or in Case Information.	
Earned Income	Yes	Loss of Job reported	Employee Status and Income in Match is consistent with <b>LDSS-4310</b> .	Loss of Employment is verified; no document request is needed for the eligibility factor. Budget income, per current procedures, and send notification of action taken on case, as required. However, if the individual is subject to SNAP work requirements, check that s/he is not subject to a Voluntary Quit sanction.
TALX : Able-Bodied Adult Without Dependents (ABAWD) Eligibility (Income and work hours only)	Yes	No report of work activity under 80 hours per month for able-bodied adult in H/H without child under 18.	a) Hours worked per month when calculated indicate H/H member works at least 80 hour per month. b) Hours worked per month and/or income when calculated indicate H/H member DOES NOT work at least 80 hour per month or meet ABAWD income minimum.	a) ABAWD work hours are verified.  (a/b) Worker should review work hours and income to see if change is needed in SNAP Employment Status Code and ABAWD indicator code. Question of ABAWD eligibility should be addressed at next recertification.  If there is a change in income, budget income, per current procedures, and send notification of action taken on case, as required. If there is a loss of hours and the individual is subject to SNAP work requirements, check that s/he is not subject to a Voluntary Quit sanction.

### Information Verification Service (IVS) - Computer Match Processing Desk Guide

Computer Match: TALX <sup>1</sup> , NYC Employee, ACCIS Childcare Provider Income ( <i>continued</i> )				
Eligibility Factor(s)	Verified Upon Receipt?	Comparison of Periodic Report & Match Results		Instructions/Annotations
		Periodic Report (LDSS-4310)	Match Result	
TALX : ABAWD Eligibility (Income and work hours only)	Yes	Report of work activity under 80 hours per month for able-bodied adult in H/H with no child under 18.	Hours worked per month when calculated are consistent with <b>LDSS-4310</b> .	<p>ABAWD work hours are verified.</p> <p>Worker should review work hours and income to see if change is needed in SNAP Employment Status Code and ABAWD indicator code. Question of ABAWD eligibility should be addressed at next recertification.</p> <p>If there is a change in income, budget income, per current procedures, and send notification of action taken on case, as required. If there is a loss of hours and the individual is subject to SNAP work requirements, check that s/he is not subject to a Voluntary Quit sanction.</p>
<p><b>ADDITIONAL NOTES:</b> 1) TALX – This match provides employment and income verification of employees of companies that register with the TALX corporation – <i>not all employers report information to TALX.</i></p>				

SAMPLE

Computer Match: Child Support Income				
Eligibility Factor(s)	Verified Upon Receipt?	Comparison of Periodic Report & Match Results		Instructions/Annotations
		Periodic Report (LDSS-4310)	Match Result	
Unearned Income, Household Composition	Yes	No change reported in Child Support Income	Income Amount for listed child/children in H/H member(s) in Match is consistent with <b>LDSS-4310</b> /Case Information.	<p>Child Support Income for listed child/children in H/H is verified; no document request is needed for the eligibility factor(s).</p> <p>If change in Child Support Income, budget income, per current procedure, and send notification of action taken on case, as required.</p>
		Change reported in Child Support Income for H/H member(s)		
Unearned Income	Yes	No change reported in Child Support Income	Child Support Income Amount for child/children in H/H in Match is More or Less than Income reported on <b>LDSS-4310</b> or in Case Information.	<p>Budget income, per current procedure, and send notification of action taken on case, as required.</p>
		Change reported in Child Support Income for H/H member(s)		

**WINR0678 – AUTOCLOSE PRISONER PROCESSING REPORT – EXCEPTION LISTING OF PRISONER CLOSINGS**

REPORT DATE: 07/08/11		NEW YORK STATE DEPARTMENT OF FAMILY ASSISTANCE				PAGE 002				
		AUTOCLOSE PRISONER PROCESSING REPORT				***** * THIS REPORT CONTAINS * *CONFIDENTIAL INFORMATION* * FOR INTERNAL USE ONLY * *****				
		WMS REPORT WINR0678				REFERENCE NO 00002				
CASE TYPE: PA		EXCEPTION LISTING OF PRISONER CLOSINGS								
RECORD SOURCE	--DIN--	--CIN--	FACILITY NAME / FACILITY ADDRESS	CASE NUMBER	CASE TYPE	SFX	LOC OFF	ADMISSION DATE	EXCEPTION CODE	
DCJS	11A2463	PB33384A	DOWNSTATE CORR FAC RED SCHOOLHOUSE RD FISHKILL NY 12524	00004192394H	16	01	066	05/31/2011	08	
DCJS	11G0522	ZH46854Z	BEDFORD HILLS CORR 247 HARRIS RD BEDFORD HILLS NY 10507	00004438275C	16	01	085	06/08/2011	01	
<< report edited for formatting >>										
CASE TYPE PA TOTAL =		024								
SUMMARY PAGE										
PA CASE EXCEPTIONS	=	24								
MA CASE EXCEPTIONS	=	65								
FS CASE EXCEPTIONS	=	27								
NUMBER OF CASE REPORTED	=	116								

WINR0678 Exception Report Sample

**WELFARE MANAGEMENT SYSTEM**  
**NEW YORK CITY REPORTS MANUAL**  
**REPORT NUMBER – REPORT NAME**

**WINR0678 – AUTOCLOSE PRISONER PROCESSING REPORT – EXCEPTION LISTING OF PRISONER CLOSINGS**

<b>REPORT TITLE</b> Autoclose Prisoner Processing Report – Exception Listing Of Prisoner Closings		<b>REPORT NUMBER</b> WINR0678	<b>FILE NAME</b> DCJS: PRB990DCJEX DOCS: PRB990DOCEX RIKE: PRB990RIKEX
<b>PURPOSE – NOTES</b> This report lists prisoner cases that have been excepted from automatic closings. A separate report is generated for each agency. Each report provides a section for PA, MA, and FS cases with a subtotal of cases for each. A summary page includes the subtotals and a grand total of all excepted cases reported for the agency.			
<b>SOURCE</b> RB1099 RunID = PRB990	<b>REFERENCE</b>	<b>AUDIENCE / GENERAL DISTRIBUTION</b>	
<b>SEQUENCE</b> Case Type (Program)/Case Number		<b>BREAKS</b> Case Type (Program)	
<b>FREQUENCY / SCHEDULE</b>		<b>RETENTION</b> 30 Days	
<b>REPORT ITEM</b>		<b>DEFINITION (IF NEEDED)</b>	
1. Standard WMS Headings		-	
2. Case Type		Type of assistance program: Public Assistance (PA), Medical Assistance (MA), or Food Stamps (FS).	
3. Record Source		Agency: DCJS – NYS Division of Criminal Justice Services DOCS – Department of Correctional Services RIKE – Rikers	
4. DIN		Department Identification Number (sometimes referred to as Inmate Identification Number).	
5. CIN		Client Identification Number – uniquely identifies the client/prisoner.	
6. Facility Name / Facility Address		Name and address where the individual is located.	
7. Case Number		Uniquely identifies the case.	
8. Case Type			

**WELFARE MANAGEMENT SYSTEM**  
**NEW YORK CITY REPORTS MANUAL**  
**REPORT NUMBER – REPORT NAME**

9. SFX	Suffix – Number identifying the unit of assistance that received benefits.
10. Loc Off	Center
11. Admission Date	Date the individual was admitted to the facility.
12. Exception Code	Indicates the reason for the case not being closed.
13. Case Type XX Total	Total number of cases not being closed for the assistance program (PA, MA, or FS).
Summary Page:	
14. PA Case Exceptions	Total number of all PA cases not being closed for the agency.
15. MA Case Exceptions	Total number of all MA cases not being closed for the agency.
16. FS Case Exceptions	Total number of all FS cases not being closed for the agency.
17. Number of Case Reported	Grand total of all cases not being closed for the agency.

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0639 – NYCWAY/EVR EARNED INCOME TRANSFER EXCLUSION REPORT –  
CASES NOT REBUDGETED**

**WINR0639 – NYCWAY/EVR EARNED INCOME TRANSFER EXCLUSION REPORT – CASES NOT REBUDGETED**

REPORT DATE 01/21/2009 NEW YORK CITY HUMAN RESOURCES ADMINISTRATION PAGE 00001  
 PROGRAM: RB1091 WELFARE MANAGEMENT SYSTEM  
 PRODUCTION SYSTEM  
 REPORT: WINR0639 NYCWAY/EVR EARNED INCOME TRANSFER  
 EXCLUSION REPORT - CASES NOT REBUDGETED  
 MODE: TEST LOCAL OFFICE 035 WORKER 00021  
 PA FS  
 SUFFIX  
 CASE NAME EXCLUSION CODE EXCLUSION MESSAGE MAJ-MIN TX-TYPE  
 008888888I 01 01 MXXXXX RAMONA FOR HENRIQUEZ E1957 MANUAL NOTICE REQUIRED-MULTI-SUFFIX CASE  
 TOTAL NUMBER OF CASES FOR WORKER 00021 1  
 << report edited for formatting >>

\*\*\*\*\*  
 \* THIS REPORT CONTAINS \*  
 \* CONFIDENTIAL INFORMATION \*  
 \* FOR INTERNAL USE ONLY \*  
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PARAMETER INPUT CARDS :

INCOME	SOURCE	PER CENTAGE	AMOUNT	FLAT AMOUNT
		714		714
		714		714
		714		714

SELECT SELECTION CODES  
 99

DATE CYCLE DATE - 2002/09/A NUMBER OF PASS - 1

AUTHORIZATION (COMBINATION)	NUMBER	-	00008888	PA CODE	-	910	FS CODE	-	E31		
RB CODE	-	30	AUTH NUMBER	-	00008888	PA CODE	-	910	FS CODE	-	E31

TOTAL NUMBER OF CASE/SUFFIXES 4  
 TOTAL NUMBER OF CASES 4  
 TOTAL NUMBER OF PAGES 6

END OF REPORT

WINR0639 Report Sample – By Center / Worker

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0639 – NYCWAY/EVR EARNED INCOME TRANSFER EXCLUSION REPORT –  
CASES NOT REBUDGETED**

**WINR0639 – NYCWAY/EVR EARNED INCOME TRANSFER EXCLUSION REPORT – CASES NOT REBUDGETED**

<b>REPORT TITLE</b> NYCWAY/EVR Earned Income Transfer Exclusion Report – Cases Not Rebudgeted		<b>REPORT NUMBER</b> WINR0639	<b>FILE NAME</b> PRB91WPCTR00
<b>PURPOSE – NOTES</b> This report lists cases by center and worker that were excluded from the NYCWAY/EVR Earned Income Transfer because they were not rebudgeted.			
<b>SOURCE</b> RunID = PRB91W	<b>REFERENCE</b>	<b>AUDIENCE / GENERAL DISTRIBUTION</b> NYS OTDA/CEES via DEPCON	
<b>SEQUENCE</b> Center/Worker/Case Number		<b>BREAKS</b> Worker	
<b>FREQUENCY / SCHEDULE</b>		<b>RETENTION</b> 30 Days	
<b>REPORT ITEM</b>		<b>DEFINITION (IF NEEDED)</b>	
1. Standard WMS headings		-	
2. Local Office		Center responsible for the case.	
3. Worker		Worker responsible for the case.	
4. Case		Unique number by which the case is known to the system.	
5. PA FS Suffix		Public Assistance and/or Food Stamp suffix. A unit within a case, which may contain more than one suffix.	
6. Case Name		Payee of the case.	
7. Exclusion Code		Code that indicates the reason why the case was excluded from the transfer.	
8. Exclusion Message		Descriptive message of why the case was excluded.	
9. Maj-Min TX-Type		Major and Minor transaction type combination if applicable	
10. Total Number of Cases for Worker			
Parameter Input Cards:			
11. Income		Source – source of income Percentage Amount – Y or N (?) Flat Amount – Y or N (?)	
12. Select:		Selection Codes	
13. Date:		Cycle Date – A = 1-15 or B = 16-31	

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0639 – NYCWAY/EVR EARNED INCOME TRANSFER EXCLUSION REPORT –  
CASES NOT REBUDGETED**

	Number of Pass – 1 or 2
14. Authorization (Combination):	Number – Authorization Number PA Code – Public Assistance Code FS Code – Food Stamp Code
15. RB Code	Rebudgeting Code Auth No – Rebudgeting Authorization Code PA Code – Public Assistance Code FS Code – Food Stamp Code
16. Total Number of Case/Suffixes	Specifies the number of suffixes re-budgeted in this Mass Re-budgeting run.
17. Total Number of Cases	Specifies the number of cases re-budgeted in this Mass Re-budgeting run.
18. Total Number of Pages	Specifies the number of pages generated during this production of WINR0639.



**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA MRB – NPAFS)**

**WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA MRB – NPAFS)** 1

REPORT DATE 10/01/2011	NEW YORK CITY HUMAN RESOURCES ADMINISTRATION	PAGE 00038			
PROGRAM: RB1065	(1) WELFARE MANAGEMENT SYSTEM PRODUCTION SYSTEM	***** * THIS REPORT CONTAINS * * CONFIDENTIAL INFORMATION * * FOR INTERNAL USE ONLY * *****			
REPORT: WINR0639	NYCHA MRB-NPAFS				
MODE: UPDATE	(2) FS SERV EXCLUSION REPORT - CASES NOT REBUDGETED				
LOCAL OFFICE F99					
(3) CASE	(4) PA FS SUFFIX	(5) CASE NAME			
(6) EXCLUSION CODE	(7) EXCLUSION MESSAGE	(8) SHELTYPE (9) PRG CD (10) TENANT SHARE			
00222222J	01 01	RXXXX GXXXXX	E2413	INVALID HPD SHELTYPE FOR NYCHA/HPD MRB 01	371.00
01111111E	01 01	FXXXXX EXXXXX	E2413	INVALID HPD SHELTYPE FOR NYCHA/HPD MRB 25	408.00
<< report edited for formatting >>					
01222222A	01 01	BXXXX CXXXXXX	E2413	INVALID HPD SHELTYPE FOR NYCHA/HPD MRB 01	842.00
01333333D	01 01	MXXXXXXXX AXXXXXX	E2413	INVALID HPD SHELTYPE FOR NYCHA/HPD MRB 01	62.00
TOTAL NUMBER OF CASES FOR OFFICE		F99	(11) 6		

WINR0639 Report Sample – Detail

**WELFARE MANAGEMENT SYSTEM  
 NEW YORK CITY REPORTS MANUAL  
 WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA  
 MRB – NPAFS)**

WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA MRB – NPAFS), CONT.

REPORT DATE 10/01/2011	NEW YORK CITY HUMAN RESOURCES ADMINISTRATION	PAGE 00039
PROGRAM: RB1065	WELFARE MANAGEMENT SYSTEM	
REPORT: WINR0639	PRODUCTION SYSTEM	*****
MODE: UPDATE	NYCHA MRB-NPAFS	* THIS REPORT CONTAINS *
	FS SERV EXCLUSION REPORT - CASES NOT REBUDGETED	* CONFIDENTIAL INFORMATION*
		* FOR INTERNAL USE ONLY *
		*****
PARAMETER INPUT CARDS :		
12	INCOME	SOURCE PER CENTAGE AMOUNT FLAT AMOUNT
13	SELECT	SELECTION CODES
		97
14	DATE	CYCLE DATE - 2011/11/A NUMBER OF PASS - 2
15	AUTHORIZATION (COMBINATION)	NUMBER - 99991026 PA CODE - 910 FS CODE - 991
16	RB CODE - 30	AUTH NUMBER - 99991026 PA CODE - 910 FS CODE - 991
17	TOTAL NUMBER OF CASE/SUFFIXES	488
18	TOTAL NUMBER OF CASES	488
19	TOTAL NUMBER OF PAGES	39
		END OF REPORT

WINR0639 Report Sample – Parameter Information and Totals

**WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA MRB – NPAFS)**

<b>REPORT TITLE</b> FS Serv Exclusion Report – Cases Not Rebudgeted (NYCHA MRB – NPAFS)		<b>REPORT NUMBER</b> WINR0639	<b>FILE NAME</b> PRB65KPCTRNP
<b>PURPOSE – NOTES</b> This Mass Re-Budgeting report lists NYCHA NPAFS cases on the WMS data base that are not re-budgeted because of changes in service and non-service – related benefits. This report is center specific and provides the total number of cases for the center. The total number of case/suffixes, cases, and pages are provided at the end of the report.  <b>Note:</b> FIA users don't have to necessarily print all the pages in a report but only the pages they need. To do this HRA needs access to the report in the following folder: <a href="\\FTPPROD15MTC\NYState\FTPDATA\ICP\INPUT">\\FTPPROD15MTC\NYState\FTPDATA\ICP\INPUT</a>  These reports are currently forwarded to HRA via DEPCON (to QHRA, QF15, etc.) after every mass update.			
<b>SOURCE</b> RB1065 RunID =	<b>REFERENCE</b> 2011-00382 (Release 2011.3)	<b>AUDIENCE / GENERAL DISTRIBUTION</b> DEPCON (to QHRA, QF15, etc.)	
<b>SEQUENCE</b> Local Office/Case Number		<b>BREAKS</b> Local Office	
<b>FREQUENCY / SCHEDULE</b> Monthly		<b>RETENTION</b> 30 Days	
<b>REPORT ITEM</b>		<b>DEFINITION (IF NEEDED)</b>	
1. Standard WMS Headings		-	
2. Local Office		Center responsible for the case.	
3. Case		Unique number by which the case is known to the system.	
4. PA FS Suffix		Public Assistance and/or Food Stamp suffix. A unit within a case, which may contain more than one suffix.	
5. Case Name		Payee of the case.	
6. Exclusion Code		Code that indicates the reason why the case was excluded from the transfer.	
7. Exclusion Message		Descriptive message of why the case was excluded.	
8. Shelt Type		Shelter Type.	

**Attachment B**

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0639 – FS SERV EXCLUSION REPORT – CASES NOT REBUDGETED (NYCHA  
MRB – NPAFS)**



9. PRG CD	Program Code
10. Tenant Share	Dollar amount contributed by the client.
11. Total Number of Cases for Office	Total number of cases reported for this center.
Parameter Input Cards:	
12. Income	Source – source of income Percentage Amount – Y or N (?) Flat Amount – Y or N (?)
13. Select:	Selection Codes
14. Date:	Cycle Date – A = 1-15 or B = 16-31 Number of Pass – 1 or 2
15. Authorization (Combination):	Number – Authorization Number PA Code – Public Assistance Code FS Code – Food Stamp Code
16. RB Code	Rebudgeting Code Auth No – Rebudgeting Authorization Code PA Code – Public Assistance Code FS Code – Food Stamp Code
17. Total Number of Case/Suffixes	Specifies the number of suffixes re-budgeted in this Mass Re-budgeting run.
18. Total Number of Cases	Specifies the number of cases re-budgeted in this Mass Re-budgeting run.
19. Total Number of Pages	Specifies the number of pages generated during this production of WINR0639.



**WELFARE MANAGEMENT SYSTEM**  
**NEW YORK CITY REPORTS MANUAL**  
**WINR0006 - ERROR REPORT – CASES NOT RE-BUDGETED (CENTER/WORKER)**

**WINR0006 - ERROR REPORT – CASES NOT RE-BUDGETED (CENTER/WORKER)**

<b>REPORT TITLE</b> Error Report – Cases Not Re-Budgeted (Center/Worker)		<b>REPORT NUMBER</b> WINR0006	<b>FILE NAME</b> PCS800PCTR00
<b>PURPOSE – NOTES</b> This Mass Re-Budgeting report lists all those cases on the WMS data base that are not re-budgeted because of changes in service and non-service – related benefits. This report is center/worker specific. This report is available upon request.			
<b>SOURCE</b> RB1012 RunID = PCS800	<b>REFERENCE</b>	<b>AUDIENCE / GENERAL DISTRIBUTION</b>	
<b>SEQUENCE</b> Worker/Center/Case Number		<b>BREAKS</b> Worker/Center	
<b>FREQUENCY / SCHEDULE</b> Quarterly/On Request		<b>RETENTION</b> 30 Days	
<b>REPORT ITEM</b>		<b>DEFINITION (IF NEEDED)</b>	
1. Standard WMS Headings		-	
2. Local Office		Identifies the responsible center for the case.	
3. Worker		Identifies the worker responsible for the cases not re-budgeted.	
4. Case		The case number that identifies the case or suffix being re-budgeted.	
5. PA/FS Suffix		Indicates the PA/FS suffix of the case whose budget is being recalculated.	
6. Case Name		Name of the payee of the suffix.	
7. Error Code		The unique number assigned to the error message indicating why the case was not re-budgeted.	
8. Error Message		Indicates the reason why the case was not re-budgeted.	
9. Total Number of Cases for Office		Indicates the number of cases not re-budgeted for the specified office.	
10. Total Number of Case/Suffixes		Specifies the number of suffixes re-budgeted in this Mass Re-budgeting run.	
11. Total Number of Cases		Specifies the number of cases re-budgeted in this Mass Re-budgeting run.	
12. Total Number of Pages		Specifies the number of pages generated during this production of WINR0006.	

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS)**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS)**

1

REPORT DATE 10/01/2011	NEW YORK CITY HUMAN RESOURCES ADMINISTRATION				PAGE 00001
PROGRAM: RB1012	WELFARE MANAGEMENT SYSTEM				
REPORT: WINR0006	1	PRODUCTION SYSTEM			*****
MODE: UPDATE	NYCHA MRB-NPAFS				* THIS REPORT CONTAINS *
	2	FS SERV ERROR REPORT - CASES NOT REBUDGETED			* CONFIDENTIAL INFORMATION*
	LOCAL OFFICE F02				* FOR INTERNAL USE ONLY *
	*****				
CASE	PA FS	CASE NAME	ERROR CODE	ERROR MESSAGE	SHELT PRG TENANT
3	SUFFIX	5	6	7	8 9 10
0 1H	01 01	PXXXXXX PXXXXXXXXX	A0015	BUDGETING A CLOSED CASE	40 250.0
			11		
TOTAL NUMBER OF CASES FOR OFFICE			F02	1	
<< report formatted for editing >>					

WINR0006 Report Sample – Detail

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS)**

WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS), CONT.

REPORT DATE 10/01/2011	NEW YORK CITY HUMAN RESOURCES ADMINISTRATION	PAGE 00012
PROGRAM: RB1012	WELFARE MANAGEMENT SYSTEM	
REPORT: WINR0006	PRODUCTION SYSTEM	*****
MODE: UPDATE	NYCHA MRB-NPAFS	* THIS REPORT CONTAINS *
	FS SERV ERROR REPORT - CASES NOT REBUDGETED	* CONFIDENTIAL INFORMATION*
		* FOR INTERNAL USE ONLY *
		*****
PARAMETER INPUT CARDS :		
12	INCOME	SOURCE PER CENTAGE AMOUNT FLAT AMOUNT
13	SELECT	SELECTION CODES
		97
14	DATE	CYCLE DATE - 11/2011/A NUMBER OF PASS - 2
15	AUTHORIZATION (COMBINATION)	NUMBER - 99991026 PA CODE - 910 FS CODE - 991
16	RB CODE - 30	AUTH NUMBER - 99991026 PA CODE - 910 FS CODE - 991
17	TOTAL NUMBER OF CASE/SUFFIXES	20
18	TOTAL NUMBER OF CASES	20
19	TOTAL NUMBER OF PAGES	12
		END OF REPORT

WINR0006 Report Sample – Parameter Information and Totals



**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS)**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-NPAFS)**

<b>REPORT TITLE</b> FS Serv Error Report – Cases Not Rebudgeted (NYCHA MRB-NPAFS)		<b>REPORT NUMBER</b> WINR0006	<b>FILE NAME</b> PRB12KPCTRNP
<b>PURPOSE – NOTES</b> This Mass Re-Budgeting report lists NYCHA NPAFS cases on the WMS data base that are not re-budgeted because of changes in service and non-service – related benefits. This report is center specific and provides the total number of cases for the center. The total number of case/suffixes, cases, and pages are provided at the end of the report.  <b>Note:</b> FIA users don't have to necessarily print all the pages in a report but only the pages they need. To do this HRA needs access to the report in the following folder: <a href="\\FTPPROD15MTC\NYState\FTPDATA\ICP\INPUT">\\FTPPROD15MTC\NYState\FTPDATA\ICP\INPUT</a>  These reports are currently forwarded to HRA via DEPCON (to QHRA, QF15, etc.) after every mass update.			
<b>SOURCE</b> RB1020 RunID =	<b>REFERENCE</b> 2011-00382 (Release 2011.3)	<b>AUDIENCE / GENERAL DISTRIBUTION</b> DEPCON (to QHRA, QF15, etc.)	
<b>SEQUENCE</b> Local Office/Case Number		<b>BREAKS</b> Local Office	
<b>FREQUENCY / SCHEDULE</b> Monthly		<b>RETENTION</b> 30 Days	
<b>REPORT ITEM</b>		<b>DEFINITION (IF NEEDED)</b>	
1. Standard WMS Headings		-	
2. Local Office		Identifies the responsible center for the case.	
3. Case		The case number that identifies the case or suffix being re-budgeted.	
4. PA/FS Suffix		Indicates the PA/FS suffix of the case whose budget is being recalculated.	
5. Case Name		Name of the payee of the suffix.	
6. Error Code		The unique number assigned to the error message indicating why the case was not re-budgeted.	
7. Error Message		Indicates the reason why the case was not re-budgeted.	
8. Shelt Type		Shelter Type	

**WELFARE MANAGEMENT SYSTEM  
NEW YORK CITY REPORTS MANUAL**

**WINR0006 – FS SERV ERROR REPORT – CASES NOT REBUDGETED (NYCHA MRB-  
NPAFS)**

9. PRG CD	Program Code
10. Tenant Share	
11. Total Number of Cases for Office	Indicates the number of cases not re-budgeted for the specified office.
Parameter Input Cards:	
12. Income	Source – source of income Percentage Amount – Y or N (?) Flat Amount – Y or N (?)
13. Select:	Selection Codes
14. Date:	Cycle Date – A = 1-15 or B = 16-31 Number of Pass – 1 or 2
15. Authorization (Combination):	Number – Authorization Number PA Code – Public Assistance Code FS Code – Food Stamp Code
16. RB Code	Rebudgeting Code Auth No – Rebudgeting Authorization Code PA Code – Public Assistance Code FS Code – Food Stamp Code
17. Total Number of Case/Suffixes	Specifies the number of suffixes re-budgeted in this Mass Re-budgeting run.
18. Total Number of Cases	Specifies the number of cases re-budgeted in this Mass Re-budgeting run.
19. Total Number of Pages	Specifies the number of pages generated during this production of WINR0006.