

WELFARE MANAGEMENT SYSTEM

INQUIRY MANUAL

SOFTWARE VERSION 95.2

**Developed By: New York State DSS
Customer Support Services
User Reference Group
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INTRODUCTION

OVERVIEW

The **Inquiry Manual** is designed to serve as a reference tool for staff working with the **New York State Welfare Management System (WMS/NYC)**. The Welfare Management System is a computerized system which collects, processes and stores basic eligibility data for all recipients of Public Assistance, Food Stamps and Medical Assistance in New York City.

The Inquiry Subsystem described in this manual is designed for use in the New York City Human Resources Administration.

The material contained in this manual falls into two categories. Several sections, such as Equipment and Procedures, provide information that applies to the Welfare Management System and the Inquiry Subsystem in general. These sections are designed to minimize the duplication of information.

The balance of the manual is presented in sections corresponding to the various categories of Inquiry, e.g., Case Inquiry, Benefits Issuance History Inquiry, etc. Each such section will contain:

- o a brief overview
- o screen facsimiles
- o procedures to view screens
- o input information
- o a description of the screen
- o definitions of fields on the screen

The Inquiry Subsystem is menu-driven, which means the user is presented with a list of choices as to what information is available for viewing. Each section of the manual is designed to provide a complete description of each screen in screen number order. This will become clear as each section is reviewed.

The Inquiry sections are organized so that each left-hand page displays a screen and its access and input information. The right-hand page contains the screen description and field definitions.

The data presented on the screen displays is for illustrative purposes only. For a full explanation of the codes appearing on the screens, please refer to the WMS Worker's Guide to Codes, and for system-generated codes, Section P of this manual.

INQUIRY SUBSYSTEM

The Inquiry Subsystem is a mechanism to access and view information on the Welfare Management System (WMS) data base.

The Inquiry Subsystem is available Monday to Friday from 8AM to 9PM. On weekends Food Stamp sites F11, F23, F32 and F41 can access the Inquiry Subsystem from 8AM to 5PM. The Emergency Assistance Unit (EAU) Sites have Inquiry capability 24 hours a day except for Wednesday night from 8:00 to 10:00 PM and Friday night from 9:00 to 10:00 PM.

If a site requires extended hours on the WMS/NYC Production System, a written request must be submitted to the SSIS/CSS User Support Unit. Requests must be submitted at least two weeks in advance to ensure adequate processing time. The request must include the Processor ID, PID numbers of the affected terminals and the duration of the request. Requests may be submitted in any of the following ways:

FAX: 212-383-2526

E-MAIL: NYW160

MAIL: NYS Department of Social Services
SSIS/CSS User Support Unit
80 Maiden Lane (14th Floor)
New York, NY 10038

The Inquiry subsystem is a menu-driven subsystem which allows you to choose from various options and immediately view formatted screens containing detailed information.

Information can be requested and viewed through any one of the following nine menu categories:

- o Case Inquiry
- o Individual Inquiry
- o Benefits Issuance History Inquiry
- o Recoupment Inquiry
- o Address Inquiry
- o Forms Preparation

Menu Categories(Cont.)

- o SDX Inquiry
- o Facility Inquiry (Not Currently Supported)
- o Resource File Integration (RFI) Inquiry

In addition, the Inquiry subsystem also allows the user to generate Authorization Documents (TADs), Clearance Reports and Continuing Eligibility Determination (CED) worksheets. The Forms Preparation option can be used to print blank data entry input forms.

INQUIRY INDEX

WMS INQUIRY INDEX BY TOPIC

The WMS Inquiry Subsystem contains a number of menu screens. This Index identifies which options to select on the main menu (NQRV00) and the sub-menus in order to access screens containing information that the user wishes to view.

Note: It is suggested that the user review the Procedures section of the Manual first, in order to become familiar with the Menu screens.

The following procedure explains how to use this Index in order to access screens by topic:

1. Topics are listed in alphabetical order. Select the option number in Column 1 that corresponds with the information you desire.
2. Enter the option number on screen NQRV00 (Inquiry Menu) and press the ENTER Key. Column 2 indicates the sub-menu that will be displayed. Select the option number in column 3 that corresponds with the information you desire.
3. Enter the option number and required identifying information on the sub-menu screen and press the ENTER Key. Column 4 indicates the Inquiry screen that will be displayed. Column 5 indicates the page within this manual where the screen will be found.

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
<u>TOPIC</u>	<u>#</u>	<u>SUB-MENU</u>	<u>#</u>	<u>SCREEN</u>	<u>PAGE</u>
ADDRESS BY STREET	#5	NQADD0	NA	NA	I-2
ADDRESS HISTORY OF CASE	#1	NQCS00	#1	NQCS15	E-55
ALIEN REGISTRATION NUMBER	#1	NQCS00	#8	NQCP03	M-17
	#2	NQIN00	#2	NQIN2A	F-11
AMPLIFICATION DATE	#1	NQCS00	#6	NQCS3A	E-35
APPLICATION DATE	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#7	NQCS3B	E-39
ASSOCIATED NAMES & ADDRESSES					
- case	#1	NQCS00	#2	NQCS13	E-51
- individual	#2	NQIN00	#1	NQIN18	F-43
ATP NUMBER	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#3	NQCS5C	G-11
AUTHORIZATION NUMBER	#1	NQCS00	#20	NQBU07	E-17
	#2	NQIN00	#2	NQIN2A	F-11
AUTHORIZATION PERIODS	#1	NQCS00	#6	NQCS3A	E-35
	#2	NQIN00	#3	NQIN03	F-25
AUTHORIZED BUDGET					
- current PA/NPA FS	#1	NQCS00	#18	NQBU04	E-3
- past PA/NPA FS	#1	NQCS00	#20	NQBU07	E-17
BCS INDICATOR	#2	NQIN00	#2	NQIN2A	F-11
BENEFIT NUMBER	#3	NQCS05	#1	NQCS5A	G-5
BENEFITS	#3	NQCS05	NA	NA	G-3
- All for PA and FS	#3	NQCS05	#1	NQCS5A	G-5
- All by issuance code	#3	NQCS05	#4	NQCS5E	G-13
- FS for specific period	#3	NQCS05	#3	NQCS5C	G-11
- Issuance calendar	#3	NQCS05	#6	NQCS5L	G-19
- Next Recurring Grant	#3	NQCS05	#5	NQCS5H	G-15
- PA for specific period	#3	NQCS05	#2	NQCS5B	G-9

CA CD (CARD CODE) (See MA CARD CODE)

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
BUDGET INFORMATION	#1	NQCS00	#18	NQBU04	E-3
PA/NPA FS	#1	NQCS00	#20	NQBU07	E-17
BUDGET INFORMATION MA	#1	NQCS00	#17	NQMA01	E-77
	#1	NQCS00	#12	NQCS28	E-67
CASE NAME	#1	NQCS00	#22	NQCS01	E-27
	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
CASE STATUS	#1	NQCS00	#6	NQCS3A	E-35
	#1	NQCS00	#22	NQCS01	E-27
CASE TYPE	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
CD/B (COMMUNITY DISTRICT/BOROUGH)	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#1	NQCS15	E-55
CED WORKSHEET (PRINT)	#1	NQCS00	#14	NA	E-81
CENTER CODE	#1	NQCS00	#22	NQCS01	E-27
	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
CHAP	#2	NQIN00	#2	NQIN2A	F-11
CHECK NUMBER	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9
CHILD CARE CODES	#2	NQIN00	#9	NQIN19	F-45
CIN	#1	NQCS00	#7	NQCS3B	E-39
	#1	NQCS00	#22	NQCS01	E-27
	#2	NQIN00	#2	NQIN2A	F-11
CLEARANCES	#2	NQIN00	NA	NA	F-3
- current for individual	#2	NQIN00	#6	NQIN10	F-37
- current for case	#1	NQIN00	#26	NQCS7C	E-47
- generate & print new (indiv)	#1	NQIN00	#8	NA	F-41
- generate & print for case	#1	NQCS00	#11		

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
<u>TOPIC</u>	<u>#</u>	<u>SUB-MENU</u>	<u>#</u>	<u>SCREEN</u>	<u>PAGE</u>
CLOSING DATE	#1	NQCS00	#4	NQCS6A	E-43
	#1	NQCS00	#7	NQCS3B	E-39
CONTACT AGENCY DATA	#1	NQCS00	#6	NQCS3A	E-35
CONNECT CODES	#2	NQIN00	#2	NQIN2A	F-11
CVB/INFRACTION INFORMATION	#2	NQIN00	#14	NQIN22	F-55
DATE OF BIRTH	#1	NQCS00	#7	NQCS3B	E-39
	#1	NQCS00	#22	NQCS01	E-27
	#2	NQIN00	#2	NQIN2A	F-11
	#2	NQIN00	#3	NQIN03	F-25
DIRECT VENDOR HISTORY	#1	NQCS00	#24	NQDV00	E-73
EAF/EAA (EMERGENCY AID TO FAMILIES/EMERGENCY AID TO ADULTS)	#1	NQCS00	#8	NQCP02	M-13
	#1	NQCS00	#6	NQCS3A	E-35
	#1	NQCS00	#25	NQCS8A	E-49
EARNED INCOME	#2	NQIN20	#12	NQIN20	F-49
	#2	NQIN20	#13	NQIN21	F-53
EARNED INCOME CREDIT	#2	NQCS00	#12	NQIN20	F-49
EDC (EXPECTED DATE OF CONFINEMENT)	#2	NQIN00	#2	NQIN2A	F-11
EMPLOYMENT CODE	#2	NQIN00	#2	NQIN2A	F-11
EMPLOYMENT CODE CHANGE DATE	#2	NQIN00	#2	NQIN2A	F-11
EMRG IND (Emergency Indicator)	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9
	#3	NQCS05	#3	NQCS5C	G-11
	#3	NQCS05	#4	NQCS5E	G-13
	#4	NQCS05	#6	NQCS9F	H-17

Column	1 NQRY00 OPTION	2	3	4	5
TOPIC	#	SUB-MENU	OPTION #	SCREEN	PAGE
ENT (ENTERED)	#1	NQCS00	#8	NQCS07	M-5
	#1	NQCS00	#4	NQCS6A	E-43
ETHNIC AFFILIATION	#1	NQCS00	#7	NQCS3B	E-39
FACILITY INVOLVEMENT DATA	#2	NQIN00	#11	NQIN12	F-39
FAIR HEARING STATUS	#1	NQCS00	#8	NQCS07	M-5
	#1	NQCS00	#4	NQCS6A	E-43
FICA DEDUCTION INDICATOR	#2	NQIN00	#12	NQIN20	F-49
FISCAL DISTRICT	#1	NQCS00	#7	NQCS3B	E-39
FS AGED/DISABLED IND.	#1	NQCS00	#18	NQBU04	E-3
FS BENEFITS	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#3	NQCS5C	G-11
FS BUDGET	#1	NQCS00	#18	NQBU04	E-3
FS NEXT RECURRING GRANT	#3	NQCS05	#5	NQCS5H	G-15
FS RECURRING GRANT	#1	NQCS00	#20	NQBU07	E-17
	#1	NQCS00	#18	NQBU04	E-3
GRANT AMOUNT (PA and FS)	#1	NQCS00	#18	NQBU04	E-3
	#1	NQCS00	#20	NQBU07	E-17
	#1	NQCS00	#6	NQCS3A	E-35
HEAP	#1	NQCS00	#5	NQCS02	E-31
HOMEBOUND INDICATOR	#1	NQCS00	#7	NQCS3B	E-39
INCOME	#2	NQIN00	#12	NQIN20	F-49
	#2	NQIN00	#13	NQIN21	F-53
INCOME EXEMP/DED	#2	NQIN00	#13	NQIN21	F-53
INDIVIDUAL STATUS	#1	NQCS00	#7	NQCS3B	E-39
	#2	NQIN00	#2	NQIN2A	F-11
	#2	NQIN00	#3	NQIN03	F-25

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
ISSUANCE CALENDAR	#3	NQCS05	#6	NQCS5L	G-19
LANGUAGE INDICATOR	#1	NQCS00	#7	NQCS3B	E-39
LAST AUTH. BUDGET	#1	NQCS00	#5	NQCS02	E-31
LATEST DATE ATTEMPTED ERROR CORRECTION TRANS.	#1	NQCS00	#8	NQCS07	M-5
M 3 E INDICATOR	#1	NQCS00	#8	NQCS07	M-5
	#1	NQCS00	#4	NQCS6A	E-43
MA AUTHORIZATION DATE	#1	NQCS00	#12	NQCS28	E-67
MA BUDGET EFFECTIVE PERIOD	#1	NQCS00	#12	NQCS28	E-67
MA BUDGET TYPE /VERSION #	#1	NQCS00	#12	NQCS28	E-67
	#1	NQCS00	#17	NQMA01	E-79
MA CARD CODE	#1	NQCS00	#7	NQCS3B	E-39
	#2	NQIN00	#10	NQIN08	F-45
	#1	NQCS00	#22	NQCS01	E-27
MA CASE/SUFFIX/INDIV. SUMMARY	#1	NQCS00	#12	NQCS28	E-67
MA CED REQUEST DATE	#1	NQCS00	#06	NQCS3A	E-35
	#1	NQCS00	#12	NQCS28	E-67
MA COVERAGE CODE	#2	NQIN00	#10	NQIN08	F-27
MA COVERAGE PERIOD	#2	NQIN00	#10	NQIN08	F-27
MA EXCEPTIONS/RESTRICTIONS	#1	NQCS00	#16	NQCS14	E-53
MA HISTORY	#2	NQIN00	#10	NQIN08	F-27
MA ID NUMBER	#2	NQIN00	#14	NQIN22	F-55
MA RESPONSIBILITY AREA	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#12	NQCS28	E-67
MAILING ADDRESS	#1	NQCS00	#6	NQCS3A	E-35

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
MAILING ADDRESS INDICATOR	#1	NQCS00	#1	NQCS15	E-55
	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#12	NQCS28	E-67
	#2	NQIN00	#3	NQIN03	F-25
	#5	NQADD0	NA	NQADD1	I-3
MASS REBUDGETING	#1	NQCS00	#13	NQBU08	E-19
MED EXP	#1	NQCS00	#12	NQCS28	E-67
MEDICARE	#2	NQIN00	#4	NQIN13	F-41
MEDICARE CLAIM #	#7	NQSDX0	NA	NQSDX1	K-3
MONTHLY REPORTING	#1	NQCS00	#5	NQCS02	E-31
			#6	NQCS3A	E-35
NAMES	#1	NQCS00	NA	NA	E-21
			#5	NQCS02	E-31
			#2	NQCS13	E-51
			#6	NQCS3A	E-35
- case name	#1	NQCS00	#5	NQCS02	E-31
- associated name	#1	NQCS00	#2	NQCS13	E-51
- contact agency name	#1	NQCS00	#6	NQCS3A	E-35
NEXT AVAILABLE LINE NUMBER	#1	NQCS00	#5	NQCS02	E-31
NEXT AVAILABLE SUFFIX	#1	NQCS00	#5	NQCS02	E-31
NOTICE/BUDGE#	#1	NQCS00	#8	NQCP01	M-11
NOTICE/VERS	#1	NQCS00	#4	NQCS6A	E-43
OES (OFFICE OF EMPLOYMENT SERVICES)	#2	NQIN00	#9	NQIN19	F-43
OIM (OFFICE OF TREATMENT MONITORING)	#1	NQCS00	#8	NQCP03	M-13
			#2	NQIN2A	F-11
OTHER NAME INFO (DEPRESS SEQ. NEXT KEY)	#2	NQIN00	#2	3QIN2B	F-15
OPENING DATE	#1	NQCS00	#4	NQCS6A	E-43
	#1	NQCS00	#7	NQCS3B	E-39
PA BENEFITS	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
PA NEXT RECURRING GRANT	#3	NQCS05	#5	NQCS5H	G-15
PA RECURRING GRANT	#1	NQCS00	#20	NQBU07	E-17
	#1	NQCS00	#18	NQBU04	E-3
PAY STUB DATA	#2	NQIN00	#12	NQIN20	F-49
PENDING DATA	#1	NQCS00	#8	NQCS07	M-5
PHONE NUMBER					
- case	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
- contact agency	#1	NQCS00	#6	NQCS3A	E-35
PICK-UP CODE	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9
PRINCIPAL PROVIDER	#1	NQCS00	#12	NQCS28	E-67
REASON CODES	#1	NQCS00	#6	NQCS3A	E-35
	#1	NQCS00	#4	NQCS6A	E-43
	#2	NQIN00	#2	NQIN2A	F-11
RECERTIFICATION DATES	#1	NQCS00	#21	NQCS27	E-63
- date next recert	#1	NQCS00	#8	NQCS07	M-5
PA/NPA/MA	#1	NQCS00	#6	NQCS3A	E-35
	#1	NQCS00	#22	NQCS01	E-27
- date recert completed	#1	NQCS00	#6	NQCS3A	E-35
(last recert) PA/NPA/MA	#1	NQCS00	#22	NQCS01	E-27
	#1	NQCS00	#12	NQCS28	E-67
	#1	NQCS00	#8	NQCP02	M-11
RECONCILIATION DATA	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9
	#3	NQCS05	#3	NQCS5C	G-11
RECOUPMENT INFORMATION	#4	NQCS09	NA	NA	H-3
- amount per check/ATP	#4	NQCS09	#6	NQCS9F	H17
- balance due	#4	NQCS09	#6	NQCS9F	H-17
- collected amount	#4	NQCS09	#6	NQCS9F	H-17
- number of recoupments	#4	NQCS09	#1	NQCS9P	H-5
- offense/overpayment	#4	NQCS09	#3	NQCS9B	H-9
- amount					
- original check voucher number	#4	NQCS09	#6	NQCS9F	H-17

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
- RTI identification number	#4	NQCS09	#3	NQCS9B	H-9
	#4	NQCS09	#5	NQCS9C	H-13
	#4	NQCS09	#6	NQCS9F	H-17
- status	#4	NQCS09	#3	NQCS9B	H-9
	#4	NQCS09	#5	NQCS9C	H-13
	#4	NQCS09	#6	NQCS9F	H-17
- type	#4	NQCS09	#3	NQCS9B	H-9
	#4	NQCS09	#6	NQCS9F	H-17
- history	#4	NQCS09	#6	NQCS9F	H-17
- FS case summary	#4	NQCS09	#2	NQCS9A	H-7
- FS suffix summary	#4	NQCS09	#4	NQCS9R	H-11
- PA case summary	#4	NQCS09	#1	NQCS9P	H-5
- PA suffix summary	#4	NQCS09	#3	NQCS9B	H-9
- adjustment ledger	#4	NQCS09	#7	NQCS9D	H-21
- suffix detail	#4	NQCS09	#5	NQCS9C	H-13
REGISTRY NUMBER					
- Old	#1	NQCS00	#5	NQCP05	M-21
- New	#1	NQCS00	#5	NQCP05	M-21
RENT (See under SHELTER)					
RESIDENCE ADDRESS					
	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
RESOURCE FILE INTEGRATION					
- RFI IND (Indicator)	#9	NQRF10	#1	NQRF00	R-6
- RFI QUICK PRINT REPORT	#9	NQRF10	#2	NA	R-23
		NQRF10 OPTION			
- Wage Reporting	#1	NQRF01	#1	NQRF02	R-10
- UIB Individual	#1	NQRF01	#2	NQRF03	R-14
- SSA/RSDI Individual (WTPY)	#1	NQRF01	#2	NQRF04	R-18
- RFI RES (Resolution)	#1	NQRF01	#1	NQRF02	R-10
	#1	NQRF01	#2	NQRF03	R-14
	#1	NQRF01	#3	NQRF04	R-18

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
TOPIC	#	SUB-MENU	#	SCREEN	PAGE
RESTRICTIONS (FUEL UTILITY RENT)					
- case	#1	NQCS00	#5	NQCS02	E-31
- suffix	#1	NQCS00	#18	NQBU04	E-3
	#1	NQCS00	#22	NQCS01	E-27
RESTRICTION EXCEPTION (RE/EX)	#2	NQIN00	#06	NQIN10	F-37
	#2	NQIN00	NA	NQN10A	F-57
	#2	NQIN00	NA	NQN10B	F-59
	#2	NQIN00	#10	NQIN08	F-27
RFI	#9	NQRFI0	#1	NQRF00	R-6
ROUTING CODES	#3	NQCS05	#1	NQCS5A	G-5
	#3	NQCS05	#2	NQCS5B	G-9
	#3	NQCS05	#3	NQCS5C	G-11
SDX DATA	#7	NQSDX0	NA	NA	K-2
SHELTER	#1	NQCS00	#20	NQBU05	E-7
- PA Actual Shelter Amount	#1	NQCS00	#20	NQBU05	E-7
- FS Actual Shelter Amount	#1	NQCS00	#20	NQBU05	E-7
- PA Shelter Allowance Amount	#1	NQCS00	#20	NQBU06	E-13
- Two party restriction	#1	NQCS00	#2	NQCS13	E-51
- Direct restrictions	#1	NQCS00	#2	NQCS13	E-51
- Benefit Issuance	#3	NQCS05	#1	NQCS5A	G-5
			#2	NQCS5B	G-9
SOCIAL SECURITY NUMBER	#2	NQIN00	#2	NQIN2A	F-11
SSI	#7	NQSDX0	NA	NA	K-2
SSN	#2	NQIN00	#2	NQIN01	F-9
SSN VALIDATION CODE	#2	NQIN00	#2	NQIN2A	F-11
STATE/FEDERAL CHARGE CODE	#2	NQIN00	#2	NQIN2A	F-11
STATE/FEDERAL CHARGE DATE	#2	NQIN00	#2	NQIN2A	F-11
STUDENT ID	#2	NQIN00	#2	NQIN2A	F-11
STUDENT ID VALIDATION CODE	#2	NQIN00	#2	NQIN2A	F-11
SUFFIX SPECIFIC INFO	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#6	NQCS3A	E-35
	#1	NQCS00	#7	NQCS3B	E-39

Column	1	2	3	4	5
	NQRY00 OPTION		OPTION		
<u>TOPIC</u>	<u>#</u>	<u>SUB-MENU</u>	<u>#</u>	<u>SCREEN</u>	<u>PAGE</u>
SUPPORT PAYMENTS	#1	NQCS00	#21	NQCS27	E-63
TASA IND (TEENAGE SERVICE ACT)	#1	NQCS00	#8	NQCP03	M-13
	#2	NQIN00	#2	NQIN2A	F-17
TAX EXEMPTIONS (NUMBER)	#2	NQIN00	#12	NQIN20	F-49
TAX FILING STATUS	#2	NQIN00	#12	NQIN20	F-49
THIRD PARTY HEALTH INS. (TPHI)	#2	NQIN00	#4	NQIN13	F-41
	#1	NQCS00	#15	NQCS16	E-57
	#1	NQCS00	#12	NQCS28	E-71
TOE DIGIT PAYMENT PERIOD SCHEDULE	#3	NQC505	#1	NQCS5A	G-5
TRANSACTION DATE	#1	NQCS00	#4	NQCS6A	E-43
TRANSITIONAL BENEFIT DATE	#1	NQCS00	#22	NQCS01	E-27
TRANSITIONAL BENEFIT (INDICATOR)	#1	NQCS00	#22	NQCS01	E-27
TURNAROUND DOCUMENT (TAD)	#1	NQCS00	#9	NA	E-79
UIB CLEARANCE DATA	#2	NQIN00	#5	NQIN9A	F-29
UNDOCUMENTED ALIEN INDICATOR	#1	NQCS00	#8	NQCP03	M-17
	#2	NQIN00	#2	NQIN2A	F-11
UNEARNED INCOME	#1	NQCS00	#18	NQBU04	E-3
UNIT/WORKER CODE	#1	NQCS00	#5	NQCS02	E-31
	#1	NQCS00	#8	NQCP01	M-11
UTILITY GUARANTEE	#1	NQCS00	#5	NQCS02	E-31
VETERAN INDICATOR	#2	NQIN00	#2	NQIN2A	F-11
WORK IN PROGRESS	#1	NQCS00	#23	NQWP01	M-59
WORK PROGRAM PARTICIPATION	#2	NQIN00	#12	NQIN20	F-49
	#2	NQIN00	#2	NQIN2A	F-11
WRS INFORMATION	#2	NQIN00	#5	NQIN9A	F-29
WIPY	See Resource File Integration				

EQUIPMENT

INTRODUCTION

The NYS Department of Social Services uses Unisys 6000 Series Computer equipment to support the operation of the Welfare Management System (WMS) in New York City.

The terminal used with the Unisys 6000 equipment series is the Unisys Model TO-300 Video Display Terminal. The TO-300 VDT has advanced features including a flat profile screen and high resolution character set. It supports ASCII, ANSI and PC Terminal Emulations. It has interchangeable keyboards, a parallel printer port and the capacity to switch between two host computers.

The VDT is used as a workstation which allows you to communicate with the processor and ultimately with the Host computer. Basic operating programs such as screen formats, keyboard behavior and operating modes are loaded from the processor.

VDT (Video Display Terminal)

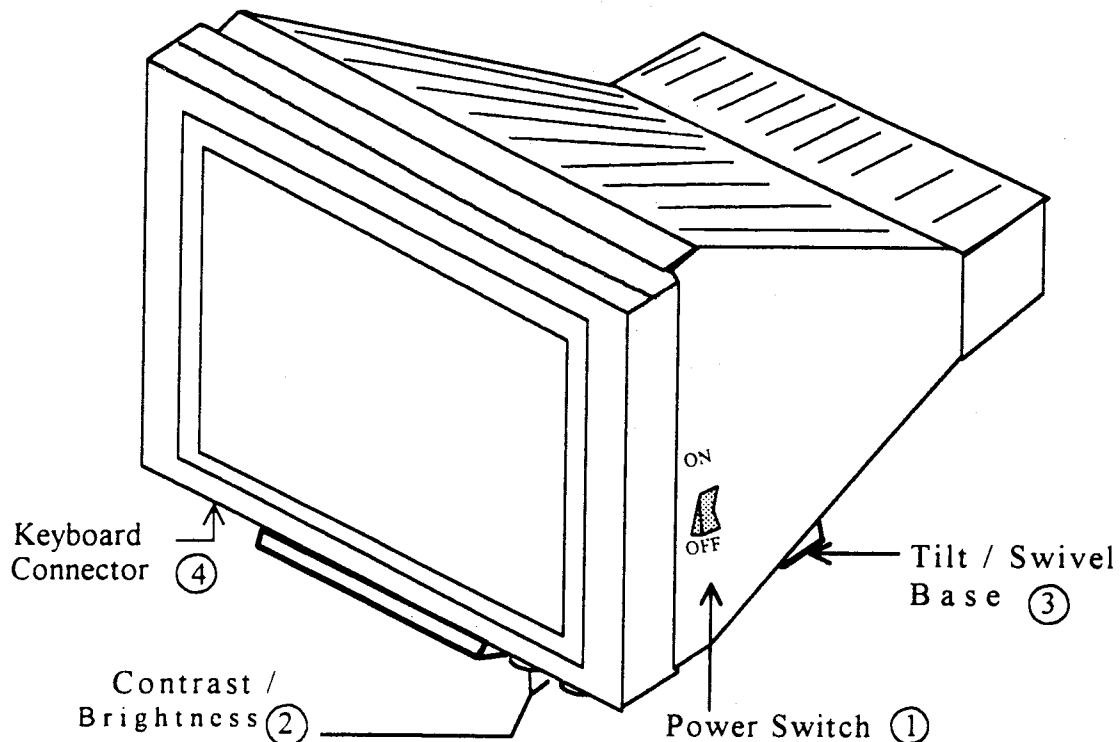


Figure C-1: UNISYS TO-300 VDT

VDT CONTROLS AND INDICATORS

1. **POWER SWITCH/INDICATOR** Used to turn the terminal on or off. This switch should never be used to reset the terminal unless instructed to do so by Network Control or the User Support Helpline.
2. **CONTRAST/BRIGHTNESS:** These two knobs control the contrast and the brightness of the terminal. If turned completely counterclockwise, it will make the screen blank with no visible text.
3. **TILT/SWIVEL BASE:** This allows you to put the terminal in a comfortable viewing position.
4. **KEYBOARD CONNECTOR:** This is a modular connector for the 6000 keyboard only.

KEYBOARD KEYS

The keyboard used with the Unisys 6000 equipment series is the Unisys KB-1. The **keyboard** allows you to enter data, access information and communicate with the processor and the host computer. A keystrip is attached to the top of the keyboard and decals are attached to various keys.

As the same keyboard is used for all subsystems (e.g. Data Entry, Inquiry, etc.) the keystrip and decals are designed to let you know what functions are supported by each specific key.

NOTE: Blue color-coded keys are supported only by the Inquiry subsystem. Yellow and Green color-coded key are supported by other subsystems in addition to the Inquiry subsystem.

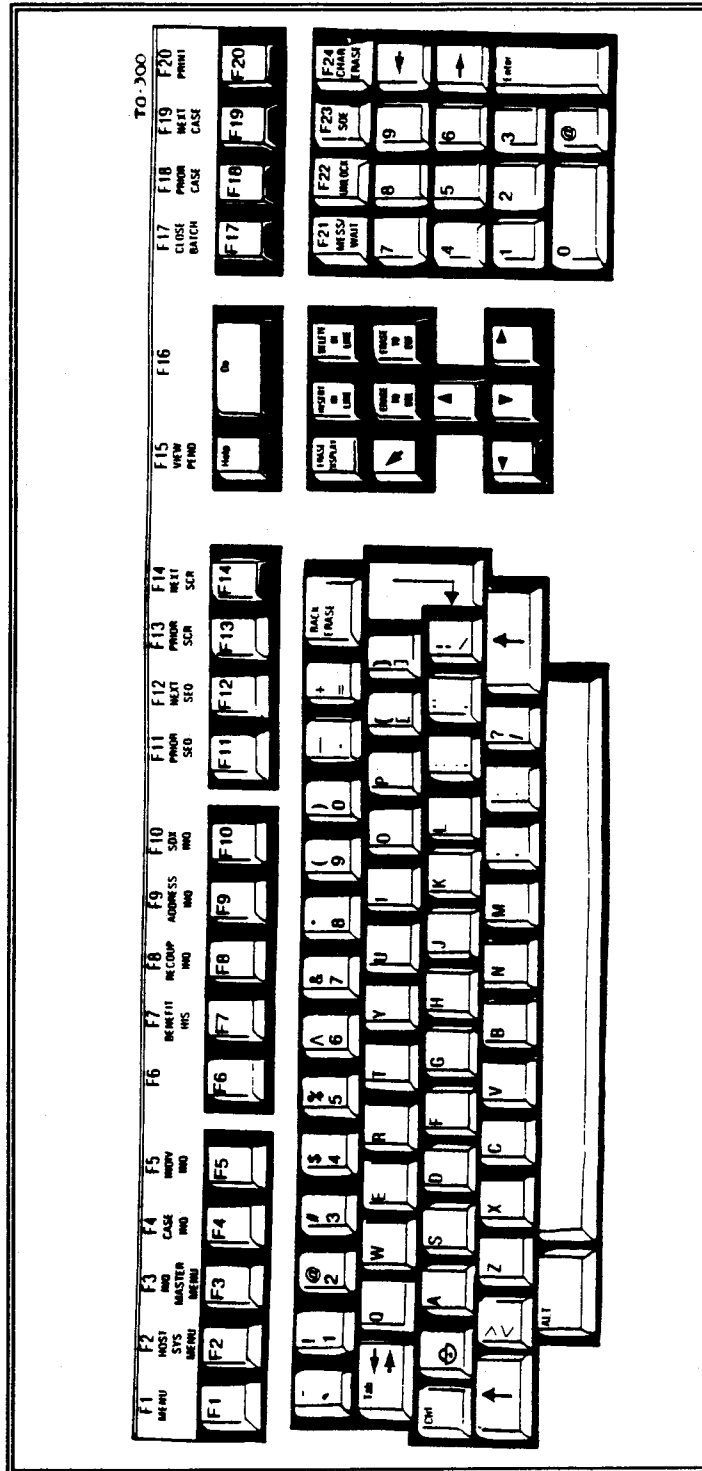


Figure C-3: UNISYS KB-1 KEYBOARD

F1
MENU

MENU KEY

Used to get to the High Order Application Selection Menu (NHOASO) from the Sig/On screen. When you are already in WMS this key will take you to the last menu displayed.

F2
HOST/SYS
MENU

HOST SYSTEM MENU KEY

Used to display Host System Menu from any place in the Inquiry Subsystem.

F3
INQ
MASTER
MENU

INQUIRY MASTER MENU KEY

Used to display the Inquiry Master Menu (NQRY00) from any place in the Inquiry Subsystem

F4
CASE
INQ

CASE INQUIRY MENU

Used to display the Case Inquiry Menu (NQCS00) from any place in the Inquiry Subsystem.

F5
INDIV
INQ

INDIVIDUAL INQUIRY MENU

Used to display the Individual Inquiry Menu (NQIN00) from any place in the Inquiry Subsystem.

F6
LOG OFF

LOG OFF KEY

Used to sign off the system.

F7
BENEFIT
HIS

BENEFITS ISSUANCE HISTORY INQUIRY KEY

Used to display the Benefits Issuance History Menu (NQCS05) from any place in the Inquiry Subsystem.

F8
RECOUP
INQ

RECOUPMENT INQUIRY MENU

Used to display the Recoupment Inquiry Menu (NQCS09) from any place in the Inquiry Subsystem.

F9
ADDRESS
INQ

ADDRESS INQUIRY MENU KEY

Used to display the Address Inquiry Menu (NQADD0) from anywhere in the Inquiry Subsystem.

F10
SDX
INQ

SDX MENU KEY

Used to display the SDX Menu (NQSDX0) from anywhere in the Inquiry Subsystem.

F11
PRIOR
SEQ

PRIOR SEQUENCE KEY

Press the Prior Seq/F11 key to return to a prior screen in a sequence of screens labeled A and B (e.g., to access screen NQCS3B from NQCS3A).

F12
NEXT
SEQ

NEXT SEQUENCE KEY

Press this key to access the next screen in a sequence of screens labeled A and B (e.g., to access screen NQCS3B from NQCS3A).

F13
PRIOR
SCR

PRIOR SCREEN KEY

The "Page 01 of MM" field at the top of the screen indicates additional pages. Press the PRIOR SCR/F13 key to view the previous page.

F14
NEXT
SCREEN

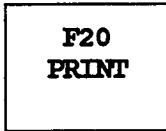
NEXT SCREEN KEY

The "Page 01 of MM" field at the top of the screen indicates additional pages. Press the NEXT SCR/F14 key to view the next page.

F15
VIEW
PEND

VIEW PENDING KEY (Blue)

Press this key to display the Pending Actions and Outstanding Items Screen (NQCS7A). This key may be used only when the message, "Pending Data Exists For This Case", is displayed on the bottom of a screen, or "PEND" is displayed above the CMD field of a screen.



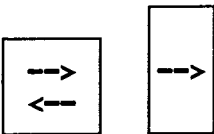
PRINT KEY

Press this key to print information displayed on a screen. When the **PRINT** key is pressed, a message, "Print Routine Started," is displayed on the bottom of the screen. When the print is complete, another message, "Print Routine complete - Please Continue," is displayed. **NOTE:** The **PRINT** Key functions only when the printer is not already in use. If the printer is performing another job, the message "Printer Unavailable - Please Continue" will appear on the bottom of the screen.



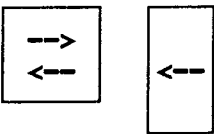
ENTER KEY

Press this key to transmit Inquiry requests to the host.



TAB FORWARD KEYS

Move the cursor forward one field at a time.



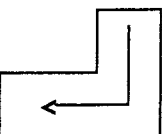
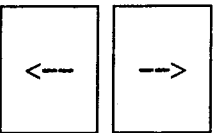
TAB BACK KEY

Moves the cursor backward one field at a time.



SCAN KEYS

These four keys move the cursor one space at a time in the direction indicated by the arrows.



RETURN KEY

Moves the cursor down to the next line.



SPACE BAR

The space bar moves the cursor one or more positions to the right. The space bar is destructive, and pressing it causes the cursor to erase characters in fields where data can be keyed.



ERASE TO END OF FIELD

Used to erase the entire field following the cursor.



BACK ERASE

Used to back erase one field at a time.

PROCEDURES

The Procedures section of the Inquiry Manual contains procedures that are common to all areas of Inquiry. The purpose of this section is to avoid repetition and to provide a common resource for users of the Inquiry subsystem.

General Access Procedures

1. Sign on to the System by entering a valid WMS User ID and Password on the Log On screen (NLOG00). The User ID and Password entered will not be visible to the user for security reasons. Press the **ENTER** key to view the WMS Host System Menu screen (NWMM00).
2. Enter option #01 (Inquiry) on the Host System Menu (NWMM00).
3. Press the **ENTER** key to display the WMS Inquiry Master Menu screen (NQRY00).
4. Select one of the nine options listed on the WMS Inquiry Menu screen (NQRY00).
5. Press the **ENTER** key to view the desired area of Inquiry.

General Exit Procedures

Press **F2** Host/Sys Menu key from any Inquiry screen to display the Host System Menu screen (MWM00).

OR

Press the **F6** key to sign off. **(IT IS IMPORTANT TO SIGN OFF WHEN LEAVING A TERMINAL TO ENSURE CONFIDENTIALITY OF CLIENT INFORMATION AND TO SECURE THE SYSTEM FROM UNAUTHORIZED USE).**

Timeout

Timeout is a security feature that limits the time a terminal may be signed on but not in use. It occurs when there is no interaction with the Host computer for a sixteen minute period of time. If a terminal has timed-out, a message is displayed when the user attempts to interact with the Host. When timeout does occur, data entered on the screen is lost. The user must sign off (**F6**), and sign on by entering a valid WMS User ID and Password to access the system again.

Freshout

Freshout protects the terminal from burning out. If the keyboard is not used for more than four minutes, the display screen blanks out. Data on the screen is not lost and the screen is displayed again by depressing any key on the keyboard except the **ENTER** key.

Transaction Terminal Security System (TTSS)

To access the Inquiry subsystem, the user must have a valid WMS User ID and Password, a Worker Mode terminal and Inquiry user functions.

NLOG00	NEW YORK STATE DEPT. OF SOCIAL SERVICES PRODUCTION COMPUTER SYSTEM THIS TERMINAL IS OPERATING IN PRODUCTION MODE	01/25/94 VERSION (92R04)
ENTER: User-id And Password		

PROCEDURES FOR LOG ON:

If the screen is blank, press any key on the keyboard for the Log On screen, NLOG00, to be displayed.

- Enter a valid WMS User ID and Password.
- Press the **ENTER** key.
- The Host System Menu (NWM00) is displayed.

```
NWMM00 (2)                                WELFARE MANAGEMENT SYSTEM          12/13/94
                                           HOST SYSTEM MENU

Selections:
01.....Inquiry
02.....PA/FS Budgeting
03.....Applications
04.....MABEL
05.....Worker Batch Functions
06.....Child Support Management System
07.....Worker Case Update Functions
08.....Medical Assistance Menu
09.....Print MEDICAID ID Card
10.....ARCHIVE RETRIEVAL MENU
11.....PA RECERT CALENDAR
12.....Client Notice System
      Enter Selection #
      Or 6-Character Transaction Code

COMPUTER SYSTEM - PRODUCTION
OPERATING MODE  - TRAINING

CMD
```

NWMM00: HOST SYSTEM MENU

To Enter Information On This Screen:

- Enter 01 (Inquiry) on the Host System Menu (NWMM00).
- Press the **ENTER** key to display the WMS Inquiry Master Menu (NQRY00).

Screen Description:

The Host System Menu (NWMM00) displays twelve options which can be accessed through WMS. The menu is available on a Worker Mode workstation. Worker Mode provides immediate interaction with the Host Computer.

NQRY00 (Z)	WMS Inquiry Menu	12/13/94
		Version 93R41

#1.	Case Inquiry	
#2.	Individual Inquiry	
#3.	Benefits Issuance History Inquiry	
#4.	Recoupment Inquiry	
#5.	Address Inquiry	
#6.	Forms Preparation	
#7.	SDX Inquiry	
#8.	Facility Inquiry	
#9.	RFI (Resource File Integration)	

Enter # of Inquiry Desired _		CMD

NQRY00: WMS INQUIRY MENU

To Enter Information On This Screen:

- Enter the option desired to view a particular Inquiry submenu.
- Press the **ENTER** key to view the desired screen.

Screen Description:

The WMS Inquiry Menu (NQRY00) provides access to the nine main areas of inquiry. Option # 8 'Facility Inquiry' is not currently supported.

Screen Description (continued):

- #1 **Case Inquiry**
This option is used to view case and suffix-level data found on the WMS data base.
- #2 **Individual Inquiry**
This option is used to view individual-level data found on the WMS database.
- #3 **Benefits Issuance History Inquiry**
This option is used to view various benefits issued to a specified case.
- #4 **Recoupment Inquiry**
This option is used to view recoupments against a specified case.
- #5 **Address Inquiry**
This option is used to view cases residing at a specified address.
- #6 **Forms Preparation**
This option is used to print blank data entry forms used in WMS.
- #7 **SDX Inquiry**
This option is used to view the Supplemental Security Income (SSI) data for a specified client.
- #8 **Facility Inquiry**
This option is used to view facility involvement information for an individual. This option is not currently supported.
- #9 **RFI (Resource File Integration)**
This option is used to view income and resource related information for an individual and allows you to enter resolution codes.

NQCS00 (2)	WMS Case Inquiry Menu	12/13/94
#1. Address History	#14. Print CED Worksheet	
#2. Associated Names and Addresses	#15. Medicare Inquiry	
#3. M Exceptions & Restrictions	#16. MA Exceptions & Restrictions	
#4. Case Action History	#17. MA Budget History	
#5. Case Composition	#18. Suffix Budget Information	
#6. Case Composition (Suffix Info)	#19. Single Issue Information	
#7. Suffix Detailed (Line Info)	#20. Budget History List	
#8. Pending Actions	#21. Recert, Mailout, Descrpt, Result	
#9. Print Turnaround	#22. Case, Suffix, Indiv, Summary	
#10. Recoupment Menu	#23. Work in Progress List	
#11. Generate A New Clearance	#24. Direct Vendor Inquiry	
#12. MA Summary Inquiry	#25. EAF/EAA Indicator Summary	
#13. Mass Rebudgeting Information	#26. Dispay Ext. Clearance (WRS/UIB)	

Enter # of Option Desired		
Enter Case #	and Suffix	
or		
Case Name		
Enter Date Range Desired 10/01/93 to 12/13/93		
Enter Reconstruction Date 12/13/93		

CMD		

INQUIRY BY CASE NUMBER:

- Enter an **option number** in the # of Option Desired field on the Case Inquiry Menu screen (NQCS00).
- Enter a **Case #** in the 'Case #' field.
- Enter a **Suffix #** in the 'Suffix' field if the chosen option requires an entry in this field.
- The '**Date Range Desired**' and '**Reconstruction Date**' fields will be automatically filled in by the system. These fields can be changed to allow you to view historical information for a specified period of time.
- Press the **ENTER** key to display the desired screen for the Case # entered.

NQCS00 (Z)	WMS Case Inquiry Menu	12/13/94
#1. Address History	#14. Print CED Worksheet	
#2. Associated Names and Addresses	#15. Medicare Inquiry	
#3. M Exceptions & Restrictions	#16. MA Exceptions & Restrictions	
#4. Case Action History	#17. MA Budget History	
#5. Case Composition	#18. Suffix Budget Information	
#6. Case Composition (Suffix Info)	#19. Single Issue Information	
#7. Suffix Detailed (Line Info)	#20. Budget History List	
#8. Pending Actions	#21. Recert, Mailout, Descrpt, Result	
#9. Print Turnaround	#22. Case, Suffix, Indiv, Summary	
#10. Recoupment Menu	#23. Work in Progress List	
#11. Generate A New Clearance	#24. Direct Vendor Inquiry	
#12. MA Summary Inquiry	#25. EAF/EAA Indicator Summary	
#13. Mass Rebudgeting Information	#26. Display Ext. Clearance (WRS/UIB)	

Enter # of Option Desired		
Enter Case # and Suffix		
or		
Case Name		
Enter Date Range Desired 10/01/93 to 12/13/93		
Enter Reconstruction Date 12/13/93		
CMD		

INQUIRY BY CASE NAME:

- Enter an **option number** in the # of Option Desired field on the Case Inquiry Menu screen (NQCS00).
- Enter a **Case Name** in the 'Case Name' field.
- The '**Date Range Desired**' and '**Reconstruction Date**' fields will be automatically filled in by the system.
- Press the **ENTER** key to display the desired screen for the Case Name entered.

If the Case Name entered on NQCS00 is the same as or similar to one or more Case Names on the WMS database, a substitution screen known as Case #/Suffix List (NQCS04) is displayed. This screen lists all Case Numbers with the same Case Name. The desired Case Number can then be selected from this list.

NQIN00 (2)		WMS Individual Inquiry Menu		12/13/93
#1. Associated Names and Addresses		#8. Generate A New Clearance		
#2. Client Information		#9. Employment Services Client Info.		
#3. Case Involvement History		#10. MA History		
#4. Medicare and TPI Date		#11. Facility Involvement		
#5. Display External Clearance(WRS,UIB)		#12. IM Fin. Profile Inds. & Pay Stubs		
#6. Display Current Clearance		#13. IM Fin. Profile Income & Deds.		
#7. Cross Machine Inquiry		#14. Crawford vs. Blum Client History		

Enter # of Option Desired				
Enter CIN or Case # and Line or SSN - -				
or				
First Name M Last Sex Birthdate / / Ctr				
Enter Date Range Desired 10/01/93 to 12/13/93				
Enter Reconstruction Date 12/13/93				
CMD				

INQUIRY BY CIN

- Enter an **option number** in the # of Inquiry Desired field on the Individual Inquiry Menu screen (NQIN00).
- Enter the **Client Identification Number (CIN)** in the 'Enter CIN' field.
- The **'Date Range Desired'** and **'Reconstruction Date'** fields will be automatically filled in by the system. These fields can be changed to allow you to view historical information for a specified period of time.
- Press the **ENTER** key to display the desired screen for the CIN entered.

```
-----  
NQIN00 (2)                    WMS Individual Inquiry Menu                    12/13/94  
-----  
#1. Associated Names and Addresses    #8. Generate A New Clearance  
#2. Client Information                #9. Employment Services Client Info.  
#3. Case Involvement History         #10. MA History  
#4. Medicare and TPHI Date          #11. Facility Involvement  
#5. Display External Clearance(WRS,UIB) #12. IM Fin. Profile Inds. & Pay Stubs  
#6. Display Current Clearance        #13. IM Fin. Profile Income & Deds.  
#7. Cross Machine Inquiry           #14. Crawford vs. Blum Client History  
-----  
Enter # of Option Desired  
  
Enter CIN           or Case #           and Line           or SSN           - -  
or  
First Name M Last           Sex           Birthdate           Ctr  
           / /  
  
Enter Date Range Desired           10/01/93 to 12/13/93  
  
Enter Reconstruction Date           12/13/93  
  
CMD
```

INQUIRY BY CASE # AND LINE #:

- Enter an **option number** in the # of Inquiry Desired field on the Individual Inquiry Menu screen (NQIN00).
- Enter a **Case #** in the 'Case #' field.
- Enter a **Line #** in the 'Line' field.
- The '**Date Range Desired**' and '**Reconstruction Date**' fields will be automatically filled in by the system. These fields can be changed to allow you to view historical information for a specified period of time.
- Press the **ENTER** key to display the desired screen for the Case # and Line # entered.

NQIN00 (Z)	WMS Individual Inquiry Menu	12/13/94
#1. Associated Names and Addresses	#8. Generate A New Clearance	
#2. Client Information	#9. Employment Services Client Info.	
#3..Case Involvement History	#10. MA History	
#4. Medicare and TPIH Date	#11. Facility Involvement	
#5. Display External Clearance(WRS,UIB)	#12. IM Fin. Profile Inds. & Pay Stubs	
#6. Display Current Clearance	#13. IM Fin. Profile Income & Deds.	
#7. Cross Machine Inquiry	#14. Crawford vs. Blum Client History	

Enter # of Option Desired		
Enter CIN	or Case #	and Line or SSN - -
or		
First Name M Last	Sex Birthdate	Ctr
	/ /	
Enter Date Range Desired	10/01/93 to 12/13/93	
Enter Reconstruction Date	12/13/93	
		CMD

INQUIRY BY SOCIAL SECURITY NUMBER:

- Enter an **option number** in the # of Inquiry Desired field on the Individual Inquiry Menu screen (NQIN00).
- Enter a **Social Security Number** in the 'SSN' field.
- The '**Date Range Desired**' and '**Reconstruction Date**' fields will be automatically filled in by the system. These fields can be changed to allow you to view information for a specified period of time.
- Press the **ENTER** key. The desired screen will be displayed if the SSN entered is unique to the WMS database.

If the SSN entered is found for more than one individual the Individuals Matching Search Data screen (NQIN01) will be displayed. This screen lists all the individuals who have the same SSN as the one entered on the menu (NQIN00). The desired individual can then be selected from this list.

NQIN00 (2)		WMS Individual Inquiry Menu		12/13/94	
#1. Associated Names and Addresses		#8. Generate A New Clearance			
#2. Client Information		#9. Employment Services Client Info.			
#3. Case Involvement History		#10. MA History			
#4. Medicare and TPI Date		#11. Facility Involvement			
#5. Display External Clearance(WRS,UIB)		#12. IM Fin. Profile Inds. & Pay Stubs			
#6. Display Current Clearance		#13. IM Fin. Profile Income & Deds.			
#7. Cross Machine Inquiry		#14. Crawford vs. Blum Client History			

Enter # of Option Desired					
Enter CIN or Case # and Line or SSN - -					
or					
First Name M Last		Sex	Birthdate	Ctr	
			/ /		
Enter Date Range Desired 10/01/93 to 12/13/93					
Enter Reconstruction Date 12/13/93					
CMD					

NQIN00: WMS INDIVIDUAL INQUIRY MENU

INQUIRY BY INDIVIDUAL NAME:

- Enter an **option number** in the # of Inquiry Desired field on the Individual Inquiry Menu screen (NQIN00).
- Enter the **first name, middle initial, last name and sex** of the individual in the appropriate fields.
- The **'Date Range Desired'** and **'Reconstruction Date'** fields will be automatically filled in by the system. These fields can be changed to allow you to view historical information for a specified period of time.
- Press the **ENTER** key to display the desired screen if the name entered is unique to the WMS database.

If the name entered on NQIN00 is the same as or similar to one or more names on the WMS database, the Individuals Matching Search Data screen (NQIN01) will be displayed. This screen lists all of the individuals with names similar to the one entered on the Menu screen. The desired individual can then be selected from this list.


```

NQCS05 (2)                      Benefit Issuance History Menu          12/13/94
-----
Types of Benefits
-----
#1. All
#2. PA
#3..FS
#4. All with specified issuance code
#5. Next Recurring Grants
#6. Display issuance Calendar
#7. Display Recurring Needs Met
-----
Enter # of Benefits desired

Enter CASE #          SUFFIX
      OR
Enter Case Name

Enter Date Range Desired 10/01/93 TO 12/13/93

Enter Issuance Codes

CMD

```

NQCS05: BENEFIT ISSUANCE HISTORY MENU

INQUIRY BY BENEFIT TYPE ISSUED:

- Enter an **option number** in the # of Benefit Type Desired field on the Benefits Issuance History Menu screen (NQCS05).
- Enter either a **Case #** or a **Case Name** in the appropriate field.
- Enter a **Suffix #** in the 'Suffix' field if the chosen option requires an entry in this field.
- The '**Date Range Desired**' field will be automatically filled in by the system. This field may be changed to allow viewing of historical information for a specified period of time.
- Enter an **Issuance Code** in the 'Issuance Codes' field (optional).
- Press the **ENTER** key. The desired screen will be displayed if the case name entered is unique to the WMS data base.

If the Case Name entered on NQCS05 is the same as or similar to one or more Case Names on the WMS database, a substitution screen known as Case #/Suffix List (NQCS04) is displayed. This screen lists all Case Numbers with the same Case Name. The desired Case Number can then be selected from this list.

NQCS09 (Z)	Recoupment Menu	12/13/94

#1. PA Recoupment - Case Summary		
#2. FS Recoupment - Case Summary		
#3. PA Recoupment - Suffix Summary		
#4. FS Recoupment Suffix Summary		
#5. Suffix Recoupment Detail		
#6. Recoupment History		
#7. Recoupment Adjustment Ledger		

Enter # of Inquiry Desired		
Enter Case #	Suffix	
or		
Enter Case Name		
Enter Recoupment ID		
		CMD

NQCS09: RECOUPMENT MENU

INQUIRY BY RECOUPMENTS:

- Enter an **option number** in the # of Inquiry Desired field on the Recoupment Menu Screen (NQCS09).
- Enter either a **Case #** or a **Case Name** in the appropriate field.
- Enter a **Suffix #** in the 'Suffix' field or a **Recoupment Identification #** (RTI) in the 'Recoupment ID' field, if the option requires that either field be completed.
- Press the **ENTER** key. The desired screen will be displayed.

If the Case Name entered on NQCS09 is the same as or similar to one or more Case Names on the WMS database, a substitution screen known as Case #/Suffix List (NQCS04) is displayed. This screen lists all Case Numbers with the same Case Name. The desired Case Number can then be selected from this list.

```
NQADD0 (Z)                               Address Inquiry Menu                               12/10/94
-----
Enter Address:
Street Name                               Required
Any or All of the following fields may be entered to limit the search:
House #
Zip Code
Center                                     (House # must be entered if Center is entered)
```

NQADD0: ADDRESS INQUIRY MENU

INQUIRY BY STREET NAME:

- Enter a **street name** on the Address Inquiry Menu screen (NQADD0).
- Press the **ENTER** key. The Cases at street address as Input screen (NQADD1) will be displayed if the Street Name entered is unique to the WMS database.

If the street name entered on NQADD0 is the same or similar to one or more street names on the WMS data base, the Non Unique - All Zip Codes substitution screen (NQADD2) will be displayed. This screen lists all the addresses that have the same street name as the one entered on the Address Inquiry Menu screen (NQADD0). The desired address can then be selected from this list.

```

NQSDX0 (2)                                WMS SDX INQUIRY MENU                                12/13/94
-----
ENTER
  SDX CASE NAME
    OR
      SSN   - -
-----
CMD
```

INQUIRY BY STATE DATA EXCHANGE (SDX) DATA:

- Enter either an **SDX Case Name** or an **SSN** in the appropriate field on the SDX Inquiry Menu screen (NQSDX0).
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) will be displayed.

If the SDX case name or the SSN entered on the SDX Inquiry Menu is the same as or similar to one or more names or SSNs on the WMS database, the substitution screen, SDX Individuals Matching Search Data (NQSDX2) will be displayed. This screen lists demographic data for all individuals who have the same or similar name or SSN as the one entered on the Menu screen. The desired individual can then be selected from this list.

FUNCTION KEYS/COMMANDS

In order to receive the desired response shown in Column 3, either press the function key(s) indicated in Column 1 or the letter key indicated in Column 2:

COL. 1	COL. 2	COL. 3
FUNCTION KEY(S)	COMMAND	RESPONSE
F1/MENU (Yellow)	U	Previous Menu.
F2/HOST/SYS. (Yellow)		Host System Menu (NWMM00).
F3/INQ. MASTER MENU (Blue)		WMS Inquiry Menu (NQRV00).
F4/CASE INQ. (Blue)		WMS Case Inquiry Menu (NQCS500).
F5/INDIV INQ. (Blue)		WMS Individual Inquiry Menu (NQIN00)
F6 (Yellow)		Log-on Screen.
F7/BENEFIT HIST. (Blue)		Benefit Issuance History Menu (MQCS05) ..
F8/RECOUP INQ. (Blue)		Recoupment Menu (NQCS09).
F9/ADDRESS INQ. (Blue)		Address Inquiry Menu (NQADD0).
F10/SDX INQ. (Blue)		WMS SDX Inquiry Menu (MQSDX0).
F11/PRIOR SEQ. (Blue)	Y/X	NQCS3A/NQIN2A/NQIN9A.
F12/NEXT SEQ. (Blue)	Y/X	NQCS3B/NQIN2B/NQIN9B.
F13/PRIOR SCREEN (Yellow)	P	Prior page.
F14/NEXT SCREEN (Yellow)	N	Next page.
F15/VIEW PEND. (Blue)		Pending Action and outsting items (NQCS07).
F20/PRINT (Yellow)	T	Start Print Routine.

* Move the cursor to the "CMD" field in the lower right corner of the screen and enter the appropriate letter. The system will immediately carry out the requested function.

- Note:
1. The (blue) color-coded Function Keys on the keyboard are designed for the Inquiry subsystem only. These keys can only be used on the Inquiry screens and do not apply to any other subsystem.
 2. The (blue) F11/PRIOR SEQ and F12/NEXT SEQ keys are only supported for screens NQCS3A, NQCS3B, NQIN2A, NQIN2B, NQIN9A and NQIN9B.

SPECIAL FEATURES

The Inquiry subsystem has a number of special features which allows the user to access information in an efficient manner.

1. Substitution Screens

When a user wishes to view information, it is necessary to enter identifying data, such as Case Name, Individual Name, Social Security Number or Address on a menu screen. If non-unique identifying data is entered (e.g., case name Smith John), the system will display a substitution screen, which lists all possible matches to the non-unique information. The user may select the most appropriate match by placing an "X" next to the desired line of information. Upon pressing the **ENTER** key, the user will be presented with the option originally requested on the menu screen. If the user wishes to view another possible match, the substitution screen can be recalled by pressing the **ENTER** key.

2. Date Range and Reconstruction Date/Date Desired

The Date Range field on Menu Screens is a system-generated date that will also be displayed on the bottom of screens that allow viewing of historical information for a specified period of time. The user can use this date, or change the date range to view historical information. If the date range is not changed, information for the system-generated date range will be displayed.

The Reconstruction Date/Date Desired field on Menu Screens is a system-generated date that will also be displayed on the bottom of screens and can be changed to allow viewing of historical information as of a specific date. If the Reconstruction Date/Date Desired is not changed, information as of the current date will be displayed.

3. Pending Data

The message "Pending Data Exists For This Case" may appear at the bottom of Inquiry screens. This message indicates that a transaction entered for the case is awaiting some type of action. If this message appears, press the (Blue) **VIEW PEND/F15** key to display pending data information.

4. Page 01 of MM

On occasion, data to be viewed will not fit on one screen. In such an instance, the upper right corner of the screen will display "Page 01 of MM", meaning that more pages of information exist. Press the **NEXT SCR/F14** key to view the next page, or press the **PRIOR SCR/F13** key to view the previous screen.

5. Reverse Video

If the system detects incorrect entry of data (e.g., a case number out of the system's range), the entry may be highlighted in colors which contrast with the rest of the screen. This is known as reverse video. It indicates that the user must correct the information and retransmit.

6. System Messages

System messages which provide relevant information will be displayed across the bottom of the screen. A message number consisting of a letter and four (4) digits will be followed by a description of the message. The letter codes indicate the following:

1. An 'A' message is known as an acknowledgement. It is a brief statement of a condition that exists within the system, or that requires user input to continue with the Inquiry function.
2. An 'E' message indicates an error that must be corrected by the user in order to continue with the Inquiry function.
3. An 'F' message indicates that a function error has occurred. This means that the system has halted processing of a specific Inquiry transaction. The user may begin a new Inquiry transaction.

7. Gateway

Gateway is a system link which allows the Welfare Management System Unisys terminals, to communicate with various New York City IBM Subsystems. Gateway allows the user to retrieve data from MIS Inquiry files and have that data displayed on the WMS terminals for Inquiry purposes only.

In order to use the GATEWAY feature the user must be able to equate the Raytheon keyboard to the Unisys keyboard. There are no PF keys on the Unisys keyboard. The **SHIFT** key and the corresponding F numbered keys are used to achieve the required results. The **SHIFT** key must be pressed first and held while the F numbered key is pressed.

- Press **SHIFT** and F-1 to page forward.
- Press **SHIFT** and F-2 to page back.
- Press **SHIFT** and F-17 to increase timeout value to 15 minutes.
- Press **SHIFT** and F-21 to clear a screen.
- Press F20 Print Key to print a screen.

To Access Gateway

1. To establish the system link, the cluster must be in the Production environment. Gateway is accessible only through Worker Mode terminals.
2. Start with the WMS Logon screen (NLOG00). If the screen is blank, press the Return key and the Logon screen will be displayed. Do not enter a WMS User ID and Password.
3. Press the Menu key and the High Order Application Selection screen (NHOASO) will be displayed.
4. Enter selection 3 (HRA/ODP System).
5. Press the **ENTER** key. A blank screen will be displayed followed by the HRA/MIS Host Communication Network Screen.
6. Enter selection "A" in the "System" field to access the CICS Production Inquiry System. Other MIS IBM applications can be accessed by using the Menu Selection Options or by entering an application specific code in the "System" field.
7. Press the **ENTER** key. The message **** COMMAND COMPLETED**** is displayed and a few moments later "Your Terminal ID number" screen will come up.
8. Press the **ENTER** key. The CICS/VS SIGNON screen will be displayed.
9. Enter the appropriate name and password.
10. Press the **ENTER** key. An acknowledgement message "SIGN-ON IS COMPLETE" will be displayed at the bottom of the screen.
12. Press the **SHIFT** and **F21** keys simultaneously to get a blank screen, then enter the MIS screen ID in the upper left corner of the screen.
13. Press the **ENTER** key. The requested MIS screen will be displayed.

Signing Off Gateway

1. Press the **SHIFT** and **F21** keys to get a blank screen.
2. Enter "CSSF LOGOFF" in the upper left corner.
3. Press the **ENTER** key. The message "SIGN OFF IS COMPLETE" appears and a few moments later the HRA/MIS Host Communication Network screen will be displayed.
4. Enter ^WMS at the "PROMPT" and press the **ENTER** key. The HIGH ORDER APPLICATION MENU (NHOASO) screen will be displayed.

Below is a listing of screens which correspond to the different areas of the Inquiry Subsystem:

WMS INQUIRY MENU
(NQRY00)

Opt 1	Opt 2	Opt 3	Opt 4	Opt 5	Opt 6	Opt 7	Opt 9
CASE INQUIRY	INDIVIDUAL INQUIRY	BENEFITS INQUIRY	RECOUPMENT INQUIRY	ADDRESS INQUIRY	FORMS PREP	SDX INQUIRY	RFI INQUIRY
NQCS00	NQIN00	NQCS05	NQCS09	NQADD0	NQFPLO0	NQSDX0	NQFR10
NQCS01	NQIN01	NQCS5A	NQCS9A	NQADD1	NQCD25	NQSDX1	NQRF00
NQCS02	NQIN2A	NQCS5B	NQCS9B	NQADD2	NQCD26	NQSDX2	NQRF01
NQCS3A	NQIN2B	NQCS5C	NQCS9C		NQCD30		NQRF02
NQCS3B	NQIN2C	NQCS5E	NQCS9D		NQCD35		NQRF03
NQCS04	NQIN03	NQCS5H	NQCS9F		NQCD40		NQRF04
NQCS6A	NQIN08	NQCS5J	NQCS9P		NQCD45		
NQCS13	NQIN9A	NQCS5L	NQCS9R				
NQCS14	NQIN9B						
NQCS15	NQIN9M						
NQCS16	NQIN10						
NQCS17	NQIN10A						
NQCS26	NQIN10B						
NQCS27	NQIN10M						
NQCS28	NQIN12						
NQDV00	NQIN13						
NQDV01	NQIN18						
NQBU04	NQIN19						
NQBU05	NQIN20						
NQBU06	NQIN21						
NQBU07	NQIN22						
NQBU08							
NQMA01							
NQCS07							
NQCS7A							
NQCS7C							
NQCP01							
NQCP02							
NQCP03							
NQCP06							
NQCP08							
NQCP09							
NQCP11							
NQCP11A							
NQCP13							
NQCP15							
NQCP16							
NQCP17							
NQCP18							
NQCP19							
NQCP20							
NQCP21							
NQCP50							
NQWP01							
NQWP02							

Opt 8 Currently Not Supported

CASE INQUIRY

CASE INQUIRY OVERVIEW

The **Case Inquiry option** lets you look at case and suffix level information stored on the WMS data base. Depending upon the option you select you can look at information such as:

- Address history with the most recent information appearing first
- Associated name and address data
- A history of transactions on a case
- Case status, grant amounts, information about the individual on a case
- Medicare data
- Budget data including budget breakdowns, single issue grants, budget history
- Recertification data
- Data from Wage Reporting System and Unemployment Insurance benefit computer matches
- Actions pending some type of host processing.

Clearance Reports and Turnaround Documents:

Three options are available to allow you to print various documents.

- **Option #9** results in the printing of the current turnaround document (DSS-3517 WMS/NYC Authorization Document).
- **Option #11** results in a new clearance report for each individual in the specified case.
- **Option #14** results in a Continuing Eligibility Determination (CED) worksheet for use in recertification processing.

Each of these documents is printed immediately on a character printer associated with the terminal you are using.

Benefit Issuance and Recoupment Information:

Two options enable you to access other Inquiry Menus.

- **Option #3** provides access to the Benefits Issuance History Menu. Refer to Section G, Benefits Issuance History for details.
- **Option #10** provides access to the Recoupment Menu. Refer to Section H, Recoupment Inquiry for details.

CASE INQUIRY SCREENS

The Case Menu options and the screens accessed by choosing these options are listed below:

Case Inquiry Menu NQCS00

Option	Screen Title	Screen ID	Page
1	Address History	NQCS15	E-55
2	Associated Names and Addresses	NQCS13	E-51
3 *	Benefits Issuance History Menu	NQCS05	G-3
4	All Change Actions	NQCS6A	E-43
5	Case Composition - Suffix Summary	NQCS02	E-31
6	Current Case Composition - Historical Suffix Information	NQCS3A	E-35
7	Case Composition - Individual Summary as of XX/XX/XX	NQCS3B	E-39
8 *	Pending Actions and Outstanding Items	NQCS07	M-5
9 **	Print Turnaround	N/A	
10 *	Recoupment Menu	NQCS09	H-3
11 **	Generate a New Internal Clearance	N/A	
12	MA Case/Suffix/Indiv. Summary	NQCS28	E-67
13	Mass Rebudgeting Information	NQBU08	E-19
14 **	Print CED Worksheet	N/A	
15	Medicare Inquiry	NQCS16	E-57
16	MA Exceptions and Restrictions	NQCS14	E-53
17	MA Budget History	NQMA01	E-77
18	Suffix Budget Information	NQBU04	E-3
19	Single Issue Data	NQCS26	E-59
20	Budget History List	NQBU07	E-17
21	Recertification, Mailout Response, Discrepancy & Recertification Result Data	NQCS27	E-63
22	Case Composition - Suffix/Individual Summary	NQCS01	E-27
23	Work in Progress List (see option #8)	NQWP01	M-59
24	Direct Vendor History Inquiry	NQDV00	E-73
25	EAF/EAA Indicator Summary	NQCS8A	E-49
26	Display Ext. Clearance (WRS/UIB)	NQCS7C	E-47
N/A ***	Case Number/Suffix List (Substitution screen)	NQCS04	E-41

* Refer to Section G for information about Benefit Issuance History, Section M for information on Pending Actions and to Section H for information about Recoupments.

** Printed output produced, no screen response.

*** The substitution screen NQCS04 is displayed if the case name entered on NQCS00, NQCS05, or NQCS09 is the same as or similar to more than one case name on the WMS data base.

NQBU04 (Z)		Suffix Budget Information					09/09/94	
A	-- Case --	Suffix	-----	Case Name-----	Ctr	Unit/Worker	Case Type	
	007308971G	01	SMITH	JANET	073	00907	HR	
B	CASE Restr Inds:	Shelter 2	Water	Fuel	Addl Needs	Alt Payee		
	SUFX Restr Inds:	Shelter 2	Water	Fuel	Addl Needs	Alt Payee		
	Home Relief	Indiv	Ind	Med Id Card	Iss	FS Aged Dis	Indiv Ind	
C	PA Budget Breakdown:		# Persons In PA Case 03		Basic All Amt		100.00	
	Sheltr All Amt	0.00	Fuel Allot Amt		28.00	Water All Amt		0.00
	Energy All Amt	15.00	Total Needs Amt		167.00	PA Recoup YES		
	Act Need Amts	12.50	0.00	0.00	0.00	0.00		
D	FS Budget Breakdown:		# Persons In FS Case 03		Total Inc Amt		65.00	
	Sheltr All Amt	694.00	Child care Amt		0.00	Total Ded Amt		121.00
	Net Earned Inc	75.00	Net Unearned Inc		281.00	FS Recoup YES		
	Total PA for FS w/o PWP		281.00	Total PA for FS w PWP		0.00		
E	Occ Train Child Care All		0.00	Sp 30 Train All Amt		0.00		
	Next: Case:		Suffix:				CMD	
	A0201		PA AMOUNTS MAY BE ONE CENT OUT					

NQBU04: Suffix Budget Information

To Access This Screen:

- Enter **option #18** on the Case Inquiry Menu screen (NQCS00).
- Enter either a **Case # and Suffix #** or a **Case Name**.
- Press the **ENTER** key. The Suffix Budget Information screen (NQBU04) is displayed.

To Enter Information On This Screen:

- Enter a new **Case # and Suffix #** on the bottom of NQBU04 to access this screen for another case.
- Press the **ENTER** key. The Suffix Budget Information screen (NQBU04) is displayed.

Screen Description:

This screen displays suffix-related PA and/or FS budget information for a particular suffix in a case.

- A. Part A of the screen display contains general identifying information about the case such as case #, suffix #, case name, ctr (center), and unit/worker responsible for the case.

CTR: Indicates the center responsible for the case.

Case Type: Indicates the type of assistance associated with the suffix. Refer to Section P-Codes, for a list of codes and values.

- B. Part B of the screen display contains allowance and restriction information. Fields include:

Case and Suffix Restr Ind (Case and Suffix Restriction Indicators): Displays restrictions applicable to a case and/or a suffix such as **Shelter**, **Water**, **Fuel**, **Addl** (Additional) **Needs** and **Alt** (Alternate) **Payee**. These fields will be blank if there are no restrictions. An "X" in a field indicates a restriction exists.

Home Relief Indiv Ind (Home Relief Individual Indicator): An indicator for any HR individual in this suffix. Values are 0=No, 1=yes.

Med ID Card Iss (Medicaid Identification Card Issued): Indicates that the Medicaid Identification card has been issued.

FS Aged Dis Indiv Ind (Food Stamp Aged Disabled Individual Indicator): An "X" in this field indicates that an individual in the FS case is aged or disabled.

- C. Part C of the screen display lists the basic components of the PA budget based on the number of persons in the suffix.

Persons in PA Case: Indicates the number of persons being budgeted in a PA suffix.

Basic All Amt (Basic Allowance Amount): Shows the amount of the basic Pre-added allowance which provides for food and other needs.

Shelter All Amt (Shelter Allowance Amount): Shows the semi-monthly shelter allowance for the suffix.

Fuel Allot Amt (Fuel Allotment Amount): Shows the semi-monthly amount of the heating fuel allowance based on the fuel type and the number of persons in the suffix.

NQBU04 (Z)		Suffix Budget Information					09/09/94	
A	-- Case --	Suffix	-----	Case Name-----	Ctr	Unit/Worker	Case	Type
	007308971G	01	SMITH	JANET	073	00907		HR
B	CASE Restr Inds:	Shelter 2	Water	Fuel	Addl Needs		Alt Payee	
	SUFIX Restr Inds:	Shelter 2	Water	Fuel	Addl Needs		Alt Payee	
	Home Relief Indiv	Ind	Med Id Card	Iss	FS Aged Dis	Indiv	Ind	
C	PA Budget Breakdown:		# Persons In PA Case 03		Basic All Amt	100.00		
	Sheltr All Amt	0.00	Fuel Allot Amt	28.00	Water All Amt	0.00		
	Energy All Amt	15.00	Total Needs Amt	167.00	PA Recoup	YES		
	Act Need Amts	12.50	0.00	0.00	0.00	0.00		
D	FS Budget Breakdown:		# Persons In FS Case 03		Total Inc Amt	65.00		
	Sheltr All Amt	694.00	Child Care Amt	0.00	Total Ded Amt	121.00		
	Net Earned Inc	75.00	Net Unearned Inc	28				
	Total PA for FS w/o PWP	281.00	Total PA for FS w PWP	0.00	1.00	FS Recoup YES		
E	Occ Train Child Care All	0.00	Sp 30 Train All Amt	0.00				
	Next: Case:	Suffix:		CMD				
	A0201	PA AMOUNTS MAY BE ONE CENT OUT						

NQBU04: Suffix Budget Information

Screen Description (continued):

Water All Amt (Water Allowance Amount): Shows the semi-monthly amount of water expense considered in the budget.

Energy All Amt (Energy Allowance Amount): Shows the semi-monthly allowance for energy costs based on the shelter type and the number of persons in the suffix.

Total Needs Amt (Total Needs Amount): Shows the total needs amount for the suffix which is compared to the total income to determine a budget surplus or deficit.

PA Recoup (Public Assistance Recoupment): A "YES" in the field indicates whether or not there is an active PA recoupment for the suffix. If there is no active PA recoupment this field will be blank.

Act Needs Amt (Actual Needs Amount): Shows actual amount of any additional needs to be budgeted on a recurring basis.

D. Part D of this screen display contains a breakdown of the basic components of the FS budget. Fields include:

Persons in FS Case: Shows the number of persons in the Food Stamp case.

Screen Description (continued):

Total Inc Amt (Total Income Amount): Shows the total budgetable earned and unearned income in the Food Stamp case (which includes the PA grant if applicable).

Shelter All Amt (Shelter Allowance Amount): Shows the total monthly Food Stamp shelter cost which includes shelter and allowable heat, water, utility, phone and disposal expenses as applicable for FS budget calculations.

Child Care Amt (Child Care Amount): Shows the amount of child care deductions to which a FS case is entitled.

Total Ded Amt (Total Deduction Amount): Shows the total amount of deductions for the FS case.

Net Earned Income: Shows the amount of earned income used for FS budget calculations.

Net Unearned Inc (Net Unearned Income): Shows the amount of unearned income used for FS budget calculations.

FS Recoup (Food Stamp Recoupment): Indicates whether or not there is an active FS recoupment for the case.

Total PA for FS w/o PWP (Total Public Assistance For Food Stamp without Public Works Program): Shows the amount of the PA grant to be included as income to the FS case when no one is participating in the Public Works Program.

Total PA for FS w PWP (Total Public Assistance for Food Stamp with Public Works Program): Shows the amount of the PA grant to be included as income to the FS Case when there is participation in the Public Works Program.

- E. Part E of the screen display contains Special Needs information. Fields include:

Occ Train Child Care All (Occupational Training Child Care Allowance): Shows the amount of a Child Care Allowance which is issued separately from the recurring PA grant and not included as income for Food Stamps.

Sp 30 Train All Amt: Field not used due to policy change.

NQBU05(Z)		Budget Hist. Actual Needs & Suf Summary				05/20/94	
-- Case --		Suffix	FS Suffix	Auth. No	-- Auth. Cycle --		
007009100E		01	01	00000100	05/A/93 - / /		
# Persons In PA HH 04		PA No LRR 0		# Rooms In HH 0			
QR Code		QR State NOQR		QR Type			
Budget Ind PA, FS		PWP Part Ind		FS Aged Dis Indiv Ind X			

Actual Needs:							
FS Fuel Ind X	FS Util Ind X	FS Tel Ind X	FS Act Disp Amt	0.00			
PA Add Nds Type	00	PA Add Nds Amt	0.00	PA Act Shelt Amt	0.00		
FS Add Nds Type	00	FS Add Nds Amt	0.00	FS Act Water Amt	0.00		
Shelter Type	01	FS Act Shel Amt	650.00	FS Act Tel Amt	45.00		
Fuel Type	NAT-GAS	FS Act Fuel Amt	50.00	FS Act Util Amt	50.00		

Suffix Summary:							
PA GrossInc Amt	121.00	PA Net E Inc Amt	0.00	PA Net Une I Amt	121.00		
FS Shelt AllAmt	1032.00	FS Net E Inc Amt	0.00	FS Net Une I Amt	529.30		
FS Tot Ded Amt	99.00	Suf Tot Ind Nds1	0.00	Suf Tot Ind Nds2	0.00		

A0204 PA AMOUNTS MAY BE ONE CENT OUT						CMD	

NQBU05: Budget History Actual Needs and Suffix Summary

To Access This Screen:

- Enter option #20 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # and Suffix # or a Case Name.
- Press the ENTER key. The Budget History List screen (NQBU07) is displayed.
- Enter "1" in the "Select" column at the desired budget authorization number on screen NQBU07.
- Press the ENTER key. The Budget History Actual Needs & Suffix Summary screen (NQBU05) is displayed.

NOTE: This screen is not accessed directly from the Case Inquiry Menu Screen (NQCS00).

Screen Description:

This screen displays the Budget History for a Suffix.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix and FS Suffix. Other fields include:

Auth No (Authorization Number): A manually assigned number that uniquely identifies the Eligibility or Undercare transaction that authorized this budget.

Auth Cycle (Authorization Cycle): Identifies the benefit cycle. The letter "A" indicates the first cycle of the month, and letter "B" indicates the second cycle of the month. Refer to Section G-Benefits Issuance, for the Cycle Table based on the toe digit of a case number.

Persons in PA HH (Number of Persons in Public Assistance Household): Shows the number of persons budgeted in this suffix.

PA No LRR (Public Assistance Number Legally Responsible Relatives): Shows the number of legally responsible individuals in this household.

Rooms in HH: Shows the number of bedrooms if the shelter code indicates Public Housing. It is used to determine the monthly shelter allowance.

QR Code (Quarterly Reporting Code): Indicates whether the suffix is required to be on the Quarterly Reporting System, or if he/she is exempt (e.g., A = System removal from QR, S= System determined indicating case is on QR).

QR State (Quarterly Reporting State): Indicates whether or not a case continues to be on Quarterly Reporting (e.g., NOQR-Not on Quarterly Reporting). Refer to Section P-Codes for a list of codes and values.

QR Type (Quarterly Reporting Type): Indicates the reason a suffix is on Quarterly Reporting (e.g., Earned income, Unemployment Insurance Benefits).

Budget Ind (Budget Indicator): Indicates the type of budget, (PA, FS, or MA).

PWP Part Ind (Public Works Program Participation Indicator): Indicates participation in the Public Works Program.

FS Aged Dis Indiv Ind (Food Stamp Aged Disabled Individual Indicator): An "X" in this field indicates that an individual in a FS case is aged or disabled.

NQBU05(Z)		Budget Hist. Actual Needs & Suf Summary				05/20/94
-- Case --		Suffix	FS Suffix	Auth. No	-- Auth. Cycle --	
007009100E		01	01	00000100	05/A/93 - / /	
# Persons In PA HH 04		PA No LRR 0		# Rooms In HH 0		
QR Code		QR State NOQR		QR Type		
Budget Ind PA, FS		PWP Part Ind		FS Aged Dis Indiv Ind X		

Actual Needs:						
FS Fuel Ind X	FS Util Ind X	FS Tel Ind X	FS Act Disp Amt	0.00		
PA Add Nds Type 00	PA Add Nds Amt	0.00	PA Act Shelt Amt	0.00		
FS Add Nds Type 00	FS Add Nds Amt	0.00	FS Act Water Amt	0.00		
Shelter Type 01	FS Act Shel Amt	650.00	FS Act Tel Amt	45.00		
Fuel Type NAT-GAS	FS Act Fuel Amt	50.00	FS Act Util Amt	50.00		

Suffix Summary:						
PA GrossInc Amt	121.00	PA Net E Inc Amt	0.00	PA Net Une I Amt	121.00	
FS Shelt AllAmt	1032.00	FS Net E Inc Amt	0.00	FS Net Une I Amt	529.30	
FS Tot Ded Amt	99.00	Suf Tot Ind Ndsl	0.00	Suf Tot Ind Nds2	0.00	

A0204 PA AMOUNTS MAY BE ONE CENT OUT						CMD

NQBU05: Budget History Actual Needs and Suffix Summary

Screen Description: (cont'd)

B. Part B of the screen display contains actual needs information and reflects data entered on the Budgeting screen NSBL02. Fields include:

FS Fuel Ind (Food Stamp Fuel Indicator): An "X" indicates that heat expense is not included in the shelter cost.

FS Util Ind (Food Stamps Utility Indicator): An "X" indicates that utility expense is not included in the shelter cost.

FS Tel Ind (Food Stamp Telephone Indicator): An "X" indicates that there are telephone expenses.

FS Act Disp Amt (Food Stamp Actual Disposal Amount): Shows the monthly garbage disposal expense which is used for Food Stamp budgeting.

PA Add Nds Type (Public Assistance Additional Needs Type): Shows the type of individual needs that may be applied on a recurring basis. Refer to Section P-Codes for code values.

PA Act Shelt Amt (Public Assistance Actual Shelter Amount): Shows the actual shelter amount for a case to be applied against the grant.

Screen Description: (cont'd)

FS Add Nds Type (Food Stamp Additional Needs Type): Shows the additional recurring allowance amount to be included in the FS grant.

FS Add Nds Amt (Food Stamp Additional Needs Amount) Shows the additional amount to be included in the FS grant.

FS Act Water Amt (Food Stamp Actual Water Amount) Shows the actual monthly water amount for a Food Stamp case to be considered in the FS calculations.

Shelter Type: An numeric code that indicates the type of dwelling in which the household resides. Refer to Section P-Codes for codes/values.

FS Act Shel Amt (Food Stamp Actual Shelter Amount): Shows the actual amount paid for shelter to be considered in the FS Budget calculations.

FS Act Tel Amt (Food Stamp Actual Telephone Amount): Represents the actual telephone billing amount.

Fuel Type: Indicates the type of fuel used for heating.

FS Act Fuel Amt (Food Stamp Actual Fuel Amount): Represents the actual monthly cost paid for fuel, by the FS household considered in FS Budget calculations.

FS Act Util Amt (Food Stamp Utility Amount): Represents the actual monthly cost paid for utilities, by the FS household considered in FS Budget codes.

- C. Part C of the screen display contains suffix summary information. Fields include:

PA Gross Inc Amt (Public Assistance Gross Income Amount): Shows the amount of the total earned and unearned income applied to the PA gross income test.

PA Net E Inc Amt (Public Assistance Net Earned Income Amount): Shows the amount of the net earned income that is applied against the total PA needs.

PA Net Une I Amt (Public Assistance Net Unearned Income Amount): Shows the amount of net unearned income that is applied against the total PA needs.

FS Shelt All Amt (Food Stamp Shelter Allowance Amount): Shows the monthly FS shelter cost which includes the shelter and allowable heat, water, utility, phone and disposal expenses used to calculate the excess FS shelter deduction.

NQBU05		Budget Hist. Actual Needs & Suf Summary				05/20/94	
-- Case --		Suffix	FS Suffix	Auth. No	-- Auth. Cycle --		
007009100E		01	01	00000100	05/A/93 - / /		
A	# Persons In PA HH 04		PA No LRR 0		# Rooms In HH 0		
	QR Code		QR State NOQR		QR Type		
	Budget Ind PA, FS		PWP Part Ind		FS Aged Dis Indiv Ind X		

Actual Needs:							
B	FS Fuel Ind X	FS Util Ind X	FS Tel Ind X	FS Act Disp Amt	0.00		
	PA Add Nds Type	00	PA Add Nds Amt	0.00	PA Act Shelt Amt	0.00	
	FS Add Nds Type	00	FS Add Nds Amt	0.00	FS Act Water Amt	0.00	
	Shelter Type	01	FS Act Shel Amt	650.00	FS Act Tel Amt	45.00	
	Fuel Type	NAT-GAS	FS Act Fuel Amt	50.00	FS Act Util Amt	50.00	

Suffix Summary:							
C	PA GrossInc Amt	121.00	PA Net E Inc Amt	0.00	PA Net Une I Amt	121.00	
	FS Shelt AllAmt	1032.00	FS Net E Inc Amt	0.00	FS Net Une I Amt	529.30	
	FS Tot Ded Amt	99.00	Suf Tot Ind Nds	0.00	Suf Tot Ind Nds2	0.00	

A0204 PA AMOUNTS MAY BE ONE CENT OUT						CMD	

NQBU05: Budget History Actual Needs and Suffix Summary

Screen Description: (cont'd)

FS Net E Income (Food Stamp Earned Income Amount): Represents the total earned income that is used to determine FS benefits.

FS Net Une I Amt (Food Stamp Net Unearned Income Amount): Represents the total unearned income amount used to determine eligibility for FS benefits.

FS Tot Ded Amt (Food Stamp Total Deductions Amount): Represents the total amount of FS deductions for a case.

Suf Tot Ind Nds 1 (Suffix Total Individual Needs 1): Shows the total additional needs amounts to be included in the determination of FS benefits.

Suf Tot Ind Nds 2 (Suffix Total Individual Needs 2): Shows the total additional needs amounts to be included in the determination of FS benefits.

RESERVED FOR EXPANSION

NQBU06 (Z)		Budget Results History				09/09/94	
A	-- Case --	Suffix	FS Suffix	Auth. No	-- Auth. Cycle --		
	0073334511	01	01	00060889	09/A/92 - 12/B/92		
	PA Budget Disposition		PA Route Loc		PA Case Status AC		
	FS Budget Disposition		FS Route Loc		FS Case Status AC		
B	CASE Restr Inds: Shelter		Water	Fuel	Addl Needs		Alt Payee
	SUFX Restr Inds: Shelter		Water	Fuel	Addl Needs		Alt Payee
C	PA Budget Breakdown:		# Persons In PA Case 03		Basic All	Amt	100.00
	Shelter All Amt	138.00	Fuel Allot Amt	35.00	Water All	Amt	6.50
	Energy All Amt	15.00	Total Incom Amt	0.00	Total S D	Amt	306.00
	Total S D Code D		# Months Inelig 00				
	Act Need Amts	0.00	0.00	0.00	0.00		
D	FS Budget Breakdown:		# Persons In FS Case 03		Total Inc	Amt	283.00
	Tot Net Inc Amt	453.00	Child Care Amt	0.00	Allot Amt		151.00
	Total PA for FS w/o PEP	559.00	Total PA For FS	w PWP			0.00
E	OCC Train Child Care All	0.00	Sp 30 Train All		Amt		0.00
	A0202						CMD
	PA AMOUNTS MAY BE CENT OUT						

NQBU06: Budget Results History

To Access This Screen:

- Enter option #20 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # and Suffix # or a Case Name.
- Press the ENTER key. The Budget History List screen (NQBU07) is displayed.
- Enter a 2 in the "Select" column on NQBU07.
- Press the ENTER key. The Budget Results History screen (NQBU06) is displayed.

NOTE: This screen is not accessed directly from the Case Inquiry Menu Screen (NQCS00).

Screen Description:

This screen displays the Budget Results History for a suffix.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix # and FS Suffix #. Other fields include:

Auth No. (Authorization Number): A manually assigned number that uniquely identifies the Eligibility or Undercare transaction that authorized this budget.

Auth Cycle (Authorization Cycle): Identifies the benefit cycle. The letter "A" indicates the first cycle of the month, and "B" indicates the second cycle of the month. Refer to Section G Benefit Issuance for the Cycle Table based on toe digit of the case number.

- B. Part B of the screen display contains Status and Restriction information. These fields include:

PA, FS Budget Disposition: Summarizes budget calculation results for evaluation of suffix financial eligibility. Field will reflect the budget disposition, (e.g. if the budget is valid field will display mnemonic Elig. This field will usually be blank).

PA, FS Route Loc (Public Assistance, Food Stamp Routing Location): A four character code that indicates how benefits are directed to the client.

PA Case Status: Indicates the current status of a specified PA case (e.g., AC=Active, or CL=Closed).

FS Case Status: Indicates the current status of a specified FS case (e.g., AC=Active, or CL=Closed).

Case and Suffix Restr Ind (Case and Suffix Restriction Indicators): An "X" in these fields indicates restrictions applicable to a case such as Shelter, Water, Fuel, Addl (Additional) Needs and Alt (Alternate) Payee. These fields will be blank if there are no restrictions.

- C. Part C of the screen display contains a breakdown of PA budget components. These fields include:

Persons in PA Case: Shows the number of persons budgeted in a PA suffix.

Basic All Amt (Basic Allowance Amount): Shows the basic allowance (pre-added) used in the budget calculation.

NQBU06 (2)		Budget Results History				09/09/94	
A	-- Case --	Suffix	FS Suffix	Auth. No	-- Auth. Cycle --		
	0073334511	01	01	00060889	09/A/92 - 12/B/92		
B	PA Budget Disposition		PA Route Loc		PA Case Status AC		
	FS Budget Disposition		FS Route Loc		FS Case Status AC		
	CASE Restr Inds: Shelter		Water	Fuel	Addl Needs		Alt Payee
	SUFX Restr Inds: Shelter		Water	Fuel	Addl Needs		Alt Payee
C	PA Budget Breakdown:		# Persons In PS Case	03	Basic All	Amt	100.00
	Shelter All Amt	138.00	Fuel Allot Amt	35.00	Water All	Amt	6.50
	Energy All Amt	15.00	Total Incom Amt	0.00	Total S D	Amt	306.00
	Total S D Code D		# Months Inelig	00			
	Act Need Amts	0.00	0.00	0.00	0.00		
D	FS Budget Breakdown:		# Persons In FS Case	03	Total Inc	Amt	283.00
	Tot Net Inc Amt	453.00	Child Care Amt	0.00	Allot Amt		151.00
	Total PA for FS w/o PWP		559.00	Total PA For FS	w PWP		0.00
E	OCC Train Child Care All	0.00	Sp 30 Train All		Amt		0.00
	A0202						CMD

NQBU06: Budget Results History

Screen Description: (cont'd)

Shelter All Amt (Shelter Allowance Amount): Shows the semi-monthly shelter amount for the suffix used in the PA budget calculation.

Fuel Allot Amt (Fuel Allotment Amount): Shows the allowance for heating fuel used in the PA budget calculation.

Water All Amt (Water Allowance Amount): Shows the semi-monthly amount allowed for water used in the PA budget calculation.

Energy All Amt (Energy Allowance Amount): Shows the semi-monthly amount allowed for energy costs used in PA budget calculation.

Total Incom Amt (Total Income Amount): The net income of the suffix that is applied against the total needs of the suffix.

Screen Description:

Total S D Amt (Total Surplus Deficit Amount): Shows the amount of the budget surplus or deficit prior to the deduction of restricted payments or recoupments.

Total S D Code (Total Surplus Deficit Code): A "D" indicates a PA budget default. An "S" indicates a PA budget surplus.

Months Inelig (Number of Months Ineligible): Indicates the number of months a suffix is ineligible due to the receipt of a lump sum payment.

Act Needs Amt (Actual Needs Amount): Shows the actual amount of any additional needs to be budgeted on a recurring basis.

- D. Part D of the screen display contains a breakdown of the FS budget components. These fields include:

Persons in FS Case: Shows the number of persons in the Food Stamp case.

Total Inc Amt (Total Income Amount): Shows the total food stamp earned and unearned income which includes the PA grant if applicable.

Total Net Inc Amt (Total Net Income Amount): Represents the total net income available to a specified FS case after all deductions/exclusions and excess shelter have been subtracted from total earned and unearned income.

Child Care Amt (Child Care Amount): Shows the amount of child care deductions used in the FS budget calculation.

Allot Amt (Allotment Amount): Shows the monthly Food Stamp allotment.

Total PA for FS w/o PWP (Total Public Assistance for Food Stamp Without Public Works Program): Shows the amount of the PA grant to be included as income to the FS case when no one is participating in the Public Works Program.

Total PA for FS w PWP (Total Public Assistance For Food Stamp With Public Works Program): Indicates the amount of the PA grant to be included as income to FS case when there is participation in the Public Works Program.

- E. Part E of the screen display contains special needs information. Fields include:

Occ Train Child Care All (Occupational Training Child Care Allowance): Shows the child care allowance issued separately from the normal PA Grant and not included as income for Food Stamps.

NQBU07 (Z)		Budget History List			09/09/94	
Case # 007308971G		Suffix 01			Page 01 of 01	
Select	Auth No	-- Auth.	Cycle --	PA Allot Amt	Allot Amt	
	00022389	10/A/92	/ /	167.00	218.00	
	04460101	10/A/91	/ /	167.00	216.00	
	00015601	07/A/90	/ /	167.00	214.00	
	44460200	10/A/89	/ /	167.00	210.00	

Enter -1- in Select column to view Budget History Actural Needs & Suf Summry
Enter -2- in Select column to view Budget History Results

Next: Case: Suffix: CMD
A0203 PA AMOUNTS MAY BE ONE CENT OUT

NQBU07: Budget History List

To Access This Screen:

- Enter option #20 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # and Suffix # or a Case Name.
- Press the ENTER key. The Budget History List screen (NQBU07) is displayed.

To Enter Information On This Screen (three options):

Option:

- Enter "1" in the "Select" column at the desired authorization number on NQBU07.
- Press the ENTER key. The Budget History Actual Needs & Suffix Summary screen (NQBU05) is displayed.

Option:

- Enter "2" in the "Select" column at the desired budget authorization number on NQBU07.
- Press the ENTER key. The Budget Results History screen (NQBU06) is displayed.

Option:

- Enter a new Case # and Suffix # in the "Next Case #" and "Next Suffix #" fields to view this screen for another case.
- Press the ENTER key. The Budget History List screen (NQBU07) is displayed.

Screen Description:

The screen displays a list of authorized budgets with their corresponding effective dates and PA and FS grant amounts for a specified suffix. The screen displays general identifying information such as Case # and Suffix. Other fields include:

Auth No. (Authorization Number): A manually assigned number that uniquely identifies the Eligibility or Undercare transaction that authorized this budget.

Auth Cycle (Authorization Cycle): Identifies the benefit cycle. The letter "A" indicates the first cycle of the month, and "B" indicates the second cycle of the month. Refer to Section G, - Benefit Issuance for the Benefits Issuance Cycle Table based on the toe digit of a case number.

PA Allot Amt (Public Assistance Allotment Amount): Shows the semi-monthly PA grant amount for the suffix.

FS Allot Amt (Food Stamp Allotment Amount): Shows the monthly FS grant amount for the FS suffix.

NQBU08 (Z)		Mass Rebudgeting Information				09/09/94	
-- Case	-- Suffix	FS	Suf	-----	Case Name	-----	Ctr Unit/Worker
007308971G	01	01	SMITH	JANET		073	00907
Rebudget Array							
-----*							
GROS INC				ERD INCX			
BSIC ALW				STND DED			
	HM ENRGY			FUEL STD			
	FUEL ADJ				EX SHLTR		
		STD WK D			NET INC		
				GRS INCX	FOOD ADJ		
-----***							
Next Case #			Next Suffix				
							CMD

NQBU08: Mass Rebudgeting Information

To Access This Screen:

- Enter option #13 on the Case Inquiry Menu Screen (NQCS00).
- Enter either a Case # and Suffix # or a Case Name.
- Press the ENTER key. The Mass Rebudgeting Information screen (NQBU08) is displayed.

To Enter Information On This Screen:

- Enter a new Case # and Suffix # on the bottom of screen NQBU08 to view this screen for another case.
- Press the ENTER key. The Mass Rebudgeting Information screen (NQBU08) is displayed.

Screen Description:

This screen displays components of a budget which will be affected by a Mass Rebudgeting change.

- A. Part A of the screen display contains general case identifying information such as Case , Suffix, FS Suffix, Case Name, Center and Unit/Worker.
- B. Part B of the screen display contains components affected by the Mass Rebudgeting change.

NQCS00 (2)		WMS Case Inquiry Menu	10/07/94
A	#1. Address History	#14. Print CED Worksheet	
	#2. Associated Names and Addresses	#15. Medicare Inquiry	
	#3. MA Exceptions & Restrictions	#16. MA Exceptions & Restrictions	
	#4. Case Action History	#17. MA Budget History	
	#5. Case Composition	#18. Suffix Budget Information	
	#6. Case Composition (Suffix Info)	#19. Single Issue Information	
	#7. Suffix Detailed (Line Info)	#20. Budget History List	
	#8. Pending Actions	#21. Recert, Mailout, Descrpt, Result	
	#9. Print Turnaround	#22. Case, Suffix, Indiv, Summary	
	#10. Recoupment Menu	#23. Work in Progress List	
	#11. Generate A New Clearance	#24. Direct Vendor Inquiry	
	#12. MA Summary Inquiry	#25. EAF/EAA Indicator Summary	
	#13. Mass Rebudgeting Information	#26. Display Ext. Clearance (WRS/UIB)	

B	Enter # of Option Desired		
	Enter Case #	and Suffix	
	or		
	Case Name		
	Enter Date Range Desired	08/01/92 to 10/07/92	
Enter Reconstruction Date	10/07/92		
			CMD

NQCS00: WMS Case Inquiry Menu**To Access This Screen (two options):****Option:**

- Enter option #1 on the WMS Inquiry Menu screen (NQRY00).
- Press the **ENTER** key. The WMS Case Inquiry Menu screen (NQCS00) is displayed.

Option:

- Press the **F4/CASE INQ** key. The WMS Case Inquiry Menu screen (NQCS00) is displayed.

To Make a Selection From This Screen:

- Select one of the 26 options displayed and enter the option number on the screen. See section B on the screen display above.
- Enter either a **Case #** (and **Suffix #**, if required) or a **Case Name**.
- Press the **ENTER** key. The desired screen will be displayed.
- Error messages are shown at the bottom of the screen and field(s) in error are shown in reverse video. **Correct the error and press the ENTER key again.** Refer to Section O-Messages for a listing of messages.

Make a Selection From This Screen: (continued)

To Use The Print Options #9, #11, #14:

- Enter option #9, #11 or #14 on the WMS Case Inquiry Menu screen (NQCS00).
- Press the ENTER key. One of the following messages will be displayed on the bottom of the screen.

Option #9: A0026 PRINTED TURNAROUND DOCUMENT SCHEDULED

Option #11: A0041 CLEARANCE PERFORMED REPORT SCHEDULED

Option #14: A0060 CED WORKSHEET PRINTED

- The appropriate output will print on the TAD or Character printer configured for the terminal you are using.
- If you have made an error in the entry a message will be shown at the bottom of the screen and the field in error will be shown in reverse video. Correct the error and press the ENTER key again. Refer to Section O-Messages for a listing of error messages.

Screen Description:

- A. Part A of the screen display lists the available Case Inquiry options. A brief description of each option follows:

#1 Address History

Select this option to see all residence addresses for a case within a specified date range.

#2 Associated Names and Addresses

Select this option to see the names and addresses of any Restricted Payment Payees, Authorized Representatives, Alternate Payees, etc.

#3 Benefits Issuance History Menu

Select this option to access the Benefits Issuance History Menu. This Menu is described in Section G.

#4 Case Action History

Select this option to see a list of Eligibility and/or Undercare transactions that have been made to a case within a specified date range.

#5 Case Composition

Select this option for address, case-level restrictions, a listing of all suffixes with corresponding case names, categories, and statuses.

NQCS00 (Z)		WMS Case Inquiry Menu		10/07/94
A	#1. Address History	#14. Print CED Worksheet		
	#2. Associated Names and Addresses	#15. Medicare Inquiry		
	#3.. M Exceptions & Restrictions	#16. MA Exceptions & Restrictions		
	#4. Case Action History	#17. MA Budget History		
	#5. Case Composition	#18. Suffix Budget Information		
	#6. Case Composition (Suffix Info)	#19. Single Issue Information		
	#7. Suffix Detailed (Line Info)	#20. Budget History List		
	#8. Pending Actions	#21. Recert, Mailout, Descrpt, Result		
	#9. Print Turnaround	#22. Case, Suffix, Indiv, Summary		
	#10. Recoupment Menu	#23. Work in Progress List		
	#11. Generate A New Clearance	#24. Direct Vendor Inquiry		
	#12. MA Summary Inquiry	#25. EAF/EAA Indicator Summary		
	#13. Mass Rebudgeting Information	#26. Display Ext. Clearance (WRS/UIB)		
Enter # of Option Desired				
Enter Case #		and Suffix		
or				
Case Name				
Enter Date Range Desired		08/01/92 to 10/07/92		
Enter Reconstruction Date		10/07/92		
		CMD		

NQCS00: WMS Case Inquiry Menu

Screen Description (continued):

#6 Case Composition (Suffix Info)

Select this option to view Contact Agency information, Monthly Reporting status, recertification and authorization dates and grant amounts for a suffix.

#7 Suffix Details (Line Info)

Select this option to see the names, SSNs, birthdates, CINs, and program statuses of all individuals within a suffix.

#8 Pending Actions

Select this option to see a list of transactions for this case that were data entered and are awaiting some type of processing. Pending Actions are described in Section M.

#9 Print Turnaround Document

Select this option to print a current Authorization Document (TAD) DSS3517.

#10 Recoupment Menu

Select this option to access the Recoupment Menu. This Menu is described in Section H.

#11 Generate A New Internal Clearance

Select this option to initiate a clearance search and to print an updated clearance report for all individuals within a case.

Screen Description (continued):

- #12 **MA Summary Inquiry**
Select this option to view case composition and budget information for an MA case. Case, suffix and individual level information is displayed.
- #13 **Mass Rebudgeting Information**
Select this option to view components of a budget which will be affected by a Mass Rebudgeting change.
- #14 **Print CED Worksheet**
Select this option to print a Continuing Eligibility Determination Worksheet for use when recertifying a case.
- #15 **Medicare Inquiry**
Select this option to view Medicare Part A and Part B coverage dates, Medicare claim numbers and Buy-In dates for all individuals within a case.
- #16 **MA Exceptions And Restrictions**
Select this option to view the Medicaid restriction type, provider, and restriction effective dates for any individual within a case.
- #17 **MA Budget History**
Select this option to view a list of authorized MA budgets with their corresponding budget information.
- #18 **Suffix Budget Information**
Select this option to view the PA and FS grant amounts and a breakdown of the PA and FS budgets for a suffix.
- #19 **Single Issue Information**
Select this option to view detailed information for PA and FS Single Issue Grants issued to a case within the last six (6) months.
- #20 **Budget History List**
Select this option to view a list of authorized budgets with their corresponding effective dates and PA and FS grant amounts for a suffix.
- #21 **Recert, Mailout, Discrp, Result**
Select this option to view Eligibility Mailout responses, computer match discrepancies, recertification results and the recertification record for the case.
- #22 **Case, Suffix, Indiv Summary**
Select this option to view case composition and budget information for a case. Case and individual level information is displayed.

NQCS00 (2)		WMS Case Inquiry Menu	10/07/94
A	#1. Address History	#14. Print CED Worksheet	
	#2. Associated Names and Addresses	#15. Medicare Inquiry	
	#3. Benefit Issuance History Menu	#16. MA Exceptions & Restrictions	
	#4. Case Action History	#17. MA Budget History	
	#5. Case Composition	#18. Suffix Budget Information	
	#6. Case Composition (Suffix Info)	#19. Single Issue Information	
	#7. Suffix Details (Line Info)	#20. Budget History List	
	#8. Pending Actions	#21. Recert, Mailout, Discrp, Result	
	#9. Print Turnaround	#22. Case, Suffix, Indiv, Summary	
	#10. Recoupment Menu	#23. Work in Progress List	
	#11. Generate A New Clearance	#24. Direct Vendor Inquiry	
	#12. MA Summary Inquiry	#25. EAF/EAA Indicator Summary	
	#13. Mass Rebudgeting Information	#26. Display Ext. Clearance (WRS/UIB)	

B	Enter # of Option Desired		
	Enter Case # and Suffix		
	or		
	Case Name		
Enter Date Range Desired 08/01/92 to 10/07/92			
Enter Reconstruction Date 10/07/92			
CMD			

NQCS00: WMS Case Inquiry Menu

Screen Description (continued):

#23 Work In Progress List

Select this option to view notices and reports which are scheduled to be printed. This feature is described in Section M, Pending Actions.

#24 Direct Vendor Inquiry

Select this option to view direct vendor utility billing information.

#25 EAF/EAA Indicator Summary (Emergency Assistance To Families/Emergency Assistance To Adults)

Select this option to view historical information regarding the issuance of emergency assistance to a case.

#26 Display Ext. Clearance (WRS/UIB)

Select this option to view Wage Reporting System (WRS) and Unemployment Benefit (UIB) clearance data.

B. Part B of the screen display contains fields for entering an option # and identifying information to let you access a particular case. Fields include: Case #, Suffix, Case Name, Date Range Desired and Reconstruction Date. For information on how to use the Date Range and Reconstruction Date refer to Section D-Procedures.

RESERVED FOR EXPANSION

NQCS01 (Z) Case Composition - Suffix/Individual Summary										10/27/94					
Case #		Ctr	U/W	QRS	FS Rent		0.00		Page 1 of 01						
007342475G		024	00909		PA Rent		0.00		Restriction						
Address				City		Zip		Phone No.							
25 HUDSON				NYC		10011		()- -							
Case Name					Case Name										
JANET EVERLY															
SUF	01	FS	SUF	01	Case	ADC	Lang	A	SUF	FS	SUF	Case	Lang		
Pg Stat		Type		TB Ind		T	PA	Pg Stat	Type	TB Ind		TB Date			
PA	CL			08/02/91			PA			/ /		/ /			
MA	CL						MA			/ /		/ /			
FS	CL						FS			/ /		/ /			

Last recert		08/07/90		Next	recert		08/07/91		Next check		/ /	Next ATP		/ /	
Suffix				Individual Date				Status				CA			
Sel	PA	MA	FS	LN	CIN	First Name	M	Last	Sex	Birth	PA	MA	FS	ES	CD
01	01	01	01	01	ZZ02035R	JANET		EVERLY	F	03/17/48	CL	CL	CL	31	P
01	01	01	02	01	ZZ02025V	DONALD		EVERLY	M	02/29/84	CL	CL	CL	30	P
01	01	01	03	01	ZZ02015Z	PHILIPS		EVERLY	M	01/19/85	CL	CL	CL	30	P
											/ /	/ /			
											/ /	/ /			
											/ /	/ /			
Next case #											CMD				

NQCS01: Case Composition: Suffix/Individual Summary

To Access This Screen:

- Enter option #22 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The Case Composition: Suffix/individual Summary screen (NQCS01) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter a new Case # in the "Next Case #" field to view this screen for another case.
- Press ENTER key. The Case Composition: Suffix/Individual Summary screen (NQCS01) is displayed.

Option:

- Enter an "X" in the "Select" column of screen NQCS01.
- Press the ENTER key. The Individual Information screen (NQIN2A) is displayed.

Screen Description:

This screen presents summary information for the case including suffix and individual information.

- A. Part A of the screen display contains case level information and displays general identifying information, such as Case #, Ctr (center), U/W (unit/ worker), address and phone no. Fields include:

QRS (Quarterly Reporting System): Code indicates whether or not a case is on quarterly reporting.

FS and PA Rent: Displays actual rent amount for FS rent and allowable PA shelter amount based on household size for PA rent.

Restriction: Displays restriction applicable to a case such as shelter, water, fuel, additional needs, and alternate payee. This field will contain an "X" to show restrictions, and will be blank if there are no restrictions.

- B. Part B of the screen display contains suffix level information for all suffixes associated with the case regardless of status. Fields include:

SU (Suffix): The number of each suffix associated with the case is listed. The screen can display information on two suffixes. Refer to the upper right corner of the screen to find out if there is more than one screen to be displayed.

Case Type: Indicates the type of assistance associated with the suffix e.g., ADC, HR.

Pg Stat (Program Status): Code indicates the status of each suffix for each program area (e.g., AC (Active), AP (Applying)).

FS Suf (Food Stamp Suffix): Indicates the suffix # of the Food Stamps household.

Lang (Language): The primary spoken language of the head of household.

TB Ind (Transitional Benefit Indicator): Code "T" in this field indicates if a case is entitled to Transitional child care/medical benefits.

TB Date (Transitional Benefit Date): Date to which a case is entitled to extended benefits.

- C. Part C of the screen display contains individual level information for each person associated with the case such as suffix #, IN (Line Number), CIN, first name, middle initial, last name, sex and birth date. There are six entries per screen. Other fields include:

NQCS01 (Z) Case Composition - Suffix/Individual Summary										10/27/94					
Case # Ctr U/W QRS FS Rent 0.00										Page 1 of 01					
007342475G 024 IMT12 PA Rent 0.00 Restriction															
Address City Zip Phone No.															
25 HUDSON NYC 11111 ()- -															
Case Name					Case Name										
JANET EVERLY															
SUF	01	FS	SUF	01	Case ADC	Lang	A	SUF	FS	SUF	Case	Lang			
Pg Stat	Type			TB Ind	T	PA	MA	FS							
PA	CL														
MA	CL														
FS	CL			08/02/91											

Last recert 08/07/90 Next recert 08/07/91 Next check / / Next ATP / /															
Suffix Individual Date Status CA															
Sel	PA	MA	FS	LN	CIN	First Name	M	Last	Sex	Birth	PA	MA	FS	ES	CD
01	01	01	01	01	ZZ02035R	JANET		EVERLY	F	03/17/48	CL	CL	CL	31	P
01	01	01	02	ZZ02025V	DONALD			EVERLY	M	02/29/84	CL	CL	CL	30	P
01	01	01	03	ZZ02015Z	PHILLIPS			EVERLY	M	01/19/85	CL	CL	CL	30	P
										/ /					
										/ /					
										/ /					
Next															
										CMD					

NQCS01: Case Composition: Suffix/Individual Summary

Screen Description (continued)

Status: Indicates the status of an individual for each program area (e.g., Active (AC), Not Applying (NA)).

ES (Employment Status): Indicates the employment status of the individual (see Worker Guide to Codes manual for code listings).

CA CD (Card Code): Shows either the type of MA ID card issued or the reason why a card was not issued. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Next Recert: The date the next recertification is due.

Next check: The date the next recurring PA grant will be available through EPFT.

Next ATP (Next Authorization To Purchase): The date the next recurring FS benefit will be available through EPFT.

RESERVED FOR EXPANSION

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NQCS02 ((Z) Case Composition - Suffix Summary 09/09/94
Page 01 of 01
Case # 000004436C Center 064 Unit/Worker 00907 MA Resp
Address 12 PARKSLOPE Mail Addr: N
City NY St NY ZIP 10010 CD/B 00 0 Phone No. ( ) -
NYCHA: Proj # Acct #
-----
Last Auth Budget # 00003 # Budgetable Clients 00 # Budgetable suffixes 00
HEAP # Persons In PA HH 01 PA No LRR 0
CASE Restr Inds: Shelter Water Fuel Addl Needs Alt Payee
Quarterly Reporting: Type Code State 1 NCMR Util Gar 0
Next Avail Suffix: 2 Next Avail Line No 3
-----
Number of Suffixes 1
Opt Suf Case Name Case Applict Date Elig. Deter. -Status-
01 CINDY GONZALEZ ADC 02/26/90 02/28/90 AC AC AC
-----
Place An -X- By The Desired Suffix To View The Suffix Details
Next Case #:

CMD
  
```

NQCS02: Case Composition - Suffix Summary

To Access This Screen:

- Enter option #05 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The Case Composition - Suffix Summary screen (NQCS02) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter an "X" in the "OPT" (option) field next to the suffix selected to view information pertaining to that suffix.
- Press the ENTER key. The Current Case Composition - Historical Suffix Information screen (NQCS3A) is displayed.

Option:

- Enter a new Case # in the "Next Case" field to view this screen for another Case.
- Press the ENTER key. The Case Composition Suffix Summary screen (NQCS02) is displayed.

Screen Description:

This screen displays Budget and Suffix level status information, with the option to view suffix details.

- A. Part A of the screen display contains general identifying information such as case #, center, unit/worker and address, New York City Housing Authority (NYCHA) Project and account number if applicable, and phone no. Other fields include:

MA Resp (Medical Assistance Responsibility): Identifies an area within the Medical Assistance Program (MAP) that is responsible for the management of an MA case (e.g., CC (Community Care), HN (Hospital Care)).

Mail Addr (Mailing Address Indicator): A code which indicates whether or not the client's address displayed is a mailing address. Values are Y or N.

CD/B (Community District/Borough): See Address History Screen (NQCS15) in this section for definitions and examples. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

- B. Part B of the screen display contains budget related information. Fields include:

Last Auth Budget # (Last Authorized Budget #): The identifying number of the last authorized budget.

Budgetable Clients/suffixes: Number of individuals and suffixes taken into account for budget calculation purposes.

PA No IRR: The number of legally responsible relatives in the PA household for the purpose of deeming income.

HEAP: Home Energy Assistance Program (HEAP) Benefit Status Codes.

Case Restr Ind (Case Restriction Indicators): Displays restrictions applicable to a case such as **Shelter**, **Water**, **Fuel**, **Addl Needs** (Additional Needs), and **Alt Payee** (Alternate Payee): An "X" in these fields will indicate restrictions, and the field will be blank if there are no restrictions.

Quarterly Reporting: Indicates the reason a case is on quarterly reporting (**TYPE**), whether or not Quarterly Reporting is required (**CODE**), and whether or not a case continues to be on Quarterly Reporting (**STATE**). For a detailed description see page E-8.

NQCS02 (2) Case Composition - Suffix Summary		09/09/94	
		Page 01 of 01	
A	Case # 000004436C	Center 064	Unit/Worker 00907 MA Resp
	Address 12 PARKSLOPE.	Mail Addr: N	
	City NY	St NY ZIP 10010	CD/B 00 0 Phone No. () -
		NYCHA: Proj #	Acct #

B	Last Auth Budget # 00003	# Budgetable Clients 00	# Budgetable suffixes 00
	HEAP	# Persons In PA HH 01	PA No LRR 0
	CASE Restr Inds: Shelter	Water Fuel	Addl Needs
	Quarterly Reporting: Type	Code	State 1 NCMR
Next Avail Suffix: 2		Next Avail Line No 3	

C	Number of Suffixes 1		
	Opt Suf Case Name	Case Type	Applictn Date
	01 CINDY GONZALEZ	ADC	02/26/90
			Elig. Deter. Date
			-Suffix-Status- PA MA FS
Place An -X- By The Desired Suffix To View The Suffix Details			
Next Case #:			CMD

NQCS02: Case Composition - Suffix Summary

Screen Description: (continued)

Util Gar (Utility Guarantee): A code identifying the utility company to which payment is guaranteed until the end of the month in which the case is closed. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Next Avail Suffix (Next Available Suffix): Indicates the next suffix number which can be assigned by the system to a suffix being added to this case.

Next Avail Line No (Next Available Line Number): Indicates the next line number which can be assigned by the system to an individual being added to this case.

C. Part C of the screen display contains suffix-related information. Fields include:

Number of Suffixes: Total number of separate household units associated with the case.

Suf (Suffix): A numeric designation of a household unit under which one or more individuals are grouped.

Case Name: Name by which a case/suffix identifying information is filed.

Screen Description: (continued)

Case Type: Indicates the type of assistance associated with the suffix.

Applictn Date (Application Date): The date on which the suffix applied for assistance.

Elig Deter Date (Eligibility Determination Date): Date a case was determined eligible.

Suffix Status: Indicates the status of this suffix for each program area.

```

NQCS3A (2) Current Case Composition - Historical Suffix Information 05/20/94
* --Case #--Suff -----Case Name----- Ctr -U/W-
C 003208940C 01 JANET. SMITH 064 00907 EAF/EAA Ind:
U Contact - Agency Name From Date: / /
R Name To Date: / /
R Phone ( ) -
* ----- CED | ---- Recertification Dates ----
* QR Ind. - Code: Desc. / / Last: 02/27/93 Next: 11/27/93
-----
* Suffix Pgm Stat Reason - Authorization - Case
H Information PA: AC 070 02/27/90 99/99/99 02/27/90 ADC
I As Of MA: AC 070 02/27/90 99/99/99 / / ADC
S 08/20/90 FS: AC 099 02/27/90 99/99/99 02/28/90 ADC
T
O Residence Street 12 HANSEN PL.
R Address City NYC State NY Zip 10010 CD/B 00 0
Y Phone ( ) - Utility Guarantee 0
*
* Mailing Street Apt
* Address City State Zip
-----
Next Case: Suffix: Date: 08/20/90
CMD
    
```

NQCS3A: Current Case Composition Historical Suffix Information

To Access This Screen (two options):

Option:

- Enter option #06 on the Case Inquiry Menu screen (NQCS00).
- Enter a Case # and Suffix # or a Case Name on screen (NQCS00).
- Press the ENTER key. The Current Case Composition Historical Suffix Information screen (NQCS3A) is displayed.

Option:

- Enter an "X" in the "Opt" (option) field on NQCS02.
- Press the ENTER key. The Current Case Composition Historical Suffix Information screen (NQCS3A) is displayed.

To Enter Information On This Screen: (two options)

Option:

- Press F12/NEXT SEQ key [NEXT key]*. The Case Composition - Individual Summary as of xx/xx/xx screen (NQCS3B) is displayed.

Option:

- Enter a new case and suffix # to view this screen for another case.
- Press the **ENTER** key. The Current Case Composition Historical Suffix Information screen (NQCS3A) is displayed.

Screen Description:

This screen displays current and historical information about the suffix.

- A. Part A of the screen display contains current case level data. It displays general identifying information such as case #, suffix # (suff), case name, center (ctr) and unit/worker ,(U/W). Other fields include:

EAF/EAA Ind: and From and To Dates: (Emergency Assistance to Adults/Emergency Assistance to Families): An alphabetic code which identifies the type of emergency assistance. The date the emergency assistance started and the date it ended is also displayed.

Contact Agency: The agency representing a client when third-party intervention is necessary such as a translator for a non-English speaking person.

Contact Agency Name and Phone: The name and phone number of the contact agency.

QR Ind. Code and Desc (Quarterly Reporting Status Code and Description): Indicates both by code and description the Quarterly Reporting status of a case.

CED: Indicates the date that the MA Continuing Eligibility Determination Worksheet (WINRO284) was printed.

Recertification Dates

Last: Indicates the date a case was last recertified.

Next: Indicates the date a case is scheduled to be recertified.

```

NQCS3A ((Z) Current Case Composition - Historical Suffix Information 05/20/94
* --Case #--Suff -----Case Name-----Ctr -U/W- ---
A
C 000004436C 01 JANET SMITH 064 00907 EAF/EAA Ind:
U Contact - Agency From Date: / /
R Name To Date: / /
R Phone ( ) - -----
* ----- CED | ---- Recertification Dates ----
* QR Ind. - Code: Desc. / / Last: 05/27/93 Next: 11/27/93
|-----|
*
* Suffix Pgm Stat Reason - Authorization - Case
H Information PA: AC 070 02/27/90 99/99/99 02/27/90 ADC
I As Of MA: AC 070 02/27/90 99/99/99 / / ADC
S 08/20/92 FS: AC 099 02/27/90 99/99/99 02/28/90 ADC
T
B
O Residence Street 12 HANSEN PL.
R Address City NY State NY Zip 10010 CD/B 00 0
Y Phone ( ) - Utility Guarantee 0
*
* Mailing Street Apt
* Address City State Zip
-----
Next Case: Suffix: Date: 08/20/90
CMD
  
```

NQCS3A: Current Case Composition Historical Suffix Information

Screen Description:

B. Part B of the screen display contains suffix related historical information. Fields include:

Suffix Information As Of: Indicates the date specified on the Case Inquiry Menu Screen (NQCS00) to view historical information.

Pgm Stat (Program Status): Indicates the status of a Suffix for each program area as of the date specified on the WMS Case Inquiry Menu screen (NQCS00).

Reason: A numeric code which refers to the specific reason for case action.

Authorization Period - From/To: Indicates the length of time for which a case has been authorized to receive benefits. A "99/99/99" in the "To" field means that authorization is to continue until another action is taken.

Amplification: The date on which a program opening/reopening action took place.

Screen Description (CON'T)

Case Type: Indicates the type of assistance a suffix applied for or is in receipt of.

Residence Address: Residence address information for a case as of the date specified on the Case Inquiry Menu Screen (NQCS00).

CD/B (Community District/Borough): See Address History screen (NQCS15) in this section for definitions. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Utility Guarantee: A code indicating a utility company to which payment is guaranteed until the end of month in which the case is closed. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

Mailing Address: Used for mailing purposes if different from residence address.

NQCS3B (Z) Case Composition - Individual Summary as of 06/06/89										09/09/94		
Case # 007308971G Suffix 01L Center 073 Unit/Wkr GMHUR										Page 01 of 01		
A	Case Name	SMITH	JANET	Lang	Ethnic	B	FS	Payee	01			
				Ctr	Hmbd		Fcl					
	Number of Lines in Suffix:	03		Orig	073	Ind	Dist					
				Resp	073	N	66					
B	Number of Suffixes in Case:	01		Appl Date	08/11/88	Date Opened	08/30/88	Date Closed	/ /			
	Individual Data:											
C	Ln	CIN	First Name	M	Last	Sex	SNN	Birth Date	PA	MA	FS	Cd
	01	ZW19831G	REBECCA		SMITH	F	724-55-1477	05/19/1953	AC	AC	AC	B
	02	ZW19821M	BEN		SMITH	M	548-62-7344	06/28/1945	AC	AC	AC	C
	03	ZW19811R	SHIRLEY		SMITH	F	272-12-8800	11/24/1974	AC	AC	AC	C
Place an -X- by desired individual to view detail.												
Next Case:		Suffix:		Next Date: 06/06/89				CMD				

NQCS3B: Case Composition - Individual Summary As Of xx/xx/xx

To Access This Screen (two options):

Option:

- Enter option #07 on the Case Inquiry Menu screen (NQCS00).
- Enter either a **Case #** and **Suffix #** or a **Case Name**.
- Press the **ENTER** key. The Case Composition - Individual Summary As Of xx/xx/xx [X] screen (NQCS3B) will be displayed.

Option:

- Press the **F12/NEXT SEQ** key from the Current Case Composition-Historical Suffix Information screen (NQCS3A). The Case Composition-Individual Summary As Of xx/xx/xx screen (NQCS3B) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter an "X" to the left of the line number (LN) of the individual on screen NQCS3B to view the Client Information screen (NQIN2A).
- Press the **ENTER** key. The Client Information screen (NQIN2A) is displayed (This screen is described in Section F.)

Option:

- Enter a new Case #, Suffix #, and use the Date Range displayed, or enter a new Date Range on the bottom of screen NQCS3B to view this screen for another Case.
- Press the **ENTER** key. The Case Composition - Individual Summary screen (NQCS3B) is displayed.

Screen Description

This screen offers details of the suffix composition and status for a specified date with the option to view individual data. The date range can be changed.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix, Center, Unit/Wkr and Case Name. Other fields include:

Lang: (Language): The primary spoken language of the head of a household if other than English.

Ethnic: Race/Ethnic affiliation of the head of a household.

FS Payee: Indicates the suffix that receives food stamps for the household.

- B. Part B of the screen display contains case composition information such as Number of Lines in Suffix and Number of Suffixes in Case. Other fields include:

Orig Ctr (Originating Center): The center taking a specific action on a case.

Resp Ctr (Responsible Center): The center with overall responsibility for a case.

Hmbd Ind (Homebound Indicator): Indicates whether an individual is homebound for medical reasons.

Fcl Dist (Fiscal District): A code assigned to each county in the State of New York (66=NYC).

Application Date: The date when the application was data entered on WMS.

Date Opened: The date the initial eligibility is determined.

Date Closed: Closing date of the case.

NQCS3B (Z) Case Composition - Individual Summary as of 06/06/89										09/09/94		
Case # 007308971G Suffix 01L Center 073 Unit/Wkr GMHUR										Page 01 of 01		
A	Case Name SMITH		JANET	Lang	Ethnic B	FS	Payee 01					
	Number of Lines in Suffix: 03			Orig	073	Ind	Fcl					
				Resp	073	N	Dist					
							66					
B	Number of Suffixes in Case: 01			Appl Date	08/11/88	Date Opened	08/30/88	Date Closed	/ /			
	Individual Data:											
	Ln	CIN	First Name	M	Last	Sex	SNN	Birth Date	PA	MA	FS	Ca
	01	ZW19831G	REBECCA		SMITH	F	724-55-1477	05/19/1953	AC	AC	AC	B
	02	ZW19821M	BEN		SMITH	M	548-62-7344	06/28/1945	AC	AC	AC	C
	03	ZW19811R	SHIRLEY		SMITH	F	272-12-8800	11/24/1974	AC	AC	AC	C
Place an -X- by desired individual to view detail.												
Next Case:			Suffix:			Next Date: 06/06/89			CMD			

NQCS3B: Case Composition - Individual Summary As Of xx/xx/xx

Screen Description (con't)

C. Part C of the screen display contains individual demographic information such as Line Number (LN), CIN, First Name, Middle Initial, Last Name, Sex, SSN and Birth Date. Other fields include:

Status: Indicates the status of each individual in each program area as of the date specified on the Case Inquiry Menu screen (NQCS00). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Ca Cd (Card Code): Indicates either the type of MA ID card issued or the reason no card was issued (e.g., A=Photo ID card, Medicaid eligible head of household; B=Non-Photo ID card, Medicaid eligible head of household; C=Dependent spouse or child, Medicaid eligible spouse/children).

RESERVED FOR EXPANSION

NQCS04 (2)		Case Number / Suffix List			09/09/94 Page 01 of 01	
Case Name JANET EVERLY						
		Case		Applictn		
Case #	Suf	Ctr	Type	Date	Address	
X 007336054H	01	035	HR	10/19/89	25 Hudson St, NY	10013
007334424E	03	035	ADC	08/03/89	11 Evelet RD, NY	10019
007333372G	01	024	HR	06/06/89	45 Bway, NY	10004
Place an -X- by the desired Case						CMD

NQCS04: Case Number/Suffix List

To Access This Screen:

- Enter an option on the Case Inquiry Menu (NQCS00), the Benefit Issuance History Menu (NQCS05) or the Recoupment Menu (NQCS09).
- Enter a **Case Name** on the selected Menu.
- Press the **ENTER** key. If the Case Name is the same or similar to other case names on the WMS data base, the substitution screen Case Number/Suffix List (NQCS04) is displayed.

To Make A Selection From This Screen:

- Enter an "X" next to the desired case number on NQCS04.
- Press the **ENTER** key. The option originally selected on NQCS00, NQCS05, or NQCS09 will be displayed for the desired case number.
- Press the **ENTER** key to return to NQCS04 in order to select another case on the list for viewing.

Screen Description

This screen is a substitution screen and is only presented when a similar case name is entered on the Case Inquiry Menu (NQCS00), Benefits Issuance History Menu (NQCS05), or Recoupment Menu (NQCS09). It displays a list of cases with the same or similar case names and identifying information such as Case #, Suffix (suff) Center (ctr), Case Type, Application Date (Applict), and Address for all Suffixes with the same or similar Case Name.

Note: This screen cannot be requested from any menu.

```

NQCS6A (2) All Change Actions - 08/01/88 thru 02/15/93 02/02/94
Case # 007308971G Page 03 of 03
Center 073 Unit/Worker 00907

---Transaction--- Suffix-Auth Period----- CS FH ---Unit---
--Date-- -Type--- Auth No. From To ST ST -Reason- Org Rsp Ent
08/30/88 INIT-ELG 00000001 01 PA 08/11/88-99/99/99 AC 0 070 013 013 085
M3E Case Type MA 08/11/88-99/99/99 AC 0 070 Notice/Vers
HR FS 08/11/88-99/99/99 AC 0 099

/ / M3E Case Type PA / / - / / 0
MA / / - / / 0 Notice/Vers
FS / / - / / 0

/ / M3E Case Type PA / / - / / 0
MA / / - / / 0 Notice/Vers
FS / / - / / 0

/ / M3E Case Type PA / / - / / 0
MA / / - / / 0 Notice/Vers
FS / / - / / 0

Next Case: From: 08/01/88 To 02/15/93 CMD
  
```

NQCS6A: All Change Actions - xx/xx/xx Thru xx/xx/xx

To Access This Screen:

- Enter option #04 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The All Change Actions screen (NQCS6A) is displayed.

To Enter Information On This Screen:

- Enter a new Case Number and use the Date Range displayed, or enter a new Date Range on the bottom of screen NQCS6A to view this screen for another Case.
- To view this screen for the same case but with a different date range, enter the Case Number in Next Case field and the desired date range.
- Press the ENTER key. The All Change Actions screen (NQCS6A) for the desired date range is displayed.

Screen Description:

This screen displays information about all changes that have been made to a case within a specified date range. If the user changes the Date Range fields on the Case Inquiry Menu screen (NQCS00) information will be displayed as of the date range entered. If the date range is not changed, information for the system-generated date range will be displayed.

Identifying information consists of Case Number, Center, and Unit/Worker. Other fields include:

Transaction

- **Date:** The date when a particular action is processed by the system.
- **Type (Major Minor Transaction Type):** Indicates the type of action taken on a case (e.g., initial eligibility, undercare). Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

Auth No. (Authorization Number): A manually-assigned number which uniquely identifies each transaction within a batch.

Suffix: A numeric designation of a unit under which one or more individuals is grouped.

Auth Period - From/To (Authorization Period): Indicates the length of time for which a case has been authorized to receive benefits. A "99/99/99" in the "To" field means that the authorization is to continue until another action is taken.

CS ST (Case Status): Indicates the actual status of a case as of the date range specified on the Case Inquiry Menu screen (NQCS00) (e.g., Active (AC), Not Applying (NA)). Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

F H S T (Fair Hearing Status): A numeric code indicating the status of a Fair Hearing Case. Each time the Fair Hearing Status changes for a case with a suspended closing, a new update must be entered to reflect the change (e.g. from Aid Continuing to Client Won Fair Hearing).

Reason: A numeric code which refers to the specific reason for processing a transaction.

---Transaction---		Suffix-Auth Period-----				CS	FH	---Unit---		
--Date--	-Type--	Auth No.	From	To	ST	ST	-Reason-	Org	Rsp	Ent
08/30/88	INIT-ELG	00000001 01	PA 08/11/88-99/99/99	AC 0	070			013	013	085
	M3E	Case Type	MA 08/11/88-99/99/99	AC 0	070			Notice/Vers		
		HR	FS 08/11/88-99/99/99	AC 0	099					
/ /			PA / / - / /		0					
	M3E	Case Type	MA / / - / /		0			Notice/Vers		
			FS / / - / /		0					
/ /			PA / / - / /		0					
	M3E	Case Type	MA / / - / /		0			Notice/Vers		
			FS / / - / /		0					
/ /			PA / / - / /		0					
	M3E	Case Type	MA / / - / /		0			Notice/Vers		
			FS / / - / /		0					

Next Case: From: 08/01/88 To 02/15/93 CMD

NQCS6A: All Change Actions - ~~xx/xx/xx~~ Thru ~~xx/xx/xx~~

Screen Description (con't)

Unit

- **Org(Originating):** Identifies the center taking a specific action on a case.
- **Rsp(Responsible):** Identifies the center with overall responsibility for a case.
- **Ent (Entered):** Indicates the center where the transaction was data entered.

Case Type: Indicates the type of assistance a case has received from the Human Resources Administration (e.g., HR=Home Relief, ADC=Aid to Dependent Children).

Notice/Vers(Notice/Version Number): A unique ten character Notice Number generated by CNS (Client Notice System) which links the CNS and WMS transaction.

M3E: A code indicating whether or not the client has agreed to a waiver of a timely notice of a discontinuance or change in benefits.

RESERVED FOR EXPANSION

NQCS7C (Z)		External Clearance Case Summary				09/09/94	
						Page 01 OF 01	
Case NO: 007342475G		Center: 019					
Individual Data:							
LN	CIN	First Name	M Last	Sex	SSN	Birth Date	WRS UIB
01	ZZ02035R	JANET	EVERLY	F	003-17-1948	03/17/1948	N N
02	ZZ02025V	DONALD	EVERLY	M	002-29-1984	02/29/1984	N N
03	ZZ02015Z	PHILIPS	EVERLY	M	001-19-1985	01/19/1985	N N
				-	-	/ /	
				-	-	/ /	
				-	-	/ /	
				-	-	/ /	
				-	-	/ /	
				-	-	/ /	
				-	-	/ /	
Place an -X- by desired individual to view detail.							
Next Case:						CMD	

NQCS7C: External Clearance Case Summary

To Access This Screen:

- Enter option #26 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The External Clearance Case Summary (NQCS7C) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter an "X" next to the LN number field to view the individual related External Clearance Summary Page Screen (NQIN9A).
- Press the ENTER key. The External Clearance Summary Page Screen (NQIN9A) is displayed. This screen is described in Section F.

Option:

- Enter a Case # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The External Clearance Case Summary (NQCS7C) is displayed.

Screen Description:

This screen displays demographic data for all individuals on the case. It displays (IN) Line Number ,CIN, First Name, (M) Middle Initial, Last Name, Sex, SSN, Birth Date, and WRS (Wage Reporting System) and UIB (Unemployment Insurance Benefit) Indictors.

Wage and Unemployment Insurance benefit information for individuals on a case are displayed in the WRS and UIB fields. Values are "Y" or "N".

A "N" in these two fields indicate no WRS and/or UIB data exists for the individual on the WMS data base . A "Y" value indicates the presence of WRS and/or UIB related information. This information can be accessed by entering an "X" next to the desired individual number field.

A

NQCS8A (Z) CASE COMPOSITION - EAA/EEA INDICATOR SUMMARY 09/09/94
PAGE 01 OF 01

CASE NO: 007332131H CENTER: 035 UNIT/WORKER: 00907

ADDRESS: 734 OCEAN AVE
CITY: BKLYN STATE: NY 10015
PHONE: () -

B

SUFFIX	CASE NAME	EEA/EEA IND	FROM	TO	INPUT DATE
01	SMITH JANET	F	04/06/89	00/00/00	04/06/89
			/ /	/ /	/ /
			/ /	/ /	/ /
			/ /	/ /	/ /
			/ /	/ /	/ /

NEXT CASE NO: DATE RANGE: 02/01/89 TO 01/24/90 CMD

NQCS8A: EAF/EEA INDICATOR SUMMARY

To Access This Screen:

- Enter option #25 on the Case Inquiry Menu Screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The EAF/EEA Indicator Summary screen (NQCS8A) is displayed.

To Enter Information On This Screen:

- Enter a new Case Number and use the Date Range displayed, or enter a new Date Range on the bottom of NQCS8A to view this screen for another case.
- Press the ENTER key. The EAF/EEA Indicator Summary screen (NQCS8A) is displayed.

Screen Description:

This screen allows you to view historical Emergency Assistance information for a case. This screen is divided into two sections.

- A. Part A of the screen display contains identifying information such as Case No., Center, Unit/Worker I.D., and Address.
- B. Part B of the screen display contains EAF/EAA (Emergency Assistance to Families/Emergency Assistance to Adults) summary information. Fields include:

Suffix: A numeric designation of a unit under which one or more individuals is grouped.

Case Name: Name by which a case/suffix is identified.

EAF/EAA Ind (Emergency Assistance to Families/Emergency Assistance to Adults Indicator): An alphabetic code that identifies the type of authorization of emergency assistance (e.g., A=Current EAA authorization, F=Current EAF authorization, P=Prior Emergency authorization, X=Emergency Case).

From/To: Indicates the start and end date of an emergency authorization period.

Input Date: The date a transaction authorizing the emergency assistance was data entered.

NQCS13 (2) Case # 007308971G	Case Inquiry Associated Names and Addresses Center 073 Unit/Worker 00907	09/09/94 Page 01 of 01
Code 79 LNLD-NA Suffix 01	CIN	Name JONES&CO c/o ***** Address 25 HUDSON ST City NY St NY Zip 10013 Phone (***)***-****
Code 70 RS-SHELT Suffix 01	CIN	Name J. P. MORGAN c/o Address 12 MERCER ST. City NEW YORK St NY Zip 000000000 Phone () -
Next Case:		CMD

NQCS13: Address History

To Access This Screen:

- Enter option #02 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The Associated Names and Addresses screen (NQCS13) is displayed.

To Enter Information From This Screen:

- Enter a new Case # in the "Next Case" field to view this screen for another Case.
- Press the ENTER key. The Associated Names and Addresses screen (NQCS13) is displayed.

Screen Description:

This screen presents the associated names and addresses of any Restricted Payment Payees, Authorized Representatives, Alternate Payees, Guardians, Conservators, etc., associated with a case. The screen displays identifying information such as Case #, Center, Unit/Worker and Suffix. Other fields include:

Code: The numeric code and mnemonic describes the relationship between the associated name and the case. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

CIN: The Client Identification Number (CIN) of the individual associated with this case.

Name, C/O, Address and Phone: These fields identify the associated individual and/or organization associated with the case.

NQCS14 (Z)		MA Exceptions and Restrictions			09/09/94
Case # 007323311G		Center 540	Unit/Worker	00907	Page 01 of 01
Ln	Restrictions	Provider	From	To	
01	05 PHRM	00274520	10/01/88	99/99/99	
01	06 PHYSN	00247058	10/01/88	99/99/99	
Next Case:					CMD

NQCS14: MA Exceptions and Restrictions

To Access This Screen:

- Enter **option #16** on the Case Inquiry Menu screen (**NQCS00**).
- Enter either a **Case #** or a **Case Name**.
- Press the **ENTER** key. The MA Exceptions and Restrictions screen (**NQCS14**) is displayed.

To Enter Information On This Screen:

- Enter a new **Case #** in the **"Next Case"** field to view this screen for another case.
- Press the **ENTER** key. The MA Exceptions and Restrictions screen (**NQCS14**) is displayed.

Screen Description:

The screen displays the Medical Assistance Exceptions and Restrictions data for a specified case. It presents general identifying information such as Case #, Center and Unit/Worker. Other fields include:

Ln (Line Number): Identifies the line number of an individual within the case who is subject to MA restrictions.

Restrictions: Indicates restrictions to an individual's medicaid eligibility or exceptional services for which he/she is eligible.

Provider: The identification number of each participating provider.

From: The date on which a restriction/exception is to begin.

To: The date on which a restriction/exception is to end.

NQCS15 (Z) Case # 000004436C	Address History Center 064 Unit/Worker 00907 Mail Addr : N	09/09/94 Page 01 of 01
02/26/90 to / /	Address 12 HANSEN PL. City NY State NY Zip 10010	CD/B 00 0
/ / to / /	Address City NY State NY Zip	CD/B 00 0
/ / to / /	Address City State NY Zip	CD/B 00 0
/ / to / /	Address City State NY Zip	CD/B 00 0
/ / to / /	Address City State NY Zip	CD/B 00 0
/ / to / /	Address City State NY Zip	CD/B 00 0
Next Case:		CMD

NQCS15: Address History

To Access This Screen:

- Enter option #01 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The Address History screen (NQCS15) is displayed.

To Make a Selection from This Screen:

- Enter a new Case # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The Address History screen (NQCS15) is displayed.

Screen Description:

This screen displays the address history for a case.

The addresses are listed with the most recent address appearing first. Fields on this screen include Case #, Center, Unit/Worker, Address, and the period of time lived at each address. Other fields include:

Mail Addr (Mailing Address): A code which indicates whether or not the client's address is a residence or mailing address. Valid values are :N-No Mailing address-Use residence address and Y-Mailing address supplied-Use rather than residence.

CD/B (Community District/Borough Code): The community district portion ("CD") indicates a sub-division of the five boroughs into Human Resources Administration (HRA) service areas. The borough code portion ("B") is a numeric designation assigned to each of the five boroughs of the City of New York. This field will display two numeric codes. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in the field.

```

NQCS16 (Z) Medicare Inquiry 02/02/94
Case # 0073334511 Center 500 Unit/Worker 00907 Page 01 of 01

o TPHI
p Data ----- Effective Dates -----
t Flag Ln: -----Part A ----- Part B ----- -Claim No. -- - Date -
Y 01 01/01/90 / / 01/01/90 / /
Y 02 12/01/91 / / 12/01/91 / /
N 03 / / / / / /

Enter -X- in Opt field to view TPHI data
(Valid Only if the TPHI Data Flag is -Y-)

Next Case: CMD
```

NQCS16: Medicare Inquiry

To Access This Screen:

- Enter **option #15** on the Case Inquiry Menu screen (NQCS00).
- Enter either a **Case #** or a **Case Name**.
- Press the **ENTER** key. The Medicare Inquiry screen (NQCS16) is displayed.

To Make a Selection from This Screen (two options):

Option:

- Enter an **"X"** in the **"OPT"** (option field) on screen NQCS16.
- Press the **ENTER** key. The Medicare and Third Health Insurance screen (NQIN13) is displayed. This screen is described in Section F.

Option:

- Enter a new **Case #** in the **"Next Case"** field to view this screen for another case.
- Press the **ENTER** key. The Medicare Inquiry screen (NQCS16) is displayed.

Screen Description:

The screen displays Medicare data for a specified case and provides the option of viewing Third Party Health Insurance (TPHI) information. It displays general identifying information such as Case #, Center, and Unit/Worker. Other fields include:

TPHI Data Flag: Used to identify individuals with Third Party Health Insurance. Values are "Y" = Yes and "N" = No.

LN (Line Number): The line number of the individual who has Medicare coverage.

Effective Dates

Part A: Indicates the period of coverage for Medicare Part A (hospital insurance).

Part B: Indicates the period of coverage for Medicare Part B (medical insurance).

Claim No: Number under which an individual claims Medicare benefits.

Buy-In Date: Indicates the date that the Medicaid program purchased Medicare Part B coverage for an individual.

NQCS26 (Z)		Single Issue Data				10/27/94 Page 01 of 01		
Case # 007308971G		Suffix 01		Auth # 10910643				
A	- Centers -	Case	Issue	Issued	Form Prep	No Prs	FS Total	EMRG
	Orig Rsp Type	Type	Type	Status	Date	FS	Income	PUC IND
	IPM 023	ADC	2	1	10/25/93			8
B	Iss- Code	Amount	Period	Routing Location	Replaces Check #	Manual Check #	Res- trict	
	54	50.00	10/01/93	10/15/93			01	
C	Payee Name	ROMERO	ELIZABETH					
	Street	1405	PARK AVE	14A				
	City	NEW YORK	State	NY	ZIP Code	10029		
	Shelter Type	02	Category	11				
	D & C Date	/ /						
								CMD

NQCS26: Single Issue Data

To Access This Screen:

- Enter **option #19** on the Case Inquiry Menu screen (NQCS00).
- Enter either a **Case #** and **Suffix #** or a **Case Name**.
- Press the **ENTER** key. The Single Issue Data screen (NQCS26) is displayed.

Screen Description:

This screen displays Public Assistance and Food Stamp Single Issuance data.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix. Other fields include:

Auth # (Authorization Number): A manually-assigned number which uniquely identifies each transaction within a batch.

Orig Center (Originating Center): Identifies the Office taking a specific action on a case.

Rsp Center (Responsible Center): Identifies the Office with overall responsibility for a case.

Case Type: Indicates the type of assistance for which an individual may qualify (e.g., ADC, HR). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in the field.

Issue Type: A mnemonic identifying the type of benefit issued to a client such as PA or FS Single Issuance.

Issued Status: A numeric indicator that the payment has been processed (e.g., 1=Processed).

Form Prep Date (Form Preparation Date): The date the annotations on the data entry input document were completed.

No Prs FS (Number Persons Food Stamps): The number of persons in the Food Stamp case.

FS Total Income: Indicates the total Food Stamp Earned and Unearned income which includes the PA grant minus deductions.

PUC (Pick-Up Code): Numeric indicator to show how the benefit was issued (e.g., 1=Special Roll check, 5=Emergency PA check, (E-Check)).

EMRG IND (Emergency Indicator): Identifies the authorization as an emergency issuance.

- B. Part B of the screen display contains issuance related information. These fields include:

Iss Code (Issuance Code): Indicates the reason a particular benefit was issued to a case.

Amount: The amount of the Single Issue payment.

NQCS26 (Z)		Single Issue Data							10/27/94 Page 01 of 01	
Case # 007308971G		Suffix 01		Auth # 10910643						
A	- Centers -	Case	Issue	Issued	Form Prep	No Prs	FS Total	EMRG		
	Orig Rsp	Type	Type	Status	Date	FS	Income	PUC IND		
	IPM 023	ADC	2	1	09/07/92			8		
B	Iss-Code	Amount	Period	Routing	Replaces	Manual	Res-			
	54	50.00	05/01/92 05/31/92	Location	Check #	Check #	strict			
C	Payee Name	ROMERO	ELIZABETH							
	Street	1405	PARK AVE	14A						
	City	NEW YORK	State	NY	ZIP Code	10029				
	Shelter Type	02	Category	11						
	D & C Date	/ /								
CMD										

NQCS26: Single Issue Data

Screen Description (continued):

Period: Indicates the start and end date of the payment period.

Routing Location: A code that indicates how benefits are sent to the payee if the benefit is not sent via EPFT.

Replaces Check #: The number of the original check that is being replaced by this transaction.

Manual Check #: The number of the check issued by the Center.

Restrict: Displays a code indicating whether or not a restriction is in force (e.g 01=unrestricted, 02=Vendor as authorized (direct payment)).

C. Part C of the screen display contains the name and address of the recipient of a Single Issuance. Other fields include:

Shelter Type: Indicates the type of dwelling where the recipient resides (e.g. 01=Unfurnished apartment, 02=NYCHA apartment).

Category: Indicates the type of assistance being received (e.g., HR, ADC). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

D & C Date (Disbursement and Collection Date): The date when the Emergency check or cash was disbursed to the client.

RESERVED FOR EXPANSION

NQCS27 (2)		Recertification mailout-response discrepancy and recert-result data Case # 004537607G		11/10/94		
A	Mailout Response for year	month	Recertification:			
	Local Office		Local Office	026		
	Persons In PA HH		Type	16		
	Undeliverable	Close Case	Status	SCHEDULE		
	Employment Income	Unemployment Ins	Priority	PASTDUE		
	SSI Income	OASDI	Dte next Recert	09/28/92		
	Vets Benefits	Supt Payments				
	Other Benefits					
C	Discrepancy:		Recert Result:			
	Recipient Id	Account Number	-	Status	02	
	Case Type	16	Employee Id	Dte last Recert	11/10/92	
	Line Number	00	Discrepancy Date	01/10/90	CED Req Date	11/07/92
	Item Number		Discrepancy Code	812		
	Discrepant Data:					
		02				
E	Next Case #:	Date:	11/10/92	CMD		
	A0119	RECERT-res, MAILOUT R-N/A				

To Access This Screen:

- Enter option #21 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Enter a Reconstruction Date**.
- Press the ENTER key. The Recert, Mail-out Response, Discrepancy and Recert-Result Data screen (NQCS27) is displayed.

To Enter Information On This Screen:

- Enter a new Case # and Reconstruction Date** on the bottom of screen NQCS27 to view this screen for another case.
- Press the ENTER key. The Recert, Mail-out Response, Discrepancy and Recert-Result Data Screen (NQCS27) is displayed.

** The Reconstruction Date will be the date of next recertification. It can be found on Case Composition - Suffix/Individual Summary Screen (NQCS01). This screen is accessed via option #22 on the Case Inquiry Menu screen (NQCS00). This date is only required to view the recertification data on this screen.

Screen Description:

This screen displays case level information from four separate areas of the WMS database.

- A. Part A of the screen display contains Eligibility Mailout Response information. This section may not be applicable for all cases. Fields include:

Local Office: Identifies the Center responsible for a case.

Persons in PA HH (Persons in Public Assistance Household): Indicates the number of persons receiving assistance in a case.

Undeliverable: Indicates whether or not the Eligibility Mailout was returned by the Post Office.

Close Case: Indicates that the client requested that the case be closed.

Information appears in the fields listed below if the information the client provided on the Mailout Questionnaire differs from the information stored on the WMS database.

Employment Income

Unemployment Iss: (Unemployment Insurance)

SSI Income: (Supplemental Security Income)

OASDI: (Old Age Survivors and Disability Insurance)

Vets Benefits: (Veterans Benefits)

Supt Payments: (Support Payments)

Other Benefits

- B. Part B of the screen display contains general recertification information used for scheduling PA and NPA/FS cases for Recertification. This information is accessed by changing the Reconstruction Date on the WMS Case Inquiry Screen(NQCS00). Fields include:

Local Office: Identifies the Center responsible for the case.

Type: Indicates the type of assistance a case receives (e.g., ADC, HR). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

NQCS27 (2)		Recertification mailout-response discrepancy and recert-result data		11/10/94	
Case # 004537607G					
A	Mailout Response for year	month		Recertification:	
	Local Office			Local Office	026
	Persons In PA HH			Type	16
	Undeliverable	Close Case		Status	SCHEDULE
	Employment Income	Unemployment Ins		Priority	PASTDUE
	SSI Income	OASDI		Dte next Recert	09/28/92
	Vets Benefit Other Benefits	Supt Payments			
C	Discrepancy:			Recert Result:	
	Recipient Id	Account Number - -		Status	02
	Case Type	16	Employee Id	Dte last Recert	11/10/92
	Line Number	00	Discrepancy Date	CED Req Date	11/07/92
	Item Number	Discrepancy Code		812	
	Discrepant Data:	02			
E	Next Case #:	Date: 11/10/92			
	A0119	RECERT-res, MAILOUT R-N/A			

NQCS27: Recert, Mail-out Response, Discrepancy And Recert-Result Data

Screen Description (con't)

Status: Indicates whether the Recertification is scheduled, completed, or rescheduled. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Priority: Indicates the reason the case has been given priority in the recertification schedule. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Dte Next Recert (Date Next Recertification): Indicates the date the next recertification is due.

- C. Part C of the screen display contains Discrepancy information as a result of computer matches. This section may not be applicable for all cases. Fields include:

Recipient Id (Recipient Identification): The Client Identification Number (CIN) of the individual for whom discrepant data appears.

Account Number: The social security number of the individual for whom discrepant data appears.

Screen Description:

Case Type: Indicates the type of assistance for which an individual qualifies (e.g., ADC, HR). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Employee ID (Employee Identification): Indicates the tax identification number of an employee.

Line Number: The line number of the individual associated with the discrepancy.

Discrepancy Date: Indicates the date the discrepancy was detected.

Item Number: Indicates a unique number assigned to each field of data.

Discrepancy Code: Indicates the exact discrepancy detected in the computer match and Eligibility Mailout subsystems. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

Discrepant Data: Indicates discrepant data found during computer match and Eligibility Mailout response comparisons.

- D. Part D of the screen display contains Recertification result information. This section will contain data only on the day the information from the CED is data entered. Fields include:

Status: A numeric code which indicates that the Recertification has been completed (2=completed).

Date last Recert (Date Last Recertification): Date the Recertification was held, as entered from the Continuing Eligibility Determination (CED) worksheet (item number 011).

CED Req. Date (Continuing Eligibility Determination Request Date): Indicates the date the CED worksheet was requested (item number 012).

- E. Part E of the screen display contains various messages. Refer to Section O-Messages for the definition of the different messages displayed on the screen.

NQCS28 ((Z)		MA Case/Suffix/Individual/Summary										09/09/94							
												Page 1 of 01							
Case no		007330846C	523	Orig Id	CC	MA Resp	MPJ00	U/W	03	#H/H	03/14/89	App Date	F/H	Sta	#Sufx	01			
Add:		47 W 89 ST, APT 2A				NEW YORK				NY 10024		MAIL add: N							
Case name:		DS				Phone #: () -				Hmbd:		Lang:							
Case Type:		MA		Sta:	AC	Rsn:	070	Auth	From/to: 03/01/90-12/31/90				Sufx: 01						
*Date Recert Compl:		02/01/90		Date Next Recert:		99/99/99						Provid#:							
BT:		04 BV# 02		Bgt Eff Per: 03/01/90 - 12/31/90															
CED: 00/00/00		Tot net:		0.00		Tot res:		0.00		Med Exp:									
		MA AP Std:		709.00		Allow res:		0.00											
		Mnth Surp:		0.00		Exc res:		0.00		0.00									
		Cat liab:		0.00		Nami:		0.00											
		2/6 Mos Exc:		0.00															
S Ln		CIN		Last		First		M S		DOB		S		CV C		E PP		TP S V	
e				Name		Name		I e				t		a m		MC S e			
						x						a		t p		I t			
01		ZZ16126E		DESANTIS		JOHN		M		10/09/1920		AC 01		12 70		0			
02		ZZ15546D		DESANTIS		ANNA		A F		02/02/1945		AC 01		12 70		0			
03		ZZ15476Z		DESANTIS		JANE		F		01/01/1967		AC 01		12 70		0			
						/ /				/ /									
Next Case No:																CMD			

NQCS28: MA Case/Suffix/Individual Summary

To Access This Screen:

- Enter option #12 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The MA Case/Suffix/Individual Summary Screen (NQCS28) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter a new Case # on the bottom of screen NQCS28 to view this screen for another case.
- Press the ENTER key. The MA Case/Suffix/Individual Summary screen (NQCS28) is displayed.

Option:

- Enter an 'X' in the "Sel"(Select) column of screen NQCS28.
- Press the ENTER key. The Individual Information screen (NQIN2A) is displayed. This screen is described in Section F.

Screen Description:

This screen displays demographic and financial data for MA only cases.

- A. Part A of the screen display contains case-identifying information such as Case No., Ctr, U/W (Unit/Worker), # Suffix, Add (Address), Case Name, and Phone Number. Other fields include:

Orig Id (Originating Identification Number): Indicates the center taking a specific action on a case.

MA Resp (Medical Assistance Responsibility): Identifies an area within the Medical Assistance Program (MAP) that is responsible for the management of an MA case (e.g., CC (Community Care), HC (Hospital Care)).

#H/H (Number in Household): The total number of individuals in an MA household.

App Date (Application Date): The date entered on the Common Application for Assistance DSS 2921.

F/H Sta (Fair Hearing Status): A numeric code indicating the status of Fair Hearing proceeding/settlement. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Mail add (Mailing Address): Indicates whether or not the mailing address is different from the residence address.

Hmbd (Homebound): Indicates whether or not an individual is homebound for medical reasons.

Lang (Language): The primary spoken language of the head of a household.

Case Type: Indicates the type of assistance being received (e.g., MA, MSSI).

Sta (Status): Indicates the status of the suffix (e.g., Active (AC), Applying (AP)). Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Rsn (Reason): A numeric code which refers to the specific reason for activating/closing a case.

Auth Frm/To (Authorization From/To): Indicates the length of time a case has been authorized to receive Medical Assistance benefits.

NQCS28 ((Z))		MA Case/Suffix/Individual/Summary						09/09/94					
		Page 1 of 01											
Case no		Ctr	Orig Id	MA Resp	U/W	#H/H	App Date	F/H	St #Sufx				
007330846C		523		CC	MPJ00	03	03/14/89		01				
Add: 47 W 89 ST,		APT 2A		NEW YORK		NY 10024		MAIL add: N					
Case name: DS				Phone #: () -		Hmbd:		Lang:					
Case Type: MA		Sta: AC	Rsn: 070	Auth	From/to:	03/01/90-12/31/90		Sufx: 01					
*Date Recert Compl:		02/01/90		Date Next Recert:		99/99/99		Provid#:					
BT: 04		BV# 02	Bgt Eff Per:		03/01/90 - 12/31/90								
CED: 00/00/00		Tot net:		0.00		Tot res:		0.00 Med Exp:					
		MA AP Std:		709.00		Allow res:		0.00					
		Mnth Surp:		0.00		Exc res:		0.00 0.00					
		Cat liab:		0.00		Nami:		0.00					
		2/6 Mos Exc:		0.00									
S Ln	CIN	Last Name	First Name	M I	S e	DOB	S t	CV a	C m	E p	PP	TP	S V
e													
l													
01	ZZ16126E	DESANTIS	JOHN	M	x	10/09/1920	AC	01	12	70		0	
02	ZZ15546D	ASDVA	ASDV	A	F	02/02/1945	AC	01	12	70		0	
03	ZZ15476Z	S	DAX	F		01/01/1967	AC	01	12	70		0	
						/ /							
						/ /							
Next Case No:										CMD			

NQCS28: MA Case/Suffix/Individual Summary

Screen Description:

Sufx (Suffix): A numeric designation of a unit under which one or more individuals is grouped.

***Date Recert Compl** (Date Recertification Completed): Indicates the date the recertification was completed.

Date Next Recert (Date Next Recertification): Indicates the date the next recertification is due.

Provid# (Provider Number): This field identifies the Principal Provider number.

B. Part B of the screen display contains income and resources data. Fields include:

CED (Continuing Eligibility Determination Worksheet) Indicates the date that the MA Continuing Eligibility Determination Worksheet (WINRO284) was generated.

BT (Budget Type): Indicates the MABEL budget calculated for a case (e.g., 01=ADC related, 02=HR related).

Screen Description (con't)

BV# (Budget Version Number): A system generated identification number assigned to the current MA budget.

Bgt Eff Per (Budget Effective Period): Indicates the length of time for which a MABEL budget is effective.

Tot net (Total Net): The total net income available to the MA case for the budget calculation.

Tot Res (Total Resources): Indicates the total amount of resources available to an individual.

MA AP Std (MA Applicable Standard): The Medical Assistance applicable standard used to determine whether or not the SSI case/individual is financially eligible for Medical Assistance.

Allow res (Allowable Resources): Indicates the maximum amount of resources allowable within a case.

Mnth Surp (Monthly Surplus): Indicates the difference between the Total Net Income and the MA Standard when the Total Net Income is higher.

Exc res (Excess Resources): Indicates the difference between the total resources and allowable resources.

Cat liab (Catastrophic Liability): The amount an individual is responsible for paying in a catastrophic case.

Med Exp: Indicates additional needs code 25-HALO (Home Care) or 26-IS MCL (IS Medical Cost) and the associated amount.

Nami: (Net Available Monthly Income): Indicates the Net Available Monthly Income for an individual placed in a nursing home.

2/6 MOS Ex: (Excess): The excess amount of income calculated for a period of 2 to 6 months for surplus cases.

NQCS28 ((2))		MA Case/Suffix/Individual/Summary						Page 1 of 01		09/09/94				
Case no Ctr		Orig Id	MA Resp	U/W	#H/H	App Date	F/H	Sta	#Sufx					
007330846C 523			CC	MPJ00	03	03/14/89			01					
Add: 47 W 89 ST, APT 2A		NEW YORK				NY 10024	MAIL add: N							
Case name: DS		Phone #: () -				Hmbd:		Lang:						
Case Type: MA		Sta: AC	Rsn: 070	Auth	From/to: 03/01/90-12/31/90	Sufx: 01								
*Date Recert Compl: 02/01/90		Date Next Recert: 99/99/99		Provid#:										
BT: 04 BV# 02		Bgt Eff Per: 03/01/90 - 12/31/90												
CED: 00/00/00		Tot net:		0.00		Tot res:		0.00 Med Exp:						
		MA AP Std:		709.00		Allow res:		0.00						
		Mnth Surp:		0.00		Exc res:		0.00 0.00						
		Cat liab:		0.00		Nami:		0.00						
		2/6 Mos Exc:		0.00										
S Ln	CIN	Last Name	First Name	M I	S	DOB	S	CV	C	E	PP	TP	S	V
e							t	a	m			MC	S	e
					x		a	t	p			I	t	
01	ZZ16126E	DESANTIS	JOHN		M	10/09/1920	AC	01	12	70		0		
02	ZZ15546D	ASDVA	ASDV		A	F 02/02/1945	AC	01	12	70		0		
03	ZZ15476Z	S	DAX		F	01/01/1967	AC	01	12	70		0		
						/ /								
						/ /								
Next Case No:											CMD			

NQCS28: MA Case/Suffix/Individual Summary

Screen Description:

C. Part C of the screen display contains individual level data with an option to view the client information screen (NQIN2A) which is described in Individual Inquiry, Section F. Fields include CIN, Last Name, First Name, Middle Initial (MI), Sex and DOB (Date of Birth). Other fields include:

sel (Select): Enter an 'X' in the "Select" field and **XMIT** to access the Client Information screen (NQIN2A).

Ln (Line): A number designating an individual within a case.

Sta (Status): Indicates the status of the individual (e.g., Active (AC), Applying (AP)).

CV (Coverage): A code that indicates the medical services the individual is entitled to receive.

Cat (Category): Indicates the reason an individual is eligible to receive benefits.

Emp (Employability): Indicates the employability status of an individual (e.g., 27=Employed full time or to capacity).

PP (Principal Provider): Indicates the provider of services for individuals in a nursing home, long term care facility, etc.

Screen Description (con't)

TPMC (Third Party Health Insurance/Medicare Coverage): Indicates whether an individual is receiving (1) Medicare Coverage, (2) Third Party Health Insurance, or (3) both Third Party Health Insurance and Medicare Coverage. Refer to Section P-Codes for a list of codes and or mnemonics which may appear in this field.

SSI: (Supplemental Security Income): Indicates if an individual is a recipient of SSI benefits.

Vet: Indicates if an individual is a veteran.

NQDV00 (Z)		Direct Vendor History Inquiry				08/02/94	
Case No. 002144467E		Center 044		Worker 00063			
Case Name Cruz Maria							
Address 2600 Briggs Ave, Apt. 2C							
City Bronx,		St. NY		Zip 10458		C/B 07 3	
Current Utility Code 8		Status C		Activity Date 01/08/92		Deductions 4	
		Vendor Suffix History		Establish Inactivation			
Sel Suffix Period Util Guar Fuel Type		Date		Date			
01 9111 - 9202		5		0		11/06/91 01/08/92	
Place an 'X' to the left of desired suffix history							
Next Case:						CMD	

NQDV00: Direct Vendor History Inquiry

To Access This Screen:

- Enter **option #24** on the Case Inquiry Menu screen (NQCS00).
- Enter either a **Case #** or a **Case name**.
- Press the **ENTER** key. The Direct Vendor History Inquiry screen (NQDV00) is displayed.

To Enter Information On This Screen:

- Enter a new **Case #** in the **"Next Case"** field to view this screen for another case.
- Press the **ENTER** key. The Direct Vendor History Inquiry screen (NQDV00) is displayed.
- Enter an **'X'** in the **'SEL'** (selection) field and press the **XMIT** key [**ENTER** key]*. The Direct Vendor Inquiry screen (NQDV01) is displayed. If a selection is not made, the most recent data will be displayed.

Screen Description:

- A. Part A of the screen display contains case identifying information such as Case #, Center, Caseload, Case Name and Address. Other fields include:

CD/B (Community District/Borough) Code: Refer to page E-56 in this section for definitions.

- B. Part B of the screen display contains historical data for the payment to the utility companies.

Utility Code (Utility Guarantee Code): A code indicating a utility company to which payment is guaranteed until the end of the month in which a case is closed. A Direct Vendor case will be identified by the following Utility Guarantee Codes: 5=Con Ed Vendor, 6=BUG Vendor, 7=Cond Ed and BUG Vendors, 9=Voluntary Con Ed, A=Voluntary Cond Ed & BUG, C=Voluntary BUG. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Status: A code which describes the current status of the case on the Direct Vendor system (e.g., A=Active—a deduction has been made from the PA Grant; S=Suspended—no deduction has been made from the PA grant).

Activity Date: The date the direct vendor case was updated.

Deductions: (Deduction Counter): Indicates the number of deductions taken from a PA grant.

Period: The period for which the direct vendor payment was made.

Util Guar: The Utility vendor Guarantee code for the case.

Fuel Type: The type of fuel (oil/gas) used.

Establish Date: The date case was established for a fuel type.

Inactivation Date: The date an active case is removed from the Direct Vendor system.

	NQDV01 (2)	Direct Vendor Inquiry	08/02/94
A	Case No. 002144467E	Center 044	Caseload 00063
	Case Name Cruz Maria		
	Address 2600 Briggs Ave, Apt. 2C		CD/B 07 3
	City Bronx, St. NY	Zip 10458	
	Monthly Data For 9112		Activity Date 12/01/91
	Utility Code 5	Status A Fuel Type 0	Last Reconciliation Date 11/06/91
B	Date Recv'd	Bill Amount	Period Covered
	/ /	0.00	
			Avg. Bill Vendor Account Number
			0.00
			Bill Payment Status Date
			/ /
			Reconciliation
	Amount:	A Deduction 12.55	B Deduction 12.55
	Date:	/ /	/ /
C	Prior billing Period:	9111	or Next Case:
			Reconciliation Adjustment Account Balance
			0.00 0.00 37.65+
			CMD

NQDV01: Direct Vendor Inquiry

To Access This Screen:

- Enter option #24 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case name.
- Press the ENTER key. The Direct Vendor History Inquiry screen (NQDV00) is displayed.
- Enter an 'X' in the "SEL" (Selection) field on NQDV00 Screen.
- Press the ENTER key. The Direct Vendor Inquiry Screen (NQDV01) is displayed.

To Enter Information On This Screen:

- Enter a new Case # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The Direct Vendor Inquiry screen (NQDV01) is displayed.

Screen Description:

- A. Part A of the screen display contains case identifying information such as Case #, Center, Caseload, Case Name and Address. Other fields include:

CD/B (Community District/Borough) Code: Refer to page E-56 in this section for definitions.

- B. Part B of the screen display contains monthly data for the current billing period.

Activity Date: The date the direct vendor case was updated.

Utility Code (Utility Guarantee Code): A code indicating a utility company to which payment is guaranteed until the end of the month in which a case is closed. A Direct Vendor case will be identified by the following Utility Guarantee Codes: 5=Con Ed Vendor, 6=BUG Vendor, 7=Con Ed and BUG Vendors, 9=Voluntary Con Ed, A=Voluntary Con Ed & BUG, C=Voluntary BUG. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Status: A code which describes the current status of the case on the Direct Vendor system (e.g., A=Active—a deduction has been made from the PA Grant; S=Suspended—no deduction has been made from the PA grant).

Fuel Type: The type of fuel (oil/gas) used.

Last Reconciliation Date: The date when the deductions from the PA grant were reconciled against the actual payments to the direct vendor.

Bill Amount: The monthly amount of the client's utility bill(s).

Period Covered: Indicates the period covered by the client's utility bill(s).

Average Bill: The average amount of a client's utility bill for the last four months.

Vendor Account Number: The account number of the utility company.

Bill Status: The billing status code, eg. P=Paid, N=Not paid.

Payment Date: The date when payment to the vendor was sent out.

NQDV01 (Z)		Direct Vendor Inquiry		08/02/94	
Case No. 002144467E		Center 044	Caseload	00063	
Case Name Cruz Maria					
Address 2600 Briggs Ave, Apt. 2C				CD/B 07 3	
City Bronx,		St. NY	Zip 10458		
Monthly Data For 9112				Activity Date 12/01/91	
Utility Code 5		Status A	Fuel Type 0	Last Reconciliation Date 11/06/91	
Date	Bill	Period Covered	Avg.	Bill	Payment
Recv'd	Amount		Bill	Vendor Account Number	Status Date
/ /	0.00		0.00		/ /
				Reconciliation	
Amount:	A Deduction	B Deduction	Tot Avg. Bill	Adjustment	Account Balance
Date:	12.55	12.55	0.00	0.00	37.65+
Prior billing Period:	9111 or Next Case:				
CMD					

NQDV01: Direct Vendor Inquiry

Screen Description (con't)

C. Part C of the screen display contains billing data for Utility company.

Cycle A Deductions: The amount of money deducted from a PA grant for the A cycle.**

B Deductions: The amount of money deducted from a PA grant for the B cycle.**

Tot Avg. Bill: The average bill received from the utility for this case

Reconciliation Adjustment: The amount issued or recouped from the case to reconcile with the Direct Vendor account balance.

Account Balance: The difference between the Utility bill amount and the deduction amount from the PA grant.

Prior Billing Period: Indicates the billing period to be displayed for this case. The date displayed in this field can be changed to view prior billing periods.

** Refer to Section G, for the Benefits Issuance Cycle Table based on the toe digit of a case.

RESERVED FOR EXPANSION

NQMA01 (2)		MA Budget History List			09/09/94	
Case #		007325331C			Page 01 of 01	
Auth No	Budget-Eff-Period	Bdg Ver	Rea Txn Date	Amount	Med Exp	
	from to	Typ	CD			
00097779	04/01/90 07/31/90	04	001 05/16/90	0.00	0.00	
Next Case #						CMD

NQMA01: MA Budget History List

To Access This Screen:

- Enter option #17 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The MA Budget History List screen (NQMA01) is displayed.

To Enter Information On This Screen:

- Enter a new Case # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The MA Budget History List screen (NQMA01) is displayed.

Screen Description:

This screen displays the Case # and a list of authorized budgets for a MA Only case. Fields include:

AUTH NO (Authorization Number): A manually assigned number which uniquely identifies each transaction within a batch and is used to link the budget to the case.

Budget-Eff-Period (Budget Effective Period, From/To): Indicates the length of time for which a MABEL budget is or was in effect.

Bdg Typ: Indicates the MABEL budget calculated for a case (e.g., 01= ADC related, 02= HR related).

Ver: (Medical Assistance Budget Version Number): A system generated number assigned to a MABEL budget.

Rea CD: (Reason Code): Indicates the reason for calculating a bottom line budget (e.g., 001= married couple in chronic care, 002= married couple in family care).

Trn Date: (Transaction Date): The date a transaction was processed.

Amount: Depending on the MA Budget Type, this field indicates either the monthly excess income amount, the MA catastrophic liability amount, or the two to six month excess amount.

Med Exp: Indicates additional needs code 25-HALO(Home Care) or 26-IS MCL (IS Medical Cost) and the associated amount.

INDIVIDUAL INQUIRY

INDIVIDUAL INQUIRY OVERVIEW

The **Individual Inquiry** option on the Inquiry Menu (NQRY00) lets you look at individual level information on the WMS data base. Depending upon the option you select, you can look at information such as:

- Names and Addresses of persons associated with a case member
- An individual's program status for each program type
- Use of other names
- Individual's involvement with different case numbers
- Data on wages and Unemployment Benefits
- Possible matches of Name, Sex, CIN and SSN of one individual to others on the data base
- MA History
- PA/FS Financial Data
- Individual's possible involvement with a case in another New York State Social Services District.

Clearance Reports

One option is available in Individual Inquiry which allows you to print a document.

- **Option #8** results in a new clearance report for the specified individual. This document is printed immediately on a character printer associated with the terminal you are using.

The Individual Menu options and the screens accessed by choosing these options are listed below:

**Individual Inquiry Menu
NQIN00**

Option	Screen Title	Screen ID	Page
N/A	Individuals Matching Search Data (Substitution Screen)	NQIN01**	F-9
1	Associated Names and Addresses	NQIN18	F-43
2	Client Information as of xx/xx/xx	NQIN2A	F-11
3	Case Involvement History Screen	NQIN03	F-23
4	Medicare and Third Party Health Insurance Data	NQIN13	F-39
5	External Clearance Summary Page (WRS, UIB)	NQIN9M/NQIN9A	F-33/F-27
6	WMS Clearance	NQIN10M/NQIN10	F-59/F-35
7	Cross Machine Inquiry	NQIN01	F-9
8	Generate a New Clearance *	N/A	F-7
9	Office of Employment Services Client Info.	NQIN19	F-45
10	MA History	NQIN08	F-25
11	Facility Involvement	NQIN12	F-37
12	IM Financial Profile - Indicators and Pay Stubs Information	NQIN20	F-47
13	IM Financial Profile - Income and Deductions	NQIN21	F-51
14	Client Infraction History	NQIN22	F-53

*Printed output produced, no screen response.

**The substitution screen, NQIN01, is displayed if the SSN appears in more than one case or the name entered is the same or similar to one or more names on the WMS data base.

Note: A number of screens not mentioned here can only be accessed from other screens. All access procedures are explained within this section.

NQIN00 (Z)		WMS Individual Inquiry Menu		09/27/94	
A	#1. Associated Names and Addresses	#8. Generate a New Clearance			
	#2. Client Information	#9. Employment Services Client Info.			
	#3. Case Involvement History	#10. MA Exceptions & Restrictions			
	#4. Medicare and TPI Data	#11. Facility Involvement			
	#5. Display External Clearance (WRS,UIB)	#12. IM Fin. Profile Inds. & Pay Stubs			
	#6. Display Current Clearance	#13. Im Fin. Profile Income & Deds.			
	#7. Cross Machine Inquiry	#14. Client Infraction History			

Enter # of Inquiry Desired 02					
B	Enter CIN	or Case # 007008920G	and Line 01	or SSM	- -
	or				
	First Name M Last	Sex	Birthdate	Ctr	/ /
Enter Date Range Desired 07/01/93 to 09/27/93					
Enter Date Desired 09/27/93					
CMD					

NQIN00: INDIVIDUAL INQUIRY MENU

To Access This Screen (two options):

Option:

- Enter option #02 on the Inquiry Master Menu screen (NQRY00).
- Press the **ENTER** key. The WMS Individual Inquiry Menu screen (NQIN00) is displayed.

Option:

- Press the **F5/INDIV INQ** key from any screen in the Inquiry subsystem.
- The Individual Inquiry Menu screen (NQIN00) is displayed.

To Make a Selection From This Screen:

- Select one of the 14 options displayed and enter the option number on the screen. See section B on the screen.
- Enter either a **CIN**, or a **Case # and Line #**, or a **SSN** or a **Name and sex**.
- Date Range Desired and Date Desired fields are automatically filled in by the system. These dates can be changed to view historical data.
- Press the **ENTER** key. The desired screen will be displayed.
- Error messages are shown at the bottom of the screen and fields(s) in error are shown in reverse video. **Correct the error and press the ENTER key** again. Refer to Section O - Messages for a listing of messages.

Screen Description:

- A. Part A of the screen display lists the available Individual Inquiry options. A brief description of each option follows:

#1 Associated Names And Addresses

Select this option to view identifying information for individuals (guardians, legally responsible relatives, etc.) who are associated with one or more individuals on a case but are not themselves, members of the case.

#2 Client Information

Select this option to view demographic information for an individual and the status of his/her participation in the Public Assistance (PA), Medical Assistance (MA) and Food Stamp (FS) programs. Other names used by the individual may also be listed.

#3 Case Involvement History

Select this option to view a list of cases with which an individual is or has been involved.

#4 Medicare And Third Party Health Insurance Data

Select this option to view Medicare and Third Party Health Insurance data.

NQIN00 (2)		WMS Individual Inquiry Menu		09/27/94
A	#1. Associated Names and Addresses	#8. Generate a New Clearance		
	#2. Client Information	#9. Employment Services Client Info.		
	#3. Case Involvement History	#10. MA Exceptions & Restrictions		
	#4. Medicare and TPI Data	#11. Facility Involvement		
	#5. Display External Clearance (WRS,UIB)	#12. IM Fin. Profile Inds. & Pay Stubs		
	#6. Display Current Clearance	#13. Im Fin. Profile Income & Deds.		
	#7. Cross Machine Inquiry	#14. Client Infraction History		

Enter # of Inquiry Desired 02				
B	Enter CIN	or Case #007008920G	and Line 01	or SSN - -
	or			
	First Name M Last	Sex Birthdate	Ctr	
		/ /		
Enter Date Range Desired 07/01/93 to 09/27/93				
Enter Date Desired 09/27/93				
CMD				

NQIN00: INDIVIDUAL INQUIRY MENU

Screen Description (continued):

- #5 Display External Clearance (WRS, UIB)**
Select this option to display information from an individual's wage records and/or data on Unemployment Insurance Benefits (UIB).
- #6 Display Current Clearance**
Select this option to view identifying information for individuals (if any) whose Name, SSN, CIN, or Date of Birth match the individual member of a case.
- #7 Cross Machine Inquiry**
Select this option to view a potential match to the individual on the Albany NYS WMS data base. It contains the date of birth ,SSN and CIN for the matching individual.
- #8 Generate A New Clearance Report**
Select this option to perform a new clearance , create a new clearance record, and generate an updated Clearance Report for an individual.
- #9 Employment Services Client Info**
Select this option to view information for an individual who is participating in programs administered by the Office of Employment Services.

Screen Description (continued):

#10 MA History

Select this option to view historical data for an individual's Medical Assistance coverage as well as demographic information.

#11 Facility Involvement

Select this option to view information for an individual's Medical/Health Facility Admission Records.

#12 IM Financial Profile - Indicators and Pay Stubs

Select this option to view income exemptions, credits and allowances, tax information and pay stub information.

#13 IM Financial Profile - Income and Deductions

Select this option to view income, exclusions, additional needs and deductions.

#14 Client Infraction History

Select this option to view historical data regarding Crawford vs. Blum closing transactions and drug and alcohol related sanction periods.

B. Part B of the screen display contains fields for entering an option # and identifying information to let you access information on an individual. The fields include: CIN, Case # and Line #, SSN, First Name, M(Middle Initial), Last Name, Sex, Birthdate and Center, Date Range Desired and Date Desired. For information on how to use the Date Range and Desired Date fields refer to Section D - Procedures.

NOIN01 (Z) INDIVIDUALS MATCHING SEARCH DATA 09/27/94
 PAGE 01 OF 01

Search By:
 NAME SSN DOB Sex Center
 123-45-6789 / /

First Name	M	Last	Birth Date	SSN	OTHR NM	Address
MARY	D	SMITH	11/03/1939	123-45-6789		102 CLINTON CT 2C
MARY		LAWTON	05/18/1046	123-45-6789	M	445 FLUSHING BLVD

NOIN01 (Z) INDIVIDUALS MATCHING SEARCH DATA 09/27/94

Search By:
 NAME SSN DOB Sex Center
 JOHN SMITH - - / / M

First Name	M	Last	Birth Date	SSN	OTHR NM	Address
JOHN	D	SMITH	03/03/1950	123-45-6789		AA06863JALBACHEMNASS
JOHN		SMITH	02/12/1946	478-61-6132		AB32910AJEFFERIEONOD
JACK	A	SMITH	04/19/1979	094-07-2381	A	AA48231BWEST

PLACE A "X" ADJACENT TO DESIRED ENTRY

CMD

NQIN01: INDIVIDUALS MATCHING SEARCH DATA

To Access This Screen:

- Enter an option on the Individual Inquiry Menu screen (NQIN00).
- Enter either an SSN or a Name and Sex.
- Press the ENTER key. If the SSN appears in more than one case or if the name entered is the same or similiar to one or more names on the WMS data base, the Individuals Matching Search Data screen (NQIN01) is displayed(screen display A).
- When Option #7 (Cross Machine Inquiry) is selected, the data is searched against the WMS Upstate data base , and the Individuals Matching Search Screen (NQIN01) is displayed (screen display B).

To Make A Selection:

- Enter an "X" next to the desired individual on NQIN01 screen.
- Press the **ENTER** key. The option originally selected on NQIN01 will be displayed for the desired individual.
- Press the **ENTER** key to return to NQIN01, in order to select another individual on the list.

Screen Description:

This screen is a substitution screen and is only presented when a SSN (Social Security Number) or Individual Name is entered on the Individual Inquiry Menu screen (NQIN00). If the SSN appears in more than one case or if the name entered is the same or similar to one or more names on the WMS data base it displays identifying information for individuals whose First and Last Name and Sex, or Social Security Number, or Date of Birth match the one entered on the menu.

The screen NQIN01 does not contain address information under the "Address" field, when **option #7 (Cross Machine Inquiry)** is selected. Instead the first eight (8) positions of this field are used to display the CIN of the matching individual. The remaining twelve (12) positions are used to show the county or counties in which the individual is known.

The county is shown as a four (4) character mnemonic and up to three counties may be listed. For a list of county code mnemonics see Chapter P-Codes, Pages P-45 and P-46.

NQIN2A (2)		Client Information as of 02/03/93					02/03/94	
							Page 01 of 01	
CIN		First Name	M Last	Sex	SSN	Val	SSN	Date Birth Date
2271411X		DAVE	TOM	M	050-11-1111	1	/	01/01/1960
CHAP SSI		BCS	OTM EDC	WK-PROG	Vet RR	30-1-3-History	Date	St/Fed Date
			UNKNOWN			Begin	End	00/00
Stud ID		Stud ID	Code 0	TASA	IND	Undoc	Ind	Alien#
Sel Case No.		---Dispositions---			---Last Txn---		CAT	S/F ---Employ---
007323805H	06	PA	04 AC	05/02/88	00000003	0109	12	44 08/17/90
013	ADC	MA	04 AC	05/02/88				/ /
		FS	01 AC	05/02/88				WE / /
		PA		/ /				/ /
		MA		/ /	/ /			/ /
		FS		/ /				/ /
		PA		/ /				/ /
		MA		/ /	/ /			/ /
		FS		/ /				/ /
Select History Date Range : / / to / /								
To view a Case, enter Case #: Suf: Date: 09/27/93								
Next Date: 02/03/93 Cin: or Case #: Ln: CMD								
A0083 OTHER NAMES (S) DO NOT EXIST								

NQIN2A: CLIENT INFORMATION AS OF XX/XX/XX

To Access This Screen:

- Enter option #02 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The Client Information As Of xx/xx/xx screen (NQIN2A) is displayed.

To Enter Information On This Screen (four options):

Option:

- Enter a Case #, Suffix and use the Date displayed or enter a new Case Number, Suffix and a new Date on the bottom of the screen.
- Press the ENTER key. The Current Case Composition-Historical Suffix information screen (NQCS3A) is displayed.

To Enter Information On This Screen (continued):

Option:

- Use the Reconstruction Date ("Next Date") displayed or enter a new date, and either a CIN or a Case # and Line # on the bottom of the screen to view this screen for another individual.
- Press the **ENTER** key. The Client Information As Of xx/xx/xx screen (NQIN2A) is displayed.

Option:

- Press the blue **F12/NEXT SEQ** key to view the Client Information screen (NQIN2B) if other name(s) exist, as indicated by the message on the bottom of the screen ("A0084 Depress 'Seq Next' to get other names"). If they do not exist, the message "A0083 Other Name(s) Do Not Exist" is displayed on the bottom of the screen.

Option:

- Enter an **"X"** in the **Sel Hist** field and dates desired in the Select History Date Range field on the Client Information Screen (NQIN2A). Press the **ENTER** key. The Client Transaction History screen (NQIN2C) is displayed.

Screen Description:

This screen provides individual-level demographic, program status and transaction data, as well as the option to view historical suffix information.

- A. Part A of the screen display contains general identifying information such as: CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), Birthdate, etc. Other fields include:

SSN Date: Indicates the month and year (MM/YY) a Social Security Validation code of 2 (SSN applied for) was data entered.

CHAP (Child Health Team Program): Indicates whether or not an individual requests participation in the Child Health Team Program (CHTP).

SSI (Supplemental Security Income): Indicates the status of an individual who has been referred to the Supplemental Security Income Program.

NQIN2A (2)		Client Information as of 02/03/93						02/03/94	
								Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	SSN	Date	Birth Date		
ZZ71411X	DAVE TOM	M	050-11-1111	1	/		01/01/1960		
CHAP SSI	BCS OTM EDC	WK-PROG	Vet RR	30-1-3-History	Date	St/Fed	Date		
	UNKNOWN			Begin	End		00/00		
Stud ID	Stud ID Code	0	TASA	IND	Undoc	Ind	Alien#		
Sel Case No.	---Dispositions---			---Last Txn---		CAT	S/F	---Employ---	
Hist Ctr Cat Ln	Sf	St	Rsn	Date	Auth No.	Type Code	Chrg Code	Date	
007323805H 06	PA	04	AC	05/02/88	00000003	0109 12	44	08/17/90	
013 ADC	MA	04	AC	05/02/88		12/06/90		/ /	
	FS	01	AC	05/02/88			WE	/ /	
	PA			/ /				/ /	
	MA			/ /	/ /			/ /	
	FS			/ /				/ /	
	PA			/ /				/ /	
	MA			/ /	/ /			/ /	
	FS			/ /				/ /	
Select History Date Range : / / to / / To view a Case, enter Case #: Suf: Suf: Date: 02/03/93 Next Date: 02/03/93 Cin: or Case #: Ln: CMD A0083 OTHER NAMES (S) DO NOT EXIST									

NQIN2A: CLIENT INFORMATION AS OF XX/XX/XX

Screen Description (continued):

BCS (Bureau of Child Support): Indicates whether or not an individual should be referred to the Bureau of Child Support (ADC and ADCU cases only) (e.g., 1 = Legal Spouse, 2 = Non-Legal Union, 3 = Son or Daughter, 4 = Stepdaughter, 5 = Related other).

OTM (Office of Treatment Monitoring): Indicates whether or not an individual is a participant in the Office of Treatment Monitoring program (e.g., A = Client Alcohol dependent, D = Client Drug dependent).

EDC (Expected Date of Confinement): Indicates the expected date of confinement of a pregnant woman.

WK-PROG (Work Program): Indicates that an individual is a participant in a work incentive program.

Vet Ind (Veteran Indicator): Indicates whether an individual is a veteran.

RR (Restricted Recipient): Indicates a restriction on a Medical Assistance recipient. If an individual with two or more restrictions codes joins the CONNECT program then CONNECT CODES (50 or 51) will have priority over other restrictions if any.

Screen Description (continued):

30 - 1/3 - History Date (Begin and End): The beginning and ending dates of the 30 and 1/3rd earned income exemption applied to a case.

St/Fed Date (State/Federal Date): Date that the state or federal government assumes financial responsibility for an individual.

Student ID: A numeric identifier assigned to a student in the NYC public school system by the Board of Education.

Student ID Code: Indicates the status of the student which is determined by a match with the Board of Education (e.g., 1 = School Registration Verified By BOE, 3 = Duplicate Student ID Number, 5 = Invalid Student ID Number, 6 = Unknown To BOE, 7 = Name does not match, 8 = Sex does not match, 9 = Date of birth does not match.)

TASA IND (Teen Age Service Act Indicator): Indicates whether or not a teenager (ages 11-20) is pregnant or a parent (e.g., 1 = Pregnant Teen, 2 = Teen Parent, 3 = Neither Pregnant nor Parenting Teen).

Undoc Ind (Undocumented Indicator): Indicates that an alien has not yet been assigned an alien registration number by the Immigration and Naturalization Service (e.g., X = has not been assigned a number).

Alien # (Alien Registration Number): Indicates the number assigned by the Immigration and Naturalization Service for an alien residing in the United States.

- B. Part B of the screen display contains transaction data. These fields include case #, Line #, Suffix, Status (PA/MA/FS) and Date. Other fields are:

Ctr (Center): Indicates the center with overall responsibility for a case.

Cat (Category): Indicates the type of assistance being received (e.g., MA, HR, etc.).

Rsn (Reason): A code which indicates the reason for taking a specific action on a case.

Last Txn (last transaction)

Auth No (Authorization Number): The authorization number associated with the last transaction processed for this individual.

NQIN2A (Z)		Client Information as of 02/03/93										02/03/94		
												Page 01 of 01		
A	CIN	First Name	M	Last	Sex	SSN	Val	SSN	Date	Birth Date				
	2271411X	DAVE		TOM	M	050-11-1111	1	/		01/01/1960				
	CHAP SSI	BCS	OTM	EDC	WK-PROG	Vet RR	30-1-3-History	Date	St/Fed	Date				
		UNKNOWN			Begin	End			00/00					
	Stud ID	Stud ID	Code	0	TASA	IND	Undoc	Ind	Alien#					
B	Sel	Case No.	---Dispositions---				---Last Txn---		CAT	S/F	---Employ---			
	Hist	Ctr	Cat	Ln	Sf	St	Rsn	Date	Auth No.	Type	Code	Chrg	Code	Date
		007323805H	06	PA	04	AC		05/02/88	00000003	0109	12	44	08/17/90	
		013	ADC	MA	04	AC		05/02/88		12/06/90			/	/
				FS	01	AC		05/02/88				WE	/	/
				PA				/	/			/	/	
				MA				/	/	/	/	/	/	/
				FS				/	/	/	/	/	/	/
				PA				/	/	/	/	/	/	/
				MA				/	/	/	/	/	/	/
			FS				/	/	/	/	/	/	/	
Select History Date Range : / / to / /														
To view a Case, enter Case #: Suf: Suf: Date: 02/03/93														
Next Date: 02/03/93 Cin: or Case #: Ln: CMD														
A0083 OTHER NAMES (S) DO NOT EXIST														

NQIN2A: CLIENT INFORMATION AS OF XX/XX/XX

Screen Description (continued):

Type: A numeric code which indicates the last action applied to an individual (e.g., Initial Eligibility = 0107, Undercare Maintenance 0109).

CAT Code (Category Code): A numeric code which indicates the reason an individual is eligible to receive assistance. (e.g., 10 = aged, 12 = disabled, etc.)

S/F Chrg (State/Federal Charge Code): Indicates the reason the state or federal government assumes financial responsibility for an individual.

Employ

Employ Code (Employment Code): Indicates the employability status of an individual.

Employ Date (Employment Code Change Date): Indicates the date of the most recent change to an individual's employability status.

Select History Date Range: Use this option to view demographic data as it appeared for a particular past date in time.

RESERVED FOR EXPANSION

NQIN2B (Z)		Client Information				06/07/94	
						Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	SSN Date	Birth Date	
ZW19831G	REBECCA SMITH	F	724-55-1477	1	/	05/19/1953	
CHAP	Hmbd SSI	BCS	Veteran	Ind	St/Fed Date		
	1				00/00		
Stud ID	Stud ID Code 0	TASA IND	Undoc Ind	Alien#			
-----Other Names-----							
	Case No.	Code	First Name M Last				
	007308971G	A	REBECCA ADAMS				
	007308971G	A	REBECCA RICE				
CIN:		or Case #:	Ln:	CMD			

NQIN2B: CLIENT INFORMATION

To Access This Screen:

- Enter option #02 on the Individual Inquiry Menu screen (NQIN00).
 Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The Client Information As Of xx/xx/xx screen (NQIN2A) is displayed. If the message "A0084 Depress 'Seq Next' to get other name(s)" appears on the bottom of the screen.
- Press the F12/NEXT SEQ key. The Client Information screen (NQIN2B) is displayed if there are other names available for an individual.

To Make A Selection From This Screen (two options):

Option:

- Press **F11/PRIOR SEQ** key to view NQIN2A.

Option:

- Enter a **new CIN or Case # and Line #** on the bottom of screen NQIN2B to view this screen for another individual with Other Name(s).
- Press the **ENTER** key. The Client Information screen (NQIN2B) is displayed.

Screen Description:

This screen displays other names (an alias or maiden name) by which an individual is known to the system.

The screen is divided into two sections.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, and Birthdate. Other fields are:

SSN Date: Indicates the month and year (MM/YY) a Social Security Validation code of 2 (SSN applied for) was data entered.

Val (Validation Code): Indicates if an individual has applied for or has a Social Security Number.

CHAP: Code indicates whether or not an individual requests participation in the Child Health Team Program (CHTP).

Hmbd (Homebound): Code indicates whether an individual is homebound for medical reasons.

SSI (Supplemental Security Income): Code indicates the status of an individual who has been referred to the Supplemental Security Income Program.

BCS (Bureau of Child Support): Code indicates whether or not an individual should be referred to the Bureau of Child Support (Used in ADC and ADCU cases only).

Veteran Ind (Veteran Indicator): Indicates if an individual is a veteran.

NQIN2B (Z)		Client Information				06/07/94	
						Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	S		
ZW19831G	REBECCA SMITH	F	724-55-1477	1		N Date Birth Date	/ 05/19/1953
	CHAP Hmbd SSI BCS	Veteran	Ind			St/Fed Date	00/00
Stud ID	Stud ID Code 0	TASA IND	Undoc Ind			Alien#	
-----Other Names-----							
	Case No.	Code	First Name M Last				
	007308971G	A	REBECCA ADAMS				
	007308971G	A	REBECCA RICE				
CIN:	or Case #:	Ln:	CMD				

NQCS15: Address History

Screen Description (continued):

St/Fed Date (State/Federal Date): Indicates the date that the state or federal government assumes financial responsibility for an individual.

Student ID: A numeric identifier assigned to a student in the NYC Public School System by the Board of Education.

Student ID Code: Indicates the status of the student as determined by a match with the Board of Education (Refer to page F-12 for BOE codes).

TASA IND (Teen Age Service Act Indicator): Indicates whether or not a teenager (ages 11-20) is pregnant or a parent (e.g., 1 = Pregnant Teen, 2 = Teen Parent, 3 = Neither Pregnant nor Parenting Teen).

Undoc Ind (Undocumented Indicator): Indicates that an alien has not yet been assigned an alien registration number by the Immigration and Naturalization Service (e.g., X = has not been assigned a number).

Alien # (Alien Registration Number): Indicates the number assigned by the Immigration and Naturalization Service to an alien residing in the United States.

B. Part B of the screen display contains Other Name(s)-related fields. They include Case No, Code (A = Alias; M = Maiden), First Name, M(Middle Initial), and Last Name.

RESERVED FOR EXPANSION

NQIN2C (Z)		CLIENT TRANSACTION HISTORY					09/27/94	
		07/01/89 - 11/02/89					Page 01 of 01	
A	CIN	First Name M Last	Sex	SSN	Val	Birth Date		
	ZW37917J	Jane Clog	F	- -	2	02/22/1956		
B	CHAP SSI	BCS OTM EDC WK-PROG Vet RR	30-2-3-History		Dates	St/Fed Date		
		7	Begin	End		00/00		
	Stud ID	Stud ID Code 0	TASA IND	Undoc Ind	Alien#			
	Case No: 007310657H Line: 01							
	Ctr: 099 Case Type: ADC		----Dispositions----		CAT	S/F	---Employ---	
		Sf St Rsn	Date	Code	Chrg	Code	Date	
	Tx. Date: 08/02/89	PA 01 AC	08/01/89	05		30	/ /	
	Auth. No.: 00000001	MA AC	08/01/89	05				
	Type: 0107	FS 01 AC	08/01/89					
	Tx. Date: / /	PA	/ /				/ /	
	Auth. No.:	MA	/ /					
	Type:	FS	/ /					
	Tx. Date: / /	PA	/ /				/ /	
	Auth. No.:	MA	/ /					
	Type:	FS	/ /					

NQIN2C: CLIENT TRANSACTION HISTORY

To Acces This Screen:

- Enter option #2 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The Client Information As Of MM/DD/YY screen (NQIN2A) is displayed.
- Enter an 'X' in the Sel Hist field on the Client Information As Of MM/DD/YY screen (NQIN2A). The date range field will be filled in by the system.
- Press the ENTER key. The Client Transaction History screen (NQIN2C) is displayed.

Screen Description:

This screen displays individual-level demographic, program status and historical transaction data. It is divided into two sections.

- A. Part A of the screen display contains general identifying information such as CIN, First Name, Middle Initial, Last Name, Sex, SSN, Val (Validation of SSN), and Birth Date. Other fields include:

CHAP: Indicates whether or not an individual requests participation in the Child Health Team Program (CHTP).

SSI (Supplemental Security Income): Indicates the status of an individual who has been referred to the Supplemental Security Income Program.

BCS (Bureau of Child Support): Indicates whether or not an individual should be referred to the Bureau of Child Support (ADC and ADCU cases only) (e.g., 1 = Legal Spouse, 2 = Non-Legal Union, 3 = Son or Daughter, 4 = Stepdaughter, 5 = Related other).

OTM (Office of Treatment Monitoring Program): Indicates whether or not an individual is a participant in the Office of Treatment Monitoring program (e.g., A = Client Alcohol dependent, D = Client Drug dependent).

EDC (Expected Date of Confinement): Indicates the expected date of confinement for a pregnant woman.

WK-PROG (Work Program): Indicates that an individual is a participant in a work incentive program.

Vet (Veteran Indicator): Indicates whether an individual is a veteran.

RR (Restricted Recipient): Indicates a restriction on an MA recipient. If an individual with two or more restrictions codes joins the CONNECT program then CONNECT CODES 50 or 51 will have priority over other restrictions if any.

30 - 1/3 - History Date (Begin and End): Starting and ending dates of 30 and 1/3rd earned income exemption applied to a case.

St/Fed Date (State/Federal Change Code Date): Date that the state or federal government assumes financial responsibility for an individual.

Student ID: A numeric identifier assigned to a student in the NYC public school system by the Board of Education.

NQIN2C (Z)		CLIENT TRANSACTION HISTORY						11/02/94				
		07/01/89 - 11/02/89						Page 01 of 01				
A	CIN	First Name M Last	Sex	SSN	Val	Birth Date						
	ZW37917J	CLOSE CODE	F	- -	2	02/22/1956						
B	CHAP SSI	BCS OTM EDC WK-PROG Vet RR	30-2-3-History		Dates	St/Fed Date						
		7	Begin		End	00/00						
	Stud ID	Stud ID Code 0	TASA IND	Undoc Ind	Alien#							
	Case No:	007310657H	Line:	01								
	Ctr:	099	Case Type:	ADC	---Dispositions---		CAT	S/F	---Employ---			
					Sf	St	Rsn	Date	Code	Chrg	Code	Date
	Tx. Date:	08/02/89	PA	01	AC	08/01/89		05	30		/	/
	Auth. No.:	00000001	MA	AC		08/01/89		05				
	Type:	0107	FS	01		AC		08/01/89				
	Tx. Date:	/ /	PA			/ /				/ /		
	Auth. No.:		MA			/ /				/ /		
	Type:		FS			/ /				/ /		
	Tx. Date:	/ /	PA			/ /				/ /		
	Auth. No.:		MA			/ /				/ /		
	Type:		FS			/ /				/ /		

NQIN2C: CLIENT TRANSACTION HISTORY

Screen Description (continued):

Student ID Code: Indicates the status of the student as determined by a match with the Board of Education (e.g., 1 = School Registration Verified By BOE, 3 = Duplicate Student ID Number, 5 = Invalid Student ID Number).

TASA IND (Teen Age Service Act Indicator): Indicates whether or not a teenager (ages 11-20) is pregnant or a parent (e.g., 1 = Pregnant Teen, 2 = Teen Parent, 3 = Neither Pregnant nor Parenting Teen).

Undoc Ind (Undocumented Indicator): Indicates that an alien has not yet been assigned an alien registration number by the Immigration and Naturalization Service (e.g., X = has not been assigned a number).

Alien # (Alien Registration Number): The number assigned by the Immigration and Naturalization Service to an alien residing in the United States.

Case No (Case Number): A system generated number that uniquely identifies the case.

Screen Description (continued):

Line No (Line Number): A number designating an individual within a case.

CTR (Center): Indicates the center with the overall responsibility for a case.

CASE TYPE: Indicates the type of assistance a case/suffix applies for or receives (HRPG).

- B. Part B of the screen display contains historical transaction data. Fields include:

TX Date (Transaction Date): The date the transaction was entered into the system.

Auth No (Authorization Number): A manually-assigned number which uniquely identifies the transaction entered into the system.

Type (Transaction Type): A code used to identify the type of action being applied to an individual (e.g., 0107 = Initial Eligibility).

Dispositions

SF (Suffix): A numeric designation of a unit under which one or more individuals is grouped.

ST (Status): Indicates the status of an individual for each program area.

RSN (Reason): A numeric code which refers to the specific reason for processing a transaction.

DATE: The date that the client's PA, MA and/or FS benefits are effective.

CAT CODE (Categorical Code): A code used to indicate the reason an individual is entitled to receive benefits (e.g., 10 = aged, 12 = disabled).

S/F CHRG (State/Federal Charge Code): Indicates the reason the state or federal government assumes financial responsibility for an individual.

Employ (Employment)

Code: Indicates the employability status of an individual.

DATE (Employment Code Change Date): Indicates the date of the most recent change to an individual's employability status.

NQIN03 (2)		Case Involvement History Screen				08/16/94		
						Page 01 of 01		
A	CIN	First Name	M	Last	Sex	SSN	Val	Birth Date
	ZZ16126E	JOHN		DESANTIS	M	083-16-3912	1	10/09/1920
SSI								
C A S E I N F O R M A T I O N								
SUFFIX								
INDIVIDUAL								
Case #	CTR	Suf	Status	Auth. Period	Ln	Status	Eff.	Date
007330846C	523	PA	01 MA	/ / - / /	PA	01	MA	03/14/92
U/W	Case Type	MA	01 AC	03/01/93 - 12/31/93	MA	01	AC	03/01/93
MPJ00	MA	FS	01 NA	/ / - / /	FS	01	NA	03/14/92
Case Address					Mail addr: N			
47	W 89 ST	2A						
NEW YORK	NY	10024						
SUFFIX								
INDIVIDUAL								
Case #	CTR	Suf	Status	Auth. Period	Ln	Status	Eff.	Date
U/W	Case Type	PA		/ / - / /	PA			/ /
		MA		/ / - / /	MA			/ /
		FS		/ / - / /	FS			/ /
Case Address					Mail addr:			
Next CIN:								CMD

NQIN03: CASE INVOLVEMENT HISTORY SCREEN

To Access This Screen:

- Enter option #03 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The Case Involvement History Screen (NQIN03) is displayed.

To Enter Information On This Screen:

- Enter a new CIN on the bottom of NQIN03 to view this screen for another individual.
- Press the ENTER key. The Case Involvement History Screen (NQIN03) is displayed.

Screen Description:

The screen displays current data for an individual involved with different case numbers.

- A. Part A of the screen display contains general information identifying an individual. These fields include CTN, First Name, M(iddle Initial), Last (Last Name), Sex, SSN, Val(Validation of SSN) Birth Date, and SSI (SSI indicator).
- B. Part B of the screen display contains case involvement data currently residing on the data base by suffix and individual line number. These fields include Case #, CTR (Center), U/W (Unit/Worker), Case Type, Suf(Suffix), IN (Line Number) and Status.

Auth Period: Indicates the length of time the case/suffix has been authorized to receive benefits. A "99/99/99" in the "To" field means that the authorization is to continue until another action is taken.

Eff. Date: The date the individual became active (AC, SI).

Mail Addr (Mailing Address Indicator): A code which indicates whether or not the client's address is a residence or mailing address. Valid values are: N - No mailing address-Use residence address and Y - Mailing address supplied-Use rather than residence.

NOTE: Case related information is listed for every case number the individual is associated with.

NQIN08 (X)		MA History						07/20/94	
								Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	Birth Date	Re/Ex			
ZW3335H	ANNA CRUZ	F	154-15-4154	1	01/01/1970				
Auth #	Case #	LN Chk No Dgt	Code	+-----Coverage-----+	Cat. Cd	Crd Cd	S/F M1 Cd St	MAID	
0000000Z	007309895G	01	10/01/88	- 99/99/99	05				
			/ /	- / /					
			/ /	- / /					
			/ /	- / /					
			/ /	- / /					
			/ /	- / /					
			/ /	- / /					
			/ /	- / /					
Next CIN:								CMD	

NQIN08: MA HISTORY

To Access This Screen:

- Enter option #10 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The MA History screen (NQIN08) is displayed.

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field in order to view this screen for another individual.
- Press the ENTER key. The MA History screen (NQIN08) is displayed.

Screen Description:

This screen provides information for an individual's Medical Assistance Coverage History. The screen is divided into two sections.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), Birthdate, and RE/EX (MA Restriction Exception).

RE/EX (Restriction/Exception Indicator): Indicates whether an individual has or had a Restriction on the Restriction/Exception Subsystem. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

- B. Part B of the screen display contains MA information. Fields include Authorization # and Case #. Other fields include:

Ln No. (Line Number): The line number that is used to create the Medical Assistance Identification Number.

Chk Dgt (Check Digit): Displays the Medical Assistance number used to identify claims.

Coverage:

Code: Indicates the type of medical assistance an individual is receiving.

Dates: Indicates the period during which the MA coverage is effective.

Cat Cd (Categorical Code): A numeric code indicating the reason an individual is eligible to receive assistance (e.g., 10 = aged, 12 = disabled, etc.)

Crđ Cd (Card Code): Indicates either the type of MA ID card issued or the reason no card was issued (e.g., A = Photo ID card, Medicaid eligible head of household; B = Non-photo ID card, Medicaid eligible head of household; C = Dependent spouse or child).

S/F Code (State/Federal Charge Code): Indicates the reason why the state or federal government assumes financial responsibility for an individual.

MI ST (Medicaid Management Information System Interface Status): Indicates the results of the MMIS interface with IREF (Integrated Recipient Eligibility File) e.g., 31 = Case record not found, 32 = Client link not found, 33 = Invalid case status.

MA ID (Medical Assistance Identification Number): The identifying number that appears on an individual's MA ID Card.


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NQIN9A (Z) External Clearance Summary Page 06/09/94
-----
A [ CIN      First Name M Last      Sex  SSN      Val  Birth Date
   ZZ84395A LOUIS      L LANSING  M  654-98-7321  1  11/07/1950
   WRS for: LOUIS      L LANSING  654-98-7321  11/07/1950
-----
B [ ----- WRS Clearance Summary
   Summary | Total Earnings  Q Yr      Q Yr      Q Yr      Q Yr      Q Yr
   of Wages | Last 4 Qtrs
   Earned   | 0.00      0.00      0.00      0.00      0.00
   Last WRS Request: Sent 12/22/92 Received / /
-----
C [ ----- UIB Clearance Data
   Status      # Benefits  # Benefits  Claim Expires on      Weekly
               Used      Remaining   Week                Benefit Rate
               00      00          of Year              0.00
   Claimant Name/Address  Employer Name/Address      Local UIB Center
-----
D [ Last UIB Request: Sent 12/22/92 Received / /
   ***** TO VIEW WRS DETAILS USE SEQUENCE NEXT KEY *****
   A0095 WRS NOT COMPLETE; UIB NOT COMPLETE CMD
-----

```

NQIN9A: EXTERNAL CLEARANCE SUMMARY PAGE

To Access This Screen: (two options):

Option:

- Enter option #05 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN, or a Name and Sex.
- Press the ENTER key. The External Clearance Summary Page screen (NQIN9A) is displayed if only one request for Wage Reporting System (WRS)/Unemployment Insurance Benefits (UIB) data has been made.

Option:

- The External Clearance screen (NQIN9M) is displayed if more than one External Clearance Request exists for an individual.
- Enter a "X" in the select field on NQIN9M. Press the ENTER to view the External Clearance Summary Page screen (NQIN9A).

To Make a Selection From This Screen:

- Press the F12/NEXT SEQ key to display the Wage Reporting System Data screen (NQIN9B).

Screen Description:

This screen provides information on wages earned and/or unemployment benefits collected by an individual.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), and Birthdate.
- B. Part B of the screen display contains a summary of earnings for the last five quarters. Fields include:

Summary of Wages Earned: Indicates the total wages earned by an individual in the last four quarters and displays a breakdown of wages paid, by quarter, for the last five quarters. Data appears only when there is an exact match for an individual based on Name, Sex and SSN.

If the "Total Earnings" field displays a zero amount and a message is displayed on the bottom of the screen, refer to the fourth section of this screen description (D - Acknowledgement messages).

Last WRS Request (Sent and Received): Indicates the dates the last WRS request on an individual was sent to the New York State Department of Taxation & Finance and subsequently received by WMS.

- C. Part C of the screen display contains the Unemployment Insurance Benefits (UIB)-related data. Fields include:

Status: Indicates the status of UIB determination (qualified or disqualified).

Benefits Used: Indicates the number of weeks of Unemployment Insurance Benefits used by an individual.

Benefits Remaining: Indicates the number of weeks of Unemployment Insurance Benefits left to be used by an individual.

Claim Expires on Week of Year: Indicates the week and year a claimant's Unemployment Benefits expire.

Weekly Benefit Rate: Indicates the weekly UIB rate calculated for a claimant by the Department of Labor.

Claimant Name/Address: Identifies the name and address of a UIB claimant.

Employer Name/Address: Identifies the employer's name and address.

NQIN9A (Z)		External Clearance Summary Page					06/09/94
A	CIN	First Name	M Last	Sex	SSN	Val	Birth Date
	ZZ84395A	LOUIS	L LANSING	M	654-98-7321	1	11/07/1950
	WRS for:	LOUIS	L LANSING		654-98-7321		11/07/1950
----- WRS Clearance Summary							
B	Summary of Wages Earned	Total Earnings Last 4 Qtrs	Q Yr	Q Yr	Q Yr	Q Yr	Q Yr
		0.00	0.00	0.00	0.00	0.00	0.00
	Last WRS Request:	Sent 12/22/92	Received / /				
----- UIB Clearance Data							
C	Status	Benefits Used	# Benefits Remaining	Claim Expires on Week of Year	Weekly Benefit Rate		
		00	00		0.00		
	Claimant Name/Address	Employer Name/Address		Local UIB Center			
	Last UIB Request:	Sent 12/22/92	Received / /				

D	***** TO VIEW WRS DETAILS USE SEQUENCE NEXT KEY *****						CMD
	A0095	WRS NOT COMPLETE; UIB NOT COMPLETE					

NQIN9A: EXTERNAL CLEARANCE SUMMARY PAGE

Screen Description (continued):

Local UIB Center: Identifies the local UIB office.

Last UIB Request (Sent and Received): Indicates the dates the last UIB request on an individual was sent to the Department of Labor and subsequently received by WMS.

D. Part D of the screen display contains one of the following Acknowledgement messages on the bottom of the screen:

A0089 WRS Complete/Match; UIB Complete/No Match: A WRS clearance was requested and a response was received with some information as a result of an SSN match. The summary screen (NQIN9A) displays "0.00" in the earnings fields. To view detailed information, go to the next screen (NQIN9B).

A UIB clearance was requested and a response was received. There was no match.

A0090 WRS Complete; UIB Complete: A WRS and UIB clearance was requested and a response was received with information. To view detailed WRS information, go to the next screen (NQIN9B). UIB results are displayed on NQIN9A.

Screen Description (continued):

A0091 WRS Not Complete; UIB Complete/No Match: A WRS clearance was requested but no response has been received. A UIB clearance was requested and a response was received. There was no UIB match.

A0092 WRS Not Complete; UIB Complete: A WRS clearance was requested but no response has been received. A UIB clearance was requested and a response was received. Information is displayed on NQIN9A.

A0093 WRS Complete/No Match; UIB Not Complete: A WRS clearance was requested and a response was received. There was no match. A UIB clearance was requested but no response has been received.

A0094 WRS Complete; UIB Not Complete: A WRS clearance was requested and a response was received with information. To view detailed information, go to the next screen (NQIN9B). A UIB clearance was requested but no reply has been received.

A0095 WRS Not Complete; UIB Not Complete: A WRS and UIB clearance was requested. No response has been received.

A0096 WRS Complete/No Match; UIB Complete/No Match: A WRS and UIB clearance was requested and a response has been received. There was no match.

A0097 WRS Complete/No Match; UIB Complete/Match: A WRS clearance was requested and a response was received. There was no match. A UIB clearance was requested and a response was received with information. The information is displayed on NQIN9A.

A0098 WRS Not Complete, No Match: A WRS clearance was requested but no response has been received.

NQIN9B (Z)		WAGE REPORTING SYSTEM DATA				06/06/94	
						PAGE 01 OF 01	
CIN	FIRST NAME M LAST	SEX	SSN	VAL	BIRTH DATE		
ZZ87896C	DARWIN P WADE	M	222-64-8876	1	09/07/1947		
WRS FOR:	DARWIN P WADE	M	222-64-8876	1	09/07/1947		
-----EMPLOYMENT HISTORY FOR PAST 8 QUARTERS-----							
EMPLOYEE NAME	EMPLR ID	EMPLOYER NAME/ADDRESS		Q	YR	OTR WAGES	
WADE DARWIN P	1126589	MERCURY DISTRIBUTORS 2286 ATLANTIC AVE. BROOKLYN, NY 11208		1	88	3002.00	
WADE DARWIN P	1126589	MERCURY DISTRIBUTORS 2286 ATLANTIC AVE. BROOKLYN, NY 11208		2	88	3334.00	
WADE DARWIN P	1126589	MERCURY DISTRIBUTORS 2286 ATLANTIC AVE. BROOKLYN, NY 11208		3	88	2789.00	

NQIN9B: WAGE REPORTING SYSTEM DATA

To Access This Screen:

- Enter option #05 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The External Clearance Summary Page screen (NQIN9A) is displayed if only one request for Wage Reporting System (WRS)/Unemployment Insurance Benefits (UIB) data has been made. If there has been more than one request, the External Clearance screen (NQIN9M) is displayed.
- Press the F12/NEXT SEQ key from screen NQIN9A. The Wage Reporting System Data screen (NQIN9B) is displayed.

Screen Description:

This screen displays information obtained from the New York State Department of Taxation and Finance regarding an individual's employment history for eight quarters. Data prior to the last eight quarters is displayed if nothing more recent exists.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN) and Birthdate.
- B. Part B of the screen display contains employment history. These fields include Employee Name, Employer Name/Address, Q(Quarter) and Year.

Otr Wages: The total wages earned by an individual in a specified quarter, from a specific employer.

Emplr ID (Employer Identification Number): The tax identification number of an employer.

NQIN9M (2) External Clearance 06/06/94
Page 01 of 01

CIN	First Name	M Last	Sex	SSN	Val	Birth Date
2284395A	LOUIS	L LANSING	M	654-98-7321	1	11/07/1950

----- UIB/WRS Clearance List -----
For SSN 654-98-7321

the following requests for External Clearances exists:

Select	First Name	M Last	Birth Date	Request	WRS	Reply	UIB	Reply
	LOUIS	L LANSING	11/07/1950	12/22/92	/	/	/	/
	LOU	SCHMLAKLARSKY	11/07/1950	12/22/92	/	/	/	/

Enter an -X- in the Select Field to view External Clearance Summary Information
Next CIN: CMD

NQIN9M: EXTERNAL CLEARANCE

To Access This Screen:

- Enter option #05 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The External Clearance screen (NQIN9M) is displayed if there is more than one request for Wage Reporting System (WRS)/Unemployment Insurance Benefits (UIB) data. If only one request has been made, the External Clearance Summary Page screen (NQIN9A) is displayed.

To Enter Information On This Screen:

- Enter a new CIN on the bottom of NQIN9M.
- Press the ENTER key. The External Clearance Screen (NQIN9M) is displayed.
- Enter an "X" in the Select field to view detailed wage information on the desired individual.
- Press the ENTER key. The External Clearance Summary screen (NQIN9A) is displayed.

Screen Description

This screen is presented if there has been more than one request made for External Clearance data.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN) and Birthdate.
- B. Part B of the screen display contains the UIB/WRS-related information on an individual for whom there is more than one request for the External Clearance data. Fields include SSN, First Name, M(Middle Initial), Last Name and Birthdate. Other fields are:

Request Date (WRS/UIB): Indicates the date a request is made to obtain the Wage Reporting System (WRS)/Unemployment Insurance Benefits (UIB) data on an individual.

WRS Reply/UIB Reply: Indicates the date a reply is received from the New York State Department of Taxation and Finance (WRS data) and/or Department of Labor (UIB data).

NQIN10 (Z)		WMS Clearance		08/05/94	
Center 073		Unit/Worker BH001		Last Trans Date / /	
Reg/Case # 007361619F		Suffix 01			
A	LN First Name M Sex SSN	DOB			
	Last				
	01 LINDA F 159-59-1596	12/10			
	TOM	1942			
B	CIN Match:	- -	/	CIN	REG#/CASE#
				Re/Ex	Case
					Type PA MA FS
					SF
					IND
C	SDX Match:	- -	/		
	Total Number of Matches	Possible SSN	0		
			1		
To View Matches Select one of the above by placing an "X" next to selection					
CMD					

NQIN10: WMS CLEARANCE

To Access This Screen:

- Enter option #06 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The WMS Clearance screen (NQIN10) is displayed.
- The WMS Clearance Menu screen (NQIN10M) is displayed if the same individual is involved in more than one case.

To Enter Information On This Screen (two options):

Option:

- Enter an 'X' in the "Possible" field on the bottom of the WMS Clearance Screen (NQIN10), if a number of matches is indicated.
- Press the ENTER key to view the name and sex matches on WMS Clearance Report-Possible screen (NQIN10A).

Option:

- Enter an 'X' in the "SSN" field on the bottom of the WMS Clearance Screen (NQIN10) if a number of matches is indicated.
- Press the **ENTER** key to view SSN matches on the WMS Clearance Report - SSN screen (NQ10B).

Screen Description:

This screen lists detailed information on CIN and SDX (State Data Exchange) matches, as well as the number of Possible (name and sex) and SSN matches found by the most recent WMS clearance process.

- A. Part A of the screen display contains general information identifying an individual. These fields include Center, Unit/Worker, Last Trans Date, Reg/Case #, Suffix, Line, First Name, M(Middle Initial), Last Name, Sex, SSN and DOB.
- B. Part B of the screen display contains the CIN and SDX matches. Fields include CIN, RE/EX, Reg #/Case #, Case Type, Suffix Status, and Ind(Individual) Status.

RE/EX(Restriction/Exception Indicator): Indicates whether an individual has or had a Restriction on the Restriction/Exception Subsystem. Refer to Section P - Codes for a list of codes and/or menemonics which may appear in this field.

SCR (Score): Indicates the weighted score given to data , based on the degree of similarity between data on a specified individual and that of the individual(s) already on the WMS data base.

- C. Part C of the screen display lists the total number of Possible and SSN matches, with an option to view detailed information.

NQIN12 (Z)		Individual Inquiry:		Facility Involvement			08/20/94	
							Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	Birth Date			
Z213741G	JOAN RAINE	F	- -	2	05/12/1950			
Case / Registry		Hosp Wkr St	Fac Key Id	Facility Id	Admission#	Date Entered	Date Left	Incomplete Appl Reason
007333531H		Hal RJ	1	00243105	WMA APP	05/31/93	05/15/93	00 00 00 00 00
			0			/ /	/ /	00 00 00 00 00
			0			/ /	/ /	
			0			/ /	/ /	
			0			/ /	/ /	
			0			/ /	/ /	
			0			/ /	/ /	

Next CIN: CMD

NQIN12: FACILITY INVOLVEMENT

To Access This Screen:

- Enter option #11 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.

Press the ENTER key. The Facility Involvement screen (NQIN12) is displayed.

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field to view this screen for another individual.
- Press the ENTER key. The Individual Inquiry: Facility Involvement screen (NQIN12) is displayed.

Screen Description:

This screen provides information on an individual's involvement with a medical/health care facility.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last (Name), Sex, SSN, Val(Validation of SSN) and Birthdate.
- B. Part B of the screen display contains information on the medical/health care facility. These fields include:

Hosp Wkr (Hospital Worker): Identifies the worker responsible for the case.

Key Id (Key Identifier): A numeric which distinguishes a facility involvement record. Each newly created record will have its own key.

Facility Id (Facility Involvement Identification Number): Identification number assigned to a medical facility.

Facility Admission #: Number assigned to an individual by a medical facility.

Date Entered: Indicates the date an individual is admitted into a medical facility.

Date Left: Indicates the date an individual is discharged from a medical facility.

St (Status): Indicates the individual's MA status (e.g., AC = Active, AP = Applying).

Incomplete Appl Reason: (Incomplete Application Reason Codes): A numeric code referring to the reason an application has not been completed. Refer to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

NQIN13 (Z)		Medicare and Third Party Health Insurance				10/23/94	
						Page 01 of 01	
A	CIN	First Name M Last	SEX	SSN	VAL	Birth Date	
	ZZ07486V	DAUGHTER ADC	F	014-79-8798	1	02/02/1980	
Medicare:							
B	Eff. Dates: Part A		/ /	/ /	Part B	/ /	/ /
	Claim No			Buy-in Date	/ /		
TPHI:							
	Source	1					
	Case No	0073360226F					
	Coverage Codes	01 MAJ-MED	03 SR-CARE				
		05 DRUGS					
		09 OPTICAL					
C	Coverage Period	From:	01/01/85	to:	01/31/90		
	Policy Holder	Name:	JAMES Alx:				
		SSN:	346-46-4646				
	Insurer	Code:	A01 AMLIC		Policy # B4567823190		
	Name	Name:	AETNA MEDICAL				
	&	Street:	2509 BWAY				
	Address	City:	NEW YORK		St: NY	Zip	100133456
	Next CIN:						CMD

NQIN13: MEDICARE AND THIRD PARTY HEALTH INSURANCE

To Access This Screen:

- Enter option #04 on the Individual Inquiry screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The Medicare and Third Party Health Insurance screen (NQIN13) is displayed.

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field on the bottom of NQIN13 to view this screen for another individual.
- Press the ENTER key. The Medicare and Third Party Health Insurance Screen (NQIN13) is displayed.

Screen Description:

This screen displays information for an individual's involvement with Medicare and Third Party Health Insurance.

- A. Part A of the screen displays general information identifying an individual. These fields include CIN, First Name, M(iddle Initial), Last Name, Sex, SSN, and Birthdate.

Val (Validation): Code which indicates the validation of or application for a SSN.

- B. Part B of the screen display contains the Medicare related information. Fields include:

Medicare: - Eff Dates (Effective Dates):

Part A: Indicates the period of coverage for Medicare Part A (hospital insurance).

Part B: Indicates the period of coverage for Medicare Part B (medical insurance).

Claim No: Number by which an individual claims Medicare benefits.

Buy-in Date: Indicates the date that the Medicaid program purchased Medicare Part B coverage for an individual.

- C. Part C of the screen display contains TPHI-related information. Fields include:

TPHI (Third Party Health Insurance):

Source: Indicates whether TPHI information is on file as a result of worker input or via computer matching with a health insurance carrier's record.

Coverage Codes: Indicates the major types of Third Party Health Insurance coverage available to an individual.

Coverage Period (From/to): Indicates the length of time the TPHI is effective.

Policy Holder (Name and SSN): Identifies the name and SSN of the individual who holds the TPHI policy.

Insurer: Code & Policy #: Code Number of the insurance company and Identification number assigned to a TPHI policy by an insurance company.

Name: Name the insurance company issuing the TPHI policy.

Street: Street address of the insurance company.

City: City address of the insurance company.

NQIN18 (Z)		ASSOCIATED NAMES AND ADDRESSES				06/06/94
CIN	FIRST NAME M LAST	SEX	SSN	VAL	BIRTH DATE	
ZZ87896C	DARWIN P WADE	M	222-64-8876	1	09/07/1947	
CODE 02	CIN	NAME	LESLIE WARNER			
RS-PYPE	ZZ66543A	C/O	HOLLAND HOTEL			
		ADDRESS	354 W. 43RD ST.			
		CITY	NEW YORK, NY 10017			
		PHONE	(212)675-6578			
CODE	CIN	NAME				
		C/O				
		ADDRESS				
		CITY				
		PHONE				
NEXT CIN:						
					CMD	

NQIN18: ASSOCIATED NAMES AND ADDRESSES

To Access This Screen:

- Enter option #01 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, a SSN or a Name and Sex.
- Press the ENTER key. The Associated Names and Addresses screen (NQIN18) is displayed.

To Make A Selection From This Screen:

- Enter a new CIN in the "Next CIN" field to view this screen for another individual.
- Press the ENTER key. The Associated Names and Addresses screen (NQIN18) is displayed.

Screen Description:

This screen displays the names and addresses of any Restricted Payment Payees, Authorized Representatives, Alternate Payees, Guardians, Conservators, etc., associated with an individual.

- A. Part A of the screen display contains individual identifying information such as CIN, First Name, M(iddle Initial), Last Name, Sex, SSN and Birth Date. Other fields include:

Val (SSN Validation): Code indicating the validation of or application for a Social Security Number.

- B. Part B of the screen display contains Associated Name and Address information. Fields include:

Code: The numeric code and description indicating the relationship between the associated name and the individual. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

CIN: The Client Identification Number of a person known to WMS who is associated with the individual identified in part A of this screen.

Name, C/O, Address and Phone: These fields refer to the person and/or organization associated with the case member.

NQIN19 (Z)		Office of Employment Services Client Information				08/16/94	
IMC: 064	Case No: 00000004436C	Line No: 02	Suf: 01	Case type: ADC			
Address: 12	SLOEPOKE PL.	City NY	St NY Zip 10010				
CIN ZZ02872K	First CARLOS	M	Last GONZALEZ	Sex M	SSN 110-58-2583	Val 1	Birth Date 05/10/1960
OES Office 464	OES Component 903 EXEMPT OR EMPL. PROGRAM INACTIVE						
OES Enrollment Date 05/09/90	Initial Assessment Date / /	Component Control Date /	Target Group				
Years of Schooling 00	Interview Apts 00	Childcare Code ACD Private	Last Scheduled Interview Date / /				
Next CIN:	CMD						

NQIN19: OFFICE OF EMPLOYMENT SERVICES CLIENT INFORMATION

To Access This Screen:

- Enter option #09 on the Individual Inquiry Menu screen (NQIN00).
Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The Office of Employment Services Client Information screen (NQIN19) is displayed if the individual is in the Office of Employment Services program (OES).

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field to view this screen for another individual.
- Press the ENTER key. The Office of Employment Services Client Information screen (NQIN19) is displayed.

Screen Description:

This screen presents information on an individual's participation in programs administered by the Office of Employment Services program (OES).

The screen is divided into two sections:

- A. Part A of the screen display contains general information identifying an individual. These fields include IMC(Center), Case No., Line No., Suf(Suffix), Case Type, Address, CIN, First Name, M(Middle Initial), Last (Name), Sex, SSN, Val(Validation of SSN) and Birthdate.
- B. Part B of the screen display contains the Office of Employment Services information. These fields include:

OES Office: Indicates the number of the OES office responsible for a specified case.

OES Component: The code which identifies the OES program to which the registrant is assigned (e.g., 109 = Voluntary Work Experience, 123 = ABE - Adult Basic Education etc.).

OES Enrollment Date: The date an individual enrolls in the Office of Employment Services (OES) program.

Years of Schooling: Indicates the number of years an individual has been in school.

Interview Appts: A count of the number of interviews scheduled for an individual.

Initial Assessment Date: The date on which an individual's job readiness was initially evaluated.

Target Group: An indicator which identifies the JOBS Target Group to which ADC/ADC-U individuals are placed. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in the field.

Childcare Code: Currently not in use.

Component Control Date: The date participation in the Training Program ends. This date is updated by a tape match process sent from the Office of Employment Services.

Last Scheduled Interview Date: Date of the last scheduled employment interview.

NQIN20 (2) IM Financial Profile Indicators and Pay Stubs Info.						06/07/94
A	CIN	First Name M Last	Sex	SSN	Val	Birth Date
	ZW19831G	REBECCA SMITH	F	724-55-1477	1	05/19/1953
	Auth number:		Auth period: 02/8/89 to / /			

B	\$30 and 1/3 exemption	INELIGBL	Earned income credit			
	Tax filing status		Earned income credit amt.			00
	Earned taxable income	NON-TAX	FICA to be ded./calc.			NO
	Income combined with		Pregnancy EDC			
	Number of tax exemptions	00	Work program participation			
	\$30 special allowance		Employment status			E-FT

C	Pay stubs: Inc src.	Une inc.	Date	Amount	Dis ded.	
			/ /	.00	.00	
			/ /	.00	.00	
			/ /	.00	.00	
			/ /	.00	.00	
			/ /	.00	.00	
			/ /	.00	.00	
			/ /	.00	.00	
Next CIN:						CMD

NQIN20: IM FINANCIAL PROFILE INDICATORS AND PAY STUBS INFORMATION

To Access this Screen:

- Enter option #12 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case #]and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The IM Financial Profile Indicators and Pay Stubs Information screen (NQIN20) is displayed.

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field to view this screen for another individual.
- Press the ENTER key. The IM Financial Profile Indicators and Pay Stubs Information screen (NQIN20) is displayed.

Screen Description:

This screen provides information on tax and other factors affecting income, in addition to pay information.

- A. Part A of the screen displays general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), Birthdate, Authorization Number and Authorization Period.
- B. Part B of the screen displays information concerning income. These fields include:

\$30 and 1/3 Exemption: Indicates whether an individual is eligible for the 30 and 1/3rd earned income exemption.

Tax Filing Status: Indicates the tax filing status of an individual with earned income.

Earned Taxable Income: Indicates whether an individual's income is taxable.

Income Combined With: Indicates the line number of the person with whom an individual's income is to be combined for tax purposes.

Number of Tax Exemptions: Indicates the maximum number of tax exemptions to which an individual is entitled under the IRS regulations.

\$30 Special Allowance: A \$30 training allowance or a \$30 deduction from income, as an incentive given to individuals in HR cases only.

Number Days in H/hold: Indicates the number of days in a month that an individual lives in a specified household.

Earned Income Credit: Indicates whether an individual is entitled to an earned income credit.

Earned Income Credit Amt: Indicates the amount of earned income credit.

FICA to be Ded/Calc: Indicates whether an individual's taxable income is subject to FICA deduction.

Pregnancy EDC: Indicates the expected date of confinement of a pregnant woman.

Work Program Participation: Indicates whether an individual is a participant in a work incentive program.

A	NQIN20 (2) IM Financial Profile Indicators and Pay Stubs Info. 06/07/94				
	CIN	First Name M Last	Sex	SSN	Val Birth Date
	ZW19831G	REBECCA SMITH	F	724-55-1477 1	05/19/1953
	Auth number:		Auth period: 02/8/89 to / /		
B	\$30 and 1/3 exemption	INELIGBL	Earned income credit		
	Tax filing status		Earned income credit amt.		00
	Earned taxable income	NON-TAX	FICA to be ded./calc.		NO
	Income combined with		Pregnancy EDC		
	Number of tax exemptions	00	Work program participation		
	\$30 special allowance		Employment status		E-FT
	Number days in h/hold		Aged - disabled		
C	Pay stubs: Inc src.	Unc inc.	Date	Amount	Dis ded.
			/ /	.00	.00
			/ /	.00	.00
			/ /	.00	.00
			/ /	.00	.00
			/ /	.00	.00
			/ /	.00	.00
			/ /	.00	.00
Next CIN:					CMD

NQIN20: IM FINANCIAL PROFILE INDICATORS AND PAY STUBS INFORMATION

Screen Description (continued):

Employment Status: Indicates the employability status of an individual.

Aged/Disabled: Indicates that an individual in a Food Stamp case is aged or disabled and therefore eligible for medical and increased excess shelter deductions.

C. Part C of the screen display contains information concerning pay stubs. These fields include:

Inc Src (Income Source): A code that identifies the source of an individual's earned income.

Une Inc (Unearned Income): A code that identifies the source of an individual's unearned income.

Date: The date an individual's pay stub is issued.

Amount: The amount indicated on an individual's pay stub.

Dis Ded (Disability Deduction): Indicates the amount of New York State disability deducted from an individual's pay.

RESERVED FOR EXPANSION

Screen Description:

This screen provides information concerning income sources and deductions.

A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), Birthdate, Authorization Number and Authorization Period.

B. Part B of the screen display contains information concerning income. Fields include:

Source: A code identifying an individual's source of income.

Prog Ind (Program Indicator): Indicates the IM Program for which income is to be counted.

Amount: Indicates the actual amount of income.

Exc Cd (Exclusion Code): Identifies the reason for income exemption.

Usage: A code defining the use of income from a boarder/lodger.

PA/FS Exc Amt (PA/FS Exclusion Amount): Indicates the amount of the monthly exemption for PA/FS budget calculation purposes.

C. Part C of the screen display contains information concerning PA additional needs. Fields include:

Ass Name/Add (Associated Name and Address Code): Identifies the relationship between the associated name and the individual case member. Refers to Section P-Codes, for a list of codes and/or mnemonics which may appear in this field.

Type: Indicates the type of additional needs that are budgeted on a recurring basis.

Amount: Indicates an additional recurring allowance.

D. Part D of the screen display contains information concerning deductions. Fields include:

PA Une Ded (Public Assistance Unearned Deductions): Identifies the value of a deduction applied to certain types of unearned income in PA budgeting.

NQIN21 (Z) IM Financial Profile Income and Deductions 08/22/94										
CIN		First Name M Last			Sex	SSN	Val	Birth Date		
ZZ02035R		JAN EVERLY			F	003-17-1948	1	03/17/1948		
Auth number:					Auth period: 08/A/93 to 11/B/93					

Income:										
	source	prog	ind	amount	exc. cd.	usage	PA exc amt	FS exc amt		
	001	B		480.00			.00	.00		
		0		.00			.00	.00		
		0		.00			.00	.00		

PA additional needs:					Deductions:					
ass. name/add					PA MA Ass.					
type					Une ded. Une exmp name/add Ch. care					
amount					.00 .00 .00 .00 .00 .00 .00					

Daycare additional needs:										
type					.00 .00 .00					
requested amt					.00 .00 .00					
issued amt					.00 .00 .00					
					FS ded amt. .00					

Next CIN: CMD										

NQIN21: IM FINANCIAL PROFILE INCOME AND DEDUCTIONS

Screen Description (continued):

MA Une Exmp (Medical Assistance Unearned Exemption Amounts): Identifies the value of an income disregard or exemption applied to certain types of unearned income in MA budgeting.

Ch Care (Child Care Allowance): Indicates the actual daycare allowance for each child on a specified case.

FS Ded Amt (Food Stamp Deduction Amount): Indicates the amount of an individual's monthly medical expenses that are claimed as a deduction from income for FS budget calculation purposes.

E. Part E of the screen display contains information concerning Daycare Additional Needs Allowance. Fields include:

Type: Indicates the type of Daycare being provided.

Requested Amount: Indicates the actual amount requested to provide Daycare services

Issued Amount: Indicates the actual amount issued to pay for Daycare services. The issued amount will either be the market rate for the daycare additional needs type or the Request amount whichever is lower.

RESERVED FOR EXPANSION

NQIN22 (Z)		CLIENT INFRACTION HISTORY					02/03/94 Page 01 of 01	
CIN	First Name M Last	Sex	SSN	Val	Birth Date			
ZX88600U	KIMBERLY HUNTER	F	888-22-7777		10/19/1954			
MA ID Number: 74048001015								
-----LAST TXN-----								
CASE#	AUTH #	TYPE	Code	AUTH DATE	HR SN EXP	ADC SN	EXP DEL	
007404800A	00000001	0109	445	10/26/88	11/25/88	/ /		
007404800A	00000001	0109	528	10/26/88	12/25/88/	/ /		
007404800A	00000001	0109	529	10/26/88	01/24/89	/ /		
				/ /	/ /	/ /		
				/ /	/ /	/ /		
				/ /	/ /	/ /		
				/ /	/ /	/ /		
Next CIN:							CMD	

NQIN22: CLIENT INFRACTION HISTORY

To Access This Screen:

- Enter option #14 on the Individual Inquiry Menu screen (NQIN00).
- Enter the CIN #, a Case # and Line #, an SSN or Name and Sex.
- Press the ENTER key. The Client Infraction History screen (NQIN22) is displayed.

To Enter Information On This Screen:

- Enter a new CIN in the "Next CIN" field to view this screen for another case.
- Press the ENTER key. The Client Infraction History screen (NQIN22) is displayed.

Screen Description:

This screen provides a summary of Crawford vs. Blum (CVB) and HR Job Search closing transactions.

- A. Part A of the screen display contains general information identifying an individual. These fields include CIN, First Name, M(Middle Initial), Last Name, Sex, SSN, Val(Validation of SSN), Birth Date, and MA ID Number.
- B. Part B of the screen display contains information regarding CVB and HR Job Search closing transactions. Fields include:

LAST TXN (transaction)

CASE #: Identifies a case which was closed for failure to comply with Crawford vs Blum and HR Job Search.

AUTH # (Authorization Number): A manually assigned number which uniquely identifies each transaction within a batch.

TYPE (Major/Minor Transaction Type): A code used to indicate the type of action being applied to a case (e.g., 0109 = Undercare Maintenance).

CODE: Indicates the CVB and HR Job Search closing codes/reasons used to close a case. These codes are based on 30 day, 60 day, or 90 day closings.

AUTH DATE: Shows the date the period of ineligibility began.

HR SN EXP (HR Sanction Expires): Shows the date the period of ineligibility for HR or HRPG expires.

ADC SN EXP (ADC Sanction Expires): Shows the date the period of ineligibility for ADC or ADCU expires.

DEL IND (Delete Indicator): A code showing that an infraction has been deleted.

NQN10A (Z)										WMS Clearance Report - Possible										07/21/94									
Center 073										Unit/Worker BH001										Page 01 of 01									
Reg/Case # 0073G1619F										Suffix 01										Clearance Date 07/21/92									
Ln First Name M Sex SSN										DOB CIN										REG#/CASE# Case									
Last										Re/Ex										Type									
02 DAVE										M 125-25-1257 10/14 ZY77109A										007361619F ADC									
TOM										1991																			
Possible Matches:																				STATUS SCR									
02 DAVE										M 125-25-1258 10/14 ZY74388C										007361618H FS SF NA NA AP 101									
										1991										IND NA NA AP									
										/										SF									
										/										IND									
										/										SF									
										/										IND									
										/										SF									
										/										IND									
										/										SF									
										/										IND									
CMD																													

NQN10A: WMS CLEARANCE REPORT - POSSIBLE

To Access This Screen:

- Enter option #06 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The WMS Clearance Report screen (NQIN10) is displayed.
- The WMS Clearance Menu screen (NQIN10M) is displayed if the same individual is associated with more than one case.
- Enter an 'X' in the "Possible" field on the bottom of the WMS Clearance screen (NQIN10), if a number of Possible matches is indicated.
- Press the ENTER key. The WMS Clearance Report - Possible screen (NQN10A) is displayed.
- Press the ENTER key to return to NQIN10, in order to select another match for viewing.

Screen Description:

The screen displays all "Possible" (name and sex) matches found by the most recent WMS clearance process. The names are listed with the closest match first.

The screen is divided into two sections:

- A. Part A of the screen display contains general information identifying an individual. These fields include: Center, Unit/Worker, Reg/Case # and Suffix, and the last Clearance Data.

Clearance Date: Date the clearance process was last performed for a specified case.

- B. Part B of the screen display lists all possible matches found by the most recent clearance process. Fields include LN(Line), First Name, M(Middle Initial), Last Name, Sex, SSN, DOB, CIN, Reg #/Case #, Cat(Category), SF(Suffix) Status, and Ind(Individual) Status.

Scr (Score): Indicates the weighted score given to the data based on the degree of similarity between data on a specified individual and the individual(s) already on the WMS data base.

RE/EX(Restriction/Exception Indicator): Indicates whether an individual has or had a Restriction on the Restriction/Exception Subsystem. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

A		NQN10B (Z)		WMS Clearance Report - SSN				08/05/94			
		Center	073	Unit/Worker		BH001		Page 01 of 01			
		Reg/Case #	0073G1619F	Suffix		01		Clearance Date 07/21/92			
		Ln	First Name	M	Sex	SSN	DOB	CIN	REG#/CASE#	Case Type	
		01	LINDA		F	159-59-1596	12/10	ZY77119W	007361619F	ADC	
			TOM				1942				
		Possible Matches:								STATUS	SCR
		01	LINDA		M	159-59-1596	12/12	ZY74398Y	007361618H	FS SF NA NA AP 104	
			TOM				1942			IND NA NA AP	
					-	-	/			SF	
					-	-	/			IND	
					-	-	/			SF	
					-	-	/			IND	
					-	-	/			SF	
					-	-	/			IND	
					-	-	/			SF	
					-	-	/			IND	
		CMD									

NQN10B: WMS CLEARANCE REPORT - SSN

To Access This Screen:

- Enter option #6 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The WMS Clearance Report screen (NQIN10) is displayed.
- The WMS Clearance Menu screen (NQN10M) is displayed if the same individual is associated with more than one case. (Enter an "X" in the "select" column next to the desired case # and press the XMIT key [ENTER key]* key to return to the NQIN10 screen.)
- Enter an 'X' in the "SSN" field on the bottom of the WMS Clearance screen (NQIN10), if a number of SSN matches is indicated.
- Press the ENTER key. The WMS Clearance Report - SSN screen (NQN10B) is displayed.
- Press the ENTER key to return to NQIN10, in order to select another match for viewing.

Screen Description:

This screen displays all SSN matches found by the most recent WMS clearance process. An SSN match is listed on the WMS Clearance Report-Possible screen (NQN10A) if a Possible match includes identical SSNs.

The screen is divided into two sections:

- A. Part A of the screen displays general information identifying an individual. These fields include Center, Unit/Worker, Reg/Case # and Suffix, and the last clearance date.

Clearance Date: Date the clearance process was last performed for an individual.

- B. Part B of the screen display section lists all SSN matches found by the most recent clearance process. Fields include IN(Line), First Name, M(Middle Initial), Last Name, Sex, SSN, DOB, CIN, Reg #/Case #, Category, Sf(Suffix) Status, and Ind(Individual) Status.

Scr (Score): Indicates the degree of similarity between data on a specified individual and that of the individual(s) already on the WMS data base.

RE/EX (Restriction/Exception Indicator): Indicates whether an individual has or had a Restriction on the Restriction/Exception Subsystem. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

NQN10M (Z) WMS Clearance Menu 07/20/94
page 01 OF 01

A

First Name M	Sex	SSN	DOB	CIN	Re/Ex
ANNA	F	158-15-9158	02/02	ZV59362R	
CRUZ			1952		

Existing Clearance for Individual:

Select	Case No.	Line No.	Last Trans. Date
	007311091I	02	04/23/90
	007311092G	02	04/23/90

B

Select Clearance by Placing a "X" Next to Selection

NQN10M: WMS CLEARANCE MENU

To Access This Screen:

- Enter option #06 on the Individual Inquiry Menu screen (NQIN00).
- Enter either a CIN, a Case # and Line #, an SSN or a Name and Sex.
- Press the ENTER key. The WMS Clearance Menu screen (NQN10M) is displayed if the same individual is involved in more than one case.

To Enter Information On This Screen:

- Enter an 'X' in the "Select" column of NQN10M.
- Press the ENTER key. The WMS Clearance screen (NQIN10) is displayed.
- Press the ENTER key to return to NQN10M, in order to select another case number and line number for viewing.

Screen Description:

The screen is displayed only when clearances have been performed for the same individual under more than one case number. The screen is divided into two sections.

- A. The first section displays general information identifying an individual. These fields include First Name, M(Middle Initial), Last Name, Sex, SSN, DOB, RE/EX(restriction/exception indicator) and CIN.

RE/EX(Restriction/Exception Indicator): Indicates whether an individual has or had a Restriction on the Restriction/Exception Subsystem. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

- B. The second section lists all cases in which the individual is involved, with an option to select a case for viewing. Fields include Case No. and Line No.

Last Transaction Date: Indicates the date the last change transaction (Eligibility or Undercare) was applied to the case.

BENEFITS ISSUANCE

BENEFITS ISSUANCE HISTORY INQUIRY OVERVIEW

The **Benefits Issuance History** option in the Inquiry subsystem provides you with the ability to view benefit history information (both case and suffix level) found on the WMS data base.

Depending upon the option you selected, you can look at information such as:

- All benefits, both PA and FS
- PA benefits only
- FS benefits only
- Benefits issued by specific issuance code
- Next recurring grants
- The issuance calendar for a 12 month period
- Grant Breakdown
- Recurring Needs Met

The date range can be changed to let you look at benefit information for any six months within the prior ten months. If the date range is not changed, benefits issued will be displayed for the last three months only.

The date range can also be changed to let you look at benefits to be issued one month beyond the present month. This is a required step in completing EPFT Manual Pull transactions.

BENEFITS ISSUANCE SCREENS

The Benefits Issuance option of the Inquiry subsystem displays data regarding benefits issued to a case. The Benefits Issuance History Menu options and the screens accessed by selecting these options appear below:

**Benefits Issuance History Menu
NQCS05**

Menu Option	Screen Title	Screen ID	Page
N/A	Case Number/Suffix List (Substitution Screen)	NQCS04*	E-41
1	All Benefits Issued xx/xx/xx Thru xx/xx/xx	NQCS5A	G-5
2	PA Benefits Issued xx/xx/xx Thru xx/xx/xx	NQCS5B	G-9
3	FS Issuance xx/xx/xx Thru xx/xx/xx	NQCS5C	G-11
4	Benefits Issued with Issuance Codes	NQCS5E	G-13
5	Next Recurring Grants	NQCS5H	G-15
6	Issuance Calendar	NQCS5L	G-17
7	Display Recurring Needs Met	NQCS5M	G-21
N/A	Grant Breakdown	NQCS5J**	G-19

* The substitution screen, NQCS04, is displayed if the case name entered on NQCS05 is the same as or similar to one or more names on the WMS data base.

** This screen can be accessed from screens NQCS5A, NQCS5B, NQCS5C and NQCS5E.

```

NQCS05 (Z)          Benefits Issuance History Menu          08/26/94
-----
Types of Benefits
-----
#1. All
#2. PA
#3. FS
#4. All with specified issuance code
#5. Next Recurring Grants
#6. Display Issuance Calendar
#7. Display Recurring Needs Met
-----
Enter # of Benefit Type desired  1
Enter CASE #          SUFFIX
OR
Enter Case Name  ANNA SMITH
Enter Date Range Desired 06/01/93 TO 09/11/93
Enter Issuance Codes

CMD

```

A

B

NQCS05: BENEFITS ISSUANCE HISTORY MENU

To Access This Screen (four options)

Option:

- Enter **option #3** on the Inquiry Menu screen (NQRY00).
- Press the **ENTER** key. The Benefits Issuance History Menu screen (NQCS05) is displayed.

Option:

- Enter **option #3** on the Case Inquiry Menu screen (NQCS00).
- Press the **ENTER** key. The Benefits Issuance History Menu screen (NQCS05) is displayed.

Option:

- Press the simultaneously [F7/BENEFIT HIS key]* from any of the Inquiry screens. The Benefits Issuance History Menu screen (NQCS05) is displayed.

Option:

- Enter a **"U"** in the CMD field on any Benefit Issuance screen and press the **ENTER** key. The Benefits Issuance History Menu screen (NQCS05) is displayed.

Screen Description:

The Benefits Issuance History Menu allows you to view information regarding Public Assistance (PA) and Food Stamp (FS) benefits issued for a specified case.

A. Part A of the screen display lists the available Benefit Issuance Inquiry options. A brief description of each option follows:

- #1 **All:** This option allows you to view both PA and FS benefits.
- #2 **PA:** This option allows you to view PA benefits only.
- #3 **FS:** This option allows you to view FS benefits only.
- #4 **All with specified issuance code:** This option allows you to view PA and/or FS benefits issued for a specified issuance code.
- #5 **Next Recurring Grants:** This option displays the dates of the next recurring grants, both PA and FS.
- #6 **Display Issuance Calendar:** This option displays the recurring issuance dates for PA and/or FS, by cycle, for an entire year.
- #7 **Display Recurring Needs Met:** This option indicates whether a suffix or a case had their needs met for PA cycle A, PA cycle B and FS monthly by indicating "yes" or "no" under the month and year field. This screen can only be accessed from the Benefit Issuance History Menu screen (NQCS05).

B. Part B of the screen display contains fields for entering an option number and identifying information to let you access Public Assistance (PA), Food Stamps (FS) and special issuance benefits for a specified case (suffix). The fields include: Case #, Suffix, Case Name, Date Range Desired and Issuance codes. For information on how to use the Date Range Desired field refer to section D - Procedures.

NQCS5A (2)		All Benefits Issued 06/01/93 Thru 09/14/93						10/26/94	
		Case # 007008920G Center 073 Unit/Worker 001S1						Page 01 of MM	
S	Issuance					Rcm Dt	Reconciliation		
e	Suf	--Date--	Cycle	RTG	Check/Atp#	Payment	Payment	Out	Tell Vouch
1	T	Cd	Type	EPFT	00104014	Amount	Period	--Date--	Status
1	01	08/16/93	B	EPFT	00104014	168.50	08/16/93	Amount	Discr
	PA	RE	10 SHELTER	PUC	EMRG IND		08/31/93	/ /	0
2	02	08/16/93	B	EPFT	00104012	46.30	08/16/93	/ /	0
	PA	RE	05 RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
3	03	08/16/93	B	EPFT	00104013	46.30	08/16/93	/ /	0
	PA	RE	05 RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
4	01	08/16/93	B	EPFT	00104011	114.90	08/16/93	/ /	0
	PA	RE	05 RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
5	01	08/02/93	A	EPFT	22250087	337.00	08/01/93	/ /	0
	FS	RE	96 FS-ONGNG	PUC	EMRG IND		08/31/93	/ /	0

Enter number in Select column to View Grant Details
 Next Case: Date Range: 04/01/89 Thru 09/14/93 CMD

NQCS5A: ALL BENEFITS ISSUED

To Access This Screen:

- Enter option #1 on the Benefits Issuance History Menu screen (NQCS05).
- Enter either a case # or a case name.
- Press the ENTER key. The All Benefits Issued screen (NQCS5A) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter the number of the selection desired at the bottom of screen NQCS5A.
- Press the ENTER key. The Grant Breakdown screen (NQCS5J) is displayed.

To Enter Information On This Screen (continued):

Option:

- Enter a **new case number** and use the date range displayed, or enter a new date range on the bottom of NQCS5A to view this screen for another case.
- Press the **ENTER** key. The All Benefits Issued Screen (NQCS5A) is displayed.

Screen Description:

This screen allows you to view information regarding Public Assistance (PA) and Food Stamp (FS) issuances, both recurring and single issue, for a specified case. This screen is divided into two sections. The first section displays case information such as Case Number, Center Number and Unit/Worker ID. The second section contains benefit issuance information

Issuance

Date: The date the payment was issued. It identifies the benefit cycle. The letter "A" indicates the first cycle of the month and the letter "B" indicates the second cycle of the month. The cycle period is assigned by the toe digit of the case number.

Cycle: A = 1st half of the month; B = 2nd half of the month.

T (Program Type): Indicates the issuance program type (e.g., PA RE = PA recurring issuance, PA SI = PA single issue, FS RE = FS recurring issuance, FS SI = FS single issue, RE SP = recurring special grant).

CD (Code): A two-digit issuance code that defines the reason for the grant (e.g., 96 = FS recurring, 05 = PA recurring; 40 = rent advance to avoid eviction; 47 = replace mutilated food stamps).

Type: Indicates the reason a grant was issued (e.g., 96 = FS recurring, 05 = PA recurring).

RTG (Routing): This field displays how the benefit is issued to the client.

PUC (Pick-up Code): Indicates by code how a single issuance was made (e.g., 1 = Special Roll, 5 = Emergency checks, 7 = Cash, 8 = EPFT Linked, 9 = EPFT Non-Linked).

NQCS5A (2)		All Benefits Issued 06/01/93 Thru 09/14/93						10/26/94	
		Case # 007008920G Center 073 Unit/Worker 001S1						Page 01 of MM	
								Reconciliation	
								Out Tell Vouch	
								--Date--Status	
								Amount Discr	
S	Issuance								
e	Suf	--Date--	Cycle	RTG	Check/Atp#	Payment	Payment		
1	T	Cd	Type			Amount	Period		
1	01	08/16/93	B		00104014	168.50	08/16/93		
	PA	RE 10	SHELTER	PUC	EMRG IND		08/31/93	/	/ 0
2	02	08/16/93	B	EPFT	00104012	46.30	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/	/ 0
3	03	08/16/93	B	EPFT	00104013	46.30	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/	/ 0
4	01	08/16/93	B	EPFT	00104011	114.90	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/	/ 0
5	01	08/02/93	A	EPFT	22250087	337.00	08/01/93		
	FS	RE 96	FS-ONGNG	PUC	EMRG IND		08/31/93	/	/ 0

Enter number in Select column to View Grant Details
 Next Case: Date Range: 04/01/89 Thru 09/14/93 CMD

NQCS5A: ALL BENEFITS ISSUED

Issuance (continued):

Check/ATP#: A unique number that identifies a PA (check) or FS (ATP-Authorization to Participate) benefit.

Payment Amount: The dollar amount issued, or scheduled to be issued.

Payment Period: Dates indicate the beginning and end of an issuance cycle.

The chart below represents the Benefit Issuance Cycle table based on the toe digit of a case number.

PAYMENT PERIOD SCHEDULE

TOE DIGIT	CYCLE A	CYCLE B
0	1 - 15	16 - 31
1	2 - 16	17 - 1
2	4 - 18	19 - 3
3	5 - 19	20 - 4

Chart (continued):

PAYMENT PERIOD SCHEDULE

<u>TOE DIGIT</u>	<u>CYCLE A</u>	<u>CYCLE B</u>
4	7 - 21	22 - 6
5	8 - 22	23 - 7
6	10 - 24	25 - 9
7	11 - 25	26 - 10
8	13 - 27	28 - 18
9	14 - 28	29 - 13

Emrg Ind (Emergency Indicator): Identifies the authorization as an emergency issuance.

Reconciliation

Discr (Discrepancy Data): The dollar amount representing the difference between the payment amount issued and the payment amount redeemed. If the payment is withdrawn, the amount will be the same as the issued amount.

Date: Indicates the date on which a payment was reconciled.

Amount: The dollar amount of the redeemed benefit.

Rdm Dt: (Redemption Date) Indicates the date the benefit was redeemed.

Out: Indicates the location/outlet number where benefits were redeemed.

Tell: Indicates the teller number responsible for authorizing the voucher.

Vouch: Indicates the voucher which was redeemed.

Status: This field indicates the status of a reconciled payment after it has been issued (e.g. 0 = Issued, 3 = Redeemed no error). Refer to Section P-Codes for a complete list of codes and/or mnemonics which may appear in this field.

NQCS5B (Z)		PA Benefits Issued 04/01/93 Thru 06/06/93						10/30/94	
		Case # 007008920G Center 073 Unit/Worker 001S1						Page 01 of MM	
S	Issuance					Rdm Dt	Reconciliation		
e	Suf	--Date--	Cycle	RTG	Check/Atp#	Payment	Payment	--Date--	Status
1	T	Cd	Type			Amount	Period	Amount	Discr
1	01	08/16/93	B	EPFT	00104014	168.50	08/16/93		
	PA	RE 10	SHELTER	PUC	EMRG IND		08/31/93	/ /	0
2	02	08/16/93	B	EPFT	00104012	46.30	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
3	03	08/16/93	B	EPFT	00104013	46.30	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
4	01	08/16/93	B	EPFT	00104011	114.90	08/16/93		
	PA	RE 05	RECUR-G	PUC	EMRG IND		08/31/93	/ /	0
5	01	08/02/93	A	EPFT	00103829	168.50	08/01/93		
	PA	RE 10	SHELTER	PUC	EMRG IND		08/15/93	/ /	0

Enter number in Select column to View Grant Details
 Next Case: Date Range: 06/01/93 Thru 09/14/93 CMD

NQCS5B: PA BENEFITS ISSUED

To Access This Screen:

- Enter **option #2** on the Benefits Issuance History Menu screen (NQCS05).
- Enter either a **case #** or a **case name**.
- Press the **ENTER** key. The PA Benefits Issued screen (NQCS5B) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter the number of the selection desired at the bottom of screen NQCS5B.
- Press the **ENTER** key. The Grant Breakdown screen (NQCS5J) is displayed.

Option:

- Enter a **new case number** and use the date range displayed, or enter a new date range on the bottom of NQCS5B to view this screen for another case.
- Press the **ENTER** key. The PA Benefits Issued Screen (NQCS5B) is displayed.

Screen Description:

This screen allows you to view information regarding Public Assistance (PA) benefits issued both recurring and single issue, for a specified case for a given time period. The screen presents you with the case number, center and unit/worker ID. For each individual PA issuance on the screen, you will find information on the suffix, date and type of PA issuance, the check number, the amount and the time period that the issuance covers and the emergency indicator. Reconciliation information is also given for each individual issuance.

Refer to pages G-6 through G-8 for definitions.

Refer to pages G-7 and G-8 for the Benefit Issuance cycle table based on the toe digit of a case number.

NQCS5C (2)		FS Issuance 11/01/93 Thru 11/07/93						10/30/94		
		Case # 007008920G Center 073 Unit/Worker 001S1						Page 01 of 01		
S	Issuance					Rdm Dt	Reconciliation			
e	Suf	--Date--	Cycle	RTG	Check/Atp#	Payment	Payment	Out	Tell	Vouch
1	T					Amount	Period	--Date--	Status	
1	01	08/02/93	A	EPFT	22250087	337.00	08/01/93			
	FS	RE 96	FS-ONGNG		EMRG IND		08/31/93	/	/	0
2	01	07/01/93	A	EPFT	22249140	337.00	07/01/93			
	FS	RE 96	FS-ONGNG		EMRG IND		07/31/93	/	/	0
3	01	06/01/93	A	EPFT	22248669	337.00	06/01/93			
	FS	RE 96	FS-ONGONG		EMRG IND		06/30/93	/	/	0
		/	/			0.00	/	/	/	0
		/	/			0.00	/	/	/	0

Enter number in Select column to View Grant Details
 Next Case: Date Range: 06/01/93 Thru 09/14/93 CMD

NQCS5C: FS ISSUANCE

To Access This Screen:

- Enter **option #3** on the Benefits Issuance History Menu screen (NQCS05).
- Enter either a **case #** or a **case name**.
- Press the **ENTER** key. The FS Issuance screen (NQCS5C) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter the number of the selection desired at the bottom of screen NQCS5C.
- Press the **ENTER** key. The Grant Breakdown screen (NQCS5J) is displayed.

To Enter Information On This Screen (continued):

Option:

- Enter a **new case number** and use the date range displayed, or enter a new date range on the bottom of NQCS5C to view this screen for another case.
- Press the **ENTER** key. The FS Issuance Screen (NQCS5C) is displayed.

Screen Description:

This screen allows you to view information regarding Food Stamp (FS) benefits issued, both recurring and single issue, for a specified case for a given period of time. The screen presents you with the case number, center and unit/worker ID. For each individual FS issuance on the screen, you will find information on the suffix, date and type of FS issuance, the ATP number, the amount and the time period that the issuance covers and the emergency indicator. Reconciliation information is also given for each issuance.

Refer to pages G-6 through G-8 for definitions.

Refer to page G-7 and G-8 for the Benefit Issuance cycle table based on the toe digit of a case number.

To Enter Information On This Screen (two options) (Continued):

Option:

- Enter a **new case number** and use the date range displayed or enter a new date range, and enter an issuance code on the bottom of NQCS5E to view this screen for another case.
- Press the **ENTER** key. The Benefits Issued with Issuance Codes screen (NQCS5E) is displayed.

Screen Description:

This screen allows you to view detailed information on Public Assistance (PA) or Food Stamp (FS) benefits issued for a specified case with specified issuance code(s) for a given time period. The screen presents you with the case number, center and unit/worker ID. For each issuance on the screen, you will find information on the suffix, date and type of issuance, the check and/or ATP number, the Emergency Indicator the amount and time period that the issuance covers. Reconciliation information is also given for each issuance.

Refer to page G-6 through G-8 for definitions.

Refer to pages G-7 and G-8 for the Benefit Issuance cycle table based on the toe digit of a case number.

NQCS5H (Z)		NEXT RECURRING GRANTS		08/30/94	
Case # 007331800H Suffix 01 Center 040 Unit/Worker 00042 Case Type ADC					
Date of next recurring PA Grant: 09/03/93					
Deadline for changing: 08/26/93					
Mailing Date: 08/28/93					
Date of next recurring ATP: 09/03/93					
Deadline for changing: 08/26/93					
Mailing Date: 08/28/93					
Case Status PA AC From: 06/30/93 To: 99/99/99					
FS AC From: 06/30/93 To: 99/99/99					
MA AC From: 06/30/93 To: 99/99/99					
CMD					

NQCS5H: NEXT RECURRING GRANTS

To Access This Screen:

- Enter **option #5** on the Benefits Issuance History Menu screen (NQCS05).
- Enter either a **Case #** and **Suffix #** or a **Case Name**.
- Press the **ENTER** key. The Next Recurring Grants screen (NQCS5H) is displayed.

Screen Description:

This screen allows you to view information regarding the next Public Assistance (PA) and Food Stamp (FS) recurring grant to be issued to a specified case and the deadline dates for changing these issuances. The screen presents you with the case number, suffix, center and unit/worker. The dates for the next recurring PA and FS grants and mailing dates are shown. Other fields include:

Case Type: Indicates the type of assistance a suffix receives (e.g., ADC, HR, etc.).

Case Status: Indicates the actual status of a case (e.g., Active = AC, Not Applying = NA).

Date of Next Recurring PA Grant: The date the PA (Public Assistance) payment is scheduled to be mailed.

Date of Next Recurring ATP: The date the Food Stamp - ATP is scheduled to be mailed.

Deadline for changing: The date on which the payment is scheduled to be issued and serves as a cut-off date for changing the assistance level.

From/To: Indicates the length of time a case has been authorized to receive benefits. A "99/99/99" in the "To" field means that authorization is to continue until another action is taken.

Mailing Date: The date the payment was issued.

NQCS5J (Z)		Grant Breakdown					08/30/94	
Case # 007008920G		Suffix 01	Center 073	Unit/Worker 001S1		Reconciliation		
-Issuance-- Payment		Rtg	Check/ATP#	Payment	Payment	-Date---	Status	
Date Cd Type			Amount	Period	Amount	Discr		
08/16/93 10 SHELTER			00104014	168.50	08/16/93 -	/ /	0	
Type: PA RE					08/31/93			
Recoupment Grant								
RTI:								
Amount:								
Single Issue Grant - Cin:								
Cat.	Date	Check #	Assoc Name	Replaces	Check #	Amt	Type	
/ /		00104014						
Restricted Grant -								
Restricted Amts: 101.10								
CMD								

NQCS5J: GRANT BREAKDOWN

To Access This Screen:

- Enter any of the first four options on the Benefits Issuance History Menu screen (NQCS05).
- Press the **ENTER** key to display one of the following screens: All Benefits Issued (NQCS5A), PA Benefits Issued (NQCS5B), FS Issuance (NQCS5C) or Benefits Issued with Issuance Codes (NQCS5E).
- Enter the number of the selection desired in the field labeled "Enter number in select column to View Grant Details". This field appears on screens NQCS5A, NQCS5B, NQCS5C and NQCS5E.
- Press the **ENTER** key. The Grant Breakdown screen (NQCS5J) is displayed.

Screen Description:

This screen allows you to view information regarding recurring and single issuance benefits issued for a case during a given period of time. The screen presents you with the case number, suffix, center and unit/worker ID. This screen is divided into two sections.

- A. Part A of the screen display contains issuance information. Refer to page G-6 through G-8 for definitions.
- B. Part B of the screen display contains recoupment, single issue and restricted grant information. Fields include (for single issue): CIN, issue date and check #. Other fields include:

Recoupment Grant:

RTI (Recoupment Identification Number): A system-generated number that identifies a specific recoupment.

AMOUNT (PA or FS AMOUNT): The dollar amount deducted from a recurring grant that is applied toward an outstanding recoupment.

Single Issue Grant:

Replaces Check #: The Benefit Number of the original benefit, for which a Single Issue replacement was made.

Cat(Category): Indicates the State or Federal program from which funds are reimbursed (e.g., HR = Home Relief, EAF = Emergency Assistance to Families).

Assoc Name: (Associated Name) Displays the name of any restricted payment payee, authorized representative, alternate payee, guardian, conservator, etc.

Amt: (Amount) The amount of the Single Issue payment.

Type: The benefit type code for which the replacement was made.

Restricted Grant:

Restricted Amts: Payment amount fields for restricted payments (e.g., rent, fuel, water, utilities, child care).

NQCS5L (Z)		Issuance Calendar				06/06/94			
Case Number: 007308971G									
Cycle A					Cycle B				
Month	Schedule Pull-dwn	Issue Mail	Actual Issuance	Actual Pull-dwn	Schedule Pull-dwn	Issue Mail	Issue Issuance	Actual Pull-dwn	
JAN	12/29/92	12/31/92	01/05/93	12/29/92	01/13/93	01/15/93	01/20/93	01/13/93	
FEB	01/27/93	01/29/93	02/03/93	01/27/93	02/10/93	02/12/93	02/18/93	02/11/93	
MAR	02/24/93	02/26/93	03/04/93	02/25/93	03/10/93	03/12/93	03/18/93	03/10/93	
APR	03/25/93	03/27/93	04/05/93	03/26/93	04/13/93	04/15/93	04/20/93	04/13/93	
MAY	04/28/93	04/30/93	05/04/93	04/28/93	05/12/93	05/14/93	05/19/93	05/12/93	
JUN	05/26/93	05/02/93	06/03/93	05/26/93	06/10/93	06/12/93	06/18/93	06/10/93	
JUL	06/24/93	06/26/93	07/03/93	06/25/93	07/12/93	07/14/93	07/20/93	07/12/93	
AUG	07/28/93	07/30/93	08/04/93	07/29/93	08/11/93	08/13/93	08/18/93	08/12/93	
SEP	08/26/93	08/28/93	09/03/93	08/26/93	09/13/93	09/15/93	09/20/93		
OCT	09/29/93	10/01/93	10/04/93	/ /	10/13/93	10/15/93	10/19/93	/ /	
NOV	10/27/93	10/29/93	11/03/93	/ /	11/12/93	11/16/93	11/18/93	/ /	
DEC	11/25/92	11/28/92	12/03/92	11/26/92	12/11/92	12/15/92	12/18/92	12/12/92	

CMD

NQCS5L: ISSUANCE CALENDAR

To Access This Screen:

- Enter option #6 on the Benefits Issuance History Menu (NQCS05).
- Enter either a case # or a case name.
- Press the ENTER key. The Issuance Calendar screen (NQCS5L) is displayed.

Screen Description:

This screen displays all recurring Public Assistance (PA) and Food Stamp (FS) benefit issuance dates for an entire year. The calendar is divided between cycle A (first half of the month) and cycle B (second half of the month). The calendar months are located on the left side of the screen. There is a separate calendar date for each toe digit (this is the last number in the case number).

Fields on this screen include:

Schedule Pull-down: Displays the scheduled processing date.

Issue Mail: Displays the date the benefit is to be mailed.

Issuance: Displays the date the benefit can be redeemed.

Actual Pull-down: Displays the actual processing date.

NQCS5M (Z)		Recurring Needs Met								08/30/94			
Case: 007331800H		Suffix: 01											
Case name: CRUZ JOAQUINA													
										3 Month Cycle			

		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
		92	92	93	93	93	93	93	93	93	93	93	93
PA CYCLE A	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO
PA CYCLE B	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	NO
FS MONTHLY	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO
Next Case:		Suffix:								CMD			

NQCS5M: RECURRING NEEDS MET

To Access This Screen:

- Enter **option #7** on the Benefits Issuance History Menu (NQCS05).
- Press the **ENTER** key. The Recurring Needs Met screen (NQCS5M) is displayed.

Screen Description:

This screen displays suffix-level information of benefits (cyclic or single issue) for recurring needs issued for Public Assistance (PA) and/or Food Stamps, (e.g., Yes = benefits were issued, No = benefits were not issued). The screen is divided into two sections.

- A. Part A of the screen display contains identifying information such as Case Number, Suffix Number and Case Name.
- B. Part B of the screen display contains information on recurring needs met over a one year period including 9 months prior to the current month and 2 months in advance. Fields include:

PA Cycle A: Indicates whether or not a semi-monthly payment for recurring needs has been issued for the first half of the month.

PA Cycle B: Indicates whether or not a semi-monthly payment for recurring needs has been issued for the second half of the month.

FS Monthly: Indicates whether or not a Food Stamp monthly payment for recurring needs has been issued.

3 Month Cycle: Indicates a three month period consisting of the current month and the next two months.

RECOUPMENTS

Recoupment Overview

The **Recoupment Inquiry option** in the Inquiry Subsystem provides you with the ability to view case and suffix level recoupment data found on the WMS data base.

Depending on the option selected, the following data can be viewed:

- PA or FS Recoupment Summary Data by case
- PA or FS Recoupment Summary Data by suffix
- Detailed recoupment information for a specified RTI # (recoupment identification number)
- Recoupment history for a specified RTI #
- Recoupment adjustment data for reassignment of amounts from one RTI # to another RTI #

NOTE: IT IS IMPORTANT TO SIGN OFF THE SYSTEM WHENEVER LEAVING A TERMINAL TO ENSURE CONFIDENTIALITY OF CLIENT INFORMATION AND TO SECURE THE SYSTEM FROM UNAUTHORIZED USE.

RECOUPMENT INQUIRY SCREENS

The Recoupment option of the Inquiry Subsystem allows access to data on a case's recoupments. The Recoupment Menu options and the screens accessed by selecting these options appear below:

Recoupment Menu
NQCS09

Menu	Screen Title	Screen ID	Page
N/A	Case Number/Suffix List (Substitution Screen)	NQCS04*	E-41
1	PA Recoupment - Case Summary	NQCS9P	H-5
2	FS Recoupment - Case Summary	NQCS9A	H-7
3	PA Recoupment - Suffix Summary	NQCS9B	H-9
4	FS Recoupment - Suffix Summary	NQCS9R	H-11
5	Suffix Recoupment Detail	NQCS9C	H-13
6	Recoupment History	NQCS9F	H-17
7	Recoupment Adjustment Ledger	NQCS9D	H-21

* The substitution screen NQCS04 is displayed if the case name entered on NQCS09 is the same as one or more names on the WMS data base.

NQCS09 (Z)	Recoupment Menu	06/09/94

#1. PA Recoupment - Case Summary		
#2. FS Recoupment - Case Summary		
#3. PA Recoupment - Suffix Summary		
#4. FS Recoupment - Suffix Summary		
#5. Suffix Recoupment Detail		
#6. Recoupment History		
#7. Recoupment Adjustment Ledger		

Enter # of Inquiry Desired		
Enter Case #	Suffix	
or		
Enter Case Name		
Enter Recoupment ID		
		CMD

NQCS09: RECOUPMENT MENU

To Access This Screen (four options):

Option:

- Enter option #10 on the Case Inquiry Menu Screen (NQCS00).
- Press the **ENTER** key. The Recoupment Inquiry Menu Screen (NQCS09) is displayed.

Option:

- Enter option #4 on the WMS Inquiry Menu Screen (NQRY00).
- Press the **ENTER** key. The Recoupment Inquiry Menu Screen (NQCS09) is displayed.

Option:

- Press the **F8/RECOUP** key from any of the Inquiry screens. The Recoupment Inquiry Menu Screen (NQCS09) is displayed.

Option:

- Press the **F1/Menu** key/or enter "U" in the CMD field on any Recoupment Screen and press the **ENTER** key. The Recoupment Inquiry Menu Screen (NQCS09) is displayed.

To Enter Information On this Screen:

- Enter the # of Inquiry desired on NQCS09.
- Enter the data required for the option selected.
- Press the **ENTER** key. The desired recoupment screen is displayed.

Screen Description:

This screen contains the seven options available for retrieving information on Public Assistance and/or Food Stamp Recoupments. Each option requires the following:

- Option 1: Case # or Case Name
- Option 2: Case # or Case Name
- Option 3: Case # and Suffix # or Case Name
- Option 4: Case # and Suffix # or Case Name
- Option 5: Case # and Suffix # or Case Name; Recoupment ID (RTI #)
- Option 6: Recoupment ID (RTI #)
- Option 7: Recoupment ID (RTI #)

Note: The RTI # can be found via Option 3 (for PA) or Option 4 (for FS).

A

NQCS9A (2) FS Recoupment - Case Summary 06/09/94

Case # 007308971G Center 073 Unit/Worker 00901

Number of Suffixes 1

Suffix Case Name	Total Number of Recoupments	Total Amount Overpaid	Total Balance to be Recouped
01 Smith Anna	02	185.00	135.00
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	
	00	0.00	

B

Grand Total For Case 0002 185.00 135.00

Next Case:
Place -X- by suffix to view the FS Recoupment Summary by Suffix

CMD

NQCS9A: FS RECOUPMENT - CASE SUMMARY

To Access This Screen:

- Enter option #2 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a Case # or a Case Name on NQCS09.
- Press the ENTER key. The FS Recoupment - Case Summary Screen (NQCS9A) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter an "X" by the desired Suffix #.
- Press the ENTER key. The FS Recoupment Summary by Suffix Screen (NQCS9R) is displayed.

To Enter Information On This Screen (continued):

Option:

- Enter a **New Case #** in the "Next Case" field to view this screen for another case.
- Press the **ENTER** key. The FS Recoupment-Case Summary Screen (NQCS9A) is displayed.

Screen Description:

This screen displays case-level information regarding Food Stamp (FS) Recoupments.

- Part A of the screen display contains general identifying information such as Case #, Center, Unit/Worker and the Number of Suffixes in the Case.
- Part B of the screen display contains Suffix, Case Name and recoupment data. Other fields include:

Total Number of Recoupments: Number of Food Stamp (FS) Recoupments being applied to a suffix within a Case.

Total Amount Overpaid: The amount of overpayments made to a suffix within a case.

Total Balance to be Recouped: The FS recoupment amount remaining to be collected from a suffix within a Case.

Grand Total for Case: Totals of all listed recoupments, overpayments and recoupment balances.

NQCS9B (Z)		PA Recoupment - Suffix Summary					06/09/94	
							Page 01 of 01	
Case # 007308971G		Suffix 01	Center 073	Unit/Worker 00901				
Case Name SMITH ANNA		Total # of PA Recoupments					4	
C	-Offense	Recoup--	Offense	---	Recoup---	Recoupment	Recoupment	
o	---RTI---	--Date--	-Type---	Type Sub-	---	Status---	--Amount--	
1			type					
	00088971W	10/24/88	RENT	R		ACTIVE	50.00	
	00088975N	09/19/88	AGENCY	E	16	ACTIVE	100.00	
	00088974Q	09/19/88	UTIL	U		ACTIVE	15.00	
	00088970Y	10/25/88	UTIL	U		DELETED	35.00	
	/ /							
	/ /							
	/ /							
	/ /							
	/ /							
	/ /							
						TOTAL	165.00	
							135.75	
	Next Case:		Suffix:					
	Place a -1- in Col for Recoupment Adjustment Ledger							
	Place a -2- in Col for Recoupment History							
	Place a -3- in Col for Suffix Recoupment Detail							
	CMD							

NQCS9B: PA RECOUPMENT - SUFFIX SUMMARY

To Access This Screen (two options):

Option:

- Enter option #3 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a **Case #** and **Suffix #** or a **Case Name** on NQCS09.
- Press the **ENTER** key. The PA Recoupment-Suffix Summary Screen (NQCS9A) is displayed.

Option:

- Enter an **"X"** to the left of the desired Suffix # on the PA Recoupment-Case Summary Screen (NQCS9P).
- Press the **ENTER** key. The PA Recoupment-Suffix Summary Screen (NQCS9B) is displayed.

To Enter Information On This Screen (four options):

Option:

- Enter a '1' in the "Col" (column) field of NQCS9B.
- Press the **ENTER** key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '2' in the "Col" (column) field of NQCS9B.
- Press the **ENTER** key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '3' in the "Col" (column) field of NQCS9B.
- Press the **ENTER** key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a **New Case #** and **Suffix #** in the "Next Case" field to view this screen for another case.
- Press the **ENTER** key. The PA Recoupment-Suffix Summary Screen (NQCS9B) is displayed.

Screen Description:

This screen displays suffix-level information regarding Public Assistance (PA) Recoupments.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix, Center, Unit/Worker, Case Name and the Total # of PA recoupments.
- B. Part B of the screen display contains recoupment information. Fields include:

Col (Column): A one-digit numeric field used for selecting one of three screens: the Recoupment Adjustment Ledger Screen (NQCS9D), the Recoupment History Screen (NQCS9F) or the Suffix Recoupment Detail Screen (NQCS9C).

NQCS9B (2)		PA Recoupment - Suffix Summary				06/09/94	
						Page 01 of 01	
Case # 007308971G		Suffix 01	Center 073	Unit/Worker 00901			
Case Name SMITH ANNA						Total # of PA Recoupments	4
C	o	1					
	---RTI---	--Date--	-Type---	Type Sub-	---Status---	--Amount--	--Balance-
				type			
	00088971W	10/24/88	RENT	R	ACTIVE	50.00	20.75
	00088975N	09/19/88	AGENCY	E 16	ACTIVE	100.00	100.00
	00088974Q	09/19/88	UTIL	U	ACTIVE	15.00	15.00
	00088970Y	10/25/88	UTIL	U	DELETED	35.00	
	/ /	/ /					
	/ /	/ /					
	/ /	/ /					
	/ /	/ /					
	/ /	/ /					
TOTAL						165.00	135.75
Next Case:				Suffix:			
Place a -1- in Col for Recoupment Adjustment Ledger							
Place a -2- in Col for Recoupment History							
Place a -3- in Col for Suffix Recoupment Detail							
						CMD	

NQCS9B: PA RECOUPMENT - SUFFIX SUMMARY

Screen Description (Continued):

RTI (Recoupment ID): A system-generated nine-digit number that uniquely identifies a particular recoupment for a case.

Offense Date: The date a PA Recoupment offense is determined.

Recoup Type: Identifies the type of overpayment to be recouped.

Offense Type: Identifies by alphabetic code the type of overpayment to be recouped.

Offense Sub-type: Identifies the subcategories for the type of overpayment to be recouped.

Recoupment Status: Indicates the status of a specified PA Recoupment (e.g., Active, Suspended, Deleted).

Recoupment Amount: The total amount of the PA Recoupment due.

Recoupment Balance: The amount remaining to be collected on the recoupment.

TOTAL: The grand total of all listed recoupment amounts and recoupment balances.

RESERVED FOR EXPANSION

NQCS9C (2)		Suffix Recoupment Detail		06/09/94	
A	Case No:	007308971G	Suffix: 01	CIN:	ZW19821M
	Case Name:	SMITH			
	Recoupment ID:	00088971W			
	Responsible CTR:	073	Date Recoupment Began:	10/25/93	
	Originating CTR:	073	Offense Date:	10/24/93	
	Authorization #:	00000001	Recoupment Status:	ACTIVE	
			Fair Hearing St Date:	/ /	
B	PA Data		FS Data		
	Original Offense Amt:	50.00	Original Offense Amt:		
	Amount Collected:	29.25	Amount Collected:		
	Current Balance:	20.75	Current Balance:	0.00	
	Recoupment %:	0010	Quick Repaymt Amt:		
	M3E:	Y	No Persons Sanctioned:	0	
	Intent Notice:	00/00/00			
	Change Notice:	11/02/93			
	Type Subtype:	R	Type:		
	Recoupment Type:	RENT ADVANCE			
					CMD

NQCS9C: SUFFIX RECOUPMENT DETAIL

To Access This Screen (three options):

Option:

- Enter option #5 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a **Case #** and **Suffix #** or a **Case Name**.
- Enter a **Recoupment ID #**.
- Press the **ENTER** key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a '3' in the "Col" (column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the **ENTER** key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a '3' in the "Col" (column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the **ENTER** key] The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Screen Description:

This screen displays suffix level information for one recoupment. The recoupment may be either Public Assistance (PA) or Food Stamps (FS).

This screen is divided into three sections.

- A. Part A of the screen display contains identifying information for one recoupment such as Case #, Suffix #, CIN and Case Name. Other fields include:

Recoupment ID: A system generated nine-digit number that uniquely identifies a particular recoupment for a case.

Responsible Ctr: Identifies the center with overall responsibility for the case.

Originating Ctr: Identifies the center taking a specific action on the case.

Authorization #: A manually-assigned number that uniquely identifies each transaction within a batch.

Date Recoupment Began: The date that monies were deducted for the first time from a recurring grant.

Offense Date: The date a PA or FS Recoupment offense is determined.

Recoupment Status: Indicates the status of a specified PA or FS Recoupment. (e.g., Active, Suspended, Deleted).

Fair Hearing St(Start) Date: The date on which a recoupment goes into Fair Hearing - Aid to Continue status.

- B. Part B of the screen display contains Public Assistance (PA) Recoupment information. Fields include:

Original Offense Amt: The total amount to be deducted from a suffix's recurring grant.

Amount Collected: The total amount that has been deducted from a recurring grant towards an outstanding recoupment.

Current Balance: The total amount of a recoupment remaining to be deducted from a recurring grant.

NQCS9C (Z)		Suffix Recoupment Detail		06/09/94	
A	Case No:	007308971G	Suffix: 01	CIN:	ZW19821M
	Case Name:	SMITH ANNA			
	Recoupment ID:	00088971W			
	Responsible CTR:	073	Date Recoupment Began:	10/25/93	
	Originating CTR:	073	Offense Date:	10/24/93	
	Authorization #:	00000001	Recoupment Status:	ACTIVE	
			Fair Hearing St Date:	/ /	
PA Data			FS Data		
B	Original Offense Amt:	50.00	Original Offense Amt:		
	Amount Collected:	29.25	Amount Collected:		
	Current Balance:	20.75	Current Balance:	0.00	
	Recoupment %:	0010	Quick Repaymt Amt:		
	M3E:	Y	No Persons Sanctioned:	0	
	Intent Notice:	00/00/00	Type:		
	Change Notice:	11/02/93			
	Type Subtype:	R			
Recoupment Type:	RENT ADVANCE		CMD		

NQCS9C: SUFFIX RECOUPMENT DETAIL

Screen Description (continued):

Recoupment %: The percentage of the recurring grant that is to be deducted to reduce an outstanding recoupment amount.

M3E: A field indicating whether or not the client has waived the right to timely notice in relation to a specific recoupment.

Intent Notice: Date the recipient is notified that there will be a change in the recurring PA grant amount due to an outstanding recoupment.

Change Notice: Displays the date that the M328B notice (Change of Grant) becomes effective.

Type: Identifies the type of overpayment to be recouped by code.

Subtype: Identifies the subcategories for the type of overpayment to be recouped.

Recoupment Type: Identifies the type of overpayment to be recouped.

Screen Description (continued):

- C. Part C of the screen display contains Food Stamp (FS) Recoupment information. Fields include:

Original Offense Amt: The total amount to be deducted from a suffix's recurring grant.

Amount Collected: The total amount that has been deducted from a recurring grant towards an outstanding recoupment.

Current Balance: The total amount of a recoupment remaining to be deducted from a recurring grant.

Quick Repayment Amt: The amount a client agrees to pay toward a recoupment to either completely eliminate the recoupment or to reduce the total recoupment amount.

No. Persons Sanctioned: The number of people in a specified case that caused the recoupment.

Type: Identifies the type of overpayment to be recouped.

NQCS9D (2)		Recoupment Adjustment Ledger			06/09/94
					Page 01 of 01
Orig RTI: 00088971W		Type: RENT			
Opt	-Trans-- --Date--	Case No	Suffix	Amount Credited	Credited to RTI #
	06/01/93	007308971G	01	19.25	00088975N
Place an 'X' in Opt to view Recoupment History for Credited Recoupment					
CMD					

NQCS9D: RECOUPMENT ADJUSTMENT LEDGER

To Access This Screen (three options):

Option:

- Enter option #7 on the Recoupment Menu Screen (NQCS09).
- Enter a **Recoupment Identification Number** (RTI) on NQCS09.
- Press the **ENTER** key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed. There must be an underpayment record for this screen to be displayed.

Option:

- Enter a '1' in the "Col" (Column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the **ENTER** key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '1' in the "Col" (Column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the **ENTER** key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

To Enter Information On This Screen:

- .. Enter an 'X' in the OPT (option) column on NQCS9D.
- .. Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Screen Description:

This screen documents the reassignment of an amount for a specific recoupment identification # (RTI). A recoupment is found to be incorrect or has been paid in excess of the actual amount. The screen displays general identifying information such as Case No. and Suffix. Other fields include:

Original RTI (Recoupment Identification #): A system generated number that uniquely identifies a particular recoupment for a case.

Type: Identifies the type of offense for which the original RTI was being recouped.

Opt (Option): A one digit field accepting only the alpha digit "X" that will display the Recoupment History screen (NQCS9F) for the credited recoupment.

Transaction Date: The date the credit from the original RTI is applied to the new or credited RTI.

Amount Credited: The dollar amount to be credited to the next recoupment or reflected as an underpayment to a case.

Credited to RTI #: Displays the system generated number that identifies the recoupment to be credited with any excess monies collected toward the original RTI. The term "UNDRPYMNT" (underpayment) is displayed when there are no additional recoupments outstanding against a suffix to which the amount can be credited.

NQCS9F (2)		Recoupment History						10/06/94	
								Page 01 of 01	
A	---RTI---	Org	----- Recoupment -----			Offense-	Last Txn		
	00088975N	073 7777555	Type	Subtype	---Status---	Prcnt	--Date--		
B	Orig Recoup	Current Est	Remain	M3E	Intent	----- Overpayment -----			
	Amt	Balance	Months		Notice	Begin Date	Amount	Deleted	
	100.00	47.35	0002		00/00/00	09/19/88		/ /	
	Orig-Chk-Vch-No:					Repl-Chk-Vch-No:			
C	-Case No.-	SF	EMR	-Amount -	-Recoup Recoup	Check/RTI #	Case Name		
		IND	Recouped-	-Cycle-	Prcnt				
	007308971G	01		16.70	12/A/88	10%	00332995	SMITH ANNA	
	007308971G	01		16.70	11/B/88	10%	00326949	SMITH ANNA	
	007308971G	01		19.25	10/B/88	10%	RT100088971W	SMITH ANNA	
	00			/// /					
	00			/// /					
00			/// /						
00			/// /						
00			/// /						
CMD									

NQCS9F: RECOUPMENT HISTORY

To Access This Screen (three options):

Option:

- Enter option #6 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter a **Recoupment Identification Number** (RTI) on NQCS09.
- Press the **ENTER** key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '2' in the "Col" (Column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the **ENTER** key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '2' in the "Col" (Column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the **ENTER** key. The Recoupment History Screen (NQCS9F) is displayed.

Screen Description:

This screen displays the payment activity of one PA or FS recoupment. The screen is divided into three sections.

- A. Part A of the screen display contains general identifying information for one recoupment. Fields include:

RTI (Recoupment ID): A system generated nine-digit number that uniquely identifies a recoupment for a given case.

Org Ctr (Originating Center): Identifies the center taking a specific action on a case.

Auth (Authorization)#: A manually assigned number that uniquely identifies each transaction within a batch.

Recoupment

Type: Identifies the type of overpayment to be recouped.

Subtype: Identifies the subcategories for the type of overpayment to be recouped.

Status: Indicates the status of a specified PA or FS recoupment (e.g., Active, Suspended, Deleted).

Prct (Percent): The percentage of the recurring grant that is to be deducted to reduce an outstanding recoupment amount.

Offense Date: Date a recoupment offense is determined.

Last Txn (Transaction): Date of the last recoupment deduction against the case.

- B. Part B of the screen display contains additional information on the recoupment. Fields include:

Original Recoup Amt: The total amount to be recouped from a case prior to making any deductions from a recurring grant.

Current Balance: The total amount of a recoupment remaining to be deducted from a recurring grant.

Est. Remain Months: Represents the approximate number of months it will take to completely pay off a recoupment.

NQCS9F (2)		Recoupment History						10/06/94	
								Page 01 of 01	
A	Org	----- Recoupment -----						Offense-	Last Txn
	---RTI---	Ctr	-Auth #-	Type	Subtype	---Status---	Prcnt	--Date--	
	00088975N	073	77777555	AGENCY	16	ACTIVE	10%	09/19/88	11/23/88
B	Orig Recoup	Current	Est	Remain	M3E	Intent	----- Overpayment -----		
	Amt	Balance	Months			Notice	Begin Date	Amount	Deleted
	100.00	47.35	0002			00/00/00	09/19/88		/ /
	Orig-Chk-Vch-No:			Repl-Chk-Vch-No:					
	EMR	-Amount -	-Recoup	Recoup					
	-Case No.-	SF	IND	Recouped-	-Cycle-	Prcnt	Check/RTI #	Case Name	
	007308971G	01		16.70	12/A/88	10%	00332995	SMITH ANNA	
	007308971G	01		16.70	11/B/88	10%	00326949	SMITH ANNA	
	007308971G	01		19.25	10/B/88	10%	RTI00088971W	SMITH ANNA	
C	00			/// /					
	00			/// /					
	00			/// /					
	00			/// /					
	00			/// /					

NQCS9F: RECOUPMENT HISTORY

Screen Description (continued):

M3E: A field indicating whether or not the client has waived the right to timely notice in relation to a specific recoupment.

Intent Notice: The date the client is notified that there will be a change in the recurring PA or FS grant amount due to an outstanding recoupment.

Overpayment

Begin Date: The date that the amount recouped was greater than the actual recoupment.

Amount: The amount paid toward a recoupment that exceeded the current balance of the recoupment.

Deleted: The date the overpayment was removed from the original RTI and either applied to another recoupment or processed as an underpayment to the case.

Screen Description (continued):

Overpayment (continued):

Repl-Chk-Vch-No (Replace Check Voucher Number): The number of the check issued to a client to repay a recoupment overpayment.

Orig-Chk-Vch-No (Original Check Voucher Number): The original check number for which a replacement check was issued.

- C. Part C of the screen display contains information on the deduction of a recoupment from a case's recurring benefits. General identifying data includes Case #, SF (suffix) and Case Name. Other fields include:

EMR IND: A code that identifies the authorization as an emergency issuance which is to be recouped.

Amount Recouped: The dollar amount deducted from a recurring grant that is applied toward an outstanding recoupment.

Recoup (Recoupment) Cycle: Identifies the Payment Cycle in which the recoupment is made. The format is MM/C/YY, where MM = Month, C = Cycle A (1st half of month) or Cycle B (2nd half of month) and YY = Year. If the recoupment is made through the DARB/DEC System only the Month and Year will appear in this field. The DARB/DEC (Division of Accounts Receivable and Billing) system is on HRA system which records payments made against outstanding recoupments on closed cases.

Recoup Prcnt (Recoupment Percent): The percentage of the recurring grant that is being applied toward a recoupment.

Check/RTI #: The system generated number that identifies the check issued to a client from which a deduction has been made toward a recoupment. If a recoupment is made for a closed case the acronym "BRAR Payment" appears in the field. "BRAR" is the Bureau of Receivables, Analysis and Recoupments.

NQCS9P (Z)		PA Recoupment - Case Summary			06/09/94
A	Case # 007308971G	Center 073	Unit/Worker 00901		
	Number of Suffixes 1				
Suffix Case Name		Total	Total	Total	
	01 Smith Anna	Number of	Amount	Balance to	
		Recoupments	Overpaid	be Recouped	
		04	200.00	135.75	
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
B		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
		00	0.00		
	Grand Total For Case 0004	200.00	135.75		
	Next Case: Place -X- by suffix to view the PA Recoupment Summary by Suffix				
					CMD

NQCS9P: PA RECOUPMENT - CASE SUMMARY

To Access This Screen:

- Enter option #1 on the Recoupment Menu Screen (NQCS09).
- Enter either a **Case #** or a **Case Name** on NQCS09.
- Press the **ENTER** key. The PA Recoupment - Case Summary Screen (NQCS9P) is displayed.

To Enter Information On this Screen (two options):

Option:

- Enter an **"X"** to the left of the desired suffix # on NQCS9P.
- Press the **ENTER** key. The PA Recoupment - Suffix Summary Screen (NQCS9B) is displayed.

To Enter Information On this Screen (continued):

Option:

- Enter a **New Case #** in the "Next Case" field to view this screen for another case.
- Press the **ENTER** key. The PA Recoupment-Case Summary Screen (NQCS9P) is displayed.

Screen Description:

This screen displays case level information regarding Public Assistance (PA) Recoupments.

- Part A of the screen display contains general identifying information such as Case #, center, Unit/Worker and Number of Suffixes in the case.
- Part B of the screen display contains the Suffix, Case Name and recoupment data. Other fields include:

Total Number of Recoupments: The number of Public Assistance (PA) Recoupments being applied to a suffix within a case.

Total Overpayment Amount: The amount of overpayments made to a suffix within a case.

Total Recoupment Balance: The PA Recoupment amount remaining to be collected from a suffix within a case.

Grand Total For Case: The totals of all listed recoupments, overpayments and recoupment balances.

A [

C

B [

NQCS9R (Z)		FS Recoupment - Suffix Summary		06/09/94		
				Page 01 of 01		
Case #	007308971G	Suffix 01	Center 073	Unit/Worker	00901	
Case Name	SMITH ANNA		Total # of FS Recoupments 2			
o	-Offense	Recoupment	Recoup	Recoupment	Recoupment	
1	---RTI---	--Date--	Claim Type	Status	Amount	Balance
	00088978F	09/01/88	AE	ACTIVE	135.00	135.00
	00088967M	09/01/88	IPV	PAID OFF	50.00	
TOTAL					185.00	135.00
Next Case:		Suffix:				
Place a -1- in Col for Recoupment Adjustment Ledger						
Place a -2- in Col for Recoupment History						
Place a -3- in Col for Suffix Recoupment Detail						
CMD						

NQCS9R: FS RECOUPMENT - SUFFIX SUMMARY

To Access This Screen (two options):

Option:

- Enter option #4 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a **Case #** and **Suffix #** or a **Case Name** on NQCS09.
- Press the **ENTER** key. The FS Recoupment - Suffix Summary Screen (NQCS9R) is displayed.

Option:

- Enter an 'X' to the left of the desired Suffix # on FS Recoupment-Case Summary Screen (NQCS9A).
- Press the **ENTER** key. The FS Recoupment-Suffix Summary screen (NQCS9R) is displayed.

To Enter Information On This Screen (four options):

Option:

- Enter a '1' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '2' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '3' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a new Case # and Suffix # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The FS Recoupment-Suffix Summary Screen (NQCS9R) is displayed.

Screen Description:

This screen displays suffix-level information regarding Food Stamp (FS) Recoupments.

- Part A of the screen display contains general identifying information such as Case #, Suffix, Center, Unit/Worker, Case Name and Total # of FS Recoupments.
- Part B of the screen display contains recoupment information. Fields include:

Col (Column): A one-digit numeric field used for selecting one of three screens: the Recoupment Adjustment Ledger Screen (NQCS9D), the Recoupment History Screen (NQCS9F) or the Suffix Recoupment Detail Screen (NQCS9C).

RTI (Recoupment ID): A system generated nine-digit number that uniquely identifies a particular recoupment for a case.

NQCS9R (2)		FS Recoupment - Suffix Summary			06/09/94	
					Page 01 of 01	
Case # 007308971G		Suffix 01	Center 073	Unit/Worker 00901		
Case Name SMITH ANNA					Total # of FS Recoupments	2
C						
o	-Offense	Recoupment	Recoup	Recoupment	Recoupment	
1	---RTI---	--Date--	Claim Type	Status	Amount	Balance
	00088978F	09/01/88	AE	ACTIVE	135.00	135.00
	00088967M	09/01/88	IPV	PAID OFF	50.00	
				TOTAL	185.00	135.00
Next Case:		Suffix:				
Place a -1- in Col for Recoupment Adjustment Ledger						
Place a -2- in Col for Recoupment History						
Place a -3- in Col for Suffix Recoupment Detail						
						CMD

NQCS9R: FS RECOUPMENT - SUFFIX SUMMARY

Screen Description (continued):

Offense Date: The date a FS Recoupment Offense is determined.

Recoupment Claim Type: The type of overpayment to be recouped from the FS allotment.

Recoup (Recoupment) Status: Indicates the status of a specified FS Recoupment (e.g., Active, Suspended, Deleted).

Recoupment Amount: Total amount of the FS Recoupment due.

Recoupment Balance: The amount remaining to be collected on the recoupment.

TOTAL: The grand total of all listed recoupment amounts and recoupment balances.

ADDRESS

ADDRESS INQUIRY OVERVIEW

The **Address Inquiry** option lets you look at case level data on all cases residing at a particular address. The Address Menu options and the screens accessed by choosing these options appear below:

Address Inquiry Menu
NQADD0

Menu	Screen Title	Screen ID	PAGE
Street Name	Cases at Street Address as Input	NQADD1	I-4
N/A	Non Unique - All Zip Codes	NQADD2*	I-6

*Screen automatically accessed when a non-unique address or street name is entered on the Address Inquiry Menu, NQADD0.

NQADD0	(2)	Address Inquiry Menu	08/09/94

Enter Address:			
Street Name	Hudson St	Required	
Any or All of the following fields may be entered to limit the search:			
House #			
Zip code			
Center		(House # must be entered if Center is entered)	

NQADD0: ADDRESS INQUIRY MENU

To Access This Screen (two options):

Option:

- Enter option #5 on the WMS Inquiry Menu screen (NQRY00).
- Press the **ENTER** key. The Address Inquiry Menu (NQADD0) is displayed.

Option:

- Press the **F9/ADDRESS INQ** key only from any Inquiry screen to access the Address Inquiry Menu screen (NQADD0).

To Enter Information On This Screen (two options):

Option:

- Enter a Specific Street Name, a House #, a Zip code, and Center # on the Address Inquiry Menu screen (NQADD0).
- Press the **ENTER** key. The Cases at Street Address as Input screen (NQADD1) is displayed.

Option:

- Enter only a non-unique Street Name on the Address Inquiry Menu screen (NQADD0).
- Press the **ENTER** key. The Non-Unique - All Zip Codes screen (NQADD2) is displayed.

Screen Description:

The Address Inquiry Menu allows you to identify all cases that reside at the address entered on this screen. The address entered can be as general as a street name or can be more specific and may include the street name along with one or more of the following: House Number, Center and/or Zip Code.

NQADD1		(2)	Case at Street Address as Input				08/09/94	
Street Address			City		Zip Code		Page 01 of 01	
25 HUDSON ST			NEW YORK		10001			
Case#	Sf Case Name	Apt#	Ma	Case	-Status-	Closing Mail		
007341595C	01 Tom Lisa	32	026	ADC	AC AC AC	/ /	N	
007318877D	01 Mary Smith		067	HR	AC AC AC	03/19/90	N	
007329166I	01 Jane Cruz		561	CC	MA NA AC NA	/ /	N	

CMD

NQADD1: CASES AT STREET ADDRESS AS INPUT

To Access This Screen (two options):

Option:

- Enter a Street Name, House # and Zip Code on the Address Inquiry Menu screen (NQADD0).
- Press the **ENTER** key. The Cases at the Street Address as Input screen (NQADD1) is displayed.

Option:

- Enter an **"X"** next to the desired House # on the Non Unique - All Zip Codes screen (NQADD2).
- Press the **ENTER** key. The Cases at Street Address as Input screen (NQADD1) is displayed.

Screen Description:

This screen provides you with a list of all cases residing at a specified address. The street address, City and Zip Code are displayed. Other fields include the Case #, Suffix #, Case Name, Apt #, Center #, Category and the Case Status. If a case is closed, the closing date is also displayed.

- **Mail Addr**(Mailing Address Indicator): A code which indicates whether or not the client's address is a residence or mailing address. Valid values are: N - No Mailing Address - Use Residence Address and Y - Mailing Address supplied - Use rather than Residence.

NQADD2 (Z)		Non Unique - All Zip Codes		08/09/94
Street Address				Page 01 of 01
Hudson St				
House #	Zip Code	Zip Code Area		
X 11	10008	NEW YORK CITY		
115	10008	NEW YORK CITY		
12	10008	NEW YORK		
152	10008	NEW YORK		
3947	11223	GRAVESEND		
5542	11223	GRAVESEND		
Place an -X- to the left of the desired ZIP Code				CMD

NQADD2: NON-UNIQUE - ALL ZIP CODES

To Access This Screen:

- Enter only a Street Name on the Address Inquiry Menu (NQADD0).
- Press the **ENTER** key. The substitution screen, Non Unique All Zip Codes screen (NQADD2), is displayed.

To Enter Information On This Screen:

- Enter an **"X"** next to the desired House # on NQADD2.
- Press the **ENTER** key. The Cases at Street Address as Input screen (NQADD1) is displayed.

Screen Description:

This screen is a substitution screen and is only presented when a non-unique Address or Street Name is entered on the Address Inquiry Menu screen (NQADD0). It displays all of the House Numbers where recipients of assistance reside for the Street Name entered, along with the Zip Code and Zip Code area.

FORMS PREPARATION

The Forms Preparation option of the Inquiry Subsystem allows you to display or print blank Data Entry forms. It also allows you to complete a form on the screen and then print it out. The options on the Forms Preparation Menu and the screens accessed by selecting these options appear below:

Forms Preparation Menu
NQFP00

Menu	Screen Title	Screen ID	PAGE
1	Associated Names And Addresses- Individual	NQCD25	J-4
2	Associated Names And Addresses- Suffix	NQCD26	J-6
3	Facility Involvement	NQCD30	J-8
4	Principal Provider	NQCD45	J-9

NOTE: IT IS IMPORTANT TO SIGN OFF THE SYSTEM WHEN LEAVING A TERMINAL TO ENSURE CONFIDENTIALITY OF CLIENT INFORMATION AND TO SECURE THE SYSTEM FROM UNAUTHORIZED USE.

NQFP00 (2)	WMS Forms Preparation Menu	02/21/94

#1. Associated Names and Addresses - INDIVIDUAL		
#2. Associated Names and Addresses - SUFFIX		
#3. Facility Involvement		
#4. Principal Provider		

Enter # of Form Desired		

NQFP00: WMS FORMS PREPARATION MENU

To Access This Screen (Three Options):

Option:

- Enter option #6 on the Inquiry Menu screen (NQRY00).
- Press the ENTER key. The WMS Forms Preparation Menu screen (NQFP00) is displayed.

Option:

- Press the F1/MENU key or enter 'U' in the CMD field on any Forms Preparation screen and press the ENTER key. The WMS Forms Preparation Menu screen (NQFP00) is displayed.

Option:

- Enter 'R' in the CMD field on any Forms Preparation screen and press the ENTER key. The WMS Forms Preparation Menu (NQFP00) is displayed.

To Enter Information On This Screen:

- Enter the option # desired on NQFP00.
- Press the ENTER key to view the desired screen.

Screen Description:

The WMS Forms Preparation Menu allows you to access the Data Entry Input Forms optionally utilized to process Eligibility or Undercare Maintenance transactions for Public Assistance (PA), Food Stamps (FS), and Medical Assistance (MA). The type of form displayed varies depending upon the option chosen on the Forms Preparation Menu screen.

NQCD25 (Z)	Forms Preparation: Associated Names and Addresses	10/10/94
INDIVIDUAL		
CASE #		
Code (402)	Ln	CIN (403)
Name (404)		
C/O (405)		
Street (406)		
City (407)		St (408) Zip (409)
Phone (410)	() -	

**NQCD25: FORMS PREPARATION:
ASSOCIATED NAMES AND ADDRESSES-INDIVIDUAL**

To Access This Screen:

- Enter **option #1** on the Forms Preparation Menu screen (**NQFP00**).
- Press the **ENTER** key. The Associated Names and Addresses-Individual screen (**NQCD25**) is displayed.

Screen Description:

This screen displays a blank Associated Names and Addresses form. The blank form can be printed and then completed manually or the form can be completed on the screen and then printed. The fields contained on this form include Case # and Ln (Line). The numbers in parentheses are item numbers. Every field of data found on Data Entry Input forms is identified by an item number. Fields include:

- **Code:** Indicates the relationship between the associated individual/organization and the individual case member.
- **CIN:** The Client Identification Number of a person known to WMS who is associated with the individual case member.
- **Name, C/O, Address and Phone:** These fields refer to the person and/or organization associated with the individual case member.

NQCD26 (Z)		Forms Preparation: Associated Names and Addresses		06/09/94	
		SUFFIX			
CASE #					
	Sf	Code (290)	CIN (291)		
		Name (292)			
		C/O (293)			
		Street (294)			
		City (295)		St (296)	Zip (297)
		Phone (298)	()	-	
					CMD

**NQCD26: FORMS PREPARATION:
ASSOCIATED NAMES AND ADDRESSES-SUFFIX**

To Access This Screen:

- Enter option #2 on the Forms Preparation Menu screen (NQFP00).
- Press the ENTER key. The Associated Names and Addresses-Suffix screen (NQCD26) is displayed.

Screen Description:

This screen displays a blank Associated Names and Addresses form. The blank form can be printed and then completed manually or the form can be completed on the screen and then printed. The fields contained on this form include Case # and Sf (suffix). The numbers in parentheses are item numbers. Every field of data found on Data Entry Input forms is identified by an item number. Fields include:

- **Code:** Indicates both by code and description the relationship between the associated individual/organization and the Suffix.
- **CIN:** The Client Identification Number of a person known to WMS who is associated with the Suffix identified with this case.
- **Name, C/O, Address and Phone:** These fields refer to the person and/or organization associated with the Suffix Name.

NQCD30 (X)		Facility Involvement					07/16/94				
Case	#	Line #									
Key	Hosp Wrkr	Facility ID	Facility Admission #	Date Entered	Date Left	Incomplete Applications Reasons					
1	(412)	(413)	(414)	(415)	// (416)	// (417)	(418)	(19)	(20)	(21)	(22)
1							(423)	(24)	(25)	(26)	
2	(412)	(413)	(414)	(415)	// (416)	// (417)	(418)	(19)	(20)	(21)	(22)
2							(423)	(24)	(25)	(26)	
3	(412)	(413)	(414)	(415)	// (416)	// (417)	(418)	(19)	(20)	(21)	(22)
3							(423)	(24)	(25)	(26)	
IS Conv Ind		(473)									
CMD											

NQCD30: FACILITY INVOLVEMENT

To Access This Screen:

- Enter option #3 on the Forms Preparation Menu screen (NQFP00).
- Press the ENTER key. The Facility Involvement screen (NQCD30) is displayed.

Screen Description:

This screen displays a blank Facility Involvement form. The blank form can be printed and then completed manually, or the form can be completed on the screen and then printed. For an explanation of the fields contained on this form, refer to the description of the Facility Involvement screen (NQIN12), found in the Individual Inquiry section (F) of this manual. The numbers in parentheses are item numbers. Every field of data found on Data Entry Input Forms is identified by an item number.

NQCD45 (Z)		Forms Preparation: Principal Provider				06/07/94	
Case #		Line #					
Occ	PP Provider	Dates of Service From Thru		Exception T From		Available Amount Amount From	
1		/ /	/ /	/ /	/ /	/ /	/ /
2		/ /	/ /	/ /	/ /	/ /	/ /
3		/ /	/ /	/ /	/ /	/ /	/ /
CMB							

NQCD45: FORMS PREPARATION: PRINCIPAL PROVIDER

To Access This Screen:

- Enter option #4 on the Forms Preparation Menu screen (NQFP00).
- Press the ENTER key. The Principal Provider Screen (NQCD45) is displayed.

Screen Description:

This screen displays a blank Principal Provider form. The blank form can be printed and then completed manually, or the form can be completed on the screen and then printed. The fields contained on this form include Case # and Principal Provider data fields. For an explanation of the Principal Provider data fields, refer to the description of the Pending Individual Data Screen (NQCP03), found in the Pending Action section (M) of this manual.

SDX

The SDX option of the Inquiry Subsystem displays Supplemental Security Income (SSI) information. The SDX menu options and the screens accessed by choosing these options appear below:

**SDX Inquiry Menu
NQSDX0**

Menu Option	Screen Title	Screen ID	PAGE
Individual's Name/ SSN	SDX Inquiry	NQSDX1	K-3
N/A	SDX Individuals Matching Search Data	NQSDX2*	K-9

*Screen automatically accessed when non-unique SDX data is entered on NQSDX0. Non-unique data can be an SSN which is found on more than one case or an individual name which is the same as or similar to other names on the database.

NOTE 1: SDX information can be accessed by entering a name or Social Security Number on the SDX menu screen. It is important to be aware of the following: The SDX Case Name is not the WMS Case Name. Data is entered in the SDX Case Name field as follows: last name followed by first name (e.g., Smith John).

Similarly, all references to Case Number within SDX Inquiry are to the SDX Case Number, not the WMS Case Number.

NOTE 2: IT IS IMPORTANT TO LOG OFF THE SYSTEM WHEN LEAVING A TERMINAL TO ENSURE CONFIDENTIALITY OF CLIENT INFORMATION AND TO SECURE THE SYSTEM FROM UNAUTHORIZED USE.

```

NQSDX0 (2)                WMS SDX INQUIRY MENU                12/13/94
-----
ENTER
  SDX CASE NAME
    or
      SSN      - -
-----
                                         CMD

```

NQSDX0: WMS SDX INQUIRY MENU

To Access This Screen:

- Enter option #7 (SDX Inquiry) on the WMS Inquiry Menu screen (NQRV00).
- Press the **ENTER** key. The WMS SDX Inquiry Menu screen (NQSDX0) is displayed.

To Enter Information On This Screen:

- Enter either an SDX Case Name (last name, first name order), or an SSN on the SDX Inquiry Menu screen (NQSDX0).
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.

Screen Description:

- The State Data Exchange (SDX) menu allows you to view Supplemental Security Income (SSI) information by entering either an SDX Case Name or an SSN.

NQSDX1 (Z)		SDX INQUIRY		12/13/94	
A	CIN ZW19821M	CS# 007308971G	SSN 548-62-7344	Name SMITH BEN	
	DOB: 06/28/1945		Sex: M	Marital Status: MARRIED	Orig Office:
	Pay Stat C01	CURR PAY	Tx Type 01	NEW ELIG Lst	Tx Date / / 3rd Party Ins N
	Living Arrangement: State B		Federal A	OWN HH	Master File Type D1
	Multi SSNs 000-00-0000		000-00-0000	000-00-0000	000-00-0000
	COVERAGE:		Other Elig SSI	Essential Person	
B	Dates		Other 000-00-0000	Ind 0 NONE	
	SSI Appl	10/29/86	2d Parent 000-00-0000	SSN 000-00-0000	
	SSI Determ	10/29/86			
	Med Elig:	10/29/86	C1# 002184364A	Type Cov Y	ELIG MED
C	RESOURCES				-----SSI Amt-----
	Housing: NONE	Vehicle: NONE	Property: NONE	St	Elig Actual
	Life Ins: NONE	Other: NONE		Fed	264.00 1337.17
				Tot	281.24 1425.04
D	UNEARNED INCOME				
	ASSIST	76.00	C OASDI	0.00	N 0.00
		0.00		0.00	0.00
E	INCOME				
	Adv Pay	0.00	Net Earn	0.00	
	-----SSI Amt-----				
					1425.04
G	ADDRESSES: Residence		Mailing		
	115 MAIN STREET		115 MAIN STREET		
	NEW YORK	NY	10008	NEW YORK	NY 10008
	Next Case No.		or SSN:		CMD

NQSDX1: SDX INQUIRY

To Access This Screen (three options):

Option:

- Enter either an SDX Case Name or an SSN on the SDX Inquiry Menu screen (NQSDX0).
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.

Option:

- Enter a non-unique SDX Case Name or SSN on the SDX Inquiry Menu screen (NQSDX0).
- Press the **ENTER** key. The SDX Individuals Matching Search Data screen (NQSDX2) is displayed.
- Select the individual desired from the list displayed on the SDX Individuals Matching Search Data screen (NQSDX2).
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.

To Access This Screen (con't)

Option:

- Enter a non-unique SSN on the bottom of SDX Inquiry screen (NQSDX1).
- Press the **ENTER** key. The SDX Individuals Matching Search Data screen (NQSDX2) is displayed.
- Select the individual desired from the list displayed on the SDX Individuals Matching Search Data screen (NQSDX2).
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.

To Enter information On This Screen:

- Enter either an SDX Case Number in the "Next Case No." field or an SSN on the bottom of screen NQSDX1 to view this screen for another case.
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.

Screen Description:

This screen allows you to view information concerning Supplemental Security Income (SSI) cases. It is divided into seven sections:

- A. Part A of the screen display contains identifying information such as CIN, SDX Case Number (CS#), SSN, name, date of birth, sex and marital status. Other fields include:

Orig Office (Originating Office): Identifies the office with overall responsibility for a case.

Pay Stat (Payment Status): The current pay status and the reason for the status. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

Tx Type (Transaction Type): The action/source of the SDX record. Refer to section P - Codes for a list of codes and/or mnemonics which may appear in this field.

	NQSDX1 (Z)		SDX INQUIRY		12/13/94	
A	CIN ZW19821M CS# 007308971G SSN 548-62-7344 Name SMITH BEN					
	DOB: 06/28/1945 Sex: M Marital Status: MARRIED Orig Office:					
	Pay Stat	C01	CURR PAY	Tx Type	01	NEW ELIG Lst Tx Date / / 3rd Party Ins N
	Living Arrangement: State B Federal A OWN HH Master File Type D1					
	Multi SSNs 000-00-0000 000-00-0000 000-00-0000 000-00-0000 000-00-0000					
	COVERAGE: Other Elig SSI Essential Person					
B	Dates: Other 000-00-0000 Ind 0 NONE					
	SSI Appl	10/29/86	2d Parent	000-00-0000	SSN	000-00-0000
	SSI Determ 10/29/86					
	Med Elig:	10/29/86	C1#	002184364A	Type Cov	Y ELIG MED
C	RESOURCES					
	Housing:	NONE	Vehicle:	NONE	Property:	NONE
	Life Ins:	NONE	Other:	NONE		
	UNEARNED INCOME					
D	ASSIST	76.00	C OASDI	0.00	N	0.00
		0.00		0.00		0.00
E	INCOME					
	Adv Pay	0.00	Net Earn	0.00		
	ADDRESSES: Residence Mailing					
	115 MAIN STREET			115 MAIN STREET		
G	NEW YORK	NY	10008	NEW YORK	NY	10008
	Next Case No.		or SSN:			CMD

NQSDX1: SDX INQUIRY

Last Tx Date (Last Transaction Date): Date the SSI individual's SDX record was last updated.

3rd Party Ins (3rd Party Insurance): Indicates the existence of Third Party Health Insurance (TPHI).

Living Arrangement:

State: Displays the living arrangement code for New York State. Refer to section P - Codes for a list of codes and/or mnemonics which may appear in this field.

Federal: Displays the federal living arrangement code for Title XVI purposes. Refer to section P - Codes for a list of codes and/or mnemonics which may appear in this field.

Master File Typ (Master File Type): Indicates the type of recipient or other individual involved in the record.

Multi SSNs (Multiple SSN's): Displays other SSNs used by case member(s).

Screen Description (continued):

B. Part B of the screen display contains **Coverage** information. Fields include:

Other Elig SSI (Other Eligible SSI):

Other: The SSN of other eligible SSI recipient(s).

2nd Parent: The SSN of 2nd parent.

Essential Person:

Ind (Indicator): Indicates whether an essential person exists and the relationship of essential person to eligible individual.

SSN: SSN of the essential person.

Dates:

SSI Appl (SSI Application): Date of the SSI application.

SSI Determ (SSI Determination): Date the individual was determined, or most recently redetermined, to be eligible to receive an SSI payment.

Medicaid Elig (Medicaid Eligibility): Date an individual is eligible to receive Medicaid.

Cl # (Claim Number): The claim number under which an individual is receiving Medicare coverage.

Type Coverage: Indicates recipient's Medicaid eligibility status.

C. Part C of the screen display contains information on Resources. Fields include:

Housing: Indicates whether or not the individual owns a house.

Vehicle: Indicates whether or not individual owns a vehicle and if yes whether the individual must dispose the vehicle.

Property: Indicates whether or not individual owns income-producing property and if yes whether the individual must dispose of the property.

	NQSDX1 (Z)	SDX INQUIRY	12/13/94
	CIN ZW19821M CS# 007308971G SSN 548-62-7344 Name SMITH BEN		
	DOB: 06/28/1945 Sex: M Marital Status: MARRIED Orig Office:		
A	Pay Stat C01 CURR PAY Tx Type 01 NEW ELIG Lst Tx Date / / 3rd Party Ins N		
	Living Arrangement: State B Federal A OWN HH Master File Type D1		
	Multi SSNs 000-00-0000 000-00-0000 000-00-0000 000-00-0000 000-00-0000		
	COVERAGE: Other Elig SSI Essential Person		
	Dates Other 000-00-0000 Ind 0 NONE		
B	SSI Appl 10/29/86 2d Parent 000-00-0000 SSN 000-00-0000		
	SSI Determ 10/29/86		
	Med Elig: 10/29/86 C1# 002184364A Type Cov Y ELIG MED		
	RESOURCES		
C	Housing: NONE Vehicle: NONE Property: NONE		
	Life Ins: NONE Other: NONE		
	UNEARNED INCOME		
D	ASSIST 76.00 C OASDI 0.00 N 0.00 SSI Check		
	0.00 0.00 0.00		
E	INCOME		
	Adv Pay 0.00 Net Earn 0.00		
	ADDRESSES: Residence Mailing		
G	115 MAIN STREET 115 MAIN STREET		
	NEW YORK NY 10008 NEW YORK NY 10008		
	Next Case No. or SSN: - - - - - CMD		

NQSDX1: SDX INQUIRY

Life Ins (Life Insurance): Indicates whether or not individual has life insurance and if yes whether the individual must dispose of the life insurance.

Other: Indicates whether or not individual possesses other resources and if yes whether the individual must dispose of the other resources.

D. Part D of the screen display contains information on Unearned Income. Fields includes:

SDX Unearned Income Type: The particular kind of unearned income of the recipient. Refer to section P - Codes for a list of codes and/or mnemonics which may appear in this field.

SDX Unearned Income Amount: The monthly amount of unearned income of the recipient.

SDX Unearned Income Frequency: Indicates whether or not unearned income is being received or has stopped (e.g., C = Continuous monthly payment, N = One -time payment, T = Termination of continuous monthly payment, etc.). Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

Screen Description (continued):

- E. Part E of the screen display contains information on Income. Fields include:

Adv Pay (Advance Payment): The amount of the emergency payment to the recipient.

Net Earn (Net Earned Income): The average monthly amount of earned income, after all exclusions are applied, used in computing SSI payment.

- F. Part F of the screen display contains information on the SSI benefits due to an individual. Fields include:

St Elig (State Eligible): The state supplementation amount the individual is eligible to receive that month.

St Actual (State Actual): The state supplementation payment actually paid to the recipient.

Fed Elig (Federal Eligible): The federal amount the individual is eligible to receive that month.

Fed Actual (Federal Actual): The federal SSI payment actually paid to the recipient under Title XVI.

Tot Elig (Total Eligible): The total of the state supplement amount and federal amount the individual is eligible to receive for the month.

Tot Actual (Total Actual): The total of the state supplement amount and federal amount paid to the recipient for the month.

SSI Check: The total of the state supplement and federal amount actually paid to the recipient for the month.

- G. Part G of the screen display contains the client's residence and mailing addresses. The Payee Name will be part of Mailing Address.

NQSDX2 (2)		SDX INDIVIDUALS MATCHING SEARCH DATA		12/13/94	
				PAGE 01 OF 01	
SDX Case Name					
		Orig			
Sex	Birthdate	Off	Residence Address		
F	07/16/1916		77A BRIGHTON CT	BROOKLYN	NY 112350000
F	07/01/1912		77A BRIGHTON CT	BROOKLYN	NY 112350000
Place a 'X' Adjacent to Desired Entry					
CMD					

NQSDX2: SDX INDIVIDUALS MATCHING SEARCH DATA

To Access This Screen:

- Enter either an SDX Case Name (last name, first name order), or an SSN on the SDX Inquiry Menu screen (NQSDX0).
- Press the **ENTER** key. If the SSN is not unique or if the SDX Case Name is the same as or similar to others on the WMS data base, the substitution screen known as SDX Individual Matching Search Data screen (NQSDX2) is displayed.

To Enter Information On This Screen:

- Enter an 'X' by the desired entry on NQSDX2.
- Press the **ENTER** key. The SDX Inquiry screen (NQSDX1) is displayed.
- Press the **ENTER** key to return to NQSDX2, in order to select another case for viewing.

Screen Description:

This screen is a substitution screen and is only presented when a non-unique SDX Case Name or SSN is entered on the SDX Inquiry Menu screen, or if a non-unique SSN is entered on the bottom of NQSDX1. It displays demographic information such as sex, birthdate and residence address for all individuals on the data base with the same name or SSN as that entered.

Orig Off (Originating Office): Identifies the center with overall responsibility for a case.

Note: This screen cannot be requested from any menu.

PENDING ACTIONS

PENDING ACTIONS OVERVIEW

Option 8 (Pending Actions) on the Case Inquiry Menu Screen (NQCS00) lets you look at pending actions on the WMS database. Pending actions are transactions that were entered into the system and are being held in the pending area of the database. This includes unprocessed transactions, processed transactions, processed transactions awaiting error correction, processed transactions awaiting purge, suspended transactions, cancelled transactions, and closing transactions cancelled due to certain fair hearing decisions. Transactions held in the pending area of the database receive a transaction status code which is updated whenever a transaction status changes.

TRANSACTION STATUS CODES

- 00 - Unprocessed
- 01 - Processed
- 02 - Awaiting Error Correction
- 03 - Awaiting Purge
- 04 - Suspended
- 05 - Transaction Cancelled
- 06 - Fair Hearing ATC/Non ATC

Note: Pending actions may also be viewed by pressing the **VIEW PEND** key whenever the message "Pending data exists for this case" is displayed.

Transactions held in the database are assigned a Major/Minor Transaction Type. This is a four position numeric field that identifies the type of processing to be conducted. The major code is the first two digits and indicates an overall general category of related transactions. The minor code is the last two digits and indicates the transaction type within the general category. Below is a partial list of Major/Minor transaction types. For a complete list, refer to the Data Element Dictionary.

TRANSACTION TYPES

Major	Minor	Definition
01	01	New Application
01	02	Application Re-establishment
01	03	Application Withdrawal
01	04	Application Maintenance
01	05	Split Applications
01	06	Combine Applications
01	07	Initial Eligibility
01	08	Eligibility Error Correction
01	09	Undercare Maintenance
01	10	Undercare Error Correction
01	11	Eligibility Mailout Closing
01	13	Undercare Mass Rebudgeting
01	14	Forced Closing
01	15	New Application (batch)
01	16	Application Withdrawal (batch)
01	17	Application Maintenance (batch)
01	18	Cancel Pending Transaction
01	19	Fair Hearing Update
01	20	Expedited Processing*
02	01	PA Single Issue
02	02	FS Single Issue
02	03	PA Recoupment
02	04	FS Recoupment
02	05	Alternate FS Single Issue
04	02	Worker Case Update
04	03	New Internal Clearance
06	01	Clearance Initial Load
07	01	Eligibility Mailout
07	02	NPA FS FFR
08	01	Manual EPFT Pull
11	02	M3J Update
01	99	MA Recertification

* The Expedited Processing will enable those undercare transactions which are submitted by specified centralized units (e.g., Office of Employment Services) to be processed regardless of whether any prior Undercare transaction on the case is in error.

INQUIRY PENDING SCREENS

The following pending screens can only be accessed from the Pending Transaction Control Detail List Screen NQCS7A:

Screen Title	Screen ID	Page
Pending Actions and Outstanding Items	NQCS07	M-5
Pending Transaction Control Detail List	NQCS7A	M-9
Pending Case Level Data	NQCP01	M-11
Pending Suffix Level Data	NQCP02	M-13
Pending Individual Data	NQCP03	M-17
Pending Application Data	NQCP05	M-21
Pending Suffix Application Data	NQCP06	M-23
Pending Individual Application Data	NQCP07	M-25
Pending Associated Names and Addresses	NQCP08	M-27
Pending Suffix Financial Data	NQCP09	M-29
Pending Client Financial Data	NQCP11	M-33
Pending Client Financial Data (Part 2)	NQP11A	M-37
Pending Medical Facilities Admissions and Restrictions	NQCP13	M-39

INQUIRY PENDING SCREENS

Screen Title	Screen ID	Page
Pending FS Single Issue Data	NQCP15	M-41
Pending FS Recoupment Data	NQCP16	M-43
Pending PA Recoupment Data	NQCP17	M-45
Pending PA Single Issue Data	NQCP18	M-49
Pending Transaction Error Data	NQCP19	M-51
Pending Transaction Cancellation Data*	NQCP20	M-53
EPFT (Electronic Payment File Transfer)	NQCP21	M-55
Pending Alternate FS Single Issue	NQCP23	M-57
Work in Progress List (Option 23 on NQCS00)	NQWP01	M-59
Report Information	NQWP02	M-61
Notice Information	NQWP03	M-63

* Also used for Fair Hearing Updates

NQCS07 (2)		Pending Actions and Outstanding Items				08/12/94	
Case # 0070100071							
Next Recertification / /							
Auth # Trns Forwarding Latest -Involved - - Form - Tx Action M3E FH							
Typ - date - - Date - Org Rsp Ent Prepared St Date Ind Batch St							
X06060606 0107 08/12/93 08/12/93 073 073 A50 00/00/00 02 08/12/93 BD006 :							
Place an -X- by the desired Pending Action							
Next Case: CMD							

NQCS07: PENDING ACTIONS AND OUTSTANDING ITEMS

To Access This Screen (two options):

Option:

- Enter option #08 on the Case Inquiry Menu screen (NQCS00).
- Enter either a Case # or a Case Name.
- Press the ENTER key. The Pending Actions And Outstanding Items screen (NQCS07) is displayed.

Option:

- Press the key labeled F15/VIEW PEND key. The Pending Actions and Outstanding Items screen (NQCS07) is displayed

To Make a Selection From This Screen (two options):

Option:

- Enter an 'X' in the extreme left column of the line containing the desired pending action.
- Press the **ENTER** key. The Pending Transaction Control Detail List (NQCS7A) is displayed.

Option:

- Enter a **new Case #** in the "Next Case" field to view this screen for another case.
- Press the **ENTER** key. The Pending Actions and Outstanding Items screen (NQCS07) is displayed.

Screen Description:

This screen lists all pending transactions entered for a case. It also allows the user to request additional pending data.

- A. Part A of the screen display contains general identifying information such as Case # and Next Recertification Date.

Next Recertification: The date the next recertification is scheduled to take place.

- B. Part B of the screen display contains pending control information pertaining to each transaction. Fields include:

Auth # (Authorization Number): The authorization number of the transaction which is in a pending status.

Trns Type (Transaction Type): A code that indicates the type of action being applied to a case or to an application (e.g., eligibility determination, undercare). Refer to the list of Major/Minor Transaction Types on page M-2.

Forwarding Date: The date when the transaction was data entered into the system.

NQCS07 (2)		Pending Actions and Outstanding Items		08/12/94	
Case # 0070100071					
Next Recertification / /					
Auth # Trns Forwarding Latest -Involved - - Form - Tx Action M3E FH					
Typ - date - - Date - Org Rsp Ent Prepared St Date Ind Batch St					
X06060606 0107 12/02/89 12/02/89 073 073 A50 00/00/00 02 12/02/89 BD006 :					
Place an -X- by the desired Pending Action					
Next Case: CMD					

NQCS07: PENDING ACTIONS AND OUTSTANDING ITEMS

Screen Description (continued):

Latest Date: The date that an attempted error correction transaction on an errored Eligibility or Undercare transaction was processed.

Org (Originating Center): Identifies the center currently taking a specific action on a case.

Rsp (Responsible Center): Identifies the center with overall responsibility for a case.

Ent (Entered): Identifies the center where the transaction was entered.

Form Prepared: The date the annotations on the data entry input document were completed.

Tx St: (Transaction Status): A code indicating the status of the transaction (e.g., unprocessed 00, processed 01).

Action Date: The date a transaction was processed.

M3E Ind # (M3E Indicator): A numeric code indicating whether or not the client has agreed to a waiver of a timely notice of discontinuance of aid or change in grant.

Screen Description (continued):

Batch: A manually-assigned number that identifies a group of transactions of the same type.

FH ST (Fair Hearing Status): A numeric code indicating the status of a Fair Hearing proceeding/settlement. Refer to Section P-Codes for a list of the codes and/or mnemonics which may appear in the field.

NQCS7A (Z) Pending Transaction Control Detail List 08/12/94
Page 01 of 01
Case: 007333394A

----- Control Information -----

Auth #	Trns Typ	Forwarding Date	Latest Date	-Involved - Org Rsp Ent	- Form - Tx Prepared St	Action M3E Date	FH Ind Batch ST
00041614	0101	08/12/93	**/**/**	541	00/00/00 01	06/06/89	*3013

----- Pending Transactions -----

Select	Key	Next Screen	Data Description	Errors
1	000000010	NQCP05	CASE APPLICATION DATA	0
	010000020	NQCP06	SUFFIX APPLICATION DATA	0
	010100030	NQCP07	INDIVIDUAL APPLICATION DATA	0
	010200030	NQCP07	INDIVIDUAL APPLICATION DATA	0
	010300030	NQCP07	INDIVIDUAL APPLICATION DATA	0

Place '1' in Select col to view PENDING-TX record;
'2' in Select col to view PENDING-TX ERROR record CMD

NQCS7A: PENDING TRANSACTION CONTROL DETAIL LIST

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter a '1' in the "Select" Column to view the Pending Transaction Record.
- Press the ENTER key. The screen listed in the field labeled Next Screen will be displayed.

Option:

- Enter a '2' in the "**Select**" Column to view the Pending Transaction Error Record.
- Press the **ENTER** key. The Pending Transaction Error Data screen (NQCP19) is displayed.

Screen Description:

This screen displays all the records created for a transaction. It also indicates whether or not the record contains errors. In addition, it allows the user to access each type of record.

- Part A of the screen display contains control information described on pages M-6 through M-8.
- Part B of the screen display contains information regarding records created for each transaction. Fields include:

Select: A field used to enter the desired selection. An entry of "1" will display the Pending Transaction Record. An entry of "2" will display the Pending Transaction Error Record.

Key: Indicates the types of records contained in the transaction (e.g., 110 = Case record, 150 = Suffix record, 160 = Individual record).

Next Screen: Indicates the next screen that can be accessed when a '1' is entered in the "**Select**" column.

Data Description: Indicates the type of data contained in each record (e.g., General Case Data, Individual Data, General Suffix Data).

Errors: Indicates the number of errors encountered in each record while processing the transaction.

FH ST (Fair Hearing Status): A numeric code indicating the status of a Fair Hearing proceeding/settlement. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

NQCP01 (Z)		Pending Case Level Data										02/01/94	
Case: 007363391J		----- Control Information -----											
Auth #		Trns	Forwarding		-Involved -		Form	Tx	Action	M3E			
00003391		0107	Date	Time	Org	Rsp	Ent	Prepared	St	Date	Ind	Batch	
A [01/27/93	15:06:31	500	500	A50	00/00/00	02	01/27/93		200	
----- Transaction -----													
B [Registry	Auth.	---PA---	---FS---	Unit		Budget	Fiscal	MA			
C [Case no.	Number	Eff Date	Eff Date	Ctr	Worker	No.	Dist	Resp			
D [00003391	/ /	/ /	/ /	500	DEIRD	00001					
E [NYCHA	Proj #	Acct #									
F [Residence	House #	Street		State		ZIP	Apt.				
		Address	City/Town										
		Phone ()	-		Utility		Guarantee						
		Mailing	City/Town			State		ZIP	Apt.		Notice/Budg #		
		Address											
		Contact	Agency					Phone ()		-			
		Agency	Name										
		Recert	Info	Last	Recert	Date	/ /	CED	Worksheet	Req	Date	/ /	

NQCP01: PENDING CASE LEVEL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP01 is listed in the "Next Screen" column.
- Press the ENTER key. The Pending Case Level Data screen (NQCP01) is displayed.

Screen Description:

This screen displays case level data entered during an Eligibility or Undercare transaction.

A. Part A of the screen display contains control information described on pages M-6 through M-8.

Screen Description (continued):

- B. Part B of the screen display contains case identifying information such as Registry/Case Number and Center. Other fields include:

PA/FS EFF Date (Public Assistance/Food Stamps Effective Date): Indicates the PA/FS budget effective dates.

Unit Worker: Identifies the worker responsible for the case.

Budget No: Identifies the number of the budget to be authorized.

Fiscal Dist (Fiscal District): A code assigned to each county in the State of New York (e.g., 66 = NYC).

MA Resp (Medical Assistance Responsibility): Identifies an area within the Medical Assistance Program (MAP) that is responsible for the management of an MA case, (e.g., CC = Community Care, HN = Hospital Care).

- C. Part C of the screen display contains the Residence Address of the case. Fields include NYCHA Project # and Account #, House #, Street, Apt., City/Town, State, Zip Code and Phone number.

Utility Guarantee: A code identifying the utility company to which payment is guaranteed until the end of the month. Refer to section P - Codes for a list of codes and/or mnemonics which may appear in this field.

- D. Part D of the screen display contains a mailing address if the residence address is not used for mailing purposes.

Notice/Budg#: A stored budget which is not authorized. It contains data required by the Client Notice System (CNS) to generate a notice for denials and closing transactions.

- E. Part E of the screen display contains information identifying the agency representing a client when third-party intervention is necessary (e.g., a translator for a non-English speaking participant). Fields include: Agency Name, Contact Name, and Phone Number.

- F. Part F of the screen display contains recertification information. Fields include:

Last-Recert-Date (Last Recertification Date): Indicates the date a case was last recertified.

CED Worksheet Req Date (Continuing Eligibility Determination Worksheet Request Date): Indicates the date a print of the CED worksheet was requested.

NQCP02 (Z)		Pending Suffix Level Data						02/10/94	
Case: 007358630H									
----- Control Information -----									
Auth #	Trns	-- Forwarding	-- Involved	-- Form	Tx Action	M3E			
89564230	0109	02/03/93 09:41:40	F43 F430 026	02/03/93	04	02/14/93	DS	C4	
----- Pending Transaction Data -----									
Case Name									
Suffix 01	FS-Suffix	Case Type		Lang.	Ethnic	Hmbd			
Suffix Disposition	Status	Reason	-- Authorization	To	Amplification	Routing			
FS	CL	N10	// //	02/03/93	// //	// //			
Date MA Recert Completed	Ind	-----EAF/EAA-----		T.B. Date	Spn	Notice/Vers			
//		From	-- To	//	Ind	Number			
		//	//	//					

NQCP02: PENDING SUFFIX LEVEL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP02 is listed in the "Next Screen" column.
- Press the ENTER key. The Pending Suffix Level Data screen (NQCP02) is displayed.

Screen Description:

This screen displays suffix-level data entered during an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains Pending Suffix Level Transaction information. Fields include:

Suffix: A numeric designation of a unit under which one or more individuals is grouped.

FS-Suffix: Indicates the suffix which receives food stamps for the entire household.

Case Type: Indicates the type of assistance an individual applied for or receives (e.g., ADC, ADC-U, HR, MA).

Lang (Language): The primary spoken language of the head of a household.

Ethnic: Race/Ethnic affiliation of the head of a household (e.g., Black = B, Hispanic = H, White = W).

Hmbd (Homebound): Code that indicates whether an individual is homebound for medical reasons.

Suffix Disposition: Indicates the program area in which the suffix receives benefits (e.g., PA, MA, or ES).

Status Indicates the status of a suffix for each program area (e.g., Active=AC, Applying=AP, Rejected=RJ).

Reason: A numeric code which refers to the specific reason for assigning the Status.

Authorization From/To: Indicates the length of time a case has been authorized to receive benefits. A "99/99/99" in the "To" field means authorization is to continue until another action is taken.

Amplification: The date on which a program opening/reopening action took place.

Routing: A code indicating how benefits are sent to the recipient.

NQCP02 (Z)		Pending Suffix Level Data										02/10/94	
Case: 007358630H													
----- Control Information -----													
Auth #	Trns	-- Forwarding --	-- Involved --	Form	Tx	Action	M3E						
89564230	0109	02/03/93 09:41:40	F43 F430 026	02/03/93	04	02/14/93	DS C4						
----- Pending Transaction Data -----													
Case Name													
Suffix 01	FS-Suffix	Case Type			Lang.	Ethnic	Hmbd						
Suffix Disposition	Status	Reason	-- Authorization --	From	To	Amplification	Routing						
FS	CL	N10	/ /	/ /	02/03/93	/ /	/ /						
Date MA Recert Completed	Ind	-----EAF/EAA-----				Spn	Notice/Vers						
/ /		From	-- To --	T.B. Date	Ind	Number							
/ /		/ /	/ /	/ /	/ /								

NQCP02: PENDING SUFFIX LEVEL DATA

Screen Description (continued):

Date MA Recert Completed: Indicates the date the MA recertification took place.

T.B.Date (Transitional Benefit Date): Date to which a case is entitled to receive extended benefits.

Spn Ind (Spanish Indicator): Indicates the language in which a notice is to be generated.

Notice/Ver Number: A system generated number which identifies a notice produced by the Client Notice System. It is used to link the WMS and CNS transactions.

EAF/EAA (Emergency Assistance to Families/Emergency Assistance to Adults):

IND (Indicator): An alphabetic code which identifies the authorization of an emergency issuance (e.g., A = Current EAA Authorization, F = Current EAF Authorization, P = Prior Emergency Authorization, X = Emergency Case).

FROM/TO: Indicates the start and end date of an emergency authorization.

RESERVED FOR EXPANSION

NQCP03 (Z)		Pending Individual Data										02/01/94		
Case 007363391J		----- Control Information -----												
Auth #	Trns	Forwarding		-Involved -		Form - Tx		Action M3E						
Typ	Date	Time	Org	Rsp	Ent	Prepared	St	Date	Ind	Batch				
00003391	0107	01/27/93	15:06:31	500	500	A50	00/00/00	02	01/27/93	200				
----- Pending Transaction Data -----														
Ln	Sf	Cin	First		M Last		Birthdate		Sex					
01		CIN					/ /							
SSN	Val	Cat.	PA	St	Rsn	Date	MA	St	Rsn	Date	FS	St	Rsn	Date
	1	09				/ /				/ /				/ /
ST/Fed	Date	Tasa	Emp	SSI	BCS	Card Cd	Student ID		Student Ind					
	/		20											
CHAP	VET	OTM	Undoc	Ind	Alien #									
DATES OF SERVICE			EXCEPTION		AVAILABLE AMOUNT									
Occ	PP	Provider	From	Thru	T	From	Amount	From						
01			/ /	/ /		/ /		/ /						
02			/ /	/ /		/ /		/ /						
03			/ /	/ /		/ /		/ /						
Coverage	Code	From	To		Infraction Auth									
Other Names	Code	First	M Last											

NQCP03: PENDING INDIVIDUAL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP03 is listed in the "Next Screen" column.
- Press the ENTER key. The Pending Individual Data screen (NQCP03) is displayed.

Screen Description:

This screen displays individual level data entered during an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains client demographic information such as Sex, SSN and Birthdate. Other fields include:

Ln (Line): A number designating an individual within a case.

Sf (Suffix): A numeric designation of a unit under which one or more individuals is grouped.

CIN: The Client Identification Number (CIN) assigned to an individual.

Client's Name: The First Name, (Middle Initial) and Last Name of an individual.

Val (SSN Validation Code): Indicates the status of a client's Social Security Number (e.g., 1 = SSN Present, 2 = Applied for).

Cat (Category): Indicates the reason an individual is entitled to receive benefits (e.g., 10 = aged, 12 = disabled).

St (Status): Indicates the status of an individual for each program area (e.g., Active = AC, Applying = AP).

Rsn (Reason): A numeric code which refers to the specific reason for assigning the status.

St/Fed: Indicates the reason the State or Federal government assumes financial responsibility for an individual.

Date: Indicates the date the State or Federal government assumes financial responsibility for an individual.

Tasa (Teenage Service Act Indicator): A code indicating whether or not a teenager (age 11-20) is pregnant or a parent (e.g., 1 = Pregnant Teen, 2 = Teen Parent, 3 = Neither Pregnant nor a Parenting Teen).

NQCP03 (Z)		Pending Individual Data										02/01/94		
Case: 007363391J		----- Control Information -----												
Auth #	Trns	Forwarding-	-Involved -	- Form -	Tx	Action	M3E						Batch	
Typ	Date	Time	Org	Rsp	Ent	Prepared	St	Date	Ind					
00003391	0107	01/27/93	15:06:31	500	500	A50	00/00/00	02	01/27/93			200		
----- Pending Transaction Data -----														
Ln	Sf	Cin	First	M	Last	Birthdate	Sex							
01		CIN				/ /								
SSN	Val	Cat.	PA	St	Rsn	Date	MA	St	Rsn	Date	FS	St	Rsn	Date
	1	09			/ /	/ /			/ /	/ /	/ /		/ /	/ /
ST/Fed	Date	Tasa	Emp	SSI	BCS	Card	Cd	Student	ID	Student	Ind			
	/		20											
CHAP	VET	OTM	Undoc	Ind	Alien	#								
Occ	PP	Provider	DATES OF SERVICE		EXCEPTION		AVAILABLE AMOUNT							
01			From	Thru	T	From	Amount	From						
02			/ /	/ /	/ /	/ /	/ /	/ /						
03			/ /	/ /	/ /	/ /	/ /	/ /						
Coverage	Code	From	To	Infraction	Auth									
Other Names	Code First	M Last	/ /	/ /	/ /									

NQCP03: PENDING INDIVIDUAL DATA

Screen Description (continued):

Emp (Employability): Indicates the employability status of an individual.

SSI: Indicates whether or not an individual receives Supplemental Security Income.

BCS: Code indicates whether or not an individual should be referred to the Bureau of Child Support. It is for ADC and ADCU cases only.

Card Cd (Card Code): Indicates either the type of Medicaid ID card issued or the reason no card was issued (e.g., A = Photo ID card, Medicaid eligible head of household; B = Non-Photo ID card, Medicaid eligible head of household; C = Dependent spouse or child, Medicaid eligible spouse/child).

Student ID: A number assigned to a student in the NYC public school system by the Board of Education.

Stud Ind (Student Indicator): Indicates the status of the student as determined by a match with the Board of Education.

CHAP: Indicates whether or not an individual requests participation in the Child Health Team Program (CHTP).

VET (Veteran Indicator): Code indicates if an individual is a veteran (e.g., Y = Yes).

Screen Description (continued):

OTM (Office of Treatment Monitoring Indicator): Code indicates whether or not an individual is attending an alcohol or drug treatment program (e.g., 0 = Not Participating, 1 = Participating, A = Alcoholic, D = Drug/Narcotic Abuser).

Undoc Ind (Undocumented Alien Indicator): Indicates that an Alien has not yet been assigned an alien registration number by the Immigration and Naturalization Service (e.g., X = has not been assigned a number).

Alien # (Alien Registration Number): The number assigned by the Immigration and Naturalization Service to an alien residing in the United States.

Occ (Occurrence): Indicates number of occurrence.

PP (Principal Provider Code): Indicates the code number of the health care provider.

Provider: The identification number of the health care provider.

Dates of Service (From/Thru): Indicates the start and end dates of the health care services.

Exception (T/From): Indicates exception type , if any, and the date it began.

Available Amount (Amount/From): Indicate any income amount available to be used towards cost of care, and the date it is available from.

- C. Part C of the screen display contains coverage information for Medical Assistance. Fields include:

Code (Coverage Code): Indicates the type of medical assistance an individual is receiving.

From/To: The period for which medical assistance is applicable.

Other Names Code: Field that identifies other names associated with an individual (e.g., A = Alias, M = Maiden).

First, M(Middle), Last: Indicates the alias or maiden name of the individual.

Infraction Auth: Authorization number of an infraction record to be deleted or modified.

NQCP05 (2)		Pending Application Data				08/12/94	
Case: 0073334511							
----- Control Information -----							
Auth #	Trns --	Forwarding --	-Involved -	- Form -	Tx Action	M3E	
00041716	0101	08/12/93 10:31:20	073	08/12/93	01	08/12/93	*4012
----- Transaction -----							
Center	Worker	Appln	Old Regis	New Regis			
073	GMHUR	Date	Number	Number			
		08/12/93					
Withdrawal Date / /							
CMD							

NQCP05: PENDING APPLICATION DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP05 is listed in the "Next Screen" column.
- Press the ENTER key. The Pending Application Data screen (NQCP05) is displayed.

Screen Description:

This screen displays case level data entered during an application transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains case identifying information. Fields include:

Center: Indicates the center with the overall responsibility for a case.

Worker: Identifies the employee responsible for the transaction.

Appln Date (Application Date): The date entered on the Common Application, DSS-2921.

Old Regis Number (Old Registry Number) / **New Regis Number** (New Registry Number) When applications are combined, two separately registered applications become one application with one registry number. Of these two separately registered applications, one registry number will become the registry number of the combined application (**New Registry Number**). The other application number is known as the **Old Registry Number**.

When an application is re-established (Function 02) the old Registry/Case Number appears in the **Old Regis Number** field.

Withdrawal Date: The date an application is withdrawn from the database.

NQCP06 (Z)		Pending Suffix Application Data						02/11/94	
Case: 007363774G									
----- Control Information -----									
Auth #	Trns	Forwarding--	-Involved -	- Form -	Tx	Action	M3E		
Typ	- Date -	- Time -	Org Rsp	Ent	Prepared	St	Date	Ind	Batch
00070173	0101	02/11/93 12:04:01	073		00/00/00 02	01/27/93			*2011
----- Transaction -----									
Suffix	01	FS Suffix	01	Type	11	Lang.	N Ethnic	A	Spn Ind S
		Action Code	Jur-Fscl-Resp		66	MA Resp			
Residence	House #	123	Street	THIRY ST	Apt.	23			
Address	City/Town	JAMAICA	State	NY	Zip	11373			
		Phone ()							
Mailing	City/Town			State	Apt.	Zip	Notice/Budg #		
Address									
Contact	Agency								
Agency	Name							Phone () -	

NQCP06: PENDING SUFFIX APPLICATION DATA

To Access This Screen:

- .. Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- .. Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- .. Enter a '1' in the "Select" column on NQCS7A when NQCP06 is listed in the "Next Screen" column.
- .. Press the **ENTER** key. The Pending Suffix Application Data screen (NQCP06) is displayed.

Screen Description:

This screen displays suffix level data entered during an application transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains Pending Suffix Application information such as Residence Address, Mailing Address, and Contact Agency. These fields include:

Suffix: A numeric designation of a unit within which one or more individuals is grouped.

FS Suffix: Indicates the suffix which receives food stamps for the entire household.

Type: Indicates the type of assistance an individual applies for.

Lang (Language): The primary spoken language of the head of household.

Ethnic: Race/Ethnic affiliation of the head of a household (e.g., B = Black , H = Hispanic, W = White).

Spn Ind (Spanish Indicator): Indicates the language in which a notice is to be generated (e.g., E = English only or S = Spanish/English Notice).

Action Code: A code used to specify the type of change action being taken on a case: e.g., O = Old (used to modify existing data); N = New (used to add new data); D = Delete (used to remove old data).

Jur-Fscl-Resp (Jurisdiction-Fiscal-Responsibility): A code assigned to each county in the State of New York (e.g., 66 = NYC).

MA Resp (Medical Assistance Responsibility): Identifies an area within the Medical Assistance Program (MAP) that is responsible for the management of an MA case. (e.g., CC = Community Care, HN = Hospital Care).

NQCP07 (X)		Pending Individual Application Data						08/12/94		
Case: 007363391J										
----- Control Information -----										
Auth #	Trns	Forwarding	-Involved -	- Form -	Tx	Action	M3E			
	Typ	- Date -	- Time -	Org	Rsp	Ent	Prepared	St	Date	
									Ind	
00014808	0101	08/12/93	16:17:24	073			00/00/00	01	08/12/93	*4008
----- Transaction -----										
First Name	M	Last	SEX	SSN	DOB					
REBECCA	R	SMITH	F	159-59-5959	05/19/1953					
CIN	Benefits:	PA	MA	FS	Action Code					
		Y	Y	Y						
Other Name (s):										
Line No.	Code	First Name	M	Last						
CMD										

NQCP07: PENDING INDIVIDUAL APPLICATION DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP07 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Individual Application Data screen (NQCP07) is displayed.

Screen Description:

This screen displays individual level data entered during an application transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains client demographic information such as First Name, M(Middle Initial), Last Name, Sex, and Birthdate. Other fields include:

SSN (Social Security Number): The nine digit number assigned to an individual by the Social Security Administration or Railroad Retirement system.

CIN: The Client Identification Number assigned to an individual.

Benefits PA/MA/FS: Indicates whether or not benefits are being applied for (Y = Yes, N = No).

Action Code: A code used to specify the type of change action being taken in a case: e.g., O = Old (used to modify existing data); N = New (used to add new data); D = Delete (used to remove old data).

Other Name(s): A list of names by which an individual may be known to the WMS system.

Line No: A line number of the individual with other names.

Code: This field identifies the type of other name associated with an individual (A = Alias, M = Maiden).

First Name, M(Middle Initial), Last: The Alias or Maiden Name of an individual.

```
NQCP08 (Z) Pending Associated Names And Addresses 08/12/94

Case : 002609753F
----- Control Information -----
Auth # Trns -- Forwarding -- -Involved - - Form - Tx Action M3E
Typ - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch
00062689 0109 08/12/93 11:38:30 073 085 A50 08/12/93 00 08/12/93 03

----- Transaction -----

Line Suffix Code Cin
01 ZZ99695C

Name BROTHERHOOD FOUNDATION
c/o

Address 300 ESSEX ROAD
City NEW YORK St NY Zip 10008
```

NQCP08: PENDING ASSOCIATED NAMES AND ADDRESSES

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "**Select**" column on NQCS7A when NQCP08 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Associated Names And Addresses screen (NQCP08) is displayed.

Screen Description:

This screen presents the names and addresses of any Restricted Payment Payees, Authorized Representatives, Alternate Payees, Guardians, Conservators etc., associated with a case. This data was entered during an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains information on a transaction relating to the associated names and addresses. Fields include:

Line: The line number with which the associated individual is connected. Data will be displayed in the "Line" field if the associated name relates to an individual in a case.

Suffix: The suffix number with which the associated individual is connected. Data will be displayed in the "Suffix" field if the associated name relates to a suffix in a case.

Code (Associated Name and Address Code): Describes the relationship between the associated name and the case (e.g., Alternate Payee). Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

CIN: The Client Identification Number of an individual associated with this case.

Name, C/O, Address and Phone: These fields refer to the person and/or organization associated with the case.

```

NQCP09 (2) Pending Suffix Financial Date 08/12/94
Case : 002609753F
----- Control Information -----
Auth # Trns Forwarding-- -Involved - - Form - Tx Action M3E
      Typ - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch
00062889 0107 08/12/93 11:31:17 073 073 A50 00/00/00 00 08/12/93 0628
----- Transaction -----
Eff. Date: 08/A/93 12/B/93 FS Suffix: 1 QR:
Needs: Shelt: Type 01 Act Amt 320.00 PA Amt 320.00 BDRMS 0
      Water: Amt 0.00
      Heat: Ind X Type 1 Amt 25.00
      Disposal: Amt 10.00
      Util: Ind X Act Amt 15.00
      Phone: Ind X Act Amt 35.00
      Install: Type Amt 0.00
                                         CMD
  
```

NQCP09: PENDING SUFFIX FINANCIAL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "**Select**" column on NQCS7A when NQCP09 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Suffix Financial Data screen (NQCP09) is displayed.

Screen Description:

This screen displays shelter related financial data entered via Internal Budgeting for single suffix only cases by means of an Eligibility transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains transaction related financial information. Fields include:

Eff. Date (Effective Date): Indicates the PA/FS budget effective date.

FS Suffix: Identifies the suffix which receives food stamps.

QR: Indicates, by code, the quarterly reporting status of an individual.

Shelt (Shelter)

Type: A code which indicates the type of dwelling in which case members reside (e.g., 01 = rent private, 07 = subsidized housing).

Act Amt: The actual amount paid for shelter.

PA AMT (Public Assistance Amount): The total PA amount budgeted. This is the allowable shelter amount.

BDRMS (Bedrooms): Indicates the number of bedrooms in the household used to determine the monthly shelter allowance for NYCHA apartments.

Water

Amt (Amount): The amount paid for water.

Heat

Ind (Indicator): Indicates that a heat expense is being incurred.

Type: Indicates the type of fuel used for heating.

Amt (Amount): The monthly amount paid for heating when not included in the shelter payment.

Disposal

Amt (Amount): Displays monthly cost of garbage disposal if billed separately..

NQCP09 (2)		Pending Suffix Financial Date				08/12/94	
Case : 002609753F							
----- Control Information -----							
Auth #	Trns	-- Forwarding --	-Involved -	- Form - Tx	Action M3E		
	Typ	- Date -	- Time -	Org Rsp Ent	Prepared St	Date	Ind Batch
00062889	0107	08/12/93	11:31:17	073 073 A50	00/00/00 00	08/12/93	0628
-----Transaction-----							
Eff. Date:	08/A/93- 12/B/93		FS Suffix :	1	QR:		
Needs:	Shelt:	Type 01	Act Amt	320.00	PA Amt	320.00	BDRMS 0
	Water:	Amt	0.00				
	Heat:	Ind X Type 1	Amt	25.00			
	Disposal:	Amt	10.00				
	Util:	Ind X	Act Amt	15.00			
	Phone:	Ind X	Act Amt	35.00			
	Install:	Type	Amt	0.00			
CMD							

NQCP09: PENDING SUFFIX FINANCIAL DATA

Util (Utility)

Ind (Utility Indicator): Indicates that a utility expense is being incurred.

Act Amt (Actual Amount): Represents the actual monthly cost of utilities for a case.

Phone

Ind (Indicator): Indicates that a telephone expense is being incurred.

Act Amt (Actual Amount): Represents the actual monthly telephone cost for a case.

Install (Installation)

Type: A code classifying the one-time installation expense for a telephone.

Amt (Actual Amount): The actual telephone installation amount.

RESERVED FOR EXPANSION

NQCP11 (Z)		Pending Client Financial Data										08/12/94	
Case : 007001150H													
-----Control Information-----													
A	Auth #	Trns	-Forwarding -		-Involved--		-Form-		Tx	Action	M3E		
	Typ		--Date--	Time-	Org	Rsp	Ent	Prepared	St	Date	Ind	Bat	
-----Transaction-----													
B	TFS	CV	#DED	TAX	FICA	30	1/3		\$30	EDC			
	PWP	EMP	EIC	DAYS IN HH		FR							
C	INCOME:	SRC	GROSS	U	CD	EX	AMT	SRC	GROSS	U	CD	EX	AMT
	RECURRING:	PER	DATE	GROSS		NY	DIS	PER	DATE		GROSS	NY	DIS
D													CMD

NQCP11: PENDING CLIENT FINANCIAL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "**select**" column on NQCS7A when NQCP11 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Client Financial Data screen (NQCP11) is displayed.

Screen Description:

This screen displays individual income related financial data entered via Internal Budgeting by means of an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains tax related financial data.
Fields include:

TFS (Tax Filing Status): Indicates the tax filing status of an individual with earned income.

CW (Income combined with): Indicates the line number of the person in the case whose income is to be combined for tax purposes.

#DED (Number of Deductions): Indicates the maximum number of exemptions to which an individual is entitled under IRS regulations.

Tax: A code which indicates earned taxable income.

FICA: Indicates whether an individual's taxable income is subject to FICA deductions.

30 1/3: Indicates if an individual is entitled to the 30 1/3 earned income deduction.

\$30: A \$30 training allowance or a \$30 deduction from income, as an incentive given to individuals in HR cases only.

EDC (Expected Date of Confinement): Indicates the expected date of confinement of a pregnant woman.

PWP (Public Works Program): A code defining the client's participation in the Public Works Program.

EMP (Employability): Indicates the employability status of an individual.

EIC (Earned Income Credit): Indicates whether an individual is entitled to an earned income credit.

DAYS IN HH (Days in Household): The number of days per month a recipient is in the household.

FR (Financial Responsibility): A code indicating whether a financially responsible relative exists.

NQCP11 (2)		Pending Client Financial Data							08/12/94	
Case : 007001150H										
-----Control Information-----										
Auth # Trns -Forwarding-- -Involved-- -Form- Tx Action M3E										
Typ --Date-- Time- Org Rsp Ent Prepared St Date Ind Bat										
-----Transaction-----										
TFS CV #DED TAX FICA 30 1/3 \$30 EDC										
PWP EMP EIC DAYS IN HH FR										
INCOME: SRC GROSS U CD EX AMT SRC GROSS U EX AMT										
RECURRING: PER DATE GROSS NY DIS PER DATE GROSS NY DIS										
CMD										

NQCP11: PENDING CLIENT FINANCIAL DATA

Screen Description:

C. Part C of the screen display contains income related information. Fields include:

SRC (Source): A code defining the source of an individual's income.

GROSS: The gross amount of income from a given source.

U (Usage): Indicates by code the use of income from a boarder/lodger.

CD (Exclusion Code): Identifies the reason for income exemption.

EX AMT (Exemption Amount): Indicates the income exemption amount.

D. Part D of the screen display contains an individual's income when the sources and/or amounts are recurring. Fields include:

PER: (Period): A code indicating the period for recurring income.

DATE: Date an individual's paystub is issued.

GROSS: The gross amount of income from a given source.

NY DIS (NYS Disability): Indicates the amount of NYS Disability deducted from an individual's pay.

RESERVED FOR EXPANSION

NQP11A (Z)		Pending Client Financial Data							08/12/93	
Case : 007001150H										
-----Control Information-----										
Auth #	Trns	-Forwarding	-Involved-	-Form-	Tx	Action	M3E			
Typ	--Date--	Time-	Org Rsp Ent	Prepared	St	Date	Ind	Bat		
-----Transaction-----										
DEDUCTIONS:		CODE	AMT	CODE	AMT					
MEDICAL BILLS:		AMT								
DAYCARE:		AMTS								
SPEC NDS:		TYPE	AMT	RST	IND					
		TYPE	AMT	RST	IND					
RESOURCES:		TYPE	AMT	TYPE	AMT					

NQP11A: PENDING CLIENT FINANCIAL DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQP11A is listed in the "Next Screen" column.
- Press the ENTER key. The Pending Client Financial Data Part 2 screen (NQP11A) is displayed.

Screen Description:

This screen displays individual level financial data relating to deductions and special needs entered via Internal Budgeting by means of an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains financial information. Fields include:

Deductions Code: A two-digit code indicating MABEL unearned income source (SR) (e.g., 02 = Alimony Spousal Support, 06 = Child Payments); or unearned income exemption (EXEMPT) (e.g., 01 = Health Insurance Premium, 04 = Boarder Lodger).

Deductions Amt (Amount): Amount of deduction applied to the unearned income amount.

Medical Bills Amt (Amount): The amount of medical expenses.

Daycare Amts: The daycare amount an individual is entitled to as an expense incidental to employment.

Special Needs Type: Indicates the type of special need budgeted on a recurring basis. (e.g., 01 = Restaurant Allowance-Dinner, 13 = Home delivered meals, 19 = Third Party Health Insurance).

Special Needs Amt (Amount): The amount of the special need.

Special Needs Rst Ind (Restriction Indicator): Indicates if a special need is restricted.

Resources Type: Indicates the type of resources available to an individual.

Resources Amt (Amount): Indicates the value of the resources.

```

NQCP13 (Z)                               Pending Medical Facilities           08/12/94
Admissions and Restrictions

Case : 0073616200
----- Control Information-----
Auth #  Trns  -Forwarding  -- -Involved--  -Form-  Tx  Action  M3E
      Typ  - Date - - Time -  Org Rsp Ent  Prepared  St  Date  Ind  Batch
00012586 0107 08/12/93 11:58:17  500 500 A50  00/00/00  00 08/12/93  BH-00
----- Transaction-----

Key  Line No  Hosp Wrkr  Facility Id  Facility  Date  Date  Action
01   01      BHU      00313979  4569877KL  07/15/92  Left  Code

Incomplete Application Reasons

IS Conversion Ind

CMD
```

NQCP13: PENDING MEDICAL FACILITIES ADMISSIONS AND RESTRICTIONS

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP13 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Medical Facilities Admissions and Restrictions screen (NQCP13) is displayed.

Screen Description:

This screen displays medical/health care facility involvement data entered during an Eligibility or Undercare transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains Facility Involvement transaction-related data. Fields include:

Key: A 2-digit numeric designation which distinguishes a facility involvement record. Each newly created record will have its own key.

Line No: Identifies the individual within a case who has been admitted to a medical facility.

Hosp Wrkr (Hospital Worker): Identifies the worker responsible for the case.

Facility Id: Identification number assigned to a medical facility.

Facility Admission # : The number assigned to an individual by a medical facility.

Date Entered: Indicates the date an individual was admitted into the medical facility.

Date Left: Indicates the date an individual is discharged from a medical facility.

Action Code: The code used to specify the type of action being taken on a case: O = Old (used to modify existing data); N = New (used to add new data); D = Delete (used to remove old data);

Incomplete Application Reasons: A numeric code referring to the reason an application has not been completed: Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

IS Conversion Indicator: This field contains two values "C" and blank. A value "C" in this field indicates that an MA active case has been admitted to a long term care facility.

NQCP15 (2)		Pending FS Single Issue Data				08/12/94	
Case: 007008820I							
----- Control Information -----							
Auth # Trns -- --Forwarding-- Involved -- -- Form - Tx Action M3E							
Type - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch							
00000001 0202 08/12/93 11:12:32 073 F11 A50 08/12/93 00 08/12/93 02							
----- Transaction -----							
Case # 007008820I		Suffix 01		Auth # 000000001		Cin	
Iss-Code	Amount	Period		Routing Location	Replaces ATP #	No HH	FS Inc
08	12100	08/12/93	09/12/93	EPFT			
		/ /	/ /				
		/ /	/ /				
		/ /	/ /				
Total Amount		12100					
Optional Fields:							
Payee Name				State		ZIP	
Street				City		CMD	

NQCP15 PENDING FS SINGLE ISSUE DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the ENTER key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP15 is listed in the "Next Screen" column.
- Press the ENTER key. The Pending FS Single Issue Data screen (NQCP15) is displayed.

Screen Description:

This screen displays data entered during a Food Stamp Single Issuance transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains general case identifying information such as Case# and Suffix. Other fields include:

Auth # (Authorization Number): The authorization number of the FS Single Issue transaction displayed on the screen.

Iss-Code (Issuance Code): A code that describes the reason for the single issue (e.g., 26 = replacement of lost ATP).

Amount: The amount of the single issue.

Period: The period for which the payment is made.

Routing Location: A code indicating how benefits are sent to the recipient.

Replaces ATP # (Replaces Authorization to Participate): The number of the original benefit issued, if a single issue replacement transaction is necessary.

No HH (Number in Household): The number of persons in the FS household.

FS Inc (Food Stamp Income): The total Food Stamp case earned and unearned income which includes the PA grant minus deductions.

Total Amount: The total dollar amount of all issuances in a given transaction.

Optional Fields: The name and address of the payee if different from the case name and address.

```

NQCP16 (2) Pending FS Recoupment Data 08/12/94
Case : 007308971G
----- Control Information -----
Auth # Trns -- Forwarding -- -Involved-- -Form- Tx Action M3E
Typ - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch
45692311 0204 08/12/93 16:49:58 EPF 073 085 08/12/93 00 08/12/93 11120

----- Transaction -----
Rec Action Code 1 FS Claim Type 3 Recoupment #
Auth # 45692311 Center # 073 Orig Id EPF Cin ZW19831G
Case # 007308971G Suffix 01 Form Prep Date 08/12/93
Off Amt 135 Period of Over Issuance 08/12/93 To 09/12/93
Quick Repayment Amount
Action Code 7: New Case # New Suffix
FS Claim Type IPV: No / Prs 0
CMD
  
```

A []
 B []
 C []

NQCP16: PENDING FS RECOUPMENT DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items Screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List Screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP16 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending FS Recoupment Data Screen (NQCP16) is displayed.

Screen Description:

This screen displays data entered during a Food Stamp recoupment transaction.

A. Part A of the screen display contains control information described on pages M-6 through M-8.

Screen Description (continued):

- B. Part B of the screen display contains recoupment-related and general case information such as Center #, CIN, Case #, and Suffix #, Other fields include:

Rec Action Code (Recoupment Action Code): A code defining the recoupment action (e.g., 1 = New Claim, 2 = Change in data, 3 = Suspend Claim).

FS Claim Type (Food Stamp Claim Type): A code that identifies the type of offense.

Recoupment #: A system generated number that identifies a recoupment. (It is also known as RTI # - Recoupment Transaction Identification #).

Auth # (Authorization Number): The authorization number of the pending FS recoupment transaction displayed on the screen.

Orig Id (Originating ID): Identifies the center taking a specific action on a case.

Form Prep Date (Form Preparation Date): The date the annotations on the data entry input document were completed.

- C. Part C of the screen display contains recoupment related information. Fields include:

Off Amt (Offense Amount): The total amount to be deducted from a specified suffix's recurring grant.

Period of Over Issuance: The period of time over which a suffix received the over-payment.

Quick Repayment Amount: The amount a client agrees to pay toward a recoupment to either eliminate the recoupment completely or to reduce the total recoupment amount.

Action Code 7: When a recoupment is being transferred the following information is required.

New Case #: The number of a case to which a recoupment is transferred.

New Suffix: The number of a suffix to which a recoupment is transferred. This may be either within the same case or on a new case.

FS Claim Type IPV: No/Prs (Number of Persons): The number of persons who caused the recoupment action to be taken when the FS claim type is Intentional Program Violation (IPV).

NQCP17 (Z)		Pending PA Recoupment Data				08/12/94	
Case # 007308971G							
----- Control Information -----							
A	Auth #	Trns	Forwarding	-Involved -	- Form -	Tx	Action M3E
	00000159	0203	08/12/93 14:44:19	073 073	A50	08/12/93 00	08/12/93 2 BH001
----- Transaction -----							
B	Rec Action Code 1	Recoupment Identification #					
	Auth # 00000159	Center # 073	Orig Id 073				
	Case # 007308971G	Suffix 01	Recoupment % 10	Form Prep Date	08/12/93		
C	For Action Code 7:	New Case #	New Suffix				
	For Action Code 3:	Suspension Date	/ /				
	Off Data:	Off Date 08/12/92	Off Type E88	Off Amt	150.00		
		Date Ovpmt 08/12/92	M3E 2	M3-CA Date / /			
	Dup Ck Fraud:	Replace Ck #	Replace Ck Amt				
	Original Ck #						
Rent Advance Dup Off Only:	Bypass Restriction	Restricted/Direct Ind					
Landlord Name	Addr						
City	State	ZIP					
Two Party Designation							
CMD							

NQCP17: PENDING PA RECOUPMENT DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items Screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List Screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP17 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending PA Recoupment Data Screen (NQCP17) is displayed.

Screen Description:

This screen displays data entered during a Public Assistance Recoupment transaction.

A. Part A of the screen display contains control information described on pages M-6 through M-8.

B. Part B of the screen display contains recoupment related and general case information such as Center #, Case # and Suffix. Other fields include:

Rec Action Code (Recoupment Action Code): A code defining the recoupment action (e.g., 1 = New Claim, 2 = Change in data, 3 = Suspend Claim).

Recoupment Identification #: A system generated number that identifies a recoupment (also known as RTI #).

Auth # (Authorization Number): The authorization number of the pending PA recoupment transactions displayed on the screen.

Orig Id (Originating Identification): Identifies the center taking a specific action on a case.

Recoupment %: The percentage of the PA total needs that is to be deducted from the recurring grant.

Form Prep Date (Form Preparation Date): The date the annotations on the data entry input document were completed.

C. Part C of the screen display contains recoupment related information. Fields include:

For Action Code 7

New Case #: The number of the case to which a recoupment is transferred.

New Suffix: The number of the suffix to which a recoupment is transferred. This may be either within the same case or a new case.

For Action Code 3

Suspension Date: The date the recoupment has been temporarily halted pending further action.

NQCP17 (2)		Pending PA Recoupment Data				08/12/94	
Case # 007308971G							
----- Control Information -----							
A	Auth #	Trns	Forwarding	--	-Involved	--	Form - Tx Action M3E
	00000159	0203	08/12/93	14:44:19	073 073	A50	08/12/93 00 08/12/93 2 BH001
----- Transaction -----							
B	Rec Action Code 1			Recoupment Identification #			
	Auth # 00000159	Center # 073		Orig Id 073			
Case # 007308971G		Suffix 01		Recoupment % 10		Form Prep Date 08/12/93	
C	For Action Code 7:		New Case #		New Suffix		
	For Action Code 3:		Suspension Date		/ /		
	Off Data:	Off Date	08/12/92	Off Type	E88	Off Amt	150.00
		Date Ovpmt	08/12/92	M3E 2	M3-CA Date / /		
	Dup Ck Fraud:	Replace Ck #	Replace Ck Amt				
	Original Ck #						
Rent Advance Dup Off Only:	Bypass Restriction		Restricted/Direct Ind				
Landlord Name	City		State	Addr	ZIP		
Two Party Designation							
CMD							

NQCP17: PENDING PA RECOUPMENT DATA

Screen Description:

Off Data (Offense Data)

Off Date (Offense Date): The date a recoupment offense is determined.

Off Type (Offense Type): A code indicating the type of offense. (e.g., R = Rent advance, E = Agency error, C = Concealment).

Off Amt (Offense Amount): The total overpayment of benefits made to a client.

Date Ovpmt (Date of Overpayment): The date the overpayment was made.

M3E: Indicates whether a client has agreed to a waiver of a timely notice.

M3-CA Date: Indicates the date a manual notice was prepared.

DUP CK Fraud (Duplicate Check Fraud)

Replace Ck # (Replace Check Number): Number of new check issued to replace the original.

Replace Ck Amt (Replace Check Amount): The total amount of the new check.

Screen Description (continued):

Rent Advance Dup Off Only

Bypass Restriction: A code indicating whether a restriction is in force (e.g., 0 = No restriction exists, 1 =Restriction exists).

Restricted/Direct Ind (Restricted/Direct Indicator): A code indicating Direct payment or a Two Party Restriction.

Landlord Name, Addr (Address), City, State, Zip: Data will be displayed in these fields if a rent restriction is in effect.

Two Party Designation: Displays the name of the second party on a Two Party Check (e.g., Landlord's name.)

NQCP18 (Z)		Pending PA Single Issue Data				08/12/94	
Case: 007008920G							
----- Control Information -----							
A	Auth #	Trns	Forwarding	-Involved -	- Form - Tx	Action	M3E
	00000147	0201	08/12/93 09:36:28	073 073	A50	08/12/93 01	08/12/93 BNSAV
----- Transaction -----							
B	PUC 9	Case # 007008920G		Suffix 02	Auth # 00000147		
C	ISS-Code	Amount	Period	Routing Location	Replaces Check #	Manual Check #	Res- trict
	02	79.50	08/12/93 08/31/93	EPFT			
		0.00	/ /	/ /			
		0.00	/ /	/ /			
Total Amount		79.50					
Optional Fields: Shelter Type Category							
Name		Street		State		ZIP	
City		State		ZIP			
For Already	Issued	Checks:	D & C Date	/ /	CMD		

NQCP18: PENDING PA SINGLE ISSUE DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items Screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List Screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP18 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending PA Single Issue Data Screen (NQCP18) is displayed.

Screen Description:

This screen displays data entered during a Public Assistance Single Issuance transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains single issuance and general case information such as Case# and Suffix. Other fields include:

Screen Description (continued):

PUC (Pick-up code): Indicates by code how the issue was made (e.g., 1 = Special roll check, 2 = EPFT HR 45 Day Eligibility, 5 = Emergency Public Assistance check (E = check), 7 = Emergency Cash, 8 = EPFT linked and 9 = EPFT Next Day.

Auth # (Authorization Number): The authorization number of the pending PA Single Issuance transaction displayed on the screen.

C. Part C of the screen display contains Single Issuance data. Fields include:

Iss Code (Issuance Code): A code that indicates the reason for the single issue.

Amount: The amount of the single issue.

Period: The period for which the payment is made.

Routing Location: A code indicating how benefits are given to the recipient.

Replaces Check #: The check number of the original PA benefit, if a single issue replacement transaction is necessary.

Manual Check #: The number of the new check issued, by a local office, to replace the original PA benefit.

Restrict: Displays a code indicating whether or not a restriction is in force.

Total Amount: The total dollar amount of all issuances in a given transaction.

Optional Fields

Shelter Type: Indicates the type of dwelling where members in a case reside.

Category: Indicates the case type (e.g., HR, ADC).

Name, Street, City, State, Zip: Data will be displayed in these fields if a restriction is in effect.

D&C Date (For Already Issued Checks) (Disbursement and Collection): The date when the Emergency check or cash was disbursed to the client.

NQCP19 (Z)		Pending Transaction Error Data							08/08/94				
Case: 007333394A									Page 01 of 01				
----- Control Information -----													
Auth #	Trns	Forwarding	Latest	-Involved	-	Form	-	Tx	Action	M3E			
Typ	-	Date	-	Date	-	Org	Rsp	Ent	Prepared	St	Date	Ind	Batch
00000001	0107	08/12/93	08/12/93	541	541	A50	00/00/00	02	08/12/93				0666
----- Transaction Error -----													
Item	Error	Error	Error										
No.	Occ No.	No.	Text										
375	01	E1035	INCOMPATIBLE EMP CODE & CASE TYPE/CAT CD										

A

B

CMD

NQCP19: PENDING TRANSACTION ERROR DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '2' in the "Select" column on NQCS7A when errors are indicated in the "Errors" column.
- Press the **ENTER** key. The Pending Transaction Error Data screen (NQCP19) is displayed.

Screen Description:

This screen displays errors detected after a transaction has been processed.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains data related to a Transaction Error. These fields include:

Item No: Identifies the item number in error. This number is associated with each data element found on the Authorization Document (TAD) and ancillary data entry forms.

Error Occ No (Error Occurrence Number): Identifies the type of error encountered (e.g., Case, suffix, individual, or system-related).

Error No: The number that identifies the error.

Error Text: A message describing the error encountered.

```

NQCP20  (2)          Pending Transaction Cancellation Data          08/12/94

Case: 007007196E
----- Control Information -----
Auth #  Trns -- Forwarding -- -Involved - - Form - Tx Action  M3E
      Typ - Date - - Time - Org Rsp Ent Prepared St  Date  Ind  Batch
00000621 0118 06/26/89 10:14:09 073 013 A50 00/00/00 00 06/26/89  062
----- Transaction Data -----

                          Auth #      00000621

Transaction Type/      0107
FH Update Status

CMD
```

A []
B []

NQCP20: PENDING TRANSACTION CANCELLATION DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "Select" column on NQCS7A when NQCP20 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Transaction Cancellation Data screen (NQCP20) is displayed.

Screen Description:

This screen displays data entered for a Transaction Cancellation transaction. It also displays the updated status of a Fair Hearing.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains transaction related data. Fields include:

Auth # (Authorization Number): The authorization number of the transaction which is being cancelled.

Transaction Type: A code defining the type of transaction, such as Eligibility, Undercare, Transaction Cancellation, etc. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

FH Update Status (Fair Hearing Update Status): A numeric code indicating the status of a Fair Hearing proceeding/settlement. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

NQCP21 (Z)		EPFT		08/12/94	
Case: 007008920G					
----- Control Information -----					
Auth # Trns -- Forwarding -- -Involved - - Form - Tx Action M3E					
Typ - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch					
00062689 0801 08/12/93 10:31:10 073 073 A50 08/12/93 00 08/12/93 01					
----- Transaction -----					
Center: 073					
Action: C					
Case Number: 007008920G				Suffix 02	
Amount: 04050					
Benefit Number: 00037132					
Auth Number: 062689					

A

B

NQCP21: EPFT

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "**Select**" column on NQCS7A when NQCP21 is listed in the "Next Screen" column.
- Press the **ENTER** key. The EPFT screen (NQCP21) is displayed.

Screen Description:

This screen displays data entered during a manual Electronic Payment File Transfer (EPFT) Pull transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains transaction information such as Center, Case Number, Suffix and Authorization Number. Other fields include:

Action: A code defining the program type of the case from which a benefit is being pulled (e.g., 0 = FS). Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

Amount: The dollar amount of the benefit to be pulled.

Benefit Number: A number system generated by the HRA Office of Management Information Systems which uniquely identifies the benefit. This number can be found on the Benefit History Inquiry screens. Refer to Section G of this manual for Benefit History information.


```
NQCP23 (Z)          Pending Alternate FS Single Issue Data          08/12/94
Case #: 007308063C
-----Control Information-----
Auth #  Trns -- Forwarding -- -Involved - - Form - Tx Action  M3E
  Typ - Date - - Time - Org Rsp Ent Prepared St  Date    Ind  Batch
00000159 0205 08/12/93 11:54:07 F11 F11 A50 08/12/93 00 08/12/93
-----Pending Transaction Data-----

Case # 007308063C      Suffix 01  Auth # 00000159

Benefit Amount          Period
  150.00                08/12/93 - 08/12/93

CMD
```

NQCP23: PENDING ALTERNATE FS SINGLE ISSUE DATA

To Access This Screen:

- Enter an 'X' by the desired pending action on the Pending Actions And Outstanding Items screen (NQCS07).
- Press the **ENTER** key. The Pending Transaction Control Detail List screen (NQCS7A) is displayed.
- Enter a '1' in the "**Select**" column on NQCS7A when NQCP23 is listed in the "Next Screen" column.
- Press the **ENTER** key. The Pending Alternate FS Single Issue Data screen (NQCP23) is displayed.

Screen Description:

This screen displays data entered during an Alternate Food Stamp Single Issue transaction.

- A. Part A of the screen display contains control information described on pages M-6 through M-8.
- B. Part B of the screen display contains FS Single Issue and general case information such as Case Number, Suffix and Authorization Number. Other fields include:

Benefit Amount: The dollar amount of the benefit to be given out.

Period: The period for which the payment is made.

```
NQWP01 (2) Work in Progress List 08/12/94
Case # 007308971G Page 01 of 01

Auth # Trns Forwarding -- -Involved - - Form - Tx Action M3E FH
      Typ - Date - - Time - Org Rsp Ent Prepared St Date Ind Batch St
000000001 0201 08/12/93 15:53:25 073 073 A50 08/12/93 01 08/12/93 0 9999 *
```

To view Report Information, place '1' by the desired entry and xmit,
To view Notice Information, place '2' by the desired entry and xmit
NEXT CASE: CMD

NQWP01: WORK IN PROGRESS LIST

To Access This Screen:

- Enter option #23 on the Case Inquiry Menu screen (NQCS00).
- Enter either a **case #** or a **case name**.
- Press the **ENTER** key. The Work in Progress List screen (NQWP01) is displayed.

To Enter Information On This Screen (three options):

Option:

- Enter a '1' next to the desired Authorization) # to view the Report Information screen (NQWP02).
- Press the **ENTER** key. The Report Information screen (NQWP02) is displayed.

Option:

- Enter a '2' next to the desired Auth(orization) # to view the Notice Information screen (NQWP03).
- Press the **ENTER** key. The Notice Information screen (NQWP03) is displayed.

Option:

- Enter a new **Case #** in the "**Next Case**" field to view this screen for another case.
- Press the **ENTER** key. The Work In Progress List screen (NQWP01) is displayed.

Screen Description:

This screen allows the user to access additional screens that display information regarding Notices and Reports scheduled to be printed for a case. It contains control information described on pages M-6 through M-8.

A	NQWP02 (Z)		Report Information							08/12/94						
	Case: 0073334511															
B	Auth #	Trns	Forwarding	--	-Involved	-	Form	- Tx	Action	M3E	FH	Aid	E			
		Typ	- Date	-	Time	-	Org	Rsp	Ent	Prepared	St	Date	Ind	Number	St	F
	00041716	0101	08/12/93	10:31:20	073				08/12/93	01	08/12/93	0000000000	*	1		
	Reports scheduled					CLEARANCE REPORT REQUESTED										
	TAD REQUESTED															
	WRS EXTRACT REQUESTED															
												CMD				

NQWP02: REPORT INFORMATION

To Access This Screen:

- Enter a '1' next to the desired Auth (orization) # on the Work in Progress List screen (NQWP01).
- Press the ENTER key. The Report Information screen (NQWP02) is displayed.

Screen Description:

This screen displays a list of reports which are scheduled to be printed or have already been printed.

- A. Part A of the screen display contains control information described on pages M-6 through M-8. Other fields include:

FH Number (Fair Hearing Number): A number that identifies a Fair Hearing proceeding.

Aid St (Aid Status): A numeric code indicating the status of a Fair Hearing proceeding/settlement. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

EF (Expedited Flag): A numeric code which indicates whether or not a report has been printed (e.g., 0 = Not printed, 1 = Printed).

- B. Part B of the screen display list titles of reports produced as a result of transaction processing (e.g., TAD, Clearance Report).

		Notice Information										08/12/94				
		Case: 007009663B										Page 01 of 01				
A	[Auth #	Trns	Forwarding	--	-Involved	-	Form	-	Tx	Action	M3E	FH	Aid	E	
		Typ	-	Date	-	Time	-	Org	Rsp	Ent	Prepared	St	Date	Ind	Number	St
		11111111	0109	08/12/93	10:55:52	073	073	A50	08/12/93	04	08/12/93	0000000000	*	0		
B	[Notices scheduled														

CMD																

NQWP03: NOTICE INFORMATION

To Access This Screen:

- Enter a '2' next to the desired Auth (orization) # on the Work in Progress List screen (NQWP01).
- Press the **ENTER** key. The Notice Information screen (NQWP03) is displayed.

Screen Description:

This screen displays a list of Notices which are scheduled to be printed or have already been printed.

- A. Part A of the screen display contains control information described on pages M-6 through M-8. Fields include:

FH Number (Fair Hearing Number): A number that identifies a Fair Hearing proceeding.

Aid St (Aid Status): A numeric code indicating the status of a Fair Hearing proceeding/settlement. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

EF (Expedited Flag): A numeric code which indicates whether or not a notice has been printed. (0 = Not printed, 1 = Printed).

- B. Part B of the screen display contain titles of notices produced by the system (e.g., Mass Rebudgeting Notices, Recoupment Notices, etc.).

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MESSAGES

OVERVIEW

The Inquiry System Message chapter is designed to provide a comprehensive list of messages that may appear on an Inquiry screen (while using the Inquiry Subsystem). The chapter provides an explanation of the possible cause for the message displayed followed by the action which may be taken to solve the problem.

ORGANIZATION

The Inquiry System Messages in this chapter have the following format:

LETTER PREFIX	The letter A, E, or F that precedes the error number: <ul style="list-style-type: none">- An 'A' message is an acknowledgement of a condition that exists within the system.- An 'E' message indicates an error that can be corrected. Processing terminates until the error is corrected.- An 'F' message indicates a function error has occurred. It is a system related problem that stops processing.
NUMBER	The error number that follows the letter prefix. It appears on the bottom of an Inquiry screen.
MESSAGE	The message text that is associated with the error number. It may suggest the possible cause and/or remedy for the error.
CAUSE/REMEDY	A brief explanation of the possible cause for the error and a suggestion of an action that may be used to solve the problem.

The messages will be listed in numerical order beginning with A messages, then E messages, then F messages.

FCIN/CMD KEYS

The system messages in this chapter without a remedy indicate either a system acknowledgement for a request or the system is unable to find the requested information on the WMS data base. The user may then continue with the next request and is referred to Section D, page 16 to determine the appropriate FCIN/CMD key to use to access another Inquiry area.

NETWORK CONTROL/USER SUPPORT HELPLINE

The remedy for an error may be to contact either Network Control or the User Support Helpline. For these situations you should contact the site liaison to assist you in reporting the error.

IMPORTANT NOTE

Additional messages will be added to this chapter as the subsystem develops. Also, some causes and remedies may be modified as a result of system enhancements.

RESERVED FOR EXPANSION

<u>ERROR #</u>	<u>MESSAGE</u>
A0009	PRINTER UNAVAILABLE ON - (Printer ID) for Workstation Cause: Attempt to print a screen display, Authorization Document, CED, or Clearance Report when the character printer associated with the user's terminal is off line or in use by another terminal. Remedy: Ensure printer is turned on, is "on line", and printer is not in use by another terminal. Request print or option again.
A0010	PRINTER ROUTINE STARTED ON - (Printer ID) for Workstation Cause: This message is displayed when an attempt to print a screen display is successful. The screen display will print on the character printer associated with the user's terminal.
A0011	PRINT DONE PLEASE CONTINUE Cause: This message is displayed immediately following message A0010 -Printer Routine Started and indicates that the screen print is completed.
A0026	PRINTED TURNAROUND DOCUMENT SCHEDULED Cause: This message is displayed when option 09 - Print Turnaround is selected on the WMS Case Inquiry Menu (NQCS00). The Authorization Document will print on the TAD printer associated with the user's terminal.
A0030	PENDING DATA EXISTS FOR THIS CASE Cause: This message is displayed when a transaction(s) exists in the Pending Area of the data base for the requested case. Remedy: Use the blue 'View Pend' key or WMS Case Inquiry Menu (NQCS00) option 08 -Pending Actions to view pending data.

ERROR # **MESSAGE**

A0041 **CLEARANCE PERFORMED REPORT SCHEDULED**

Cause: This message is displayed when a clearance is generated. A new clearance is scheduled when option 11 - Generate a New Clearance on the WMS Case Inquiry Menu (NQCS00) or option 08 - Generate a New Clearance on WMS Individual Inquiry Menu (NQIN00) is selected. The Clearance Report will print on the character printer associated with the user's terminal.

A0057 **NO AUTH ON SPECIFIED DATE**

Cause: This message is displayed on the All Change Actions screen (NQCS6A) when option 04 - Case Action History is selected on the WMS Case Inquiry Menu (NQCS00). It indicates that no transactions have been made for the date range specified or the case has not undergone an eligibility determination (Status = AP).

Remedy: The Date Range field may be changed or the system generated date may be used. From date must equal the date of eligibility determination and the To date must not be greater than the previous day.

A0058 **NO MATCHES FOR THIS INDIVIDUAL**

Cause: This message is displayed on the WMS Clearance Screen (NQIN10) when option 06 - Display Current Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that no matches exist for the individual requested.

A0060 **CED WORKSHEET PRINTED**

Cause: This message is displayed when option 14 - Print CED Worksheet is selected on the WMS Case Inquiry Menu (NQCS00). The CED worksheet will print on the character printer associated with the user's terminal.

A0083 **OTHER NAMES(S) DO NOT EXIST**

Cause: This message is displayed on the Client Information screen (NQIN2A) when option 02 - Client Information is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that no other name(s) exist for the specified individual.

ERROR #**MESSAGE****A0084 DEPRESS 'SEQ NEXT' TO GET OTHER NAME(S)**

Cause: This message is displayed on the Client Information screen (NQIN2A) when option 02 - Client Information is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that other name(s) exist for the specified individual. To view the other name(s) use the blue "F12/NEXT SEQ" key to access the Client Information screen (NQIN2B).

A0085 CLEARANCE NOT DONE FOR UNBORNS

Cause: This message is displayed on the WMS Individual Inquiry Menu (NQIN00) when option 08 - Generate a New Clearance is selected. It indicates that the request was for an unborn and no clearance will be generated.

A0086 NO CLEARANCE DONE - CASE W/UNBORN ONLY

Cause: This message is displayed on the WMS Case Inquiry Menu (NQCS00) when option 11 - Generate a New Clearance is selected. It indicates that the only individual on the case is an unborn and no clearance will be generated.

A0089 WRS COMPLET/MATCH; UIB COMPLET/NO MATCH

Cause: The message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that both a WRS and a UIB clearance were requested, and a response was received with only WRS information.

To view detailed WRS information use the blue 'F12/NEXT SEQ' key to access the Wage Reporting System Data screen (NQIN9B).

A0090 WRS COMPLETE; UIB COMPLETE

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that both a WRS and UIB clearance were requested, and a response was received with both WRS and UIB information.

To view detailed WRS information use the blue 'F12/NEXT SEQ' key to access the Wage Reporting System Data screen (NQIN9B).

ERROR # **MESSAGE**

A0091 **WRS NOT COMPLETE; UIB COMPLETE/NO MATCH**

Cause: This message is displayed on the External Clearance Summary Page Screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that a WRS clearance was requested but no response was received, and a UIB clearance was requested and a response was received indicating there was no UIB match.

A0092 **WRS NOT COMPLETE; UIB COMPLETE**

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that a WRS clearance was requested but no response was received, and a UIB clearance was requested and a response was received with UIB information.

A0093 **WRS COMPLETE/NO MATCH; UIB NOT COMPLETE**

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that a WRS clearance was requested and a response was received indicating there was no WRS match, and a UIB clearance was requested but no response was received.

A0094 **WRS COMPLETE; UIB NOT COMPLETE**

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that a WRS clearance was requested and a response was received with information, and a UIB clearance was requested but no response was received.

To view detailed WRS information use the blue 'F12/NEXT SEQ' key to access the Wage Reporting System Data screen (NQIN9B).

ERROR # MESSAGE

A0095 WRS NOT COMPLETE; UIB NOT COMPLETE

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that both a WRS and UIB clearance were requested but no response was received.

A0096 WRS COMPLETE/NO MATCH; UIB COMPLETE/NO MATCH

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that both a WRS and UIB clearance were requested and a response was received indicating there was no WRS or UIB match.

A0097 WRS COMPLETE/NO MATCH; UIB COMPLETE/MATCH

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that both a WRS and UIB clearance were requested and a WRS response was received indicating there was no WRS match and a UIB response was received with UIB information.

A0098 WRS NOT COMPLETE, NO MATCH

Cause: This message is displayed on the External Clearance Summary Page screen (NQIN9A) when option 05 - Display External Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates that a WRS clearance was requested but no response was received.

A0100 MAILOUT-RESPONSE A-N/A
A0102 DISCREPANCY A-N/A
A0103 MAILOUT, DISCREPANCY A-N/A
A0108 RECERT-RESULT A-N/A
A0109 RECERT-RESULT, MAILOUT-RESP A-N/A
A0111 RECERT-RESULT, MAILOUT-RESP A-N/A
A0112 RECERT-RESULT DISCREP MAILOUT-A-N/A
A0126 RECERT-A-N/A
A0127 RESULT, MAILOUT A-N/A
A0129 RECERT, DISCREP A-N/A
A0130 RECERT, DISCREP, MAILOUT A-N/A

<u>ERROR #</u>	<u>MESSAGE</u>
A0135	RECERT, RECERT RES A-N/A
A0136	RECERT, RECERT-RES, MAILOUT A-N/A
A0138	RECERT, RECERT-RES, DISCREP A-N/A
A0139	NO AREAS AVAILABLE

Cause: This message is displayed on the Recertification, Mailout-Response, Discrepancy and Recert-Result Data screen (NQCS27) when option 21 -Recert, Mailout, Discrpt, Result is selected on the WMS Case Inquiry Menu (NQCS00). It indicates that the data base area(s) listed in the message were not available to be accessed at the time the request was made.

Remedy: This is a system problem. Request the information again. If you receive the message, contact your site liaison to report this error.

A0101	MAILOUT-RESPONSE R-N/A
A0105	DISCREPANCY R-N/A
A0107	DISCREPANCY, MAILOUT-RESP R-N/A
A0117	RECERT-RES R-N/A
A0119	RECERT-RES, MAILOUT R-N/A
A0123	RECERT-RES, DISCREP R-N/A
A0125	RECERT-RES, DISCREP, MAILOUT R-N/A
A0153	RECERT R-N/A
A0155	RECERT MAILOUT R-N/A
A0159	RECERT-RES, DISCREP R-N/A
A0161	RECERT, DISCREP, MAILOUT R-N/A
A0170	RECERT, RECERT-RES R-N/A
A0172	RECERT, RECERT-RES, MAILOUT R-N/A
A0176	RECERT, R-RES, MAILOUT R-N/A

Cause: This message is displayed on the Recertification, Mailout-Response, Discrepancy and Recert-Result Data screen (NQCS27) when option 21 -Recert, Mailout, Discrpt, Result is selected on the WMS Case Inquiry Menu (NQCS00). It indicates that the record(s) listed in the message do not exist on the WMS data base.

A0104	MAILOUT R-N/A, DISCREPANCY A-N/A
A0106	DISCREPANCY R-N/A, MAILOUT-RESP A-N/A
A0110	RECERT-RESULT A-N/A, MAILOUT-RESP R-N/A
A0113	RECERT-RES DISCREP A-N/A, MAILOUT R-N/A
A0114	RECERT-RESULT A-N/A, DISCREP R-N/A
A0115	RECERT-RES MAILOUT A-N/A, DISCREP R-N/A
A0116	RECERT-RES A-N/A, DISCREP, MAILOUT R-N/A
A0118	RECERT-RES R-N/A, MAILOUT A-N/A
A0120	RECERT-RES R-N/A, DISCREP A-N/A

<u>ERROR#</u>	<u>MESSAGE</u>
A0121	RECERT-RES R-N/A, MAILOUT, DISCREP A-N/A
A0122	RECERT-RES, MAILOUT R-N/A, DISCREP A-N/A
A0124	RECERT-RES, DISCREP R-N/A MAILOUT A-N/A
A0128	RECERT A-N/A, MAILOUT R-N/A
A0131	RECERT, DISCREP A-N/A, MAILOUT R-N/A
A0132	RECERT A-N/A, DISCREP R-N/A
A0133	RECERT, MAILOUT A-N/A, DISCREP R-N/A
A0134	RECERT A-N/A, DISCREP, MAILOUT R-N/A
A0137	RECERT, RECERT-RES A-N/A, MAILOUT R-N/A
A0140	RECERT RES DISCREP A-N/A, MAILOUT R-N/A
A0141	RECERT, -RES A-N/A, DISCREP R-N/A
A0142	RECERT, RES, MAILOUT A-N/A, DISCREP R-N/A
A0143	RECERT, RES, A-N/A, DISCREP, MAILOUT R-N/A
A0144	RECERT A-N/A, RECERT-RES R-N/A
A0145	RECERT, MAILOUT A-N/A, RECERT-RES R-N/A
A0146	RECERT A-N/A, RECERT-RES, MAILOUT R-N/A
A0147	RECERT, DISCREP A-N/A, RECERT-RES R-N/A
A0148	RECERT, DISCREP, MAILOUT A-N/A, R-RES R-N/A
A0149	RECERT, DISCREP A-N/A, R-RES, MAILOUT R-N/A
A0150	RECERT A-N/A, R-RES, DISCREP R-N/A
A0151	RECERT, MAILOUT A-N/A, R-RES, DISCREP R-N/A
A0152	RECERT A-N/A, R-RES, DISCREP, MAILOUT R-N/A
A0154	RECERT R-N/A, MAILOUT A-N/A
A1056	RECERT R-N/A, DISCREP A-N/A
A0157	RECERT R-N/A, DISCREP MAILOUT A-N/A
A0158	RECERT, MAILOUT R-N/A, DISCREP A-N/A
A0160	RECERT, DISCREP R-N/A, MAILOUT A-N/A
A0162	RECERT R-N/A, RECERT-RES A-N/A
A0163	RECERT R-N/A, RECERT -RES, MAILOUT A-N/A
A0164	RECERT, MAILOUT R-N/A, RECERT-RES A-N/A
A0165	RECERT R-N/A, RECERT-RES, DISCREP A-N/A
A0166	RECERT R-N/A, R-RES, DISCREP, MAILOUT A-N/A
A0167	RECERT, MAILOUT R-N/A R-RES, DISCREP A-N/A
A0168	RECERT, DISCREP R-N/A, R-RES, MAILOUT A-N/A
A0169	RECERT, DISCREP, MAILOUT R-N/A, R-RES A-N/A
A0171	RECERT, RECERT-RES R-N/A, MAILOUT A-N/A
A0173	RECERT, RECERT-RES R-N/A DISCREP A-N/A
A0174	RECERT, R-RES R-N/A DISCREP, MAILOUT A-N/A

<u>ERROR#</u>	<u>MESSAGE</u>
A0175	RECERT, R-RES, MAILOUT R-N/A DISCREP A-N/A
A0177	RECERT, R-RES, DISCREP R-N/A MAILOUT A-N/A

Cause: This message is displayed on the Recertification, Mailout-Response, Discrepancy and Recert-Result Data screen (NQCS27) when option 21 -Recert, Mailout, Discrp, Result is selected on the WMS Case Inquiry Menu(NQCS00). It indicates that the record(s) listed in the message do not exist on the WMS data base. The area(s) listed in the message were not able to be accessed at the time the request was made.

Remedy: This is a system problem. Request the information again. If you receive the message, contact your site liaison to report this error.

A0178 **NO RECORDS AVAILABLE**

Cause: This message is displayed when option 21 - Recert, Mailout, Discrp, Result is selected on the WMS Case Inquiry Menu (NQCS00) and the Reconstruction Date is not entered.

Remedy: Reconstruction Date must equal 'Date-Next-Recert'. Use option 06 -Case Composition (Suffix Info), option 08 - Pending Actions, option 12 -MA Summary Inquiry, or option 22 - Case, Suffix, Indiv. Summary on the WMS Case Inquiry Menu (NQCS00) to view the next recertification date.

A0182 **WAIT CANCELLED AT THE USER REQUEST**

Cause: This message is displayed when no response is received from the Host to a request for information and the request is cancelled by using the yellow 'F1/Menu key.

Remedy: Request information again using the 'ENTER' key.

<u>ERROR #</u>	<u>MESSAGE</u>
A0183	ISSUANCE AREA UNAVAILABLE
A0185	CLIENT AREA UNAVAILABLE
A0186	CLIENT AND ISSUANCE AREA N/A

Cause: This message is displayed on the following Inquiry screens:

- o Benefits Issuance History Menu (NQCS05).
- o All Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5A).
- o PA Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5B),
- o FS Issuance xx/xx/xx Thru xx/xx/xx (NQCS5C), and
- o Benefits Issued with Issuance Codes (NQCS5E). It indicates the area(s) listed in the message were not able to be accessed at the time the request was made.

Remedy: This is a system problem. Request the information again. If you receive the message, contact your site liaison to report the problem.

A0184	ISSUANCE RECORD UNAVAILABLE
A0188	CLIENT RECORD UNAVAILABLE
A0190	CLIENT ISSUANCE RECORDS N/A
A0193	ADDRESS, ISSUANCE RECORDS N/A
A0197	ADDRESS, CLIENT R-N/A
A0199	ADDRESS, CLIENT, ISSUANCE R-N/A

Cause: This message is displayed on the following Inquiry screens:

- o Benefits Issuance History Menu (NQCS05)
- o All Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5A), and
- o PA Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5B),
- o FS Issuance xx/xx/xx Thru xx/xx/xx (NQCS5C), and
- o Benefits Issued with Issuance Codes (NQCS5E). It indicates the record(s) listed in the message do not exist on the WMS data base.

A0187	CLIENT AREA N/A, ISSUANCE REC N/A
A0189	CLIENT REC N/A ISSUANCE AREA N/A
A0192	ADDRESS REC, ISSUANCE AREA N/A
A0194	ADDRESS RECORD N/A CLIENT AREA N/A
A0195	ADDRESS R-N/A CLIENT ISSUANCE A-N/A
A0196	ADDRESS ISSUANCE RECORD N/A CLIENT A-N/A
A0198	ADDRESS, CLIENT R-N/A, ISSUANCE A-N/A

Cause: This message is displayed on the following Inquiry screens:

- o Benefits Issuance History Menu (NQCS05)
- o All Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5A), and
- o PA Benefits Issued xx/xx/xx Thru xx/xx/xx (NQCS5B),
- o FS Issuance xx/xx/xx Thru xx/xx/xx (NQCS5C), and

ERROR # MESSAGE

Cause: This message is displayed on the following Inquiry screens (con't):

- o Benefits Issued with Issuance Codes (NQSC5E). It indicates the record(s) listed in the message do not exist on the WMS data base. The area(s) listed in the message were not able to be accessed at the time the request was made.

Remedy: This is a system problem. Request the information again. If the same message appears, contact your site liaison to report the problem.

A0191 ADDRESS RECORD N/A

Cause: This message is displayed for cases which have no address information available on the WMS data base.

Remedy: Use Gateway to view address information.

A0200 SUFFIX RECORD UNAVAILABLE

Cause: This message is displayed on the Case Composition -Suffix/ Individual Summary Screen (NQCS01) when option 22 - Case, Suffix, Indiv Summary is selected on the WMS Case Inquiry Menu. It indicates that the suffix information does not exist on the WMS data base due to the withdrawal of the application.

A0201 PA AMOUNTS MAY BE ONE CENT OUT
A0202
A0203
A0204

Cause: This message is displayed when budget information is accessed. The amount displayed may be one cent greater than the actual check amount due to the system dividing the amount by two.

A0206 TRANSMIT FUNCTION KEY ACTIVE

Cause: This message is displayed for each Inquiry request when the 'ENTER' key is pressed. It indicates an attempt to retrieve the data. When data is displayed this message is cleared.

ERROR # MESSAGE

A0223 CLEARANCE OVER 30, GEN. NEW CLEARANCE
A0229 CLEARANCE OVER 30, GEN. NEW CLEARANCE

Cause: This message is displayed on the WMS Clearance Screen (NQIN10) when option 06 - Display Current Clearance is selected on the WMS Individual Inquiry Menu (NQIN00). It indicates the current clearance information on the WMS data base is over 30 days old and new clearance information needs to be generated.

Remedy: To request new clearance information for an individual, select option 08-Generate a New Clearance on the WMS Individual Inquiry Menu (NQIN00).

A0258 SEARCHING : HIT " NEXT SCREEN" TO CONTINUE

Cause: This message is displayed on Individual Inquiry Screen NQIN01 when a name search is done with a Birthdate and/or Center for a name that has an unusually large Name-Group set. The host program has partially searched the name set and all entries for the search have not been found.

Remedy: To continue the search, press the "F14/NEXT SCREEN" key.

A0259 SEARCHING : HIT XMIT TO CONTINUE.

Cause: This message is displayed on NQIN00 when a name search is done with a Birthdate and/or Center for a Name-Group set. The system has timed out before the search of the name group could be completed.

Remedy: To continue the search, press the ENTER key.

A0263 SOME FS RECOUPS HAVE BEEN ARCHIVED

Cause: Attempt to access FS recoupment data and some FS recoupment data has been archived.

Remedy: FS recoupment data prior to 10/27/93 has been archived. To access this data use the Archive Retrieval System.

A0264 SOME PA RECOUPMENTS HAVE BEEN ARCHIVED

Cause: Attempt to access PA recoupment data and some PA recoupment data has been archived.

Remedy: PA recoupment data prior to 10/27/93 has been archived. To access this data, use the Archive Retrieval System.

A0266 SOME RECOUPMENTS HAVE BEEN ARCHIVED

Cause: Attempt to access recoupment data.

Remedy: Recoupment data prior to 10/27/93 has been archived. To access this data, use the Archive Retrieval System.

ERROR # MESSAGE

E0017 COMMAND KEY IS INVALID

Cause: Attempt to enter an invalid value in the 'CMD' field on the displayed screen.

Remedy: Refer to Section D, page 16, for valid commands.

E0080 DATE IS INVALID

Cause: Attempt to enter an invalid date in the Date Range or Reconstruction field.

Remedy: The Date Range and Reconstruction Date must be entered as two numeric digits each in the month, day and year field(s) (e.g. 08/08/88 not 8/8/88).

E0111 ENTRY NOT ALLOWED

Cause: Attempt to enter a Suffix ID and a Case Name on the WMS Case Inquiry Menu (NQCS00).

Remedy: When a Case Name is entered a Suffix ID is not required. Erase the Suffix ID using the 'ERASE to EOF' key.

E0252 CASE # OR CASE NAME IS REQUIRED

Cause: Attempt to select an option on the WMS Case Inquiry Menu (NQCS00) and the Case Number or the Case Name field is not entered.

Remedy: A Case Number or Case Name is required when using WMS Case Inquiry Menu (NQCS00), Benefits Issuance History Menu (NQCS05), Recoupment Menu (NQCS09).

E0253 DATE ENTRY REQUIRED

Cause: Attempt to use WMS Inquiry and the date fields on the displayed screen are left blank.

Remedy: Enter a valid date (MMDDYY) for the option selected.

<u>ERROR #</u>	<u>MESSAGE</u>
E0254	SUFFIX ENTRY REQUIRED Cause: Attempt to enter a Case Number without entering a Suffix ID on the WMS Case Inquiry Menu (NQCS00). Remedy: Case Number and Suffix are required for this request.
E0255	SUFFIX IS INVALID Cause: Attempt to enter an invalid Suffix ID or leave the field blank when using WMS Inquiry. Remedy: The Suffix ID must be entered as two numeric digits (e.g. "01" not "1"). Use WMS Case Inquiry to verify the appropriate suffix ID.
E0256	OPTION IS INVALID Cause: Attempt to enter an invalid option on the displayed screen. Remedy: The option entered must be listed on the displayed screen (e.g. option 26 is an invalid entry on the WMS Case Inquiry Menu - NQCS00).
E0257	END DATE IS PRIOR TO START DATE Cause: Attempt to enter an invalid Date Range. Remedy: When Date Range is entered the to date must be greater than the from date.
E0260	NO CLIENT KEY SUPPLIED Cause: Attempt to select an option on the WMS Individual Inquiry Menu (NQIN00) or on the WMS SDX Inquiry Menu (NQSDX0) without identifying the client. Remedy: Enter a CIN <u>or</u> Case Number and Line Number <u>or</u> SSN <u>or</u> Name and Sex when using WMS Individual Inquiry (NQIN00). Enter Individual's Name <u>or</u> SSN when using WMS SDX Inquiry (NQSDX0).

ERROR # MESSAGE

E0261 CENTER IS INVALID

Cause: Attempt to use WMS Individual Inquiry Menu (NQIN00) or WMS Address Inquiry (NQADD0) and an invalid center is entered.

Remedy: The center must be a three character value for the center responsible for the case (e.g. 073, F11, 500). Use WMS Case Inquiry to verify the center responsible for the case.

E0263 SSN IS INVALID

Cause: Attempt to enter an invalid SSN on the WMS Individual Inquiry Menu (NQIN00) or the WMS SDX Inquiry Menu (NQSDX0).

Remedy: The SSN must consist of 9 numeric digits. Use WMS Case Inquiry to verify the SSN.

E0264 SEX IS INVALID

Cause: Attempt to enter an Individual Name and the Sex field contains an invalid value or is left blank on the WMS Individual Inquiry Menu (NQIN00).

Remedy: If an Individual Name is entered, a value of 'F' (Female), 'M' (Male) or 'U' (Unborn) must be entered in the Sex field.

E0265 ENTER ONLY ONE, CASE NO. OR CASE NAME

Cause: Attempt to enter a Case Number and Case Name on the WMS Case Inquiry Menu (NQCS00).

Remedy: Either a Case Number or Case Name is required when using WMS Case Inquiry (NQCS00). Both are not allowed. Erase one using the 'ERASE to EOF' key.

E0266 CASE NUMBER IS INVALID

Cause: Attempt to use WMS Inquiry and an invalid Case Number is entered.

Remedy: Case Number must be entered as 9 numeric digits followed by a valid alpha character. Use WMS Case Inquiry using Case Name to verify the Case Number.

<u>ERROR #</u>	<u>MESSAGE</u>
E0267	LINE NUMBER IS INVALID Cause: Attempt to use WMS Inquiry and the Line Number entered is invalid. Remedy: The Line Number must be entered as two numeric digits. Use WMS Case Inquiry to verify the line number.
E0268	ENTER ONLY ONE KEY Cause: Attempt to use WMS SDX Inquiry Menu (NQSDX0) or WMS Individual Inquiry Menu (NQIN00) and more than one client identifier is entered. Remedy: Only one client identifier is required when requesting SDX or Individual information. Erase one using the 'Erase to EOF' key.
E0643	INVALID PAYMENT TYPE ENTERED Cause: Attempt to use option 4 - Benefits Issued with Issuance Codes on the WMS Benefit Issuance Menu (NQCS05) and an invalid payment type is entered. Remedy: The payment type must be entered as two numeric digits ranging from 01 to 99.
E0644	INVALID ZIP CODE ENTERED Cause: Attempt to use WMS Address Inquiry (NQADD0) and an invalid Zip Code is entered. Remedy: The Zip Code must be entered as 5 or 9 numeric digits. Use WMS Case Inquiry to verify the Zip Code.
E0645	STREET NAME ENTRY REQUIRED Cause: Attempt to use WMS Address Inquiry (NQADD0) and the Street Name is not entered. Remedy: The Street Name is required when WMS Address Inquiry (NQADD0) is used.

ERROR # MESSAGE

E0647 INVALID RTI ENTERED

Cause: Attempt to use WMS Recoupment Inquiry (NQCS09) option 5 - Suffix Recoupment Detail, option 6 - Recoupment History or option 7 - Recoupment Adjustment Ledger and an invalid Recoupment Identification Number (RTI) is entered.

Remedy: A valid RTI may be obtained using option 3 - PA Recoupment - Suffix Summary for PA and option 4 - FS Recoupment - Suffix Summary for FS.

E0679 INVALID USER INPUT

Cause: Attempt to use an invalid command or function key on the WMS Inquiry screen(s).

Remedy: Refer to Section D, page 16, for valid function keys and commands.

E0683 INVALID YEAR (DATE OF BIRTH)

Cause: Attempt to use WMS Individual Inquiry (NQIN00) and an invalid year is entered in the Birthdate field.

Remedy: The year must be entered as four digits ranging from 1845 to the current year (e.g. 1954).

E0684 INVALID DAY (DATE OF BIRTH)

Cause: Attempt to use WMS Individual Inquiry (NQIN00) and an invalid day is entered in the Birthdate field.

Remedy: The day must be entered as two digits ranging from 01 through 31 depending on the month entered.

E0685 INVALID MONTH (DATE OF BIRTH)

Cause: Attempt to use WMS Individual Inquiry (NQIN00) and an invalid month is entered in the Birthdate field.

Remedy: The month must be entered as two digits ranging from 01 through 12.

<u>ERROR #</u>	<u>MESSAGE</u>
E0850	INVALID DATE RANGE SPECIFIED
Cause:	Attempt to view benefit information and an invalid Date Range is entered.
Remedy:	The Date Range cannot be more than five months in the past (not including the current month) and no more than one month in the future.
E0868	HOUSE NUMBER ENTRY REQUIRED
Cause:	Attempt to use WMS Address Inquiry (NQADD0) and a Center is entered but the House Number field is left blank.
Remedy:	The House Number must be entered if a Center is entered.
E0984	CASE NO MUST BE ENTERED
Cause:	Attempt to use option 08 - Generate a New Clearance on the WMS Individual Inquiry Menu (NQIN00) and the Case Number is not entered.
Remedy:	A Case Number and a two digit Line Number must be entered when a new clearance is requested.
E0985	FIELD IS INVALID FOR THE OPTION SELECTED
Cause:	Attempt to use option 08 - Generate a New Clearance on the WMS Individual Inquiry Menu (NQIN00) and the field entered is invalid.
Remedy:	A Case Number and a two digit Line Number are the only valid entries when a new clearance is requested.
E1025	OPTION CURRENTLY NOT SUPPORTED
Cause:	Attempt to use option 08 - Facility Inquiry on the WMS Inquiry Menu (NQRY00)..
Remedy:	The Facility Inquiry option is currently not supported.

- | <u>ERROR #</u> | <u>MESSAGE</u> |
|----------------|---|
| E1150 | ALL ERRORS HAVE BEEN CORRECTED

Cause: Attempt to view the "Pending - TX - Error" record on the Pending Transaction Control Detail List screen (NQCS7A) and no errors exist on the data base to view. |
| E1574 | UNRESOLVED WRS DATA EXISTS

Cause: Attempt to activate a line that has unresolved Wage Reporting Data.

Remedy: WRS hit data must be resolved prior to activating the line. |
| E1575 | UNRESOLVED UIB DATA EXISTS

Cause: Attempt to activate a line that has unresolved Unemployment Insurance data.

Remedy: UIB hit data must be resolved prior to activating the line. |
| E1576 | UNRESOLVED WTPY DATA EXISTS

Cause: Attempt to activate a line that has unresolved data from the Social Security Administration.

Remedy: WTPY data from the Social Security Administration must be resolved prior to activating the line. |
| E1579 | THERE IS NO RESOLUTION CODE TO DELETE

Cause: Attempt to enter the "#" sign to delete a resolution code when no resolution code exists.

Remedy: A resolution code must exist on the case in order to delete one. |
| E1580 | CANNOT DELETE SYSTEM GENERATED RES CODE

Cause: Attempt to delete a Resolution Code which is system generated. System generated codes are S97, S98 and S99.

Remedy: System generated resolution codes cannot be deleted. |

<u>ERROR #</u>	<u>MESSAGE</u>
E1581	IND STATUS MUST BE AP TO DELETE RES CODE Cause: Attempt to delete a resolution code for an individual who is not in AP (Applying) Status. Remedy: A resolution code cannot be deleted unless an individual is in AP (Applying) status.
E1582	MUST DELETE RES CODE FIRST Cause: Attempt to change a resolution code without deleting the current resolution code. Remedy: To change a resolution code the current resolution code must be deleted. A new resolution code can then be entered.
E1583	RFI STATUS MUST = "U" OR "W" Cause: Attempt to change a resolution code when the RFI status is other than "U" or "W". Remedy: A resolution code can only be changed when the current RFI Status is "U" or "W".
E1584	"SYSGN" IS A RESERVED WORKER ID Cause: Attempt to input "SYSGN" in the Resolution Worker field. Remedy: "SYSGN" cannot be input as a Resolution Worker ID. It is a system generated worker ID.
E1585	RES CODE IS RESERVED FOR SYSTEM GEN CODE Cause: Attempt to enter a System Generated resolution code. Remedy: Resolution codes S97, S98 and S99 are System Generated codes. These codes cannot be data entered.

<u>ERROR #</u>	<u>MESSAGE</u>
E1586	RES CODE MUST BE VALID FOR PA/FS CENTER Cause: Attempt to enter an RFI resolution code that is not valid for PA/FS centers. Remedy: A valid resolution code must be entered for PA/FS cases. Valid codes are P01, P02, P03, P04, P05, P06, P07, P08 and P90.
E1587	RES CODE MUST BE VALID FOR MA CENTER Cause: Attempt to enter an RFI resolution code that is not valid for the MA program. Remedy: A valid resolution code must be entered for MA cases. Valid codes are M01, M02, M03, M06 and M90.
E1588	RES CODE IS RESERVED FOR WIPY ONLY Cause: Attempt to enter a resolution code that is only valid for resolving WIPY hits. The code used is not valid for resolving WRS or UIB hits. Remedy: Enter a resolution code that is not reserved for resolving WIPY hits only.
E1589	RES CODE MUST CURRENTLY EXIST Cause: Attempt to enter a Resolution Worker ID when no Resolution Code exists on the case. Remedy: A Resolution Worker ID cannot be entered on a case unless a Resolution Code is displayed on the screen.
E1590	CANNOT CHANGE WORKER ID IF = "SYSGN" Cause: Attempt to change worker ID "SYSGN". Remedy: Worker ID "SYSGN" cannot be changed. It is a System Generated Code.

<u>ERROR #</u>	<u>MESSAGE</u>
E1591	IND STAT MUST BE AP TO CHANGE WORKER ID
Cause:	Attempt to change the worker ID when the individual is not in AP (Applying) status.
Remedy:	The Worker ID field can only be changed when the individual is in AP (Applying) status.
E1596	RFI IND W AND RES CODE P90 OR M90 REQUIRED
Cause:	Attempt to enter resolution codes other than P90 or M90 for an RFI Individual with RFI code "W".
Remedy:	When the RFI Status is "W" (WIPY hit data is unresolved), the Resolution Code must be either P90 or M90.

RESERVED FOR EXPANSION

ERROR #

MESSAGE

F0085 NO ADDRESS HISTORY RECORD FOUND

Cause: Attempt to use option 01 - Address History on the WMS Case Inquiry Menu (NQCS00) and there is no address history information because the Case Number entered has not been converted to Baseline.

Remedy: Use Gateway to view address information.

F0088 MA CLIENT RECORD NOT FOUND

Cause: Attempt to use option 15 - Medicare Inquiry on the WMS Case Inquiry Menu (NQCS00) and the Case Number entered is from an IS or FS responsible center.

Remedy: Use a Case Number or Case Name from a MA responsible center.

F0248 CASE NUMBER NOT FOUND

Cause: Attempt to use WMS Inquiry but the Case Number entered is not on the WMS data base.

Remedy: Use WMS Case Inquiry using the Case Name to verify the Case Number.

F0259 CASE NAME NOT KNOWN TO SYSTEM

Cause: Attempt to use WMS Inquiry and the Case Name entered does not exist on the WMS data base.

Remedy: Use WMS Case Inquiry using the Case Number or WMS Address Inquiry to verify the Case Name.

F0295 NO MORE PRIOR PAGES

Cause: Attempt to page back when the screen displayed is a single screen or there are no more prior pages to view.

Remedy: The F13/prior Screen' key or command 'P' will only be valid when a request is made from a screen with a series of pages.

<u>ERROR #</u>	<u>MESSAGE</u>
F0296	NO PAGE FORWARD FOUND Cause: Attempt to page forward when the screen displayed is a single screen or there are no more pages to view. Remedy: `The F14/NEXT' screen key or command `N' is only valid when a request is made from a screen with a page less than the total pages available.
F0297	NO DATA RETREIVED FROM HOST Cause: Attempt to view the desired pending action listed on the Pending Actions and Outstanding Items screen (NQCS07) and no further information is available on the WMS data base to view.
F0298	INVALID MESSAGE FROM HOST Cause: Attempt to use WMS Inquiry and there is a communication problem with the Host. Remedy: Request the information again. If unsuccessful contact your site liaison to report the error.
F0301	ERROR IN HOST Cause: Attempt to use WMS Inquiry and a Host error prevents retrieval of the information. Remedy: This is a system problem. Contact your site liaison to report this error.
F0311	SPECIFIED CLIENT NOT FOUND ON DATABASE OLD CIN ENTERED-NEW CIN IS-----. Cause: Attempt to use WMS Individual Inquiry (NQIN00) to view data for an individual who does not exist on the WMS data base or the entered CIN number has been changed due to CIN consolidation processing. Remedy: Use option 02 - Client Information on the WMS Individual Inquiry Menu (NQIN00) entering a Case Number and Line Number, SSN or new CIN to review data for the individual.

<u>ERROR #</u>	<u>MESSAGE</u>
F0312	NO ASSOCIATED ADDRESSES FOUND FOR THIS CLIENT Cause: Attempt to use option 01 - Associated Names and Addresses on the WMS Individual Inquiry Menu (NQIN00) to view data for an individual which does not exist on the WMS data base.
F0313	CONTINUITY PROBLEM IN DATA BASE Cause: Attempt to use option 01 - Associated Names and Addresses on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem this information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0314	NO MA DATA FOUND FOR THIS CLIENT Cause: Attempt to use option 04 - Medicare and TPHI Data on the WMS Individual Inquiry Menu (NQIN00) and no Medicare or TPHI information exists on the WMS data base for the specified client.
F0315	CONTINUITY PROBLEM IN DATA BASE Cause: Attempt to view MA client information on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem this information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0316	NO TPHI RECORDS FOR THIS CLIENT Cause: Attempt to use option 04 - Medicare and TPHI Data on the WMS Individual Inquiry Menu (NQIN00) and no TPHI information exists on the WMS data base for the specified client.
F0318	CONTINUITY PROBLEM IN DATA BASE Cause: Attempt to use WMS Individual Inquiry or SDX Inquiry and due to a system problem the SSN entered cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

RESERVED FOR EXPANSION

<u>ERROR #</u>	<u>MESSAGE</u>
F0322	NO WRS-HDR REC FOR ACCNT NUMBER OF CLIENT Cause: Attempt to use option 05 - Display External Clearance (WRS, UIB) on the WMS Individual Inquiry Menu (NQIN00) and no wages or Unemployment Insurance Benefits exist on the WMS data base for the individual requested.
F0323	CONTINUITY PROBLEM IN DATA BASE Cause: Attempt to use option 05 - Display External Clearance (WRS, UIB) on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem this information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0325	NO PENDING TRANSACTION FOR THIS CASE Cause: Attempt to use option 08 - Pending Actions on the WMS Case Inquiry Menu (NQCS00) and no pending data exists for this case on the WMS data base.
F0344	CLEARANCE MATCH NOT AVAILABLE FOR CLIENT Cause: Attempt to use option 06 - Display Current Clearance on the WMS Individual Inquiry Menu (NQIN00) and no clearance information exists on the WMS data base for the specified individual. Remedy: Generate a new clearance for the specified individual. Select option 08 - Generate a New Clearance on the WMS Individual Inquiry Menu (NQIN00).
F0348	CONTINUITY PROB CANNOT ACCESS CASE DATA Cause: Attempt to use WMS Case Inquiry and due to a system problem the case level information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

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- | <u>ERROR #</u> | <u>MESSAGE</u> |
|----------------|---|
| F0385 | SPECIFIED SUFFIX NOT FOUND

Cause: Attempt to request recoupment information for a suffix which does not exist or has no recoupment information available.

Remedy: Use WMS Case Inquiry to verify Suffix IDs for the case. |
| F0386 | CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to use WMS Inquiry to view suffix level information and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error. |
| F0388 | SPECIFIED RTI NOT FOUND

Cause: Attempt to view Recoupment History Information for an RTI which does not exist on the WMS data base.

Remedy: To view valid RTI's for a case select option 1 - PA Recoupment-Case Summary for PA or option 2 - FS Recoupment - Case Summary for FS. |
| F0387 | CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to use WMS Inquiry to view suffix level information and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error. |
| F0390 | REQUESTED INFORMATION NOT ON DATA BASE

Cause: Attempt to use option 3 - PA Recoupment - Suffix Summary on the WMS Recoupment Menu (NQCS09). Due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error. |
-

ERROR # MESSAGE

F0391 REQUESTED INFORMATION NOT ON DATA BASE

Cause: Attempt to view Recoupment Adjustment Ledger for an RTI which does not exist on the WMS data base.

Remedy: To view valid RTIs for a case select option 1 - PA Recoupment-Case Summary for PA or option 2 - FS Recoupment - Case Summary for FS.

F0392 CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to use option 4 - FS Recoupment - Suffix Summary on the WMS Recoupment Menu (NQCS00). Due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0426 CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to use option 3 - PA Recoupment - Suffix Summary on the WMS Recoupment Menu (NQCS09). Due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0428 SUFFIX DOES NOT EXIST FOR THIS CASE

Cause: Attempt to use WMS Inquiry and the Suffix ID entered does not exist on the WMS data base.

Remedy: Use WMS Case Inquiry to verify Suffix IDs for the case.

F0429 CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to view Recoupment History Information and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

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- | <u>ERROR #</u> | <u>MESSAGE</u> |
|----------------|---|
| F0438 | CONTINUITY PROBLEM IN DATA BASE |
| Cause: | Attempt to use WMS Case Inquiry and due to a system problem this information cannot be accessed. |
| Remedy: | Request the information again. If unsuccessful, contact your site liaison to report this error. |
| F0525 | CONTINUITY PROBLEM IN DATA BASE |
| Cause: | Attempt to view WMS Benefit Recoupment History information and due to a system problem this information cannot be accessed. |
| Remedy: | Request the information again. If unsuccessful, contact your site liaison to report this error. |
| F0528 | NO ASSOC ADDRESS FOUND FOR THIS CASE |
| Cause: | Attempt to use option 02 - Associated Names and Addresses on the WMS Case Inquiry Menu (NQCS00) and no associated names and addresses exists on the WMS data base for the case. |
| F0533 | SPECIFIED SUFFIX NOT FOUND ON DATABASE |
| Cause: | Attempt to use WMS Inquiry and the Suffix ID entered does not exist on the WMS data base. |
| Remedy: | Use WMS Case Inquiry to verify Suffix IDs for the case. |
| F0534 | ISSUANCE CALENDAR ACCESS PROBLEM |
| Cause: | Attempt to use option 6 - Display Issuance Calendar in the WMS Benefit Issuance Menu (NQCS05) and due to a system problem this information cannot be accessed. |
| Remedy: | Request the information again. If unsuccessful, contact your site liaison to report this error. |

ERROR # **MESSAGE**

F0535 **NO CHANGE ACTIONS FOR SPECIFIED CASE**

Cause: Attempt to use option 04 - Case Action History on the WMS Case Inquiry Menu (NQCS00) and no change actions exist for the case.

Remedy: The case must have a successful Eligibility/Undercare transaction to view change action records on the WMS data base. (e.g. Case Number entered cannot have a current status of 'AP').

F0536 **OTHER NAME DATA IS NOT AVAILABLE**

Cause: Attempt to view the 'other name' from the Client Information as of MM/DD/YY screen (NQIN2A) and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0538 **CONTINUITY PROBLEM IN DATA BASE**

Cause: Attempt to use WMS Individual Inquiry and due to a system problem the individual level information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0540 **CONTINUITY PROBLEM IN DATA BASE**

Cause: Attempt to use option 08 - Pending Actions on the WMS Case Inquiry Menu (NQCS00) and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0556 **SPECIFIED ADDRESS NOT FOUND**

Cause: Attempt to use WMS Address Inquiry (NQADD0) and the address entered does not exist on the WMS data base.

ERROR # MESSAGE

F0576 CLIENT DATA FOR SPECIFIED CASE NOT AVAIL

Cause: Attempt to use option 07 - Suffix Details (Line Info) on the WMS Case Inquiry Menu (NQCS00) and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0579 CONTINUITY PROBLEM IN DATA BASE

Cause: Attempt to use WMS Individual Inquiry and due to a system problem this information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

F0596 NO CHANGE ACTIONS FOR DATE RANGE SPECIFIED

Cause: Attempt to use option 04 - Case Action History on the WMS Case Inquiry Menu (NQCS00) and no change actions exist for the Date Range specified.

Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (ex. F7/Benefit HIS to return to the Benefits Issuance History Menu - NQCS05).

F0603 CONTINUITY PROBLEM

Cause: Attempt to use WMS Address Inquiry and the address entered does not exist on the WMS data base.

Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

<u>ERROR #</u>	<u>MESSAGE</u>
F0604	CLEARANCE UNSUCCESSFUL Cause: Attempt to use option 11 - Generate a New Clearance on the WMS Case Inquiry Menu (NQCS00) or option 08 - Generate A New Clearance on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem the clearance cannot be scheduled. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0617	NO WORK INCENTIVE DATA FOR THIS CLIENT Cause: Attempt to use option 09 - Work Incentive Information on the WMS Individual Inquiry Menu (NQIN00) and the specified individual is not enrolled in the Office of Employment Services Program (OES).
F0694	SPECIFIED SUFFIX RECOUPMENT NOT FOUND Cause: Attempt to use option 4 - FS Recoupment - Suffix Summary on the WMS Recoupment Menu (NQCS09) and suffix recoupment information is unable to be retrieved from the WMS data base. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0695	SPECIFIED RECOUPMENT RECORD NOT FOUND Cause: Attempt to use WMS Recoupment Inquiry and the RTI entered cannot be accessed due to a system problem. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.
F0696	RECOUPMENT DATA CANNOT BE ACCESSED Cause: Attempt to use WMS Recoupment Inquiry and due to a system problem the recoupment information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison to report this error.

- | <u>ERROR #</u> | <u>MESSAGE</u> |
|----------------|---|
| F0782 | NO PA RECOUP ON FILE

Cause: Attempt to use option 1 - PA Recoupment - Case Summary on the WMS Recoupment Menu (NQCS09) and no PA recoupment information exists on the WMS data base.

Remedy: To request Recoupment information enter specified option with identifying information. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request. (e.g. F7/BENEFIT HIS to return to the Benefits Issuance History Menu NQCS05). |
| F0783 | NO FS RECOUP ON FILE

Cause: Attempt to use option 2 - FS Recoupment - Case Summary on the WMS Recoupment Menu (NQCS09) and no FS Recoupment information exists on the WMS data base.

Remedy: To request recoupment information enter specified option with identifying information. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefits Issuance History Menu NQCS05). |
| F0796 | NO BENEFITS FOR DATES SPECIFIED

Cause: Attempt to use WMS Benefits Issuance History Menu (NQCS05) and no benefit history information exists on the data base for the date range specified.

Remedy: Select option 06 - Case Composition (Suffix Info) on the WMS Case Inquiry Menu (NQCS00) to view the authorization dates for the specified case. |
| F0797 | NO BENEFITS FOR DATES AND CODES SPECIFIED

Cause: Attempt to use option 04 - Benefits Issued with Issuance Codes on the WMS Benefits History Menu (NQCS05) and no benefit history information exists for the date range and issuance code specified.

Remedy: Use WMS Case Inquiry to verify the authorization dates for the case and WMS Benefits Issuance Inquiry to verify the issuance code for the specified case. |

<u>ERROR #</u>	<u>MESSAGE</u>
F0798	NO PA BENEFITS FOR DATES SPECIFIED Cause: Attempt to use option 02 - PA on the WMS Benefits Issuance History Menu (NQCS05) and no PA benefit history information exists for the date range specified. Remedy: Select option 06 - Case Composition (Suffix Info) on the WMS Inquiry Menu (NQCS00) to verify the authorization dates and program status for PA.
F0799	NO FS BENEFITS FOR DATES SPECIFIED Cause: Attempt to use option 3 - FS on the WMS Benefits Issuance History Menu (NQCS05) and no FS benefit history information exists for the date range specified. Remedy: Select option 06 - Case Composition (Suffix Info) on the WMS Inquiry Menu (NQCS00) to verify the authorization dates and program status for FS.
F0802	NO RECOUPMENT FOR CASE WITH RTI ENTERED Cause: Attempt to view Suffix Recoupment Detail and no information exists on the WMS data base for RTI entered. Remedy: To request recoupment information enter specified option with identifying information. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu NQCS05).
F0811	NO CLIENT FOUND WITH SPECIFIED DOB Cause: Attempt to use WMS Individual Inquiry (NQIN00) and the Birthdate entered for the specified individual is incorrect. Remedy: Use WMS Individual Inquiry to verify the individual's birthdate or erase the Birthdate using the Erase to EOF key.

ERROR # MESSAGE

F0812 NO CLIENT FOUND WITH SPECIFIED CENTER

Cause: Attempt to use WMS Individual Inquiry (NQIN00) and the Center entered is not responsible for the specified individual.

Remedy: Use WMS Individual Inquiry to verify the center responsible for the individual or erase the Center using the Erase to EOF' key.

F0813 NO CLIENT FOUND WITH SPECIFIED DOB, CTR

Cause: Attempt to use WMS Individual Inquiry Menu (NQIN00) and no individual information exists for the Birthdate and Center entered.

Remedy: Use WMS Individual Inquiry to verify the Birthdate and Center responsible for the individual or erase the Birthdate and Center using the Erase to EOF key.

F0814 NO PA RECOUPMENT OFFENSES ON FILE

Cause: Attempt to use option 3 - PA Recoupment - Suffix Summary on the Recoupment Menu (NQCS09) and no PA Recoupment exists on the WMS data base.

Remedy: To request recoupment information enter specified option with identifying information or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F0832 NO SSI INFO FOUND FOR CASE NAME

Cause: Attempt to use WMS SDX Inquiry (NQSDX0) for an individual who does not have SSI information on the WMS data base.

Remedy: To request SDX information enter Individual's Name or SSN. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

<u>ERROR #</u>	<u>MESSAGE</u>
F0849	NO MA-COVERAGE-HISTORY RECORDS FOUND Cause: Attempt to use option 10 - MA History on the WMS Individual Inquiry Menu (NQIN00) and no information exists on the WMS data base. Remedy: To request individual information enter specified option and identifying information. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).
F0850	NO FACILITY ADMISSION RECORD FOUND Cause: Attempt to use option 11 - Facility Involvement on the WMS Individual Inquiry Menu (NQIN00) and no facility involvement information exists on the WMS data base for the specified individual.
F0866	SSI-SSN RECORD NOT FOUND Cause: Attempt to use WMS SDX Inquiry (NQSDX0) and no SSI information exists on the WMS data base for the SSN entered. Remedy: To request SDX information enter Individual's Name or SSN. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).
F0877	NO CASE LINKS FOUND FOR CLIENT Cause: Attempt to use WMS Case Inquiry and due to a system problem the case level information cannot be accessed. Remedy: Request the information again. If unsuccessful contact the site liaison to report this error.

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- | <u>ERROR #</u> | <u>MESSAGE</u> |
|----------------|--|
| F0915 | INVALID FETCH OF ADMISSION RECORD |
| Cause: | Attempt to use option 11 - Facility Involvement on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem cannot access admission record information. |
| Remedy: | Request the information again. If unsuccessful contact the site liaison. |
| F0955 | INVALID OPEN OF CLEARANCE HEADER AREA |
| Cause: | Attempt to use option 11-Generate a New Clearance on the WMS Case Inquiry Menu (NQCS00) or option 08-Generate a New Clearance on the WMS Individual Inquiry Menu (NQIN00) and due to a system problem the clearance cannot be scheduled. |
| Remedy: | Request the information again. If unsuccessful, contact the site liaison. |
| F1016 | NO SSN MATCHES FOUND |
| Cause: | Attempt to place an 'X' next to the SSN field at the bottom of the WMS Clearance Screen (NQIN10) and no SSN matches exist for the specified individual. |
| F1031 | FAILED TO FETCH FIRST CLIENT LINK |
| Cause: | Attempt to use WMS Individual Inquiry and the client's name entered cannot be accessed or does not exist. |
| Remedy: | Use WMS Case Inquiry to verify the client's name and re-transmit. If unsuccessful contact the site liaison. |
| F1032 | CONTINUITY PROBLEM - CLIENT LINK |
| Cause: | Attempt to view client information using WMS Individual Inquiry and due to a system problem this information cannot be accessed. |
| Remedy: | Request the information again. If unsuccessful, contact the site liaison. |

<u>ERROR #</u>	<u>MESSAGE</u>
F1043	NO RECOUP-ADJ-LEDGER RECS EXIST FOR RTI Cause: Attempt to use option 7 - Recoupment Adjustment Ledger on the WMS Recoupment Menu (NQCS09) and no information exists for the RTI entered. Remedy: To request recoupment information enter specified option with identifying information. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).
F1062	HOST FILE OPEN ERROR Cause: Attempt to request information from the Host computer using WMS Inquiry and due to a system problem information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact the site liaison.
F1063	NO PENDING - TX - ERROR RECORDS FOUND Cause: Attempt to view pending error records on the Pending Transaction Control Detail List screen (NQCS7A) and no errors exist on the WMS data base for the record requested.
F1068	NO SINGLE-ISSUE-HDR RECORDS FOUND Cause: Attempt to use option 19 - Single Issue Information on the WMS Case Inquiry Menu (NQCS00) and no single issue information exists for the case. Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

ERROR # **MESSAGE**

F1099 *DB* CASE NO INFO NOT AVAILABLE
F1100 *DB* CASE NO INFO NOT AVAILABLE
F1101 *DB* CASE NAME INFORMATION NOT AVAILABLE

Cause: Attempt to use WMS Case Inquiry and due to a system problem the case level information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

F1103 *DB* SSI INFO NOT AVAILABLE
F1104 *DB* SSI INFO NOT AVAILABLE
F1105 *DB* SSI CANNOT BE RETRIEVED

Cause: Attempt to use WMS SDX Inquiry and due to a system problem the SSI information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

F1109 NO ADDRESS HDR RECORDS FOUND

Cause: Attempt to use WMS Address Inquiry (NQADD0) and no address information exists on the WMS data base for the Street Name entered.

Remedy: To request address information enter Street Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1110 INVALID OPEN OF ADDRESS HDR AREA
F1111 INVALID OPEN OF ADDRESS HDR AREA
F1112 NO SET REC FOUND UNDER HDR
F1114 ERROR ON FETCH OF ADDRESS HEADER

Cause: Attempt to use WMS Address Inquiry and due to a system problem the address information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

ERROR # MESSAGE

F1113 NO ADDRESS FOUND FOR LOCAL OFF SPECIFIED

Cause: Attempt to use WMS Address Inquiry (NQADD0) and no cases exist at the specified address for the center entered.

Remedy: To request address information enter Street Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1115 UNABLE TO ACCESS SELECTED PAY - HIST- GRANT
F1116 PAYMENT - HIST - HDR - RECORD - NOT - FOUND

Cause: Attempt to use WMS Benefit History Inquiry and due to a system problem the benefit issuance information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact site liaison.

F1117 UNABLE TO ACCESS BENEFIT HISTORY AREA

Cause: Attempt to view grant details on the all Benefits Issued screen (NQCS5A), PA Benefits Issued screen (NQCS5B), FS Issuance screen (NQCS5C), or Benefits Issued with Issuance Codes screen (NQCS5E), and due to a system problem the information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

F1118 NO DETAILS EXIST FOR THIS PAY - HIST - GRANT

Cause: Attempt to view grant details on the All Benefits Issued screen (NQCS5A), PA Benefits Issued screen (NQCS5B), FS Benefits Issued screen (NQCS5E), and there is no data available on the WMS data base.

ERROR # **MESSAGE**

F1119 **INVALID OPEN OF CLEARANCE - HDR**

Cause: Attempt to generate a clearance using option 11 - Generate a New Clearance on the WMS Case Inquiry Menu (NQCS00) or option 8 -Generate a New Clearance on the WMS Individual Menu (NQIN00) and due to a system problem the clearance area of the WMS data base cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

F1120 **CONTINUITY PROBLEM**

Cause: Attempt to view the Budget History Actual Needs and Suffix Summary screen (NQBU06) from option 20 - Budget History List (NQBU07) on the WMS Case Inquiry Menu (NQCS00). Due to a system problem the budget information cannot be accessed.

Remedy: Request the information again. If unsuccessful contact the site liaison.

F1121 **NO BUDGET HISTORY FOR SUFFIX OF CASE**

Cause: Attempt to select option 20 - Budget History List on the WMS Case Inquiry Menu (NQCS00) and the suffix requested has no budget information on the WMS data base.

F1122 **CASE NO NOT FOUND IN BUDGET HDR**

Cause: Attempt to use option 20 - Budget History List on the WMS Case Inquiry Menu (NQCS00) and there are no authorized budgets for the Case Number entered.

Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

ERROR # MESSAGE

F1123 CONVERSION PROBLEM IN DATA BASE

Cause: Attempt to view budget information from the WMS Case Inquiry Menu (NQCS00) and due to a conversion problem between ODP and WMS the budget information is not available.

Remedy: Use Gateway to view the budget information on ODP.

F1124 NO RECOUP HIST EXISTS FOR REQUESTED CASE

Cause: Attempt to use option 6 - Recoupment History on the WMS Recoupment Menu (NQCS09) and no recoupment information exists on the WMS data base.

Remedy: To request Recoupment information enter specified option with identifying information. To request another Inquiry area refer to Section D; page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1133 TIMEOUT WARNING

Cause: Attempt to make an Inquiry request and 16 minutes has passed since the last request to the Host was initiated.

F1134 TRANSACTION NOT ALLOWED

Cause: Attempt to access an Inquiry option and the User ID/Password entered and/or the terminal is not authorized to perform the Inquiry function.

Remedy: Each User ID/Password and each terminal are assigned specific functions. Contact your TISS Coordinator to verify that the ID and Password entered is allowed to perform the Inquiry function.

F1135 SYSTEM UNAVAILABLE

Cause: Attempt to use WMS Inquiry and due to a system problem the request is not able to be processed.

Remedy: Contact your site liaison to report this error.

ERROR # MESSAGE

F1136 TRANSACTION UNKNOWN

Cause: Attempt to select option 25 - EAF/EAA Indicator Summary on the WMS Case Inquiry Menu (NQCS00) and no EAF/EAA information exists on the WMS data base.

F1142 NO FUTURE BENEFITS FOR SPECIFIED SUFFIX

Cause: Attempt to use WMS Benefits Issuance History Menu (NQCS05) and suffix specified is in applying (AP) status. No benefits are displayed.

F1146 PLEASE SIGN ON WITH USER ID/PASSWORD

Cause: This message is displayed immediately following F1133 Time Out Warning. It indicates that that you have timed out and the log-on screen will be presented.

Remedy: Sign on with a valid TISS User ID and Password and request information again within 16 minutes.

F1152 IM - FIN - PROFILE NOT FOUND ON DATA BASE

Cause: Attempt to use option 12 - IM Fin. Profile Inds. & Pay Stubs or option 13 IM Fin. Profile Income and Deds. on the WMS Individual Inquiry Menu (NQIN00) and no financial information is available on the WMS data base.

F1211 FAILED TO OPEN WIP - AREA-XX

Cause: Attempt to use option 23 - Work In Progress List from the WMS Case Inquiry Menu (NQCS00) and the notice or report bit-array has not been set and cannot be accessed.

Remedy: Request the information again. If unsuccessful contact your site liaison.

<u>ERROR #</u>	<u>MESSAGE</u>
F1294	INVALID LOCAL OFFICE MA ONLY Cause: Attempt to use option 12 - MA Summary Inquiry on the WMS Case Inquiry Menu (NQCS00) and the responsible center for the case entered is an IM or FS responsible center. Remedy: To view this option the responsible center for the case entered must be a MA responsible center.
F1295	RECORD ACCESS ERROR ADDRESS HISTORY Cause: Attempt to use option 1 - Address History on the WMS Case Inquiry Menu (NQCS00) and due to a system problem the address information cannot be accessed. Remedy: Request the information again. If unsuccessful contact the site liaison.
F1296	RECORD ACCESS ERROR - MA - BL - BUDGET
F1297	RECORD ACCESS ERROR - MA BUDGET Cause: Attempt to use option 17 - MA Budget History List on the WMS Case Inquiry Menu (NQCS00) and due to a system problem the MA budget information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact the site liaison.
F1298	RECORD ACCESS ERROR - BUDGET Cause: Attempt to use option 18 - Suffix Budget Information on the WMS Case Inquiry Menu (NQCS00) and due to a system problem the budget information cannot be accessed. Remedy: Request the information again. If unsuccessful, contact your site liaison.

ERROR # **MESSAGE**

F1299 **RECORD ACCESS RECORD - WIP - HDR**
F1300 **RECORD ACCESS ERROR - WIP - INDEX**

Cause: Attempt to use option 23 - Work in Progress List on the WMS Case Inquiry Menu (NQCS00) and due to a system problem the report and notice array information cannot be accessed

Remedy: Request the information again. If unsuccessful, contact the site liaison.

F1301 **MA-INDIV-LINK NOT FOUND**

Cause: Attempt to use option 16 - MA Exceptions and Restrictions on the WMS Case Inquiry Menu (NQCS00) and no information exists on the WMS data base for individuals associated with the case entered.

Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1302 **RECORD ACCESS ERROR - PRINCIPAL PROVIDER**

Cause: Attempt to view Principal Provider information from option 12 - MA Case/Suffix/Individual/Summary on the WMS Case Inquiry Menu Screen (NQCS00) and due to a system problem the principal provider information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact the site liaison.

F1304 **RECORD ACCESS ERROR: W-BUDGET-XX**

Cause: Attempt to use option 18 - Suffix budget Information on the WMS Case Inquiry Menu (NQCS00) and due to a system problem the budget information cannot be accessed.

Remedy: Request the information again. If unsuccessful, contact your site liaison.

<u>ERROR #</u>	<u>MESSAGE</u>
F1305	CASE STATUS DISALLOWS CED Cause: Attempt to use option 14 - Print CED Worksheet on the WMS Case Inquiry Menu (NQCS00) and the request is denied due to the status of the case. (CL,WD,AP) Remedy: The Continuing Eligibility Determination Worksheet (CED) can only be printed for cases in active status (AC/SI).
F1309	FUTURE DATA NOT AVAILABLE Cause: Attempt to use WMS Inquiry and the Reconstruction Date entered is greater than the current date. Remedy: The Reconstruction Date entered must be less than or equal to today's date.
F1369	NO WIP INDEX RECORD FOUND Cause: Attempt to use option 23 - Work in Progress List on the WMS Case Inquiry Menu (NQCS00) and no WIP index record was found on the WMS data base for the case entered. Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).
F1424	NO MA-DBG-HIST HDR RECORD FOUND Cause: Attempt to use option 17 - MA Budget History on the WMS Case Inquiry Menu (NQCS00) and the responsible center for the case entered is an IM or FS responsible center. Remedy: To view this option, the responsible center for the case entered must be a MA responsible center.

ERROR # MESSAGE

F1430 SUFFIX DATA UNAVAILABLE

Cause: Attempt to use option 24 - Direct Vendor Inquiry on the WMS Case Inquiry Menu (NQCS00) and no Direct Vendor information exists on the WMS data base for the case entered.

Remedy: To request case information enter specified option and Case Number or Case Name. To request another Inquiry area refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1431 VENDOR HDR DATA UNAVAILABLE

Cause: Attempt to use option 24 - Direct Vendor Inquiry on the WMS Case Inquiry Menu (NQCS00) and due to an error at the Host data is not retrieved for viewing.

Remedy: Request information again or refer to Section D, page 16, for the appropriate 'FCIN/CMD' key to enter for the next request (e.g. F7/BENEFIT HIS to return to the Benefit Issuance History Menu - NQCS05).

F1441 CVB - CLIENT RECORD FOR CLIENT NOT FOUND

Cause: Attempt to use option 14 - Crawford vs. Blum Client History on the WMS Individual Inquiry Menu (NQIN00) and no information exists on the WMS data base for the individual requested.

F1713 NO PA RECoup - MIGRATION HAS OCCURRED

Cause: Attempt to access Public Assistance recoupment data after all PA recoupment data for that case has been archived.

Remedy: PA recoupment data prior to 10/27/93 has been archived. This data can be accessed via the Archive Retrieval Subsystem.

F1715 NO FS RECoup - MIGRATION HS OCCURRED

Cause: Attempt to access Food Stamp recoupment data after all FS recoupment data for that case has been archived.

Remedy: The FS recoupment data can be accessed via the Archive Retrieval Subsystem.

ERROR #

MESSAGES

F1716

RTI NOT FOUND MIGRATION HAS OCCURRED

Cause: The RTI (Recoupment Interfractions Number) entered is associated with a recoupment that has been archived.

Remedy: Recoupment data prior to 10/27/93 has been archived. This data can be accessed by using the Archive Retrieval System.

COPIES

OVERVIEW

This section contains codes and/or mnemonics (system code interpretations) that may appear on Inquiry screens and are not referenced in the Worker's Guide to Codes manual.

Each page lists the field name as it appears on the screen (and in parentheses, the complete field name), mnemonic, code, and description of the code for each field.

An alphabetic index by field name is included. This section is under development and will be updated as needed.

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RESERVED FOR EXPANSION

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
Code (Associated Name and Address Codes)	CM-NCR	01	Case member not at case residence
	RS-PYPE	02	Restricted payment payee
	AUT-REP	03	Authorized representative
	HEAP-VND	04	HEAP Vendor
	VNDR	05	Vendor
	CMTEE	06	Committee
	GRDN	07	Guardian
	P-PAY	08	Protective Payee
	SND-ID	10	Recipient of second MAID card
	EL-REL	11	Eligible relative not applying
	CH-V21	12	Child under 21 living outside of household
	ALT-PAY	13	Alternate Payee
	FST-TPHI	14	Policy holder's name and insurer's mailing address for first policy
	SEC-TPHI	15	Policy holder's name and insurer's mailing address for second policy
	TEAP	16	Temporary Employment Assistance Program
	RS-INDIV	61	Restricted individual needs (WMS, NYC)
	RS-INDIV	62	Restricted individual needs (WMS, NYC)
	RS-INDIV	63	Restricted individual needs (WMS, NYC)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
Code (Associated Name and Address Codes)			
	RS-INDIV	64	Restricted individual needs (WMS, NYC)
	RS-SHELT	70	Rent restriction (WMS, NYC)
	RS-WATER	71	Water restriction (WMS, NYC)
	RS-FUEL	72	Fuel restriction (WMS, NYC)
	LL-NAME	79	Landlord name & address
	A-RP-SSI	80	Authorized representative(SSI)
	A-RP-SSA	81	Authorized representative(SSA)
	A-RP-VA	82	Authorized representative(VA)
	A-RP-CS	83	Authorized representative (Civil Service)
	A-RP-RR	84	Authorized representative (Railroad retirement)
	A-RP-OTH	85	Authorized representative(Ot her)
	CONSR	86	Conservator
	TRUST	87	Trustee
	PARENT	88	Parent
	SPOUSE	89	Spouse
	LEG-REP	90	Legal representative
	OTH-KIN	91	Other next of kin
	BOE-ADPR	ZZ	Board of Education address

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
BP (Benefit Plan Rate Codes)		<u>BP</u>	<u>PROVIDER</u>
		2	Bronx Health Plan St. Lukes - Roosevelt PHSP Manhattan PHSP Queens Health Plan Brooklyn Queens Health Plan
		3	Metropolitan Lutheran Medical Sunset Park
		5	Elder Plan
		7	HIP

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
CS - ST (Case Status)	NEW - CASE	AP	Applying
	ACTIVE	AC	Active
	CLOSED	CL	Closed
		DD	Dead
		NA	Not Applying
	DENIED	RJ	Denied
		SI	Single Issue (PA & FS only)
		SN	Sanction
		TB	Transitional Benefit
		WD	Withdrawn (PA & FS only)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
CAT (Case Type)	ADC	11	Aid To Dependent Children
	ADCU	12	Aid To Dependent Children Unemployed
	HRPG	14	Home Relief Pre- Investigation
	HR	16	Home Relief
	EAA	18	Emergency Assistance To Adults
	EAF	19	Emergency Assistance To Families
	FS	31	Food Stamps
	MSSI	22	Medicaid Supplemental Security Income

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
CD/B (Community District/Borough)		01-18	Community District
			<u>Borough</u>
		1	Manhattan
		2	Brooklyn
		3	Bronx
		4	Queens
	5	Staten Island	

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
CHILDCARE CODES (ACD child care indicator)		I	In Care
		W	Waiting List
		R	Reservation
		BLANK	No Care
 (Private child care)		I	In Care
		BLANK	No Care

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
Childcare Restricted Indicator		X	Restricted the entire childcare allowance
		E	Restrict the entire childcare cost

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
ADDRESS (County Mnemonic)			
	ALBA		ALBANY
	ALLE		ALLEGANY
	BKLN		BROOKLYN
	BROO		BROOME
	BRON		BRONX
	CATT		CATTARAUGUS
	CAUY		CAYUGA
	CHAU		CHAUTAUGUA
	CHEM		CHEMUNG
	CHEN		CHENANGO
	CLIN		CLINTON
	COLU		COLUMBIA
	CORT		CORTLAND
	DELA		DELAWARE
	DUTC		DUTCHESS
	ERIE		ERIE
	ESSE		ESSEX
	FRAN		FRANKLIN
	FULT		FULTON
	GENE		GENESEE
	GREE		GREENE
	HAMI		HAMILTON
	HERK		HERKIMER
	JEFF		JEFFERSON
	LEWI		LEWIS
	LIVI		LIVINGSTON
	MADI		MADISON
	MANH		MANHATTAN
	MONR		MONROE
	MONT		MONTGOMERY
	NASS		NASSAU
	NIAG		NIAGARA
	NYC		NEW YORK CITY
	NYS		NEW YORK DSS DISTRICT
	OMH		OFFICE/MENTAL HEALTH
	OMRD		OFFICE/MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
ADDRESS (con't) (County Mnemonic)			
	ONEI		ONEIDA
	ONON		ONONDAGA
	ONTA		ONTARIO
	ORAN		ORANGE
	ORLE		ORLEANS
	OSS		OTHER STATE OR TERRITORY
	OSWE		OSWEGO
	OTSE		OTSEGO
	PUTN		PUTNAM
	QUEE		QUEENS
	RENS		RENSSELAER
	RICH		RICHMOND
	ROCK		ROCKLAND
	STLA		ST. LAWRENCE
	SARA		SARATOGA
	SCHE		SCHENECTADY
	SCHO		SCHOHARIE
	SCHU		SCHUYLER
	SENE		SENECA
	STEU		STEBEN
	SUFF		SUFFOLK
	SULL		SULLIVAN
	TIGO		TIOGA
	TOMP		TOMPKINS
	ULST		ULSTER
	WARR		WARREN
	WASH		WASHINGTON
	WAYN		WAYNE
	WEST		WESTCHESTER
	WYOM		WYOMING
	YATE		YATES

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
ACTION (EPFT Action Code)			
		C	PA Pull
		S	PA/FS Pull
		O	NPA/FS Pull

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
FH-ST (Fair Hearing Status)			<u>Results of a Fair Hearing Proceeding</u>
		1	Client has settled in conference - transaction is cancelled and purged from database.
		2	Aid continuing - pending closing transaction is ignored and remains suspended.
		3	Non-Aid Continuing -closing transaction is applied to the case after 14-day clock (suspension period) expires.
		4	Conditional Aid Continuing -transaction is not processed and remains suspended.
		5	Client lost Fair Hearing, agency upheld - closing transaction is applied to the case when suspension period expires.
		6	Client won Fair Hearing, client upheld - suspended transaction is cancelled from the database and purged.
		7	Erroneous closing entered, administrative error - suspended transaction is cancelled and purged from the database.
		8	Case has been superseded by an immediate closing- original transaction is cancelled and purged from the database.

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
FH-ST (Fair Hearing Status) Con't		9	Reset 14-day clock (Crawford vs. Blum cases only) - closing transaction is applied to the case after 14-day clock (suspension period) expires.

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
LIVING ARRANGEMENT (Federal Living Arrangement Code SDX)		A	Own household
		B	Another's household
		C	Parent's household (child cases only)
		D	Title XIX institution
		Blank	Individual is in a non-Title XIX institution living arrangement change in progress, or outside the U.S.

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
HEAP (Heap status Codes)		A	AC/ (Accepted)
		B	RJ/DRUG-ALC
		C	RJ/CONG-CARE
		D	RJ/NYCHA-UTIL
		E	RJ/HOTEL
		F	RJ/EAA-ONLY
		G	RJ/NO-SHELTER-U-F

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
HEAP (con't) (Heap status Codes)		H	RJ/HLIV
		I	RJ/UNBORN-ONLY
		J	RJ/PREV-ISSUE
		K	RJ/SEC-8
		L	RJ/NYCHA-NO-UTL
		P	RJ/SSI Issuance

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
EX-CD (Income Exclusion Code)		01	Provider day care expense
		03	Boarder - Lodger approved expense - 2 meals
		04	Boarder - Lodger approved expense - 3 meals
		05	Education expense
		06	Group Home Exclusion
		07	New York State Disability

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
(Incomplete Application Reason)		01	Application Forms
		02	Personal Demographic/ Relationship
		03	Social Security Number
		04	Citizenship/Alien Status
		05	Residence/Residency
		06	Documentation of Medical Condition
		07	DRD Require for Additional Medical Documents
		08	Shelter Costs
		09	Earned Income
		10	Social Security Benefits (OASDI)
		11	Private Pension Benefits
		12	Other Income
		13	Resources
		14	Medicare
		15	TPHI
		16	Legally Responsible Relative
		17	Current/Past Maintenance
		69	Other

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
T (Issuance Type)	PA RE	1	PA recurring issuance
	PA SI	2	PA single issuance
	FS RE	3	FS recurring issuance
	FS SI	4	FS single issuance
	RE SP	5	Recurring Special grant

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RESTRICTIONS (MA Restriction/ Exception Type Codes)		05	Pharmacy
		06	Physician
		08	Clinic
		35	Comprehensive Medicaid Case Management
		38	ICF/DD Residents Exempt from Utilization Thresholds
		50	Prenatal CONNECT (WMS Coverage Code 15)
		51	Medicaid Eligible (WMS Coverage Code 01 or 30) Plus CONNECT
		54	Exempt from HR Restrictions (System-generated, Output only)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RESTRICTIONS (MA Restriction/ Exception Type Codes)			
	CAH-I	62	Care At Home I Recipient
	CAH-II	63	Care At Home II Recipient
	CAH-III	64	Care At Home III Recipient
	CAH-IV	65	Care At Home IV Recipient
	CAH-V	66	Care At Home V Recipient
	CAH-VI	67	Care At Home VI Recipient
	CAH-VII	68	Care At Home VII Recipient
	CAH-VIII	69	Care At Home VIII Recipient
	CAH-IX	70	Care At Home IX Recipient
	CAH-X	71	Care At Home X Recipient

RESERVED FOR EXPANSION

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
MA COVERAGE CODES (Medical Assistance Coverage Codes)			
		01	Full Coverage
		02	Outpatient Coverage Only
		04	NO coverage - PA Cases only
		07	Emergency Medical Coverage
		08	Presumptive Eligibility Home Care
		09	Medicare Premium, Co- insurance and Deductible only
		10	Eligibility for all Services Except for Long Term Care
		11	Inpatient Primary Hospital only
		13	Presumptive Eligibility - Prenatal Care A
		14	Presumptive Eligibility - Prenatal Care B
		15	Prenatal Care
		16	HR Utilization threshold
		30	PCP - Full Coverage
		31	PCP - Guarantee

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>		<u>DEFINITION</u>
TRNS TYP (Major/Minor Transaction Type)		Major	Minor	
	WMA-NEW	01	01	New Application
	WMA-RE-EST	01	02	Application Re-establishment
	WMA-WITHRL	01	03	Application Withdrawal
	WMA-MAINT	01	04	Application Maintenance
	WMA-SPLIT	01	05	Split Applications
	WMA-COMBINE	01	06	Combine Applications
	INIT-ELIG	01	07	Initial Eligibility
	ELIG-EC	01	08	Eligibility Error Correction
	UCM	01	09	Undercare Maintenance
	UCM-EC	01	10	Undercare Error Correction
	UCM-RECERT	01	11	Eligibility Mailout Closing
	UCM-MASS-REBUD	01	13	Undercare Mass Rebudgeting
	FORCED-CLOSE	01	14	Forced Closing
	BAP-NEW	01	15	New Application (batch)
	BAP-WITHDRL	01	16	Application Withdrawal (batch)
	BAP-MAINT	01	17	Application Maintenance (batch)
	CANC-TRX	01	18	Cancel Pending Transaction

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>		<u>DEFINITION</u>
TRNS TYP (con't)				
(Major/Minor Transaction Type)				
		Major	Minor	
		01	19	Fair Hearing Update
		01	20	Expedited Processing
	ES-UPDT	01	22	Employment Status Update
	DES-M26J	01	23	M26J Update
	UCP-PCP	01	24	Undercare Maintenance PCP
	SI-PA	02	01	PA Single Issue
	SI-FS	02	02	FS Single Issue
	PA-RECOUP	02	03	PA Recoupment
	FS-RECOUP	02	04	FS Recoupment
	ALT-FS	02	05	Alternate Food Stamp
		02	06	Emergency Check
	QR-RMV	03	01	Budget Quarterly Reporting Removal
		04	02	Worker Case Update
		04	03	New Internal Clearance
	CN	06	01	Clearance Initial Load
	NE	06	02	Non-Financial Eligibility Load
	FE	06	03	Financial Eligibility Load
	ELIG-MAIL	07	01	Eligibility Mailout
	NPA-FFR	07	02	NPA FS FFR
	EPFT-PULL	08	01	Manual EPFT Pull

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>		<u>DEFINITION</u>
TRNS TYP (Con't) (Major/Minor Transaction Type)				
		Major	Minor	
	TPHI	09	04	Third Party Health Insurance
		11	02	M3J Update
	MA-RECERT	01	99	Recertification

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>		<u>DEFINITION</u>
MI ST (MMIS Interface Status)				
		31		Case record not found
		32		Client link not found
		33		Invalid case status
		34		Invalid individual status
		35		MAID To-Date has not expired
		41		Invalid data on extract record
		42		Failed to pass MMIS hard edits (N.Y.C.)
		51		Failed to pass MMIS hard edits (Albany)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>		<u>DEFINITION</u>
OES COMPONENT (Component Codes)				
		105		WIN funded institutional training
		121		Approved Post Secondary Education-Self Initiated
		122		Approved Post Secondary Education-Referral

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
OES COMPONENT (con't) (Component Codes)		123	Approved other education Self initiated
		124	Approved other education referral
		125	Disapproved training/education
		126	Approved training-self initiated
		127	Approved training- referral
		128	4yr./2yr. college- academic
		201	Working Part-Time
		208	On the job training-OJT
		209	TEAP
		301	Working Full-Time
		400	DOL Direct Placement Services DOL Provided vocational counseling, or job
		402	Other direct placement service
		600	First invite ITI extended
		601	Second invite to ITI extended
		700	Job Club
		701	Special language Program
		702	OES Appointment Scheduled
		703	Assessment

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
OES COMPONENT (con't) (Components Codes)			
		705	Pending assessment
		706	WEP pending WEP
		707	Pending recode to incapacitated
		708	Pending IM Actions on exemption
		709	Pending earned income budgeting
		710	Deferral for family problems
		711	Pending code 31 - child under 6
		712	WEP Follow-up
		713	Limited employability
		714	Contesting employability
		715	Fair hearing/aid continuing
		716	Job Club Prep
		717	Work Study Program
		718	Conciliation
		719	Independent job search (IJS)
		720	Documented temporary illness
		722	Youth 17-21 Pending acceptance to youth program

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
OES COMPONENT (con't) (Component Codes)			
		800	Sanction lifted
		801	DC aged 6-12 Client is now eligible for call-in.
		802	WEP Eligible
		803	IM Designated priority
		804	Completed/Dropped out Training
		805	Assesment Completed
		806	Awaiting second Appointment
		808	Applicant HR job search
		809	Applicant HR/FS job search
		810	Job club comleter who was unable to find a job
		811	Client unable to find unemployment from outside Job Services Program
		812	Claims undocumented exemption student status proof needed
		813	Short term undocumented exemption
		814	Long term undocumented exemption
		815	Children 3-5 on PA case
		816	Completed Independent job search
		900	Employable, DC 3-5, No childcare

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
OES COMPONENT (Con't) (Component Codes)			
		901	Employable DC 6-12 no Childcare
		903	Exempt or employment program inactive

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT Payment Status Codes (SDX)			
		"C"	Indicates recipient is eligible for SSI/SS payment
		"E"	Indicates eligibility for Federal and/or State benefit based on the eligibility computation but no payment is due based on the payment computation
		"H"	Indicates a case in hold status, final disposition pending
		"N"	Indicates applicant is not eligible for SSI/SS payment or that a previously eligible recipient is no longer eligible
		"P"	Indicates suspension with the probability of reinstatement
		"S"	Indicates recipient may still be eligible for SSI/SS but payment is being withheld

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		"T"	Indicates SSI/SS eligibility is terminated
		C01	Current Pay
		E01	Eligible for Federal and/or State benefits based on eligibility computation, but no payment is due based on payment computation
		H10	Living Arrangement change in process
		H20	Marital Status change in process
		H30	Resource change in process
		H40	Student Status change in process

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)			
		H50	Head of household change in process
		H60	Hold pending receipt of date of death
		H70	Hold pending transmission of one-time payment data
		H80	Early input
		H90	Systems Limitation involved
		M01	Force Payment - Recipient may be in payment or nonpayment status. These fields will contain zeros if in nonpayment status
		N01	Nonpayment- Recipient's countable income exceeds title XVI payment amount and his/her State's payment standard
		N02	Nonpayment- Recipient is inmate of public institution
		N03	Nonpayment- Recipient is out-side U.S.
		N04	Nonpayment- Recipient's non-executable resources exceed title XVI limitations
		N05	Nonpayment- Unable to determine if eligibility exists
		N06	Nonpayment- Recipient failed to file for other benefits

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		N07	Nonpayment- Cessation of recipient's disability
		N08	Nonpayment- Cessation of recipient's blindness
		N09	Nonpayment- Recipient refused vocational rehabilitation without good cause
		N10	Nonpayment- Recipient refused treatment of drug addiction
		N11	Nonpayment- Recipient refused treatment for alcoholism
		N12	Nonpayment- Recipient voluntarily withdrew from program
		N13	Nonpayment- Not a citizen or eligible Alien
		N14	Nonpayment- Aged claim denied for age
		N15	Nonpayment - Blind claim denied for age
		N16	Nonpayment - Disability claim denied. Applicant not disabled
		N17	Nonpayment - Failure to pursue claim by applicant
		N19	Nonpayment - Recipient has voluntarily terminated participation in the SSI program

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)			
		N20	Nonpayment - Recipient fails to furnish a required report
		N27	Nonpayment - Disability terminated due to Substantial Gainful Activity (SGA)
		N30	Nonpayment - Slight impairment - medical consideration alone, no visual impairment
		N31	Nonpayment - Capacity for Substantial Gainful Activity (SGA) - customary past work, novisual impairment
		N32	Nonpayment - Capacity Substantial Gainful Activity (SGA) - other work, no visual impairment
		N33	Nonpayment - Engaging in SGA despite impairment, no visual impairment
		N34	Nonpayment - Impairment is no longer severe at time of adjudication and did not last 12 months, no visual impairment
		N35	Nonpayment - Impairment is severe at time of adjudication but not expected to last 12 months, no visual impairment

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		N36	Nonpayment - Insufficient or no medical data furnished, no visual impairment
		N37	Nonpayment - Failure or refusal to submit to consultative examination, no visual impairment
		N38	Applicant does not want to continue development of claim, no visual impairment
		N39	Nonpayment- Applicant willfully fails to follow prescribed treatment, no visual impairment
		N40	Nonpayment - Impairment(s) does not meet or equal listing (disabled child under age 18 only), no visual impairment
		N41	Nonpayment- Slight impairment - medical condition alone, visual impairment
		N42	Nonpayment - Capacity for SGA - customary past work, visual impairment
		N43	Nonpayment - Capacity for SGA - other work, visual impairment
		N44	Nonpayment - Engaging in SGA despite impairment, visual impairment

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		N45	Nonpayment - Impairment no longer severe at time of adjudication and did not last 12 months, visual impairment
		N46	Nonpayment - Impairment is severe at time of adjudication but not expected to last 12 months, visual impairment
		N47	Nonpayment - Insufficient, or no medical evidence furnished, visual impairment
		N48	Nonpayment - Failure or refusal to submit to consultative examination, visual impairment
		N49	Applicant does not want to continue development of claim, visual impairment
		N50	Nonpayment - Applicant will fully fails to follow prescribed treatment, visual impairment
		N51	Nonpayment - Impairment(s) does not meet or equal listing (disabled child under age 18 only), visual impairment
		N52	Nonpayment - Deleted from State rolls before 12/73 payment
		N53	Nonpayment - Deleted from State rolls after 12/73 payment

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		N54	Nonpayment - DO unable to locate applicant
		S01	Suspended - Suspend of disability payments due to SGA probability of reinstatement
		S06	Suspended - Recipient's address unknown
		S07	Suspended - Returned check for other than death, address, payee change or death of payee
		S08	Suspended - Representative payee development pending
		S09	Suspended - Miscellaneous suspense code
		S10	Adjudicative Suspense - (system generated)
		S20	Suspended- Potential rollba rollback case or no disability made prior to 7/73 (inactive)
		S21	Suspended - The recipient is presumptively disabled or blind and has received three months payments
		T01	Terminated - Death of recipient
		T20	Terminated - Received payment under two different numbers

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) Payment Status Codes (SDX)		T22	Terminated - Same definition as code T20 except that termination results from electronic screening
		T30	Terminated - Manual termination (payment previously made). Change in record composition requires termination of existing record
		T30	Terminated Manual termination (payment previously made). Change in record composition requires termination of existing record
		T31	Terminated System generated termination (payment previously made)
		T50	Terminated Manual termination (no previous payment made)
		T51	Terminated System generated termination (no previous payment made)

RESERVED FOR EXPANSION

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PRIORITY FOR SCHEDULING	PASTDUE	100	Past Due Cases
	CMD	200	Cases with Computer Match discrepancy
	ME	300	Cases that have reached a milestone date
	CMD-LATE	400	Computer Match that came in late
	PRIOR	500	Cases did not get scheduled in prior month
	NEW CASE	600	New or reopen cases
	QRS	700	Quarterly Reporting System
	EMD	800	Eligibility Mailout Discrepancy
	CEMUNDCR	900	An Undercare Priority
RECERT	905	Normal Recertification	

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
QR (Quarterly Reporting)	NO QR	1	Not on Quarterly Reporting
	SITN-RQD	2	On Quarterly Reporting - Situationally required
	WKR-ACIN	3	On Quarterly Reporting - worker action
	NIMSR	4	On Quarterly Reporting no longer meets situational requirements
	NOQR-WRV	5	Not on Quarterly Reporting - Worker removed
	NOQR-SRV	6	Not on Quarterly Reporting - System removed

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
STATUS			
Recertification Status Codes)			
	SCHEDULE	01	Recertification is scheduled
	COMPLETE	02	Recertification is completed
	RESCHEDULED	03	Recertification is rescheduled
	CLOSED	99	Closed

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT			
(Reconciliation Status Codes)			
		0	Issued
		1	Stop payment (Checks Only)
		2	Cancelled
		3	Redeemed no error
		4	Unmatched redemption
		5	Unmatched stop payment
		6	Unmatched cancellation
		7	Redeemed in error
		8	Redeemed against stop payment (Checks)
		9	Redeemed against cancellation
		A	Redeemed in error against cancellation
		B	Duplicate issue
		C	Duplicate cancellation

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
PAY-STAT (con't) (Reconciliation Status Codes)			
		D	Duplicate redemption
		E	Expired at GIC
		I	Illegal cancellation
		J	Benefits loaded through conversic system
		M	More than 30 authorizations for client
		N	Invalid daily/recurring benefit
		P	Purged issue
		R	Miscellenous rejection by GIC
		S	Requested stale dating/auto stale dating
		X	Unidentified redemption transaction
		Z	PA or FS issuance(s) rejected by GIC (General Instruments Corporation)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RES CODE (Resolution Code)			
		PO1	Client must file SS5 to correct SSA's records. Flag is unchanged
		PO2	Demographics changed on WMS. Flag removed.
		PO3	Application/Individual rejected-failure to respond to request to verify RFI data. Flag remains.

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RES CODE (con't) (Resolution Code)		P04	Application/Individual rejected- ineligible due to RFI data. Flag remains
		P05	RFI does not affect eligibility-currently correct. Flag removed.
		P06	RFI individual not the same as client. Flag removed.
		P07	Case is eligible but made active at are duced grant due to RFI. Flag removed.
		P08	Referred to BCFTI. Flag remains.
		P90	Override RFI Information. Flag removed.
		MO1	Social Security Data Reviewed. Flag removed.
		MO2	Case or Individual rejected-failure to respond to RFI information request or financially ineligible because of information on RFI. Flag remains.
		MO3	RFI data investigated and budgeted as appropriate. Client eligible. Flag removed.
		MO6	RFI individual not the same as client. Flag removed.

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RES CODE (con't) (Resolution Code)		M90	For MAP systems office use only. Flag removed.
		#	Delete existing resolution code.
		S97	SSN is valid and there are no SSA benefits. (System Generated)
		S98	Client "AP" when a second hit is received. Prior hit is system resolved. Flag remains U-unresolved. (System Generated)
		S99	Client not in applying status when hit is received during Phase I. Flag changed to R. (System Generated)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RECERT RESULT (Result Code)	RC-TYPE		System Generated - Recertification
		0	Successful
		60	Problem encountered in use of DMS-1100
		70	Invalid calling parameters for subroutine

RESERVED FOR EXPANSION

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RE/EX (Restrictions Exceptions)		C	Active PCP record
		D	PCP and Connect
		E	R/E, PCP and Connect
		O	Connect
		X	Restriction Exists
		Y	Active PCP Record Exists and Restriction Exists
		Z	R/E and Connect

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RFI IND (RFI Indicator)		X	Unresolved RFI data exists on case.
		Space	No hits received on the case or all hits have been resolved

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
RFI Status		N	RFI response received. No data found
		R	RFI data resolved
		U	RFI hit is unresolved
		V	SSN Verified
		W	WIPY hit data is unresolved
		Space	Request sent. No Response received

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
STATE LIVING ARRANGEMENT (State Living Arrangement Code SDX)		A	Living alone
		B	Living with others
		C	Congregate Care I (Level I)
		D	Congregate Care II (Level II)
		E	Congregate Care III (Level III)
		F	Living in the household of another

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
STUDENT ID CODES		1	School registration verified by BOE
		D	Discharged from School
		P	Pending
		T	Transfer
		3	Duplicate Student ID Number
		5	Invalid Student ID Number
		6	Unknown to BOE
		7	Name does not match
		8	Sex does not match
		9	Date of Birth Does Not Match
		X	Individual known to BOE but status unknown
		Z	Registration Verified by BOE but address does not match data base

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TARGET GROUP		1	Youngest Child aging out of ADC
		2	Under 24 and no high School or no recent Work History
		3	Long Term Recipient
		4	Not in Target Group

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TP MC (Third Party Health Insurance/ Medicare Source Codes)		1	Medicare only
		2	TPHI only
		3	Both Medicare and TPHI
		0	No MA record.
		Blank	Neither

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TX TYPE Transaction Type (SDX)		00	No action since last SDX record (on Treasury files only). refers to "no payment actions" only
		10	State ID number accretion
		20	State ID number not accreted due to mismatch
		30	State ID number changed
	40	State ID number not changed due to mismatch	

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TX TYPE (con't) Transaction Type (SDX)		50	State ID number deleted
		60	State ID number not deleted due to mismatch
		70	Requested SDX data provided in response to State query
		80	No requested SDX data provided due to mismatch
		90	No requested SDX data provided for pending record not in file
		A0	State cross-reference WIN number updated
		BJ	Identifies 503 Leads file record
		B0	Interim Assistance Reimbursement transaction processed
		C0	Interim Assistance Reimbursement transaction rejected
		RF	Identifies reconciliation file record
		OP	Identifies a pending record
		OW	T30 termination
		OX	T30 reaccretion, potentially ineligible (appears only on updates)
		OY	T30 reaccretion, potentially eligible (appears only on updates)
		OZ	T30 new/replacement record

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TX TYPE (con't) (Transaction Type SDX)		01	New claim - currently eligible if the payment status code (PSC) is E01, no SSI payment will be made
		02	New claim - currently ineligible
		03	New to State - eligible for SSI and/or supplementation in new State
		04	New to State - Ineligible in new State
		05	Individual moved to another State
		06	Change (other than address) occurred in record
		07	Nonpayment or termination transaction to a record in C01, E01, P01, or Sxx payment status, or a change to an ineligible record that does not affect eligibility status
		08	Intrastate address change and/or payee name change (Payee Name and Mailing Address, Payee ZIP Code, Residence Address, Residence ZIP Code fields)
		09	Intrastate address change (and/or payee name change) and change in amount paid
		16	Combination of codes 10 and 06

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TX TYPE (con't) (Transaction Type SDX)		17	Combination of codes 10 and 07
		36	Combination of codes 30 and 06
		37	Combination of codes 30 and 07
		56	Combination of codes 50 and 06
		A6	Combination of codes A0 and 06
		A7	Combination of codes A0 07

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
TYPE COVERAGE (SDX)		Y	Eligible for Medicaid
		R	Referred to State for Separate Determination
		D	Disabled Adult Child
		C	Continue Medicaid without regard to pay status
		A	Refused Medicaid
		Q	Medicaid Qualifying Trust
		G	G/K Payment Continuation
	W	Widow/widower	

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
UIB DISQUAL CODE (UIB Disqualification Codes)		VQ	Voluntary Quit
		CA	Criminal Act
		MS	Misconduct
		RF	Refusal
		IA	Illegal Alien

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
UNEARNED INCOME (Frequency SDX)		C	Continuous monthly payment, or uninsured (Title II claim number suffix T and M), or Title II benefits in nonpay status
		N	One-time payment
		R	Used in conjunction with type A income to indicate recent RSDI filing, or with type D income to indicate potential eligibility to an RRB benefit
		T	Termination of continuous monthly payment
		U	Used only in conjunction with a type D entry to indicate RRB

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
UNEARNED INCOME (Type Code SDX)		A	Social Security
		B	Black Lung
		C	Veterans Administration compensation (not based on need)
		D	Railroad Retirement
		E	Veterans Administration pension (based on need)
		F	Assistance based on need and not excluded from unearned income

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
UNEARNED INCOME (con't) (Type Code SDX)		H	Income in-kind (support and maintenance)
		I	Ineligible child allocation
		K	Countable income
		L	Military pension
		VTR	Value of 1/3 Deduction
		M	Federal Civil Service pension
		N	Support payments received from absent parent
		P	Employment-related pension (State or local government retirement, private pension)
		Q	Workmen's Compensation
		R	Rents, interest, dividends, royalties
		S	Other
		T	Alaska longevity bonus
		V	Net deemed income (see Deemed Income Amount and Deemed Income Amount (Retrospective fields))
		X	Minimum income level amount
	Y	Special needs reduction (applies to a Federal countable MIL)	
	Z	State countable income (Vermont only)	

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
UTIL GAR (Utility Guarantee)		0	None
		1	Con Edison
		2	Brooklyn Union Gas
		3	Long Island Lighting
		4	Both Brooklyn Union Gas and Con Edison
			<u>Direct Vendor Codes</u>
		5	Con Ed Vendor
		6	Brooklyn Union Gas Vendor
		7	Con Edison and BUG Vendors
		9	Voluntary Con Ed
		A	Voluntary Con Ed & BUG
		C	Voluntary BUG

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
DISCREPANCY CODE (Valid Discrepancy Codes)			
System Generated Recertification codes indicating reason recertification has been advanced			
		195	HSS Medical required
		200	Wage Reporting
	CMD-WRS	210	WRS Matching Discrepancy
	CMD-ST	220	State Payroll Match Discrepancy
	CMD-CITY	230	City Payroll Match Discrepancy
	CMD-PO	240	Post Office Match Discrepancy

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
DISCREPANCY CODE (con't) (Valid Discrepancy Codes)			
System Generated Recertification codes indicating reason recertification has been advanced)			
		245	BEARS Match
	CMD-HA	250	Home Attendant Match Discrepancy
		275	UIB Match
	ME-6TH	310	Youngest Child's 6th Birthday
	ME-18TH	320	Child's 18th Birthday
	ME-62ND	330	Client's 62ND Birthday
	ME-65TH	340	Client's 65th Birthday
	ME-BIRIH	350	Unidentified Newborn
	ME-PREG	360	Pregnancy
	ME-SSN	370	Non Validated SSN
	EM-HH	810	EM Household Size
		811	EM HH Size less than data base
	EM-HHGDB	812	EM Household Size Data base
	M-UTIL	820	EM Utilities Discrepancy
	EM-INC	830	EM Income Discrepancy
	EM-INCNO	831	EM Income Yes DB Income No
	EM-INCYS	832	EM Income No DB Income No
	EM-EMPTY	833	EM Empl Yes DB Empl No
	EM-EMPIN	834	EM Empl No DB Empl Yes
	EM-UIBYS	835	EM UIB Yes DB UIB No
	EM-UIBNO	836	EM UIB No DB UIB Yes
	EM-SSIYS	837	EM SSI Yes DB SSI No

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
DISCREPANCY CODE (con't) (Valid Discrepancy Codes)			
System Generated Recertification codes indicating reason recertification has been advanced			
	EM-SSINO	838	EM SSI No DB SSI Yes
	EM-OASDIY	839	EM OASDI Yes DB OASDI Yes
	EM-OASDIN	840	EM OASDI No DB OASDI Yes
	EM-VAYS	841	EM VA Yes DB VA No
	EM-VANO	842	EM VA No DB VA Yes
	EM-SUPYS	843	EM Support Yes DB Support No
	EM-SUPNO	844	EM Support No DB Support Yes
	EM-OTHYS	845	EM Other Income Yes DB Other Income No
	EM-OTHNO	846	EM Other Income No DB Other Income Yes
	EM-RENT	860	EM Rent Discrepancy
	EM-RLDB	861	EM Returned Unknown Verify Address
	EM-RGDB	862	No EM Recv'd - Verify Address HH size and income

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
VALIDATE SSN (Validate Social Security Number Codes)			
	SSN	1	SSN Present
	SSN-AP	2	SSN Applied For
	SSN-DNID	3	SSN Applied For and Denied
	SSN-N-AP	4	SSN Not Applied For
		5	SSN Indicator not on ODP data base (Conversion Code)

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
VALIDATE SSN (con't) (Validate Social Security Number Codes)			
	SS-U	6	SSN unobtainable (Services Only)
	SS-INPUT	7	SSA input SSN
	SSNA-VAL	8	SSN was validated
		9	SSN Failed validation
		A	SSN not on SSA file
		B	No match on name
		C	No match on DOB and sex
		D	No match on DOB
		E	No match on sex

<u>FIELD NAME</u>	<u>MNEMONICS</u>	<u>CODES</u>	<u>DEFINITION</u>
STUDENT ID CODES		1	School registration verified by BOE
		D	Discharged from School
		P	Pending
		T	Transfer
		3	Duplicate Student Id Number
		5	Invalid Student Id Number
		6	Unknown to BOE
		7	name does not match
		8	Sex does not match
		9	Date of Birth does not match
		X	Individual known to BOE but status unknown
		Z	Registration verified by BOE but address does not match data base

ARCHIVE RETRIEVAL SYSTEM

ARCHIVE RETRIEVAL SYSTEM OVERVIEW

The Archive Retrieval System provides the ability to obtain historical data (more than 6 months old) for a case or client.

Historical data is stored on tape and retrieved upon request.

At the present time, the historical data available through the Archive Retrieval System is limited to Benefit History and Recoupment History. In the future, additional historical data such as Medical Coverage, Case Action History, etc., will be available.

Each request is a separate action and only one case or client may be processed at a time. However, there may be a maximum of 5 requests for the same case or client in one day.

Requests for archived data are processed overnight. The results are sent to the requestor via the Print Distribution System (PDS). The report will contain all of the archived data as of the request data. The following reports are produced based upon the option selected on the Archive Retrieval Menu.

- WINR0416 - Benefit History Archive Retrieval Archive Report (option 1)
- WINR0713 - Recoupment History (option 2)
- WINR0713 - Recoupment Adjustment Ledger (option 2)

A facsimile of these reports can be found on page Q-5, Q-9 and Q-11.

```
NWMM00 (2)                WELFARE MANAGEMENT SYSTEM                05/06/95
                           HOST SYSTEM MENU

Selections:
01.....Inquiry
02.....PA/FS Budgeting
03.....Applications
04.....MABEL
05.....Worker Batch Functions
06.....Child Support Management System
07.....Worker case Update Functions
08.....Medical Assistance Menu
09.....Print MEDICAID ID Card
10.....ARCHIVE RETRIEVAL MENU
11.....PA Recert Calendar
12.....Client Notice System

Enter Selection #
Or 6- Character Transaction Code

COMPUTER SYSTEM - PRODUCTION
OPERATING MODE  - TRAINING
```

NWMM00: HOST SYSTEM MENU

To Access The Archive Retrieval System:

- Enter Selection 10 (Archive Retrieval Menu) on the Host System Menu (NWMM00).
- Press the **ENTER** key. The WMS Archive Retrieval Menu (NARS00) is displayed.

NARS00	WELFARE MANAGEMENT SYSTEM ARCHIVE RETRIEVAL MENU	05/06/95
REQUESTOR ID :	REPORT CENTER :	
CASE NUMBER :	CIN :	
TYPE X NEXT TO ARCHIVED DATA TO BE RETRIEVED:-		
1. BENEFIT HISTORY :		
2. RECOUPMENT HISTORY :		

NARS00: WMS ARCHIVE RETRIEVAL MENU

To Enter Information On This Screen:

- Enter identifying information for the required fields, Requestor ID, Report Center and Case Number. CIN is not currently being used to request archived data.
- Enter an "X" next to the type of data to be returned.
- Press the **ENTER** key. One of the following messages will be displayed.

Request Logged For overnight retrieval - #

Request Logged For Retrieval # Ref # xxxxxxxx.

Fifth (5th) Request (Maximum Allowed) Already issued by the following Centers Selection: Center

Case Not Found

No Migrated Recoup Data

No Archive Retrieval Request Selected

Printed Response

WINR0416 Benefit History Archive Retrieval Archive Report if
 Option 1 - Benefit History is selected.

WINR0713 Recoupment History if Option 2 - Recoupment History is
 selected.

WINR0713 Recoupment Adjustment Ledger if Option 2 - Recoupment
 History is selected and adjustment data exists.

Screen Description:

This screen is used to request the retrieval of historical data for a case or client.

Requestor ID: The unit/worker ID of the individual who is requesting the archived data reports.

Report Center: Location to which the archived data reports will be sent. If this field is left blank, it defaults to the appropriate Responsible Center ID.

Case Number: The case for which archived data is being requested.

CIN: Client Identification Number (optional field). It identifies the client for whom archived data is requested.

Archived Data: The type of archived data requested. Currently only Benefit History and Recoupment History are available.

REPORT DATE 12/30/93	NEW YORK CITY HUMAN RESOURCES ADMINISTRATION (1)		PAGE 1											
PROGRAM: AR1007	WELFARE MANAGEMENT SYSTEM													
PERIOD COVERED BY THIS REPORT 006,1990	WMS REPORT WINR0416		***** * THIS REPORT CONTAINS * * CONFIDENTIAL INFORMATION * * FOR INTERNAL USE ONLY * *****											
REQUESTING CENTER: A50 (2)	BENEFIT HISTORY ARCHIVE RETRIEVAL													
WORKER: KAS99 (3)	ARCHIVE REPORT													
DATE/TIME: 12/29/93 11:01:26 (4)														
CASE NUMBER (5)	CASE-TYPE (6)	CENTER (7)	SUFFIX - CASE-NAME (8)											
00002516740J (9)	ADC (10)	071 (11)	01 - DIAZ DIANA (12)											
ISSUANCE (13) PAYMENT (18) RECONCILIATION (19)														
DATE	TYP	CODE	TYPE	CYC	SUF	RTG	CHECK/VOUCHER#	FROM	TO	AMOUNT	DATE	AMOUNT	STA	DISCREP (22)
08/16/92	1	05	RECLR-G	B	01	EPFT	16885037	08/01/92	08/15/92	146.70	08/17/92	146.70	3	0.00
08/16/92	3	96	FS-ONGNG		01	EPFT	83363359	08/01/92	08/31/92	133.00	08/17/92	133.00	3	0.00
08/31/92	1	05	RECLR-G	A	01	EPFT	16560088	08/16/92	08/31/92	146.70	08/31/92	146.70	3	0.00
REPORT END FOR CASE 00002516740J														
REPORT END FOR CENTER A50														

Report Description:

This report contains all of the archived Benefit History data maintained as of the request date. It provides information regarding Public Assistance (PA) and Food Stamp (FS) issuances including the type of issuance (PA or FS), issuance code, check/voucher #, payment period, amount and reconciliation data.

- STANDARD WMS HEADINGS** Identifying information which is usually found on all WMS reports. This includes the Report Name, Report Number, Report Date, Page Number, Period Covered By The Report and the Program which produces the report.
- REQUESTING CENTER** Identifies the center from where Benefit History Archive Retrieval report was requested. This center may be different than the center responsible for the case.
- WORKER** Identifies the worker who made the request for archived data.
- DATE/TIME** Date and time the request was initiated.
- CASE NUMBER** The number that uniquely identifies the case for which an archive request was submitted.

Report Description (con't):

ISSUANCE

6. CASE TYPE Indicates the type of assistance the case is eligible to receive.
7. CENTER The center responsible for maintaining the case.
8. CASE NAME The name of the payee of the case.
9. DATE The date the payment was issued.
10. TYP Indicate the type of issuance (e.g., 1 = PA recurring issuance, 2 = PA Single Issue, 3 = FS recurring issuance, 4 = FS Single Issue).
11. CODE The code indicating the reason for the issuance of benefits.
12. TYPE Indicate the type of grant being issued.
13. CYC The cycle (A or B) during which the payment was made.
14. SUF The unit of assistance to which the benefit payment was made.
15. RTG Indicates the method used to make the benefit payment to the client.
16. CHECK/VOUCHER # The number that uniquely identifies a PA or FS benefit.

PAYMENT

17. FROM/TO Indicate the period for which the payment was issued.
18. AMOUNT The dollar amount of the payment.

RECONCILIATION

19. DATE Indicates the date on which the payment was reconciled.
20. AMOUNT Indicates the amount of the redeemed benefit.

Report Description (con't):

RECONCILIATION

21. STA Indicates the status of a redeemed benefit after it has been issued.
22. DISCREP Indicates the difference between the dollar amount of the payment issued and the payment amount redeemed.

RESERVED FOR EXPANSION

REPORT DATE 12/27/94 PROGRAM: DM1005	NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES (1) SYSTEM SUPPORT & INFORMATION SERVICES		PAGE 1
CASE INFORMATION PRIOR TO 10/27/93 REMOVED FROM WMS			***** * THIS REPORT CONTAINS * * CONFIDENTIAL INFORMATION * * FOR INTERNAL USE ONLY * *****
DISTRICT: NEW YORK CITY (2)		WMS REPORT WINR0713 RECOUPMENT HISTORY	
(4) RTI	(5) ORG CTR	(6) AUTH #	(7) CASE NO
(8) SUFFIX	(9) TYPE	(10) SUBTYPE	(11) RECOUPMENT STATUS
000074310	046	0000005	00007335937E
			1
(15) ORIG AMOUNT	(16) CURRENT BALANCE	(17) INTENT NOTICE	(18) OVERPAYMENT
100.00	0.00	/ /	BEGIN DATE AMOUNT DELETED
			10/27/92 0.00 / /
ORIG-CHK-BCH-NO:		REPL-CHK-BCH-NO:	
CASE NO.- SF	AMOUNT RECOUPED	RECOUP CYCLE	RECOUP PRCNT
00007335937E 01	10.15	12/B/92	10%
00007335937E 01	29.95	12/A/92	10%
00007335937E 01	29.95	12/B/92	10%
00007335937E 01	29.95	11/A/92	10%
		CHECK/RTI#	
		00735182	
		00731867	
		00728719	
		00725587	

Report Description:

This report contain all of the recoupment data prior to 10/27/93. It provides all recoupment related data such as, RTI number, recoupment amount, remaining balance, amount recouped every month, beginning date and recoupment percent.

- STANDARD WMS HEADINGS**
Identifying information which is usually found on all WMS reports. This includes the Report Name, Report Number, Report Date, Page Number, Period Covered By The Report and the Program which produces the report.
- DISTRICT**
The location where the case is active
- REFERENCE NO.**
A number attached with the request for the Archived recoupment data.
- RTI (RECOUPMENT ID)**
A System-generated nine digit number that uniquely identifies a particular recoupment for a case.
- ORG CTR**
The center which initiated the recoupment transaction.
- AUTH #**
A manually assigned number for the recoupment transaction.

-
- | | |
|-------------------------------|--|
| 7. CASE NUMBER | The number that uniquely identifies the case for which a recoupment report was requested. |
| 8. SUFFIX | The suffix for which the recoupment report was requested. |
| 9. TYPE | Identifies the type of overpayment to be recouped by code. |
| 10. SUBTYPE | Identifies the sub categories for the type of overpayment to be recouped. |
| 11. RECOUPMENT STATUS | Indicates the status of a specified Recoupment (eg., active, paid off, suspended). |
| 12. PRCNT | The percentage of the grant amount being recouped. |
| 13. OFFENSE DATE | The date a Recoupment offense is determined. |
| 14. LAST TXR | The last date that a recoupment was deducted from the grant. |
| 15. ORIG RECOUP AMOUNT | The original offense amount to be recouped. |
| 16. CURRENT BALANCE | The amount remaining to be recouped. |
| 17. INTENT NOTICE | Date the recipient is notified that there will be a change in the recurring PA/FS Grant Amount due to an outstanding recoupment. |
| 18. OVERPAYMENT | |
| Begin Date | The date that the amount recouped was greater than the actual recoupment. |
| Amount | The amount paid toward a recoupment that exceeded the current balance of the recoupment. |
| Deleted | The date the overpayment was removed from the original RIT and either applied to another recoupment or processed as an underpayment to the case. |
-

REPORT DATE 01/05/95 PROGRAM: DM1005	NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES SYSTEM SUPPORT & INFORMATION SERVICES	①	PAGE 4
CASE INFORMATION PRIOR TO 10/27/93 REMOVED FROM WMS		***** * THIS REPORT CONTAINS * * CONFIDENTIAL INFORMATION * * FOR INTERNAL USE ONLY * *****	
WMS REPORT WINR0713 RECOUPMENT ADJUSTMENT LEDGER		REFERENCE NO 0293438	
DISTRICT: NEW YORK CITY			
③	②	④	
RTI 00297322M	TYPE CONC		
TRANS DATE 07/27/88	⑤	⑥	⑦
	CASE NO 00002934389E	SUFFIX 01	
		⑧	⑨
		AMOUNT CREDITED 31.40	CREDITED TO RTI # 00297323J

Report Description:

This report contains all recoupment adjustment data prior to 10/27/93. It provides information on recoupments paid in excess or which are incorrect. This version of WINR0713 is only produced when archived recoupment adjustment data exists.

- | | |
|--|--|
| <p>1. STANDARD WMS HEADINGS</p> <p>2. DISTRICT</p> <p>3. RTI (RECOUPMENT ID)</p> <p>4. TYPE</p> <p>5. TRANS DATE</p> | <p>Identifying information which is usually found on all WMS reports. This includes the Report Name, Report Number, Report Date, Page Number, Period covered by the Report and the Program which produces the report.</p> <p>The location where the case is active.</p> <p>A system generated nine digit number that uniquely identifies a particular recoupment for a case.</p> <p>Identifies the type of overpayment.</p> <p>Date the adjustment was made.</p> |
|--|--|

6. **CASE NUMBER** The number that uniquely identifies the case for which a recoupment report was requested.

7. **SUFFIX** The suffix for which the recoupment report was requested.

8. **AMOUNT CREDITED** The dollar amount to be credited to the next recoupment or reflected as an underpayment to a case.

9. **CREDITED TO RTI #** Displays the system generated number that identifies the recoupment to be credited with any excess monies collected toward the original RTI. The term "UNDRPYMT" (underpayment) is displayed when there are no additional recoupments outstanding against a suffix to which the amount can be credited.

RFI (RESOURCES FILE INTEGRATION) INQUIRY

RFI OVERVIEW

Resource File Integration (RFI) is a WMS subsystem which compares individuals on WMS against individuals on the income and benefit files of various State and Federal agencies. If an individual is found to have any resource information, it is reported to WMS. The worker must review the resource information displayed and then enter a resolution code to indicate that the resource information has been considered in determining the individual's eligibility. The RFI subsystem will not allow you to accept a case (AP to AC status) until all WRS, UIB, and SSA hits are resolved for each individual being activated.

With Software Version 93.2 the Resource File Integration (RFI) Subsystem will be piloted at certain PA, FS and MA sites. Phase I of the pilot will be limited to cases in applying (AP) status. New applications and application maintenance transactions which contain a Social Security Number and requests for a new clearance will generate an RFI query. During the pilot, RFI data can be viewed by any worker who has access to WMS Inquiry. However, only staff at the pilot sites will be able to enter resolution data.

Currently the Resource File Integration (RFI) Subsystem is reporting the results of matching WMS applicants against the following State and Federal files:

WRS	Wage Reporting System of the New York State Department of Taxation and Finance.
UIB	Unemployment Insurance Benefit File of the New York State Department of Labor.
WTPY	Wired Third Party includes information from SSA (Social Security Administration), on RSDI (Retirement Survivor Disability Insurance). The monthly BENDEX Match will be installed at a later date.

You will be alerted to the existence of unresolved RFI data by the following message: **A0261-Unresolved RFI Data Exists For This Case.** This message will appear on case inquiry screens, budgeting screens (NSBL02 for PA and FS cases and WEMABL, WEMAWB, WEMAIA and WBGIMA for MA cases) and the WMS/NYC Authorization Document (DSS-3517).

Option 9 on the WMS Inquiry Menu Screen (NORY00) will allow you to view RFI data stored on the WMS database and enter appropriate resolution codes. Refer to page D-4 for an illustration of screen NORY00.

The RFI Subsystem is designed to:

- Provide Eligibility staff with WRS, UIB and SSA information on a timely basis, and a validation of the applicant's Social Security Number.

- Set a flag which will alert workers to the presence of RFI data, and will prevent certain Eligibility transactions from processing without the resolution of RFI data.
- Provide reports for collecting information on case actions which result from the use of RFI data.
- Provide an income and resource history on WMS Inquiry screens.
- Display RFI hit data and allow entry of resolution codes via inquiry screens to update the database. This is unique to the RFI subsystem.

RFI INQUIRY SCREENS

The RFI option of the Inquiry Subsystem display income data for individuals on WMS. The RFI menu options and the screens accessed by choosing those options appear below.

Screen Title	Screen ID	Page
WMS RFI Inquiry Menu	NQRF10	R-4
RFI SSN/CIN Summary	NQRF00	R-6
RFI Case List	NQRF01	R-8
Wage Reporting Information	NQRF02	R-10
UIB Individual Information	NQRF03	R-14
SSA/RSDI Individual Information (WTPY/BENDEX)	NQRF04	R-16

NQRFIO WMS RFI Inquiry Menu 05/27/94

A

#1. CASE LIST
#2. QUICK PRINT

B

Enter # of Inquiry Desired __1__
Enter Case # _____
or
Enter CIN ZZ46902A
or
Enter SSN ____ - ____ - ____

NQRFIO: WMS RFI INQUIRY MENU

To Access This Screen:

- Enter option #09 on the WMS Inquiry Menu screen (NQRY00).
- Press the ENTER key. The WMS RFI Inquiry Menu screen (NQRFIO) is displayed.

To Enter Information on This Screen:

Option:

- Enter Option 1-Case List on the WMS RFI Inquiry Menu screen (NQRFIO).
- Enter a Case Number.
- Press the Enter key and the RFI Case List screen (NQRF01) is displayed.

Option:

- Enter Option 1-Case List on the WMS RFI Inquiry Menu screen (NQRF10).
- Enter a Client Identification Number (CIN) or Social Security Number (SSN).
- Press the **Enter** key. If the CIN or SSN appears in more than one case on the WMS data base the RFI SSN/CIN Summary Screen (NQRF00) is displayed showing clients with the same CIN or the same SSN. If the CIN or SSN appears in only one case the RFI Case List screen (NQRF01) is displayed.

Option:

- Enter Option 2 Quick Print on the WMS RFI Inquiry Menu screen (NQRF10).
- Enter a case number (CIN or SSN are not valid selections for this option).
- Press the **Enter** key and RFI reports will be generated at the character printer associated with the terminal. The Quick Print Report will contain a case summary page and one additional page for every individual on the case with WRS, UIB or SSA data. The WRS, UIB and SSA data all appear on one page. See pages R-22 and R-23 for illustrations of the Quick Print reports.

Screen Description:

This screen contains the option for retrieving income and resource related information on a case/individual. This screen is divided into two parts:

- A. Part A of the screen display lists the various options available to access resource data. A brief description of each option follows:

#1 CASE LIST

Select this option to see a list of all individuals in a case to determine whether or not RFI data exists.

#2 QUICK PRINT

Select this option to print out WMS, UIB and SSA information for each individual on the case.

- B. Part B of the screen display contains fields for entering the option # and identifying information to let you access a particular Case/Individual. Fields include: Case#, CIN, and SSN.

NQRF00		RFI SSN/CIN SUMMARY				03/29/94			
						Page 01 OF 01			
Search by:		SSN		CIN					
		020-65-4654							
		Individual Data:				RFI			
Sf	Ln	SSN	Val	CIN	First Name	Last	Case	Ctr	Ind
-	01	01	020-65-4654	1	ZZ46902A	DIANE	SLATE	007008029G	073 X
-	01	01	020-65-4654	1	ZZ46902A	DIANE	SLATE	007002924E	F15 X
Place an "X" by desired individual to view RFI CASE LIST.									
CMD _									

NQRF00 RFI SSN/CIN SUMMARY

To Access This Screen:

- Enter option # 1 on the WMS RFI Inquiry Menu Screen NQRF10.
- Enter a CIN or SSN.
- Press the ENTER key. The RFI SSN/CIN Summary Screen (NQRF00) is displayed if the CIN or SSN exists on more than one case.

To Make a Selection From This Screen:

- Enter an 'X' next to the Sf (Suffix) field for the desired individual.
- Press the ENTER key. The RFI Case List screen (NQRF01) is displayed.

Screen Description:

This screen is a substitution screen and is presented when a Client Identification Number (CIN) or Social Security Number (SSN) is entered on the WMS RFI Inquiry Menu Screen (NQRF10) and it exists on more than one case. This screen allows the user to select a specific case/individual for further inquiry.

It displays identifying information , such as (Sf) Suffix #, (Ln) Line #, (SSN) Social Security Number, (Val) SSN Validation code, First Name, (Last) Last Name, Case Number, (Ctr) Center and the RFI Indicator (RFI/IND).

The RFI Indicator field will enable you to determine whether or not unresolved RFI data exists on case/individual listed on the screen. A "X" in this field indicates that some type of unresolved RFI data exists. The type of unresolved RFI data can be determined by viewing the RFI Case List screen (NQRF01).

If the RFI Indicator field is blank, it will indicate that no RFI hits were ever received on any individual on the case or all hits have been resolved.

NQRF01		RFI CASE LIST		03/29/94				
				Page	01 OF 01			
Case No: 007008029G Center: 073 Unit/Worker: 00901								
Individual Date:				IND	STAT			
Ln	Sf	SSN	Val	First Name	Last	R	I	S
- 01	01	020-65-4654	1	Diane	Slate	PA	MA	FS
- 02	01	088-32-3221	1	Emma	Slate	NA	AC	AC
						NA	AP	NA
						N	N	U

To View Match Detail Enter Appropriate Number
Match Codes: 1=WRS 2=UIB 3=SSA

Next Case # _____

CMD

NQRF01: RFI CASE LIST

To Access This Screen:

- Enter Option #1 on the WMS RFI Inquiry Menu Screen NQRF10.
- Enter a Case #.
- Press the ENTER key. The RFI Case List Screen (NQRF01) is displayed.

To Enter Information on This Screen (two options):

Option:

- Enter the number associated with the desired match in front of the In (Line Number) field to view resource/income related data.
- Press the Enter key. Depending upon the match code selected the following screen will appear.

Wage Reporting Information Screen NQRF02 is displayed if "1" is entered.

or

UIB Individual Information Screen NQRF03 is displayed if "2" is entered.

or

SSA/RSDI Individual Information Screen NQRF04 is displayed if "3" is entered.

Option:

- Enter a new case # in the Next Case # field to view this screen for another case.
- Press the ENTER key. The RFI Case List screen (NQRF01) is displayed.

Screen Description:

This screen lists all individuals on a case and the status of the RFI match. When a match is found the RFI Indicator appears under the WRS, UIB or SSA field. These fields will be blank if an RFI query has been sent but no reply has been received. This screen allows the worker to determine what kind of RFI data exists on the case.

Fields include: Case No, Center, Unit/Worker, In(line #) Sf(Suffix), SSN, Val (SSN Validation), First Name Last, IND STAT (Individual Status), WRS, UIB, and SSA fields. The values which may appear in the WRS, UIB and SSA fields are described in Section P-Codes under the heading RFI Indicator.

NQRF02		WAGE REPORTING INFORMATION					Page 04/15/94 01 OF 01	
A	Case/Reg #	Case Name		Case Type		Ctr	U/W	
	007008029G	Slate Diane		MA		544	00901	
	LN	First Name	M Last	Sex	SSN	Val	Birthdate	
01	Diane	Slate	F	020-65-4654	1	06/23/54	CIN	
B	Employee Name	Q	YR	Wages	Employer Name/Address		Emp ID #	
	Diane Slate	1	93	\$001862.41	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214	
	Diane Slate	4	92	\$001520.86	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214	
C	Res Code	Res Worker	Res Date	Information Posted on		RFI Status		
				01/28/93		U CMD		

NQRF02: WAGE REPORTING INFORMATION

To Access This Screen:

- Enter a '1' next to Ln (Line#) field on the RFI Case List screen NQRF01.
- Press the **ENTER** key.
- The Wage Reporting Information Screen (NQRF02) is displayed. This screen is only displayed if an RFI status is shown for the individual in the WRS field on screen NQRF01. If no WRS data exists the following message will appear on screen NQRF01: E0256 OPTION IS INVALID.
- Press the **ENTER** key to return to the RFI Case List screen (NQRF01).

To Enter Information on this Screen:

- Enter a Resolution Code and Resolution Worker ID following the instructions contained in HRA procedures.
- Press the **ENTER** key. (Continued on page R11).

The Wage Reporting Information Screen (NORF02) is returned and displays the resolution code, resolution worker, resolution date and the RFI status for this RFI "hit". See pages R-12 and R-13 for illustrations of how RFI screens will look when a resolution code is data entered and transmitted to the host.

Screen Description:

This screen displays information obtained from the New York State Department of Taxation and Finance as a result of a computer match process on an individual.

It contains employment history for four quarters.

This screen is divided into three sections:

- A. Part A of the screen display contains general identifying information on an individual. Fields include, Case/Reg#, Case Name, Case Type, Ctr (Center), U/W(Unit Worker), Ln(line#), First Name, M(Middle Initial), Last(Name), Sex, SSN, Val (SSN Validation Code), Birth Date and CIN.
- B. Part B of the screen display contains wage related data obtained from the NYS Department of Taxation and Finance. Fields include: Employee Name, Qtr wages (the year and quarter for which wages are reported), Employer Name/Address and EMP ID (Employer Identification Number).
- C. Part C of the screen display is the data entry portion of the screen where RFI resolution codes are entered. This feature is unique to the RFI Inquiry Subsystem. Fields include:

Res Code (Resolution Code): A three digit code which indicates how RFI data was resolved. Refer to Section P-Codes for a list of codes and/or mnemonics which may appear in this field.

Res Worker (Resolution Worker): Unit Worker Id of the individual who resolved the RFI data.

Res Date (Resolution Date): The date when the resolution code was entered. This date is system generated.

Information Posted On: The date WMS received the data displayed on the screen for this case and client.

RFI Status: This is a system generated field and will contain values such as U=Unresolved, R=Resolved. Refer to Section P - Codes for a list of codes and/or mnemonics which may appear in this field.

NQRF02		WAGE REPORTING INFORMATION				04/15/94	
Case/Reg #		Case Name		Page		01 OF 01	
LN	First Name	M Last	Sex	SSN	Val	Birthdate	CIN
01	Diane	Slate	F	020-65-4654	1	06/23/54	544 00901
Employee Name		Q	YR	Wages	Employer Name/Address		Emp ID #
Diane Slate		1	93	\$001862.41	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214
Diane Slate		4	92	\$001520.86	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214
Res Code	Res Worker	Res Date	Information Posted on			RFI Status	
M03	00901		01/28/93			U CMD	

NQRF02: WAGE REPORTING INFORMATION

The above screen **NQRF02-Wage Reporting Information** illustrates how an RFI screen will look after a worker has data entered a resolution code and worker ID prior to transmitting and updating the database.

NQRF02		WAGE REPORTING INFORMATION					Page 06/15/94	
Case/Reg #		Case Name		Case Type		01 OF 01		
A	007008029G	Slate Diane		MA		544	00901	
LN	First Name	M Last	Sex	SSN	Val	Birthdate	CIN	
01	Diane	Slate	F	020-65-4654	1	06/23/54		
Employee Name		Q	YR	Wages	Employer Name/Address		Emp ID #	
Diane Slate		1	93	\$001862.41	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214	
Diane Slate		4	92	\$001520.86	Helmsley Realty 121 Park Ave. New York, NY 10021		765403214	
Res Code	Res Worker	Res Date	Information Posted on			RFI Status		
M03	00901	04/15/93	01/28/93			R CMD		

NQRF02: WAGE REPORTING INFORMATION

The above screen **NQRF02-Wage Reporting Information** illustrates how an RFI screen will look after a resolution code and worker ID was data entered, transmitted, and the WMS database is updated.

NQRF03		UIB Individual Information (unemployment insurance)				Page 04/15/94 01 OF 02	
A	Case/Reg #	Case Name	Case Type	Ctr	U/W		
	007008029G	Slate Diane	MA	544	00901		
B	Ln	First Name	M Last	Sex	SSN	Val	Birth Date
	01	Diane	Slate	F	020-65-4654	1	06/23/54
B	Claimant Name/Address			Employer Name/Address			
	Diane Slate 734 Ocean Ave Bklyn, NY 11226			Helmsley Realty 121 Park Ave New York, NY 10021			
B	Benefit Rate	300	Expiration Wk/Yr	3593	UIB Local Office: 523		
	Benefit Weeks Used	6	Benefit \$ Used	1800	UIB Disqualification Reason		
	Benefit Weeks Left	20	Benefit \$ Left	6000			
B	Pay Date	Payment	Pay Date	Payment	Pay Date	Payment	
	MM/DD/YY	\$	MM/DD/YY	\$	MM/DD/YY	\$	
C	Res Code	Res Worker	Res Date	Information Posted On	RFI Status		
				02/27/93	U		
					CMD		

NQRF03: UIB INDIVIDUAL INFORMATION

To Access This Screen

- Enter a '2' next to Ln (Line #) field, on the RFI Case List screen NQRF01.
- Press the ENTER key.
- The UIB Individual Information screen (NQRF03) is displayed. This screen is only displayed if an RFI status is shown for the individual under the UIB field on screen NQRF01. If no UIB date exists the following message will appear on screen NQRF01: E0256 OPTION IS INVALID

To Enter Information On This Screen

- Enter a Resolution Code and Resolution Worker ID following the instructions contained in HRA procedures.
- Press the ENTER key.
- The UIB Individual Information Screen NQRF03 is returned and displays the resolution code, resolution worker, resolution date and the RFI status for the RFI "hit". See page R-12 and R-13 for illustrations of how RFI screens will look when the resolution code is data entered and transmitted to the host.

Screen Description

This screen displays information obtained from the New York State Department of Labor as a result of a computer match process on an individual.

This screen is divided into three sections:

- A. Part A of the screen display contains general identifying information on an individual. Fields include, Case/Reg#, Case Name, Case Type, Ctr (Center), U/W(Unit Worker), In(line#), First Name, M(Middle Initial), Last(Name), Sex, SSN, Val (SSN Validation Code), Birth Date and CIN.
- B. Part B of the screen display contains UIB information obtained from the NYS Department of Labor. Fields include:

Benefit Rate: The weekly UIB rate calculated for a claimant by the NYS Department of Labor.

Benefit Weeks Used: The number of benefit weeks used in the current UIB claim.

Benefit Weeks Left: The number of benefit weeks remaining in the current UIB claim.

Benefit \$ Left: The total amount which the claimant has not used as of the date UIB information is received from the NYS Department of Labor.

Benefit \$ Used: The total amount received by the claimant as of the date the information is received from the NYS Department of Labor.

Claimant Name/Address: The full name and address of the individual who is or was receiving UIB according to NYS Department of Labor.

Employer Name/Address: The name and address of the claimant's employer as reported by the NYS Department of Labor.

Expiration Wk (Week/Yr (Year)): The expiration date for this UIB claim as reported by the NYS Department of Labor.

UIB Local Office: Identifies the UIB office which processed this claim.

NQRF03		UIB Individual Information (unemployment insurance)				Page 04/15/94 01 OF 02	
A	Case/Reg #	Case Name		Case Type	Ctr	U/W	
	007008029G	Slate Diane		MA	544	00901	
B	Ln	First Name	M Last	Sex	SSN	Val	Birth Date
	01	Diane	Slate	F	020-65-4654	1	06/23/54
B	Claimant Name/Address			Employer Name/Address			
	Diane Slate 734 Ocean Ave Bklyn, NY 11226			Helmsley Realty 121 Park Ave New York, NY 10021			
B	Benefit Rate	300	Expiration Wk/Yr	3593	UIB Local Office: 523		
	Benefit Weeks Used	6	Benefit \$ Used	1800	UIB Disqualification Reason		
	Benefit Weeks Left	20	Benefit \$ Left	6000			
B	Pay Date	Payment	Pay Date	Payment	Pay Date	Payment	
	MM/DD/YY	\$	MM/DD/YY	\$	MM/DD/YY	\$	
C	Res Code	Res Worker	Res Date	Information Posted On	RFI Status		
				02/27/93	U		
					CMD		

NQRF03: UIB INDIVIDUAL INFORMATION

Screen Description (cont)

Pay Date: Date when UIB was paid.

Payment: The dollar amount of the payment.

UIB Disqualification Reason: A reason which indicates why the claimant has been disqualified for the receipt of UIB by the NYS Department of Labor. Refer to Section P - Codes for a list of the codes and/or mnemonics which may appear in this field.

- C. Part C of the screen display is the data entry portion of the screen where RFI resolution codes are entered. This feature is unique to the RFI Inquiry Subsystem. Refer to page R-11 for definitions of Resolution Code, Resolution Worker, Resolution Date and RFI Status fields.

RESERVED FOR EXPANSION

NQRF04		SSA/RSDI INDIVIDUAL INFORMATION (WTPY/Bendex)					03/29/94	
							Page	01 OF 01
Case/Reg #		Case Name		Case Type		Ctr	U/W	
00619571E		Jacobs Edna		ADC		073	08001	
A	Ln	First Name	M Last	Sex	SSN	Val	Birth Date	CIN
	01	Edna	Jacobs	F	077-35-2662	1	06/10/28	226233813
SSA Message		Name Does Not Match						
Verified SSN				SSA Benefit Amt		0.00		
Pay Status				Date Current Amt Began		/		
Claim #				Orig Entitlement Date		/		
B	Additional Claim #				Disability Date		/ /	
	Additional Claim #				Date of Death		/ /	
SSI Ind		SSI Date /						
Black Lung Ind		X Railroad Ind		X				
				Medicare		Part A Part B		
				Effective Date		/ /		
				Terminate Date		/ /		
Query Name		Query DOB		Premium Amt		0.00		
JACOBS EDNA		06/10/28		Payer				
C	Res Code	Res Worker	Res Date	Information Posted On	RFI Status			
			00/00/00	03/29/93	U			
CMD								

NQRF04: SSA/RSDI INDIVIDUAL INFORMATION (WTPY/BENDEX)

To Access This Screen

- Enter a '3' next to Ln(Line#) field on the RFI Case List Screen NQRF01.
- Press the **ENTER** key.
- The SSA/RSDI Individual Information Screen (NQRF04) is displayed. This screen is only displayed if an RFI status is shown for the individual under the SSA field on screen NQRF01. If no SSA data exists the following message will appear on screen NQRF01: E0256 OPTION IS INVALID

To Enter Information On This Screen:

- Enter a Resolution Code and Resolution Worker ID following the instructions contained in HRA procedures.
- Press the **ENTER** key.
- The SSA/RSDI Individual Information (WTPY/Bendex) screen NQRF04 is returned and displays the resolution code, resolution worker, resolution date and RFI status for the RFI "hit".

Screen Description

This screen displays information obtained from the Social Security Administration as a result of computer match process on an individual.

This screen is divided into three sections:

- A. Part A of the screen display contains general identifying information on an individual. Fields include, Case/Reg#, Case Name, Case Type, Ctr (Center), U/W(Unit Worker), Ln(line#), First Name, M(Middle Initial), Last(Name), Sex, SSN, Val (SSN Validation Code), Birth Date and CIN.
- B. Part B of the screen display contains Social Security benefit information. Fields include:

Add Ent Clm 1/Add Ent Clm 2 (Additional Entitlement Claim Number):
Displays additional claim #'s if the individuals claim is based on multiple accounts.

Black Lung Ind: An entry (xx) in this field indicates that the client participates in the Federal Black Lung Social Security Program. Otherwise the field is blank.

Claim #: Social Security account on which the applicant's/recipient's benefits are based.

Date Current Amount Began: The effective date of the current benefit amount.

Date of Death: Date of death of the claimant as reported by the Social Security Administration.

Disability Date: First date of onset of a disability according to the Social Security Administration.

Effective Date (Part A): The date when Medicaid Part A (hospital) coverage becomes effective.

Effective Date (Part B): The date when Medicaid Part B (outpatient) coverage becomes effective.

Original Entitlement Date: Date the applicant or recipient first became eligible for Social Security Benefits.

Payer Part A: Not available in Phase I.

Payer Part B: A code which identifies the payer of Part B (out patient) Third Party Health Insurance. Valid entries will be "self" or blank.

NQRF04		SSA/RSDI INDIVIDUAL INFORMATION (WTPY/Bendex)				03/29/94	
						Page 01 OF 01	
A	Case/Reg #	Case Name	Case Type	Ctr	U/W		
	00619571E	Jacobs Edna	ADC	073	08001		
	Ln	First Name	M Last	Sex	SSN	Val	Birth Date
	01	Edna	Jacobs	F	077-35-2662	1	06/10/28
							CIN
							226233813
B	SSA Message	Name Does Not Match					
	Verified SSN	SSA Benefit Amt					
	Pay Status	Date Current Amt Began					
	Claim #	Orig Entitlement Date					
	Additional Claim #	Disability Date					
	Additional Claim #	Date of Death					
	SSI Ind	SSI Date	Medicare				
	Black Lung Ind	X	Railroad Ind	X	Part A	Part B	
					Effective Date	/	/
					Terminate Date	/	/
Query Name	Query DOB		Premium Amt				
JACOBS EDNA	06/10/28		Payer				
						0.00	
C	Res Code	Res Worker	Res Date	Information Posted On	RFI Status		
			00/00/00	03/29/93	U		
							CMD

NQRF04: SSA/RSDI INDIVIDUAL INFORMATION (WTPY/BENDEX)

Screen Description (cont'd)

Pay Status: The message "Receiving Benefits" will be displayed if the individual currently receives SSA benefits.

Premium Amt: Dollar amount paid for Medicare Part B.

Query DOB: Client's date of birth which was sent to SSA for matching.

Query Name: Client's name which was sent to SSA for matching.

Railroad IND: An entry (x) in this field indicates that the client has Railroad Board involvement.

SSA Benefit Amount: Displays the current net amount received by the client.

SSA Message: Will display one of the following messages indicating SSN verification problems.

CLIENT KNOWN TO SSA BY THIS #:

When the SSN is one digit off, this message will be displayed and the correct number will be displayed in the VERIFIED SSN field.

NAME DOES NOT MATCH:

The SSN is on SSA's file but the Name does not match.

Screen Description (cont'd)
SSA Message: (continued)

BIRTHDATE DOES NOT MATCH:

The SSN and name match but the date of birth does not match.

SSN NOT IN FILE:

This message will be used for SSN's which are possible but have not yet been issued by SSA and SSN's which can never be issued, such as non-numeric or which uses numeric combinations which are impossible.

DOB, GIVEN NAME MATCH:

The SSN, Given Name and DOB match but the Surname does not match.

DECEASED - NO BENEFITS:

Indicates that the individual sent to SSA for matching is shown to be deceased on SSA's files.

VALID SSN:

This message will be displayed when SSA reports receipt of benefits and no problems with the verification of the SSN.

SSI Date: This field will be blank for daily WTPY matches.

SSI Indicator: A "Y" in this field indicates that the individual has had some involvement with the SSI program. An "N" indicates no SSI involvement. If this field is blank, SSI involvement could not be determined due to insufficient information.

Terminate Date Part A: Date when Medicaid Part A (hospital) coverage terminates.

Terminate Date Part B: Date when Medicaid Part B (out patient) coverage terminates.

Verified SSN: Display the correct SSN when the number sent to the Social Security Administration is verified but is one digit off.

- C. Part C of the screen display is the data entry portion of the screen where RFI resolution codes are entered. This feature is unique to the RFI Inquiry Subsystem. Refer to page R-11 for definitions of Resolution code, Resolution worker, Resolution date and RFI status fields.

QUICK PRINT REPORT		CASE SUMMARY				IND STATE		05/27/94					
CASE NUMBER	CASE NAME	CASE TYPE	CENTER	UNIT	WORKER								
000074111698	KATHYAN PIERRE	HR	049	00901									
SUFFIX	LN	SSN	VAL	CIN	FIRST NAME	M	LAST NAME	PA	MA	FS	WRS	UIB	SSA
01	01	032-60-6450	1	ZX81909V	Kathyan	I	Pierre	AP	AP	AP	N	U	V
01	02	033-52-2310	1	ZX818990	Alda	M	Paulino	AP	AP	AP	U	N	U
01	03	051-28-2730	1	ZX81889U	Adele	M	Kennedy	AP	AP	AP	U	U	V

To Produce This Report:

- Enter **Option #2** on the WMS RFI Inquiry Menu screen (NORFI0).
- Enter a **Case #**.
- Press the **ENTER** key. The Quick Print Case Summary and Individual Detail reports are printed.

Report Description:

The Quick Print Case Summary Report lists all individuals on a case and the status of the RFI match. The report lets you know what kind of RFI data exists on the case.

QUICK PRINT		INDIVIDUAL DETAIL				07/21/94		PAGE 02	
CASE NUMBER	SSUFFIX	LN	SSN	VAL	CIN	FIRST NAME	M	LAST NAME	IND STAT
00007011051F	01	01	668-11-1128	1	ZZ65081S	BECKY		BLADE	PA MA FS NA AP NA
WAGE REPORTING INFORMATION									
EMPLOYEE NAME		EMPLOYEE NAME			EMPLOYEE NAME		EMPLOYEE NAME		
BLADE BECKY		BLADE BECKY			BLADE BECKY		BLADE BECKY		
Q YR	WAGES	Q YR	WAGES	Q YR	WAGES	Q YR	WAGES	Q YR	WAGES
4 93 \$	85.00	4 93 \$	126.00	4 93 \$	894.00	4 93 YR	1781.00		
EMPLOYER NAME/ADDRESS		EMPLOYER NAME/ADDRESS			EMPLOYER NAME/ADDRESS		EMPLOYER NAME/ADDRESS		
HOGAN'S HEROES EXCAVATIONS		RUN BUDDY RUN ATHLETICS			GILLIGAN'S FRUITS EMPORIUM		STARSHIP ENTERPRISES IN		
101 KLINK ROAD		1966 SHORT STREET			1102 MINNOW LANE		3548 JAMES T KIRK BLVD		
NEW YORK NY 10007		LONG ISLAND CIT 11101			BRONX NY 10469		BRONX NY 10469		
RES CODE	RES WORKER	RES DATE	INFORMATION POSTED ON	RFI STATUS					
UTB INFORMATION		00/00/00	06/17/94	U					
UTB INFORMATION									
CLAIMANT NAME/ADDRESS		EMPLOYER NAME/ADDRESS			WEEKS USED		BENEFIT RATE		
BECKY BLADE		STARSHIP ENTERPRISES INC.			1		280		
101 CLAIMANT STREET		3548 JAMES T KIRK BLVD			WEEKS LEFT		EXP WK/YR		
CLAIMANT CITY NY 10024		BRONX NY 10469			25		40/94		
RES CODE	RES WORKER	RES DATE	INFORMATION POSTED ON	RFI STATUS	BENEFIT \$ USED	280	UTB LOCAL OFFICE	517	
				U	BENEFIT \$ LEFT	7000	UTB DISQUAL REASON		
SSA/RSDI INFORMATION (WTPY/BENDEX)									
SSA MESSAGE VALID SSN									
VERIFIED SSN	-	-	CLAIM	-	-	PAY STATUS			
ADDITIONAL CLAIM #S	-	-	-	-	-	BENEFIT AMOUNT	0.00	AMT BEGAN	00/00
MEDICARE PART A EFF DATE	/	TERM DATE	/	PREMIUM AMT	0.00	ORIG ENTITLEMENT DATE	/	DATE OF DEATH	00/00/00
PART B EFF DATE	/	TERM DATE	/	PREMIUM PAYER		BLACK LUNG		DISABILITY DT	/ /
QUERY NAME	BLADE	BECKY	QUERY DOB	06/02/58	RAILROAD	SSI IND	SSI DATE		
RES CODE	RES WORKER	RES DATE	INFORMATION POSTED ON	RFI STATUS					
S97	SYSGN	07/17/93	07/17/93	V					

Report Description:

This report provides RFI information for each individual on the case. It provides all of the information found on screens NQRF02 (WRS), NQRF03 (UIB) and NQRF04 (SSA). All WRS, UIB and SSA information will be printed on a single page for each individual.

For definitions of the fields appearing on this report, refer to the screen descriptions for NQRF02, NQRF03 and NQRF04.