

For questions regarding changes included in Attachment I, please contact the following individuals at 1-800-343-8859:

<u>Contact</u>	<u>Section</u>
<i>Tully Lenihan @ ext. 4-8749</i>	<i>I, II & VIII</i>
<i>Patty Hanson @ ext. 4-8753</i>	<i>III, IV & VIII</i>
<i>Todd Britton @ ext. 3-9042</i>	<i>V, VI & VII</i>

Section I – Unprotect Vendor ID and Customer Account Number Fields for EAF and MA Cases

The Vendor ID field (second occurrence) and Customer Account Number fields (second occurrence), on WMS Screen 6, are no longer protected fields for Case Types 19(EAF), 20(MA), 22(MA-SSI) and 24(FHP). These fields will now be unprotected at all transaction types. Existing edits will remain in place.

Section II – Require Payment Schedule with Recurring Payments

A new edit has been established to require that when a payment line is being entered with an Issuance Code (ISS) of 1 (Recurring-Same), either on WMS Screen 6 or Screen 9, the Payment Schedule (PAY SCH) field cannot be blank. Failure to make an entry in the Payment Schedule field, under these conditions, will generate the following Error Message: **ERROR #1622 – “PAYMENT SCHEDULE REQUIRED FOR RECURRING PAYMENTS”**. This error applies to all Case Types and at all Transaction Types.

Section III – Edit requiring that Temporary Assistance Cases include one individual with a Relationship Code of “01-Applicant/Payee”

To gain compliance with federal reporting requirements, a new edit has been established that will require the presence of one individual, on WMS Screen 3, with a Relationship Code of “01-Applicant/Payee”. The edit will be applied to Temporary Assistance Case Types 11(FA), 12(SN-FP), 16(SN-CSH) and 17(SN-FNP). The edit is being applied at Transaction Types 02(Opening), 05(Change), 06 (Recertification/ Reauthorization) and 10(Reopening). To accommodate instances where a non-case member is applying for a child, the edit override functionality will apply to this edit.

If these criteria are unmet, **Error #1361- “CASE TYPE 11, 12, 16 & 17 REQUIRE A REL CODE = 01”** will be received.

Section IV – Suppress 3209 for AFA Code Entries/Deletions if Case Reason Code is Y35

Case Reason Code “Y35- Suppress Print of LDSS-3209 (Authorization)” was previously established to suppress 3209 printing when any of the following fields are changed: Office/Unit/Worker, Phone Number, Co-op Case Number fields, Residence Address, City/Town, State, Zip Code, Care Of Name, Mailing Address, City/Town, State and Zip Code. The Y35 Case Reason Code may be used if the Transaction Type is equal to 05 and the Case Type is equal to 11, 12, 16, 17, 20, 22, 24, 31, 32 or 60.

In response to requests from the Districts, the use of Case Reason Code Y35 has been expanded to include entering or deleting Anticipated Future Action Codes and/or Anticipated Future Action Dates on WMS Screen 4 as well as the TOP Indicator on WMS Screen 1. Error message #1150 has been reworded to read as follows: **“CHANGE LIMITED TO O/U/W, ADDRESS, CO-OP CASE #, PHONE, TOP OR AFA’S WITH Y35”**.

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V, VI, VII

Section V – Prohibit Vendor ID for Method of Payment 01, 10 and 12

A new edit has been established, prohibiting an entry in the Vendor ID field (on the pay line) on WMS Screens 6 and 9, when the Method of Payment (MOP) is equal to 01(Unrestricted), 10(Food Stamp Cash Out). The edit applies to Case Types 11(FA), 12(SN-FP), 16(SN-CSH), 17(SN-FNP), 18(EAA), 19(EAF), 20(MA), 24(FHP), 31(FS), 32(FS-MIX), and 60(HEAP). The edit will apply at all Transaction Types. The edit will be by-passed if the Local Action Code (ACT) is either 5(Cancel) or 9(Void). The error will read as follows: **ERROR #1621 - “VEND ID NOT ALLOWED”**.

Section VI – Require Race/Ethnic for Childcare Payments in MA and FS Cases

To comply with federal reporting requirements for child care, two new edits have been established to ensure that the Race/Ethnic fields are completed for children for whom childcare is being authorized through an MA or FS case.

If childcare payments are being authorized on WMS Screen 9, and the Case Type is 31(FS), 32(FS-MIX), 20(MA) or 24(FHP), the individual whose Line Number is being referenced on the childcare payment line, must have all six entries completed in the Race/Ethnic fields on WMS Screen 3. Additionally, entries in those six fields must equal either a “Y” or an “N”. (No blanks, no U’s) Failure to meet the above edit criteria will result in the generation of the following WMS Screen 9 error message: **ERROR #1927 –“CHILDCARE PAYMENTS REQUIRE CHILD’S RACE/ETHNIC AFFILIATION (Y OR N)”**.

The second edit will ensure that the Line Number entered on the childcare payment line matches the Line Number of a child in the case. For childcare payments on WMS Screen 9, the age of the individual whose Line Number is referenced on the childcare pay line must be less than 19 years old. This edit will be applied to Case Types 11(FA), 12(SN-FP), 16(SN-CSH), 17(SN-FNP), 18(EAA), 19(EAF), 31(FS), 32(FS-MIX), 20(MA) and 24(FHP). Failure to meet this criterion will result in the generation of the following error message: **ERROR # 1928 – “LINE # REFERENCED NOT A CHILD”**.

Both of these edits will be applied at Full Data Entry, Error Correction and Undercare Maintenance.

Section VII – New Pay Line Edit for Pay Type 18 (Child Support Disregard)

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), Section 302, ended federal financial participation for the \$50 monthly child support disregard/pass-through payment for Family Assistance recipients, effective October 1, 1996. New York State law and regulation, however, require that the first \$50 per month of current support income be disregarded and paid to the Family Assistance and Safety Net recipients. GIS 96TA/DC033, dated 9/20/1996, set forth the proper procedure for the issuance of Payment Type 18. Effective September 23, 1996 WMS edits were established to require Special Claiming Code “P – FNP Payment” with Payment Type 18 – Child Support Disregard. Additionally, an edit was established that, when Payment Types “05 – Case Recurring Grant” and Payment Type 18 are entered in a case, the sum of their associated amounts must equal the semi-monthly or monthly Cash Grant amount in the stored ABEL budget.

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VII

To ensure that Payment Type 18 is being properly authorized, a new edit has been established. The edit criteria are as follows:

- 1) If Payment Type equals 18 and Payment Schedule equals S (semi-monthly), then the Payment Amount must be less than or equal to \$25.
- 2) If Payment Type equals 18 and Payment Schedule equals M (Monthly), then the Payment Amount must be less than \$25.

Failure to meet this criterion will result in the generation of the following error message: **ERROR # 1623 - "PAYMENT AMOUNT EXCEEDS ALLOWED AMOUNT FOR PAY SCHEDULE"**

An example of the proper use of Payment Type 18 with a Payment Schedule "S" follows:

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TIP on END USER for GLOBAL USERS
File Edit Help
WBGTPA ** PA BUDGET ** VERSION 1 DIST STLA 02/10/2006
CASE NAME CASE NO. OFC UNIT WORKER TRAN CASE IVD
MOM OTG TOD006 WMS WRTS TOD 06 11
HH CA DP-HH DP-CA HC LF PI SI PSP PSF ***** EARNED INCOME *****
03 03 # LN 30I 30M SRC FRQ D HRS CCR
TY R ACTUAL ALLOW
1:
BASIC 23800 2:
ENRGY 3000 **** OTHER INCOME **** 0 GROSS 0
SPMNT 2300 LN SRC F AMOUNT EXEMPT 0 TAXES 0
01 SHEL 60000 28100 01 06 M 25000 5000 0 NYS DIS 0
WATER 0 0 0 0 0 WORK EXP 0
1 FUEL 5500 0 0 0 EXEMPT 0
OTHER 0 0 TOTAL NET 20000 0 CH CARE 0
OTHER 0 0 $$$$ PA GRANT $$$$ 0 CH CARE 0
OTHER 0 0 TOTAL NEEDS 62700 0 CH CARE 0
TOTAL NEEDS 62700 TOTAL INC 20000 0 DISREGARD 0
***** RECOUPMENT ***** CD / AMT D 42700 0 TOT DED 0
TY BALANCE % MO AMT REM RECOUPMENT 0 0 UNAVAIL 0
0 00.0 0 0 UTIL/RES 0 0 NET INC 0
0 00.0 0 0 SHEL/RES 0
0 00.0 0 0 RESTRICTED 0 * EFFECTIVE DATE *
RECALC 00.0 0 SEMI CASH 21350 020106 TO 043006
FS CASE NO. SEMI N-CASH 0 DATE STORED / /
UPDATE 02/10/2006: BGT 02
ROW= 1 COL= 1

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The household is receiving \$250.00/mo child support (income source code 06 – Child Support Payment). The household is eligible for a \$50.00 Child Support Disregard.

The Semi-monthly Cash Grant = \$213.50

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Section

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TIP on END USER for GLOBAL USERS														
File Edit Help														
WKUM06 Case # TOD006 Type FA Trans Type RECRT 02/10/2006														
LN	Act	Pay Meth	Pay	P-U	--Effective--	Ind	Clm	Vend	Manual Issue					
LN	Act	Typ	Pay	Amount	Iss	Sch	Cd	From	To	Ln	Cd	Id	Check No	
01	2	05	01	018850	1	S	1	020106	043006					
02	2	18	01	002500	1	S	1	020106	043006					
03	2	96	01	035600	1	M	1	020106	043006					
04	-	-	-	-	-	-	-	-	-	-	-	-	-	
05	-	-	-	-	-	-	-	-	-	-	-	-	-	
06	-	-	-	-	-	-	-	-	-	-	-	-	-	
07	-	-	-	-	-	-	-	-	-	-	-	-	-	
08	-	-	-	-	-	-	-	-	-	-	-	-	-	
09	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	-	-	-	-	-	-	-	-	-	-	-	-	-	
11	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	-	-	-	-	-	-	-	-	-	-	-	-	-	
			LN	Amount	LN	Amount	LN	Amount	LN	Amount	LN	Amount	LN	Amount
Recoupment _____														
Energy Rst _____														
HVnd/Acct _____ Vnd/Acct _____														
Replace LN _____ CHK/FSB _____ LN _____ CHK/FSB _____														
ACCEPT BLINKING FIELDS _ NEXT SCREEN 99 XMT ^														
ROW= 1 COL= 1														

The “05 – Cash Recurring Grant” payment amount = \$188.50 [(\$213.50 Semi-monthly Cash Grant) minus (\$25.00 Semi-monthly Child Support Disregard)]

The “18 – Child Support Disregard” payment amount = \$25.00 [The total monthly disregard is \$50.00, therefore the payment must be issued on a semi-monthly basis]

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Section

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An example of the proper use of Payment Type 18 with a Payment Schedule "M" follows:

TIP on END USER for GLOBAL USERS													
File Edit Help													
WBGTPA ** PA BUDGET ** VERSION 2 DIST STLA 02/10/2006													
CASE NAME REG. NO. OFC UNIT WORKER TRAN CASE IVD													
SALLY DOE 569209 WMS WMS TOD 10 11													
HH CA DP-HH DP-CA HC LF PI SI PSP PSF ***** EARNED INCOME *****													
04 04 # LN 30I 30M SRC FRQ D HRS CCR													
TY R ACTUAL ALLOW 1:													
BASIC 30700 2:													
ENRGY 3870 **** OTHER INCOME **** 0 GROSS 0													
SPMNT 3000 LN SRC F AMOUNT EXEMPT 0 TAXES 0													
01 SHEL 4000 4000 01 06 M 50000 5000 0 NYS DIS 0													
WATER 0 0 0 0 0 WORK EXP 0													
1 FUEL 5700 0 0 0 EXEMPT 0													
OTHER 0 0 TOTAL NET 45000 0 CH CARE 0													
OTHER 0 0 \$\$\$\$ PA GRANT \$\$\$\$ 0 CH CARE 0													
OTHER 0 0 TOTAL NEEDS 47200 0 CH CARE 0													
TOTAL NEEDS 47200 TOTAL INC 45000 0 DISREGARD 0													
***** RECOUPMENT ***** CD / AMT D 2200 0 TOT DED 0													
TY BALANCE % MO AMT REM RECOUPMENT 0 0 UNAVAIL 0													
0 00.0 0 0 UTIL/RES 0 0 NET INC 0													
0 00.0 0 0 SHEL/RES 0													
0 00.0 0 0 RESTRICTED 0 * EFFECTIVE DATE *													
RECALC 00.0 0 MO CASH 2200 020106 TO 043006													
FS CASE NO. SEMI N-CASH 0 DATE STORED / /													
UPDATE 02/10/2006: BGT 03 UPDATE FS BGT													
ROW= 1 COL= 1													

The household is receiving \$500.00/mo child support (income source code 06 – Child Support Payment). The household is eligible for a \$50.00 Child Support Disregard.

The Monthly Cash Grant = \$22.00

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TIP on END USER for GLOBAL USERS													
File Edit Help													
WKER06 Case # TOD010 Type FA Trans Type RE-OP 02/10/2006													
LN	Act	Pay Meth	Pay	P-U	--Effective--	Ind	Clm	Vend	Manual	Issue			
		Type	Amount	Iss	Sch Cd	From	To	Id	Check	No			
01	2	18	01 002200	1	M 1	020106	043006						
02													
03													
04	2	96	01 048600	1	M 1	030106	043006						
05													
06													
07													
08													
09													
10													
11													
12													
		LN	Amount	LN	Amount	LN	Amount	LN	Amount	LN	Amount		
Recoupment		_____											
Energy Rst		_____											
HVnd/Acct		_____											
Replace LN		___	CHK/FSB	_____	LN	___	CHK/FSB	_____					
ACCEPT BLINKING FIELDS _ NEXT SCREEN 09 XMT ^													
ROW= 1 COL= 1													

In this instance the total monthly cash grant (\$22.00) is less than the Child Support Disregard of \$50.00.

Therefore, the entire monthly cash grant must be issued as a Pay Type 18.

The “18 – Child Support Disregard” payment amount = \$22.00

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<u>Contact</u>	<u>Section</u>
<i>Tully Lenihan @ ext. 4-8749</i>	<i>VIII</i>
<i>Patty Hanson @ ext. 4-8753</i>	<i>VIII</i>

Section VIII – Duplicate Issuance Report

Changes are being made to the BICS treatment of single issue and recurring FS paylines to prevent duplicate issuances when payments were authorized by an automatic process such as TBA, NYSNIP or MRB/As. The summary below details what actions were taken and what steps are necessary by the districts to ensure that duplicate FS issuances are prevented. It is essential for workers to evaluate BICS advisories and errors *on a daily basis* and take corrective action to avoid duplicate FS issuances.

1. When a worker has authorized a FS "91", "93" or "94" payline on a TA or FS case, and a Mass Rebudget/Authorization (MRB/A) subsequently writes a "96" payline that overlaps the pay period of that payline, a next-day BICS advisory "417 - FS AUTH-DUP BICS ISSUANCE" will be issued to warn the worker of the duplicate FS authorized. The worker must either cancel their "91", "93" or "94" payline or, if that benefit has already been issued, void the "96" payline and reauthorize the "96" payline with a non-overlapping "FROM" date and authorize any restored or supplemental FS benefits due to the recipient household.
2. When a worker authorizes a future FS single-issue "91", "93" or "94" payline on a TA or FS case, and a Mass Rebudget/Authorization (MRB/A) subsequently writes a "96" payline that overlaps the pay period of that worker's payline, a next-day BICS advisory "419-FS-AUTH-DUP-FUTURE ISSUE" will be issued to warn the worker that a duplicate FS payment will be authorized. The worker must cancel or void their single issue payline.
3. When NYSNIP or TBA writes a "93" payline and a worker subsequently writes an overlapping "96" payline, a "417-FS-AUTH-DUP BICS ISSUANCE" advisory will be generated the next day, informing the worker that a duplicate exists. The worker must void the "96" payline that the worker authorized and reauthorize the "96" payline with a non-overlapping "FROM" date.
4. When NYSNIP or TBA writes a "93" payline and a worker subsequently writes an overlapping "91", "93" or "94" payline, a BICS error message "417 - FS AUTH-DUP BICS ISSUANCE" will be created generating an "ALEC Status". The worker must cancel their single issue payline.