

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

<u>Contact</u>	<u>Section</u>
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Section I – Deleted Anticipated Future Action (AFA)

Due to changes in policy and procedures, AFA Codes 204, 206, 208, 214, & 331 have been removed from the list of valid entry codes. When entering a Anticipated Future Action Code of 204, 206, 208, 214 or 331
Error # 0126 – “ANTICIPATED FUTURE ACTION CODE IS INVALID” will be generated

Section II – PA/FS Closing Code 07

Currently a PA/FS code of 07 is an allowable entry, with a requirement that the Food Stamp Authorization To Date must be a valid date in the month following the TA closing. When using TA/FS code of 07 you will now be required to have a Food Stamp Authorization To Date that will run until the last day of the month following the TA closing. When a date other than the last day of the month following the TA closing is used,
Error # 1197 “FS AUTH TO DATE MUST EQUAL LAST DAY OF MONTH FOLLOWING PA CLOSING DATE” will be generated.

Section III – Prohibit Special Character

An entry of a special character other than a hyphen in all WMS fields will now be prohibited with all case types. A special character is considered any entry other than numeric or alphabetic. An entry of a special character other than a hyphen will now generate:
Error # 1213 – “SPECIAL CHARACTERS PROHIBITED”

Section IV –Payment Type Code Definitions/Deletions

Payment Types 53 & H2 have been added to the list of invalid Payment Types. When used, these Payment Type codes will generate
Error # 0603 – “PAYMENT TYPE IS INVALID”.

- The definition of Payment Type Code 12 has been changed from “**Utilities to OTG**” to “**Utilities**”
- The definition of Payment Type Code 13 has been changed from “**Security Deposit – Utilities**” to “**Guaranteed Utility Account Payment**”

Section V – Modification to Edit 0886

The list of valid Employment codes associated with Edit 0886 has been modified, and will now include 31 and 38 in addition to 45, 46, 47, 48, 49 or 63. This edit is applied to Case Type 12 and 17 with a Safety Net Indicator of A, and requires the use of a Drug/Alcohol PA Individual Reason Code or Exempt Employment Code for at least one individual on the case.

Section VI – New Process Associated with the CIN Unduplication

During the CIN (Client Identification Number) Unduplication process a small number of Social Security Numbers were erroneously deleted by the system, resulting in cases where the SSN validation code is an 8 and the SSN field is blank. In order to correct these cases a system-generated fix will be performed in which the SSN Validation code will be changed to a 2. Normal procedures should be followed at Recert, workers should check all clients coded as 2's to see if they have, in fact, been assigned a SSN. If so, workers should change the 2's to 1's and enter the correct SSN, which will then be re-validated by SSA.

Section VII – Unprotect the Second Occurrence of Vendor ID/Customer Account

The second occurrence of Vendor ID with Customer Account Number has been unprotected for Case Type 18 for all Transaction Types. This will now allow workers to enter the information necessary to insure that the correct account is credited by the vendor when payment is received.

Section VIII – Unprotect the Employability Code Field at Clock Down

The Employability Code field is now an allowable change for Case Type 11, 12, 16, 17, 19, 31, and 32 while the case is in Clock Down status. This will now allow workers to change the Employability Code prior to the Case Closing if it is determined that the wrong Employability Code was used.

Section IX – SSN Validation Code

- The description of SSN Validation Code “E” has been changed to read “Client known to SSA by Different SSN – refer to RFI”. This code is mapped from SSA response code “*” (Asterisk), indicating the submitted SSN was not verified, but SSA verified a different SSN. To make this verified SSN available to local district eligibility workers, the SSA response with the “*” will now be sent to the RFI system to be posted with the verified SSN to allow for correction on WMS. A change in the SSN demographic on WMS will then cause the SSN code to change to “1”, forcing a resubmission to SSA for revalidation of the updated SSN.
- For all active PA/FS/MA recipients with a current WMS SSN Code value equal to “C” (incorrectly indicating that the SSN failed validation due to no match on DOB and Sex), the SSN validation code will be changed to “1” to force resubmission to SSA for revalidation. The SSN code value of “C” will no longer be used. There will be an updated list of the WMS SSN Validation codes.

Section X – Scanning Indicator

The Scanning Indicator of X has been added to the Recertification Notice report (4133). The Scanning Indicator “X” indicates that scanned documents are present in the I/EDR (Imaging/Enterprise Document Repository). The 4133 is a monthly report that alerts workers and supervisors of those cases due for recertification.

Section XI – New Payment Type Code

Due to recent litigation, we are introducing a new payment type **W2- Court Ordered Retroactive Payment – Cash**. This new payment type will be allowed in Case Types 11, 12, 16, or 17. A W2 will be invalid for Case Types 18 or 19. W2 is allowed at Transaction Types 02, 05, 06, 07, 08, 09, 10, 11 and 14. The only allowable Method of Payment is 01. W2 is only permitted to be authorized as a single issue payment. The Payment Schedule for this new payment type must be blank or O- Other. A Pick up Code of 1 or 6 will be required. All edits will be adjusted to meet this criteria. Policy implications will be contained in a forthcoming ADM.

Section XII – Date Entered Country Field

A new six character numeric data entry field has been created on Screen 4 of WMS and will be used to identify the date an alien entered the country. This new field will replace 'First Name' on screen four. This new field will be labeled 'Date Entered Country (DEC)'.

The new Date Entered Country (DEC) field will capture the date an alien entered the USA. This is necessary so as not to deny federal benefits to certain qualified aliens who entered the US prior to 8/22/96 but gained qualified status less than five years ago. The Date Entered Country (DEC) will be used to determine eligibility for federal TANF and MA benefits.

The current 'Entry Date' field will be relabeled as 'Date of Status'. This identifies the date an alien obtained status as indicated by the appropriate ACI code. All existing reports identifying 'Entry Date' have been changed to say 'Date of Status'.

The eligibility worker must populate the DEC field for Transaction Types 02, 06, 09, 10 and 11 when the ACI Code is A, B, D, F, G, H, J, K, or S. The Date Entered Country (DEC) can be before or equal to the Date of Status (DOS) but cannot be later than the DOS, therefore the DOS must be equal to or later than the DEC. (For ACI =B, at Opening Transactions (Transaction Type 02 or 10) the DEC should be before or the same as the Date of Status (DOS). Additionally at Transaction Types 02 or 10, If ACI = B, the Date of Status (DOS) must equal the Application Date).

Once a valid date has been entered in the Date Entered Country field, changes to that date are prohibited; however a change can be made by contacting the OTDA helpline.

DEC edits will be bypassed for all pregnancy Category Codes 15, 36, 42, 43, 48, 58 and 59.

The existing Edits have been modified to reflect the appropriate field name change to DOS (Date of Status). There are six new edits that are associated directly to DEC (Date Entered Country) and are listed below.

Additional details addressing TA policy and the use of these fields will be contained in a forthcoming Informational Letter.

Associated Edits

1413 - DEC REQUIRED FOR ACI CODE

DEC not allowed with ACI Code = C or E

1414 - DATE ENTERED COUNTRY (DEC) IS LATER THAN DATE OF STATUS (DOS)

DEC has to be before or equal to DOS

1416 - DEC IS LATER THAN APP DATE

With ACI Code = B, Date Entered Country (DEC) must be fore or equal to application date

1417 - DATE CHANGES TO DEC ARE PRHOBITED

Once a date has been entered in the DEC field, changes to that field are only possible by contacting OTDA's Help Desk

1418 - DATE ENTERED COUNTRY IS INVALID

If DEC is entered, it must be a valid calendar date earlier than or equal to today's date

1419 - DOS MUST BE EQUAL TO APPLICATION DATE