

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

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Section I – Prevention of Alphas in the Alien Number

The entry of an Alpha in the Alien Number field will be prohibited for all Case Types and will be applied at Transaction Types 02, 06, 09, 10 and 11. This change will also require that a valid entry must be nine Numeric digits. Should there be an occurrence where there is less than 9 numeric digits the proper procedure would be to put in a leading zero for as many spaces as necessary to properly produce the required entry. The entry of an Alpha in the Alien Number field will generate error:

1424 - ALIEN NUMBER MUST BE NINE DIGITS, NUMERICS ONLY

Section II – Deletion of Nationality and Resettlement fields

Based upon TA policy the Nationality and Resettlement Agency fields on Screen 4 of the 3636 (App Tad) & 3209 will be deleted. All currently existing values in this field will be systematically deleted from the WMS system along with any other subsystem in which these fields reside.

Section III – Payment type Revisions

Due to changes in TA policy, three Payment Types have been deleted. Entry of these Payment Types will result in Error 0603.

0603 - PAYMENT TYPE IS INVALID

- 29 – “RELATED FOSTER CARE EXPENSES”
- 08 - “SES – IN”
- 09 - “SES – OUT”

Section IV – Prohibit use of Federal Charge Code

Based upon current policy and procedures, Federal Charge Codes 34, 35 & 36 are no longer valid. They will be invalid for all Case Types and all Transaction Types. The use of any one of the three codes will result in error 0312.

0312 - STATE/FED CHARGE IS INVALID

Section V – Prohibit Entry in Case Reason Code for Case Type 18

During the WMS Application Denial Process you will not be able to enter a PA Case Reason Code for a Case Type 18 (EAA). An entry in the Case Reason Code field will result in the field blinking and the transaction will not be accepted unless the field is left blank.

Section VI - Language Spoken Field (LS)

This new field will be used to identify the Language Spoken, and will be on Section 1 of the 3636 (APP TAD) and 3209. This field will be protected and reserved for future use.

Section VII – Change to Employability Codes

To ensure program accuracy, there has been a definition change to two existing Employability Codes (38 and 40), as well as the addition of two new Employability Codes (54 and 58). These codes will be valid for Case Type 11, 12, 16 & 17. When these Employability Codes are used for another Case Type, Error 0326 will be generated.

0326 – EMPLOYABILITY CODE OUT OF RANGE OR REQUIRED FOR THIS CASE TYPE

Definitions:

- 38 - Parent Needed in the Home Full-Time to Care for an Incapacitated/Disabled Household Member – Exempt
- 40 - Parent or Non-Parent Needed in the Home Part-Time to Care for an Incapacitated/Disabled Household Member/Nonexempt
- 54 - Parent in Receipt of SSDI/Exempt
- 58 - Non-Parent Needed in the Home Full-Time to Care for an Incapacitated/Disabled Household Member/Exempt

Section VIII - CNS CONTACT DATA

We would like to remind districts of the importance of maintaining accurate information stored in the CNS contact data records. These records are used to complete district return addresses and telephone numbers, as well as unit or worker names and telephone numbers. For some types of notices (e.g., certain recertification call-in notices and HEAP early outreach notices) these records are also used to provide clients with an alternate appointment address or an address to which an application should be mailed. During notice production, CNS uses the most specific information available to complete the district address, and unit or worker name and telephone number sections of the notice. Failure to maintain this information, including appropriate unit, office, program area and district defaults, may result in undesired contact information on notices, or, in extreme cases when no matching record can be located, in no notice being produced.

CNS provides districts with quarterly snapshots of their contact data records in reports sent via the BICS queue. These reports can be used as a reference tool.

The maintenance of CNS contact data records is normally the responsibility of the CNS coordinator, or his designee. Additional information is provided in section N of the CNS Manual, available online at <http://otda.state.nyenet/dta/Manuals/CNSManual.pdf>.