

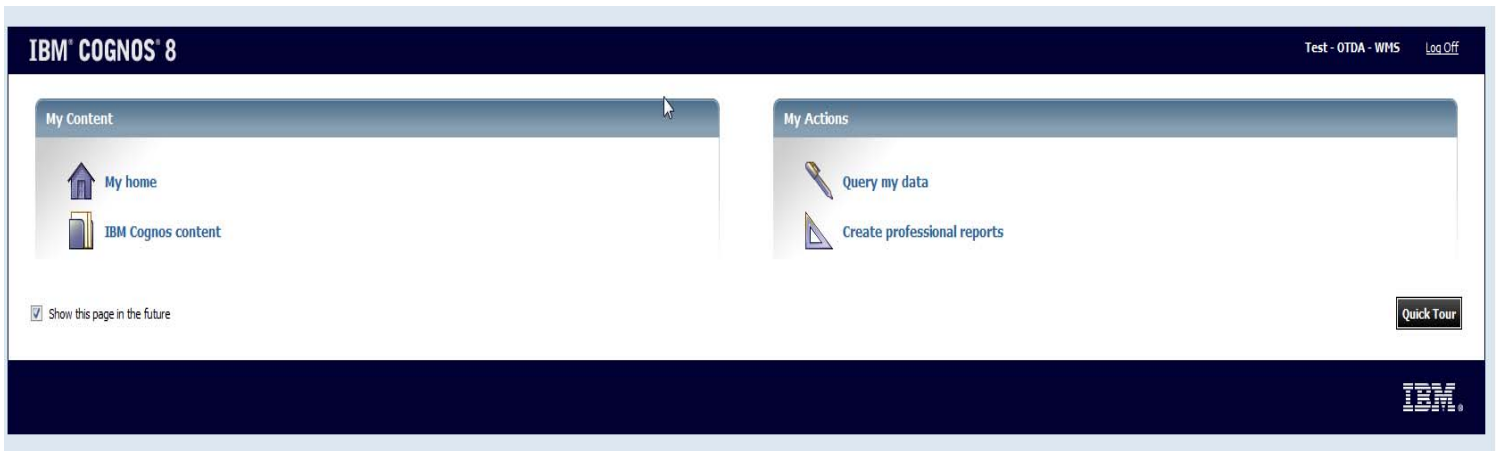
**Section I Monthly Periodic Reports**

Currently cases that are generated through the monthly Periodic Report are displayed on Selection 24 from the WMS Main Menu. WMS only captures the current and previous month's data. A report has now been created through Cognos to retain monthly periodic report information for a 2 year period.

Access to these reports will require users to contact their local district data access security personnel. This permission will need to be submitted to the Cognos shared mailbox @ [Otda.sm.cognos.reporting@otda.ny.gov](mailto:Otda.sm.cognos.reporting@otda.ny.gov)

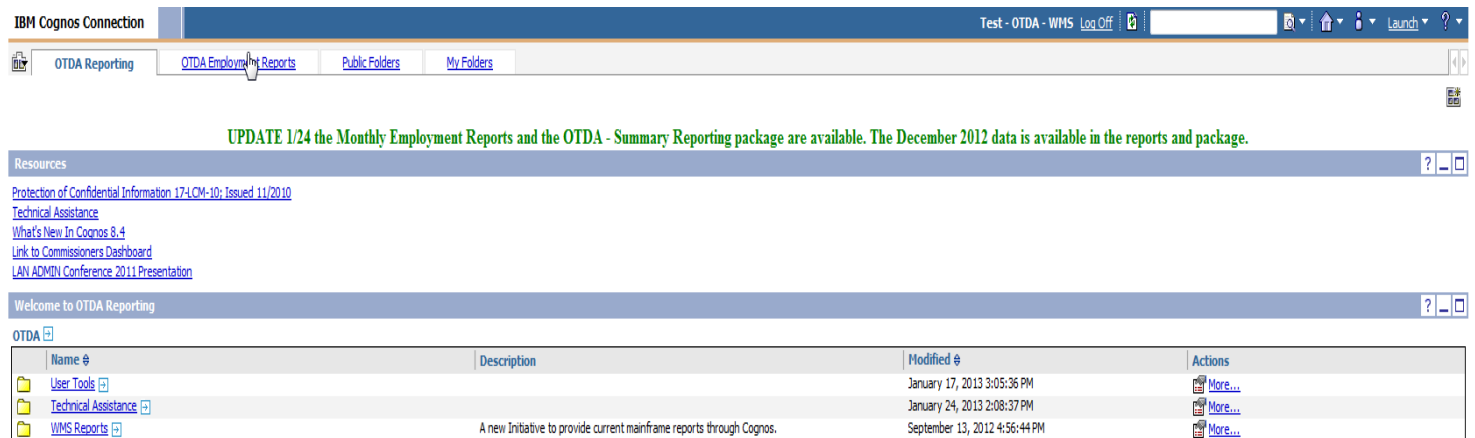
When access has been granted to the user, location of the reports in Cognos are as follows:

Please use zoom feature under view to maximize screen displays.



Step 1: Log Into Cognos 8 and it will bring the user to “My Content”

Step 2: Click on “My Home”



Step 3: Click on “WMS Reports”

The screenshot shows the IBM Cognos Connection interface. At the top, there is a navigation bar with 'OTDA Reporting' selected. Below it, a green banner reads: 'UPDATE 1/24 the Monthly Employment Reports and the OTDA - Summary Reporting package are available. The December 2012 data is available in the reports and package.' Underneath, there are sections for 'Resources' and 'Welcome to OTDA Reporting'. The main content area shows a breadcrumb trail 'OTDA > WMS Reports' and a table with two rows:

Name	Description	Modified	Actions
WJNR Reports		December 21, 2012 2:23:45 PM	More...
WMS Reports		November 6, 2012 12:01:51 PM	More...

A mouse cursor is pointing at the 'WMS Reports' link in the table.

Step 4: Click on WMS Reports

The screenshot shows the IBM Cognos Connection interface. The breadcrumb trail is now 'OTDA > WMS Reports > WMS Reports'. The table below contains one row:

Name	Description	Modified	Actions
Periodic Mailer	Data generated by the Periodic Pull-Down mailer which is displayed on Selection 23 of the WMS Main Menu	December 18, 2012 1:19:15 PM	More...

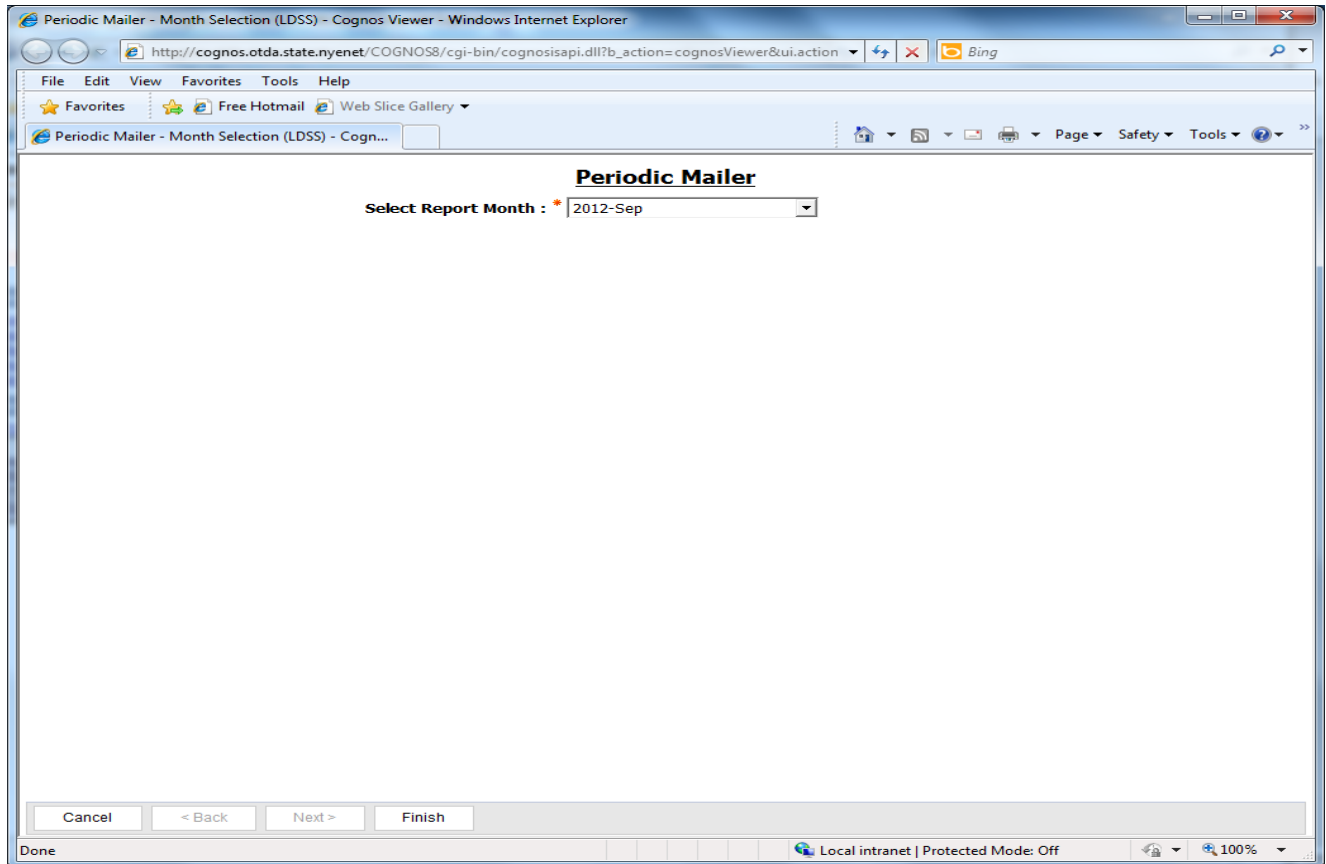
A mouse cursor is pointing at the 'Periodic Mailer' link in the table.

Step 5: Click on “Periodic Mailer”

The screenshot shows the IBM Cognos Connection interface. The breadcrumb trail is now 'OTDA > WMS Reports > WMS Reports > Periodic Mailer'. The table below contains three rows:

Name	Description	Modified	Actions
Periodic Mailer - Most Recent Month (LDSS)		November 7, 2012 2:43:29 PM	More...
Periodic Mailer - Month Selection (LDSS)		November 7, 2012 4:07:42 PM	More...
Periodic Mailer - Most Recent (LDSS) Data Download		December 13, 2012 10:30:22 AM	More...

Step 6: Select any of the reports above



Periodic Mailer – Month Selection: These reports give the user, cases in which a periodic mailer was sent for a selected month. This report was implemented in September of 2012. It will provide monthly periodic mailer information (i.e. Case Number; Case Name; Case Type; Select Code).

## **Section II H2 HEAP Cooling**

Effective 04/01/13 Payment Type H2 – HEAP Cooling will be added to the existing valid HEAP Payment Types. Pay Type H2 will be allowed for Case Types 11, 12, 16, 17, 31 and 60. Payment Type H2 will be signified by the mnemonic HEAPCOOL.

Payment Type H2 will be included in the following Errors:

### **0603 - PAYMENT TYPE IS INVALID**

If entered, Payment Type must be 02-14, 16-26, 28-38, 39, 40-60, 62-79, 81-98, A1-A4, A6, A7, C0-C5, C7, C9, D1-D4, D6-D9, E1, E3, E5-E9, F2, F3, F5, F6, G1, H0, H1,H2, H5-H9, HX, J1, J2, K1, K3, L1-L6, M1-M9, N1, P1-P9, Q1, Q2, Q4-Q6, R0-R9, T1-T3, W1. (F, E, U)

**0622 - PAYMENT INFORMATION IS INVALID FOR DENIAL**

If Transaction Type is 03 and Case Type is not 11, 12, or 16-19, then all Payment Lines must be blank. (F,E)

**0640 - PAYMENT TYPE INVALID FOR FS CASES**

Only Payment Types 39, 91-97, F2 and F3 allowed for Case Types 31, 32. For Case Type 31 only, Payment Types H0, H1, H2, H5-H9, HX, J1, J2, J9, N2, 04, 16, 17 or Diversion Payments are also allowed. (F,E,U)

**0643 - SPECIAL CLAIM CODE MUST BE H FOR HEAP PAY TYPE**

If Payment Type is 04, 16, 17, H0, H1, H2, H5-H9, HX, J1 or J2 then Special Claiming Code must be H. (F,E,U)

**0644 - ONCE-ONLY IS ONLY ALLOWABLE ISSUE CODE FOR HEAP PAYMENTS**

If Case Type is 60, or if Special Claiming Code is H, then Issue Code must be 2. (F,E,U)

**0648 - METHOD OF PAYMENT INVALID FOR PAYMENT TYPE**

If the Case Type is 11-14 or 16-19, and Local Action Code is 2 or 6, and Payment Type is 05 or K1, then the Method of Payment may not be 02-04, 07 or 10. If Payment Type is M1-M9, P1-P9 or L1-L3, then the Method of Payment must be 01-09. If Payment Type is E4, then Method of Payment must be 02, 04, 07 or 09. If Payment Type is E6 or N2, then Method of Payment must be 01, 05, 06, 08 or 09. If Payment Type is E8, then Method of Payment must be 02-07 or 09. If payment type is N4 then method of payment must be 01, 05, 06. If Payment Type is J9 then Method of Payment must be 02, 03, 04, 07 or 09. If Pay Type is HX then method of Payment must be 01, 02, 03, 04, 09 or 11. If Pay Type is = H2 then the Method of Payment must be 02 or 04 (F,E,U)

**0687 - PAYMENT TYPE IS INVALID FOR MA CASE TYPES**

If Case Type is 20, 22 or 24 then, if entered, Payment Type must be 19, 24, A1, A2, A3, E4, L1-L6, M1-M9, P1-P9, or Q1-Q2 or Diversion Payments. (F, E, U)

**1649 - VENDOR ID REQUIRED WITH THIS PAY TYPE AND MOP**

For Payment Type E8 (Emergency Shelter Payment), with MOP 02, 03, 04, 05, 06, 07 or 09, then a Vendor ID is required. For Payment Type H2 (HEAP Cooling) with MOP 02 or 04, then a Vendor ID is required.

**Section III SNAP Reactivation Notices**

CNS has been enhanced to produce notices through SNAP case reactivations. Beginning April 1, 2013, the following WMS/CNS case level reason codes may be used for reactivations (transaction type 11), following closing transactions during the certification period (transaction type 07), for SNAP case type 31:

A30 – SNAP Approval: Same Benefit Each Month

A31 – SNAP Approval: Two Different Benefit Amounts in the Certification Period

A32 – SNAP Approval: 1<sup>st</sup> Month Pro-rated – Applied Before the 16<sup>th</sup>

A33 -- SNAP Approval: 1<sup>st</sup> Month Pro-rated – Applied After the 15<sup>th</sup>

The notice language for these reason codes has been modified to provide CNS support for case reactivations where appropriate. Workers should not alter the authorization FROM date, and should restore the authorization TO date to its original pre-closing value. Notices will reference budget FROM dates, so it is important to store new budget(s) as appropriate to coincide with the reason code used.

Please see a forthcoming ADM for additional information.

SNAP Reactivations will be included in the following edits:

**0960 - STORED FS BGT FROM MM/YY MUST = PREVIOUS FS BGT TO MM/YY + 1 MONTH**

If PA case with FS Reason Code A31, A32, A33, A38, A42 or A43, or FS Case with same Reason Codes, the stored FS Budget Effective From Date must be one month greater than the previous FS Budget Effective To Date. If FS case and Transaction Type = 11 and prior Transaction Type = 08 and FS Reason Code = B31, B32, B35 or prior Transaction Type = 07 and FS Reason Code = A31, A32, A33, the stored FS Budget Effective From Date must be one month greater than the previous FS Budget Effective To Date.

**0972 - RC 991 - 994 AND MANUAL NOTICE REQUIRED IF REACTIVATING WITH PRIOR TX = 07**

Reason Code 991 – 994, A30 - A33 is required if reactivating a case type 31 or 32 and the prior transaction was an 07 (U).

**1101 - FS CASE REASON CD REQUIRES PRIOR ABEL FS BGT SHOWING FS BENEFITS**

The FS history budget must be present and show benefits in the following circumstances:

1. FS Case Type, FDE Transaction Type, Notice Indicator not = 'N' and Case Reason Code = A31-A33, A38, A42, A43 or Q22 (with Auth FROM Date DAY NOT = 01)
2. FS Case Type, U/M Transaction Type, Notice Indicator not = 'N' and Case Reason Code = B20 – B24, B27 – B29, B31, B32, B34, B35, B80, E30, E39, E40 or Case Reason Code = A30 – A33 if Transaction Type = 11 and pulldown Transaction Type = 07
3. PA Case Types, PA/FS Indicator = 01, U/M Transaction Type, Notice Indicator not = 'N' and FS Case Reason Code = B20, B21, B22, B24, B31, B32, B34, B35
4. PA Case Types, PA/FS Indicator = 08, 09, U/M Transaction Type, Notice Indicator not = 'N' and FS Case Reason Code = E30, E39, E40
5. PA Case Types, PA/FS Indicator = 80, 81, 90 or 91, Transaction Type 03 or 07 (with Emergency Indicator = 'X'), Notice Indicator not = 'N' and FS Case Reason Code = E30, E39, E40

**1105 – PREVIOUS FS BGT FROM DAY MUST BE 02-15 FOR THIS FS RC**

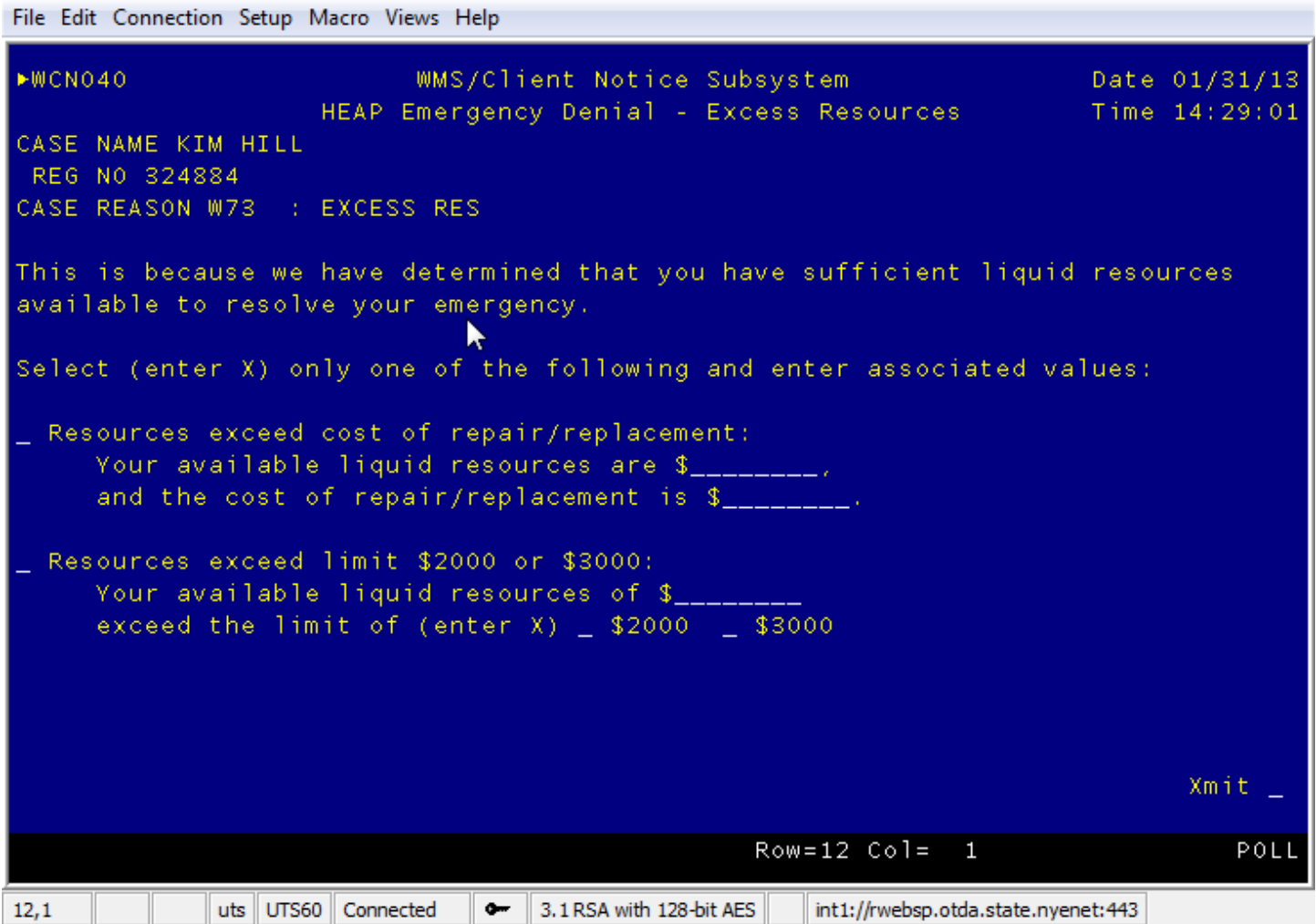
The previous Food Stamp budget from Date must be between the 2nd and 15th of the month.

**1106 – PREVIOUS FS BGT FROM DAY MUST BE GREATER THAN 15 FOR THIS FS RC**

The previous Food Stamp budget From Date must be between the 16th and the end of the month.

**Section IV   New HEAP Denial Reason Code W73**

HEAP reason code G73 – Resources Available to Meet an Emergency has been replaced with W73 due to significant changes to CNS notice language. Workers using this reason to deny emergency HEAP must first go to CNS and prepare a pending notice by completing screen WCN040 – HEAP Excess Resources



A notice produced using W73 will now state:

Your request for HEAP Emergency benefits is NOT APPROVED.

This is because we have determined that you have sufficient liquid resources available to resolve your emergency. In order to be eligible for Emergency HEAP, you must first utilize all available liquid resources to help resolve your emergency.

One of the following statements will print depending on the worker selection made on screen WCN040:

Your available liquid resources are \$\_\_\_\_\_ and the cost of repair/replacement is \$\_\_\_\_\_.

(Or)

Your available liquid resources of \$\_\_\_\_\_ exceed the limit of \$2000/\$3000.

Workers need to make one selection on screen WCN040 and enter appropriate amounts. W73 may be used to deny emergency HEAP when available liquid resources exceed the cost of furnace/boiler repair/replacement, or when they exceed the resource limit for the household when addressing an emergency shut-off or out of fuel situation.