

**CLEARANCE REPORT**

The Clearance Report indicates whether or not the applicant is known to WMS or HBE. The greater the detail and the more accurate the data entered during the Application Registration, the better the quality of information produced on the Clearance Report and the greater the possibility of matches between the applicant and the applicants/recipients on the WMS/HBE database.

Use the Clearance Report to determine the CIN assignment for FULL DATA ENTRY, APPLICATION DENIAL or UNDERCARE MAINTENANCE when adding an individual to a case. If a period of time has elapsed between the Application Registration and the granting or denying of assistance, a new Clearance report should be requested to assure that the most recent data in WMS or HBE is taken into consideration.

The Clearance Report is printed as a result of the Clearance Process when:

- An application is registered. \*
- An application maintenance is performed.
- A new Clearance Report is requested.
- A new person is added to a case using UNDERCARE MAINTENANCE. \*

\* For most Child Welfare cases (Child Preventive, Protective, Foster Care and pre-Adoption Services) the creation of the application registration and maintenance are conducted in CONNECTIONS and updated in WMS via an interface. Certain WMS Services case maintenance, including adding a person to a case, are also conducted in CONNECTIONS and updated to WMS.

Three different match types may be found on the Clearance Report:

- Client ID Match
- Social Security Number Match
- Possible Matches

A maximum of 25 matches (any type match) will print on the Clearance Report, even if more than 25 matches are found.

If more than 100 matches are found, no matches will display on the Clearance Report. Instead the following message will appear: **(FOUND/PRINTED). POSSIBLE 100+/0. POSSIBLE MATCHES TOTAL MORE THAN 100, SUPPLY ADDITIONAL DATA.**

If no matches are found, the message will read: **NO MATCH FOUND**

When "HBE Data Unavailable" message appears on clearance, if no HBE data is returned, an eligibility transaction data entered into WMS will error. To prevent this error, workers must re-clear the application when HBE becomes available.

NYC and HBE results are for informational purposes only and are non-selectable.

FIELD NAME	DESCRIPTION
WMS CLEARANCE REPORT	Report Title
DISTRICT	District where the application is registered or where the individual is being added. HX78 identifies a HBE recipient.
DATE	Date the report was printed
REGISTRY NUMBER	The registry number assigned by WMS to the application after registration. This will be blank if the Clearance Report is for an individual being added to a case.
VERSION NUMBER	The version sequence number of the application registration. This field will be blank if the Clearance Report is for an individual being added to a case.
PAGE	Page number of the report
APPLICATION DATE	Date application was data entered
CASE TYPE	Abbreviation of the case type
CONX	Connections Indicator (Services Only)
LOCAL OFFICE	Office Code
UNIT	Unit identification code
WORKER	Worker identification code
CASE NUMBER	Number assigned to the case
CASE NAME	Name assigned to the case
LN	Line number associated with applicant
O	Other name code
FIRST NAME	First name of each applicant and the first name of each match found in the Clearance Report
M	Middle Initial
LAST NAME	Last name of each applicant and the last name of each match found in the Clearance Report

FIELD NAME	DESCRIPTION
SSN CODE	Client's Social Security Number validation code
SSN	The Social Security Number of each applicant and the Social Security number of each found match in the Clearance Report. The SSN appears only when the matched individual has completed Full Data Entry.
CIN	The Client Identification Number of each applicant (if it was entered on the application) and the CIN of any match found in the Clearance Report
CRD CD	The Common Benefit Identification Card code, if any, of each found match
SEX	The gender of each applicant and the gender of the matches found in the Clearance Report
DOB	Date of birth of each applicant and of each match found in the Clearance Report
BVI	The Birth Verification Indicator is populated based on a match with SSA to verify citizenship for Medicaid eligibility only.
R	Managed Care Flag: C=Enrolled in Managed Care; P=Potential re-enrollment (auto-disenrolled with RC 95, will auto-reenroll if eligible within 90 days); E=1199 enrollment (enrolled into Fidelis as part of their union); Blank=Not enrolled in Managed Care.
AFIS	This field indicates whether the individual has submitted to fingerprint imaging.
60CT	The number of months used toward the 60-month limit
24 CT	The number of months used towards the 24-month limit
TPHI	The third party health insurance indicator is populated with a "Y" if any current or open ended third party health insurance (excluding Medicare) exists in the eMedNY TPL subsystem.
SCN	The matched case contains scanned documents.
MCR	The Medicare indicator is populated with a "Y" if any current or open ended Medicare coverage exists in the eMedNY TPL subsystem.
SP	This Special Population field is populated with a "C" to indicate a discharged Foster care child 18-21 years of age (Chafee children)
DIST	District where the matched individual was active, closed, denied or applied
CAS/REG-NO	The case number or the Application Registry Number and the line number of the matched individual. If the matched individual is associated with an active, closed or denied case, the Case Number will appear in this field. If the matched individual is applying in another application, this field will display the Registry Number of the other application and the line number of the matched individual from the found application. This is referred to as the "Application Registration/Line Number" (AR/LN).
CAS TYPE	Case type abbreviation of the case or application of the matched individual
CAS STAT	The case status of the matched individual
IND STAT	The individual status of the matched individual associated with a case
PA/MA IND RSN	This field describes the TA and MA reason for the Individual Status.
AUTH DT	Authorization Date
FS	The matched individual's most recent Food Stamp code
M	Not used
LI	If a Lien is present on the Lien Account Screen, the Lien Indicator will appear here.
MA DATE	If the matched individual is in a closed case and had MA coverage, the last MA coverage TO date will display in this field.
PA/FS DT	If the matched individual was active in a case and eligible for food stamps when it was closed, the FS authorization period TO date of the closed case is printed here. This is only for CIN and SSN matches.
FS IND RSN	This field describes the FS reason for the individual status.
TI	This field indicates whether an individual on the case has a Trust. (Y=Yes, N=No, or Blank)
REL	Relationship code of the individual in the matched case
CAS REAS	Case Reason Code
\$CASH	If the matched case received a diversion payment, Pay Type will appear here.
EXPDFS	The matched case received an expedited FS payment.
HEAP	The matched case received a HEAP payment.
R/C	This field indicates a recoupment in the matched case.
CNX	Connections Related (Services Only)
CAT CD	Individual Categorical Code