EP600 - DATA ENTRY
Change #2-2009
Issued October 1, 2009

This section explains the following system functions: registration (Program Registration/Initial Employment Services Assessment), additions, changes, deletions, processing deadlines, outputs, county reassignment, terminations, and program transfers. The data, which must be keyed on the DSS-6908 for the form to process, is listed.

EP600.01   INITIAL EMPLOYMENT SERVICES ASSESSMENT

A.   General Information

The Initial Employment Services Assessment is the first, or initial, assessment made on an individual who is selected for participation in Employment Services. The reporting of the Initial Employment Services Assessment is a one-time event and serves as a point in time from which progress made through participation in Employment Services is measured. A participant may have subsequent *Work First Family Assistance* eligibility periods and subsequent *Work First* Employment registration during which the assessment and employability planning (AE) is reported. **However, for reporting purposes, an individual may only have one Initial Employment Services Assessment.**

After Part II of the Mutual Responsibility Agreement has been developed and the work and work-related activities are scheduled to begin, key a DSS-6908 to activate the individual in EPIS. Enter the scheduled activities.

B.   Case Data

1.   The following Case Data fields must be keyed in order for the DSS-6908 to process and report the Initial Employment Services Assessment:

Field 2   EIS Individual ID

Field 3   Worker ID

Field 26   Education Level

Field 27   Date Attained

IMPORTANT: A potential participant is not moved to the active file until program data is entered on the individual.

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2.   **Do not** attempt to key the fields listed below. They are either Eligibility Information System (EIS) fields, system-generated, protected fields and cannot be changed.

Field 1   County Number

Field 6   Two Parent Case Indicator

Field 9   *Work First Family Assistance* Status and Date

Field 10   Program Status and Date

Field 11   Address

Field 12   *Work First Family Assistance* Payment Amount and date

Field 13   Sanction Code and Begin and End Dates

Field 14   Client Social Security Number

Field 15   Race

Field 16   Sex

Field 17   Date of Birth

Field 18   County Case Number

Field 19   District Number

Field 20   EIS Case ID

Field 22   Assessment Date

Field 23   Education Status

Field 24   Work Status

Field 25   Employment Status

C.   Program Participation Data

The following Program Participation Data fields must be keyed for the DSS-6908 to process and report the Initial Employment Services Assessment.

Field 31   Component/Administrative Action

Field 32   Activity Type

Field 33   Provider Code

Field 34   Beginning Date

Field 37   Self-Initiated

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Field 38   Monthly Report Date

Field 39   Scheduled Hours

EP600.02   COMPONENT PARTICIPATION REPORTING PROCEDURES

A.   Initial Program Participation in EPIS

After Part II of the Mutual Responsibility Agreement has been developed and the work and work-related activities are scheduled to begin, key a DSS-6908 to activate the individual in EPIS. Enter the Initial Employment Services Assessment and scheduled activities.

> **EXAMPLE:** If a case is activated on April 4th (for component activities that will begin on April 4th), a family's "time clock" will begin in May. However, if you wait to activate another family, whose component activity also began on April 4th, until after the reporting deadline (April 20th), their time clock will not begin until June.

After a participant has been activated, the case manager may then elect to use Option #2 for adding new components or for reporting subsequent monthly report data on existing components.

Option #2 includes data needed to complete the participant's monthly participation information with one DSS-6908 entry.

B.   Option #1   Adding a Component

Option #1 includes the necessary fields to open a component in EPIS, and at a later date, within the current processing period, the case manager must key a DSS-6908 turnaround data.

1.   The following data fields are required for adding a component.

Field 31   Component/Administrative Action

NOTE: The entry of duplicate open components with the same activity type code prevents the DSS-6908 from processing. For example, Job Search has only one activity type code. If a participant is active in a Job Search provided by a second provider, the case manager must change the provider code on the open Job Search component to the combined provider code.

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Field 32   Activity/Type Code

Field 33   Provider Code

Field 34   Beginning Date

Field 37   Self-Initiated

Field 38   Monthly Report Date

Field 39   Number Of Hours Scheduled

NOTE: Once the initial DSS-6908 with the program participation data has been keyed, the system generates a DSS-6908 turnaround containing up to three lines of open participation data and two lines of employment data. If more than three lines of participation data or two lines of employment data exists for a participant, a second DSS-6908 turnaround containing this information is generated by the system. The data on the DSS-6908 turnaround verifies the system accepted the information submitted for the participant. Each additional submission generates a new turnaround. The turnaround should be received within three working days after keying the form. If the DSS-6908 turnaround has not been received, check the participant's case file for a client history to verify that the information has processed. If the client history has not been received, one should be requested. The information on the client history should match the information keyed into the system. If this information is incorrect, the erroneous data must be corrected by the current processing deadline. No corrections can be made to closed components, closed cases, or closed employment.

2.   Completing the Monthly Report Data for Program Participation

When the case manager uses Option #1, the DSS-6908 must be keyed during the current processing period to complete the monthly report data. The required fields are listed below.

Field 30   Index Number (System Generated)

Field 40   Number Of Hours Completed

Field 41   Number Of Weeks

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> If the number of completed hours is zero, then the number of weeks must be zero.

C.   Option # 1   Subsequent Monthly Reporting Data for Program Participation

1.   The following fields are required for processing data on the DSS-6908 for monthly reporting.

   Field 30   Index Number (System Generated)

   Field 38   Monthly Report Date

   Field 39   Number Of Hours Scheduled

   Field 40   Number Of Hours Completed

   Field 41   Number of Weeks

> If the number of completed hours is zero, then the number of weeks must be zero.

2.   The monthly report data must be completed for each processing period that the participant is active.

D.   Option #2   Activation and Completion of Monthly Reporting Data

If the case manager chooses Option # 2, entries in Field 40 and 41 complete the monthly report data. Listed below are required fields for completion of program participation data for Option #2.

   Field 31   Component/Administrative Action

   NOTE: The entry of duplicate open components with the same activity type code prevents the DSS-6908 from processing. For example, Job Search has only one activity type code. If a participant is active in a Job Search provided by a second provider, the case manager must change the provider code on the open Job Search component to the combined provider code.

   Field 32   Activity/Type Code

   Field 33   Provider Code

   Field 34   Beginning Date

   Field 37   Self-Initiated

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Field 38   Monthly Report Date

Field 39   Number Of Hours Scheduled

Field 40   Number Of Hours Completed

Field 41   Number of Weeks

> If the number of completed hours is zero, then the number of weeks must be zero.

E.   Option # 2   Subsequent Monthly Reporting Data for Program Participation

1.   The following fields are required for processing the DSS-6908 for subsequent monthly reporting:

Field 30   Index Number (System Generated)

Field 38   Monthly Report Date

Field 39   Number Of Hours Scheduled

Field 40   Number Of Hours Completed

Field 41   Number of Weeks

2.   The monthly report data must be completed for each processing period that the participant is active.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

> By using Option #1, the case manager has activated the case in EPIS. For each month of active participation, the case manager must key a DSS-6908 detailing monthly report data. If the case manager does not complete Fields 40 and 41 prior to the current processing period deadline, the system automatically generates zeros in Fields 40 and 41. The consequence of this is that the participation will not be included for the participation rate. This could significantly affect the federal funding for North Carolina.

F.   Excused Absence Hours (Field 40A) and Holiday Hours (Field 40B)

Excused Absences and Holidays are allowed with the following components for the report month of October 2008 and later.

AW -   Work Experience
CS -   Community Service
ED -   Education
JS -   Job Search

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ST -   Skills Training
VT -   Vocational Education Training

1.   Excused Absence Hours

Up to 16 hours per month of Excused Absences are allowed. No more than 80 hours are allowed in any 12 month period. No data may be entered for any report month prior to October 2008. When entered, the hours are displayed on the Participant Tracking Screen.

2.   Holiday Hours

Up to 80 hours of Holiday hours are allowed within a 12 month period. A maximum of 8 hours may be entered for months with one holiday and a maximum of 16 hours may be entered for months that have two holidays. No hours may be entered for a month that does not contain a holiday. No data may be entered for any report month prior to October 2008. When entered, the hours are displayed on the Participant Tracking Screen.

3.   Holiday Table

This table displays the months that holiday hours can be entered.

January	New Year's Day
	Martin Luther King, Jr. Day
April	Good Friday
May	Memorial Day
July	July 4th
September	Labor Day
November	Thanksgiving Day
	Day After Thanksgiving
December	Christmas Eve
	Christmas Day

Report months February, March, June, August, and October do not have holidays. The message "HOLIDAY HOURS ARE NOT ALLOWED FOR THIS MONTH" displays when hours are entered.

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EP600.03   EMPLOYMENT REPORTING PROCEDURES

Initial Employment Data in EPIS

The case manager may choose one of two options for processing the employment data into EPIS.

Option #1 includes the necessary fields to add the job type to the EPIS database, and at a later date within the current processing period, the case manager must key the DSS-6908 to complete the participant's monthly report data.

Option #2 adds the job type to the EPIS database and completes the participant's monthly report data for employment with one DSS-6908 entry.

A.   Option #1   Addition of a Job Type

The following fields are required to add the employment data to the EPIS database:

Field 43   Job Type

NOTE: The entry of duplicate open Job Types prevents the DSS-6908 from processing. Therefore, the case manager must adjust the number of scheduled hours to accommodate a participant who has entered employment in more than one job of the same job type. For example, if a participant works at two fast food restaurants, code only one job type, and combine the hours scheduled and hours worked.)

Field 44   Beginning Date

Field 46   Job Development and Placement/Employment Type

Field 47   Monthly Report Date

Field 48   Number Of Hours Scheduled

B.   Option #2   Addition and Completion of a Job Type

The following fields are required for completion of employment for Option #2.

Field 43   Job Type

NOTE: The entry of duplicate open Job Types prevents the DSS-6908 from processing. Therefore, the case manager must adjust the number of scheduled hours to accommodate a participant who has entered employment in more than one job of the same job type.

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Field 44   Beginning Date

Field 46   Job Development and Placement/Employment Type

Field 47   Monthly Report Date

Field 48   Number Of Hours Scheduled

Field 49   Number Of Hours Worked

Field 50   Number of Weeks

Field 51   Wage Range

NOTE: When a participant is employed in more than one job with the same job type, the case manager must add the hourly wage amounts for each of the jobs and divide by the number of jobs with the same job type. Refer to the wage range chart for the appropriate code.

The monthly report data must be completed for each processing period that the participant is active.

C.   Option #2 - Subsequent Monthly Reporting Data for Employment

The following fields are required for processing the DSS-6908 for subsequent monthly report data.

Field 42   Index Number (System Generated)

Field 46   Job Development and Placement/Employment Type

Field 47   Monthly Report Date

Field 48   Number Of Hours Scheduled

Field 49   Number Of Hours Worked

Field 50   Number of Weeks

Field 51   Wage Range

NOTE: When a participant is employed in more than one job with the same job type, the case manager must add the hourly wage amounts for each of the jobs and divide by the number of jobs with the same job type. Refer to the wage range chart for the appropriate code.

The monthly report data must be completed for each processing period that the participant is active.

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EP600.04   COMPLETION/CLOSURE OF AN OPEN COMPONENT

To complete an active component/administrative action in EPIS, the participant's DSS-6908 must be keyed. **Completed or closed components will not appear on a DSS-6908 turnaround for verification**. However, the case manager can verify the data entered using the participant's client history. If the participant's client history does not reflect the correct information, there is nothing that can be done to correct this information. Closed components are moved to a historical file and cannot be changed.

An entry in each of the following fields is required to complete/close a component or an administrative action.

>   Field 30   Index Number (System Generated)

>   Field 35   Ending Date

>   **NOTE:**   An ending date must be entered on an open good cause (DE) administrative action one day prior to beginning an active component. An ending date must be entered on an active component one day prior to beginning an open good cause (DE) administrative action. The DSS-6908 will not process if an open good cause (DE) administrative action and an active component exist simultaneously. Either the administrative action or the component must be closed before the other can be activated.

>   Field 36   Ending Reason

EP600.05   COMPLETION/CLOSURE OF EMPLOYMENT DATA

An entry in each of the following fields is required to complete employment.

>   Field 42   Index Number (System Generated)

>   Field 45   Ending Date - Enter the date the employment is no longer being counted.

>   **NOTE:**   Once an entry is made in Field 45 to complete/close employment, the data is moved immediately to the historical file and cannot be changed regardless of the processing deadline**.**

>   **NOTE:**   When a participant is employed in two jobs under the same job type, the *Work First* case manager must adjust the participant's scheduled hours and wage range to report both jobs under one job type.

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EP600.06   CHANGES

If the case manager discovers a discrepancy in program participation data or employment data, he/she can key changes on the DSS-6908 as long as the change is made during the current processing period. Changes may be made to cases in active or open status only. **Changes cannot be made to closed components, closed employment, or closed cases.**

A.   **Changes to Case Data**

1.   The following fields can be changed.

Field 3   Worker ID

Field 26   Education Level

Field 27   Date Attained

Field 28   Literacy Level

Field 29   Date Attained

2.   These changes can occur at any time and are not restricted to the processing deadline constraints.

B.   **Changes On Program Participation**

The following fields can be changed.

Field 32   Activity/Type Code

Field 33   Provider Code

Field 34   Beginning Date

Field 37   Self-Initiated (Y/N)

C.   **Changes on Monthly Report Data for Program Participation**

The following fields can be changed **only during the current processing period**.

Field 39   Number Of Hours Scheduled

Field 40   Number Of Hours Completed

Field 40A   Excused Absence Hours

Field 40B   Holiday Hours

Field 41   Number of Weeks

NOTE: Field 38, Monthly Report Date, cannot be changed. Once it is in the EPIS database, the monthly report date requires a deletion procedure to correct.

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D.   Changes on Employment Data

The following fields can be changed.

Field 43   Job Type

Field 44   Beginning Date

Field 46   Job Development and Placement/Employment Type

E.   Changes on Monthly Report Data for Employment

The following fields can be changed **only during the current processing period**.

Field 48   Number Of Hours Scheduled

Field 49   Number Of Hours Worked

Field 50   Number of Weeks

Field 51   Wage Range

NOTE: Field 47 (Monthly Report Date) cannot be changed. Once it is in the EPIS database, the monthly report date requires a deletion procedure to correct.

EP600.07   DELETIONS

Certain program participation and employment data may be deleted from the EPIS database when discrepancies are noted on the DSS-6908 screen and/or Client History report. Deletions may be made only to data that has been entered during the current processing period. ***Deletions cannot be made to closed components, closed employment, or closed cases.***

A.   Deletion of Program Participation Data

1.   To delete program participation data, complete the following.

Field 31   Component/Administrative Action - Enter 99 in this field to delete the entire line of data. Press enter. On the next open line of the DSS-6908, key the correct information.

2.   Deletion of a line of program participation data is prohibited if prior month(s) monthly report data exists for the component.

B.   Deletions of Monthly Report Data for Program Participation

If the case manager discovers program participation data (Fields 31 through 37) is correct but the monthly report date (Field 38) is incorrect, the monthly report date must be deleted. Once the monthly report date is entered in the EPIS database, the case manager cannot change the monthly report date. The deletion procedure listed below is used to change the monthly report date. The case manager should only use this procedure when monthly report date (Field 38) is incorrect.

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1. To delete Monthly Report Data for program participation, complete the following.

    Field 39   Number Hours Scheduled - Enter 999 in this field to delete the monthly report data. Press enter. On the next open line of the DSS-6908, key the correct information.

    NOTE: When deleting the monthly report date, Field 38, this procedure also deletes any information in Fields 39, 40, and 41. Information that has been reported in monthly report data (Fields 38 through 41), must be reentered with the correct information on the next open line of the DSS-6908.

2. Deletion of monthly report data must occur within the current processing period.

C.   Deletions of Employment Data

1. To delete Employment Data, complete the following.

    Field 43   Job Type - Enter 99 in this field to delete the entire line of data. Press enter. On the next open line of the DSS-6908, key the correct information.

2. Deletion of a line of employment data is prohibited if prior month(s) monthly report data exists for the job type.

D.   Deletions of Monthly Report Data for Employment

If the case manager discovers that employment data (Fields 43 through 46) is correct but the monthly report date (Field 47) is incorrect, the monthly report date must be deleted. Once the monthly report date has been entered in the EPIS database, the case manager cannot change the monthly report date. The deletion procedure listed below is used to change the monthly report date. The case manager should only use this procedure when the monthly report date (Field 47) is incorrect.

1. To delete Monthly Report Data for Employment, complete the following.

    Field 48   Number Hours Scheduled - Enter 999 in this field to delete the monthly report data. Press enter. On the next open line of the DSS-6908, enter the correct information.

    NOTE: Deleting the monthly report date (Field 47) also deletes any information in Fields 48, 49, 50, and 51. Information reported in monthly report data (Fields 48 through 51), must be reentered on the next open line of the DSS-6908.

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2.   Deletion of monthly report data must occur within the current processing period.

EP600.08   CASE CLOSURES

The case manager is notified of a county reassignment and transfer to Medicaid via a daily change notice with the message "COUNTY REASSIGNMENT PENDING EFFECTIVE MMYY." The case manager has two months to close all open components and report all monthly report data.

The case manager must take prompt action to key all unreported client participation and close the case prior to the reassignment effective date. If participation is not reported prior to the county reassignment effective date, the hours completed and number of weeks are reported as zeros which affect the county's participation rate. No further information can be processed in EPIS in the old county after the EIS effective date of the county reassignment.

For example, the participant moves from county 'A' to county 'B' effective July 1. (The Work First case gets transferred as a Medicaid case.) The June hours must be keyed no later than June 30. On the night of June 30, EPIS will automatically close the case.

A.   Completion of Program Participation Data for Case Closures

An entry in each of the following fields is required when monthly report data has not already been reported.

Field 35   Ending Date

Field 36   Ending Reason

B.   Completion of Monthly Report Data for Case Closures

An entry in each of the following fields is required when monthly report data has not already been reported.

Field 40   Number Of Hours Completed

Field 41   Number of Weeks

C.   Completion of Employment Data for Case Closures

An entry in each of the following fields is required when monthly report data has not already been reported.

Field 45   Ending Date

Field 49   Number Of Hours Worked

Field 50   Number of Weeks

Field 51   Wage Range

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D.   **Worker Generated Case Closure**

After closing all components and completing all monthly report data, the case manager must make an entry on the first available blank line in each of the following fields.

> Field 31   Component/Administrative Action - Enter CC for case closed.
>
> Field 32   Activity Type - Enter 99.
>
> Field 34   Beginning Date - Enter the date the Employment Services case is being closed.
>
> Field 36   Ending Reason - Enter the appropriate alpha ending reason reflecting why the case is being closed.

E.   **System Closures for Program Participation**

If the case manager does not follow the procedure of a case closure within two months of notification for a county reassignment, the system will automatically close the case on the last day of the second month. (This is the ONLY situation in which the system will automatically close a case for an active participant.)

The system enters the following.

> Field 35   Ending Date - the date the system automatically closes the case.
>
> Field 36   Ending Reason - the system enters 7 designating the case was closed by the system.

WARNING
The system will automatically generate zeros in any monthly report data field not completed. The countable two-month period begins with the month in which the county reassignment is keyed in EIS. This corresponds to the update date listed on the Daily Change Notice.

F.   **System Closures for Employment**

If the case manager does not follow the procedure of a case closure for a county reassignment, the system will automatically close the case on the last day of the second month. (This is the only situation in which the system will automatically close employment for an active participant.)

The system enters the following.

> Field 45   Ending Date - the date the system automatically closes the case.

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EP600.09   COUNTY REASSIGNMENT

   A.   General Information

   EPIS is not designed to provide for an automated county reassignment when a participant moves from one county to another.

   B.   Procedures for the Sending (Old) County

   1.   A Daily Change Notice is generated by EPIS and is mailed to the sending (old) county Employment Services Unit the next workday.

   2.   The case manager must key all unreported participation and close the case prior to the reassignment effective date. If participation is not reported prior to the county reassignment effective date, the hours completed and number of weeks are reported as zeros which affect the county's participation rate.

   3.   No further information can be processed in EPIS in the old county after the EIS effective date of the county reassignment.

   C.   Procedures for the Receiving (New) County

   1.   The Employment Services Unit must process the case in the same manner as a new case/registrant. The individual appears on the report titled 'Work First Registrants in the Potential Participant File'. The case manager must complete an assessment.

   2.   The new county should request a Client History report to verify previous participation.

EP600.10   PROGRAM TRANSFERS

   A.   General Information

   When a case transfers in EIS from *Work First Family Assistance* to another aid program/category and the individual is active, EPIS generates a Daily Change Notice with the message "Participant No Longer on WFFA" as well as a DSS-6908 turnaround with a similar message in Field 13.

   B.   Procedures

   1.   Refer to Employment Services to determine if the participant is eligible to receive supportive services.

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2.   If a case closure is required, refer to Section 600.08, Worker Generated Case Closure.

EP600.11   PROCESSING AND OUTPUTS

   A.   Processing

   1.   The DSS-6908 must be keyed and accepted into the system no later than the 20th day of the month following the month of reported activity. **However**, if the 20th falls on the weekend or a State holiday, the deadline is always the last workday **prior** to the 20th.

   2.   If the DSS-6908 containing program participation or employment data is not accepted into the system by the 20th day of the month, the information is not reported and the county's program participation rate will be affected. There is no procedure that allows the case manager or the Economic Independence Section to enter participation or employment data after the 20th of the month. It is very important that case managers adhere to the processing deadlines. Failure to report participation by the 20th day of the month affects the State's participation rate.

   B.   Outputs

   1.   Keying a DSS-6908 results in the receipt of a turnaround DSS-6908 form, unless an "N" is keyed in Field 7 (6908?).

   2.   A DSS-6908 turnaround is sent when a case is terminated, an individual is terminated, or a program transfer occurs in EIS. The DSS-6908 turnaround is sent on potential and active participants. When a turnaround is received, check Field 13 for the message.

   The case manager may want to line through the individual's name on the most current copy of the Potential report, thereby avoiding the possibility of working with an individual who is no longer receiving *Work First Family Assistance*.

   3.   DSS-6908 turnarounds are mailed to the county one day after being keyed into the system. DSS-6908 turnarounds are not generated on closed *Work First Family Assistance* cases.

   4.   When changes occur in EIS, Daily Change Notices are sent to the case managers notifying them of the information that has changed.

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EP600.12   ERROR MESSAGES

This section lists the current error messages for the Employment Program Information System (EPIS). It gives both the numeric value and English text. A brief description defines what each message means.

WFJ001 - Terminal not authorized to access this application.

An unauthorized terminal is being used to try to access EPIS. Only those terminals that have been authorized by the Division of Information System - Coordinators can access EPIS.

WFJ002 - Access error WFJ0021T-Call 855-3200, report code.

Call the DHHS Customer Support for assistance. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ003 - Enter EIS ID or <PF3> to exit.

Enter the EIS individual ID if entering data on a participant, or press the PF3 key if trying to logoff.

WFJ004 - Update successful - Enter next ID or <PF3> to exit.

All data entered has been accepted by the system and has processed accordingly. Or this message appears when the enter key is pressed without any changes being made to the case.

WFJ005 - No EPIS data for this ID - enter next ID or <PF3> to exit.

Verify that the EIS individual ID is correct. This individual ID is not on the EPIS database.

WFJ006 - Invalid History Request Value - Reenter.

Verify that the entry in Field 5 is an "X". This is the only valid entry allowed.

WFJ007 - Worker ID must be at least 2 letters - Reenter.

Verify that the entry in Field 3 contains at least two letters.

WFJ009 - Entries required in Fields 22-25.

Verify that an entry exists in all 4 fields. Anytime one of these fields is completed; they all must be completed.

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WFJ010 - Invalid date - Reenter.

Date entered is not valid. Date cannot be greater than the current date or must be correct number of days within the given month. (E.g., 113199 cannot be entered for November as November only has 30 days.)

WFJ011 - Invalid data value - Reenter.

Verify that if a field is numeric, only numbers are entered, and, if a field is alpha, only letters are entered. Also, verify that the correct value for the field is entered. (E.g., range is 1-5, if 7 is entered, this message appears.)

WFJ012 - Entries required in Fields 26-27.

When an entry is made in either field, an entry must be made in both fields. Verify that both Fields 26 and 27 have been completed.

WFJ013 - Enter data or <PF3> to exit.

Enter the appropriate data or exit the system.

WFJ014 - Access to client data outside county prohibited - Enter ID or <PF3>.

Verify that the EIS individual ID is correct for the participant as it could possibly be assigned to a participant in another county. Counties are not allowed to access a participant's record for a different county.

WFJ015 - Exit executed - Enter next ID or <PF3> to exit.

A new EIS individual ID can be entered on the blank DSS-6908 screen.

WFJ016 - Entries in Fields 31-34, 37-39 required.

When an entry is made in any of these fields, an entry must be made in all the fields.

WFJ018 - Invalid component/activity combination.

The entries in Fields 31 and 32 are not a valid combination. Check codes for valid combinations.

WFJ020 - Entries required in Fields 35-36.

When an entry is made in either field, an entry must be made in both fields.

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WFJ021 - Monthly report data entry prohibited for this component.

Monthly report data cannot be entered if Field 31
Component/administrative action is "JF," "CC," or "PR."

WFJ022 - Entry of monthly report data outside current processing period is prohibited.

Verify that monthly report data is within the current processing deadlines.
Prior month data entered after the 20th of the month will not be processed
(e.g., October monthly report data cannot be entered after November 20.)

WFJ023 - Monthly report data entry required for this component.

Monthly report data must be entered if Field 31 is other than "JF," "CC," or
"PR."

WFJ024 - Entries required in Fields 40-41.

When an entry is made in either field, an entry must be made in both
fields.

WFJ025 - Invalid ED level/activity/end reason combination.

When the participant successfully completes an educational component
and an end reason of "1" is entered in Field 36, the education level in Field
26 must be updated to reflect the current education level.

WFJ026 - Entries in Fields 43-44, 46-48 required.

When an entry is made in any of these fields, an entry must be made in all
fields.

WFJ027 - Entries in Fields 49-51 required.

When an entry is made in any of these fields, an entry must be made in all
fields.

WFJ028 - Enter data, <PF8> for more entries or blank lines, <PF3>exit.

When three lines of program participation data have entries and extra
lines are needed, press the PF8 key to scroll to the next set of lines.
When two lines of employment data have entries and extra lines are
needed, press the PF8 key to scroll to the next set of lines. Enter data
accordingly.

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WFJ029 - Duplicate open Component/Activity/Provider prohibited.

Verify that an already existing open component (Fields 31, 32, and 33) does not match what is being keyed.

WFJ030 - Duplicate open job types prohibited.

Verify that an already existing open job type (Field 43) does not match what is being keyed.

WFJ031 - Error WFJ0011T - Reenter EIS ID or <PF3> to exit.

Call DHHS Customer Support at 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ032 - Error WFJ0012T - Reenter EIS ID or <PF3> to exit.

Call DHHS Customer Support at 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ033 - Error WFJ0013T - Reenter EIS ID or <PF3> to exit.

Call DHHS Customer Support at 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ034 - Error WFJ0014T - Reenter EIS ID or <PF3> to exit.

Call DHHS Customer Support at (919) 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ037 - Delete ignored, component deletion required-<ENTER> to continue.

The complete line of program participation data must be deleted.

WFJ038 - Update successful - enter data, <PF8> more data/lines, <PF3> exit.

Information entered has been processed by EPIS, and the participant's record has been updated. Make additional updates, scroll for extra lines, or PF3 to exit.

WFJ039 - Duplicate monthly entries prohibited.

Request a Client History report to verify that monthly report data for a given month has not already been reported. This message is received when data for a given month has already been reported by the system.

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WFJ040 - Delete ignored, no data exists on database - <ENTER> to continue.

Information on which a delete is requested does not exist on the participant's record and cannot be deleted. Verify that the correct line number is used and/or the correct EIS individual ID number is used.

WFJ041 - Delete ignored, prior period data exists - <ENTER> to continue.

Prior month's monthly report data has been reported for the component; therefore, the line of participation data cannot be deleted.

WFJ042 - Delete ignored, job entry deletion required - <ENTER> to continue.

The complete line of employment data must be deleted.

WFJ044 - Entries required in Fields 28-29.

When an entry is made in either field, an entry is required in both fields.

WFJ045 - "N" requires correlated component/monthly report data.

The code "N" is allowed only when a program component exists for codes "AE," "ED," "JR," "JS," "OJ," "ST," or "WE" in which Field 38 is equal to or one month prior to the date entered in Field 47.

WFJ046 - "CC" entry requires closure of all open components.

When "CC" is entered in Field 31, "99" is entered in Field 32. An entry in Field 35 (end date) must be completed on all open components.

WFJ047 - Scheduled hours less than completed hours

Scheduled hours must be greater than or equal to completed hours. Change scheduled hours in program participation to equal completed hours.

WFJ048 - Scheduled hours less than worked hours

Scheduled hours must be greater than or equal to completed hours. Change scheduled hours in employment data to equal hours completed.

WFJ049 - Error WFJ0011T <PF3> to EXIT, then REENTER DATA.

Call DHHS Customer Support at 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

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WFJ050 - "#9" Entry not valid for this component.

Verify that Field 31 is "AE." If not, an entry of 1.9, 2.9, 3.9, 4.9, or 5.9 is not allowed in Field 41.

WFJ052 - Closed WF case, reactivate through EIS system. Enter ID or <PF3>

The participant is no longer active in Employment Services.

WFJ053 - Assessment date cannot be prior to EPIS add date <MMDDYY>.

Verify the date that the individual is added to the Potential Participant File. The assessment date entered in Field 22 cannot be prior to this date.

WFJ054 - Beginning date cannot be prior to EPIS add date <MMDDYY>.

Verify the date that the individual is added to the Potential Participant File.

WFJ055 - "CC" entry invalid for potential participant.

A case closure cannot be entered on a potential participant. A potential participant must be activated prior to entering a "CC-99" component activity. The active component must be processed and then a case closure may be keyed.

WFJ056 - Error WFJ0013T - <PF3> to exit the reenter data.

Call DHHS Customer Support at 855-3200, Option 2. Be sure to have the code at the bottom right hand corner of the screen available.

WFJ057 - Self-initiated "Y" only valid for components "PS" and "ST."

Entry in Field 37 can only be "Y" if the component is Post-Secondary (PS) or Skills Training (ST). For all other components, the entry must be "N."

WFJ058 - CC99 only valid component/activity

WFJ059 - Monthly report data prior to component begin date

The monthly report date in Field 38 is earlier than the begin date in Field 34. Monthly report data cannot be reported for a time period prior to the beginning date of the component.

WFJ060 - Access not authorized/function not available

You are not authorized to access this function.

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WFJ061 - Enter option number

Select an option # from the menu for the required function.

WFJ062 - Invalid Selection - Place cursor on option or enter option number.

Option # is invalid. Try another option number.

WFJ063 - This is the first page.

There is additional data to be displayed**.**

WFJ064 - This is the last page.

All data has been displayed.

WFJ065 - No component data found for this ID.

Verify the EIS Individual ID. This individual ID does not have any component data in the EPIS database.

WFJ066 - There is more component data to display.

There is additional component data to be displayed.

WFJ067 - No employment data found for this ID.

Verify the EIS individual ID. This individual ID does not have any regular employment data in the EPIS database.

WFJ068 - There is more employment data to display.

The next page may be displayed by pressing PF8.

WFJ069 - Invalid PF key pressed.

PF key is not valid. Select different PF key.

WFJ070 - Monthly report date prior to begin date.

Verify the begin date (Fields 34 and 44). The begin date cannot be later than the report month (Fields 38 and 47).

WFJ071 - "#9" entry not valid for component. See EPIS user manual section 20.

Verify that Field 31 is "AE." If not, an entry of 1.9, 2.9, 3.9, 4.9, or 5.9 is not allowed in Field 41.

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WFJ072 - Employment entry prohibited with open "CC" component.

Regular employment cannot be entered with an open "CC." These components must be closed prior to entering the regular employment.

WFJ074 – Second digit of weeks field cannot be '6' for this component

The '6' in the second digit of the weeks field is only valid for JS component. Enter either a '0' or '9' in the second digit of the weeks field.

WFJ075 - Invalid component/provider combination.

The component/provider combination keyed is invalid. Check the codes for valid combinations.

WFJ076 - Invalid provider/county combination.

The provider code entered for this component is not valid in your county.

WFJ078 - Cannot have "AW" component with same report month.

WFJ079 - Tracking indicator must be "Y" or "N."

WFJ080 - You are not allowed to change an existing component code.

WFJ081 - This individual cannot have more than 12 months of "VT" activity.

WFJ082 - Type employment must be an "A," "B," or "U"

WFJ083 - JS countable wks cannot be > 6

WFJ084 - First character of field 52 must be a Y or N

WFJ168 – Press ENTER if Ok or <PF3> To Exit – This message prompt is valid only for Historical Data Entry.

WFJ169 – EPIS Access De-Activated Call Customer Support 919-855-3200

Access to the EPIS has been deactivated. The county security officer must contact DHHS Customer Support at (919) 855-3200, Option 2 for reactivation.

WFJ170 – Excu Hrs Only Allowed with 'AW', 'CS', 'ED', 'JS', 'ST', 'VT' Compnts

Excused Absence Hours cannot be entered if the component is not AW, CS, ED, JS, ST, or VT.

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WFJ171 - Excused Absences Cannot Exceed 16 Hours

The maximum Excused Absence Hours allowed per month is 16 hours.

WFJ172 – Excused Absences Cannot Exceed 80 Hours in 12 Month Period

The maximum Excused Absence Hours allowed in a 12 month period is 80 hours.

WFJ173 – Hol Hrs Only Allowed with 'AW', 'CS', 'ED', 'JS', 'ST', 'VT' Compnts

Holiday Hours cannot be entered if the component is not AW, CS, ED, JS, ST, or VT.

WFJ178 – Countable 'JS' Hours Cannot Exceed 240 Hrs/Year For This Individual

If the individual's work registration code is 'S' or 'L', 'JS' hours cannot exceed 240 hours within a 12 month period.

WFJ179 – Countable 'JS' Hours Cannot Exceed 360 Hrs/Year For This Individual

If the individual's work registration code is 'B', 'C', 'F', 'G', 'H', 'I', 'Q', or 'W', 'JS' hours cannot exceed 360 hours within a 12 month period.

WFJ182 - Holiday Hours Cannot Exceed 16 Hours For This Month

The maximum allowed for this month is 16.

WFJ183 - Holiday Hours Cannot Exceed 8 Hours For This Month

The maximum allowed for this month is 8.

WFJ184 – Holiday Hours Are Not Allowed For This Month

If hours are keyed for months not listed on the Holiday Hours Table.

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