WF1100 - ON-LINE DSS-8125 SCREEN INSTRUCTIONS
Change #2-2012
November 1, 2012

The EIS DSS-8125 screen is used to approve pending applications and make changes to existing case/individual data (including terminations).

WF1100.01   ACCESSING THE DSS-8125 PROCESS

From the EIS Update Menu, key "8" in the SELECTION field. EIS FORM 8125 screen appears.

```
PAGE NO                    ** EIS FORM 8125 **              RE ENTRY   FORM ID
CASE ID                  WORKER NO
CO NO            CTY CASE        DIST      CO REASGN              AID PG/CAT
CASEHEAD/PAYEE                                   CASEHEAD PAYEE CHG    DIS
ADDRESS 1                    ADDRESS 2                   FACILITY
CITY            STATE  ZIP            PHONE #              VERIFIED
SUB PAYEE NAME                                      NEEDS UNIT
CHANGE CD    NOTICE   ONGOING      RETRO    C/TERM  OLD CASE TERM
APPL #       DISP
CTY ISS DT 1             AMT 1              CTY ISS DT 2     AMT 2
PAY REV                 MED                      CERT
PAY               MED CLASS  DB/PML      DB/PML AMT     DED AMT
RET PAY 1                RET MA 1
RET PAY 2          RET MA 2
GRS EARNED INC       DISREGARD          SSI AMT    MAINT AMT
SP REV1              SP REV2              SP REV3     OTH UNEARN
FOOD STAMP NO       STEPPARENT  WORK EXPENSES    NET EARNED
RSDI AMT      AMB.CAP. GRDFATHER      SSI   VA     EPICS CLM  DQ
CHILD/ADULT CARE     TOT NET UNEARN     DOMICIL RATE
JOB/WORK SAV         GRANT RECOUP.       SPEC USE
TOT MTHLY INC       SANC MRA             IVD
 PRESS ENTER TO EDIT THIS SCREEN AND DISPLAY THE NEXT SCREEN
```

Pressing ENTER completes the on-line edits and generates the EIS FORM 8125 CONT screen.

```
PAGE NO XX                         ** EIS FORM 8125 CONT. **     FORM ID

SG1 XX XXXXXXXX XXXXXXX SG2 XX XXXXXXXX XXXXXXX SG3 XX XXXXXXXX XXXXXXXX
SP1                       2                3
AUTHORIZED REP XXXXXXXXXX X XXXXXXXXXXXXXXXXXX ADDRESS XXXXXXXXXXXXXXXXXX
ADDRESS2 XXXXXXXXXXXXXXXXXX CITY XXXXXXXXXXX STATE XX ZIP XXXXXXXXX

NOTICE CODE XX        SPOUSE    CHILD ONLY RSN
TX1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TX2 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TX3 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** **
INDIVIDUAL ID XXXXXXXXX        NAME XXXXXXXXXX X XXXXXXXXXXXXXX XXX
SOC SEC NUM XXXXXXXX INDIV TERM DATE XXXXXXX STATUS X BIRTH XXXXXXXX
SEX X RSDI CLAIM XXXXXXXXXXXX MED A X MED B X FAM ST X LIV.ARR. XX    DIS X
SPEC.RPT X WORK REGISTRA X SPECIAL USE XX XXXXXXXXXX REFG STATUS XX XXXXXX
DATE OF DEATH XXXXXXXX    CITIZEN/ID XX XXXXXXX     ALIEN ID XXXXXXXXXXXX
REL TO PAYEE   SPEC NEED X E&T X XXXXXX  JOBS/WORK SAV XX XXX  ED. EMPL X
INCOME XXXXX EXPENSES XXXXXX C/A CARE XXXXX NET INC. XXXXX ED. LEVEL X
EPICS CLM X DQ X  ED XX XXXXXXXX XX XXXXXXXX XX XXXXXXXX      ISSUE CRD
CAROLINA ACCESS XXXXXX X PCP: AUTO ASSG X CHG CD XX DIS TPV X
```

WF1100.02 DSS-8125 GENERAL INFORMATION

Information known to the system from keyed applications or the ongoing case is brought forward automatically to this process. The information keyed is updated nightly. The EPICS CLM (EPICS CLAIM) field is populated at the case level and Individual level based on information from the EPICS system.

Only one 8125 for a case can be keyed into the system on the same day. This includes any 8125's that are put on hold and remain in the system several days.

A.   **DSS-8125's On Hold**

      8125's can be put on hold in 3 ways:

      1.   Automatically when being held for a timely notice;

      2.   By the system automatically overnight if there is an error in the form; **and**

      3.   Manually. The user can place an 8125 on hold by pressing the PF4 key.

      4.   Any form that is placed on hold appears on the Error and Attention Report the next workday. 8125's on hold can be accessed by:

            •   Keying 'Y' in the RE ENTRY field; and
            •   Keying form ID in the FORM ID field, and
            •   Keying county number in the CO # field.

      To delete the form on hold, complete the steps in 4. above and press PF7. To complete the delete process, press the PF7 key again. If the form called up is the incorrect form, process through the 8125 and put the form back on hold.

B.   **DSS-8125 and Individual Termination Date**

      1.   If an individual should not have been ***included*** on the application, enter the application date in the individual termination date field.

      2.   If an individual is not eligible for ongoing months, enter the individual termination date. The individual termination date must be the last day of the month.

C.   **Mandatory Fields**

      The following fields must be keyed each time the 8125 process is completed.

WF1100

1.   CASE ID - (Do not enter for application approvals.)

2.   WORKER # (if different than the Worker # brought forward)

3.   CO #

4.   AID PR/CAT

WF1100.03   APPLICATION APPROVALS

A.   Benefit Diversion

NOTE: Add-On Individuals/Inclusions are not allowed.

If the family has an open Medicaid case, it must be terminated the day before entering the Benefit Diversion approval in EIS.

The following fields are required when keying a Benefit Diversion approval. **Do not key an Automated Budget**.

Case Level

Mandatory Fields

1.   AID PR/CAT

2.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

3.   VERIFIED (Y)

4.   APPL #

5.   ONGOING (Reason and Date) – Disposition Code 'A9'

6.   PAY REV – Three months including the month of application. (This field cannot be updated once the case is approved, with an approval code of A9.)

7.   PAY (Amount, Type, and Effective Date)

- Enter zeroes in the Ongoing payment amount field
- Enter pay type 1 in the Ongoing Field
- Enter zeroes in the Ongoing Pay Eff Date field.
- Enter Payment AMOUNT/DATE in the Retro Pay 1 field

8.   CTY ISSUED DATE 1 (if a county check is written)

WF1100

9.   AMOUNT 1 (if a county check is written)

10.   MED ("A" and Effective Date)
- The Effective Date must not be more than 3 months before the month of application or after the ongoing month.
- The Effective Date may be 1, 2, or 3 months before the application month if the Medicaid coverage is continuous.
- When approving individuals who have different Medicaid effective dates:
- Enter the earliest date that all individuals are eligible for Medicaid in Effective Date on the DSS-8125.
- Use the DB/PML screen to authorize individuals for Medicaid for any months before the Effective Date.

11.   MAINT AMT

12.   CHILD ONLY RSN – If the approval is a child only case approval, enter the appropriate reason code.

Individual Level

1.   CASE STATUS - Do not enter. EIS automatically brings forward from an existing ID segment or determines from the application. The CASE STATUS code may be changed.

- If the CASE STATUS is 'R', the user cannot change to 'E', 'F', 'O', 'S', or 'T'.
- If the CASE STATUS is 'F', 'O', 'S', or 'T', it can only be changed to 'E' or 'M' (individual is 13 months or less).
- If the CASE STATUS is 'E', it can only be changed to 'F', 'O', 'S', 'T', or 'M' (individual is 13 months or less.)
- If the CASE STATUS is 'F', 'O', 'S', or 'T', it cannot be changed to another family cap exemption code of 'F', 'O', 'S', or 'T'.

2.   MED A – Key 'Y' (Yes) or 'N' (No)

3.   MED B – Key 'Y' (Yes) or 'N' (No)

4.   FAM ST – Enter the appropriate Family Status code.

5.   LIV ARR – Enter the appropriate Living Arrangement code.

6.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

WF1100

7. CITIZEN/ID Code and Date (MMDDCCYY) – Enter the appropriate Citizen/ID code and date. The date cannot be a future date. This field is required for application approvals with the date of application of September 1, 2006 or later. For application approvals with a date of application prior to September 1, 2006, this field is allowed.

8. CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

9. REL TO PAYEE Code - Enter the appropriate Relationship to Payee code. Refer to WF 700.02 to determine the appropriate code.

10. SPEC NEEDS (if applicable)

11. ISSUE CRD – Enter 'Y' or 'N' to indicate if a Medicaid Card is to be issued.

12. CAROLINA ACCESS – Enter the appropriate number.

NOTE: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

WF1100

13. PCP: AUTO ASGN enter Y (yes) or N (no) – If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

    CHG CD:

    01   Recipient moved or PCP office moved transportation impedes access
    02   Recipient's PCP joined CA program recently
    03   Third party insurance conflict
    04   Recipient's medical needs changed (i.e., another provider type needed)
    05   Recipient filed complaint against provider and desires to change
    06   Recipient is linked to PCP or HMO in error
    07   PCP or HMO disenrolls from program
    08   Recipient is involuntarily disenrolled by PCP or HMO
    09   Other (for waiver tracking and not lock in)
    10   Mass Change - from one PCP to another
    11   Mass Change - PCP to exempt
    12   HMO to HMO.

14. DISTPV - Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min).

    If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

    NOTE: Distance is never allowed in Mecklenburg County.

B.   MRA or IV-D Sanction (Child Only Cases)

An Automated budget must be completed with an 'X' keyed in the MRA sanction field or the IV-D sanction field to apply a sanction. Key the DSS-8125 as outlined below.

Case Level

1.   WORKER NO – Worker Number

2.   CO NO – County Number

3.   DIST Number – District Number

WF1100

4. AID PR/CAT – Enter AAF.

5. <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

6. VERIFIED – Enter the Verification Indicator 'Y' if all eligibility factors have been verified.

7. NOTICE – Enter 'Y' in Notice Override if you wish to override the automated notice.

8. APP # - Enter the Application Number excluding the 'g' suffix.

9. DISP – Enter the Disposition Reason Code and Disposition Date (MMDDCCYY).

10. PAY REV – Enter the Payment Review From and Thru Dates (MMCCYY).

   a. The Payment Review Period may be from one to twelve months and must be:

   1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE/DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE/DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE/DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE/DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   b. The FROM date must not be prior to the month of application.

WF1100

c.   The FROM date must be prior to or the same as the ongoing month.

d.   The THRU date must not be prior to the FROM date.

11.   MEDICAID STATUS ('A')

12.   MEDICAID EFF DATE

a.   The date must not be more than three months prior to the month of application and must always be the first day of the month.

b.   The date may be 1, 2, or 3 months prior to the month of application if the Medicaid coverage is continuous.

c.   The date must not be after the ongoing month.

d.   If approving individuals with different Medicaid Effective Dates, enter the earliest date that all individuals are eligible for Medicaid. Use the DB/PML screen to authorize individuals for Medicaid for any months prior to the effective date.

13.   PAY TYPE ('S')

14.   PAY EFF DATE – Enter the Monthly Payment Effective Date.

a.   The date must be the month of application or later.

b.   The date must not be prior to the month of application or after the ongoing month.

15.   RET PAY 1 and RET PAY 2 – Enter Retro Payment amount(s) and date(s) (MMCCYY) if appropriate.

a.   If approving with a *current sanction*, do not enter any payment in these fields. The system does not allow Retro Pay 1 or Retro Pay 2 to be entered.

b.   If approving with a *new ongoing sanction*, the payment(s) entered is issued and displayed in Check History as Pay Type '1'.

16.   STEPPARENT INDICATOR - Enter the appropriate Stepparent Indicator.

17. VA INDICATOR

18. CHILD ONLY RSN – If the approval is a child only case approval, enter the appropriate reason code. If the code is already present on the case and the code remains the same, you do not have to re-enter.

Individual Level

1. MED A and MED B – Enter Y or N in each field.

2. FAM ST – Enter the appropriate Family Status code.

3. LIV ARR – Enter the appropriate Living Arrangement code.

4. DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

5. SPEC REPT – Enter the appropriate Special Report Code if applicable.

6. WORK REGISTRA – Enter the appropriate Work Registration code.

7. CITIZEN/ID Code and Date (MMDDCCYY) – The date entered may be any date except a future date. This field is required for application approvals with the date of application of September 1, 2006 or later. For application approvals with a date of application prior to September 1, 2006, this field is allowed.

8. CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

WF1100

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE/DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

9. ALIEN ID – If appropriate, enter the Alien Identification number.

10. REL TO PAYEE Code - Enter the appropriate Relationship to Payee code. Refer to WF 700.02 to determine the appropriate code.

11. E&T Code and Date (CCYYMM) – Enter for each adult.

12. GROSS EARNED INCOME – Enter if appropriate.

13. CHILD/ADULT CARE – Enter if appropriate.

14. WORK EXPENSE – Enter if appropriate.

15. NET EARNED INCOME – Enter if appropriate.

16. ED. LEVEL and ED-EM – Enter the appropriate Educational History Code and date if applicable.

17. ISSUE CRD – Enter 'Y' or 'N' to indicate if a Medicaid Card is to be issued.

18. CAROLINA ACCESS – Enter the appropriate Carolina Access number.

   NOTE: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

19. PCP: AUTO ASSG enter 'Y' (Yes) or 'N' (No) - If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

CHG CD - Enter Change Reason Code if appropriate. This code is used when the provider changes.

WF1100

01	Recipient moved or PCP office moved transportation impedes access
02	Recipient's PCP joined CA program recently
03	Third party insurance conflict
04	Recipient's medical needs changed (i.e., another provider type needed)
05	Recipient filed complaint against provider and desires to change
06	Recipient is linked to PCP or HMO in error
07	PCP or HMO disenrolls from program
08	Recipient is involuntarily disenrolled by PCP or HMO
09	Other (for waiver tracking and not lock in)
10	Mass Change - from one PCP to another
11	Mass Change - PCP to exempt
12	HMO to HMO.

20.   DISTPV – Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min).

If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

NOTE: Distance is never allowed in Mecklenburg County.

C.   Work First Benefits Approvals Including Substance Abuse Sanctions (Payment Type '2')

An Automated budget must be completed with an 'X' keyed in the MRA sanction field to apply a sanction. The adult is not included in the money payment but is included in the need standards. Key the DSS-8125 as outlined below.

Case Level

1.   WORKER NO – Worker Number

2.   CO NO – County Number

3.   DIST Number – District Number

4.   AID PR/CAT – Enter AAF.

5.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

WF1100

6. SUB PAYEE NAME – Enter the Substitute Payee Code and Name.

7. VERIFIED – Enter the Verification Indicator 'Y' if all eligibility factors have been verified.

8. NOTICE – Enter 'Y' in Notice Override if you wish to override the automated notice.

9. APP # - Enter the Application Number excluding the 'g' suffix.

10. DISP – Enter the Disposition Reason Code 'S1'and Disposition Date (MMDDCCYY).

11. PAY REV – Enter the Payment Review From and Thru Dates (MMCCYY).

   a. The Payment Review Period may be from one to twelve months and must be:

   1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

   b. The FROM date must not be prior to the month of application.

   c. The FROM date must be prior to or the same as the ongoing month.

WF1100

d.   The THRU date must not be prior to the FROM date.

12.   MEDICAID STATUS ('A')

13.   MEDICAID EFF DATE

a.   The date must not be more than three months prior to the month of application and must always be the first day of the month.

b.   The date may be 1, 2, or 3 months prior to the month of application if the Medicaid coverage is continuous.

c.   The date must not be after the ongoing month.

d.   If approving individuals with different Medicaid Effective Dates, enter the earliest date that all individuals are eligible for Medicaid. Use the DB/PML screen to authorize individuals for Medicaid for any months prior to the effective date.

14.   PAY TYPE ('2')

15.   PAY EFF DATE - Enter the Monthly Payment Effective Date.

a.   The date must be the month of application or later.

b.   The date must not be prior to the month of application or after the ongoing month.

16.   RET PAY 1 and RET PAY 2 – Enter Retro Payment amount(s) and date(s) (MMCCYY) if appropriate.

17.   STEPPARENT INDICATOR – Enter the appropriate Stepparent Indicator.

18.   VA INDICATOR

19.   CHILD ONLY RSN – If the approval is a child only case approval, enter the appropriate reason code. If the code is already present on the case and the code remains the same, you do not have to re-enter.

Individual Level

1.   MED A and MED B – Enter 'Y' (Yes) or 'N' (No) in each field.

2.   FAM ST – Enter the appropriate Family Status code.

WF1100

3.   LIV ARR – Enter the appropriate Living Arrangement code.

4.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

5.   SPEC REPT – Enter the appropriate Special Report Code if applicable.

6.   WORK REGISTRA – Enter the appropriate Work Registration code.

7.   REFG STATUS – If appropriate, enter the Refugee Status Code and Date.

8.   CITIZEN/ID Code and Date (MMDDCCYY) – The date entered may be any date except a future date. This field is required for application approvals with the date of application of September 1, 2006 or later. For application approvals with a date of application prior to September 1, 2006, this field is allowed.

9.   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

WF1100

10. ALIEN ID – If appropriate, enter the Alien Identification number.

11. REL TO PAYEE Code - Enter the appropriate Relationship to Payee code. Refer to WF 700.02 to determine the appropriate code.

12. E&T Code and Date (CCYYMM) – Enter the appropriate code and date for each adult.

13. GROSS EARNED INCOME – Enter if appropriate.

14. CHILD/ADULT CARE – Enter if appropriate.

15. WORK EXPENSE – Enter if appropriate.

16. NET EARNED INCOME – Enter if appropriate.

17. ED. LEVEL and ED-EM – Enter the appropriate Educational History Code and date if applicable.

18. ISSUE CRD – Enter 'Y' or 'N' to indicate if a Medicaid Card is to be issued.

19. CAROLINA ACCESS – Enter the appropriate Carolina Access number.

    NOTE: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

20. PCP: AUTO ASSG enter 'Y' (Yes) or 'N' (No) - If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

    CHG CD – Enter Change Reason Code if appropriate. This code is used when the provider changes.

21. DISTPV – Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min).

    If the provider number begins with a '9' and other than 9999905 or if a reapplication and the provider number is the same that is in EIS for that individual, leave this field blank.

WF1100

NOTE: Distance is never allowed for Mecklenburg County.

D.   **Work First Family Assistance (Including Open/Shut Approvals)**

1.   Complete an Automated Budget Calculation for all applicable months before keying the approval.

2.   If approving a reapplication against an ongoing case, the user must complete the OLD CASE TERM field.

3.   A DMA-5022 is required when an authorization is for more than 2 prior month payments.

4.   Use the DB/PML Screen to authorize Medicaid for individuals who have different Medicaid effective dates.

E.   **Adding an Individual to an Application (Including Open/Shut Approvals*)***

To process an add-an-individual application taken against a pending application, the user must first approve the original application. The add-an-individual application must be disposed of the day after the original application processes.

The user cannot change the following individual data fields for family members already on *Work First Family Assistance* in the same 8125 process as the one completed to add the individual to the application.

- INDIVIDUAL TERM DATE
- MED A AND MED B
- LIV ARR
- SPECIAL USE
- DATE OF DEATH
- SPEC NEED code (If applicable)
- ED code and date (this field allows up to three entries)
- Education History codes: MM – (Mail) MG – (Group) MF – (Face to Face) MP – (Phone)
- PCP: AUTO ASGN enter Y (yes) or N (no)
- DISTPV enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min).

NOTE: Distance is never allowed in Mecklenburg County.

WF1100

The user must update the ISSUE CRD field with 'Y' or 'N' for the individuals already included on the case in addition to the individual being added.

Some actions by the family require additional action on the add-on application. When the following actions are completed before the add-on application is approved, the user must approve the application as an open/shut.

1.   On application, approve the application and terminate it effective the end of the month of transfer. The second county must complete an inclusion effective the first day of the month their county assumes financial responsibility for the case.

2.   If the family's *Work First Family Assistance* is terminated (including an open/shut approval) prior to the approval of the add-on application, approve the application and terminate it effective the same date as the ongoing case.

3.   If the family's *Work First Family Assistance* is transferred to another aid program/category prior to the approval of the add-on, approve the application and terminate it effective the last day of the month the family received *Work First Family Assistance*. Key a DSS-8124 to include the individual in the family's new aid program/category case.

F.   Including an Individual in an Ongoing Case

The user cannot change the following individual data fields for family members already on *Work First Family Assistance* in the same 8125 process as the one completed to include the individual in the case.

- INDIVIDUAL TERM DATE
- MED A AND MED B
- LIV ARR
- SPECIAL USE
- DATE OF DEATH
- SPEC NEED code (If applicable)
- ED code and date (this field allows up to three entries)
- Education History codes: MM – (Mail) MG – (Group) MF – (Face to Face) MP – (Phone)
- PCP: AUTO ASGN enter Y (yes) or N (no)
- CHG CD:

WF1100

01   Recipient moved or PCP office moved transportation impedes access
02   Recipient's PCP joined CA program recently
03   Third party insurance conflict
04   Recipient's medical needs changed (i.e., another provider type needed)
05   Recipient filed complaint against provider and desires to change
06   Recipient is linked to PCP or HMO in error
07   PCP or HMO disenrolls from program
08   Recipient is involuntarily disenrolled by PCP or HMO
09   Other (for waiver tracking and not lock in)
10   Mass Change - from one PCP to another
11   Mass Change - PCP to exempt
12   HMO to HMO.
13   DISTPV - Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min).

NOTE: Distance is never allowed in Mecklenburg County.

The user must update the ISSUE CRD field with 'Y' or 'N' for the individuals already included on the case in addition to the individual being added.

Some actions by the family require additional action on inclusion. When the following actions are completed before the inclusion is completed, the user must complete the inclusion as an open/shut.

1.   If the family has moved to another county prior to the completion of the inclusion, approve the inclusion and terminate it effective the end of the month of transfer. The second county must complete an inclusion effective the first day of the month their county assumes financial responsibility for the case.

2.   If the family's *Work First Family Assistance* is prior to the completion of the add-on application, approve the inclusion and terminate it effective the same date as the ongoing case.

3.   If the family's *Work First Family Assistance* is transferred to another aid program/category prior to the completion of the inclusion, approve the inclusion and terminate it effective the last day of the month the family received *Work First Family Assistance*.

WF1100

Key a DSS-8124 to include the individual in the family's new aid program/category case.

G.   Benefit Diversion and Inclusion/Add Individual Approval

Inclusion/Add Individual Approvals are not allowed on a Benefit Diversion case.

H.   Work First Applications and Inclusions

An Automated Budget is required. The Automated Budget has been changed to bring forward certain Case Level data to the EIS FORM 8125. The field for which data is brought forward cannot be entered or changed by the worker through the EIS FORM 8125 process. However, the individual level Gross Earned Income, Child/Adult Care, Work Expense, and Net Earned Income is not automatically brought forward from budget and must be keyed if applicable. Any change to the data must be made through the Automated Budget function. Outlined below are the case level data elements brought forward from the Automated Budget.

- ONGOING PAYMENT AMOUNT
- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT (must key Code/Date if applicable)

  NOTE: To remove GRANT RECOUPMENT, key an asterisk (*) in first position of code field and zeroes in the amount field.

Case Level

1.   WORKER NO – Worker Number

2.   CO NO – County Number

3.   DIST Number – District Number

WF1100

4.   AID PR/CAT – Enter AAF.

5.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

6.   SUB PAYEE NAME – Enter the Substitute Payee Code and Name, if applicable.

7.   VERIFIED – Enter the Verification Indicator 'Y' if all eligibility factors have been verified.

8.   NOTICE – Enter 'Y' in Notice Override if you wish to override the automated notice.   Override if:

   a.   The worker approves an application and must issue more than 2 months' county-issued checks. This also applies when the user issues 1 county check that covers more than 2 months.

   b.   The worker approves an application and authorises any State-issued retroactive checks on the DMA-5022. If retroactive checks are authorized on the DSS-8125, an automated notice can be produced.

   c.   The worker approves an application, but the family is not eligible for one or more month's benefits.

   d.   The worker approves an application but deny one or more month's benefits for an individual.

   e.   The worker approves an add-on to an application or an inclusion that decreases the amount of the Work First Family Assistance payment.

9.   APP # - Enter the Application Number excluding the 'g' suffix.

10.   DISP – Enter the Disposition Reason Code and Disposition Date (MMDDCCYY).

11.   C/TERM (CASE TERMINATION) – Enter a Case Termination Reason and Date if approving in terminated status (open/shut).

   a.   The Case Termination Date must be the last day of the month.

   b.   The Case Termination Date must be prior to the ongoing month but not prior to the month of application.

20

WF1100

12. OLD CASE TERM (OLD CASE TERMINATION) – If you are approving a reapplication against an active case, enter Old Case Termination Reason and Date to terminate the case against which you are making an application. The Old Case Termination Date must be the last day prior to the ongoing month.

13. CTY ISS DT AND AMT 1 and 2 (COUNTY ISSUED DATE AND AMOUNT 1 AND 2) – If a check is county issued, enter the month, year, and amount in County Issued 1. If a second county issued check is issued enter the month, year, and amount in County Issued 2.

14. PAY REV – Enter the Payment Review From and Thru Dates (MMCCYY). Do not enter if approving in terminated status (open/shut) or completing an inclusion/add individual approval.

    a. The Payment Review Period may be from one to twelve months, and must be:

        (1) 1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

        (2) 1 to 8 months if the Citizen/ID code is "65" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

        (3) 1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

        (4) 1 to 8 months if the Citizen/ID code is "66" and the individual is identified as an Iraqi (IZ) in the Refugee Status Code/Date (REF CODE / DATE) field. EIS does not allow a payment review period to be greater than 8 months.

    b. The FROM date must not be prior to the month of application.

WF1100

c.   The FROM date must be prior to or the same as the ongoing month.

d.   The THRU date must not be prior to the FROM date.

15.   MEDICAID STATUS ('A')

16.   MEDICAID EFF DATE

a.   The date must not be more than three months prior to the month of application and must always be the first day of the month.

b.   The date may be 1, 2, or 3 months before the month of application if Medicaid coverage is continuous.

c.   If approving individuals with different Medicaid Effective Dates, enter the earliest date that all individuals are eligible for Medicaid. Use the DB/PML screen to authorize individuals for Medicaid for any months prior to the effective date.

17.   PAY TYPE ('1', '2', or 'S') – Do not enter if completing an application approval for an inclusion/add individual. Payment Type '1' and 'S' are for Child Only approvals. Payment Type '2' is for Work First Benefits approvals.

18.   PAY EFF DATE – Enter the Monthly Payment Effective Date.

a.   Application Type '1' or '2':

1.   The date must be the month of application or later.

2.   The date must not be before the month of application or after the ongoing month.

3.   If the payment type is '2' or 'S', no checks are issued from the DSS- 8125 process. Payments from the DSS-8125 are posted to the Work First Benefits Screen. From the Work First Benefits Screen, the user must key the release of the check only for pay type '2'. Payment type 'S' *cannot* be released.

WF1100

b.   Application Type '3' or '6' (Inclusion/Add Individual):

The date must be the ongoing month.

19.   RET PAY 1 and RET PAY 2 – Enter Retro Payment amount and date (MMCCYY) if appropriate.

Use these fields if you are approving an application that requires a state issued check for a different amount than the ongoing monthly payment amount. If more than two prior month payments are needed, use a DMA-5022.

Enter in date order. Enter the earliest date in Retro Pay 1 and later date in Retro Pay 2.

a.   Prior month payments must be in a whole dollar amounts.

b.   Prior month payments must be prior to the payment effective date and cannot be prior to the month of application.

c.   Retro Pay 2 cannot be entered without Retro Pay 1 being entered.

20.   STEPPARENT – Enter the appropriate Stepparent Indicator.

21.   VA – Enter 'Y' (Yes) or 'N' (No) for the VA Indicator.

22.   CHILD ONLY RSN – If the approval is a child only case approval, enter the appropriate reason code. If the code is already present on the case and the code remains the same, you do not have to re-enter.

If the approval is a reapplication approval or an add/inclusion approval and the approval causes the case to no longer be a child only case, EIS removes the Child Only RSN code.

Individual Level

1.   MED A and MED B – Enter Y or N in each field.

2.   FAM ST – Enter the appropriate Family Status code.

3.   LIV ARR – Enter the appropriate Living Arrangement code.

4.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

23

WF1100

5.   SPEC REPT – Enter the appropriate Special Report Code if applicable.

6.   WORK REGISTRA – Enter the appropriate Work Registration code.

7.   REFG STATUS – If appropriate, enter the Refugee Status Code and Date.

8.   CITIZEN/ID Code and Date (MMDDCCYY) – Enter the appropriate code and date. The date entered may be any date except a future date. This field is required for application approvals with the date of application of September 1, 2006 or later. For application approvals with a date of application prior to September 1, 2006, this field is allowed.

9.   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

10.   ALIEN ID – If appropriate, enter the Alien Identification number.

11.   REL TO PAYEE Code - Enter the appropriate Relationship to Payee code. Refer to WF 700.02 to determine the appropriate code.

12.   E&T Code and Date (CCYYMM) – Enter the appropriate code and date for each adult.

WF1100

13.   GROSS EARNED INCOME – Enter if appropriate.

14.   CHILD/ADULT CARE – Enter if appropriate.

15.   WORK EXPENSE – Enter if appropriate.

16.   NET EARNED INCOME – Enter if appropriate.

17.   ED. LEVEL and ED-EM – Enter the appropriate Educational History Code and date if applicable.

18.   ISSUE CRD – Enter 'Y' or 'N' to indicate if a Medicaid Card is to be issued. If approving an add-individual approval, enter 'Y' or 'N' for the individuals already included on the case in addition to the individual being added.

19.   CAROLINA ACCESS – Enter the appropriate Carolina Access number.

   NOTE: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

20.   PCP: AUTO ASSG – Enter 'Y' (Yes) or 'N' (No).

   If the provider number begins with a '9' and other than 9999905 or if a reapplication or add/inclusion and the provider number is the same that is in EIS for that individual, leave this field blank.

   CHG CD – Enter Change Reason Code if appropriate. This code is used when the provider changes.

   01   Recipient moved or PCP office moved transportation impedes access
   02   Recipient's PCP joined CA program recently
   03   Third party insurance conflict
   04   Recipient's medical needs changed (i.e., another provider type needed)
   05   Recipient filed complaint against provider and desires to change
   06   Recipient is linked to PCP or HMO in error
   07   PCP or HMO disenrolls from program
   08   Recipient is involuntarily disenrolled by PCP or HMO
   09   Other (for waiver tracking and not lock in)
   10   Mass Change - from one PCP to another

WF1100

11   Mass Change - PCP to exempt

12   HMO to HMO.

21.   DISTPV – Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min). Distance is never allowed for Mecklenburg County.

If the provider number begins with a '9' and other than 9999905 or if a reapplication or add/inclusion and the provider number is the same that is in EIS for that individual, leave this field blank.

I.   Inclusion of an Adult(s) After Compliance with Child Support

To end a Child Support (IV-D) Sanction and to add the individual to the existing Work First case requires two separate actions to be completed on two separate workdays.

1.   Day One

a.   Key a DSS-8124 with the application type of '3' or '6'. The date of application is the date of compliance. Let the application pend in EIS.

b.   Key an Automated Budget with the Benefit Month being the ongoing month, end the IV-D Sanction, and calculate the new payment amount.

c.   Key a DSS-8125 to end the IV-D Sanction. Enter the following information on the DSS-8125 as outlined below.

(1)   CASE ID

(2)   CO NO – County Number

(3)   AID PR/CAT – AAF

(4)   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

(5)   CHANGE CODE - Enter '7V' for the Change Code.

(6)   MEDICAID STATUS Code - Enter the Medicaid Status 'A'

WF1100

(7)   MEDICAID EFFECTIVE DATE - The Medicaid Effective Date must be the month of eligibility for Work First compliance and must be the first day of the month; however, this date may not be more than three months prior to the month of application and must be the first day of the month.

(8)   PAY TYPE '1'.

(9)   PAY EFF DATE - The payment effective date must be the ongoing month.

2.   Day Two

a.   Key an Automated Budget with the Benefit Month being the ongoing month.

b.   Key a DSS-8125 to approve the application that was keyed on Day One. Follow current procedures to include/add an individual to an ongoing case.

Case Level

(1)   WORKER NO - Worker Number

(2)   CO NO - County Number

(3)   DIST Number - District Number

(4)   AID PR/CAT – Enter AAF

(5)   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

(6)   VERIFIED – Enter the verification indicator of 'Y' if all eligibility factors have been verified.

(7)   NOTICE – Enter a 'Y' in Notice Override if you wish to override the automated notice.

(8)   APPL # – Enter the Application Number excluding the 'g' suffix.

(9)   DISP – Enter the Disposition Reason Code 'D1' and Disposition Date (MMDDCCYY).

(10)   MEDICAID STATUS Code - Enter the Medicaid Status 'A'.

WF1100

(11)   MEDICAID EFFECTIVE DATE - The Medicaid Effective Date must be the month of eligibility for Work First compliance and must be the first day of the month; however, this date may not be more than three months prior to the month of application and must be the first day of the month.

(12)   PAY – Change the PAYMENT TYPE to '2'.

(13)   PAY EFF DATE - The payment effective date must be the ongoing month.

(14)   RET PAY 1 and RET PAY 2 – Enter Retro Payment amount and date (MMCCYY), if applicable.

(15)   STEPPARENT INDICATOR – Enter Stepparent Indicator if different than indicated on the case.

(16)   VA INDICATOR – Enter VA Indicator if different than indicated on the case.

(17)   CHILD ONLY RSN – If the add/inclusion causes the case to no longer be a child only case, EIS removes the Child Only RSN code.

Individual Level

(1)   FAM ST – Enter the appropriate Family Status code.

(2)   LIV ARR – Enter the appropriate Living Arrangement code.

(3)   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

(4)   WORK REGISTRA – Enter the appropriate Work Registration code.

(5)   REFG STATUS – If appropriate, enter the Refugee Status Code and Date.

(6)   CITIZEN/ID Code and Date (MMDDCCYY) – Enter the appropriate code and date. The date may be any date except a future date. This field is required for application approvals with the date of application of September 1, 2006 or later. For application approvals with a date of application prior to September 1, 2006, this field is allowed.

WF1100

(7)   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

(8)   ALIEN ID – if appropriate, enter the Alien Identification number.

(9)   REL TO PAYEE Code - Enter the appropriate Relationship to Payee code. Refer to WF 700.02 to determine the appropriate code.

(10)   E&T Code and Date (CCYYMM) – Enter the appropriate code and date for any adult(s)

(11)   ED Code and Date (MMDDCCYY) – Enter the appropriate Educational History Code and date.

(12)   ISSUE CRD – Enter 'Y' or 'N' to indicate if a Medicaid Card is to be issued. You must also enter a 'Y' or 'N' for other individuals already included on the case.

(13)   CAROLINA ACCESS – Enter the appropriate Carolina Access number.

WF1100

NOTE: For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a CAROLINA ACCESS Exempt Number of 9999901.

(14)   PCP: AUTO ASGN – Enter 'Y' (Yes) or 'N' (No) - If the provider number begins with a '9' and other than 9999905 or if the provider number is the same that is in EIS for that individual, leave this field blank.

CHG CD: Enter the appropriate change code if needed.

(15)   DISTPV – Enter the appropriate code for the Distance to Provider. Enter 'L' (less than 30 miles or 45 min) or 'M' (more than 30 miles or 45 min). Distance is never allowed for Mecklenburg County.

If the provider number begins with a '9' and other than 9999905 or the provider number is the same that is in EIS for that individual, leave this field blank.

WF1100.04 DISPOSITION DATE

Disposition dates may remain the same, may be changed to the date the DSS-8125 is keyed, or may be changed to the next workday depending on when the DSS-8125 is keyed and whether the notice indicator is 'Blank' or 'Y'.

A.   The DSS-8125 is keyed **within** the first five workdays of the month.

1.   The Disposition Date on the DSS-8125 is the previous month.

a.   The Disposition Date is the Disposition Date keyed when the DSS-8125 contains county issued date(s) and amount(s) and the notice indicator is either 'Y' or 'Blank'.

Example: The DSS-8125 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date remains 02282006.

b.   The Disposition Date is the Disposition Date keyed when the DSS-8125 contains no county issue date(s) and amount(s), the payment effective date and/or prior month 1 amount and date does not include the month of application, and the notice indicator is 'Y'.

WF1100

Example: The DSS-8125 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date remains 02282006.

c.   The Disposition Date keyed is changed to the NEXT WORKDAY when the DSS-8125 contains no county issue date(s) and amount(s), EIS issues the first check (EIS considers the first check to be for the month of application), and the notice indicator is 'Y' or 'Blank'.

Example: The DSS-8125 is keyed 03062006. The Disposition Date keyed is 02282006. The Disposition Date is changed to 03072006.

2.   The Disposition Date on the DSS-8125 is any month prior to the previous calendar month.

EIS **does not** allow a date to be any month prior to the previous calendar month.

3.   The Disposition Date on the DSS-8125 is the current calendar month.

a.   The Disposition Date is the Disposition Date keyed when the DSS-8125 contains county issued date(s) and amount(s) and the notice indicator is either 'Y' or 'Blank'.

Example: The DSS-8125 is keyed on 03062006. The Disposition Date keyed is 03032006. The Disposition Date remains 03032006.

b.   The Disposition Date is the Disposition Date keyed when the DSS-8125 contains no county issue date(s) and amount(s), the payment effective date and/or prior month 1 amount and date does not include the month of application, and the notice indicator is 'Y'.

Example: The DSS-8125 is keyed on 03062006. The Disposition Date keyed is 03032006. The Disposition Date remains 03032006.

WF1100

      c.   The Disposition Date keyed is changed to the NEXT WORKDAY when the DSS-8125 contains no county issue date(s) and amount(s), EIS issues the first check (EIS considers the first check to be for the month of application), and the notice indicator is 'Y' or 'Blank'.

            Example: The DSS-8125 is keyed on 03062006. The Disposition Date keyed is 03032006. The Disposition Date is changed to 03072006.

B.   The DSS-8125 is keyed **after** the first five work days of the month.

    1.   The Disposition Date on the DSS-8125 is the previous month.

      a.   The Disposition Date is the date the DSS-8125 is keyed when the DSS-8125 contains county issue date(s) and amount(s) and the notice indicator is either 'Y' or 'Blank'.

            Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 02282006. The Disposition Date is changed to 03112006.

      b.   The Disposition Date is the date the DSS-8125 is keyed when the DSS-8125 contains no county issued date(s) and amount(s), the payment effective and/or prior month 1 amount and date does not include the month of application, and the notice indicator is 'Y'.

            Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 02282006. The Disposition Date is changed to 03112006.

      c.   The Disposition Date keyed is changed to the NEXT WORKDAY when the DSS-8125 contains no county issued date(s) and amount(s), EIS issues the first check (EIS considers the first check to be for the month of application), and the notice indicator is 'Y' or 'Blank'.

WF1100

Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 02282006. The Disposition Date is changed to 03122006.

2.   The Disposition Date on the DSS-8125 is any month prior to the previous calendar month.

EIS **does not** allow a date to be any month prior to the previous calendar month.

3.   The Disposition Date on the DSS-8125 is the current calendar month.

a.   The Disposition Date is the disposition date keyed when the DSS-8125 contains county issued date(s) and amount(s) and the notice indicator is either 'Y' or 'Blank'.

Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 03062006. The Disposition Date remains 03062006.

b.   The Disposition Date is the disposition date keyed when the DSS-8125 contains no county issued date(s) and amount(s), the payment effective date and/or prior month 1 amount and date does not include the month of application, and the notice indicator is 'Y'.

Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 03062006. The Disposition Date remains 03062006.

c.   The Disposition Date keyed is changed to the NEXT WORKDAY when the DSS-8125 contains no county issue date(s) and amount(s), EIS issues the first check (EIS considers the first check to be for the month of application), and the notice indicator is 'Y' or 'Blank'.

Example: The DSS-8125 is keyed on 03112006. The Disposition Date keyed is 03062006. The Disposition Date is changed to 03122006.

WF1100

C.   Date Keyed vs. Calendar Date

The Disposition Date can be the current or the previous month if it is keyed within the first five (5) workdays of the current month.

If the Disposition Date is a prior month date and the DSS-8125 is keyed after the fifth (5th) workday of the current month, EIS changes the Disposition Date to the date the DSS-8125 is keyed or the next workday, depending on the case.

EIS does not allow a disposition date for a month prior to the previous calendar month.

WF1100.05   MAKING CHANGES TO AN ACTIVE CASE

If there is an 8125 on hold for a timely action and a second 8125 is keyed that contains errors, the second 8125 cannot be put on hold.

An 8125 cannot be keyed on the same day a timely action for that case is due to process unless the second 8125 contains a Change Code or Termination Code.

The ISSUE CRD field is not allowed to be entered at the time a change is being made to a case. If a Medicaid card is needed, use the DB/PML screen. The ISSUE CRD field is only valid at the time of application approval.

A change from AAF pay type '1' or '2' to payment type 'S' is valid; however payment type 'S' is valid for Child Only cases.

A.   Updating Payment Effective Date

Certain changes to a case require the Payment Effective Date to be updated. When the following information changes, update the Payment Effective Date.

1.   Add Individual/Inclusion
2.   Deletion of an Individual
3.   Monthly Payment Amount changes
4.   Payment Type changes
5.   Applying Sanctions
6.   Program Transfer from MAF to AAF Payment Type '1'

WF1100

B.   Updating Medicaid Effective Date

Certain changes to a case require the Medicaid effective date to be updated. When the following information changes, update the Medicaid Effective Date.

1.   Add Individual/Inclusion
2.   Program Transfer (AAF to MAF and MAF to AAF Payment Type '1')
3.   Payment Type changes
4.   Applying Sanctions

C.   Removal of Information

The following information may be removed by entering an asterisk (*) in the first position of the field on the DSS-8125 with the exception of Citizen/ID Code and date, use two asterisks (**).

Case Level

1.   Subpayee Code
2.   Subpayee Middle Initial (Initial only removed)
3.   Subpayee Suffix (Suffix only removed)
4.   Address Line 2
5.   Phone Number
6.   New County Number
7.   Special Review Date (Enter the Code you want deleted in the Special Review Code field.)
8.   Food Stamp Number
9.   Grant Recoupment Code (Enter zeroes in the Amount and Date fields.)
10.   Special Use Data (Enter the Code you want deleted in the Special Use Code field.)
11.   Disability (DIS) – Use the delete key to erase the indicator

Individual Level

a.   Special Report Code
b.   RSDI Claim Number
c.   Special Use Data (Enter the Code you want deleted in the Special Use Code field.)
d.   Work Registration Code
e.   Work Experience Code
f.   Educational Level Code
g.   Citizen/ID Code and Date (Enter two asterisks (**) in the code field.)
h.   Refugee Status Code (Enter one asterisk (*) in the code field.)
i.   Disability (DIS) – Use the delete key to erase the indicator

WF1100

D.   Updating Information For A Timely Notice

Certain changes to a case or individual require a timely (10 workday) notice. When information is keyed on the DSS-8125 using a timely notice code, some information processes the same night the DSS-8125 is keyed. Other information is held by EIS and will not process until the 11th worknight.

The following information is held by EIS until the 11th worknight. All other information *not* listed below processes the night the DSS-8125 is keyed.

> NOTE: If you key a change after a timely DSS-8125 is keyed and that keyed change would create a notice (whether one was created or not), the DSS-8125 in hold status will be rescinded. This action will be displayed on the notice register as rescinded.

1.   Case Information

a.   District Number
b.   Termination Date
c.   Termination Reason
d.   Aid Program/Category
e.   Payment Review Period
f.   Medicaid Status
g.   Medicaid Effective Date
h.   Medicaid Certification Period
i.   Monthly Payment Amount
j.   Payment Effective Date
k.   Medicaid Class
l.   DB/PML
m.   DB/PML Amount
n.   Deductible Amount
o.   Gross Earned Income
p.   Disregard
q.   Net Earned Income
r.   SSI Amount
s.   Maintenance Amount
t.   Work Expenses
u.   RSDI Amount
v.   Child Adult Care
w.   Total Unearned Income
x.   Job Work Savings
y.   Grant Recoupment
z.   Total Monthly Income
aa.   Sanction MRA
bb.   Sanction IVD

WF1100

2.   Individual Information

    a.   Work Registration
    b.   Date of Death
    c.   Termination Date
    d.   Gross Income
    e.   Child Adult Care
    f.   Work Expense
    g.   Net Earned Income
    h.   Provider Number

E.   **Applying a IV-D Sanction to an Ongoing Case (Child Only Cases)**

An Automated budget must be completed with an 'X' keyed in the IV-D sanction field to apply a sanction.

1.   Key the following required case level fields:

    a.   CASE ID

    b.   CO #

    c.   AAF as AID PR/CAT

    d.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

    <u>e</u>.   CHANGE CODE – Enter the appropriate change code.

    <u>f</u>.   MEDICAID STATUS ('A')

    <u>g</u>.   MEDICAID EFF DATE - The date must be the ongoing month.

    <u>h</u>.   PAY TYPE ('S')

    <u>i</u>.   PAY EFF DATE - The date must be the ongoing month.

    <u>j</u>.   CHILD ONLY RSN – If the change causes the case to be a child only case, enter the appropriate Child Only RSN code.

WF1100

2.   Key the following changes to the individual level fields:

   a.   TERMINATION DATE – Enter the individual termination date for the adult who failed to cooperate.

   b.   E&T – Enter an E&T code and date (CCYYMM) for each adult(s).

   c.   REL TO PAYEE Code – Enter the appropriate Relationship to Payee code if needed for other individuals. Refer to WF 700.02 to determine the appropriate code.

F.   Applying an MRA Sanction to an Ongoing Case (Child Only Cases)

An Automated budget must be completed with an 'X' keyed in the MRA sanction field to apply a sanction.

Key the following required case level fields:

1.   CASE ID

2.   CO #

3.   AAF as AID PR/CAT

4.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

5.   CHANGE CODE – Enter the appropriate change code.

6.   MEDICAID STATUS ('A')

7.   MEDICAID EFF DATE - The date must be the ongoing month.

8.   PAY TYPE ('S')

9.   PAY EFF DATE - The date must be the ongoing month.

10.   CHILD ONLY RSN – If the change causes the case to be a child only case, enter the appropriate Child Only RSN code.

11.   Enter at individual level if appropriate.

   a.   CITIZEN/ID CODE and DATE may be added at the time of change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

b.   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

c.   REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

d.   E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

G.   Benefit Diversion

The following fields can be changed during the Benefit Diversion period.

1.   WORKER NUMBER
2.   DISTRICT NUMBER
3.   COUNTY CASE NUMBER
4.   ADDRESS LINE 1 and ADDRESS LINE 2

NOTE: CITIZEN/ID CODE and DATE may be added at the time of change or changed from what was previously entered.

This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

5.   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

•   REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

NOTE: The Payment Review Period cannot be changed when the approval disposition is an A9. EIS does not allow you to approve a Benefit Diversion application more than once in a twelve month period. If a worker tries to approve a Benefit Diversion application and one has been approved within twelve months, the worker receives an error message**.**

The following fields are *required* to terminate a Benefit Diversion case during the Benefit Diversion period.

●   AID PR/CAT – Enter AAF as the Aid Program Category.
●   C/TERM – Enter the appropriate Case Termination Reason Code and Date. The date must be the last day prior to the ongoing month.
•   E&T Code and Date (CCYYMM) for each adult on the case.

NOTE: EIS automatically transfers the case to Medicaid if no action has been taken to terminate or transfer to Medicaid by the worker.

WF1100

H.   Payment Revision

An Automated Budget is required for the affected payment month before keying of the DSS-8125. The Automated Budget has been changed to bring forward certain Case Level data to the DSS-8125. The field for which data is brought forward cannot be entered or changed by the worker through the DSS-8125 process. However, the individual level Gross Earned Income, Child/Adult Care, Work Expense, and Net Earned Income are not automatically brought forward from budget and must be keyed if applicable. Any change to the data must be made through the Automated Budget function. Outlined below are the case level data elements brought forward from the Automated Budget.

- ONGOING PAYMENT AMOUNT

     NOTE: If the payment type is '2' or 'S', no checks are issued from the DSS-8125 process. The revised payment amount from the DSS-8125 is posted to the Work First Benefits Screen the night of Work First regular run *if* the change is keyed *and* processes prior to/on regular run or the first night of the next month. From the Work First Benefits Screen, the user must key the release of the check for pay type '2'. Payment type 'S' *cannot* be released.

- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT

     NOTE: To remove GRANT RECOUPMENT, key an asterisk (*) in first position of code field and enter zeroes in the amount and date fields.

1.   The following fields are required to complete a payment revision.

     a.   AID PR/CAT – Enter AAF

b. <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

c. CHANGE CD – Enter the appropriate change code.

d. NOTICE – override if:

● An individual is being deleted, but the payment increases.
• The change code is 'other'
• The change code is marked with an asterisk (*).
• Use of the automated notice will create an overpayment. The payment revision is in conjunction with the approval of a newborn with an individual case status of 'M' or 'F'

e. PAY (Effective Date) – The Payment Effective Date must be the ongoing month.

   NOTE: The user must key the ongoing month as a Payment Effective Date if Job Bonus is entered on the Automated Budget and there is no change in the ongoing payment amount.

f. CHILD ONLY RSN – If the change causes the case to be a child only case, enter the appropriate Child Only RSN code.

   If the case is a child only case, enter the appropriate Child Only RSN code if one is not present on the case. The code can be changed at anytime.

2. Change other fields, as appropriate.

• <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

• CITIZEN/ID CODE and DATE may be added at the time of change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

3.   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

I.   Reviews

The following fields are required to complete an eligibility review.

Mandatory Fields

1.   AID PR/CAT – Enter AAF for Aid Program Category.

2.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

3.   VERIFIED (Y) – Enter the Verification Indicator 'Y' if all eligibility factors have been met.

WF1100

4.   CHANGE CD – Enter Change Code '01' when there are no other changes with the review.

5.   NOTICE – Enter 'Y' for Notice Override if you wish to override the automated notice.

6.   PAY REV – Enter the Payment Review FROM and THRU Dates. The Payment Review Period must not exceed twelve (12) months.

7.   CHILD ONLY RSN – If the case is a child only case, enter the appropriate Child Only RSN code if one is not present on the case. The code can be changed at anytime.

8.   Change other fields, as appropriate.

- DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

- CITIZEN/ID CODE and DATE may be added at the time of review or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

WF1100

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

J.   Terminations

The following fields are required to complete a termination. Do not enter a District Number or any other change with a Case Termination.

1.   AID PR/CAT – Enter AAF as the Aid Program Category.

2.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

3.   C/TERM – Enter the appropriate Case Termination Reason Code and Date. The Date must be the last day of the month prior to the ongoing month.

4.   NOTICE – Enter 'Y' for Notice Override if you wish to override the automated notice. Override the automated notice if:

- The termination code is marked with an asterisk (*).

- Use of the automated notice will create an overpayment.

5.   E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

45

WF1100

K.   **Transfers from AAF to MAF and From MAF to AAF Payment Type '1'**

When a Work First Case reaches either:

- The 24-month or the 60-month time limit, **or**
- The Benefit Diversion period ends and no action is taken by the worker by the 4th work night from the end of the month (Regular Run) in the last eligible month, **or**
- There have been three consecutive months of non-issued checks because the family failed to comply with Sanction requirement. The transfer will take place on the 4th work night from the end of the month (Regular Run) of the 3rd month of non-issued checks,
  or
- The quarterly report is incomplete or has not been returned by the 2nd QR deadline, the case is automatically transferred to MAF-C. The transfer will take place the 4th work night from the end of the month (Regular Run) in the applicable month.

NOTE: Program transfer from MAF-C to AAF pay type '4' or pay type '5' instructions can be found in EIS manual section 3451.

1.   **Transfer from AAF Payment Type '1', '2' or 'S' To MAF-C**

A program transfer to MAF-C is a manual process if payment type is '1', '2', or 'S' and at times an automated process if the payment type is '2' or 'S'.

If the worker fails to transfer a case with a payment type '2' or 'S' to MAF after 3 consecutive months of not receiving a regular Work First check (type code 'R' on the Work First Benefits screen), EIS automatically transfers the case to MAF-C the 4th work night from the end of the month (Regular Run) of the 3rd month.

If the case is a child only case, EIS removes the Child Only RSN Code.

a.   Key the following required case level fields:

1.   Case ID
2.   CO #

WF1100

3.   Worker #
4.   AID PR/CAT – Enter MAF for the Aid Program Category.
5.   <u>DIS – Use the delete key to erase the indicator.</u>
<u>6</u>.   Change Code – Enter the appropriate Aid Program Transfer Change Code.
<u>7</u>.   Medicaid Status ('A')
<u>8</u>.   Med Eff Date – The Medicaid Effective Date must be the ongoing month. The day is always the first day of the month.
<u>9</u>.   PAY Type – Enter Payment Type '9'.
<u>10</u>.   Med Class ('C')
<u>11</u>.   Certification From and Thru Date

  (a)   The FROM date must be the first day of the ongoing month.
  (b)   The THRU date must be the last day of the month and no more than six months from Cert THRU date.

<u>12</u>.   Medicaid Maintenance Amount
<u>13</u>.   Gross Earned Income, Disregard, Child/Adult Care, Work Expense, and Net Earned Income if appropriate

b.   Key the following changes to the individual level fields:

  1.   <u>DIS – Use the delete key to erase the indicator.</u>
  <u>2</u>.   WORK REGISTRA - Enter an (*) to delete the Work Registration code (if applicable)
  <u>3</u>.   Enter zeroes to remove the Gross Earned Income, Child/Adult Care, Work Expense and Net Earned Income (if applicable)
  <u>4</u>.   CITIZEN/ID CODE and DATE may be added at the time of transfer or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

5. REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

6. E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

2. **Transfer from MAF-C to AAF Payment Type '1'**

An Automated Budget must be completed prior to completing the DSS-8125 for the program transfer.

a. Key the following required case level fields:

(1) Case ID
(2) Co #
(3) AID PR/CAT – Enter AAF for the Aid Program Category.

WF1100

(4)   DIS – Enter 'Y' or 'N'

(5)   Change Code

(6)   PAY REV – Enter Payment Review FROM and THRU Dates. The Payment Review Period cannot exceed twelve (12) months.

(7)   Medicaid Status ('A')

(8)   Med Eff Date – Enter the ongoing month for the Medicaid Effective Date.

(9)   PAY TYPE – Enter Payment Type '1' or '2'.

(10)   Pay EFF Date – Enter the ongoing month for the Payment Effective Date.

(11)   RETRO PAY1/RETRO PAY2 -   Enter retroactive payment amount, if eligible for Work First for any months while received under Medicaid.

> **NOTE:** If the user fails to enter the retro payment at the time the DSS-8125 is keyed to transfer from Medicaid to payment type '1'or '2', a DMA-5022 is *not* be allowed. The case history built the night the DSS-8125 processes displays the retro period under the Medicaid Program. If a payment is due the client and the retro pay was not entered at the time the transfer was completed, an administrative open/shut approval is needed. Ensure the open/shut application is coded as an application type '1' and as Administrative.

(12)   Grant Recoupment code (if appropriate)

(13)   CHILD ONLY RSN – If the case is a child only case, enter the appropriate Child Only RSN code.

b.   Key the following changes to the individual level fields:

(1)   Special Report Code (if applicable)

(2)   WORK REGISTRA – Enter the appropriate Work Registration code.

(3)   E &T Code and Date – Enter an E & T code and date for each adult(s).

(4)   Gross Earned Income (if applicable)

(5)   Child /Adult Care (if applicable)

(6)   Work Expense (if applicable)

(7)   Net Earned Income (if applicable)

WF1100

(8)   ED. Level and ED-EM (if applicable)

(9)   CITIZEN/ID CODE and DATE may be added at the time of transfer or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field

(10)   REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

3.   **Transfer from MAF-C to AAF pay type '2' or 'S'**

A transfer from MAFC to AAF Pay Type '2' or 'S' is ***not allowed***. A reapplication must be completed.

WF1100

4. **Change from AAF Payment Type '1' to AAF Payment Type '2' or 'S'**

    An Automated Budget must be completed prior to completing the DSS-8125 for the payment type change.

    a. Key the following required case level fields:

    - Case ID
    - Co #
    - AID PR/CAT – Enter AAF for the Aid Program Category.
    - Change Code – Enter the appropriate change code.
    - Medicaid Status ('A')
    - Med Eff Date – The Medicaid Effective Date must be the ongoing month. The day must always be the first day of the month.
    - PAY TYPE – Enter Payment Type '2' or 'S'.
    - PAY EFF Date – The Payment Effective date must be the ongoing month.
    - CHILD ONLY RSN – If the case is a child only case, enter the appropriate Child Only RSN code if one is not present.

    b. Key the following changes to the individual level fields, if applicable:

    - Special Report Code
    - Work Registration Code
    - E&T for adult(s)
    - Gross Earned Income
    - Child /Adult Care
    - Work Expense
    - Net Earned Income
    - ED. Level and ED-EM
    - CITIZEN/ID CODE and DATE may be added at the time of payment type change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

- REL TO PAYEE Code

5. **Change from AAF Payment Type '2' or 'S' to AAF Payment Type '1' (Child Only)**

An Automated Budget must be completed prior to completing the DSS-8125 for the payment type change.

a. Key the following required case level fields:

- Case ID
- Co #
- AID PR/CAT – Enter AAF for Aid Program Category.
- Change Code – Enter the appropriate change code.
- Medicaid Status ('A')
- Med Eff Date – The Medicaid Effective Date must be the ongoing month. The day must always be the first day of the month.
- PAY TYPE ('1')

WF1100

- PAY EFF Date – The Payment Effective Date must be the ongoing month.
- CHILD ONLY RSN – If the case is a child only case, enter the appropriate Child Only RSN code if one is not present.

b.　Key the following changes to the individual level fields, if applicable:

- Special Report Code
- Work Registration Code
- E&T for adult(s)
- Gross Earned Income
- Child /Adult Care
- Work Expense
- Net Earned Income
- ED. Level and ED-EM
- CITIZEN/ID CODE and DATE may be added at the time of the payment type change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

WF1100

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

- REL TO PAYEE Code

6. **Change from AAF Payment Type '1' '2' or 'S' to AAF Payment Type '4'or '5'.**

   a. Key the following required case level fields:

   - Case Id
   - Co #
   - AAF as Aid PR/CAT
   - DIS – Use the delete key to erase the indicator
   - Change Code
   - Medicaid Status ('A)
   - Med Eff Date (This date should be the month of ineligibility for Work First which may be a retroactive date)
   - Pay Type ('4') or ('5')
   - Med Class ('C')
   - If a Child Only RSN code is present, EIS removes the code.

   b. Key the following changes to the individual level fields:

   - Special Report Code (if applicable)
   - DIS – Use the delete key to erase the indicator
   - Work Registration Code
   - E&T for adult(s)
   - Gross Earned Income
   - Work Expense
   - Net Earned Income
   - CITIZEN/ID CODE and DATE may be added at the time of the payment type change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

- REL TO PAYEE Code

7. **Change from AAF Payment Type 'S' to AAF Payment Type '1' or '2'.**

   An Automated Budget must be completed prior to keying the payment type change.

   a.   Key the following required case level fields:

   - CASE ID
   - CO #
   - DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.
   - AID PR/CAT – Enter AAF as the Aid Program Category.
   - MEDICAID STATUS ('A')
   - MED EFF DATE – The Medicaid Effective Date must be the ongoing month. The day must always be the first day of the month.
   - PAY TYPE – Enter Payment Type '1' or '2'
   - PAY EFF DATE – The Payment Effective Date must be the ongoing month.
   - CHILD ONLY RSN – If the case is a child only case, enter the appropriate Child Only RSN code if one is not present.

WF1100

b.   Key any changes at the individual level fields.

- <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

- CITIZEN/ID CODE and DATE may be added at the time of the payment type change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to <u>WF 700.02</u> to determine the appropriate code.
- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

WF1100

8. **Program Transfer from AAF pay type '4' or '5' to MAF-C**

   a.   Key the following required case level fields:

   For additional information, see the EIS Manual.

   - CASE ID
   - CO #
   - AID PR/CAT – Enter MAF for Aid Program Category.
   - DIS – Use the delete key to erase indicator.
   - CHANGE CODE – Enter the appropriate change code.
   - MEDICAID STATUS ('A') or ('D')
   - MEDICAID EFF DATE – the Medicaid Effective Date must be the ongoing month.
   - PAY TYPE – Enter Payment Type '9.
   - MEDICAID CERT FROM AND CERT THRU DATE
   - MEDICAID CLASS ('C')
   - MAINTENANCE AMOUNT

   b.   Key any changes at the individual level fields.

   - DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

   - CITIZEN/ID CODE and DATE may be added at the time of the program transfer or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

58

WF1100

9.   **Ending an MRA or IV-D Sanction to an Ongoing Case Payment Type '1' (Child Only)**

An Automated budget must be completed prior to keying the DSS-8125.

Key the following required case level fields:

a.   WORKER #

b.   CO #

c.   DIS – System populated. Enter the appropriate indicator, if the field is blank. This field may also be changed.

d.   AAF as AID PR/CAT

e.   VERIFIED INDICATOR

f.   CHANGE CODE ('7V')

g.   MEDICAID EFF DATE (This date must equal ongoing month)

h.   PAY TYPE (1') OR ('2')

i.   PAY EFF DATE (This date must equal ongoing month)

j.   CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if one is not already present. If the case is no longer a child only case, EIS removes the code if present on the case.

k.   DIS –System populated. Enter the appropriate indicator, if the field is blank, for each individual age 18 or older. This field may also be changed.

l.   CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

• CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

m. REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

n. E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

10.   **Change of Address**

The following fields are required to complete a change of address.

Mandatory Fields

- AID PR/CAT
- <u>DIS – System populated. Enter the appropriate indicator, if the field is blank. This field may also be changed.</u>
- ADDRESS 1
- ADDRESS 2 (if needed)
- CITY, STATE, and ZIP (if changed)
- Change other fields, as appropriate.
- CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if one is not already present or if the case is no longer a child only case, EIS removes the code if present on the case.
- <u>DIS – System populated. Enter the appropriate indicator, if the field is blank, for each individual age 18 or older. This field may also be changed.</u>
- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

WF1100

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.
- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

When keying a DSS-8125 to complete a change of address with or without another action **and** the aid program category is AAF with a payment type '1', '2', or 'S' the following message is displayed on the first page of the DSS-8125 after any errors have been displayed.

IS THIS CORRECT CASE HEAD PAYEE?
'IF CORRECT PRESS ENTER TO CONTINUE ELSE PRESS PF5 TO EXIT THIS FORM'

For any other actions that do not contain a change of address, the following message continues to display on the first page of the DSS-8125 after any errors have been displayed.

'CHECK TO ENSURE THAT YOU HAVE THE CORRECT CASE HEAD PAYEE FOR THIS CASE'
'IF CORRECT PRESS ENTER TO CONTINUE ELSE PRESS PF5 TO EXIT THIS FORM'

L.   County Transfers – Not Allowed for Work First Cases

NOTE: Aid/Prog and County transfer are not allowed at the same time.

WF1100

M.   **Deleting an Individual**

An Automated Budget is required for the affected payment month before keying of the EIS FORM 8125. The Automated Budget has been changed to bring forward certain Case Level data to the EIS FORM 8125. The field for which data is brought forward cannot be entered or changed by the worker through the EIS FORM 8125 process. However, the individual level Gross Earned Income, Child/Adult Care, Work Expense, and Net Earned Income is not automatically brought forward from budget and must be keyed if applicable. Any change to the data must be made through the Automated Budget function. Outlined below are the data elements brought forward from the Automated Budget.

ONGOING PAYMENT AMOUNT

- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT (must key Code/Date if applicable)

NOTE: To delete a recoupment, key an asterisk (*) in the code field and enter zeroes in the amount and date fields.

The following fields are required to delete an individual.

Case Level

Mandatory Fields

1.   AID PR/CAT

2.   DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.

WF1100

3. CHANGE CD

4. NOTICE – override if:

An individual is being removed from the case, but the payment increases.

The change code listed is 'other'.

- The change code listed is marked with an asterisk (*).
- Use of the automated notice will create an overpayment.
- The action is in conjunction with the approval of an individual coded 'M' in the STATUS field.
- An individual being deleted is coded 'M' in the STATUS field.
- The action is in conjunction with the case being administratively reopened with a Change Reason code '99'.

5. PAY (Type, And Effective Date, if appropriate) – If the payment type is '2' or 'S' no checks are issued from the EIS FORM 8125 process. Payments from the EIS FORM 8125 are posted to the Work First Benefits Screen. From the Work First Benefits Screen, the user must key the release of the check only for pay type '2'. Payment type 'S' cannot be released.

6. CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if one is not already present or if the case is no longer a child only case, EIS removes the code if present on the case.

Individual Level

1. INDIVIDUAL TERM DATE (Do not enter if DATE OF DEATH is entered.)

2. Change other fields, as appropriate.

- CITIZEN/ID CODE and DATE may be added or changed for any other individuals on the case, including the individual being removed. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed for other individuals. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

WF1100

N.   Change of Caretaker or Name Change for the Caretaker

All changes of caretaker require completion of the DSS-8124 process. The new caretaker must sign an application. If the change requires the deletion of an individual, refer to WF200.

- DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

WF1100

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to <u>WF 700.02</u> to determine the appropriate code.

O.   **Substitute/Protective Payee**

The following fields are required to establish a substitute or protective payee.

NOTE: A substitute payee is required if change code 4B, 8A, or 3A is used.

Mandatory Fields

1.   AID PG/CAT

2.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

<u>3</u>.   SUB PAYEE NAME (Code and Name)

<u>4</u>.   CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if one is not already present or if the case is no longer a child only case, EIS removes the code if present on the case.

<u>5</u>.   Change other fields, as appropriate.

- <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

WF1100

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

> **NOTE:** 10, 11, 12, or 25 cannot be overlaid by any code.

> **NOTE:** When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.
>
> When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.
>
> Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.
>
> Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

WF1100

P.   **Grant Recoupment**

An Automated Budget is required. The Automated Budget has been changed to bring forward certain Case Level data to the EIS FORM 8125. The field for which data is brought forward cannot be entered or changed by the worker through the EIS FORM 8125 process. However, the individual level Gross Earned Income, Child/Adult Care, Work Expense, and Net Earned Income is not automatically brought forward from budget and must be keyed if applicable. Any change to the data must be made through the Automated Budget function. Outlined below are the data elements brought forward from the Automated Budget.

- ONGOING PAYMENT AMOUNT
- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT (must key Code/Date if applicable)

The following fields are required to establish a grant recoupment.

Mandatory Fields

1.   AID PG/CAT

2.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

3.   CHANGE CD

4.   NOTICE – override if

- The change code listed is marked with an asterisk (*).
- Use of the automated notice will create an overpayment.
- The action is in conjunction with the approval of an individual coded 'M' or 'F' in the STATUS field.
- The action is in conjunction with the case being administratively reopened with code '99' in the CHANGE CD field.

WF1100

5. PAY (Type and Effective Date) – If the payment type is '2' or 'S' no checks are issued from the EIS FORM 8125 process. Payments from the EIS FORM 8125 are posted to the Work First Benefits Screen. From the Work First Benefits Screen, the user must key the release of the check only for pay type '2'. Payment type 'S' cannot be released.

6. GRANT RECOUP (Code and End Date) – The Grant Recoupment amount is brought forward from the Automated Budget**.**

7. CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if one is not already present or if the case is no longer a child only case, EIS removes the code if present on the case.

8. Change other fields, as appropriate.

    •   CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

    •   CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

WF1100

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to <u>WF 700.02</u> to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

Q.   Changes in the Individual Case Status Indicator

An Automated Budget is required if the payment amount changes. The Automated Budget has been changed to bring forward certain Case Level data to the EIS FORM 8125. The field for which data is brought forward cannot be entered or changed by the worker through the EIS FORM 8125 process. Any change to the data must be made through the Automated Budget function. Outlined below are the data elements brought forward from the Automated Budget.

- ONGOING PAYMENT AMOUNT
- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT **(must key Code/Date if applicable)**

NOTE: To delete a recoupment, key an asterisk (*) in the code field and enter zeroes in the amount and date fields.

WF1100

The case status indicator cannot be changed to "M" from any other valid indicator.

- If the CASE STATUS is 'M', it can be changed to 'R', 'E', 'S', 'F', 'T', or 'O'.
- If the CASE STATUS is 'E', it can only be changed to 'M', 'R', 'E', 'S', 'F', 'T', or 'O'.
- If the CASE STATUS is 'S', 'F', 'T', or 'O'; it can only be changed to 'E', or 'M'.

The following fields are required to change the individual case status indicator:

Mandatory Fields

1.   AID PR/CAT

2.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

<u>3</u>.   CHANGE CD - for 'M' to 'R' change

<u>4</u>.   NOTICE – override if:

- An individual is being deleted in conjunction with the change in case status.
- The change code listed is 'other'
- The change code listed is marked with an asterisk (*).
- Use of the automated notice will create an overpayment.
-

Individual Level

1.   CASE STATUS - Do not enter. EIS Automatically brings forward from an existing ID segment. The CASE STATUS code may be changed.

- If the CASE STATUS is 'R', the user **cannot** change to 'E', 'F', 'O', 'S', or 'T'.
- If the CASE STATUS is 'F', 'O', 'S', or 'T', it can only be changed to 'E' or 'M' (individual is 13 months or less).
- If the CASE STATUS is if 'E', it can only be changed to 'F', 'O', 'S', 'T', or 'M' (individual is 13 months or less).
- If the CASE STATUS is 'F', 'O', 'S', or 'T', it cannot be changed to another family cap exemption code 'F', 'O', 'S', or 'T'.

WF1100

2.   Change other fields, as appropriate.

- DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.

- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

    NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

    NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

    When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

    Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

    Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

WF1100

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

R.   Stepparent Indicator

The STEPPARENT INDICATOR is a one digit numeric code used to indicate a financially responsible adult who is in the home but not included in the *Work First Family Assistance*.

The following fields are required to change the Stepparent Indicator.

Mandatory Fields

1.   AID PR/CAT

2.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

<u>3</u>.   STEPPARENT

<u>4</u>.   Change other fields, as appropriate.

- <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

WF1100

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

WF1100.06 MAKING CHANGES TO AN INACTIVE (TERMINATED) CASE

A.   Administratively Reopening a Terminated Case (Change Code '99')

A terminated *Work First Family Assistance* case can only be reopened without the use of a DSS-8124 when the payment type was '1', '2', or 'S' in the PAY Type field at the time of termination. Furthermore, the case can only be reopened into PAY Type '1', '2', or 'S'.

When reopening the terminated case, the user can complete other changes, except an add individual application/inclusion or case termination.

If the case is ineligible for the first or second month following the month of termination, follow the appropriate application procedures to reopen the case.

WF1100

An Automated Budget is required if the payment amount changes. The Automated Budget has been changed to bring forward certain Case Level data to the EIS FORM 8125. The field for which data is brought forward cannot be entered or changed by the worker through the EIS FORM 8125 process. Any change to the data must be made through the Automated Budget function. Outlined below are the data elements brought forward from the Automated Budget.

- ONGOING PAYMENT AMOUNT
- GROSS EARNED INCOME
- DISREGARD
- CHILD/ADULT CARE
- WORK EXPENSE
- NET EARNED INCOME
- MAINTENANCE AMOUNT
- RSDI AMOUNT
- TOTAL NET UNEARNED INCOME
- TOTAL COUNTABLE MONTHLY INCOME
- GRANT RECOUPMENT AMOUNT **(must key Code/Date if applicable)**

NOTE: To delete a recoupment, key an asterisk (*) in the code field and enter zeroes in the amount and date fields.

The following fields are required to administratively reopen a terminated case.

Mandatory Fields

1.   AID PR/CAT

2.   <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank. This field may also be changed.</u>

<u>3</u>.   CHANGE CD (code '99')

<u>4</u>.   NOTICE – Enter a 'Y' if you wish to override the automated notice.

<u>5</u>.   PAY (Type and Effective Date) - The payment effective date must be the current processing month.

   For example, the case was terminated effective 08312009 and reopened on 10082009. The payment effective date must be 112009.

WF1100

6.   MED ('A' and Effective Date) – The Medicaid Effective Date must be the first day of the month following the month of termination. For example, if the termination date is 08312009, the Medicaid Effective Date must be 09012009.

7.   RETRO PAY 1 (Amount and Date) - Complete only if the case is being reopened in the effective month. For example, the case was terminated effective 08312009 and reopened on 10082009 effective 10012009. Enter an amount and 102009 in the Retro Pay 1 field. Do not enter Retro Pay 2 at anytime for an administrative reopen using change code '99'.

8.   CHILD ONLY RSN – If the case is a child only case, enter the appropriate reason code if not already present. EIS removes the code if the case is no longer a child only case.

9.   Change other fields, as appropriate.

- <u>DIS – System populated. Enter the appropriate indicator 'Y' or 'N', if the field is blank, for each individual age 18 or older. This field may also be changed.</u>

- CITIZEN/ID CODE and DATE may be added at the time of the change or changed from what was previously entered. This field is at the Individual Level. If changing the code, the date must also be changed.

- CITIZENSHIP INDIVIDUAL OVERLAY RULES

10 overlays 25, 35, 45, 50, or 99
11 overlays anything except 10 or 25
12 overlays anything except 10, 11, or 25
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 35, 45, or 99
97 can be overlaid by anything except 98 and 99
98 can be overlaid by anything except 99
99 can be overlaid by anything
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66

NOTE: 10, 11, 12, or 25 cannot be overlaid by any code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

WF1100

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

Citizen/ID codes 51 and 60 - 66 can be overlaid by any code.

Citizen/ID code 50 can be overlaid by 51 and 60 – 66.

- REL TO PAYEE Code - Enter the appropriate Relationship to Payee code if needed. Refer to WF 700.02 to determine the appropriate code.

- E&T Code and Date (CCYYMM) – Enter the E&T Code and Date for each adult.

B. Special Situations (Administrative Reapplication vs Change Code 99)

Complete an administrative reapplication instead of administratively reopening the case with a change code '99' when:

- One or more individuals were included in the case at the time the case was terminated but are active or inactive in another case ID; **or**

- One or more individuals were deleted prior to terminating the case with an individual termination date equal to the case termination date, and the deleted individual(s) will not be eligible in the reopened case; **or**
- One or more individuals are not eligible for the first month following the month of termination.

C. Changes to a Terminated Case

The following fields can be changed while a case is terminated.

- RSDI CLAIM
- DATE OF DEATH

The following fields are required when making changes to a terminated case.

WF1100

Mandatory Fields

- AID PR/CAT
- C/TERM (Original Reason Code and Date)
- INDIVIDUAL ID (of individual being changed)

DO NOT enter any information other than the fields listed above.

WF1100