

WF1300 – WORK FIRST BENEFITS

Change #1-2012

June 1, 2012

WF1300.01 GENERAL INFORMATION

The 'WORK FIRST BENEFITS' (WFB) screen is automatically updated the night the EIS 8125 processes and displays the ongoing and retro payment(s) and effective dates on all Work First cases processed with payment type '2' and 'S'.

All Work First cases with an adult included on the case, Family Status code 'P', 'I', and/or 'S', are Work First Benefits cases. The payment type must be '2'.

Work First cases that contain no adult(s) (Child Only cases), Family Status code 'C' and/or 'D', and are under a sanction, the Payment Type must be 'S'.

The system does not produce payments from the DSS 8125.

The Work First Benefits screen is used to issue a check or place a check to be issued in Hold Status. This screen automatically displays the number of 24/60 month(s) from the Eligibility Tracking (ET) screen.

A payment may be issued for the prior month and/or current month. Payments issued from this screen are posted to Check History in the normal update process. This screen does not retain a history of payment(s).

WF1300.02 ACCESSING THE WORK FIRST BENEFITS SCREEN

From any inquiry screen in EIS, key "WB" in the SELECTION field and the case ID number in the KEY field. The following screen appears:

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EJAXXX          *** ELIGIBILITY INFORMATION SYSTEM***  MM/DD/CCYY
                WORK FIRST BENEFITS
CASE ID: _____ TRACKING: 24 month = ____ 60 month = ____
(PLEASE ENTER "I" TO ISSUE A PAYMENT PLEASE ENTER "H" TO HOLD ISSUED PAYMENT)

ACT   DATE   TYPE   AMT   CTYSTAT  DATE "I"  PAYEE - NAME
I/H   I/H

-     MM/CCYY  -     -     -     -     -
-     MM/CCYY  -     -     -     -     -
-     MM/CCYY  -     -     -     -     -

-     MM/CCYY  -     -     -     -     -
-     MM/CCYY  -     -     -     -     -
-     MM/CCYY  -     -     -     -     -

SELECTION: _____ KEY: _____
*****
PF2 = MAIN MENU

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The CASE ID, 24/60 MONTH TRACKING, DATE (Benefit Month), TYPE (Benefit Type), AMT (Benefit Amount), CTY (County Number), and PAYEE-NAME are all brought forward from the case and the Eligibility Tracking (ET) screen. These fields cannot be changed.

WF1300.03 WORK FIRST BENEFITS (CODES)

The Action Code (ACT) valid entry "I" must be keyed to issue the payment or "H" to place issue-pending payment on Hold. The STATUS, Issued, Hold, Frozen, ISS-Pending is determined when either Action Code "I" is keyed or is system generated based on certain criteria.

Outlined below are data element definitions and values.

- A. ACT – (Action Code) Worker entry.
- Key an 'I' to the left of the benefit month for which the payment is to be issued. The user may request issuance for the current month and/or the prior month.
 - Key an 'H' to the left of the benefit month for which the payment is to be placed on hold status. The user may request a payment to be placed on hold status for the current month and/or the prior month.
- B. DATE - (Benefit Month) System generated.
This is the ongoing, retro pay 1 and/or 2 payment effective dates.
- C. TYPE - (Benefit Type). System generated.
- An 'R' (Regular) is displayed for the ongoing payment amount entered on the DSS-8125.
 - An 'A' (Adjusted Payment) is displayed for a payment(s) keyed in the retro pay 1 and 2 fields of the DSS-8125 for application type '3' or '6' approval.
- D. AMT - (Benefit Amount) System generated. This is the ongoing and retro pay 1 and 2 amount(s).
- E. CTY - (County Number) System generated.
- F. STATUS - System generated.
ISSUED, HOLD, FROZEN, ISS-PEND (Issue Pending).
- G. PAYEE – NAME (Casehead Payee Name)
This is brought forward from the case and cannot be changed.

WF1300.04 CHECK ISSUANCE THROUGH THE WORK FIRST BENEFITS SCREEN

Payment(s) issued through this screen must be for the current month and/or the prior month and the payment type must be '2'. Payments with pay type 'S' **cannot** be released through this screen. The benefit(s) are produced by the system the night the worker enters the Action Code (ACT).

- A. Key "I" in the ACT column to the left of the month for which the payment is to be issued. The STATUS changes from HOLD to **ISS** – Pend (Issue Pending). Unless changed back to HOLD status, the payment is produced in the nightly update and mailed the next workday.
- B. The next work day, the STATUS is displayed as ISSUED.
- C. The system does not allow checks to be issued after regular run of the next month. For example, a check for 092009 cannot be issued after regular run deadline in 102009. The user can not issue a payment for a future month. For example, in September user cannot issue a payment for 102009.

WF1300.05 CHANGE IN STATUS FROM ISSUE PENDING TO HOLD STATUS

The worker must key 'H' on the same day an "I" is keyed if the worker does not want a payment to be issued. The STATUS changes from Issue Pending (ISS – PEND) to HOLD.

The system does not issue payment(s) that are in HOLD status.

WF1300.06 PAYMENTS WITH A SYSTEM GENERATED FROZEN STATUS

The system changes the status to **FROZEN** when no action has been taken to issue the payment in the appropriate time period (night of regular run deadline of the month following the benefit month).

The system does not allow a payment to be issued after regular run deadline of the next month. For example, a check for 092009 cannot be issued after regular run deadline in 102009. This status cannot be changed.

WF1300.07 WORK FIRST BENEFITS HISTORY

The WFB screen displays 3 months of payments, whether issued or un-issued. After regular run deadline of the third month, the WFB screen no longer displays the third month's check information. However, **all issued** checks are displayed in Check History.

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EJAXXX      *** ELIGIBILITY INFORMATION SYSTEM***  MM/DD/CCYY
              WORK FIRST BENEFITS
CASE ID: ___xxxxxxx_____  TRACKING: 24 month = ___ 60 month = _____
(PLEASE ENTER "I" TO ISSUE A PAYMENT PLEASE ENTER "H" TO HOLD ISSUED PAYMENT)

ACT   DATE   TYPE   AMT   CTY STATUS   DATE "I"   PAYEE - NAME
VH                                KEYED

-     201006   R     181   60  FROZEN     20100705   Jane B Doe
-     201007   R     181   60  HOLD       20100805   Jane B Doe
-     201008   A     55    60  HOLD       20100905   Jane B Doe
-     201009   R     181   60  ISSUED     20101005   Jane B Doe

SELECTION: _____  KEY: _____
*****
PF2 = MAIN MENU
    
```

WF1300.08 WORK FIRST BENEFITS AND ELIGIBILITY TRACKING

When a payment is issued from the WFB screen, EIS automatically updates the 24 and 60 month time clock.

WF1300.09 AAF AUTOMATIC TRANSFER TO MAF-C

EIS automatically transfers cases that contain payment type 'S' to MAF-C on regular run deadline of the 3rd month if there are three consecutive months of un-issued checks with Type 'R'. An adequate notice is created and sent to the client the next work day.

When a family fails to meet the Sanction requirement after three months of un-issued checks, the case is automatically transferred to MAF-C or the worker can transfer the case using transfer code 6U.

- A. EIS automatically transfers a case to MAF when:
 - 24/60 Months have been used, **or**
 - Benefit Diversion Months have been used, **or**
 - Sanction Case – Three consecutive months of unissued checks.

- B. A report entitled "**AAF AUTOMATIC TRANSFERS TO MAF**" is created the night of regular run deadline each month. The report is sorted by county, district number, and in alphabetical order within the district. The following data elements are displayed on the report:
 1. County Num – County Number
 2. Dist No – District Number
 3. Last Name, First Name, MI – Casehead Payee's Name

4. Case ID
 5. County Case No
 6. Effect Date – Effective Date
 7. Type – Reason for transfer 24, 60, BD, or SA
- C.** This report is displayed in NCXPTR under the name listed below. There are six versions of the report.

'DHREJ AAF AUTO TRANSFERS TO MAF'.