CHANGE NOTICE FOR MANUAL

DATE: December 1, 2016

MANUAL: Enterprise Program Integrity Control System (EPICS) User's Manual

CHANGE NO.:   **2-2016**

TO: County Directors of Social Services

EFFECTIVE: December 1, 2016**,** make the following changes to the EPICS User's Manual

I.   **GENERAL**

This change notice transmits revisions to the EPICS Manual. These changes are outlined below.

II.   **The SPECIFIC CHANGES in Section 103 are listed in BOLD below.**

Section 103 - Claims

A.   I. THIS CHAPTER PROVIDES INSTRUCTIONS AND INFORMATION FOR:

This section is updated to add and list separate bullets for the new **Repayment Approach for FNS** and **Non FNS. The added bullets listed includes: The Repayment Approach field descriptions for FNS and NON FNS, The Repayment Approach function keys for FNS and Non FNS, Adding Repayment Approach information for FNS and Non FNS and Updating Repayment Approach data for FNS and Non FNS.**

B.   IX. **REPAYMENT APPROACH.**

This section is revised to add the statement "A repayment approach agreement is required for each Non FNS debtor attached to a claim. For FNS claims, this agreement is not required".

IX. A. **is revised to indicate the heading changed from Repayment Approach Field Descriptions to Repayment Approach Field Descriptions for Non FNS. This section also includes the description for each field name with an alpha 'X' to indicate if the Repayment Approach field is required to be keyed or if the field is automatically system generated.**

IX. B. is revised to add the heading **Repayment Approach Function Keys** for NON FNS. This section list each function key and description.

IX. C. is revised to change the heading from Enter Repayment Approach Information for a Debtor to **Enter Repayment Approach Information For A Non FNS Debtor**.

This section is also revised to change C.1 to state 'If you are entering from the **CLAIMS MENU**, key the number 4 in the **Enter Option** field AND key the Referral Id in the Repayment Approach Referral ID field. Press enter.

The **NOTE is revised to state: If you do not key the Referral ID in the Repayment Approach Referral ID field, the system displays error message at the bottom of the screen: "REFERRAL ID MUST BE ENTERED FOR THIS OPTION"**

This section is also updated to display the **DEBTOR DETAIL** screen. The function key 5 displays at the bottom of the screen to indicate you can press this key to access the REPAYMENT APPROACH screen.

A new function key, F10=CALC, displays at the bottom of the screen which calculates the number of payments based on the current balance when the F10 key is pressed.

IX. C. 2. Is revised to change the statement to key the Referral ID in the **REFERRAL ID** field on the Repayment Approach screen. This should be the individual you need to add a repayment agreement.

The note is revised to state, if the Referral ID is not entered, the error message displays at the bottom of the screen: **REFERRAL ID OR PERSON INFO MUST BE ENTERED**

IX. C. 3 revised to state, in t**he INDIVIDUAL ID** field, key the ID of the debtor you need to add a repayment agreement against. Press Enter.

A **NOTE** is added to state: If you do not enter an IND ID, the error message displays at the bottom of the screen: **HIGHLIGHTED FIELDS MUST BE ENTERED**.

IX. C. 4. is revised to change the wording to state, In the **PAYMENT AMOUNT** field, key the actual amount the debtor pays each time a payment is made..

IX. C. 5. is revised to change the wording to state, In the **FREQUENCY** field, the system **automatically defaults** to MONTHLY. You cannot edit this field.

IX. C. 6. Is revised to state "In the **PAYMENT METHOD** field, key a method by which the debtor pays".

NOTE is added to state: If you do not know the payment method code, key the equal sign (=). Press F4. A list of codes displays. Enter S beside the selected code. Press **ENTER**.

IX. C. 7. A **NOTE is added to state:** If the date is less than current date, the system displays error message at the bottom of the screen: **"REPAYMENT DUE DATE CANNOT BE LESS THAN THE CURRENT DATE"**

IX. C. 8. Is revised to state, In the **DATE SIGNED** field, key the date the debtor actually signed the repayment agreement.

The **NOTE** is revised to state, if **the date is a future date, the system displays error message at the bottom of the screen: CANNOT BE A FUTURE DATE**

IX. C. 9. Is revised to change the wording to state, to update the repayment agreement information, press F9.

The NOTE is revised to state: The NUMBER OF PAYMENTS **is automatically calculated and** system generated

IX. C. 10. is revised to state, to exit and return to the MAIN MENU, press F3.

IX. D. is revised to change the section header to state, **Update Repayment Approach Information for NON FNS.**

IX. D.1. the sentences are revised for clarity to indicate if you are entering from the CLAIMS MENU, key 4 in the Enter OPTION field **and** key the Referral ID in the Repayment Approach Referral ID field. Press ENTER. Or
If you are entering from the DEBTOR DETAIL screen, press F5. The REPAYMENT APPROACH screen displays with the debtor's current repayment agreement.

The NOTE is revised for clarity to state, if you do not know the code or value for a field, press **F4. A** list of codes or values displays. Enter 'S' to select. Press enter. This field attribute is available only for fields that contains a + (plus sign) to the right of the field. **See Appendix B for listing of CLAIMS CODES**

IX. D. 2. Is revised to state, In the **INDIVIDUAL ID** field, key the debtor ID. Press **Enter**. The repayment approach agreement information displays.

IX. D. 3. is revised to state, Key changes needed.

IX. D. 4. is revised to state, to save the updates, press **F9.**

IX. D. 5. is revised for clarity to state, to exit and return to the **MAIN MENU**, Press F3**.** The MAIN MENU displays.

IX. E. is added to indicate a new section header, **Repayment Approach Field Descriptions for FNS. The table is added to include the name of each FIELD, DESCRIPTION of each FIELD, indicator X to indicate if entry is REQUIRED, and SYSTEM GENERATED or OPTIONAL.**

IX. F. is added to indicate a new section header, R**epayment Approach Function Keys for FNS. The** table is added to include each Function Key and the Description of each key.

IX. G. is added to indicate a new section header, **Enter Repayment Approach Information for FNS Debtor(s).**

IX**. G. 1. has been updated to add step by step instructions for accessing the Repayment Approach Screen from the CLAIMS MENU and to list the error messages that may display.**

IX**. G. 2. has been updated to add step by step instructions for accessing the Repayment Approach screen from the DEBTOR DETAIL screen and to list any error messages that may display.**

IX. H. is added to indicate a new section header, U**pdate Repayment Approach Information for FNS and to include step by step instructions for Updating the Repayment Approach Information for FNS.**

IX. I. is added to indicate a new section header, **Repayment Approach History FNS Fields and Descriptions.**

A table has been added to show the fields displayed on the Repayment Approach History fields. The name of each FIELD, DESCRIPTION of FIELD, indicator X if entry in field is REQUIRED, SYSTEM GENERATED or OPTIONAL.

This section also displays the REPAYMENT APPROACH HISTORY FNS screen. The screen displays current or past signed repayment agreements, is READ only, and is automatically updated by the system when a new repayment agreement is created or modified.

C.   Section 2000, Appendix A: Referral Codes

Table D. Referral Resource Codes is revised to include and add:

Code 32 – Disaster 7 is revised to include the description: Hurricane Matthew
Code 42 – is added to indicate the description: Referral Received by USDA other than Charge Letter
Code 43 – is added to indicate the description: Referral Received by State Office and Entered by County

IMPLEMENTATION INSTRUCTIONS

These changes are effective upon receipt for each update or change processed on or after December 1, 2016.

III.   INSTRUCTIONS FOR MAINTENANCE OF THE EPICS USERS MANUAL

1.   Go to the DSS On-Line Manuals Change Notice website at

http://info.dhhs.state.nc.us/olm/manuals/dss/ei-10/chg/

2.   Click on the **CN 2-2016** and attachment link **at the bottom** of the page to print the Change Notice and the attached document.

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
103	1-2, 37- 48	103	1-2, 37- 56
2000	5-6	2000	5-6

If you have any questions, please contact the DSS Automation Staff at (919) 527-6270.

Sincerely,

Hank Bowers

Hank Bowers, Chief
Performance Management/Reporting & Evaluation Management Section

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Attachment
EPICSc103
Appendix 2000