

WF800 - DSS-8124 SCREEN INSTRUCTIONS

Change #2-2012
November 1, 2012

The EIS FORM 8124 screen is used to key new applications, reapplications, add individuals to an application, inclusions to a case, administrative applications, Benefit Diversion applications, and Transitional Benefits applications. The EIS DSS-8124 screen is also used to change or correct an existing application or to deny or withdraw an application

WF800.01 ACCESSING THE DSS-8124 PROCESS

From the EIS Update Menu, key "7" in the SELECTION field. The Application Process Menu appears.

* * * * APPLICATION PROCESS MENU * * * *			
FUNCTION	ENTER/KEY		
NEW APPLICATION	APPLICATION TYPE 1 OR 4 OR 7 OR 8		
REAPPLICATION AGAINST A CASE	APPLICATION TYPE 2 OR 5 OR 9 CASE ID.		
REAPPLICATION AGAINST A DENIED/ WITHDRAWN APPLICATION	AID PROG/CAT APPLICATION TYPE 2 OR 5 FORM ID.		
RE-DISPLAY A PENDING APPLICATION	AID PROG/CAT RE-ENTRY FORM ID.		
ADD INDIVIDUAL TO A CASE	APPLICATION TYPE 3 OR 6 CASE ID.		
ADD INDIVIDUAL TO AN APPLICATION	APPLICATION TYPE 6 FORM ID.		
GO TO 8124 DATE SCREEN FORM ID.	RETRO-ONGOING IND	CO	NUM
PF/13 8125 PROCESS	*PF2/14 INQUIRY MENU*	PF3/15 DATA ENTRY	
PF4/16 PUT APP ON HOLD/REDISPLAY 8124 SCREEN		PF5/17 REDISPLAY THIS SCREEN	

WF800.02 KEYING AN APPLICATION/REAPPLICATION

A. New Application

An application is a new application when the case does not exist in EIS in the same or a related program.

Type 1 - Key application type 1 for families with no previous history in EIS. New applications for A-AF, R-RF, and SA, can only be for the month of application forward. However, the applicant may be eligible for up to three consecutive months of Medicaid prior to the month of application if applicable according to policy requirements during those months.

B. Reapplication

An application is a reapplication when:

- The case exists in EIS but has been terminated
- The case is active and an application is made for an aid program/category that requires reapplication rather than transfer.
- The case was previously withdrawn or denied in the same or related aid program/category.

NOTE: A reapplication must have at least one individual from the old case.

If there exists in EIS both a previously withdrawn or denied application and a terminated case in the same or a related program, reapplication is made against the terminated.

To key a reapplication, enter a Type 2 for A-AF, R-RF, and SA. A reapplication can only be for the month of application forward. However, the applicant may be eligible for up to three consecutive months of Medicaid if applicable according to policy requirements during those months.

C. Add-An- Individual Applications

1. Application Type 3

An administrative add-an-individual application to add or include an individual(s) who is not a member of an active case. This application type is used only to:

- a. Add a Non-standard Filing Unit Member(s) to AAF.
- b. Add an Individual to RRF and SA (S-CD).
- c. Add a Standard Filing Unit Member(s) to a pending AAF application only.

2. Application Type 6

An Add-an-individual application is made to request assistance for an individual(s) who is not included in a pending application or an active case. Use this application type to:

- a. Add a Non-standard Filing Unit Member(s) to AAF
- b. Add an Individual to RRF and SA (SCD).
- c. Add a Standard Filing Unit Member(s) to a pending AAF application only.

When adding an individual to a pending application, a second DSS-8124 is required. In the Case ID field of the second DSS-8124, enter the application number and the "G" from the original pending application.

3. For AAF, R-RF, and SA, an application can only be for the month of application forward. However, the applicant may be eligible for up to three consecutive months of Medicaid if applicable according to policy requirements during those months.

D. The Process Menu produces the EIS FORM 8124 screen.

EJA003	** EIS FORM 8124 **		FORM ID 0000000 G	TYPE APP	WORKER	
CO NO	CO CASE		DIST	A1	ADMIN	TRANS
CASE ID	FOOD STP #		A2	INDS ON APP		
HOW APP RECEIVED?	BD	FAM PLAN?	CITY/ST/ZIP			
A/P/C	QI1?	HLTH CH?	C/H INCL	DIS/DET ONG RETRO		
LN	INDIV ID	Z	LN	INDIV ID	Z	LN
	<u>01 xxxxxxxxx</u>	Y Y	<u>02 xxxxxxxxx</u>	N N	<u>03 xxxxxxxxx</u>	X N
APPL DATE	P/DISPOSITION	TYPE	DATE	REASON	NOTICE	
JOBS/WORK SAVINGS	R/DISPOSITION	TYPE	DATE	REASON	NOTICE	
_____			_____			
APPLICANT SIGNATURE			CASEWORKER SIGNATURE			
ENTER THE REQUIRED INFORMATION ON THIS SCREEN AND PRESS ENTER TO REGISTER THIS APPLICATION						

On this screen, the FORM ID is system generated, and TYPE APP is brought forward from the previous screen.

Key the WORKER, CO NO, CO CASE, and DIST fields. The CASE ID number is system generated.

- A. A new one digit field is displayed – CTZ (Citizenship). The worker must enter an 'X', 'N', or 'Y' in this field to document citizenship for each individual listed on the DSS-8124. There must be an entry for each individual listed on the DSS-8124.

CTZ (Citizenship) Values

1. "Y" – Individual is applying for assistance and states he is a U.S. Citizen.

2. "N" – Individual is applying for assistance and states he is not a U.S. Citizen.
3. "X" – Casehead is not applying for benefits or individual who states he is a U.S. Citizen and does not have a social security number.

NOTE: Every individual entered on this screen must be assigned an Individual ID prior to keying. If an individual has ever been assigned an individual ID, do not assign a new Individual ID. Individual ID numbers are assigned in the Name/SSN/Individual ID Assignment function. (See EIS Inquiries)

B. A new one digit field is displayed – D (Disabled). The worker must enter a 'Y' or 'N' in this field for each individual age 18 or older on the DSS 8124. This is only applicable for all AAF applications. This field is not required to be keyed on individuals under age 18 on the DSS 8124.

D (Disabled) Values

1. 'Y' – Individual age 18 or older states he/she is disabled.
2. 'N' – Individual age 18 or older states he/she is not disabled.

E. After keying the family's information on the DSS 8124:

Press ENTER. The following screen is displayed.

EJA003										** EIS FORM 8124 **FORM ID 0000000 G										TYPE	APP	WORKER			
CO NO		CO CASE		DIST		A1		ADMIN		TRANS		A2		INDS ON APP											
CASE ID		FOOD STP #		BD		FAM PLAN #		CITY/ST/ZIP																	
HOW APP RECEIVED?		BD		FAM PLAN #		CITY/ST/ZIP																			
A/P/C		QO1?		HLTH CH?		C/H PAYE		DIS/DET		ONG		RETRO													
LN	INDIV ID	Z	C	R	Q	D	INDIVIDUAL NAME			SUF	BIRTH	SEX	SSN	CLM											
01	xxxxxxxx	Y				Y																			
02	xxxxxxxx	N				N																			
03	xxxxxxxx	X				N																			
04	xxxxxxxx	V				N																			
APPL DATE		P/DISPOSITION		TYPE		DATE		REASON		NOTICE															
JOBS/WORK SAVINGS		R/DISPOSITION		TYPE		DATE		REASON		NOTICE															
_____										_____															
APPLICANT SIGNATURE										CASEWORKER SIGNATURE															
IF AN INCORRECT INDIV ID IS ENTERED, RE-ENTER ID AND PRESS PF6 ELSE RECORD NECESSARY INFO AND PRESS ENTER TO UPDATE DATA BASE.																									

1. Z (Citizenship) – EIS automatically updates this field based on the entry keyed in the CTZ field for each individual on the previous screen. EIS searches the database to determine if citizenship can be verified. If citizenship is verified, EIS automatically changes the "Y" to a "V". These codes may be changed as long as the application is pending. If the case is SCD, MRF, or RRF, EIS automatically enters a "N" in the field.

Z (Citizenship Values)

- a. "Y" – Individual is applying for assistance and states he is a U.S. Citizen.
- b. "N" – Individual is applying for assistance and states he is not a U.S. Citizen.
- c. "X" – Casehead not applying for benefits or individual who states he is a U.S. Citizen and does not have a social security number.
- d. "V" (Verified) Citizenship has been verified.

NOTE: EIS will no longer display the middle initial on the DSS 8124. The middle initial will continue to be linked to that individual in EIS as long as it was keyed under the Name/SSN/Individual ID Assignment function.

2. SSA Response

If citizenship is not verified, EIS sends the data for each individual who states he is an U.S. citizen and has a SSN to be matched with SSA. SSA sends a response and the "Z" field on the DSS-8124 is updated based on SSA responses. The DSS-8124 must be redisplayed to view the SSA response codes.

For all applicants with a "Y" in the CTZ field on the DSS-8124, EIS changes the indicator on the DSS-8124 from "Y" to "S" (Sent) when the information is sent to SSA for verification of citizenship and identity.

EJA003	** EIS FORM 8124 **		FORM ID 0000000 G	TYPE APP	WORKER
CO NO	CO CASE	DIST	A1	ADMIN	TRANS
CASE ID	FOOD STP #		A2	INDS ON	APP
HOW APP RECEIVED?	BD	FAM PLAN #	CITY/ST/ZIP		
AID PGM/CAT	QO1?	HLTH CH?	C/H PAYE	DIS/DET	ONG RETRO
LN	INDIV ID	Z C R Q	INDIVIDUAL NAME	SUF BIRTH SEX	SSN CLM
01	xxxxxxx	S			
APPL DATE		P/DISPOSITION	TYPE	DATE	REASON
JOBS/WORK SAVINGS		R/DISPOSITION	TYPE	DATE	REASON
_____			_____		
APPLICANT SIGNATURE			CASEWORKER SIGNATURE		
IF AN INCORRECT INDIV ID IS ENTERED, RE-ENTER ID AND PRESS PF6 ELSE RECORD NECESSARY INFO AND PRESS ENTER TO UPDATE DATA BASE.					

Some queries may be returned due to exceptions in the data such as Name, Date of Birth, or SSN not matching the SSA data. If SSA finds an exception, EIS changes the indicator from "S" (Sent) to "E" (Exception). Follow-up is required by the caseworker. The citizenship match data is not resent to SSA until the exception is resolved and the caseworker has changed the indicator from "E" to "Y".

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EJA003          ** EIS FORM 8124 **FORM ID 0000000 G TYPE APP  WORKER
CO NO          CO CASE          DIST          A1          ADMIN  TRANS
CASE ID        FOODSTP #          A2          INDS ON APP
HOW APP RECEIVED?  BD  FAM PLAN #  CITY/ST/ZIP
AID PGM/CAT     QO1?  HLTH CH?          C/HPAYE  DIS/DET ONG  RETRO
LN INDIV ID  Z C R Q D  INDIVIDUAL NAME  SUF  BIRTH SEX  SSN  CLM
01 xxxxxxxx  E

APPL DATE          P/DISPOSITION  TYPE  DATE          REASON  NOTICE
JOBS/WORK SAVINGS  R/DISPOSITION  TYPE  DATE          REASON  NOTICE

_____
APPLICANT SIGNATURE          CASEWORKER SIGNATURE

IF AN INCORRECT INDIV ID IS ENTERED, RE-ENTER ID AND PRESS PF6 ELSE
RECORD NECESSARY INFO AND PRESS ENTER TO UPDATE DATA BASE.
    
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After all exceptions are resolved and the data has been sent to SSA, SSA updates the "Z" field with response codes A, B, C, or D.

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EJA003          ** EIS FORM 8124 **FORM ID 0000000 G TYPE APP  WORKER
CO NO          CO CASE          DIST          A1          ADMIN  TRANS
CASE ID        FOODSTP #          A2          INDS ON APP
HOW APP RECEIVED?  BD  FAM PLAN #  CITY/ST/ZIP
AID PGM/CAT     QO1?  HLTH CH?          C/HPAYE  DIS/DET ONG  RETRO
LN INDIV ID  Z C R Q D  INDIVIDUAL NAME  SUF  BIRTH SEX  SSN  CLM
01 xxxxxxxx  A
02 xxxxxxxx  B
03 xxxxxxxx  C
04 xxxxxxxx  D

APPL DATE          P/DISPOSITION  TYPE  DATE          REASON  NOTICE
JOBS/WORK SAVINGS  R/DISPOSITION  TYPE  DATE          REASON  NOTICE

_____
APPLICANT SIGNATURE          CASEWORKER SIGNATURE

IF AN INCORRECT INDIV ID IS ENTERED, RE-ENTER ID AND PRESS PF6 ELSE
RECORD NECESSARY INFO AND PRESS ENTER TO UPDATE DATA BASE.
    
```

SSA Response Values

SSA Response Code	Code Description
A	SSN is verified, there is no indication of death, and the allegation of citizenship is consistent with SSA data.
B	SSN is verified, there is no indication of death, and the allegation of citizenship is NOT consistent with SSA data.
C	SSN is verified, there is indication of death, and the allegation of citizenship is consistent with SSA data.
D	SSN is verified, there is indication of death, and the allegation of citizenship is NOT consistent with SSA data.

3. Two fields are displayed: CS (CAP) and RS (Reason). EIS enters the value under CS and RS, when appropriate, for each child(ren) under 19 years old. These two fields are not valid for any individual 19 years old or older.

CAP and Reason Values

CAP

- Y Child subject to family cap.
 N (1) Non-family cap child when RS field is space.
 (2) Child family cap exempt when a RS code is present.

Reason

- F Individual is excluded from family cap because of being the first child born to a minor.
 O Individual is excluded from family cap because he is no longer with his parents or has been adopted.
 S Individual is excluded from family cap because of rape, sexual assault, or incest.
 T Individual is excluded from family cap because of custody legally transferred.

Valid CAP and Reason Change Combinations

CAP	Reason	To	CAP	Reason
Y	Space		N	Exempt Code
N	Exempt Code		Y	Space
N	Space		Y	Space

NOTE: A warning message is displayed when changing from a Non-cap individual (CAP = N and RS = space) to an individual subject to the family cap provision.

4. The following values are sent from EPICS to show whether a person has any disqualifications. This data is not stored in EIS, it is sent from EPICS every time an 8124 is keyed.

DQ	Values
W	Work First
F	Food Stamps
B	Both Work First and Food Stamps
N	None

5. EIS displays 'Y' (Yes) or 'N' (No) for CLM (Claim) if there is a claim present in EPICS.

The form can be placed on hold (and not processed) by pressing the PF4 key; or

NOTE: An application that has been placed on hold can be recalled from the Application Process Menu.

Press SCREEN PRINT before continuing from this screen. This is the application the family is to sign. Continue processing by pressing ENTER.

After the application is keyed, the user is routed automatically to the automated Child Support Referral. When an application is keyed, a copy of the application information is generated on the DSS-8124I (Application Turn-Around Document).

WF800.03 MAKING CHANGES TO A KEYED APPLICATION

From the Application Process Menu, key 'Y' in the RE-ENTRY field and the application number (including suffix of G) of the pending application in the FORM ID field. The application is displayed on the EIS FORM 8124 screen.

- A. The following are the only fields that can be changed on a pending application.

• Address	• County Case Number
• County Number	• Food Stamp County Case No.
• District Number	• Notice Override
• Individual ID Number	• C/H Payee
• Worker Number	• CS
• The "Z" (Citizenship) code	• RS
• The "D" (Disabled) code	

NOTE: If the payee is not included in the case, EIS may not have the correct CAP code. For example, EIS may calculate the individual to be a non-cap individual when, in fact, the individual is a family cap individual. If the individual should be a cap or cap exempt individual, change the individual CAP code prior to application approval.

- B. **Changing the Caretaker**

1. Deny the original application made by the previous caretaker.

2. Key an application for the new caretaker, using the date the new caretaker requested assistance as the date of application.

C. Changing the Notice Override Indicator

The notice override indicator may only be changed on the same day the denial or withdrawal of the application is keyed.

D. Correcting the Date Of Application

If an application is keyed with the wrong date of application, correct the date of application with the following instructions.

1. Select RE-ENTRY on the Application Process Menu.
2. On the EIS FORM 8124 screen, key "Y" in the ADMINISTRATIVE field.
3. Select RE-ENTRY for the same application on the Application Process Menu.
4. Key a denial for the application. (See below.)
5. Key a new application with the correct application date.

E. Individual Should Not Be Included On Application

If an individual should not have been included on the application, you cannot remove the individual from the DSS-8124. At approval disposition, enter the application date in the individual termination date field of the DSS-8125. See WF1100.02 DSS-8125 General Information.

WF800.04 DENYING AN APPLICATION

- A.** Deny all applications using the DSS-8124I Application Turnaround, with the exception of an application being denied at the same time it is being entered into EIS. For applications being denied at the time of entry, use the original DSS-8124.
- Check the denial block in the TYPE field.
 - Enter a Disposition Date. This is the date all factors have been verified that the applicant is ineligible. This cannot be a future date.
 - Enter a denial code in the REASON field. See WF700 for the appropriate denial code.
 - If the user wants an automated notice generated, no entry is required in the Notice Override field.

- If the user does not want an automated notice, enter a "Y" in the Notice Override field.
- In the Signature and Date field, sign the application turnaround in the Caseworker's Signature field. The county director or his designee must sign and date the form in the Director's Signature and Date field.

B. Disposition Date

Disposition dates may remain the same, may be changed to the date the DSS-8124 is keyed, or may be changed to the next workday depending on when the form is keyed and whether the notice indicator is 'Blank' or 'Y'.

1. The DSS-8124 is keyed **within** the first five workdays of the month.
 - a. The Disposition Date on the DSS-8124 is the previous month.
 - (1) The Disposition Date is the Disposition Date keyed when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date remains 02282006.
 - (2) The Disposition Date keyed is changed to the NEXT WORKDAY when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date is changed to 03072006.
 - b. The Disposition Date on the DSS-8124 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.
 - c. The Disposition Date on the DSS-8124 is the current calendar month.
 - (1) The Disposition Date is the Disposition Date keyed on the DSS-8124 when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date on the DSS-8124 is 03032006. The Disposition Date remains 03032006.

- (2) The Disposition Date keyed is changed to the NEXT WORKDAY when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03062006.
The Disposition Date on the DSS-8124 is 0302006.
The Disposition Date is changed to 03072006.

2. The Disposition Date on the DSS-8124 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-8124 is **after** the first five workdays of the month.

- a. The Disposition Date on the DSS-8124 is the previous month.

- (1) The Disposition Date keyed on the DSS-8124 is changed to the date the DSS-8124 is keyed when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 02282006.
The Disposition Date is changed to 03112006.

- (2) The Disposition Date keyed on the DSS-8124 is changed to the NEXT WORKDAY when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 02282006.
The Disposition Date is changed to 03122006.

- b. The Disposition Date on the DSS-8124 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.

- c. The Disposition Date on the DSS-8124 is the current calendar month.

- (1) The Disposition Date is the Disposition Date keyed on the DSS-8124 when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 03062006.
The Disposition Date remains 03062006.

- (2) The Disposition Date is changed to the NEXT WORKDAY when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 03062006.
The Disposition Date is changed to 03122006.

C. Outputs

1. A DSS-8124I Application Turnaround is produced and forwarded to the county the next workday. It shows the denial information for the application.
2. The denial is reported on the Caseworker Supervisor Report. The number of denials completed is determined from the Worker Number.

D. Notices

1. The Dss-8109A, **Notice of Denial or Withdrawal of Public Assistance**, is a system generated notice. Unless an override is requested, the automated notice is mailed directly to the applicant.
2. The **Denial Reason Code** entered on the DSS-8124 determines the text of the notice.
3. The system calculates the 60th calendar day for the notice.
4. The date of the automated notice is the next state workday after the DSS-8124 processes. This is the date the notice is mailed to the recipient. A copy of the notice is not mailed to the county.
5. A Notice Register Report is produced each night and is mailed to the county the following workday. This report lists vital information.

E. System Generated DSS-8109A

1. The format is designed for a two-window envelope. The applicant's address is printed on the right with the county DSS's address printed in the upper left corner of the notice.

2. The system prints the information for the DSS-8109A based on the data entered on the DSS-8124 and keyed in EIS. The printed information includes:

- Date Mailed
- Worker Number
- County DSS's Phone Number
- County Case Number
- Case ID
- Date of Application
- Aid Program/Category
- Applicant Name and Address

The system indicates the application is denied and prints the reason for the denial. The reason text printed on the notice is the same as the text in the denial codes table. Refer to WF700 for the appropriate denial code. The appropriate policy manual reference number is also indicated, as well as the 60th day from the date of the notice.

F. The Manually Issued DSS-8109

1. Certain denial codes do not trigger an automated notice, as a more specific explanation of the denial is required. The codes, which require manually issued notices, are identified in WF700.

NOTE: To ensure the applicant is notified in a timely manner, the user must issue a Manual DSS-8109 for any denial that has been overridden or if a code is used which requires a manual notice.

2. Enter "Y" in **Notice Override** on the DSS-8109 to prevent the issuance of an automated denial notice. When the user requests an override, the user must manually issue the denial notice.

WF800.05 WITHDRAWING APPLICATIONS (APPLICATION TYPES 1, 2, 3, AND 6)

Use the following instructions to withdraw an application.

A. Applications:

1. Complete entries in the **DISPOSITION** fields.
2. Check the withdrawal block in the **TYPE** field.

3. Enter the **DISPOSITION DATE**. This is the date the applicant requests withdrawal of the application. This cannot be a future date.
4. Enter a withdrawal code in the **REASON** field. See WF700 for the appropriate withdrawal code.

B. Disposition Date:

Disposition dates may remain the same, may be changed to the date the DSS-8124 is keyed, or may be changed to the next workday depending on when the form is keyed and whether the notice indicator is 'Blank' or 'Y'.

1. The DSS-8124 is keyed **within** the first five workdays of the month.
 - a. The Disposition Date on the DSS-8124 is the previous month.
 - (1) The Disposition Date is the Disposition Date keyed when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date remains 02282006.
 - (2) The Disposition Date is the Disposition Date keyed when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date keyed is 02282006. The Disposition Date remains 02282006.
 - b. The Disposition Date on the DSS-8124 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.
 - c. The Disposition Date on the DSS-8124 is the current calendar month.
 - (1) The Disposition Date is the Disposition Date keyed when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03062006. The Disposition Date on the DSS-8124 is 03032006. The Disposition Date remains 03032006.

- (2) The Disposition date is the Disposition Date keyed when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03062006.
The Disposition Date on the DSS-8124 is 03032006.
The Disposition Date remains 03032006.

2. The Disposition Date on the DSS-8124 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-8124 is **after** the first five workdays of the month.

- a. The Disposition Date on the DSS-8124 is the previous month.

- (1) The Disposition Date keyed on the DSS-8124 is changed to the date the DSS-8124 is keyed when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 02282006.
The Disposition Date is changed to 03112006.

- (2) The Disposition Date keyed on the DSS-8124 is changed to the date the DSS-8124 is keyed when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 02282006.
The Disposition Date is changed to 03112006.

- b. The Disposition Date on the DSS-8124 is any month prior to the previous month.

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

- c. The Disposition Date on the DSS-8124 is the current calendar month.

- (1) The Disposition Date is the Disposition Date keyed on the DSS-8124 when the notice indicator is 'Y'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 03062006.
The Disposition Date remains 03062006.

- (2) The Disposition Date is the Disposition Date keyed on the DSS-8124 when the notice indicator is 'Blank'.

Example: The DSS-8124 is keyed on 03112006.
The Disposition Date on the DSS-8124 is 03062006.
The Disposition Date remains 03062006.

C. Outputs:

1. A DSS-8124I Application Turnaround is produced and forwarded to the county the next workday. It shows the withdrawal information for the application.
2. The withdrawal is reported on the **Caseworker Supervisor Report**. The number of withdrawals completed is determined from the Worker Number.

D. Notices:

1. The DSS-8109A, **Notice of Denial or Withdrawal of Public Assistance**, is a system generated notice. Unless an override is requested, the automated notice is mailed directly to the applicant.
2. The **Withdrawal Reason Code** entered on the DSS-8124 determines the text of the notice.
3. The system calculates the 60th calendar day for the notice.
4. The date of the automated notice is the next state workday after the DSS-8124 processes. This is the date the notice is mailed to the recipient. A copy of the notice is not mailed to the county.
5. A Notice Register Report is produced each night and is mailed to the county the following workday. This report lists vital information.

E. System Generated DSS-8109A

1. The format is designed for a two-window envelope. The applicant's address is printed on the right with the county DSS's address printed in the upper left corner of the notice.

2. The system prints the information for the DSS-8109A based on the data entered on the DSS-8124 and keyed in EIS. The printed information includes:
 - Date Mailed
 - Worker Number
 - County DSS's Phone Number
 - County Case Number
 - Case ID
 - Date of Application
 - Aid Program/Category
 - Applicant Name and Address
3. The system indicates the application is withdrawn and prints the reason for the withdrawal. The reason text printed on the notice is the same as the text in the denial codes table. Refer to the Codes section for the appropriate withdrawal code. The appropriate policy manual reference number is also indicated, as well as the 60th day from the date of the notice.

F. The Manually Issued DSS-8109

1. Certain withdrawal codes do not trigger an automated notice as a more specific explanation of the withdrawal is required. The codes which require manually issued notices are identified in the codes section of the manual.

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NOTE: To ensure the applicant is notified in a timely manner, the user must issue a Manual DSS-8109 for any denial that has been overridden or if a code is used which requires a manual notice.

2. Enter "Y" in Notice Override on the DSS-8109 to prevent the issuance of an automated withdrawal notice. When the user requests an override, the user must manually issue the withdrawal notice.

WF800.06 DATE SCREEN

If a Work First application is pending due to Citizenship/Identity documentation, you may use the Date Screen to exclude days from the processing time. You may not use the Date Screen for an application that contains an application type '3' or if the application is an Administrative application.

A. To Access Date Screen

The Date Screen is for pending applications. You cannot key changes or additional information once the application has been disposed of.

EXB004	***** APPLICATION PROCESS MENU *****
FUNCTION	ENTER/KEY
NEW APPLICATION	APPLICATION TYPE 1 OR 4 OR 7
REAPPLICATION AGAINST A CASE	APPLICATION TYPE 2 OR 5 CASE ID.
REAPPLICATION AGAINST A DENIED/ WITHDRAWN APPLICATION	AID PROG/CAT APPLICATION TYPE 2 OR 5 FORM ID.
RE-DISPLAY A PENDING APPLICATION	AID PROG/CAT RE-ENTRY=Y FORM ID.
ADD INDIVIDUAL TO A CASE	APPLICATION TYPE 3 OR 6 CASE ID.
ADD INDIVIDUAL TO AN APPLICATION	APPLICATION TYPE 6 FORM ID.
GO TO 8124 DATE SCREEN	FORM ID. RETRO/ONGOING IND CO NUM
PF1/13 8125 PROCESS * PF2/14 INQUIRY MENU * PF3/15 DATA ENTRY	
PF4/16 PUT APP ON HOLD/REDISPLAY 8124 SCREEN * PF5/17 REDISPLAY THIS SCREEN	

1. From the Application Process Menu use selection 'GO TO 8124 DATE SCREEN', key the application number of the pending application with the 'G' suffix in the FORM ID field.
2. Key 'O' in the RETRO/ONGOING IND field.
3. Key the COUNTY NUMBER.
4. Press ENTER. The Date Screen displays.

EXB946	EIS 8124 DATE SCREEN
APPL: C286257G	RETRO: ONGOING: Y COUNTY NO: 26 CASE ID:
APPLICANT NAME:	SSN:
DDS REQUIRED:	DATE CREATED: 09 01 2006 LAST UPDATED: 09 01 2006
EXCLUSIONS	
MED = MED BILL DDS = DIS DET EMG = EMG FOR ALIENS FL2 = FL2/MR2 CAP = CAP	
CID = CITIZEN/IDENTITY	
EXCL REASON CODE:	BEG DTE: END DTE:
REOPENS	
STATE/COUNTY APPEAL REVERSAL:	
DTE NEW INFO REQUESTED:	RECEIVED:
RSDI OR SSI APPEAL REVERSAL/SSI APPL:	
INCORRECT DENIAL:	
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:	
FOUND BY MONITOR/CORRECTIVE ACTION:	DTE OF INIT DISC:
ORIG DTE OF APPL:	ORIG DTE OF DISP:
ORIG EXCL RSN CDE:	ORIG BEG DTE: ORIG END DTE:
PF1/PF13=DELETE RECORD PF2/PF14=INQUIRY MENU PF3/PF15=APP PROCESS MENU	
ONGOING RECORD-EXISTING	

B. Completing the Date Screen

The application number, Ongoing Indicator 'Y', County Number, Case ID number, Applicant Name and SSN, Date Created, and Last Updated are all displayed and cannot be changed. The application data displayed is based on information from the application number that was entered. Days are excluded from the application processing deadline based on the Begin and End Dates from the Date Screen.

1. Enter 'CID' in the EXCL REASON CODE field.
2. Enter the Begin Date in the BEG DTE field.
3. Enter the End Date in the END DTE field once citizenship/identity documentation has been provided.
4. Press ENTER.

NOTE: You must press ENTER to register the Date Screen. If you press PF2 or PF3 prior to pressing ENTER, the information on the Date Screen is not registered.

C. Denials/Withdrawals

The Date Screen may be corrected or updated the same day a denial/withdrawal of an application is keyed.

1. Re-enter the DSS-8124 and delete the denial/withdrawal information. Press PF4 to place the 8124 in hold status.
2. Re-enter the date screen and key the updates.
3. Re-enter the DSS-8124 to process the denial/withdrawal.

D. Approvals

The date screen may be corrected or updated the same day or a later day after the DSS-8125 is keyed for the approval as long as the DSS-8125 has not processed overnight.

1. Re-enter the DSS-8125 and press PF4 to put the DSS-8125 on hold.
2. Re-enter the date screen and key the updates.
3. Re-enter the DSS-8125 and press ENTER to remove from hold status.

E. Deletion of the Date Screen

The EIS 8124 Date Screen can be deleted by pressing PF1. Press ENTER a second time or press the PF key as indicated by the message displayed at the bottom of the screen.