

WF900 - AUTOMATED CHILD SUPPORT REFERRAL

Change #1-2007

August 1, 2007

WF900.01 REFERRAL VIA DSS-8124 PROCESS

The automated referral to IV-D is tied to the completion of the DSS 8124 process. After completing the DSS-8124, the IV-D referral screen displays if at least one individual under 18 years old is included on the DSS-8124. The information is sent to the Child Support Unit once the Work First approval processes.

Note: When the only child(ren) in the family is an SSI recipient, complete a referral to IV-D (via 4D menu) using the child's Medicaid Case ID Number.

The first screen of the referral process is the **WORK FIRST APPL REFERRAL QUESTIONS** screen.

EJA984S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	12/15/2004
EJA984	AFDC CASE REFERRAL QUESTIONS	08:13:38

IS THERE AT LEAST ONE LIVING PARENT ABSENT FROM THE HOME?

HAS THE INDIVIDUAL PROVIDED PROOF/VERIFICATION OF GOOD CAUSE FOR EVERY ABSENT PARENT(S)?

ARE ANY OF THE CHILDREN DEPRIVED BECAUSE OF AN UNEMPLOYED OR INCAPACITATED PARENT?

IS THIS AN ACTION FOR A NEW CASEHEAD/PAYEE AND THE OLD CASEHEAD PAYEE IS BEING REFERRED AS AN ABSENT PARENT? IF YES, ENTER NEW CASEHEAD PAYEE EIS INDIVIDUAL ID#:

PF2: RETURN TO INQUIRY MENU

Complete the question(s) on this screen that is applicable. If the first question on this screen is answered yes, a referral is completed. If to the "Unemployment or Incapacitated Parent" question the next screen to appear is a listing of the children in the case. The worker must select with an "S" the child or children who are deprived due to an unemployed or incapacitated parent. Referrals are not generated on children selected on this screen.

WF900.02 REFERRAL AFTER APPLICATION

If an automated IV-D referral was not completed at the time the DSS-8124 was keyed, it can be completed using the automated referral by keying 4D in the SELECTION Field in EIS. The IV-D Selection Menu appears.

EJA980S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/15/2004
IV-D SELECTION MENU 08:26:14

SELECT ONE OF THE FOLLOWING BY KEYING AN "S" IN THE SPACE TO THE LEFT AND THE KEY (IF THERE IS ONE) FOR THE SELECTION:

KEY A REFERRAL APPL #: OR CASE ID:
IF PAYEE ID HAS NOT UPDATED THE CASE, ENTER CH/PAYEE EIS IND ID:

INQUIRY INTO DATA SENT FROM ACTS
ADJ "UP" PPPA FUNDS INDIVIDUAL ID: START: END:

SEND DATA TO IV-D: APPL#:	CASE ID:	EIS IND ID:
EIS GOOD CAUSE		- USE APPL# OR CASE ID AND AP EIS IND ID
AP INDIVIDUAL DATA		- USE APPL# OR CASE ID AND AP EIS IND ID
CASEHEAD PAYEE INDIVIDUAL DATA		- USE APPL# OR CASE ID
NOTEPAD		- USE APPL# OR CASE ID
SUPPORT ORDER DATA		- USE APPL# OR CASE ID AND AP EIS IND ID
CHILD INDIVIDUAL DATA		- USE EIS IND ID

RESCIND PREVIOUS REFERRAL KEYED - USE APPL# OR CASE ID

PF2: RETURN TO INQUIRY MENU

WF900.03 COMPLETING THE REFERRAL

After accessing the referral process and answering the questions on the Appl/case Referral Questions screens, the following series of screens appear.

EJA983S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/15/2004
EJA983 REQUIRED CLIENT DATA 08:33:33
EIS WORKER #: XXX CASEHEAD ID: XXXXXXXXXXXX

EIS CASE ID: xxxxxxx IV-D AGENT ID:

CASEHEAD PAYEE NAME: XXXXX XXXXXXXX
DATE OF BIRTH: 06 15 1982
RACE: W
SEX: F
SSN: XXX XX XXXX

CASEHEAD ADDRESS1: XX ANYTOWN APT AS OF:
ADDRESS2:
CITY: MANTEO COUNTY NO: 28 STATE: NC ZIP: 27954 0000

CASEHEAD/CLIENT WORK PHONE:

DO YOU HAVE ANY OTHER INFORMATION ABOUT THE CASEHEAD PAYEE TO SEND TO IV- D? Y
PF2: RETURN TO INQUIRY MENU
PLEASE ENTER SCREEN INFORMATION

If the user answered "Y" (yes) to the last question on the previous screen, the following screen appears.

EJA400S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/15/2004
 EJA983 ADDITIONAL CLIENT DATA 08:39:40
 EIS WORKER #: XXX CASEHEAD ID: XXXXXXXXXXXX

CASEHEAD PAYEE NAME: XXXXX XXXXXXX
 EIS CASE ID: XXXXXXX IV-D AGENT ID:

MAIDEN NAME:
 SECONDARY NAME:
 FOOD STAMP CASE NUMBER: SSI? SSA?

HOME ADDRESS: SAME AS MAILING ADDRESS ON THE APPLICATION AND SCREEN 1?
 ADDRESS1: CLIENT HOME PHONE:
 ADDRESS2: AS OF:
 CITY: STATE: ZIP:

EMPLOYER NAME : EMPLOYER PHONE:
 EMPLOYER ADDR1:
 EMPLOYER ADDR2:
 EMPLOYER CITY : STATE: ZIP:
 WAGES:

PF2: RETURN TO INQUIRY MENU

A "Y" or "N" is required for the HOME ADDRESS question.

Once all caretaker information is entered, the following screen appears to list all the absent parents in the case even if the AP is unknown.

NOTE: ALL ABSENT PARENTS MUST HAVE AN EIS INDIVIDUAL ID NUMBER ASSIGNED.

EJA401S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/15/2004
 EJA983 LIST OF ABSENT PARENTS 08:41:36
 EIS WORKER #: 054 CASEHEAD ID: xxxxxxxxx IV-D AGENT ID:

CASEHEAD NAME: Minnie Mouse EIS CASE ID: xxxxxxxx

ENTER INDIVIDUAL ID FOR EACH ABSENT PARENT.

EIS IND ID: NAME:
 RACE: SEX: BIRTHDATE: AGE: ACTS MPI ID:
 EIS IND ID: NAME:
 RACE: SEX: BIRTHDATE: AGE: ACTS MPI ID:
 EIS IND ID: NAME:
 RACE: SEX: BIRTHDATE: AGE: ACTS MPI ID:
 EIS IND ID: NAME:
 RACE: SEX: BIRTHDATE: AGE: ACTS MPI ID:
 EIS IND ID: NAME:
 RACE: SEX: BIRTHDATE: AGE: ACTS MPI ID:

ARE THERE ANY MORE ABSENT PARENTS FOR THIS CASE?

PF2: RETURN TO INQUIRY MENU

NOTE: If "Y" (yes) answered to the "Unemployment or Incapacitated Parent" question on The AFDC Case Referral screen an additional screen appears asking the worker to select "S" the child(ren) who have an unemployed or incapacitated parent. Referrals are not generated on children selected on this screen.

The following two screens appear when the worker enters "Y" to the question "is there support order information for this absent parent"?

```

EJA410S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
EJA983        AP SUPPORT ORDER DATA                  09:20:18
EIS WORKER #: 054  ABSENT PARENT ID: 900000000M
                AP NAME: Daddy          J Absent
    
```

EIS CASE ID: xxxxxxxx IV-D AGENT ID:

COURT ORDER DOCKET NUMBER: ORDER EFFECTIVE DATE:
 COURT NAME:

SUPPORT TYPE:	PAYMENT FREQUENCY:	PAYMENTS MADE THROUGH:
CHILD	WEEKLY	COURT
MONEY FOR MEDICAL	BI-WEEKLY	DHR
MEDICAL INSURANCE	BI-MONTHLY	DIRECT TO RECIPIENT
SPOUSAL	SEMI-MONTHLY	CLIENT TURNS OVER TO DHR
	MONTHLY	RETAINED BY CLIENT
	ANNUALLY	
	QUARTERLY	
	SEMI-ANNUALLY	

AMT OF SUPPORT ORDERED/MODIFIED: AMT OF ARREARAGE:
 LAST PAYMENT AMT: LAST PAYMENT DATE:

PF2: RETURN TO INQUIRY MENU

Enter court order docket number, order effective date, and court name, if known by the worker. An entry of "S" to the left of the "SUPPORT TYPE", "PAYMENT FREQUENCY" and "PAYMENTS MADE THROUGH".

Upon completing the previous two screens the worker will be taken to the "Support order children" screen. An "S" is required to the left of the children's name(s) listed for whom a child support order has been established.

```

EJA410S2      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
EJA983        SUPPORT ORDER CHILDREN                09:22:44
              ABSENT PARENT ID: XXXXXXXXXXXX
              AP NAME: XXXXXXXX      X XXXXXXXXXXXX
    
```

PUT AN "S" BESIDE THE CHILDREN FOR WHOM THE SUPPORT ORDER WAS ISSUED:

```

XXXXXXXXX  X XXXXXXXX                XXXXXXXXXXXX
XXXXXXXXX  X XXXXXXXX                XXXXXXXXXXXX
    
```

HAS THIS AP BEEN ORDERED TO PROVIDE ANOTHER TYPE OF SUPPORT?
 PF2: RETURN TO INQUIRY MENU

The following screen is displayed if "Y" was answered to the question "Is there more information for this absent parent?" on the EIS AP/CHILD RELATIONSHIPS screen.

```

EJA40311      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
EJA983        AP INDIVIDUAL DATA                        09:26:09
EIS WORKER #: 054  ABSENT PARENT ID: 900000000M
              AP NAME: Daddy      J Absent
EIS CASE ID: xxxxxxxx                IV-D AGENT ID:
    
```

```

ALIAS:                MAIDEN NAME:
SECONDARY NAME:
RELATIONSHIP OF      SPOUSE  UNCLE/AUNT  SIBLING  CHILD  COUSIN
AP TO CASEHEAD:     GRANDCHILD  PARENT  NEPHEW/NIECE  OTHER
GOOD CAUSE CD:      PENDING  APPROVED  DENIED
MARRIAGE DATE:                SEPARATION/DIVORCE DATE:
MAILING ADDRESS:                HOME ADDRESS:
ADDR1:                ADDR1:
ADDR2:                ADDR2:
CITY:                CITY:
STATE:                STATE:                ZIP:
INTN"L COUNTRY:                INTN"L COUNTRY:
INTN"L ZIP:                INTN"L ZIP
MAILING ADDRESS AS OF DATE:                HOME ADDRESS AS OF DATE:
WORK PHONE:                HOME PHONE:
IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?
PF2: RETURN TO INQUIRY MENU
    
```

If additional information is known, enter "Y" to the question "Is there more information for this absent parent?" This includes:

- Employment information
- Military information
- Criminal data or bank account information; and
- AP's spouse and parent information.

Use the following screens to provide all information known about the absent parent:

```

EJA40311      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
EJA983        AP INDIVIDUAL DATA                      09:26:09
EIS WORKER #: 054  ABSENT PARENT ID: xxxxxxxxM
              AP NAME: ABSENT      J PARENT
EIS CASE ID: xxxxxxxx      IV-D AGENT ID:

ALIAS:                MAIDEN NAME:
SECONDARY NAME:
RELATIONSHIP OF      SPOUSE      UNCLE/AUNT      SIBLING      CHILD      COUSIN
AP TO CASEHEAD:     GRANDCHILD      PARENT      NEPHEW/NIECE      OTHER
GOOD CAUSE CD:      PENDING      APPROVED      DENIED
MARRIAGE DATE:                SEPARATION/DIVORCE DATE:
MAILING ADDRESS:                HOME ADDRESS:
ADDR1:                ADDR1:
ADDR2:                ADDR2:
CITY:                CITY:
STATE:      ZIP:      STATE:      ZIP:
INTN"L COUNTRY:                INTN"L COUNTRY:
INTN"L ZIP:                INTN"L ZIP
MAILING ADDRESS AS OF DATE:      HOME ADDRESS AS OF DATE:
WORK PHONE:                HOME PHONE:
IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?
PF2: RETURN TO INQUIRY MENU
    
```

Enter "S" to the left of a single field that applies to the AP's hair color, weight, and eye color. Enter a "Y" or "N" beside the questions at the bottom of the screen.

```

EJA404S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/28/2004
EJA983        MORE AP INDIVIDUAL DATA                  09:40:29
EIS WORKER #: 054  ABSENT PARENT ID: 900000000M
              AP NAME: Daddy      J Absent

EIS CASE ID: xxxxxxxx      IV-D AGENT ID:

BIRTH - CITY:                COUNTY:      STATE:

DRIVER LIC #:                STATE:      SSN: 242 71 8536
LICENSE PLATE #:                STATE:      SSI? SSA?
HEIGHT:      WEIGHT:      IDENTIFYING MARKS:
HAIR COLOR:  BALD      GREY      EYE COLOR:  BLACK      GREY
              BLACK      RED              BLUE      HAZEL:
              BLOND      UNKNOWN      BROWN      UNKNOWN:
              BROWN              GREEN

PROVIDES INKIND SUPPORT?      PROVIDES DIRECT SUPPORT?      ON AFDC?

USUAL OCCUPATION
IS THERE EMPLOYMENT INFORMATION FOR THIS ABSENT PARENT?
IS THERE MILITARY SERVICE INFORMATION ABOUT THIS ABSENT PARENT?
IS THERE MORE INFORMATION ABOUT THIS ABSENT PARENT?
PF2: RETURN TO INQUIRY MENU
    
```

If "Y" was entered for employment information, the following screen appears:

```

EJA405S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
EJA983                AP EMPLOYMENT DATA                09:43:24
EIS WORKER #: 054    INDIVIDUAL ID: xxxxxxxxxM
INDIVIDUAL NAME: ABSENT      J PARENT
    
```

EIS CASE ID: xxxxxxxx IV-D AGENT ID:

EMPLOYERS:

```

NAME:                PH:                BEG DATE:
ADDR1:               ADDR2:
CITY:                STATE:                ZIP:
WAGES:
    
```

```

NAME:                PH:                BEG DATE:
ADDR1:               ADDR2:
CITY:                STATE:                ZIP:
WAGES:
    
```

IS THERE MORE INFORMATION FOR ADDITIONAL EMPLOYERS?

PF2: RETURN TO INQUIRY MENU

If "Y" is entered to the question "Is there more information for additional employers?" another employment data screen will appear. If "N" is entered to the above question the following screen appears:

```

EJA406S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/28/2004
EJA983                AP MILITARY DATA                09:45:24
EIS WORKER #: 054    ABSENT PARENT ID: 900000000M
AP NAME: Daddy      J Absent
    
```

EIS CASE ID: xxxxxxxx IV-D AGENT ID:

MILITARY BRANCH:		STATUS:
ARMY	ARMY RESERVES	ACTIVE
NAVY	NAVY RESERVES	DISABLED
AIR FORCE	MARINE RESERVES	RETIRED
COAST GUARD	AIR FORCE RESERVES	ENLISTED
MARINE CORP	NATIONAL OCEANIC AND	NONACTIVE
ARMY NATIONAL GUARD	ATMOSPHERIC ADMINISTRATION	UNKNOWN
NAVY NATIONAL GUARD		
MARINE NATIONAL GUARD	PUBLIC HEALTH SERVICES	
AIR FORCE NATIONAL GUARD	UNKNOWN	

SERVICE END DATE:

PF2: RETURN TO INQUIRY MENU

Enter an "S" to the left of a single field under military branch and status.

EJA407S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 04/16/2002
EJA983 AP CRIMINAL DATA 09:48:21
EIS WORKER #: 054 ABSENT PARENT ID: xxxxxxxxM
AP NAME: ABSENT J PARENT

EIS CASE ID: xxxxxxxx IV-D AGENT ID:

NAME OF BANK:

ACCOUNT TYPE: CHECKING SAVINGS MONEY MARKET CHECKING

PLACE OF ARREST - CITY: STATE:
CONVICTED OF CRIME? CONVICTION TYPE: CONVICTION DATE:
FELONY
ON PROBATION? MISDEMEANOR

PRISON/JAIL NAME:
PRISON/JAIL ADDRESS:
PRISON/JAIL CITY: STATE: ZIP:

IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?

PF2: RETURN TO INQUIRY MENU

Enter the Name of Bank, if the AP has a checking, savings or money market account. Enter an "S" to the left of the account type(s). Enter a "Y" or "N" after the question "Convicted of Crime?" Enter an "S" to the left of Felony or Misdemeanor. The question "On Probation requires a "Y" or "N" answer.

If "Y" is entered for the question "Is there more information for this absent parent?" the following screen appears"

EJA408S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/15/2004
EJA983 AP SPOUSE/PARENT DATA 09:55:42
EIS WORKER #: 054 ABSENT PARENT ID: xxxxxxxxM
AP NAME: ABSENT J PARENT

EIS CASE ID: xxxxxxxx IV-D AGENT ID:

FATHER'S NAME:
MOTHER'S NAME:

PARENT'S ADDR1:
PARENT'S ADDR2:
CITY: STATE: ZIP:
INT'L COUNTRY: INT'L ZIP:

MOST RECENT SPOUSE NAME:
MOST RECENT SPOUSE MARRIAGE DATE:
MOST RECENT SPOUSE SEPARATION/DIVORCE DATE:

PF2: RETURN TO INQUIRY MENU

After providing all known information about the absent parent, the following screen is displayed to provide any additional information on the child.

```
EJA409S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      12/15/2004
JA983         CHILDREN BEING REFERRED                       09:57:30
EIS WORKER #: 054   CHILD"S ID: xxxxxxxxR
                CHILD"S NAME: Girl   L Friend
EIS CASE ID: xxxxxxx      IV-D AGENT ID:
DOB: 12 15 2000   RACE: W      SEX: M      SSN: xxx-xx-xxxx

RELATIONSHIP OF s CHILD:  GRANDCHILD:  NIECE/NEPHEW:  SIBLING:
CHILD TO CASEHEAD:  COUSIN:  OTHER:
IS CHILD"S MINOR PARENT A PARTICIPANT ON THIS CASE? n
MINOR PARENT"S ID NUMBER:      NAME:

SSI?   SSA?   FOOD STAMP CASE NUMBER:      SIS #: 00000000000
BIRTH - CITY: nc      COUNTY: 92      STATE: nc
STATE OF CONCEPTION: nc      WAS THE CHILD BORN OUT OF WEDLOCK? y

FATHER ON BIRTH CERTIFICATE:
HAS PATERNITY/GENETIC TESTING BEEN PERFORMED? n  ON WHOM (MPI #):
HAS PATERNITY BEEN ESTABLISHED? n  ACKNOWLEDGED?  IN COURT?  IN WRITING?
HAS THE AFFIRMATION OF PATERNITY BEEN SIGNED? y
IS THERE EMPLOYMENT INFORMATION FOR THIS CHILD? y

PF2: RETURN TO INQUIRY MENU
```

The following fields are required on the Children Being Referred screen:

- Enter "S" to the left of the relationship of the child to the caretaker.
- Enter "Y" or "N" for the question "IS CHILD'S MINOR PARENT A PARTICIPANT ON THIS CASE?"
- Enter "Y" or "N" for the question "WAS THE CHILD BORN OUT OF WEDLOCK?"

NOTE: THE QUESTION, "FATHER ON BIRTH CERTIFICATE" IS ASKING FOR THE FATHERS NAME, IF ONE APPEARED ON THE BIRTH CERTIFICATE. THIS QUESTION IS NOT A YES OR NO ANSWER.

If "Y" is entered for the last question "Is there employment information for this child?" the following screen appears:

EJA421S1 NC DHR - ELIGIBILITY INFORMATION SYSTEM 12/28/2004
EJA983 SUMMARY OF IVA-IVD DATA - CASE ID: xxxxxxxx 10:23:50

CASEHEAD PAYEE NAME: MOM ASSISTANCE CASEHEAD ID: xxxxxxxxQ
ADDRESS: 31 HARBOURTOWN MANTEO NC 279540000
IND # CHILDREN: IND # CHILDREN:
xxxxxxxxL CHILD L ASSISTANCE xxxxxxxL CHILD L LABOR

IND # ABSENT PARENTS: IND # ABSENT PARENTS:
xxxxxxxxM ABSENT J PARENT

PF2: RETURN TO INQUIRY MENU

WF900.04 CHILD SUPPORT EIS/ACTS INTERFACE

A. EIS Caseworker IV-D Worklist

This report lists information sent to the EIS caseworker from ACTS through the EIS/ACTS interface in the overnight batch cycle. Information is sent to the EIS worker in response to a request from the EIS caseworker because the IV-D agent sent the information or is automatically sent due to changes entered in ACTS by the IV-D agent.

The report is produced in NCXPTR for use by the income maintenance caseworker after the nightly update and should be checked daily. Delete all records no longer needed. Storage of unnecessary data causes slower response times in the system.

B. The Report is Sorted By:

1. County
2. Worker number
3. Date sent:

Sort within worker number by date sent, with the oldest information listed first.

C. The Following Information is listed on the report:

Federal regulations require specific information exchanges between eligibility and child support automated systems. Only required data is exchanged between EIS and ACTS.

D. This Information Always Appears:

1. **CATEGORY OF INFORMATION:** Indicates the type of information sent.

a. **PAYMENT DATA** - Payments made through IV-D.

b. **NOTEPAD** - Freeform text entered by the IV-D agent.

c. **CLIENT GOOD CAUSE/NON-COOPERATION** - Indicator from IV-D that client is not cooperating with their office or has claimed good cause.

d. **CHILD DATA** - Data related to a specific child in EIS.

e. **PATERNITY DATA** - Data related to a paternity determination.

f. **AP INSURANCE DATA** - This information is only sent for the TPL section at the state office.

g. **AP DATA** - Certain data related to an absent parent which IV-D is required to send to the EIS caseworker.

h. **SUPPORT ORDER DATA** - Notification of establishment or modification of a court order for support.

i. **PARTICIPANT NAME CHANGE** - Notification from IV-D that they have a new name for an individual.

E. **PPPA RESULTS REQUIRING RESEARCH FOR "UP" FUNDS** - The automated request by the IV-D agent for PPPA (Past Paid Public Assistance) has found benefit months that are "UP" months.

2. **DATE SENT:** The date the information is sent from ACTS

3. **EIS CASE ID:** The EIS Case ID for which information is being sent.

4. **EIS CASEHEAD PAYEE NAME:** The name of the EIS casehead.

5. KEY DATA; Identifies the key used to inquire on the data through the INQUIRY INTO DATA SENT FROM ACTS selection on the IV-D SELECTION MENU:

One of the following keys is listed with each entry on the report.

- a. EIS/MPI Number: The EIS Individual ID number OR ACTS MPI # of the individual for whom information is being sent.
 - b. Old IV-D MPI Number: The old MPI number for an individual, sent when the MPI number has changed.
 - c. AP MPI #: The MPI number for an absent parent.
 - d. EIS CASE ID: The EIS Case ID number.
- F.** EIS displays the following additional data for PPPA records:
- START DATE/END DATE: The begin and end dates for the UP months found in the automated PPPA calculation.
- G.** The Worklist is available for viewing and printing in NCXPTR.
- H.** For instructions on NCXPTR, refer to EIS 1061.

Records on the report are viewed and deleted through INQUIRY INTO DATA SENT FROM ACTS on the IV-D SELECTION MENU. See Section 900.05 for instructions.

The report is cumulative, that is, data is added to it each day and remains on it until deleted. The last 10 versions of the report are stored in NCXPTR. Each version displays the items that were on the report on that day. The items listed on the report remain on the report until deleted by the income maintenance caseworker, with the exception of payment data. EIS deletes payment data automatically after 60 days.

It is important to delete records when finished viewing them. The shorter the reports, the faster the response time when viewing them.

WORK FIRST USER'S MANUAL

Change #1-2007

AUTOMATED CHILD SUPPORT REFERRALS

August 1, 2007

DHREJ CASEWORKER IVD WORK LIST 94/02/16 13:49:51 PAGES: 4/13
 COMMAND= SCROLL= FULL
 -----1-----2-----3-----4-----5-----6-----7-----
 EJA891-1 NC DEPARTMENT OF HUMAN RESOURCES
 RUN DATE: 02/16/1994 ELIGIBILITY INFORMATION SYSTEM
 RUN TIME: 13:49:50 EIS CASEWORKER IV-D WORK LIST
 COUNTY 015 DIST BAA WORKER JME

SUPPORT ORDER DATA

DATE SENT: 01/20/1994 AP MPI #: 000008409N
 EIS CASE ID: 89578597 EIS CASEHEAD PAYEE NAME: BEGIN CHILDCARE
 *****BOTTOM OF PAGE*****BOTTOM OF PAGE*****

DHREJ CASEWORKER IVD WORK LIST 94/02/16 13:49:51 PAGES: 5/13
 COMMAND= SCROLL= FULL
 -----1-----2-----3-----4-----5-----6-----7-----
 EJA891-1 NC DEPARTMENT OF HUMAN RESOURCES
 RUN DATE: 02/16/1994 ELIGIBILITY INFORMATION SYSTEM
 RUN TIME: 13:49:50 EIS CASEWORKER IV-D WORK LIST
 COUNTY 016 DIST BAA WORKER

IV-D CASE/WORKER NUMBERS

DATE SENT: 01/20/1994 EIS/MPI ID NUMBER: XXXXXXXXXP
 EIS CASE ID: 89572149 EIS CASEHEAD PAYEE NAME: CHOCOLATE SYRUP
 DATE SENT: 01/20/1994 EIS/MPI ID NUMBER: XXXXXXXXXP
 EIS CASE ID: 89572149 EIS CASEHEAD PAYEE NAME: CHOCOLATE SYRUP
 *****BOTTOM OF PAGE*****BOTTOM OF PAGE*****

DHREJ CASEWORKER IVD WORK LIST 94/02/16 13:49:51 PAGES: 6/13
 COMMAND= SCROLL= FULL
 -----1-----2-----3-----4-----5-----6-----7-----
 EJA891-1 NC DEPARTMENT OF HUMAN RESOURCES
 RUN DATE: 02/16/1994 ELIGIBILITY INFORMATION SYSTEM
 RUN TIME: 13:49:50 EIS CASEWORKER IV-D WORK LIST
 COUNTY 021 DIST 000 WORKER BAA

PARTICIPANT NAME CHANGE

DATE SENT: 01/20/1994 EIS/MPI ID NUMBER: 000004334Q
 EIS CASE ID: 89547951 EIS CASEHEAD PAYEE NAME: LETS GO
 DATE SENT: 01/20/1994 EIS/MPI ID NUMBER: 000005214L
 EIS CASE ID: 89547951 EIS CASEHEAD PAYEE NAME: LETS GO

PATERNITY DATA

DATE SENT: 01/20/1994 AP MPI #: 0000043350
 EIS CASE ID: 89547951 EIS CASEHEAD PAYEE NAME: LETS GO
 DATE SENT: 01/20/1994 AP MPI #: 000005360L
 EIS CASE ID: 89547951 EIS CASEHEAD PAYEE NAME: LETS GO
 *****BOTTOM OF PAGE*****BOTTOM OF PAGE*****

WF900.05 – PAYMENT DATA INFORMATION

I. GENERAL INFORMATION

Use the IV-D Selection Menu to key a referral, update a pending referral, send data to IV-D, inquire into data sent from ACTS and adjust "UP" PPPA funds when IV-D makes a request for PPPA. An EIS Individual ID number, ACTS MPI number, EIS Case ID and/or application number is needed to access these functions. The screens displayed in this process are some of the same screens displayed in the referral process. From the EIS Inquiry Menu, enter "4D" beside SELECTION. Press ENTER.

The following screen displays:

EJA980S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	07/13/06
EJA980	IV-D SELECTION MENU	11:44:06
SELECT ONE OF THE FOLLOWING BY KEYING AN 'S' IN THE SPACE TO THE LEFT AND THE KEY (IF THERE IS ONE) FOR THE SELECTION:		
KEY A REFERRAL	APPL #:	OR CASE ID:
IF PAYEE ID HAS NOT UPDATED THE CASE, ENTER CH/PAYEE EIS IND ID:		
INQUIRY INTO DATA SENT FROM ACTS		
ADJ 'UP' PPPA FUNDS INDIVIDUAL ID:	START:	END:
SEND DATA TO IV-D: APPL#:	CASE ID:	EIS IND ID:
EIS GOOD CAUSE	-USE APPL# OR CASE ID AND AP EIS IND ID	
AP INDIVIDUAL DATA	-USE APPL# OR CASE ID AND AP EIS IND ID	
CASEHEAD PAYEE INDIVIDUAL DATA	-USE APPL# OR CASE ID	
NOTEPAD	-USE APPL# OR CASE ID	
SUPPORT ORDER DATA	-USE APPL# OR CASE ID AND AP EIS IND ID	
CHILD INDIVIDUAL DATA	-USE EIS IND ID	
RESCIND PREVIOUS REFERRAL KEYED	-USE APPL# OR CASE ID	
PF2: RETURN TO INQUIRY MENU		

II. ADJ "UP" PPPA FUNDS-ADJUST UP PPPA (PAST PAID PUBLIC ASSISTANCE) FUNDS

- A.** Use this function when ACTS notifies the EIS worker through the EIS Caseworker IV-D Worklist that there are UP months to account for to complete the automated Past Paid Public Assistance request from IV-D.

- B.** Enter an 'S' beside the selection "ADJ 'UP' PPPA FUNDS" and enter the EIS Individual ID and the Start and End Dates (MMDDCCYY) from the Worklist. The ADJUSTMENT OF PPPA UP FUNDS screen appears.

EJA985S1		NC DHR - ELIGIBILITY INFORMATION SYTEM				07/13/2006			
EJA985		ADJUSTMENT OF PPPA UP FUNDS				02:26:45			
CHILD S NAME: WINSTON C WAKEFOREST		EIS INDIVIDUAL ID: 000000000X							
CLIENT NAME: WENDY T WAKEFOREST		RESPONSIBLE ABSENT PARENT		MPI NUMBER					
EIS WORKER NUMBER: 185		IV-D AGENT ID: WAYN185							
START DATE: 19850501		END DATE: 20060606							
COUNTY	DATE	CASE ID	AMOUNT	INC?	COUNTY	DATE	CASE ID	AMOUNT	INC?
96	05/01/2004	96969696	110.00		96	06/01/2004	96969696	110.00	
96	07/01/2004	96969696	110.00		96	08/01/2004	96969696	110.00	
PF2: RETURN TO IV-D SELECTION MENU					PF8: NEXT SCREEN (MORE DATA)				
NO MORE PAYMENT RECORDS TO BE DISPLAYED									

C. ENTER 'Y' or 'N' under INC? for EACH month listed to tell EIS whether these monies are to be counted in the PPPA calculation. If the child was deprived due to absence of a parent for the specified month, enter Y to include that month in the calculation. If the child was deprived due to incapacity or unemployment of the parent for the specified month, enter N to exclude that month from the calculation.

Y=COUNT
N=DO NOT COUNT

NOTE: No calculation of PPPA with 'UP' FUNDS involved will be sent to ACTS until all months have been answered with a 'Y' or 'N'.

III. KEY A REFERRAL

- A.** Use this function to key a referral to IV-D through the EIS/ACTS interface. Use it to key a referral for a pending application (regular or add-on), for an active case, at change in situation affecting deprivation, or at any time a new absent parent is identified. Do not use "Key a Referral" to update information on an absent parent, child or client currently referred to IV-D for a pending application/active EIS case.
- B.** Enter "S" beside "KEY A REFERRAL" to key a referral through the IV-D Selection Menu. Enter the application number of the pending application beside "APPL #". **Do not** enter the G or enter the EIS case ID number of the active case beside "CASE ID".

IV. INQUIRY INTO DATA SENT FROM ACTS

- A.** Use this function to view items on the EIS Caseworker IV-D Worklist.
- B.** Enter "S" beside INQUIRY INTO DATA SENT FROM ACTS. Press ENTER. The following screen displays:

```

EJA986S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      07/13/2006
EJA986        INQUIRY FOR DATA SENT FROM ACTS      10:22:54

SELECT ONE OF THE FOLLOWING BY KEYING AN "S" IN THE SPACE TO THE LEFT AND THE
APPROPRIATE KEY FOR THE SELECTION: (ONLY ONE KEY ALLOWED)

EIS CASE ID:          EIS INDIV ID:          AP MPI #:

PAYMENT DATA          -USE EIS CASE ID
IV-D CASE/WORKER NUMBERS -USE EIS CASE ID
NOTEPAD                -USE EIS CASE ID
GOOD CAUSE/NON-COOPERATION -USE EIS CASE ID
IV-D MPI NUMBERS      -USE EIS CASE ID
CHILD DATA           -USE EIS INDIV ID
PATERNITY DATA       -USE EIS INDIV ID
AP INSURANCE DATA    -USE AP MPI #
AP DATA              -USE EIS CASE ID
SUPPORT ORDER DATA  -USE EIS CASE ID
PARTICIPANT NAME CHANGE -USE EIS CASE ID

PF2: RETURN TO IV-D SELECTION MENU
PLEASE SELECT TYPE OF ACTS INFORMATION
    
```

- C.** Enter the key for the selection to make an inquiry on. Key is EIS Case ID, EIS Individual ID, or AP MPI#. The appropriate keys are listed below. Enter "S" beside the selection payment data. Press ENTER. The appropriate screen displays. Press ENTER to view all transactions of the same type with the same key.

EXAMPLE: The Worklist shows PAYMENT DATA transactions for EIS Case ID 99999999. Enter the EIS Case ID. Enter "S" beside PAYMENT DATA. Press ENTER. The PAYMENT DATA transaction displays.

```

EJA414S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      07/01/2006
EXA986        PAYMENT DATA FROM ACTS              14:27:39

EIS CASE ID: 99999999  IV-D AGENT ID: ACTS9999 EFFECTIVE DATE: 06/30/2006
CREATION DATE: 06/30/2006  CREATION TIME: 044041579309
EIS IND ID: xxxxxxxx
EIS PARTICIPANT NAME: xxxxx   x       xxxxxx

PAYMENT TYPE:

DISBURSEMENT AMOUNT:    123.08      DISBURSEMENT DATE: 06/30/2006

FOR WHOM PAID:
TO WHOM PAID:  xxxxx       x       xxxxxx

MONTH FOR WHICH PAID: 06/2006

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS  PF7: BACKWARD  PF8: FORWARD
    
```

Press PF8 function key to view any additional data. If last page and PF8 was pressed message will show "LAST RECORD -PRESS PF2 OR PF7".

EJA414S1 EXA986	NC DHR - ELIGIBILITY INFORMATION SYSTEM PAYMENT DATA FROM ACTS	07/01/2006 14:27:39
EIS CASE ID: 9999999 IV-D AGENT ID: ACTS9999 EFFECTIVE DATE: 06/30/2006 CREATION DATE: 06/30/2006 CREATION TIME: 044041579309 EIS IND ID: xxxxxxxx EIS PARTICIPANT NAME: xxxxx x xxxxxx		
PAYMENT TYPE:		
DISBURSEMENT AMOUNT: 123.08 DISBURSEMENT DATE: 06/30/2006		
FOR WHOM PAID: TO WHOM PAID: xxxxx x xxxxxx		
MONTH FOR WHICH PAID: 06/2006		
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE? PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD		
LAST RECORD - PRESS PF2 OR PF7		

If first data, PF7 function key was pressed message will show "FIRST RECORD-PF2 OR PF8".

EJA414S1 EXA986	NC DHR - ELIGIBILITY INFORMATION SYSTEM PAYMENT DATA FROM ACTS	07/01/2006 14:27:39
EIS CASE ID: 9999999 IV-D AGENT ID: ACTS9999 EFFECTIVE DATE: 06/30/2006 CREATION DATE: 06/30/2006 CREATION TIME: 044041579309 EIS IND ID: xxxxxxxx EIS PARTICIPANT NAME: xxxxx x xxxxxx		
PAYMENT TYPE:		
DISBURSEMENT AMOUNT: 123.08 DISBURSEMENT DATE: 06/30/2006		
FOR WHOM PAID: TO WHOM PAID: xxxxx x xxxxxx		
MONTH FOR WHICH PAID: 06/2006		
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE? PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD		
FIRST RECORD - PRESS PF2 OR PF8		

D. Print the screen, if necessary.

Enter Y or N to answer the question at the bottom of each screen, "DO YOU NEED TO RETAIN THIS INFORMATION ON LINE?"

WORK FIRST USER'S MANUAL

If the answer is N, EIS deletes the record from the EIS Caseworker IV-D Worklist in the overnight batch cycle. An 'N' is not allowed if the Create Date on the record is the same as the Current Date. If the worker attempts to delete a record in this situation, the error message "N' NOT ALLOWED, CREATE DATE SAME AS CURRENT DATE", displays.

If the data that was deleted is the 1st record, message will show: "FIRST RECORD DELETED-PRESS PF2 OR PF8".

```
EJA414S1          NC DHR - ELIGIBILITY INFORMATION SYSTEM          07/01/2006
EXA986            PAYMENT DATA FROM ACTS                14:27:39

EIS CASE ID: 9999999   IV-D AGENT ID: ACTS9999 EFFECTIVE DATE: 06/30/2006
CREATION DATE: 06/30/2006  CREATION TIME: 044041579309
EIS IND ID: xxxxxxxx
EIS PARTICIPANT NAME: xxxxx      x          xxxxxx

PAYMENT TYPE:

DISBURSEMENT AMOUNT:    123.08      DISBURSEMENT DATE: 06/30/2006

FOR WHOM PAID:
TO WHOM PAID:  xxxxx      x          xxxxxx

MONTH FOR WHICH PAID: 06/2006

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS  PF7: BACKWARD  PF8: FORWARD

FIRST RECORD DELETED - PRESS PF2 OR PF8
```

If the data that was deleted is the last record, message will show: "LAST REOCDR DELETED-PRESS PF2 OR PF7".

```
EJA414S1          NC DHR - ELIGIBILITY INFORMATION SYSTEM          07/01/2006
EXA986            PAYMENT DATA FROM ACTS                14:27:39

EIS CASE ID: 9999999   IV-D AGENT ID: ACTS9999 EFFECTIVE DATE: 06/30/2006
CREATION DATE: 06/30/2006  CREATION TIME: 044041579309
EIS IND ID: xxxxxxxx
EIS PARTICIPANT NAME: xxxxx      x          xxxxxx

PAYMENT TYPE:

DISBURSEMENT AMOUNT:    123.08      DISBURSEMENT DATE: 06/30/2006

FOR WHOM PAID:
TO WHOM PAID:  xxxxx      x          xxxxxx

MONTH FOR WHICH PAID: 06/2006

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS  PF7: BACKWARD  PF8: FORWARD

LAST RECORD DELETED - PRESS PF2 OR PF7
```

Any other data deleted between first & last, message will show:
"RECORD DELETED".

EJA416S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	07/01/2006
EJA986	MISCELLANEOUS INFORMATION FROM ACTS	11:09:48
EIS CASE ID: 00049352 IV-D AGENT ID: ALAM1021		
EFFECTIVE DATE: 06/30/2006		
CREATION DATE: 06/30/2006 CREATION TIME: 135325345016		
IV-D WORKER ID: ALAM1006		
OLD IV-D CASE NUMBER:	NEW IV-D CASE NUMBER:	
IV-D MPI #:		
PARTICIPANT NAME:		
COOPERATION:		
GOOD CAUSE:	CLAIM DATE:	
NON-COOP/GOOD CAUSE AP:		
PARTICIPANT NEW NAME:		
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?		
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD		
RECORD DELETED		

If the answer is Y or blank, EIS retains data on the EIS Caseworker IV-D Worklist.

Delete all records no longer needed; however, an 'N' is not allowed if the Create Date on the record is the same as the Current Date. If the worker attempts to delete a record in this situation, the error message "'N' NOT ALLOWED, CREATE DATE SAME AS CURRENT DATE", displays.

Storage of unnecessary data causes slower response times in the system

1. PAYMENT DATA:

EJA415S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	06/12/2006
EJA986	INSURANCE DATA FROM ACTS	10:21:39
EIS CASE ID: 39999999 IV-D AGENT ID: ABCDJOHN1020 EFFECTIVE DATE: 06/01/2006		
CREATION DATE: 06/01/2006 CREATION TIME: 110407068224		
EIS IND ID: 945316046Q		
EIS PARTICIPANT NAME: ABCDE LEE DEFGH		
INSURANCE POLICY NUMBER: 5G1617 POLICY EFFECTIVE DATE: 07/01/1999		
INSURANCE CARRIER NAME: BLUE CROSS BLUE POLICY TERM DATE:		
INSURANCE TYPE: 00 PREMIUM AMOUNT: 143.50		
POLICY HOLDER NAME: ABCDE LEE DEFGH		
GROUP POLICY ABC: 051208 GROUP POLICY NME:		
GROUP ADDRESS:		
DEPENDENTS COVERED:		
92222222A	START DTE: 07/01/1999	END DTE:
90000000A	START DTE: 07/01/1999	END DTE:
91111111A	START DTE: 07/01/1999	END DTE:
	START DTE:	END DTE:
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?		
PF2: INQUIRY MENU PF7: BACKWARD PF8: FORWARD PF9: SCROLL UP PF10: SCROLL DOWN		
TOP OF DEPENDENTS LIST		

- This screen displays when PAYMENT DATA is selected from the INQUIRY INTO DATA SENT FROM ACTS menu. Payments from IV-D to the Work First/Medicaid client are reported. One payment type per screen displays. There can be dual payment types per month per case:
- PAID TO RECIPIENT, in the Payment Type field when acts send the money directly to the client
- PAID TO URPA, in the Payment Type field when ACTS send the payment to the state for reimbursement.
- The CREATION DATE displayed at the top left of the screen is the day the check is written. The check is mailed from Raleigh the next workday.

2. IV-D CASE/WORKER NUMBERS, IV-D MPI NUMBERS, GOOD CAUSE/NON-COOPERATION, PARTICIPANT NAME CHANGE:

EJA416S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	07/01/2006
EJA986	MISCELLANEOUS INFORMATION FROM ACTS	14:42:12
EIS CASE ID: 23999999 IV-D AGENT ID: ALAM9999		
EFFECTIVE DATE: 06/30/2006		
CREATION DATE: 06/30/2006 CREATION TIME: 141036589220		
IV-D WORKER ID:		
OLD IV-D CASE NUMBER:	NEW IV-D CASE NUMBER:	
IV-D MPI #:		
PARTICIPANT NAME:		
COOPERATION:		
GOOD CAUSE:	CLAIM DATE:	
NON-COOP/GOOD CAUSE AP:		
PARTICIPANT NEW NAME: BEAN	JELLY	
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?		
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD		

This screen displays when IV-D CASE/WORKER NUMBERS, IV-D MPI NUMBERS, GOOD CAUSE/NON-COOPERATION or PARTICIPANT NAME CHANGE is selected from the INQUIRY FOR DATA SENT FROM ACTS menu. Various types of information sent from IV-D display.

3. CHILD DATA or PATERNITY DATA:

EJA418S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	07/01/2006
EJA986	CHILD DATA CHANGE	14:51:33
EIS CASE ID: 29999999 IV-D AGENT ID: ALAM99993		
EFFECTIVE DATE: 06/30/2006 EIS ID #: 99999999M ACTS MPI #: 0009999909		
CREATION DATE: 06/30/2006 CREATION TIME: 140515064735		
EIS PARTICIPANT NAME: KELLEY M KELLEY		
CHILD RESIDES W/RECIPIENT:		
PATERNITY/GENETIC TEST PERFORMED:		
PATERNITY/GENETIC TEST PERFORMED ON:		
FINAL DISPOSITION OF PATERNITY: HAS BEEN ESTABLISHED		
CHILD'S NME: CHILD	M	KELLEY IND #: 99999999M
AP NAME: FATHER	E	KELLEY JR MPI #: 0009999999
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?		
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD		

This screen displays when CHILD DATA or PATERNITY DATA is selected from the INQUIRY FOR DATA SENT FROM ACTS menu. It is used when certain data is changed at IV-D that the EIS caseworker needs to know. All fields are not necessarily used.

When PATERNITY DATA displays, call the IVD agent to determine for which absent parent paternity is established or ruled out.

4. AP INSURANCE DATA

This selection is for the TPL Section at the state office. The IV-D agent sends data on health insurance carried by an absent parent for dependents. TPL verifies the insurance and enters the DMA-2041. The county DSS worker receives the 2041 turnaround document.

Press PF10 function key to view additional dependents. If no additional dependents and PF10 was pressed, message will show "END OF DEPENDENTS LIST".

EJA415S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	07/01/2006
EJA986	INSURANCE DATA FROM ACTS	10:21:39
EIS CASE ID: 39999999 IV-D AGENT ID: ABCDJOHN1020 EFFECTIVE DATE: 06/30/2006		
CREATION DATE: 06/30/2006 CREATION TIME: 110407068224		
EIS IND ID: 945316046Q		
EIS PARTICIPANT NAME: ABCDE LEE DEFGH		
INSURANCE POLICY NUMBER: 5G1617 POLICY EFFECTIVE DATE: 07/01/1999		
INSURANCE CARRIER NAME: BLUE CROSS BLUE POLICY TERM DATE:		
INSURANCE TYPE: 00 PREMIUM AMOUNT: 143.50		
POLICY HOLDER NAME: ABCDE LEE DEFGH		
GROUP POLICY ABC: 051208 GROUP POLICY NME:		
GROUP ADDRESS:		
DEPENDENTS COVERED:		
922222222A	START DTE: 07/01/1999	END DTE:
900000000A	START DTE: 07/01/1999	END DTE:
911111111A	START DTE: 07/01/1999	END DTE:
	START DTE:	END DTE:
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?		
PF2: INQUIRY MENU PF7: BACKWARD PF8: FORWARD PF9: SCROLL UP PF10: SCROLL DOWN		
END OF DEPENDENTS LIST		

If first dependents, PF9 function key was pressed message will show "TOP OF DEPENDENTS LIST".


```

EJA415S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      06/12/2006
EJA986        INSURANCE DATA FROM ACTS                  10:21:39

EIS CASE ID: 39999999   IV-D AGENT ID: ABCDJOHN1020 EFFECTIVE DATE: 06/01/2006
CREATION DATE: 06/01/2006  CREATION TIME: 110407068224
EIS IND ID: 945316046Q
EIS PARTICIPANT NAME: ABCDE      LEE      DEFGH

INSURANCE POLICY NUMBER: 5G1617      POLICY EFFECTIVE DATE: 07/01/1999
INSURANCE CARRIER NAME: BLUE CROSS BLUE  POLICY TERM DATE:
INSURANCE TYPE: 00      PREMIUM AMOUNT:      143.50

POLICY HOLDER NAME: ABCDE      LEE      DEFGH
GROUP POLICY ABC: 051208      GROUP POLICY NME:
GROUP ADDRESS:

DEPENDENTS COVERED:
922222222A   START DTE: 07/01/1999   END DTE:
900000000A   START DTE: 07/01/1999   END DTE:
911111111A   START DTE: 07/01/1999   END DTE:
              START DTE:              END DTE:

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: INQUIRY MENU PF7: BACKWARD PF8: FORWARD PF9: SCROLL UP PF10: SCROLL DOWN

TOP OF DEPENDENTS LIST
    
```

5. AP DATA:

```

EJA417S1      NC DHR - ELIGIBILITY INFORMATION SYSTEM      07/01/2006
EJA986        AP DATA CHANGE                            15:28:41

EIS CASE ID: 99999995   IV-D AGENT ID: ALAM9999 EFFECTIVE DATE: 06/30/2006
CREATION DATE: 06/30/2006  CREATION TIME: 145230868706
INDIVIDUAL ID: 999999919L MPI NUMBER: 0009999994

AP NAME: CHILD      SUPPORT
AP RACE: H AP SEX: M AP DATE OF BIRTH: 03/11/1980 AP SSN: 000-00-0000

AP LIVING WITH RECIPIENT:
ADDRESS TYPE: M
LAST KNOWN ADDRESS:

          COUNTRY:          ZIP:

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD
    
```

This screen displays when AP DATA is selected from the INQUIRY FOR DATA SENT FROM ACTS menu. Certain data from ACTS causes this screen to be generated.

6. SUPPORT ORDER DATA:

```

EJA420S1          NC DHR - ELIGIBILITY INFORMATION SYSTEM      07/01/2006
EJA986            SUPPORT DATA FROM ACTS                    10:11:53

EIS CASE ID: 29999999   IV-D AGENT ID: ALAM9999
EFFECTIVE DATE: 06/01/2006  EIS ID #: 999999990L           ACTS MPI #: 0002917279
CREATION DATE: 06/30/2006  CREATION TIME: 153131688096
EIS PARTICIPANT NAME: KELLEY      M      KELLEY

DATE SUPPORT AMT ADDED/MODIFIED: 06/30/2006  SUPPORT AMOUNT: 200.00
FIRST PAYMENT DUE DATE: 06/01/2006  PAYMENT FREQUENCY: MONTHLY
SPOUSAL SUPPORT DUE: .00  PAYMENT FREQUENCY:
MEDICAL SUPPORT DUE: .00  PAYMENT FREQUENCY:

PLAINTIFF NAME IN COURT ORDER:
COURT NAME: AAAAAAAA CO DISTRICT COURT      DOCKET NUMBER: 3799903CV
DEPENDENTS COVERED:
99999999M

DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS  PF7: BACKWARD  PF8: FORWARD
    
```

This screen displays when SUPPORT ORDER DATA is selected from the INQUIRY FOR DATA SENT FROM ACTS menu. Information related to a new or modified support order displays.

7. GOOD CAUSE/NON-COOPERATION

Enter 'S' to the left of the GOOD CAUSE/NON-COOPERATION field to view the non cooperation code/date entered by the IVD worker. Press ENTER.

```

SELECT ONE OF THE FOLLOWING BY KEYING AN 'S' IN THE SPACE TO THE LEFT AND THE APPROPRIATE KEY FOR
THE SELECTION: (ONLY ONE KEY ALLOWED).

EIS CASE ID: 999999999  EIS INDIV ID:      AP MPI #:

PAYMENT DATA - USE EIS CASE ID
IV-D CASE/WORKER NUMBERS - USE EIS CASE ID
NOTEPAD - USE EIS CASE ID
s GOOD CAUSE/NON-COOPERATION - USE EIS CASE ID
IV-D MPI NUMBERS - USE EIS CASE ID
CHILD DATA - USE EIS INDIV ID
PATERNITY DATA - USE EIS INDIV ID
AP INSURANCE DATA - USE AP MPI #
AP DATA - USE EIS CASE ID
SUPPORT ORDER DATA - USE EIS CASE ID
PARTICIPANT NAME CHANGE - USE EIS CASE ID

PF2: RETURN TO IV-D SELECTION MENU
    
```

The following screen appears.

EIS CASE ID: 999999999	IV-D AGENT ID: ABCD9999
EFFECTIVE DATE: 06/30/2006	
CREATION DATE: 06/30/2006	CREATION TIME: 100001482562
IV-D WORKER ID:	
OLD IV-D CASE NUMBER:	NEW IV-D CASE NU
IV-D MPI #:	
PARTICIPANT NAME:	
COOPERATION: N	DATE OF NON-COOPERATION: 06/26/2006
GOOD CAUSE: N	CLAIM DATE:
NON-COOP/GOOD CAUSE AP:JOHN DOE	
PARTICIPANT NEW NAME:	
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?	
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD	

If the individual has not cooperated, the COOPERATION field displays 'N' with a date (MMDDCCYY) entered in the DATE OF NON-COOPERATION field; **or**

If the individual has cooperated, the COOPERATION field displays 'Y' with a date (MMDDCCYY) entered in the DATE OF COOPERATION field.

EIS CASE ID: 999999999	IV-D AGENT ID: ABCD9999
EFFECTIVE DATE: 06/30/2006	
CREATION DATE: 06/30/2006	CREATION TIME: 100001482562
IV-D WORKER ID:	
OLD IV-D CASE NUMBER:	NEW IV-D CASE NU
IV-D MPI #:	
PARTICIPANT NAME:	
COOPERATION: Y	DATE OF COOPERATION: 06/30/2006
GOOD CAUSE: N	CLAIM DATE:
NON-COOP/GOOD CAUSE AP:JOHN DOE	
PARTICIPANT NEW NAME:	
DO YOU NEED TO RETAIN THIS INFORMATION ONLINE?	
PF2: RETURN TO INQUIRY MENU FOR DATA FROM ACTS PF7: BACKWARD PF8: FORWARD	

NOTE: If Y is entered in the field, DO YOU NEED TO RETAIN THIS INFORMATION ON LINE? this indicates the information remains on the CASEWORKER IVD WORK LIST REPORT for 90 days. On the 91st workday, all records are deleted.

If N is entered in the field, DO YOU NEED TO RETAIN THIS INFORMATION ON LINE? this indicates EIS deletes the record from the CASEWORKER IVD WORK LIST REPORT in the overnight batch cycle. An 'N' is not allowed if the Create Date on the record is the same as the Current Date. If the worker attempts to delete a record in this situation, the error message "N' NOT ALLOWED, CREATE DATE SAME AS CURRENT DATE", displays.

It is strongly suggested to delete all records after viewing to prevent slower response time within the EIS system.