

ATTACHMENT 4- FAMILY WORKS PROCESSING INSTRUCTIONS

AP Screens for Family Works processing:

Select Family Works in the Benefits Information section:

Application Information | SAPINF ? Help

County	Appl Number	Dist	Application Name	Received	Status	Record	Web Appl Number	Worker	eDocs
67	A0069496			6/1/2016	Incomplete				None

Benefits Information

* Applying for: Cash Assistance Food Stamps Medical Assistance Medical Assistance Waiver Long Term Living Family Planning Family Works
 LIHEAP Cash LIHEAP Crisis

Enter the ELECT Project Code in the Provider Information section. Click Show Details and select Not Applicable for the Service Type. Click Enter.

Provider Information | SAPPVR ? Help

County	Appl Number	Dist	Application Name	Received	Status	Record	Web Appl Number	Worker	eDocs
67	A0069496	0	JANIE STUDENT	06/01/2016	Incomplete			04976	None

Provider Selection

Non-Medicaid Provider (Id:) OR
 Medicaid/LIHEAP Provider (Legal Entity: Service Location:) OR
 Family Works Provider (Project Code: Y Source Id: 0025)

[SHOW DETAILS](#)

Provider Details

* Application Date: 06/01/2016

* Service Type: Not applicable

Automated Notice: No

Name: LINCOLN INTERMEDIATE UNIT #12

Address: PO BOX 70
NEW OXFORD, PA 17350 - 0070

Phone:

[ENTER](#)

Enter Individual Information and complete File Clearance.

AP screens are complete.

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CP Screens for Family Works processing:

Select Case Open mode to start process.

Complete Case Non-Financial /Household screen – Student is the payment name. Will need to enter a Second Payment Name and Reason if student is under 18 years old. **(SHOULD WE LOOK AT REMOVING THIS EDIT FOR THE SC CATEGORY?)**

Case Non-Financial/Program Request Screen – verify SC – Family Works is displaying:

The screenshot displays the 'Case Non-Financial | Program Request' interface. At the top, there is a 'Household Program Request' header. Below this, a table shows 'Last Update: By: Update Authorized By: Authorized By: dpease'. The 'Cash Next Payment Date' is 06/16/2016 and the 'SNAP Next Payment Date' is 07/01/2016. There are dropdown menus for 'Program:' and 'Process:', and date pickers for 'Begin Date:' and 'End Date:'. A 'SAVE' button is visible. At the bottom, a table lists the program details:

Program	Process	Expedited SNAP	Begin Date	End Date	Edit	Delete	History
SC - Family Works	Y - Yes		06/01/2016				

Pass through the following screens:

Case Non-Financial / Individual Program Request

Case Non-Financial / Program Request Questions

Case Non-Financial / MA Provider

Complete Individual Non-Financial / Demographic for the Student

Complete Individual Non-Financial / Tax Information

Complete Individual Non-Financial / Individual Attributes – **select ETP Code 70**

Complete the Individual Non-Financial Questions – select “Y” for Pregnancy if appropriate

Complete Individual Non-Financial / Pregnancy screen

Complete Individual Non-Financial / School Attendance screen

Pass through Resources / Resources Questions screen

Complete Income / Income Questions – **count only income from student’s employment**

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Enter Student's income for the gross monthly earned income question. Include the Student and his/her dependents in the people in the household question. Click Calculate and system will provide Pass/Fail result:


Income | Family Works Calculation [? Help](#) [Previous](#) [Next](#)

Family Works

Last Update: 06/01/16 By: dpease Update Authorized By: dpease Authorized By:

What is the household's average gross monthly earned income?
\$

How many people are in your household?

Calculate 

235% FPIG:
\$2,121.00

Pass/Fail:
P - Pass

Pass through Expense Questions

Run Eligibility

Eligibility Result Summary [? Help](#) [Previous](#) [Next](#)

Family Works Eligibility Result Summary

Budget	Non-Fin Result	Payment Period	Run Date	Auth
SC 00	Pass	06/01/16-06/01/17	06/01/16	No

Run Eligibility

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Individual Non-Financial / ETP Project Enrollment Screen - Create Referral to the ELECT Program:

Individual Non-Financial | ETP Project Enrollment Help Previous Next

ETP Project Enrollment

Last Update: **By:** **Update Authorized By:** **Authorized By:**

Individual Name:
STUDENT, JANIE - 17F

Education Code: **Appointment Date:**
10 - Tenth Grade

ETP Code for Cash: **ETP Code for Food Stamp:**
70 - family works participant

Transportation Code: **Drivers License:**

Project Information:

Project Code: **Project ID:** **Termination Code:**

Project Begin Date: **Project End Date:** **Project Count:**

Referral Date: **Referral Reject Reason Code:**

Address:
65 BILLERBECK ST
PO BOX 70
City: NEW OXFORD
State: PA **Zip:** 17350

Sub-Project Information:

Sub-Project:	Begin Date:	End Date:	Outcome Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Information:

12 Weeks of Work Search Completed: **Good Cause Hours:** **Work Search Compliance:** [View Work Search History](#)

IndTrk/ComprV/Appeal/GC Status: **Good Cause Review Date:** **Applicant Compliant?:**

Individual:

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Complete remaining eCIS screens and commit the case. Notice is generated and SC budget is open:

SQCASE		CIS CASE INQUIRY					06/01/16 15:39:44			
Operator:			Worker: 91919 Page 1							
Co Record	Dist	Status	Csld	IV-B	Transition Date	Beg: 06/01/16				
67 8366321	0	OPEN	2606	Y	06/01/16	End: 00/00/00				
						Chg: 06/01/16				
					V Ln	SSN	Lang	Indiv # V		
Pymt Name: JANIE STUDENT					D 01	178-65-8278	01	810373432 6		
HER MOM					Cde: I					
Addr: 5002 QUEEN STREET					D Housing Assistance?3					
City: YORK			St: PA		ZIP: 17403-0000		Purge Prevent Code:			
Sch Dist: 67130 Civil Sub: 003 Res Co: 67 Res D: 0 Phone: 000-000-0000 DV Ind:										
..... Associated Budgets										
Sel	Cat	GG	Pgm	Ctl	Status	MR	Pymt Name	Alt Adr	Open	Close
█	SC		00	0	OPEN	6	JANIE STUDENT	N	06/01/16	06/01/17

The SC category is a time limited budget. The End Date can be extended in 1 year increments until the student is no longer participating in the ELECT program.

If the student is receiving Medical Assistance and Family Works, the category of assistance will display as the MA category. The ETP code must be 70 in order to be identified as Family Works. If the MA category closes, Alert 162 will post to notify the worker to open the SC category. The alert is cleared when the student is opened in the SC category or reopened in an MA budget with an ETP code of 70.

If the ELECT project closing is sent from CWDS prior to the SC closing, Alert 163 will post to notify the worker to close the SC category or change the ETP code to another appropriate code. The alert will clear when the SC category is closed or the ETP Code is changed.