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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-51

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: September 25, 1990

SUBJECT: Revision of "WMS Employment Subsystem Code Cards"  
 (DSS-3794) (August, 1990 Update)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 WMS Coordinators  
 Employment Coordinators  
 Staff Development Coordinators

CONTACT PERSON: IM/WMS Operations  
 Evelyn Dee  
 1-800-342-4100, extension 3-9779

ATTACHMENTS: DSS-3794: WMS Employment Subsystem Code Cards (Not  
 Available On-Line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-69	89 INF-69				
88 INF-51	88 INF-51				

The purpose of this release is to introduce the 8/90 revision to the DSS-3794: "WMS Employment Subsystem Code Cards". The code cards are designed to assist employment workers in locating WMS Employment Subsystem data-entered and systems-generated codes, as well as providing definitions for Edit Error Screen Messages.

The latest update (8/90) to the code cards reflects all additions, deletions and changes in codes which have occurred since the last update (10/89). As a result of the deletion of many Employability Codes on page 2, the text and paging of the remainder of the code cards have been changed.

Listed below is a detailed summary of the changes which were incorporated into this revision:

Page 1 - INDEX - modified as a result of changes in text and paging.

Page 2 - Under the Employability Codes section, deleted all the codes and replaced with the following:

- +17 Teen Parent Age 16-19 Without HS Diploma
- +20 Mandatory Employable
- +21 Voluntary Employable
- 24 Pregnant - 4 Month or Beyond
- 26 Remoteness
- 27 Employed Full-time - 30 Hours Per Week Or More
- 30 Child Under 16 Years
- 31 Caretaker Of Child Under 3 In Same PA Case
- 32 Advanced Age
- +33 ADC-U Non-Principal Wage Earner
- 34 Caretaker Of Child Under 3 Not In Same PA Case
- 35 In School Full-Time Age 16-19
- 36 Incapacitated
- 38 Needed In Home To Care For Incapacitated Household Member
- 41 Temporary Illness - 3 Month Exemption
- 42 Temporary Incapacity - 6 Month Exemption
- 43 Incapacitated - SSI Application Filed
- 44 In Receipt Of SSI
- +63 Substance Abuser - In Rehabilitation
- 64 Substance Abuser - Waiting For Rehabilitation
- 70 Contesting Employability Determination
- +73 OVESID Participant
- 99 Unborn
- WR NPA FS Work Registration Required
- WE NPA FS Work Registration Exempt

Page 4

1. Under Volunteer Status section, deleted all the codes and added the following:

- 24 Pregnant - 4 month or Beyond
- 26 Remoteness
- 27 Employed Full-time - 30 Hours Per Week Or More
- 30 Child Under 16 Years
- 31 Caretaker Of Child Under 3 In Same PA Case
- 32 Advanced Age
- 34 Caretaker Of Child Under 3 Not In Same PA Case
- 35 In School Full-Time Age 16-19
- 36 Incapacitated
- 38 Needed In Home To Care For Incapacitated Household Member
- 41 Temporary Illness - 3 Month Exemption
- 42 Temporary Incapacity - 6 Month Exemption
- 43 Incapacitated - SSI Application Filed
- 44 In Receipt of SSI
- 64 Substance Abuser - Waiting For Rehabilitation
- 70 Contesting Employability Determination
- WR NPA FS Work Registration Required
- WE NPA FS Work Registration Exempt

2. Under Employment Activity Codes:

- a. Deleted the following codes:

- 07 Job Club (PA)
- 15 JTPA
- 16 WIN Entered
- 17 Public Assistance Comprehensive Employment
- 18 Comprehensive Employment Opportunity Support Center
- 22 Job Club (FS)

- b. Changed the following codes to:

- 08 Job Skills Training
- 10 Job Readiness Training
- 12 OVESID
- 20 Job Readiness Training (FS)
- 23 Job Skills Training (FS)

- c. Added the following codes:

- 30 Opportunity Contract
- 31 Post Secondary Training
- 32 Job Placement/Development
- 33 On-The-Job Training

Page 5 - Under Employment Status Codes section:

Added the following codes:

01 Referred for Child Care  
40 Terminated Due to Failure to Make Satisfactory Progress  
43 Initial Sanction  
44 Sanction Concluded  
46 Three Month Notice Due  
47 In Receipt of Child Care  
48 Child Care Unavailable  
49 Child Care Not Required  
50 Conciliation  
51 Youngest Child Aging Out of ADC  
52 Under 24 and No High School Diploma or No Recent Work Experience  
53 Long Term Recipient  
54 Non Target Group Member

Page 6 - Under Sanctioned/Ineligible Reason Codes section:

1. Deleted the following codes:

01 Fail to Register - WIN  
02 Other WIN Sanction  
03 Work Rule Sanction  
04 Work Relief Sanction  
27 Failure to Conduct Active Work Search  
28 Failure to Participate in Employability Development  
29 Failure to Provide Verification of Citizenship (FS)  
30 Failure to Apply For or Utilize Group Health Insurance Benefits

2. Added the following codes:

31 Failure to Conduct Mandatory Job Search  
32 Failure to Participate in Employment or Training Programs

Page 7 - Under Update Screen Messages:

1. Deleted the following code:

153 Volunteer Status is invalid (WIN)

2. Made changes to Edit Error No. Codes as follows:

110 Deleted (Non-WIN) from definition  
122 Status Code must be 01-03, 07-16, 18, 20-26, 30-32, 34, 35, 43, 44, or 46-54 when Activity Code equals 01.

- 123 Status Code must be 02, 03, 07, 31 or 32 when Activity Code equals 02 or 30.
- 124 Status Code must be 02-11, 18, 19, 31-33, 35 or 40 when Activity Code equals 04.
- 125 A Source Code is allowed only when Status Code is 08 or 09, or when Activity Code is 08, 09, or 31 and Status Code is 04, 05, or 06.
- 126 Source Code is required when Status Code is 08 or 09, or when Activity Code is 08, 09, or 31 and Status Code is 04, 05, or 06.

Page 8 - Under Update Screen Messages:

1. Deleted the following code:

172 Activity Codes 16 and 18 are valid only for Case Type 11 or 12

2. Made changes to codes as follows:

156 Status Code must be 12, 13, 14, 15, 16, 41, 42 or 43.

159 Activity Code must be 01, 20, 21, 23, or 24 when Status Code equals 20-23.

160 Activity Code must be 03-05, 08-13, 19-21, 23, or 24 when Status Code equals 33.

161 Activity Code must be 01, 03, 05, 08-13, 19-21, 23, or 24 when Status Code equals 34.

164 Status Codes 12-16, 41, 42, and 43 are invalid for Case Types 31 and 32.

168 Activity Code must be 01 when Status Code equals 01, 30, 47, 48, 49, 51, 52, 53, or 54.

169 Activity Code must be 03-05, 11, or 21 when Status Code equals 16.

173 Activity Code must not be 02, 03, 04, 12, 13, or 29 when Status Code equals 24-26.

174 Volunteer Status must be WE or WR when Activity Code equals 20, 21, 23, or 24.

3. Added the following codes:

183 Source Code must be 2 or 3 when Activity Code is 08, 09, or 31 and Status Code is 04, 05 or 06

184 Status Codes 51, 52, 53, and 54 are valid only for Case type 11 or 12

Page 9 - Under Update Screen Messages, made changes to Edit Error No. codes as follows:

211 Hours/Week is required.

212 Hours/Week is invalid.

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Requests for additional copies of these code cards are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Don Parker

Questions concerning ordering the code cards should be directed to Don Parker by calling 1-800-342-4100, extension 4-2702.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance