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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 94 LCM-52

Date: May 11, 1994

Division: Services and
Community
Development

TO: Local District Commissioners

SUBJECT: Implementation of Emergency Assistance to Families
(EAF) in Child Welfare

ATTACHMENTS: Regional Contacts (ATTACHMENT I)
Definitions (ATTACHMENT II)
EAF Authorization Form (ATTACHMENT III) (not on-line)
Instructions for Determination of Eligibility
and Authorization of EAF (ATTACHMENT IV)
Determining EAF History (ATTACHMENT V)
Schedule H - EAF Claiming Instructions (ATTACHMENT VI)
All attachments other than the EAF Authorization Form
(ATTACHMENT III) are available on line.

The standards for the provision of Emergency Assistance to Families (EAF) are contained in 18NYCRR Part 372. The purpose of this LCM is to address those EAF policy issues and the procedural, system encoding and claiming requirements that will pertain to foster care, child protective and preventive services cases.

II. BACKGROUND

Historically, eligibility for and claiming of EAF for child welfare services was limited to a six (6) month authorization period. Local social services districts were instructed of this in 77-ADM-21. However 77-ADM-21 has been cancelled by 93-ADM-39.

Federal law and regulations have allowed the Department to broaden the use of EAF for services. EAF can be used to fund services required to deal with emergency situations provided to an EAF eligible family for as long as the needs arising from the emergency continue. Among the services available to persons eligible for EAF are: family shelters, child care, homemakers, counseling and therapy, out of home placements, including placements of children under Articles 3, 7 and 10 of the Family Court Act, and any other services which meet the needs arising from an emergency and are necessary to avoid destitution and provide and assure living arrangements.

As of July 1990, local social services districts were instructed to assess EAF eligibility for newly placed foster care children. Identification of EAF authorized cases has been provided to the Department's Office of Quality Assurance and Audit (QAA) and associated payments for the first six months of care for such cases have been claimed through an off-line adjustment process. The Department will continue this adjustment process for EAF related payments until local districts update WMS and code the case as EAF as part of the implementation of procedures provided in this LCM. All payments related to eligible cases opened on WMS for services on or after the district's implementation of the procedures discussed in this letter will be authorized and claimed as EAF directly by the district.

Social Service districts should be prepared to implement procedures to fully utilize EAF in child welfare no later than May 1, 1994. Staff from the Department's Office of Quality Assurance and Audit will work with you and your staff to develop a specific implementation target for your district. Attachment I identifies appropriate contacts in the Regional Offices. To facilitate implementation, the Department will provide training to local social services district staff. Districts should not implement revised EAF procedures based on this LCM prior to the training. In addition, the Department will provide on-going assistance and support after the district's implementation.

III. POLICY IMPLICATIONS

The benefit resulting to both the State and local social services districts through the use of EAF eligibility and claiming will be significant, as Federal reimbursement is 50% of expenditures. Local districts are reminded that for foster care and foster care related expenditures, Title IV-E remains the claiming program of choice and must be documented, authorized and claimed for all eligible costs.

Social services districts are required to fully utilize EAF funding for all otherwise eligible services costs not eligible for Title IV-E reimbursement as mandated by Section 409-a of the Social Services Law and 18 NYCRR Parts 423.5(i), 628.2 and 633.1.

Unlike Title IV-E, EAF does not provide automatic eligibility for Medical Assistance (MA). A separate MA-only determination must be made for every foster child who is not IV-E eligible (See 93-ADM-34, pg. 24). In addition, all programmatic requirements of foster care, child protective and preventive services including but not limited to case planning and court review requirements remain in effect regardless of the federal funding source utilized. In addition, the basic services requirements contained in Title 18 NYCRR Parts 404 "Determination ...of Eligibility For Social Services" and 405 "Purchase of Services by Social Services District" must also be followed. This includes completing the DSS-2921 "Common Application

For Assistance" and "Services Financial Eligibility Display/Turnaround" (SFED/T) indicating the specific services, including purchased, being provided to each client. Similarly, once it is determined that a foster care placement resulted from an emergency removal, the purchase of service requirements found in Part 405.1(a)(2) for a written contract, (5) for licensing and (8) and (9) for rate negotiation are in full effect. The use of EAF does not relieve the social services districts from pursuing support from legally responsible relatives as required under 18 NYCRR Part 422 or Title IV-D where applicable.

The State share of foster care costs claimed as EAF including care, maintenance, administration and tuition is paid out of the foster care appropriation, and as applicable, charged against your foster care caps.

Although the administrative services costs of child protective investigation associated with the EAF program and identified through a random moment study (RMS) can be claimed appropriately as EAF, local social services districts must keep in mind that the charge to EAF funding requires a full eligibility process to be in place for all WMS authorized cases. This means that an EAF eligibility determination as required by 18 NYCRR Part 372 must be made, and documented for:

- all post-determination child protective services;
- all preventive services; and
- all foster care costs including adjudicated youth in non-secure detention facilities, and related services

which are provided directly by the district or indirectly through a purchase of service agreement. Adoption services are not covered. Documentation of such determinations and the completion of a DSS 638 QA (or RES-1 in NYC) should be made in accordance with the provisions of this LCM.

The EAF program authorization form is entitled "Determination of Eligibility and Authorization for Emergency Assistance to Families (EAF) - Services" DSS 638 QA (or an RES-1 in NYC). Using the WMS Authorization DSS-2970 as both the payment and the program authorization confuses the audit trail as there could be multiple EAF payments even though EAF can only be programmatically authorized within a 30 day period in any 12 consecutive months. The EAF authorization document will serve to clarify that EAF is being authorized only within such 30 day period, even if multiple payments are made over a period of time based on one program authorization. The EAF authorization form should be completed for all cases that are claimed as EAF. The WMS form DSS 2970 is a payment authorization control and should be encoded as per the instructions provided in this LCM.

Since all services needed as a result of the emergency can be provided under EAF, EAF eligibility shall not be limited to any specific service and should remain in effect until the emergency is remedied. However, the local district must review the continuation of the emergency situation at the point of each service plan review and must document in the child's uniform case record that the needs arising from that emergency continue.

The previously referenced 93 ADM-39 contains examples of when there is a determination that the emergency no longer continues to exist (i.e., when the child is discharged from foster care to a parent or relative without a need for continuing protective or preventive services).

A set of operating definitions used in this LCM is appended as Attachment II.

III. PROCEDURES

This LCM provides instructions to local social services districts regarding the implementation of and revisions to procedures for authorizing EAF for protective, preventive and foster care services. Protective services investigation (i.e. prior to a determination and report to the SCR), and case management activities and adoption services are not included in these procedures. Districts will be required to have a full eligibility process in place to identify, document and authorize EAF for appropriate cases opened on WMS in accordance with 18 NYCRR 372.

A. NEW CASES

All new child welfare cases, except adoption, opened on WMS after the districts implementation of these procedures must be reviewed for EAF eligibility by using the form, "Determination of Eligibility and Authorization for Emergency Assistance to Families - EAF - Services", DSS-638-QA (Attachment III) in Upstate districts. In NYC, the required form is the Reimbursement and Eligibility Study (RES-1).

By following the instructions accompanying the DSS 638-QA (Attachment IV) (or the RES-1 in NYC) as well as those in this letter, local districts should effectively meet EAF documentation requirements. A copy of the completed authorization form must be maintained in the case record. After completing the demographic information at the top of page 1, the type of emergency situation which necessitated services must be recorded on the authorization form. All listed emergency factors relevant to the case are to be checked off. District staff must then evaluate each case to determine the answers asked on the authorization form by using WMS/CCRS and case record documentation discussed in the following pages.

1. Insufficient Income and Resources

Financial eligibility for EAF is presumed to exist for all foster care cases unless the child is in receipt of sufficient income or resources to offset all care, costs of maintenance and administrative activities. For post-determined child protective and preventive cases, only those cases in receipt of ADC, PG-ADC, EAF or SSI will be reviewed for eligibility. At this time, the eligibility decision regarding EAF for all other protective and preventive cases (i.e., cases not on public assistance) will be pending.

Only income immediately available to the child to meet the costs of foster care should be considered in the eligibility determination review. Unless there are sufficient income and resources readily available to offset all costs of care, the EAF criteria has been met and the answer is "YES". For all post determination protective and preventive cases the answer is "YES" because they are active PA cases. A printout of the WMS inquiry screen reflecting the PA status should be included in the case record in support of the determination process.

2. Previous EAF Funding

The case can only be authorized to receive EAF funding for one 30 consecutive day period in a given 12 months although, once authorized, the authorization form supports EAF funding for as long as the needs arising from the emergency continue.

A review of WMS inquiry screens to determine if there are existing or prior EAF authorizations must be completed. This requires accessing the Services-BICS EAF history and the individual case involvement screens (Attachment V). For cases already authorized and/or active as EAF, staff must determine if the identified child welfare services needs arise from the original emergency. If so, EAF continuation section of the DSS-638-QA must be completed and the answer to second question is "YES".

If there is a closed case previously authorized as EAF and if a new emergency has arisen and more than 12 months has elapsed since the initial EAF authorization was written, a new determination and authorization for EAF is required. The answer to the question is "No" and the review is continued. If the answer is yes, i.e., if there is a new emergency and 12 months has not elapsed since the previous EAF authorization was written, no EAF funding for the new service's needs is available. The answer to the question is "No", therefore no additional review is necessary and the decision of ineligibility is documented on the form.

3. Living With a Specified Relative

To be eligible for EAF the child must have been living with any of the relatives specified in 18 NYCRR 369.1(b) within six months prior to the emergency situation which has given rise to the need for preventive services, child protective services or foster care. Case record documentation e.g., WMS printouts, UCR documents or birth certificates, noting the relationship are acceptable examples of documentation. The type of documentation used in the determination should be noted on the authorization form (DSS 638 QA or RES-1). For cases meeting this criteria, the answer is "YES".

4. Destitution Not Due to Refusal of Employment/Training

The worker must determine if the emergency is caused by the child's specified relative's refusal, without good cause, to accept employment or training for employment. The case record and WMS should be reviewed for confirmation of such a refusal by the parent or caretaker. If there is no evidence of such refusal, the authorization should be checked "No" and the EAF determination process continued. If the case record does document that the parent's refusal to accept training or employment did in fact give rise to the emergency, the answer must be "Yes" and the eligibility criteria is not met.

5. Destitution Not Due to Mismanagement of PA Grant

The district must determine for each EAF applicant that such destitution did not arise from the mismanagement of a public assistance grant. If the case record does not document that the parents' mismanagement of PA funds gave rise to the emergency, the answer is "NO", and the EAF criteria is met. If the case record does document that the parent's mismanagement of PA funds did in fact give rise to the emergency, the answer is "Yes" and the EAF eligibility is not met.

All of the above requirements must be met and documentation must be contained in the case record. The case can then be authorized for EAF via the DSS-638-QA or the RES-1 by completing the determination section and signing the document.

B CONTINUING ELIGIBILITY

For the past several years local districts have been completing an EAF authorization for all cases placed in foster care. These documents were transmitted to the regional offices of Quality Assurance and Audit which submitted claims adjustments for the first 6 months of care. In addition, the Department plans to submit EAF claims for costs associated with cases remaining in care beyond six months including Title IV-E related costs which are not eligible for reimbursement under Title IV-E (e.g. tuition).

The Department will also be assisting social services districts in identifying and authorizing EAF for purchased child protective and preventive services that were provided prior to February 1, 1994. This assistance will consist of EDP generated lists of such cases which were concurrently in receipt of public assistance. EAF authorizations will be produced by the Department that will require local district review and sign-off. The Regional Offices of QA&A will provide additional details on this process and the related documentation for affected cases.

As the cases described above come due for review and continuing authorization on WMS, local district staff must document the continuing eligibility for EAF by completing Section IV of the DSS 638-QA Upstate or the RES-1A in NYC. As long as the continuing service needs arise from the same emergency, EAF eligibility can be maintained by completing section IV of the form and encoding WMS as EAF. For the first six months of the district's implementation, this will require appropriate instructions to staff responsible for inputting eligibility data to WMS, to change the eligibility codes to identify EAF rather than Title XX or other claiming streams. This will ensure that the system reflects EAF eligibility for cases opened prior to 2/1/94 and authorized under these procedures as EAF but, up to this point maintained on WMS with eligibility codes other than EAF.

For situations in which the emergency is deemed to end, e.g., a child has been freed for adoption by the court, the EAF eligibility will cease.

V. SYSTEM INSTRUCTIONS FOR CLAIMING EAF IN CHILD WELFARE SERVICES

1. Foster Care, Preventive and Protective Services:

If all services for an individual are to be claimed under EAF, the local district must recertify the existing WMS Services case, or open a new case if none exists. The local district must enter the eligibility code "04" (EAF) for each client who is receiving only EAF services. The "04" (EAF) eligibility will then result in the claiming of all services as EAF. The local district must process the remainder of the case following the normal conventions. The "E" suffix need not be used to denote EAF; however, use of the preventive services suffix "W" or the Protective services suffix "P" is required as appropriate to identify the respective services as EAF Preventive or EAF Protective.

2. Foster Care Cases where only certain services are EAF (dual claiming categories):

Title IV-E is the program of choice for foster care claiming (including PINS and JD's in non-secure facilities) whenever the child is Title IV-E eligible. In a WMS case where certain services are being provided due to an emergency and other services exist apart from the emergency, the local district must continue the child's Title IV-E foster care eligibility ("02"--IV-E) and use the EAF suffix ("E") to claim specific services as EAF.

The local district must open or recertify the WMS case with eligibility category "02" for each child who is Title IV-E eligible. The local district must authorize the direct service component of "08"-Foster Care and the appropriate POS services for those services to be claimed as EAF, authorizing "08E" (EAF Foster Care) and also the appropriate Foster Care sub-services utilizing the E suffix.

3. P.A. Related Protective and Preventive Cases

When an EAF Protective and/or Preventive Services case has a related Public Assistance case, the local district must use the EAF eligibility ("04") for each individual and process the case in the usual manner. The Direct service is either "25" (Mandated Preventive), or "26" (Non-mandated Preventive) and/or "17" (Protective). The local district must then enter the appropriate subservices on the POS line with the "W" suffix for preventive services and the "P" suffix for protective services.

4. Cases not Eligible for EAF - Title XX Services

A non-P.A. related case with or without an emergency situation will continue to be processed in the normal manner. There is no need to use either the "04" eligibility or the "E" suffix. However all other appropriate service suffix codes should be used.

VI. CLAIMING INSTRUCTIONS

Foster care, preventive and child protective expenditures paid under EAF should all be claimed on the Schedule H. A new version of the Schedule H was issued and effective for January, 1994 claims submissions. Eight new lines are being added to the Schedule H to break out EAF foster care, tuition for Title IV-E and EAF eligible foster care cases, EAF JD/PINS foster care, tuition for JD/PIN, Title IV-E and EAF eligible foster care cases, EAF mandated preventive services, EAF non-mandated preventive services, EAF child protective pre-determination and EAF child protective post-determination services. The related claiming requirements and coding conventions are identified in Attachment VI. These claiming changes for Schedule "H" were released in the February 1994 update to the New York State Fiscal Reference Manual for Volume 2, Chapter 3.

The composite rolls for BICS were also modified for January, 1994 expenditures as well so that the costs displayed will reflect the new lines on Schedule H.

Frank Puig
Deputy Commissioner
Division of Services and Community
Development

REGIONAL CONTACTS

The following Quality Assurance and Audit staff are the contacts for local social services requesting assistance in implementing EAF in child welfare.

<u>Districts</u>	<u>Contact Name</u>	<u>User ID</u>	<u>Phone #</u>
Region I	Charles Boehler	90B035	(716) 847-5090
Region II	Ray Skinner	90B039	(716) 238-8116
Region III	Asher Greenhouse	AV1670	(315) 423-1165
Region IV (except Westchester)	Lou DeMeo	AX4580	(518) 474-4911
Westchester	Fil Wagner	89D020	(914) 993-5339
Region V	Alice Burns	89D491	(516) 582-5002
Region VI	Arlene Bicher	89D474	(718) 262-4124

For questions and issues relating to systems the contact person is:

Gerald Seeley (OFB130): 1-800-342-3727.

For questions and issues relating to claiming and the Schedule "H", the contact persons for Local Financial Operations are:

Regions I - IV: Roland Levie (AX2060): 1-800-342-3715, ext. 4-7549

Region V: Marvin Gold (OFM270): (212) 383-1733

For questions and clarifications of issues regarding the claiming of PINS and JD's in non-secure facilities operated by the State Division of Youth, the contact person is:

Robert Fabbricatore, Supervisor
DFY Revenue and Reimbursement
(518) 474-0131

DEFINITIONS

For purposes of assisting districts in the implementation of an authorization and claiming process for EAF, the following definitions are provided

EAF Program: Emergency Assistance to Families (EAF) means all aid, care and services granted under 18 NYCRR Part 372 to families with children, including migrant workers, to deal with crisis situations threatening the family and to meet urgent needs resulting from a sudden occurrence or set of circumstances demanding immediate attention. Such assistance and care may be furnished if and for so long as Federal funds are available. EAF may be authorized during only one period of 30 consecutive days in any 12 consecutive months, including payments which are to meet needs which arose before the 30 day period or which extend beyond the 30 day period. Emergency assistance to eligible needy families with children shall include Services necessary to cope with the emergency situation, including information referral, counseling, securing family shelter, child care (including day care and temporary foster care), and any other services which meet needs attributable to the emergency situation.

Emergency Situation: Foster care placements, which are or may be the result of family emergencies that require the temporary separation of children from their families. The emergency can be documented by the signing of a voluntary placement agreement by the child's caretaker (Section 384-a of the SSL); by the emergency removal of a child without a court order; or the filing of a petition to (or receiving of orders from) the family court placing children in the custody of social services (or DFY) under Articles 3 (JD), 7 (PINS) or 10 (Abuse and Neglect) of the Family Court Act. As long as the child remains in foster care with a permanency goal of return home and casework activity is directed to that goal, the emergency condition is deemed to be continuing. Preventive Services are those supportive and rehabilitative services provided directly or purchased for the purpose of: averting an impairment or disruption of a family which will or could result in the placement of a child in foster care; enabling a child who has been placed in care to return to his family at an earlier time than would otherwise be possible; or reducing the likelihood that a child who has been discharged from foster care would return to such care. Protective activities are provided to determine if emergency conditions exist (i.e., there is a risk to the child's health, safety or welfare), and if so determined, to assure that the child is protected through the provision of appropriate services.

Administrative Costs: Federal reimbursement under EAF is available for administrative activity (i.e., protective assessments) undertaken by social services districts in evaluating whether or not an emergency exists. In order to maximize EAF funding for these administrative costs, a process must be in place whereby all cases for which an emergency is deemed to exist requiring additional intervention (i.e. programmatic costs authorized on WMS), are evaluated for EAF eligibility.

Authorization: The EAF Program Authorization form is entitled "Determination of Eligibility and Authorization for Emergency Assistance to Families (EAF) - Services"-DSS 638 QA, (or an RES-1 in NYC). Using the WMS Authorization-DSS 3209, as both the payment and the program authorization confuses the audit trail as there could be multiple EAF payments even though EAF can only be programmatically authorized once within a 30 day period in any 12 consecutive months. The EAF program authorization will serve to clarify that EAF is being authorized only once within a 30 day period, even if multiple payments are made over a period of time based on one program authorization. The attached EAF authorization form should be completed for all cases that are claimed as EAF. The WMS form DSS 2970 is a payment authorization control, and should be encoded as per the instructions provided in this LCM.

PA Related Cases: For purposes of implementing this LCM and related EAF authorization of child welfare cases, PA related cases are open on WMS as ADC, PG-ADC, EAF or SSI at the time of application.

INSTRUCTIONS FOR
DETERMINATION OF ELIGIBILITY AND AUTHORIZATION FOR
EMERGENCY ASSISTANCE TO FAMILIES(EAF) - SERVICES (DSS-638 QA)

Case Information: Complete information pertaining to EAF household as follows:

- . Case name, District, Case number
- . List date emergency is established. Typically this is the date of placement, or request for services.
- . When the authorization is signed and approved, it should be assigned a serial number. All of the DSS 638-QA forms should be numbered serially.

PA Clearance: Perform WMS clearance and attach to DSS-638-QA. Note result by checking "Yes" or "No", to state whether or not PA recipient.

- . For Foster Care Cases - proceed to case information for all children in placement.
- . For Preventive/Protective Cases - If PA related, proceed to case information. If case is not PA related, STOP.

List all children in the household and their DOB and CIN (from DSS 2921 or other case documentation).

Identify the direct service component(s) by service type. (Foster care, Protective, Preventive)

SECTION I

This section documents the emergency circumstances which necessitated the provision of services.

There should be sufficient documentation in the record to support the selected emergency. The documentation would include case record progress notes, service plans, court petitions, etc.

<u>Type of Case</u>	<u>Documentation</u>
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Placement Cases:	<u>For court ordered cases</u> : includes the court order (or petition) under Article 3,7,10 or a copy of the removal instrument signed by a parent, UCRs; progress notes and service plans.
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	<u>For voluntary placement cases</u> : Includes "Voluntary Placement Agreement" signed by the parent(s)/caretaker(s); UCRs, progress notes and service plans, or consents signed by parents made under section 1021 of the Family Court Act. For involuntary placement cases; this includes UCR documentation of reasons for emergency removal under Section 1024 of the Family Court Act.
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Preventive and Protective Cases: (no foster care)	Case record progress notes, UCRs and case service plans which document circumstances resulting in the necessity of emergency services.
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Section II

This section reviews the five criteria which must be satisfied to determine EAF eligibility. Sufficient documentation should exist on the WMS and/or in the case record to support the response to each question.

<u>Criteria</u>	<u>Documentation</u>
Insufficient Resources	<u>Foster care cases:</u> The case record documents that the resources/income of the child at the time of the emergency were not immediately available to meet all the costs of care. <u>Preventive case:</u> WMS printout documents the household (or child) is in receipt of PA.
No Previous EAF Funding	The case record and/or WMS screens that document that EAF was not authorized during the 12 months preceding the initiation of services resulting from the emergency. <u>Required Action:</u> Review the EAF Utilization History screen, case involvement screen and EAF eligibility lists that are provided by the Department.
Living with a Specified Relative	The case record documents that the child has been living with a specified relative (per Department regulation 18 NYCRR 369.1(b)) within six months prior to the month in which the child received services. The documentation for: <u>PA Cases:</u> WMS clearance showing relationship. <u>Non-PA Case:</u> Case record notes/ Service Plan, court petitions, etc.. Specify the relative the child was living with (mother, father, etc.).
Destitution Is not Due to Refusal of Employment or Training	Review case record for documentation which indicates refusal to accept employment or training by the specific relative which leads to the child's destitution and subsequent service provision. A negative finding allows for EAF and this should be documented on the authorization.
Destitution Not Due to the Mismanagement of PA Grant	Review case record for documentation which indicates that the child's destitution and subsequent placement was caused by mismanagement of PA grant. A negative finding allows for EAF and this should be documented on the form.

Section III

If the answer is "Yes", - this section authorizes the needed services to alleviate the emergency. This authorization will continue until the needs arising from the emergency have been met.

If the answer is 'No',- the case is not eligible for EAF.

Case worker and supervisor must sign and date the form. The supervisor should assure that sufficient and proper documentation exists to support the decision in section III.

Section IV
EAF 'CONTINUATION'-FOSTER CARE, PREVENTIVE, AND PROTECTIVE

Complete this section of the form for children determined EAF eligible and a continuation of services is required to meet needs attributable to the emergency. The continuation must be completed on the initial DSS-638-QA. Two blocks have been provided to allow for two continuations of EAF.

Workers must review and document that the emergency has not been remedied. Examples of when the emergency may have ended are: foster care placement in which the goal is changed to "Independent Living" or "Adult Residential Care"; or when the foster child returns home without a need for continuing protective or preventive services; or when parental rights are terminated by court order or the parent surrenders custody and guardianship.

DETERMINING EAF HISTORY

To determine if there is any previous utilization of EAF:

From Main Menu, go to SF 12 WMS Case and Individual Inquiry (Attachment 1).

- Go to Section "Individual CIN or SSN Inquiry"

Selection "A" Case Involvement (for past PA EAF Inquiry)

Then go to Section "Application and Case Inquiry" with PA case Number to determine if there was any previous EAF in past 12 months.

- Go to Section "Individual CIN or SSN Inquiry"

Selection "C" Purchase of Service History (For past Services EAF Inquiry)

From Main Menu, go to SF 15 BICS Menu

- Go to SF 04 Case Record of Assistance Inquiry (for PA-EAF Inquiry) (Attachment 2).
- Go to SF 14 Services Inquiry (for Services EAF Inquiry) (Attachment 2).

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APPLICATION AND CASE INQUIRY

SECTION __ REG/CASE # _____ SCREEN __ PENDING ____ DISTRICT _____

SERVICES/NON-SERV	NON-SERVICES ONLY	SERVICES ONLY
A - APPLICATION	D - CASE COMPREHENSIVE	J - SFED - CLIENT INFO
B - CASE MAKE-UP/INDIVS	E - AUTH PAYMENT HISTORY	K - SFED - POS INFO
C - TRANSACTION HISTORY	F - PENDING ERRORS/WARNS	L - CASE INFORMATION
		M - WORKBOOK 2 - INDIVS

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INDIVIDUAL CIN OR SSN INQUIRY

SELECTION __ CIN _____ _ OR SSN ____-__-____ DIST _____ NYC __

SELECTIONS: A - CASE INVOLVEMENT D - OTHER IDENTIFIERS
B - MA COVERAGE HISTORY E - CLIENT INFORMATION
C - PURCHASE OF SERVICE HISTORY

INDIVIDUAL NAME INQUIRY

FN _____ M __ LN _____ SEX __ DOB __/__/__ DIST _____ NYC __

LSVMNU

SERVICES INQUIRY MENU

DATE __/__/__

	CASE NO.		XMT
LSVCCD	_____	_____	*CURRENT CASE/INDIVIDUAL DATA
LSVPOS	_____	_____	*STANDING POS LINES
LSVPS1	_____	_____	*VOUCHERS PROC/CHKS TO BE ISS
LSVPS2	_____	_____	*ISSUED CHECKS LIST
LSVPS3	_____	CHECK NO _____	*CHECK DETAIL INFORMATION
LVO240	_____	VOUCHER NO _____	*VOUCHER DETAILS
LSVPSH	_____	_____	*PAYMENTS HISTORY
LSVEAF	_____	CIN_____ DIST_____	*EAF UTILIZATION HISTORY

LSVEAF

SERVICES INQUIRY
EAF UTILIZATION HISTORY

PAGE _ of _
DIST _____

DATE __/__/__

EAF SERVICES WERE PROVIDED FOR CASE #: _____
CIN: _____ CIN NAME: _____

EAF COVERED PERIODS

___/___/___ - ___/___/___

___/___/___ - ___/___/___

___/___/___ - ___/___/___