

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

November 14, 2013

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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, MA Directors,
Staff Development Coordinators

FROM: Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: State On-Line Query (SOLQ) System Changes

EFFECTIVE DATE: November 15, 2013

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Effective November 15, 2013, changes will be made to the State On-Line Query (SOLQ) system input screen which will eliminate the most common errors caused by incorrect worker entries. These changes are:

- A requirement that Social Security Number (SSN) and Claim Account Number (CAN) entries are at least nine digits and all entries are numeric. The system will not accept attempts to enter non-numeric entries.
- Prohibiting numerical entries in the name field. The system will not accept attempts to enter numbers in the name field.
- Prohibiting entry of future birthdates. An error message will be returned when a birthdate is greater than the current date.

It is anticipated that the following changes will result in lower exception errors, save administrative resources by reducing the number of exceptions that need to be reviewed, and allow SOLQ to run more efficiently.