

DATE: May 11, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, HEAP Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: WINR4112 Pending Data Status Report Applications & Cases Pending Error Correction – Supervisory Signal – Other Data Status – SFED/T Entry Report

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau at: (518) 474-9344

The purpose of this General Information System (GIS) communication is to notify Social Services Districts (districts) to regularly utilize the WINR4112 – *Pending Data Status Report Applications & Cases Pending Error Correction- Supervisory Signal-Other Data Status – SFED/T Entry* (WINR4112 report), report to timely resolve temporary assistance (TA) cases in error status in the Welfare Management System (WMS). This bi-weekly report is a management tool that provides workers and supervisors with a list of applications and ongoing TA cases in WMS that are in error status more than seven days old from the date of application. Cases pending in WMS due to an unresolved error do not get resolved until an action is taken by a worker to fix the error.

Districts must review all TA cases on their county-specific list and timely take any appropriate action, including if required the; issuance of timely/adequate notice; issuance of TA benefits retroactively to the date of closing; calculation and establishment of applicable overpayments, and implementation of recoupments.

Detailed instructions for this report are found in the Welfare Management System Upstate Reference Manual located at the following link:

<http://otda.state.nyenet/it/documents/WMS/WMS-SRM-Upstate.pdf>

Districts actions to timely resolve TA cases pending in error status will result in compliance with 18 NYCRR 351.8. The Temporary Assistance Bureau will monitor district compliance with resolving TA cases found on the WINR4112 report. The district TA director will be contacted by email to provide an individual that Temporary Assistance Bureau staff can work with to resolve any TA issues in complying with this GIS.

Questions regarding the use of the WINR4112 report to resolve TA cases in error status can be directed to Tracy Barnes at: (518) 474-9344 or Tracy.Barnes@otda.ny.gov.