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MAKING CHANGES TO SA APPLICATIONS  
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EIS 2052 - MAKING CHANGES TO SA APPLICATIONS  
REVISED 08/01/04 - CHANGE NO. 01-05

**I. GENERAL INFORMATION**

When corrections are needed on pending applications, enter the necessary corrections on the NAME CHANGE screen or the 8124I Application Turnaround.

**NOTE: FOR KEYING INSTRUCTIONS, SEE [EIS 4900](#).**

**II. THE FOLLOWING INFORMATION MAY BE CORRECTED ON THE NAME CHANGE SCREEN FOR AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM:**

- A. Name of individual(s) included in the application if the name(s) is to be corrected.
- B. Date of Birth
- C. Social Security Number if correcting or the number is provided.
- D. Sex
- E. Race/Ethnicity/Language

**III. THE FOLLOWING INFORMATION MAY BE CHANGED ON THE DSS-8124I FOR AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM:**

- A. County Number
- B. County Case Number
- C. Worker Number
- D. District Number
- E. Address
- F. Food Stamp Number
- G. Casehead/Payee Included
- H. Individual ID Number if updating or correcting to use another number assigned to the individual
- I. Notice Override for a Denied or Withdrawn Application Only (Refer to V. for instructions.)

**NOTE: THE ITEMS LISTED ABOVE MAY ALSO BE CHANGED ON THE DSS-8125 AT DISPOSITION WITH THE EXCEPTION OF COUNTY NUMBER, INDIVIDUAL ID NUMBER, NOTICE OVERRIDE, AND CASEHEAD INCLUDED. NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, SEX, AND RACE CAN BE CHANGED ONLY THROUGH THE NAME CHANGE FUNCTION.**

**IV. THE FOLLOWING INFORMATION MAY NOT BE CHANGED ON AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM:**

- A. Case ID Number
- B. Form ID Number

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**IV. (CONT'D)**

- C. Application Type
- D. Application Date
- E. Aid Program/Category
- F. Total Number of People on This Application
- G. Line Number
- H. Is This The Casehead/Payee?
- I. Disposition Type
- J. Disposition Date
- K. Disposition Reason

**V. CHANGE OF NOTICE OVERRIDE**

- A. The notice override indicator may be changed the same day it is keyed. However, please note that once a form is keyed without the notice override, the disposition date is changed to the next workday. When you redisplay a form and add the notice override, the disposition date must be changed to match the notice date. See [EIS 2400 Part VI](#) for more information regarding disposition dates.
- B. Because the system produces notices the night the denial or withdrawal is keyed, you may not change the indicator after the day it is keyed.
- C. Retrieve the DSS-8124 or Application Turnaround from Data Entry.
  - 1. Write "Re-entry" in red at the top of the form.
  - 2. Enter "Y" in the NOTICE OVERRIDE field, or enter an "X" over the "Y", depending on the change you wish to make.

**VI. SIGN AND DATE THE APPLICATION OR APPLICATION TURNAROUND.**

**VII. SUBMIT THE CHANGED APPLICATION TURNAROUND AND/OR THE NEW DSS-8124 TO DATA ENTRY FOR KEYING.**

**VIII. OUTPUTS**

A new Application Turnaround is produced the night the change is processed and mailed to the county the following workday.