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DSS-8124 APPLICATION ERRORS

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EIS 2400 - DSS-8124 APPLICATION ERRORS  
ISSUED 10/01/02 - CHANGE NO. 02-03

II. DSS-8124 APPLICATION ERRORS

If a DSS-8124 application is registered incorrectly and you wish to do an administrative denial, you must complete the following actions to ensure the DSS-8124 is changed to administrative before you deny the application.

**NOTE: IF THESE STEPS ARE NOT FOLLOWED, THE DENIAL WILL NOT PROCESS AS ADMINISTRATIVE AND WILL BE INCLUDED IN THE CALCULATION OF THE COMPLIANCE THRESHOLD ON THE REPORT CARD.**

**A. APPLICATIONS TAKEN IN ERROR**

1. Make the application administrative:

- a. Redisplay the pending DSS-8124.
- b. Enter "Y" in the "ADMIN" field.

**NOTE: IF THE APPLICATION IN ERROR IS REGISTERED AS MAD-N (NO DISABILITY DETERMINATION NEEDED) OR MAD-Y (DISABILITY DETERMINATION NEEDED), REFER TO C. OR D. BELOW FOR SPECIAL INSTRUCTIONS.**

c. Press Enter to update the form.

2. Verify the application is administrative:

- a. Redisplay the DSS-8124. Ensure the "ADMIN" field is "Y". **Or**
- b. Check the "Adjusted Application Management Report" the following workday.

3. Deny the application:

a. Enter the denial information.

**NOTE: THE DATE OF DISPOSITION HAS TO BE THE CURRENT MONTH OR, IF KEYED WITHIN THE FIRST 5 WORKDAYS OF THE NEXT MONTH, CAN BE THE PRIOR MONTH.**

b. Press Enter to update the application.

**B. APPLICATIONS WITH WRONG DATE OF APPLICATION**

1. Make the application administrative:

a. Redisplay the pending DSS-8124.

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II.B.1. (CONT'D)

b. Enter "Y" in the "ADMIN" field.

**NOTE: IF THE APPLICATION IN ERROR IS REGISTERED AS MAD-N OR MAD-Y, REFER TO [C.](#) OR [D.](#) BELOW FOR SPECIAL INSTRUCTIONS.**

c. Press Enter to update the form.

2. Verify the application is administrative:

a. Redisplay the DSS-8124. Ensure the "ADMIN" field is "Y". **Or**

b. Check the "Adjusted Application Management Report" the following workday.

3. Deny the application:

a. Enter the denial information.

**NOTE: THE DATE OF DISPOSITION HAS TO BE THE CURRENT MONTH OR, IF KEYED WITHIN THE FIRST 5 WORKDAYS OF THE NEXT MONTH, CAN BE THE PRIOR MONTH.**

b. Press Enter to update the application.

c. Register a DSS-8124 **NEW/REAPPLICATION** with the correct date of application.

**C. MAD-N (NO DISABILITY DETERMINATION NEEDED) APPLICATIONS REGISTERED IN ERROR OR REGISTERED WITH AN INCORRECT DATE OF APPLICATION**

1. Ensure the Date Screen has been generated and is correct:

a. Redisplay the Date Screen.

b. Ensure "Disability Determination Required" is "N".

Refer to [EIS 2400, III.](#), for information on the Date Screen.

2. Make the application administrative:

a. Redisplay the pending DSS-8124.

b. Enter "Y" in the "ADMIN" field.

c. Press Enter to update the form.

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II.C. (CONT'D)

3. Verify the application is administrative:
  - a. Redisplay the DSS-8124. Ensure the "ADMIN" field is "Y", Or
  - b. Check the "Adjusted Application Management Report" the following workday.

4. Deny the application:
  - a. Enter the denial information.

**NOTE: THE DATE OF DISPOSITION HAS TO BE THE CURRENT MONTH OR, IF KEYED WITHIN THE FIRST 5 WORKDAYS OF THE NEXT MONTH, CAN BE THE PRIOR MONTH.**

- b. Press Enter to update the application.
- c. Register a DSS-8124 **NEW/REAPPLICATION**, if needed.

**D. MAD-Y (DISABILITY DETERMINATION NEEDED) APPLICATION REGISTERED IN ERROR OR REGISTERED WITH AN INCORRECT DATE OF APPLICATION**

1. Make the application administrative:
  - a. Redisplay the Date Screen.  
  
Refer to [EIS 2400, III](#) for information on the Date Screen.
  - b. Change the "Disability Determination Required" to "N".
  - c. Press Enter to update the Date Screen.

**NOTE: IF THE APPLICATION IS TWO-PART, YOU MUST COMPLETE a THRU c FOR BOTH PARTS.**

- d. Redisplay the pending DSS-8124.
  - e. Enter "Y" in the "ADMIN" field.
  - f. Press Enter to update the form.
2. Verify the application is administrative:
    - a. Redisplay the DSS-8124. Ensure the "ADMIN" field is "Y". Or
    - b. Check the "Adjusted Application Management Report" the following workday.

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II.D. (CONT'D)

3. Deny the application:

a. Enter the denial information.

**NOTE: THE DATE OF DISPOSITION HAS TO BE THE CURRENT MONTH OR, IF KEYED WITHIN THE FIRST 5 WORKDAYS OF THE NEXT MONTH, CAN BE THE PRIOR MONTH.**

b. Press Enter to update the application.

c. Register a DSS-8124 **NEW/REAPPLICATION**, if needed.