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NOTICE REGISTER REPORT

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EIS 3556 - NOTICE REGISTER REPORT  
REVISED 01/01/09 - CHANGE NO. 02-09

**I. GENERAL INFORMATION**

This report lists information related to automated notices produced for A-AF, Medicaid, and Special Assistance approvals, denials, withdrawals, changes, and worker initiated terminations.

Two copies of this report are produced each night and mailed to the county the following workday. Retain one copy intact for audit purposes. The second copy may be distributed to income maintenance caseworkers to use as a case management tool in tracking automated notices and the resulting case actions. Each report is kept in XPTR for 3660 days.

**II. THE REPORT IS SORTED BY:**

- A. County
- B. Worker Number
- C. Payee Name

**III. THE FOLLOWING INFORMATION IS LISTED ON THE REPORT:**

- A. Payee Name - First, Middle Initial, Last, Suffix
- B. Address - The address printed on the automated notice.
- C. Notice Date - The actual date the automated notice is mailed. This is always the next State workday after the DSS-8124 or DSS-8125 processes. If the automated notice is overridden, this field is blank.
- D. Action Effective Date - For adequate notices, this is the date the notice is mailed.

For timely notices, this is the system calculated eleventh county workday from the day the notice is mailed, and the night the action will process.

This does not apply to approvals.

- E. Worker Number - The three digit worker number printed on the automated notice.
- F. District Number - The three digit district number printed on the automated notice.
- G. Case ID - The case ID number printed on the automated notice.

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III. (CONT'D)

- H. Reason Code - The Disposition Reason Code, Secondary Notice Code, Change Code, or Termination Reason Code entered on the DSS-8125 or the Denial or Withdrawal Code on the DSS-8124 that produces the automated notice.
1. If a Secondary Notice Code is entered on the DSS-8125, the Approval Code displays on the left and the Secondary Notice Code displays on the right.
  2. If both parts of a two-part application are approved at the same time with two different Approval Codes, the ongoing Approval Code displays on the left and the retro Approval Code displays on the right.
  3. The Reason Code will be blank for Medicare D notices printed by EIS that result from a change in Medicare status on the CMS response file.
- I. Aid Category - The aid category for which the notice is produced.
- J. Payment Type -The payment type for which the notice is produced.
- If the automated notice is produced as a result of a change in the payment type on the case, the payment type indicated on the Notice Register Report will always be the payment type that is a result of the action. EIS prints the Payment Type for A-AF cases only.
- K. 10th Appeal Date - The system calculated 10th county workday from the date the automated notice is mailed. If the automated notice is overridden, this field is blank. This date does not apply to approvals, denials, withdrawals, redeterminations, or reopens.
- L. 60th Appeal Date - The system calculated 60th day from the date the automated notice is mailed. If the automated notice is overridden, this field is blank.
- M. Change/Termination Date - This is the month, day, and year the requested action actually affects the recipient's ongoing benefit. It is always the first day of the month for changes and the last day of the month for terminations.
- This does not apply to approvals, denials, or withdrawals.
- An asterisk (\*) in this field indicates that EIS changed the Change/Termination Date. Evaluate the case for an overpayment.
- N. Notice Text - The free-form notice text entered by the caseworker which is keyed and printed on the notice.

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III. (CONT'D)

- O. Comments - One of the following is displayed.
  - 1. Form No - The form ID number from the DSS-8124 or DSS-8125 that produced the automated notice.
  - 2. Overridden - Indicates the automated notice was not produced at county request.
  - 3. Deleted - Indicates an action on hold in EIS was stopped because Data Entry deleted the pending action. This does not apply to approvals, denials, or withdrawals.
  - 4. Rescinded - Indicates an action on hold in EIS was stopped because a DSS-8125 processed that produced a subsequent notice. This does not apply to approvals, denials, or withdrawals.
  - 5. Buy-In (Begin/End Date) - The system calculated Buy-In Begin or End effective date that is displayed when an application is approved or an active case terminated. The date appears under form number, rescind, or delete information.
  - 6. Medicare D - Indicates EIS printed a notice as a result of a change in Medicare status on the CMS response file.

Note: If the case has an authorized representative then the name (first, middle and last) and address of the authorized representative is printed on the Notice Register Report. The authorized representative receives an exact copy of the notice that is sent to the recipient.

IV. THE NOTICE REGISTER REPORT IS AVAILABLE FOR INQUIRY AND PRINTING IN THE X/PTR REPORT DISTRIBUTION SYSTEM. THE LAST SIX REPORTS ARE RETAINED IN XPTR FOR 3660 DAYS.

- A. In XPTR, the Notice Register Report is sorted by county and payee name.
- B. XPTR contains the same information described in III.
- C. Refer to EIS 1061 for instructions on access and use of X/PTR.