
WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

EIS 3600 - WORK FIRST/TRANSITIONAL QUARTERLY REPORTING
PART ONE
REVISED 10/01/01 - CHANGE NO. 04-02

I. GENERAL INFORMATION

- A. The Eligibility Information System (EIS) automatically produces a Quarterly Work First Eligibility Report, DSS-8127, or a Quarterly Transitional Benefit Report (DMA-5082) for certain system selected cases.
- B. EIS automatically selects quarterly reporting cases using the information entered on the DSS-8125. You must complete the DSS-8125 accurately and in a timely manner to ensure that quarterly reporting cases are selected correctly.

II. WORK FIRST/TRANSITIONAL QUARTERLY REPORTING CASE SELECTION

- A. Refer to the Work First Manual for information regarding when EIS selects a Work First case (Payment Type 1 or 2) to receive a quarterly report.
- B. EIS selects a case to receive a transitional benefit report when the payment type is 5.

The transfer to transitional benefits is effective the first day of the ongoing month. The case will be selected for reporting at the end of the first quarter of transitional benefits.

FOR EXAMPLE:

ON OCTOBER 15, 2001, YOU TRANSFER A MEDICAID CASE TO TRANSITIONAL BENEFITS. THE EFFECTIVE DATE OF THE TRANSFER IS 11/01/01. THEREFORE, NOVEMBER IS THE FIRST MONTH OF TRANSITIONAL BENEFITS. EIS GENERATES THE FIRST TBR ON 01/28/02 FOR THE REPORT MONTHS OF NOVEMBER, DECEMBER, AND JANUARY.

III. THE SELECTION CYCLE

- A. The Work First/Transitional Quarterly Reporting Selection Cycle is run once each month according to the designated dates on the Work First Quarterly Reporting Schedule. This is a State produced schedule that contains all quarterly reporting deadlines for one year. The schedule is mailed as a Dear County Director Letter in November of each year and contains the quarterly reporting deadlines for the following year.
- B. In this cycle, EIS produces the first quarterly report form for each selected Work First case and the first quarterly transitional benefit report for each selected transitional case.

EIS prints the following information on the Work First or transitional benefit report:

1. County DSS return address
2. Deadline for returning the form
3. Report months

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III. B. (CONT'D)

4. Payee's name and address
5. Food Stamp Worker Number

To help you identify the case when the quarterly report is returned, EIS also prints above the address on the quarterly report the program, county, case ID, district, and county case numbers.

- C. State staff mail the first Work First quarterly report, an instruction sheet (Dear Recipient Letter), and a return envelope to each selected payee.
- D. State staff mail the first quarterly Transitional Benefit Report (DMA-5082) and a return envelope to each selected payee.

IV. WORK FIRST/TRANSITIONAL QUARTERLY REPORTING SCREENS

The Work First Quarterly Reporting screen is available in EIS the first workday following the Work First/Transitional Quarterly Reporting Selection. Each selected case is listed on the screen with a STATUS CODE of "S", System Selected.

Part Two of this section describes how to view and/or update information on the Work First Quarterly Reporting screens.

V. WORK FIRST QUARTERLY REPORTING REGISTER

The Work First Quarterly Reporting Register is available in XPTR the first workday following the Work First/Transitional Quarterly Reporting Selection. This register lists all payees mailed a Work First quarterly report or a quarterly transitional benefit report. The STATUS CODE for each case is "S", System Selected, and the REPORT NUMBER is "1".

See Figure 1 at the end of this section which illustrates how the register will look after the Selection Cycle.

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I. GENERAL INFORMATION

The Work First/Transitional Quarterly Reporting Screens are available in EIS the first workday following the Work First/Transitional Quarterly Reporting Selection Cycle. Each selected quarterly reporting case is listed on the screen with a STATUS CODE of "S", System Selected, and a REPORT NUMBER of "1".

County staff are responsible for the update of Work First/Transitional Quarterly Reporting STATUS CODES. These STATUS CODES must be updated according to quarterly reporting deadlines indicated on the Work First Quarterly Reporting Schedule. **IT IS IMPERATIVE THAT ALL REQUIRED STATUS CODE CHANGES BE KEYED ACCORDING TO THESE DEADLINES TO ENSURE THE AUTOMATED QUARTERLY REPORTING PROCESS OPERATES CORRECTLY.**

These STATUS CODES are important because EIS uses them to determine if a second quarterly report or second transitional benefit report should be produced and also to determine if the Work First quarterly reporting case or the transitional case should be transferred to Medicaid. Second quarterly reports and automated transfers are discussed in more detail in Part Three and Part Four of this section.

II. LOGON PROCEDURES

Use the following instructions to access the Work First Quarterly Reporting Screens.

- A. Refer to EIS 4900, Appendix A, for instructions to logon to IMS.
- B. On the EIS Menu screen, key "QR" for Work First/Transitional Quarterly Reporting in the Selection field.
- C. Press ENTER. The Work First/Transitional Quarterly Reporting screen is displayed.

```
*** WORK FIRST/TRANSITIONAL QUARTERLY REPORTING ***
                                OCTOBER 10/26/93

COUNTY:      DISTRICT:      CASE ID:      LAST NAME:      TYPE:
STATUS  RPT  CASE ID  DIST  CO CASE  LAST NAME  FIRST NAME  MI  FSIS  TYPE  QR
ENTER = UPDATE   PF7/19 KEY = PAGE BACK      PF8/20 KEY = PAGE FORWARD
SELECTION        KEY
```

- D. You can also access the Work First/Transitional Quarterly Reporting Screen from any other inquiry screen in IMS. Key "QR" in SELECTION. Press ENTER. The Work First/Transitional Quarterly Reporting Screen is displayed.

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III. VIEWING AND/OR UPDATING THE QUARTERLY REPORTING DATABASE

From a blank Work First/Transitional Quarterly Reporting Screen, use the following instructions to view Work First Quarterly reporting and transitional benefit reporting case information and to update the quarterly reporting STATUS CODE for a quarterly reporting case.

A. ACCESSING THE QUARTERLY REPORTING DATABASE

You may access quarterly reporting information statewide using any of the following selections.

1. CASE ID

- a. Enter the eight-digit CASE ID number. Press ENTER.
- b. If the case was not selected for quarterly reporting, the CASE ID you entered is highlighted and the following message is displayed at the bottom of the screen: **CASE-ID NOT FOUND.**
- c. If the case was selected for quarterly reporting, this selection returns the information for the single CASE ID you requested.

"INQUIRY COMPLETE" is printed at the bottom of the screen.

- d. A sample of the CASE ID format is displayed below.

*** WORK FIRST/TRANSITIONAL QUARTERLY REPORTING ***										
OCTOBER 10/26/93										
COUNTY:	DISTRICT:			CASE ID: 12345678			LAST NAME:		TYPE:	
										QR
STATUS	RPT	CASE ID	DIST	CO CASE	LAST NAME	FIRST NAME	MI	FSIS	TYPE	
S	1	12345678	001	123456	Jones	Bill	I	123	1	
ENTER = UPDATE SELECTION		PF7/19 KEY = PAGE BACK KEY			PF8/20 KEY = PAGE FORWARD					

2. COUNTY NUMBER

- a. Enter the two-digit COUNTY NUMBER.
 - (1) **To view Work First quarterly reporting cases,** enter "A" in the TYPE field. The Work First quarterly reporting cases for the specified county number will be displayed alphabetically by payee name.

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III. A. 2. a. (CONT'D)

- (2) **To view transitional benefit reporting cases**, enter "T" in the TYPE field. The transitional benefit reporting cases for the specified county number will be displayed alphabetically by payee name.
- (3) **To view Work First quarterly reporting and transitional benefit reporting cases**, leave the TYPE field **blank**. The Work First and transitional benefit reporting cases for the specified county number will be displayed alphabetically by payee name.

Press ENTER.

- b. If no quarterly reporting cases were selected for the specified county, the COUNTY NUMBER is highlighted and the following message is displayed: **COUNTY NOT FOUND**.
- c. If cases are found, EIS returns the first 75 quarterly reporting cases for the county keyed in last name, first name, sequence.
- d. Fifteen cases are displayed on each consecutive screen. If more than 15 cases are found, the following message is displayed at the bottom of the screen: **MORE DATA AVAILABLE**.
- e. Press the **PF8/20** key to **move forward** one screen at a time through the 75 selected cases. When the first 75 have been displayed, press PF8/20 to display the first screen of the next 75 cases, and so on, until all case information for the specified county is displayed.
- f. Press the **PF7/19** key to **move back** one screen at a time. When you have moved backwards through the 75 cases, the following message is displayed: **INQUIRY COMPLETE**.

When you PF8/20 to a second group of 75 cases, you cannot PF7/19 back to the original group of 75. You must enter "QR" in SELECTION at the bottom of the screen and press ENTER. A blank Quarterly Reporting Screen is returned. Rekey the COUNTY NUMBER and the TYPE entry (if necessary) at the top of the screen and press ENTER to display the original group of 75.

- g. When all the quarterly reporting cases for the specified county have been displayed, the following message is printed at the bottom of the screen: **INQUIRY COMPLETE**.

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III. A. 2. (CONT'D)

h. A sample of the COUNTY NUMBER format is displayed below.

*** WORK FIRST/TRANSITIONAL QUARTERLY REPORTING ***									
OCTOBER 10/26/93									
COUNTY:	01	DISTRICT:		CASE ID:		LAST NAME:		TYPE:	
QR									
STATUS	RPT	CASE ID	DIST	CO CASE	LAST NAME	FIRST	MI	FSIS	TYPE
S	1	12345678	001	123456	Jones	Bill	I	123	1
S	1	89302929	004	834939	Jones	Bob	M	834	2
S	1	03888883	010	228499	Moon	Jane		900	S
ENTER = UPDATE SELECTION INQUIRY COMPLETE				PF7/19 KEY = PAGE BACK PF8/20 KEY= PAGE FORWARD					
				KEY					

3. COUNTY NUMBER and DISTRICT NUMBER

a. Enter the two-digit COUNTY NUMBER and the three-digit DISTRICT NUMBER.

- (1) **To view Work First quarterly reporting cases**, enter "A" in the TYPE field. The Work First quarterly reporting cases for the specified county and district number will be displayed alphabetically by payee name.
- (2) **To view transitional benefit reporting cases**, enter "T" in the TYPE field. The transitional benefit cases for the specified county and district number will be displayed alphabetically by payee name.
- (3) **To view Work First and transitional reporting cases**, leave the TYPE field blank. The Work First and transitional reporting cases for the specified county and district number will be displayed alphabetically by payee name.

Press ENTER.

- b. If no quarterly reporting cases were selected for the specified county and district, the COUNTY NUMBER and DISTRICT NUMBER you keyed is highlighted and the following message is displayed: **COUNTY/DISTRICT NOT FOUND.**
- c. If quarterly reporting cases are found, EIS returns the first 75 quarterly reporting cases for the county and district keyed in last name, first name, sequence.
- d. Fifteen cases are displayed on each consecutive screen. If more than 15 cases are found, the following message is displayed at the bottom of the screen: **MORE DATA AVAILABLE.**

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III. A. 3. (CONT'D)

- e. Press the **PF8/20** key to **move forward** one screen at a time through the 75 selected cases. When the first 75 have been displayed, press PF8/20 to display the first screen of the next 75 cases, and so on, until all case information for the 75 specified county and district is displayed.
- f. Press the **PF7/19** key to **move back** one screen at a time. When you have moved backwards through the 75 cases, the following message is displayed: **INQUIRY COMPLETE**.

 When you PF8/20 to a second group of 75 cases, you cannot PF7/19 back to the original group of 75. You must enter "QR" in SELECTION at the bottom of the screen and press ENTER. A blank Quarterly Reporting Screen is returned. Rekey the COUNTY NUMBER, DISTRICT NUMBER, and the TYPE entry (if necessary) at the top of the screen and press ENTER to display the original group of 75.
- g. When all the quarterly reporting cases for the specified county and district have been displayed, the following message is printed at the bottom of the screen: **INQUIRY COMPLETE**.
- h. A sample of the COUNTY and DISTRICT NUMBER format is displayed below.

*** WORK FIRST/TRANSITIONAL QUARTERLY REPORTING ***									
									OCTOBER
									10/26/93
COUNTY:01	DISTRICT:001	CASE ID:			LAST NAME:			TYPE:	
STATUS RPT CASE ID DIST CO CASE LAST NAME FIRST MI FSIS TYPE									
								QR	
S	1	12345678	001	123456	Jones	Bill	I	123	1
S	1	39039932	001	594939	Nance	Sue		222	2
S	1	11390455	001	386611	Paul	John		567	S
ENTER = UPDATE PF7/19 KEY = PAGE BACK PF8/20 KEY = PAGE FORWARD									
SELECTION KEY									
INQUIRY COMPLETE									

4. COUNTY NUMBER, DISTRICT NUMBER, and LAST NAME

- a. Enter the two-digit COUNTY NUMBER, the three-digit DISTRICT NUMBER, and up to fifteen characters of the payee LAST NAME. **ENSURE THAT THE LAST NAME IS SPELLED CORRECTLY.**

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III. A. 4. (CONT'D)

- (1) **To view Work First reporting cases**, enter "A" in the TYPE field. The Work First quarterly reporting cases for the specified county, district, and last name will be displayed alphabetically by payee name.
- (2) **To view transitional benefit reporting cases**, enter "T" in the TYPE field. The transitional cases for the specified county, district, and last name will be displayed by payee name.
- (3) **To view Work First and transitional reporting cases**, leave the TYPE field **blank**. The Work First and transitional reporting cases will be displayed alphabetically by payee name.

Press ENTER.

- b. If no quarterly reporting cases were selected for the specified county, district, and last name, those fields are highlighted at the top of the screen and the following message is displayed: **NAME NOT FOUND**.
- c. If cases are found, EIS returns the first 75 quarterly reporting cases for the county, district, and last name keyed, in last name, first name, sequence.
- d. Fifteen cases are displayed on each consecutive screen. If more than 15 cases are found, the following message is displayed at the bottom of the screen: **MORE DATA AVAILABLE**.
- e. Press the PF8/20 key to move forward one screen at a time through the 75 selected cases. When the first 75 have been displayed, press PF8/20 to display the first screen of the next 75 cases, and so on, until all case information for the specified county, district, and name is displayed.
- f. Press the PF7/19 key to **move back** one screen at a time. When you have moved backwards through the 75 cases, the following message is displayed: **INQUIRY COMPLETE**.

When you PF8/20 to a second group of 75 cases, you cannot PF7/19 back to the original group of 75. You must enter "QR" in SELECTION at the bottom of the screen and press ENTER. A blank Quarterly Reporting Screen is returned. Rekey the COUNTY NUMBER, DISTRICT NUMBER, LAST NAME, and the TYPE entry (if necessary) at the top of the screen and press ENTER to display the original group of 75.

- g. When all the quarterly reporting cases for the specified county, district, and name have been displayed, the following message is printed at the bottom of the screen: **INQUIRY COMPLETE**.

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III. A. 4. (CONT'D)

h. A sample of the COUNTY NUMBER, DISTRICT NUMBER, and LAST NAME format is displayed below.

*** WORK FIRST/TRANSITIONAL QUARTERLY REPORTING ***									
									OCTOBER
									10/26/93
COUNTY:	01	DISTRICT:	001	CASE ID:		LAST NAME:	JONES	TYPE:	
STATUS	RPT	CASE ID	DIST	CO CASE	LAST NAME	FIRST	MI	FSIS	QR TYPE
S	1	12345678	001	123456	Jones	Bill	I		1
S	1	19947622	001	594939	Jones	Billy		849	2
S	1	83499392	001	225838	Jones	Bob		901	S
ENTER = UPDATE		PF7/19 KEY = PAGE BACK			PF8/20 KEY = PAGE FORWARD				
SELECTION		KEY							
INQUIRY COMPLETE									

B. UPDATING THE QUARTERLY REPORTING DATABASE

When you have accessed the quarterly reporting case(s), use the following instructions to update the STATUS CODE.

1. The Quarterly Reporting STATUS CODE is the only field on the Work First/Transitional Quarterly Reporting screen that you may update.
2. Although you may view quarterly reporting information statewide, you can update the STATUS CODE for only those quarterly reporting cases that:
 - a. Are currently receiving benefits in your county, or
 - b. Were transferred to your county after the Selection Cycle.

Only the original County (County 1) can update a STATUS CODE prior to the Second Quarterly Reporting Cycle. After the Second Quarterly Reporting Cycle, either County 1 or County 2 can update a STATUS CODE.

3. If you attempt to update the Quarterly Reporting STATUS CODE of a quarterly reporting case that does not fall into one of the above categories, the STATUS CODE is highlighted and the following message is displayed: **COUNTY NOT AUTHORIZED FOR UPDATE.**
4. Before you update a STATUS CODE, verify that you have accessed the correct quarterly reporting case(s) by checking the CASE ID number, the COUNTY CASE number, and the payee NAME.

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III. (CONT'D)

5. Select the appropriate STATUS CODE from the list below and press ENTER.
- a. C = Complete. The payee returns a complete Work First quarterly report or transitional benefit report form.
 - b. G = Good Cause. The payee does not return a transitional benefit report but has established good cause.

NOTE: YOU MAY ENTER THIS CODE FOR A TRANSITIONAL CASE (PAYMENT TYPE 5). "G" IS NOT VALID FOR A WORK FIRST CASE WITH A PAYMENT TYPE OF 1 or 2.

- c. I = Incomplete. The payee returns an incomplete quarterly report or transitional benefit report form.

IMC's must return an incomplete Work First quarterly report form to the payee with the DSS-8137 when coding an "I." This is not an automated process. Refer to WF-114 for instructions on how to complete the DSS-8137.
- d. M = Aid Program/Category or Benefit Transfer Pending the Ten Workday Notice Period.

WORK FIRST CASES (PAYMENT TYPES 1 or 2)

- (1) Enter "M" for any quarterly reporting case in which the payee is issued either a manual or automated timely notice indicating the Work First case will be transferred to Medicaid effective the first day of the next month.
- (2) The transfer may be from WORK FIRST to Medicaid (MAF, MIC, or MPW) or to Continuation Benefits (AAF - Payment Type 4.)

TRANSITIONAL CASES (PAYMENT TYPE 5)

- (1) Enter "M" for any transitional benefit case in which the payee is issued either a manual or automated timely notice indicating the transitional case will be transferred to a Medicaid program effective the first day of the next month.
- (2) The transfer may be to MAF, MIC, or MPW.

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III. B. 5. (CONT'D)

- e. S = System Selected. EIS selected this case for Work First or transitional reporting.

This code is system generated for all cases but it may be necessary to key an "S" to correct a miskeyed STATUS CODE.

6. If you used the CASE ID selection to access the quarterly reporting database, there is only one case on the Work First/Transitional Quarterly Reporting Screen. In this situation, press ENTER after you have updated the STATUS CODE for that case.

If you used the COUNTY, COUNTY/DISTRICT, or COUNTY/DISTRICT/NAME selection, you may have up to 15 quarterly reporting cases listed on the screen. In this situation, update the STATUS CODE for any or all of the cases before pressing ENTER.

7. ERROR MESSAGES

→ NO UPDATE APPLIED

You have pressed the ENTER key without keying a STATUS CODE.

→ INVALID STATUS CODE

You have keyed one or more status codes that are not valid for the case. The invalid codes will be highlighted on the screen.

For Work First cases (payment type 1 or 2), the valid codes are C, I, or M.

For transitional cases (payment type 5), the valid codes are C, G, I, or M.

8. You may not key over a STATUS CODE of "X" or "T". These are system generated codes that indicate:

- a. X = The Work First case has been transferred to another aid program/category or to continuation benefits.

X might also indicate that a transitional case has been transferred to another aid program/category or has been reapproved for Work First (payment type 1 or 2).

- b. T = The Work First or transitional benefit case has been terminated.

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III. B. 8. (CONT'D)

These codes are discussed further in PART THREE, WORK FIRST/TRANSITIONAL SECOND QUARTERLY REPORTS, and PART FOUR, WORK FIRST/TRANSITIONAL QUARTERLY REPORTING CASE TRANSFERS.

9. When all highlighted STATUS CODES have been corrected and the ENTER key depressed, the following message is displayed:
UPDATE COMPLETE.
 - a. When you enter a STATUS CODE of C, G, or I for a transitional benefit case, EIS automatically moves the STATUS CODE you key on the Work First/Transitional Quarterly Reporting Screen to the corresponding REPORT RESPONSE fields of the three months in the current quarter on the Transitional Benefits Reports Tracking Screen. This is an on-line update.
 - b. To view the TBR Tracking screen, move the cursor to the SELECTION field at the bottom of the Work First QR screen. Enter TR in the SELECTION field and the Case ID in the KEY field and press ENTER. The tracking screen is displayed.
10. You may update only one Work First/Transitional screen of information at a time. Press ENTER to update each screen before moving on to the next screen.

CAUTION: THE PF7/19 AND PF8/20 KEYS WILL NOT UPDATE THE STATUS CODES YOU HAVE KEYED. These keys will move you backward or forward to other screens for viewing purposes only. **YOU MUST PRESS ENTER TO UPDATE.**

IV. MOVING TO OTHER IMS FUNCTIONS

You may return to the EIS Inquiry Menu, or move to another authorized IMS function, at any time. To return to the Inquiry Menu, enter "I" in the SELECTION field at the bottom of the screen and press ENTER. The EIS Inquiry Menu is displayed.

Use the same procedure to move to other IMS functions or to move back to the Quarterly Reporting function.

V. LOGOFF PROCEDURES

Refer to [EIS 4900, Appendix A](#), for instructions to logoff IMS.

WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

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I. GENERAL INFORMATION

- A. After the close of business on the deadline established in the Work First/Transitional Quarterly Reporting Schedule, EIS compares the information on the Quarterly Reporting Screens to the information in the Case Database.
- B. The Quarterly Reporting Database is then updated before the second quarterly reports are produced. This ensures the information printed on the second quarterly report is the most current information available.

II. WORK FIRST/TRANSITIONAL QUARTERLY REPORTING SCREEN UPDATE

- A. The Work First/Transitional Quarterly Reporting Screens are updated in IMS the night the Second Quarterly Report Cycle is run. The updated screens are online in IMS the following workday.
- B. The Work First/Transitional Quarterly Reporting Screens are updated as follows:

- 1. A STATUS CODE of "X" is system generated for any Work First quarterly reporting case that transferred to Medicaid or Continuation after the initial Selection Cycle.

A STATUS CODE of "X" is system generated for any transitional case that transferred to Continuation benefits (payment type 4), Medicaid benefits (MAF, MIC, or MPW), or is reapproved for Work First (payment type 1 or 2) after the initial Selection Cycle.

EIS does not produce second quarterly reports for cases with a STATUS CODE OF "X".

- 2. A STATUS CODE of "T" is system generated for any Work First or transitional quarterly reporting case that was terminated after the initial Selection Cycle.

EIS does not produce second quarterly reports for cases with a STATUS CODE of "T".

- 3. All other information on the Quarterly Reporting Screen is updated to match the actual case information in the Case Database. This update is completed before the second quarterly reports are produced to ensure the correct payee name, address, district number, and other information is printed on the second report.

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II. B. (CONT'D)

4. If a quarterly reporting case transferred to a new county after the Selection Cycle, the county number in the Quarterly Reporting Database is changed to the new county number during the Second Quarterly Reporting Cycle.
 - a. The second quarterly report is produced with the new county's number and return address.
 - b. The quarterly reporting case is moved to the new county's Quarterly Reporting Screen.
5. A REPORT NUMBER of "2" is displayed for each selected Work First or transitional quarterly reporting case mailed a second quarterly report form.

III. WORK FIRST/TRANSITIONAL SECOND QUARTERLY REPORTS

- A. Once the Quarterly Reporting Database has been updated, EIS produces a second quarterly report form for each Work First or transitional case listed on the Work First/Transitional Quarterly Reporting screen with a STATUS CODE of "S".
 1. "SECOND REPORT" is printed at the top of the report.
 2. The second deadline established in the Work First/Transitional Quarterly Reporting Schedule is printed at the top of the report.
- B. State staff mail the second Work First quarterly report, a DSS-8138, and a return envelope to the payee the following workday.

State staff mail the second transitional benefit report, a good cause insert (DMA-5084), and a return envelope to the payee the following workday.

IV. WORK FIRST QUARTERLY/TRANSITIONAL REPORTING REGISTER

- A. The first Work First Quarterly/Transitional Reporting Register in XPTR is overlaid by the second register the night the second quarterly reports are produced. The second register is available for viewing and/or printing the following workday.
- B. The second register lists those Work First and transitional cases selected to receive a second quarterly report form (STATUS CODE = S) and those cases whose payee returned an incomplete form (STATUS CODE = I).
- B. The REPORT NUMBER for each case mailed a second quarterly report is changed from "1" to "2". The REPORT NUMBER for each case whose payee returned an incomplete form remains "1".

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IV. (CONT'D)

- D. The case information is updated in XPTR to reflect any county number, name, or other change that occurred in the case after the Selection Cycle.
- E. Figure 2 at the end of this section illustrates how the register might look after the Work First/Transitional Second Quarterly Reporting Cycle.

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WORK FIRST/TRANSITIONAL QUARTERLY REPORTING - PART FOUR
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I. GENERAL INFORMATION

- A. The updated Work First/Transitional Quarterly Reporting screen is available in EIS the first workday following the Work First/Transitional Second Quarterly Reporting Cycle.
- B. County staff must ensure that STATUS CODES are updated no later than the established deadline indicated on the Work First/Transitional Quarterly Reporting Schedule. This is required to ensure that Work First cases are transferred correctly in the Work First/Transitional Quarterly Reporting Case Transfer Cycle.
- C. After the close of business on the deadline established in the Work First/Transitional Quarterly Reporting Schedule, EIS compares the information on the Quarterly Reporting Screens to the information in the Case Database.
- D. The Quarterly Reporting Database is then updated before EIS begins the transfer process. This ensures that transfers are executed correctly and automated notices are printed using the most current information available.

II. WORK FIRST/TRANSITIONAL QUARTERLY REPORTING SCREEN UPDATE

- A. The Work First/Transitional Quarterly Reporting screens are updated in IMS the night the transfer cycle is run. The updated screens are online in IMS the following workday.
- B. The Work First/Transitional Quarterly Reporting Screens are updated as follows:
 - 1. A STATUS CODE of "X" is system generated for any Work First quarterly reporting case that transferred to Medicaid or Continuation after the Second Quarterly Reporting Cycle.

A STATUS CODE of "X" is system generated for any transitional case that transferred to Continued Medicaid assistance (payment type 4), or transferred to another aid program/category (MAF, MIC, or MPW), or was reapproved for Work First (payment type 1 or 2).
 - 2. A STATUS CODE of "T" is system generated for any Work First or transitional reporting case that was terminated after the Second Quarterly Reporting Cycle.
 - 3. All other information on the Quarterly Reporting Screen is updated to match the actual case information in the Case Database. This update is completed before the automated transfers are run to ensure the correct payee name, address, district number, and other information is printed on the transfer notice.
 - 4. A REPORT NUMBER of "3" is displayed for each Work First case or transitional reporting case that is transferred by EIS in the transfer cycle.

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III. WORK FIRST/TRANSITIONAL CASE TRANSFERS

A. Work First Case Transfers (Payment Type 1 or 2)

Once the Quarterly Reporting Database is updated, EIS transfers the case for two months or the remainder of the payment review period, which ever is greater for:

Any Work First case (payment type 1 or 2) listed on the Work First/Transitional Quarterly Reporting screen that has a STATUS CODE of "S" or "I".

The system processes the Work First case transfers during the Work First/Transitional Quarterly Reporting Transfer Cycle.

B. Transitional Case Transfers (Payment Type 5)

EIS selects each transitional Medicaid reporting case (payment type 5) that is in the 6th, 7th, or 10th month of transitional benefit coverage. EIS then reviews the Transitional Benefits Reports Tracking screen for each of the selected cases.

1. CASES IN THE 6TH MONTH OF TRANSITIONAL COVERAGE

EIS automatically transfers the case to MAF-C for 2 months when the recipient:

- a. Did not return the complete transitional benefit report for the 1st quarter (1st, 2nd, and 3rd months) of transitional coverage, **and**
- b. Did not establish good cause.

The tracking screen REPORT RESPONSE for the 1ST QUARTER REPORT MONTHS must be "C" or "G" or EIS will transfer the case to MAF-C for 2 months effective the last day of the 6th month.

2. CASES IN THE 7TH MONTH OF TRANSITIONAL COVERAGE

EIS automatically transfers the case to MAF-C for 2 months when the recipient:

- a. Did not return the complete transitional benefit report for the 2nd quarter (4th, 5th, and 6th months) of transitional coverage, **and**
- b. Did not establish good cause.

The tracking screen REPORT RESPONSE for the 2ND QUARTER REPORT MONTHS must be "C" or "G" or EIS will transfer the case effective the last day of the 7th month.

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III. B. (CONT'D)

3. CASES IN THE 10TH MONTH OF TRANSITIONAL COVERAGE

EIS automatically transfers the case to MAF-C for 2 months when the recipient:

- a. Did not return the complete transitional benefit report for the 3rd quarter (7th, 8th, and 9th months) of transitional coverage, **and**
- b. Did not establish good cause.

The tracking screen REPORT RESPONSE for each of the 3RD QUARTER REPORT MONTHS must be "C" or "G" or EIS will transfer the case to MAF-C for 2 months effective the last day of the 10th month.

4. CASES IN THE 12TH MONTH OF TRANSITIONAL COVERAGE

EIS automatically transfers the case to MAF-C for 2 months at the end of the 12th month when the caseworker has not completed the review and transferred the case to Medicaid, reapproved the case into Work First, or terminated the case.

C. Transitional Case Transfers (Payment Type 4)

EIS automatically transfers the case to MAF-C for 2 months at the end of the 4th month when the caseworker has not completed the review and transferred the case to Medicaid, reapproved the case into Work First, or terminated the case.

The system processes the transitional case transfers during the Work First/Transitional Quarterly Reporting Transfer Cycle.

D. Automated Notice ([DSS-8110A](#))

1. An automated notice is produced for each Work First case (payment type 1 or 2) that is transferred to two months continued Medicaid by EIS. This notice is the [DSS-8110A](#).

- a. The mail date on the notice is the first workday following the day the notice is produced.
- b. If the STATUS CODE for the case was "S", the following text is printed on the notice:

"You failed to return your quarterly report by the established deadline."

- c. If the STATUS CODE for the case was "I", the following text is printed on the notice:

"You filed an incomplete quarterly report."

- d. State staff mail the notices to the payees the first workday following the transfer cycle.

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III. D. (CONT'D)

2. An automated notice is produced for each transitional case (payment type 5) that is transferred to two months of MAF-C by EIS. This notice is the [DSS-8110A](#).
 - a. The mail date on the notice is the first workday following the day the notice is produced.
 - b. If the STATUS CODE for the case was "S" or "I", the following text is printed on the notice:

"You failed to meet transitional benefit quarterly reporting requirements. You are being evaluated for Medicaid."
 - c. State staff mail the notices to the payees the first workday following the transfer cycle.

E. Case Profiles

A Case Profile is generated for each case that is transferred by EIS.

State staff mail the Case Profiles the first workday following the transfer cycle.

IV. WORK FIRST/TRANSITIONAL QUARTERLY REPORTING REGISTER

- A. The Work First/Transitional Quarterly Reporting Register, in XPTR, is not updated after the Work First/Transitional Quarterly Reporting Transfer Cycle. The next time it is updated online is after the next Selection Cycle.
- B. A final Work First/Transitional Quarterly Reporting Register is produced on one part 8 1/2" x 11" paper.
 1. This register lists all of the Work First and transitional quarterly reporting cases for each county and includes the full month's activity for each case.
 2. The register is sorted by county number, district number, payee last name, and payee first name.
- C. Figure 3 at the end of this section is a sample of this register.
- D. Refer to EIS 3558 for additional information regarding this register.
- E. State staff mail one copy of this register to each county department the first workday following the transfer cycle.

WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

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V. OTHER NOTICE ACTIVITY

A. WORK FIRST CASES (PAYMENT TYPE 1,2)

1. Any automated timely or redetermination notice produced for the case the same night the Work First case is system transferred is not mailed to the payee.

Any notice deleted by EIS on the transfer night will appear on the Notice Register Report as "QR-DELETED". The notice date and the 60th day fields of the report are blank.

2. For each case the system transfers in the transfer cycle, all pending actions are deleted from the pending database. These actions will appear on the Notice Register Report as "QR-DELETED". The notice date and the 60th day fields of the report are blank.
3. Any add-an-individual approval, reapplication approval, or denial notice produced for the case on the same night the Work First case is system transferred is mailed.
4. Any adequate termination or aid program/category transfer notice produced for a case on the system transfer night is mailed. EIS does not transfer these cases.

B. TRANSITIONAL CASE (PAYMENT TYPE 5)

1. Any automated timely notice produced on QR Transfer night for a system transferred transitional case is not mailed to the payee.

Any notice for a transitional case that is deleted by EIS on termination night will appear on the Notice Register Report as "QR-DELETED". The notice date and the 60th day fields of the report are blank.

2. Any timely case action that is pending against a transitional case that EIS transfers will be deleted. These actions will appear on the Notice Register Report as "QR-DELETED". The notice date and the 60th day fields of the report are blank.
3. Any reapplication approval or denial notice produced for the transitional case on QR Transfer night is mailed.
4. Any adequate termination or aid program/category transfer notice produced for a transitional case on QR Transfer night is mailed. EIS does not transfer these cases.

 WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

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 CREATED 10/26/93 DIVISION OF SOCIAL SERVICES - PUBLIC ASSISTANCE SECTION
 11:05:36 WORK FIRST/TRANSITIONAL QUARTERLY REPORTING REGISTER

COUNTY 26 CUMBERLAND DISTRICT 001 AFDC REPORT MONTH OCTOBER
 FIRST DEADLINE 11/05/93 SECOND DEADLINE 11/19/93 TERM DATE 11/19/93

RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

<u>STATUS</u>	<u>RPT</u>	<u>CASE-ID</u>	<u>CO-CASE</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>FSIS</u>	<u>QR TYPE</u>	<u>CASE TYPE</u>
S	1	11024690	000001	JONES	KIM	A	020	1	1
S	1	29406377	000009	JONES	SUE	F	090	1	1
S	1	89500124	423567	JONES	WILLIAM	T	BFS	2	2
S	1	34689200	567899	JONES	WILLIAM	W	HSF	S	S
S	1	41289900	122340	LAW	BILL		123	S	S
DISTRICT TOTALS			AFDC 05	TRANSITIONAL 00		COMBINED 05			
COUNTY TOTALS			05	00		05			

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COUNTY 26 CUMBERLAND DISTRICT 001 TRANSITIONAL REPORT MONTH OCTOBER
 FIRST DEADLINE 11/05/93 SECOND DEADLINE 11/19/93 TERM DATE 11/19/93

RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

<u>STATUS</u>	<u>RPT</u>	<u>CASE-ID</u>	<u>CO-CASE</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>FSIS</u>	<u>QR TYPE</u>	<u>CASE TYPE</u>
S	1	98569900	A42100	JONES	NANCY	B		5	5
S	1	12458900	B43520	LONG	BOB	M	001	5	5
DISTRICT TOTALS			AFDC 05	TRANSITIONAL 02		COMBINED 07			
COUNTY TOTALS			05	02		07			

FIGURE 1

 WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

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 CREATED 11/08/93 DIVISION OF SOCIAL SERVICES - PUBLIC ASSISTANCE SECTION
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COUNTY 26 CUMBERLAND DISTRICT 001 AFDC REPORT MONTH OCTOBER
 FIRST DEADLINE 11/05/93 SECOND DEADLINE 11/19/93 TERM DATE 11/19/93

RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

STATUS	RPT	CASE-ID	CO-CASE	LAST NAME	FIRST NAME	MI	FSIS	QR TYPE	CASE TYPE
S	2	11024690	000001	JONES	KIM	A	020	1	1
I	1	29406377	000009	JONES	SUE	F	090	1	1
I	1	89500124	423567	JONES	WILLIAM	T	BFS	2	2
DISTRICT TOTALS			AFDC 03	TRANSITIONAL 00	COMBINED 03				
COUNTY TOTALS			03	00	03				

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 CREATED 11/08/93 DIVISION OF SOCIAL SERVICES - PUBLIC ASSISTANCE SECTION
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COUNTY 26 CUMBERLAND DISTRICT 001 TRANSITIONAL REPORT MONTH OCTOBER
 FIRST DEADLINE 11/05/93 SECOND DEADLINE 11/19/93 TERM DATE 11/19/93

RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

STATUS	RPT	CASE-ID	CO-CASE	LAST NAME	FIRST NAME	MI	FSIS	QR TYPE	CASE TYPE
S	2	98569900	A42100	JONES	NANCY	B		5	5
I	1	12458900	B43520	LONG	BOB	M	001	5	5
DISTRICT TOTALS			AFDC 03	TRANSITIONAL 02	COMBINED 05				
COUNTY TOTALS			03	02	05				

FIGURE 2

 WORK FIRST/TRANSITIONAL QUARTERLY REPORTING

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 FIRST DEADLINE 11/05/93 SECOND DEADLINE 11/19/93 TERM DATE 11/19/93
 RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

<u>STATUS</u>	<u>RPT</u>	<u>CASE-ID</u>	<u>CO-CASE</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>FSIS</u>	<u>QR TYPE</u>	<u>CASE TYPE</u>
T	3	11024690 402 Main St	000001	JONES City	KIM	A NC	020 29001	1	1
T	1	29406377 510 First St	000009	JONES City	SUE	F NC	090 28032	1	1
X	1	89500124 900 Second St	423567	JONES City	WILLIAM	T NC	BFS 29042	2	2
C	1	34689200 1501 Third St	567899	JONES City	WILLIAM	W NC	HSF 28032	S	S
M	1	41289900 409 Maple Dr	122340	LAW City	BILL		123 27062	S	S
DISTRICT TOTALS			AFDC 05		TRANSITIONAL 00		COMBINED 05		
COUNTY TOTALS			05		00			05	

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 RETENTION --- THREE YEARS OR UNTIL AUDIT CLEARS, WHICHEVER OCCURS LATER

<u>STATUS</u>	<u>RPT</u>	<u>CASE-ID</u>	<u>CO-CASE</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>FSIS</u>	<u>QR TYPE</u>	<u>CASE TYPE</u>
C	2	98569900 250 Long Dr	A42100	JONES City	NANCY	B NC	28301	5	5
I	1	12458900 510 Maple Lane	B43520	LONG City	BOB	M NC	001 29901	5	5
DISTRICT TOTALS			AFDC 05		TRANSITIONAL 02		COMBINED 07		
COUNTY TOTALS			05		02			07	

FIGURE 3