
JOB BONUS TRACKING SCREEN

EIS 3700 - JOB BONUS TRACKING SCREEN
REISSUED 11/01/04 - CHANGE NO. 03-05

I. GENERAL INFORMATION

Use the Job Bonus Tracking Screen to apply a job bonus to an individual and/or to view the history of individuals that have used the job bonus. Work First and Medicaid job bonuses are displayed.

Use the Job Bonus Tracking Screen to determine if the job bonus can be applied. The following three situations apply to the Job Bonus:

- A. If no job bonus exists, then the job bonus can be applied to a Medicaid or Work First recipient.
- B. If a Medicaid (MAF) job bonus exists, then only a Work First job bonus can be applied.
- C. If a Work First (AAF) job bonus exists, then no other job bonuses can be applied.

II. ACCESS PROCEDURES

- A. From the EIS Update Menu, key "JB" in the selection field and the Individual ID in the key field.
- B. Press **ENTER**. The following screen displays:

EJA065	ELIGIBILITY INFORMATION SYSTEM					FORM: 1051915V
EJA065S1	JOB BONUS HISTORY					DATE: 05/03/00
					TIME: 08:34:46	
ID:	000000000X	NAME:	XXXXXX	XXXXX	XX	
	CASE	AID	CTY	BEGIN DATE	END DATE	DATE POSTED
	ID	CAT	NUM	(MM/CCYY)	(MM/CCYY)	
	12345678	AAF	51	04/2000	06/2000	05/03/2000
	23456789	MAF	51	01/2000	03/2000	05/03/2000
AUTHORIZATION OF NEW JOB BONUS						
SEL: JB KEY 000000000X MSG: INQUIRY COMPLETE						
PRESS ENTER TO UPDATE PF2/14 INQUIRY MENU						

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II. (CONT'D)

- C. The Individual ID remains in the KEY field to facilitate additional inquiries.

III. PROCEDURES FOR KEYING

For Medicaid (MAF) recipients, the job bonus can only be added using this screen. If incorrect data is entered, contact the EIS Unit in Raleigh. Refer to [EIS 1200](#) for State Office contact information.

- A. From the EIS Update Menu, enter "JB" in the SELECTION field and the Individual ID in the KEY field. Press ENTER.
- B. The Job Bonus History screen displays any existing job bonus data for the individual. The screen will be blank if no job bonuses exist.
- C. Enter the CASE ID.
- D. Enter the AID PROGRAM/CATEGORY.
- E. Enter the COUNTY NUMBER.
- F. Enter the Job Bonus BEGIN DATE.
- G. Enter the Job Bonus END DATE.
- H. Press ENTER.

IV. EDITS

The Job Bonus screen displays error messages for the following reasons:

- A. CASE ID must be existing Case ID in case database
The Case ID entered must be or have been a valid Case ID in EIS.
- B. AID CAT must be 'MAF' or 'AAF'
The Aid Program/Category must be either MAF or AAF.
- C. CTY NUM must be the county number in individual database
The county number must match the county number on the case.
- D. BEGIN DATE must be valid month/year.
The BEGIN DATE must be in the format of MM/CCYY. This date can be the ongoing month, the current month, or a retroactive month.

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IV. (CONT'D)

E. END DATE must be valid month/year.

The END DATE must be in the format of MM/CCYY. This date must be the BEGIN DATE plus 2 months.

V. 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.

You may return to the EIS Update Menu by pressing **PF2**.

VI. LOGOFF PROCEDURES

Use the following instructions to sign-off of IMS.

A. From a clear screen, key "/RCL". Press ENTER.

B. The Banner Screen is displayed. Refer to [EIS 4900 Appendix A](#) for an example of the Banner Screen.