
DATA ENTRY APPENDIX B → DSS-8124(KEYING AN APPLICATION)

EIS 4900 - DATA ENTRY APPENDIX B - DSS-8124 (KEYING AN APPLICATION)
REVISED 10/01/02 - CHANGE NO. 02-03

I. GENERAL INFORMATION

Use the EIS 8124 screen to key new applications, reapplications, add individual(s)/inclusions to a case or to an application, administrative applications, and/or transitional applications. Use the EIS 8124 screen to change or correct an existing application or to deny or withdraw an application.

You must key an Individual ID on the 8124 for the casehead/payee and all individuals for whom assistance is requested.

For reapplications and add individual applications/inclusions, the case identification data and address are brought forward to the 8124 screen. Review this information and update as necessary.

When keying a reapplication, pay close attention to the county number which appears on the screen. You may need to key your county number over a previous county number.

II. ACCESS

- A. To access the APPLICATION PROCESS MENU from the EIS LOGON PROCEDURE screen, key "7" for FUNCTION. OR
- B. From the EIS INQUIRY MENU or from any inquiry screen that has SELECTION at the bottom of the screen, key "7" in the SELECTION field.
- C. Press ENTER. The system displays the APPLICATION PROCESS MENU.

**** APPLICATION PROCESS MENU ****			
FUNCTION	ENTER/KEY		
NEW APPLICATION	APPLICATION TYPE 1 OR 4 OR 7		
REAPPLICATION AGAINST A CASE	APPLICATION TYPE 2 OR 5 CASE ID.		
REAPPLICATION AGAINST A DENIED/ WITHDRAWN APPLICATION	AID PROG/CAT APPLICATION TYPE 2 OR 5 FORM ID. AID PROG/CAT		
RE-DISPLAY A PENDING APPLICATION	RE-ENTRY=Y FORM ID.		
ADD INDIVIDUAL TO A CASE	APPLICATION TYPE 3 OR 6 CASE ID.		
ADD INDIVIDUAL TO AN APPLICATION	APPLICATION TYPE 6 FORM ID.		
GO TO 8124 DATE SCREEN	FORM ID.	RETRO/ONGOING IND	CO NUM
PF1/13 8125 PROCESS * PF2/14 INQUIRY MENU * PF3/15 DATA ENTRY PF4/16 PUT APP ON HOLD/REDISPLAY 8124 SCREEN * PF5/17 REDISPLAY THIS SCREEN			

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III. KEYING AN APPLICATION

- A. Use the functions described in 1 through 5, below, to key an application for the first time. You may key only one APPLICATION FUNCTION at a time.

Use the **RE-DISPLAY A PENDING APPLICATION function** to change or correct a pending application or to deny or withdraw an application already registered in the system. Refer to **IV, V, or VI** below for instructions regarding this function.

The **GO TO 8124 DATE SCREEN function** is described in [EIS 4900, APPENDIX D](#).

APPLICATION FUNCTIONS - KEYING AN INITIAL APPLICATION

1. NEW APPLICATION

For a NEW APPLICATION, key "1", "4", or "7" and press ENTER.

Application Types

Type 1 - New Application

Type 4 - New Application With Retro Benefits (Medicaid Only)

Type 7 - Automatic Newborn (MAF/MIC only)

2. REAPPLICATION AGAINST A CASE

For a REAPPLICATION AGAINST A CASE, key "2" or "5", the CASE ID of the case you are reapplying against, and the AID PROG/CAT for which benefits are applied. Press ENTER.

Application Types

Type 2 - Reapplication against a case (ongoing or retro one-part application)

Type 5 - Reapplication With Retro Benefits (Medicaid Only two-part application)

3. REAPPLICATION AGAINST A DENIED/WITHDRAWN APPLICATION

For a REAPPLICATION AGAINST A DENIED/WITHDRAWN APPLICATION, key "2" or "5", the FORM ID (application number including G of the denied/withdrawn application), and the AID PROG/CAT for which benefits are applied. Press ENTER.

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III. A. (CONT'D)

4. ADD INDIVIDUAL TO A CASE

To ADD an INDIVIDUAL TO A CASE, key "3" or "6" and the CASE ID. Press ENTER.

Application Types

Type 3 - Key "3" to include a standard filing unit member(s) to an active Work First case or to add an automatic newborn(s) to an active MAF or MIC case.

Type 6 - Key "6" to add a non-standard filing unit member(s) to an active Work First case or to add an individual(s) to an active MAF, MIC, MRF, RRF, SCD or Work First case.

5. ADD INDIVIDUAL TO AN APPLICATION

To ADD an INDIVIDUAL TO AN APPLICATION, key "6" and the FORM ID (the application number plus "G" of the application to which the additional person should be added). Press ENTER.

B. EIS displays the EIS FORM 8124 screen with a system assigned form ID in the top right corner of the screen. Record the form ID number when the 8124 screen is displayed. The APPLICATION TYPE is brought forward as keyed from the APPLICATION PROCESS MENU.

EJA003										** EIS FORM 8124 **										FORM ID H444444 G TYPE APP 1 WORKER									
CO NO			CO CASE			DIST			A1			ADMIN			TRANS														
CASE ID			FOOD STP #			A2			INDS ON APP																				
HOW APP RECEIVED?			BD			FAM PLAN?			CITY/ST/ZIP																				
A/P/C			QI1?			HLTH CH?			C/H INC			DIS/DET ONG			RETRO			AUTHREP											
LN	INDIV ID	CTZ	LN	INDIV ID	CTZ	LN	INDIV ID	CTZ	LN	INDIV ID	CTZ	LN	INDIV ID	CTZ															
APPL DATE					P/DISP TYPE					DATE					REASON					NOTICE									
JOBS/WORK SAVINGS					R/DISP TYPE					DATE					REASON					NOTICE									
_____										_____																			
APPLICANT SIGNATURE										CASEWORKER SIGNATURE																			
ENTER THE REQUIRED INFORMATION ON THIS SCREEN AND PRESS ENTER TO REGISTER THIS APPLICATION																													

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III. (CONT'D)

C. Refer to the appropriate section in Volume II to determine the specific information you need to complete the application. Key all information needed to register the application and press ENTER.

D. **ERRORS**

1. EIS edits the screen for errors. The first error number and message and up to 19 additional error numbers will be displayed at the bottom of the screen. All the errors are highlighted.

- a. Correct the errors and press ENTER again.
- b. Continue this process until all errors have been corrected; **OR**
- c. Press PF 4 to place the application on hold. When you are ready to register the application, refer to IV. below.

2. **Special Errors**

- a. If EIS displays the error message "**APPLICATION DATE MORE THAN TWO MONTHS IN ARREARS**", make sure you have keyed the correct date of application. If so, press ENTER again.
- b. If EIS displays the error message "**THE INDIVIDUAL LINE NUMBERS LISTED BELOW DID NOT COMPLETE NAME CLEARANCE**", make sure you have keyed the specified individual id correctly.

Correct the individual id on the 8124 and press ENTER.
- c. If you key the wrong date of application and the 8124 is accepted in the system, you must deny the application.

E. **REGISTRATION OF THE APPLICATION**

When the application processes error-free, EIS displays either a IV-D Referral Question screen or the EIS INQUIRY MENU, based on the information keyed on the 8124 screen.

1. If a IV-D Referral Question screen is displayed, and
 - a. **You are keying a Work First application**, refer to the Work First policy manual to determine the data you must key on the referral screen(s).

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III.E.1. (CONT'D)

- b. **You are keying a Medicaid application**, refer to Appendix C of this section (EIS 4900) to determine the data you must key on the referral screen(s).
 - c. The Referral screen will display the message "APP UPDT" along with the application form ID number and the case ID number.
 - d. You may press PF2 to escape from the IV-D Referral Question screen. PF2 will return you to the EIS INQUIRY MENU, with no IV-D referral screen displayed.
2. If the EIS INQUIRY MENU is displayed, the message "APP UPDT" will appear at the bottom of the screen along with the application form ID number and the case ID number.

IV. ACCESSING EIS 8124'S PLACED ON HOLD

- A. The EIS 8124 can be placed on hold in the following ways:
- 1. The keyer places the 8124 on hold by pressing PF4, or
 - 2. The system automatically places the 8124 on hold. This occurs when:
 - a. The keyer places the 8125 approval on hold.
 - Once the 8125 approval is accepted by the system, the system automatically takes the application out of the hold status.
 - b. The 8125 approval rejects during the nightly update.
 - Once the 8125 approval is accepted by the system, the system automatically takes the application out of the hold status.
 - c. The keyer deletes the 8125 approval action.
 - Once the 8125 approval is rekeyed and accepted by the system, the system automatically takes the application out of the hold status.
- B. Any application that is placed on hold will appear on the Error and Attention Report the following work day. The 8124 form ID in addition to other identifying data will appear under the section "ONLINE FORMS ON HOLD OR REJECTED" with the message "FORMS ALREADY IN HOLD STATUS".

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IV. (CONT'D)

C. To call up any 8124 application that has been placed on hold:

1. Use the "RE-DISPLAY A PENDING APPLICATION" function on the APPLICATION PROCESS MENU.
2. Key "Y" to the right of "RE-ENTRY=Y" and the application number plus "G" to the right of "FORM ID". Press ENTER. The requested application displays.

V. CHANGING/CORRECTING A PENDING APPLICATION

A. You may change or correct a pending application the same day it is keyed and registered or anytime prior to the overnight disposition (denial/withdrawal/approval).

B. To call up any 8124 that has been registered in the system:

1. Use the "RE-DISPLAY A PENDING APPLICATION" function on the APPLICATION PROCESS MENU.
2. Key "Y" to the right of "RE-ENTRY=Y" and the application number plus "G" to the right of "FORM ID". Press ENTER. The requested pending application displays.

C. You cannot change the following fields after an application has been keyed and accepted in the system:

1. Form ID
2. Case ID
3. Application Date
4. Total Number of People on Application
5. Application Type - AAF/RRF/SA/MAD (N/Y)
6. Is This The Casehead/Payee Indicator
7. Line Number

D. Once an 8124 is keyed and accepted in the system, you cannot delete the 8124. You must deny.

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VI. DENIALS/WITHDRAWALS

- A. You can key the 8124 to deny/withdraw the application on the same day that the application is registered. Key the denial/withdrawal information in the appropriate disposition fields and press ENTER.
- B. You can also key the denial/withdrawal after the 8124 has been registered.
 - 1. From the APPLICATION PROCESS MENU, key "Y" for RE-ENTRY and the 8124 FORM ID plus "G". Press ENTER. The requested application will be displayed.
 - 2. Key the denial/withdrawal information in the appropriate disposition fields and press ENTER.

NOTE: IF THE APPLICATION TYPE IS "4" or "5", YOU MAY KEY THE DENIAL/WITHDRAWAL INFORMATION FOR BOTH PERIODS AT THE SAME TIME OR AT DIFFERENT TIMES.

C. ADMINISTRATIVE APPLICATIONS

There are two ways to make an already pending application administrative and then deny or withdraw.

- 1. On the 8124 screen, first key "Y" for ADMINISTRATIVE. Press ENTER. From the APPLICATION PROCESS MENU, key "Y" for RE-ENTRY of the same application and key the denial/withdrawal information. Press ENTER.
- 2. Key the re-entry the next day. Keying only the "Y" for ADMINISTRATIVE the first day allows you to verify that the application was registered as ADMINISTRATIVE before it is dispositioned. The day after you key the "Y" for ADMINISTRATIVE, you may verify the application is ADMINISTRATIVE by viewing the Adjusted Application Management Report in XPTR. Refer to EIS 2400 for instructions regarding this report.

NOTE: IF YOU KEY THE "Y" AS ADMINISTRATIVE AT THE SAME TIME YOU KEY THE DENIAL/WITHDRAWAL INFORMATION AND PRESS ENTER, THE SYSTEM WILL NOT PROCESS THE APPLICATION AS ADMINISTRATIVE. THIS APPLICATION IS INCLUDED IN THE REPORT CARD.

FOR MAD Y APPLICATIONS, see [EIS 4900, Data Entry Appendix D, Date Screen](#).

IF THE APPLICATION IS A TWO-PART APPLICATION TAKEN IN ERROR, ADMINISTRATIVELY DENY BOTH PARTS.