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DATA ENTRY APPENDIX G → DMA-5022  
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EIS 4900 - DATA ENTRY APPENDIX G - DMA-5022  
REVISED 10/01/09 CHANGE NO. 01-10

I. GENERAL INFORMATION

Use the DMA-5022 function to request Special Assistance checks.

II. ACCESS

- A. To access the DMA-5022 function, you must access the Data Entry Menu.
- B. From the EIS LOGON PROCEDURE screen, or the EIS INQUIRY MENU, or any other EIS screen where the SELECTION field displays, key 'D' for selection.
- C. Press ENTER. EIS displays the DATA ENTRY MENU.

* * E I S * *			
D A T A   E N T R Y   M E N U			
FORM TYPE		FUNCTION	
5022 PROCESS.....	5022	APPLICATION ENTRY.....	7
8128 PROCESS.....	8128	8125 PROCESS .....	8
8129 PROCESS .....	8129	WORKER/SUPERVISOR UPDATE...	W
		INQUIRY MENU.....	I
		2ND MONTHLY REPORTING.....	M
		DE/PML ENTRY.....	P
		TPR DATA ENTRY.....	T
		EMERGENCY ASSISTANCE:	
		ADD/UPDATE.....	A
		INQUIRY.....	E

FORM TYPE:                      FUNCTION:

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II. (CONT'D) ACCESS

D. Key '5022' for FORM TYPE. Press ENTER. EIS displays SCREEN 1 of the DMA-5022 function.

EIS FORM 5022		FORM ID XXXXXXX D			
CASEHEAD		CASE ID		CO NO	
	CTY CASE NO	DIST			
ADDR1		ADDR2			
CITY	STATE	ZIP			
SUB PAYEE					
*****ONLY USE FOR ID CARD REPLACEMENT*****					
PERIOD	PROG	CAT	CLASS	SSI	CARD?
AMOUNT	IDS ELIG:				
PAY TYPE					
PERIOD	PROG	CAT	CLASS	SSI	CARD?
AMOUNT	IDS ELIG:				
PAY TYPE					
PERIOD	PROG	CAT	CLASS	SSI	CARD?
AMOUNT	IDS ELIG:				
PAY TYPE					

E. SYSTEM-ASSIGNED FORM NUMBERS

EIS automatically assigns a form number to the action and displays the form number in the top right corner of the screen. If your county procedures require that you document the system-assigned number, record this number when it displays.

III. KEYING THE DMA-5022

The DMA-5022 function has two screens.

A. SCREEN 1 is OBSOLETE effective September 8, 2009. DO NOT use the 5022 function to request replacement Medicaid cards. See EIS 3105 for how to request a replacement Medicaid card.

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III. (CONT'D) KEYING THE DMA-5022

EIS FORM 5022 CONT.					FORM ID XXXXXXXX D						
TYPE	DATE	AMT	PGM CAT	A	CH	CHECK NO	CODE	RATE	AM.CAP.	COA	LOC

B. SCREEN 2

Use this screen to issue a Special Assistance payment.

Key the necessary information. Refer to EIS 2268 for instructions for Special Assistance checks. Press ENTER to process. EIS processes the information for both screens, if keyed.

C. KEYING ERRORS

The DMA-5022 must be keyed without errors. You cannot place the form on hold. Correct the errors and press ENTER to process or press PF5 to return to the Data Entry Menu without processing the form.

D. Once the form processes online, EIS displays the Data Entry Menu. You cannot recall the form.

IV. TURNAROUND

There is no turnaround generated for the 5022. View the Check History (PC) screen to verify issuance of Special Assistance checks.

V. PF KEYS

PF5 - EIS displays the DATA ENTRY MENU, without processing the form.

VI. ERROR MESSAGES

The following error messages display online for the DMA-5022.

**MESSAGE: CASE ID NOT FOUND XXXXXXXX**

REASON: The CASE ID keyed does not match a Case ID in EIS.

ACTION: Check the Case ID. The Case ID must be in EIS.

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VI. (CONT'D)            ERROR MESSAGES

**MESSAGE:        CASE ID IS ON ERROR FILE**

REASON:        If an 8125 form is rejected during update, no other forms for that case can process.

ACTION:        Correct the 8125 form that is in error. Once the 8125 processes in the nightly batch cycle, rekey the DMA-5022.

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**MESSAGE:        INDIVIDUAL NOT FOUND ON CASE ID XXXXXXXXXXT**

REASON:        The Individual ID entered does not match the Individual ID on file for the Case ID entered.

ACTION:        Correct the Individual ID.

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**MESSAGE:        CHECK DATE NOT WITHIN CASE DATE**

REASON:        The date of the check is either prior to or beyond the period of time for which the case is/was open.

ACTION:        Checks for a specific Case ID may be issued only for the period of time between the month of application and the termination date. The date or the Case ID may have been keyed incorrectly. Verify the dates. Correct the DMA-5022, if necessary.

**MESSAGE:        CHECK DATES, AID PGM/CAT, CASE ID, OR CTY NOT MATCH EIS**

REASON:        The County Number, Check Dates, Aid Program Category, or Case ID do not match EIS.

ACTION:        Make sure the correct Check Dates, Aid Program Category, County Number and Case ID are entered on the DMA-5022.