INFORMATIONAL LETTER

TO: Commissioners of
Social Services

DATE: September 25, 1990

SUBJECT: Revision of "WMS Employment Subsystem Code Cards"
(DSS-3794) (August, 1990 Update)

SUGGESTED DISTRIBUTION:
Income Maintenance Directors
WMS Coordinators
Employment Coordinators
Staff Development Coordinators

CONTACT PERSON: IM/WMS Operations
Evelyn Dee
1-800-342-4100, extension 3-9779


FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the 8/90 revision to the DSS-3794: "WMS Employment Subsystem Code Cards". The code cards are designed to assist employment workers in locating WMS Employment Subsystem data-entered and systems-generated codes, as well as providing definitions for Edit Error Screen Messages.

The latest update (8/90) to the code cards reflects all additions, deletions and changes in codes which have occurred since the last update (10/89). As a result of the deletion of many Employability Codes on page 2, the text and paging of the remainder of the code cards have been changed.

Listed below is a detailed summary of the changes which were incorporated into this revision:

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Page 1 - INDEX - modified as a result of changes in text and paging.
Page 2 - Under the Employability Codes section, deleted all the codes and replaced with the following:

+17 Teen Parent Age 16-19 Without HS Diploma
+20 Mandatory Employable
+21 Voluntary Employable
24 Pregnant - 4 Month or Beyond
26 Remoteness
27 Employed Full-time - 30 Hours Per Week Or More
30 Child Under 16 Years
31 Caretaker Of Child Under 3 In Same PA Case
32 Advanced Age
+33 ADC-U Non-Principal Wage Earner
34 Caretaker Of Child Under 3 Not In Same PA Case
35 In School Full-Time Age 16-19
36 Incapacitated
38 Needed In Home To Care For Incapacitated Household Member
41 Temporary Illness - 3 Month Exemption
42 Temporary Incapacity - 6 Month Exemption
43 Incapacitated - SSI Application Filed
44 In Receipt Of SSI
+63 Substance Abuser - In Rehabilitation
64 Substance Abuser - Waiting For Rehabilitation
70 Contesting Employability Determination
+73 OVISED Participant
99 Unborn
WR NPA FS Work Registration Required
WE NPA FS Work Registration Exempt
```
Page 4

1. Under Volunteer Status section, deleted all the codes and added the following:

   24  Pregnant - 4 month or Beyond
   26  Remoteness
   27  Employed Full-time - 30 Hours Per Week Or More
   30  Child Under 16 Years
   31  Caretaker Of Child Under 3 In Same PA Case
   32  Advanced Age
   34  Caretaker Of Child Under 3 Not In Same PA Case
   35  In School Full-Time Age 16-19
   36  Incapacitated
   38  Needed In Home To Care For Incapacitated Household Member
   41  Temporary Illness - 3 Month Exemption
   42  Temporary Incapacity - 6 Month Exemption
   43  Incapacitated - SSI Application Filed
   44  In Receipt of SSI
   64  Substance Abuser - Waiting For Rehabilitation
   70  Contesting Employability Determination
   WR  NPA FS Work Registration Required
   WE  NPA FS Work Registration Exempt

2. Under Employment Activity Codes:

a. Deleted the following codes:

   07  Job Club (PA)
   15  JTPA
   16  WIN Entered
   17  Public Assistance Comprehensive Employment
   18  Comprehensive Employment Opportunity Support Center
   22  Job Club (FS)

b. Changed the following codes to:

   08  Job Skills Training
   10  Job Readiness Training
   12  OVESID
   20  Job Readiness Training (FS)
   23  Job Skills Training (FS)

c. Added the following codes:

   30  Opportunity Contract
   31  Post Secondary Training
   32  Job Placement/Development
   33  On-The-Job Training
Page 5 - Under Employment Status Codes section:

Added the following codes:

01   Referred for Child Care
40   Terminated Due to Failure to Make Satisfactory Progress
43   Initial Sanction
44   Sanction Concluded
46   Three Month Notice Due
47   In Receipt of Child Care
48   Child Care Unavailable
49   Child Care Not Required
50   Conciliation
51   Youngest Child Aging Out of ADC
52   Under 24 and No High School Diploma or No Recent Work Experience
53   Long Term Recipient
54   Non Target Group Member

Page 6 - Under Sanctioned/Ineligible Reason Codes section:

1. Deleted the following codes:

   01   Fail to Register - WIN
   02   Other WIN Sanction
   03   Work Rule Sanction
   04   Work Relief Sanction
   27   Failure to Conduct Active Work Search
   28   Failure to Participate in Employability Development
   29   Failure to Provide Verification of Citizenship (FS)
   30   Failure to Apply For or Utilize Group Health Insurance Benefits

2. Added the following codes:

   31   Failure to Conduct Mandatory Job Search
   32   Failure to Participate in Employment or Training Programs

Page 7 - Under Update Screen Messages:

1. Deleted the following code:

   153   Volunteer Status is invalid (WIN)

2. Made changes to Edit Error No. Codes as follows:

   110   Deleted (Non-WIN) from definition
   122   Status Code must be 01-03, 07-16, 18, 20-26, 30-32, 34, 35, 43, 44, or 46-54 when Activity Code equals 01.
123 Status Code must be 02, 03, 07, 31 or 32 when Activity Code equals 02 or 30.
124 Status Code must be 02-11, 18, 19, 31-33, 35 or 40 when Activity Code equals 04.
125 A Source Code is allowed only when Status Code is 08 or 09, or when Activity Code is 08, 09, or 31 and Status Code is 04, 05, or 06.
126 Source Code is required when Status Code is 08 or 09, or when Activity Code is 08, 09, or 31 and Status Code is 04, 05, or 06.

Page 8 - Under Update Screen Messages:

1. Deleted the following code:

172 Activity Codes 16 and 18 are valid only for Case Type 11 or 12

2. Made changes to codes as follows:

156 Status Code must be 12, 13, 14, 15, 16, 41, 42 or 43.
159 Activity Code must be 01, 20, 21, 23, or 24 when Status Code equals 20-23.
160 Activity Code must be 03-05, 08-13, 19-21, 23, or 24 when Status Code equals 33.
161 Activity Code must be 01, 03, 05, 08-13, 19-21, 23, or 24 when Status Code equals 34.
164 Status Codes 12-16, 41, 42, and 43 are invalid for Case Types 31 and 32.
168 Activity Code must be 01 when Status Code equals 01, 30, 47, 48, 49, 51, 52, 53, or 54.
169 Activity Code must be 03-05, 11, or 21 when Status Code equals 16.
173 Activity Code must not be 02, 03, 04, 12, 13, or 29 when Status Code equals 24-26.
174 Volunteer Status must be WE or WR when Activity Code equals 20, 21, 23, or 24.

3. Added the following codes:

183 Source Code must be 2 or 3 when Activity Code is 08, 09, or 31 and Status Code is 04, 05 or 06
184 Status Codes 51, 52, 53, and 54 are valid only for Case type 11 or 12

Page 9 - Under Update Screen Messages, made changes to Edit Error No. codes as follows:

211 Hours/Week is required.
212 Hours/Week is invalid.
Requests for additional copies of these code cards are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services
Welfare Management System
P.O. Box 1990
Albany, New York 12201
Attention: Don Parker

Questions concerning ordering the code cards should be directed to Don Parker by calling 1-800-342-4100, extension 4-2702.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance