

AAAAAAA	ZZZZZZZZZ	TTTTTTTTTTT	EEEEEEEEEE	CCCCCCC	SSSSSS
AAAAAAAAA	ZZZZZZZZZ	TTTTTTTTTTT	EEEEEEEEEE	CCCCCCCCC	SSSSSSSSSS
AAA AAA	ZZZ	TTT	EEE	CCC CC	SSS SS
AAA AAA	ZZZ	TTT	EEE	CCC	SSSS
AAAAAAAAA	ZZZZ	TTT	EEEEEEE	CCC	SSSS
AAA AAA	ZZZ	TTT	EEE	CCC	SSSS
AAA AAA	ZZZ	TTT	EEE	CCC CC	SS SSS
AAA AAA	ZZZZZZZZZ	TTT	EEEEEEEEEE	CCCCCCCCC	SSSSSSSSSS
AAA AAA	ZZZZZZZZZ	TTT	EEEEEEEEEE	CCCCCC	SSSSSS

Yellow Pages

A keying guide for AZTECS.

**Department of Economic Security
Office of Professional Development**

DBME Training Delivery Team

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The intent of these handouts is to clarify, reinforce, and illustrate the policy and procedures you will be learning in training. They are not to take the place of program policy located in the FAA Policy Manual.

Equal Opportunity Employer Program
For alternate Format/Reasonable Accommodations
Contact your Local Office Manager

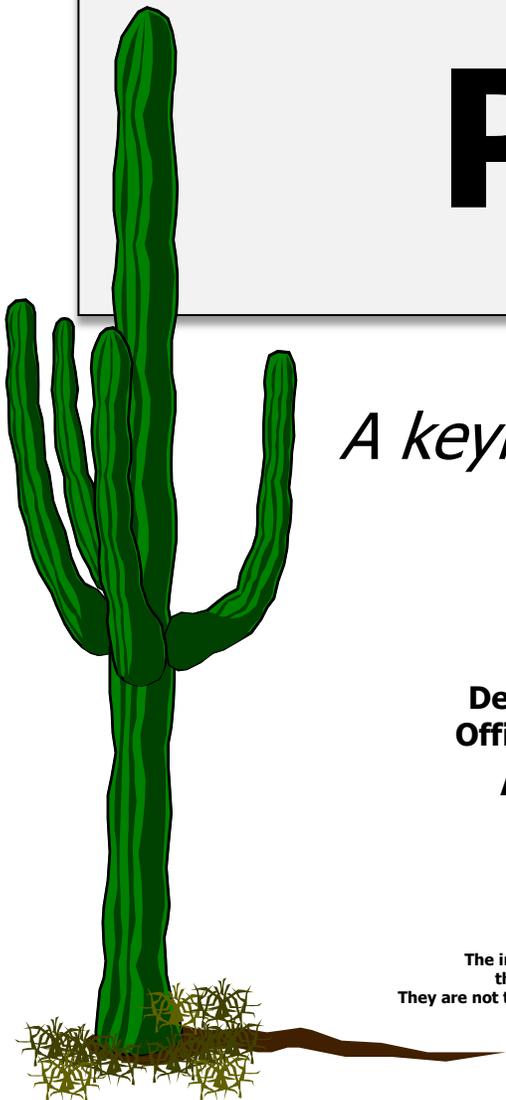


Table of Contents

The following are links to the material in these Yellow Pages. Press CTRL and click to follow the link. Press CTRL and the Home key to return to the Table of Contents from individual pages.

Logging On To AZTECS	1
DES Warning to Users Screen	2
DES Application Menu Screen	3
Log On Screen	4
AZTECS System Screen	5
AZTECS Logo Screen	6
Menus	7
Eligibility Worker Menu – ELWM	8
Inquiry Menu – INME	9
Inquiry Menu (continued)	10
Application Entry Menu – APEM	11
Case Maintenance Menu – CAMM	12
Case Maintenance Menu (continued)	13
Registration Screens	14
Client Inquiry/Registration Menu – CLIR	15
Client Inquiry Short List – CLIS	16
Client Profile – CLPR	17
Register Application – REAP	18
Application Maintenance – APMA	19
Application Maintenance Subscreen – APMS	20
Register Renewals – RERE	21
Inquiry Screens	22
Client Inquiry – CLIN	23
Client Inquiry Short List – CLIS	24
Client Profile – CLPR	25
Program Involvement Person List – PRIP	26
Case Profile - Page 1 – CAP1	27
Case Profile - Page 2 – CAP2	28
Case Profile - Page 2 – CAP2 (continued)	29
Case Profile - Page 3 – CAP3	30
Household Summary - Page 1 – HOSU	31
Household Summary - Page 2 – HOSU	32
AFDC Issuance History – AFIH	33
Food Stamp Issuance History – FSIH	34
AFDC Benefit History – AFBH	35
FS Benefit History – FSBH	36
Notice History Summary Screen – NOHS	37
Action History – ACHI	38
Overpayment/Claim History – OVCH	39

Interface Inquiry – ININ	40
Bendex Information – BDXI	41
State Data Exchange Information – SDXI	42
Wire Third Party Query Information – WTPI	43
WTPI Manual Requests	44
Employment Verification Information – EMVI	45
Quarters of Coverage/Request Inquiry – QCRE	46
Quarters of Coverage Information – QCIN	47
Budget Inquiry	48
Child Support Payment History – CHSP	49
Overpayment Tracking – OVTR	50
Household Systems Check – HOSC	51
Household Systems Check – HOSC (continued)	52
HOSC SSN Substitution – HOSS	53
The Eligibility Roadmap	
Application Entry Menu – APEM	54
Address – ADDR	55
Address Finalist Format – ADFF	56
Interview Data – INDA	57
Setup Participations – SEPA	58
Program and Person Alerts/Disqualifications – PRAP	59
Disqualifications/ Sanctions - Page 1 – DISA	60
Disqualifications/ Sanctions - Page 2 – DISA	61
EBT Payee Maintenance – EBPM	62
Marital Status – MAST	63
Temporary Out-of-Home Address – TEOA	64
Referral Source Entry – RESE	65
Race/Residency/Ethnicity – RARE	66
Identity/Citizenship – IDCI	67
Non-Citizen Status – NOCS	68
SSN/Date of Birth/Sex – SSDO	69
Specified Relative/Deprivation – SPRD	70
AP Select/Request Absent Parent – APSR	71
AP Creation Absent Parent – APCR	72
APPD Absent Parent – APPD	73
Voluntary Quit/Striker – VOQS	74
Financial Accounts – FIAC	75
Liquid Assets – LIAS	76
Vehicles – VEHI	77
Other Assets – OTAS	78
AF Resource Determination – AFRD	79
FS Resource Determination – FSRD	80
Unearned Income - Education – UNIE	81
Education Workscreen – EDWO	82
Unearned Income – UNIN	83
Unearned Income Calculation – UNIC	84
	85

Earned Income – EAIN	86
Earned Income Calculation – EAIC	87
Self Employment Income – SEEI	88
Self Employment Workscreen – SEEW	89
Deemed Income Deductions – DEID	90
Expenses/Need Standard – EXNS	91
Expenses Calculation – EXPC	92
Welfare Reform – WERE	93
AZ Tracking Display for Cash – AZTD	94
Counter Display for Cash – CODC	95
Counter Display for Food Stamps – CODF	96
Work Registration – WORW	97
Household Summary - Page 1 – HOSU	98
AFDC Needs/Net Income Test – AFNN	99
AFDC Payment Determination – AFDP	100
FS Authorization Determination – FSAD	101
AF Eligibility Determination – AFED	102
FS Eligibility Determination – FSED	103
Budget Print Request – BUPR	104
Copying Details into the Current System Month	105
Notice Request – NORE	106
Notice Requires Additional Information – NORA	107
Notice – NOTI	108
Benefits/Notices Hold – BENH	109
Other	
Case Documentation – CADO	111
Case Record Control – CARC	112
Data Retrieval Screen – DARS	113
Revert Program to Open – REPT	114
AZTECS Systems	
System Selection – SYSE	116
Auto Change Tracking System (ACTS)	117
Add Alerts Screen	118
Eligibility Information System (EIS)	119
Display Table Values	120
Display Notices	121

Note: This guide is just one resource you will receive during training and can be combined with other course materials, such as class handouts, to create a comprehensive resource binder. You are encouraged to place relevant desk aids behind the corresponding *Yellow Pages* and make additional notes on your *Yellow Pages*.

Logging On To AZTECS

The following pages include directions for logging on to AZTECS in training and in the office.



OFFICE



TRAINING

Be sure to carefully follow directions to ensure you are processing cases in the correct AZTECS region.

DES Warning to Users Screen

WARNING: THIS IS AN ARIZONA DEPARTMENT OF ECONOMIC SECURITY (DES) COMPUTER SYSTEM. THIS SYSTEM MAY CONTAIN US GOVERNMENT INFORMATION. CERTAIN DES AND US GOVERNMENT INFORMATION MUST BE PROTECTED. ONLY USERS AUTHORIZED BY DES MAY ACCESS THIS SYSTEM. IF YOU ARE NOT AN AUTHORIZED USER, EXIT IMMEDIATELY

LAWS PROHIBIT DES FROM DISCLOSING CONFIDENTIAL INFORMATION TO UNAUTHORIZED PERSONS. UNAUTHORIZED ACCESS, USE, MISUSE OR MODIFICATION OF THIS SYSTEM OR THE DATA IN IT OR IN TRANSIT MAY RESULT IN DISCIPLINE, CRIMINAL AND OR CIVIL PENALTIES. RELEVANT LAWS INCLUDE ARS 13-2316, 18 USC 1030 AND 26 USC 7213, 7213A AND 7431.

DES MAY MONITOR, LOG, INTERCEPT, RECORD, COPY AND AUDIT ANY USES OF THE SYSTEM. ANY EVIDENCE OF CRIMINAL ACTIVITY MAY BE SHARED WITH LAW ENFORCEMENT ANY OTHER APPROPRIATE OFFICIALS.

ANYONE USING THIS SYSTEM CONSENTS TO SUCH MONITORING.

Userid:	(or LOGOFF)	08:00:00
Password:		06/23/21
New Password:		XX99

PF1=Help PF3=Logoff

This is the first screen seen after clicking the CICS icon from your desktop.

- Press **F3** to connect to the DES Application Menu Screen as seen on the next page.
- Do **not** enter any user information.

DES Application Menu Screen

WARNING TO USERS: THIS IS A DEPARTMENT OF ECONOMIC SECURITY (DES) COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE OF ARIZONA. BY LAW, DES INFORMATION MUST BE PROTECTED. ONLY USERS AUTHORIZED BY DES SHOULD HAVE ACCESS TO THIS SYSTEM. IF YOU ARE NOT AN AUTHORIZED USER, "STOP" IMMEDIATELY.

THE LAW PROHIBITS YOU FROM DISCLOSING DES AND OR FEDERAL TAX INFORMATION TO UNAUTHORIZED PERSONS. UNLAWFUL USE OF THIS COMPUTER SYSTEM MAY RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL OR CRIMINAL PENALTIES AS EXPLAINED IN IRC SECTIONS 7431, 7213 AND A.R.S. 13-2316. DES MAY MONITOR; LOG; INTERCEPT; RECORD; COPY; DISCLOSE TO ENFORCEMENT AND OTHER APPROPRIATE OFFICIALS AND AGENCIES; AND AUDIT ANY AND ALL USES OF THIS SYSTEM. ANY USER OF THIS SYSTEM (AUTHORIZED OR UNAUTHORIZED) HAS NO EXPECTATION OF PRIVACY.

BY CONTINUING TO USE THIS SYSTEM, YOU INDICATE YOUR AWARENESS OF AND CONSENT TO THESE TERMS AND CONDITIONS OF USE. IF YOU DO NOT AGREE TO THESE CONDITIONS, DO NOT CONTINUE THIS LOGON PROCESS.

- | | | |
|------------------------------------|---------------------------------|----------------------|
| CICS3 - PRODUCTION ← | CICS4T - MAINTENANCE | CICS4X - DEVELOPMENT |
| CICS4Z - DEVELOPMENT → | CICS5R - TRAINING | CICS6B - ACCEPTANCE |
| TSO2 - TSO | PHNX - PHX CBT TRNG | |
| HRMS - DOA PERSONNEL SYSTEM | USAS - DOA FINANCIAL SYSTEM | |
| LTC - DOA LONG TERM CARE | MVD - DEPT OF TRANSPORTATION | |

ENTER ONE OF THE ABOVE MENU OPTIONS AT THE CURSOR BELOW

CICS5R (in training)

← Use only in local office

→ Use only in training

LOGON

1. On the DES Application Menu, key **CICS3**.
2. Press ENTER.*

LOGON

3. On the DES Application Menu, key **CICS5R**.
4. Press ENTER.*

*Pressing **ENTER** will take you to the Log On Screen as seen on the next page.

Log On Screen

```

SYSTEM: AZCICSRP D E S...CICS 3.2.0...CICSRP
          CICS SYSTEM SECURED BY CA-ACF2 CICS 12.0
TERMINAL: XX99
        NODE: XX99

```

```

DAY: WEDNESDAY

```

```

SYSTEM DATE: JUNE 23, 2021
SYSTEM TIME: 08:00 AM

```

```

LOGONID: ===> VO$AZ--- (in training)
PASSWORD: ===> Temps--- (in training)

```

```

NEW PASSWORD: ===>
(enter twice) ===>

```

```

CICS - RNRP (SYSTEM SIGNON/SIGNOFF FACILITY)

```

← Use only in local **office**

LOGON

1. In the LOGONID field, key **your D0 number**.
2. In the PASSWORD field, key **your password**.
3. Press ENTER.*

→ Use only in **training**

LOGON

4. In the LOGONID field, key **VO\$AZ_ _ _**.
(The spaces are for the numbers from the LOGONID provided by your instructor.)
5. In the PASSWORD field, key **TEMPS_**.
(The spaces are for the numbers from the LOGONID provided by your instructor.)
6. Press ENTER.*

*Pressing **ENTER** will take you to the AZTECS System Screen as seen on the next page.

AZTECS System Screen

heis (in training)

ACF01137 VO\$AZ--- LAST SYSTEM ACCESS 08.00-06/22/21 FROM XX99
ACFAE139 CICS XX99 Signon OK: User=VO\$AZ--- NAME=BILTY ELIJA

← Use only in local **office**

LOGON

5. On the AZTECS System Screen, key **HAZT**.
6. Press ENTER.*

→ Use only in **training**

LOGON

7. On the AZTECS System Screen, key **HEIS**.
8. Press ENTER.*

*Pressing **ENTER** will take you to the AZTECS Logo Screen as seen on the next page.

AZTECS Logo Screen

```

CICS5R: WELCOME TO AZTECS' TRAINING REGION, PF10 FOR MORE INFORMATION.
AZTECS 1.0 STATE OF ARIZONA 010816 15:51
          Technical Eligibility Computer System
  
```

```

          AAAAAAAAA ZZZZZZZZZZ TTTTTTTTTT EEEEEEEEEEE CCCCCCCC SSSSSSS
AAAAAAAAAAAA ZZZZZZZZZZ TTTTTTTTTT EEEEEEEEEEE CCCCCCCCCC SSSSSSSSSS
AAA AAA ZZZ TTT EEE CCC CC SSS SS
AAA AAA ZZZ TTT EEE CCC SSSS
AAAAAAAAAAAA ZZZZ TTT EEEEEEE CCC SSSS
AAA AAA ZZZ TTT EEE CCC SSSS
AAA AAA ZZZ TTT EEE CCC CC SS SSS
AAA AAA ZZZZZZZZZZ TTT EEEEEEEEEEE CCCCCCCCCC SSSSSSSSSS
AAA AAA ZZZZZZZZZZ TTT EEEEEEEEEEE CCCCCC SSSSSS
  
```

MAKING A DIFFERENCE ONE FAMILY AT A TIME.

```

NAME: ELIJA B
SYSTEM: EIS
DATE: 0021174 (in training)
  
```

← Use only in local office

LOGON

9. On the AZTECS Logo Screen, press **ENTER**.*

→ Use only in training

LOGON

10. On the AZTECS Logo Screen, key **the Julian date**. This date will be provided by your instructor and included on practice case handouts.

11. Press **ENTER**.*

*Pressing **ENTER** will take you to your main menu.
The main menu for all eligibility workers is the Eligibility Worker Menu (ELWM).

Menus

Menus are used to navigate in AZTECS. Menus are a list of functions readily accessed in AZTECS. Types of menus include the following:

- Top level

The first, high level, menu that displays for a specific job classification. For example, the Eligibility Worker Menu (ELWM) is the top level menu for eligibility workers.

- Functional

A menu that allows workers to perform various functions.

To navigate on a menu complete one of the following:

- Key the number that corresponds to the desired action in the ENTER FUNCTION (BY NUMBER) field and press ENTER. Some functions will require additional information, such as the case number or benefit month.
- Key the desired screen acronym in the NEXT field and press ENTER. Some screens will require additional information, such as the case number or benefit month.

For example, you are on the Inquiry Menu (INME) and want to go to the Case Profile – Page 1 screen (CAP1). You could:

- Key 2 in the ENTER FUNCTION (BY NUMBER) field. This function also requires you to key the case number, and then press ENTER.

OR

- Key CAP1 in the NEXT field. The case number must be keyed, and then press ENTER.

Eligibility Worker Menu – ELWMIndex: *Eligibility worker menu*

ELWM	ELIGIBILITY WORKER MENU	062321 08:08 ELIJA B
<ol style="list-style-type: none"> 1. INQUIRY MENU 2. APPLICATION ENTRY MENU 3. REGISTER RECERTIFICATION 4. CASE MAINTENANCE MENU 5. UNDERPAYMENT AUTHORIZATION 6. NOT AVAILABLE 7. NOT AVAILABLE 8. EBT MENU 9. NOT AVAILABLE 		
<p>ENTER FUNCTION (BY NUMBER) :</p> <p> CASE NUMBER (for 3,5,6,9) :</p> <p> PROGRAM TYPE (FOR 5 ONLY) :</p>		
NEXT-->		

1. INQUIRY MENU (INME) INME is used to gather information on a participant, including whether a participant is known to AZTECS or other systems that interface with AZTECS.

2. APPLICATION ENTRY MENU (APEM) APEM is used to begin the eligibility determination process.

3. REGISTER RECERTIFICATION (RERE) RERE is used to register renewal applications.

4. CASE MAINTNANCE MENU (CAMM) CAMM is used to assist in maintaining an active case.

5. UNDERPAYMENT AUTHORIZATION (UNAU) UNAU is used by management staff to authorize underpayments (supplements).

8. EBT MENU (EBME) EBME is used to inquire on EBT transactions.

Note: Some functions are not currently used and display the message "Not Available."

For additional policy and procedures, please review the [FAA Policy Manual](#). Use the Index tab to search for the word or phrase listed at the top of each page after "Index."

Inquiry Menu – INMEIndex: *INME*

INME	INQUIRY MENU	062321 08:09 ELIJA B
1. PRIOR CONTACT CHECK (CLIN)	11. BUDGET INQUIRY	
2. CASE PROFILE	12. APSR - AP SELECT/REQUEST	
3. HOUSEHOLD SUMMARY	13. TMA DETERMINATION INQUIRY	
4. ISSUANCE HISTORY	14. HEALTH INSURANCE COVERAGE	
5. BENEFIT HISTORY	15. NOT AVAILABLE	
6. NOTICE HISTORY SUMMARY	16. CHILD SUPPORT PAYMENT HISTORY	
7. ACTION HISTORY	17. KC/HP REFERRAL HISTORY	
8. OVERPAYMENT/CLAIM HISTORY	18. OVERPAYMENT TRACKING	
9. INTERFACE INQUIRY	19. HOUSEHOLD SYSTEMS CHECK	
10. AHCCCS TRANSACTION HISTORY	20. NOT AVAILABLE	
<p>ENTER FUNCTION (BY NUMBER):</p> <p> CASE NUMBER (FOR 2-8, 11-14, 16, 18, 19):</p> <p> PROGRAM TYPE (FOR 4, 5, 8, 11, 18):</p> <p> BUDGETING METHOD (FOR 3 ONLY): P</p> <p> BENEFIT MONTH (FOR 11 - 14):</p>		
NEXT-->		

1. PRIOR CONTACT CHECK (CLIN) Use this function to inquire whether a participant is already known to AZTECS or another system that interfaces with AZTECS.

2. CASE PROFILE (CAP) Use this function to access basic participant information. The CAP screens consist of two or more information screens (CAP1, CAP2, and sometimes CAP3).

3. HOUSEHOLD SUMMARY (HOSU) Use this function to access monthly summaries of detailed information for all participants in a case.

4. ISSUANCE HISTORY Use this function to view issuance information for a specific program during the past 13 months.

5. BENEFIT HISTORY Use this function to view benefit information for a specific program during the past 13 months.

6. NOTICE HISTORY SUMMARY (NOHS) Use this function to display notices sent in the past four months, or those that will be sent.

7. ACTION HISTORY (ACHI) Use this function to display a summary of the recent actions taken on a case.

8. OVERPAYMENT\CLAIM HISTORY (OVCH) Use this function to display a summary of all outstanding claims and paid claims that have not been purged.

9. INTERFACE INQUIRY (ININ) Use this function to view Social Security Administration application status, payment information, and validation of Social Security numbers for each participant.

Application Entry Menu Screen – APEMIndex: *APEM, field descriptions*

APEM	APPLICATION ENTRY MENU	062321 08:11 ELIJA B
<ol style="list-style-type: none"> 1. APPLICATION ENTRY SEQUENCE 2. RESOURCES/INCOME ENTRY 3. INCOME ENTRY 4. COPY DETAILS FOR NEW MONTH 5. DELETE MONTH 6. NOT AVAILABLE 7. NOT AVAILABLE 8. NOT AVAILABLE 		
<p style="text-align: center;">ENTER FUNCTION (BY NUMBER) :</p> <p style="text-align: center;">CASE NUMBER (FOR 1 - 8) :</p> <p style="text-align: center;">MONTH (FOR 1 - 5, 8) :</p> <p style="text-align: center;">BUDGETING METHOD (FOR 1 - 3) : P</p>		
<p>NOTE: MONTH AND BUDGETING METHOD ARE NOT REQUIRED FOR STATE ASSISTANCE ONLY CASES.</p>		
NEXT-->		

1. APPLICATION ENTRY SEQUENCE Begins the eligibility process at the beginning of the application entry sequence and continues through all the required screens used to determine eligibility.

2. RESOURCE/INCOME ENTRY Begins at FIAC, the first of the resource screens. Skips the beginning entry screens.

3. INCOME ENTRY Begins at UNIE, the first of the income screens. Skips the beginning entry screens.

4. COPY DETAILS FOR NEW MONTH Copies the eligibility information from one system month to the following month. Use this function when all information for the application month is entered and benefits are authorized.

5. DELETE MONTH Removes a specific month of eligibility information. Do not use this function when benefits have been paid.

Case Maintenance Menu Screen – CAMMIndex: *CAMM*

CAMM	CASE MAINTENANCE MENU	062321 08:12 ELIJA B
1. CLIENT MAINTENANCE 2. APPLICATION MAINTENANCE 3. PROGRAM AND PERSON ALERTS 4. CASE RECORD CONTROL 5. MAINTAIN ADDRESS (ADDR) 6. REVERT PROGRAM TO OPEN 7. RESOURCE/INCOME REVIEW 8. INCOME REVIEW 9. COPY DETAILS FOR NEW MONTH 10. DELETE MONTH 11. SETUP PARTICIPATIONS 12. DELETE MONTH FOR PROGRAM 13. TMA DETERMINATION AUTHORIZATN 14. NOT AVAILABLE		
ENTER FUNCTION (BY NUMBER) : ____ CASE NUMBER (FOR 2 - 14) : _____ BENEFIT MONTH (FOR 7 - 13) : _____ PROGRAM TYPE (FOR 12) : ____ BUDGETING METHOD (FOR 7 , 8) : P		
		NEXT-->

1. CLIENT MAINTENANCE (CLIM) Use to access CLIM to inquire and maintain participant information.

2. APPLICATION MAINTENANCE (APMA) Use to access APMA to add a program to an open case, change the application date, and identify a case as an expedite.

3. PROGRAM AND PERSON ALERTS (PRAP) Use to access PRAP to create, maintain, and display alerts regarding a program or a person.

4. CASE RECORD CONTROL (CARC) Use to access CARC to maintain the case file location.

5. MAINTAIN ADDRESS (ADDR) Use to access ADDR to update address information for a case.

6. REVERT PROGRAM TO OPEN (REPT) Use to access REPT to reopen a program or person.

7. RESOURCE \ INCOME REVIEW Use to access FIAC to review resource and income information in a case for a specific month.

8. INCOME REVIEW Use to access UNIE to review income information in a case for a specific month.

9. COPY DETAILS FOR NEW MONTH Use to copy eligibility information from one month to the following month in a specific case.

Case Maintenance Menu Screen (continued)

CAMM	CASE MAINTENANCE MENU	062321 08:13 ELIJA B
1. CLIENT MAINTENANCE 2. APPLICATION MAINTENANCE 3. PROGRAM AND PERSON ALERTS 4. CASE RECORD CONTROL 5. MAINTAIN ADDRESS (ADDR) 6. REVERT PROGRAM TO OPEN 7. RESOURCE/INCOME REVIEW 8. INCOME REVIEW 9. COPY DETAILS FOR NEW MONTH 10. DELETE MONTH 11. SETUP PARTICIPATIONS 12. DELETE MONTH FOR PROGRAM 13. TMA DETERMINATION AUTHORIZATN 14. NOT AVAILABLE		
ENTER FUNCTION (BY NUMBER) : ____ CASE NUMBER (FOR 2 - 14) : _____ BENEFIT MONTH (FOR 7 - 13) : _____ PROGRAM TYPE (FOR 12) : ____ BUDGETING METHOD (FOR 7 , 8) : P		
		NEXT-->

10. DELETE MONTH Use to delete a month of information in a specific case.

11. SETUP PARTICIPATIONS (SEPA) Use to access SEPA to key participation information.

12. DELETE MONTH FOR PROGRAM Use to remove a month for only one program in a specific case.

13. TMA DETERMINATION AUTHORIZATION (TMDA) MA applications are processed in HEAplus. Current case information will be found in HEAplus.

Registration Screens

When an identifiable application for CA and/or NA is turned in to FAA, the application is registered in AZTECS to allow an eligibility determination.

- Applications can be registered manually by a worker or through an interface with HEAplus if the application was submitted electronically.

The following pages are an overview of the AZTECS screens used during the registration process and not intended to cover every step in the registration process. Application registration is taught in *FAA Introduction*.

Client Inquiry/Registration Menu – CLIR

Index: *CLIR, functions*

```

CLIR                                CLIENT INQUIRY/REGISTRATION MENU                062321 08:15
                                                                ELIJA B

1.  INQUIRE ON PERSON
2.  SAVE NEW CLIENT FOR REGISTRATION
3.  REGISTER APPLICATION WITH EXISTING CASE NUMBER
4.  REGISTER APPLICATION WITH NEW CASE NUMBER
5.  REGISTER RECERTIFICATION/REVIEW
6.  DELETE PREVIOUSLY SAVED PERSONS

        SELECT FUNCTION (BY NUMBER) : 1
ENTER ONE OF THE FOLLOWING (FUNCTION 1 AND 2 ONLY);

1.  IDENTIFYING CLIENT INFORMATION:
        SURNAME: EVANS                      IF PARTIAL, ENTER Y : _
        GIVEN NAME (OR INITIAL): JACK                MIDDLE INITIAL: _
        SSN: _____ CONFIRM SSN: _____
        BIRTHDATE (MMDDYYYY) : _____ OR AGE: _____ SEX: _

2.  CLIENT IDENTIFIER:

ENTER EXISTING CASE NUMBER (FOR FUNCTIONS 3 AND 5) : _____
ENTER OFFICE, UNIT, CASELOAD NUMBER (FOR FUNCTION 4) : _ _ _
  
```

The number of results will vary based on your search criteria.

- Searching with a common first and last name may result in several pages of results.
- Searching by Social Security number should result in a very small list of results.

1. INQUIRE ON PERSON Use to inquire on applicants before saving for registration.

- When the applicant is **not known** to AZTECS, save the client using function 2.
- When the applicant is **known** to AZTECS, AZTECS proceeds to CLIS so you can choose your applicant when all information matches.

2. SAVE NEW CLIENT FOR REGISTRATION Use to save new applicants and their information for registration.

3. REGISTER APPLICATION WITH EXISTING CASE NUMBER Use to register an application when there is an existing AZTECS case number and the quick registration requirements are NOT met. AZTECS will proceed to REAP.

4. REGISTER APPLICATION WITH NEW CASE NUMBER Use to create a new AZTECS case number and register an application to the case. AZTECS will proceed to REGISTER APPLICATION (REAP).

5. REGISTER RECERTIFICATION/REVIEW Use to register an application when there is an existing case that is due for renewal. AZTECS will proceed to REGISTER RENEWALS (RERE).

6. DELETE PREVIOUSLY SAVED PERSONS Use to delete all incorrectly saved applicants before the case has been registered.

Client Inquiry Short List – CLIS

Index: *CLIS, overview*

CLIS		CLIENT INQUIRY SHORT LIST						062321 08:16	
								ELIJA B	
								--SYSTEMS--	
SURNAME		GIVEN NAME		I	BIRTHDATE	SEX	S.S.N.	VR	A:C:J:C:U:O
									Z:M:S:S:I:T
01	EVANS	JACK		08211946	M	900000009		1	Y
02	EVANS	JACK		08211946	M	718198101	R	Y	Y 2
03	EVANS	JACK		08211946	M	718198104	I	Y	
04	EVANS	JACK		09251957	M	717602201	V		Y
05	EVANS	JACK		08211957	M	700101401	V	Y	
06	EVANS	JACK		08211927	M	715002601	X	Y	Y

TO INQUIRE ON A SPECIFIC CLIENT, ENTER HIS/HER SEQUENCE NUMBER: _____

Compare the information entered on CLIR to the results on CLIS.

- Press ENTER to view additional pages in the list.
- If no match is found, press F9 to return to CLIR and save a new client.
- To select the person with matching information, key the number to the left of the name in the field at the bottom of the screen. Press ENTER and AZTECS will proceed to CLPR.

1. VR When the participant provides a Social Security number (SSN), FAA obtains verification through the State Verification Exchange System (SVES).

I = invalid SSN

R = SSN verification requested

V = SSN verified

X = participant reported as deceased

2. SYSTEMS CLIS interfaces with other systems and displays a Y when the person has participated in the other program.

AZ = AZTECS

CM = CMDP (Comprehensive Medical and Dental Program)

JS = JOB Service (JOBS)

CS = DCSS (Division of Child Support Services)

UI = Unemployment Insurance

OT = Other (DDD, CFTS, AGING, DCS, AHCCCS, HEAP)

Client Profile – CLPRIndex: *Client profile, overview*

```

* INFO *          END OF PROGRAM INVOLVEMENTS
CLPR              CLIENT PROFILE              062321 08:17
              FAMILY BENEFIT                ELIJA B
NAME/ALIASES     CAP PERIOD                --S Y S T E M S--
EVANS, JACK      1:                        :A:C:J:C:U:O:M:
                 2:                        :Z:M:S:S:I:T:A:
                 3:                        Y        Y
AHCCCS ID:      TYPE:      ALERT:          FILE LOCATION:
CLIENT ID: 0001234567 SEX: F  S.S.N.: 718 19 8101 VR:      BIRTHDATE: 08211946
           E B PT      CASE   PART   PART      SITE          DN/
PGM CAT S C CD   NUMBER  START  END      STAT CODE UT CSLD REL CL  ALERT
01 FS          CO  00000000 062321          RE   900  9  99  PI

TO INQUIRE ON A SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER: ___
1 TO SAVE THIS CLIENT FOR REGISTRATION, ENTER Y: _
TO REQUEST EMPLOYMENT VERIFICATION, ENTER Y: _ TO REQUEST WTPY, ENTER Y: _

```

1. TO SAVE THIS CLIENT FOR REGISTRATION, ENTER Y This function allows the participant displayed on CLPR to be saved for registration. Key Y in this field to select the participant. Press ENTER and AZTECS returns to CLIR so the next person on the application can be inquired on and saved.

Note: This function only displays on CLPR when the search began on CLIR.

Register Application – REAPIndex: *REAP, field descriptions*

REAP		REGISTER APPLICATION				062321 08:18	
CASE NAME:		1 CASE NUMBER: 00000000				ELIJA B	
CASELOAD: 99 SECTION, 5R SYSTEMS		SITE CODE : 900		UNIT: 9			
2	PROGRAMS APPLIED FOR:	3					
4	APP RECEIVED DATE :	3					
4	BEN PRORATION DATE :						
	REFERRAL SOURCE :	5					
	REFERRAL DATE :						
8	EXPEDITED FS : N	6	EXPEDITED PG :	7			
	GLA/REHAB : N	MA REFUSED : -		9	HEALTH-E APP ID:		
		HOSPITAL :		ST HOSP			
				APP PGM OR HEA		LIC AGR	
CLIENT NAME	DOB	SSN	SEX	REL	POS	CL	T/R MSN TYPE FAC TYP
EVANS, JACK	08211946	718 19 8101	M				
				10	11	12	

1. CASE NUMBER Write the case number on the application.

2. PROGRAMS APPLIED FOR Key the program types applied for in this field. The program types are AF (CA), FS (NA), and ST (RP and TC).

3. APP RECEIVED DATE Key the date the application was received.

4. BEN PRORATION DATE This field will auto-populate to match the APP RECEIVED DATE. Only key a date when benefits are prorated.

5. REFERRAL SOURCE Key the Referral Source Code that identifies the source that referred this application. A date is not required for CA and NA referred applications.

6. EXPEDITED FS This field will display an N. Key Y in this field when an application is screened as an NA expedite. AZTECS tracks the processing time limits from the date of application.

7. EXPEDITED PG Y will auto-populate in this field when an unborn is registered to the case. If an error message displays because MA is not registered, key an N.

8. GLA/REHAB This field will display an N. Key Y in this field when any applicant is living in a Group Living Arrangement (GLA) or rehabilitative facility.

9. HEALTH-E APP ID When the application is submitted in HEAplus, key the HEAplus application ID number.

10. REL Key the relationship of each person to the PI.

11. APP POS Key the position number (order) of each person as listed on the application.

12. ST PGM CL Key the number of State Program Clients, i.e. 1 for the applicant, 2 for double.

Application Maintenance – APMA

Index: *APMA, overview*

APMA	APPLICATION MAINTENANCE	062321 08:19
CASE NAME: LYONS, HARRIET	CASE NUMBER: 00000000	ELIJA B
SITE CODE: 900 UNIT: 5	CASELOAD: 55 - ACTIVE/OPEN CASE	
1 PROGRAM INVOLVEMENT: FS	___	___
2 APP RECEIVED DATE : 040921	___	___
BEN PRORATION DATE : 040921	___	___
3 REF SRC REF DATE :	___	___
4 GLA/REHAB : N	___	___
5 EXPEDITED FS/PG : N	___	___
DATE OF DISCOVERY :	___	___
6 HEALTH-E APP ID :	___	___
PROGRAM STATUS : OP	___	___
PROGRAM INVOLVEMENT: ___	___	___
APP RECEIVED DATE : ___	___	___
BEN PRORATION DATE : ___	___	___
REF SRC REF DATE : ___	___	___
GLA/REHAB : -	___	___
EXPEDITED FS/PG : -	___	___
DATE OF DISCOVERY : ___	___	___
HEALTH-E APP ID : ___	___	___
PROGRAM STATUS :	___	___
HEA PGM: ___	MA REFUSED: _	SCHED. INT: _
		NEXT-->

APMA is used to add a program to an existing case either for the present date or a past date. APMA also allows a correction to the programs for which the applicants have applied and the related information that was keyed at the time the application was registered, dependent on the case status.

To add a program:

- Fields 1 and 2 must be completed.
- Complete fields 3 thru 6 if they apply. Refer to descriptions in policy or see REAP if needed.

To make a correction:

- The program must be in received status.
- All of the information entered at the time the application was registered, including the benefit proration date, can be changed.
- The program type cannot be changed or deleted on APMA.

Register Renewals – REREIndex: *RERE, field descriptions*

RERE	REGISTER RENEWALS	062321 08:21
		ELIJA B
CASE NAME: LIN, MARILYN	CASE NUMBER: 00000000	
OFFICE: 900 UNIT: 5	CASELOAD: 55 - ACTIVE/OPEN CASE	
PROGRAM INVOLVEMENT : FS		
ORIGINAL APP DATE : 012121		
BEN PRORATION DATE : 012121		
PROGRAM STATUS : OP		
RENEWAL DUE : 0621		
RENEWAL APP DATE : _____	1	
HEALTH-E APP ID : _____	2	
DOES ADDRESS INFORMATION ON APPLICATION MATCH WHAT IS IN AZTECS: _		3
MA REFUSED : _		
SCHED. INTERVIEW : _		
		NEXT-->

1. RENEWAL APP DATE Key the date the renewal application was received.

2. HEALTH-E APP ID When the application is submitted in HEAplus, key the HEAplus application ID number. When an application ID number is keyed and ENTER is pressed, AZTECS will display Register Renewals Sub-screen (RERS). On RERS, key the HEAplus person sequence number for each applicant in the MSN field (see APMS).

3. DOES ADDRESS INFORMATION ON APPLICATION MATCH WHAT IS IN AZTECS Ensure the address is keyed correctly. Key Y when the address is correct. Key N if the address is incorrect and press ENTER to go to the ADDR to correct the address.

Inquiry Screens

These screens are accessed from the Inquiry Menu (INME). They are used to gather current and historical information about a case or participant in AZTECS.

To navigate on INME complete one of the following:

- Key the number that corresponds to the desired action in the ENTER FUNCTION (BY NUMBER) field and press ENTER. Some functions will require additional information, such as the case number or benefit month.
- Key the desired screen acronym in the NEXT field and press ENTER. Some screens will require additional information, such as the case number or benefit month.

For example, you are on the Inquiry Menu (INME) and want to go to the Case Profile – Page 1 screen (CAP1). You could:

- Key 2 in the ENTER FUNCTION (BY NUMBER) field. This function also requires you to key the case number, and then press ENTER.

OR

- Key CAP1 in the NEXT field. The case number must be keyed, and then press ENTER.

Client Inquiry – CLINIndex: *Client inquiry (CLIN), overview*

CLIN	CLIENT INQUIRY	062321 08:23 ELIJA B
ENTER ONE OF THE FOLLOWING:		
①	CLIENT IDENTIFYING INFORMATION: SURNAME: LANE IF PARTIAL, ENTER Y : _ GIVEN NAME (OR INITIAL): DANIELLE MIDDLE INITIAL: _ SSN: _____ CONFIRM SSN: _____ BIRTHDATE (MMDDYYYY): _____ OR AGE: _____ SEX: _	
②	CLIENT IDENTIFIER: _____	

To determine whether a participant is known to AZTECS or another system that interfaces with AZTECS, search using ONE of the options on CLIN.

1. CLIENT IDENTIFYING INFORMATION Key as little information as needed to enable AZTECS to do a wider search. Add information to narrow the search results. When entering Client Identifying Information, do NOT key a Client Identifier.

2. CLIENT IDENTIFIER The client identifier is the number assigned to a person by AZTECS when initially registered in the system. It can be found on the CLPR screen. When entering a Client Identifier, do NOT key Client Identifying Information.

Press ENTER to complete the search.

- If a match is found, CLIS will display next.
- If a match is NOT found, a message will display that no client was found. Delete the search information and start over, or press F9 to exit the screen.

When information is entered in both options 1 and 2, the following edit message displays:

* ERROR * IDENTIFYING INFO NOT REQUIRED WITH CLIENT ID.

Always search with one option only.

Client Inquiry Short List – CLIS

Index: *CLIS, overview*

* INFO *		END OF SHORTLIST ENTRIES						
CLIS		CLIENT INQUIRY SHORT LIST					062321 08:24	
							ELIJA B	
							--SYSTEMS--	
SURNAME	GIVEN NAME	I	BIRTHDATE	SEX	S.S.N.	VR	A:C:J:C:U:O	
							Z:M:S:S:I:T	
01	LANE		02051999	F	340000727	V	Y Y	
02	LANE	A	04151983	F	555019989	V	Y Y	

TO INQUIRE ON A SPECIFIC CLIENT, ENTER HIS/HER SEQUENCE NUMBER: 01

CLIS displays results which are an exact or close match to the information keyed on CLIN.

To select a participant from CLIS, complete the following:

- Select the participant with the matching information from the short list using the number to the left of the name.
- Key the number of the matched participant in the TO INQUIRE ON A SPECIFIC CLIENT, ENTER HIS/HER SEQUENCE NUMBER field for the specific participant.
- Press ENTER and CLPR displays.

When the results do not match the participant you are searching for, press F9 to exit the screen and return to INME.

Client Profile – CLPRIndex: *Client profile, overview*

```

* INFO *          END OF PROGRAM INVOLVEMENTS
CLPR              CLIENT PROFILE                      062321 08:25
                  FAMILY BENEFIT                     ELIJA B
NAME/ALIASES     CAP PERIOD                          --S Y S T E M S--
LANE, DANIELLE   1:                                  :A:C:J:C:U:O:M:
                  2:                                  :Z:M:S:S:I:T:A:
                  3:                                  Y      Y

AHCCCS ID:      TYPE:      ALERT:      FILE LOCATION:
CLIENT ID: 0000000000 SEX: F  S.S.N.: 340 00 0727 VR: V  BIRTHDATE: 02051999
      E B PT  CASE  PART  PART  SITE  DN/
PGM CAT S C CD  NUMBER  START  END  STAT CODE UT CSLD REL CL  ALERT
01 AF      CO  00000000  062121          RE  900  9  99  PI
02 FS      CO  00000000  062121          RE  900  9  99  PI
03 FS      IN  00000000  010716  043016  CL  900  7  77  PI LC

TO INQUIRE ON A SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER: ___ 1
TO SELECT THIS CLIENT FOR PMMIS INQ., ENTER Y: ___ 2
TO REQUEST EMPLOYMENT VERIFICATION, ENTER Y: ___ 3 TO REQUEST WTPY, ENTER Y: ___ 4

```

CLPR displays the participant's identifying information. It is used to inquire on a specific program involvement and request additional information.

- 1. Specific Program Involvement** Key the selected position number in this field to view more information about an individual program. Press ENTER and AZTECS will display PRIP.
- 2. PMMIS Inquiry** This field is used to display AHCCCS eligibility. Medical Assistance information can be found in HEAplus.
- 3. Request Employment Verification** Key Y in this field to request updated employment verification information from employers participating in Equifax. Press ENTER to submit the request. Results will display on EMVI.
- 4. Request WTPY** Key Y in this field to request updated information from the Social Security Administration. Press ENTER to submit the request. Results will display on WTPI, BDXI, or SDXI within 48 hours.

CLPR displays the participant's case number. Write down the case number and press F9 to return to INME **OR** select a specific program involvement for more information.

Program Involvement Person List – PRIPIndex: *PRIP, overview*

```

* INFO *          END OF PERSON LIST
PRIP              PROGRAM INVOLVEMENT PERSON LIST          062321 08:26
                                                           ELIJA B

      CASE NUMBER: 00000000          SITE
      PGM:      FS          OFF.:    900          ALERT:
      START:    040321      UNIT:     9          DEN/CLO:
      END:              CSLD:    99          STATUS:  RE
      FILE LOC:          E P
REL  PART  CT  START  END      S Q TY  CLIENT NAME          BIRTHDT  SEX  S.S.N.
01  PI    CO    040321          LANE, DANIELLE      02051999  F  340000727
02  CH    CO    040321          LANE, HAILEY        06202017  F  110015125
03  CH    CO    040321          LANE, CHACE         01282020  M  110100914

TO INQUIRE ON A SPECIFIC PERSON, ENTER HIS/HER SEQUENCE NUMBER: 1

```

PRIP displays information specific to the program and case number selected on CLPR.

After making the inquiry:

- Return to INME by pressing the F9 key. The case number is NOT saved.
- Return to INME by pressing the F1 key. The case number IS saved and will display in the CASE NUMBER field.

1. TO INQUIRE ON A SPECIFIC PERSON... Key the selected position number for another participant in this field. Press ENTER and AZTECS will display CLPR for this person.

Note: PRIP will list up to seven participants known to a case. If a case has more than seven participants, additional PRIP screens will display when you press ENTER.

Case Profile - Page 1 – CAP1Index: *Case profile (CAP), overview*

CAP1	CASE PROFILE - PAGE 1	062321 08:27
		ELIJA B
CASE NAME: MEDINA, ANA	CASE NUMBER: 00000000	
	1 LANGUAGE SPOKEN: ENGL	READS: ENGL
2 SITE CODE: 900 UNIT: 5	CASELOAD: ACTIVE/OPEN CASE	PCN: 0000
	FILE LOCATION:	
TELEPHONE: 602 5555726	TYPE: M 3	TELEPHONE2: TYPE2:
ATTENTION:		
	CITY	STATE ZIP COUNTY
RESIDENTIAL ADDRESS:		
4 APT-UNIT-ETC :		
STREET ADDRESS :	712 E BELL RD	PHOENIX AZ 85022 MA
MAILING ADDRESS:		
APT-UNIT-ETC :		
STREET ADDRESS :		
AUTH REP- AF:		
AUTH REP- FS: 5		
AUTH REP- MA:		
RESERVATION:		
CHAPTER HOUSE: 6		
GLA/REHAB: N 7		

CAP1 displays the following information:

1. Language the Primary Informant (PI) speaks and reads
2. File location
3. PI's telephone number
4. Primary Informant's (PI) residential and mailing address
5. Representative information
6. Chapter House and Reservation information
7. Group Living Arrangement/Rehabilitation indicator

Review this screen prior to the interview and after a case is approved to ensure all information matches the information stated on the application.

Press ENTER to move forward to CAP2. (The NEXT function is not available on this screen).

Case Profile - Page 2 – CAP2

Index: *Case profile (CAP), overview*

CAP2		CASE PROFILE - PAGE 2				062321 08:28																																																																
						ELIJA B																																																																
1	CASE NAME: MEDINA, ANA				2	CASE NUMBER: 00000000																																																																
3	TRIBAL TANF:				4	SIMPLIFIED REPORTING: AF: Y FS: Y																																																																
5	LAST ACTION: INQUIR CAP1 062321				6	CASH DIV: 7 MULTI CASE: N																																																																
8	BENEFIT	APP	11	12	13	STATUS	RENEWAL	BEN/NOT	NOTICE	CURR.																																																												
	PGM	PRORATE	RECEIVED	SIZE	TYPE	STATUS	DATE	DUE DATE	ON HOLD	NEEDED	MONTH																																																											
	AF	062221	062221	02	A1	REC'D	062221				0621																																																											
	FS	062221	062221	03	SP	OPEN	062221	1121		Y	0721																																																											
	MA	011615	011615			DENIE#	011615				0115																																																											
<table border="0"> <tr> <td>CLIENT</td> <td>SSN</td> <td>DOB</td> <td>RL</td> <td>SEX</td> <td>AF</td> <td>FS</td> <td>MA-CAT</td> <td>AF</td> <td>FS</td> <td>MA</td> <td>S</td> <td>Y</td> <td>KC/HP</td> <td>PART</td> </tr> <tr> <td>MEDINA, ANA</td> <td>730566001</td> <td>081180</td> <td>PI</td> <td>F</td> <td>IN</td> <td>IN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>REF</td> <td>RENEW</td> </tr> <tr> <td>MEDINA, MARC</td> <td>730566002</td> <td>111081</td> <td>SP</td> <td>M</td> <td>OU</td> <td>IN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MEDINA, ISIDRO</td> <td>730566003</td> <td>060111</td> <td>CH</td> <td>M</td> <td>IN</td> <td>IN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											CLIENT	SSN	DOB	RL	SEX	AF	FS	MA-CAT	AF	FS	MA	S	Y	KC/HP	PART	MEDINA, ANA	730566001	081180	PI	F	IN	IN							REF	RENEW	MEDINA, MARC	730566002	111081	SP	M	OU	IN									MEDINA, ISIDRO	730566003	060111	CH	M	IN	IN								
CLIENT	SSN	DOB	RL	SEX	AF	FS	MA-CAT	AF	FS	MA	S	Y	KC/HP	PART																																																								
MEDINA, ANA	730566001	081180	PI	F	IN	IN							REF	RENEW																																																								
MEDINA, MARC	730566002	111081	SP	M	OU	IN																																																																
MEDINA, ISIDRO	730566003	060111	CH	M	IN	IN																																																																
#=REVIEW IN HEAPLUS				INTERVIEW COMPLETED? AF: Y FS: Y MA:																																																																		
*=DEAUTHORIZED				MORE CLIENTS? (Y/N): N				NEXT-->																																																														

CAP2 displays the following information:

1. CASE NAME

2. CASE NUMBER

3. TRIBAL TANF Identifies whether the case is Tribal TANF.

4. SIMPLIFIED REPORTING Displays a Y if AF or FS is subject to simplified reporting policy.

5. LAST ACTION Last action taken on the case.

6. CASH DIV Identifies a CA case as a Grant Diversion case.

7. MULTI CASE A Y indicates one or more participants may be participating in another case. To display CAP3 for a list of the other case numbers, press ENTER.

8. PGM Programs that have been registered, currently open, denied, or closed in a case.

9. BENEFIT PRORATES The date benefits start for a specific program.

10. APP RECEIVED The date a participant applied for a specific program.

11. SIZE Number of participants in a budgetary unit applying or receiving benefits for a specific program.

12. TYPE Case Type Code depends on the program.

13. STATUS Displays current case status (e.g., REC'D, OPEN, CLOSED, or DENIED).

- When the MA program is denied with the HP Denial or Closure Reason code, the STATUS will display as "DENIE#." When the MA program is closed with the HP Denial or Closure Reason code, the STATUS will display as "CLOSE#." The description in the lower left will display #=REVIEW IN HEAPLUS.

Case Profile - Page 2 – CAP2 (continued)

CAP2		CASE PROFILE - PAGE 2				062321 08:29									
						ELIJA B									
CASE NAME: MEDINA, ANA		CASE NUMBER: 00000000													
TRIBAL TANF:		SIMPLIFIED REPORTING: AF:Y FS:Y													
LAST ACTION: INQUIR CAP1 062321		CASH DIV:				MULTI CASE: N									
					1	2	3	4	5						
PGM	BENEFIT	APP	SIZE	TYPE	STATUS	RENEWAL	BEN/NOT	NOTICE	CURR.						
	PRORATE	RECEIVED			DATE	DUE DATE	ON HOLD	NEEDED	MONTH						
AF	062221	062221	02	A1	REC'D	062221			0621						
FS	062221	062221	03	SP	OPEN	062221	1121	Y	0721						
MA	011615	011615			DENIE#	011615			0115						
6					7										
CLIENT		SSN	DOB	RL	SEX	AF	FS	MA-CAT	AF	FS	MA	S	Y	KC/HP	PART
MEDINA, ANA		730566001	081180	PI	F	IN	IN								
MEDINA, MARC		730566002	111081	SP	M	OU	IN								
MEDINA, ISIDRO		730566003	060111	CH	M	IN	IN								
#=REVIEW IN HEAPLUS	8				9	INTERVIEW COMPLETED?	AF: Y	FS: Y	MA: Y						
*=DEAUTHORIZED	10					MORE CLIENTS? (Y/N):	N	NEXT-->							

CAP2 displays the following information:

- 1. STATUS DATE** Displays the date of the current case status.
- 2. RENEWAL DUE DATE** The date the program is due for renewal.
- 3. BEN/NOT ON HOLD** A Y indicates when benefits or notices are on hold.
- 4. NOTICE NEEDED_** A Y indicates a notice is needed.
- 5. CURR MONTH** The last month case details have been copied into. If an asterisk (*) displays to the left of the program field, the program has been de-authorized in the current system month.
- 6. CLIENT** Names of all participants in the case.
- 7. PARTICIPATION** The current SEPA Participation Code for each program (when the program is MA, includes the category) in which each a participant is approved when a case is open.
- 8. #=REVIEW IN HEAPLUS** The MA decision has been completed in HEAplus and the program is closed or denied in AZTECS.
- 9. INTERVIEW COMPLETED?** If Y displays, the interview has been completed for the specific program.
- 10. *= DEAUTHORIZED** If an asterisk displays next to the program identifier, that program is not yet authorized.

Case Profile - Page 3 – CAP3Index: *Case profile (CAP), overview*

CAP3	CASE PROFILE - PAGE 3	062321 08:30
		ELIJA B
CASE NAME: MEDINA, ANA	CASE NUMBER: 00000000	
NAME	REL	1 MULTIPLE CASE NUMBERS WITH OPEN PROGRAMS
01 MEDINA, ANA	PI	
02 MEDINA, MARC	SP	AF 00600012
03 MEDINA, ISIDRO	CH	AF 00600012
		MORE CLIENTS? (Y/N) : N NEXT-->

CAP3 is the third page of the Case Profile screens.

CAP3 only displays when the MULTI CASE field on CAP2 displays Y.

Press ENTER from CAP2 to access CAP3.

- 1. MULTIPLE CASE NUMBERS WITH OPEN PROGRAMS** Displays up to five active cases in which a participant is known. The program and case number display next to each affected participant.

Household Summary - Page 1 – HOSUIndex: *Household summary*

HOSU	HOUSEHOLD SUMMARY - PAGE 1	062321 08:31
	MONTH 06/2021	ELIJA B
CASE NAME: ADAMS, MARY (1)	(2) CASE NUMBER: 00000000	
TELEPHONE: 602 5556489 TYPE: H (3)	TELEPHONE2:	TYPE2:
ATTENTION: (4)		
RESIDENTIAL ADDRESS: (5)		
STREET ADDRESS : 1649 W THUNDERBIRD RD	PHOENIX	AZ 85016
HOUSEHOLD MEMBERS (6)	SSN	REL DOB AGE SCHOOL
ADAMS, MARY	700 01 2101	PI 02051997 24
ADAMS, SALLY	700 01 2102	CH 06122017 4
ADAMS, LEO	700 01 2103	SP 08271995 25
VEHICLE (7)	OWNER	OWED EQUITY
FORD ESCORT	ADAMS, MARY	0.00 4000.00
FINANCIAL ACCOUNTS (8)	ACCOUNT TYPE	AMOUNT
ADAMS, MARY	PERSONAL CHECKING ACCT	300.00
ADAMS, LEO	PERSONAL CHECKING ACCT	400.00
		NEXT-->

HOSU displays case information for any chosen benefit month. If no month is keyed on a menu screen, AZTECS displays the information in the most current or last month approved. The MONTH field displays the month and year.

All participants registered to a case display even when the participant is not applying for benefits.

HOSU displays the following:

1. CASE NAME**2. CASE NUMBER**

3. TELEPHONE and **TYPE**, **TELEPHONE2** and **TYPE2** of phone number (e.g., message, home).

4. ATTENTION This field displays information keyed on ADDR.

5. RESIDENTIAL ADDRESS The mailing address will display above the residential address when applicable.

6. HOUSEHOLD MEMBERS This includes identifying information.

7. VEHICLE**8. FINANCIAL ACCOUNTS**

Household Summary - Page 2 – HOSU

HOSU	HOUSEHOLD SUMMARY - PAGE 1		062321 08:32	
	MONTH 06/2021		ELIJA B	
CASE NAME: ADAMS, MARY		CASE NUMBER: 00000000		
OTHER ASSETS 1	TYPE		ACTUAL	EQUITY
ADAMS, LEO	CASH		5.00	5.00
UNEARNED INCOME 2	TYP	SUB	AMOUNT RECEIVED BY	
	TYP			
TITLE IV ED. INC. (7-93 AFTER EI			0.00	ADAMS, MARY
LOAN - UNCONDITIONAL	LO	UN	100.00	ADAMS, LEO
EARNED INCOME 3	TYP	SUB	HRS	AMOUNT
	TYP			
ADAMS, LEO	WA	WALMART	20	170.00
ADAMS, MARY	OB	OWN BUSINESS--IE: BEAUTY SALO	8	60.00
OTHER EXPENSES 4	AMOUNT			
ELECTRICITY	128.00			
RENT (DWELLING)	500.00			
TELEPHONE	27.00			
NEXT-->				

HOSU displays the following:

- 1. OTHER ASSETS** This field displays information keyed on OTAS.
- 2. UNEARNED INCOME** This may include disability payments, support payments, Unemployment Insurance, and educational income (financial aid).
- 3. EARNED INCOME** This may include wages, in-kind income, and self employment.
- 4. EXPENSES** This may include shelter, utility, medical, child support, and dependent care expenses.

HOSU may include several pages to display all the information on the case.

Press ENTER to page forward to the next HOSU page.

OR

Press F3 to return to Page 1 of HOSU.

HOSU also displays in the roadmap in order to check information prior to authorizing benefits.

AFDC Issuance History – AFIHIndex: *AFIH*

```

* INFO *      END OF DISPLAY REACHED
AFIH          AFDC ISSUANCE HISTORY          062321 08:33
                                                ELIJA B
CASE NAME: BYRD, JENNIFER          CASE NUMBER: 00000000
                                                CASE STATUS: ACTIVE 062321

```

WARRANT NUMBER	REPL NUMBER	1 MAIL DATE	2 BENE MONTH	3 AMT	4 BEN TYPE	DOC STATUS	STATUS DATE	STATUS REASON	CLIENT ID
003		060121	0621	220	REGL		053121	EB	
002		050121	0521	220	REGL		043021	EB	
001		040921	0421	168	INIT		040821	EB	

NEXT-->

AFIH displays a history of benefits that have been issued to the participant.

AFIH includes the following:

- 1. MAIL DATE** The date the benefits became available to the participant.
- 2. BENE MONTH** The month the benefits covered.
- 3. AMT** Amount that was issued.
- 4. BEN TYPE** Benefit type (REGL = regular or INIT = initial).
- 5. STATUS DATE** The date AZTECS was ready for issuance.
- 6. STATUS REASON** Status of the issuance (EB = issued via EBT card).

Food Stamp Issuance History – FSIH

Index: *FSIH*

```

* INFO *      END OF DISPLAY REACHED
FSIH          FOOD STAMP ISSUANCE HISTORY          062321 08:34
                                                    ELIJA B
CASE NAME: BYRD, JENNIFER          CASE NUMBER: 00000000
                                     CASE STATUS: ACTIVE 062321

```

DOC NUMBER	REPL NUMBER	MAIL DATE	BENE MONTH	AMT	BENE TYPE	DEL MTD	CERT NUMBER	DOC STAT	STATUS DATE	STAT RSN
003		060121	0621	342	RE				053121	EB
002		050121	0521	342	RE				043021	EB
001		040921	0421	273	IN				040821	EB

NEXT-->

FSIH displays a history of benefits that have been issued to the participant.

FSIH includes the following:

- 1. MAIL DATE** The date the benefits became available to the participant.
- 2. BENE MONTH** The month the benefits covered.
- 3. AMT** Amount that was issued.
- 4. BENE TYPE** Benefit type (RE = regular or IN = initial).
- 5. STATUS DATE** The date AZTECS was ready for issuance.
- 6. STATUS REASON** Status of the issuance (EB = issued via EBT card).

AFDC Benefit History – AFBH

Index: CA benefit history screen

* INFO *		END OF DISPLAY REACHED													
AFBH		AFDC BENEFIT HISTORY													
		062321 08:35													
		ELIJA B													
CASE NAME: BYRD, JENNIFER					CASE NUMBER: 00000000										
1	2	3	4	5	6				7	8	9	10	11		
MO	SIZE	STD	SR	CTB	INC	30+	30%	EMPW	DEP	BEN	BEN	RECOUP	NET	ISS	
						1/3	/	\$30	/	COE	CARE	TYPE	AMT	IND	
0721	02	A1	Y		0	N	N		0	0	REGL	220	0	220	MO
0621	02	A1	Y		0	N	N		0	0	REGL	220	0	220	PM
0521	02	A1	Y		0	N	N		0	0	REGL	220	0	220	PM
0421	02	A1	Y		0	N	N		0	0	INIT	168	0	168	PD

12 * = DEAUTHORIZED MONTH

NEXT-->

AFBH displays benefits authorized or determined for the case within the last 12 months. Information used in calculating an over / underpayment may be included.

Information displayed on AFBH includes the following:

- 1. MO** The benefit month.
- 2. UNIT SIZE** The budgetary unit size.
- 3. NEED STD** The need standard (A1, A2, D1, D2).
- 4. SR** Displays Y when the case is subject to Simplified Reporting policy.
- 5. GROSS CTB INC** The gross countable income.
- 6. ALLOWABLE DEDUCTIONS** Amounts subtracted from the gross countable income.
- 7. BEN TYPE** The benefit type.
INIT = initial CORR = correction REGL = regular REN = renewal SUPL = supplement
- 8. BEN AMT** The benefit amount.
- 9. RECOUP** The recoupment amount, if any.
- 10. NET BEN** The net benefit amount (benefit amount minus any recoupment).
- 11. ISS IND** The issuance indicator. The code changes when a benefit is issued.
DA = scheduled for daily issuance H1/H2 = on hold for PRA compliance MO = scheduled for monthly issuance
OP = overpayment PD = daily issuance paid PM = monthly issuance paid
PX = manual issuance paid P1/P2 = semi monthly issuance paid S1/S2 = scheduled for semi monthly issuance
- 12. * = DEAUTHORIZED MONTH** When a benefit has been established and not authorized, the entire line of information is highlighted and an asterisk (*) displays to the left of the benefit month. When certain case actions are made in the eligibility process (such as changing income), a previously authorized benefit becomes deauthorized. To authorize the benefit month, use **AFPD**.

Notice History Summary – NOHSIndex: *NOHS*

NOHS		NOTICE HISTORY SUMMARY				062321 08:37	
CASE NAME: BYRD JENNIFER		CASE NUMBER: 00000000				ELIJA B	
1	2	3	4	5	6	7	
VIEW	DEL	PGM	MONTH	DATE	NUMBER	NOTICE TITLE	PRINT LANG
		BEN					
		MAIL					
		FS	0621		C011	INFORMATION NEEDED - MA/NA	
		AF	0421	040921	A100	CA APPROVAL	
		FS	0421	040921	F100	NA APPROVAL	

VIEW: C = CHANGE, E = ENGLISH, OTHER = VIEW MORE NOTICES: N NEXT-->

NOHS is used to view notices that have been or will be sent. NOHS retains the notices for up to four months. Any notice that is needed beyond the four months can be retrieved through the Data Retrieval Screen (DARS).

A notice that does not display a mail date can be changed or deleted.

1. VIEW

- To view a notice, key X in this field.
- To view a Spanish notice in English, key E in this field.
- To change information in the notice prior to mailing, key C in this field.

2. DEL Key # in this field on the same line as the notice to be deleted and press ENTER. The notice can only be deleted when the MAIL DATE field is blank.

3. BEN MONTH Displays the benefit month for which the notice was or will be sent. Indicates the dates that will be keyed in the notice.

4. MAIL DATE Displays the date the notice was mailed. No date displays if the notice has not been mailed.

5. NOTICE NUMBER Displays the number of the notice that was or will be mailed.

6. NOTICE TITLE Displays the title of the notice that was or will be mailed.

7. PRINT LANG Displays the language in which the letter was or will be printed. Currently FAA notices are only created in English or Spanish.

Action History – ACHIIndex: *Action history screen*

ACHI		ACTION HISTORY					062321 08:38	
CASE NAME: BYPP JENNIFER							ELIJA B	
1	2	3	4	5			6	7
ACTION DATE	ACTION TIME	SECURITY KEY	ACTION TYPE	SCREEN ID	BEN MONTH	PRGM TYPE	CURRENT SITE	NEW SITE
062321	08:38:49	D000000	ADD	NOTI	0621	FS	900	
062321	08:38:17	D000000	CHANGE	ADDR	0621	AF	900	
062321	08:38:02	D000000	INQUIRY	CAP1			900	
040821	13:14:50	D099999	CHANGE	CADO			900	
040821	13:14:46	D099999	INQUIRY	NOHS			900	
040821	13:14:41	D099999	INQUIRY	FSBH			900	
040821	13:14:37	D099999	INQUIRY	AFBH			900	
040821	13:14:31	D099999	INQUIRY	CAP1			900	
040821	13:14:27	D099999	DELETE	NOHS			900	
040821	13:14:24	D099999	DELETE	NOHS			900	
040821	13:14:18	D099999	ADD	NOTI	0421	FS	900	
040821	13:14:13	D099999	ADD	NOTI	0421	AF	900	

DATE--> SCROLL: > NEXT-->

ACHI displays a summary of screens that were accessed by users and shows actions taken on a case.

ACHI can be used to assist in tracking transferred cases, change actions, etc.

AZTECS retains and displays up to four months of action history.

- 1. ACTION DATE** Date the action was taken.
- 2. ACTION TIME** Time the action was taken.
- 3. SECURITY KEY** LOGONID of the staff member that took the action.
- 4. ACTION TYPE** Type of action taken - ADD, CHANGE, DELETE, INQUIRY, SKIP.
- 5. SCREEN ID** Screen on which the action was taken.
- 6. CURRENT SITE** Site where the case is located.
- 7. NEW SITE** When a case is transferred, displays the new site code.

Overpayment/Claim History – OVCHIndex: *OVCH*

```

* INFO *          END OF DISPLAY REACHED - RECOVERY DATA NO LONGER EXISTS
OVCH              OVERPAYMENT/CLAIM HISTORY              062321 08:39
                                                         ELIJA B
CASE NAME: DESMOND MARGARET          CASE NUMBER: 00000000
PROGRAM TYPE: AF ①
                                     ⑥      ⑦      ⑧
CLAIM   CLAIM  ---STATUS---  ERROR  REPAY  -----RECOVERY-----  ⑨
NUMBER  DATE    CODE    DATE    CAUSE  PLAN  METHOD  DATE    AMOUNT  BALANCE
②      ③      ④      ⑤

```

NEXT-->

OVCH displays a summary of all outstanding and paid claims. It is a view-only screen.

- 1. PROGRAM TYPE** A separate Overpayment/Claim History screen is available for Cash and Nutrition Assistance. Key the program type (AF, FS) in the PROGRAM TYPE field on INME.
- 2. CLAIM NUMBER** Number given by AZTECS to identify claims within a case.
- 3. CLAIM DATE** Date a repayment plan starts.
- 4. STATUS CODE** Code indicating the current status of the claim.
- 5. STATUS DATE** Start date of the current status of the claim as indicated in the STATUS CODE field.
- 6. ERROR CAUSE** Error cause code indicating who caused the error.
- 7. REPAY PLAN** Repayment plan code indicating the repayment plan selected.
- 8. RECOVERY** These fields are no longer applicable. Recovery information is now retained in the ARICS system used by OARC.
- 9. BALANCE** Amount that is still owed after deducting a payment.

Interface Inquiry – ININ

Index: *Interface inquiry ()* and take the link in policy *Interface Inquiry (ININ) – Overview, 2*

ININ	INTERFACE	INQUIRY	062321	08:40 PM
			ELIJA B	
<p>1. BDX INFORMATION - SSA 2. SDX INFORMATION - SSI 3. WTPY INFORMATION 4. WTPY MANUAL REQUESTS 5. EMV INFORMATION 6. QUARTERS OF COVERAGE INFORMATION</p> <p>ENTER SELECTION (BY NUMBER) : SSN..... (1,2,3,4,5 ONLY) : 000 00 0000 CIF NAME..... (1,2,3,4 ONLY) :</p>				

ININ is used to view and request the following information for the participant whose Social Security Number (SSN) displays in the SSN field.

- Key the participant's Social Security number in the SSN field and press ENTER. ININ will refresh and display the number of records found for each subscreen.
- To request or view information, key the number of the selection in the ENTER SELECTION (BY NUMBER) field.
- Newest information on ININ subscreens is displayed first. Press ENTER to advance to older information.

1. BENDEX (BDX) INFORMATION View Social Security Administration (SSA) benefit information.

2. STATE DATA EXCHANGE (SDX) INFORMATION View Supplemental Security Income (SSI) benefit information.

3. WIRE THIRD PARTY QUERY (WTPY) INFORMATION View SSA and SSI benefit information.

4. WTPY MANUAL REQUEST Manually request WTPY information from SSA.

5. EMPLOYMENT VERIFICATION (EMV) INFORMATION View employment and income information from employers participating in Equifax.

6. QUARTERS OF COVERAGE INFORMATION View information about Lawful Permanent Resident (LPR) noncitizens with earnings recorded by the SSA.

Bendex Information – BDXIIndex: *Bendex information (BDXI)*

BDXI	BDX (SSA) INFORMATION (RECORD 1 OF 8)	06/23/21	08:41 PM
		ELIJA B	
SSN.: 000-00-0000	SSA CAN: 000000000A		
NAME: BENSON, JULIET V.	DOB: 011667	SEX: F	RESP. DATE: 060421 1
TYPE OF BENEFICIARY: PRIMARY CLAIMANT			
COMMUNICATION CODE: MATCHED - CURRENT INFO FROM SSA FILE			
CURR PAYMNT STATUS: BENEFIT IS BEING PAID 2			
CURR ENTITLEMENT EFFECTIVE DATE: 200304			
GROSS AMT: 885.40		SMI-PART B MEDICARE	HOSPITAL INS PART A MEDICARE
- OVERPAYMT: 4		-----	
-----		OPT:	OPT:
NET PAYABLE: 884.90	ENTITLEMENT DATE: 200504	ENTITLEMENT DATE: 200504	
- PT B PREM: 104.90 6	TERMINATION DATE:	TERMINATION DATE:	
-----	PREMIUM PAYER 8	SELF	PREMIUM AMOUNT : 9
CHECK AMT..: 780.00 7			
SSI STATUS.....:			
DUAL ENTITLEMENT INDICATOR:		CROSS REFERENCE CAN:	
DIRECT DEPOSIT INDICATOR : CHECKING	DISABILITY DATE OF ONSET: 200210 10		
OVERPAYMENT END DATE.....:			
MORE RECORDS EXISTS - PRESS ENTER TO VIEW		SELECTION START DATE:	

BDXI is used to view information received from the Social Security Administration's (SSA) BENDEX file about a participant who has received or is receiving one of the following types of benefits: Social Security, Railroad Retirement, RSDI (Retirement, Survivor's, Disability Insurance).

- 1. RESP. DATE** Displays the date information received by FAA from SSA. Always check this first to ensure the data is current.
- 2. CURR PAYMNT STATUS** Displays the current payment status of the SSA benefit.
- 3. GROSS AMT** Displays the full benefit amount.
- 4. OVERPAYMT** Displays the amount of the overpayment being deducted from the SSA entitlement. Always determine the reason for an overpayment.
- 5. NET PAYABLE** Displays the amount of the payable benefit amount.
- 6. PT B PREM** Displays the amount of the Medicare Part B premium when it is deducted from the benefit.
- 7. CHECK AMT** Displays the actual amount of the SSA check after any deductions have been taken.
- 8. PREMIUM PAYER** Displays the Premium Payer Code that indicates the person or agency responsible to pay the Part B premium. The Premium Payer Codes are as follows:

AZ = Arizona	CIVIL = Civil Service	PRITP = Private Third Party
RRB = Railroad Retirement	SELF = pays own premium	
- 9. PREMIUM AMOUNT** Displays the amount of the Part A premium.
- 10. DISABILITY DATE OF ONSET** Displays the date disability began. This field is blank when the disability began before 1975 or if a disability is not involved.

State Data Exchange Information – SDXI

Index: *SDXI*

SDXI	SDX (SSI) INFORMATION (RECORD 1 OF 9)	06/23/21 08:42 AM ELIJA B
SSN: 999-99-9999	NAME: THORN, CASEY	DOB: 110285
MARITAL STATUS: SINGLE	DEATH DATE:	SEX: M RESP. DATE: 060421
CURR PAYMNT STATUS: BENEFIT IS BEING PAID		APPLICATION DATE: 20090712
FED GROSS AMT: 733.00	APPEAL CODE:	DT ISSUED: 20210601
- OVERPAYMT:	APPEAL DATE:	
FED NET AMT...: 733.00	DENIAL CODE:	
STATE SUPPL...:	DENIAL DATE:	
CHECK AMT....: 733.00	DEEMING INDICATOR.....: DEEMING OVERRIDE	
INTERIM REIMBURSEMENT STATUS: NO IAR ON FILE	DISABILITY PAYMENT CODE.....: FINAL DETER-ALLOWANCE	
FEDERAL LIVING ARRANGEMENT...: OWN HOUSEHOLD	DIRECT DEPOSIT INDICATOR....: CHECKING	
DISABILITY DATE OF ONSET....: 20090701	MORE RECORDS EXISTS - PRESS ENTER TO VIEW	SELECTION START DATE:

SDXI is used to view SSI benefit information received from the Social Security Administration's (SSA) State Data Exchange file.

- 1. RESP. DATE** Displays the date information received by FAA from SSA. Always check this first to ensure the data is current.
- 2. CURR PAYMNT STATUS** Displays the SSI current payment status.
- 3. DT ISSUED** Displays the date the SSI payment was issued for the current payment amount.
- 4. FED GROSS AMT** Displays the gross amount of the payable federal benefit.
- 5. OVERPAYMT** Displays the amount of the overpayment being deducted from the SSI entitlement. Always determine the reason for an overpayment.
- 6. STATE SUPPL** Displays the amount of the state supplement. Some states pay supplemental benefits for the higher cost of living in that particular state.
- 7. CHECK AMT** Displays the combination of the federal and state SSI payment.
- 8. DEEMING INDICATOR** When a phrase other than DEEMING OVERRIDE displays, check for other sources of income.
- 9. DIRECT DEPOSIT INDICATOR** Displays the type of account in which a direct deposit is made. Review this field to ensure all financial accounts have been reported.
- 10. DISABILITY DATE OF ONSET** Displays the date disability began. This field is blank when disability began before 1975 or when no disability is involved.

Wire Third Party Query Information – WTPI

Index: *WTPI*

WTPI is used to view information from the Social Security Administration (SSA).

```

WTPI                WTPY INFORMATION PAGE 1 OF 2                06/23/21 08:43 AM
                    ELIJA B
SSN: 999-99-9999   CAN: 123456789                            RESP. DATE: 060421
NAME: THORN, CASEY

    SSN IS VERIFIED

MULTIPLE SSNS:

***** SSA/TITLE II INFORMATION *****
PAYMENT STATUS: BENEFIT IS BEING PAID                PAYMT ST DATE:
SSA PAYMENT AMOUNT.....: 1440.00
DATE CURRENT ENTITLEMENT: 200907                    HISTORY OF PAYMENT CHANGES
MEDICARE PREMIUM.....: 104.90
MEDICARE PREMIUM PAYER...: AZ                        -----
INITIAL ENTITLEMENT DATE: 200907                    DATE      AMOUNT          DATE      AMOUNT
DATE OF DEATH.....:                                -----
DISABILITY ONSET DATE...: 20090127                  202012  1440.00          201612  1324.00
XREF CLAIM NUMBER...: 201812  1395.00          201512  1314.00
SSA CLAIM NUMBER...: 123456789A00                201812  1371.00          201412  1294.00
TYPE OF BENEFICIARY: PRIMARY BENEFICIARY           201712  1280.00

                    SSI INFO EXISTS-PRESS ENTER TO VIEW
    
```

WTPI may display information about a participant’s SSA benefit information. The information is similar to what is found on the BDXI screen.

```

WTPI                WTPY INFORMATION PAGE 2 OF 2                06/23/21 08:43 AM
                    ELIJA B
SSN: 999-99-9999   CAN: 123456789                            RESP. DATE: 060421
NAME: THORN, CASEY

***** SSI/TITLE XVI INFORMATION*****
PAYMENT STATUS: TERMINATED                PAYMT ST EFF DATE: 201206
MEDICAID ELIGIBILITY: NOT ELIGIBLE
CURRENT PAYMENT AMOUNT (FED)..:                PAYMENT DATE:
CURREMT PAYMENT AMOUNT (STATE):                APPEAL CODE: RECONSIDERATION
SSI APP DATE...: 20100602                    APPEAL DATE.....: 20101026
DENIAL CODE....: FAILED TO PURSUE CLAIM        DENIAL DATE.....: 20110405
DISABILITY CODE: FINAL DET ALLOW              DISABILITY ONSET DATE: 20080430
APPLS DESN CODE: APPROVED                    APPEALS DECISION DATE: 20110330

                    -----HISTORY OF PAYMENT CHANGES-----
DATE      AMOUNT          TYPE          DATE      AMOUNT          TYPE
    
```

WTPI may also display a participant’s SSI benefit information. The information is similar to what is found on the SDXI screen.

WTPY Manual RequestsIndex: *WTPY*

```
ININ                                INTERFACE  INQUIRY                                062321    08:44 PM
                                         ELIJA B

1.  BDX INFORMATION - SSA
2.  SDX INFORMATION - SSI
3.  WTPY INFORMATION
4.  WTPY MANUAL REQUESTS
5.  EMV INFORMATION
6.  QUARTERS OF COVERAGE INFORMATION

1 ENTER SELECTION (BY NUMBER) : 4
2 SSN.....(1,2,3,4,5 ONLY) : 123 45 6789
  CIF NAME.....(1,2,3,4 ONLY) :
```

When the response date on WTPY is not current and the participant reports SSA or SSI income, submit a request for current information.

1. Key 4 in the ENTER SELECTION (BY NUMBER) field.
2. Key the participant's Social Security number in the SSN field and press ENTER.

Document the case file that a WTPY request was submitted. A response from SSA is received within 48 hours.

Employment Verification Information – EMVI

Index: *Employment verification information (EMVI)*

EMVI is used to view employment and income information from employers participating in Equifax.

EMVI	EMPLOYMENT VERIFICATION (RECORD 1 OF 5)	6/23/21	08:45 AM			
	(PAGE 1 OF 2)	ELIJA B				
ACTIVE IN AZTECS: Y	PARTICIPANT NAME: KLINE,	CALVIN	REQ: C			
1	SSN: 222-22-2222	DOB: 19751031	DATE OF REQUEST: 20210623			
	NAME: KLINE,	CALVIN	INFO CURRENT AS OF DATE: 20210620 2			
3	EMPLOYER NAME: CRUISER'S CAFE					
	HEADQUARTERS ADDRESS: 233 W ROUTE 66					
	CITY: WILLIAMS	STATE: AZ	ZIP CODE: 86046 COUNTRY: US			
	EMPLOYEE MOST RECENT HIRE DATE: 20201201	TERMINATION DATE: 20210531				
	REASON FOR TERMINATION: 0					
	AVG HRS / PAY PERIOD: 88 PAY RATE: 9.00 PAY FREQ: SM					
	HOURLY					
	MEDICAL INSURANCE AVAILABLE: N	EMPLOYEE ELIGIBLE: N	EMPLOYEE ENROLLED: N			
	MEDICAL CARRIER NAME:	NUM OF DEP COVERED: 0				
	ANNUAL COMPENSATION					
YEAR	BASE COMP	OVERTIME	COMMISSION	BONUS	OTHER	TOTAL
2021	8568.00	0.00	0.00	0.00	0.00	8568.00

The first page displays the following information:

1. The participant's personal information.
2. The date information was provided by the employer. Review this field to ensure the information is current.
3. The participant's employment information.

EMVI	EMPLOYMENT VERIFICATION (RECORD 1 OF 5)	06/23/21	08:45 AM			
	(PAGE 2 OF 2)	ELIJA B				
SSN: 222-22-2222	NAME: KLINE,	CALVIN				
PAY PERIOD SUMMARY						
BEGIN DT	END DT	PAY DT	HOURS	PP GROSS	PP NET	YTD GROSS
20210516	20210531	20210605	88.00	792.00	706.41	8568.00
20210501	20210515	20210520	80.00	720.00	649.37	7776.00
20210416	20210430	20210505	88.00	792.00	706.41	7056.00
20210401	20210415	20210420	88.00	792.00	706.41	6264.00
20210316	20210330	20210405	96.00	864.00	735.62	5472.00

The second page displays the prior 60 days of income information.

Quarters of Coverage Request/Inquiry – QCRE

Index: *Quarters of coverage, quarters of coverage request/inquiry (QCRE)*

QCRE	QUARTERS OF COVERAGE REQUEST/INQUIRY	06/23/21 08:46 ELIJA B
<p>AZTECS CLIENT ID: 0011111111 1 SSN:</p> <p>2 REQUEST QUARTERS OF COVERAGE: Y IS THIS AN AZTECS CLIENT Y/N: Y 3</p> <p>LAST NAME.....: FIRST NAME.....: MIDDLE INITIAL.....: SEX.....: BIRTHDAY (MMDDYY) ..:</p>		

QCRE is used to request quarters of coverage information and access the QCIN screen.

When the person is known to AZTECS:

1. Key the AZTECS participant ID in the AZTECS CLIENT ID field.
2. Key Y in the REQUEST QUARTERS OF COVERAGE field.
3. Key Y in the IS THIS AN AZTECS CLIENT Y/N field. AZTECS will complete the remaining participant information fields based on the AZTECS client ID keyed.

When the person is NOT known to AZTECS:

1. Key the Social Security number in the SSN field.
2. Key Y in the REQUEST QUARTERS OF COVERAGE field.
3. Key N in the IS THIS AN AZTECS CLIENT Y/N field. Key the remaining participant information fields.

Press ENTER to process the information.

- SSA responds to the request within 48 hours by updating QCIN.
- An error message (ERROR * NO QTRS OF COVERAGE RECORDS FOR CLIENT ID) will display at the top of the screen if no records are found.

Quarters of Coverage Information – QCIN

Index: *Quarters of coverage, quarters of coverage information (QCIN)*

QCIN	QUARTERS OF COVERAGE INFORMATION										06/23/21 08:47																																																																																																																																																																																	
											ELIJA B																																																																																																																																																																																	
SSN: 999-99-9999	AZTECS CLIENT ID: 0001111111					FLAG:	STATUS DATE: 20210424																																																																																																																																																																																					
NAME: SARABIA	LEAH						DOB: 19840121 SEX: F																																																																																																																																																																																					

QUARTERS OF COVERAGE (1937 - 1950) MINIMUM: 0 MAXIMUM: 0 RAILROAD SERVICE (1937 - 1946) : 0																																																																																																																																																																																												
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QCIN displays verified covered earnings which may be used to meet the 40 quarter requirement for a noncitizen. The information is received from the SSA files through the WTPY system.

The most common codes displayed are:

- C = wage quarter of coverage
- N = quarter with no earnings

Index: *Quarters of coverage pattern values* for a complete list of codes when needed.

1. TOTAL QUARTERS QUALIFYING Review this field when determining eligibility for a Lawful Permanent Resident who meets no other qualified noncitizen criteria.

Budget InquiryIndex: *Food stamp budget inquiry (FSBI), overview OR Cash assistance budget inquiry, overview*

FSBI	FS BUDGET INQUIRY	062321 08:48
BUDGET METHOD IS: PROSPECTIVE		ELIJA B
CASE NAME: LABEAUFOR, VIVIAN	CASE NUMBER: 00000000	MONTH: 0621
HH TYPE : SPE HH SIZE: 05	COUNTABLE: 725.90	LIMIT: 2368.00
EMPLOYMENT INCOME : 817.00	EDUCATION INCOME : 0.00	
SELF EMPLOYMENT INCOME : 0.00	OTHER UNEARNED INCOME: 733.00	
TOTAL EARNED : 817.00	TOTAL UNEARNED : 733.00	
EARNED INCOME DEDUCTION: 163.40		
STANDARD DEDUCTION : 197.00	NET INCOME AMOUNT : 725.90	
MEDICAL DEDUCTION : 0.00	COUPON ALLOTMENT : 553.00	
DEPENDENT CARE DEDUCT : 129.00	PRORATED ALLOTMENT : 147.00	
CHLD SUP CST/SS OVERPMT: 0.00	AFTER GOVT REDUCTION : 147.00	
SHELTER COST DEDUCTION : 334.70		
AFDC REDUCED BY : 0.00	NEW ALLOTMENT AMOUNT : 147.00	
TOTAL DEDUCTIONS: 824.10	AUTH PAID ALLOTMENTS : 0.00	
BENEFIT AUTHORIZATION: 0000	ALLOTMENT AMOUNT : 147.00	
BENEFIT TYPE: IN BENEFIT ISSUANCE: DA	RECOUPMENTS (INFO) : 0.00	
CERTIFICATION THROUGH: 1121	FINAL ALLOT (INFO) : 147.00	
HOLD REMNDR DATE: DEN/CLOSE REAS:	INELG DATE:	
HOLD REASON: JOBSTART: DIV N		
		NEXT-->

Budget inquiry screens are used to inquire into the budget history for a case. The budget inquiry screen is created after benefits are authorized, and displays the last calculation from the benefit determination screen (FSAD for NA and AFPD for CA). The budget inquiry screens are for display only and cannot be changed.

- Use the budget inquiry screens to avoid deauthorizing the benefits on the determination screens.

When no budget inquiry exists, the following edit message displays:

* WARNING * BUDGET DOES NOT EXIST FOR MMY

FS Budget Inquiry (FSBI) and **AF Budget Inquiry (AFBI)** are available through function 11 on the INME menu by selecting the appropriate program type and benefit month.

You can also use the NEXT field to navigate to the budget inquiry screens. A benefit month is required.

Child Support Payment History – CHSP

Index: CHSP

```

* INFO *      MORE PAGES EXIST
CHSP          CHILD SUPPORT PAYMENT HISTORY          06/23/21 08:49
              ELIJA B
AZTECS CASE NAME: HURLEY, DESIRAE                AZTECS CASE NUMBER: 00000000
              CS ISSUANCE MONTH: 0521 (1)

      AP NAME          CHECK          CHECK          INCOME
      SSN              DCSE CASE    ISSUED DATE    NUMBER        TYPE        AMT
*****
ESTEVEZ, CARLOS
000000000    000000000000    20210527      A000000000    CS RE    $100.00
ESTEVEZ, CARLOS
000000000    000000000000    20210520      A000000000    CS RE    $129.50 (2)
ESTEVEZ, CARLOS
000000000    000000000000    20210513      A000000000    CS RE    $114.00
ESTEVEZ, CARLOS
000000000    000000000000    20210506      A000000000    CS RE    $175.00

TOTALS:  SPRE      $.00    CSRE    $518.50  BCRE      $.00    CMRE      $.00
TOTALS:  SPAR      $.00    CSAR      $.00  BCAR      $.00    CMAR      $.00 (3)
TOTALS:  SPLS      $.00    CSLS      $.00  BCLS      $.00    CMLS      $.00

              MORE DATA TO DISPLAY: Y (4)
    
```

CHSP screens display income when child support, cash medical support, or spousal maintenance payments are issued through the Division of Child Support Services (DCSS).

CHSP is automatically updated on the fourth workday of each month with the previous month’s information.

- In this example the date is June 23, 2021.
- On June 4th child support information for May was updated on CHSP.
- Child support information for June will not be available on CHSP until July 7th.

1. CS ISSUANCE MONTH The month the payment was issued by DCSS. You can enter a benefit month on INME to search for records for a specific month. If the benefit month is not entered on INME, CHSP will display the most recent month support payments were received.

2. Payment Information All payments received for the month display in this section. More than one page may be needed for a month.

3. TOTALS The total amount of monies received in the indicated month displays next to the specific income type code. This code and amount may be budgeted on UNIN.

4. MORE DATA TO DISPLAY When additional information exists, Y displays in this field. CHSP displays up to 18 months of information.

Overpayment Tracking – OVTRIndex: *OVTR, field descriptions*

OVTR	OVERPAYMENT TRACKING	06/23/21 08:50
		ELIJA B
CASE NUMBER: 00000000	CASE NAME: BYRD, JENNIFER	
LOCAL OFFICE: 900	DISTRICT: ST	
***** OP REFERRAL INFORMATION *****		
DISCOVERY DATE: 053021		DUE DATE: 071421
OP DISCOVERY SITE:		SUPV PCN:
PROGRAM TYPE: FS	PROGRAM STATUS: AC	
HOW DISCOVERED:		AUTH PCN:
OP START MONTH:		OP END MONTH:
***** OP LOCAL OFFICE *****		
OP REFERRAL REC'D:	UNTIMELY RSN:	OP LOCAL OFFICE:
OP COMPLETION:	AG CAUSE PCN:	OP AMOUNT:
OP TYPE:	OP PCN:	OP CAUSE:
NOPE REASON:	OTHER NOPE REASON:	
		ERROR ELEMENT:
OP SENT TO OARC:		OP/CLAIM DATE:
OP CASE READ: N	CORRECT: Y	ERROR AMOUNT:
	ADD: N	MORE: N
		NEXT-->

A potential overpayment exists when it is discovered that the budgetary unit may have received benefits to which it was not entitled.

Review the case to determine whether there have been any overpayments at each of the following times:

- Each application for benefits.
- Each renewal for benefits.
- Whenever it is determined that a more thorough review is necessary due to potential overpayments.

Complete a *Potential Overpayment (OP) Referral* (FA-526) form when needed and send it to the Overpayment Unit.

The Overpayment Unit staff update **OVTR**. OVTR is used to track the timeliness of referrals for potential overpayment from the discovery date to the determination date and track overpayment case reads.

Household System Check – HOSCIndex: *HOSC*

HOSC	HOUSEHOLD SYSTEM CHECK	062321 08:51
	MONTH 06/2021	ELIJA B
CASE NAME: SMYTH, SHANE	CASE NUMBER: 00000000	
DETAILED REPORT FOR: SMYTH, SHANE 1	XXX XX XXXX	
2 ININ: REVIEW EMVI		
EMVI REQUEST DATE: 20210623 3		
4 CHSP: NO DATA AVAILABLE		
AFIP DATE: NO DATA AVAILABLE 5		
6 EMPLOYER INFO / BASE WAGE	QUARTER	EARNINGS
1111111 000		
BIG 5 SPORTING GOODS 161	*2-2021	\$.00
2525 E EL SEGUNDO BLVD	**1-2021	\$ 704.42
EL, CA 90245	**4-2020	\$ 842.23
310-536-0611	3-2020	\$ 533.07
7 UNEMPLOYMENT CLAIM INFORMATION: NO DATA AVAILABLE		
8 UNEMPLOYMENT INFORMATION: NO DATA AVAILABLE		
PAGE 1 OF 1	SSN SUBSTITUTION(Y/N) : N	PRINT (Y/N) : Y
		NEXT-->

HOSC interfaces with other systems and provides information regarding income a person may be receiving and the date the person was last fingerprint imaged.

1. DETAILED REPORT FOR HOSC will display information for every person registered to a case in AZTECS. Pay attention to the changing of names.

2. ININ Review EMVI, WTPI, BDXI, and SDXI when prompted.

3. EMVI REQUEST DATE Review EMVI when a date displays in this field.

4. CHSP It is best practice to review CHSP regardless of whether an indicator displays in this field.

5. AFIP DATE The last date a participant was fingerprint imaged displays in this field.

6. EMPLOYER INFO/BASE WAGE Information from each employer during the last six quarters will display. One asterisk (*) indicates the current quarter. The earnings will display as zero until the quarter ends and the employer reports the earnings. Two asterisks (**) indicate the last two quarters. All income in these quarters must be verified as current or terminated.

7. UNEMPLOYMENT CLAIM INFORMATION General information about Unemployment Insurance (UI) claims displays in this section. Review the information to determine when a participant applied for UI and the remaining UI balance.

8. UNEMPLOYMENT INFORMATION UI payment information displays in this section. Use this section to budget UI income.

Household System Check – HOSC (continued)

```

HOSC                                HOUSEHOLD SYSTEM CHECK                062321 08:52
                                MONTH 06/2021                            ELIJA B
CASE NAME: SMYTH, SHANE            CASE NUMBER: 00000000

DETAILED REPORT FOR:  SMYTH, SHANE        XXX XX XXXX

ININ:  REVIEW EMVI
EMVI REQUEST DATE: 20210623
CHSP:  NO DATA AVAILABLE
AFIP DATE:  NO DATA AVAILABLE

EMPLOYER INFO / BASE WAGE                QUARTER    EARNINGS
1111111 000
BIG 5 SPORTING GOODS 161                 *2-2021    $          .00
2525 E EL SEGUNDO BLVD                  **1-2021    $    704.42
EL, CA 90245                             **4-2020    $    842.23
310-536-0611                             3-2020     $    533.07

UNEMPLOYMENT CLAIM INFORMATION:  NO DATA AVAILABLE

UNEMPLOYMENT INFORMATION:  NO DATA AVAILABLE

PAGE 1 OF 1  1 SSN SUBSTITUTION(Y/N): N 2 PRINT (Y/N): Y 3 NEXT-->

```

1. PAGE HOSC may be one or more pages depending on the number of people registered to the case and the amount of information to display for each person. Press ENTER to review each page.

2. SSN SUBSTITUTION (Y/N) When a participant is working under a Social Security number which is not assigned to that person, key Y in this field and press ENTER to display the HOSS screen.

3. PRINT (Y/N) Key Y in this field and press ENTER to upload HOSC to OnBase. Y defaults in this field the first time HOSC is accessed to ensure it is sent to OnBase.

HOSC must be reviewed and uploaded to OnBase when ANY of the following apply:

- Prior to a new or renewal interview.
- A change in budgetary unit composition is reported.
- A participant reports a UI change (applied for UI, started receiving UI, change in UI, etc.).

HOSC SSN Substitution – HOSS

Index: *HOSC SSN substitution (HOSS)*

HOSS	HOSC SSN SUBSTITUTION	062321 08:53
		ELIJA B
CASE NAME: SMYTH, SHANE	CASE NUMBER: 00000000	
CLIENT NAME	CURRENT SSN	SUBSTITUTE SSN
SMYTH, SHANE	XX XX XXXX	___ _ _ 1
PAGE 1 OF 1	SSN SUBSTITUTION (Y/N) : N	PRINT (Y/N) : Y
		NEXT-->

HOSS is used to check wage and UI information for substitute Social Security numbers (SSN).

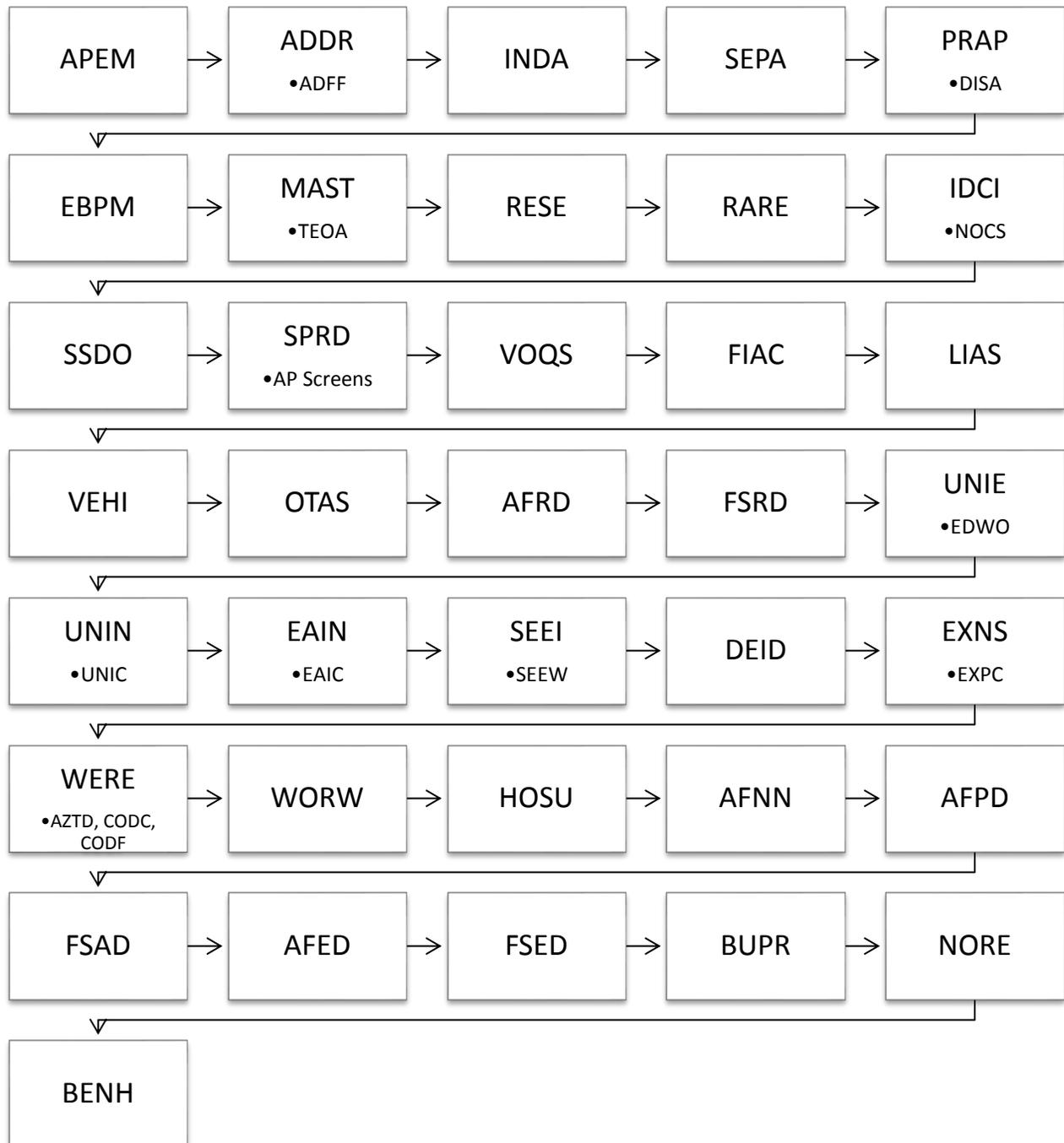
To inquire on an SSN under which a participant is working complete the following:

1. Key the additional SSN next to the participant using it. Then press F6 to return to HOSC and view the results.

HOSC will display the base wage and UI benefit information for the participant using the additional SSN and the other participants registered to the case.

The Eligibility Roadmap

The AZTECS Application Entry Roadmap is where eligibility information is keyed to make a determination on all FAA applications for CA and NA. All of the pages in this section explain the AZTES roadmap entry sequence. Specific screens display based on the registered programs.



Application Entry Menu – APEMUsed for: **CA, NA**Index: *APEM*

APEM	APPLICATION ENTRY MENU	062321 08:55
		ELIJA B
<p>1. APPLICATION ENTRY SEQUENCE 2. RESOURCES/INCOME ENTRY 3. INCOME ENTRY 4. COPY DETAILS FOR NEW MONTH 5. DELETE MONTH 6. NOT AVAILABLE 7. NOT AVAILABLE 8. C.O.B.R.A.</p>		
1	ENTER FUNCTION	(BY NUMBER) : 1
2	CASE NUMBER	(FOR 1 - 8) : 00000000
3	MONTH	(FOR 1 - 5, 8) : 0621
	BUDGETING METHOD	(FOR 1 - 3) : P
<p>NOTE: MONTH AND BUDGETING METHOD ARE NOT REQUIRED FOR STATE ASSISTANCE ONLY CASES.</p>		
		NEXT-->

APEM is the beginning of the Application Entry Roadmap and is the starting point for keying an AZTECS case.

To being keying a case complete the following:

1. Key 1 in the ENTER FUNCTION field.
2. Key the case number.
3. Key the current system month displayed on CAP2.

Review Page 11 for more information on APEM.

Press ENTER to continue through the roadmap.

Address – ADDRUsed for: **CA, NA**Index: *Keying ADDR*

ADDR	ADDRESS	062321 08:56
		ELIJ B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
TELEPHONE: 928 5551234	TYPE: H 1	TELEPHONE2: _____ TYPE2: _
AFDC AUTHORIZED REP: _____		ACP ISS DATE: _____
FS AUTHORIZED REP: DORA	T JOHNSON	CONFIDENTIAL: _
MA AUTHORIZED REP: _____		2 STOP AUTO CALLS: N
ATTENTION: _C/0 DORA JOHNSON		
	CITY	STATE ZIP COUNTY
RESIDENTIAL ADDRESS : 3		
APT-UNIT-ETC : APT 1309		
STREET ADDRESS : 1205 SANDRETTO DR	PRESCOTT	AZ 86305 YA
MAILING ADDRESS : 4		
APT-UNIT-ETC : _____		
STREET ADDRESS : PO BOX 1234	PRESCOTT	AZ 86302
RESERVATION: _____		
CHAPTER HOUSE: 5 _____	EMAIL: _____	6 DATE--> _____ TEOA: N 7 NEXT--> _____

ADDR is used to maintain telephone numbers, representative information, and residential and mailing addresses.

ADDR displays the information keyed when the application was registered in AZTECS. Review the screen for accuracy. Update information as needed.

Both CA and NA

1. TYPE **C** = Cell or mobile, **H** = Home, **M** = Message, **P** = Pager, **W** = Work

2. STOP AUTO CALLS Key Y when the participant requests not to receive automated calls from DES.

3. RESIDENTIAL ADDRESS If the applicant is homeless, key SEE MAILING and the city, state and zip code of the location where the homeless person is sleeping.

4. MAILING ADDRESS Key the address where the participant receives mail, if different than the residential address. The reason for a mailing address must be documented in the case file. A homeless participant with no mailing address must sign up for General Delivery at the post office.

5. CHAPTER HOUSE Key the Chapter House code when the participants are living on the Navajo reservation and belong to a Chapter House.

6. DATE Key a prior date and press ENTER to view the address listed at that time.

7. TEOA Displays Y when any household member resides at a temporary out-of-home address.

Press ENTER to continue through the roadmap.

Address Finalist Format – ADFFUsed for: **CA, NA**Index: *ADFF, overview*

```

ADFF                                ADDRESS FINALIST FORMAT                                062321 08:57
                                                                ELIJA B
CASE NAME: PAGE, MELISSA                                CASE NUMBER: 00000000

<ORIGINAL ADDRESS>
                                                                CITY                STATE ZIP  COUNTY
RESIDENTIAL ADDRESS :
  APT-UNIT-ETC      :  APT 1309
  STREET ADDRESS    :  1205 SANDRETTO DRIVE          PRESCOTT            AZ 86303  YA

<RETURNED FORMATTED FINALIST ADDRESS>

  APT-UNIT-ETC      :  APT 1309
  STREET ADDRESS    :  1205 SANDRETTO DR             PRESCOTT            AZ 86305

      1. UPDATE AZTECS WITH ORIGINAL ADDRESS
      2. UPDATE AZTECS WITH FINALIST ADDRESS
      3. MODIFY ORIGINAL ADDRESS

      ENTER FUNCTION (BY NUMBER): 2  ←

```

```

STREET CHANGED                                ZIP CODE CHANGED  *
                                                                NEXT-->

```

ADFF is a subscreen displayed by AZTECS when an address is keyed or changed on ADDR that is not valid.

Note: Finalist is the computer program used to validate addresses. The accuracy of the participant's address must still be verified. Finalist only verifies that the address exists; staff must verify who lives at that address.

Key one of the following function numbers in the ENTER FUNCTION field.

1. UPDATE AZTECS WITH ORIGINAL ADDRESS AZTECS keeps the original address as keyed on ADDR with no changes, and proceeds to the next screen. Use this function only when Finalist has not found a match and the address is verified.

2. UPDATE AZTECS WITH FINALIST ADDRESS AZTECS is updated with the address match as converted by Finalist in the RETURNED FORMATTED FINALIST ADDRESS fields, and proceeds to the next screen. *Notice in the example above that ADFF has identified what information was changed.

3. MODIFY ORIGINAL ADDRESS AZTECS returns to ADDR to allow the address to be changed.

Press ENTER to continue through the roadmap.

Interview Data – INDAUsed for: **CA, NA**Index: *INDA*

INDA	INTERVIEW/CONTACT DATA	062321 08:58 ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
1 EXPEDITE INDICATOR:	2 DIRECT DEPOSIT:	
PROGRAMS:	AF 3 FS	
INTERVIEW/CONTACT DATE AND TYPE:	4 062321 O 062321 O	
RESCHEDULED:		
COMPLETED:	5 <u>Y</u> <u>Y</u>	
TIME:	_____	
6 HOMELESS:	N 7	
MIGRANT/SEASONAL:	N	
LIST LANGUAGE THAT PI READS:	ENGL 8	
LIST LANGUAGE THAT PI SPEAKS:	ENGL	
AHCCCS HEALTH PLAN CHOICE:	9	

Both CA and NA

3. PROGRAMS Review to ensure all programs requested on the application are registered. Use APMA to make changes. MA applications are entered in HEAplus.

4. DATE AND TYPE A date is auto populated when a case is registered. Key the correct date and interview type code at the interview. Press F5 to display the interview type codes. Refer to local office procedures regarding when or if the RESCHEDULED and INTERVIEW TIME fields are used.

5. COMPLETED Key Y in this field when completing the interview. Key N in this field when the customer does not complete the interview.

8. LIST LANGUAGE THAT PI READS and **LIST LANGUAGE THAT PI SPEAKS** Key the language code the customer reads and speaks based on information provided on the application. Press F5 to display the language codes.

9. AHCCCS HEALTH PLAN CHOICE No action is required. MA information is entered in HEAplus.

NA Only

1. EXPEDITE INDICATOR Review this field. When a Y displays, the customer screened eligible for expedited services during registration. When nothing displays, the customer did not screen eligible for expedited services. Use APMA when changes need to be made.

6. HOMELESS Key Y when the budgetary unit (BU) meets the homeless criteria.

7. MIGRANT/SEASONAL Key Y when the BU includes a migrant or seasonal farm worker.

CA Only

2. DIRECT DEPOSIT No information displays as the direct deposit option was discontinued 5/1/13.

Press ENTER to continue through the roadmap.

Setup Participations – SEPA

Used for: **CA, NA**

Index: *SEPA*

SEPA										SETUP PARTICIPATIONS										062321 08:59			
CASE NAME: PAGE, MELISSA										CASE NUMBER: 00000000										MONTH: 0621			
NAME		REL	VR	PEND	POS	POS	PGM	PT	DAY	RSN	DATE	PGM	PT	DAY	RSN	DATE							
					PARENT	SP																	
01	MELIS	P	PI	HC	___	03	AF	IN	23	___	___	FS	IN	23	___	___							
02	OLIVI	K	CH	HC	01	___	AF	IN	23	___	___	FS	IN	23	___	___							
03	FRANC	P	SP	CS	___	01	AF	ST	23	___	___	FS	DI	23	___	___							
04	UNBOR	P	UB	CS	03	01	AF	UB	23	___	___	FS	OU	23	___	___							


 Position number

MORE CLIENTS: _ NEXT--> ____

SEPA is used to identify and update relationship, position of a parent or spouse, program participation, start day for benefits, and ineligible reason and date for each participant.

Both CA and NA

- 1. REL** Review the relationship code and correct if needed. This describes the relationship of the participant to the Primary Informant (PI).
- 2. VR** Key the verification code used to verify relationship of the participant to the PI.
- 3. POS PARENT** Key the position number listed on this screen of the person’s natural or adoptive parent, when applicable. Key up to two parents; the order is not important.
- 4. POS SP** Review the position number listed on this screen of the person’s legal spouse living in the home, when applicable. Correct when needed.
- 5. PT** Key the appropriate participation code for each participant. This field displays for each program registered.
- 6. START DAY** The application date or the start date of eligibility auto populates in this field. This field displays for each program registered. To change the start date of an application in received status, go to APMA.
- 7. INELIG RSN** Key an ineligible reason code when a participant’s benefits are being stopped or denied. This field displays for each program registered.
- 8. INELIG DATE** Key the date the participant is no longer eligible when keying an ineligible reason. This field displays for each program registered.

Press ENTER to continue through the roadmap.

Program And Person Alerts/Disqualifications – PRAP

Used for: **CA, NA**

Index: *PRAP*

```

PRAP                PROGRAM AND PERSON ALERTS/DISQUALIFICATIONS          062321 09:00
                                                                ELIJA B
CASE NAME: PAGE, MELISSA                CASE NUMBER: 00000000

      PROGRAM      ALERT TYPE      PROGRAM      ALERT TYPE
PROGRAM ALERTS: AF 1  ___  ___  ___      FS      ___  ___  ___

CLIENT                ALERT                SANC NBR                DISA WKSN
                    TYPE                    AF / FS / MA            AF / FS / MA
01  MELISSA          P          2          / 3          /          * 4          /  ___
02  OLIVIA           K          ___  ___  ___          /  /          /  ___
03  FRANCOIS        P          DI          /  /          /  ___
04  UNBORN           P          ___  ___  ___          /  /          /  ___

MORE CLIENTS:  _                NEXT-->  _____
    
```

PRAP is used to key and display program and participant alerts that also display on CLPR and PRIP. PRAP is also used to access the DISA workscreens.

Review PRAP at each interview and when working changes. Keying PRAP is not mandatory. Only key PRAP when an alert is needed.

Both CA and NA

1. PROGRAM ALERT TYPE Key up to three program alerts using the appropriate two digit program code. These fields display for each program registered. Press F10 for a list of some of the alert type codes.

2. CLIENT ALERT TYPE Tab to the participant for whom the alert is being set. Key up to three person alerts using the appropriate two digit alert type code. These fields display for each person registered.

- The alerts FD, FF, and IP must be keyed in the THIRD field for AZTECS to determine eligibility correctly.
- These codes follow the participant in any other case he or she is registered to.

3. SANC NBR AF/FS/MA These fields display the participant’s sanction number brought over from DISA.

4. DISA WKSN AF/FS/MA Review the DISA workscreen when there is an asterisk (*) under a program column. Key Y over the asterisk and press ENTER to review the sanction information.

Press ENTER to continue through the roadmap.

Disqualifications/Sanctions – Page 1 – DISAUsed for: **CA**Index: *DISA*

DISA		DISQUALIFICATIONS/SANCTIONS - PAGE 1			062321 09:01				
CASE NAME: PAGE, MELISSA			CASE NUMBER: 00000000						
CLIENT: PAGE, MELISSA			CLIENT ID: 0001234567						
PROGRAM TYPE: AF									
----- SANCTIONS -----									
NBR	RSN	SUB	BEGIN	END	NBR	RSN	SUB	BEGIN	END
	CODE	RSN				CODE	RSN		
---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---
CONTINUE NEXT SCREEN: Y									

DISA is a series of workscreens accessed from PRAP. There are two separate DISA screens for each participant-program combination. DISA Page 1 is used to key and display CA sanctions.

This screen does not have lines. Tab to get from one open field to another.

CA Only

1. PROGRAM TYPE This field displays the program specific DISA screen for which Y was keyed on PRAP. Some information that is keyed on PRAP can be viewed on the DISA screen.

– SANCTIONS –

2. NBR This field displays the CA progressive sanction number applied to the participant. This number auto populates after ENTER is pressed. The screen will display up to 28 sanctions.

3. RSN CODE Key the appropriate sanction reason code in this field.

4. SUB RSN Key the DCSS sanction reason sub code in this field (see the *FAA Policy Manual* for codes).

5. BEGIN Key the effective month and year (MMYY) that the sanction begins in this field.

6. END Key the effective month and year (MMYY) that the sanction ends in this field. This field indicates the first month the participant is eligible to be added back into the budgetary unit.

Both CA and NA

7. CONTINUE NEXT SCREEN Y displays in this field. Press ENTER to access DISA Page 2.

Press ENTER to continue through the roadmap.

EBT Payee Maintenance – EBPMUsed for: **CA, NA**Index: *EBT payee maintenance*

EBPM	EBT PAYEE MAINTENANCE	062321 09:03
		ELIJA B
CASE NAME : PAGE, MELISSA		CASE NUMBER: 00000000
1 SETUP OR CHANGE PRIMARY OR ALTERNATE: P (P OR A)		
	PRIMARY PAYEE	ALTERNATE CARDHOLDER 1 ALTERNATE CARDHOLDER 2
ACTION : 2 A		
	(A=ADD, C=CHANGE, D=DELETE)	
3 LAST NAME : PAGE	_____	_____
FIRST : MELISSA	_____	_____
INITIAL : _____	_____	_____
BIRTH DATE : 01041985	_____	_____
CARD ISSUE : M 4	_____	_____ (M=MAIL/O=OTC)
AUTHORIZED TO USE : 5		
CASH : Y	_____	_____ (Y OR N)
FS : Y	_____	_____ (Y OR N)
**** NOTE: ALL CARDS AND PINS ARE MAILED TO PRIMARY ADDRESS ****		
REPL CARDS :		
		NEXT--> _____

EBPM is used to add/update the payee on the EBT system before benefits can be authorized. The PI's information needs to be keyed prior to a representative being added. The PI's identifying fields (name and date of birth) cannot be changed on EBPM; use CLMA. The representative's identifying information can be updated on EBPM. A change made to a representative's information only affects EBT screens. AZTECS screens are not updated.

Both CA and NA

- To set up the Primary Payee, press ENTER.
- The PI can designate up to two EBT Alternate Card Holders. To set up an alternate payee:

1. SETUP OR CHANGE PRIMARY OR ALTERNATE Key A.

2. ACTION Key the appropriate action code. A = Add; C = Change; D = Delete.

Note: To delete a representative, the representative's card must be 'stated' on EBCM to other than active. If two representatives exist and representative number one is to be deleted, representative number two must be deleted first.

3. Card Holder Information Key the EBT Alternate Card Holder information in these fields.

4. CARD ISSUE This field defaults to M. Follow local office procedure as to when a card can be issued over the counter (OTC).

5. AUTHORIZED TO USE These fields default to Y. Key N if the PI does not want to allow the card holder access to CA or NA. Do not change to N if there is no program open.

Press ENTER to continue through the roadmap.

Marital Status – MAST

Used for: **CA, NA**

Index: *MAST purpose*

MAST		MARITAL STATUS							062321 09:04		
CASE NAME: PAGE, MELISSA										ELIJA B	
MAR PREG										CASE NUMBER: 00000000	
NAME	REL	STA	Y/N	VR	PEND	EXP DEL DATE	PG TERM DATE	START	END	CHG	ADDR
01 MELIS	P	PI	MA	Y	CS	121221					
02 OLIVI	K	CH	NM					061421	063021		
03 FRAN	P	SP	MA								
04 UNBOR	P	UB	NM								

MORE CLIENTS: NEXT-->

MAST is used to enter and display marital status of all participants, pregnancy, and participants temporarily out of the home. Marital status must be keyed for all participants. Key the other fields only when they apply to the case circumstances.

Both CA and NA

- 1. MAR STA** Key the appropriate marital status code next to each participant.
- 2. PREG Y/N** Key Y next to each pregnant participant; leave blank for non-pregnant participants.
- 3. VR** Key the verification code indicating how pregnancy was verified.
- 4. EXP DEL DATE** Key the expected delivery date (EDD) for the pregnant participant.
- 5. PG TERM DATE** If the pregnancy ends in miscarriage, stillbirth, or abortion, key the date the pregnant woman is no longer pregnant. Delete the Y in the PG field and the date in the EXP DEL DATE field.

CA Only

- TEMPORARY-OUT-OF-HOME** Use these fields when a participant is temporarily living outside of the home.
- 6. START** Key the date the participant temporarily left the home.
- 7. END** Key the date the participant returned or is expected to return to the home.
- 8. CHG ADDR** Key Y to access the TEOA screen when changes are required.

Press ENTER to continue through the roadmap.

Referral Source Entry – RESE

Used for: **CA, NA**

Index: *RESE*

RESE		REFERRAL SOURCE ENTRY						062321 09:06	
CASE NAME: PAGE, MELISSA		CASE NUMBER: 00000000						MONTH: 0621	
NAME	PGM	REFERRAL		REFERRAL		RELEASE		AZ	YATI
		SRC	DATE	SRC	DATE	PGM	SRC	DATE	RES
									DATE
01	MELIS P	AF	___	FS	___	___	___	___	___
02	OLIVI K	AF	___	FS	___	___	___	___	___
03	FRANC P	AF	___	FS	___	___	___	___	___
04	UNBOR P	AF	___	FS	___	___	___	___	___

1
2
3

MORE CLIENTS: _ NEXT--> _____

RESE is used to key, change, or view information regarding referral source information by program. All other fields are obsolete since MA is processed in HEAplus.

Only key this screen when you have a referred application.

Both CA and NA

- 1. REFERRAL PGM** This field displays for each program registered in AZTECS.
- 2. REFERRAL SRC** Review the referral source code entered at registration. Key or change the code when needed.
- 3. REFERRAL DATE** Key the date the application was received from the referring agency, when required by policy.

Press ENTER to continue through the roadmap.

Race/ Residency/ Ethnicity – RARE

Used for: **CA, NA**

Index: *RARE*

```

RARE                                RACE / RESIDENCY / ETHNICITY                                062321 09:07
CASE NAME: PAGE MELISSA                                (3)                                CASE NUMBER: 00000000                                (6)
NAME RL RS VR PEND ETHNICITY RACE (4) (5) TRIBAL CENSUS #
01 MELIS P PI Y HC _____ N Y _ _ _ _ _ NA 1234567890
02 OLIVI K CH Y HC _____ N Y _ Y _ _ _ NA _____
03 FRAN P SP Y HC _____ Y _ _ _ _ Y _ _ _ _
04 UNBOR P UB _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    
```

MORE CLIENTS: NEXT-->

RARE is used to key and maintain information regarding residency, race, and ethnic status of each participant.

Both CA and NA

1. RS When a participant states he is a resident of Arizona, key Y. When the participant states he is not a resident, key N.

2. VR Key the verification code that describes how residency was verified.

3. ETHNICITY HI When a participant is of Hispanic or Latino descent, key Y. Key N when not.

4. RACE Key Y next to at least one field to indicate the participant’s race (choose as many as needed).

- AI = American Indian
- AS = Asian
- BL = Black or African American
- NH = Native Hawaiian or Pacific Islander
- WH = White/Caucasian
- UD = unable to determine race

5. TRIBE A tribal code is required in this field when Y is keyed in the AI field. Press F5 to see tribal codes.

6. TRIBAL CENSUS NUMBER Key the tribal census or enrollment number when Y is keyed under the AI field. This is not required but should be keyed when known. When the tribal census number is not known, a warning displays; press ENTER again to go to the next screen.

Press ENTER to continue through the roadmap.

Identity / Citizenship – IDCI

Used for: **CA, NA**

Index: *IDCI*

IDCI		IDENTITY / CITIZENSHIP										062321 09:08	
CASE NAME: PACT MELISSA		3			4		5		CASE NUMBER: 00000000			ELIJA B	
NAME	RL	ID	VR	PEND	LAST GRADE	CI	VR	DOC TYPE	PEND	ALIEN ID NUMBER	US RES DATE		
01 MELIS	P	PI	Y	ID	AA	US	CD	6		7		8	
02 OLIVI	K	CH	Y	ID	11	US	CD						
03 FRAN	P	SP	Y	HC	12	IA	HC			123456789		041419	
04 UNBOR	P	UB											

MORE CLIENTS: _ NEXT--> _

IDCI is used to key and maintain information regarding identity, schooling, and citizenship status of each budgetary unit participant. Press F10 to review codes for IDCI fields.

Both CA and NA

1. ID Key Y in the ID field when acceptable identification is provided for the participant. Key N when acceptable identification was not provided or is pending.

2. VR Key ID in the VR field when acceptable identification is provided.

3. LAST GRADE Key the last grade completed.

1-11 = grades 1-11

12 = diploma/GED

AA = AA/AS degree

BA = BA/BS degree

MA = MA/MS degree

OC = other credential

NA = no education

UK = unknown

4. CI (for U.S. citizens) Key US.

5. VR (for U.S. citizens) Key one of the following Verification Codes:

AD = affidavit

CD = citizenship document

EX = exempt

4. CI (for noncitizens) Key one of the following noncitizen codes:

EA Eligible alien and qualified noncitizen, LPR five years or more.

EF Eligible for Food Stamps, LPR less than five years but has 40 quarters of work or is under 18.

IA Ineligible alien and nonqualified noncitizen, has USCIS documentation but not eligible for benefits.

OT Other type of alien and nonqualified noncitizen, has no USCIS documentation.

RE Refugee.

5. VR (for noncitizens) Key the appropriate verification code which identifies how citizenship was verified.

6. DOC TYPE This field is not mandatory.

7. ALIEN ID NUMBER For noncitizens, key the alien registration number from the USCIS document.

8. US RES DATE Key the date the noncitizen entered the US as verified by USCIS documentation.

Press ENTER to continue through the roadmap.

Non-Citizen Status – NOCS

Used for: **CA, NA**

Index: *Noncitizen status*

NOCS	NON-CITIZEN STATUS										062321 09:09					
										ELIJA B						
CASE NAME: PAGE, MELISSA					CASE NUMBER: 00000000											
U.S. C.I.S. INFORMATION										SAVE	SEC	S	<	D	4	M
NAME	RL	CI	CARD	COA	STAT	DATE	EXP	DATE	REQ	P	18	I	O	I		
01 MELIS	P	PI	US													
02 OLIVI	K	CH	US	1	2	3	4	5	6	7	8	9	10	11	12	
03 FRAN	P	SP	IA	I688A		EM	041419									
04 UNBOR	P	UB										Y				
MORE USCIS INFORMATION: _				MORE CLIENTS: _				NEXT--> _								

NOCS displays when a code other than US is keyed in the CI field on IDCI. The STAT and DATE fields must be completed. Key the other fields as needed depending on the participant’s noncitizen status.

Both CA and NA

The following fields can be keyed with information obtained from the noncitizen document and SAVE inquiry. If the information keyed does not meet specific noncitizen criteria, AZTECS generates an edit message at the top of the screen that will provide instructions.

- 1. CARD** Key the noncitizen document number.
- 2. COA** Key the Class of Admission (COA) code.
- 3. STAT** Key the noncitizen status of the participant.
- 4. DATE** Key the date the participant obtained the current status.
- 5. EXP** Key the date the status expires.
- 6. SAVE DATE** Key the date SAVE was completed.
- 7. SEC REQ** Key Y when a secondary request for SAVE is required.
- 8. SP** Key Y when the participant is a sponsored noncitizen. AZTECS may complete this field based on the COA entered.
- 9. <18** AZTECS auto populates Y when the participant is under 18.
- 10. DI** Key Y when the noncitizen is permanently disabled. AZTECS auto populates Y sufficient information is keyed in AZTECS indicating the participant is permanently disabled.
- 11. 40** Key Y when a participant has 40 quarters of earnings.
- 12. MI** Key Y when a participant has a military connection.

Press ENTER to continue through the roadmap.

SSDO / Date Of Birth / Sex – SSDO

Used for: **CA, NA**

Index: *SSDO*

SSDO	SSN / DATE OF BIRTH / SEX										062321 09:10
CASE NAME: PAGE, MELISSA											ELIJA B
CASE NUMBER: 00000000											
									GRAD		AA/DS/DS
NAME	REL	SSN	SS5 DT	VR	STUDENT	DOB	VR	DATE	SEX	AF/FS/MA	
					STAT EXEM						
01	MELIS P	PI 701296686	_____	CS	NS	___	01041985	HC	_____	F	_ _ _
02	OLIVI K	CH 701296687	_____	CS	NS	___	06012003	HC	0522	F	_ _ _
03	FRANC P	SP 701296688	_____	CS	FT	EM	09221979	HC	_____	M	_ _ _
04	UNBOR P	UB 901367099	_____	___			12122021	CS	_____	U	_ _ _
		1	2	3	4		5	6	7	8	9 10
MORE CLIENTS:										NEXT--> _____	

SSDO is used to key and maintain information regarding Social Security enumeration, student status, date of birth, graduation date, additional adult, and disability information of each participant.

Both CA and NA

- 1. SSN** Review the Social Security number (SSN) keyed at registration. Correct if needed.
- 2. SS5 DT** When a participant does not have a Social Security Number but has proof that an SSN has been applied, key the date the participant applied for a new or replacement card.
- 3. VR** Key the verification code that describes how the SSN or application for SSN was verified.
- 5. DOB** Review the date of birth (DOB) keyed at registration. Correct if needed.
- 6. VR** Key the verification code that describes how the date of birth was verified.
- 8. SEX** Review the sex keyed at registration (F for female, M for male, and U for unborn child). Correct if needed.

NA Only

- 4. STUDENT STAT - EXEM** Key the code that describes the student status and exemption for each participant age 18 – 49.
- 10. DS/FS** Key Y when a participant is permanently disabled.

CA Only

- 7. GRAD DATE** When an 18 year old meets the CA Student Criteria (Index: *CA Student Criteria*), key the date (MMYY) the participant is expected to complete the course of study.
- 9. AA/AF** Key the additional adult code when two adults are coded IN on SEPA for CA.

Press ENTER to continue through the roadmap.

Specified Relative /Deprivation – SPRD

Used for: **CA**

Index: *SPRD, purpose*

SPRD		SPECIFIED RELATIVE /DEPRIVATION										062321 09:11	
CASE NAME: PAGE, MELISSA												ELIJA B	
		SPECIFY					NON-PARENT					CASE NUMBER: 00000000	
NAME	REL	REL	POS	REL	01	VR	PEND	02	VR	PEND	DEPRIVATION CAUSE		
01 MELIS P	PI	Y				HC							
02 OLIVI K	CH	1	2	3	CA	HC							
03 FRANC P	SP				4	5							
04 UNBOR P	UB				UP	CS							

MORE CLIENTS: _ NEXT--> _____

SPRD is used to identify the specified relative, whether there is a non-parent specified relative in the budgetary unit, and the deprivation cause for the children. SPRD is also used to access the Absent Parent screens.

CA Only

- 1. SPECIFY REL** Key Y next to the CA specified relative. Key the verification code that describes how relationship was verified in the first VR field (5 above).
- 2. NON-PARENT POS** When the specified relative is a nonparent specified relative (NPSR), key the position number of the NPSR next to each dependent child.
- 3. NON-PARENT REL** When the specified relative is an NPSR, key the relationship of the NPSR to the child next to each dependent child.
- 4. DEPRIVATION CAUSE** Key the appropriate deprivation code pertaining to each dependent child for whom benefits are being applied. Press F5 for a list of deprivation codes. Only one code is needed when both parents are in the home. Key both the 01 and 02 fields when both parents are out of the home or deceased.
- 5. VR** Key the verification code that describes how deprivation was verified.

Note: When CA or DE is keyed in the DEPRIVATION CAUSE field, the Absent Parent screens are displayed and must be completed.

Press ENTER to continue through the roadmap.

AP Select / Request Absent Parent – APSRUsed for: **CA**Index: *APSR, purpose*

APSR	AP SELECT / REQUEST										062321 09:12			
											ELIJA B			
CASE NAME: PAGE, MELISSA					CASE NUMBER: 00000000					MONTH: 0621				
COOP										DP	COOP	PAT		
SEL	A/P	ID	SEX	AF	MA	POS	CHILD	LAST	FIRST	CHILD	ID	CD	DATE	EST
_	0001296721		M	CO		02	KIDD		OLIVIA	0001296687		CA		
  NEW A/P Y MORE _ NEXT--> ____														

It is mandatory at the interview to gather as much information as possible about absent or deceased parents. The Absent Parent screens are keyed to create a file for DCSS. Complete AP screens for the mother, when applicable, and only ONE alleged father, when applicable, per child.

CA Only**TO CREATE AN A/P ON A NEW CASE**

- Y displays in the NEW A/P field.
- Press ENTER to display APCR.

CREATING MULTIPLE A/P RECORDS

If there is more than one AP involved in the case, continue keying through the AP screens for the first AP and then NEXT to SPRD.

- Press ENTER to display APSR, key Y in the NEW A/P field, and press ENTER.
- APCR displays. Key the new AP's information and connect the AP to the appropriate children. Then, proceed with keying the AP screens as with the first absent parent.
- For any additional absent parent, repeat these steps.

TO CHANGE, UPDATE, OR VIEW INFORMATION ON A/P SCREENS ALREADY KEYED

- Key X in the SEL field beside the desired absent parent and press ENTER to display APCR.

Access APSR in one of the following ways:

- Go to SPRD and press ENTER.
- NEXT from another absent parent screen.

Press ENTER to continue through the roadmap.

AP Creation Absent Parent – APCRUsed for: **CA**Index: *APCR, purpose*

```

APCR                      AP CREATION                      062321 09:13
                                                                ELIJA B
CASE NAME : PAGE, MELISSA                      CASE NUMBER: 00000000

1 A/P SURNAME: UNKNOWN                      GIVEN: UNKNOWN                      MI: _
2 DOB: _____ SEX: M                      SSN: _____ CLIENT ID: 3
SEL          NAME                      CLIENT ID  DEP
01 PAGE                      MELISSA      0001296686  _
C 02 KIDD                      OLIVIA       0001296687  CA
_ 03 PAGE                      FRANCOIS     0001296688  _
_ 04 PAGE                      UNBORN       0001367099  _

4                                     5

DELETE A/P Y/N  _ 6 MORE  _ NEXT-->  _

```

APCR is used to key new or existing AP information.

CA Only

1. A/P SURNAME, GIVEN NAME, and MI Key the last name, first name, and middle initial of the absent parent. If the first or last name is unknown, key UNKNOWN.

2. DOB/SEX/SSN Key the absent parent's date of birth (MMDDYYYY), sex, and Social Security number (SSN). If the date of birth or SSN is unknown, leave these fields blank.

- **In TRAINING always leave the AP SSN field blank .**

3. CLIENT ID AZTECS will assign a Client ID when the mandatory information is keyed and the screen is processed.

4. SEL Key one of the following codes:

- C = Connect a child to an AP. Use when creating a new AP file. Connect all of the children belonging to the AP.
- D = Disconnect a child from an AP. Use when a child was connected to the wrong AP.
- U = Update the deprivation code. Use this code when deprivation was CA and is now DE.

5. DEP Key the appropriate deprivation code when connecting a child to an AP or updating the deprivation code.

6. DELETE A/P Y/N Key Y to delete the AP record when created in error.

Press ENTER to continue through the roadmap.

APPD Absent Parent – APPDUsed for: **CA**Index: *APPD, purpose*

APPD	AP PERSONAL DATA	062321 09:14
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
AP NAME : UNKNOWN, UNKNOWN	CHILD ID	FIRST NAME PA
AP ID : 0001367528		
AP SSN : 901367528		
AP SEX : M		
AP DOB : 010101		
MA COOPERATION CODE :		
AF COOPERATION CODE 1 : CO	DATE OF AF COOPERATION: _____	2
GOOD CAUSE EFFECTIVE DATE: _____	3 GOOD CAUSE END DATE: _____	4
IS UNKNOWN DECEASED? (Y/N): 5 _	IF YES: DATE OF DEATH: _____	STATE: _
RESIDENCE PHONE : _____	6 MESSAGE PHONE: _____	7
RESIDENCE ADDRESS: _____	8 CITY: _____	STATE: _____
	ZIP: _____	
RACE: 9 AI: _ AS: _ BL: _ NH: _ WH: _	ETHNIC HI: _	TRIBE: _
	MORE CHILDREN _	NEXT--> _____

APPD is used to key AP personal information and DCSS cooperation status.

CA Only

- 1. AF COOPERATION CODE** Key the appropriate cooperation code.
- 2. DATE OF AF COOPERATION** DCSS staff key the date the CA participant cooperated.
- 3. GOOD CAUSE EFFECTIVE DATE** Key the effective date of the CA good cause, when applicable.
- 4. GOOD CAUSE END DATE** Key the end date of the CA good cause, when applicable.
- 5. IS (AP's Name Displays) DECEASED? (Y/N)** Key Y for yes and N for no; key date of death and state in which the absent parent died when applicable.
- 6. RESIDENCE PHONE** Key the AP's residence phone number.
- 7. MESSAGE PHONE** Key the AP's message phone number.
- 8. RESIDENCE ADDRESS** Key the AP's residence address, city, state, and ZIP code.
- 9. RACE** Key Y next to the AP's race. Key Y next to the ETHNIC HI field when the AP is of Hispanic or Latino descent. Key the tribal code in the TRIBE field when the AP's race is American Indian.

Press ENTER to continue through the roadmap.

Voluntary Quit / Striker – VOQS

Used for: **CA, NA**

Index: *VOQS, purpose*

VOQS		VOLUNTARY QUIT / STRIKER							062321 09:15 ELIJA B	
CASE NAME: PAGE, MELISSA			CASE NUMBER: 00000000							
NAME	REL	VOL QUIT DATE	PWE Y/N	GD CAUSE CODE Y/N	VR	PEND	DEN CODE	JOB REFUSED DATE	STRIKE Y/N	
01 MELIS P	PI	051921	Y	Y	CS					
02 OLIVI K	CH	1	2	3	4		5	6	7	
03 FRANC P	SP									
04 UNBOR P	UB									

MORE CLIENTS: _ NEXT--> _

VOQS is used to record the following information for CA and NA on each participant:

- Job quit
- Refusal of employment
- Strike participation
- Voluntary reduction of income

Complete the following when a participant reports a voluntarily quit, reduction in work hours, or participation in a strike within 30 days before, and any time after, the date of application.

Both CA and NA

- 1. VOL QUIT DATE** Key the date of the voluntary quit or reduction in work effort next to the participant who voluntarily quit or reduced work effort.
- 2. PWE Y/N** Key Y when the participant who voluntarily quit or reduced work effort is the CA or TPEP Primary Wage Earner (PWE), or the NA E&T Lead Participant (LP).
- 3. GD CAUSE CODE** Key Y when good cause exists. Key N when good cause does not exist.
- 4. VR** Key the appropriate verification code for the voluntary quit and good cause.
- 5. DEN CODE** Key VQ when it is determined the participant voluntary quit or reduced work effort without good cause. (This is for information only).
- 6. JOB REFUSED DATE** Key the date the participant refused a job.
- 7. STRIKE** Key Y when the participant is participating in a strike.

Press ENTER to continue through the roadmap.

Liquid Assets – LIAS

Used for: **CA, NA**

Index: *LIAS*

LIAS		LIQUID ASSETS				062321 09:17			
CASE NAME: PAGE, MELISSA		CASE NUMBER: 00000000				MONTH: 0621			
NAME	REL	TY	VALUE	VR	PEND	TY	VALUE	VR	PEND
01 MELIS P	PI	CA	15.00	CS	_____	_____	_____	_____	_____
02 OLIVI K	CH	1	2	3	_____	_____	_____	_____	_____
03 FRANCO P	SP	_____	_____	_____	_____	_____	_____	_____	_____
04 UNBOR P	UB	_____	_____	_____	_____	_____	_____	_____	_____

4
5

MORE ASSETS: MORE CLIENTS: NEXT-->

LIAS is used to key and update information on all types of liquid assets any budgetary unit participant may have available regardless of participation code.

Complete the following when any participant reports a liquid asset.

Both CA and NA

- 1. TY** Key the type of liquid asset owned by the participant. For resources belonging to SSI recipients key OX.
- 2. VALUE** Key the amount of the liquid asset.
- 3. VR** Key the verification code that describes how the amount of the liquid asset was verified.
- 4. MORE ASSETS:** Key Y when more liquid assets need to be keyed for the participants listed on the screen. Press ENTER and a new LIAS screen will display.
- 5. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view LIAS for those participants.

Press ENTER to continue through the roadmap.

Vehicles – VEHI

Used for: **CA, NA**

Index: *VEHI*

VEHI	VEHICLES										062321 09:18			
CASE NAME: PAGE, MELISSA										CASE NUMBER: 00000000		MONTH: 0621		
JOINT										VHCL		CURR MKT	AMOUNT	PEND
NAME	REL	OWNR	TYPE	MAKE	MODEL	YEAR	USE	VALUE	OWED	VR	DATE			
01 MELIS P	PI	03	TR	CHEVY	TAHOE	2015	AD	7500.00	0.00	CS				
02 OLIVI K	CH													
03 FRANC P	SP		MC	HONDA	CBR	2015	AD	500.00	0.00	CS				
04 UNBOR P	UB													

10 MORE VEHICLES:
11 MORE CLIENTS:
 NEXT-->

VEHI is used to key and update information on vehicles any budgetary unit participant may have available regardless of participation code.

Complete the following when any participant reports a vehicle.

Both CA and NA

- 1. JOINT OWNR** Key the position numbers of co-owners living in the home. For jointly owned vehicles, key vehicle information next to one owner.
- 2. TYPE** Key the code for the type of vehicle. CA = car, TR = truck, MC = motorcycle.
- 3. MAKE** Key the make of the vehicle, such as Toyota, Chevy, etc.
- 4. MODEL** Key the model of the vehicle, such as Camry, Mustang, etc.
- 5. YEAR** Key the year of the vehicle (YYYY).
- 6. VHCL USE** Key the vehicle use code. Refer to the *FAA Policy Manual* for correct codes as the F5 menu includes obsolete codes. For resources belonging to SSI recipients key **SI**.
- 7. CURR MKT VALUE** Key the current market value of each vehicle as reported by the participant or the Trade In value listed on the Kelly Blue Book (KBB) website.
- 8. AMOUNT OWED** Key the amount owed on the vehicle.
- 9. VR** Key the verification code that describes how the information was verified.
- 10. MORE VEHICLES:** Key Y when more vehicles need to be keyed for the participants listed on the screen. Press ENTER and a new VEHI screen will display.
- 11. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view VEHI for those participants.

Press ENTER to continue through the roadmap.

AF Resource Determination – AFRD

Used for: **CA**

Index: *AFRD, purpose*

AFRD	AFDC RESOURCE DETERMINATION				062321 09:20
					ELIJA B
CASE NAME: PAGE, MELISSA				CASE NUMBER: 00000000	MONTH: 0621
NOT					
VEHICLES:	VALUE	OWED	COUNTABLE	COUNTABLE	SPONSOR OWNED
1 - CHEVY	7500.00	0.00	7500.00	0.00	
- HONDA	500.00	0.00	500.00	0.00	
-					
-					
-					
-					
-					
		NOT		NOT	
HOUSEHOLD ASSETS:	COUNTABLE	COUNTABLE	SPONSOR ASSETS:	COUNTABLE	COUNTABLE
- FINANCIAL ACCTS	0.00	499.89	- FINANCIAL ACCTS	0.00	0.00
- LIQUID ASSETS	0.00	15.00	- LIQUID ASSETS	0.00	0.00
- OTHER ASSETS	20000.00	0.00	- OTHER ASSETS	0.00	0.00
			- SPONSOR DEDUCT	0.00	
TOTAL COUNTABLE RESOURCES:		514.89			
CASE HAS PASSED THE RESOURCE DETERMINATION TEST					2 NEXT--> _____

AFRD is used to summarize the resource information keyed on the previous screens (FIAC, LIAS, OTAS, and VEHI). AFRD also displays a message at the bottom of the screen saying whether the case has passed or failed the CA resource determination test.

You **MUST** pass through AFRD, even when resources are not keyed, for AZTECS to make a CA eligibility determination.

When resources are keyed on the previous screens:

- Review the summary on AFRD and ensure the information is correct.
- 1. To return to a previous screen and change the resources, tab to the left of the resource you need to correct, key X, and press ENTER.
- Return to AFRD after making any resource changes.
- 2. Review the test result displayed at the bottom of the screen.
 - If the case has passed the resource test, continue to process the case in AZTECS.
 - If the case has failed the resource test, close or deny the case on AFED.

Press ENTER to continue through the roadmap.

FS Resource Determination – FSRD

Used for: **NA**

Index: *FSRD*

FSRD	FS RESOURCE DETERMINATION				062321 09:21
					ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000				MONTH: 0621
UNIT TYPE: REG	UNIT SIZE: 02				
			NOT		VEHICLE
VEHICLES:	VALUE	OWED	COUNTABLE	COUNTABLE	USE
1 - CHEVY	7500.00	0.00	7500.00	0.00	AD
- HONDA	500.00	0.00	500.00	0.00	AD
-					
-					
-					
-					
-					
			NOT		
HOUSEHOLD ASSETS:	COUNTABLE	COUNTABLE			
- FINANCIAL ACCTS	0.00	499.89			
- LIQUID ASSETS	0.00	15.00			
- OTHER ASSETS	20000.00	0.00			
TOTAL COUNTABLE RESOURCES:		514.89			
CASE HAS PASSED THE RESOURCE DETERMINATION TEST 1					NEXT--> _____

FSRD is used to summarize the resource information keyed on the previous screens (FIAC, LIAS, OTAS, and VEHI). FSRD also displays a message at the bottom of the screen saying whether the case has passed or failed the NA resource determination test.

You **MUST** pass through FSRD, even when resources are not keyed, for AZTECS to make an NA eligibility determination.

When resources are keyed on the previous screens:

- Review the summary on FSRD and ensure the information is correct.
- 1. To return to a previous screen and change the resources, tab to the left of the resource you need to correct, key X, and press ENTER.
- Return to FSRD after making any resource changes.
- 2. Review the test result displayed at the bottom of the screen.
 - Whether the case has passed or failed the resource determination test, continue to key the case. Budgetary units that fail the resource test may be categorically eligible for NA.

Press ENTER to continue through the roadmap.

Unearned Income - Education – UNIE

Used for: **CA, NA**

Index: *UNIE*

UNIE		UNEARNED INCOME - EDUCATION										062321 09:22
		PROSPECTIVE										ELIJA B
CASE NAME: PAGE, MELISSA												CASE NUMBER: 00000000 MONTH: 0621
NAME	REL	SCHL	FIN	L	GROSS	GROSS	COUNTABLE	PEND				
		ST	AID	PGM	TYP	S	AMOUNT	EXPENSES	AMOUNT	VR	DATE	
01	MELIS P	PI	NS	-	-	-	-	-	-	-	-	
02	OLIVI K	CH	NS	-	-	-	-	-	-	-	-	
03	FRANC P	SP	FT	AF/MA	EI	-	0.00	0.00	0.00	HC	-	
04	UNBOR P	UB	1	2	FS	3	0.00	0.00	0.00	4	-	

5
6

MORE INCOME: MORE CLIENTS: NEXT-->

UNIE is used to indicate whether a participant receives educational income (financial aid) and access the Education Workscreen (EDWO).

Complete the following when any participant reports educational income.

Both CA and NA

- 1. SCHL ST** Review to ensure the correct status displays. AZTECS will auto populate this field using the information keyed on SSDO.
- 2. FIN AID** Key Y when the student receives financial aid.
- 3. TYP** Key the code for the type of financial aid the student is receiving. Press ENTER to access EDWO.
- 4. VR** Key the verification code that describes how the information was verified after keying EDWO.
- 5. MORE INCOME:** Key Y when more educational income needs to be keyed for the participants listed on the screen. Press ENTER and a new UNIE screen will display.
- 6. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view UNIE for those participants.

Press ENTER to continue through the roadmap.

Education Workscreen – EDWO

Used for: **CA, NA**

Index: *EDWO*

EDWO	EDUCATION WORKSCREEN				062321 09:23
	PROSPECTIVE				ELIJA B
CASE NAME: PAGE, MELISSA				CASE NUMBER: 00000000	MONTH: 0621
PERSON: FRANC P					
AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE
6500.00	EI				
1	2				
PERIOD: 5	3				
AFDC=> TOTAL GROSS:		0.00	EXPENSES:	0.00	COUNTABLE AMT: 0.00
FS => TOTAL GROSS:		0.00	EXPENSES:	0.00	COUNTABLE AMT: 0.00
MA => TOTAL GROSS:		0.00	EXPENSES:	0.00	COUNTABLE AMT: 0.00
					SEND (Y/N) : Y 4

EDWO is used to calculate monthly countable educational income to display on UNIE for a specific participant.

Both CA and NA

1. AMOUNT Key the amount of the educational income to the left of the income type that has been carried over from UNIE. Only one income type can be keyed per workscreen. The additional AMOUNT fields are for keying educational expenses.

- Only key educational expenses when the educational income type is countable.

2. TYPE Review the income type which carried over from UNIE. When education expense amounts are keyed, key the code that represents the type of expense to the right of the amount.

3. PERIOD Key the number of months the educational income and expenses are intended to cover.

4. SEND (Y/N): Key Y to send a screen print to OnBase. The workscreen is NOT saved and a screen print MUST be placed in the case file.

Press ENTER twice to return to UNIE and key the VR field.

- The first time ENTER is pressed AZTECS calculates the amount of educational income to budget.
- The second time AZTECS returns to UNIE.

Press ENTER to continue through the roadmap.

Unearned Income – UNIN

Used for: **CA, NA**

Index: *UNIN*

UNIN		UNEARNED INCOME PROSPECTIVE										062321 09:24			
CASE NAME: PAGE, MELISSA										CASE NUMBER: 00000000		ELIJA B			
										MONTH: 0621					
NAME	REL	TY	TYP	S	S	AMOUNT	VR	PEND	TY	TYP	S	S	AMOUNT	VR	PEND
01 MELIS P	PI	UI		*		774.00	IN								
02 OLIVI K	CH	1	2	3		4	5								
03 FRAN P	SP														
04 UNBOR P	UB														

MORE INCOME: **6** MORE CLIENTS: **7** NEXT--> _____

UNIN is used to key and update all unearned income except educational income. Complete the following when any participant reports unearned income other than educational income.

Both CA and NA

- 1. TY** Key the code for the type of unearned income next to the participant who has the unearned income. Once the income type is saved, it cannot be changed.
 - 2. SUB TYP** Key the code for the sub type of unearned income when applicable. Not all income types have a sub type code.
 - 3. WS** Key Y when the income is received by any frequency other than monthly. Press ENTER to access the Unearned Income Calculation Screen (UNIC). *Skip this step for monthly income.*
 - After UNIC has been created, an asterisk (*) displays in the WS field. Key Y over the * to review or change the calculation screen.
 - 4. AMOUNT** Key the amount of the unearned income when received monthly. For all other frequencies, use UNIC.
 - 5. VR** Key the verification code that describes how the information was verified, after keying UNIC when applicable.
 - 6. MORE INCOME:** Key Y when more unearned income needs to be keyed for the participants listed on the screen. Press ENTER and a new UNIN screen will display.
 - 7. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view UNIN for those participants.
- **To delete income on UNIN or EAIN, follow these steps:**
- Key D in the WS field next to the income you want to delete and press ENTER.
 - Key Y in the DELETE (Y/N): field which will display in the lower left corner of the screen to confirm the income should be deleted.
 - Press F3 to process and remain on the screen **or** press ENTER to go to the next screen.

Press ENTER to continue through the roadmap.

Self Employment Income – SEEI

Used for: **CA, NA**

Index: *SEEI*

SEEI	SELF EMPLOYMENT INCOME										062321	09:28	
	PROSPECTIVE										ELIJA B		
CASE NAME: PAGE, MELISSA					CASE NUMBER: 00000000					MONTH: 0621			
	DEN	INC	40%				MONTHLY						
NAME	REL	CODE	TYP	EXP	VR	PGM	GROSS	DEDUCT	ADJ	GROSS	HRS	VR	PEND
01 MELIS	P	PI		Y		AF/FS							
02 OLIVI	K	CH		Y		AF/FS							
03 FRANC	P	SP		OB	Y	HC	642.08	256.83		385.25	107	HC	
04 UNBOR	P	UB	1	2	3	4		5			6		
										7			
EARNED INCOME LAST VERIFIED: 0621										8		9	
MORE INCOME: _											MORE CLIENTS: _		NEXT--> _

SEEI is used to key and update all self employment income.

Complete the following when any participant reports self employment income.

Both CA and NA

- 1. DEN CODE** Key the program denial code when the participant is disqualified from receiving earned income deductions.
- 2. INC TYPE** Key the self employment type code indicating the kind of business the participant has.
- 3. 40% EXP** Leave Y in this field as long as the participant has at least one allowable self employment expense for CA and NA. Key N when the participant has no allowable self employment expenses.
- 4. VR** Key the verification code that describes how the information was verified after keying SEEW.
- 5. MONTHLY GROSS, DEDUCT, and ADJ GROSS** The amounts displayed in these fields are calculated by AZTECS based on information keyed on SEEW.
- 6. HOURS and VR** Key the converted monthly hours the participant works and the verification code that describes how the information was verified after keying SEEW.
- 7. EARNED INCOME LAST VERIFIED** Review the month and year that carried over from EAIN.
- 8. MORE INCOME:** Key Y when more self employment income needs to be keyed for the participants listed on the screen. Press ENTER and a new SEEI screen will display.
- 9. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view SEEI for those participants.

Press ENTER to continue through the roadmap.

Self Employment Workscreen – SEEW

Used for: **CA, NA**

Index: *SEEW*

```

SEEW                SELF EMPLOYMENT WORKSCREEN                062321 09:29
                    PROSPECTIVE                               ELIJA B
CASE NAME: PAGE, MELISSA                CASE NUMBER: 00000000 MONTH: 0621
PERSON: FRANC P                        INCOME TYPE: OB

    AMOUNT TYP  AMOUNT TYP  AMOUNT TYP  AMOUNT TYP  AMOUNT TYP  AMOUNT TYP
    625.00 I    650.00 I    630.00 I    645.00 I    655.00 I    675.00 I
    630.00 I    625.00 I    635.00 I    660.00 I    645.00 I    630.00 I
    1          2
    -----
    -----
    -----
    3
    -----
SHARE%: 100    TOTAL GROSS: 7705.00    SHARE GROSS: 7705.00
            EXPENSES  ADJ GROSS INC                MONTHS  AVERAGE INC
AF/FS      3082.00    4623.00                                12      385.25
MA
                                4
    >>>>>  please print screen - data not saved  <<<<<<
                                                    SEND (Y/N): Y 5
    
```

SEEW is used to calculate a monthly amount of countable self employment income to display on SEEI for a specific participant.

Both CA and NA

- 1. AMOUNT** Key the dollar amount of the self employment income or expense.
- 2. TYP** Key the appropriate type. I = income and E = expense.
- 3. SHARE%:** Key the portion of the business owned by the participant. (For example: a partnership owned by two people would be a 50% share for each person.)
- 4. MONTHS** Key the number of months of income used to determine the monthly income.
- 5. SEND (Y/N):** Key Y to send a screen print to OnBase. The workscreen is NOT saved and a screen print MUST be placed in the case file.

Press ENTER twice to return to SEEI and key the HRS and VR fields.

Press ENTER to continue through the roadmap.

Deemed Income Deductions – DEID

Used for: **CA (Tribal)**

DEID		DEEMED INCOME DEDUCTIONS										062321 09:30	
		PROSPECTIVE										ELIJA B	
CASE NAME: PAGE, MELISSA		CASE NUMBER: 00000000										MONTH: 0621	
		NEED	PMT	OUT	CH SUPPORT			SPONSOR					
NAME	REL	STD	OF	HOME	VR	DATE	ALIMONY	VR	DATE	DEPENDT	FAM	SIZE	
01	MELIS P	PI	---	-----	---	-----	-----	---	-----	-	---	---	
02	OLIVI K	CH	---	-----	---	-----	-----	---	-----	-	---	---	
03	FRANC P	SP	---	-----	---	-----	-----	---	-----	-	---	---	
04	UNBOR P	UB	---	-----	---	-----	-----	---	-----	-	---	---	

MORE CLIENTS: _ NEXT--> _____

DEID was used for Tribal TANF cases to key or update deductions that apply to the income of participants who were not included in the Tribal TANF benefit.

Deemed income no longer applies to Tribal TANF cases.

Press ENTER to continue through the roadmap.

Expenses / Need Standard – EXNS

Used for: **CA, NA**

Index: *EXNS/EXPC*

EXNS	EXPENSES / NEED STANDARD												062321	09:31
PROSPECTIVE												ELIJA B		
CASE NAME: PAGE, MELISSA						CASE NUMBER: 00000000						MONTH: 0621		
1	STD/LVL: A1	VR: CC	2	ND: _____	# OF HH SHARING: 01	3								
	NAME	REL	WS	TY	SUB	AMOUNT	VR	PEND	WS	TY	SUB	AMOUNT	VR	PEND
01	MELIS P	PI	—	EL	—	89.00	CS	—	—	—	—	42.00	CS	—
				RE	—	500.00	CC	—	—	—	—	—	—	—
02	OLIVI K	CH	4	5	6	7	8	—	—	—	—	—	—	—
03	FRANC P	SP	—	—	—	—	—	—	—	—	—	—	—	—
04	UNBOR P	UB	—	—	—	—	—	—	—	—	—	—	—	—
						9						10		
UTILITY COSTS LAST VERIFIED: 0621						SHELTER COSTS LAST VERIFIED: 0621								
						11						12		
						MORE EXPENSES: _						MORE CLIENTS: _		NEXT--> _____

EXNS is used to key and update budgetary unit expenses, including shelter, utility, medical, and dependent care costs. Complete the following when any participant reports an allowable expense.

CA Only

- 1. STD/LVL** Key the standard or level based on the type of program.
- 2. VR** Key the verification code used to verify the standard or level.

Both CA and NA

- 3. # OF HH SHARING** USE OF THIS FIELD IS OPTIONAL. When expenses are shared, key the number of budgetary units that share expenses.
- 4. WS** Key Y to access the workscreen when an expense must be converted, like income.
- 5. TY** Key the code for the type of expense next to the person responsible for the expense.
- 6. SUB** Key the code for the sub type, if applicable. Not all expense types have a sub type code.
- 7. AMOUNT** Key the amount of the expense.
- 8. VR** Key the verification code that describes how the information was verified. Complete this field after keying EXPC when applicable.
- 9. UTILITY COSTS LAST VERIFIED** Key the date (MMYY) utility expenses were last verified.
- 10. SHELTER COSTS LAST VERIFIED** Key the date (MMYY) shelter expenses were last verified.
- 11. MORE EXPENSES:** Key Y when more expenses need to be keyed for the participants listed on the screen. Press ENTER and a new EXNS screen will display.
- 12. MORE CLIENTS:** Y displays when the case has additional participants that are not shown on the screen. Press ENTER to view EXNS for those participants.

Press ENTER to continue through the roadmap.

Expenses / Calculation – EXPC

Used for: **CA, NA**

Index: *EXNS/EXPC*

EXPC	EXPENSES CALCULATION	062321	09:32
		ELIJA B	
CASE NAME: PAGE, MELISSA		CASE NUMBER: 00000000	
PERSON #: 01		BENEFIT MONTH 06/21	
CLIENT NAME: PAGE, MELISSA		CLIENT NUMBER: 0000000000	
EXP TYP: 1	SUB TYP: 2	FREQ: 2	NUMBER OF PERIODS: 3
	PERIOD	GROSS AMOUNT	
	01	4	
	02	_____	
	03	_____	
	04	_____	
	05	_____	
	06	_____	
	07	_____	
	08	_____	
CONVERTED TOTAL: 5			
DOC: 6	_____		

EXPC is used to calculate a monthly expense to display on EXNS for a specific participant.

Both CA and NA

- 1. EXP TYPE and SUB TYP** Review the codes which carried over from EXNS. You can key the codes on EXPC if they were not keyed on EXNS when the workscreen was selected.
- 2. FREQ** Key the correct code indicating the frequency the expense is paid.
- 3. NUMBER OF PERIODS** Key the number of payments in the budgeting period only when a zero payment has occurred.
- 4. GROSS AMT** Key the expense amount.
- 5. CONVERTED TOTAL** AZTECS calculates and displays the converted total based on the frequency after ENTER is pressed the first time.
- 6. DOC** Use these fields to document important information to support the budgeting method used, or indicate where documentation can be found in the case file.

To remove an expense, key D in the WS field on **EXNS** and follow the steps used to delete income on UNIN and EAIN. Deleting is not permitted on EXPC.

Press ENTER to continue through the roadmap.

Welfare Reform – WERE

Used for: **CA, NA**

Index: *WERE, purpose*

WERE		WELFARE REFORM										062321 09:33											
												ELIJA B											
CASE NAME: PAGE, MELISSA												CASE NUMBER: 00000000 MONTH: 0621											
												EXT											
		AZ		AZ		AZ		FED LIMIT		EXT		RSN/		BENEFIT CAP		WERE							
NAME		REL		CNTR		EXT		LIMIT		CNTR		DISPL		RSN		LEN		60 MO RANGE		EXPT		RSN	
		AF		RSN		DISP		AF/FS		AF/FS		AF		FS		BEGIN		END		AF/FS		AGE	
01	MELIS P	PI	03					03								0318	0223			CH		036	
02	*OLIVI K	CH	1	2	3	4	5	6	7	8	9							10		11	CH	018	
03	FRANC P	SP																		CH		041	
04	UNBOR P	UB																			12	000	

DOC : _____

MORE CLIENTS: NEXT-->

WERE is used to key and view information for CA and NA participants subject to Benefit Cap, Unwed Minor Parent, Benefit Limit, and ABAWD policies.

CA Only

- 1. AZ CNTR AF** Review the number of countable STBL months received.
- 2. AZ EXT RSN** Key the STBL extension reason in this field.
- 3. AZ LIMIT DISPL** Key Y to display the AZTD screen.
- 4. FED LIMIT CNTR AF** Review the number of countable LIBL months received.
- 6. FED LIMIT DISPL AF** Key Y to display the CODC screen.
- 8. EXT RSN AF** Key the LIBL extension reason in this field.
- 10. BENEFIT CAP 60 MO RANGE BEGIN/END** Review the first and last month (MMYY) of the current Family Benefit Cap Period (FBCP).
- 11. WERE EXPT RSN AF** Key the appropriate good cause code for an Unwed Minor Parent living alone in the first field. Key the appropriate reason code for a child exempt from the Benefit Cap policy in the second field.

NA Only

- 5. FED LIMIT CNTR FS** Review the number of countable ABAWD months received.
- 7. FED LIMIT DISPL FS** Key Y to display the CODF screen.
- 9. EXT RSN/LEN FS** Key the ABAWD extension reason in this field.
- 12. WERE EXPT RSN FS** Review the ABAWD exemption code populated by AZTECS. Key the correct code when AZTECS has not identified the correct exemption reason.

Press ENTER to continue through the roadmap.

Arizona Tracking Display – AZTD

Used for: **CA**

Index: *AZTD*

```

AZTD                      AZ TRACKING DISPLAY FOR CASH                      062321 09:34
                                                                ELIJA B
CASE NAME: PAGE, MELISSA                      CASE NUMBER: 00000000
01 CLIENT NAME: PAGE MELISSA                  DOB: 01041985 CLIENT ID: 0001296686
AZ COUNTER: 03 ←
YEAR      JAN      FEB      MAR      APR      MAY      JUN      JUL      AUG      SEP      OCT      NOV      DEC
2021
2020
2019
2018          PPIN    XXIN    XXIN    XXIN
                ↑
                                                                NEXT--> _____

```

AZTD tracks and displays CA benefit information pertaining to State Benefit Limit (STBL) policy.

CA Only

Review AZTD at each CA interview to determine whether the participant has reached the STBL. Ensure each month has been tracked correctly.

Each month CA is issued displays a four digit code.

- The first two codes are used to indicate Tribal CA cases, whether or not a month is countable towards the STBL limit, and STBL extension reasons.
- The second two codes indicate the participation status at issuance.

Press ENTER to continue through the roadmap.

Counter Display for Cash – CODC

Used for: **CA**

Index: *CODC*

```

CODC                                COUNTER DISPLAY FOR CASH                062321 09:35
                                         ELIJA B
CASE NAME: PAGE, MELISSA                CASE NUMBER: 00000000
01 CLIENT NAME: PAGE, MELISSA           DOB: 01041985 CLIENT ID: 0001296686
PROGRAM TYPE: AF
TIME LTD                                EXT REASON :
MONTHS USED: 03
FED LIBL CNTR: 003 OT STATE LIBL CNTR: 000 AZ WKS CNTR: 000
YEAR  JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
2021
2020
2019
2018          MM      XX      XX      XX
2017
2016
2015
2014
2013
2012

HISTORY (Y/N) N 1 NEXT--> _____
    
```

CODC tracks and displays CA benefit information pertaining to Lifetime Benefit Limit (LIBL) policy. In Arizona, STBL policy takes precedence over LIBL.

CA Only

Review CODC at each CA interview and ensure each month has been tracked correctly for federal reporting requirements.

Each month CA is issued displays a two digit code which indicates Tribal CA cases, whether or not a month is countable towards the LIBL limit, and LIBL extension reasons.

1. HISTORY (Y/N) Key Y to view CA payment history. N displays in this field when there is no historical information.

Press ENTER to continue through the roadmap.

Counter Display for Food Stamps – CODF

Used for: **NA**

Index: *CODF*

```

CODF                COUNTER DISPLAY FOR FOOD STAMPS                062321 09:36
                                                                ELIJA B
CASE NAME: PAGE, MELISSA                CASE NUMBER: 00000000

01 CLIENT NAME: PAGE, MELISSA                DOB: 01041985 CLIENT ID: 0001296686

PROGRAM TYPE: FS                1 TI BEGIN: 102016
TIME LTD                EXT REASON:                EXT END DATE:
MONTHS USED: 00                EXT NO:

YEAR   JAN   FEB   MAR   APR   MAY   JUN   JUL   AUG   SEP   OCT   NOV   DEC
2021   -     -     -     -     -     -     -     -     -     -     -     -
2020   -     -     -     -     -     -     -     -     -     -     -     -
2019   -     -     -     -     -     -     -     -     -     -     -     -
2018   -     -     0     0     0     0     0     0     0     0     0     0
2017   0     0     0     0     0     0     0     0     0     0     0     0
2016   0     0     0     0     0     0     0     0     0     0     0     0
    
```

NEXT _____

CODF tracks and displays NA benefit information pertaining to Able Bodied Adult Without Dependents (ABAWD) policy.

NA Only

Review CODF at each NA interview to determine whether the participant has reached the ABAWD limit. Ensure each month has been tracked correctly.

Each month NA is issued displays a code which indicates whether or not a month is countable towards the ABAWD limit.

- When the month has been coded incorrectly, key the correct code next to the corresponding year for the specific benefit month.

1. TI BEGIN Key the month and year (MMYYYY) of the first full month of NA benefits issued on or after January 2016. An asterisk displays on WERE next to the participant’s name when this field must be keyed.

Press ENTER to continue through the roadmap.

Work Registration – WORW

Used for: **CA, NA**

Index: *WORW*

WORW										WORK REGISTRATION			WIN 062321 09:37	
CASE NAME: PAGE, MELISSA										CASE NUMBER: 00000000			JOB	
NAME REL PGM PAR/ EXEM VR PEND VOL Y/N REV DATE										RELIABLE	JOB	STATUS	START	
										TRANSPORT	CODE	DATE	DATE	
01	MELIS	P	PI	AF 1	EM	HC 2					9800	062321		
				FS	UI	IN		N						
02	OLIVI	K	CH	AF	AG	HC								
				FS 3	ST	CC 4		N 5						
03	FRANC	P	SP	AF										
				FS										
04	UNBOR	P	UB	AF										
				FS										

MORE CLIENTS: _ NEXT--> _____

WORW is used to key work registration and program participation information for Jobs and FS E&T.

Information is keyed after the program identifier for each program (see the PGM field).

CA Only

1. PAR/EXEM Key the appropriate work registration code to identify the participant’s work participation or exemption status. Keying a mandatory work registration code generates a referral to Jobs for any participant not currently referred to or participating in the work program.

2. VR Key the verification code to indicate how the work participation or exemption status was verified.

NA Only

3. PAR/EXEM Key the appropriate work registration code to identify the participant’s work participation or exemption status. Keying a mandatory work registration code generates a referral to NA E&T for any participant not currently referred to or participating in the work program.

4. VR Key the verification code to indicate how the work participation or exemption status was verified.

5. VOL Y/N Key Y if the participant wants to volunteer for NA E&T services. Key N if the participant does not want to volunteer.

Press ENTER to continue through the roadmap.

Household Summary - Page 1 – HOSUUsed for: **CA, NA**Index: *HOSU*

HOSU	HOUSEHOLD SUMMARY - PAGE 1	062321 09:38
	MONTH 06/2021	ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
TELEPHONE: 928 5551234 TYPE: H	TELEPHONE2:	TYPE2:
ATTENTION: C/O DORA JOHNSON		
MAILING ADDRESS:		
STREET ADDRESS : PO BOX 1234	PRESCOTT	AZ 86302
RESIDENTIAL ADDRESS:		
APT-UNIT-ETC : APT 1309		
STREET ADDRESS : 1205 SANDRETTO DR	PRESCOTT	AZ 86305
HOUSEHOLD MEMBERS	SSN	REL DOB AGE SCHOOL
PAGE, MELISSA	701 29 6686	PI 01041985 36 NS
KIDD, OLIVIA	701 29 6687	CH 06012003 18 NS
PAGE, FRANCOIS	701 29 6688	SP 09221979 41 FT
PAGE, UNBORN	901 36 7099	UB 12122021
		NEXT--> _____

HOSU is used to view the case information for the most recent benefit month created. All participants registered to a case display, even if their participation on SEPA is OU.

The HOSU screens display the following:

- Address.
- Household participants.
- Resources.
- Income.
- Expenses.

Double check your work and make sure you have keyed all information correctly.

HOSU may require several screens to display all the information on the case.

- Press ENTER to move forward in HOSU.
- Press F3 to return to HOSU Page 1 from any other HOSU page.

Press ENTER to continue through the roadmap.

AFDC Needs / Net Income Test – AFNNUsed for: **CA**Index: *AFNN, purpose*

AFNN	AFDC NEEDS/NET INCOME TEST	062321 09:39
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	MONTH: 0621
STD/LVL:	UNIT SIZE: 03 1	2
— EMPLOYMENT INCOME :	0.00	— EDUCATION INCOME :
— SELF EMPLOYMENT INCOME :	385.25	— DEEMED INCOME :
— TOTAL EARNED :	385.25	— OTHER UNEARNED INCOME :
		— TOTAL UNEARNED :
COST OF EMPL DEDUCTION :	90.00	TOTAL NET INCOME :
30 + 1/3 DISREGARD :	0.00	NEED STANDARD :
30%/\$30 DISREGARD :	88.57	
— DEP CARE DEDUCTION :	0.00	
EMPOWER DISREGARD :	0.00	
TOTAL DEDUCTIONS :	178.57	
CASE HAS PASSED INCOME ELIGIBILITY		NEXT--> _____

AFNN displays the results of the CA Needy Family Test. A message displays at the bottom of the screen indicating whether the family passed or failed the test.

CA Only

1. UNIT SIZE Displays the CA Needy Family size.

2. INCOME/EXPENSES To return to a previous screen and change the income or dependent care expenses, tab to the left of the item you need to correct, key X, and press ENTER. This will take you to the screen on which the information was first keyed so a review or revision can be made.

- EDUCATION INCOME returns to UNIE.
- EMPLOYMENT INCOME returns to EAIN.
- DEEMED INCOME returns to DEID.
- SELF EMPLOYMENT INCOME returns to SEEI.
- OTHER EARNED INCOME returns to UNIN.
- DEP CARE DEDUCTION returns to EXNS.

3. NEED STANDARD Displays the amount the family's income cannot exceed, based on the current Federal Poverty Level (FPL).

Note: You must pass through AFNN before going to AFPD.

Press ENTER to continue through the roadmap.

AFDC Payment Determination – AFPDUsed for: **CA**Index: *AFPD, purpose*

AFPD	AFDC PAYMENT DETERMINATION	062321 09:40
BENEFIT MONTH BASED ON: 0621	PROSPECTIVE	ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	MONTH: 0621
STD/LVL: A1	UNIT SIZE: 02 1	EDUCATION INCOME : 0.00
		DEEMED INCOME : 0.00
EMPLOYMENT INCOME : 0.00		OTHER UNEARNED INCOME: 774.00
SELF EMPLOYMENT INCOME : 0.00		TOTAL UNEARNED : 774.00
TOTAL EARNED : 0.00		TOTAL NET INCOME : 774.00
		PAYMENT STANDARD : 275.00
COST OF EMPL DEDUCTION : 0.00		EMPOWER DISREG PYMT STD: 275.00
30 + 1/3 DISREGARD : 0.00		NET PAYMENT STANDARD : 275.00
30%/\$30 DISREGARD : 0.00		NET UNROUNDED NEED : 0.00
DEP CARE DEDUCTION : 0.00		AFTER GOVT REDUCTION : 0.00
EMPOWER DISREGARD : 0.00		PRORATED AMOUNT : 0.00
TOTAL DEDUCTIONS : 0.00		PROG SANC 0% HRS : 0.00
0.00 TOTAL LUMP SUM		NEW BENEFIT AMOUNT : 0.00
		PAID BENEFITS : 0.00
PAYMENT AUTH: 3		BENEFIT AMOUNT : 0.00
BEN TYPE: IN BEN ISSUANCE: DA		RECOUPMENTS (INFO) : 0.00
REVIEW DUE DATE: 1121		GRANT AMOUNT (INFO) : 0.00
HOLD REASON:	DENIAL/CLOSURE REASON: 4	INELIG DATE:
HOLD REMINDER DATE:	JOBSTART: DIV N	PAYEE SETUP REQ: N
NOT ELIGIBLE - SEE SCREEN AFED (ELIGIBILITY DETERMINATION)		NEXT--> _____

AFPD displays the results of the CA Payment Standard Test. A message displays at the bottom of the screen indicating whether the family is eligible for CA benefits.

CA Only

1. UNIT SIZE Displays the CA budgetary unit size.

2. INCOME/EXPENSES To return to a previous screen and change the income or dependent care expenses, tab to the left of the item you need to correct, key X, and press ENTER. This will take you to the screen on which the information was first keyed so a review or revision can be made. If changes are made to prior screens, eligibility must be re-determined and benefits re-authorized.

3. PAYMENT AUTH Key the worker's Personnel Control Number (PCN) to authorize the decision. Two fields will display for TPEP cases; key the PCN in both fields in these cases.

4. DENIAL/CLOSURE REASON Key the appropriate code in this field when the budgetary unit is NOT eligible for CA. When closing an open CA case, an ineligible date must be keyed in the following field.

Note: To prevent authorizing corrective budgets (overpayments or underpayments), F9 to leave the screen without processing.

Press ENTER to continue through the roadmap.

FS Authorization Determination – FSAD

Used for: **NA**

Index: *FSAD*

FSAD	FS ALLOTMENT DETERMINATION	062321 09:41
BENEFIT MONTH BASED ON: 0621	PROSPECTIVE	ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 0000000	MONTH: 0621
HH TYPE : REG HH SIZE: 02 1	COUNTABLE: 1146.12	LIMIT: 1328.00
UTILITY ALLOWANCE : 271.00		
HOUSING COST : 500.00 2		
EMPLOYMENT INCOME : 438.60	EDUCATION INCOME : 0.00	
SELF EMPLOYMENT INCOME : 385.25	OTHER UNEARNED INCOME: 774.00	
TOTAL EARNED : 823.85	TOTAL UNEARNED : 774.00	
EARNED INCOME DEDUCTION: 164.77		
STANDARD DEDUCTION : 155.00	NET INCOME AMOUNT : 1146.12	
MEDICAL DEDUCTION : 0.00	COUPON ALLOTMENT : 16.00	
DEPENDENT CARE DEDUCT : 0.00	PRORATED ALLOTMENT : 0.00	
CHLD SUP CST/SS OVERPMT: 0.00	AFTER GOVT REDUCTION : 0.00	
HOUSING COST DEDUCTION : 131.96		
AFDC REDUCED BY : 0.00	NEW ALLOTMENT AMOUNT : 0.00	
TOTAL DEDUCTIONS: 451.73 3	AUTH PAID ALLOTMENTS : 0.00	
BENEFIT AUTHORIZATION: _____	ALLOTMENT AMOUNT : 0.00	
BENEFIT TYPE: IN BENEFIT ISSUANCE: DA	RECOUPMENTS (INFO) : 0.00	
CERTIFICATION THROUGH: 1121	FINAL ALLOT (INFO) : 0.00	
HOLD REMNDR DATE: _____ 4	DEN/CLOSE REAS: ___ INELG DATE: _____	ID CARD REQ: N
HOLD REASON: _____	JOBSTART: DIV N UNTIMELY RSN: ___ 5	TBA: N AUTH REP REQ: N
IS ELIGIBLE - NO ALLOTMENT		NEXT--> _____

FSAD displays the results of the gross and net income tests. A message displays at the bottom of the screen indicating whether the family is eligible for NA benefits.

NA Only

1. UNIT SIZE Displays the NA budgetary unit size.

2. INCOME/EXPENSES To return to a previous screen and change the income or expenses, tab to the left of the item you need to correct, key X, and press ENTER. This will take you to the screen on which the information was first keyed so a review or revision can be made. If changes are made to prior screens, eligibility must be re-determined and benefits re-authorized.

3. PAYMENT AUTH Key the worker’s Personnel Control Number (PCN) to authorize the decision.

4. DEN/CLOSE REAS Key EI in this field when the budgetary unit is NOT eligible for NA due to excess income. All other denial/closure reason codes must be keyed on FSED. When closing an open NA case, an ineligible date must be keyed in the following field.

5. UNTIMELY RSN Key the appropriate untimely reason code when an application is processed after the timely approval date. When required by office policy, complete the *Untimely Reason Code Authorization (FAA-1247A)* form prior to keying the untimely reason code.

Note: To prevent authorizing corrective budgets (overpayments or underpayments), F9 to leave the screen without processing.

Press ENTER to continue through the roadmap.

AF Eligibility Determination – AFED

Used for: **CA**

Index: *AFED, purpose*

AFED	AFDC ELIGIBILITY DETERMINATION				062321 09:42
CASE NAME: PAGE, MELISSA			CASE NUMBER: 00000000 MONTH: 0621		
ELIGIBILITY HOUSE-			INDIVIDUALS		
FACTOR	HOLD	-----	-----	-----	-----
		IN	IN	ST	UB
		MELIS P	OLIVI K	FRANC P	UNBOR P
RESIDENCY	PASS	PASS	PASS	PASS	N/A
CITIZENSHIP	PASS	PASS	PASS	FAIL	FAIL
SOCIAL SECURITY	PASS	PASS	PASS	PASS	PASS
CLIENT AGE	PASS	FAIL	PASS	PASS	PASS
DEPRIVATION	PASS	FAIL	PASS	FAIL	FAIL
SPEC. RELATIVE	PASS	N/A	N/A	N/A	N/A
CSEA ASSIGNMENT	PASS	PASS	N/A	N/A	N/A
CSEA COOPERATE	????	????	????	????	????
WORK REG.	PASS	PASS	PASS	FAIL	FAIL
RESOURCES	PASS	N/A	N/A	N/A	N/A
INCOME MAXIMUM	PASS	N/A	N/A	N/A	N/A
NET NEED/INCOME	PASS	N/A	N/A	N/A	N/A
UNTIMELY REASON CODE: ___		DENIAL CLOSURE REASON: EI		INELIG DATE: ___	
		AUTHORIZE: _		MORE FACTORS: _ MORE CLIENTS: _	
FAILED - NOT ELIGIBLE FOR BENEFITS				NEXT--> ___	

AFED displays the CA eligibility criteria and how CA is determined for the benefit month, for each individual and the budgetary unit.

CA Only

1. HOUSEHOLD When AFPD indicates the budgetary unit is not eligible for CA, review this column to determine the reason. Look for any factors marked N/A, ???, or FAIL. Return to the applicable screen in the roadmap to ensure all information is keyed correctly before denying or closing the case.

2. INDIVIDUALS These columns display the results of the eligibility tests for each participant. Note the SEPA participation code listed above the participant’s name to determine whether the individual result impacts the budgetary unit.

3. UNTIMELY REASON CODE Key the appropriate untimely reason code when the determination is completed after the timely approval date. When required by office policy, complete the *Untimely Reason Code Authorization (FAA-1247A)* form prior to keying the untimely reason code.

4. DENIAL CLOSURE REASON Key the appropriate denial/closure reason code when the budgetary unit is NOT eligible for CA. When closing an open CA case, an ineligible date must be keyed in the following field.

5. AUTHORIZE Key Y to authorize a denial or closure action.

6. MORE FACTORS Key Y to review more eligibility factors that do not display on AFED.

Press ENTER to continue through the roadmap.

FS Eligibility Determination – FSED

Used for: **NA**

Index: *FSED*

FSED	FS ELIGIBILITY DETERMINATION				062321 09:43	
CASE NAME: PAGE, MELISSA			CASE NUMBER: 00000000 MONTH: 0621			
ELIGIBILITY FACTOR	HOUSE-	INDIVIDUALS				
	HOLD	-----	-----	-----	-----	
		IN	IN	DI	OU	
		MELIS P	OLIVI K	FRANC P	UNBOR P	
RESIDENCY	PASS	PASS	PASS	PASS	N/A	
CITIZENSHIP	PASS	PASS	PASS	FAIL	FAIL	
SOCIAL SECURITY	PASS	PASS	PASS	PASS	PASS	
IDENTITY	PASS	PASS	N/A	N/A	N/A	
WORK REG.	PASS	PASS	PASS	FAIL	FAIL	
RESOURCES	PASS	N/A	N/A	N/A	N/A	
GROSS INCOME	PASS	N/A	N/A	N/A	N/A	
NET INCOME	PASS	N/A	N/A	N/A	N/A	
ALLOTMENT	PASS	N/A	N/A	N/A	N/A	
VOLUNTARY QUIT	PASS	PASS	N/A	N/A	N/A	
ABAWD EXEMPTION	PASS	PASS	PASS	PASS	PASS	
UNTIMELY REASON CODE:	___	DENIAL CLOSURE REASON:		___	INELIG DATE:	
		AUTHORIZE:		___	MORE CLIENTS:	
		MORE FACTORS:		___	NEXT-->	
PASSED - ELIGIBLE FOR BENEFITS						

FSED displays the NA eligibility criteria and how NA is determined for the benefit month, for each individual and the budgetary unit.

NA Only

- 1. HOUSEHOLD** When FSED indicates the budgetary unit is not eligible for NA, review this column to determine the reason. Look for any factors marked N/A, ???, or FAIL. Return to the applicable screen in the roadmap to ensure all information is keyed correctly before denying or closing the case.
- 2. INDIVIDUALS** These columns display the results of the eligibility tests for each participant. Note the SEPA participation code listed above the participant’s name to determine whether the individual result impacts the budgetary unit.
- 3. UNTIMELY REASON CODE** Key the appropriate untimely reason code when the determination is completed after the timely approval date. When required by office policy, complete the *Untimely Reason Code Authorization* (FAA-1247A) form prior to keying the untimely reason code.
- 4. DENIAL CLOSURE REASON** Key the appropriate denial/closure reason code when the budgetary unit is NOT eligible for NA. When closing an open NA case, an ineligible date must be keyed in the following field.
- 5. AUTHORIZE** Key Y to authorize a denial or closure action.
- 6. MORE FACTORS** Key Y to review more eligibility factors that do not display on FSED.

Press ENTER to continue through the roadmap.

Budget Print Request – BUPRUsed for: **CA, NA**Index: *BUPR*

* INFO *	BUDGET EXISTS FOR AFDC AND FS PROGRAMS	
BUPR	BUDGET PRINT REQUEST	062321 09:44 ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	1
BENEFIT MONTH: 0621	CLIENT ID: (for MA only)	2
PROGRAM BUDGETS PRINTS REQUIRED:		
	FS —	3
	AF —	4
	MA	
		NEXT--> _____

BUPR is used to request budget prints for a specific month. A budget print is a printed copy of the information displayed on the payment determination screen (AFPD, FSAD).

When required, the supervisor will assist in the process to print budgets.

Both CA and NA

1. CASE NUMBER Displays the current case number. Budget prints for other cases may be requested by keying another case number.

2. BENEFIT MONTH Displays the current benefit month. Budget prints for other months may be requested by keying the appropriate month and year (MMYY) of the desired budget month.

NA Only

3. FS Key X to request an NA budget print.

CA Only

1. AF Key X to request a CA budget print.

Press ENTER to continue through the roadmap.

Copying Details into the Current System Month

Complete this step after authorizing the initial month's benefits, and before sending notices on NORE.

- Press F1 or NEXT to APEM and copy details into the next month by selecting function 4 and keying the next calendar month and year (MMYY) in the MONTH field (see the example below).

APEM	APPLICATION ENTRY MENU	062321 09:45 ELIJA B
<ol style="list-style-type: none"> 1. APPLICATION ENTRY SEQUENCE 2. RESOURCES/INCOME ENTRY 3. INCOME ENTRY 4. COPY DETAILS FOR NEW MONTH 5. DELETE MONTH 6. NOT AVAILABLE 7. NOT AVAILABLE 8. C.O.B.R.A. 		
ENTER FUNCTION (BY NUMBER) : 4		
CASE NUMBER (FOR 1 - 8) : 00000000		
MONTH (FOR 1 - 5, 8) : 0721		
BUDGETING METHOD (FOR 1 - 3) : P		
NOTE: MONTH AND BUDGETING METHOD ARE NOT REQUIRED FOR STATE ASSISTANCE ONLY CASES.		
NEXT--> _____		

- Then press ENTER once. An informational message will display at the top of APEM.
 - MONTH FOR PROGRAM(S) INITIALIZED indicates the month has been copied successfully.
 - MONTH EXISTS REVIEW CASE STATUS or MONTH TOO FAR IN PAST means the case has already been copied into the next month. Remove the 4 from the ENTER FUNCTION field.

After copying details, you must authorize benefits.

- **If NO changes are needed**, NEXT to the appropriate payment determination screen (AFNN or FSAD) to authorize benefits.
- **If changes are needed**, key 1 in the ENTER FUNCTION field and review each screen in the roadmap for any potential changes (address, budgetary unit, income, expense, resource) or NEXT to the roadmap screens where the changes are required. Complete the changes and then proceed to the appropriate payment determination screen to authorize benefits.

You must authorize eligible cases through the current system month (CSM).

- The AZTECS CSM is at least one month ahead of the calendar month. At monthly rollover (the last Saturday of each month) AZTECS copies and authorizes benefits for the next month. Review the *AZTECS Monthly Production Schedule* (index: *AMPS*) to determine whether to copy details once or twice.

Press ENTER to continue through the roadmap.

Notice Request – NORE

Used for: **CA, NA**

Index: *NORE*

NORE		NOTICE REQUEST			062321 09:46	
CASE NAME: PAGE, MELISSA		CASE NUMBER: 00000000			ELIJA B	
		SIMPLIFIED REPORTING: AF FS Y 1				
		LANG 2			READ: ENGL	
DELETE (#)	NOTICE TYPE	BENEFIT MONTH	PGM	SITUATION		
—	—	0621	AF	AF DENIAL INCOME: A202		
—	—	0621	FS	FOOD STAMP CASE IS ELIGIBLE		
—	—	0721	FS	FOOD STAMP CASE IS ELIGIBLE		
3	4	5				
OTHERS: 6 _____						

CLNR CURR MONTH APRV/RENEW: _ DENY/CLOSE: _ MORE SITUATIONS: _ NEXT--> _____						

NORE is used to send eligibility determination or information request notices to the PI. A list of possible notice situations is generated and displayed on NORE, based on actions taken on the eligibility screens in AZTECS.

Both CA and NA

1. SIMPLIFIED REPORTING Review this field to determine what reporting requirements the household was assigned by AZTECS. You may need to key this information on a notice. Y displays when the CA or NA budgetary unit is subject to Simplified Reporting. When the field is blank, the household is subject to Standard Reporting.

2. LANG READ Displays the language in which the notice will display and mail. To change the primary language, update the appropriate field on INDA.

3. DELETE (#) Key # to the left of any unneeded notices. Do not delete any notices until benefits are in the CSM and all required notices have been sent.

4. NOTICE TYPE Key the letter and three digit number of the appropriate notice type. Index: *Notice list* and click on the link: *Notice Listing* to review the most current list of notices.

5. BENEFIT MONTH Displays the benefit month the suggested notice will display information for. Send notices for the initial (first) month.

6. OTHERS If additional notices need to be sent, complete the TYPE, MONTH, and PGM fields to create a new notice.

Press ENTER to continue through the roadmap.

Notice Requires Additional Information – NORAUsed for: **CA**, **NA**Index: *NORA*

NORA	NOTICE REQUIRES ADDITIONAL INFORMATION	ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
DEFAULT APPROVAL NOTICE	: F102	
		ABORT NOTICE (Y/N) : N

NORA displays the notice type suggested by AZTECS.

- When the suggested notice type is correct, press ENTER to view the notice.
- When the suggested notice type is not correct, key the letter and three digit number of the appropriate notice type. Then press ENTER to view the notice.

Note: NORA does not display for all notices.

Press ENTER to continue through the roadmap.

Notice – NOTIUsed for: **CA, NA**Index: *NOTI*

NOTI	NOTICE	062321 09:48
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	NOTICE: F100
MAILING ADDRESS:		
APT-UNIT-ETC :		
STREET ADDRESS : PO BOX 1234	PRESCOTT	AZ 86302
TITLE : NA APPROVAL		
Este aviso se refiere a la informacion importante acerca de sus beneficios, los plazos cortos para pedir una Audiencia y la manera de seguir recibiendo beneficios si usted esta en desacuerdo con nuestra decision. Llame de inmediato al DES al 1-855-432-7587 y DES le leerán esta aviso a usted en Espanol.		
This Decision Is About Your Nutrition Assistance Application		
NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 06/23/2021		
SCREEN 01 OF 20		MAIL? (Y): _ 2

NOTI displays the requested notice. There are both mandatory and optional fields in most notices. Some notices are completed by AZTECS and can be sent after reviewing.

Both CA and NA

1. SCREEN Displays the current page number. Key the next number and press ENTER to review each page.

% designates a mandatory field. Key all applicable information starting with the first %. Do not key past the last % or delete any %.

Example:

For ongoing months you are eligible for \$%%%%%%%% and are approved through 11/2021.

For ongoing months you are eligible for \$367.00%% and are approved through 11/2021.

designates an optional field. Select the correct option and key all applicable information starting with the first #. Do not key past the last # or delete any #.

Example:

|##| \$##### for the month of #####.||

|XX| \$367.00## for the month of 06/2021###.||

2. MAIL? (Y) Key Y and press ENTER to mail the notice when all required fields have been completed.

Press ENTER to continue through the roadmap.

Benefits/Notices Hold Screen – BENHUsed for: **CA, NA**Index: *BENH*

BENH	BENEFITS/NOTICES HOLD SCREEN	062321 09:49
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
BENEFIT(S) HELD = 'Y'	NOTICE(S) HELD = 'Y'	
FS 07/21 —	F100 —	
FS 06/21 —		
1	2	
MORE SITUATIONS: N		NEXT--> _____

BENH aids in the case review process by allowing benefits and notices to be placed on hold until a case review can be completed.

Follow the directions of your supervisor regarding which cases you should place on hold.

- **In TRAINING never place benefits or notices on hold.**

Both CA and NA

1. BENEFIT(S) HELD = Y Key Y next to each month you need to place on hold. Benefits must be keyed and placed on hold the same day they are authorized to prevent them from being issued.

2. NOTICE(S) HELD = Y Key Y next to each notice you need to place on hold. Notices must be keyed and placed on hold the same day they are authorized to prevent them from being mailed out.

Note: Once benefits and notices are placed on hold, Y displays in the BEN/NOT ON HOLD field on CAP2. Only management can remove benefits from hold. This is not a worker task.

BENH is the end of the roadmap. Before considering the case complete, check the following screens to ensure accuracy.

- CAP2: Review the status, current month, and ensure benefits are authorized.
- Benefit history: Review AFBH and/or FSBH to ensure all months are authorized.
- Notice history: Review NOHS to ensure all notices have been generated and are ready to mail.

Other

The following screens are used for case maintenance, documentation, and retrieving archived records.

Case Documentation Screen – CADOUsed for: **CA, NA**Index: *CADO*

CADO	CASE DOCUMENTATION	062321 09:51
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
062321 1234 999: INTERVIEW COMPLETED. SEE ECEF.		
062321 CLIP :		
701296686 MELISSA PAGE	19850104 F	
PMMIS UNAVAILABLE	CONTINUE TO PROCESS	
701296687 OLIVIA KIDD	20030601 F	
PMMIS UNAVAILABLE	CONTINUE TO PROCESS	
062321 CLIP :		
701296688 FRANCOIS PAGE	19790922 M	
PMMIS UNAVAILABLE	CONTINUE TO PROCESS	
1	2	3
NEW RECORD: N	MORE: N	DATE: _____
		SCROLL: >

CADO is used to document information pertinent to the case situation or required by FAA policy that is not documented anywhere else. Primary case documentation should be entered in HEAplus notes or the electronic CADO extension form (eCEF).

To access CADO press F8 from any of the AZTECS roadmap screens including subscreens and workscreens, and the CAP screens.

- CADO cannot be accessed from informational screens.

Both CA and NA

1. NEW RECORD Key Y and press ENTER to create a new record. Four new blank lines will display.

2. DATE To display records entered on a specific date, key the date (MMDDYY) and press ENTER.

- When there is no record for that date, AZTECS alerts you that no information was found and displays the first existing record prior to that date.

3. SCROLL Pressing ENTER scrolls through all pages of CADO. Key > to go forward one page or < to go backward one page when you press ENTER.

- Press F3 to return to the first page or most current record in CADO.

Case Record Control – CARC

Used for: **CA, NA**

Index: *CARC, overview*

CARC	CASE RECORD CONTROL	062321 09:52
		ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
SITE CODE: 1 900	UNIT: 5 2 CASELOAD: 55	
FILE LOCATION: _____	DATE: _____	BOX NUMBER: 0000
		NEXT--> _____

CARC is used to transfer cases within an office to indicate the case status, and between offices when a participant moves out of the service area.

Both CA and NA

1. SITE CODE Key the three number site code of the receiving office when transferring a case between offices.

2. UNIT/CASELOAD Key the one number or letter unit and two number caseload when transferring a case within the same office.

P-01	Phone tracker, pending an interview
V-01	Application pending verification
X-01	Pending verification on approved NA expedite
5-55	Active/Open Case
7-77	Inactive/Closed Case
9-99	Application registered, pending contact

Data Retrieval Screen – DARS

Used for: **CA, NA**

Index: *DARS*

DARS		DATA RETRIEVAL SCREEN			062321 09:53
					ELIJA B
CASE NUMBERS	NOTICES	BENEFITS	MA DETERMINATION	CASE DOCUMENTATION	
00000000	X	X	—	X	
11111111	—	—	—	X	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	
_____	—	—	—	—	

ENTER CASE NUMBER(S) AND PLACE AN X UNDER THE APPROPRIATE COLUMN TO RETRIEVE PREVIOUSLY PURGED INFORMATION. PRESS ENTER TO PROCESS. REQUESTS WILL BE RUN ON WEEKENDS AND WILL DISPLAY THE FOLLOWING MONDAY.

NEXT--> _____

DARS is used to retrieve purged AZTECS case information for the last four years. Information older than four years is archived on tape or microfiche and can be requested from the FAA Systems Help Desk staff.

Both CA and NA

Access DARS from any screen by keying DARS in the NEXT field.

- Follow the directions on DARS to submit a new request (see the example above).
- The information requested displays on CAD0, NOHS, or the applicable benefits history screen the Monday following the request.
- The information remains available until AZTECS runs a system purge the following month.

Revert Program to Open – REPTUsed for: **CA, NA**Index: *REPT, purpose*

REPT	REVERT PROGRAM TO OPEN	062321 09:54 ELIJA B
CASE NAME: PAGE, MELISSA	CASE NUMBER: 00000000	
PROGRAM TO REVERT TO OPEN: ___	1	
REASON: _____	2	
REVISED PROGRAM STATUS:		
DATE PROVIDED (FS ONLY) : _____	3	
		NEXT--> _____

REPT is used to reopen a case when benefits were stopped or denied. AZTECS reverts the case to the status prior to the time of the denial or closure.

Cases should only be reopened under certain conditions. Consult with a supervisor for guidance.

Both CA and NA

1. PROGRAM TO REVERT TO OPEN Key the two letter code to indicate the program to be reopened (AF for Cash Assistance and FS for Nutrition Assistance).

2. REASON Key the REPT reason code that identifies why the case must be reopened (index: *Revert program to open, administrative corrections*).

NA Only

3. DATE PROVIDED (FS ONLY) Key the date all required information was provided. This date is required when information is provided for NA after the program has been closed for failure to verify information and the participant meets the criteria to have NA benefits reinstated.

AZTECS Systems

Sub-systems are available in AZTECS. The default sub-system when logging in is the Eligibility Information System (EIS).

To access the other systems:

- Delete EIS from the SYSTEMS field on the AZTECS logo screen and press ENTER. The System Selection (SYSE) menu displays a list of sub-systems from which to choose.
- Delete the ENTER FUNCTION and NEXT fields. Press ENTER until AZTECS displays SYSE.

System Selection Screen – SYSE

Index: *System selection menu (SYSE), overview*

SYSE	SYSTEM SELECTION	062321 09:56 ELIJA B
------	------------------	-------------------------

1. AUTO CHANGE TRACKING SYSTEM
2. ELIGIBILITY INFORMATION SYSTEM
3. DISPLAY TABLE VALUES
4. DISPLAY NOTICES

PLEASE ENTER THE NUMBER OF THE DESIRED SYSTEM: **1**

SYSE displays a list of sub-systems from which to choose.

1. Key the number of the desired system and press ENTER.

Note: AUTO CHANGE TRACKING SYSTEM (ACTS) does not display in training.

Auto Change Tracking System – ACTSIndex: *ACTS*

```

TERM: US58                WORKER ALERT SYSTEM          DATE: 06/23/21
V6MIAM0A                 WORKER MAIN MENU            TIME: 09:57:07

CASEWORKER ID: 0000      LOCATION: 999

WHAT TYPE OF FUNCTION WOULD YOU LIKE TO PERFORM: 1
1. INQUIRE/CLOSE/DELETE/EXTENSION ALERTS (DUE DATE)/REVIEW
2. ADD ALERTS
3. WORKER QUICK ALERT COUNT DISPLAY
4. ASSIGNMENT/REASSIGNMENT
5. ALERT MESSAGE MAINTENANCE MENU
6. INQUIRE ON CLOSED ALERTS (DISP DATE)

ENTER APPROPRIATE SEARCH DATA FOR OPTIONS 1, 3 AND 6
AI01. CID                : _____ START AND END DATES OF INQUIRY/CLOSURE
AI02. CASE NUMBER        : _____ (MO) (DAY) (YEAR)
AI03. CASE WORKER        : _____ 2 START AT: 00 / 00 / 0000
AI04. SITE CODE          : 999          END AT: 99 / 99 / 9999
NOTE: START AND END DATES MUST BE VALID DATES OR ALL ZEROS IN THE START DATE
      AND ALL NINES IN THE END DATE
ENTER-PF1--PF2-----PF7---PF8---PF9-----
ACCPT HELP EXIT                QUICK CLOSE RETURN

```

ACTS is used to assign and track alerts to ensure that all changes are acted upon in a timely manner.

1. WHAT TYPE OF FUNCTION WOULD YOU LIKE TO PERFORM Key the desired function number.

2. ENTER APPROPRIATE SEARCH DATA... Key additional information to narrow the inquiry. Keying the case number will display results for only that case. Keying the worker PCN will display results for that staff member.

Add Alerts ScreenIndex: *Add alerts screen*

TERM: US58	WORKER ALERTS SYSTEM	DATE: 06/23/21
V6MIAA0A	ADD ALERTS SCREEN	TIME: 09:58:43

SELECT FUNCTION TO BE PERFORMED
(A=ADD ALERT TO FILE, X=EXIT) : A

DESTINATION		SOURCE
PROGRAM ID	: T	: T
CASE NAME	:	
CASE NUMBER	: 1	
WORKER NUMBER	: 2	: 0000
SITE CODE	: 3	: 999

(YEAR) (MM) (DD)

DATE RECEIVED : 2021 6 23

DATE DUE : _____

DAYS WHEN DUE : _____

ALERT TYPE **4** : _____ TEXT: _____
(ENTER 'FREE' & TEXT=FREE FORM MESSAGE, ? FOR LIST OF MESSAGES)

ENTER--PF1-----PF9-----
ACCPT HELP RETURN

Add Alerts Screen allows designated staff and supervisors to assign pre-defined alerts and free form alerts.

To add an alert key the following:

1. CASE NUMBER

2. WORKER NUMBER Key the PCN of the assigned worker.

3. SITE CODE

4. ALERT TYPE Index: *ACTS alert type codes* for a list of alert types and the appropriate code. AZTECS will assign the due date based on the alert type.

Eligibility Information System – EISIndex: *EIS Overview*

SUAM	SUPERVISOR / ADMINISTRATION MENU	062321 09:59 SUPER V
1. INQUIRY MENU		
2. EW ALERTS DUE TODAY OR OVERDUE		
3. ELIGIBILITY WORKER MENU		
4. NOT AVAILABLE		
5. NOT AVAILABLE		
6. BENEFIT NOTICE HOLD		
7. SECURITY KEY ACTIONS		
ENTER	FUNCTION (BY NUMBER) :	__
	CASE NUMBER	: _____
	BENEFIT MONTH	: _____
	EI'S PCN (FOR 2) :	_____
	SECURITY KEY (FOR 7 ONLY) :	_____
		NEXT--> _____

EIS is a case and participant based system that requires eligibility to be determined one benefit month at a time. The screens in EIS may be used to find information, determine initial eligibility, and determine ongoing eligibility.

Note: EIS displays the user's top level menu.

Display Table ValuesIndex: *Display table values overview*

SYSM	SYSTEM PARAMETERS LIST MENU	06/23/21 10:00 ELIJA B
1. ACCOUNTING CODES	2. AGE PARAMETERS - AFDC	
3. AGE PARAMETERS - FS	4. AHCCCS HEALTH PLANS	
5. AHCCCS ROSTER DATES	6. ALERT CODES	
7. BENEFIT STANDARDS - AFDC	8. BENEFIT STANDARDS - FS	
9. BENEFIT STANDARDS - MA	10. CA TRACKING PAYMENT INDICATOR	
11. CALCULATION TABLES - AFDC	12. CALCULATION TABLES - FS	
13. CALCULATION TABLES - MA	14. CARRIER NAME	
15. CASELOADS	16. CHAPTER HOUSE/COMMUNITY CODES	
17. CITIZENSHIP CODES	18. CITIZENSHIP DOCUMENT TYPES	
19. CLASS OF ADMISSION CODES	20. COUNTY CODES	
21. COVERAGE TYPES	22. DCSE COOPERATION CODES	
23. DCSE OFFICE ADDRESS	24. DEN/CLOS CODES BY MA CATEGORY	
25. DENIAL/CLOSURE REASON CODES	26. DEPRIVATION CAUSE CODES	
27. DISQUAL/SANCTION REASON CODES	28. DISTRICTS	
29. AFIH DOC STATUS CODES	30. EBT BANK ROUTING INFO CODES	
31. EBT CARD STATUS CODES	32. EDUCATION CODES	
33. ELIGIBILITY CRITERIA	34. EXPENSE CODES	
35. EYE COLOR CODES	36. FILE LOCATION CODES	
PLEASE ENTER THE DESIRED TABLE NUMBER: _____		1

Display Table Values contains a table of lists that provide codes used to key information in AZTECS. Press ENTER to view all four pages and the lists on each page.

1. PLEASE ENTER THE DESIRED TABLE NUMBER Key the number to the left of the desired table and press ENTER to view the codes for that list.

Display Notices

```
DINS                                DISPLAY NOTICE SELECTION          062321   10:01
                                     ELIJA B

ENTER A NOTICE NUMBER OR PROGRAM TYPE TO LIST

ENTER A NOTICE NUMBER TO LIST ONLY CURRENT ACTIVE NOTICES: _____ ①

                                     OR

ENTER A NOTICE NUMBER TO BEGIN THE LIST: _____ ②

                                     OR

ENTER A PGM TYPE FOR CURRENT ACTIVE SUITABLE NOTICES BY ACTION: ____ ③

                                     OR

ENTER A NOTICE NUMBER FOR CURRENT ACTIVE NOTICE TITLES: _____ ④
```

Display Notices allows the user to view lists of notices and preview notices.

Display a notice or list using one of the following options:

- 1.** Key a notice number and press ENTER. The selected notice will display. Press ENTER to view each page. Notices in numerical order will continue to display until the user exits this selection.
- 2.** Key a notice number and press ENTER. The selected notice will display. Press ENTER to view each page. Prior versions of the notice will continue to display until the user exits this selection.
- 3.** Key a program abbreviation and press ENTER. A list of notices, by program, will display.
- 4.** Key a notice number and press ENTER. A list of notices, in numerical order, will display.

Note: The bottom of each selection contains the CONTINUE (Y OR N) field. Y defaults in the field so that the user can move forward when ENTER is pressed.

- Key N and press ENTER to return to the Display Notices subsystem.
- Pressing F9 from any selection will take the user back to the AZTECS logo screen.