
From: Neel, Steve
Sent: Wednesday, August 14, 2002 4:34 PM
To: ALL DPA Statewide Staff
Cc: ALL DPA State Associates
Subject: NFAP Procedure

On March 1, 2002, Systems Operations and Field Services sent out a broadcast to staff announcing the addition of an interface between DPA and the Native TANF Assistance Programs. An EIS procedure has been developed that covers this interface and the two new screens in EIS.

The procedure covers:

- Accessing the new screens
- Using the NFAP screen
- Using the NFA2 screen
- Native TANF Organization Codes

If you have any system related questions contact the Help Desk via email at DPA EIS Helpdesk or at eishelp@health.state.ak.us. If you have any other questions contact Steve Neel at Steve_Neel@health.state.ak.us in Field Services.

MEMORANDUM

DATE: August 13, 2002

TO: All DPA Statewide Staff

FROM: Mary Rogers
Chief of Field Services

SUBJECT: EIS Procedure 2002-1
Native TANF Organization and DPA Data Exchange

I. Introduction

A data interface between Native Family Assistance Programs (NFAP) and DPA has been established for the purpose of exchanging information. The data exchange will provide information regarding Native Family Assistance Programs. Two new screens have been added to EIS to display this data. Refer to your Food Stamp and Medicaid manuals for specific policies regarding NFAP documents.

Caseworkers should be aware NFAP case numbers and client ID numbers may not be the same as EIS case numbers and client ID numbers. Also, if DPA receives inaccurate data, it may be difficult to relate it to our clients and/or cases in EIS. Therefore, it is important to use **all** methods, described below, when doing inquiries on EIS to check for NFAP benefit information. This procedure will discuss:

- Accessing the new screens
- Use of the NATIVE FAMILY ASSISTANCE PROGRAM (NFAP) screen
- Use of the NATIVE FAMILY ASSISTANCE SCREEN2 (NFA2) screen
- Native TANF Organization Codes

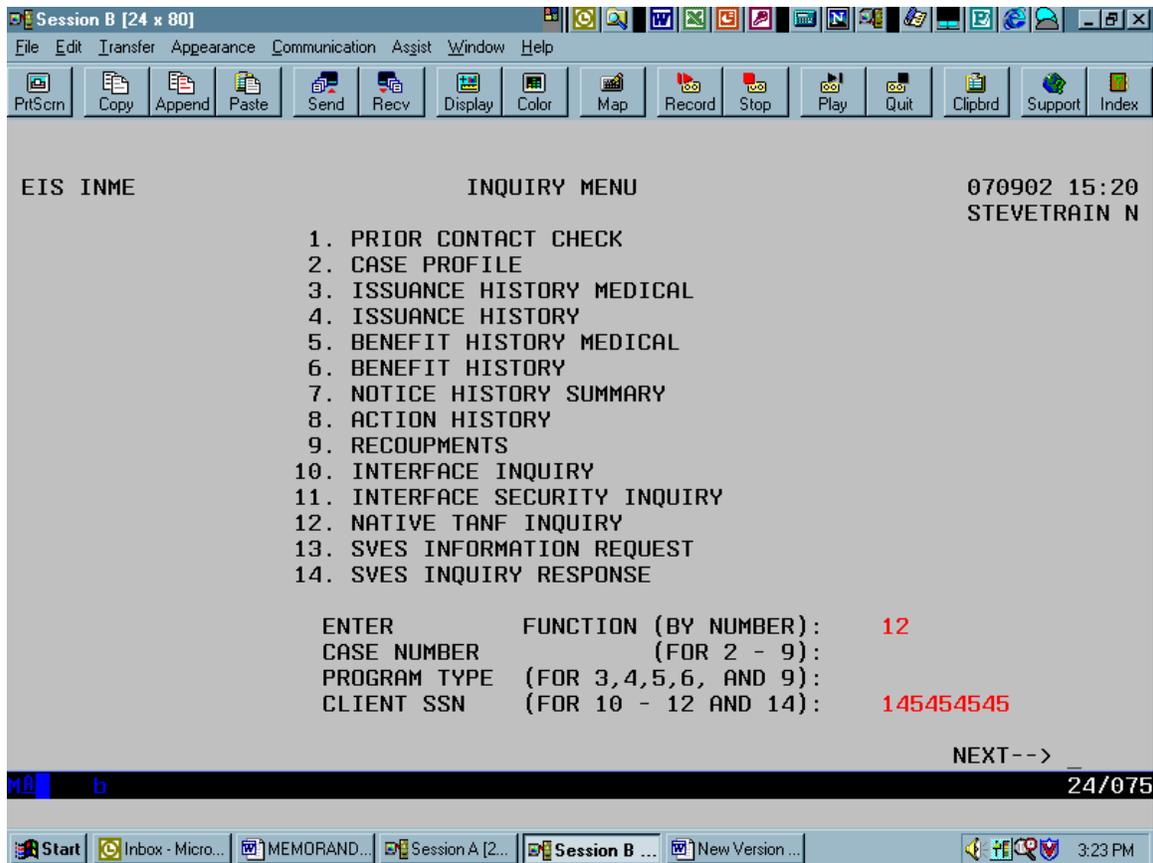
II. Accessing the NFAP Screen

There are two methods for accessing the NFAP screen: by using the INME menu or by using the EIS <NEXT> feature. Below are instructions on how to use both of these methods.

- Use the INME menu for an inquiry

Caseworkers can select menu item #12, NATIVE TANF INQUIRY, and enter a client social security number. If there is Native TANF information for that client, the NFAP screen will display the available data. If no information exists, the edit: TRT01-I SSN NOT FOUND ON THE NATIVE TANF SYSTEM will display.

Below is the INME screen with Function 12 selected:

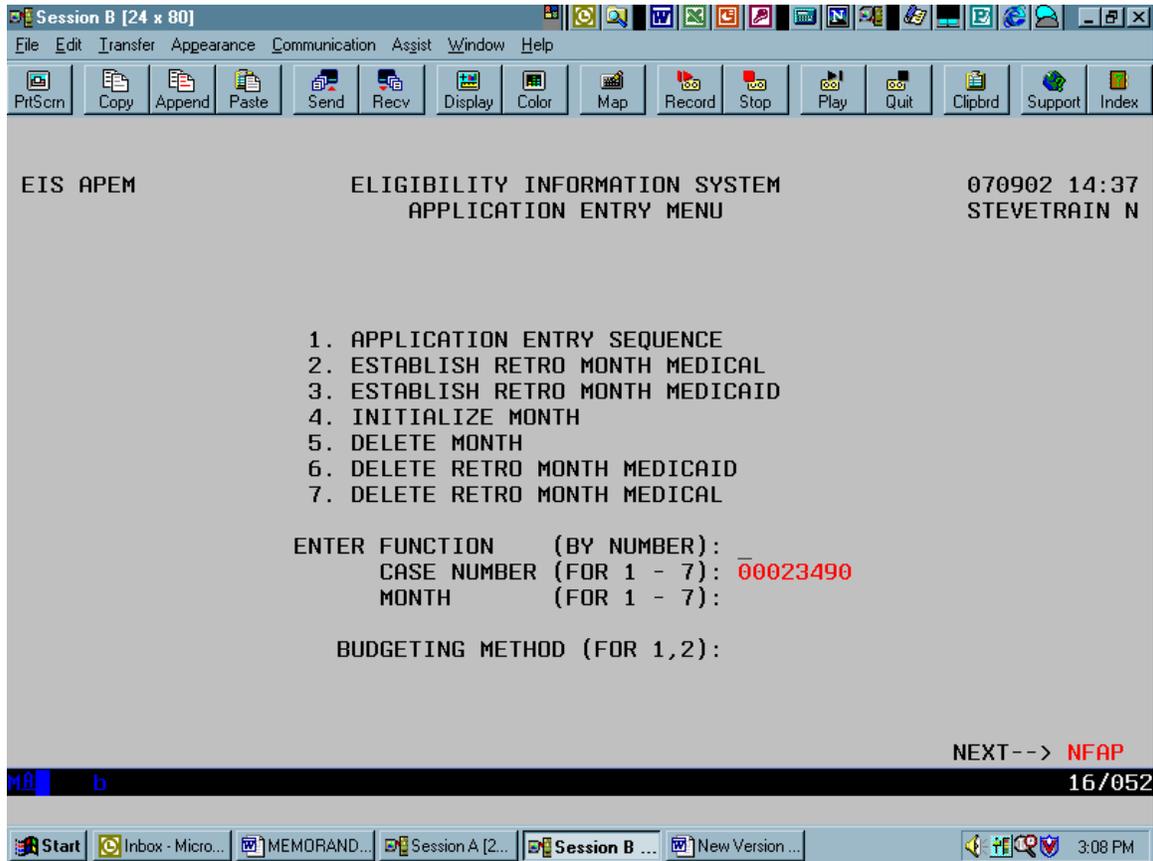


- <NEXT> to the NFAP screen

There are two ways caseworkers can <NEXT> to the NFAP screen. Staff can enter an EIS case number and <NEXT> to the NFAP screen. If information is available, it will be displayed. If no Native TANF information is available for that EIS case number, the following edit will display: NFAP-I EIS CASE # NOT KNOWN TO NATIVE TANF

SYSTEM. This method only works in cases in which DPA has received an accurate EIS case number in the data exchange.

Below is an example of using the <NEXT> field to access the NFAP screen with a known EIS case number:



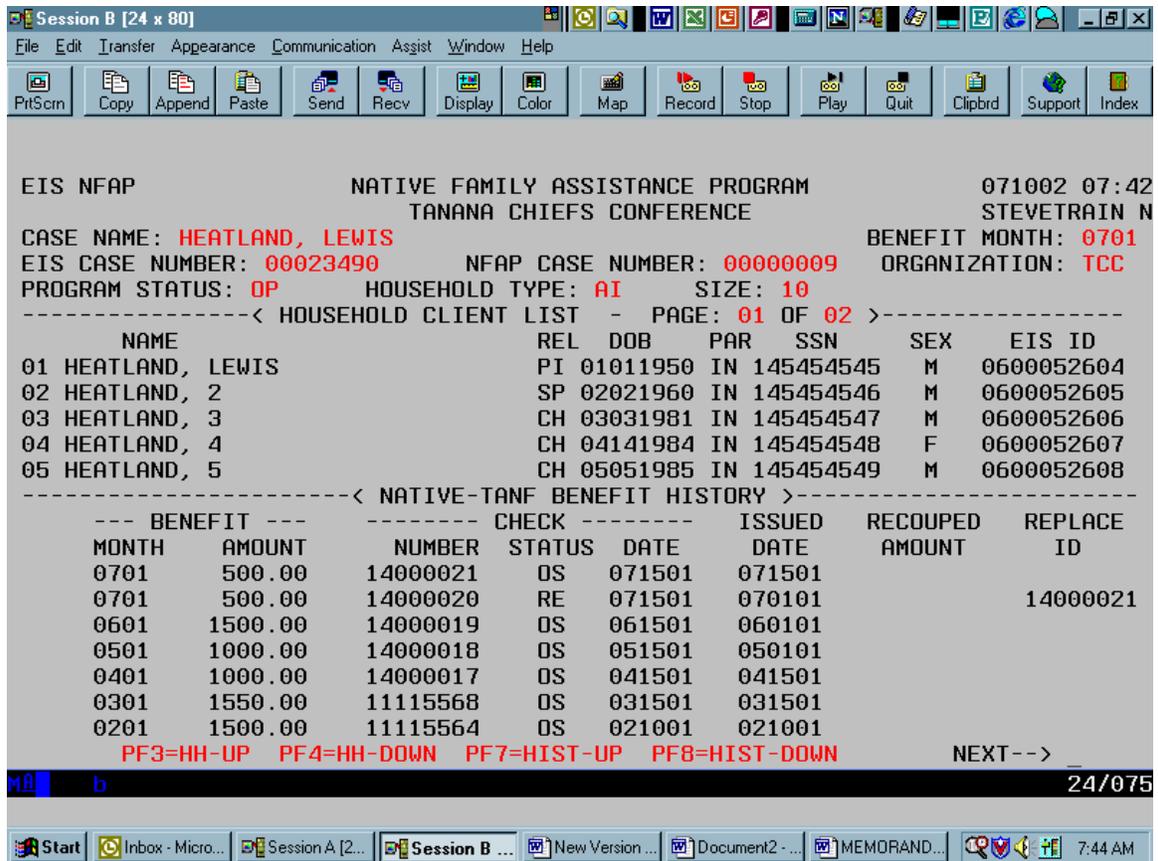
The second way is to <NEXT> to the NFAP screen while on another screen in EIS if you know the Native TANF case number. Accessing the NFAP screen in this manner presents three fields open to entry: the NFAP case number, organization code, and benefit month fields. Once on the NFAP screen enter the Native Family Assistance case number and the three-character Native Organization code and hit <ENTER>. If you access the NFAP screen using any method other than <NEXT> without first selecting an EIS case number, the benefit month, NFAP case number, and organization code will be hard coded. The benefit month that displays will be the last benefit month for which NFAP information is available.

III. The NFAP Screen

The NFAP is a new split-screen that provides information about an NFAP case and its benefit history. This **view-only** screen is available to DPA workers and Native TANF workers. The split-screen displays HOUSEHOLD CLIENT LIST data on the top half and NATIVE-TANF BENEFIT HISTORY on the bottom half. To scroll to the top half of the screen use PF3 and PF4. To scroll the bottom half of the screen use PF7 and PF 8.

Native Family Assistance Programs will send a household file and a benefit file to Systems Operations on a regular basis. The household file includes the NFAP case number, the EIS case number, the names of the NFAP case members, their participation codes, birth dates, social security numbers, NFAP client ID's, the case status, absent parent information, and residence and mailing addresses. The benefit file includes the NFAP case number, household type and size, check number, benefit amount, issued date and amount, any recoupments or other deductions, and the payee name.

Below is an example of the NFAP screen:

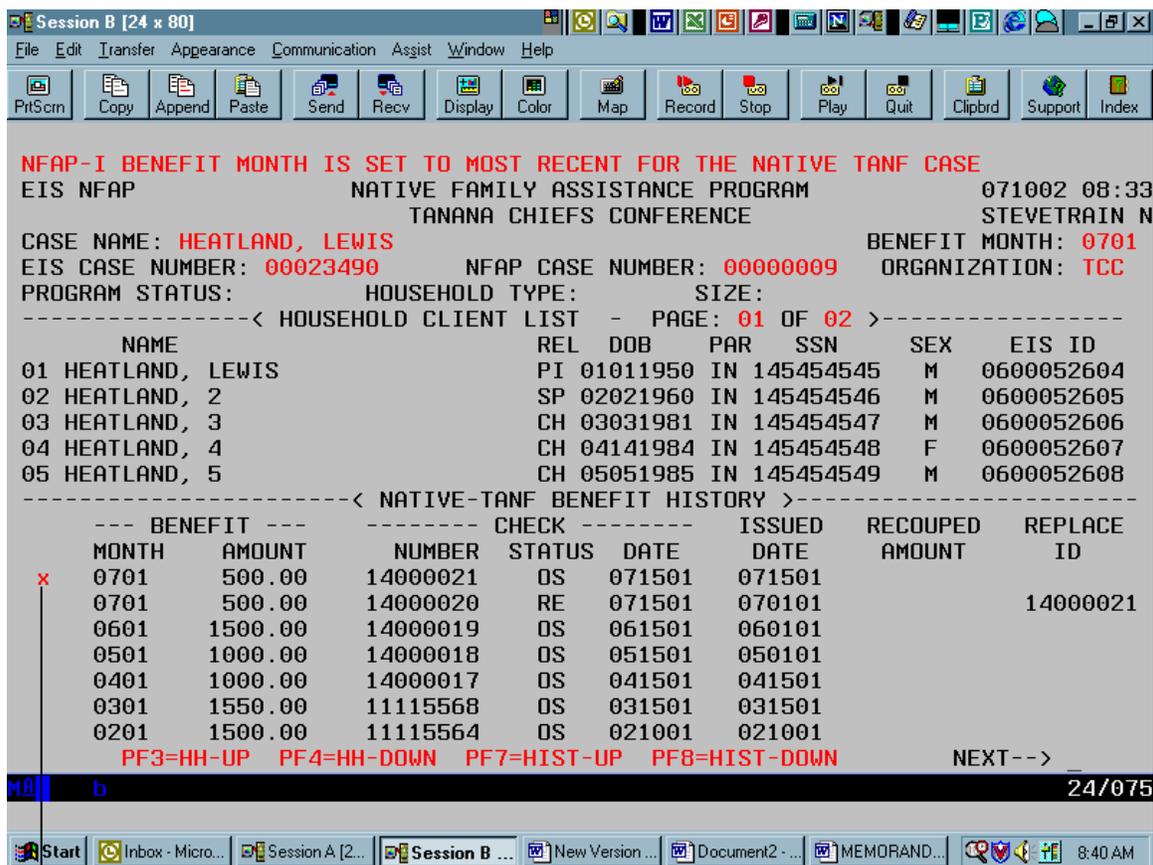


Note: the NFAP screen is a split-screen, with the client information listed first and the benefit history data listed below the household members.

IV. The NFA2 Screen

Similar to the NFAP screen, the NFA2 is a **view-only** screen that can only be accessed from the NFAP screen. On the NFAP screen, tab forward to the Benefit Month column under the NATIVE-TANF BENEFIT HISTORY section. Place the cursor on the left-hand side of the Benefit Month column. Place an “X” by the month you wish to review and push <ENTER>. This will take you to the NFA2 screen.

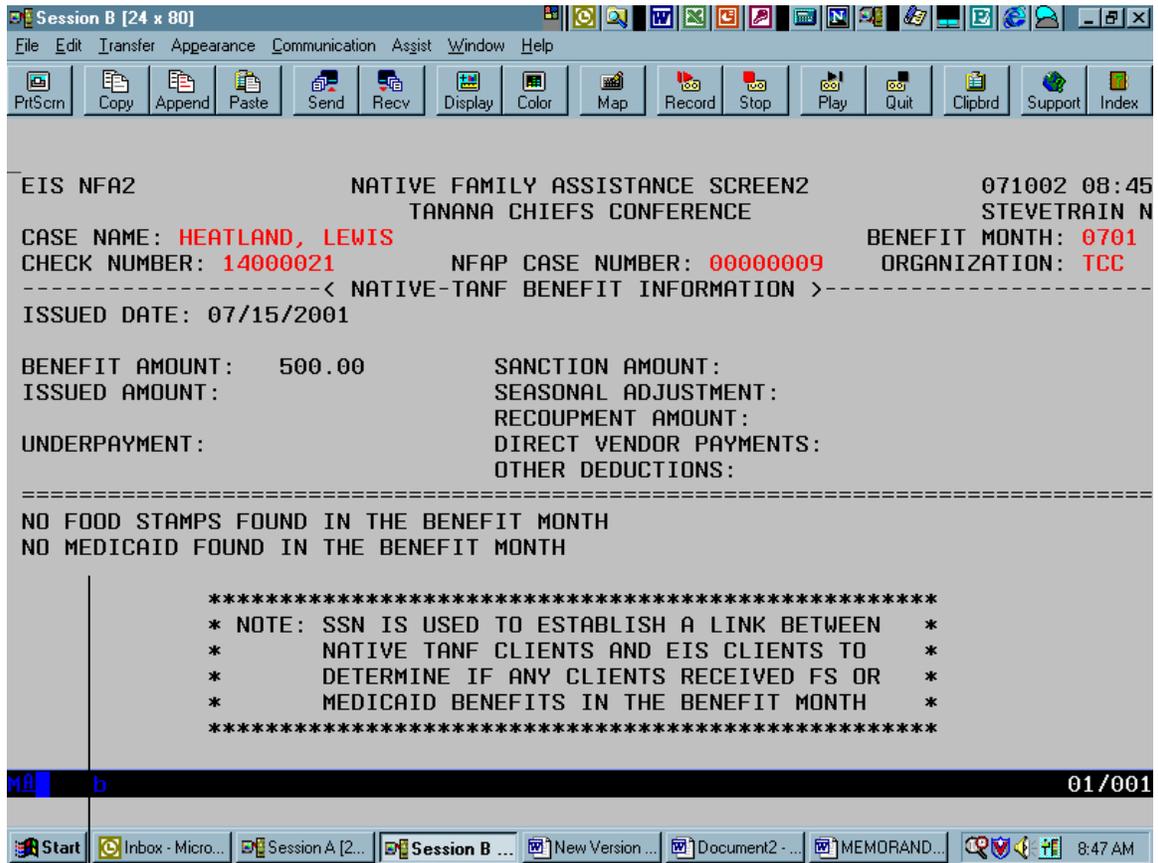
Below is an example of how to access the NFA2 screen:



Place an “X” by the month you wish to review and hit <ENTER>. This will take you to the NFA2 screen.

The NFA2 screen contains information on the benefit check issued for that month, such as the check number, issued-date, benefit amount, and issued-amount. Additional information provided includes sanction amounts, seasonal adjustments, recoupment amounts, direct vendor payments, and other deductions if applicable.

Below is an example of the NFA2 screen:



Note: The NFA2 screen will advise a caseworker if any of the clients on the NFAP case have been authorized a Food Stamp or Medicaid benefit in the selected month by displaying the edit: “POSSIBLE FOOD STAMPS FOUND IN THE BENEFIT MONTH” or “POSSIBLE MEDICAID FOUND IN THE BENEFIT MONTH”. **If no benefit is found for that month, the following edit will appear:** “NO FOOD STAMPS FOUND IN BENEFIT MONTH” or “NO MEDICAID FOUND IN BENEFIT MONTH”.

Helpful Hints:

- Always follow the inquiry instructions when opening or reopening a case to see if any clients on the case are receiving Native TANF benefits.
- These screens can only display the information DPA receives from the Native TANF organization. Therefore, there may be instances when the caseworker will need to contact the Native TANF Organization to obtain updated information.

V. Native TANF Organization Codes

The following are the three character Native Organization codes:

API	Aleutian Pribilof Islands Association
ASN	Arctic Slope Native Association
AVN	Association of Village Council Presidents
BBN	Bristol Bay Native Association
CHU	Chugachmiut
CIT	Cook Inlet Tribal Council
CRN	Copper River Native Association
KAW	Kawerak
MAN	Maniilaq Association
MIC	Metlakatla Indian Community
TCC	Tanana Chiefs Conference
THA	Central Council of Tlingit & Haida Indian Tribes