

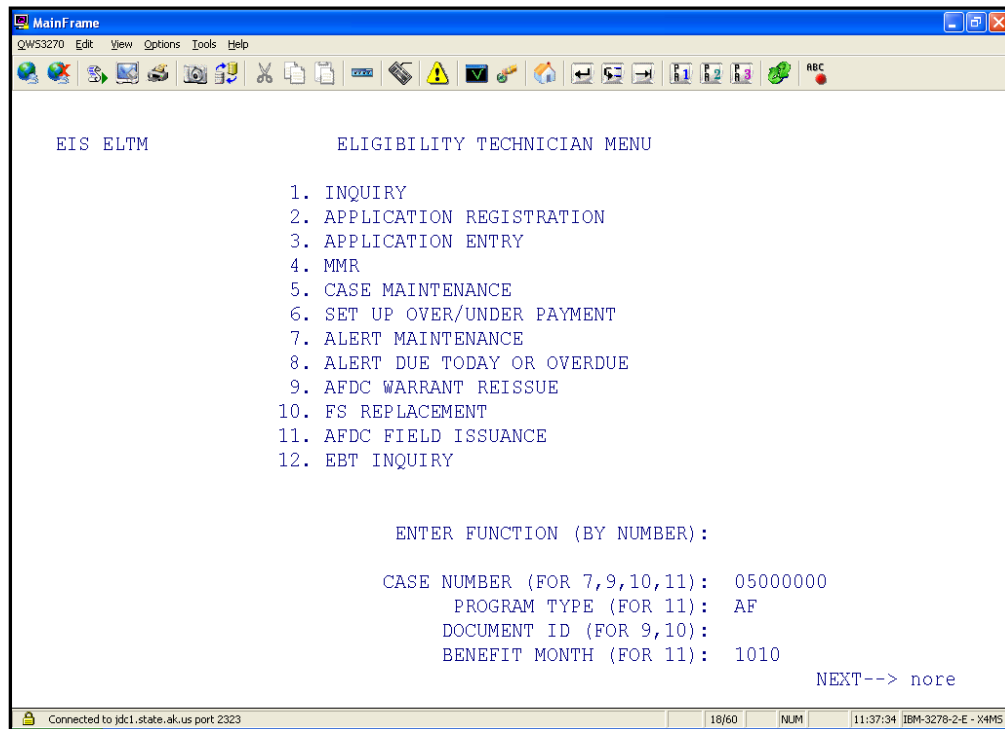
CASE MANAGEMENT EIS NOTICES

Case Management Notices

Notice #	Notice title	Additional notice Information
J001	Case Manager Introduction	
J011	JOBS General Correspondence	Free form
J016	Self Sufficiency Appointment	To schedule an appointment
J107	Extra Services	Post Employment Services
J201	Problem Solving Meeting	Penalty/Other
J091	58 Month Case Review/Extension Meeting	Staffing
J092	Continued Extension Meeting	Staffing – already on extension

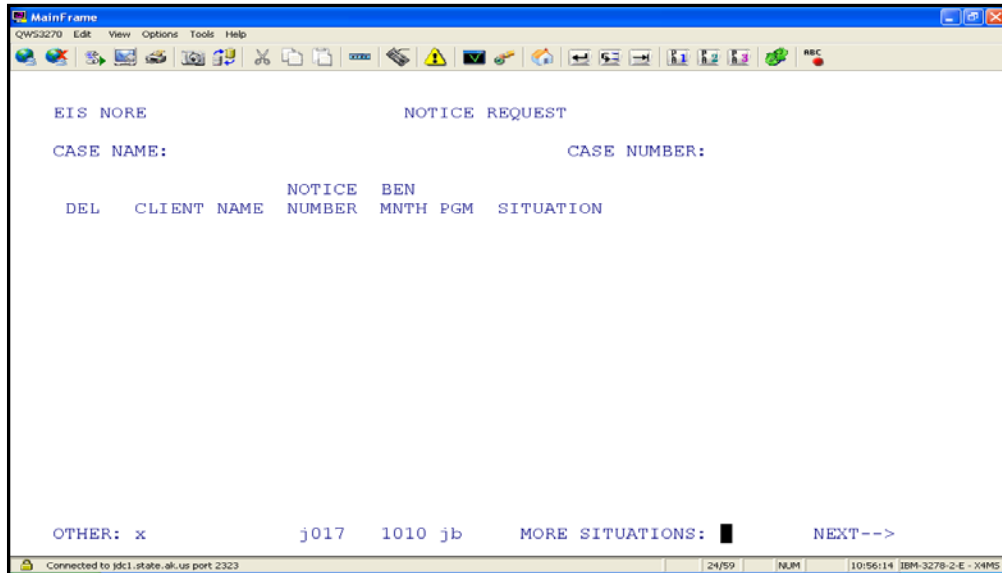
How to send the Notice in EIS

- Go to the ETLM screen
- Fill in the TA case number; in Program Type, fill in "AF"; and current "mm/yy"
- Fill in "NORE" in the "NEXT" field in the lower right corner
- Press enter



Navigating to the notice screen:

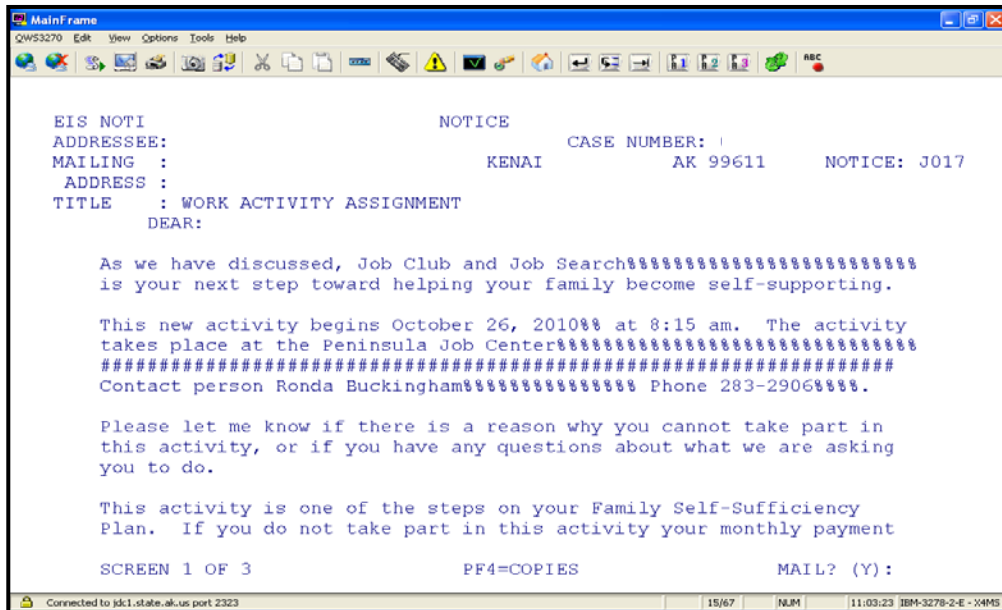
- In Other, fill in an "X", fill in the correct notice number, month/year; and JB in program
- Press "enter" and it will take you to a list of names to select the correct client
- Put an "X" next to the client you want to send the notice to and press enter



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Put an "X" Notice # Mo/Yr Program = JB

Generating the notice:

- Enter specific information; tab to **Mail?**, fill in a "y" in this space and press enter



To send the notice put in a "y" and press enter ↗

- To view the Notice once it has been sent go to the NOHS screen