


STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES  <b>Division of Public Assistance</b>  <b>POLICY &amp; PROCEDURE MANUAL</b>	<b>SECTION:</b> Finance	<b>Number:</b> 700	<b>Page:</b> 1
	<b>SUBJECT:</b> Benefit Issuance File (BIF) Processing <b>SUPERCEDES NUMBER/PAGE:</b> Old P&P and SOP Manuals		
	<b>APPROVED:</b> 	<b>DATE:</b> 2/5/10	

PURPOSE:

To outline procedures for Batch Interface File (BIF) processing within the Division of Public Assistance, to ensure compliance of AAM 38.100.

POLICY:

All warrants are issued and mailed in compliance with AAM 38.100, which states:

*For external warrants, subsidiary systems run a process that creates a warrant print tape and a warrant interface tape. The warrant print tape is used to print the physical warrants, and the warrant interface tape is used to record the warrant issue transactions in AKSAS. The process must be completed in the following sequence:*

1. *Print the physical warrants.*
2. *Manually verify the printed warrants.*
3. *Interface the warrants to AKSAS.*
4. *Once the warrants are processed in AKSAS, the warrants may be released for mailing to CMR.*

*This process must be completed in the sequence above to ensure that payees can cash warrants on receipt and the warrant redemption process can occur timely. It is critical that printed warrants are not mailed until the warrant transactions successfully interface with AKSAS.*

RESPONSIBILITIES:

- A. The Systems Operations (SYSOPS) Unit will provide means of notification to the Benefit Issuance and Recovery (BI&R) Unit staff of the BIFs that should be expected each business day, as well as proofing the generation numbers of all BIFs to ensure all BIFs are accounted for.
- B. The BI&R staff will send an email to the SYSOPS scheduler, Public Assistance Analyst II and DHSS/FMS IT Systems Operations Liaison confirming the BIFs that were received and entered each business day.
- C. The Finance & Management Unit will notify the DPA EIS Helpdesk in SYSOPS, and the BI&R staff by email each business day, to advise that all files successfully interfaced with

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AKSAS. If problems occur with interfacing, the Finance & Management Unit will promptly notify the BI&R and SYSOPS staff of any BIF and/or warrant release problems, or any issues reported by the Department of Administration, Division of Finance.

PROCEDURES:

1. BI&R staff review the production calendar daily for expected BIF runs.
2. SYSOPS checks the control reports the morning following each benefit issuance job run. A BIF is created providing the Volume Serial Number, Generation Number and figures specific to the benefits issued by each job.
  - a. JAS, EBT, EIS and Heating Assistance BIFs are sent by SYSOPS.
  - b. WIC BIFs are sent by AKSAS-BATCH.
3. BI&R staff receive BIFs from SYSOPS/AKSAS-BATCH, opens each email and prints the BIF attachment.
4. Mondays, Wednesdays and Fridays BI&R pulls JAS reports from Document Direct to match with the BIFs.
  - a. If there is more than one transaction, totals are verified.
  - b. If the total is incorrect, SYSOPS is notified with the discrepancy.
  - c. If the total is correct, continue with process.
5. BI&R Interfaces BIFs in AKSAS:
  - a. Staff obtains mainframe connection and logs into AKSAS.
  - b. Selects AKSAS CICS and utilizes RD Code 06258 for JAS, EBT and EIS BIFs, 06252 for Heating Assistance BIFs and 06294 for WIC BIFs.
  - c. Enters "DI" and matches the Dataset Name with the BIF.
  - d. Enters the Volume Serial Number and Generation Number (enter only the four digits – 0001, 0002 and 0003)
    - i. Generation number will always be 0001 if there is only one BIF for that day.
    - ii. If there is only one BIF and the generation number is anything but 0001, BI&R staff will notify SYSOPS immediately.

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- e. Enters in the Transaction number, which is the warrant count, total number of warrants, AKSAS Trans Count or count amount.
6. BEFORE NOON – BI&R staff refer to the Production Calendar to determine if all BIFs have been received for the previous night.
7. Once all BIFs have been received and input, BI&R staff sends an email listing all BIFs that were received and entered each business day to staff in SYSOPS, FMS, BI&R, Heating Assistance and WIC.
8. SYSOPS reconciles the list of received and entered BIFs from BI&R to their list of generated BIFs to ensure all BIFs are accounted for.
9. SYSOPS performs a second reconciliation upon receipt of the AKSAS Balance Interface Transaction File Processing Control Reports, to ensure again, that all BIFs are accounted for.
10. After 1:00 p.m. BI&R staff receive emails that state “BIF Validation” and “Successful interface” of Volume ##### GENR #####.
  - a. BI&R staff opens emails, prints each screen and verifies amounts are correct for each BIF. If there are multiple same type BIFs, the Successful Interface email will group them together and staff will need to manually separate and print one for each BIF.
  - b. Once all are verified, BI&R staff staples all four pages together and files in BIF folder.
11. Warrants are held in SYSOPS until receipt of email from the Finance & Management Unit ensuring that all files were successfully interfaced with AKSAS.
12. Once the email has been sent confirming all transactions were successfully interfaced into AKSAS, the warrants are released for mailing by SYSOPS staff.