

## JAL CENTRALIZATION CARES CHANGES

### **CARES PROCESSING - SUMMARY**

Changes have been made to the Benefit Recovery and Benefit Issuance subsystems to support the issuance of JAL payments.

Here is a summary of the changes made to CARES for JAL payment centralization. Detailed information on these changes follows this section.

#### **BVJL – Job Access Loan Information -Modified**

Several fields to capture vendor information were added, as well as new JAL status codes and new PF key functionality. The reasons for applying for a JAL have been revised and PF keys were added to directly query the worksheet and some benefit issuance screens.

#### **BVJW – Job Access Loan Worksheet – New Screen**

Created a new automated worksheet that interacts with BVJL. This will take the place of the paper form. Some income and expense information from the case will be displayed on this page to aid the person conducting the JAL interview.

#### **BIJA – Designated JAL Approvers- New Screen**

The new Benefit Issuance screen lists worker IDs authorized to approve JAL payments for an office. This functions similar to screen BIAW- W-2 Auxiliary Authorized Approvers screen.

#### **BIAJ – JAL Request Approval – New Screen**

This Benefit Issuance screen lists the JAL requests waiting to be approved. This screen will list all JALs in all offices for the authorized approver that's querying the page. This functions similar to screen BIWA – W-2 Auxiliary Request Approval.

#### **BICC – Cancel W-2/JAL Benefits - Modified**

This screen is used to cancel a W-2 auxiliary or a JAL payment. The payment will appear on this screen until the end of the day the payment was approved.

#### **IQAF - AFDC/W-2 Issuance History – Disbursement - Modified**

The JAL payment will show up as a payment on this screen. If the payment is a JAL vendor payment, the check number field will be blank.

#### **IQAD- AFDC/W-2 Issuance History – Details – Modified**

This screen shows the payment details for all W-2 payments, as well as JAL vendor and non-vendor issuances. A new payment type code of JL and a new benefit reason code of JAL will identify this benefit as a JAL payment.

#### **IQAV - AFDC/W-2 Issuance History - Vendor Details - Modified**

This screen will display the JAL vendor payment information. Any updates to the payment due to returns or stop payments on this vendor issuance will display on this screen.

#### **Benefit Recovery Letters/Notices - Modified**

Notice BVJD – JAL Denial and letters BVLL- Repayment Summary and BVLM – Dunning Notice have been converted into the new letter format. These letters/notices must now be

viewed in CWW in the Client Correspondence section in the CWW Navigation Menu for the case.

Other changes to the Benefit Issuance subsystem have been made to support the new JAL payment process, particularly for vendor payments. Details on these changes will be issued soon in a separate Operations Memo.

## **CARES PROCESSING - DETAILS**

### **BIJA - JAL APPROVER DESIGNATION SCREEN**

Prior to issuing JAL payments through CARES, each agency must submit a JAL Approver Designation Form, DCF-F-132. Agencies are required to designate JAL approvers, the minimum is 2 approvers per eligibility office number (the 55XX or 56XX number) and a maximum of 4 approvers per office. Once this form is faxed to the W-2 Help Desk (608-327-6484), the approvers will be added to the new BIJA - JAL AUTHORIZED APPROVERS screen in CARES.

If the agency does not complete a DCF-F-132 form and fax it in to the W-2 Help Desk, no JAL payments can be approved for their office. This form can be found in the DCF Forms Repository. We have provided a link to this form at the end of this document. Instructions for completing it are included with the form. The DCF-F-132 form must be faxed in to the W-2 Help Desk each time the agency needs to add or delete approvers to/from their office. The agency's Security Officer and Administrator are required to sign the form.

Once a worker is added to this screen, they have update access to the other new screen, BIAJ – JAL REQUEST APPROVAL, where the JAL payments are approved. This process mirrors the W-2 Auxiliary payment process, as JALs are issued in the same daily benefit issuance cycle as auxiliary payments.

BIJA	JAL AUTHORIZED APPROVERS	06/16/09 14:31
		XCT554 P WORKER
LAST UPDATED: 05 04 2009		LAST UPDATED BY: XCTR85
OFFICE: 5600 MILWAUKEE W2 REG 0, W-2 AGENCY		
MAXIMUM USERS ALLOWED FOR THE OFFICE: 04		
USER ID	NAME	
XCT123	JANE SMITH	
XCT456	JOHN DOE	
NEXT TRAN: _____	PARMS: 5600_____	

BIJA can be queried by office number and will display all workers designated as JAL approvers for that office. Querying by office number will bring up history of all updates made for that office. 'MORE....' will display at the bottom right of the screen, so use PF8 and PF7 to navigate back and forth between the historical sequences.

When queried by worker ID, BIAJ will bring up a screen for each office in which that worker is an approver. When 'MORE....' is showing in the bottom right of the screen, use PF8 and PF7 to page back and forth through each office to which the worker is assigned.

**LAST UPDATED:**

The date that the screen was updated by Central Office staff.

**LAST UPDATED BY:**

This is the logon ID of the person that updated the screen

**OFFICE:**

This is the W-2 agency eligibility office number. This number starts with 55XX or 56XX

**MAXIMUM USERS ALLOWED FOR THE OFFICE:**

This shows the number of designated approvers allowed for the W-2 office. The minimum is two approvers per office, and the maximum is 4 per office.

**USER ID:**

This is the logon ID of the local agency worker that is designated as an approver for this office.

**NAME:**

This is the name of the worker that is associated with the logon ID entered. Information about this worker can be found on screen SMUM. Access SMUM by entering a worker ID in the PARMs.

**JAL APPLICATION PROCESS**

Screens BVJL and BVJW are used to create the JAL payment request. The JAL request is approved on BVJL by processing PF24. The JAL approvers for the office immediately get an alert that there is a pending JAL request on BIAJ. Screen BVJW is new, and is an automated worksheet used to calculate the applicant's monthly budget. The budget is used to help determine the amount of loan to approve.

**BVJL – Job Access Loan Information**

Changes have been made to BVJL to accommodate the new JAL process, particularly by adding the capability to issue the JAL payment directly from CARES. A field to collect vendor information has been added so that the agency has the option of creating a two party JAL check. New status codes have been added to track the new payment process.

BVJL	JOB ACCESS LOAN INFORMATION	06/16/09 09:54	
CLM: 7100006437		XCT546 M WELCH	
STATUS: I ___	UPDATED DATE:	UPDATE USER ID:	
CASE: _____	CAT: _____	SEQ: ___	ORIG OFFICE:
LIABLE INDV PIN : _____			
VENDOR REQ: N NUM: _____	NAME:		
LOAN AMT:	REPAYMENT PERIOD:	THRU	
OUTSTND BAL AMT:	MONTHLY CASH REPAYMENT AMOUNT:	_____	
OUTSTND CASH BAL:	MONTHLY IN-KIND REPAYMENT AMOUNT:		
OUTSTND IN-KIND BAL:	MONTHLY IN-KIND HOURS:	___	
OUTSTND IN-KIND HRS:	NEXT INSTALLMENT DUE DT:		
DUNNING NOTICE NUM:	0	DELINQUENCY DT:	
BENEFIT NUM:		REFERRED TO CRES DT:	
PURPOSE FOR JAL:			
__ RENT	__ CAR PURCHASE	__ SELF EMPLOYMENT	__ FINES
__ SECURITY DEPOSIT	__ CAR REPAIR	__ WORK EQUIPMENT	__ CLOTHING
__ MORTGAGE	__ JOB RELOCATION	__ OTHER _____	
PFKEYS: 13=BVJW	14=BIAJ	15=IQAD	22=BVCC 24=PROCESS REQUEST
NEXT TRAN: _____	PARMS: 7100006437_____		

**CLM:**

This is a system assigned claim number used to identify this request for a JAL.

**STATUS:**

This field displays the status code of the JAL. Valid values are found on reference table TVJL. This field defaults to I-Intake when first training to the page.

The status code will be automatically updated in each step of the application process. Once the JAL is processed using PF24, the status will change to A-Applied and the request is sent to screen BIAJ for review by the authorized approver. If the payment is approved on BIAJ, the status changes to R-Ready. This means that the daily benefit issuance cycle will pick up this request and process the check in the nightly run. Once the benefit issuance cycle is completed and the payment information is updated on the benefit issuance screens the next day, the status changes to O-Open.

If the JAL payment request is cancelled on BICC, the status of the application will be changed back to I-Intake. The requesting worker gets alert 446- JAL BENEFIT REQUEST CANCELLED. The requesting worker will have to review the application and modify and re-process the request by completing PF24 again, or deny it. Enter a D-Denied code in this field if the claim is being denied. If the JAL was approved, then it needs to be cancelled on BICC before it can be denied.

**UPDATED DATE:**

Displays the date the screen was last updated.

**UPDATE USER ID:**

Displays the logon ID of the worker who last updated the claim.

**CASE:**

This is the case number as entered by the worker.

**CAT:**

The category of W-2 the case is currently open for, this can be WW C or WW M.

**SEQ:**

The sequence number of the W-2 assistance group.

**ORIG OFFICE:**

This is the originating office number and represents the office in which the JAL was initially created. This is populated on BVJL once BVJW is completed by processing PF24.

**LIABLE INDV PIN:**

This is the PIN of the person who is applying for the JAL and who is responsible for repaying the loan. Any adult included in a W-2 assistance group can apply for a JAL. The applicant can also be a minor that is the primary person in a WW M assistance group and will turn 18 within two months of the JAL application date.

**VENDOR REQ:**

This indicates if the JAL payment will be made out to a vendor and the applicant. If 'Y' is entered, a vendor number must be selected and entered in the next field.

**NUM:**

This is the field where the vendor number is entered. The vendor number is found by querying by vendor name or TIN/SSN on IQVN. If a vendor number is entered here, the check will be issued as a two party check, made out to the applicant and the vendor. Both parties must sign the check in order to cash it. If the vendor name or TIN/SSN is not found on IQVN, a request must be sent to the W-2 Help Desk to add this vendor to CARES. See Administrator's Memo DFES 09-03 for more information on adding vendor information to CARES.

**NAME:**

This field is automatically populated with the name of the vendor associated with the vendor number. This information is found on screen BIVN. This field is display-only.

**LOAN AMT:**

This is the Approved Loan Amount brought over from screen BVJW. This amount can only be updated on BVJW and only as long as the loan status is Intake or Applied status.

**OUTSTND BAL AMT:**

This is the current outstanding balance due on the JAL. This includes the dollar amount of the cash and in-kind balances. This field is display only.

**OUTSTAND CASH BAL:**

The dollar amount still owed on the cash repayment. This field is display only. However, this amount can change when certain combinations of 1) the number of in-kind hours are increased or decreased and/or 2) the Monthly Cash Repayment amount is changed.

**OUTSTND IN-KIND BAL:**

The dollar amount still owed as an in-kind repayment. This is equal to the current hourly State or Federal minimum wage (whichever is greater) times the number of hours in the OUTSTND IN-KIND HRS field. This field is display only.

**OUTSTND IN-KIND HRS:**

The number of hours the loan recipient needs to work to repay the OUTSTND IN-KIND BAL amount. This field is display only.

**DUNNING NOTICE NUM:**

This shows the number of dunning notices sent to the loan recipient. This field can be updated for certain circumstances such as when a repayment was received timely, but was posted late. In this instance a dunning notice should not have been sent. Once three dunning notices are sent, the claim is referred to CRES for tax intercept.

**BENEFIT NUM:**

This is the benefit number assigned to this JAL payment. This number is automatically assigned to the JAL payment when the check is generated in the daily benefit issuance cycle. The benefit number can also be viewed on screens IQAF, IQAD and IQAV. This field is display only.

**REPAYMENT PERIOD:**

If the JAL is approved on or before the 15<sup>th</sup> of a month, the repayment period will begin the first of the current month. If the JAL is approved after the 15<sup>th</sup> the repayment period will begin the first of the following month. The end-date of the repayment period is based upon the number of months given to repay the loan on BVJW.

**MONTHLY CASH REPAYMENT AMOUNT:**

This figure initially displays the monthly payment amount based on the approved amount of the loan and the length of the repayment period. This amount can be re-negotiated when circumstances warrant. If the repayment amount is increased, it will not change the length of the repayment period. If this amount is reduced the repayment period will be lengthened, up to a maximum of 24 months.

**MONTHLY IN-KIND REPAYMENT AMOUNT:**

This amount is calculated when BVJW is completed and can not be updated on BVJL. This figure is based on the number of months the applicant is given to pay back the loan. If in-kind hours are changed it may update the outstanding in-kind hours amount, and in certain instances, update the outstanding cash balance amount.

**MONTHLY IN-KIND HOURS:**

This displays the number of in-kind hours calculated on BVJW at the time of application. If the claim is still in I-Intake or A-Applied status, this field is display-only because it can still be updated on BVJW.

Once the claim is in O-Open status, the number of in-kind hours can be changed on this screen. Changing the monthly in-kind hours (up or down) may change the number of outstanding in-kind hours amount.

**NEXT INSTALLMENT DUE DT:**

If the JAL application date is on or before the 15<sup>th</sup> of the month, this field will initially display the 25<sup>th</sup> of the current month as the installment due date. If the JAL application date is after the 15<sup>th</sup> of the month, the next installment date will be the 25<sup>th</sup> of the following month. After the month of application, the next installment is always due on the 25<sup>th</sup> of each month.

**DELINQUENCY DT:**

If a JAL claim has 3 dunning notices, the claim is considered to be delinquent and is referred to CRES (Central Recoveries Enhanced System) for tax intercept. This is the date that the JAL claim is referred to CRES.

**REFERRED TO CRES DT:**

If the individual applying for this JAL has ever been referred to CRES in the past for a delinquent JAL, this field will display the original date of referral. If the individual was not referred for a prior JAL, this date will be the same as the Delinquency Date.

**PURPOSE FOR JAL:**

To select a purpose, enter X in front of the desired item. Multiple purposes can be selected for a JAL. If 'Other' is selected a short description of the purpose must be entered.

**BVJW - JOB ACCESS LOAN WORKSHEET**

This is a new screen that is used to determine the JAL applicant's monthly budget prior to granting a loan. Once BVJL is completed and enter is hit, BVJW immediately comes up. This screen must be completed before the JAL application can be processed. Once BVJW has been completed, the worker must use the PF24 key to save the changes and go back to BVJL.

This screen will bring in certain income types and expenses that are already listed in the case on other screens. For example, if the group is open for FoodShare (FS), the allotment amount for the coming month will display under the Monthly Income column in the FoodShare field. If the FS group

has rent/mortgage payments or utility costs entered on those CARES screens, the amounts will be brought into the Monthly Expenses column and placed on the appropriate lines.

Every field auto-populated under the Monthly Income and Monthly Expenses columns can be over-written by the worker if needed.

This screen is used to help determine how much the applicant can afford to pay on the loan each month. Once the monthly budget is worked out, they can determine a loan amount and enter the Loan Amount Requested, Approved Loan Amount and Cash Repayment Amount fields and hit <enter>. Doing this will display totals in the fields on the bottom half of the page. Amounts in any of the updatable fields on this screen can be changed and <enter> can be hit again to see the new calculations.

BVJW	JOB ACCESS LOAN WORKSHEET	06/17/09 11:27
CLAIM: 5100006415		XCT546 M WELCH
LAST UPDATED: 06 11 09	BY: XCT545	
MONTHLY INCOME		MONTHLY EXPENSES
EARNED :	1200.00	RENT/MORTGAGE : 425.00
UNEARNED : +	_____	CHILD CARE : + _____
W2 BENEFITS : +	336.00	TRANSPORTATION : + _____
CTS : +	_____	CHILD SUPPORT : + _____
FOOD SHARE : +	_____	FOOD : + _____
CHILD SUPPORT : +	350.00	UTILITIES : + 100.00
OTHER INCOMES : +	_____	OTHER EXPENSES : + _____
TOTAL INCOME : =	1886.00	TOTAL EXPENSE : = 525.00
TOTAL INC - TOTAL EXP = NET MONTHLY INC: \$ 1361.00		
LOAN AMOUNT REQUESTED :	\$ 500.00	
APPROVED LOAN AMOUNT :	\$ 500.00	MONTHS TO REPAY LOAN : 12
CASH REPAYMENT AMOUNT :	\$ 500.00	MONTHLY CASH REPAYMENT : \$ 41.66
AGREED INKIND HOURS :	0	MONTHLY INKIND HOURS : 0
TOTAL INKIND AMOUNT :	\$ .00	
PFKEYS: 24=SAVE & BVJL		
NEXT TRAN: _____	PARMS: 5100006415_____	

NOTE: If the Cash Repayment Amount entered is less than the Approved Loan Amount, CARES assumes there are in-kind hours being used to repay the difference. In-kind hours will be automatically calculated based upon the amount of the difference.

The data on this screen can be changed as often as desired as long as the claim is in I-Intake or A-Applied status. Once the claim is approved and in R-Ready or O-Open status, BVJW will no longer be updatable. Any further adjustments to the repayment conditions will have to be changed on BVJL.

**MONTHLY INCOME:**

This section contains seven different income type fields: Earned, Unearned, W-2 Benefits, CTS (Caretaker Supplement), Food Share (FS) (allotment amount), Child Support and Other. If any of this information is current in CARES on the associated screens, the amounts will be pulled in to this screen. For example, if the case is currently open for W-2, the payment amount on WPPS will be displayed in the W-2 Benefits field. This is the amount of W-2 expected to be paid in the next benefit issuance cycle. The same with FS, this will be the allotment amount expected to be issued next month. If there are CTS payments, the last payment made to this group will show up here. Child Support will be displayed if it's coded as any one of these codes on current CWW Unearned Income page: CSCC, CSCA, CSFA, CSMC, CSMA and CS. Child Support income is not counted in the W-2 eligibility determination, however it is considered available income for JAL repayment purposes. The field Other does not get auto-populated and can be used for income types not listed on the screen.

The worker is able to over-write data in all of these fields. The most up-to-date information should be used to calculate the household's monthly budget.

#### MONTHLY EXPENSES:

This section contains seven expense type fields: Rent/Mortgage, Child Care, Transportation, Child Support, Food, Utilities and Other. If any of this information is current and entered in CARES for other programs of assistance, BVJW will display it here. Rent/Mortgage is the amount currently used in the FS budget. Child Care expenses are the obligation amount entered on the Dependent Care Obligations / Payments page in CWW. Child Support expense is the current amount coded 'CS' as entered on the Support Obligations / Payments page in CWW. The Food, Transportation and Other fields are not auto-populated.

The worker is able to over-write data in all of these fields.

#### TOTAL INC – TOTAL EXP = NET MONTHLY INC:

This field shows the difference between the total monthly income and total monthly expenses. The field is populated when the worker completes this screen and hits <enter>.

#### LOAN AMOUNT REQUESTED:

The loan amount being requested by the applicant. This field is entered by the worker.

#### APPROVED LOAN AMOUNT:

The loan amount the agency has agreed to issue to the applicant. This field is worker entered.

#### CASH REPAYMENT AMOUNT:

This is the amount of the loan that will be paid back in cash, as opposed to being worked off as in-kind hours. When the cash repayment amount entered is less than the approved loan amount, in-kind hours will be automatically populated. This field can be updated when the claim is in the following statuses: I-Intake and A-Applied.

#### AGREED INKIND HOURS:

In-kind hours are automatically calculated based upon the difference between the Approved Loan Amount and the Cash Repayment Amount. The difference is then divided by the applicable minimum wage amount to determine number of hours.

#### TOTAL INKIND AMOUNT:

This is the difference between the Approved Loan Amount and the Cash Repayment Amount.

#### MONTHS TO REPAY LOAN:

The number of months is initially set to 12, however the worker has the ability to extend this up to 18 months during the application process. Once the loan is approved, this field can not be updated. However, if the Monthly Cash Repayment Amount is reduced on BVJL, the number of months to repay the loan will increase. The increased number of months to repay will display on BVJW.

#### MONTHLY CASH REPAYMENT:

This value is calculated by CARES and is the monthly amount that must be paid in order to pay off the loan timely. CARES calculates this amount by dividing the Cash Repayment Amount by the Months to Repay Loan number.

#### MONTHLY INKIND HOURS:

This figure is automatically calculated by CARES and is determined by dividing the Agreed In-kind Hours by the number of months to repay the loan.

### BIAJ - JAL REQUEST APPROVAL

Once a JAL request is processed by completing PF24 on BVJL, the request is sent to the JAL Request Approval screen. The JAL approver can do several functions on BIAJ, approve, place a hold on the request, or select a particular payment and use the PF keys to go directly to pertinent screens. The JAL approvers for the office in which the case resides will receive alert 440- JAL REQUEST WAITING APPROVAL.

If the JAL approver puts a hold on a loan on this screen, the person requesting the loan will receive alert 441- JAL REQUEST HELD.

BIAJ		JAL REQUEST APPROVAL				06/16/09 11:10	
						XCT123 P WORKER	
APP IND	CASE NUMBER	CLAIM NUMBER	OFC NUM	WORKER ID	REQUEST DATE	REQUEST AMOUNT	VENDOR NUMBER
P	1700256912	3100006413	5500	XCT123	04 11 2009	325.00	
P	1700469916	2100006432	5500	XCTG08	06 16 2009	100.00	
P	7700376077	1100006411	5500	XCT123	04 11 2009	685.00	558
P	0700467301	7100006317	5600	XCTG23	05 20 2009	200.00	
P	2700450523	6100006406	5600	XCTG22	04 11 2009	275.00	
P	2700450523	4100006414	5600	XCT456	06 11 2009	325.00	
P	2700450523	5100006415	5000	XCT456	06 11 2009	500.00	
P	2700450523	6100006416	5000	XCT123	06 11 2009	125.00	

A - APPROVE      H - HOLD      S - SELECT

PF13 IQAF    PF14 BVJL    PF15 BVJW

NEXT TRAN: \_\_\_\_\_      PARMS: \_\_\_\_\_

#### APP IND:

This is the only field on the page that can be updated. The options are P-Pend, A-Approve, H-Hold, and S-Select. The default is P-Pend. H-Hold can be entered if the approver has reviewed a particular JAL request, but is not ready to approve it. If IQAF, BVJL or BVJW want to be viewed, enter an S in the field and hit the appropriate PF key. When A-Approved is entered, the status of the JAL request on BVJL updates to R-Ready and the request will no longer display on this screen. The alerts received by the office level approvers for the JAL will be automatically deleted. NOTE: If a JAL payment needs to be cancelled, it must be done on screen BICC on the same day as the A-Approve code was entered.

#### CASE NUMBER:

This the case number to which this JAL request is attached.

#### CLAIM NUMBER:

This is the benefit recovery claim number for the JAL request.

**OFC NUM:**

The eligibility office number of the agency that is requesting this JAL.

**WORKER ID:**

The ID of the worker requesting the JAL

**REQUEST DATE:**

The date that the JAL request was processed by hitting PF24 on the BVJL screen

**REQUEST AMOUNT:**

This is the Loan Amount as displayed on screen BVJL.

**VENDOR NUMBER:**

If vendor information is entered on BVJL, the number of the vendor is listed in this field. Vendor information can be found by tranning to BIVN with the vendor number.

**BICC - CANCEL W-2 AUXILIARY/JAL REQUEST**

This screen is currently used to cancel W-2 auxiliary payment requests. W-2 auxiliary payments and JAL payments are both issued out of the daily benefit issuance (BI) cycle. For this reason, JAL payments will also be cancelled on BICC. Both payment types can be cancelled on BICC any time after being requested, up until the day they are approved. These two payment types get picked up in the nightly BI cycle once they're approved. For this reason, the cancellation must be entered before the end of the day on which they are approved or the check will be created.

When a JAL request is cancelled on BICC, the JAL status on BVJL will be changed back to I-Intake. If the worker that cancelled the JAL request is different than the worker that requested the payment, an alert is sent to the one that requested the JAL. The alert is sent immediately and is 446 - JAL BENEFIT REQUEST CANCELLED.

The worker that receives the alert must go back to BVJL and decide what to do with the JAL request. The loan amount can be changed, the repayment amount can be updated, in-kind hours can be changed or the request can be denied.

The screen print shows how both JAL payments and auxiliary are displayed.

BICC		CANCEL W-2 AUXILIARY/JAL REQUEST			06/19/09	08:07
						XCT546 M WELCH
COUNTY: 40	CASE: 7700376077	CAT: WW C	SEQ: 01			
PAYEE: SERENA WILCOX				WORKER: XCT546		
CANCEL	CLAIM	TYPE	REASON	AMOUNT	PERIOD	
—	1100006411	JL	JAL	685.00	04 11 2009	
—		SU	907	85.00	05 01 2009	
TOTAL :				770.00		
NEXT TRAN: _____	PARMS: 7700376077/WW C/01_____					

**COUNTY:**

This displays the number of the county in which the case resides.

**CASE:**

This is the case number for which the auxiliary or JAL payment is requested.

**CAT:**

This is the category of assistance within the case for which the JAL or auxiliary is requested. For auxiliaries, it will be WW C, for JAL requests it can be WW C or WW M.

**SEQ:**

The sequence number of this category of assistance.

**PAYEE:**

This lists the name of the payee. NOTE: If there is an alternate payee, it will display on this screen, but the approved JAL payment will not be made out to the payee, it will always be made out to the applicant or applicant and vendor.

**WORKER:**

The ID of the worker who requested the auxiliary or the JAL payment.

**CANCEL:**

This is the only field on the screen that can be updated. The valid values are Y-Yes is cancel the request, N-No is do not cancel the request.

**CLAIM:**

There can be multiple JALs requested on one case, so the payment requests listed for JALs are identified with the JAL claim number. W-2 auxiliary payments do not have claim numbers.

**TYPE:**

This shows the type of payment. The two types are JL and SU for W-2 auxiliary payments.

**REASON:**

This displays the reason for the W-2 auxiliary and JAL requests. The valid values are found on reference table TARC.

**AMOUNT:**

The amount of the JAL or auxiliary request.

**PERIOD:**

The W-2 auxiliary will display the benefit month for which the payment is being requested. The JAL will display the date that the JAL was processed by completing PF24 on BVJL.

***BENEFIT ISSUANCE SCREENS***

A few minor changes have been made to several of the Benefit Issuance (BI) screens to accommodate JAL payments. There are two types of JAL payments; non-vendor and vendor. These

two types of payments display a little differently on the BI screens. A new payment type of JL will be used to identify both JAL payment types.

Screen field descriptions for all of the BI screens will be included in a follow-up Operations Memo to be issued shortly.

**IQAF - AFDC/W-2 ISSUANCE HISTORY - DISBURSEMENT**

JAL payments issued directly to the client (non-vendor) will show up on IQAF similar to any other W-2 payment. The benefit will display a check number here, along with the dollar amount of the payment.

JAL payments issued as a two-party vendor payment will not display a check number on IQAF, and the dollar amount will be \$.00. This is because detailed vendor information for this payment is displayed on the Vendor Details screen IQAV.

The first payment on the screen print below is a JAL that was issued directly to the client. It looks just like all other W-2 payments issued by CARES. The second payment listed is a JAL vendor payment.

IQAF		AFDC/W-2 ISSUANCE HISTORY - DISBURSEMENT					06/22/09 08:51				
CASE		CAT	SEQ	PRIMARY PERSON NAME				XCT545 M WELCH			
0700448209				JAMES, TAWNEE							
SEL	CAT	SEQ	BENEFIT	CHECK	CHK/EFT	CHK/EFT	**DISPOSITION**	CTY	OFF	RTN	
CD	NUM	NUM	NUM	NUM	DATE	AMOUNT	CD RSN DATE	NUM	NUM	IND	
_	WW	C	01	100065334	J2008002	05 28 09	250.00	IS	05 27 09	40 5605	
_	WW	C	01	100065268	J1131021	05 26 09	314.00	IS	05 26 09	40 5605	
_	WW	C	01	100065223	J3335003	05 08 09	230.00	IS	05 07 09	40 5605	
_	WW	C	01	100065221		05 07 09	.00	IS	05 07 09	40 5605	

PAGE : 1

PF14 IQAD PF15 IQAP PF16 IQAT PF17 IQWD PF18 BICS-SUPPL PF19 BICS-REPL  
 NEXT TRAN: \_\_\_\_\_ PARS: 0700448209\_\_\_\_\_

## IQAD - AFDC/W-2 ISSUANCE HISTORY – DETAILS

This screen will display detailed information regarding the payment selected from IQAF.

### JAL Non-Vendor Payment

This screen print shows the non-vendor JAL information. The Benefit Type is JL, the Benefit Reason is JAL, and the dollar amount of the payment is listed in the Benefit Amt column.

IQAD		AFDC/W-2 ISSUANCE HISTORY - DETAILS				06/22/09	09:18
						XCT545 M WELCH	
CASE NUM	CAT	SEQ	BENEFIT NUM	<b>TOTAL VENDOR AMT</b>			
0700448209	WW C	01	100065334	.00			
PAYEE TYPE:	JL		ADDRESS IND:				
PAYEE NAME:	JAMES, TAWNEE		AFFIDAVIT RCV DT:				
BANK NAME:			REPL CHK NUM:				
ADDRESS:	6745	ELM ST	REPL CHK DATE:				
	MILWAUKEE	WI 53201	CHK/EFT DATE: 05 28 09				
			RUN TYPE IND: D				
SEL	BEN	BEN	PERIOD	<b>BENEFIT</b>	RECOUP	OFFSET	RETURNED
	TYPE	RSN	COVERED	<b>AMT</b>	AMT	AMT	AMT
_	JL	JAL	05 27 09	<b>250.00</b>	.00	.00	.00
PF14 IQAV		PF15 IQAF		PF16 IQAP		PF17 IQAM	
NEXT TRAN: _____		PARMS: 0700448209/WW C/01/100065334					

### JAL Vendor Payment

If the payment is a JAL vendor, there will be a dollar amount displayed in the Total Vendor Amt field. The Benefit Type is JL and the Benefit Reason code is JAL and the Benefit Amt field is \$0. To view vendor details of this payment, enter X or S in the select field, and hit PF14 to go to IQAV.

IQAD		AFDC/W-2 ISSUANCE HISTORY - DETAILS				06/22/09	09:01
						XCT545 M WELCH	
CASE NUM	CAT	SEQ	BENEFIT NUM	<b>TOTAL VENDOR AMT</b>			
0700448209	WW C	01	100065221	800.00			
PAYEE TYPE:	JL		ADDRESS IND:				
PAYEE NAME:	JAMES, TAWNEE		AFFIDAVIT RCV DT:				
BANK NAME:			REPL CHK NUM:				
ADDRESS:	6745	ELM ST	REPL CHK DATE:				
	MILWAUKEE	WI 53201	CHK/EFT DATE: 05 07 09				
			RUN TYPE IND: D				
SEL	BEN	BEN	PERIOD	<b>BENEFIT</b>	RECOUP	OFFSET	RETURNED
	TYPE	RSN	COVERED	<b>AMT</b>	AMT	AMT	AMT
_	JL	JAL	05 07 09	<b>.00</b>	.00	.00	.00
PF14 IQAV		PF15 IQAF		PF16 IQAP		PF17 IQAM	
NEXT TRAN: _____		PARMS: 0700448209/WW C/01/100065221					

## IQAV- AFDC/W-2 ISSUANCE HISTORY - VENDOR DETAILS

This screen will show the vendor payment information for JALs. Regular W-2 vendor information is displayed in the same manner on this screen, however the Benefit Type will be MN (Monthly) rather than JL. Regular vendor payments are only issued in the monthly W-2 Pulldown cycle. JAL vendor payments are only issued in the daily cycle.

All JAL vendor payments will be issued as two party checks, made out to the client and the vendor. Two signatures will be required to cash the check.

IQAV		AFDC/W-2 ISSUANCE HISTORY - VENDOR DETAILS				06/22/09	09:33
						XCT545 M WELCH	
CASE	CAT	SEQ	BENEFIT NUM	BENEFIT TYPE	BENEFIT RSN	PERIOD	
700448209	WW C	1	100065221	JL	JAL	05 07 09	
VENDOR NAME			VENDOR NUM		VENDOR AMT		
MICHAEL T. SMITH			977		800.00		
VENDOR	VENDOR	TWO		VENDOR			
CHECK NUM	CHECK DT	PARTY ?		TYPE			
J1000003	05 08 09	Y		LN			
VENDOR	VENDOR	VENDOR	VENDOR	VENDOR RTN	VENDOR REPL		
DISP RSN	DISP	DISP DT	RTN AMT	METHOD	CHECK NUM		
	IS	05 07 09	.00				
PF14 IQAD		PF15 IQAP		PF16 IQAM		PF18 NEXT VENDOR	
NEXT TRAN: _____		PARMS: 0700448209/WW C/01/100065221/JAL/05072009_____					

### *BENEFIT RECOVERY NOTICE / LETTERS*

As part of the automated JAL payment process, a JAL denial notice has been developed. This notice will be sent to the applicant when a request for a JAL is denied. The reason for the denial will be included in the notice. This notice can be viewed in CWW on the Correspondence History Search Results page. The notice ID is BVJD – JAL Denial. A link at the end of this document goes to a sample of the denial notice.

Letters BVLL- Repayment Summary and BVLM – Dunning Notice have been converted to the new format and must be queried in CWW via the Correspondence History menu option. Use the case number to query these documents.

### *JAL WEEKLY CLEAN UP PROGRAM*

A JAL application is required to be completed within a reasonable time frame. In order to help agencies process JAL applications in a timely manner, CARES will run a batch program every Friday evening to find JAL applications in I-Intake and A-Applied status and send alerts to the worker displayed on BVJL. The alerts will be generated during the batch job that evening. When a JAL is in I-Intake or A-Applied status for more than 60 days, a denial notice will be generated along with an alert to the worker.

This program will produce the following alerts to the JAL worker:

**438 – JAL IS IN INTAKE STATUS > 30 DAYS**

When the weekly batch program finds a JAL application in I-Intake status for more than 30 days the worker listed on BVJL will get this alert. The worker will need to either complete the loan request and have it approved, or deny the request.

**439 – JAL IS IN APPLIED STATUS > 30 DAYS**

When the batch program finds a JAL application that has been in A-Applied status for more than 30 days (as of the first Monday of the month), the worker listed on BVJL will get this alert. The worker will need to either complete the loan request and have it approved, or deny the request.

**443 – JAL CLAIM DENIED**

When a JAL is in A-Applied or I-Intake status for more than 60 days, the CARES batch job will automatically deny the application with the status/reason code NU - NO UPDATE WITHIN LAST 60 DAYS, send alert 443 to the JAL worker, and send the applicant a denial letter that explains that the JAL was denied because the agency failed to take timely action. The letter is BVJD – JAL Denial Notice.

***EOS REPORTS***

Two new EOS reports have been created for JAL vendor payments. They are titled 1) JAL Vendor Checks Sent to Counties. The Form Name is C0B2 and the Report Name is CARES-BI357A-BID and 2) W-2/JAL Daily Two Party Vendor Payment Report – by County. The form name is C0B3 and the Report Name is CARES-BI390A-BID.

All JAL checks, whether they are vendor or non-vendor payments, will be sent directly to the local agencies, they are never mailed directly to the applicant from Madison. These two reports show the JAL vendor checks that were generated overnight in the BI cycle. Benefit Issuance reports are usually available by 10:30 the next morning. The checks should arrive in the local agencies within a day or two of the report date.

An existing report 'W-2/JAL Daily Checks Sent to Counties' is being modified to list non-vendor JAL checks that will be sent to the local agency. The Form Number is C010 and the Report Name is CARES-BI356A-BID. This report currently lists auxiliary payments that are held (e.g., a hold is entered on AGBI). It will now list non-vendor JAL checks along with the held W-2 auxiliary checks.

***ALTERNATE PAYEES***

Some W-2 groups have payees, such as a protective payee, alternate payee or legal guardian, which are entered on screen ACDP. JAL loan checks will not be issued to an alternate payee. The checks will always be made out either to the JAL applicant or issued as a two party check to the JAL applicant and vendor. However, if an applicant has a payee, and it's indicated on screen ACDP that copies of notices go to the payee, both the applicant and the payee will get a copy of the JAL denial notice.